



# SCOPE OF WORK

## CONSTRUCTION OF CALL CENTER AT FVM

REMODELLING WORKS

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## BACKGROUND AND PURPOSES

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1. Island Aviation services limited has a requirement to carry refurbishment and modification work at FVM Media Center, in order to cater as a Call center.

## GENERAL REQUIREMENTS

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1. The contractor shall provide personnel, materials, equipment and supervision to complete the technical requirement in this scope of work. The contractor shall be responsible for hiring labor, equipment vendor and shall follow safety and security directives.
2. The contractor shall not be admitted to areas of the property outside the areas designated for the project except with permission. The contractor shall address the impact of the consequent disruption cause by the proposed work.
3. The contractor shall always clear the work site upon completion of work and remove any excess material immediately from the site and maintain cleanliness.
4. Materials shall be approved by employer prior to installation.
5. Required measurements shall be taken during the site visit.
6. No variations will be accepted without approval from the employer and any alteration made without approval shall be rectified without any cost.

# PROCEDURE AND INSTRUCTIONS

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## SCOPE OF WORK

The contractor shall carry out the following works.

1. Demolition works.
2. Concrete, Masonry and Plastering work.
3. Roof and Ceiling work.
4. Doors and Windows.
5. Drywall Partitions.
6. Toilet fixtures and fittings.
7. Painting work.
8. Electrical and Networking.
9. Furnishing work.

The contract comprises the provision of labor, materials, tools, transportation, instrumentation and all things necessary to construct the permanent works in accordance with the contract drawings and to the quality standards set in the contract specifications, inclusive of material and performance tests where these are specified.

The Contractor shall submit in the tender that the method of working, equipment and program which are compatible with constructions aligned with the technical specifications mentioned in this scope. The reliance being placed upon the Contractor shall be deemed to be in respect of the Contractor's skill, care and diligence as an experienced contractor executing workmanship and not in respect of any design expertise the Contractor may possess.

The following points shall also be taken into consideration by the contractor

1. All material to be used shall be presented before commencement and nor substitution will be allowed prior approval.
2. All wiring and electrical fittings shall comply latest British Standards.
3. If the quality workmanship is below the acceptable standard, the contractor shall rectify the situation to the satisfaction of the employer at his own expense
4. Electricity and water required for the project will be supplied by the employer.
5. It is contractors' responsibility to obtain all the permits required (from regulatory authorities' service providers etc.) for construction.

## GENERAL REQUIREMENTS

### GENERAL

The Conditions of Contract, Bill of Quantities and the Detailed Drawings shall be read in conjunction with the Specifications Matters referred to, shown or described in any one of these documents are not necessarily repeated in others. Notwithstanding the subdivision of the specifications in various headings, every part is to be deemed supplementary to every other part and various parts are to be read with each other, so far as it may be practical to do so or when the context so warrants.

## STANDARDS AND WORKMANSHIP

In various places throughout this specification and the Bills of Quantities reference is made to the Standards if applicable. If any standard is mentioned in any product/material, such shall be approved prior commencement of procuring process. Any product/material, which standard or specification is mentioned and not available in the market, such shall be submitted to the employer for approval.

## DRAWINGS AND SPECIFICATIONS

In various places throughout this specification and the Bills of Quantities reference is made to the Standards if applicable. If any standard is mentioned in any product/material, such shall be approved prior commencement of procuring process. Any product/material, which standard or specification is mentioned and not available in the market, such shall be submitted to the employer for approval.

**Drawings:** Drawings and Specifications are intended to complement each other, so that if anything is shown on the Drawings, but not mentioned in the specifications or vice versa, it is to be furnished and built as though specifically set forth in all three. If any discrepancies, errors, ambiguities or omissions occur in the Drawings or Specifications, the same shall be referred to the Employer before proceeding with the Works, and the Employer's representative decision on such discrepancies, errors, ambiguities or omissions shall be final in writing.

**Specifications:** In addition to the Drawings, BOQ and Specifications attached hereto, the Employer will during the progress of the Works furnish additional Drawings, Specifications, and instructions as may be necessary, in the opinion of the Employer, for the purpose of the proper and adequate execution and maintenance of the Works, and the Contractor shall make his work conform to these. Such drawings and instructions shall be deemed to be part of the Contract Documents.

## TRANSPORTATION TO THE SITE

The Contractor shall provide all necessary transport, handling and storage of all materials, components and the like to their points of installation on site including transport to and from storage. The Contractor shall provide all necessary transport of labor to and from the site. The contractor shall use routes specified by the island authorities for transporting heavy and oversized goods to the site.

## SCHEDULE AND EXECUTION PLAN

The Contractor shall prepare and submit to the Employer for approval the construction schedule and an execution plan of temporary facilities, stock yards, etc., before the start of the Works.

## REPAIRING AND CORRECTION

Any breakage(s) or defect(s) of existing buildings, roads utilities, or part(s) of them caused by the Works including transportation for the works shall be repaired or corrected by the Contractor with his responsibility.

## MATERIALS, GOODS AND WORKMANSHIP

Materials, goods and workmanship shall be of the best quality of their respective kinds and, as far as applicable, shall comply in every respect with the requirements of the quoted Standards, Codes of Practice and Specifications or any other National Standard approved by the Employer. Preambles and descriptions of materials, goods and workmanship given in any one section of the specifications shall apply throughout the whole of these specifications unless otherwise described. The substitution of materials, goods, workmanship and the like from that specified shall only be permitted with the written approval of the Consultant.

All workmanship shall be of the best standard. All goods and materials to be incorporated in the Works

must be new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless provided otherwise in the contract.

#### TIDINESS OF THE SITE

The Contractor shall be responsible for the proper up keeping and maintenance of the site and the works and shall remove from the site rubbish and other waste as it accumulates. Materials and equipment shall be positioned, stored and stacked in an orderly manner.

# BILL OF QUANTITY

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## SUMMARY

ITEM	DESCRIPTION	AMOUNT (MVR)
1	TOTAL OF BILL NO.01 (PRELIMINARIES)	-
2	TOTAL OF BILL NO.02 (DEMOLITION WORK)	-
3	TOTAL OF BILL NO.03 (CONCRETE, MASONRY AND PALSTERING)	-
4	TOTAL OF BILL NO.04 (ROOFING AND CEILING)	-
5	TOTAL OF BILL NO.05 (DOORS AND WINDOWS)	-
6	TOTAL OF BILL NO.06 (DRYWALL PARTITIONS)	-
7	TOTAL BILL OF NO.7 (TOILET FIXTURES AND FITTINGS)	-
8	TOTAL BILL OF NO.8 (PAINTING)	-
9	TOTAL BILL OF NO.9 (ELECTRICAL AND NETWORKING)	-
10	TOTAL BILL OF NO.10 (FURNISHING)	-
11	TOTAL BILL OF NO.11 (ADDITIONS)	-
12	TOTAL BILL OF NO.12 (OMISSIONS)	-
GRAND TOTAL		-

## BOQ

ITEM	DESCRIPTION	QTY	UNIT	RATE	TOTAL (MVR)
	<b>Bill No: 01</b> <b>PRELIMINARIES</b>				
<b>1.1</b>	<b>General Notes</b>				
a.	<i>Abbreviations</i> <b>m</b> – meter <b>nos</b> – numbers <b>m<sup>3</sup></b> – cubic meter <b>m<sup>2</sup></b> – square meter <b>t</b> – tons <b>mm</b> – millimeter <b>Gi</b> – galvanized iron <b>ss</b> – stainless steel <b>in</b> – inches <b>lm</b> – Linear meter				
<b>1.2</b>	<b>Site Management Costs</b>				
a.	Allow for all on and off site management cost including costs of foreman and assistants, temporary services, telephone, hoardings an similar.	1	item	-	-
<b>1.3</b>	<b>Signboards</b>				
	Allow for sign boards	1	nos	-	-
<b>1.4</b>	<b>Clean – up</b>				
a.	Allow for cleanup of complete work site upon completion of work.	1	item	-	-
b.	Allow for disposal of construction waste and removed items.	1	item	-	-
<b>TOTAL OF BILL NO.1 (PRELIMINARIES)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-
	<b>Bill No: 02</b> <b>DEMOLITION WORK</b>				
<b>2.1</b>	<b>General</b>				
a.	Rates shall include: Labor, equipment, transportation, materials required for this work.				
b.	Rates shall include of disposal of construction wastes	4.68	m <sup>3</sup>	-	-
<b>2.2</b>	<b>Walls</b>				
a.	Wall 1	1.62	m <sup>3</sup>	-	-
b.	Wall 2	1.62	m <sup>3</sup>	-	-
c.	Wall 3	0.67	m <sup>3</sup>	-	-
d.	Wall 4	0.77	m <sup>3</sup>	-	-



<b>TOTAL OF BILL NO.2 (DEMOLITION WORK)</b> (CARRIED OVER TO THE GENERAL SUMMERY)					-
	<b>Bill No: 03</b> <b><u>CONCRETE, MASONRY AND PLASTERING</u></b>				
<b>3.1</b>	<b><u>General</u></b>				
a.	Rates shall include for: cleaning out cavities, forming rebated reveals and pointing and cleaning down to reveals where necessary; fractional size blocks, all necessary machine cutting, cutting or forming chases or edges of floor slabs, cutting or leaving holes and openings as recesses for and building in pipes, conduits, sleeves and similar as required for all trades; leaving surfaces rough or raking out joints for plastering and flashings, bedding frames or plates, building in joists, bearers or similar, temporary supports to openings, templates, reinforcement in walls and for all necessary making good.				
<b>3.2</b>	<b><u>Concrete works</u></b>				
a.	Rates shall include for: placing in positioning: making good after removal of formwork and casting in all required items: additional concrete required to conform to structural and excavated tolerance.				
b.	Mix ratio for reinforced concrete shall be 1:2:3				
c.	50mm thick lean concrete under foundation with a mix of 1:2:5				
a)	Foundation work for toilet	0.4	m <sup>3</sup>	-	-
<b>3.2</b>	<b><u>Cement block work</u></b>				
a.	400x150x200 hollow blocks, laid on and include 1:5 cement mortar.				
a)	Entrance	11.09	m <sup>2</sup>	-	-
b)	Toilet	23	m <sup>2</sup>	-	-
c)	Opening at training room	0.4	m <sup>2</sup>	-	-
d)	Plastering demolished edges	1	item	-	-
<b>3.3</b>	<b><u>Plastering</u></b>				
a.	25mm cement plastering on external and internal walls.				
a)	Walls	70	m <sup>2</sup>	-	-

<b>3.3</b>	<b>Flooring</b>				
a.	Rates shall include for excavating, backfilling compacting, labor and required materials for this work.				
a)	Backfilling and compacting	1.2	m <sup>3</sup>	-	-
b)	75mm concrete flooring with a mix 1:3:2 with wire mesh reinforcement	5.6	m <sup>2</sup>	-	-
c)	Allow for plumbing and drain pipes.	Item	1		
a.	<b>Tiling</b>				
a)	Finish floor with 300x300mm non-slip white ceramic tiles	5.6	m <sup>2</sup>	-	-
b)	Finish toilet walls with 300x300mm white ceramic tiles (1219 mm height)	11.6	m <sup>2</sup>	-	-
c)	Replace tiles at meeting/training room with 600x600 white ceramic tiles	15.2	m <sup>2</sup>	-	-
	i. Rate shall include for removing: tiles, cement layer and disposal				
	ii. Chemical cement shall be used for tiling.				
<b>TOTAL OF BILL NO.3 (CONCRETE, MASONRY AND PLASTERING WORK)</b>					-
<i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					
	<b>Bill No: 04</b>				
	<b>ROOFING AND CEILING</b>				
<b>4.1</b>	<b>General</b>				
a.	Rates shall include for: all labor in framing, notching and fitting around projections, pipes, light fittings, hatches, grilles and similar and complete with cleats, packers, wedges and similar and all nails and screws.				
<b>4.2</b>	<b>Roofing</b>				
a.	Rates shall include for: all labor in framing, notching and fitting around projections, pipes, light fitting and fitting, hatches, grilles and similar and complete with cleats, packers, wedges and similar and all nails and screws.				
b.	Roofing				
a)	Toilet	11.5	m <sup>2</sup>	-	-
<b>4.3</b>	<b>PVC gutter</b>				
a.	Replacing gutter with PVC gutter system	55	m	-	-

b.	Down pipes / down spots with covers	23.1	m	-	-
<b>4.3</b>	<b><u>Gypsum board ceiling</u></b>				
a.	Toilet	5.6	m <sup>2</sup>	-	-
<b>TOTAL OF BILL NO.4 (ROOFING AND CEILING)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-
<b>Bill No: 05</b>					
<b><u>DOORS AND WINDOWS</u></b>					
<b>5.1</b>	<b><u>General</u></b>				
a.	Rates shall include for: locks, latches, closers, push plates, pull handles, bolts, kick plates, hinges and all door and door frames				
b.	All doors and door frames shall be in treated timber				
<b>5.2</b>	<b><u>Doors</u></b>				
a.	D1	1	nos	-	-
b.	D2	3	nos	-	-
c.	D3	3	nos	-	-
d.	D4	2	nos	-	-
<b>5.2</b>	<b><u>Windows</u></b>				
	All windows shall be covered with M-board from inside and out.				
a.	W1	3	nos	-	-
b.	W2	1	nos	-	-
c.	W3	1	nos	-	-
<b>TOTAL OF BILL NO.5 (DOOR AND WINDOWS)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-
<b>Bill No: 06</b>					
<b><u>DRYWALL PARTITIONS</u></b>					
<b>6.1</b>	<b><u>General</u></b>				
a.	Rates shall include: Labor, equipment, transportation, materials required for this work.				
b.	50x50mm h4 treated timber shall be used for partition frames.				
a)	M-board shall be used for covering				
<b>6.3</b>	<b><u>Partitions</u></b>				
a.	P1	1	Nos	-	-
b.	P2	1	Nos	-	-
<b>TOTAL OF BILL NO.6 (DRYWALL PARTITIONS)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-
<b>Bill No: 07</b>					
<b><u>TOILET FIXTURES AND FITTINGS</u></b>					

<b>7.1</b>					
a)	All fixtures and fittings shall be silver chromed.				
b)	Rates shall include fixing, installation and plumbing work for:				
	<i>i. Toilet bowl.</i>	2	Nos	-	-
	<i>ii. Toilet paper holder.</i>	2	Nos	-	-
	<i>iii. Towel hangar.</i>	2	Nos	-	-
	<i>iv. Floor drain.</i>	2	Nos	-	-
	<i>v. Water tap.</i>	2	Nos	-	-
	<i>vi. Wash basin with water tap and cabinet.</i>	3	Nos	-	-
	<i>vii. Muslim Shower.</i>	2	Nos	-	-
	<i>viii. Mirror</i>	2	Nos	-	-
<b>TOTAL OF BILL NO.7 (TOILET FIXTURES AND FITTINGS)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-
	<b><u>Bill No: 08</u></b> <b><u>PAINTING</u></b>				
<b>8.1</b>	<b><u>General</u></b>				
a)	Rates shall include for: the provision, erection and removal of scaffolding, preparation, rubbing down between coats and similar work, the protection and / or making floors, fittings and similar work, removing and replacing door and window furniture				
b)	All painting work shall be carried in accordance with the specifications. Nippon Weather bond for External Walls and Nippon super vinilex for internal				
<b>8.1</b>	<b><u>General</u></b>				
a)	Weather proof emulsion paint system on plastered and concrete surfaces of external and normal interior emulsion paint on internal walls.				
b)	Internal Painting 1 coat of wall sealer & 2 coats of paints				
c)	External painting 1 coat of wall sealer, & 2 coats of paints				
a)	Walls	1	Nos	-	-

b)	Ceiling	1	Nos	-	-
<b>TOTAL OF BILL NO.8 (PAINTING)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-
<b>Bill No: 09</b>					
<b><u>ELECTRICAL AND NETWORKING</u></b>					
<b>9.1 <u>General</u></b>					
a)	Rates shall include for: screws, nails, bolts, nuts, standard cable fixing or supporting clips, brackets, straps, rivets, plugs and all incidental accessories.				
b)	Rate shall include for electrical conduits, fittings, equipment and similar all fixings				
c)	Each light / light fixture and its switches shall measure as one point: similarly, each socket or each fan shall measure as one point.				
d)	Rate shall include for supply and complete installation of all floors.				
e)	Provide junction box for bends, joints and connections.				
<b>9.2 <u>Electrical boards</u></b>					
a)	Complete installation includes for all connection earthing, panting, testing and similar of: Distribution boards	1	Nos	-	-
<b>9.3 <u>Electrical Wiring</u></b>					
a)	Electrical wiring with copper conductor cable in conduits in walls and casing on walls as specified to:				
a)	1.5mm2 Wiring to light fixtures, fans and its switches	24	points	-	-
b)	2.5mm2 wiring to socket switches	34	points	-	-
<b>9.4 <u>Lighting</u></b>					
a)	Led 12"12" panel light 18w – 6000k temp	24	Nos	-	-
<b>9.5 <u>Socket outlets</u></b>					

a)	All sockets shall be "Clipsal" or equivalent.	24	Nos	-	-
a)	13 Amps power socket switch	1	Nos	-	-
	15 Amps power socket switch	4	Nos	-	-
<b>9.6</b>	<b><u>Light Switches</u></b>				
a)	All switches shall be "Clipsal" or equivalent one way. <i>No. of gangs can be determined by light arrangements.</i>	9	Nos	-	-
<b>9.7</b>	<b><u>Network points</u></b>				
a)	Ethernet CAT-6 Cable <i>All network points shall be minimum length of 1.2m from execution point and 1.5m at terminating end.</i>	30	Points	-	-
<b>9.8</b>	<b><u>Air Conditioners (Media/AUX/Blue Star)</u></b>				
a)	Wall mount 24K BTU	3	Points	-	-
	Wall mount 18K BTU	1	Nos	-	-
	Wall Mount 9K BTU	1	Nos	-	-
<b>TOTAL OF BILL NO.9 (ELECTRICAL AND NETWORKING)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-
<b>10.1</b>	<b><u>Bill No: 10</u></b> <b><u>FURNISHING</u></b>  <b><u>General</u></b>				
a)	Rates shall include for: screws, nails, bolts, nuts, standard cable fixing or supporting clips, brackets, straps, rivets, plugs and all incidental accessories.				
a)	Pantry cabinet	1	Nos	-	-
b)	Conference table (10 CHAIR) Not wider than 750mm, Length determined by number of chairs	1	Nos	-	-
c)	Workstation divider partition	16	Nos	-	-
d)	Pantry Overhead cabinet	1	Nos	-	-
e)	Dining table (floating)	1	Nos	-	-
<b>TOTAL OF BILL NO.10 (FURNISHING)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-

	<b><u>Bill No: 11</u></b> <b><u>ADDITIONS</u></b>				
Bill No: 1					
Bill No: 2					
Bill No: 3					
Bill No: 4					
Bill No: 5					
Bill No: 6					
<b>TOTAL OF BILL NO.11 (ADDITIONS)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-
	<b><u>Bill No: 12</u></b> <b><u>OMISSIONS</u></b>				
Bill No: 1					
Bill No: 2					
Bill No: 3					
Bill No: 4					
Bill No: 5					
Bill No: 6					
<b>TOTAL OF BILL NO.12 (OMISSIONS)</b> <i>(CARRIED OVER TO THE GENERAL SUMMERY)</i>					-