

## WORK ORDER

This Work Order ("Agreement") is made on this   02   day of   Feb  , 2020, between:

Client:

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Vendor:

.....td.  
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### 1. SCOPE OF WORK

Vendor shall perform refurbishment works at the Competency Centre located in GNM Institute, NMCH, Patna, as per the attached Bill of Quantities (Annexure A). All work shall be under vendor's supervision, direction, and control, but subject to acceptance by the Client.

### 2. PERIOD OF PERFORMANCE

Vendor shall complete all works within 35 days from the date of issuance of the Work Permit by the Client. Any extension shall be subject to mutual written agreement and documented in writing.

### 3. PAYMENT TERMS

3.1 50% advance within 3 working days of Work Order issuance (based on initial estimates - Annexure B).

3.2 20% on completion of 50% work (20th day post work initiation), upon submission of revised quotation.

3.3 30% as final payment post-handover and successful quality check, upon submission of final invoice.

- The Tax Invoice submitted on or before the 15th will be included for payment on the 18th.

- The Tax Invoice submitted on or before 24th will be included for payment at the end of the month.

All Payments subject to TDS.

#### **4. VENDOR OBLIGATIONS**

- Vendor shall provide a qualified, experienced supervisor for the entire duration.
- All materials and workmanship must conform to BOQ specifications, relevant Indian Standards (IS), and manufacturer guidelines.
- Vendor shall maintain site cleanliness and ensure safe work practices comply with applicable labour laws and safety regulations.
- Any defective work identified during or after completion must be rectified within 10 days at Vendor's cost.
- Vendor shall procure and maintain all necessary permits, licenses, and insurance policies (including Public Liability and Workmen's Compensation) and furnish copies to Client.

#### **5. CLIENT OBLIGATIONS**

- Client shall provide 24x7 work permit, site access, security, and utilities (power, water) timely.
- Client will approve and issue the Work Permit before commencement.
- Client shall coordinate with institute authorities and resolve site-specific issues promptly.

#### **6. INDEMNIFICATION AND LIABILITY**

Vendor shall indemnify, defend, and hold harmless the Client, its officers, employees, and agents against any loss, damage, claims, or expenses arising from Vendor's negligence, breach of contract, or defective work.

Client's liability shall be limited to direct damages not exceeding the total contract value. Neither party shall be liable for consequential or indirect losses.

#### **7. INSURANCE**

Vendor shall maintain comprehensive insurance including:

- Public Liability Insurance covering third-party injury/property damage.
- Workmen's Compensation Insurance for all personnel.
- All-Risk Contractor's Insurance covering materials on site and during transit.

Certificates of Insurance shall be submitted before work commencement.

#### **8. TERMINATION**

8.1 For Convenience: Client may terminate this Work Order by 14 days' written notice. Vendor shall be paid for work executed till termination date.

8.2 For Default: If Vendor fails to commence, delays performance, or breaches any term, Client may terminate by 7 days' notice. Client may engage an alternative vendor and recover excess cost from Vendor.

8.3 Upon termination, Vendor shall refund any unearned advance within 7 days.

#### **9. FORCE MAJEURE**

Neither party shall be liable for delays due to causes beyond reasonable control including acts of God, fire, floods, strikes, war, or government directives.

Affected party must notify the other within 5 days. Performance shall resume once force majeure ceases.

**10. PENALTY FOR DELAY**

If work completion exceeds 35 days, a penalty of 1% of contract value per week delay (up to maximum 10%) shall be deducted from final payment.

**11. ASSIGNMENT AND SUBCONTRACTING**

Vendor shall not assign or subcontract any portion without Client's prior written consent. Vendor remains fully responsible for subcontractor performance.

**12. CONFIDENTIALITY**

Vendor shall keep all technical, financial, and commercial information confidential and not disclose to third parties without Client's written consent.

**13. DISPUTE RESOLUTION**

Parties shall attempt amicable resolution. Failing which, disputes shall be referred to arbitration in New Delhi under the Arbitration and Conciliation Act, 1996. Award shall be final and binding.

**14. COMPLIANCE**

Vendor shall comply with all applicable laws, labour regulations, environmental norms, and statutory requirements throughout the project.

**15. ENTIRE AGREEMENT**

This Work Order, including Annexures, constitutes the entire agreement and supersedes all prior communications. Amendments must be in writing and signed by both parties.

**16. ANNEXURES**

- \*\*Annexure A:\*\* Bill of Quantities (BOQ)
- \*\*Annexure B:\*\* Project Timeline and Milestones

**17. ACCEPTANCE**

By signing below, both parties acknowledge and accept all terms and conditions of this Work Order.

CLIENT

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

VENDOR (USE Fabrications Pvt. Ltd.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Annexure 1 (Scope of Work)

S No	Item Description	Unit	Qty	Total Amount
<b>Skill Lab</b>				
<b>Civil Works</b>				
1	Dismantling of existing Aluminium windows/doors etc and removal of the dismantled materials upto a lead of 50 mtrs	Job	1	
2	Dismantling of the existing tiles of different shade and replacing the same with 600mm x 600mm vitrified tiles matching with the other existing tiles.	Sqft	40	
3	Repair and replacement of damaged vitrified skirting	Job	1	
4	Providing and fixing 150mm high vitrified tiles skirting on the partition duly fixed with suitable adhesive	Rft	300	
5	Providing and laying cPVC andUPVC pipes for water inlet and outlet plumbing work	Job	1	
6	Providing and fixing cabinet with granite top and SS sink with elbow operated bib cock	Unit	1	
7	Providing and applying 1mm thick wall putty over the wall surface and sandpapering the same to make it smooth and finally finished with 2-3 coats of plastic emulsion paint of approved brand, shade and texture over a coat of suitable cement based primer to achieve an even smooth finish.	Sqft	1500	
<b>Interior Works</b>				

1	Providing and fixing 100mm overall thickness partition upto ceiling height consisting of G.I. frame and required board, including providing and fixing of frame work made of power pressed/ roll form G.I. sheet, consisting of floor and ceiling channel 50 mm wide, fixed to the floor and ceiling at the spacing of 610 mm centre to centre with dash fastener of 12.5 mm diameter 50 mm length or suitable anchor fastener or metal screws with nylon plugs and the studs 48 mm wide fixed vertically within flanges of floor and ceiling channel and placed at a spacing of 610 mm centre to centre, including fixing of studs along both ends of partition fixed flush to wall with suitable anchor fastener or metal screws with nylon plugs and fixing of DOUBLE LAYER of 12.5mm thick gypsum boards to both side of frame work by 25/38 mm long dry wall screws on studs, floor and ceiling channels. The boards are to be fixed to the frame work with joints staggered to avoid through cracks. M.S. fixing channel to be provided at the horizontal joints of two boards, fixed to the studs using metal to metal flat head screws, including jointing and finishing to a flush finish with recommended jointing compound, jointing tape, etc as required.	Sqft	1400
2	Providing and installing 50mm thick Resimer INSUsound-PE of Supreme make acoustic foam having density of approximately 30kg per cubic metre and sound absorption (NRC) of upto 1.0. Another layer of 3.0mm thick Supreme Mutex SB (sound blocker) with high visco-elasticity and density is to be provided as a barrier for sound transmission and noise isolation through partition walls.	Sqft	1400
3	Providing and fixing 1mm laminate of approved shade, colour, design and texture over the sound proof partition system having vertical and horizontal grooves duly pasted with marine grade adhesive all complete.	Sqft	2900
4	Providing and fixing 100mm x 50mm WPC door frame with required joinery and finished with 2 coats of enamel paint over a coat of wood primer after smoothening the surface with putty. The joint between the door frame and partition wall surface is to be provided with wooden beading.	Rft	160
5	Providing and fixing 32 ISI marked flush door shutters conforming to IS: 2202(Part I) non-decorative type, core of block board construction with frame of 1st class hard wood and well matched commercial 3 ply veneering with vertical grains or cross bands and face veneers on both faces of shutters: The door is to be provided with edge lipping, MS hinges, door stopper, tower bolt, EPDM rubber gasket, and door seal.	Nos.	9
6	Providing and fixing top mounted door closer of Hardwyn/Godrej/Master/equivalent make	Nos.	9
7	Providing and fixing 100mm mortice lock with handle set in ss/Chrome finish of Godrej/ Link/Doorset make	Nos.	9

8	<p>Providing and fixing of false ceilings at all heights of 595 mm x 595 mm x 12 mm ARMSTRONG Mineral Fibre ceiling tiles of type New Lotus Butt Edge RH-90 or SAINT GOBAIN Casofina, laid on 24mm exposed grid system. The framework comprises of main runner spaced at 1200mm center to centre securely fixed to the structural soffit by approved hangers at 1200mm maximum centers. Hangers (GI wire of 4.0mm dia) to be fixed by approved raul plug, level adjusters and screws etc. The last hanger at the end of each main runner should not be greater than 450mm from the adjacent wall.</p> <p>Flush fitting 1200mm long cross tees (with double stitching) to be interlocked between main runners at 600mm centers to form 1200 x 600mm modules. Cut cross tees longer than 600mm to be supported independently. 600mm x 600mm modules to be formed by fitting 600mm long flush fitting cross tees centrally between the 1200m cross tee.</p>	Sqft	1500
9	<p>Providing and fixing 100mm vertical blinds of Vista Levelor/equivalent make in approved shade and texture having top bracket with rail cord arrangement for tilting and folding mechanism</p>	Sqft	140
10	<p>Providing and fixing uPVC double glazed casement window with partially fixed portion having double glazing with 5mm toughned glass having 10mm gap in between with silicon gel to prevent moisture formation. Complete with required gaskets, hardware fittings etc all complete. All gaps are to be filled with silicon.</p>	Sqft	115
11	<p>Providing and packing the top fixed portion of the existing aluminium window with 18/19mm BWP grade ply conforming to IS:303 duly fitted with the help of necessary screws and fastners. This packing is being done to enable fixing of the indoor unit of the split AC.</p>	Nos.	5
12	<p>Providing and fixing wall panelling at the main entrance with base of 12mm BWP grade ply conforming to IS:303 and finished with pasting of 1mm laminate over in with vertical and horizontal grooves. All edges are to be provided with teakwood lipping</p>	Sqft	50
13	<p>Providing and fixing 12mm toughened glass frameless door having floor spring, requisite top and bottom patch, top/central lock, 450mm SS handle (All patch fitting to be of Hardwyn/Godrej/Ozone make). The glass door is to be provided with glass film in suitable finish, texture and design.</p>	Sqft	34

**Electrical Works**

1	<p>Point wiring in PVC conduit, with modular type switch: Wiring for light point / fan point / exhaust fan point / call bell point with 1.5 sq mm FR PVC insulated copper conductor single core cable in surface / recessed PVC conduit, with modular switch, modular plate, suitable G.I. box etc. as required. (Note: All light points in the skill stations are long points as the control switches will be placed in the Admin Room)</p>	Point	35
2	<p>Circuit / sub main wiring in PVC conduit : Wiring for circuit / submain wiring alongwith earthwire with the following sizes of PVC insulated copper conductor, single core cable in surface / recessed PVC conduit as required.</p>		
2.a	<p>2 x 2.5 sq.mm. + 1 x 2.5 sq. mm earth wire</p>	Rft	750

2.b	2 x 4.0 sq.mm. + 1 x 4.0 sq. mm earth wire	Rft	1200	
2.c	2 x 6.0 sq.mm. + 1 x 6.0 sq. mm earth wire	Rft	0	
2.d	4 x 10.0 sq.mm. + 1 x 6.0 sq. mm earth wire	Rft	200	
3	Providing and fixing light plug point modular type accessories: Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess including providing and fixing 3 pin 5/6 amps modular socket outlet and 5/6 amps modular switch, connection, painting etc. as required.(	Nos	35	
4	Providing and fixing power plug point modular type accessories: Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 6 pin 5/6 & 15/16 amps modular socket outlet and 15/16 amps modular switch, connection, painting etc. as required.	Nos	30	
5	Providing & fixing AC starter switch complete with MCB unit of suitable rating including connections, testing and commissioning etc. as required.	Nos	9	
6	Providing and fixing TV socket in suitable MS housing and cover plate	Nos	1	
7	Supplying and fixing recess mounted 36 watt LED flat panel luminaire suitable for armstrong / grid ceiling and complete with electronic driver, directly on false ceiling including connections with 1.5 sq.mm FR PVC insulated copper conductor cable and earthing the body etc. as required.	Nos	20	
8	Supplying and fixing 15-18w recessed/surface mounted LED downlighter with minimum efficacy 100 lm/w in pressure die-cast aluminium housing and separate electronic driver etc including connections with 1.5 sq.mm FRLS PVC insulated copper conductor cable etc as required	Nos	15	
9	Providing & fixing Wall Bracket Fan 400 mm dia as per specification, approved sample and Crompton /USHA/ make all complete as per requirement and direction	Nos	11	
10	Providing and fixing 6 way TPN Double Door DB of Havells/Anchor/Standard make with 63amp TPN MCB as incomer and 10-32amp SP MCBs as outgoing for various circuits, complete with all interconnections etc as required.	Nos	1	
11	Dismantling of all existing fans, lights and replacement of damaged switches/sockets with new ones including its relocation and concealment of all exposed wiring underground as required	Job	1	100
12	Providing and laying 3.5core 95 sqmm armoured aluminium XLPE cable laid in air or under ground as required along with 4 sqmm GI wire as earthing	Rft	300	
13	Cable end termination for 3.5 core x 95 sqmm armoured aluminium cable with thimble etc	Nos	4	
14	Sub electric panel (APPROXIMATE COST)	Set	1	
<b>Total for Skill Lab (A)</b>				
<b>Computer Lab</b>				
<b>Civil Works</b>				
1	Dismantling of existing Aluminium windows/doors etc and removal of the dismantled materials upto a lead of 50 mtrs	Job	1	



2	Providing and applying 1mm thick wall putty over the wall surface and sandpapering the same to make it smooth and finally finished with 2-3 coats of plastic emulsion paint of approved brand, shade and texture over a coat of suitable cement based primer to achieve an even smooth finish.	Sqft	1000	
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**Interior Works**

1	Providing and fixing of false ceilings at all heights of 595 mm x 595 mm x 12 mm ARMSTRONG Mineral Fibre ceiling tiles of type New Lotus Butt Edge RH-90 or SAINT GOBAIN Casofina, laid on 24mm exposed grid system. The framework comprises of main runner spaced at 1200mm center to centre securely fixed to the structural soffit by approved hangers at 1200mm maximum centers. Hangers (GI wire of 4.0mm dia) to be fixed by approved raul plug, level adjusters and screws etc. The last hanger at the end of each main runner should not be greater than 450mm from the adjacent wall. Flush fitting 1200mm long cross tees (with double stitching) to be interlocked between main runners at 600mm centers to form 1200 x 600mm modules. Cut cross tees longer than 600mm to be supported independently. 600mm x 600mm modules to be formed by fitting 600mm long flush fitting cross tees centrally between the 1200m cross tee.	Sqft	1000	
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2	Providing and fixing 100mm vertical blinds of Vista Levelor/equivalent make in approved shade and texture having top bracket with rail cord arrangement for tilting and folding mechanism	Sqft	55	
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3	Providing and fixing uPVC double glazed casement window with partially fixed portion having double glazing with 5mm toughned glass having 10mm gap in between with silicon gel to prevent moisture formation. Complete with required gaskets, hardware fittings etc all complete. All gaps are to be filled with silicon.	Sqft	45	
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4	Providing and packing the top fixed portion of the existing aluminium window with 18/19mm BWP grade ply conforming to IS:303 duly fitted with the help of necessary screws and fastners. This packing is being done to enable fixing of the indoor unit of the split AC.	Nos.	2	
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5	Providing and fixing wall panelling with base of 12mm BWP grade ply conforming to IS:303 and finished with pasting of 1mm laminate over in with vertical and horizontal grooves. All edges are to be provided with teakwood lipping	Sqft	100	
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6	Providing and fixing 12mm toughened glass frameless door having floor spring, requisite top and bottom patch, top/central lock, 450mm SS handle (All patch fitting to be of Hardwyn/Godrej/Ozone make). The glass door is to be provided with glass film in suitable finish, texture and design.	Sqft	68	
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**Electrical Works**

1	Point wiring in PVC conduit, with modular type switch: Wiring for light point / fan point / exhaust fan point / call bell point with 1.5 sq mm FR PVC insulated copper conductor single core cable in surface / recessed PVC conduit, with modular switch, modular plate, suitable G.I. box etc. as required.	Point	15	00
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2	Circuit / sub main wiring in PVC conduit : Wiring for circuit / submain wiring alongwith earthwire with the following sizes of PVC insulated copper conductor, single core cable in surface / recessed PVC conduit as required.			
2.a	2 x 2.5 sq.mm. + 1 x 2.5 sq. mm earth wire	Rft	150	
2.b	2 x 4.0 sq.mm. + 1 x 4.0 sq. mm earth wire	Rft	100	
2.c	2 x 6.0 sq.mm. + 1 x 6.0 sq. mm earth wire	Rft	300	
2.d	4 x 10.0 sq.mm. + 1 x 6.0 sq. mm earth wire	Rft	0	
3	Providing and fixing light plug point modular type accessories: Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess including providing and fixing 3 pin 5/6 amps modular socket outlet and 5/6 amps modular switch, connection, painting etc. as required.	Nos	12	0
4	Providing and fixing power plug point modular type accessories: Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 6 pin 5/6 & 15/16 amps modular socket outlet and 15/16 amps modular switch, connection, painting etc. as required.	Nos	5	0
5	Providing & fixing AC starter switch complete with MCB unit of suitable rating including connections, testing and commissioning etc. as required.	Nos	5	0
6	Supplying and fixing recess mounted 36 watt LED flat panel luminaire suitable for armstrong / grid ceiling and complete with electronic driver, directly on false ceiling including connections with 1.5 sq.mm FR PVC insulated copper conductor cable and earthing the body etc. as required.	Nos	15	0
7	Providing & fixing Wall Bracket Fan 400 mm dia as per specification, approved sample and Crompton /USHA/ make all complete as per requirement and direction	Nos	10	0.00
8	Dismantling of all existing fans, lights and replacement of damaged switches/sockets with new ones including its relocation and concealment of all exposed wiring underground as required	Job	1	0.00

**Total for Computer Lab (B)**

**Waiting Area**

**Civil Works**

1	Providing and applying 1mm thick wall putty over the wall surface and sandpapering the same to make it smooth and finally finished with 2-3 coats of plastic emulsion paint of approved brand, shade and texture over a coat of suitable cement based primer to achieve an even smooth finish.	Sqft	1000	
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**Interior Works**

1	Providing and fixing of false ceilings at all heights of 595 mm x 595 mm x 12 mm ARMSTRONG Mineral Fibre ceiling tiles of type New Lotus Butt Edge RH-90 or SAINT GOBAIN Casofina, laid on 24mm exposed grid system. The framework comprises of main runner spaced at 1200mm center to centre securely fixed to the structural soffit by approved hangers at 1200mm maximum centers. Hangers (GI wire of 4.0mm dia) to be fixed by approved raul plug, level adjusters and screws etc. The last hanger at the end of each main runner should not be greater than 450mm from the adjacent wall. Flush fitting 1200mm long cross tees (with double stitching) to be interlocked between main runners at 600mm centers to form 1200 x 600mm modules. Cut cross tees longer than 600mm to be supported independently. 600mm x 600mm modules to be formed by fitting 600mm long flush fitting cross tees centrally between the 1200m cross tee.	Sqft	1000	00
2	Providing and fixing 100mm vertical blinds of Vista Levelor/equivalent make in approved shade and texture having top bracket with rail cord arrangement for tilting and folding mechanism	Sqft	60	00
3	Providing and fixing wall panelling with base of 12mm BWP grade ply conforming to IS:303 and finished with pasting of 1mm laminate over in with vertical and horizontal grooves. All edges are to be provided with teakwood lipping	Sqft	50	00
4	Providing and fixing 12mm toughened glass frameless door having floor spring, requisite top and bottom patch, top/central lock, 450mm SS handle (All patch fitting to be of Hardwyn/Godrej/Ozone make). The glass door is to be provided with glass film in suitable finish, texture and design.	Sqft	34	00

#### Electrical Works

1	Point wiring in PVC conduit, with modular type switch: Wiring for light point / fan point / exhaust fan point / call bell point with 1.5 sq mm FR PVC insulated copper conductor single core cable in surface / recessed PVC conduit, with modular switch, modular plate, suitable G.I. box etc. as required.	Point	12	00
2	Circuit / sub main wiring in PVC conduit : Wiring for circuit / submain wiring alongwith earthwire with the following sizes of PVC insulated copper conductor, single core cable in surface / recessed PVC conduit as required.			
2.a	2 x 2.5 sq.mm. + 1 x 2.5 sq. mm earth wire	Rft	50	00
2.b	2 x 4.0 sq.mm. + 1 x 4.0 sq. mm earth wire	Rft	200	00
2.c	2 x 6.0 sq.mm. + 1 x 6.0 sq. mm earth wire	Rft	0	
2.d	4 x 10.0 sq.mm. + 1 x 6.0 sq. mm earth wire	Rft	0	
3	Providing and fixing light plug point modular type accessories: Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess including providing and fixing 3 pin 5/6 amps modular socket outlet and 5/6 amps modular switch, connection, painting etc. as required.(	Nos	12	00



4	Providing and fixing power plug point modular type accessories: Supplying and fixing suitable size GI box with modular plate and cover in front on surface or in recess, including providing and fixing 6 pin 5/6 & 15/16 amps modular socket outlet and 15/16 amps modular switch, connection, painting etc. as required.	Nos	5	
5	Providing & fixing AC starter switch complete with MCB unit of suitable rating including connections, testing and commissioning etc. as required.	Nos	5	
6	Providing and fixing Tv socket in suitable MS housing and cover plate	Nos	1	
7	Supplying and fixing recess mounted 36 watt LED flat panel luminare suitable for armstrong / grid ceiling and complete with electronic driver, directly on false ceiling including connections with 1.5 sq.mm FR PVC insulated copper conductor cable and earthing the body etc. as required.	Nos	12	
8	Providing & fixing Wall Bracket Fan 400 mm dia as per specification, approved sample and Crompton /USHA/ make all complete as per requirement and direction	Nos	8	
9	Dismantling of all existing fans, lights and replacement of damaged switches/sockets with new ones including its relocation and concealment of all exposed wiring underground as required	Job	1	
<b>Total for Waiting Area ©</b>				
<b>Grand Total (A+B+C)</b>				

<b>Summary of Costs</b>		
A	Skill Lab	
B	Computer Lab	
C	Waiting Area	
<b>Total (A+B+C)</b>		
<b>Contingency @ 5%</b>		
<b>Grand Total</b>		
<b>Round off</b>		
<b>Grand Total</b>		



## Annexure 2 (Timelines)

S No	Work	Date of completion
1	Letter of Intent shared	28 April 2025
2	Work Permit received	2 May 2025
3	Dismantling and Repair Works	15 May 2025
4	Door Frames	16 May 2025
5	Electrical Wiring works	21 May 2025
6	Flush Doors	23 May 2025
7	Grid False Ceiling Framework	25 May 2025
8	Main Gate Panelling	27 May 2025
9	Soun-proofing	30 May 2025
10	Sound-Proof Windows	30 May 2025
11	Door Hardwares	31 May 2025
12	TG Doors	2 June 2025
13	Ceiling Tiles Fixing	3 June 2025
14	Electrical Equipments (Lights, fans, etc)	3 June 2025
15	Painting and Allied Work	4 June 2025
16	Blinds	4 June 2025
17	Cleaning and Handover	5 June 2025

