

Volume IB

SECTION 6

6.5 Facilities for the Employer's Representative

6.6 Appendices to Employer's Representative

6.5 FACILITIES FOR THE ENGINEER’S REPRESENTATIVE

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6.5 FACILITIES FOR THE ENGINEER'S REPRESENTATIVE

The Contractor shall provide facilities the Engineer's Representative and his staff until the completion of the Works and thereafter as may be required. As such, the use of "Engineer's Representative" under this sub-clause shall be interpreted as 'Engineer's Representative' nominated by the Engineer.

The layout of all offices and car parking facilities for the Engineer's Representative shall be arranged to the approval of the Engineer's Representative.

Before placing any orders or delivering any materials or fittings for the offices the Contractor shall obtain the approval of the Engineer in writing as to the location and type of the structure and the furniture, fittings, and equipment to be supplied.

6.5.1 Engineer's Representative's Main Office (Project Office)

6.5.1.1 Office, Kitchen/Store and Toilet

1. The Contractor shall provide an office and maintain as described in the Contract for the sole use of the Engineer's Representative and his staff. The office shall consist of a floor area not less than 200 sq.m. including a laboratory area, a wash room and a kitchen located within a radius of 75-100 m to the work site.
2. The office shall be suitable in all respects for the weather resistance and thermal insulation conditions prevailing in the area and 24 hours security shall be provided.
3. The office shall be furnished, equipped with Electricity, lights, water, air conditioning, telephone, shall have standby power generating provision and ready for occupation at an agreed location and use within 7 Days of the Date for Commencement of the Works, and fully serviced within 28 Days of that date. Contractor shall make all arrangements including payment for all service connections.
4. The Contractor shall provide 8 (eight) parking spaces adjacent to the office area for the sole use by the Engineer's Representative and his staff and visitors.
5. Telephone facilities for the Engineer's Representative shall have separate connections direct to a public telephone exchange with privacy of conversation for the Engineer's Representative other than the other staff.
6. The wash room facilities shall contain 1 Nr WC, 1 Nr. wash basin with potable water, 1 Nr. instantaneous water heater, 1 Nr. roller towel, 1 Nr. soap dispenser, toilet roll supply, and electric shower complete. Both the wash room facilities and the kitchen unit shall be connected to a clean water supply source and shall be served by mains drainage or septic tank.
7. All office provided for the use of the Engineer's Representative and his staff shall be properly cleaned and maintained daily.

8. Following Office Equipment shall be provided for months (*maximum 6 months*) in the Defect Notification Period;

Item	Required No
Table 0.9m x 1.5m with four lockable drawers
Table 0.9m x 1.5m with one lockable drawer
Chairs
Chairs with arm rest
Lockable four drawer steel filing cabinet
Set of shelving 1.2m high by 0.9m long with shelves for keeping the drawings
Domestic water filter
Refrigerator
Photocopy + print machines
Binding machine
Stand fans
Computer with UPS (<i>Insert the type and specifications</i>) & required Office software
Laptop(<i>Insert the type and specifications</i>)	
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The furniture shall be new and unused at the start of the Contract. At the end of the Defects Liability Period, this equipment shall be handed over by the Contractor to the Engineer's Representative and this equipment shall become the property of National Water Supply and Drainage Board.

For the Kitchen/Store:

Item	Required No
Cooker/grill, shall be gas/electrically operated and includes supply of gas cylinders and refills for the duration of the Contract
Sink with supply of potable water
automatic electric kettle
refrigerator with 6 cu.ft capacity
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.....	
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.....	

This equipment and the accessories shall be retained up to the end of the Defects Liability Period and shall be handed over by the Contractor to the Employer's Representative and this equipment shall become the property of the National Water Supply and Drainage Board.

6.5.1.2 Surveying Equipment

The following surveying equipments shall be provided;

1 No. level N1050 Zeiss-Jena with tripod

1 No. 5 m staff

8 nos 5 m steel tapes

3 nos 50 m fiber glass tapes

8 nos 2 m ranging rods

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[Insert any other if necessary when preparing the bidding document]

At the end of the Defects Liability Period, these equipments shall be handed over by the Contractor to the Engineer's Representative and this equipment shall become the property of NWSDB.

1 No. 35 mm Digital camera with minimum 10.0 Mega Pixels, memory cards (internal 20GB, external SD/SDHC up to 4GB) , compact type with auto focusing, fully automatic loading, advancing and rewinding, built in flash with automatically adjusted zoom setting, and self timing. The lens shall be 35 mm – 70 mm with zoom setting by pressing zoom button, shutters shall be programmed electronic type, frame counter in LCD panel. Date imprint functions shall be available to print year, month, date and time. Power source shall be AA size batteries.

The above camera shall be handed over to the Engineer's Representative at the beginning of the Contract and shall be the property of the NWSDB. However, the Contractor shall be responsible for the supply of replacement batteries, repairs and general maintenance up to the end of the Defects Liability Period.

The Contractor shall also supply the necessary Photography Albums to affix the above progress photographs and selected copies (3,000 Nos.). The quality of the printing of the photographs and the make and type of the albums shall be to the approval of the Engineer's Representative.

The "set" as indicated in the Bill of quantities is defined as 3 copies of the same photograph, of size 5.0" x 3.5"

Supply of wax crayons, timber pegs, nails, paint (spray canisters), and drain tracing materials (Drain trace or equivalent). These equipment shall be provided and maintained for the sole use of the Engineer's Representative and his staff for the duration of the contract and when appropriate, shall have a manufacturer's or agent's specified tolerances at the date of issue. At the end of the Defects Liability Period, this equipment shall be handed over by the Contractor to the Engineer's Representative and this equipment shall become the property of the NWSDB.

Helmets, Gumboots, Rain Coats, Umbrella in sufficient quantities shall be provided and replace time to time for the use of technical staff of the Engineer's representative. If any item of equipment requires servicing or repair an equivalent replacement must be provided as soon as possible.

6.5.1.3 Attendance shall made by the contractor

Secretary Person, PC operator, Office helper and general labour shall be provided over the total contract period. They shall work directly under the Engineer's Representative and shall have to work at assigned place as per the requirement of the work by the Engineer's Representative.

The Contractor shall be required to provide a capable and experienced Licensed Surveyor and two Survey helpers on request.

6.5.1.4 Transport

The Contractor is required to provide, for drivers, for insurance and maintain the following transport for the sole use of the Engineer's Representative and his staff. At the end of the Defects Liability Period, these vehicles shall handed over by the Contractor to the Engineer's Representative and these vehicles shall become the property of the Employer.

..... Nr. of 1500-2400 cc capacity Saloon Car – Japan made.

..... Nr. of Four Wheel drive 2500 cc Capacity Double Cab – Japan made.

..... Nr. of Two Wheel drive 2500 cc Capacity Double Cab – Japan made.

..... Nr. of Hiring Van.

[Engineer shall fill the required numbers of above not exceeding 1 Nr.of 1500-2400 cc capacity Saloon Car – Japan made/ 3 no.of four Wheel drive 2500 cc Capacity Double Cab – Japan made/ 2 Nr.of two Wheel drive 2500 cc Capacity Double Cab – Japan made/ 1 Nr.of Hiring van]

All vehicles shall be supplied new, shall be right hand drive, with power steering, water cooled, diesel engine, 5 seaters (For hiring van- 12 seats), four door type, and be supplied with air conditioning, digital FM radio/cassette player and complete with all the standard accessories.

In addition, the car shall be complete with hand rests/hanging hooks at 3 passenger sides and de-mister at the rear windscreen.

All brands of vehicles proposed shall be Japan made and shall have been in use in Sri Lanka for at least 5 years and shall have proven track record of suitability for Sri Lankan urban and rural roads.

The vehicles shall not be in any way inferior in quality of similar vehicles and models which are on display and supplied from ex-stock from, the accredited agents in Sri Lanka. There shall be a warranty of a minimum of one year. The Contractor shall issue a certificate along with the tender for his conformity in this regard.

Maintenance shall include fuel, repairs, stand-by driver, provision of replacement vehicle in the event of provided vehicle being out of service, servicing and routine maintenance (oil, water, tyres, fitters and others as required and etc.) The cost of fuel supply shall be estimated on the basis of 8,000 km of total running distance per month for one vehicle referred to above. In case this limit is exceeded, due to special circumstances the excess fuel cost shall also be borne by the Contractor. The stand-by vehicles in case of a breakdown of the existing vehicle

or the stand-by driver in case of the regular driver on leave or sick shall be provided subjected to the approval of the Engineer's Representative. The drivers shall be allowed up to a maximum total of 450 hrs. for three drivers of overtime and in case this limit is exceeded in special circumstances the additional cost too shall be borne by the Contractor.

For the Hiring Vehicles the project should enter into an agreement with the contractor for each vehicle hired for the Project and this agreement should include conditions such as minimum running millage per month and the payment for that, rate for additional millage exceeding the minimum millage, hourly overtime rate for drivers. Following requirements should also be included in the agreement.

- i. Valid full Insurance cover obtained for hiring purpose for the vehicle should be provided.
- ii. The driver shall be provided by the contractor, and they should have a valid driving license with minimum 5 years driving experience. The drivers should have the skills of writing and reading and shall have good health condition. Overtime for the drivers shall be paid for the use of driver before 8.00a.m and after 5.00p.m each day and minimum one-hour overtime work shall be performed and consider for overtime payment.
- iii. Running charts should be maintained for each vehicle hired. Running chart should be attached to the monthly claim together with monthly summary sheets introduced by the Engineer. The Contractor shall instruct the, Driver to maintain, the running charts issued by the NWSDB. Travelling distance shall be written in the running chart daily and those distance should be, authorized by the officer who uses the vehicle.
- iv. Vehicles shall be ready to be provided from 8.00 am to 5.00 pm on any day including government and mercantile holidays as requested by the officer who use the vehicle. The vehicles shall also be ready for use during or after office hours on these days.
- v. Hired vehicle should be parked at night time and during weekends at the project office or Water Board premises approved by the Project Director.
- vi. The NWSDB is not responsible for any accidents and repairs of the offered vehicles. Any compensation to driver, users, public and third party property shall be borne by the supplier at his cost.
- vii. The Contractor shall agree to provide the vehicle for work, at the other places except it is assigned.
- viii. If the vehicle will not be provided for work because of, an accident or sudden repair work, a replacement vehicle shall be provided. The replaced vehicle shall be fulfilling the following conditions.
 1. Shall be in good conditions.
 2. Shall be same type (Ex: If the initials offered vehicle is a van, replaces vehicle shall be a van)

This replaced vehicle shall be provided for 03 Days only, on agreement with the Sectional head.

If the Contractor wants to provide the replacement vehicle for more than 03 Days up to 30 Days maximum, the approval of the relevant Manager shall be obtained. The Contractor shall provide evidence to prove about the repair works. When it exceeds 30 Days, the contractor shall provide exactly same vehicle (to the same specification) and forward for the approval by the Engineer's Representatives before 10 Days of end of first 30 Days.

However, the copies of following certificates shall be provided for replaced vehicle.

1. Insurance Certificate (as per initially offered vehicle)
2. Revenue License
3. Registration Certificate
4. Ownership and consent of owner in writing.

If the contractor fails to supply the vehicle for a working day, SLR.9,000.00 normal fine will be deducted for one absent day.

6.5.2 Site Offices for the Officers of Engineer's Representative

1. The Contractor shall provide an office and maintain as described in the Contract for the sole use of the site staff of Engineer's Representative. The office shall consist of a floor area not less than 100 sq.m. including, a wash room and a kitchen located within a radius of 75-100 m to the work site.

[Insert the no of site offices and their locations required for the project when preparing the bidding document]

2. The office shall be suitable in all respects for the weather resistance and thermal insulation conditions prevailing in the area and 24 hours security shall be provided.
3. The office shall be furnished, equipped with Electricity, lights, water, air conditioning, telephone, shall have standby power generating provision and ready for occupation at an agreed location and use within 7 Days of the Date for Commencement of the Works, and fully serviced within 28 Days of that date. Contractor shall make all arrangements including payment for all service connections.
4. The Contractor shall provide 5 (five) parking spaces adjacent to the office area for the sole use by the Engineer's Representative and his staff and visitors.
5. The wash room facilities shall contain 1 Nr WC, 1 Nr. wash basin with potable water, 1 Nr. instantaneous water heater, 1 Nr. roller towel, 1 Nr. soap dispenser, toilet roll supply, and electric shower complete. Both the wash room facilities and the kitchen unit shall be connected to a clean water supply source and shall be served by mains drainage or septic tank.
6. All office provided for the use of the Engineer's Representative and his staff shall be properly cleaned and maintained daily.

7. The Contractor shall supply and maintain in the site office building with,

Item	Required No
Office table with four lockable drawers
Office table with one lockable drawer
Chair for office table
Chairs with arm rest
Lockable steel filing cabinet
Computer with UPS & required software (Insert the type and specifications)
Internal and external entrance door mats
external boot scraper
Set of shelving 1.2m high by 0.9m long with shelves for keeping the drawings
Domestic water filter
Photocopy + print machines
Binding machine
Stand fans
Wall clocks
Scientific calculator (Insert the type and specifications)
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8. The Site Offices shall consist of mobile units as stated below and each mobile office shall consist a minimum floor area of 30 m² together with 12m² additional space for washroom facilities (shall be provided with wash basin and cold potable water supplies and a flush operated WC connected to an approved temporary septic tank which shall be removed at the end of shifting the mobile office) suitable in all respects for the weather resistance and thermal insulation conditions prevailing at site.

[Insert the total number of mobile offices required for the project when preparing the bidding document]

9. It is necessary to supply and maintain the followings for the each mobile office,

Item	Required No
Office table with one lockable drawer	02
Chair for office table	06
Lockable steel filing cabinet	01
Domestic water filter	01
Stand fans	01
Wall clocks	01
.....	

6.5.3 Other Assistance for the Staff of Engineer’s Representative

The Contractor shall also provide for the Engineer and his staff such measuring tapes, waterproof clothing, safety helmets, rubber boots, torches and the like as may reasonably be required by them.