



File No.: NESTS/Civil/EMRSOrder/140/2021-22

Date: 23.05.2025

Comp. No.:21032

To,

- Nodal Officer, State Tribal Welfare/Development Department/State EMRS Society;
- Executive Engineer/s, CPWD; EMRS works
- Zonal Manager/s, EMRS works- B&R, EPIL, HSCL, MANIDCO, MTDC, NPCC, TCIL and WAPCOS
- Principal, all EMRSs

Sub.: Completion of buildings of Phase-I/Phase-II/Single-Phase construction by Construction Agencies-submission of requisite certificates and documents & items to be handed over with Handing Over/Taking Over of EMRSs -reg.

Ref.: Letters of NESTS vide comp. no. 21655 dated 08.01.2024, 22.07.2024 and 06.11.2024 (**encl.**)

Sir/Madam,

Kind attention is invited towards the referenced letters on the subject cited above.

In this context, it is hereby informed that the inventory lists submitted by the construction agencies during handing over & taking over of EMRS, shall be duly verified and endorsed by the **Principals** of the respective EMRS and, a **Nodal Officer** of EMRS State Society **or a Representative** of State Govt./State EMRS Society.

Checklists for EMRS constructed under Single-Phase, Phase-I and, in the North-East, is **enclosed** along with a format of "Handing Over/Taking Over Certificate".

This issues with the approval of Competent Authority.

Yours faithfully,



(R.P. Joshi),

Executive Engineer

Encl.: As above

Copy To:

1. District Magistrates/Deputy Commissioners/District Collectors cum Chairman, District-level EMRS School Management Committee;
2. PS to Principal Secretary/Secretary/Commissioner of Tribal Welfare/Development Deptt. of State Governments;
3. PS to CMD/MD/CEO of B&R, EPIL, HSCL, MANIDCO, MTDC, NPCC, TCIL and WAPCOS;
4. Nodal Officer, EMRS Works of the PSUs;
5. Nodal Officer, EMRS Works of CPWD;
6. PS to Commissioner, NESTS;
7. CCE-1, NESTS;
8. Technical Consultants, NESTS;
9. Accounts Consultants, NESTS;
10. Guard File.

BUILDING HANDING/TAKING OVER CHECKLIST : Phase-I			
SN	Items	Brief Details	Remarks-Available Satisfactory
EMRS Site			
1	Name of Site (EMRS/District/State)		
2	Construction Agency		
3	Land Handing Over Certificate (Document)		
Buildings			
1	School (G+1) (G+2) for 480 student	18 Class Rooms (i/c Literature & Art Lab), Phy/Chem/Bio Lab, Computer Room, Library, Prinicial & Vice Principal, Male & Female Staff room, Recreation room, Bala room, Medical room, Electrical room for UPS/Server, Store, Male & Female toilets, Ramp & toilets for Divyangjan	
2	Boys' Hostel (G+1)/ G+2	120 Students	
3	Girls' Hostel (G+1)/ G+2	120 students	
4	Kitchen & Dinning	Common Kitchen with Separate dinning for boys & girls	
5	Boys' Hostel Warden		
6	Girls' Hostel Warden		
7	ESS (Electrical Sub Station)		
8	Security Room	With entrance gate	
9	Sump & Pump Room	50,000 Litre Capacity	
10	Septic Tank	As per MLP	
Documents duly certified by Zonal Head -Annexure-A			
1	Completion Certificate duly recorded and signed by competent authority in PSU/CPWD		
2	Strucural Stabily Certificate		

3	Fire Safety Certificate		
4	Occupancy Certificate		
5	Details of electricity connection, whether transferred in the name of EMRS Society/Principal		
6	Copy of 10 Years Gurantee Bond for water proofing (Original to be retained by PSU)		
Drawings- Copy of Approved Drawings (Signed Copy) by Zonal Head - Annexure-B			
1	Final MLP indicating all EMRS Features		
2	Complete Set of Architectural Drawings		
3	Complete Set of Internal Electrical Drawings		
4	Vetted Structural Drawings		
5	External Water Supply layout (From Borewell to Pump Room to OH Tanks)		
6	External Sewerage Layout (From each building to septic tank)		
7	Electrical Cable Layout from DP Strucure, ESS to respective building (Single line diagam)	To be displayed in ESS room also	
8	Street Light Layout including solar light)		
9	Furniture Inventory		
10	Kitchen Machinery & System Inventory		
Doors & Windows			
1	As per enclosed conceptual Drawings	To check whether all Doors & windows are fitted with all fittings and are functioning (Opening & Closing) smoothly	
INVENTORY SANITARY FITTINGS			
1	As per enclosed conceptual Drawings	To check whether all CP brass/ PTMT fittings/taps,cistern,etc are provided as per drawings and are tested for running water in	
INVENTORY ELECTRICAL FITTINGS (As per Electrical Layout)			

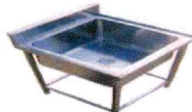
1	As per Electrical Layout	To check whether all lights/fans/motor i/c standby motor/switches are working well	
Furniture -			
1	As per List Furniture Inventory	To check whether items are provided as per furniture layouts & inventory (In case of difference with provided inventory, the items and numbers may be verified with agreement BoQ)	
Kitchen equipment			
1	As per List Kitchen Machinery & System Inventory	To check whether items are provided as per inventory and are are working well (In case of difference with provided inventory, the items and numbers may be verified with agreement BoQ)	
INVENTORY EXTERNAL ELECTRICAL SERVICES			
1	Transformer 240/250Kva in ESS room		
2	DG Set 25 Kva in ESS room		
3	HT Panel in ESS room		
4	LT Panel in all buildings		
5	UPS in School & Hostels		
6	External Light (Street & Building)		
7	Solar Street Light	Every third pole	
8	CCTV	Entrance-1, School - Entry & Corridor, Hostel - Entry, KD-Kitchen and Boys & Girls' Dinning	
9	Lightening Arrester	On terrace of every building	
10	Earthing		
11	Summersible/Centrifugal Pump		
12	Borewell including discharge documents		
13	Fire Safety Measure (Fire pump & allied items)	School, Boys hostel & Girls hostel	
Overall Observation, if any			
1	Functioning of Sanitary & Water supply installation		

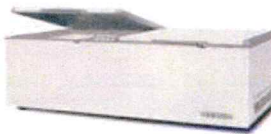
2	Functioning of Electrical light/fans/pump		
3	Provision of Water purifier/RO system		
4	Locking arrangement of UGT and OHT		
5	Any maintenance issues like leakage, dampness, cracks,etc		
6	External development like compound wall, internal roads, landscaping,etc		
	HANDED OVER BY	TAKEN OVER BY	TAKEN OVER BY
	Signature	Signature	Signature
	Engineer with Designation from PSU/CPWD/State Govt	Principal of EMRS	Nodal Officer of EMRS State
	Name	Name	Name
	Date	Date	Date

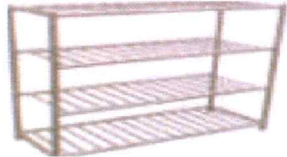
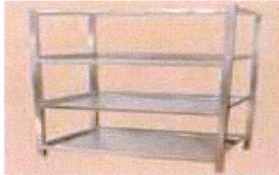
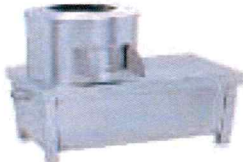
Furniture Inventory-Phase-1																													
SN	Items	2 seater Double Desks (6-8)	2 seater Double Desks (9-12)	Study Table	Study Chair	Executive Chair	Executive Table	Computer Table	Meeting Table (12 Seater)	Office Table /Teacher s's Table	Office Table	Visitors Chair/ Staff Chair	Sofa Set (5 seater)	Sofa Set (4 seater)	Centre Table	Chairs without hands wooden	Chairs without hands-stel with cushion	Dinning Table 8 seaters with SS Top	Dinning Table with 6 Chairs	SS stool	Lockers	Library Table	Book Shelves	Almirah	Glass Almira	Single Bed	Physics Lab Table	White Board	Black Board
1	Class Room	96	160							16		16					0												16
2	Principal Room					1	1					6	1		1									1	1			1	
3	Vice Principal Room					1	1					4		1	1									1				1	
4	Staff Room (Female)								1			12									4							1	
5	Staff Room (Male)								1			12									4							1	
6	Labs									3							9			93	4						6		
7	Library										1					80						10	10	2	4				
8	Computer Lab							36									36												
9	Office										3						6							2					
10	Math and Language Lab		0							2							2							2					
11	Medical Room									1		1					2							0	1	2			2
12	Store																							2					
13	Hostels Room			240	240																						240		
14	Wardens Room										2	2					4							2					
15	Common Room																												
16	Guest Room									2							2							0		4			
17	Kitchen & Dinning Hall																	4	30					0					
18	School Compound																												
19	Security Room		0							1							2												
20	Reception																												
	Total	96	160	240	240	2	2	36	2	25	6	53	1	1	2	80	63	4	30	93	8	10	10	10	6	246	6	4	18

HANDED OVER BY	TAKEN OVER BY	TAKEN OVER BY
Signature	Signature	Signature
Engineer with Designation from	Principal of EMRS	Nodal Officer of EMRS State
Name	Name	Name
Date	Date	Date

ABSTRACT OF COST (Kitchen Machinery)-Phase-1

S. No.	Description of works	SIZE		Quantity
1	SS STOCK POT RANGE 16Ga. S.S. 304 GR Top.with all side turned down 50mm & in 12mm, Top and body secured to 38mm x 38mm x 3mm welded M.S. frame work. Exterior 20 Ga. 304 FR S.S. cladding. 1 no. 400mm x 400mm Cast iron grate (Removable) 1 no. H.P. burner with pilot lamp. 1 no. 20 Ga. S.S. drip tray with Integral handle. Built in pressure Controller regulator. 38mm SQ pipe legs. With adjustable bullet feet. 100mm setback Body/legs for Gas pipe routing.	24 X 24 X 26		3
2	SS 2 BURNER INDIAN COOKING RNGE 16 SWG. S.S. 304 GR Top.with all side turned down 50mm & in 12mm, Top and body secured to 12/25mm x 75mm x 25/12mm # 1.6 mm Thick S.S. hat type welded Channel frame work. Exterior 20 SWG. 304 FR S.S. cladding. TWO (2) no. 400mm x 400mm Cast iron grate (Removable) TWO (2) no. H.P. burner with pilot lamp. TWO (2) no. 20 SWG. S.S. drip tray with Integral handle. Built in pressure Controller regulator. 38mm SQ pipe legs. With adjustable bullet feet.	44 X 24 X 34		1
3	SS SINGLE SINK UNIT 16 Ga. S.S. 304 GR Top. 150mm High Rear splash . Top secured to 12/25mm x 75mm x 25/12mm # 1.6 mm Thick S.S. hat type welded channel frame work. Top provide One (1) no. 450mm x 450mm x 250mm deep # 16 Ga. S.S. 304 GR sink, Sink Complete with 50mm dia lever handle operated	24 X 24 X 34+6		1
4	SS TILTTING TYPE BULK COOKER Inner Cell of bottom 4 mm & side wall 1.5 mm Stainless Steel 304 grade, Outer - made of 18 swg SS 304 grade, Lid - 18 swg SS 304 grade with Heavy Duty Spring loaded for Easy open & close with SS Handle, Panels - made of 20 swg SS 304 grade, Stand - SS Pipe 50mm x 50mm,16swg. Tilting arrangement - On wheel with Gear arrangement and Interlock Brake by Penium to prevent extra tilting during the Cooking period.	200 LTRS		1
5	SS TILTITING TYPE BOILING PAN Inner Cell of bottom 4 mm & side wall 3 mm Stainless Steel 304 grade, Outer - made of 18 swg SS 304 grade, Lid - 18 swg SS 304 grade with Heavy Duty Spring loaded for Easy open & close with SS Handle, Panels - made of 20 swg SS 304 grade, Stand - SS Pipe 50mm x 50mm,16swg. Tilting arrangement - On wheel with Gear arrangement and Interlock Brake by Penium to prevent extra tilting during the Cooking period.	200 LTRS		1
6	SS SPICE TROLLY 16 Ga.304 S.S. top all side turned up 50mm , Four (4) no. 100mm dia uprights on Castors. Two (2) noFull width 18 Ga. S.S. 304 Bottom shelves.	18 X 24 X 34		2
7	SS WORK TABLE WITH 1 BS 16 Ga. 304 S.S. Top. All sides turned down 50mm & in 12mm. Top And body secured to 12/25mm x 100mm x 25/12mm S.S. hat type welded channel 18 Ga. S.S. 304 Bottom shelves. Four (04) no. 38mm sq S.S. legs. With adjustable bullet feet.	44 X 24 X 34		6
8	CHAPATI HOT PLATE Full 12 mm thick M.S. Plate with LHS puffer plate Exterior 20 Ga. S.S. 304 cladding. Built in pressure Controller regulator. 38mm SQ 16 Ga. S.S. pipe legs with adjustablebullet feet. Four (4) no. "V" type H.P. burner with pilot lamp. Smooth Plate.	52 X 26 X 34		2

9	SITC of SEMI AUTOMATIC CHAPATI MAKING MACHINE Comprising: Gas operated, with all gas fittings, burners and necessary electric motor of rating 0.75 KW, 220V ISI mark all complete.	800 Pcs /Hrs (capacity)		1
10	Supply and installation of CONVEYOR TYPE TOASTER Comprising: SS 20 GA body with necessary electrical motor and heating element of Power : 1.5 kw, 220V etc with timer controller all complete ISI marks.	120-150Pcs /Hrs (Capacity)		2
11	SS 4 DOOR VERTICAL CHILLER Exterior/Interior # 20 Ga. 304 S.S. cladding. Body secured to 12/25mm x 100mm x 25/12mm # 1.6 mm Thick S.S. welded channel frame work, without paint. Internal temp is 0 deg to + 4Deg Celsius. 18 GA. S.S. Four (4) Nos. half size Insulated self closing type S.S doors, complete with handle, gasket	48 X 28 X 78		2
12	DEEP FREEZER 50mm thick P.U. foam on all sides. 1 KW 220 V AC	500 LTRS		1
13	DRY MASALA GRINDER Capacity : 5 kg. Power : 1/2 hp, 220V	5 KG		1
14	PULVERISER Power : 2 hp, 220V	2 HP		1
15	DOUGH KNEADER Capacity : 20 ltrs Power : 2 hp, 220V	20 LTRS		1
16	SS 6 VESSEL HOT BAIN MARIE WITH 1/1 GN PAN WITH FRONT TRAY RAIL 16 Ga. S.S. 304 Top. Top and body secured S.S.welded frame work. 1No.225mm deep tank 16 Ga.304 S.S. Bain Marie complete with water outlet, 4.0 k.w. heating element, 6 no. GN 1/1 Pan, 150mm deep with lid. Front Pipe Trai Rail Full length 18 Ga. S.S. 304 Bottom shelves.	84 X 26+12 X 34		2
17	SITC of SS 6 VESSEL HOT BAIN MARIE WITH 1/1 Gastro-Norm PAN WITH FRONT TRAY RAIL Comprising: 16 Ga. SS 304 Grade Top, 6 no. Gastro-Norm 1/1 Pan, 150mm deep with lid, Front Pipe Trai Rail, Full length 18 Ga. SS 304 grade Bottom shelves, with 4 No. 38mm sq. pipe 16 GA SS legs with adjustable bullet feet,all complete.	84 X 26+12 X 34 (inches)		2
18	SS PLATFROM TROLLY 16 Ga.304 S.S. top all side turned up 50mm . Four (4) no. 100mm dia uprights on Castors.	34 X 24 X 34		2

19	SS KITCHEN UTILITY TROLLEY 16 Ga.304 S.S. top all side turned up 50mm , Four (4) no. 100mm dia uprights on Castors. Two (2) noFull width 18 Ga. S.S. 304 Bottom shelves.	34 X 24 X 34		3
20	SS POT RACK - 4 SHELF 38mm x 38mm x 16 304 Ga. S. S. square pipe upright with adjustable bullet feet Four 20mm x 20mm x 16 Ga. S. S. square pipe Ga. 304 S.S. Shelves. 4 no. S.S. shelves welded to S.S. square pipe uprights.	60 X 30 X 66		2
21	SS STORAGE RACK - 4 SHELF Shelve 3 sides TURNED up 40mm & front turned down 25mm & in 12mm. 38mm x 38mm x # 14 Ga. S. S. angle upright with adjustable bullet feet 18 Ga. 304 S.S. Shelves. Four no. S.S. shelves	44 X 16 X 66		6
22	PVC PALLET	48 X 40 X 8		4
23	POTATO MILLER Capacity : 20 kg. Power : 2 hp, 220V	20 KG		1
KITCHEN VENTILATION SYSTEM				
24	SS HOOD WITH SS FILTER 22 GA. Welded Body Construction. Removable 20 GA.S.S "V" section, measuring 510*510*50 mm thick, in full length w/bottom of filters set in continuous channel. To be suspended on ceiling with hanger rods.	54 X 30 X 24		1
25	SS HOOD WITH SS FILTER 304 GRADE 22 GA. Welded Body Construction. Removable 20 GA.S.S "V" section, measuring 510*510*50 mm thick, in full length w/bottom of filters set in continuous channel. To be suspended on ceiling with hanger rods.	36 X 30 X 24		2
26	Supply and installation of GI DUCTING FOR HOT AIR SUCTION Comprising: 22 GA. GI sheet ducting as per requirement as site requirement all complete.	Sqm		60
27	GI DUCTING FOR FRESH AIR INTAKE 22 SWG. GI ducting size as per CFM	3 HP CENTRIFUGAL		1
KITCHEN LPG SYSTEM				
28	10 X 2 = 20 CYLINDER LPG GAS MANIFOLD SYSTEM WITH ALL FITTINGS COMPLETE SET	10 CYLINDER		2 10

29	Supply and installation of 1/2" DIA LPG PIPE LINE FROM MANIFOLD TO ALL LPG EQUIPMENTS WITH CONNECTION COMPLETE SET Comprising: 1/2" dia M.S. pipe line, 1 no pressure gauge with valve & Needle Control Valve, all connection - 1 no socket, 1 no Needle Control Valve, 1 no burner pigtail clump, bend, socket, union set, painted with yellow paint etc including necessary leakage testing all complete.	60 meter approx.		50
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HANDED OVER BY	TAKEN OVER BY	TAKEN OVER BY
Signature	Signature	Signature
Engineer with Designation from PSU/CPWD/State Govt	Principal of EMRS	Nodal Officer of EMRS State Society/representative of State Govt./State EMRS Society
Name	Name	Name
Date	Date	Date

BUILDING HANDING/TAKING OVER CHECKLIST : Single Phase

	Items	Brief Details	Remarks-Available Satisfactory
EMRS Site			
1	Name of Site (EMRS/District/State)		
2	Construction Agency		
3	Land Handing Over Certificate (Document)		
Buildings			
1	School (G+1) (G+2) for 480 student	18 Class Rooms (i/c Literature & Art Lab), Phy/Chem/Bio Lab, Computer Room, Library, Prinicial & Vice Principal, Male & Female Staff room, Recreation room, Bala room, Medical room, Electrical room for UPS/Server, Store, Male & Female toilets, Ramp & toilets for Divyangjan	
2	Boys' Hostel (G+1/ G+2)	480 Students	
3	Girls' Hostel (G+1/ G+2)	480 students	
4	Kitchen & Dinning	Common Kitchen with Separate dinning for boys & girls	
5	Type III Quarter (G+1/G+2/G+3)	15 Nos	
6	Type III Quarter (G+2)	10 Nos	
7	Boys' Hostel Warden		
8	Girls' Hostel Warden		
9	ESS (Electrical Sub Station)		
10	Security Room	With entrance gate	
11	Sump & Pump Room	1,00,000 Litre Capacity	
12	Septic Tank	As per MLP	
Documents at Site:Documents duly certified by Zonal Head-Annexure-A			
1	Completion Certificate duly recorded and signed by competent authority in PSU/CPWD		
2	Strucural Stabiltiy Certificate		
3	Fire Safety Certificate		
4	Occupancy Certificate		

5	Details of electricity connection, whether transferred in the name of EMRS Society/Principal		
6	Copy of 10 Years Gurantee Bond for water proofing (Original to be retained by PSU)		
Drawings- Copy of Approved Drawings (Signed Copy) by Zonal Head -Annexure-B			
1	Final MLP indicating all EMRS Features		
2	Complete Set of Architectural Drawings		
3	Complete Set of Internal Electrical Drawings		
4	Vetted Structural Drawings		
5	External Water Supply layout (From Borewell to Pump Room to OH Tanks)		
6	External Sewerage Layout (From each building to septic tank)		
7	Electrical Cable Layout from DP Strucure, ESS to respective building (Single line diagam)	To be displayed in ESS room also	
8	Street Light Layout including solar light)		
9	Furniture Inventory		
10	Kitchen Machinery & Equipment Inventory		
Doors & Windows			
1	As per enclosed conceptual Drawings	To check whether all Doors & windows are fitted with all fittings and are functioning (Opening & Closing) smoothly	
INVENTORY SANITARY FITTINGS			
1	As per enclosed conceptual Drawings	To check whether all CP brass/ PTMT fittings/taps,cistern,etc are provided as per drawings and are tested for running water in each toilet block	
INVENTORY ELECTRICAL FITTINGS (As per Electrical Layout)			

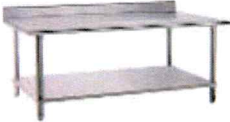
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Furniture			
1	As per List Furniture Inventory	To check whether items are provided as per furniture layouts & inventory (In case of difference with provided inventory, the items and numbers may be verified with agreement BoQ)	
Kitchen equipment			
1	As per List Kitchen Machinery & System Inventory	To check whether items are provided as per inventory and are working well. (In case of difference with provided inventory, the items and numbers may be verified with agreement BoQ)	
INVENTORY EXTERNAL ELECTRICAL SERVICES			
1	Transformer 240/250Kva in ESS room		
2	DG Set 25 Kva in ESS room		
3	HT Panel in ESS room		
4	LT Panel in all buildings		
5	UPS in School & Hostels		
6	External Light (Street & Building)		
7	Solar Street Light	Every third pole	
8	CCTV	Entrance-1, School - Entry & Corridor, Hostel -Entry, KD-Kitchen and Boys & Girls' Dinning	
9	Lightening Arrester		
10	Earthing		
11	Summersible/Centrifugal Pump		
12	Borewell including discharge documents		
12	Fire Safety Measure (Fire pump & allied items)	School, Boys hostel & Girls hostel	
INVENTORY SPORTS			
1	Playground		
2	Running Track 200 metre		
3	Basket Ball Court		
4	Volley Ball Court		

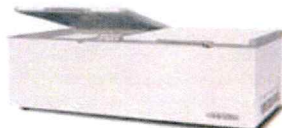
5	Archery Court		
Overall Observation if any			
1	Functioning of Sanitary & Water supply Installation		
2	Functioning of Electrical light/fans/Pump		
3	Provision of Water purifier/RO system		
4	Any maintenance issue like leakage, dampness, cracks,etc		
5	Locking arrangement of UGT and OHT		
6	External development like compound wall, internal roads, landscaping,etc		
	HANDED OVER BY	TAKEN OVER BY	TAKEN OVER BY
	Signature	Signature	Signature
	Engineer with Designation from PSU/CPWD/State Govt	Principal of EMRS	Nodal Officer of EMRS State Society/representative of State Govt./State EMRS Society
	Name	Name	Name
	Date	Date	Date

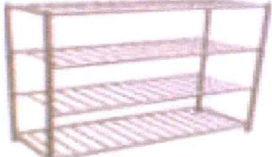
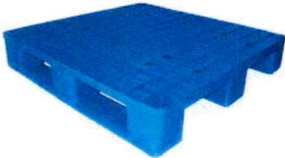
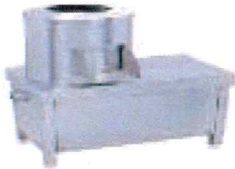
Furniture Inventory -Single Phase																													
SN	Items	2 seater Double Desks (6-8)	2 seater Double Desks (9-12)	Study Table	Study Chair	Executive Chair	Executive Table	Computer work station (36 students)	Meeting Table (12 Seater)	Office Table /Teacher s's Table	Office Table	Visitors Chair/ Staff Chair	Sofa Set (5 seater)	Sofa Set (4 seater)	Centre Table	Chairs without hands wooden	Chairs without hands-stel with couchion	Dinning Table 8 seaters with SS Top	Dinning Table with 6 Chairs	SS stool	Lockers	Library Table	Book Shelves	Almirah	Glass Almira	Single Bed	Physics Lab Table	White Board	Black Board
1	Class Room	96	160							16		16					0												16
2	Principal Room					1	1					6	1		1									1	1			1	
3	Vice Principal Room					1	1					4		1	1									1				1	
4	Staff Room (Female)								1			12									4							1	
5	Staff Room (Male)								1			12									4							1	
6	Labs									3							9			93							6		
7	Library										1					80						10	10	2	4				
8	Computer Lab							36									36												
9	Office										3						6							2					
10	Math and language Lab		0							2							2												2
11	Medical Room									1		1					2							0	1	2			
12	Store																							2					
13	Hostels Room			480	480																					480			
14	Wardens Room										2	2					4							2					
15	Common Room																												
16	Guest Room									2				1	1		2							0		4			
17	Kitchen & Dinning Hall																	4	30					0					
18	School Compound																												
19	Security Room		0							1							2												
20	Reception																												
	Total	96	160	480	480	2	2	36	2	25	6	53	1	2	3	80	63	4	30	93	8	10	10	10	6	486	6	4	18

HANDED OVER BY	TAKEN OVER BY	TAKEN OVER BY
Signature	Signature	Signature
Engineer with Designation from PSU/CPWD/State Govt	Principal of EMRS	Nodal Officer of EMRS State Society/representative of State Govt./State EMRS Society
Name	Name	Name
Date	Date	Date

ABSTRACT OF COST (Kitchen Machinery)-Single Phase

S. No.	CODE	Description of works	SIZE		Quantity
1	01	SS STOCK POT RANGE 16Ga. S.S. 304 GR Top.with all side turned down 50mm & in 12mm, Top and body secured to 38mm x 38mm x 3mm welded M.S. frame work. Exterior 20 Ga. 304 FR S.S. cladding. 1 no. 400mm x 400mm Cast iron grate (Removable) 1 no. H.P. burner with pilot lamp. 1 no. 20 Ga. S.S. drip tray with Integral handle. Built in pressure Controller regulator.	24 X 24 X 26		3
2	02	SS 2 BURNER INDIAN COOKING RNGE 16 SWG. S.S. 304 GR Top.with all side turned down 50mm & in 12mm, Top and body secured to 12/25mm x 75mm x 25/12mm # 1.6 mm Thick S.S. hat type welded Channel frame work. Exterior 20 SWG. 304 FR S.S. cladding. TWO (2) no. 400mm x 400mm Cast iron grate (Removable) TWO (2) no. H.P. burner with pilot lamp. TWO (2) no. 20 SWG. S.S. drip tray with Integral handle. Built in pressure Controller regulator.	44 X 24 X 34		1
3	03	SS SINGLE SINK UNIT 16 Ga. S.S. 304 GR Top. 150mm High Rear splash . Top secured to 12/25mm x 75mm x 25/12mm # 1.6 mm Thick S.S. hat type welded channel frame work. Top provide One (1) no. 450mm x 450mm x 250mm deep # 16 Ga.	24 X 24 X 34+6		1
4	04	SS TILTING TYPE BULK COOKER Inner Cell of bottom 4 mm & side wall 1.5 mm Stainless Steel 304 grade, Outer - made of 18 swg SS 304 grade, Lid - 18 swg SS 304 grade with Heavy Duty Spring loaded for Easy open & close with SS Handle, Panels - made of 20 swg SS 304 grade, Stand - SS Pipe 50mm x 50mm, 16swg. <u>Tilting arrangement - On wheel with Gear arrangement and</u>	200 LTRS		1
5	05	SS TILTING TYPE BOILING PAN Inner Cell of bottom 4 mm & side wall 3 mm Stainless Steel 304 grade, Outer - made of 18 swg SS 304 grade, Lid - 18 swg SS 304 grade with Heavy Duty Spring loaded for Easy open & close with SS Handle, Panels - made of 20 swg SS 304 grade, Stand - SS Pipe 50mm x 50mm, 16swg. <u>Tilting arrangement - On wheel with Gear arrangement and</u>	200 LTRS		1
6	06	SS SPICE TROLLY 16 Ga.304 S.S. top all side turned up 50mm , Four (4) no. 100mm dia uprights on Castors. Two (2) no Full width 18 Ga. S.S. 304 Bottom shelves.	18 X 24 X 34		2
7	07	SS WORK TABLE WITH 1 BS 16 Ga. 304 S.S. Top. All sides turned down 50mm & in 12mm. Top And body secured to 12/25mm x 100mm x 25/12mm S.S. hat type welded channel 18 Ga. S.S. 304 Bottom shelves.	44 X 24 X 34		6
8	08	CHAPATI HOT PLATE Full 12 mm thick M.S. Plate with LHS puffer plate Exterior 20 Ga. S.S. 304 cladding. Built in pressure Controller regulator. 38mm SQ 16 Ga. S.S. pipe legs with adjustable bullet feet. Four (4) no. "V" type H.P. burner with pilot lamp. Smooth Plate.	52 X 26 X 34		2
9		SITC of SEMI AUTOMATIC CHAPATI MAKING MACHINE Comprising: Gas operated, with all gas fittings, burners and necessary electric motor of rating 0.75 KW, 220V ISI mark all complete.	800 Pcs /Hrs (capacity)		1

10	10	Supply and installation of CONVEYOR TYPE TOASTER Comprising: SS 20 GA body with necessary electrical motor and heating element of Power : 1.5 kw, 220V etc with timer controller all complete ISI marks.	120-150Pcs /Hrs (Capacity)		2
11	11	SS 4 DOOR VERTICAL CHILLER Exterior/Interior # 20 Ga. 304 S.S. cladding. Body secured to 12/25mm x 100mm x 25/12mm # 1.6 mm Thick S.S. welded channel frame work, without paint. Internal temp is 0 deg to + 4Deg Celsius. 18 GA. S.S. Four (4) Nos. half size Insulated self closing type S.S doors, complete with handle, gasket	48 X 28 X 78		2
12	12	DEEP FREEZER 50mm thick P.U. foam on all sides. 1 KW 220 V AC	500 LTRS		1
13	14	DRY MASALA GRINDER Capacity : 5 kg Power : 1/2 hp, 220V	5 KG		1
14	15	PULVERISER Power : 2 hp, 220V	2 HP		1
15	16	DOUGH KNEADER Capacity : 20 ltrs Power : 2 hp, 220V	20 LTRS		1
16	18	SS 6 VESSEL HOT BAIN MARIE WITH 1/1 GN PAN WITH FRONT TRAY RAIL(16 Ga. S.S. 304 Top. Top and body secured S.S.welded frame work. 1No.225mm deep tank 16 Ga.304 S.S. Bain Marie complete with water outlet, 4.0 k.w. heating element, 6 no. GN 1/1 Pan, 150mm deep with lid. Front Pipe Trai Rail	84 X 26+12 X 34		2
17		SITC of SS 6 VESSEL HOT BAIN MARIE WITH 1/1 Gastro-Norm PAN WITH FRONT TRAY RAIL Comprising: 16 Ga. SS 304 Grade Top, 6 no. Gastro-Norm 1/1 Pan, 150mm deep with lid, Front Pipe Trai Rail, Full length 18 Ga. SS 304 grade Bottom shelf, with 4 No. 38mm sq. pipe 16 GA SS legs with adjustable bullet feet,all complete.	84 X 26+12 X 34 (inches)		2
18	19	SS PLATFROM TROLLY 16 Ga.304 S.S. top all side turned up 50mm , Four (4) no. 100mm dia uprights on Castors.	34 X 24 X 34		2
19	20	SS KITCHEN UTILITY TROLLY 16 Ga.304 S.S. top all side turned up 50mm , Four (4) no. 100mm dia uprights on Castors. Two (2) noFull width 18 Ga. S.S. 304 Bottom shelves.	34 X 24 X 34		3

20	21	SS POT RACK - 4 SHELF 38mm x 38mm x 16 304 Ga. S. S. square pipe upright with adjustable bullet feet Four 20mm x 20mm x 16 Ga. S. S. square pipe Ga. 304 S.S. Shelves. 4 no. S.S. shelves welded to S.S. square pipe uprights.	60 X 30 X 66		2
21	22	SS STORAGE RACK - 4 SHELF Shelve 3 sides TURNED up 40mm & front turned down 25mm & in 12mm. 38mm x 38mm x # 14 Ga. S. S. angle upright with adjustable bullet feet 18 Ga. 304 S.S. Shelves. Four no. S.S. shelves	44 X 16 X 66		6
22	23	PVC PALLET	48 X 40 X 8		4
23	24	POTATO MILLER Capacity : 20 kg. Power : 2 hp, 220V	20 KG		1
KITCHEN VENTELATION SYSTEM					
24	V1	SS HOOD WITH SS FILTER 22 GA. Welded Body Construction. Removable 20 GA.S.S "V" section, measuring 510*510*50 mm thick, in full length w/bottom of filters set in continuous channel. <i>To be suspended on ceiling with hanger rods.</i>	54 X 30 X 24		1
25	V2	SS HOOD WITH SS FILTER 304 GRADE 22 GA. Welded Body Construction. Removable 20 GA.S.S "V" section, measuring 510*510*50 mm thick, in full length w/bottom of filters set in continuous channel. <i>To be suspended on ceiling with hanger rods.</i>	36 X 30 X 24		2
26	V5	Supply and installation of GI DUCTING FOR HOT AIR SUCTION Comprising: 22 GA. GI sheet ducting as per requiremnt as site requirement all complete.	46 sqm		1
27	V6	GI DUCTING FOR FRESH AIR INTAKE 22 SWG. GI ducting size as per CFM	3 HP CENTRIFUGAL		1
KITCHEN LPG SYSTEM					
28	L1	10 X 2 = 20 CYLINDER LPG GAS MANIFOLD SYSTEM WITH ALL FITTINGS COMPLITE SET	10 CYLINDER		10

29	L2	Supply and installation of 1/2" DIA LPG PIPE LINE FROM MANIFOLD TO ALL LPG EQUIPMENTS WITH CONNECTION COMPLITE SET Comprising: 1/2" dia M.S. pipe line, 1 no pressure gauge with valve & Needle Control Valve, all connection - 1 no socket, 1no Needle Control Valve, 1no burnner pigtel elump, bend, socket, union set, painted with yellow paint etc including neccesary leakage testing all complete.	60 meter approx.		60
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HANDED OVER BY	TAKEN OVER BY	TAKEN OVER BY
Signature	Signature	Signature
Engineer with Designation from PSU/CPWD/State Govt	Principal of EMRS	Nodal Officer of EMRS State Society/representative of State Govt./State EMRS Society
Name	Name	Name
Date	Date	Date

BUILDING HANDING/TAKING OVER CHECKLIST : Single Phase (NE)

S.No.	Items	Brief Details	Remarks-Available Satisfactory
EMRS Site			
1	Name of Site (EMRS/District/State)		
2	Construction Agency		
3	Land Handing Over Certificate (Document)		
Buildings			
1	School (G+1) (G+2)	), Phy/Chem/Bio Lab, Computer Room, Library, Prinicial & Vice Principal, Male & Female Staff room, Recreation room, Bala room, Medical room, Electrical room for UPS/Server, Store, Male & Female toilets,	
2	Boys' Hostel (G+1/ G+2) with integrated kitchen	480 Students	
3	Girls' Hostel (G+1/ G+2) with integrated kitchen	480 students	
4	Type III Quarter (G+1/G+2/G+3)	15 Nos	
5	Type III Quarter (G+2)	10 Nos	
6	Boys' Hostel Warden		
7	Girls' Hostel Warden		
8	ESS (Electrical Sub Station)		
9	Security Room	With entrance gate	
10	Sump & Pump Room	1,00,000 Litre Capacity	
11	Septic Tank	As per Drg	
Documents at Site:Documents duly certified by Zonal Head-Annexure-A			
1	Completion Certificate duly recorded and signed by competent authority in PSU/CPWD		
2	Strucural Stabilty Certificate		
3	Fire Safety Certificate		

4	Occupancy Certificate		
5	Details of electricity connection, whether transferred in the name of EMRS Society/Principal		
6	Copy of 10 Years Gurantee Bond for water proofing (Original to be retained by PSU)		
Drawings- Copy of Approved Drawings (Signed Copy) by Zonal Head -Annexure-B			
1	Final MLP indicating all EMRS Features		
2	Complete Set of Architectural Drawings		
3	Complete Set of Internal Electrical Drawings		
4	Vetted Structural Drawings		
5	External Water Supply layout (From Borewell to Pump Room to OH Tanks)		
6	External Sewerage Layout (From each building to septic tank)		
7	Electrical Cable Layout from DP Strucure, ESS to respective building (	To be displayed in ESS room also	
8	Street Light Layout including solar light)		
9	Furniture Inventory		
10	Kitchen Machinery & Equipment Inventory		
Doors & Windows			
1	As per enclosed conceptual Drawings	To check whether all Doors & windows are fitted with all fittings and are	
INVENTORY SANITARY FITTINGS			

1	As per enclosed conceptual Drawings	To check whether all CP brass/ PTMT fittings/taps,cistern,etc are provided as per drawings and are tested for running water in each toilet block	
INVENTORY ELECTRICAL FITTINGS (As per Electrical Layout)			
1	As per Electrical Layout	To check whether all lights/fans/motor i/c standby motor/switches are working well	
Furniture			
1	As per List Furniture Inventory	To check whether items are provided as per furniture layouts & inventory (In case of difference with provided inventory, the items and numbers may be verified with agreement BoQ)	
Kitchen equipment			
1	As per List Kitchen Machinery & System Inventory	To check whether items are provided as per inventory and are are working well (In case of difference with provided	
INVENTORY EXTERNAL ELECTRICAL SERVICES			
1	Tranformer 240/250Kva in ESS room		
2	DG Set 25 Kva in ESS room		
3	HT Panel in ESS room		
4	LT Panel in all buildings		
5	UPS in School & Hostels		
6	External Light (Street & Building)		
7	Solar Street Light	Every third pole	
8	CCTV	Entrance-1, School - Entry & Corridor, Hostel -Entry, KD-Kitchen and Boys & Girls' Dinning	
9	Lightening Arrester	On terrace of every building	
10	Earthing		
11	Sumbersible/Centrifugal Pump		

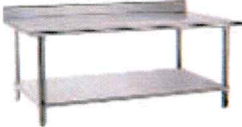
12	Borewell including discharge documents		
13	Fire Safety Measure (Fire pump & allied items)	School, Boys hostel & Girls hostel	
INVENTORY SPORTS			
1	Playground		
2	Running Track 200 metre		
3	Basket Ball Court		
4	Volley Ball Court		
5	Archery Court		
Overall Observation if any			
1	Functioning of Sanitary & Water supply Installation		
2	Functioning of Electrical light/fans/Pump		
3	Provision of Water purifier/RO system		
4	Any maintenance issue like leakage, dampness, cracks,etc		
5	Locking arrangement of UGT and OHT		
6	External development like compound wall, internal roads, landscaping,etc		
HANDED OVER BY		TAKEN OVER BY	TAKEN OVER BY
Signature		Signature	Signature

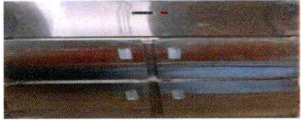
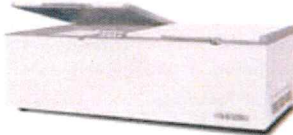
Engineer with Designation from PSU/CPWD/State Govt	Principal of EMRS	Nodal Officer of EMRS State Society/representative of State Govt./State EMRS Society
Name	Name	Name
Date	Date	Date

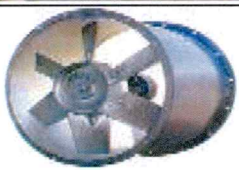
Furniture Inventory -Single PAHASE (NE)																														
SN	Items	2 seater Double Desks (6-8)	2 seater Double Desks (9-12)	Study Table	Study Chair	Executive Chair	Executive Table	Computer Table	Meeting Table (12 Seater)	Office Table /Teacher s's Table	Office Table	Visitors Chair/ Staff Chair	Sofa Set (5 seater)	Sofa Set (4 seater)	Centre Table	Chairs without hands- wooden	Chairs without hands-stel with cushion	Dinning Table 8 seaters with SS Top	Dinning Table with 6 Chairs	SS stool	Lockers	Library Table	Book Shelves	Almirah	Glass Almira	Bunk Bed	Single Bed	Physics Lab Table	White Board	Black Board
1	Class Room	96	160							16		16					0													16
2	Principal Room					1	1					6	1		1									1	1				1	
3	Vice Principal Room					1	1					4		1	1									1					1	
4	Staff Room (Female)								1			12									4								1	
5	Staff Room (Male)								1			12									4								1	
6	Labs									3							9			93								6		
7	Library										1					80						10	10	2	4					
8	Computer Lab							36									36													
9	Office										3						6							2						
10	Math and language Lab		0							2							2													2
11	Medical Room									1		1					2							0	1		2			
12	Store																							2						
13	Hostels Room			480	480																					240				
14	Wardens Room										2	2					4							2						
15	Common Room																													
16	Guest Room									2				1	1		2							0			4			
17	Kitchen & Dinning Hall																	4	30					0						
18	School Compound																													
19	Security Room		0							1							2													
20	Reception																													
	Tntal	96	160	480	480	2	2	36	2	25	6	53	1	2	3	80	63	4	30	93	8	10	10	10	6	240	6	6	4	18

HANDED OVER BY	TAKEN OVER BY	TAKEN OVER BY
Signature	Signature	Signature
Engineer with Designation from PSU/CPWD/State Govt	Principal of EMRS	Nodal Officer of EMRS State Society/representative of State Govt./State EMRS Society
Name	Name	Name
Date	Date	Date

ABSTRACT OF COST (Kitchen Machinery) Single Phase (NE)

S. No.	Description of works	SIZE		Quantity
1	SS STOCK POT RANGE 16Ga. S.S. 304 GR Top.with all side turned down 50mm & in 12mm, Top and body secured to 38mm x 38mm x 3mm welded M.S. frame work. Exterior 20 Ga. 304 FR S.S. cladding. 1 no. 400mm x 400mm Cast iron grate (Removable) 1 no. H.P. burner with pilot lamp. 1 no. 20 Ga. S.S. drip tray with Integral handle. Built in pressure Controller regulator. 38mm SQ pipe legs. With adjustable bullet feet. 100mm setback Body/legs for Gas pipe routing.	24 X 24 X 26		2
2	SS 2 BURNER INDIAN COOKING RNGE 16 SWG. S.S. 304 GR Top.with all side turned down 50mm & in 12mm, Top and body secured to 12/25mm x 75mm x 25/12mm # 1.6 mm Thick S.S. hat type welded Channel frame work. Exterior 20 SWG. 304 FR S.S. cladding. TWO (2) no. 400mm x 400mm Cast iron grate (Removable) TWO (2) no. H.P. burner with pilot lamp. TWO (2) no. 20 SWG. S.S. drip tray with Integral handle. Built in pressure Controller regulator. 38mm SQ pipe legs. With adjustable bullet feet.	44 X 24 X 34		2
3	SS SINGLE SINK UNIT 16 Ga. S.S. 304 GR Top. 150mm High Rear splash . Top secured to 12/25mm x 75mm x 25/12mm # 1.6 mm Thick S.S. hat type welded channel frame work. Top provide One (1) no. 450mm x 450mm x 250mm deep # 16 Ga. S.S. 304 GR sink, Sink Complete with 50mm dia lever handle operated	24 X 24 X 34+6		2
4	SS TILTING TYPE BULK COOKER Inner Cell of bottom 4 mm & side wall 1.5 mm Stainless Steel 304 grade, Outer - made of 18 swg SS 304 grade, Lid - 18 swg SS 304 grade with Heavy Duty Spring loaded for Easy open & close with SS Handle, Panels - made of 20 swg SS 304 grade, Stand - SS Pipe 50mm x 50mm,16swg. Tilting arrangement - On wheel with Gear arrangement and Interlock Brake by Penium to prevent extra tilting during the Cooking period	200 LTRS		2
5	SS TILTITNG TYPE BOILING PAN Inner Cell of bottom 4 mm & side wall 3 mm Stainless Steel 304 grade, Outer - made of 18 swg SS 304 grade, Lid - 18 swg SS 304 grade with Heavy Duty Spring loaded for Easy open & close with SS Handle, Panels - made of 20 swg SS 304 grade, Stand - SS Pipe 50mm x 50mm,16swg. Tilting arrangement - On wheel with Gear arrangement and Interlock Brake by Penium to prevent extra tilting during the Cooking period	200 LTRS		2
6	SS SPICE TROLLY 16 Ga.304 S.S. top all side turned up 50mm , Four (4) no. 100mm dia uprights on Castors. Two (2) noFull width 18 Ga. S.S. 304 Bottom shelves.	18 X 24 X 34		4
7	SS WORK TABLE WITH 1 BS 16 Ga. 304 S.S. Top. All sides turned down 50mm & in 12mm. Top And body secured to 12/25mm x 100mm x 25/12mm S.S. hat type welded channel 18 Ga. S.S. 304 Bottom shelves. Four (04) no. 38mm sq S.S. legs. With adjustable bullet feet.	44 X 24 X 34		4
8	CHAPATI HOT PLATE Full 12 mm thick M.S. Plate with LHS puffer plate Exterior 20 Ga. S.S. 304 cladding. Built in pressure Controller regulator. 38mm SQ 16 Ga. S.S. pipe legs with adjustablebullet feet. Four (4) no. "V" type H.P. burner with pilot lamp. Smooth Plate.	52 X 26 X 34		2
9	Supply and installation of CONVEYOR TYPE TOASTER Comprising: SS 20 GA body with necessary electrical motor and heating element of Power : 1.5 kw, 220V etc with timer controllar all complete ISI marks.	120-150Pcs /Hrs (Capacity)		2

10	SS 4 DOOR VERTICAL CHILLER Exterior/Interior # 20 Ga. 304 S.S. cladding. Body secured to 12/25mm x 100mm x 25/12mm # 1.6 mm Thick S.S. welded channel frame work, without paint. Internal temp is 0 deg to + 4Deg Celsius. 18 GA. S.S. Four (4) Nos. half size Insulated self closing type S.S doors, complete with handle, gasket	48 X 28 X 78		2
11	DEEP FREEZER 50mm thick P.U. foam on all sides. 1 KW 220 V AC	500 LTRS		2
12	DRY MASALA GRINDER Capacity : 5 kg. Power : 1/2 hp, 220V	5 KG		2
13	PULVERISER Power : 2 hp, 220V	2 HP		2
14	DOUGH KNEADER Capacity : 20 ltrs Power : 2 hp, 220V	20 LTRS		2
15	SS 6 VESSEL HOT BAIN MARIE WITH 1/1 GN PAN WITH FRONT TRAY RAIL(16 Ga. S.S. 304 Top. Top and body secured S.S.welded frame work. 1No.225mm deep tank 16 Ga.304 S.S. Bain Marie complete with water outlet, 4.0 k.w. heating element, 6 no. GN 1/1 Pan, 150mm deep with lid. Front Pipe Trai Rail Full length 18 Ga. S.S. 304 Bottom shelves	84 X 26+12 X 34		2
16	SS PLATFROM TROLLY 16 Ga.304 S.S. top all side turned up 50mm , Four (4) no. 100mm dia uprights on Castors.	34 X 24 X 34		2
17	SS KITCHEN UTILITY TROLLY 16 Ga.304 S.S. top all side turned up 50mm , Four (4) no. 100mm dia uprights on Castors. Two (2) noFull width 18 Ga. S.S. 304 Bottom shelves.	34 X 24 X 34		4
18	SS POT RACK - 4 SHELF 38mm x 38mm x 16 304 Ga. S. S. squire pipe upright with adjustable bullet feet Four 20mm x 20mm x 16 Ga. S. S. squire pipe Ga. 304 S.S. Shelves. 4 no. S.S. shelves welded to S.S. square pipe uprights.	60 X 30 X 66		2
19	SS STORAGE RACK - 4 SHELF Shelve 3 sides TURNED up 40mm & front turned down 25mm & in 12mm. 38mm x 38mm x # 14 Ga. S. S. angle upright with adjustable bullet feet 18 Ga. 304 S.S. Shelves. Four no. S.S. shelves	44 X 16 X 66		6

20	PVC PALLET	48 X 40 X 8		4
21	POTATO MILLER Capacity : 20 kg. Power : 2 hp, 220V	20 KG		2
KITCHEN VENTILATION SYSTEM				
22	SS HOOD WITH SS FILTER 22 GA. Welded Body Construction. Removable 20 GA.S.S "V" section, measuring 510*510*50 mm thick, in full length w/bottom of filters set in continuous channel. To be suspended on ceiling with hanger rods.	54 X 30 X 24		2
23	SS HOOD WITH SS FILTER 304 GRADE 22 GA. Welded Body Construction. Removable 20 GA.S.S "V" section, measuring 510*510*50 mm thick, in full length w/bottom of filters set in continuous channel. To be suspended on ceiling with hanger rods.	36 X 30 X 24		2
24	Supply and installation of GI DUCTING FOR HOT AIR SUCTION Comprising: 22 GA. GI sheet ducting as per requirement as site requirement all complete.	Sqm		50
25	GI DUCTING FOR FRESH AIR INTAKE 22 SWG. GI ducting size as per CFM	3 HP CENTRIFUGAL		2
KITCHEN LPG SYSTEM				
26	10 X 2 = 20 CYLINDER LPG GAS MANIFOLD SYSTEM WITH ALL FITTINGS COMPLETE SET	10 CYLINDER		10
27	Supply and installation of 1/2" DIA LPG PIPE LINE FROM MANIFOLD TO ALL LPG EQUIPMENTS WITH CONNECTION COMPLETE SET Comprising: 1/2" dia M.S. pipe line, 1 no pressure gauge with valve & Needle Control Valve, all connection - 1 no socket, 1 no Needle Control Valve, 1 no burner pigtail clump, bend, socket, union set, painted with yellow paint etc including necessary leakage testing all complete.	60 meter approx.		50

HANDED OVER BY	TAKEN OVER BY	TAKEN OVER BY

Signature	Signature	Signature
Engineer with Designation from PSU/CPWD/State Govt	Principal of EMRS	Nodal Officer of EMRS State Society/representative of State Govt./State EMRS Society
Name	Name	Name
Date	Date	Date

HANDING OVER / TAKING OVER CERTIFICATE

This is to certify that the construction of the Eklavya Model Residential School (EMRS) _____ **[Name of EMRS]** at Block _____ **[Name of Block]**, District _____ **[Name of District]**, State _____ **[Name of State]** under _____ **[Phase-I / Single Phase]** has been successfully completed.

The construction work has been executed in accordance with the approved conceptual drawings and the approved Master Layout Plan (MLP), adhering to the applicable engineering standards and specifications.

Upon inspection, no structural defects, seepage, dampness, or cracks have been observed. The defect liability period for the said works shall remain valid until **[Date]**.

A fire safety mock drill has been conducted in the presence of school authorities for the academic and residential blocks. The buildings have been equipped with functional drinking water facilities.

The entire school infrastructure, including internal water supply and sanitary installations, internal and external electrical systems, external water supply and sewerage, compound wall, and internal roads, is hereby formally handed over to the **National Education Society for Tribal Students (NESTS)** on _____ **(Day/Month/Year)**

All mandatory certificates, approvals, and documentation as specified in Annexures 'A' and 'B' of the Handing Over/Taking Over Checklist have also been submitted to NESTS.

For and on behalf of the Executing Agency

Signature: _____

Name of Engineer:

Designation:

Name of Construction Agency:

Date:

Place:

For and on behalf of NESTS

Signature: _____

Name of Principal:

Date:

Place:

For and on behalf of State Government/State EMRS Society

Signature: _____

Name:

Designation:

Date:

Place:



File No.: NESTS/Civil/EMRSOrder/140/2021-22(Pt.)
Comp No: 21655

Date: 06.11.2024

To,

- Principal Secretary/Commissioner/Special Secretary of State Tribal Welfare/Development Department.
- Chief Engineers, CPWD; EMRS works.
- CMD/MD of B&R, EPIL, HSCL, MANIDCO, MTDC, NPCC, TCIL and WAPCOS.

Sub.: Completion of buildings of Phase-I/Phase-II/Single-Phase construction by Construction Agencies-submission of requisite certificates and documents & items to be handed over with Handing Over/Taking Over of EMRSs -reg.

Ref.: Letters of even no. dated 08.01.2024 & 22.07.2024.

Sir/Madam,

Kind attention is invited towards the subject cited above.

In this context, it is apprised that although the construction of buildings for the relevant phase has been completed by the Construction Agencies, submission of complete set of requisite certificates and documents & items to be handed over with Handing Over/Taking Over of EMRSs by Construction Agencies, have still not been provided.

Therefore, it is once again requested to arrange & submit requisite certificates/documents/items as per the guidelines previously communicated vide letters referenced above.

Additionally, it is requested to handover a copy of Inventory List during Handing Over/Taking Over of EMRSs to NESTS.

This issues with the approval of Competent Authority.

Yours faithfully,

(K.C. Meena),
Addl. Commissioner

Encl.: As above

Copy to:

1. Zonal Manager, EMRS Works of the PSUs;
2. Nodal Officer, EMRS Works of the PSUs;
3. Nodal Officer, EMRS Works of CPWD;
4. Executive Engineers of CPWD, EMRS Works;
5. Nodal Officer, State/UT EMRS Society;
6. PS to Commissioner, NESTS;
7. Guard File.



File No. NESTS/Civil/EMRS Order/140/2021-22(Pt.)

Dated: 22.07.2024

Comp No.: 21655

To,

1. Principal Secretary/Commissioner/Special Secretary of Tribal Welfare/Development Department of Govt of Assam, Govt of Madhya Pradesh, Govt of Odisha & Govt of Rajasthan;
2. CMD/MD/CEO of HSCL & NPCC;
3. Chief Engineer, CPWD AP, Rajasthan, Telangana & Tripura.

Sub.: Construction of EMRSs – Capitalization of EMRS buildings in the book of NESTS regarding.

Ref: NESTS/CIVIL/EMRSOrder/140/2021-22(pt) dated: 08.01.2024.

Dear Sir,

Kind attention is invited towards the subject cited above.

In this context, it is intimated that about 60 schools have been completed by construction agencies (State Government, CPWD & PSUs). Out of which 15 EMRS had also been inaugurated. A good number of EMRSs are at the verge of completion as reported by construction agencies.

Further, as per Finance norms, the expenditure booked in respect of completed and ready to use project is required to be capitalized. During the C&AG audit, it was found that the balance sheet of 2023-24 were finalized without capitalising any amount under the head "School Buildings" and major amount is lying under the head "Capital Work-in-progress-Construction of EMRS".

In view of the above, the following information is being sought from schools declared completed as on 31.03.2024:

1. Completion certificates (ready to use) issued by Competent Authority of PSU.
2. Final Invoice (PSU)/Form 65 (for CPWD)/Form 12A (State Government) with respect to final cost of construction & Utilization Certificate (UC).
3. Handing over certificate in the format shared to Construction agencies by NESTS order No NESTS/Civil/EMRS order/140/2021-22(Pt) dated 08.01.2024 along with Electrical, Sanitary, Kitchen Equipment & Furniture inventory (Format for inventory is **enclosed** for reference.
4. Any other document necessary to fulfil extant Government guidelines.

Additionally, in the format of completion certificate enclosed in NESTS letter of even no. dt 08.01.2024, following modification (in **Bold**) has been made:

"After compliance of final TPQA.....for taking over:

.....As a result of this inspection and my previous inspections, I certify that the work has been carried out as per approved drawings & tender specifications and"

The construction agencies are requested to submit the item at serial nos. 01, 02 & 04 above, **latest by 26.07.2024**. In cases, where the schools are handed over, details of item at serial number 03 are also required to be furnished.

Yours faithfully,



(K.C. Meena)

Additional Commissioner

Copy to:

1. PS to Commissioner NESTS.
2. Executive Engineer, NESTS.
3. CTCs NESTS.
4. Guard File.



File No.:NESTS/Civil/EMRSOrder/140/2021-22(Pt.)
Comp No. 21655

Date: 08.01.2024

To,

- a. Principal Secretary/Commissioner/Special Secretary of State Tribal Welfare/Development Department;
- b. Chief Engineers, CPWD; EMRS works;
- c. CMD/MD of B&R, EPIL, HSCL, MANIDCO, MTDC, NPCC, TCIL and WAPCOS.

Dear Madam/Sir,

Sub.: Completion of buildings of Phase-I/Phase-II/Single-Phase construction by Construction Agencies-submission of requisite certificates and documents & items to be handed over with Handing Over/Taking Over of EMRSs -reg.

Kind attention is invited towards the subject cited above.

In this regard, Construction Agencies are directed to **arrange and submit the following requisite certificates upon completion of Phase-I/Phase-II/Single Phase construction:**

1. **Fire Safety Certificate** from the local/concerned Fire Officer. Fire Safety Certificate is mandatory to get CBSE affiliation as per CBSE norms. In this regard, NESTS vide letter No NESTS/EMRS/CBSE/82/2021-22/512 dated 05.09.2023 to Nodal Officers, State/UT EMRS Society has already requested for uploading requisite documents while applying for CBSE affiliation for EMRSs including Fire Safety Certificate.

Further, State/UT Govt are requested to depute a Nodal Officer of State/UT EMRS Society/DWOs/equivalent officer for the purpose of online application for issuance of Fire Safety Certificate. **Construction Agencies of respective EMRS shall coordinate with/provide support to the State/UT Govt/EMRS Society and local/concerned Fire Officer** for online application and inspection of completed building for issuance of Fire Safety Certificate. *(Format for Fire Safety Certificate is enclosed in NESTS letter dated 05.09.2023).*

2. **Structural Stability Certificate** from NIT/IIT/CBRI Roorkee/TPQA agency *(Format enclosed).*
3. **Occupancy Certificate/Building Safety Certificate.** *(Format for Building Safety Certificate is enclosed in NESTS letter dated 05.09.2023)*

The proposal for inauguration and making EMRS functional can be initiated only after the receipt of aforementioned certificates.

Further, PSUs shall submit:

4. **Completion Certificate** *(format enclosed)* as per para 3.16 of Agreement between PSU & NESTS which is reproduced below:

"The Construction Agency shall submit the completion certificate, duly signed by the competent technical authority of their organization on the prescribed proforma within 30 days after the completion date before the buildings and work are inspected by the owner/client for taking over."

In addition, following documents and items shall be handed over with **Handing Over/Taking Over of EMRSs by Construction Agencies to NESTS:**

1. Certified Completion/ As Made drawings of Buildings, Services, Campus and Landscaping.
2. Certified "AS Made Structural Drawings".
3. Structural Stability Certificate.
4. Original guarantees/warranties for water proofing.
5. Standard Measurement Book for periodical repairs & maintenance purposes.
6. O & M manuals and write up for specialised services such as STP, DG Set, Fire Fighting System etc.
7. Special Tools & Tackles if any.
8. Keys' Set with room number/room name on the key chains.

With warm regards,



(Asit Gopal),
Commissioner, NESTS

Encl.: As above

Copy To:

1. Zonal Manager, EMRS Works of the PSUs;
2. Nodal Officer, EMRS Works of the PSUs;
3. Nodal Officer, EMRS Works of CPWD;
4. Executive Engineers of CPWD, EMRS Works;
5. Nodal Officer, State/UT EMRS Society;
6. Guard File.

असित गोपाल, भा.व.से.
Asit Gopal, I.F.S
आयुक्त
Commissioner



भारत सरकार
Government of India
जनजातीय कार्य मंत्रालय
Ministry of Tribal Affairs
राष्ट्रीय आदिवासी छात्र शिक्षा समिति
National Education Society for Tribal Students (NESTS)

F. No: NESTS/EMRS/CBSE/82/2021-2022/511

Dated: 05th September, 2023

The Nodal Officers,

State/UTs EMRS Society,
(As per list)

Subject: i) Regarding non adherence of procedure during applying for CBSE affiliation.
ii) Forwarding suggestive formats of essential documents required to be uploaded at the time of applying for CBSE affiliation of school through SARAS portal – reg.

Ref: - CBSE letter no. के.मा.शि.बो/संबद्धता/नोडल अधिकारी/2023, dated 09.08.2023.

Sir/Madam,

With reference to the above subject, it is observed that the majority of EMRS' Principal or otherwise, applying for CBSE Affiliation do not adhere to the board's affiliation procedures which is also highlighted by CBSE vide its letter dated 09th August, 2023.

In furtherance to the above, it is stated that schools while applying for CBSE affiliation are neglecting to upload requisite documents/incorrect documents such as State Approval Letter, Establishment Letter, Building Safety Certificate, Fire Safety Certificate, Safe Drinking Water and Sanitary Condition Certificate, Land Certificate etc. issued by competent authority.

Due to the above negligence and irregularity, significant delay is observed in CBSE affiliation of the schools, as the incomplete application form gets rejected during the scrutiny of application form by CBSE.

Apropos to the above, for your convenience, suggestive formats of essential documents required to be uploaded for application under various categories of affiliation with CBSE is attached herewith for ready reference and list of documents is also mentioned **at Annexure- 1**. It is again highlighted that all the above documents or as prescribed by CBSE, is required to be uploaded on SARAS portal at the time of applying for CBSE Affiliation.

Accordingly, you are kindly requested to instruct all EMRSs under your jurisdiction to upload the above-mentioned documents in the suggestive format on the SARAS Portal so that CBSE can process the affiliation procedure without any delay, in case of any technical glitch, kindly write an email to techhelp.cbse@gmail.com & cbse.aff@nic.in

With regards

(Asit Gopal)

Commissioner, NESTS

Copy to:

1. The Principal Secretary, Tribal welfare department, Govt of State/UT (as per list) with similar request and for information please.

THE DETAILS OF THE FORMATS OF ESSENTIAL CERTIFICATES ARE ENCLOSED AS PER THE LIST APPENDED BELOW:

1. Land Certificate issued by DM/ ADM/ SDM/ Tehsildar/ Naib Tehsildar/ Registrar/ Sub Registrar/ Equivalent Land Authority. ([Annexure-2](#)).
2. Building Safety Certificate issued by Assistant Engineer and above rank officer of Govt. Department ([Annexure-3](#)).
3. Fire Safety Certificate issued by the concerned Fire Department ([Annexure-4](#)).
4. State Approval Letter issued by the Competent Govt. Authority ([Annexure-5](#)).
5. Establishment Letter as issued by the Competent Authority for location approval.
6. Water Sample Test Report from Public Health Engineer Department ([Annexure-6](#)).
7. Facility of potable water & Sanitation certificate issued by the Competent Govt. Authority. ([Annexure-7](#))
8. No Objection Certificate from the concerned State/UT Govt. ([Annexure-8](#))
9. Society/ Trust/ Company registration ([Annexure-9](#))
10. Self-Certification ([Annexure-10](#)).

Very Important Note:

- a) All the above essential documents are to be uploaded on SARAS portal either in English/Hindi language only.
- b) In case of, any certificate in vernacular medium, the translated notarized version in English language along with the original in the vernacular medium to be uploaded.
- c) In case of non-submission of these essential certificates as per the suggestive format, the application shall be rejected by the board.

FIRE SAFETY CERTIFICATE

No.

Dated:

Certified that the (name of the building or premises) at (address) comprised of basement(s) and (upper floors) owned/ occupied by (name of the institution) have complied with the fire prevention and fire safety requirements in accordance with rule of State/ UT Fire Service Rules, and verified by the officers concerned of Fire Service on (date of inspection) in the presence of (name and addresses of the Manager/ Secretary or his representative) and that the building/ premises is fit for occupancy upto classes (X/ XII) With effect from for a period of year in accordance with rule and subject to compliance of specific conditions as appended:-

- 1.
- 2.
- 3.
- 4.

Issued on (date of issue) at (place) by

*Strike out whichever is not applicable.

Signature with Seal:

Name :

Designation :

Name & Address of Department/ Office:

To

.....
(Name & Address of the Institution)

ENDORSEMENT

The No Objection Certificate issued by Fire Service stand cancelled an annulled due to
(reasons to be recorded).

(Name and designation of the authorized signatory)

* The filled up certificate should be either in Hindi or English. If it is issued in vernacular language, translated notarized version in English be uploaded along with the original vernacular certificate as a single pdf.

BUILDING SAFETY CERTIFICATE

No.

Dated:

Certified that the existing building (name of the building or premises) at
..... (address) comprised of basement(s) and
..... (upper floors) owned/occupied by
.....
..... (name of the Institution) have complied with the Building safety requirements in accordance with National Building code Rules, and verified by the officers concerned of (Name of Department/ Govt.) on.....(date of inspection) in the presence of
..... (name and addresses of the Manager/Secretary or his representative) and that the building/premises is fit for occupancy upto classes(X/ XII) with effect from..... for a period of years in accordance with rule and subject to compliance of the specific conditions as appended.

- 1.
- 2.
- 3.
- 4.

Issued on at by

* Strike out whichever is not applicable.

Signature with Seal : _____

Name : _____

Designation : _____

Name & Address of Department/ Office: _____

(Assistant Engineer & above officer of concerned Govt. Department only)

Note: This certificate should be signed / issued by Assistant Engineer & above officer of concerned Govt. Department only

* The filled up certificate should be either in Hindi or English. If it is issued in vernacular language, translated notarized version in English be uploaded along with the original vernacular certificate as a single pdf.

STRUCTURAL SAFETY CERTIFICATE

Name of Work:

Name of Construction Agency:

I have inspected the construction work of EMRS Phase-I/ Phase-II/ Single Phase at (village) (Block), (District), (State) comprising of School building, Boys' Hostel, Girls' Hostel, Kitchen & Dining Building, Warden residence, etc.

This is to certify that the work has been carried out as per vetted structural drawing and as per the CPWD specifications of works and the relevant Indian Codes of Practices applicable.

It is also certified that all the building units have been constructed with proper earth quake resistant design provisions as per the structural design approved by Prof. (Name of Professor) (Name of the Institute), (Place) and the building units are **STRUCTURALLY SAFE** for the intended use.

Signature

(Name)

(Seal)

Date:

Place:

Para 3.16 of MoU

After compliance of final TPQA report, the Construction Agency shall submit the completion certificate, duly signed by the competent technical authority of their organization on the prescribed performa as under within 30 days after the completion date before the buildings and works are inspected by the owner/client for taking over:

"I/We have inspected the work of _____ contract value of which is Rs. _____ vide agreement no. _____ today. As a result of this inspection and my previous inspections, I find that the work has been carried out generally to specifications/drawings and has been completed satisfactory. There are no noticeable defects except the following:

(i) _____

(ii) _____

(iii) _____

Dated signature with name and designation of
Technical Sanctioning Authority not below the
rank of Zonal Manager/Superintending Engineer