

SCOPE OF WORK-PMC

1. SCOPE OF WORK

The Akshayapatra foundation intends to appoint an Agency for Project Management Consultancy Services for providing comprehensive services of a complete day to day supervision, monitoring adhering to the respective contracts execution of work as per the approved drawings, specifications and also subject to such further variations and modifications as the Owner may decide from time to time. The Consultant has to provide all service assistance to Engineer in Charge of the works with respect to all activities for the works/ project.

1.1 Project schedule, progress monitoring and control

It is expected that the PMC will take charge /control of all the activities on site. The interface of the project will be Client – PMC Company – Contractors. There will be NO direct interfaces between the contractors and Client. The duties of the PMC will include:

- Prepare project execution schedules in coordination with the contractors and TAPF Project team
- Monitor site activities with respect to the latest approved schedules and drawings
- Advance intimation to TAPF regarding likely deviations from approved schedules with approximate amount and recommend corrective actions
- Advise TAPF on codes governing site work, special tools / equipment for site work, adequacy of contractors' manpower and other resources for execution of site work as per approved schedule
- conduct weekly review meetings at site, Prepare MOM with photographs and circulate to all stakeholders
- Prepare fortnightly project progress reports and submit to TAPF covering current status, deviations from approved schedules, remedial measures proposed and initiated to all stakeholders including to The President TAPF U.P

1.2 Project Co-ordination

The scope of work includes providing construction, supervision and co-ordination works headed by a construction manager assisted with necessary staff and engineers to co-ordinate all aspects of construction supervision and engineering

- The construction supervision engineer shall be responsible for overall supervision and commissioning of the plant and its allied services within stipulated time
- The construction manager shall review overall project schedule. This project schedule shall be periodically updated based on information and feedback provided by various functional groups to reflect the status of progress at site
- To co-ordinate with the Engineer in charge / Consultant for the necessary drawings
- The construction supervision engineer shall maintain all records, registers with respect to site execution, monitoring and all quality control documents and hand over all the above documents to TAPF whenever TAPF asks for or after completion of project, whichever is earlier.
- Documentation of all project related matters, including minutes of different meetings.
- To conduct project co-ordination meetings on weekly / monthly basis or mutually agreed intervals and impart necessary feedback pertaining to the progress of project and corrective action wherever / whenever required avoiding delay
- To Study & scrutinize Drawings and point out discrepancies, if any , as also to ensure incorporation
- To supervise construction sequences and modify, if necessary for achieving time bound project works
- Keep a daily site log available
- Shall co-ordinate with all agencies working at site for smooth and effective progress
To arrange issue of preliminary completion report, defect liability completion report, final job completion report in consultation with TAPF
- To arrange and co-ordination with contractor for any High Value item to be procure by TAPF before 7 working days .

1.3 Construction Management Services

The PMC Consultant will deploy the construction management engineer headed by a construction manager to pursue the day to day activities as per construction schedule and complete the project on time. The goal of the construction management team is to have full control on site in order to manage the contractors to reach the project time, safety, quality and quantity of materials set

- **Construction management scope related to quality**
 - Based on the received drawings the PMC will assure that the contractors are executing the works in accordance with the design from the material specifications (with quality certificate whenever needed), quality of construction and the quantity of materials point of view.
 - Advise TAPF on technical field problems encountered at site
 - Establish procedures for quality control and monitor quality assurance of site work
 - Monitor the quality of the work and control the quality as per specification, relevant codes and as per Sound Engineering practices.
 - Maintain the registers for mandatory tests to be conducted for all materials before incorporation in work. .
 - Inspect and approve the materials at site as per specifications before they are used in work.
 - Prepare construction material requirement well in advance in consultation with the contractor as per tender specification and approved construction drawings on mutually agreed frequency
- **Construction management scope related to Contractor's claims:**
 - Check, review, accept or reject the progress bill claims of the contractors within 15 days of Bill submitted.
 - Check, review, accept or reject the extra works bill claims submitted by the contractors
 - Check, review, accept or reject the changes submitted by the contractors

- Check, review, accept or reject the construction material requirement submitted by the contractors
- Check, review, accept or reject the construction material wastage/scrap report submitted by the contractors
- Check, review, accept or reject the material reconciliation report submitted by the contractors

1.4 Completion of Works / Acceptance

- The final hand-over period will involve assembly, checking and signing-off of all project documentation, and will include, but not limited to, the following:
 - As-built dossier (drawings and documentation) in hard copy and electronic version
 - Commissioning reports
 - Materials test certificates
 - Certificates, attests and conformity reports
 - Testing certificates
 - Reports generated by various site agencies working on the project
 - All Contractors' bills certified copies
 - O&M manuals and warranty cards if any receive with the equipment
 - Minutes of Meeting copies
 - Preliminary completion certificate issuance
 - Final Job completion certificate issuance with Project cost

1.5 Management of safety during construction

The PMC is expected to implement required safety standards and practices during project implementation, TAPF aims at zero accident during the project implementation at site.

It is therefore expected that the Project/Construction Management will strictly follow the Safety standards.

The activities of the Project/Construction management company will include the following activities:

- Preparation of the safety plan to be implemented on site together with description as well as the forms used

- Implementation of the safety plan on site by the following activities:

- Presentation of the safety requirements to the contractors during construction
- Enforcing on the contractors to appoint safety manager by the contractor in order to have a partner for the enforcement of the safety on site during the construction works
- Management of the site plan (location of the entrance areas, escape routes, workshop areas, construction areas)
- Implementing clear and professional sign signalization on site
- Set up housekeeping plan/standards and maintaining it during the construction
- Implementation of the regular safety training on site such as:
 - Safety introduction to all workers joining the construction activities
 - Safety toolbox meetings
- Special trainings for the following works:
 - Excavation
 - Welding
 - Working at height
 - Confined space
 - Use of PPEs
 - Construction safety risk assessment
- It is expected that the PMC company will provide the following reports:
 - Training records
 - Weekly report including the total man hours worked on the project
 - Non conformity reports
- Ensure safety norms at site by all contractors
- Conduct tool box meetings periodically

1.6 Technical evaluation and vendor/Contractor resourcing:-

- The PMC to review all the draft tender documents released before tender float to the agency and provide the inputs

Remarks: PMC team's required infrastructure like Phone, Internet ,PC/laptop, food, local conveyance, accommodation, site visit expense etc. shall be in PMC's scope