

ACTION <input checked="" type="checkbox"/> ISSUE <input type="checkbox"/> TURN IN	 U.S. DEPARTMENT OF STATE EXPENDABLE MAINTENANCE SUPPLY ISSUE/TURN-IN REQUEST		PAGE __ of 2
			CONTROL NO.
REQUESTING OFFICE / SHOWING OFFICE FMS OFFICE	CONTACT NAME Baldev Krishan	AGENCY 7901.3	DATE (mm-dd-yyyy) 2-Jun-16
BUILDING	TELEPHONE/EXT. NO 24198027	AUTHORIZING OFFICIAL - NAME/SIGNATURE 	

JUSTIFICATION:

WORK ORDER NC ROM # 252      PROCUREMENT I.D. NO. \_\_\_\_\_  
 LOCATIC      17 Amrita Sher Gill Amrg

S.NO.	STOCK NO	DESCRIPTION	QUANTITY	OF ISSU	COST RS)	TOTAL COST(R )
1	NSI	<b>Provide and install kitchen cabinets as per</b>	One	Unit		
		<b>Scope of Work attached.</b>				
		<b>Note: walk-through shall be scheduled before awarding purchase order.</b>				
		<b>Reference;</b>				
		1. Hacker Kitchens				
		2. Aura Kitchens				
		3. Sleek Kitchens				
		4. Johnson Kitchens				
		5. Veneta Cucine Solutions				
		<b>Attachments</b>				
		1. SOW for cabinets				
		2. Drawing of existing layout.				
		<b>Estimated Cost</b>				
		\$25,000.00				
<b>TOTAL COST RS</b>						

GENERAL SERVICES OFFICE USE

Approved    Disapproved  
 \_\_\_\_\_  
 ( Signature & Date )

Issued by: \_\_\_\_\_  
 (initials)

Record updated by: \_\_\_\_\_ (initials) \_\_\_\_\_ (Date) AESOP TR. # \_\_\_\_\_

RECEIVING OFFICE :

Received by \_\_\_\_\_

DS-363  
04-2004

( Signature )

(Print name)

Date (mm-dd-yyyy)

## **SCOPE OF WORK FOR MODULAR KITCHEN CABINETS AT DCM HOUSE**

### **Requirement:**

Invite contractor for providing new modular kitchen cabinets for DCM House.

Contractor shall validate all requirements for providing cabinets as per scope of work given below during walk-through of the site.

### **Scope of work:**

Embassy's Responsibility; Dismantling of existing kitchen will be done by Embassy. Any electrical and plumbing modification will be taken care by govt. Counter top will be provided and installed by Embassy.

Contractor's Scope; Contractor shall plan the fabrication and installation job of the kitchen with best use of space. The contractor shall submit fabrication and installation plan for approval before actual performance of the work. The fabrication and installation job shall be completed as per as per approved plan. Location of exiting door openings and stove shall not be changed. The cabinets shall be attached with necessary accessories. Along with base and wall cabinets, two tall cabinets shall be added to the kitchen. The cabinets shall have approved color laminated finish.

The drawers shall be integrated in base cabinets. Two corner units with carousel to make full use of space for storage shall be provided. Three wall cabinets shall have glass shutters. Two full size, double bowl sinks shall be provided.

All base and wall cabinets shall have good quality magnetic hinges. Each base & wall cabinet will be made as individual units. The ply wood used for fabrication of cabinets shall be termite resistance. Sample of cabinet shall be provided before final fabrication/delivery of product.

### **Working days:**

The contractor shall be given total 20 working days to complete this project after the receipt of notice to proceed.

### **Note:**

1. The Contractor shall give advance notice to FMS for access of the vehicle to deliver the material. The contractor is responsible for unloading the material up to the site and any damage done to material during transportation shall be repaired by the contractor.
2. All welding shall be done using continues welding. The welding shall be smooth and finished by grinding it properly.
3. The contractor will work with all the safeties and precautions to prevent injury to employees and workers and he will be responsible for any untoward incident on the site.
4. The contractor should maintain all safety measures required for accomplishing this kind of job in safe and satisfactory manner.
5. The power tools like drill machine/welding machine etc. shall have insulated three-core wire and power plugs with proper size & required length of wire/cable/extension cord. Only power connection will be provided by the Embassy. All electric connection should be done in presence of Embassy electrician.

6. The contractor shall use aluminum ladders/scaffolding with proper rubber shoes etc. for installation of canopy with in Embassy premises. No bamboo ladders will be allowed to use at work sites.
7. The contractor shall see the actual work involved during the walk through.
8. The contractor should bring his tools like drill machine etc. with proper size & required length of wire/cable/extension cord for installation of canopy.
9. The contractor shall provide all the material as per scope of work.
10. The contractor is responsible for any damage to the property during the work, shall be restore by the contractor at his own cost, matching to existing finish.

**Contractor:**

**Site Address:**

**Safety Officer Name:**

**Signature for Acceptance:**

**SAFETY STANDARDS TO BE FOLLOWED AT CONSTRUCTION AND RENOVATION SITES**

**General**

1. All contractor employees engaged in maintenance/construction activities must wear proper shoes appropriate for their trade. No open toed sandals, flip-flops, or bare feet are permitted at work site.
2. All workers shall be fully clothed. No half pants and other non-appropriate clothing (Dhoti) will be accepted.
3. Malba / trash accumulated on the site shall be removed at a regular intervals (if possible on daily basis) to prevent trip hazards.
4. Employees exposed to occupational hazards shall wear personal protective equipment (hard-hats, eye protection, ear protection, etc.). Appropriate protective equipment for any operation varies with the size, nature and location of work to be performed.
5. Drinking water must be made available to all contractor employees.
6. It is the responsibility of the contractor to provide all personal protective equipment (PPE) per the requirements at the work site and as directed by the COR. Any mishap due to negligence on the part of the contractor shall be entirely the contractor's responsibility.

**Hot Work/ Metal Work**

1. All contractors' employees who are arc welding at the work site shall use a full face shield with #10 or darker lenses. No contractor employee will be permitted to arc weld with sun glasses, no matter how dark the lenses.
2. All the contractor's employees grinding and sanding shall have approved face masks and goggles for face and eye protection.
3. Contractor's employees handling heavy metallic material shall have appropriate gloves and steel toed safety shoes.
4. Lifting and shifting of the heavy material shall be done with the help of appropriate number of employees or machines.
5. Compressed gas cylinders shall be properly marked and should always be kept in standing positions secured from falling.
6. Hoses connected to the cylinder should be in good condition.
7. The contractor shall provide ventilation during interior arc welding operations.

8. Contractor shall use sight shields during welding to protect against any potential vision hazard.
9. Always keep an approved fire extinguisher near the site of welding.
10. Workers working with metal sheets must wear appropriate gloves to avoid any cuts on the hands.

### **Ladders Safety**

1. Contractor shall use aluminum or fiber glass ladders for most purposes. Wooden or bamboo ladders are not allowed on the site.
2. Proper ladder for the specific job shall be used (for example fiber glass ladders for electrical work etc.).
3. Damaged ladders or ladders with missing supports, shoes, etc. shall not be used at the work site.
4. Height of the ladder shall be at least two feet above the required height for the work.

### **Electrical**

1. All the equipment / machines to be used for the execution of the job shall be properly grounded.
2. All the extension boards to be used at the site shall have proper grounding.
3. All connections to any of the outlets shall be through three pin plugs. Direct connection of wires into receptacles is not permitted.
4. Machines/Tools with damaged wiring/ cabling shall not be used at site. The extension cord or wire with the machines shall be solid core with no breaks.
5. Electricians working on the site shall wear non-conductive shoes with rubber soles and shall use rubber gloves during execution of the work.
6. Any heavy equipment requiring voltage higher than 220VAC shall be connected under supervision of an embassy electrician.
7. No taped joint or undersize wiring is allowed at the site for the work.

### **Carpentry**

1. Carpenters shall have dust masks to protect from the potential hazards from saw dust. Sanding machines used at the site shall have proper guards and operator shall wear suitable PPE, for example safety goggles, safety shoes, gloves etc.
2. All lumber used at the site shall be stored and must not pose a trip hazard.
3. Entire site shall be kept clean from the saw dust at the end of each work day.
4. Carpenter shall use machine guards on all machines used at the site.
5. All power carpentry equipment used at the site shall be properly grounded and wired.
6. Contractor shall use proper tools and tackles for the execution of the work at site.
7. Nails and other sharp material posing a laceration risk shall not be scattered about the site.

### **Fire**

1. Contractor shall provide and place fire extinguishers at the work site.
2. No flammable material shall be stored inside the premises and must be removed at the end of the work day.

### **Lock Out / Tag Out**

1. Lock out/tag out devices should be used during the testing of the electrical points and wiring.

### **Confined Spaces**

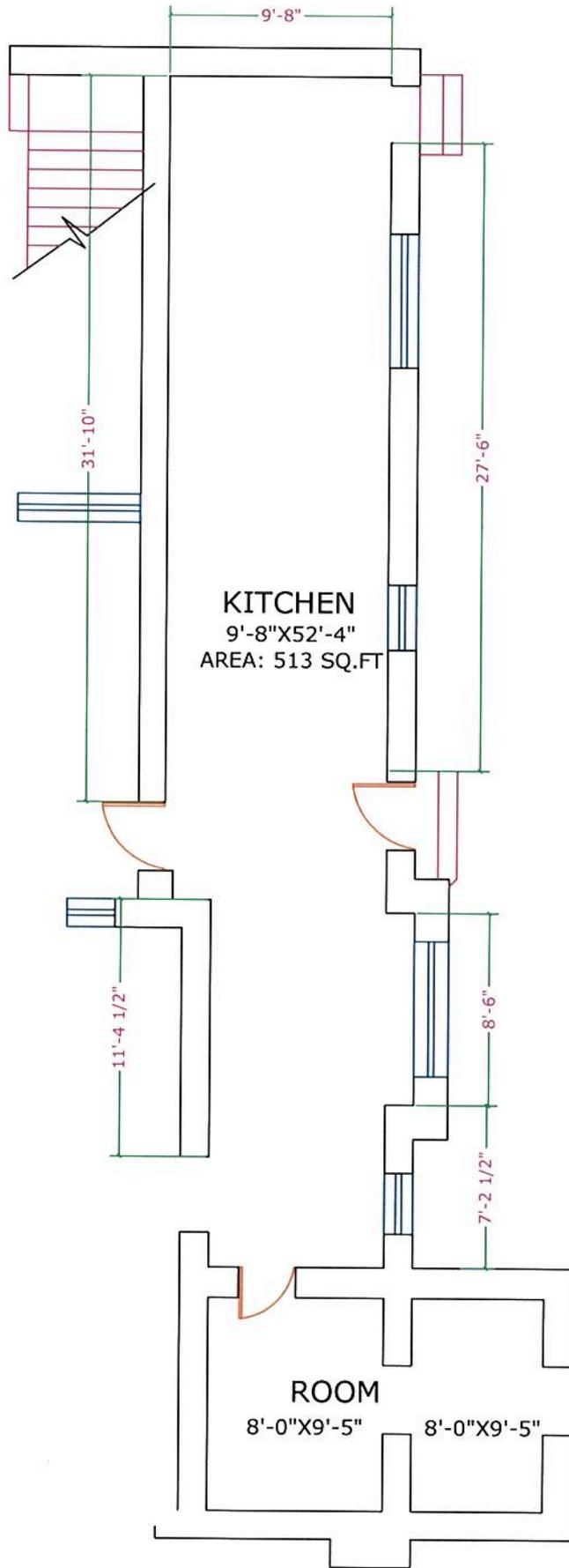
1. If contractor's employees must work in a confined space the contractor shall contact the COR before proceeding with the work. Contractor shall arrange all the equipment as instructed by the COR to accomplish the job in a safe manner.

### **Hearing Protection**

1. Contractor's employees working in excessively noisy environments shall wear proper hearing protection.

### **Height Protection**

1. Contractor's employees working at elevations greater than 8 feet shall use sturdy metal pipe scaffolding. Alternatives to scaffolding shall require approval of the COR.



KITCHEN LAYOUT - 17 AMRITA SHERGILL MARG

