



# COEP TECHNOLOGICAL UNIVERSITY

Shivajinagar, Pune-411005

(A Unitary Public University of Govt. of Maharashtra)

Building Works Committee

website : [www.coep.org.in](http://www.coep.org.in)

Enquiry No. COEPTech/Civil/BWC/PMC/Library IT /Enq./2024

Date: - 23/10/2024

To,

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Sub: Request for Revised Quotation of **Project Management Services**

Sir,

Please quote your lowest rates for the following services on or before 29/10/2024 up to 5.30 P.M  
Submit in sealed envelope on the terms and conditions given below.  
This Period of Work is for the completion and handing over.

Sr. No.	Description	Quoted Rate including GST	Remark
1	<b>Project Management Services</b> for 1. Library and Computer IT building  <b>SCOPE OF WORK:</b> The scope of work shall be Project Budget Control and Payment Certification for Construction Services includes coordination with Client / Consultants for design, drawing, specifications / appointment of Contractors/suppliers/vendors, Budget Control, Estimation and rate analysis, measurements; Project progress monitoring and control for completion of project within defined time frame. ( For balance work as per Site Condition) as per scope of the work. Detail specifications as per attached sheet		

Terms &conditions:

1. The rates quoted for shall be valid for a period of three months from the date of opening.
2. Minimum Two competent Engineers should be available on site for execution of work.
3. Your visit remark must be recorded in a contractor register.

Yours Sincerely,

Registrar,  
COEP Technological University Pune

## **Scope Document for Project Management Services**

*(Project Budget Control and Bill Certification)*

### **1.0 SCOPE OF WORK:**

The scope of work shall be Project Budget Control and Payment Certification for Construction Services includes coordination with Client, Consultants for design, drawing, specifications, appointment of Contractors/suppliers/vendors, Budget Control, Estimation and rate analysis, measurements; Project progress monitoring and control for completion of project within defined time frame.

### **1.1 PRE-CONSTRUCTION –PROJECT PREPARATION: (For Balance Works as on Site Status)**

1. Coordinate with the Client, Consultants and Contractors in connection with the Project.
2. Ensure that the Contractor investigates as far as necessary practically available data and information relating to the Project, which are relevant to the Works.
3. Review the working drawings provided by the Consultants/Contractors in terms of constructability, technical efficiency, life cycle costing, overall construction and maintenance friendly details and prepare comprehensive reports of the same for Client' approval.
4. Establish procedures for checking, compliance with designs and specifications.
5. Coordinate for vetting and approvals from Consultants/ Design Team and Client.
6. Check and report to Client about the quality of material brought into for the Project in consideration to the agreed specifications.
7. Evaluate and report to Client, the various quality tests carried by the Contracting agencies.

### **1.2 CONSTRUCTION PHASE : (For Balance Works as on Site Status)**

1. Preparation of BOQ, Specifications and Tender document for bidding processes.
2. Preparation of Pre-qualification document
3. Identification and evaluation of potential Vendors/Contractors.
4. Technical and Commercial bid evaluation and comparative statement.
5. Commercial negotiation and Vendor/Contractor selection.
6. Co-ordination for Contract Agreement/Work Order.
7. Coordinate with the Contractor for Statutory Contract requirements.
8. Contract Administration and documentation
9. Mobilisation of Contractors/Vendors.
10. Define Standard Operating procedures (SOP) for approval and resolution of commercial issues.
11. Attend weekly On-Site Review meetings chaired by Architect and Clients.
12. Coordinate for Approval of Finishes, Material Used, Mock-ups and Details executed on site by the Contractor with Design and Client.
13. Estimation of quantities from Design and Drawings/BOQ
14. Rate analysis for construction services during execution of project.
15. Define and monitor quality of construction materials received at Project site.
16. Record and Report Non Conformance (NC) for Construction services at site.
17. Participate in Quality and Safety audit at site.
18. Define, record and measure quantity of works executed at Construction site.
19. Preparation of quantity acceptance certificate for Bill verification
20. Contractor's Bill verification.
21. Report and record quantity, rate and item variations.
22. Contractor's Payment recommendation to Client.
23. Track the Project Schedule and report any slippages, in advance, to Client along with a recommended strategy to mitigate the impact of any slippage.
24. Prepare and seek approvals from Client on change orders.

25. Monitor and report project progress to Client.

### **1.3 HANDING OVER PHASE :**

1. Coordinate for preparation of a master document for Client underlining the variation in design and specification if any during the course of construction as against the design and specifications originally agreed.
2. Ascertain a handing over strategy, underlining the list of documents, drawings, test certificates, performance guarantee, warranty / guarantee cards etc. for specified items.
3. Coordinate that the list of contacts and maintenance manuals etc. are handed over to Client.
4. Coordinate procedural commissioning various equipment & integrated testing of all the Services.
5. Facility schedule and ONM manuals, Guarantees from all Vendors

### **1.4 Submittals:**

The Project Management Consultant will submit the following reports:

- a) Project Cost and Budget variation report
- b) Fund flow statements
- c) Targeted Construction milestone and Invoice
- d) Project Execution Plan.
- e) Project micro Schedule.
- f) Meeting Schedule and Minutes
- g) Contract Change Management
- h) Contractor Invoice and Payment
- i) Project delay analysis reports

### **1.5 EMD**

While submitting the bid document, the scan Copy of RTGS/NEFT receipt towards the purchase of tender & EMD should be attached.

Name of the Bank – State Bank of India,

A/c No – 110 994 649 77

Name of the Account – COEP Technological University Pune

IFS Code – SBIN0010431

MICR Code – 411002060

Branch Code - 10431

EMD: Rs 9,500/-

Quotation Fee Rs 500.00+ 18% GST = 590.00

### **1.6 PROJECT MANAGEMENT CONSULTANCY (PMC) SERVICES (For Balance Works as on Site Status)**

The Consultant will perform the following Services for the Project under this Agreement as described below:

#### **1. Execution & Commissioning**

The Consultant shall be responsible for executing and commissioning the work and shall be responsible for getting the work done as per approved designs. Towards this the “COEP Tech Pune” shall engage various contractors and suppliers and enter into Project Contracts with such

contractors and suppliers. The Consultant shall be responsible to assist “COEP Tech Pune” for the soft commissioning, shakedown, final commissioning and hand over of the facility in functional order / condition to the End User.

## 2. Supervision

- (a) The Consultant shall exercise complete day-to-day supervision during construction period of the assigned work, ensuring quality control in accordance with tender stipulations, specifications, drawing and site conditions. The quality control will be exercised at all stages of construction, viz. Approval of materials thereof in proper proportion including prescribing norms for test periodically and acceptability criteria and workmanship at all stages of execution of individual items of work as prescribed in the respective IS codes.
- (b) The Consultants shall coordinate with the architect for regular and timely flow of working drawings / instructions to the Contractor.
- (c) The Consultant shall be liable for liquidated damages claimed by the Contractor on account of late issue of working drawings and the decisions.
- (d) The Consultant shall suggest to “COEP Tech Pune” modifications, if any, due to site conditions and advising regarding cost variation, on account of extra items and excesses on the contract.

## 3. Quality Control & Assurance

- a) The Consultant shall get the Quality Assurance Plan prepared from the Contractor and scrutinize and recommend for approval to the “COEP Tech Pune”.
- b) The Consultant shall Prepare check lists for approval of materials and methods at various stages of construction and system for maintaining records of work and test results.
- c) Review Contractor’s work programme, suggest modifications, if any, and approve the work programme after a careful study keeping in view the overall interest of the project.
- d) Carry out checking and verification of the setting-out data for the work including lines, levels and layout to ensure conformity with the working drawings,
- e) Initiate advance actions for handing over of site and / or issue of drawings
- f) Lay down a proper quality assurance system and ensure conformity to the same by the Contractor, including deputing an exclusive quality control /quality assurance engineer at site of work for all engineering and construction activities
- g) Review and recommend the construction methods proposed by the Contractor for carrying out the works to ensure that these are satisfactory with particular reference to the technical requirements, project implementation schedule and environmental aspects as well as safety of works, personnel and the general public.
- h) Day to day monitoring of the project progress as per the standard construction practice, personnel etc. and ensure the adequacy in accordance with the terms and conditions of the Contract.
- i) Direct the Contractor to carry out all such works or to take necessary actions as may be necessary to avoid or to reduce the risk in case of any emergency affecting the safety of life or of the works or of the adjoining property and advise the Engineer-in-charge thereof as soon thereafter as is reasonably practicable, including deployment of a safety engineer.
- j) Explaining the correct interpretation to contractor regarding the technical specifications and Contract documents, wherever required.
- k) Assist “COEP Tech Pune” to carry out all functions as stipulated in the Contract(s) executed with the Contractor(s) or any other Consultant engaged for the execution of the Project.
- l) Represent the interest of the “COEP Tech Pune”, in all matters related to the construction Contract and the proper execution thereof.

- m) The Consultant shall develop a project schedule (PERT/CPM chart/s etc.) with the help of contractor at the time of commencement, as per the agreed terms during the tendering process. The Consultant shall also develop project budget and cash flow statement as per the project schedule and update periodically/review/reschedule and consent from the “COEP Tech Pune” should be taken.
- n) The Consultant to get compliance done for the non-conformities pointed out by “COEP Tech Pune” appointed Third Party Inspection & Monitoring Agency (TPIMA) / Vigilance & Quality Control (VQC) / any Authority of Maharashtra Housing Development COEP Tech Pune Limited and report of closure of non-compliance to the “COEP Tech Pune” of any queries/remarks/deficiency raised by either of them during the site visit.
- o) Checking on the contractor’s construction methods, sequence of operations and temporary works needed for ensuring quality of output and safety during constructions.
- p) Analyzing the test results and advising on necessary remedial / corrective action in time.
- q) Furnishing monthly reports on monitoring of Quality Control to the “COEP Tech Pune”, covering the above-mentioned aspects and any other important points relevant to quality of work and the extent of its inputs.
- r) The Consultant shall ensure the frequency of testing of materials in standard laboratory as directed by Engineer-In-Charge, also ensure standardization of conditions during onsite laboratory testing of materials.

#### 4. Progress of Works (For Balance Works as on Site Status)

- (a) Review the progress of the work as per approved CPM / PERT Charts
- (b) The Consultant shall advise the Contractor to mitigate the delay if any during execution of work.
- (c) To check and approve all materials received at site before use.
- (d) To formulate and implement Management Information / Reporting formats, approvals/rejection of materials etc. prior to commencement of work, Progress reports, financial forecasts, Data sheets, Registers etc. shall be maintained and reported to “COEP Tech Pune”.
- (e) For all the work, the Consultant shall supervise concreting operations etc. throughout the operation.
- (f) To ensure that all the work is in line, level and verticality and the finishing are as per the approved drawings.
- (g) Consultant to attend all visits and meetings with higher officers of “COEP Tech Pune”, Local Authority, State and Central Government Authorities etc. whenever required.
- (h) Any other work as required

#### 5. Monitoring & Reporting (For Balance Works as on Site Status)

- (a) To submit monthly progress reports to the covering physical progress against targets, financial forecast, analysis of test results and suggestions for corrective actions, quality aspects compliance with tender specifications / provisions and suggestions for wiping out back-log if any. The progress reports shall also include the Consultants inputs on the job for the period of reporting and any other observations.
- (b) The Consultant shall employ modern/latest tools like Microsoft project, PRIMAVERA, Power point presentations etc. for effective monitoring of the entire project at all stages.
- (c) The Consultant will provide fortnightly / monthly progress reports to the Engineer-in-charge on physical and financial progress of the project and such other aspect and in the format required by “COEP Tech Pune”.
- (d) The Consultant including its concerned staff shall be present for the Weekly /Monthly meeting (or any other meeting with regards to the Project), held on the Site/ Head Office/ any Venue as decided by the “COEP Tech Pune”/ Engineer- in- Charge. The Consultant shall submit a report of

the said meeting to the Engineer- in- Charge, clearly mentioning the actions taken on the instructions given by the “COEP Tech Pune”/ Engineer- in- Charge/ or any representative of the Engineer- in- Charge at his own cost.

- (e) The Engineer- in- Charge may at any time call to be present any Personnel from the Consultant on the Site/ Head Office/ any Venue as decided by the “COEP Tech Pune”/ Engineer- in- Charge, as and when required with prior communication with all the data/presentation required by the “COEP Tech Pune” at his own cost.
- (f) The Consultant would give detailed program of completion of each of the activity for which the Consultant is responsible. The program may be prepared in the form of Bar charts (CPM / PERT charts or any latest technique) which can be updated with the help of available computer packages.
- (g) Provide fortnightly progress report/s.
- (h) Monthly Progress report due within the 5th day of each calendar month.
- (i) Minutes of regular management review meeting with contractor.
- (j) Quarterly Progress Report (QPR), providing details of progress of project components and, by contract and in aggregate, of physical and financial Progress of works.
- (k) Any other work as required

#### 6. Measurement of works and Payment (For Balance Works as on Site Status)

- (a) The Consultant shall record the measurements of work done as per the specifications in prescribed measurement book on daily basis. The Consultant shall scrutinize the bill submitted by the Construction Contractor and certify for payment. If possible, Measurement of works shall be made online (e - mb) and payment will be as per the recommendations.
- (b) Scrutinize and recommend suitable action on the claims raised by the Contractor, if any.
- (c) Assist “COEP Tech Pune” in dealing with matters relating to the CTE /audit queries etc.
- (d) Prepare and submit a detailed statement of closure report of the Project on its completion.
- (e) Any other work as required

#### 7. Completion of Project & Completion Certificate

- (a) The Consultant shall prepare all required plans and proposals to be submitted to the Local Authorities like Municipal COEP Tech Pune/ Fire/ MPCB/ CPCB, etc. for obtaining Completion and Occupation Certificates.
- (b) The Consultant shall prepare ‘As built’ drawings with the help of contractor of all works carried out and the same shall be submitted to the “COEP Tech Pune”. The Consultant shall submit five sets of hard copy and one set of soft copy in AutoCAD format to the “COEP Tech Pune”.
- (c) The Consultant shall verify and record Final Joint measurement/s of the final bill preparation and finalization of final bills, as per the conditions of Contract and issue certificate for release of final payments by Engineer- in charge.
- (d) Any other work as required

#### 8. Maintenance Schedule:

- (a) Consultant will assist Engineer – in- charge to ensure AMC/CMC for all equipment and machinery deployed.
- (b) Final measurement sheets shall be prepared for all building works for carrying up maintenance work.
- (c) Consultant shall take all necessary steps for rectification of defects, if any, during the defect liability period, in accordance with the Contract.

- (d) The Consultant shall undertake preparation of maintenance Manual in respect of contracted work and further advise the “COEP Tech Pune” by periodical inspection during the defect liability period on maintenance requirements, if any.
- (e) Any other work as required

9. Claims of Construction Contractor

The Consultant shall advise the “COEP Tech Pune” with regard to extra claim / dispute, if any till the cases are settled. The Consultant will also be required to brief the legal adviser / legal Consultant of the “COEP Tech Pune” on cases pertaining to the work.

10. Defect Liability Period and Services during Defect Liability Period The Defect Liability Period shall be till successful completion of Defect Liability Period of Construction Contractor as per the agreement with the Contractor.

a) During the DLP Period after Occupation by the tenants:

PMC shall carry out joint inspection at the end of defects liability period and advising on remedial measures for defects, if any, discovered.

11. Fees payable to Project Management Consultant - The Total Fees payable and schedule of Payment towards the services of the Project Management Consultant shall be as per the payment schedule.

12. General Terms:

- a) The Consultant shall undertake complete administration and management of contract till expiry of the defect liability period and payment of final dues to the contractor.
- b) The Consultant shall render to the “COEP Tech Pune” every assistance, all technical services, guidance or advice on any matter concerning the architectural, financial, legal, technical and engineering aspects of the Projects including periodical interaction and also through invited experts on specific subjects with “COEP Tech Pune” prior approval.