

INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS
EMU (ENGG. UNIT)

New Delhi the 26th May, 2015

**SUBJECT : DETAILED PROTOCOL FOR JOINT WORKING AND CLOSE MONITORING
OF ANNUAL MAINTENANCE WORKS OF IGNCA ASSIGNED TO
CPWD(CIVIL & ELECT.)**

The Executive Committee, IGNCA approved the assignment of Operation and Maintenance Works of IGNCA Building Complex to CPWD (Civil & Elect.) w.e.f. 1st April, 2015. IGNCA approved the estimates amounting to Rs.1.14 Crores (Civil Works – Rs. 45,93,000/- & Elect. - Rs. 68,40,000/- for 2015-16) as submitted by the CPWD. As per CPWD Works Manual, Section 3, Deposit Works Clause No.3,4 Realization of Deposit, 33-1/3% of the estimated cost has already been released to CPWD (Civil & Elect.).

As directed in the 65th meeting of the Executive Committee held on 19th February, 2015, a detailed PROTOCOL for working and close monitoring of CPWD (Civil & Elect.) works in IGNCA has been drafted. The details are as under :-

1. Joint Secretary, IGNCA will convene a Works Coordination Committee meeting on first Tuesday of every month with the Representatives of CPWD (Civil & Elect.) along with IGNCA Officials. CPWD will submit the progress of work and compliance of complaints received in the register to Joint Secretary, IGNCA in the monthly meeting.
2. To carry out the works under AMC the inventory of Civil & Electrical items will be jointly prepared by CPWD along with IGNCA officials before the AMC is to be started from 1st April, 2015.

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3. CPWD(Civil & Elect.) will maintain a register as per CPWD Maintenance Manual 2014 (Form : Annexure-7) and register the complaints and ensure immediate compliance.

4. **Civil Works**

- **Day to day Repairs:** The works which are to be attended on day to day basis like removing, chocking of drainage pipe, manholes, restoration of water supply etc. and shall be attended by the CPWD on Priority soon after receipt of complaints from the users.
- **Annual Repairs:** The works of periodical nature like white washing, colour washing, distempering, repairing of floor, walls and polishing etc. are to be treated as periodic Repair Works. In addition, the works such as patch repair to plaster, minor repairs to various items of works, replacement of glass panes and tiles etc. are also included in the annual repairs.

5. **Electrical works :-**

- (i) Providing services of Operator/Technician round the clock for Sub-station equipments and DG Sets including Compact Sub Station (CSS).
- (ii) Attending routine and preventive maintenance of Sub-station Equipments and DG Sets. 3x60 KVA, 25 KVA UPS etc. Diesel for DG Sets shall be provided by the IGNCA.
- (iii) Round the clock routine operation and maintenance of Fire Alarm and fire fighting systems.
- (iv) Maintenance of window/split ACs/Package Unit provided in the buildings.
- (v) Operation and maintenance of Air-conditioning Plants and AHUs, Air-washers and allied accessories in the complex including repair and replacement of necessary

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spare parts etc., whenever required for smooth functioning of Plants.

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- (vi) Operation of 08 Nos. Lifts (06 Passenger + 02 Goods/Freights) and if required, the AMC to be continued with KONE ELEVATORS (original Manufacturers).
 - (vii) Providing Services of Wireman, Electrician, Khallasi to attend the complaints and provision of spares and consumables (provision of spares Lamps, Tubes and consumables etc).
 - (viii) Operation and Maintenance of mechanical ventilation, smoke extraction system and water supply system etc.
 - (ix) Operation and maintenance of CCTV System, Access Control and Burglar Alarm etc.
6. The funds released by the IGNCA for the AMC works of Buildings shall not be utilized by the CPWD for any other purpose/works of any other department.
 7. CPWD shall forward a copy of the each work awarded to their Contractors/Agencies for our record. IGNCA should also monitor the work to ensure the quality of work done.
 8. CPWD will also provide the name, addresses and contact numbers of the Contractors/Agencies and its workers to IGNCA to maintain the security and surveillance system of the IGNCA Complex.
 9. The next installment will be released after receiving of further Demand/Requisition from CPWD(Civil & Elect.). The demand will be accompanied by Utilization Certificate for the amount already deposited with CPWD.
 10. While carrying out any work, CPWD (Civil & Elect.) may ensure that the work will not affect the aesthetic look of the building or its stability.

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11. Gate pass/ Entry Pass issued by the JEs and AEs, CPWD (Civil & Elect.) shall be entertained by the IGNCA Security Personnel subject to proper verifications of IGNCA Authorities.
12. CPWD (Civil & Elect.) makes ensure that the replaced items should be similar to existing one in quality & Quantity subject to availability of items.

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1) Item No 11 may be considered as decided in meeting i.e. Gate Pass issued by JE/AE CPWD may be entertained without any further involvement.

2) Item No 9 may be considered as per CPWD Manual.

Santosh Kumar
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EE (E), ED-15 CPWD.

K.K. Goyal
26/5/15
K.K. GOYAL
EE/NDPD (Civil)
CPWD.

R.K. Misra
26.05.15
(R.K. MISRA)
CONSTANT (CE)
IGNCA.