



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

## KOTTAYAM CHAPTER

Reliable Buildings, Behind Mammen Mappila Hall  
K.K.Road, Kottayam-686001, Kerala.

Phone: 0481-2563237

Email: kottayam@icmai.in



## THE INSTITUTE OF COST ACCOUNTANTS OF INDIA (Statutory Body under an Act of Parliament)

### HEAD QUARTER

CMA Bhawan, 12 Sudder Street, Kolkata -700016.

### DELHI OFFICE

CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi- 110 003.

### KOTTAYAM CHAPTER OF COST ACCOUNTANTS

Reliable Buildings, Behind Mammen Mappila Hall, K. K. Road, Kottayam, Kerala- 686001.

### TENDER DOCUMENTS

#### FOR STRUCTURAL AND DEVELOPMENT WORKS, INTERIOR WORKS, ELECTRICAL AND PLUMBING WORKS FOR THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, KOTTAYAM CHAPTER AT CHALUKUNNU, KOTTAYAM-686001, KERALA.

#### Client:

The Chairman  
The Institute of Cost Accountants of India,  
Kottayam Chapter  
Kottayam, Kerala.

#### Architects and Chartered Engineers:

M/s. Shajilal Associates,  
Regent Plaza, CMS College Road, Kottayam, Kerala.

Last Date for submission of Tender : **On or before 5<sup>th</sup> June,2024 up to 5.00 P.M.**

To be Submitted to : The Chairman  
The Institute of Cost Accountants of India,  
Kottayam Chapter, Kottayam, Kerala.

Tender Submitted by : -----



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Tender No: ICMAI/KOTTAYAM/02/NEW BUILDING/2024-25

Date: 16.05.2024

### 1. TENDER NOTICE

Sealed competitive tenders super scribed “**TENDER FOR STRUCTURAL AND DEVELOPMENT WORKS, INTERIOR WORKS, ELECTRICAL AND PLUMBING WORKS OF OFFICE COMPLEX at ICMAI, Kottayam Chapter, Chalukunnu, Kottayam, Kerala.**” are invited from contractors ‘B’ level and above who have successfully completed at least two buildings of same type work not less than Rs.50 lakhs and have GST registration.

The application form, the eligibility criteria, the detailed conditions, specifications, time schedule and schedule of quantities of items for the proposed structural and development works, interior works, electrical & plumbing works for the office complex of ICMAI, Kottayam Chapter, Chalukunnu, Kottayam, Kerala are available at the website of the Institute of Cost Accountants of India [www.icmai.in](http://www.icmai.in) under “**TENDER**” section.

**Contact No. Land Phone: 0481- 2563237**

**Mobile: 9496745294**

1. Name of Work :
  - 1) Structural& development work
  - 2) Interior Works in the first floor of the building as per schedule.
  - 3) Electrical and Plumbing &
  - 4) Sanitary Installation worksAs per schedule of Office Complex for the Institute of Cost Accountants of India Kottayam Chapter at Chalukunnu, Kottayam, Kerala.
2. Estimated Cost : For
  - Item No. 1 – Structural & Development Work – Rs. 16.62 Lakhs**
  - Item No. 2 – Interior work ---8.06 Lakhs**
  - Item No. 3 – Electrical Work -----11.45 Lakhs**
  - Item No. 4 – Sanitary & Plumbing work --- Rs. 2.85 Lakhs****Total Rs. 38.98 Lakhs (Plus GST as applicable)**
3. E.M.D. : Rs. 1,00,000.00
4. Security Deposit : 5% of Tendering amount including EMD
5. Retention Amount : 5% of each Bill
6. Period for Completion of Work : 90 days
7. Last Date and Time of receipt of Completed Tenders : **On or before 5<sup>th</sup> June, 2024 up to 5.00 P.M.**
8. Date and Time of opening Tenders : **On 6<sup>th</sup> June at 3.00 P.M.**



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9. Cost of Tender Document : Nil
10. GST : Will be paid by Employer
11. Architects and Chartered Engineers : M/s Shajilal Associates, Kottayam
12. Project Consultant (Associate of  
M/s. Shajilal Associates) : K.A. Thomas, Kottayam
13. Structural Consultant (Associate of  
M/s. Shajilal Associates) : M/s Jose & Associates, Kottayam

**Note:** The ICMAI, Kottayam Chapter reserves the right to select or reject any or all tenders without assigning any reason whatsoever and not bound to accept the lowest tender.

Place: Kottayam

Date:

Sd/-

The Chairman  
The Institute of Cost Accountants of India,  
Kottayam Chapter, Kottayam, Kerala.



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**LETTER SUBMITTING TENDER**

**(Format - I)**

To  
The Chairman,  
The Institute of Cost Accountants of India,  
Kottayam Chapter,  
Kottayam-686001, Kerala.  
Dear Sir,

**Sub: Tender for Structural and development works, interior works, electrical and plumbing works of Office Complex at Chalukunnu, Kottayam, Kerala.”**

Having examined the drawings, specifications, designs and their estimates relating to works specified in the memorandum and having visited and examined the site of the works specified in the said memorandum and affecting the tender, I/We, hereby offer to execute the works specified in the said memorandum at the rates mentioned in the attached schedule and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in conditions of tender, special conditions, and the estimate and conditions of contract by and in all other respects in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

1	Name of the Work	<b>“Tender for Structural and development works, interior works, electrical and plumbing works of Office Complex at Chalukunnu, Kottayam, Kerala.”</b>
2	Estimated Cost of the Project	For <b>Item No. 1 – Structural &amp; Development Work – Rs. 16.62 Lakhs</b> <b>Item No. 2 – Interior work ---8.06 Lakhs</b> <b>Item No. 3 – Electrical Work -----11.45 Lakhs</b> <b>Item No. 4 – Sanitary &amp; Plumbing work --- Rs. 2.85 Lakhs</b> <b>Total Rs. 38.98 Lakhs say Rs.39.00 lakhs (Plus GST as applicable)</b>
3	Date of Announcement of Tender	<b>On 16<sup>th</sup> May, 2024</b>
4	Last date for Submission of Tender	<b>On or before 5<sup>th</sup> June, 2024 by 5:00 PM</b>
5	Address of Submission of Tender	To The Chairman, The Institute of Cost Accountants of India, Kottayam Chapter, Kottayam, Kerala.



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6	Mode of Submission of Tender documents	<p>By hand or through post/speed post/courier so as to reach on or before the due date and time i.e. on or before <b>5<sup>th</sup> June, 2024 latest by 5.00 PM</b></p> <p>The tender submitted through specified mode mentioned above must mention on the main envelope <b>Structural and development works, interior works, electrical and plumbing works of Office Complex at Chalukunnu, Kottayam, Kerala.</b></p> <p>Application received after stipulated time and date will not be considered and the Institute will not responsible for non-receipt or late receipt of any application send by post/courier service.</p> <p>The main envelope must contain two separate envelopes</p> <p>(i) Technical Bid, EMD and other relevant documents as required by the Institute mentioned in the tender document.</p> <p>(ii) <b>Financial Bid (ONLY)</b></p>
7	Period of Completion of project	Maximum 90 <b>days</b> from the date of issuance of work order and handing over the site, whichever is earlier.
8	Bid Security/EMD Amount	<p><b>Rs. 1,00,000/- (Rupees One Lakh only)</b></p> <p>(To be submitted along with the Technical bid in the form of DD in favour of "<b>The Institute of Cost Accountants of India</b>", payable at Kottayam)</p> <p>Bid Security to be obtained from all the bidders except the bidders, registered with Micro and Small Enterprises (MSEs) and start up entities (Company/Firm). The contractor shall submit the Udyog Adhar Certificate and the undertaking and certificate issued by the DPIIT for Start-up businesses.</p> <p>The EMD of unsuccessful bidders shall be refunded to them without any interest after the decision of awarding the work to the L-1 bidder is taken.</p> <p>Those who are having registered with <b>MSME are exempted from EMD</b>. Copy of valid MSME certificate for the relevant work should be enclosed with the Technical bid of the tender.</p> <p>The successful MSME bidder need to deposit the EMD amount of Rs. 1,00,000/- along with Performance Security within two weeks' time from the receipt of the work order from the Institute.</p> <p>EMD to be deposited in the form of demand draft payable at Kottayam in the Name of "Chairman, THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, Kottayam Chapter" drawn on any scheduled bank. No interest shall be paid on the EMD.</p> <p>The said Earnest money of the contractor to whom the work is awarded shall be held by The Institute up to the defect liability period of 12 months after the completion of work and to the rest, it shall be returned within thirty days of opening of Price Bid.</p>



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9	Performance Security Deposit	<p><b>5% of the Contract Value Less EMD amount if submitted.</b></p> <p><b>5% of the contract value plus EMD in case of MSME who have not deposited the EMD.</b></p> <p>(To be submitted by the successful bidder within 15 days of awarding the Work Order)</p> <p>The Performance Security to be obtained from the successful bidder in the form of Bank Guarantee/DD in favour of 'The Institute of Cost Accountants of India' payable at Kottayam.</p> <p>No interest will be paid on Performance Security. 100% of Security Deposit of L1 bidder will be refunded after successfully completion of Defects Liability Period of 1 year from the date of issuing the virtual completion of the work by the Project Architect.</p>
10	Defects Liability Period	12 months from the date of virtual completion to be certified by the Project Architect.
11	Value of work as certified by the Architect be submitted for payment to be taken for issue of Interim certificate for payment: (as per recommendation of the Architect)	The contractor be paid by the Institute from time to time by instalments under Interim Certificates to be issued by the Architect/Consultant to the contractor, for works executed after necessary verification of the bills submitted by the contractor. If in the period the bill does not exceed Rs.15.00 Lakhs (Rupees Fifteen Lakhs) without GST only, no payment shall be made until the value exceeds the sum of Rs.15.00 Lakhs without GST. This payment shall be made after making necessary deductions as stipulated elsewhere in the documents."
12	Liquidated Damages	1% of the Contract value per week or part there of subject to a maximum of 10% of contract value/final bill amount.
13	Contact Person	<p><b>Contact No. Land Phone: 0481- 2563237</b></p> <p><b>Mobile: 9496745294</b></p> <p>Email id: Kottayam@icmai.in</p> <p><b>(queries to be raised preferably vide e-mail ids provided above)</b></p>
14	Date & Time of Opening of Technical Bids	<p>16<sup>th</sup> June, 2024 at 03.:00 P.M. at <b>The Institute of Cost Accountants of India, Kottayam Chapter, Reliable Buildings, Behind Mamman Mappila Hall, Kottayam, Kerala.</b></p> <p>At any case if the said date is declared as holiday, the same will be opened in the next working day at the same time.</p> <p>The representatives from agencies may observe the bidding process as per schedule and no separate invitation will be given to them.</p>
15	Date & Time of Opening of Financial Tender (Price Bid)	The schedule will be intimated by e-mail only to the parties qualified in technical evaluation process.
16	Validity of Offer	180 days from the date of opening of price bid.



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17	Bid Evaluation	Technical & Financial parameters as per respective annexures (please refer the Index Page No. 2) of this document
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- Copy of Press Advertisement, Pre-Qualification Notice, and Application Form along with all details can be downloaded from Institute's website [www.icmai.in](http://www.icmai.in) (under "TENDER" section) from 16.05.2024, 2024 to 05.06.2024 up to 5.00 P.M**
- Should this tender be accepted, I/We hereby agree to abide by fulfill the terms and provisions of the conditions of contract annexed hereto so far they may be applicable or in default thereof to forfeit and pay to the Institute of Cost Accountants of India, Kottayam Chapter.
- I/We deposit a sum of Rs. ..../- as earnest money in the form of bank deposit at call/DD bearing No..... dated..... drawn in favor of the Chairman, the Institute of Cost Accountants of India, Kottayam Chapter, which amount is not to bear any interest. Should I/We fail to execute the contract when called upon to do so, I/We do hereby agree that this sum shall be forfeited by me/ us to the Institute of Cost Accountants of India, Kottayam Chapter, Kottayam.
- Lists showing the particular type of works carried out are enclosed.
- Our bankers are:
  - 
  -
- The names of partners of our firm are:
  - 
  -
- The name of the partner of the firm authorized to sign or the names of persons having Power of Attorney to sign the contract:  
(Certified true copy of the Power of Attorney should be attached)

Signature and Address of Witnesses:

- 
- 

Yours faithfully,

Name and Signature of the Contractor:

Place:

Date:





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### ELIGIBILITY CRITERIA AND GENERAL CONDITIONS OF SELECTION

**Requirement of solvency, value of work executed, and Annual Turnover are as under:**

Minimum Amount of Solvency certificate equal to upper limit of the respective category (Certificate should not be prior to March 2023) (Rs.)	Minimum Single Value of One Similar Type of work Completed (Rs.)	(Or) Minimum Single value of each two Similar Type of works Completed (Rs.)	(Or) Minimum Single value of each three Similar Type of works Completed (Rs.)	Minimum Average Annual Turnover of last 3 years. (Rs.)
		Works Completed in all respect during the Last 5 Years ended on date prior to submission of tender		
20.00 Lakhs	35.00 Lakhs	20.00 Lakhs	16.00 Lakhs	30.00 Lakhs

#### **NOTE: -**

- The applicants should be bona fide resourceful and well experienced contractors/agencies/firms registered with PWD/CPWD/MES/RLY/PSUs for carrying out the Civil & Allied Works for pre- qualification for undertaking Civil, & Electrical works at different places of Kerala.
- The contractors should be equipped with necessary infrastructure like building construction equipment, machinery and tools, labour strength etc.
- The contractor is required to furnish their Registration details of firm with PAN No, TAN No, GST No etc. The applicant is to furnish the registration details for the EPF/ESI and the Labour license details under the contract labour Act.
- Preference will be given to those who have history of timely completion of works, taken up by them during the last 5 years. If the works could not be completed within the stipulated time in any of the cases it should have been completed within the extended time approved by the appropriate authority of the organization. Relevant work orders and completion certificates mentioning the actual work done value and time of completion for the same issued by the concerned department are to be furnished to fulfil the eligibility criteria. **Please note, without completion certificate of the work mentioned in the work order will not be considered for valid experience certificate for selection. The Format of completion certificate is enclosed as Annexure-IV. The Value of the work order will be considered for credential/experience.** It is mandatory that the applicant/contractors/agencies/firms should have full- fledged service setup/Office at Kottayam. The address of the Office should be furnished with name & cell phone no. of the contact person.
- It is mandatory that the applicant/contractors/agencies/firms should have full- fledged service setup/Office at Kottayam. The address of the Office should be furnished with name & cell phone no. of the contact person.
- For Assessing the Annual Turnover of the last 3 years, Contractor must submit the valid documents viz Copy of Income tax return, Profit & Loss Account and Balance sheet for the last 3 years.
- The applicant should agree and authorize the Institute to obtain the confidential report, if required from the clients of the applicant contractors, to obtain credit opinion from the client and to verify the work executed by the contractors.



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- h) The Institute shall not be responsible for the late receipt due to postal delay, strikes or any other reasons. Application received after stipulated time and date will not be considered and the Institute will not responsible for non-receipt or late receipt of any application send by post/courier service. The incomplete application is liable to be rejected summarily and Institute reserves the right to accept or reject any or all applications without assigning any reasons thereof.
- i) Any clarification required by the Institute regarding the application should be furnished within the stipulated time instructed by the Institute, failing which the Institute reserves the right to cancel the application for empanelment without assigning any reason thereof.
- j) **Technical bid and Price bid should be submitted in two separate sealed cover and both the covers should be put in a single cover.**
- k) Separate Checklist of Annexures duly signed by applicant to be submitted along with the application.
- l) **Application should be submitted in Spiral Binding maintaining serial of Annexure/ Annexures as asked for in the Application format.**
- m) **Any corrigendum/changes in eligibility criteria or terms and conditions, etc. it will be uploaded in the Institute's web site only, time to time. It is, therefore, the responsibility of the vendor/agency/contractor etc. to follow the Institute's website for any changes in conditions & eligibility criteria up till the last date of Tender submission.**
- n) **Solvency Certificate should be submitted in the format given in Annexure -V**
- o) Similar works shall mean execution of Civil, & Electrical Works executed in Nationalized Bank / Central Govt. / State Govt. Department/Institutional Organization/ Reputed Hospitals/ MNCs/ PSUs / etc. Similar Amount of Maintenance/ Repairing Work only will not be considered for selection.
- p) Please note, without completion certificate of the work mentioned in the work order issued by the client's organization, the bid will not be considered for valid experience certificate for selection. The format of work completion certificate is enclosed as Annexure - IV. The value of the work order will be considered for credential/experience.
- q) In case of the work experience is of private sector the completion certificate shall be supported with copies of corresponding for 26AS of Income Tax (TDS). Value of work will be considered with the value of TDS Certificates.
- r) The bidder should be compliant with the relevant provisions of CGST Act, 2017 as a works contractor. (The copy of annual return of 2023 -24 and last monthly return to be submitted.)

Sd/-

The Chairman,  
The Institute of Cost Accountants of India,  
Kottayam Chapter, Kottayam, Kerala.



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### SCOPE OF WORK

A:01 The works have to be carried out at **The Institute of Cost Accountants of India, Kottayam Chapter Reliable Buildings, Behind Mamman Mappila Hall, Kottayam-686001, Kerala.**

A:02 The general scope of work is as follows:

#### **Scope of Contract**

The Contractor shall carry out and complete the works in every respect in accordance with this contract and in accordance with the directions and to the satisfaction of the Employer/Consultants "The Consultants Instructions" in regard to:

- (a) The variation or modification of the design, quality or quantity or works or the additions or omission or substitution of any work.
- (b) Any discrepancy in the drawings or between the schedule of quantities and /or drawings and/or specifications.
- (c) The removal from the site of any materials brought thereon by the Contractor and the substitution of other materials therefore.
- (d) The removal and/or re-execution of any works executed by the Contractor.
- (e) The dismissal from the works of any persons thereupon.
- (f) The opening up for inspection of any work covered up.
- (g) The amending and making good of any defects under Clause (19).
- (h) The switchboard / switches shall be provided for approval.

The Contractor shall forthwith comply with and duly execute any work comprised in such Consultant's instructions provided always that verbal instructions, directions and explanations. In compliance with Consultants Instructions as aforesaid involves work beyond that contemplated by the Contract, then unless the same were issued owing to some breach of this contract by the Contractor, the Employer shall pay to the contractor the price of said work as an extra to be valued as per provisions of the CPWD Rules.

#### **3. Drawings and Schedule of Quantities**

One complete set of the Drawings and Specifications and schedule of quantities shall be furnished by the Consultants to the Contractors, and the Consultants shall furnish, within such time as they may consider reasonable, one copy of any additional drawing which in their opinion may be necessary for the execution of any part of the work. Such copies shall be kept on the works and Employer/Consultants and their representatives shall at all reasonable times have access to the same and they shall be returned to the Consultants by the Contractor before the issue of the final certificates for the balance of his account under the contract. This contract and the signed drawings and specifications and schedule of quantities shall remain in the custody of the Consultants and shall be produced by them at their office as and when required by the Employer or by the Contractor.

#### **4. Contractor to provide Everything Necessary**

The Contractor shall provide everything necessary for the proper execution of the works, priced Schedule of Quantities and Specification taken together, whether the same may or may not be particularly shown or described therein, provided that the same can reasonably be inferred there from and if the contractor finds any discrepancy therein, he shall immediately and in writing refer the same to the Consultants, whose decision in consultation with



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the Employer shall be final and binding on the parties. Figured dimension shall be followed in preference to Scale. The Employer shall not charge the contractor for his own unrented ground or for water out of his own well. The Employer shall on no account be responsible for the expense incurred by the Contractor for hired ground or water obtained from elsewhere.

Power required for construction and lighting including distribution, installation of the switch board, meter etc. shall be arranged by the Contractor at his own cost. All connections made shall be to the contractor's account. He shall arrange to install a tested meter and pay for the energy consumed by him. All wiring from the switch board and meter will be removed by the Contractor on completion of work. He shall reinstate and make good any work disturbed by the temporary power lines to the satisfaction of the Consultants and Employer. The temporary connection shall be on account of the Employer.

The contractor shall supply, fix and maintain at his cost, during the execution of any work, all the necessary centering, scaffolding, staging, planking, timbering, strutting, shoring, pumping, fencing, hoarding, watching and lighting by night as well as by day, required not only for the proper execution and protection of the public and the safety of any adjacent roads, street, cellars, vaults, ovens, pavements, walls, houses, buildings, and all other erections, matters or things, and the contractor shall take down and remove any or all such centering, scaffolding, staging, planking, timbering, strutting, shoring etc. as occasion shall require or when ordered to do so, and shall fully reinstate and make good all matters and things disturbed during the execution of the works, to the satisfaction of the Consultants and Employer.

### 5. Escalation Clause

The tenderer is to include in his tender, charges for storage of materials, either in his own storage yards or in suitable go downs hired for the purpose. Sufficient materials are to be ordered for and purchased with the placing of the order, to eliminate all chances for increase of price as well as delay in completion of work due to fluctuation of market rates or any other happenings which may cause the supplies to be delayed. On no account any increase in price of the material and labour will be sanctioned beyond the tendered rates.

The time allowed for carrying out the work as entered in the tender shall be strictly observed by the Contractor and shall be deemed to be the essence of the contract on the part of the Contractor and shall be reckoned from the fifth day after the date on which order to commence the work is issued to the Contractor. The Contractor will adhere to time and progress chart.

In the event of the contractor failing to comply with this condition he shall be liable to pay by way of liquidated damages the amount calculated at 1% of the amount of total value of the work per 15 days or any smaller amount as the employer in consultation and as per advice of Consultants may decide subject to the maximum amount of damages. The interim liquidated damages shall however be refunded in case the individual items and the entire work was completed by the target dates as decided by the Consultants whose decision in writing in consultation with the employer shall be binding upon the Contractor.



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### **MODE OF SUBMISSION OF TENDER**

- i) The Technical Bids (Annexure-1) should be duly filled in and signed & stamped on all the pages. The Tender Document must be signed & stamped on all the pages, accompanied by details of the Company Profile, audited balance sheet for last 3 years, proof of submission of Income tax returns (last 3years), PAN, GST, trade license, completion certificate of similar works with specifications (Performa I), undertaking as per Performa II, Tender form, Letter of acceptance for Works (Performa III), documents supporting the eligibility criteria, along with the EMD and evaluation criteria document should be kept in as separate sealed envelope marked "A" super scribing as **"TECHNICAL BID, Tender No. ICMAI/KOTTAYAM/02/NEW BUILDING/2024-25 dated 16.05.2024 & Title Tender for "Structural and development works, interior works, electrical and plumbing works of Office Complex at Chalukunnu, Kottayam-686001, Kerala"**.
- ii) The Price bid duly filled and signed should be placed in a separate sealed envelope marked "B" super scribing as **"FINANCIAL BID, ICMAI/ "Structural and development works, interior works, electrical and plumbing works of Office Complex at Chalukunnu, Kottayam, Kerala.**
- iii) The sealed envelopes marked as A and B to be put in a Master Envelope marked "super-subscribed as **"for "Tender for Structural and development works, interior works, electrical and plumbing works of Office Complex at Chalukunnu, Kottayam, Kerala."** The bidder must mention his name address, telephone no. and email id on the main cover.
- iv) Sealed tenders duly filled in should be addressed to The Chairman, The Institute of Cost Accountants of India, **Kottayam Chapter, Kottayam, and dropped in the tender box available/ laid in Chapter Office Premises on or before the due date and time i.e. 5<sup>th</sup> June, 2024 till 5:00 pm**
  - a) Before the final submission of Tender Document, the bidders must check-out the website of the Institute for any corrigendum w.r.t. this Tender. In this connection bidders are also advised to mention their name, address, telephone no. and also email id to intimate about the corrigendum, in case the bidder submits the bid before the issue of the corrigendum.
  - b) The tenders submitted shall remain valid for acceptance for a period of 15 days from the date of awarding of LOI.
  - c) The Price bid of only those Bidders who satisfies the eligibility criteria and qualifies in the technical evaluation will be opened.
  - d) ICAI in its sole discretion & without having to assign any reason reserves to itself the rights to -
    - i. Accept or reject the lowest Tender or any other tender or all the Tenders.
    - ii. Reject the offers not confirming to the tender Terms & Conditions.
    - iii. Reject any conditional and/or incomplete Tender.
    - iv. Reject any tender without assigning any reason.
    - v. Evaluation of tenders of entertain any appeal or protest
  - e) In case, the Bidder after being declared as successful L-1 bidder withdraws themselves from the bid or fails to start resume the work within the prescribed time, his EMD would be forfeited.
  - f) The bidder must carefully read and examine the whole tender document, and also visit the site at his own expenses, study the technical specifications, drawings etc. before submitting the tender. Any discrepancy if found shall be brought to the notice of the competent authority of the Institute.
  - g) No consideration shall be given to any bidder after the expiry of time as stipulated above and no extension of time will normally be allowed for submission of the tender.



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- h) The Tender form shall be signed by a person on behalf of the bidder organization, who is duly authorized to do so.
- i) Each page of Tender Document shall be properly signed along with seal of the bidder.
- j) In absence of any required document/Certificate, the bidder should clearly indicate in the format as 'not available'.
- k) The original bid (Technical bid and financial bid) shall contain no interlineations over writing, except as necessary to correct errors made by the Contractors themselves. The person who signed the bid must initial such corrections.
- l) It should definitely be understood that ICAI does not accept any responsibility for the correctness or completeness of this tender document & schedule and is liable to alterations by ICAI.
- m) The bidder shall furnish an undertaking duly regarding their non-blacklisting/Left any work abandoned in any of the government department and public sector undertaking/enterprise in India and central vigilance commission during the last five financial years as per Proforma IV.
- n) Letter of acceptance (Performa V) of tender terms and conditions must be submitted.t) Set of Contract/Tender Documents:

The following documents will constitute to tender documents:

- a) Notice Inviting Tender
- b) Quoting Sheet for bidder
- c) Instructions to bidder & General Conditions of Contract with latest amendments.
- d) Bill of Quantities (BoQ).
- e) Technical Specifications
- f) List of approved makes of materials.
- g) Tender Drawings.
- h) Memorandum
- i) Acceptance of Tender Conditions
- j) Addendum/Corrigendum, if any – Duly signed by authorized person
- k) Performa III – Affidavit for correctness of Documents/Information.
- l) Special Conditions of Contract
- m) Pre-bid clarification, if any



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## **INSTRUCTION TO THE BIDDER**

### **Section 1 – Commitments of the Institute**

- (1) The Institute commits itself to take all measures necessary to prevent corruption and to observe the following principles: -
  - a) No employee of the Institute, personally or through family members, will in connection with the tender for, or the execution of a contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - b) The Institute will, during the tender process treat all Bidder(s) with equity and reason. The Institute will in particular, before and during the tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder(s) could obtain an advantage in relation to the tender process or the contract execution.
  - c) The Institute will exclude from the process all known prejudiced persons.
- (2) If the Institute obtains information on the conduct of any of its employees which is a criminal offence under the IPC/PC Act, or if there be a substantive suspicion in this regard, the Institute may initiate disciplinary actions.

### **Section 2 – Commitments of the Bidder(s) / Contractor(s)**

- (1) The Bidder(s) / Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the tender process and during the contract execution.
  - a) The Bidder(s) / Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Institute's employees involved in the tender process or the execution of the contract or to any third person any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.
  - b) The Bidder(s) / Contractor(s) will not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non- submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.
  - c) The Bidder(s) / Contractor(s) will not commit any offence under the relevant IPC/PC Act, further the Bidder(s) / Contractor(s) will not use improperly, for purposes of competition or personal gain, or pass on to others, any information or document provided by the Institute as part of the business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
- (2) The Bidder(s)/Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.

### **Section 3 - Disqualification from the tender process and exclusion from future Contracts**

If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of Section 2, above or in any other form such as to put his reliability or credibility in question, the Institute is entitled to disqualify the Bidder(s)/Contractor(s) from the tender process or take action as per the procedure mentioned in the Further, if any Guidelines on Banning of business dealings are required, The Secretary, ICAI, would be authorized to approve the same.



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### Section 4 – Compensation for Damages

- a) If the Institute has disqualified the Bidder(s) from the tender process prior to the award according to Section 3, the Institute is entitled to demand and recover the damages equivalent to Earnest Money Deposit/Bid Security.
- b) If the Institute has terminated the contract according to Section 3, or if the Institute is entitled to terminate the contract according to Section 3, the Institute shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Security.

### Section 5 – Previous transgression

- a) The Bidder declares that no previous transgressions occurred in the last 3 years with any other Company in any country conforming to the anti-corruption approach or with any other Public Sector Enterprise in India that could justify his exclusion from the tender process.
- b) If the Bidder makes incorrect statement on this subject, he can be disqualified from the tender process or action can be taken.
- c) The tender form must be filled in English and all entries must be made by hand with blue/black ink and written in ink.
- d) Time is the essence of contract. The work should be completed within 90 days from the issuance of letter of award. Working Hours will be between 9:30 A.M. to 6:00 P.M. on all days.
- e) Bids shall be evaluated on the basis of the quality/technical parameters and the financial bid. Contractor must submit the technical parameters in the sequence as enlisted and enclose the Technical parameters in Technical Bid envelope.





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### GENERAL TERMS AND CONDITIONS

#### **A. Interpretations**

In construing the Conditions, the Specifications, Schedule of Quantities, Tender and Agreement, the following words shall have the meaning herein assigned to them except where the subject or context otherwise requires:

“Employer” shall mean the Institute of Cost Accountants of India Kottayam Chapter, their heirs, legal representatives, assigns, and successor. “Contractor” shall mean the contractor and their heirs, legal representatives, assigns and successors.

“The Contract” shall mean the Articles of Agreement, the Conditions, the Priced Schedule of Quantities, the Specification, the Appendix and the Drawings, additional instructions issued till the receipt of the tender and subsequent correspondence if any till the date of acceptance of tender.

“Site” shall mean the contract works as shown bounded rod on the site plan including any erections thereon and any other land adjoining thereto (inclusive) as foresaid allotted by the Employer or the Consultants for the Contractor’s use.

“Act of Insolvency” shall mean any act of insolvency as defined by the Presidency Towns Insolvency Act, or the Provincial Act or any amending Statute.

“Notice in writing” or written notice shall mean a notice in written, typed or printed characters sent (unless delivered personally or otherwise proved to have been received) by registered post to the last know private or business address or registered office address and shall be deemed to have been received when in the ordinary course of post it would have been delivered.

“Virtual Completion” shall mean that the building is in the opinion of Consultants fit for occupation.

Words importing person include firms and corporations. Words importing the singular only also include the plural and vice versa where the context so required.

#### **B. Following are the conditions of contact;**

1. The work to commence within 7 working days from the date of issuance of Work Order. This is a one-time contract and will be terminated automatically on completion of Defect liability period which is for 1 year from the completion of the work.
2. The Contract: Shall mean the tender documents comprising the Notice Inviting Tender, form of tender conditions, the drawings and priced bill of quantities with their preamble, the acceptance thereof, the specifications referred to in the conditions, designs, drawings and instructions issued from time to time by the **Architect/Institute** and all these documents taken together are deemed to form one contract and shall be complementary to one another.
3. **Notice in writing** or written notice shall mean a notice in written, typed or printed characters sent (Unless delivered personally or otherwise proved to have been received) by hand, speed post, registered post to the last known private or business address or to the registered office of the addressee and shall be deemed to have been received when in the ordinary course of post, it would have been delivered. Notice or correspondence by e-mail too shall have the same effect of delivery.
4. **Provisional Items** shall mean items for which only very approximate quantities have been included in the tender documents.
5. The tenders must be submitted in the prescribed format only. The rates should be written both in words and figures without any erasures and alterations. However, if errors are made, the wrong figures or words must



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be neatly scored out under full signature of the bidders and the correct figures and words neatly rewritten. Over writing is not permitted. Applying white fluid for correcting rates and amount is also prohibited.

6. **The bidder shall quote his rates inclusive of cost of materials, corresponding wastages, labour, duties, octroi, and cost of transportation of materials to work site, removal of debris/malba, etc.** The rates quoted will be firm and no escalation on any account shall be allowed on the accepted rates. The site and works are being proposed in a occupied premises and thus daily care must be taken to keep and maintain the area neat and clean and adhere to security norms of the employer, as directed from time to time.
7. Tax to be indicated separately in the quote. However, in case, there is change in rate of tax in future, the new tax rate will be applicable.
8. The contractor shall take instructions and drawings and details from the consulting architect, M/s Shajilal Associates, Kottayam.
9. The bidder shall get the works approved and interim and final bills verified by the consultant architect, M/s Shajilal Associates, Kottayam, duly certified.
10. The contractor shall get all the works layout, mock-up and MEP Shop drawing, approvals of makes from the consultant, M/s Shajilal Associates, Kottayam.
11. The contractor shall get the works inspected from the consultant and obtain the necessary virtual completion certificate, attend the defects liability and obtain the final completion certificate from the consultant, M/s Shajilal Associates, Kottayam.
12. The Consultant, M/s Shajilal Associates, Kottayam shall be rendering the services on this project and their opinion and instructions shall be strictly followed.
13. The contractor shall submit the work activity chart within 7 days of receipt of LOI. The time activity chart shall show the procurement plan, execution plan and all other activities, including important milestones as per approval of the consultant, M/s Shajilal Associates, Kottayam.
14. The time is the essence of this contract and the contractor shall thus manage the working drawings etc.
15. Necessary weekly review and site inspection shall be conducted by the architect on weekly basis and the contractor shall obtain the same from the architect within 48 hours of inspection and submit it to the employer on regular basis.
16. Errors in the schedule of quantities, rates and amount shall be dealt with in the following manner:
  - i) In the event of a discrepancy between the rates quoted in words and the rates in figures, lowest rate will be taken into consideration.
  - ii) In the event of an error occurring in the amount column as a result of wrong calculation the unit rate shall be regarded as firm and the amount shall be amended accordingly based on the quantity given.
  - iii) All errors in totalling in the amount column and in carrying forward, the totals shall be corrected.
17. The quantities indicated in the schedule of quantities are only probable quantities and are liable to alteration by omission, reduction or addition at the discretion of the Institute. Payment shall be made on the basis of actual quantities of work done at the accepted rates.
18. The contract shall be an item rate contract wherein the contractor shall be paid for the actual quantity of work done at the rates quoted by him in the contract and agreed to by the owner.
19. The scope of the work is as illustrated and specified in the tender document. If the contractor shall find any divergence from the same, it has to be communicated to the owner in written and the final instructions a



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given by the owner shall be adhered to. The contractor shall maintain a fiscal check and shall not exceed the overall contract amount.

20. The contractor shall visit and examine the work site for understanding the scope of work. No extra charges in consequence of any misunderstanding or incorrect information on any of these points, or on the grounds of insufficient description will be allowed.
21. The contractor shall comply with and give all notices required by any Government authority and instrument, rule or order made under any Act of Parliament or any regulation or Bye law of any local authority relating to the work or with system the same is or will be connected.
22. The Contractor shall pay and indemnify the Owner against liability in respect of any fees/ charges legally demandable under any Act of Parliament, instrument, rule of order or any regulation or Bye-law or any local authority in respect of work. All debris, construction waste and any pollution shall become and undertaken by the contractor.
23. The Contractor shall not claim any extras for fluctuation of price and the contract price shall not be subject to any rise or fall in prices and remain firm and final.
24. The Contractor shall if required submit satisfactory evidence as to the kind and quality of material and seek approval of samples, products and mock-up as directed by the architect/Consultant.
25. The bidder is not authorised to make alterations in the drawings, specifications or in probable quantities accompanying the tender. Any alterations made in the tender document will liable to be rejected and invalidated.
26. The bidder must obtain at his own expenses all the information necessary for the purpose of filling this tender and before entering into a contract with the Institute, must examine the drawings, specifications, conditions etc. inspect the site of work and acquaint himself with all conditions and matters pertaining there to. **The site can be inspected on all working days from Monday to Friday between 10:30 A.M. to 4:30 P.M. (except public holidays).**
27. Canvassing in connection with the tender is strictly prohibited and the tender of anyone resorting to canvassing shall be liable for rejection on that ground alone.
28. Before awarding of contract, all original documents will be checked by the Institute and at that time attested photo copies may require to be furnished.
29. **COMPLETION PERIOD:**

The entire work shall be completed by the contractor within **90 days from the day of issuing the work order & hand over of site**. The work shall be commenced within 7 working days after the issuance of Work Order. The work is of urgent in nature and the completion time schedule should be strictly adhered to by the contractor.

  - i) The contractor shall work as per the approved time activity chart.
  - ii) The works shall be completed and virtual completion certificate shall be obtained and submitted.
30. The rules and regulations, as prescribed in the Tender document comprising the Notice Inviting Tender, form of tender conditions, the drawings, priced bill of quantities together with conditions of contract, specifications etc., shall be strictly adhered to and under any circumstances no extra payment will be entertained due to loss of man-days of the Contractor and ICAI shall not be liable for such loss.
31. The tenders submitted shall remain valid for acceptance for a period of **180 days** from the date of their opening. Should any tender after being declared as successful bidder withdraws his tender or makes any



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modifications to his tender, the tender shall be treated as having been rejected or abandoned and his EMD will be forfeited.

32. The work shall be carried out under the directions and supervision of the architect and subject to the approval in all respects by the Institute.
33. On acceptance of the tender the contractor shall in writing at once inform the Institute the names of his accredited representatives who will be responsible to take instructions from the Architect/Institute.
34. The work or any part of it shall not be transferred/ assigned or subject to without the consent of ICAI.
35. The contractor shall be required to co-operate and work in accordance with and afford reasonable facilities for such other agencies/specialists as may be employed by **ICMAI** on other works / sub works in connection with the work.
36. Loading unloading and challan/penalty etc. of carriage of goods, material, equipment's, etc. would be the sole responsibility of the Contractor and the Institute will neither bear responsibility nor bear any expenses/cost in this regard.
37. The bidder shall furnish an undertaking regarding their non-blacklisting/Left any work abandoned in any of the government department and public sector undertaking /enterprise in India or organisation of repute.
38. The Performance Security shall be in the form of a Bank Guarantee/Demand Draft drawn on any scheduled Bank in favour of "The Chairman, The Institute of Cost Accountants of India, Kottayam Chapter, Payable at Kottayam" and to be submitted within 10 days of issuance of Work Order. Security Deposit shall not bear any interest. The security deposit shall be retained by the Institute till the end of defect liability period and subject to the forfeiture clause applicable.
39. The contractor shall follow the tender drawings in preparation of his shop drawings, and for subsequent installation work and shall check the drawings of other trades to verify spaces in which his work will be installed. The contractor shall examine all architectural, structural, plumbing, and other services drawings and check the as-built works before starting the work and report to the Owner's site representative any discrepancies and obtain clarification. Any changes found essential to coordinate installation of his work with other services and trades, shall be made with prior approval of the Architect/Consultant/Owner's site representative without additional cost to the Owner.

### Special Terms and Conditions

1. The scope of work describes the scope and intent of the work. It may not be exhaustive but is meant to define the aspects of work that are expected of the contractor and for all such works and operations, the same is to be done without any charges that these works are built -in the course of execution.
2. The contractor shall adhere to all the security and COVID norms as directed by the local administration and also all the security and administrative norms of the employer.
3. The contractor is to work in a premise that is occupied and hence shall not cause any nuisance or play any music or cause any avoidable disturbance. The workmen shall be decently dressed and display good conduct and behaviour. In case any person is to be removed from site, the employer shall exercise this option without explaining any reason, what so ever.
4. The contractor shall deploy a well experienced site supervisor on full -time basis for coordination and execution, supervision of the works. Inform the employer accordingly before commencement of work. Such person is to be present at all times on site during execution of the work.



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5. The proposed location has limited ladies and gent's toilet facilities and only designated toilet shall be made available for use by contractor his staff and workers. This toilet shall be maintained and kept in a hygienic manner and cleaned on a daily basis at the cost of the contractor.
6. On commencement of work, the existing toilets on the floor shall be kept locked and not put to any use.
7. The contractor shall maintain good contact with the consultant and fix suitable prior appointments for site visits and approval of mock-up layouts etc. and samples.
8. The contractor shall prepare a time activity chart showing various milestones of works and submit three copies to the employer within 7 days of award of the work. In case of any impediment after award of the work, such chart shall be revised and re-submitted to get a realistic time frame for the completion of work.
9. Contractor shall, on his own, assess the quantum of work and keep a check on the awarded amount. Contractor shall endeavor to complete the work within the overall cost of the project. Such exercises shall be conducted frequently, especially before commencing work so that there is certainty in finishing the work in the requisite cost and within the time frame.
10. Water and electricity shall be made available at one location only. However, due to local supply conditions, the employer shall not be responsible for failure of electricity or and water supply. In case of shortfall, the contractor will make his own arrangements, without any charge.

### **CONDITIONS OF CONTRACT**

#### **Instructions:**

1. The contractor shall execute the whole and every part of the work in the most substantial and workmanship like manner and both as regards materials and otherwise in every respect in strict accordance with the specifications, conforming exactly, fully and faithfully, to the designs, drawings and instructions in respect of the work given by Institute and under the directions and supervision of the architect and subject to the approval in all respects by the Institute who may in their discretion and from time to time issue further drawings, and/or written instructions, directions, details and explanations or extra items or extend the scope of the work on other floors and introduce extra items during currency of this contract and till closure of all payments and release of security deposit.

**2. The contractor to provide everything necessary:** The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and amounts shall except as otherwise provided cover all his obligations under the contract, and all matters and things necessary for the proper completion of the work.

The contractor shall provide at his own cost all materials (except such, materials if any, as may in accordance with the contract be supplied by the Institute) machinery, plant, tools, appliances, implements, ladders cordage, tackle, scaffolding, in fact everything necessary or proper for the proper execution of the work, whether original, altered or substituted according to the true intent and meaning of the or substituted taken together whether the same may or may not be reasonably inferred there from, and if the contractor finds any discrepancy in the drawings, or between the drawings, schedule of quantities and specifications, or between the drawings, schedule of quantities and specifications, he shall immediately and in writing refer to the Architect/Institute who shall decide which is to be followed, subject to:

- i. Anything shown or contained in any one or other of (a) the drawings, (b) Specifications and (c) the contract schedule and not shown in the others shall be equally binding as if it were contained in each of them.
- ii. Figured dimensions are to be followed in preference to the scale, and large scale details in preference to small scale drawings.
- iii. The following orders of preference shall apply:



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(a) The drawings, (b) specifications, covered by bill of quantities, (c) Technical specifications.

**3. Contractor to confirm to legal regulations:** The contractor shall confirm to the provisions any Act of the Legislature relating to the works and to the regulations and Bye - laws of any authority and if any water, lighting and other companies and/or authorities with whose system the structure is proposed to be constructed, and shall, before making any variations from the drawings or Specifications that may be necessitated by so conforming give to Institute written notice, specifying the variation proposed to be made and the reason for it, and apply for instructions thereon. In case the contractor shall not within ten days receive such instructions he shall proceed with the work, confirming to the provisions, Regulations or bye-laws in question.

The contractor shall bring to the attention of Client all notices required by the said Acts, regulations or bye-laws to be given to any authority and pay to such authority, or to any public office all fees that may be properly chargeable in respect of the works and lodge the receipts with Institute.

The Institute is entitled to deduct all taxes and rates as per existing laws and rules, from any money due or that may become due to the contractor.

**4. Contractor Responsible for setting out work:** The contractor shall on the basis of dimensioned drawings and information necessary for the purpose furnished by the Architects set out the works on site at his own expense and responsible for the correctness of the positions, levels, dimension and setting out by the representative of the architect or of the Institute shall amend at his own cost and to the satisfaction of the Architect/Institute, any error in the setting out or consequential to wrong setting out, found at any stage during the progress of the work or during the defects liability period after completion of the work.

**5. Supervision by Contractor:** The contractor shall give all necessary personal superintendence during the execution of works, and thereafter as long as the Architects / Institute may consider necessary until the expiration of the "Defects Liability Period". The contractor shall also during the whole time the works are in progress, employ a competent and qualified representative whose name shall be approved by the Architect and who shall be supervisor in attendance at the works while the men are at work. Any directions, explanations, instructions, or notices given by the Architect/Institute to such representative shall be held to have been given to the contractor. If the contractor fails to appoint and keep on the works a competent and qualified representative as aforesaid, **Architect/Institute** shall have powers to suspend the works till such time a competent qualified representative as aforesaid is posted and the contractor shall not be entitled to claim extension of time on the plea of such suspension of the works.

**6. Dismissal of workman:** The contractor shall on the request of the Institute immediately dismiss from the works any person employed thereon by him who may, in the opinion of the Contractor shall not be again employed on the works without the permission of Architect/Institute.

**7. Access to works:** The Institute, the architect and his respective representatives shall at all reasonable times free access to the works and /or to the workshops, factories or other places where materials are laying or from which they are being obtained and his respective representative, all reasonable facilities necessary for inspection and examination and tests of the materials and workmanship. No person unauthorized by the Institute or the architect except the representatives of public Authorities shall be allowed on the works at any time.

**8. Work not to be sublet:** The whole of the works included in the contract shall be executed by the Contractor who shall not directly or indirectly transfer, assign or sublet the contract or any part share thereof or interest therein without the written consent of the Institute, and no undertaking shall relieve the contractor from active superintendence of the works during their progress.

**9. Variation not to vitiate the contract:** No alteration, omission or variation shall vitiate this contract but in case if the Architect/Institute thinks proper at any time during the progress of the works to make any alterations in



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or additions to or omission from or substitutions for the original drawings, specifications, designs and instructions or any alterations in the kind or quality of the materials to be used in the work and shall give notice thereof to the contractor, in writing the contractor shall alter, add to or omit from or substitute for as the case may require, in accordance with such notice and carry out the amended work on the same conditions in all respects on which he agreed to do the main work, but the contractor shall not do any work extra to or make any alterations or additions to or omissions from or substitutions in the works or any deviation from any of the provisions of the contract stipulations, specifications or contract drawings without the previous consent in writing of **Institute** and the value of such extra, alteration, additions or omissions or substitutions shall in all cases be determined by the Architect/Institute with the prior approval in writing of the Institute in accordance with the provisions of Clause 14 hereof, and shall be added to or deducted from the contract amount accordingly.

**10.** Similarly, the contractor is eligible for extra time and payment on mutually agreed terms with the Institute and the Architect for changing the position of the work from one to another or to a more difficult position than shown in the drawings or described in the specifications or the contract schedule, or the carrying out of work under circumstances not contemplated in the specification or the contractor.

**11. No compensation for alteration in or restriction of work:** If at any time after the commencement of the work the Institute for any reason whatsoever does not require the whole or part or parts thereof as specified in the tender to be carried out, Institute shall not give notice of the fact to the contractor who shall not claim for any compensation whatsoever on account of any profit which he might have derived from the execution of the work in full, but which he did not derive in consequence of the full amount of the work not having been carried out. Nor shall he have any claim for compensation by reason of any alterations having been made in the original specifications, drawings, designs and instructions which shall involve curtailment of the work originally contemplated.

**12. Schedule of quantities on standard of measurement:** The schedule of quantities unless otherwise stated shall be deemed to have been prepared in accordance with the Indian Standard Method of Measurement as per I.S. Codes/publication.

**13. Errors in Bill of Quantities:** No error in description or in quantity or by way of omission of items from the schedule of quantities shall vitiate this contract but shall be rectified and the value thereof as ascertained under clause 15 (price variation) herein shall be added to or deducted (as the case may be) from the contract amount provided that there shall be no rectification of errors in the contractor's schedule of rates.

**14. Lump sum Provisions in Tender:** When the estimate on which a tender is made includes lump sum in respect of parts of the work, the contractor shall be entitled to payment in respect of the items of work involved or the part of the work in question at the same rates as are payable under this contract for such items, or if the part of the work in question is not, in the opinion of the Architect, payable by measurement, ICAI may at its/their discretion pay the lump sum amount entered in the estimate, and the certificate in writing of the Architect shall be final and conclusive against the contractor with regard to any sum or sums payable to him under the provisions of this clause.

**15. Measurement of works:** The Architect may from time to time intimate to the contractor and the Institute the required works to be measured, the contractor shall forth with attend or send a qualified agent to assist the Architect or representative in taking such measurements and calculations and to furnish all particulars or to give all assistance required either of them.

Should the contractor not attend or neglect or omit to send such agent then the measurements taken by the Architect or person approved by him shall be taken to be correct measurement of the works. Such measurements shall be taken in accordance with the Indian Standard Method of Measurement, unless otherwise provided for elsewhere in this contract.

The contractor or his agent may at the time of measurement taken such notes and details as he may require.



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All authorized extra works, omission and all variations made without Architect's knowledge, if subsequently sanctioned by him in writing (with the prior approval in writing of the Institute) shall be included in such measurement.

**16. Price of variation:** The rates for additional, altered, substituted work shall be arrived at in accordance with the following rules:

- i. The net rates or prices in the contract schedule shall determine the valuation of (the rates for) the extra work (items) where such extra work is of similar character and is executed under similar conditions as the work priced therein. The extra work shall not exceed 10% of the total contract value.
- ii. If the rates for the extra, altered or deviated work are not available in the contract schedule, they shall to the extent possible be derived out of the rates given in that schedule for similar items. For the purpose of such derivation, where necessary and when so directed, the contractor shall furnish detailed analysis for the said similar or near similar items in the contract schedule. For such portions of the analysis for the extra altered or substituted/deviated work for which prices cannot be abstracted from the corresponding analysis of rates for the said similar or near substantiated by purpose bills/vouchers shall be adopted. Using factors and constants for quantum's of material labour, T&P and sundries from NBO/CPWD, standard PWD data/analysis in the order. When called upon to do so the contractor shall submit the required purchase bills/vouchers.
- iii. In the case of additional, altered or deviated work for which rates cannot reasonably be derived as at (ii) and (iii) above, the rates shall be worked out adopting market prices substantiated by purchase bills/vouchers, using factors and constants for quantum's of material, labour, T&P and sundries from NBO/CPWD/Standard materials, labour, T&P and sundries from NBO/CPWD/Standard PWD/data analysis in the order thus written, adding 15% towards profits and overheads. When called upon to do so the contractor shall submit his purchase bills/vouchers, to the Architect/Client.
- iv. The question as to what particular items, being similar or near similar to the additional, altered or deviated work in the contract schedule are to be adopted for deviation of rates for the additions, altered or substituted (deviated) work and whether the said rates cannot be derived from similar or near to similar items in the contract schedule will be decided by the Architect.
- v. Deviation Limit: It is the value of which the total executed contract value including authorized variation in excess of the original contract value, expressed as a percentage and shall be adjusted on the sum total of all additions, omissions, reductions, alterations or deviations covered by authorized variations. The values of prime cost sums shall not be included in calculating the above percentage.
- vi. There shall be no escalation in the price once the price is fixed and agreed by the Institute with the contractor, but the contractor should agree to pass on to the company any benefit arising out of any subsequent reduction in the price due to reduction in duties and levies so after the prices are fixed, but before delivery of the goods.

**17. Unfixed Materials:** Wherein any certificate (of which the contractor has received payment) the Architect has included the value of any unfixed materials intended for and/or placed on or adjacent to the works such materials shall become the property of the Institute and they shall not be removed except for use upon the works, without the written authority of Institute. The contractor shall be liable for any loss or damage to such materials.

**18. Removal of Improper work, material, etc. :** The Institute shall, during the progress of the work, have full powers to order in writing from time to time, removal from the works within such reasonable in the opinion specified in the order, of any materials which in the opinion specified in the order, of any materials which in the opinion of the Architect/Institute are not in accordance with the specifications or the instructions or do not conform to approved samples, the substitution of the rejected materials by proper other materials, and the removal and proper re-execution of any work executed with unsound, imperfect or skilled workmanship or with materials





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not in accordance with the contract, notwithstanding that the same may have been passed or certified or, and paid for and the contractor shall fore with carry out such order at his own cost.

In case of default on the part of the contractor to carry out such order, the Client shall have the power to make him answerable or accountable for any loss or damage that may happen or arise to such materials removed and all expenses consequent on or incidental thereto as certified by the Architect shall be borne by the contractor, or may be deducted by the Institute from the amount due or that may become due to the contractor.

In lieu of re-execution of any work not in accordance with the contract, the Institute may in their option allow it to remain but will allow for such work reduce rates. The decision of Institute to exercise his option in this regard and the quantum of reduction to be made in the rate for the item in question shall be final and binding on the contractor.

**19. Completion Plans to be submitted by the Contractor:** The Contractor shall within one month of the date of virtual completion of the work submit the completion plan.

If the contractor fails to submit the completion plans and obtain necessary statutory certificates from the local authority as aforesaid he shall be liable to indemnify by a sum equivalent to, spent by the ICAI for preparation of the completion plans and in obtaining necessary statutory certificates as aforesaid.

**20. Defects Liability Period:** Any defect, shrinkage, settlement or other faults which may appear within the Defects Liability Period i.e., within 12 months after the virtual completion of the works arising in the option of the Architect/Institute from materials or workmanship not in accordance with the contract, shall on demand which shall be made within the defects liability period by Institute and within such reasonable time as shall be stated therein specifying the work, materials or articles complied of notwithstanding that the same may have been passed or/and certified, paid for, be amended and made good by the contractor, at his own proper charges and cost in case of default. The Institute may employ and pay other person or persons to amend and make good such defects, shrinkage, settlements or other faults and all damages, loss and expenses consequent thereon or incidental thereto shall be made good and borne by the contractor and such damages loss and expenses shall upon the Architect certificate, in writing be recoverable from the contractor by the Institute or may be deducted by the Institute from any amount due or retained.

**21. Completion certificate:** The works shall not be considered as completed until the Architect has certified in writing that they have been virtually completed and the defects liability period shall commence from such certified date of virtual completion of work within ten days of the completion of work. The contractor shall give notice of such completion to the Architect and the Institute and the architect shall inspect the work and if there is no defect in the work shall furnish the contractor with certificate of completion. Otherwise a provisional certificate of completion indicating defects (a) to be rectified by the contractor and / or (b) for which payment will be made at reduced rates, shall be issued but no certificate of the work considered to be complete until the work as executed, all scaffolding, surplus materials, rubbish and cleaned off the dirt from all woodwork, doors, windows, walls, floors or other parts of any building, in upon or about which the work was executed, or of which he may have had possession for the purpose of execution thereof, and not until the work shall have been measured by the Architect. If the contractor fails to comply with the requirements of this clause as to removal of scaffolding, surplus materials and rubbish as aforesaid and cleaning off dirt on or before the date fixed for the completion of the work, original or extended in terms of clause 22 herein, the Institute after issuing due notice, may at the expense of the contractor remove such scaffolding, surplus materials and rubbish, etc., and dispose of the same as he thinks fit and clean off such dirt as aforesaid. The contractor shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any sum actually realized by the sale thereof. And the expense, if any, so incurred may be recovered fr om any amount due or that may become due to the contractor by the Institute.



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### 22. Contractor Liable for Damage done:

- i) The contractor shall be responsible for all injury to persons, animals or things, and for all structural and decorative damage to the property which may arise from the operation or neglect of himself or contractor's employee whether such injury or damage arise from careless, accident or any other cause whatever in any way connected with the carrying out of the contract.
- ii) The contractor shall reinstate all damages of every sort mentioned in this clause, so as to deliver up the whole of the contract works complete and perfect in every respect and so as to make good or otherwise satisfy all claims for damage to the property of third party.
- iii) The contractor shall indemnify the Institute against all claims which may be made against the Institute by any member of the public or other third party in respect of anything which may arise in respect of the works or in consequence thereof and shall at his own expense arrange to effect and maintain, until the virtual completion of the contract.

The Institute with the concurrence of the architect shall be at liberty and is hereby empowered to deduct the amount of any damage, compensation, costs, charges and expenses arising or occurring from or in respect of any such claims or damage from any or all sums due or to become due to the contractor.

**23. Responsibility for safety of building:** The Contractor shall be responsible for the safety of the works (including the materials, temporary buildings and plant) until they are taken over by the Institute and they shall stand at their risk, and be in the sole charge of the contractor, who shall be responsible for and must with all possible speed make good all damage from whatever cause.

**24. Liquidated damages:** If the contractor fails to complete the works by the date stated (90 days) or within any extended time under (clause 25-extension of time) herein below the contractor shall pay or allow the Institute the sum as "Liquidated damages" for period during completion of the work as defined in the contract, and the Institute may deduct such damages from any money due or that become due to the contractor.

**25. Extension of time:** If the contractor shall desire of extension of time for completion of the work on the grounds of his having been unavoidably hindered by such causes as (a) force majeure or (b) any exceptional inclement weather or (c) proceedings taken or threatened by or dispute with adjoining or neighbouring owners or public owners or public authorities arising otherwise than through the contractors or (d) the work or delays of other contractors or the architect and not referred to in the schedule of quantities and or specifications or (e) strike or lockout affecting any of the building trades or directly the work or (f) delays in the supply of materials stipulated to be supplied by the Institute or any other valid ground, he shall apply in writing to Institute within 15 days of the date of such hindrance grounds have been shown thereof, may with the previous approval in writing of the Institute make a fair and reasonable grounds to the satisfaction of the Institute extension of time for completion of contract works, but the contractor shall nevertheless constantly use his endeavour's to prevent delay and shall do all that may reasonable be required of him to proceed with the work expeditiously provided:

- a. that the contractor shall have no claim other than extension of time for the delay in completion of the work due to such hindrance and
- b. that the contractor shall suspend the works whenever called upon to do so in writing by the Institute and shall be allowed reasonable extension of time for completion of work due to such suspension of work and nothing else. Such extension of time as provided in the clause is the sole discretion of the Institute.

**26. Failure of contractor to comply with architect/Institute Instruction:** If the contractor, after receipt of written notice from Institute requiring compliance within a week fails to comply with such further drawings/and/or architect instructions, the Institute may employ and pay other persons to execute any such work whatsoever that may



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necessary to give effect thereto, and all costs incurred in connection there which shall be recoverable from the contractor by the Institute on the certificate of the architect.

**27. Termination of contract by the Institute:** If the contractor (an individual, firm or an incorporated company):

- a) Commits substantial breach of material terms and conditions contained in the Contract or b) Does any Act which is pre- judicial to the interest of the Institute and
- c) Shall be unable within 7 days of the notice requiring him to show cause to the reasonable satisfaction of the Architect / Institute that he is able to carry out and fulfil the terms of the Contract and give security thereof if required

Or if the contractor (whether an individual, firm or an incorporated Company):

- 1) Shall suffer execution to be issued,
- 2) Shall suffer any payments under this contract to be attached by or on behalf of any of the creditors of the contractor,
- 3) Shall assign or subject this contract without the consent in writing of the Institute first obtained,
- 4) Shall charge or encumber this contract or any payments due or which may become due to the contractor there under,

Or if the Architect shall certify in writing to the Institute that the Contractor:

- i) Has abandoned the contract, or
- ii) Has failed to proceed with the works with such due diligence and has failed to make such due progress as would enable the works to be completed within the time agreed upon by the parties or
- iii) Has failed to commence the works or has without any lawful excuse under these conditions suspended the progress of work for the period of 14 days after receiving the Institute' s notice to do so
- iv) Has failed to remove the materials from the site or to pull down and replace work for seven days after receiving written notice from the Institute that the said materials or work were condemned and rejected by the Architect/ Institute under these conditions.
- v) Has neglected or failed persistently to observe and perform all or any of the Acts, matter s or things required by the Contract to be observed and performed by the Contractor for seven days after the receipt of written notice requiring the contractor to observe and perform the same.
- vi) Has to determine and ensure good workmanship or without the consent in writing of the Institute to sublet any part of the Contract.

Then in any of the said clauses, the Institute may notwithstanding previous waiver, determine the contract after giving seven days' notice in writing to the contractor but without thereby affecting the powers of the Institute of Cost Accountants of India or the obligations and the liabilities of the Contractor, the whole of which shall continue in force as if the contract had not been determined.

The architect shall thereafter ascertain and certify in writing what (if anything) in the final accounting is due to or payable to the contractor for the sale of the surplus materials and plants and any loss the Institute shall sustain due to the acts attributable to the Contractor shall be adjusted against the final payments to be made to the contractor. For this purpose, the certificate of the Architect shall be the final and conclusive between the parties.

The contractor shall be legally and statutorily liable for all the liabilities incurred for the performance of the Contract till the date of termination.



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**28. Certificate and payment:** All bills in triplicate shall be submitted by the contractor along with detailed measurements of the work completed at site. The contractor shall not submit interim bills when the approximate value of work done by him is **not** less than 15.00 Lakhs and maximum Two bill shall be submitted including final bill. The architect shall check/take the measurements or cause the measurements to be checked/taken for the purpose of having same verified and to the extent work has been executed in accordance with the contract, issue interim certificate and the Institute shall make payment to the contractor on the basis of such certificates within the period of one month.

And when the works have been virtually completed and the Architect shall have certified in writing that they have been so completed, the contractor shall submit the final bill in respect of the contract work within one month thereafter and in accordance with the certificate to be issued by the Architect, payment shall be made by the Institute within the one month. And the contractor shall be entitled to the payment of the final balance in accordance with the final certificate to be issued in writing by the Architect after the expiration of the period to as "the defects liability period" in the appendix hereto from the date of virtual completion or as soon after the expiry of such period as the works shall have been finally completed and all made good according to the true intent and meaning thereof whichever shall last happen. Provided always that the issue by the architect of any certificate during the progress relive the contractor from his liability in case of fraud, dishonesty, or fraudulent concealment relating to the works or material or to any matter dealt with in the certificate and in case of all defects and in sufficiency in the work or materials which is reasonable examination would not have disclosed. No certificate of the architect shall itself be conclusive evidence that any work or materials to which it relates are in accordance with the contract neither will the contractors have a claim for any amounts which the architect might subsequently be discovered as not payable and in this respect the Institute's decision shall be final and binding.

The Institute shall have power to withhold any certificate if the works or any parts thereof are not being carried out to his satisfaction. The Architect, may, in any certificate make any correction in any previous certificate which shall have been issued by him. No certificate of payment will be issued by the Architect if the contractor fails to insure the works and keep them insured till the issue of the virtual completion certificate of payment.

**29. Forfeiture clause:** The Institute has the right to forfeit the EMD / Security deposit if there are reasonable grounds of the non-fulfilment of the contract.

**30. Right of technical scrutiny of final bill:** The Institute shall have a right to cause a technical examination of the works and the final bill of the contractor including all supporting vouchers, abstract etc., to be made at the time of payment of the final bill. If as a result of this examination or otherwise any sum is found to have been over paid or over certified it shall be lawful for the Institute to recover the sum.

**31. When Contractor Dies:** Without prejudice to any or remedies under this contract, if the contractor dies, the Institute shall have the option of terminating the contract and the contractor would be compensated to the extent of work done, duly certified by the architect/Architect.

**32. General Indemnity :**The contractor shall indemnify the Institute from and against all claims, demands, proceedings, damages, costs and expenses which may be brought or made against Institute or to which it may be put by reason of the contractor not conforming to or complying with any of the provisions or requirements of any Act or Status, Central or State, Rules, Regulations, Bye laws of Local Authorities, Collector or any companies relating to or in connection with the works or to labour or for supply of water, light or other amenities at the site.

### 33. SETTLEMENT OF DISPUTE

33.1 All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and the Institute.

33.2 The Agreement shall be governed by the Law of India for the time being in force and subject to exclusive jurisdiction of Court at Kottayam.



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- 33.3
- 1) All disputes relating to this Work Order shall be subject to and be referred to a Sole Arbitrator to be appointed by the employer. Such arbitration shall otherwise be governed by Arbitration Act (latest).
  - 2) In the event of there being discrepancy, ambiguity or omission or any error or difference of opinion regarding the interpretation or granting of any specifications, designs, description or instruction relating to the works to be executed the decision of the Engineer - in-Charge thereon shall be final and binding on the Contractors and the Contractors shall not be entitled to claim any additional or extra payment or claim or any other benefit or advantage for the same.
  - 3) In case there is any discrepancy between the specification and BOQ, or between the drawings and specification, the instruction of the architect would be final and binding on the contractors.
  - 4) Jurisdiction to be limited to the Courts of Kottayam.

33.4 Matter to be settled by Employer: All disputes and differences of any kind whatsoever arising out of or in connection with the contract, whether during the progress of the works or after their completion shall be referred by the contractor to the Employer and the Employer shall within a reasonable time after their presentation make and notify decisions thereon in writing. The decisions, directions, clarifications, measurements, drawings and certificates with respect to any matter the decision for which is specially provided for by these or other special conditions to be given and made by the Employer or by the Architect on behalf of the Employer are matters which are referred to hereinafter as Excepted matters and shall be final and binding upon the contractor and shall not be set aside on account of non-observance of any formality, any omission, delay or error in proceeding in or about the same or on any other ground or for any reason and shall be without Appeal. In the event of any dispute or difference between the parties hereto as to the construction or operation of this contract, or the respective rights and liabilities of the parties on any matter in question, dispute or difference on any account or as to the withholding by the Employer of any certificate to which the contractor may claim to be entitled to or if the Employer fails to make a decision within a reasonable time, then and if any such case, but except in any of the Excepted matters referred to in the above clause, the contractor after 90 days of his presenting his final claim on the disputed matters, may demand in writing that the dispute or difference be referred to arbitration. Such demand for arbitration shall specify the matters which are in question, dispute or difference, and only such dispute or difference other than Excepted matters of which the demand has been made and no other dispute or difference shall be referred to the arbitration of an officer of the Employer to be nominated by Managing Director of the Employer for the time being or if there be no Managing Director at the relevant time then by the Board of Directors of the Employer and the provisions of the Indian Arbitration Act, 1940 for the time being in force or of any other Act of the Legislature passed in substitution thereof or modifications thereof and for the time being in force shall apply to such arbitration.

### **Arbitration**

All dispute and differences of any kind whatever arising out of or in connection with the Contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination, abandonment or breach of the Contract) shall be referred to and settled by the Architect who shall state his decision in writing. Such decision may be in the form of a Final Certificate or otherwise. The decision of the Architect with respect of any of the Excepted Matters shall be final and without appeal; but if either the Employer or the Contractor be dissatisfied with the decision of the Architect on any matter, question or dispute of any kind (except any of the Excepted Matters) or as to the withholding by the Architect of any certificate to which the Contractor may claim to be entitled then and in any such case either party (the Employer or the Contractor) may within 28 (twenty eight) days after receiving notice of such decision give a written notice to the other party through the Architect requiring that such matters in dispute be Arbitrated upon. Such written notice shall specify the matters which are in dispute and such dispute or difference of which such written notice has been given and no other shall be and is hereby referred to the Arbitration and final decision of a single Arbitrator being a Fellow of the Indian Institute of Architects to be agreed upon and appointed by both the parties or in case of disagreement as to the



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appointment of a single Arbitrator to the Arbitration of two Arbitrators both being Fellows of the Indian Institute of Architects one to be appointed by each party, which Arbitrators shall before taking upon themselves the burden of reference appoint an Umpire.

The Arbitrator, the Arbitrators or the Umpire as the case may be shall have power to open up review and revise any certificate, opinion, decision, requisition or notice save in regard to the Excepted Matters and to determine all matters in dispute which shall be submitted to him or them and of which notice shall have been given as aforesaid.

Upon every or any such reference the cost of and incidental to the reference and Award respectively shall be to the direction of the Arbitrator or Arbitrators or the Umpire as the case may be who may determine the amount thereof or direct the same to be taxed as between Attorneys and Client or as between party and party and shall direct by whom and to whom and in what manner the same shall be borne and paid. This submission shall be deemed to be a submission to Arbitration within the meaning of the Indian Arbitration Act 1940 or any modification thereof for the time being in force. The Award of the Arbitrator or Arbitrators or the Umpire as the case may be shall be final and binding on the parties. Such reference except as to the withholding by the Architect of any Certificates to which the Contractor claims to be entitled shall not be opened or entered upon until after the completion or alleged completion of the works or until after the practical cessation of the works arising from any cause unless with the written consent of the Employer and the Contractor. Provided always that the Employer shall not withhold the payment of an Interim Certificate nor the Contractor except with the consent in writing of the Architect in any way delay the carrying out of the works by reason of any such matters, question or dispute being referred to Arbitration but shall proceed with the work with all due diligence and shall until the decision of the Arbitrator or Arbitrators or the Umpire as the case may be, given, abide by the decision of the Architect and no Award of the Arbitration or the Arbitrators or the Umpire as the case may be shall relieve the Contractor of his obligations to adhere strictly to the Architect's instructions with regard to the actual carrying out of the works. The Employer and the Contractor hereby also agree that Arbitration under this clause shall be a condition precedent to any right of action under the Contract.

The contractor shall not, except with the consent in writing of the Employer, the Architects, in any way delay the carrying out of the work by reason of any such matter, question or dispute being referred to arbitration but shall proceed with the work with all due diligence and shall, until the decision of the arbitration is given, abide by the decision of the Architect and no award of the arbitrator shall relieve the contractor of his obligations to adhere strictly to the Architect's instructions with regard to the actual carrying out of the work except as specifically affected by such award.

The arbitration shall be subjected to the jurisdiction at Kottayam Courts only. The arbitration proceedings shall be at Kerala only.



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### TECHNICAL SPECIFICATIONS

**These specifications are for the work to be done, items to be supplied and materials to be used in the works as shown and defined on the drawings and described herein all under the supervision and to the satisfaction of the Architect/The Institute of Cost Accountants of India.**

1. The workmanship is to the best available and of a high standard, use must be made of Specialist tradesman in all aspects of the work.
2. The materials and items to be provided by the contractor shall be the best of their respective kinds and as approved by the Architects/The Institute of Cost Accountants of India in accordance with the samples which may be submitted for approval and generally in accordance with the specifications.
3. Samples of all materials including those specified by name of the manufacturer or the brands, trades name or by the reference to catalogue Nos. are to be submitted. Samples together with their packing are to be provided by the contractor free of any charge and should any materials be rejected, the same will be removed from the site at the expense of the contractor.
4. The contractor is also required to submit specimen finishes of all colours, fabrics, polish shades etc. for approval of the Architect/The Institute of Cost Accountants for proceeding with such works.
5. Should it be necessary to prepare shop drawings, the contractor at his own expense prepare and submit at least four sets of such drawings to Architect/The Institute of Cost Accountants of India for approval.

### SPECIFICATIONS OF WORKS

#### **1. General:**

- 1.1 Without forgoing the requirements of the Conditions of Tender and the Conditions of Contract the works in general shall conform to the "Latest Specifications" published by CPWD, Delhi/NCR and the "Specifications for Works" stated in this tender. In case of items not covered by the General Specifications referred above, reference shall be made to the appropriate I.S. Code. If there is any difference in the particular specifications of individual item of work and the description of item as given in the Schedule of Quantity, the latter shall prevail. In case of any work for which there is no specification in I.S. Specifications or in the specifications forming part of tender documents or in case there is any variation, such work shall be carried out in all respects in accordance with the instructions to be issued by the Architects. The term Department shall mean the Employer. Any reference to ISI shall also mean reference to its successor Bureau of Indian Standards. All corrections to "Latest Specifications" or revisions of I. S. shall be deemed to apply to this contract.
- 1.2 Materials bearing ISI certification mark shall be given highest preference for use in the works.
- 1.3 Where the Contractor is required to do, perform, execute (etc.) any work or service or the like, it shall be deemed to be at his own cost. Absence of terms providing supplying, installing, fixing, etc. shall not even remotely entitle the Contractor to any additional payment thereof.
- 1.4 The rates accepted in the Schedule of Quantities apply to all floors, heights, depths, leads, lifts, spans, sizes, shapes, locations, etc. unless a distinction has been included in the very Schedule.
- 1.5 The Specifications and the Schedules may have been divided into various sub-heads for convenience only. This does not limit applicability of one to the other nor it absolves the Contractor of his responsibility to complete any trade/item of work as reasonably inferred from one or more of such sub-heads.
- 1.6 The Schedule of Quantities is not necessarily based on "Schedule of Rates – Delhi or any of its later/earlier



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versions. Hence the Schedule of Quantities shall be read and construed according to explanations given herein and intentions gathered therefrom. A mere parallel drawn from the said Schedule of Rates shall therefore not form a basis for a variation and, or additional payment.

- 1.7 All work under this contract is deemed to be performed above subsoil water level. However, removal of water collected from rains and the like shall be treated as part of contractual risk/obligation.
- 1.8 Screws, bolts, nuts, washers, hold fasts, lugs, anchors, clamps, plugs, suspenders, brackets, straps and fasteners of the like are deemed to be included in the rates of various items unless the Schedule of Quantities expressed a different intention.
- 1.9 Resetting any displacements, making good holes/chases and such other incidental jobs are included in rates of respective items for which these are required.

### **2.0 Concrete Work (Plain or Reinforced):**

- 2.1 Centering, shuttering, staging, form work, strutting, propping (their provision and removal) shall not be paid for separately unless exclusion thereof is specifically described in the item.
- 2.2 The rates of concrete work do not include rendering or plastering but hacking and preparing surface for receiving the finishes shall be done as early as possible.
- 2.3 Any chamfers, grooves, drips, etc. which are generally and customarily required shall be provided in the concrete work integrally or otherwise without extra charges as directed by the Architect.

### **3.0 Steel Work:**

- 3.1 The measurement of railing shall be the length of top wood/steel section as per situation along the centre line.
- 3.2 Painting in relation to steel work shall be two or more coats of approved synthetic enamel plus a coat or primer including preparation of surfaces, fillers etc. The priming coat shall be measured & paid separately in the relevant item.
- 3.3 Circular work, bends, stepping are not payable extra.
- 3.4 The steel work in single sections of R.S. Joists, flats, Tees Angles fixed independently with or without connecting plate, is described in these clauses.

#### **(a) Fabrication**

The steel section as specified shall be straightened and cut square to correct lengths and measured with a steel tape. The cut ends exposed to view shall be finished smooth. No two pieces shall be welded or otherwise jointed to make up the required length of a member.

All straightening and shaping to form, shall be done by pressure. Bending or cutting shall be carried out in such a manner as not to impair the strength of the metal.

#### **(b) Painting**

All surfaces which are to be painted, oiled or otherwise treated shall be dry and thoroughly cleaned to remove all loose rust. Surfaces not in contact but inaccessible after shop assembly, shall receive the full specified protective treatment before assembly. This does not apply to the interior of sealed hollow sections. Part to be encased in concrete shall not be painted or oiled. A priming coat of approved steel primer i.e. Red Oxide Zinc chrome primer conforming to IS: 2074 shall be applied before any member of steel structure are placed in position or taken out of workshop.





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### (c) Welding

Welding shall generally be done by electric arc process as per IS: 816 and IS: 823. The electric arc method is usually adopted and is economical. Where electricity for public is not available generators shall be arranged by the contractor at his own cost unless otherwise specified. Gas welding shall only be resorted to using oxyacetylene flame with specific approval of the Engineer-in-charge. Gas welding shall not be permitted for structural steel work. Gas welding requires heating of the members to be welded along with the welding rod and is likely to create temperature stresses in the welded members. Precautions shall therefore be taken to avoid distortion of the members due to these temperatures stresses.

The work shall be done as shown in the shop drawings which should clearly indicate various details of the joints to be welded, type of welds, shop and site welds as well as the types of electrodes to be used. Symbol for welding on plane and shops drawings shall be according to IS: 813.

As far as possible every effort shall be made to limit the welding that must be done after the structure is erected so as to avoid the improper welding that is likely to be done due to heights and difficult positions on scaffolding etc. apart from the aspect of economy. The maximum dia. of electrodes for welding any work shall be as per IS: 814 and appendix B' of IS: 823. Joint surfaces which are to be welded together shall be free from loose mill scale, rust, paint, grease or other foreign matter, which adversely affect the quality of weld and workmanship.

### 4.0 Flooring:

- 4.1 The rates of cement concrete flooring and marble chips flooring are exclusive of dividing strips for formation of panels.
- 4.2 Borders, margins, bands, nosing, etc. are not payable extra. Treads shall be measured as floors, risers as skirting. However, areas of returns (finished thickness), nosing shall be added respective items.
- 4.3 No extra shall be paid for cutting of glazed tiles or for wastage thereof.
- 4.4 Marble/Kota stone slabs shall be of selected quality, hard & sound and shall be approved by the Architects. The thickness of the slabs shall be as specified in the description of the item. Tolerance of 2mm shall be allowed for the thickness. In respect of length & breadth of slabs (Where flooring to be laid) a tolerance of 5mm shall be allowed. Every slab shall be cut to the required size and shape, top waviness shall be removed, the sides (edges) shall be removed, the sides (edges) shall be table rubbed with coarse sand or machine rubbed before paving. All angles of the tiles shall be true equal and free from chipping and the surface shall be true and plane.
- 4.5 Marble slab/kota slab/tile shall be cleaned, wetted and mopped before laying.
- 4.6 Polishing shall be done by machine in four different courses. First course shall be of rubbing with carborundum stone No. 60, the second with No. 120, and the third with No. 320 to get even and smooth surface without pinholes. Where ever use of machine is not feasible to work, polishing shall be done by hand with No. 60, No. 80 and with No. 120 carborundum stone respectively. Lastly oxalic acid shall be dusted over the surface @ 33 gm per square meter sprinkled with water and rubbed hard with namdah block (pad of wooden rags).
- 4.7 Marble chips, kota stone, marble (all floors, skirting, risers, dado, counter tops, treads) shall finally be polished with approved floor wax polish as directed at no extra cost.
- 4.8 Marble (counter tops) shall be of full width and in single piece up to length of 1.5m. Granite for name-plate shall be in one single piece.



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### 5.0 Finishing:

1. Items of plastering apply to all locations including rough sides of walls, curved surfaces, all heights, etc. without limiting generally of para 1.4.
2. Preparation of surfaces including raking out joints, hacking, brushing, watering, etc. is included.
3. Drip mouldings shall not be payable extra.
4. Grooves shall be provided in plaster as directed by Architect at corners of ceiling slabs around the columns & beams at no extra cost.
5. Strips of G.I. chicken mesh 250mm wide shall be provided in plaster at all junctions (which are flush) between masonry/columns, masonry/beams.

### 6.0 Miscellaneous:

The joints in cement concrete pavements/roads shall be formed as per design and pattern. The joints shall be cleaned and neatly filled with 'A' grade sealing compound. Side curves shall be made in situ to design and volume paid for in the same item. Required side forms shall not be paid separately.

For whitewashing, colour washing, distempering on sand faced plaster or on rough cast plaster with stone aggregate up to 10mm, only flat single surface will be measured and paid.

In the case of R.C.C. Jalties up to 50mm thick only single flat surface will be considered for each side of painting.

### SPECIFICATIONS FOR SERVICES

#### i) General

- 1.1 The drawings for services are diagrammatic but shall be followed as closely as actual construction permits. Any deviations from the drawings shall be in conformity with architectural and structural drawings. The dimensions designated by the manufacturers shall take precedence over the drawings.
- 5.2 At completion of work the Contractor shall submit one set of tracings and two sets of prints of "As-Built-Drawings". These drawings shall, among others, include invert levels, pipe runs, diameters, location of valves, access panels, layout of equipment, piping connections and such other information for maintenance & future extensions. Guarantees given by manufacturers shall be assigned to the Employer along with names & addresses of manufacturers, suppliers and information about spare parts.
- 5.3 All site test shall be carried out with prior intimation to the ICMAI Engineer / Architect. All defects shall be rectified and tests conducted again to the satisfaction of the ICMAI Engineer / Architect. In addition to the test required by the specifications, the Contractor shall also conduct tests required by the Architect and by the Municipal or other Authorities.
- 5.4 All work shall be executed by competent and licensed persons. The contractor shall maintain liaison with Municipal and other controlling Authorities. He shall obtain their approvals and certificates as required by the bye – laws at appropriate stages.
- 5.5 No cutting / chasing shall be done in load bearing structural members without prior approval of the Project Architect/Institute. Sleeves and openings shall be provided during the progress of construction in preference to cutting at later date.
- 5.6 The Architect may require typical mock up(s) to be installed in advance for approval. Undamaged materials from the mock up shall be allowed to be reused in the work.
- 5.7 G.I. pipe spouts shall be paid as per item of G.I. pipes (internal work). Cutting and making good is included. The free ends may be skew-cut.



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5.8 Wherever use of G.I. pipes is called for the same shall be heavy class (class – C)

### ii) Materials:

- 2.1 The materials shall conform to the specifications and in absence thereof to Indian Standards. The products should bear the ISI Mark.
- 2.2 The makes of materials for use in this work are broadly approved as per list given below. The Contractor shall, however, get particular makes and samples approved before ordering:
- 2.3 Notwithstanding any interim or final approval the Contractor remains responsible for satisfactory performance of all fittings & fixtures. The liability of the Contractor is not limited by any approval of the make of materials.
- 2.4 The item rate of mirror includes extra packing piece of AC plain sheet, where required due to offset between plaster & glazed tiles surface.

### iii) Testing

- a) The sand cast iron soil, waste and vent pipes and fittings including joints shall be tested by pumping smoke into the pipe at the lowest end.
- b) All G.I pipes and fittings including joints shall be tested to hydraulic pressure of 6 kg / cm<sup>2</sup> (60 meters) avoiding water hammer. The test pump having been stopped the test pressure should maintain without loss for at least half an hour. The pipes and fittings shall be tested in sections as the work of laying proceeds keeping the joints exposed for inspection during the testing.
- c) All stone ware pipes shall be tested with water pressure of 1.5m head of water at the highest point of the section under test

## SPECIFICATIONS OF ALLIED ELECTRICAL WORKS

1. The contractor is required to provide all materials, labour, tools and implements including necessary scaffolding for the satisfactory execution of the job. All safety requirements, labour rules, electricity rules and other statutory requirements are to be strictly observed. The contractor will ensure that no damage to CMA property will be caused during execution of the work. If any damage is caused to the same regardless, the contractor shall make good the damages to original finish at their cost.
2. The contractor will ensure that all terminations of wires and cables including earthing are to be compulsorily crimped with proper sockets of requisite size.
3. No flexible GI/ PVC conduit is allowed to be used anywhere except with the permission of the Engineer-in-charge unless specifically required as in the case of meter loops. In such cases proper termination of the flexible GI conduit will have to be done with heavy-duty brass end couplers. Existing conduits are not to be used for rewiring.
4. All light fittings are to be suspended from the original ceiling by GI chain from the original ceiling duly anchored therein, with at least two nos. for each fitting suitable to bear the load of 20 KG each.
5. All conduit wiring shall be drawn on original ceiling or wall and should not rest on false ceiling under any circumstances.
6. Drawing showing the layout of wiring and fans/ fittings position at the different floors are to be submitted to the branch before payment of final bill.



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7. The work will be executed strictly in conformity with the specifications and any deviation will be admissible only if approved by Bank prior to the actual execution of the item of work. Any such deviation/ poor workmanship if not acceptable to the Bank will have to be redone in terms of the actual stipulations.
8. It shall be presumed that rates have been given considering the removal of all debris and other waste materials from site and it shall be ensured that the contractor maintains the site in a clean manner.
9. Test reports, guarantee cards, test certificates if any have to be submitted with final bill.
10. The Department does not undertake to provide any lockable space, security, power and water to the contractor but where available the same may be used. However, the contractor will have to arrange their own security of the materials to be used and installed till handover and the Bank shall not be liable to make good any loss on this account.
11. The contractor shall ensure that their personnel conduct themselves in a manner befitting and observe decorum in all their dealings. If the Bank desires that any workmen be removed and replaced because of their conduct, the contractor shall arrange forthwith the same without any questions whatsoever.
12. The contractor shall arrange for all safety kits to be used by their personnel and will ensure that no unsafe practices are followed.
13. The contractor shall be arranged temporarily connection of UPS / DATA/ Power during renovation of branch if any on his cost.
14. The contractor is required to observe religiously the provisions and requirements of the Contract Labour Act 1970 read with the Contract Labour (Regulation and Abolition) Control Rules 1971 and any revisions to the same during the currency of the contract and is to keep the principle employer absolved from any shortfall/ lacuna on the part of the contractor. All necessary records are to be kept and return to be filed accordingly.
15. All electrical works shall be carried out in accordance with the previous of Indian Electricity Act, 1910 and Indian Electricity Rules, 1956 amended up to date.
16. Only the contractor having valid Electrical Contractor License of the State shall be eligible to execute the same. The contractor shall be responsible for renewal of the same at the appropriate time.
17. All three phase power distribution boards shall be properly earthed as per relevant I.E. rules and provided with suitable Danger Board.
18. Installation Mains Panel, DB's and all runs of mains and submains, and distribution wirings to individual points including the exact position of all light fittings and switch boards shall be first marked on the buildings and shall be approved by the Engineer-in-Charge before actual commencement of the work.
19. All cables shall conform to I.S-692, IS-7098, IS-1554 (Part-I) 1964 and IS 694-1990 or latest.
20. The D. Bs shall generally be installed at a height of 2.13 m (7 ft) from floor level.
21. Switch Boards shall be installed at a height of 1.3 mtrs (4'-3") and above the floor level.
22. All conduit pipe shall be screwed type, solid drawn or welded and with black stove enameled surface or galvanized and of thickness conforming to IS: 9537 Part II of 1981 (or latest revision) in all respects

Read and agreed unconditionally to observe the general rules stated above, the makes stipulated and the specifications in the BOQ.



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**PROFORMA FOR RUNNING ACCOUNT BILLS**

**C E R T I F I C A T E**

The measurements on the basis of which the above entries for the Running Bill \_\_\_\_\_ were made have been taken jointly on \_\_\_\_\_ and are recorded at pages \_\_\_\_\_ of Measurement Book No. \_\_\_\_\_.

Date & Signature of  
Contractor.

Date & Signature of  
Architect's Representative  
(Seal).

Date & Signature  
of Consultant Engineer

The work recorded in the above-mentioned measurements has been done at the site satisfactorily as per tender drawings, conditions and specifications.

**Architect**

**Site Engineer/Consultant Engineer**



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**RUNNING A/C BILL**

Name of Contractor/Agency: \_\_\_\_\_

Name of Work: \_\_\_\_\_

Sr. No. of this Bill: \_\_\_\_\_

No. and Date of Previous Bill. \_\_\_\_\_

Reference to Agreement No. \_\_\_\_\_

Date of Written Order to Commence. \_\_\_\_\_

Date of Completion as per Agreement. \_\_\_\_\_

Sr. No.	Item description	Unit	Rate (Rs.)	As per Tender		Upto Previous R/A Bill		Upto Date (Gross)		Present Bill		Remarks
				Qty.	Amt. (Rs.)	Qty.	Amt. (Rs.)	Qty.	Amt. (Rs.)	Qty.	Amt. (Rs.)	
1.	2.	3.	4.	5.		6.		7.		8.		9.

Note: 1. If Part Rate is allowed for any Item, it should be Indicated with reasons for allowing such a Rate.

Net value since Previous Bill.

2. If Adhoc Payment is made, it should be mentioned specifically.

**Date & Signature of Contractor**



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**PERFORMA FOR APPLICATION BY THE CONTRACTOR**

**FOR EXTENSION OF TIME**

- a. Name of the Contractor
- b. Name of the Work as given in the Agreement
- c. Agreement W O
- d. Tender Amount
- e. Date of Commencement of Work
- f. Period allowed for Completion as per Agreement
- g. Date of Completion as per Agreement
- h. Period for which Extension of Time has been given

**Date**

**Month Year**

- i. 1<sup>st</sup> Extension vide Bank's Letter No
- j. 2<sup>nd</sup> Extension vide Bank's Letter No
- k. 3<sup>rd</sup> Extension vide Bank's Letter No

Reasons for which extensions have been previously given (Copies of the previous applications should be attached)

Period for which extension is applied for and the reasons thereof including hindrances, time for extra work assigned, if any etc.

**Signature of the Contractor & Seal**



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**PERFORMA OF HINDERANCE REGISTER**

Name of Work : Date of State of Work :

Name of Contractor: Period of Completion :

Agreement No : Date of Completion :

**SE = Site Engineer**

**PE = Project Engineer/Project Consultant**

Sr No	Nature of Hindrance	Date of occurrence of Hindrance	Date of which Hindrance was removed	Period of Hindrance	Signature SE / PE	Remarks
1	2	3	4	5	6	7





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### List of Approved Makes

#### LIST OF APPROVED BRANDS / MAKES FOR CIVIL WORKS

One of the following make of the material shall be used. The contractor will have to get the sample approved from the Architect/ ICMAI Engineer whose decision shall be binding on the contractor. The condition is also applicable for any material, not mentioned in the specification or schedule of work. No deviations are allowed in these even during/ after Tender.

1.	Cement	Grade 43/53 of L&T/ A.C.C./ Ambuja/ Ultratech
2.	Reinforcement steel	Sail/ TATA
3.	M.S Steel	Sail/TATA
4.	PVC water stop wall	Millat Polymer & Rubber Pvt. Ltd/ Bio flow Industries Pvt. Ltd/Efficacy
5.	Waterproofing chemical	Dr. Fixed/ Fosroc/ Pidlite.
6.	Ceramic wall Tiles	Kajaria/Somany/ Johnson/ NITCO
7.	Ceramic floor Tiles (antiskid)	Kajaria/Somany/ H.R. Johnson/ NITCO
8.	M.S Pipe	Jindal C class Heavy or equivalent
9.	GI Pipe	Jindal, Utkarsh or equivalent
10.	Tile Adhesive	CICO/ Pidilight/ Unitile/ MYK Laticrete

**NOTE:** Above makes of equipment are approved subject to their meeting the specifications. The contractor however shall seek approval of specific make from Consultant/ ICMAI Engineer before commencing the work. The decision Consultant/ ICMAI Engineer shall be binding on the contractor in this respect. Any other make of the equipment not specified shall be got approved by the ICMAI Engineer and the Project Architect M/s Shajilal Associates, Kottayam

#### ELECTRICAL WORKS

1.	PVC INSULATED FRLS COPPER WIRES	POLYCAB/GREATWHITE/DICABS
2.	PVC RIGID CONDUITS	TRAUN / NORPECK/ AKG
3.	M.S CONDUITS (ISI MARK)	TRAUN / NORPECK/ AKG
4.	MODULAR SWITCHES, SOCKETS, PLUGS ETC.	GREATWHITE/ LEGRAND MYRIUS /ABB
5.	LIGHT FITTING (LED)	TISVA/PHILIPS/WIPRO
6.	LT CABLES	POLYCAB/RR/ DICABS
7.	MCB DISTRIBUTION BOARDS	SCHNEIDER/ LEGRAND/SIEMENS/ABB

### INSPECTION AND TESTING

1. The **Architect/Consultant**/The Institute of Cost Accountants of India shall be entitled at all times at the risk of contractor to inspect and/or test by itself through an independent agency appointed by the Institute to inspect, and/or test all the materials, components, and items of work at the expenses of the contractor. All such tests shall be done as per ISI guidelines and/or as directed by Architect.

#### **RATES:**

2. Quantities mentioned are approximate and payment shall be made on actual measurements.



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### EVALUATION OF BIDS

#### TECHNICAL BIDS

**The evaluation of bids will be done on the basis of total 100 marks for Technical Bid.**

The Cover a Containing Technical Bid will be opened by the Tender Opening Committee of the Institute of Cost Accountants of India, Kottayam Chapter, Kottayam, in presence of all bidders whoever participated in bidding or their authorized representatives having brought a proper letter of authorization to participate in the bid opening event.

#### **Evaluation Weightage of the following parameters**

S No	Description	Weightage	Total
1	Nos. of years of Operation a) Less Than 5 years b) 5 years to 10 years c) More than 10 years Total for S No 1 (max marks)	0 05 10	10
2	Maximum value (Project Cost) of any single project handled, a) Less Than Rs 16.00 Lakhs b) More than Rs. 16.00 Lakhs and up to Rs. 25.00 Lakhs c) More than Rs. 25.00 Lakhs and up to Rs. 35.00 Lakhs d) More than 35.00 Lakhs in the last 5 years as on 31.12.2023 for Public Sector Organization / Public Sector Institute / Government Department / Multinational Corporate Houses of repute. <i>Each project should be of office &amp; residential building.</i> (This parameter is linked with annual turnover to be submitted) Total for S No 2 (max marks)	00 10 15 20	20
3	Certificate from Chartered Accountant for average annual turnover of the applicant for the last three years a) From Rs 30.00 lakhs to Rs 40.00 lakhs b) From Rs 40.10 lakhs to Rs 50.00 lakhs c) From Rs 50.10 lakhs and above Total marks for S No 3 (max marks)	5 8 10	10
4	Nos. of Senior Engineer having qualification of B. Tech/ B.Arch. and Junior Engineer in the payroll of the Firm/LLP/Company a) At Least 1 Senior Engineer & 1 Junior Engineer b) Only one Junior Engineer c) No Engineer Total Marks for S No 4 (max marks)	20 10 0	20



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S No	Description	Weightage	Total
5	The firm possessing valid Contractor license from Kottayam Municipal Corporation. a) If Yes b) If No Total Marks for S No 5 (max marks)	10 0	10
6	Value/Limit of the solvency certificate (Issued by the Bank Not Prior to March, 2022) (Mandatory) a) Value/Limit less than of Rs. 20.00.00 Lakhs a) Value/Limit of Rs. 20.10. to 30.00 Lakhs b) Value/Limit from Rs. 30.10 Lakhs up to Rs. 40.00 Lakhs c) Value/Limit from Rs. 40.10 Lakhs up to Rs. 50.00 Lakhs d) Value/Limit more than Rs. 50.10 Lakhs Total Marks for S No 6 (max marks)	0 5 10 15 20	20
7	Having Local Office at Kottayam. a) Full Fledged Establishment b) Branch Office at Kottayam c) No Office at Kottayam Total Marks for S No 7 (max marks)	10 5 0	10

### **Note:**

1. Tenderers to present all the documents in the sequence of the serial numbers.
2. Tenderer shall put their own marking by encircling the weight age. This self-marking may not be acceptable the tendering evaluation committee and decision of the evaluation shall be final and binding and without any contest or protest by tender.

### **Qualifying Marks:**

**The Bidder securing qualifying marks of 60 marks or more out of total marks 100 marks as fixed for qualification in "Technical Evaluation" will be considered eligible for processing the price bid.**

### **EVALUATION OF PRICE BID**

**Price bids of the Technically Qualified vendors, whose marks in Technical evaluation is equal of more than 75, only will be opened. The lowest (L1), financial bid is identified and work will be awarded to the lowest (L1) bidder. In case the first lowest bidder (L1) fails to execute the agreement within five days of the award of bid, the Earnest Money Deposit of the defaulting bidder will be forfeited.**



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**AWARD OF CONTRACT**

The work will be awarded to the bidder who offered the first lowest (L1) financial bid among the technically qualified bidders.

The Secretary, the Institute of Cost Accountants of India may reject any / all of the bids received without assigning any reasons whatsoever.

**Validity period of Bid and Agreement:**

(i) 180 days shall be the validity period of bid from the date of opening of the Price Bid.

(ii) 9 Months shall be the validity period of agreement from the date of concluding agreement.

On award of the contract, the firm is expected to take up/commence the assignment within three days of time.

**Signature of the Contractor**



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**Annexure -1**

**TECHNICAL BID**

**Tender No.** ICAI/KOTTAYAM/02/NEW BUILDING/2023-24

**Dated:**

**PRE-QUALIFICATION OF CONTRACTORS / VENDORS / AGENCIES**

**APPLICATION FORM**

**(Please strike-off which is not applicable)**

**Documents, which are to be enclosed with the application should be demarcated as Annexures A, B, C etc. as mentioned below with Flag.**

<b>S. No.</b>	<b>Particulars</b>	<b>To be filled by the Applicant</b>
1	Name of the applicant	
2	Postal Address of the Office <b>(Mandatory)</b>	
	E-mail Id: <b>(Mandatory)</b>	
	Contact telephone/ Mobile No. <b>(Mandatory)</b>	
3	Year of establishment <b>(Documentary evidence Mandatory)</b> . Certificate of Incorporation / Memorandum of Association for the proof of establishment <b>(Annexure – “A”)</b>	
4	i) Constitution of the firm. <b>(Annexure – “B”)</b> <b>(Documents evidence Mandatory)</b>	Sole proprietorship/Partnership/ Private Ltd./Ltd. Co/ Any other (Please specify)
	ii) Name of proprietor / Partners. /Directors. of the organization/firm. <b>(Annexure – “C”)</b> <b>(Documentary evidence Mandatory)</b>	
	iii) Name/s of authorized signatory with designation	
	iii) Mode of Authorization. <b>(Annexure – “D”)</b> <b>(Documentary evidence Mandatory)</b> .	Resolution/Partnership Deed /Registered Power of Attorney/Proprietor/ any other (Please specify)
	iv) Details of registration-whether partnership firm, company, etc. Name of registering authority, date and registration number (Note: Partnership firms not registered with the appropriate authority need not apply) <b>(Documentary evidence Mandatory)</b> . <b>(Annexure – “E”)</b>	
5	Whether registered with Govt. /Semi Govt. /Institutes / CPWD/Municipal Authorities or any other Public Organization and if so, in which class	YES/NO



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

## KOTTAYAM CHAPTER

Reliable Buildings, Behind Mammen Mappila Hall  
K.K.Road, Kottayam-686001, Kerala.

Phone: 0481-2563237

Email: kottayam@icmai.in

S. No.	Particulars	To be filled by the Applicant
	and since when. <b>Enclose certified copies of document as evidence. (Annexure – “F”)</b> <b>i. Name of organization</b> <b>Category</b> <b>Registration No.&amp; Date</b> <b>I. Name of organization</b> <b>ii. Category</b> <b>iii. Registration No.&amp; Date</b>	
6	No. of years. of experience in the field and details of work in any other field	
7	Yearly turnover of the organization during last 3years. (Year wise) <b>(Annexure – “G”)</b>	FY - 2020-21 FY- 2021-22 FY- 2022-23 Average:
8	Bank’s Details <b>(Annexure – “H”)</b> a) Full Postal Address of the branch b) Account No c) IFSC Code No	
9	Bank’s Solvency Certificate/Limit (Please enclose latest Solvency certificate from the Banker not prior to September 2023) <b>(Mandatory) (Annexure – “I”)</b>	
10	Whether registered with `GST, if yes, GST No. (GST registration should have with Kerala State) <b>(Mandatory) (Annexure - “J”)</b>	
11	Whether an assessed of Income Tax. If so, mention PAN No along with copy of Pan card. <b>(Annexure – “K”)</b>	
12	Furnish audited balance sheet and profit& Loss A/c (Audited) for the last 3 years. Whether last 3 years IT returns filed (Pl. enclose certified copies of the IT return of the year: -2020-21; 2021-22; 2022-23 <b>(Annexure – “L”)</b>	
13	Detailed description and value of works done during the last 5 years. as per <b>Annexure II</b>	
14	Names & addresses of the persons/ organizations who will certify about the quality as well as performance of your organization	



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S. No.	Particulars	To be filled by the Applicant
15	Details of technical staff as per <b>Annexure III</b> . Does the applicant have sufficient workforce, plant & machinery, equipment etc. (provide details in <b>Annexure-III</b> )	
16	Whether any Civil Suit/litigation arisen in contracts executed during the last 7 years. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and brief details of litigation. Give name of the Court, place, status of pending litigation	
17	Information relating to whether any litigation is pending before any Arbitrator for adjudication of any litigation or else any litigation was disposed of during the last five years by an arbitrator. If so, the details of such litigation are required to be submitted.	
18	<b>Services setup, Registration and Licenses required. (Mandatory)</b> <b>Please enclose documentary evidence.</b> <b>(Annexure – “M”)</b>	Having full- fledged service setup at Kottayam. Must have valid licenses for related trades, PAN, GST Registration etc. with respective registering authorities. In addition, the vendors should possess PF Registration and ESIC Registration.
19	<b>Registration from Govt. authorities</b>	ESIC No.:  EPF No.:

**NOTE:**

- All the above documents to be submitted in hardcopy duly signed by the Authorized signatory, under seal of the company/ firm.**
- Photographs of the completed works pasted in A-4 size paper & Photocopies of all self-attested documentary evidences to be enclosed.

**Name and Signature of the Contractor with seal**



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**ANNEXURE – II**

**PARTICULARS IN RESPECT OF WORKS EXECUTED IN THE LAST 5 YEARS. INCLUDING CONTRACTS IN HAND**

<b>Name of the Applicant</b>	
<b>Name of Work</b>	
<b>Category</b>	

Sl. No.	Name of work/ project with address	Description of work executed	Name and address of the clientele with- mail address	Nature of work	Period of completion of work as per tender	Actual time of completi on	Name of Architect / Consultant with address	Value of work
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

**NOTE:**

1. Credential issued by the clients shall be enclosed. **Without completion certificate of the work mentioned in the work order will not be considered for valid experience certificate for selection.**
2. Works should have been executed by the firm under the name for which the application is submitted.
3. Information has to be filled up specifically in this format. Please do not write remarks" as indicated in Brochure"
4. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

**Signature of the applicant(s) with seal**

Place:

Date:





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**Annexure III**

**KEY PERSONNEL PERMANENTLY EMPLOYED IN THE ORGANIZATION**

<b>Name of the Applicant</b>	
<b>Nature of Work</b>	
<b>Category</b>	

**A.**

<b>Sl. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Qualification</b>	<b>Experience</b>	<b>Years. with the firm</b>	<b>Remarks</b>
I.	Technical					
II.	Administration					

(Please enclose the proof of permanent employees such as identity card issued by the company, appointment letter, EPF registration certificate Etc.)

**B.**

<b>Sl. No.</b>	<b>Work force permanently Employed</b>	<b>Total Nos.</b>	<b>Years. with the firm</b>
i.	Masons		
ii.	Carpenters.		
iii.	Electricians		
iv.	Plumbers.		
v.	Painters.		
vi.	Others.		

**C.** List of equipment / machinery in possession of the firm / hired.

<b>Sl. No.</b>	<b>List of Major constructional equipment in possession of the firm including testing of project</b>	<b>Total Nos.</b>	<b>Years. with the firm</b>

**Notes:**

1. Information has to be filled up specifically in this format. Please do not write remarks" as indicated in Brochure"
2. Indicate other points, if any, to show your technical competence to indicate any important point in your favour.

**Signature of the applicant(s) with seal**

Place:

Date:



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**ANNEXURE - IV**

**Format of Work Completion Certificate**

(On the Letter Head of the Organization)

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that M/s \_\_\_\_\_, having their registered office at \_\_\_\_\_ who were awarded the work of \_\_\_\_\_, have successfully executed and completed the work as detailed below.

01.	Work Order No. & Date	:	
02.	Name of work	:	
03.	Brief scope of work	:	
04.	Location of work	:	
05.	Value of work as per W.O. etc.	:	
06.	Date of commencement of work	:	
07.	Revised Value as per execution	:	
08.	Completion Period	:	
09.	Date of actual completion of work	:	
10.	Reason of delay/extension		
11.	Whether any Penalty/ Liquidated Damages imposed. If yes, please give the reason.		
12	Whether the contractor employed qualified Engineer/Overseer during		
	i) Quality of work (indicate grading)	:	Outstanding/Very Good/Good/Satisfactory / Poor
	ii) Amount of work paid on reduced rates if any		
	i) Did the contractor go for arbitration?		
	ii) If yes, total amount of claim		
	iii) Total amount awarded		
13	Comments on the capabilities of the contractor		
	a) Technical Proficiency	:	Outstanding/Very Good /Good/Satisfactory / Poor
	b) Financial soundness	:	Outstanding/Very Good /Good/Satisfactory / Poor
	c) Mobilization of adequate T&P	:	Outstanding/Very Good /Good/Satisfactory / Poor
	d) Mobilization of manpower	:	Outstanding/Very Good /Good/Satisfactory / Poor

**Note:** (i) All columns should be filled in properly, (ii) Please tick one of the multiple options.

1. Signature of the Reporting Officer\* with office seal

2. "Countersigned" with official seal

**\*Officer not below the rank of Superintending Engineer/Head of the Department/Branch Head or equivalent.**

**(Reports must be submitted in client's official Letter Head and to be addressed to the "The Chairman, The Institute of Cost Accountants of India, Kottayam Chapter, Kottayam".**



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**Annexure – V**

**SOLVENCY CERTIFICATE FORMAT**

This is to certify that to the best of our knowledge and information M/s. (Firm name with address) \_\_\_\_\_  
\_\_\_\_\_ having marginally noted address, a customer of our Institute are/is respectable firm and can be treated  
as good for any engagement up to a limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_).

**(Signature) For the Bank with Seal**

**Note:**

1. Banks' certificates should be on letter head of the scheduled Bank.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Institute.

**Declaration**

- i) I/ We declare that the information given above are true to the best of my/our knowledge.
- ii) I/We also understand that if at any stage it is found/noticed by the Institute that any information thus provided by me / us is untrue / incorrect partly or fully and in case of receipt of adverse /unsatisfactory report from other clients/Institutors, the Institute may not consider my/ our application and/or may de-list me/ us and /or may take any appropriate action against me/us.
- iii) I/We also understand that partly / wrongly filled application and / or applications not in prescribed proforma and / or applications not accompanying relevant documents / Annexures / annexed documents in sequence wise are liable to be summarily rejected by the Institute without assigning any reason whatsoever. No Correspondence will be made in this regard.
- iv) I/We also declare that I / we will not get myself / ourselves registered as contractor(s) in State Institute of India in more than one name.
- v) I/ We agree and authorize the Institute to obtain the confidential report from my / our clients, to obtain credit opinion from the Bank and to verify the work executed by us.
- vi) I/ We submit all the Certificates and documents as mentioned in the application form/Checklist of the Eligibility Criteria and General Conditions for Empanelment.
- vii) I/ We confirm that all the Rules prevailing in the concerned states, the Labour Laws, Risk Insurance obligations, State & Central Govt. statutory requirements etc. are complied by me/ us.
- viii) I/We understand that this is merely an application and does not entitle me / us to be necessarily qualified by the Institute for awarding the contract and the Institute reserves the right to reject all and / or any application without assigning any reason whatsoever.



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- ix) I/We confirm that I/we do not have any close/near relatives in the Institute.
- x) I/We have read and understood the Press Notice, pre-qualification & this application form along with Annexure and my/our firm full fill the Eligibility criteria as described in the notice.
- xi) I/We am/are authorized to sign and submit these documents for empanelment.
- xii) I/We confirm that all the Rules prevailing in Noida, Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are compiled by me/us.
- xiii) I/We understand that the Application should be submitted in Spiral Binding maintaining serial of Annexures as asked for in the Application format, with proper flagging for each Annexure. Failing which the application will be liable to be summarily rejected by the Institute without assigning any reason whatsoever. No Correspondence will be made in this regard.

**Signature of the applicant(s) with seal**

Place:

Date:



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**PROFORMA – I**

**PERFORMA FOR DECLARATION TOWARDS EARNEST MONEY DEPOSIT**

Whereas, I/we ..... (Name of Agency) has Submitted Bid for ..... (Name of Work) and Whereas the Earnest Money Deposit is being exempted in the aforesaid tender to give Relief to the bidders as mentioned in the Tender Document.

I/We hereby submit following declaration in lieu of submitting Earnest Money Deposit:

(1) If after the opening of Tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender document;

or

(2) If, after the award of work, I/we fail to accept LOA/LOI, or to sign the contract, or to submit performance guarantee, or fail to commence the work within the Stipulated time period prescribed in the Tender Documents;

or

(3) If I/we furnish any incorrect or false Statement/information/document;

or

(4) If/ I/we hide any relevant information or do not disclose any material fact in the tender;

or

(5) If I/we commit any breach of terms and Conditions of this Tender

I/We may be put under holiday list for a period of two years and shall not be eligible to bid for any of the offices of the Institute of Cost Accountants of India.

**Signature of the bidder with stamp**

Place:

Date:



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**PROFORMA – II**

**UNDERTAKING - BLACK LISTING**

This is to confirm that I/we M/s \_ (give full address) have not been blacklisted/left any work abandoned in any of the government department/office and public sector undertaking / enterprise in India and central Vigilance commission, in last five years before release of advertisement. If the above information found false at any stage after the placement of Purchase/work Order, **The Institute of Cost Accountants of India** will have full right to cancel the Purchase/work Order and forfeit the Performance Guarantee. All the direct and indirect cost related to the cancellation of the order will be borne by us besides any legal action by **The Institute of Cost Accountants of India**, which may be deemed fit at that point of time.

**Authorized Signatory with seal**

Date:

Place:



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**PROFORMA – III**

**AFFIDAVIT**

**(Note: Affidavit be submitted in original by bidder on letterhead of the bidder)**

Affidavit of Mr. .... S/..... R/o  
..... the deponent above named do hereby solemnly affirm and declare as under:

1. That I am the Proprietor/Authorized signatory of M/s ..... Having its Head Office/Regd. Office at .....
2. That the information/documents/Experience certificates submitted by M/s..... along with the tender for `Interior, Civil, Electrical Works, the Institute of Cost Accountant of India, Kottayam Chapter, Kottayam, are genuine and true and nothing has been concealed.
3. I shall have no objection in case the Institute verifies them from issuing authority (ies). I shall also have no objection in providing the original copy of the document(s), in case the Institute demand so for verification.
4. I hereby confirm that in case, any document, information & / or certificate submitted by me found to be incorrect/false/fabricated, the Institute is at its discretion may disqualify/reject/ terminate the bid/contract and also forfeit the EMD / All dues.
5. I shall have no objection in case the Institute verifies any or all Bank Guarantee(s) under any of the clause(s) of Contract including those issued towards Performance Guarantee from the office issuing Bank.
6. That the contents and facts undertaken in the declaration submitted in lieu of EMD (Proforma II) are fully accepted and violation in any of the clause, I/We may be put under holiday list for a period of two years and shall not be eligible to bid for the Institute from the date of issue of such Order.
7. I hereby confirm that our firm/company is not blacklisted/barred/banned from tendering by the Institute. If this information is found incorrect, the Institute at its discretion may disqualify/ reject/ terminate the bid/contract.
8. The person who has signed the tender documents is our authorized representative. The Company is responsible for all of his acts and omissions in the tender.

I, ..... the Proprietor/firm /company/Authorized signatory of M/s.....do hereby confirm that the contents of the above Affidavit are true to my knowledge and nothing has been concealed there from and that no part of it is false.

9. That, in case of incapacitation/death of the bidder, the nominee shall be Title (Mr./Mrs.) \_\_\_\_\_  
Aadhaar Number \_\_\_\_\_.
10. A formal agreement shall be got executed by the contractor on non-judicial stamp paper of Rs. 100/-. Such paper shall be submitted within 3 days from the letter of award issued by the Institute. The EMD shall be refunded after the submission of Performance Guarantee.

Verified at .....this.....day of .....

Yours faithfully,

(Signature of the bidder with rubberstamp)

Date:

Place:



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### PROFORMA – IV

#### TENDER FORM FOR WORKS

To  
The Chairman,  
The Institute of Cost Accountants of India,  
Kottayam Chapter,  
Kottayam, Kerala.

Dear Sir/Madam,

1. I/We, the undersigned having carefully gone through and clearly understood the Specifications & terms and conditions for the above-mentioned work, do hereby tender to execute and complete the whole of the works strictly in accordance with the said specifications, etc. at the rates set out in the priced bill of quantities/Financial Bid.
2. Having duly examined the tender documents including the drawings, specifications, designs, schedule of quantities relating to the works specified in the underwritten memorandum and having visited the site of the said work and having acquired all the requisite information relating thereto as affecting this tender. I/We hereby offer to execute the works specified in the Tender Document within the time specified there in at the rates specified in the schedule of quantities and in accordance, in all respects with the specifications, designs, drawings and instructions in writing referred to in the conditions of the tender, special conditions, the schedule of quantities and with such materials as are specified, by and in all other respects in accordance with such conditions in the schedule of quantities.
3. Should this tender be accepted, in whole or in part, I/We hereby agree to abide by and fulfil all the terms and provisions of the conditions of tender so far as applicable or in default thereof to forfeit and pay to The Institute of Cost Accountants of India, the sums of money mentioned in the said conditions:
  - i. A sum of **Rs...../- (Rupees..... only)** is hereby forwarded as Earnest Money Deposit in form of Demand Draft drawn in favour of The Chairman, The Institute of Cost Accountants of India, Kottayam Chapter, payable at **Kottayam**.
  - ii. I/We agree
    - a. That should I/We fail to commence the work specified in the Tender document. **The Institute of Cost Accountants of India (ICAI)** shall without prejudice to any other right or remedy be the liberty to forfeit the Earnest Money.
    - b. To execute all the works referred to in the tender document upon the terms and conditions contained or referred to therein and to carry out authorized variations as directed by the Architects/The Institute of Cost Accountants of India and as per said conditions of the contract.
4. It is understood that the lowest or any tender will not necessarily be accepted and ICAI reserves the right to accept or reject any or all the tenders and that ICAI is not bound to assign any reason for the same.

The name of the Proprietor /Partners/Directors of our firm are:

**Signature of Bidder with seal**

Place:

Date:





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**PROFORMA – V**

**ACCEPTANCE OF TENDER CONDITIONS**

(On the letter head of the company by the authorized representative)

To  
The Chairman,  
The Institute of Cost Accountants of India,  
Kottayam Chapter,  
Kottayam, Kerala.

**Sub: STRUCTURAL AND DEVELOPMENT WORKS, INTERIOR WORKS, ELECTRICAL AND PLUMBING WORKS  
FOR THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, KOTTAYAM CHAPTER AT CHALUKUNNU,  
KOTTAYAM, KERALA.**

Dear Sir,

i) This has reference to above referred tender. I/We are pleased to submit our tender for the above work and I/We hereby unconditionally accept the tender conditions and tender documents in its entirety for the above work.

ii) I/we are eligible to submit the tender for the subject tender and

I/We are in possession of all the documents required.

iii) I/We have viewed and read the terms and conditions of this Tender document carefully. I/We have downloaded the following documents forming part of the tender document:

- a) Notice Inviting e-Tender
- b) Quoting Sheet for Bidder
- c) Instructions to Bidders & General Conditions of Contract.
- d) Bill of Quantities
- e) List of approved makes of materials
- f) Tender Drawings & Technical specifications
- g) Memorandum
- h) Acceptance of Tender Conditions
- i) Details of Work Experience Certificates
- j) Details of Similar Works
- k) Financial Details
- l) TDS details for Private Sector Projects
- m) Affidavit



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n) Addendum/Corrigendum, if any- Duly signed by authorized person

o) Special Conditions of Contract

p) Pre-bid clarifications, if any

iv) Should this tender be accepted, I/We agree to abide by and fulfil all terms and conditions referred to above and as contained in tender documents elsewhere and in default thereof, to forfeit and pay the Institute, such sums of money as are stipulated in the notice inviting tenders and tender documents.

v) If I/we fail to commence the work within 3 days of the date of issue of Letter of Award and/or I/we fail to sign the agreement and/or I/we fail to submit performance guarantee in favour of the Institute, I/we agree that Institute will, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Award and to forfeit the said earnest money as specified above.

vi) A formal agreement shall be got executed by the contractor on non- judicial stamp paper of Rs.100/-. Such paper shall be submitted within

3 days from the letter of award issued by the Institute. The EMD shall be refunded after the submission of Performance Guarantee.

**Signature of Bidder with seal**

Place:

Date:



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### APPENDIX

(Hereinbefore referred to)

- |   |   |
|---|---|
| 1. Defects Liability Period               | : 12 Months   |
| 2. Date of Commencement                   | : 5 <sup>th</sup> day after the date of written order to commence   |
| 3. Time of Completion                     | : 3Months   |
| 4. Liquidated Damages                     | : An amount equal to one percent of the amount of total value of the work for every 15 days' delay, subject to the ceiling of a maximum 10%(ten) on the total value of the contract |
| 5. Retention Percentage from Interim Bill | : 5% (Five percent)   |

Signature of the Contractor

### **7. SAFETY CODE**

1. There shall be maintained in readily accessible place first aid appliances including adequate supply of sterilized dressings and coating wool.
2. An injured person shall be taken to a public hospital without loss of time, in case where the injury necessitates hospitalization.
3. Suitable and strong scaffolds should be provided for all works that cannot safely be done from ground. No portable single ladder shall be over 8mts in length, the width between the side rails shall not be less than 30cm(clear) and the distance between two adjacent rungs shall not be more than 30cm. When a ladder is used an extra mazdoor shall be engaged for holding the ladder.
4. The excavated material shall not be placed within 1.5mts of the edge of the trench or half of the depth of trench, whichever is more. All trenches and excavations shall be provided with necessary fencing and lighting.
5. Every opening in the floor of a building or in a working platform be provided with suitable means to prevent the fall of persons or materials by providing suitable fencing or railing whose minimum height shall be one meter.
6. No floor, roof or other part of the structure shall be so overloaded with debris or materials as to render it unsafe.
7. Workers employed on mixing and handling material such as asphalt, cement mortar or concrete and lime mortar shall be provided with protective footwear and rubber hand-gloves.
8. Those engaged in welding works shall be provided with welder's protective eye-shields and gloves.
9. (i) No paint containing lead or lead products shall be used except in the form of paste or readymade paint.  
(ii) Suitable facemasks should be supplied for use by the workers when the paint is applied in the form of spray or surface having lead paint dry rubbed and scrapped.  
(iii) Overalls shall be supplied by the contractor to the painters and adequate facilities shall be provided to enable the working painters to wash during the periods of cessation of work.
10. Hoisting machines and tackle used in the works, including their attachments, anchorage and supports shall be in perfect condition. The ropes used in hosting or lowering materials or as a means of suspension shall be of durable quality and of adequate strength and free from defects.



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### TECHNICAL REQUIREMENTS AND SPECIFICATIONS

The work shall be carried out in accordance with the relevant I.S. specifications applicable for the work. The specifications given below are only for guidance. Employer/Consultants decision on the specification to be followed in execution shall be final and binding on the contractor.

All payments will be made on the basis of accurate bills of quantities. The quantities will be in metric units and sub-units, mode of measurements are to be conforming to the procedure laid down in I.S specifications-1200. Quoted rates indicated in the items of the bills of quantities to include all the works have to be done according to the stipulation in this document including supplying, erection, transfer of materials, raising, workmanship, machines, pumps, raising water, necessary tubes and all other work necessary for the full and entire completion of the work under this contract even if not specifically mentioned in the item of work. Rate of all items appearing in the bills of quantities shall also include the expense that the contractor may be required to incur for implementing all the clauses of the general and special conditions of contract.

Contractor will be given the area for building his site office, stores for cement godown and other materials. Work will be considered completed and completion certificate will be given only when such structures are dismantled, materials removed from the campus and site neatly leveled and dressed, on completion of the work entrusted to him. All the rates quoted for specified items shall cover all the operations to execute the items as mentioned below in detail:

#### **1. Cement Mortar**

This shall be prepared by mixing cement and medium coarse sand in specified proportions. For medium fine sand the F.M should be in between 1.4 to 1.8 mortar shall be used within 30 minutes after the water is added to the dry mixture. Mixing shall be done on masonry platform or in a sheet iron tray by means of measuring boxes.

#### **2. Solid Block Masonry**

Green work shall be protected by suitable covering; masonry work shall be kept constantly moist from all the faces for a minimum period of 7 days.

#### **3. Scaffolding**

The supports of scaffolding should be sound and strong, tied together with horizontal pieces over which the scaffolding planks shall be fixed. The holes left in masonry work for supporting the scaffolding shall be filled and made good before plastering. The size of the brick shall be 9" x 4 1/2" x 3 or locally available size, thickness of wall shall be considered as multiple of brick size and not actual.

#### **4. Concrete Work**

Concrete and reinforced concrete work shall be carried out generally in conformity with the latest IS456 except for provisions indicated herein below:

#### **5. Cement**

The cement for the works shall be ordinary port land cement conforming to IS 269-1958 or latest revision. The standard brands are Sankar, ACC, Ramco, Ultratech or JSW.

#### **6. Coarse Aggregate**

Coarse aggregate shall be conforming to IS 383-1963 or latest revision or M-sand shall not be less than 2 fineness modules and for plastering work as plastering sand.



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### 7. Cement Concrete

Proportioning shall be done by volume boxes of suitable size and shall be used for measuring coarse aggregate and sand. Mixing of cement concrete shall be done in mechanical mixer or by hand with special permission. Mixing shall be so time that the concrete is placed in the required position within 20 minutes after adding water. In case of handing mixing of concrete 10% more cement than theoretical requirements shall be added. All the material shall be dry.

### 8. Laying

Entire concrete used in work shall be laid gently (not thrown) in layers not exceeding 15 cm. and shall be thoroughly vibrated by means of mechanical vibrators till a dense concrete is obtained. Over vibration will separate coarse aggregate from concrete, which should be avoided. For items where vibrators are not to be used contractor shall take prior permission from the Engineer in charge before the start of the work. The layers of the concrete shall be so placed that the bottom layers do not finally set before the top layer is laid. Compaction shall be completed before the initial setting starts.

### 9. Curing

After 24 hours of laying concrete the surface shall be cured by flooding with water of minimum 25mm depth or by covering with set absorbent material. Curing should be done for a minimum period of 10 days.

### 10. Strength

Strength of concrete shall conform to IS 456 specification or otherwise specified. One sample consisting of 6cubes of size 15cm x 15cmx15cm shall be taken for 45cum. or part thereof ignoring any part less than 15cm. or as often as considered necessary by the engineer in charge. 6cubes shall be made for test, 3 out of these shall be tested after 7 days. If 7 days test gives the specified compressive strength as per IS specifications, no further test shall be necessary. In case 7 days test is not satisfactory the remaining three cubs shall be tested after 28 days. The result of 28 days test shall be taken into account while reducing the rate or dismantling the concrete represented by the sample. The result of the test conducted by the department shall be taken as final and binding on the contractor. If the strength of the sample concrete is less than 95% of the minimum specified strength after 28 days, the engineer in charge shall reject the defective portion of the work done during the day of sampling and get it dismantled. If the average strength of the samples concrete is less than the specified strength but more than 90% of the specified strength it shall be accepted at reduced rate proportionate to the strength.

#### Strength of Test Cubes

Grade of Concrete	Compressive Strength of 15cm.cubs min.	Compressive Strength on 15cm.cubs min.at 28 days
M.100 (1: 3:6)	70kg/cm <sup>2</sup>	100kg/cm <sup>2</sup>
M.150 (1:2:4)	100kg/cm <sup>2</sup>	150kg/cm <sup>2</sup>
M.200 (1:1½:3)	135kg/cm <sup>2</sup>	200kg/cm <sup>2</sup>
M.250 (1:1:2)	170kg/cm <sup>2</sup>	250kg/cm <sup>2</sup>

The contractor shall arrange to carry out the tests in accordance with the relevant Indian standard specifications in an approved laboratory and the test reports in original submitted to architect. The entire cost of testing shall be borne by the contractor.

#### 10.1 Steel Reinforcement

Steel shall conform to IS code or practice IS432-1962 or IS 1756-1966 as revised from time to time.



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### 10.2 Table Indication

#### Theoretical Weight of Bars

Mild Steel and Tore Steel (High strength deformed bars as per IS-1786-1985)

Size of Bars	Weight
M.S 6mm	0.222kg
T.S 8mm	0.395kg
T.S 10mm	0.617kg
T.S 12mm	0.888kg
T.S16mm	1.578kg
T.S 20mm	2.461kg
T.S 25mm	3.854kg

Unless otherwise shown on drawings all joints in the reinforcing rods are to be lapped minimum 40 times the diameter of the rod and in addition the rods are to be hooked at the ends where rods of different diameter are lapped together. The lap is to be 40 times the diameter of the smaller rod. The lap must be securely tied with No.16 S.W.G. annealed soft back wire. Anchor length of tension bars should be measured from the inner face of column or wall.

Joints are to be made, where shown in the drawings. Where not shown these are to be made when absolutely necessary on account of the maximum rolling length limit being exceeded but in no case shall these in the zone of maximum bending moment and shall be only in places approved by the engineer in charge or his authorized representatives.

Rods crossing one another shall be bound at every intersection with No.16. S.W.G. annealed soft black wire to make the Skelton of reinforcement perfectly rigid. The laps must be tightened with pliers without snapping.

All stirrups should be properly fastened to the rods so as to retain their position during the ramming of concrete. All bars should be bent according to the sizes and shapes shown in the detail perfectly and every type has to be marked with tabs fastened to the rods to facilitate sorting and arranging.

**10.2** The concrete cover to the reinforcement shall be as shown in the detailed drawings and in no case shall be less than 12mm in the slabs and 25mm in beams,38mm in columns and 50mm in underground work and will be provided by concrete block of required sizes.

### STRUCTURAL SPECIFICATIONS

#### Section:

These specifications form a part of the general specifications prepared by the consultants. The contractor should carefully acquaint himself with the consultant's specifications to determine his contractual obligations for the work in addition to those set out in these structural specifications. These specifications cover the structural work for the building.

Works included consist of all necessary services and furnishing of all labour, materials, tools, equipment and related items for the full performance of the contract under his section, as shown on the drawings of as specified, or reasonably implied, or incidental to construction developments between the trades. The items of work will generally be as follows:

- (1) All form work required for the concrete work.



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- (2) Placing in forms all work furnished by other rates for casting into the concrete including door frames, anchor bolts, anchors and similar works.
- (3) Plastering concrete surfaces, where required
- (4) In addition to the above all other miscellaneous concrete and related work shown on the plans or called for in the specifications.

### **Contractor to Provide:**

The contractor shall provide and maintain the following at his own cost and without extra charge, the cost being held to be included in the contract rates.

- (i) All labour, materials, plant, equipment and temporary works required to complete and maintain the work to the satisfaction of the engineer.
- (ii) Sufficient lighting for night work.
- (iii) Temporary fences, guards, lights and protective work for necessary precautions of workman, supervisors, engineers and all any other persons permitted access to the site.
- (iv) All equipments, instruments and labour required by the engineer for measurement of the works, as also such equipments and instruments necessary for setting out and carrying out the works accurately as per drawings.
- (v) A temporary weather proof shed of design approved by the engineer for storage of cement bags. The capacity of whether proof store shall not be less than 15 days' consumption.
- (vi) Adequate enclosed accommodation for workman, maintained in a condition satisfactory to the engineer.

### **Section 2 - Materials**

All the materials brought on the site of works to be used shall be the best of their respective kinds and to the approval of the consultants. The consultants and his representative will accept the material as really the best of their kinds, when it is proved beyond doubt that no better materials of the particular kind in question are available in the market.

The contractor shall obtain the approval of the consultants or his representative to samples of all materials to be used in the works and shall deposit these samples with him. The materials brought on work shall conform in every respect to these approved samples.

The contractor shall check each fresh consignment of materials as it is brought on to the site of the work to see that they confirm in all respect to the specifications and to the samples approved by the consultants or his representative.

The consultants or his representative will have the option to have and of the materials tested to find whether they are in accordance with the specifications and the contractor will bear all the expenses in that connection. All bills, vouchers and tests certificates which in the opinion of the consultants or his representative are necessary to convince him as to the quality of the materials or their stability shall be produced for his inspection when required.

Any materials that have not been found to confirm to the specifications will be rejected forthwith and shall be removed from the site by the contractor at his cost within the time stipulated by the consultants or his representative.

### **Cement**

The cement used shall be ordinary Portland cement or rapid hardening Portland cement and confirm to Indian Standard Specification IS 269-1958. Rapid hardening portland cement will be used only when authorized by the consultants or his representative.



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## Aggregate

### I. General

- (a) Aggregate shall be obtained when possible from a source which normally produces aggregates satisfactory for concrete. If so directed by the consultants or his representative, the aggregate whether coarse or fine shall be got tested at an Engineering Testing Laboratory for their suitability for use in concrete.
- (b) It is essential to prevent the aggregates from getting unclean by dust or mixing with soil, vegetable matter or unnecessary re-handling. Therefore, the aggregates shall be:
  - (i) Placed on a dry hard patch of ground if available, otherwise on a platform of planks or corrugated Galvanized Iron sheets or alternatively a floor of dry bricks or a thin layer of clean concrete. This will facilitate shoveling and prevent earth and dirt from being shoveled up with the aggregate.
  - (ii) Stock piled adjacent to the mixed site and so disposed around as to require minimum re-handling and labour when being moved to mixer.
  - (iii) Kept from getting dirt by people throwing rubbish like papers, vegetables matter, bidi ends etc. on the stock piles.

### II. Coarse Aggregate

**(A)** Coarse aggregate shall normally consist of crushed stone, crushed or natural gravel or a combination of any of these three and shall be chemically inert, hard, strong durable of limited porosity free from inherent coatings and clean and without glassy or powdery surfaces. It shall be free from reactive substances which participate in alkali aggregate reaction in the case of crushed operations. Gravel, however, shall not be used for the cement concrete.

**(B)** The maximum size of coarse aggregate to be used for a particular item of work shall be of the order of 2cm to 1.5cm as per the Engineer's instructions. The grading shall be such that not more than 5% shall be larger than the maximum size and not more than 10% shall be smaller than 4.75mm each. Between these sizes, the grading may be such as to produce a dense concrete that will readily into position without segregation and without using excessive water.

#### **(C)** Coarse Aggregate for Concrete

The term coarse aggregate applies to pieces of crushed stone ranging in size of 4.75mm to 40mm confirming to IS 383/1968.

The aggregate shall be composed of clean, uncoated cubical shaped pieces obtained by crushing stone, approved by the Engineer and conforming to specification for stone herein before said.

The coarse aggregate shall be free from all deleterious and objectionable matter. In case the aggregate is not considered to be free from dirt etc. by the Consultants or his representatives the contractor shall get the aggregate screened washed and treated as directed.

#### **(D)** Crushing and Grading

The stone shall be crushed in approved stone crushers and the different sizes of the crushed stone shall be separated by mechanical screens. The coarse aggregate shall be separated into nominal sizes as follows:

Designation of Size	Normal Size Range
10 mm/3/8" Aggregate	4.75 mm/8/16" to 10 mm/3/8"
20 mm/3/4" Aggregate	10 mm/3/8" to 20 mm/3/4"
40 mm/1½" Aggregate	20 mm/3/4" to 40 mm/1½"





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The coarse aggregate for concrete shall be made up by mixing crushed stone of different sizes in such preparations as specified or as may be advised by the Consultants or his representatives.

Care shall be taken in screening and stacking of the coarse aggregate so as to avoid intermixture of different sizes, intrusion of foreign materials.

**(E)** Coarse aggregate shall consist of clean, hard strong, dense non-porous and durable pieces of crushed stone, crushed gravel, natural gravel or a suitable combination thereof or other approved insert material. It shall not contain pieces of disintegrated stones, soft flaks and elongated particles, salt, alkali, vegetables matter and other deleterious materials in such quantities as to reduce the strength or durability of the concrete or to attack the steel reinforcement. It shall comply with IS 383-1963. Aggregates shall have specific gravity not less than 2.56.

**(F)** Normally coarse aggregate shall be tested to determine their suitability by reference to strength of test pieces of concrete made with them in accordance with the procedure described in IS383.

**(G)** The maximum size of the coarse aggregate shall be as large as possible within the limits specified, but in no case greater than one quarter of the minimum thickness of the member, provided that the concrete can be placed without difficulty so as to surround all reinforcement thoroughly and to fill the corners of the form work.

**(H)** For heavily reinforced concrete members as in the case of the ribs of main beams, the nominal maximum size of the aggregate shall usually be restricted to 12mm (1/2 inch) less than the minimum lateral clear distance between the main bars or 6mm (1/4 inch) less than the minimum lateral distance is smaller. Where the reinforcement is widely spaced, as in slabs, the nominal maximum size may, sometimes be as great as or greater than the minimum cover.

**(I)** For reinforced concrete work, a maximum size of 20mm (3/4 inches) coarse aggregate is generally satisfactory.

**(J)** Grading of aggregates shall be such as to produce a dense concrete of the specified strength which will work readily into position without segregation and without the use of excessive water.

### **(III) Fine Aggregate**

**(A)** Fine aggregate or sand used for mortar and for concrete shall be the natural river sand. It shall be free from injurious amount of soft and flaky particles and free from vegetables or organic or clayey matter, loam, mica, salts and other deleterious substances. Fine aggregate shall conform to IS383/963.

**(B)** The sand shall be well graded and when tested by standard sieves, shall conform to the following limits of gradation. The gradation shown in the table below is indicative only. The best gradation will be determined by the Engineer after tests if necessary and the contractor shall follow the same.

Standard Sieve No.	Percent Passing	Percent Retainment
No. 4	95-100	0-5
No. 8	80-90	10-20
No. 16	50-80	20-50
No. 30	30-60	40-70
No. 50	15-35	65-85
No. 100	5-10	90-95

**(C)** In addition to the above gradation the sand will have a fineness module, within the limits determined by the engineer and shall not contain more than 10% by weight of fine grains passing through No.100 sieve.

**(D)** Fine aggregate shall consist of hard, strong, durable clean particles of natural sand, crushed stone or crushed gravel or suitable combination of natural sand and crushed stone gravel free from injuries



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amounts of dust, lumps, soft or flaky particles mica and other deleterious materials in such quantities as to reduce the strength or durability of concrete or to attack the reinforcement. Normally fine aggregate shall be treated to determine its suitability by reference to strength of test pieces of concrete described IS 283.

### Section 3 -Plain and Reinforced Cement Concrete

Concrete and reinforced concrete work shall be carried out generally in conformity with the latest IS 456. All works should be carried out with proper scientific knowledge and practice and it is obligatory that the contractor should employ a qualified and competent engineer for the said purpose.

#### (i) Materials

Materials, cement, water, sand and aggregate shall be being in accordance with the specifications mentioned in Section II -Materials.

#### (ii) Testing of Materials and Concrete

As and when required by the consultants or his representatives the concrete ingredients shall be tested as per standard specifications.

#### (iv) Grades of Concrete

The grades of concrete to be used in the works shall be as directed. For each grade the minimum content and minimum crushing strength shall be guaranteed by the contractor and shall be as set out below:

Nominal Grade	Minimum Cement Content ibs/cft of Finished Concrete	Preliminary Test at 28 days ibs/sq.in	Works Test at 7 days ibs/sq.in	Works Test at 28 days ibs/sq.in
1:2:4	20	4000	2000	3000
1: 1 ½: 3	25	5300	2700	4000
1½:1:2	36	6400	3200	4800

Nominal Grade	Minimum Cement Content kg/cum of Finished Concrete	Preliminary Test at 28 days kg/sq	Works Test at 7 days kg/sq.m	Works Test at 7 days kg/sq.m
1:2:4	320.4	280	140	210
1: 1 ½: 3	400.5	375	190	280
1:1:2	480.60	445	223	334

#### Designed Concrete Mix

Nominal Grade	Preliminary Test at 28 days in kg/sq.m	Works Test at 7 days kg/sq.cm	Works Test at 28 days kg/sq.cm
M150	200	105	150
M175	230	120	175
M200	260	130	200
M250	320	170	250



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### Curing

Curing of concrete shall commence immediately after stripping of forms and shall be continued for a period of not less than 14 days reckoned from the date of completion of concreting. The top surface slab shall be kept flooded with water at all times, till the curing period is over. Columns, walls and beams sides and other surfaces shall be completely covered by old gunny bags and kept thorough wet continuously for the period specified for curing.

The ceiling of slabs shall be frequently spread with water until the end of the period specified for curing. Every effort shall be made to avoid straining the newly finished surfaces. Small size earthen bunds shall be prepared to store sufficient water for curing.

## ELECTRICAL AND PLUMBINGS SPECIFICATIONS

### (i) ELECTRICAL WORKS SPECIFICATIONS

#### 1. Scope of Work

Electrical works of Ground Floor and First Floor of the Office complex of the Institute of Cost Accountants of India, Kottayam Chapter at Chalukunnu, Kottayam, Kerala.

#### 2. Electrical License

The electrical work shall be carried out by a contractor having valid Electrical License issued by the Government of Kerala. Attested copy of the Electrical License shall be submitted to the Architect Consultant M/s Shajilal Associates, Kottayam before the commencement of the electrical work.

#### 3. Supply of Materials

The Contractor shall supply all materials/fittings/appliances etc. to be used in electrical installations and shall conform to BISS specifications wherever they exist. In case the materials for which BIS Specifications do not exist, necessary approval may be taken from the Institute of Cost Accountants of India, Kottayam Chapter. The work shall be executed only after sample approval by the Architect Consultant.

#### 4. Contract Period

The period of contract is one month from the date of issue of work order.

#### 5. Guarantee

The electrical work carried out shall be guaranteed against manufacturing defects and/or workmanship and for its satisfactory performance for a period of 12 months from the date of commissioning. The required warranty certificates obtained from manufacturers for the material supplied by contractor shall be submitted to the Institute of Cost Accountants of India, Kottayam Chapter.

The LED light fittings shall be warranted for a minimum period of 36 months by the manufacturer. Necessary certificates shall be handed over to the Institute of Cost Accountants of India, Kottayam Chapter by the contractor.

During the course of guarantee period, in case any defect is noticed due to faulty workmanship or defective materials used, necessary repairs have to be arranged to the satisfaction of the Institute of Cost Accountants of India, Kottayam Chapter and such works shall be carried out at contractor's risk and cost.

#### 6. Tools and Plants

The contractor shall bring all the necessary tools and plants required for carrying out the electrical work. The Institute of Cost Accountants of India, Kottayam Chapter shall not be in any way responsible for any loss, damage or deterioration which may happen to such tools, instruments and material if hereby the same being lost, stolen or destroyed by any cause whatsoever.



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### 7. Storage Space

The contractor shall make all necessary arrangements for storing the materials required for executing the electrical work to the extent available at site. It shall be the responsibility of the firm to take care of the materials stored.

### 8. Water and Electricity

The Institute of Cost Accountants of India, Kottayam Chapter shall supply water required for the construction works at free of cost and electricity for construction on payment basis at prevailing rates.

### 9. Penalty for Unsatisfactory Performance

If the contractor fails to execute and complete the electrical works to be done by him under this contract to the entire satisfaction of the Institute of Cost Accountants of India, Kottayam Chapter, then the contractor is liable to penalty to be determined based on the merit of the case by the Competent Authority.

### 10. Inspection

All installations and erections of electrical works shall be subject to inspection by the Electrical Consultants M/s Shajilal Associates, Kottayam to ensure that the electrical works are done in accordance with the specifications. In case of any difference of opinion regarding the quality of electrical work or the quality of the materials, the decision of the Electrical Consultant shall be the final.

### 11. Accidents, Safety of Men and Materials

The contractor shall be responsible for ensuring safety at all times and shall bear the cost of all damages in case of accidents/ unusual occurrences resulting in damages to the site.

The contractor shall ensure the safety of all labourers engaged by him while handling the materials/transporting the materials from one place to other places during the course of execution of electrical work and the Institute of Cost Accountants of India, Kottayam Chapter shall not be responsible for any injury sustained by the labourer or any fatal accidents and the contractor shall bear all the loss and expenditure involved. The Contractor shall take all precautionary measures for the protection of his workers moving about or working on the premises.

### 12. Terms of Payment

Payment will be made on completion of work, after inspection and testing by the Electrical Consultant for the actual quantity of electrical work carried out. All claims for payment shall be produced in ICAI Standard bill pro-forma duly certified by the Electrical Consultant, after filling the measurement book.

All rates quoted in the Tender shall be deemed to be inclusive of CGST, SGST and IGST payable by the contractor to the Government or any public body and no additional amount/rate or claim will be entertained on this account by ICAI.

ICAI shall not be liable for any other charges except the rate accepted as per price schedule. Under no circumstances, the rates quoted by the contractor and accepted by the ICAI shall be enhanced during the entire period of contract.

### 13. Tax Deduction

Income tax at source as per prevailing rate at the time of billing will be deducted from each bill as per income tax rules and a certificate for such deductions will be issued in Form No.16.

Supply of goods and services will be subject to the GST Act and rules there under.

### 14. Quality of Electrical Work

All the electrical works shall be carried out to the entire satisfaction of the Institute of Cost Accountants of India, Kottayam Chapter. All materials used in the execution of the contract shall conform to the Indian Standard Specifications and be of the best quality and of the class most suited for the purpose specified. The contractor shall maintain a clean work area both during the performance of the contract and after the completion of contract.



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The electrical work shall be carried-out in consultation with and in the presence ICAI or his authorized representative at site. In case of any difference of opinion in the execution of work, the decision of ICAI or M/s. Shajilal Associates, Kottayam shall be final.

The program and method of work shall be furnished by the contractor in advance in consultation with the Electrical Consultant. Normally, the contract or shall be allowed to carry out the electrical work during day time only.

### **(ii) PLUMBING SPECIFICATIONS**

#### **1. Services**

The contractor shall complete the work as per the standard terms and conditions without any failure.

#### **2. Materials**

Pipes and fittings shall be Kelachandra/Supreme, sanitary fittings by Cera/Parryware and other connected fittings branded with a guarantee period of minimum 5 years.

#### **3. Customer Premises**

After completion of work, the premises shall be maintained as clean and without any defect.

#### **4. Equipment**

The storage of materials and equipment shall be at the risk of contractor.

#### **5. Work Instructions**

Work instructions given by M/s. Shajilal Associates, Architect Consultant or the Chairman, ICAI Kottayam chapter/ authorized representative of ICAI Kottayam chapter shall be obliged by the Plumbing contractor/authorized representative.

#### **6. Time**

Time is the essence of the contract. For line work, time of completion is 3 weeks and for fittings 2 weeks after completion of tile work.

#### **7. Defects Liability Period and Service Period**

The defects liability period and service period shall be one year from the date of completion of the plumbing and sanitary installations work. For service period labour shall be free and material costs are allowed for non-guaranteed products.

#### **8. Retention Money**

The retention money shall be 10% of the total price of the contract and shall be deducted from each bill submitted by the contractor. 50% of the retention money will be released after 6 months from the date of completion and 50% after one year from the date of completion.

#### **9. Warranties**

The contractor warranties for all the plumbing and sanitary installations works.

#### **10. Status of Provider**

No compensation is not allowed for work and workmanship.

#### **11. Subcontracting - Sub contracting is not allowed**



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## FORMAT OF AGREEMENT

**(To be executed on requisite value of Stamp Paper)**

THIS AGREEMENT made on day of (month/year) between, The Institute of Cost Accountants of India Kottayam Chapter, Kottayam, Kerala, of the one part and \_\_\_\_\_ (Name and Address of the Builder) (hereinafter called "the Builder") of the other part.

WHEREAS the Institute of Cost Accountants of India Kottayam Chapter desirous of that the construction of Ground Floor, First Floor and Stair Room of its new Office Complex at Challukunnu, Kottayam should be executed by the Builder viz. Contract No. ----- (hereinafter called "the Works") and has accepted a bid by the Builder for the execution and completion of such works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement:
  - (a) Notice Inviting Tender
  - (b) Letter of Acceptance of Tender
  - (c) General and Special Conditions of Contract
  - (d) Technical Requirements and Specifications
  - (e) Structural Specifications
  - (f) Forms of Bids
  - (g) Schedule of Quantities
3. In consideration of the payments to be made by the Institute of Cost Accountants of India Kottayam Chapter to the Builder as hereinafter mentioned, the Builder hereby covenants with the Institute of Cost Accountants of India Kottayam Chapter to execute and complete the works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. The Institute of Cost Accountants of India Kottayam Chapter hereby covenants to pay the Builder in consideration of the execution and completion of the works and the remedying of defects therein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement executed the day and year first before written.

(Name, Designation and Address  
of the Authorized Signatory)

(Name, Designation and Address  
of the Authorized Signatory)



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COST ACCOUNTANTS OF INDIA**

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Signed for and on behalf of the  
Builder in the presence of:

Signed for and on behalf of the  
Institute of Cost Accountants of India  
Kottayam Chapter

in the presence of:

Witness:

1.

2.

Witness:

1.

2.



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### FINANCIAL BID

#### SCHEDULE OF QUANTITIES

**Name of work:** STRUCTURAL AND DEVELOPMENT WORKS, INTERIOR WORKS, ELECTRICAL AND PLUMBING WORKS OF OFFICE COMPLEX AT CHALUKUNNU, KOTTAYAM, KERALA.”

**Location:** Kottayam

*Rates & Amounts are to be written in both figure and in words. If there is a difference in figure and word, then amount written in word should be treated as correct.*

#### **Item No. 1 : STRUCTURAL AND DEVELOPMENT WORKS**

S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
1a	Random rubble masonry 1:6 for retaining wall Random rubble masonry with hard stone in foundation and plinth including levelling up with cement concrete 1:6:12 (1 cement: 6 coarse sand: 12 graded stone aggregate 20 mm nominal size) up to plinth level with Cement mortar 1:6 (1 cement : 6 coarse sand)	M <sup>3</sup>	7.00		
1b	Random rubble masonry with hard stone in superstructure above plinth level and up to floor five level, including levelling up with cement concrete 1:6:12 (1 cement: 6 coarse sand: 12 graded stone aggregate 20 mm nominal size) at window sills, ceiling level and the like. Cement mortar 1:6 (1 cement : 6 coarse sand)	M <sup>3</sup>	8.00		
1c	pointing in Random rubble masonry with cement mortar 1:2 (1 cement: 2 stone dust) with an admixture of pigment matching the stone shade	M <sup>2</sup>	25.00		
2	Cement concrete 1:4:8 40mm broken stone for foundation Providing and laying in position cement concrete of specified grade excluding the cost of centring and shuttering - All work up to plinth level: 1:4:8 (1 cement: 4 manufactured sand derived from Recycled Concrete Aggregate (RCA): 8 graded stone aggregate 40 mm nominal size Recycled Aggregate (RA)	M <sup>3</sup>	3.26		
3a	RCC 1:1 ½: 3 using 20mm broken stone including from work, watering, curing etc. complete but excluding reinforcement Retaining wall (bottom 50 and top 20cm)	M <sup>3</sup>	16.00		





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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	top of retaining wall for protection Providing and laying in position cement concrete of specified grade excluding the cost of centring and shuttering - All work up to plinth level: 1:1½:3 (1 Cement: 1½ coarse sand (zone-III) derived from natural sources: 3 graded stone aggregate 20 mm nominal size derived from natural sources)				
3b	Providing and laying cement concrete in retaining walls, return walls, walls (any thickness) including attached pilasters, columns, piers, abutments, pillars, posts, struts, buttresses, string or lacing courses, parapets, coping, bed blocks, anchor blocks, plain window sills, fillets, sunken floor etc., up to floor five level, excluding the cost of centring, shuttering and finishing: 1:1½:3 (1 cement : 1½ coarse sand (zone-III) derived from natural sources : 3 graded stone aggregate 20 mm nominal size derived from natural sources).	M3	4.00		
3c	Centring and shuttering including strutting, propping etc. and removal of form work for Retaining walls, return walls, walls (any thickness) including attached pilasters, buttresses, plinth and string courses fillets, kerbs and steps etc.	M <sup>2</sup>	52.00		
4	Reinforcement for RCC works bent, tied and placed in position Steel reinforcement for R.C.C. work ready to use "cut and bend" re-bars of approved make from factory/workshop to construction site including placing in position and binding all complete above plinth level. Thermo-Mechanically Treated bars of grade Fe-500D or more	Kg	1,400.00		
5	Filling red earth in the left side including supplying, spreading, compacting etc. complete for foundation Excavating, supplying and filling of local earth (including royalty) by mechanical transport up to a lead of 5km also including ramming and watering of the earth in layers not exceeding 20 cm in trenches, plinth, sides of foundation etc. complete.	M <sup>3</sup>	65.05		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
6	Supplying and laying interlocking tiles 80mm or nearest size on yard around the building including cost of tiles and 6mm chips finishing etc, complete for four sides Providing and laying 60mm thick factory made cement concrete interlocking paver block of M -30 grade made by block making machine with strong vibratory compaction, of approved size, design & shape, laid in required colour and pattern over and including 50mm thick compacted bed of coarse sand, filling the joints with line sand etc. all complete as per the direction of Engineer-in-charge.	M <sup>2</sup>	166.00		
7	Parking area except yard using best quality porch tiles including cost of tiles, supplying, laying, finishing etc. complete for front side and staircase room. Av. tile cost Rs.50/sft. Providing and laying matt finished vitrified tile of size 300x300x9.8mm having with water absorption less than 0.5% and conforming to IS: 15622 of approved make in all colours and shades in for outdoor floors such as footpath, court yard, multi modals location etc., laid on 20mm thick base of cement mortar 1:4 (1 cement : 4 coarse sand) in all shapes & patterns including grouting the joints with white cement mixed with matching pigments etc. complete as per direction of Engineer-in-Charge.	M <sup>2</sup>	138.00		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
8a	Supplying and fitting ordinary Pvc door for the wash room Providing and fixing factory made panel PVC door shutter consisting of frame made out of M.S. tubes of 19-gauge thickness and size of 19 mm x 19 mm for styles and 15x15 mm for top & bottom rails. M.S. frame shall have a coat of steel primers of approved make and manufacture. M.S. frame covered with 5 mm thick heat moulded PVC 'C' channel of size 30 mm thickness, 70 mm width out of which 50 mm shall be flat and 20 mm shall be tapered in 45-degree angle on both side forming styles and 5 mm thick, 95 mm wide PVC sheet out of which 75mm shall be flat and 20 mm shall be tapered in 45 degrees on the inner side to form top and bottom rail and 115 mm wide PVC sheet out of which 75 mm shall be flat and 20 mm shall be tapered on both sides to form lock rail. Top, bottom and lock rails shall be provided both side of the panel. 10 mm (5 mm x 2) thick, 20 mm wide cross PVC sheet be provided as gap insert for top rail & bottom rail, panelling of 5 mm thick both side PVC sheet to be fitted in the M.S. frame welded/ sealed to the styles & rails with 7 mm (5 mm+2 mm) thick x 15 mm wide PVC sheet beading on inner side, and joined together with solvent cement adhesive. An additional 5 mm thick PVC strip of 20 mm width is to be stuck on the interior side of the 'C' Channel using PVC solvent adhesive etc. complete as per direction of Engineer-in-charge, manufacturer's specification & drawing. 30 mm thick plain PVC door shutters	M <sup>2</sup>	2.40		
8b	Providing and fixing PVC Door Frame of size 50x47 mm with a wall thickness of 5 mm ( $\pm 0.2$ mm), made out of single piece extruded PVC profile, with mitred cut joints and joint with 2 nos of PVC bracket of size 190 mm x 100 mm long arms of cross section size 35 x 15 mm & self-driven self-taping screws, the vertical door profiles to be reinforced with 40x20 mm M.S. rectangular tube of 0.8 mm , including providing EPDM rubber gasket weather seal throughout the frame, including jointing 5 mm PVC frame strip	RMT	6.40		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	with PVC solvent cement on the back of the profile. The door frame to be fixed to the wall using 8 x100 mm long anchor fasteners complete, all as per manufacturer's specification and direction of Engineer -in- charge.				
9	Supplying and fixing sliding gate of size 15feetx5feet of approved S.S section with right side wicket gate including all fittings, labour charges etc. complete	Kg	250.00		
10a	Construction of drainage pipe 3" from roof top to ground and connection to rain water storage tank and front side water collection with all fittings etc. Providing and fixing on wall face un-plasticised Rigid PVC rain water pipes conforming to IS: 13592 Type A, including jointing with seal ring conforming to IS: 5382, leaving 10 mm gap for thermal expansion, (i) Single socketed pipes. 110 mm diameter.	M	80.00		
10b	Providing and fixing M.S. holder bat clamps of approved design to C.I. or S.C.I. rain water pipes embedded in and including cement concrete blocks 10x10x10 cm of 1:2:4 mix (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size) and cost of cutting holes and making good the walls etc. : 110 mm diameter	NO	80.00		
11a	Aluminium super sliding Window for stair room including shutter by powder coated aluminium section) two track bottom, two track slope and slide 20mm interlock 20mm shutter ply 18mm runner with lock arrangement, rubber beading TPI wheel and 4mm plain glass.  Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required	M <sup>2</sup>	1.00		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	including cleat angle, Aluminium snap beading for glazing/ panelling, C.P. brass/stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, panelling and dash fasteners to be paid for separately): 21.1.1 For fixed portion 21.1.1.1 Anodised aluminium (anodised transparent or dyed to required shade according to IS: 1868, Minimum anodic coating of grade AC 15) kg 433.95 21.1.1.2 Powder coated aluminium (minimum thickness of powder coating 50 micron)				
11b	Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber/ neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge. (Cost of aluminium snap beading shall be paid in basic item): 21.3.1 With float glass panes of 4.0 mm thickness (weight not less than 10kg/sqm) sqm 1019.80 21.3.2 With float glass panes of 5 mm thickness (weight not less than 12.50 kg/sqm) sqm 1325.55	M <sup>2</sup>	1.00		
12	Fire escaping staircase connecting two floors for 1.2mtr width 15cm height with side rail by 2.5"x1.5", 1.5", 1" , 2" sq.tube 2" GP pipe including total welding work , one coat primer and one coat paint Structural steel work riveted, bolted or welded in built up sections, trusses and framed work, including cutting, hoisting, fixing in position and applying a priming coat of approved steel primer all complete for fire escape stair case	Kg	600.00		
13	Applying plastic emulsion paint one coat on plastered surface for first floor inside walls Wall painting with plastic emulsion paint of approved brand and manufacture to give an even shade: 13.98.1 One or more coats on old work.	M <sup>2</sup>	180.00		
14	Applying plastic emulsion paint one coat on plastered surface for ground floor and first floor outside walls Finishing walls with Acrylic Smooth exterior paint of required shade : Old work (Two or more coat applied @ 1.67 ltr/ 10 sqm) on existing cement paint surface.	M <sup>2</sup>	410.00		



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15	Applying cement putty one coat with primer finish for the area of electrical conduit cutting. Providing and applying white cement based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	M <sup>2</sup>	40.00		
16	Earth work excavation for foundation trenches in all classes of soil and depositing on bank with initial lead up to 50m and lift up to 1.5m including breaking clods, watering, ramming and sectioning of spoil bank etc. complete Earth work in excavation by mechanical means (Hydraulic excavator)/ manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead up to 50 m and lift up to 1.5 m, as directed by Engineer-in charge. All kinds of soil	M <sup>3</sup>	1.85		
17	PCC 1:4:8 using 40MM nominal size broken store well consolidated including curing etc. complete for foundation Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level: 1:4:8 (1 cement: 4 manufactured sand derived from Recycled Concrete Aggregate (RCA): 8 graded stone aggregate 40 mm nominal size Recycled Aggregate (RA)	M <sup>3</sup>	0.41		
18a	RCC 1:2:4 for bottom beam, intermediate column and side slab. Providing and laying cement concrete in retaining walls, return walls, walls (any thickness) including attached pilasters, columns, piers, abutments, pillars, posts, struts, buttresses, string or lacing courses, parapets, coping, bed blocks, anchor blocks, plain window sills, fillets, sunken floor etc., up to floor five level, excluding the cost of centering, shuttering and finishing: 1:2:4 (1 Cement : 2 coarse sand (zone-III) derived from natural sources : 4 graded stone aggregate 20 mm nominal size derived from natural sources)	M <sup>3</sup>	5.13		
18b	RCC 1:2:4 for bottom beam, intermediate column and side slab.	M <sup>2</sup>	31.00		



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	Centring and shuttering including strutting, propping etc. and removal of form work for Retaining walls, return walls, walls (any thickness) including attached pilasters, buttresses, plinth and string courses fillets, kerbs and steps etc.				
19	Steel reinforcement Steel reinforcement for R.C.C. work ready to use "cut and bend" re-bars of approved make from factory/workshop to construction site including placing in position and binding all complete above plinth level. Thermo-Mechanically Treated bars of grade Fe-500D or more	Kg	410.00		
20	Left side compound wall pointing pointing in Random rubble masonry with cement mortar 1:2 (1 cement: 2 stone dust) with an admixture of pigment matching the stone shade	M <sup>2</sup>	57.00		
21	Surface Drain work Plain cement concrete 1:4:8 mix compacting earth, levelling and laying Providing and laying in position cement concrete of specified grade excluding the cost of centring and shuttering - All work up to plinth level: 1:4:8 (1 cement: 4 manufactured sand derived from Recycled Concrete Aggregate (RCA): 8 graded stone aggregate 40 mm nominal size Recycled Aggregate (RA)	M <sup>3</sup>	6.00		
22a	C.C 1:2:4 mix using drain work of height 15cm two sides and 30cm width Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level 1:2:4 (1 cement : 2 coarse sand (zone-III) derived from natural sources: 4 graded stone aggregate 20 mm nominal size derived from natural sources)	M <sup>3</sup>	3.00		
22b	C.C 1:2:4 mix using drain work of height 15cm two sides and 30cm width Centering and shuttering including strutting, propping etc. and removal of form work for Retaining walls, return walls, walls (any thickness) including attached pilasters,	M <sup>2</sup>	37.00		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	buttresses, plinth and string courses fillets, kerbs and steps etc.				
23a	RCC covering slab size 2 m x 0.40m for drain work Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level 1:2:4 (1 cement : 2 coarse sand (zone-III) derived from natural sources : 4 graded stone aggregate 20 mm nominal size derived from natural sources)	M <sup>3</sup>	2.00		
23b	Centring and shuttering including strutting, propping etc. and removal of form work for Retaining walls, return walls, walls (any thickness) including attached pilasters, buttresses, plinth and string courses fillets, kerbs and steps etc.	M <sup>2</sup>	27.00		
24	Steel requirements for covering slab of drain work. Steel reinforcement for R.C.C. work ready to use "cut and bend" re-bars of approved make from factory/workshop to construction site including placing in position and binding all complete above plinth level. Thermo-Mechanically Treated bars of grade Fe-500D or more	Kg	150.00		
25	Column covering work above first roof slab 4" Solid block masonry work in cement mortar 1:6 mix Brick work with common burnt clay selected F.P.S. (non-modular) bricks of class designation 7.5 in exposed brick work including making horizontal and vertical grooves 10 mm wide 12 mm deep complete in cement mortar 1:6 (1 cement: 6 coarse sand) Above plinth level up to floor V level	M3	3.00		
26	Plastering with cement mortar 1:4 for solid block masonry CEMENT PLASTER (IN COARSE SAND) - 20 mm cement plaster of mix : 13.6.1 1:4 (1	M <sup>2</sup>	35.00		





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	cement: 4 coarse sand) sqm 1:6 (1 cement: 6 coarse sand)				
27	<p>One coat URP coating with white cement over roof top area</p> <p>Providing and laying water proofing treatment on roofs of slabs by applying cement slurry mixed with water proofing cement compound consisting of applying:</p> <p>(a) after surface preparation, first layer of slurry of cement @ 0.488 kg/sqm mixed with water proofing cement compound @ 0.253 kg/sqm.</p> <p>(b) laying second layer of Fiber glass cloth when the first layer is still green. Overlaps of joints of fiber cloth should not be less than 10 cm.</p> <p>(c) third layer of 1.5 mm thickness consisting of slurry of cement @ 1.289 kg/sqm mixed with water proofing cement compound @ 0.670 kg/sqm and coarse sand @ 1.289 kg/sqm. This will be allowed to air cure for 4 hours followed by water curing for 48 hours. The entire treatment will be taken up to 30 cm on parapet wall and tucked into groove in parapet all around. For the purpose of measurement, the entire treated surface will be measured.</p>	M <sup>2</sup>	165.00		
28	<p>Earth work excavation for foundation trenches in all classes of soil and depositing on bank with initial lead up to 50m and lift up to 1.5m including breaking clods, watering, ramming and sectioning of spoil bank etc. complete.</p> <p><b>Waste tank</b></p> <p>Earth work in excavation by mechanical means (Hydraulic excavator)/ manual means over areas (exceeding 30 cm in depth, 1.5 m in width as well as 10 sqm on plan) including getting out and disposal of excavated earth lead up to 50 m and lift up to 1.5 m, as directed by Engineer-in charge.</p> <p>All kinds of soil</p>	M <sup>3</sup>	4.00		
29a	<p>RCC work for covering slab M20 mix</p> <p><b>Waste tank</b></p>	M <sup>3</sup>	0.50		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	Providing and laying in position cement concrete of specified grade excluding the cost of centering and shuttering - All work up to plinth level 1:2:4 (1 cement : 2 coarse sand (zone-III) derived from natural sources: 4 graded stone aggregate 20 mm nominal size derived from natural sources)				
29b	RCC work for covering slab M20 mix <b>Waste tank</b> Centring and shuttering including strutting, propping etc. and removal of form work for Retaining walls, return walls, walls (any thickness) including attached pilasters, buttresses, plinth and string courses fillets, kerbs and steps etc.	M <sup>2</sup>	3.00		
30	Providing reinforcement for RCC work <b>Waste tank</b> Steel reinforcement for R.C.C. work ready to use "cut and bend" re-bars of approved make from factory/workshop to construction site including placing in position and binding all complete above plinth level. Thermo-Mechanically Treated bars of grade Fe-500D or more	Kg	45.00		
31	Solid block masonry in CM 1:6 (1 cement 6 coarse sand) with approved good quality solid block of compressive strength 35kg/m <sup>2</sup> of standard size on super structure of all thickness. The rate shall include cost of all materials, labour and other incidental charges of all materials to complete the work. Providing and laying autoclaved aerated cement blocks masonry with 100 mm thick AAC blocks in super structure above plinth level up to floor V level in cement mortar 1:4 (1 cement: 4 coarse sand). The rate includes providing and placing in position 2 Nos 6 mm dia M.S. bars at every third course of masonry work.	M <sup>3</sup>	2.00		
	<b>Sub-Total [Item No.: 1]</b>				



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**Item No. 2 : INTERIOR WORK**

	<p>False ceiling using gypsum board including one coat putty and primer and emulsion finishing all cost of labour charges, fittings etc complete as per specifications. Providing and fixing false ceiling at all heights with integral densified calcium silicate reinforced with fibre and natural filler false ceiling tiles of Size 595x595mm of approved texture, design and patterns as per CPWD Specification 2019, to be laid in true horizontal level suspended on inter-locking metal T-Grid of hot dipped galvanized iron section of 0.33mmthick (galvanized @ 120 grams per sqm including both sides)comprising of main-T runners of size 24x38 mm of length 3000 mm, cross - T of size 24x32 mm of length 1200 mm and secondary intermediate cross-T of size 24x32 mm of length 600mm to form grid module of size 600 x 600 mm, suspended from ceiling using galvanized mild steel items (galvanizing @ 80 grams per sqm) i.e. 12x50 mm long dash fasteners, 6 mm dia fully threaded hanger rod up to 1000 mm length and L-shape level adjuster of size 76x25x25x1.6 mm fixed with grid and Z cleat of size 25x37x25x1.6mm thick with precut hole on both 25mm flange to pierce into 12x50mm or even bigger size dash fastener if require, fixed with Galvanized iron perimeter wall angle or size 24x24x0.40 mm of length 3000 mm to be fixed on periphery wall / partition with the help of plastic rawl plugs at 450mm center to center and 40 mm long dry wall S.S screws. The work shall be carried out as per specifications, drawing and as per directions of the Engineer-in- Charge. 26.22.1 With 15 mm thick Tegular edged light weight calcium silicate false ceiling tiles.</p>	M <sup>2</sup>	148.00		
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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	<p>False ceiling step work 4" to 6" including all painting works.</p> <p>Providing and fixing false ceiling at all heights with integral densified calcium silicate reinforced with fibre and natural filler false ceiling tiles of Size 595x595mm of approved texture, design and patterns as per CPWD Specification 2019, to be laid in true horizontal level suspended on inter-locking metal T-Grid of hot dipped galvanized iron section of 0.33mmthick (galvanized @ 120 grams per sqm including both sides) comprising of main-T runners of size 24x38 mm of length 3000 mm, cross - T of size 24x32 mm of length 1200 mm and secondary intermediate cross-T of size 24x32 mm of length 600mm to form grid module of size 600 x 600 mm, suspended from ceiling using galvanized mild steel items (galvanizing @ 80 grams per sqm) i.e. 12x50 mm long dash fasteners, 6 mm dia fully threaded hanger rod up to 1000 mm length and L-shape level adjuster of size 76x25x25x1.6 mm fixed with grid and Z cleat of size 25x37x25x1.6mm thick with pre-cut hole on both 25mm flange to pierce into 12x50mm or even bigger size dash fastener if require, fixed with Galvanized iron perimeter wall angle or size 24x24x0.40 mm of length 3000 mm to be fixed on periphery wall / partition with the help of plastic rawl plugs at 450mm centre to centre and 40 mm long dry wall S.S screws. The work shall be carried out as per specifications, drawing and as per directions of the Engineer-in- Charge. 26.22.1 With 15 mm thick Tegular edged light weight calcium silicate false ceiling tiles.</p>	M <sup>2</sup>	110.00		
2	<p>Partition works: - Fixed glass partitions using 12mm thick toughened glass, with all fittings and labour charges etc. complete as per specifications. Door for board room and office room front.</p> <p>Design supply &amp; installation of suspended Spider Glazing system designed to withstand the wind pressure as per IS 875 (Part-III). The Suspended System held with Spider Fittings of SS-316 Grade Steel of approved manufacturer with glass panel</p>	M <sup>2</sup>	8.00		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	having 12 mm thick clear toughened glass held together with SS- 316 Grade Stainless Steel Spider & bolt assembly with laminated glass fins 21 mm thick. The Glass fins and glass panel assembly shall be connected to Slab/ beams by means of SS-316 Grade stainless steel brackets & Anchor bolts and at the bottom using SS channel of 50x25x2mm using fastener & anchor bolts, non-staining weather sealants of approved make, Teflon/ nylon bushes and separators to prevent bi-metallic contacts, all complete to perform as per specification and approved drawings. The complete system to be designed to accommodate thermal expansion & seismic movements etc. The joints between glass panels (6 to 8 mm) and gaps at the perimeter & in U channel of the assembly to be filled with non-staining weather sealant, so as to make the entire system fully water proof & dust proof. The rate shall include all design, Engineering and shop drawing including approval from structural designer, labour, T&P, scaffolding, other incidental charges including wastage, enabling temporary services all fitting fixers nut bolts, washer, Buffer plates, fastener, anchors, SS channel laminated glass etc. all complete. For the purpose of payment, actual elevation area of Glazing including thickness of joints and the portion of Glass panel inside the SS channel shall be measured.				
3	Solid partitions work for above the toughened glass partitions with all fittings and labour charges etc. complete as per standard specifications. Office room front Providing and fixing 18mm thick both sides Pre-laminated cement bonded wood particle board as per IS: 15786:2008 of approved brand and shade with suitable full threaded steel screws etc. in partitions, boxes, shelves, racks and cupboard, kitchen cabinet under kitchen counter etc. all complete as per direction of Engineer-in-charge (Note: Fittings to be paid separately). 18 mm thick	M <sup>2</sup>	4.08		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
4	Fully blocked Aerocon partitions works with all fittings and labour charges etc. complete as per specification works. Class room front, class room two sides, director and visitors room front, leisure room front., size of visitors launch and leisure .s	M <sup>2</sup>	97.00		
5	<p>Vision glazed full height Aerocon partitions works with all fittings and labour charges etc. complete as per specifications. Between office and board room</p> <p>Providing, assembling and supplying vision glass panels (IGUs) comprising of hermetically-sealed 6-12- 6 mm insulated glass (double glazed) vision panel units of size and shape as required and specified, comprising of an outer heat strengthened float glass 6mm thick, of approved colour and shade with reflective soft coating on surface # 2 of approved colour and shade, an inner Heat strengthened clear float glass 6mm thick, spacer tube 12mm wide, desiccants, including primary seal and secondary seal (structural silicone sealant) etc. all complete for the required performances, as per the Architectural drawings, as per the approved shop drawings, as specified and as directed by the Engineer-in-Charge. The IGUs shall be assembled in the factory/ workshop of the glass processor. (Payment for fixing of IGU Panels in the curtain glazing is included in cost of item No.25.2) For payment, only the actual area of glass on face # 1 of the glass panels (excluding the areas of the grooves and weather silicone sealant) provided and fixed in position, shall be measured in sqm. Coloured tinted float glass 6mm thick substrate with reflective soft coating on face # 2, + 12mm Airgap + 6mm Heat Strengthened Clear Glass of approved make having properties as visible Light transmittance (VLT) of 25 to 35 %, Light reflection internal 10 to 15%, light reflection external 10 to 20 %, shading coefficient (0.25- 0.28) and U value of 3.0 to 3.3 W/ m2 degree K etc. The properties of performance glass shall be decided by technical sanctioning authority as per the site requirement.</p>	M <sup>2</sup>	15.36		
6	Fully glazed door with all fittings and labour charges etc. complete as per	M <sup>2</sup>	6.93		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	specifications for office, board room and director's room				
7	Solid door/partially glazed door with all fittings and labour charges etc. complete as per specification for visitors room and leisure room Factory made 30 mm thick shutters with laminated veneer lumber styles & rails as per TADS 15:1995 and panels of sheet glass using 10 kg/ sqm glass panes	M <sup>2</sup>	4.62		
8	Supplying and installing side tables for chairman and officer and for leisure room of size 1200x450x750mm including all conveyance charges etc. complete	Nos	1.00		
9	Supplying and fittings vertical blind curtains of standard model including all fittings labour charges etc. Complete				
	Windows of size 150x170	M <sup>2</sup>			
	Windows of size 150x120		28.90		
10	Supplying and installing library table of size 1200x600 x750mm including all conveyance charges etc. complete (Brand Godrej)	Nos	2.00		
11	Supplying and installing library chairs of suitable size including all conveyance charges etc. complete (Brand Godrej)	Nos	6.00		
12	Supplying and installing library shelves of size 1200x1800mm including all conveyance charges etc. complete (Brand Godrej)	Nos	3.00		
13	Supplying and installing RO water purifier, 25Ltr / hour capacity and a storage capacity of 25 Ltr, best quality as per IS standards including all conveyance charges etc. complete. (Aquagard/Kent)	LS	1.00		
14	3feet height solid partition by 9mm multi wood and 2 feet height 8mm toughen glass partition above solid partition two sides of lift portion.	M	4.20		
	<b>Sub-total [Item No. 2]</b>				



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
<b>Item No. 3 - ELECTRICAL WORKS &amp; PLUMBING AND SANITARY INSTALLATIONS</b>					
1	Non – Schedule item Supply and installation of KSEB Meter box with 63A HRC Fuse 3 No, 63A Neutral Link -1 no 63A 4P MCB-1 no and Provision for 3 Phase Direct Energy Meter-1 no fabricated with 16 CR sheet and powder coated pa to be fixed in out- side wall as per inspectorate and KSEB standards.	SET	1.00		
2	Supply and installation of wall mounting 8 Way VTPN DD, DB with 63 A 4 P MCB-1, 32A 3 POLE MCB -5 no, 20A 3P MCB-3no as per standards. Supply and fixing 6 Way TPN DD DB with 63 A 4 P MCB-1, 32A 3 POLE MCB -5 no, 20A 3P MCB-3no as per standards.	SET	1.00		
3	Supply and fixing 6 Way TPN DD DB with 40 A 4P Isolator-1 no,40A 30 m A ELCB-1 No, 6,10, 16 SP, MCB -18 No	SET	2.00		
4	Wiring for light point/fan point/exhaust fan point/call bell point with 1.5 sq.mm FRLSPVC insulated copper conductor single core cable in surface recessed steel conduit, with piano types witch, phenolic laminated sheet, suitable size MS box and earthling the point with 1.5 sq.mm FRLSPVC insulated copper conductor single core cable etc.as required. Supply and wiring light/ceiling light, fan, exhaust fan points using 25mm concealed pipe ISI medium and for ceiling 25mm flexible pipe and 3 x 1 sq. mm wire through ISI M PVC Pipe with all accessories including modular switch, metal boxes, ceiling rose etc.	POINT	60.00		
5	Supply and fixing 100 W Electronic Fan Step Regulator for fan controls in existing switch board	Nos	17.00		
6	Supply and providing 6A Plug sockets with 6A switch for fixing in existing switch boards.	Nos	20.00		
7	Supply and providing 16A Plug sockets and switch separate box and plate for AC power points.	Nos	10.00		
8	Supply and Laying 3 x 1.5 sq. mm Wire in ISI M PVC Pipe for light circuits.		300.00		
9	Supply and Laying 2 x 2.5 + 1 x 1.5 sq. mm Wire ISI M PVC Pipe for power circuits.	Mt.	200.00		
10	Supply and Laying 2 x 4 + 1 x 2.5 sq. mm Wire in ISI M PVC Pipe for power circuits	Mt.	100.00		





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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
11	Supply and Laying 20 mm ISI M Pipe for Low voltage systems.	Mt.	60.00		
12	Supply and laying in wall 3.5 x 25 sq. mm AL Cab from Meter board to VTPN DB.	Mt.	20.00		
	Cable landing and termination	SET	2.00		
13	Supply and laying in wall 4 x 16 sq. mm AL Cable for floor DB from VTPN DB.	Mt.	20.00		
	Cable landing and termination	SET	4.00		
14	Supply and laying 10 SWG Copper as earth conductor for DB earthling.		40.00		
15	Supply and laying 4 SWG Copper for Main earthling		0.00		
16	Supply and fixing 25 x 3 copper strip earth bus 10" size.	Nos	1.00		
17	Supply and providing Pipe earthling as per inspectorate standards.	SET	2.00		
18	Supply and installation of 450mm wall Fan (Crompton or orient/Havells High Speed) including fixing	Nos	16.00		
19	Supply and installation of 200 mm Exhaust fan With shutter Crompton/Lukar or havells	Nos	3.00		
20	Supply and fixing 9 W LED round fitting in ceiling as per standards. (Havells/Lukar/Orient)	Nos	13.00		
20a	Supply and fixing 12 W LED round fittings in ceiling as per standards. (Havells/Lukar/Orient)	Nos	12.00		
21	Supply and fixing Unbreakable Angle batten with 14W LED bulb.	Nos	10.00		
22	Supply and fixing un breakable PVC Bulk head with 14W LED bulb.	Nos	10.00		
23	Paper works as required for KSEB Connections Wire: Havells /POLYCAB FR /Finolex; DB, MCB -Legrand/L and T/Havells Switch: LEGRAND/MK	Job	1.00		
24	Compound wall lighting completing with 4 light point with LED 30W street light fittings (Havells or Philips)	Nos	4.00		
24a	Compound wall gate 2 light point with 2 gate fittings	Nos	2.00		
25	Generator (Kirloskar/Cummins/Mahindra) of 125KVA autostatic with necessary foundations, earthling, cables, change over switch automatic and manual etc.	Nos	1.00		
26	Glow sign board of size 10' x 3' in wall fixing and 3' x4' fixed in pipe –including	Sq. Ft.	42.00		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	electrification completing as Sticker board with back light				
	<b>Sub-total [Item No. 3]</b>				
<b>Item No. 4. SANITARY ITEMS</b>					
S. No	Description of Items	Unit	QTY.	Rate In Rs.	Amount In Rs.
1	<p>Providing and fixing chlorinated polyvinyl chloride (CPVC) pipes 11SDR, having thermal stability for hot &amp; cold water supply including all CPVC plain and brass threaded fittings this included jointing of pipes and fittings with one step CPVC solvent cement, trenching, refilling and testing of joints complete as per direction of engineers in charge.</p> <p>Internal work (Concealed work) Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot &amp; cold water supply, including all CPVC plain &amp; brass threaded fittings, i/c fixing the pipe with clamps at 1.00 m spacing. This includes jointing of pipes &amp; fittings with one step CPVC solvent cement and the cost of cutting chases and making good the same including testing of joints complete as per direction of Engineer in Charge. Concealed work, including cutting chases and making good the walls etc.</p>				
	25mm. CPVC 25 mm nominal dia Pipes	RMT	45.00		
2	<p>PVC pipe with standard gage 4kg including fittings and joining and trenching and refilling and testing of the joints complete as per direction of engineer in charge. (Concealed work)</p> <p>Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot &amp; cold water supply, including all CPVC plain &amp; brass threaded fittings, i/c fixing the pipe with clamps at 1.00 m spacing. This includes jointing of pipes &amp; fittings with one step CPVC solvent cement and the cost of cutting chases and making good the same including testing of joints complete as per direction of Engineer in Charge. Concealed work,</p>				



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	including cutting chases and making good the walls etc.				
	25mm Pvc 25 mm nominal dia Pipes	RMT	75.00		
	50mm Pvc 15 mm nominal dia Pipes	RMT	30.00		
	62mm Pvc 20 mm nominal dia Pipes	RMT	20.00		
	110mm Pvc 32 mm nominal dia Pipes	RMT	25.00		
	110mm Pvc	RMT	25.00		
3	PVC pipe with standard gage 4kg including fittings and joining and trenching and refilling and testing of the joints complete as per direction of engineer in charge. (External work) Providing and fixing Chlorinated Polyvinyl Chloride (CPVC) pipes, having thermal stability for hot & cold water supply including all CPVC plain & brass threaded fittings This includes jointing of pipes & fittings with one step CPVC solvent cement, trenching, refilling & testing of joints complete as per direction of Engineer in Charge. External work				
	32mm PVC 32 mm nominal dia Pipes	RMT	45.00		
	40mm PVC 40 mm nominal dia Pipes	RMT	20.00		
4	Complete work of 4"x2" floor trap including trap, fitting etc. Providing and fixing trap of self-cleansing design with screwed down or hinged grating with or without vent arm complete, including cost of cutting and making good the walls and floors: 100 mm inlet and 100 mm outlet -Sand cast iron S&S as per IS: 3989	Nos	5.00		
5	Masonry chamber size 120x120x100cm in solid block work in cement mortar 1:4 with a C.I surface 0mm top diameter as changed lid and RCC 1:2:4 concrete with all necessary works as standard design. 50% filling with cut bricks also. Constructing masonry Chamber 120x120x100 cm inside, in brick work in cement mortar 1:4 (1 cement : 4 coarse sand) for sluice valve, with C.I. surface box 100 mm top diameter, 160 mm bottom diameter and 180 mm deep ( inside) with chained lid and RCC top slab 1:2:4 mix (1 cement : 2 coarse sand : 4 graded stone aggregate 20 mm nominal size) , i/c	Nos	2.00		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	necessary excavation, foundation concrete 1:5:10 (1 cement : 5 fine sand : 10 graded stone aggregate 40 mm nominal size) and inside plastering with cement mortar 1:3 (1 cement : 3 coarse sand) 12 mm thick, finished with a floating coat of neat cement complete as per standard design of class designation 7.5				
6	Water Tank - Providing and fixing high density polyethylene overhead water storage tank at terrace with cover conforming to ISI 12701 colour of opaque white or as approved by engineer in charge. The rate includes making necessary holes for inlet, outlet and overflow pipes. The base support by square tube framed structure.1000Ltr Water Tank Providing and placing on terrace (at all floor levels) polyethylene water storage tank, IS: 12701 marked, with cover and suitable locking arrangement and making necessary holes for inlet, outlet and overflow pipes but without fittings and the base support for tank. per liter 9.70	Nos	1.00		
7	Supplying and fixing single piece white European W.C with flush tank-Parryware/Cera. Base price of Rs. 9500/- Providing and fixing white vitreous china pedestal type water closet (European type W.C. pan) with seat and lid, 10 liter low level white P.V.C. flushing cistern, including flush pipe, with manually controlled device (handle lever), conforming to IS: 7231, with all fittings and fixtures complete, including cutting and making good the walls and floors wherever required: W.C. pan with ISI marked black solid plastic seat and lid	Nos	4.00		
8	Providing and fixing Urinal Basin with connected fittings including fittings Providing and fixing white vitreous china flat back or wall corner type lipped front urinal basin of 430x260x350 mm and 340x410x265 mm sizes respectively with automatic flushing cistern with standard flush pipe and C.P. brass spreaders with brass unions and G.I clamps complete, including painting of fittings and brackets, cutting and making good the walls and floors wherever required : One urinal basin	Nos	1.00		



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S. No	Description of Items as per DSR	Unit	QTY.	Rate In Rs.	Amount In Rs.
	with 5 litre white P.V.C. automatic flushing cistern				
9	Supplying and fixing Health Faucet	Nos	4.00		
10	Supplying and fixing Long Body Tap Providing and fixing C.P. brass long body bib cock of approved quality conforming to IS standards and weighing not less than 690 gms. 15 mm nominal bore	Nos	5.00		
11	Supplying and fixing 18" white Wash Basin with 15mm c.p brass pillar taps and 32mm c.p brass waste of standards pattern, including fittings Providing and fixing wash basin with C.I. brackets, 15 mm C.P. brass pillar taps, 32 mm C.P. brass waste of standard pattern, including painting of fittings and brackets, cutting and making good the walls wherever require: 17.7.1 White Vitreous China Wash basin size 630x450 mm with a single 15 mm C.P. brass pillar tap each 2965.60	Nos	4.00		
12	Supplying and fixing standard Shower with fittings Providing and fixing C.P. brass shower rose with 15 or 20 mm inlet : 150 mm diameter each 190.10	Nos	2.00		
13	Supplying and fixing stainless steel sink with sink tap (nearly size 50cm x 45cm) Providing and fixing kitchen sink with C.I. brackets, C.P. brass chain with rubber plug, 40 mm C.P. brass waste complete, including painting the fittings and brackets, cutting and making good the walls wherever required: 17.9.1 White glazed fire clay kitchen sink of size 600x450x 250 mm	Nos	5.00		
	<b>Sub-total [Item No. 4]</b>				



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Phone: 0481-2563237

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Tender No.: ICMAI/KOTTAYAM/02/NEW BUILDING/2023-24

Date:

**FINANCIAL BID**

**Sub.: STRUCTURAL AND DEVELOPMENT WORKS, INTERIOR WORKS, ELECTRICAL AND PLUMBING WORKS OF OFFICE COMPLEX AT CHALUKUNNU, KOTTAYAM, KERALA.”**

The Chairman,  
The Institute of Cost Accountants of India,  
Kottayam chapter, Kottayam-686001, Kerala.

Dear Sir/Madam,

I/We, the undersigned, am /are willing to complete the assigned work in full and in accordance with the drawings/specification/scope of work/assessment of work after site visit and to the Institute’s entire satisfaction for the sum stated below [Figures in the table below should capture the figures of total amount column of the BOQ. The work shall be as per specifications of CPWD, Delhi schedule of Rates.

**FINANCIAL BID (SUMMARY)**

Particulars	Amount (INR) (Without GST)	GST (INR)	Total Amount (INR) (With GST)
<b>Structural and development works, interior works, electrical and plumbing works of Office Complex at Chalukunnu, Kottayam, Kerala.”</b>	<b>Item No. 1 – Structural &amp; Development Work</b> Rs.....	Indicate amount & % of GST charged	Rs. ....  (In words ..... ..... .....)
	<b>Item No. 2 – Interior work</b> Rs.....		
	<b>Item No. 3 – Electrical Work</b> Rs.....		
	<b>Item No. 4 – Sanitary &amp; Plumbing work</b> Rs.....		
	<b>Total Rs. ....</b> In words (.....) [SUM OF SUMMARY OF THE PROPOSED WORKS AS PER BOQ COST SHEET]		

I/We, agree that this Tender will remain valid for acceptance for a period of 180 (One Hundred Eighty days) from the date of opening of tenders.

Name & Signature of the Bidder \_\_\_\_\_

Date:

Place:

**NOTE:**

- The approved brand for various material/supply given in the tender document are indicative only and final approval is to be taken from the Architect/Institute before supply and installation.
- In case of unavailability of any material of specific make an equivalent make can be used only after a written approval of the Architect. The preference of make/brand of the material listed above will be decided by the Architect. The make/brand of any item will be as mentioned in the drawings issued by the Architect.
- The contractor shall provide samples of all materials mentioned in the list of makes as required by the Architect. A written approval of these samples shall be sought prior to commencement of any work. Architect reserve the right to enquire the genuineness of any material used at site directly from the manufacturer/dealer.
- After completion of the work the site shall be cleared from all waste, rubble, left over materials etc., and thoroughly cleaned ensuring that all laminates, floorings, walls, furniture surfaces and tops etc., are spotless clean.



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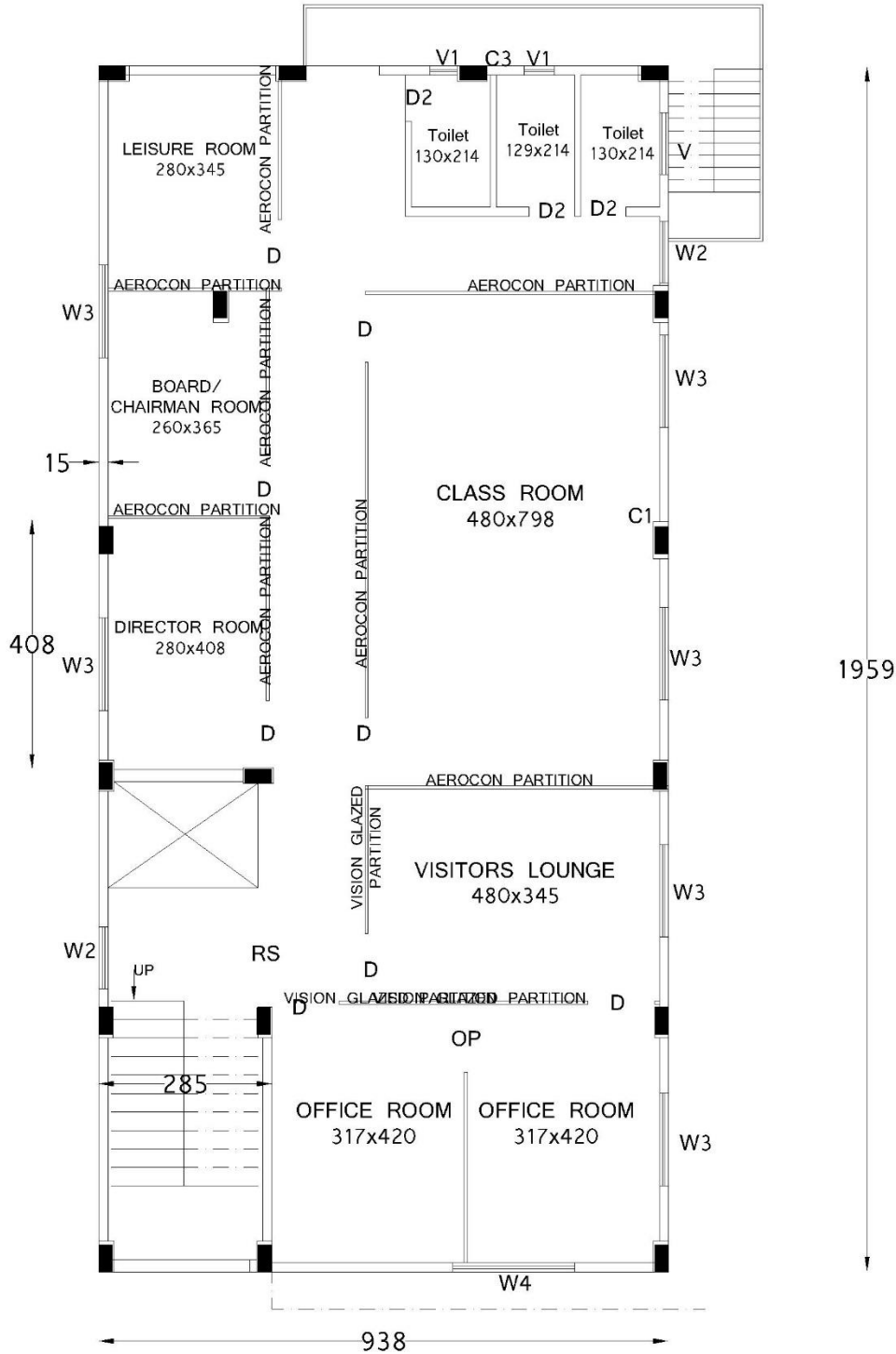
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PLAN OF PROPOSED BUILDING FOR M/S THE INSTITUTE OF COST  
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FIRST FLOOR INTERIOR PARTITION PLAN

**SHAJILAL ASSOCIATES**  
ARCHITECTS, B 16, REGENT PLAZA  
C M S COLLEGE ROAD, KOTTAYAM



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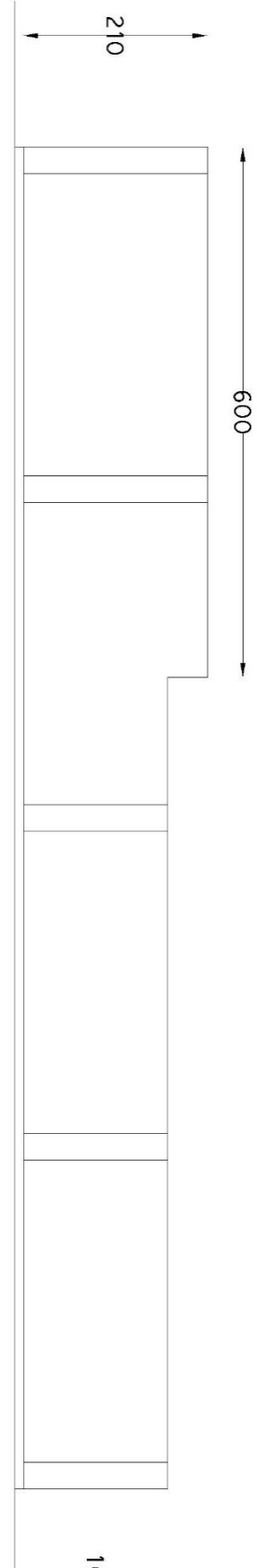
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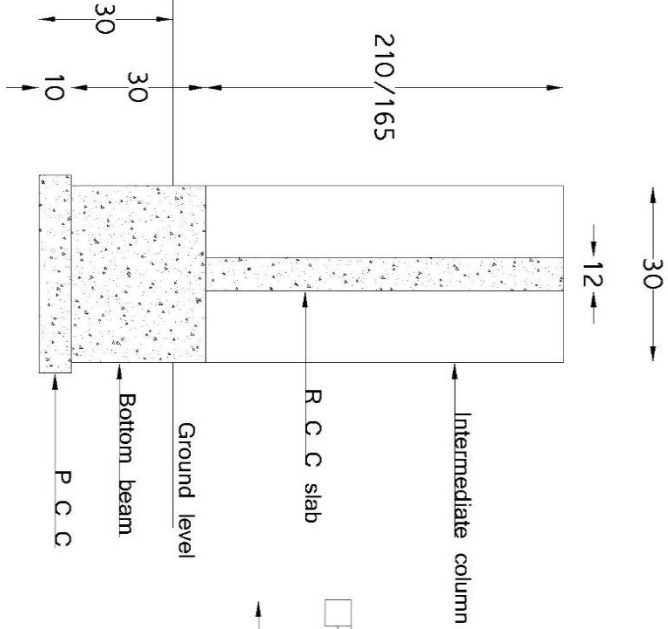
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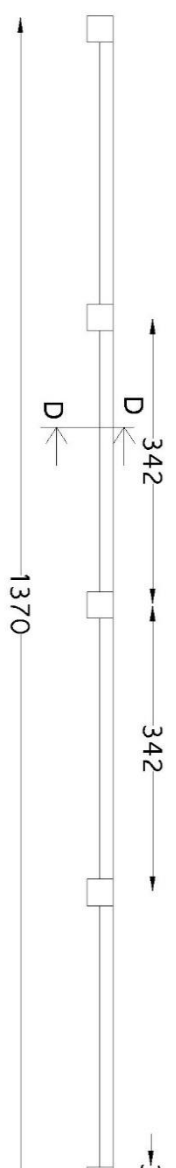
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ELEVATION



SECTION DD



PLAN

DATE 06-11-2023

page 44

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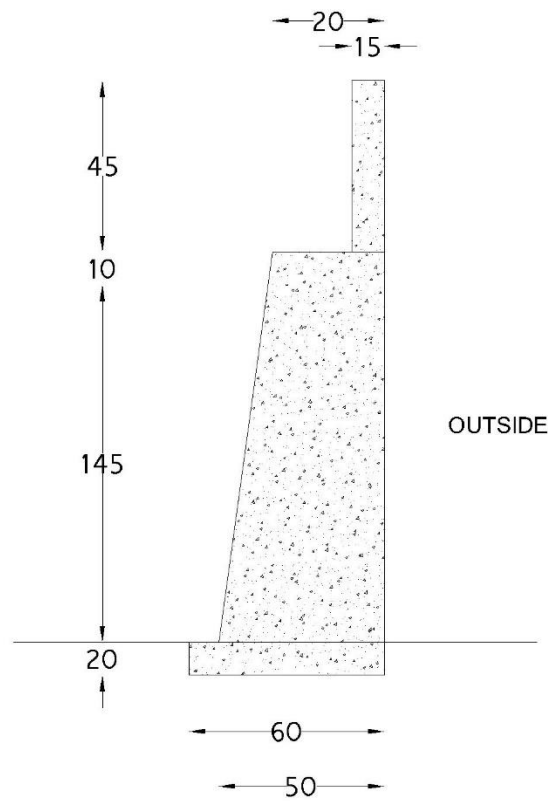
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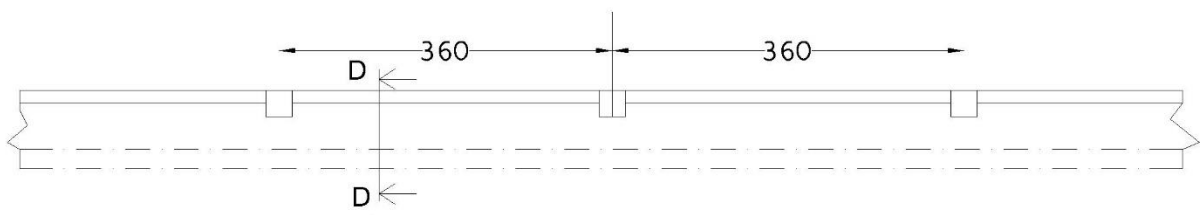
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## PLAN OF PROPOSED RIGHT SIDE RETAINING WALL FOR M/S THE INSTITUTE OF COST ACCOUNTANTS OF INDIA, KOTTAYAM CHAPTER, KOTTAYAM



SECTION DD



PLAN

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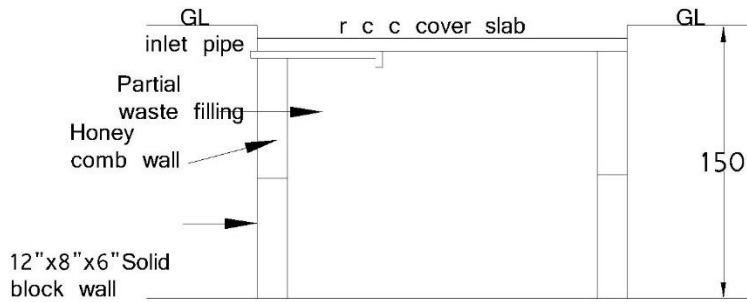
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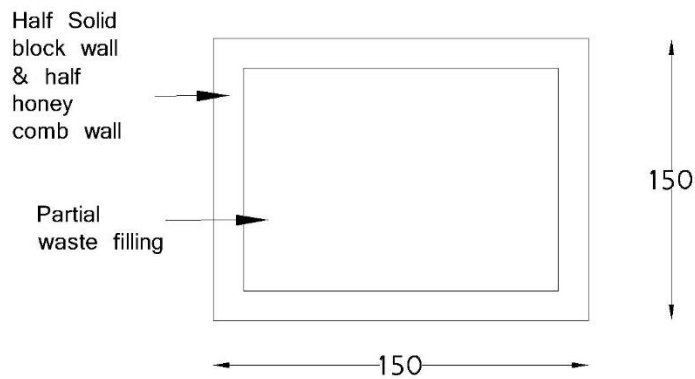
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### DETAILS OF WASTE DISPOSAL PIT

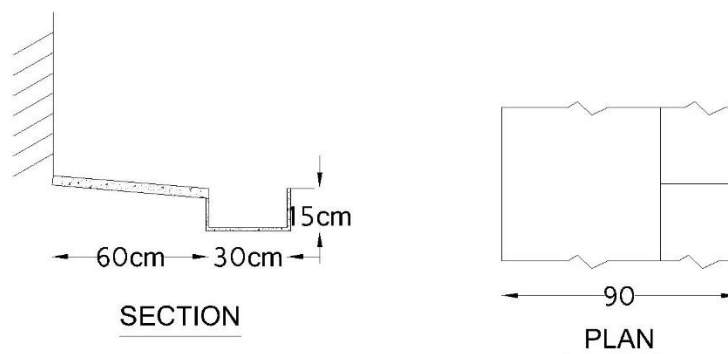


SECTION



PLAN

### DETAILS OF SURFACE DRAIN



SECTION

PLAN

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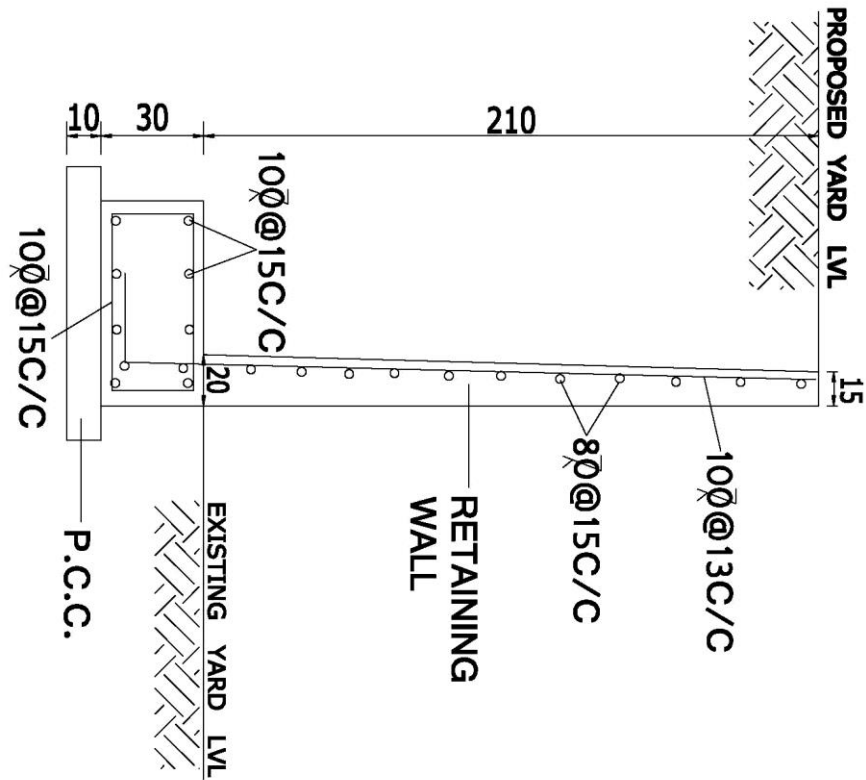
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## RETAINING WALL DETAIL

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