

Annexure - I
Standard Operating Procedure
AMC for Civil Maintenance Jobs in ITPS Colony for 2023-25.

1	The contractor must have to engage minimum 04 (Four) numbers of full time Supervisors (Minimum Qualification- Matriculate) having minimum 5 years of working experience in supervising Civil Construction / Maintenance jobs and they will be screened by the department prior to their engagement in job.
2	The contractor must have to engage 01 (One) number of full time Engineer (Minimum Qualification- Diploma in Civil Engineering) having minimum 03 (three) years of working experience in supervising Civil Construction / Maintenance jobs and he will be screened by the department prior to his engagement in job.
3	The contractor has to collect the Job Cards from the EIC for attending the day to day maintenance jobs in the colony and to complete the jobs within the allocated time.
4	Measurement of the completed jobs are to be written on the job card in the space provided.
5	The Job Card completed with Customer's signature with his feed back rating, complete measurement duly certified by EIC, to be submitted back to colony office.
6	Job is to be planned well in advance and the occupant is to be intimated accordingly in this mobile no as mentioned in the job card
7	Submission of detailed work slip before 8.30 A.M daily along with labour report & again at 2.00pm the Engineer of contractor should contact civil maintenance office & appraise the EIC regarding the work.
8	Construction materials such as sand, bricks, chips, bazri etc. should be stacked and kept sufficient in stock at one designated place in the colony area as allotted to the contractor by the department / EIC. The area is to be fenced properly by the contractor with best housekeeping.
9	The contractor should engage tractor / trolleys / wheel barrows etc. to carry materials from one place to the other
10	Machine or Hand Mixing of sand, cement, concrete should be done on a tin plate (Mixing Plate). Mixing of aggregates is not allowed on road, passage or quarter staircase / path way.
11	Repairing work must be matched with the existing work.(Plastering, distempering, white washing etc.)
12	At the time of punning / plastering work proper brooming / cleaning must be done immediately so that no extra plaster should adhere over wall, doors, chowkath, windows, floor etc.
13	For tile work, the gaps should be filled up with white cement / colour grout properly. Extra cement should be cleaned immediately & no cement should cover the tile . The trap joints should be checked by the EIC / or his representative & signature of the checking personnel should be taken so that further soaking will not be possible.
14	Proper scaffolding (Steel scaffolding) as per OPGC Standard must be done while working at height .
15	The contractor must have to keep sufficient steel scaffolding materials for work at heights (minimum 100 Sqm Scaffolding materials) parallelly at 4 different places.
16	Aluminium Scaffolding Materials of OPGC may be issued to the contractor on writing request. Proportionate adjustment of measurement will be done for this as per rate analysis.
17	Department materials or salvaged materials like wooden door/windows, ply, MS grills/ doors etc are to be used by the contractor for repair & maintenance work under the specified items in the BOQ or proportionate adjustment of measurements will be done for the work with the salvaged materials.
18	Before applying all type of paints on the walls/ ceilings, uprooting of nails and filling the nail holes by putty and cleaning must be done.
19	After all type of painting work, the floors, switch boards, doors and windows, stair case passage etc. should be cleaned properly before leaving the work place.
20	Debris and balance construction materials must have to be cleaned from the site within 24 hours of completion of job, failing which monetary fine will be charged on the contractor up to Rs 10,000/
21	Construction debris must have to be disposed to a designated place as allowed by EIC. The Place will be levelled and dressed time to time by the contractor in this own cost.
22	Construction materials (Bricks, sand, chips, cement, tile etc) are to be stacked properly at site to provide the best housekeeping.
23	5-S principle of Housekeeping is to be implemented to all the godowns and workshop of the Contractor.
24	All the workmen of the contractor must have to obey the safety rules of OPGC. PPE is compulsory at work place.