

MUNICIPAL CORPORATION OF GREATER MUMBAI

WORK ORDER TO REINSTATEMENT CONTRACTOR

M/s _____

Sub:- Trench on _____

Ref:- 1) Circular No. MDB / 4259 Dated 14 March 2005

2) S.C.R.No. _____ dt. _____

Sir,

With reference to above you are hereby directed to start the work immediately and complete the same by _____.

Estimated cost of the work is Rs. _____
(Rupees. _____ only).

A copy of the Abstract of quantity and cost is attached herewith.

In addition to the various conditions mentioned in the tender document the following conditions shall be applicable to this work.:-

1. Before starting the excavation, area shall be barricaded with as per **Annexure - 11**
2. You shall display the board at the start and end of trench and if the trench is more than 100 M , it shall also be displayed in between and at the junction. Board must display information such as (a) name of agency (b) date of starting (c) date of completion (d) name of Site Engineer (e) Contact No. (Mobile) (f) with a note that **"Inconvenience caused is regretted"**.
3. Sufficient security guards and traffic wardens should be provided.

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4. Water entrances and chambers having opening shall be properly covered to avoid entry of excavated earth in it.
 5. Your Site In-charge shall submit the daily report to M.C.G.M. Engineer in a format as per **Annexure - 13**.
 6. Wherever required, steel plate shall be provided on the trench for crossing of vehicular and pedestrian traffic.
 7. Reflector signs shall be provided all along the trench.
 8. You have been permitted to take trench only on condition that you shall undertake maximum of 100 mt. length of trench at once, lay your services and handover this area to you. Under the circumstances you shall immediately on taking work, fill it with graded material and reinstate the same as per specification.
 9. You shall have absolute coordination and cooperation with utility taking excavation in trench.
 10. All the excavated earth shall be transported at the same time to the sites approved by Ward Engineer.
 11. You shall note that penalty of Rs. 5000/- per day for delay up to 2 days than Rs. 10,000/- per day for more than 2 days and up to 5 days thereafter for more than 5 days Rs. 15,000/- per day will be levied for carrying your work beyond permitted date of completion. The penalty will also be levied for violation of various conditions mentioned in the permit.
 12. In case utility undertakes excavation lesser than permitted length under such circumstances even though estimate is prepared for the permitted length you shall carry out the reinstatement as per the trench excavated and directed by Ward Engineer.
 13. In case Utility exceeds excavation than the permitted length under such circumstances even though estimate is prepared for lesser length you should reinstate and execute the various items for the total excavated length as per direction of Ward Engineer within the date of completion mentioned above. The payment for excess work carried out by you will be paid.

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14. The guarantee period as per the contract for the work carried out by you is **two years** and it will be counted from the date of payment of bill.
 15. In case the trench gets damaged due to improper workmanship, material, etc., during the guarantee period, you shall redo it by excavating the whole surface which you did earlier.
 16. If you fail to do the needful as per Condition No.16 above within **seven days** from receipt of intimation from ward, it will be done at your risk and cost and also you will be penalised separately.

Yours Faithfully,

A.E. (Maint). ____ Ward.

Encl:-

Abstract of Quantity and Cost.

Copy to: - H.C. (Exp.) _____ Ward.

For information and further necessary action please..

A.E. (Maint) _____ Ward.