

F3 (106) (32)/RUSDIP/PMU/CMS/2007/14911 - 31

Dated:] - 01.2008

Sub: Design & Construction Management System: Circular -5.

Ref: Guidelines for Contract administration & monitoring of IPMC & DSCs under RUSDIP.

The Contract Agreements of Investment Program Management Consultants (IPMC) & three Design & Construction Supervision Consultants (DSCs) consultancy packages for RUSDIP, (RUIDP Ph-II) have been signed on 17.12.2007 and Notice to Proceed have been issued on dated 18.12.2007. These Consultants have been asked to mobilize with effect from 1st January, 2008.

The preparation of Detailed Designs and Bid Documents by the Consultants provided by ADB under CTA for the subprojects proposed under the 1st tranche for three representative sample towns namely Alwar, Jaisalmer & Jhalawar-Jhalarapatan, is in progress. Detailed designs and Bid Documents of some of the subprojects in these cities are at the final stage.

It is likely that Investment Program Implementation Units (IPIUs) shall start functioning in the cities after approval of the detailed project report and award of work order in the concerned city.

The first tranche of US\$75 Million has been approved by ADB with US\$ 60 million loan component from ADB. It is expected that Tranche II shall be approved very shortly by ADB. It is also worthwhile to mention that under the Advance Contracting and Retroactive Financing facility works of Tranche II shall also be awarded so that the works of Tranche I & II may be started on ground covering all towns under the program with least gap in between them. It is therefore directed that:

1. IPMC shall immediately start preparation of City Level Investment Plans (CLIPs) of remaining twelve towns; as per ADB requirements. Concerned city in-charge (APO), shall hand over soft & hard copy of all available data to IPMC & DSC's by 05.01.2008 positively with a list of such documents. ACP with the help of APO (Bids) will provide soft copies of the standard bidding documents to the DSC's and PIU's in soft copy.
2. The concerned DSC shall immediately start preparation of Detailed Project Reports (DPRs) / detailed designs of sub-projects of remaining twelve towns in accordance to the tentative list of works identified in consultation with the line agencies and the city level committee and the priority of the town. The DPR's prepared by the concerned MC's shall also be utilized by the consultants after suitable review & modifications as per requirement of RUSDIP. It is targeted that atleast one bid of each of these twelve towns are in the position for invitation by March-08 under retroactive financing facility of ADB, so that works may be started on ground by June - 2008.
3. The concerned DSC will collect and compile the required data from the concerned departments immediately & coordinate with line department to take data from the line agencies & departments. The concerned city incharge of the town will facilitate in coordinating of the activities and will be responsible to achieve the target of timely invitation of bid in their town.

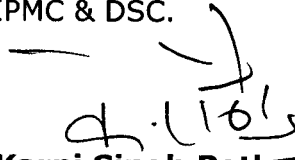
- 4 The concerned city incharge will closely involved with DSC's in preparation and understanding of the design, estimates & bid documents to meet the specifications and conform to standards and sound engineering practices.
- 5 It is envisaged that the IPIU and DSC's will work as a team. The design reports / documents prepared by DSC & city incharge will be sent by them to the IPMC and PMU till IPIU is established. After establishment of IPIU, the design reports / documents prepared by DSC's & IPIU (jointly signed) should be sent for recommendation of IPMC with a copy to IPMU. Such proposals should be deliberated with IPMC involving the controlling officer in PMU and suitable modifications should be immediately carried out by DSC with out any delay so as to be finalized with in two weeks. IPMC shall sent recommendation letter to IPMU for approval of IPMU with complete justification with a copy to IPIU & DSC. The controlling officer in PMU will keep monitoring for targeted completion of activity.
- 6 Care should be taken to ensure proper flow of information amongst IPMU/IPMC/DSC/IPIU by endorsing copies to all concerned in order to avoid any lack of communication and delay.
- 7 Efforts should be made to keep proper co-ordination between IPMU/IPMC/DSC/IPIU (city in-charge APO & nodal officers till IPIUs are established) and to expedite all matters through formal or informal meetings & discussions.
- 8 The controlling officer PMU shall visit at least once in fortnight to project cities assigned to them till the IPIU is established and assist in resolving the issues related to various packages. They will prepare the targets for the deliverables in next three months in consultation with the city incharge & DSC and will submit by 07.01.2008 with likely date of deliverables.
9. The concerned city in-charge should thoroughly visit the sites and should devote most of the time in the DSC office till IPIU is established, discuss with the DSC expert and make efforts to sort out all pending issues related to site and preparation of design & bid documents. They will ensure that the initial preparatory work is going on as per work plan/ schedule.
- 10 The concerned city in-charge will make necessary arrangements with the help of District Administration for establishing PIU and help the DSC's in establishing their offices also.
- 11 The work carried out by consultants in the city shall be verified by city in-charge, APO & Controlling officer of the concerned city till the IPIU is established.
- 12 In order to streamline the activities for the payment of monthly bills to DSCs and IPMC within a period of one month from the submission of bills, following procedure should be strictly followed:-

S.No.	Activity	Person Responsible	Time Schedule
	Submission of bill to IPMU Self certification of attendance for all key professional & support staff and the daily work sheet. Self certification regarding maintaining the progress of activities according to task schedule. Self certification that this bill includes only eligible payments in accordance to the contract agreement	Team Leader, DSC / IPMC	
2	<p>(a) Verification of DSC city wise monthly bills</p> <ul style="list-style-type: none"> • Counter checking of attendance during the month and counter signatures of head of IPIU • Verification of bill in accordance with the contract agreement. • Verification of bill in accordance to the task schedule 	EE, PIU/ City in-charge APO & SE, PMU till IPIU is established	7 days

	<ul style="list-style-type: none"> • Checking of rates for remuneration and other items. • Scrutiny & Payment of bill in accordance with the contract agreement 	Acctts. section / APO DSC In-charge PMU	7 days
3.	(b) Scrutiny & Verification of monthly bills for IPMC <ul style="list-style-type: none"> • Checking of rates for remuneration and other items. • Scrutiny & Verification of bill in accordance with the contract agreement • Verification of bill in accordance to the task schedule • Payment of bills. 	Acctts. Section / APO IPMC In-charge/ PMU	10 days

The files of the payments will be maintained by the Accounts Wing.

This circular should be abided by all members of PMU, IPIU, IPMC & DSC.


(Karni Singh Rathore)
Project Director

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Dated: ~~1-12-2007~~
1-1-2008

Copy to following for information and necessary action:

1. Addl. PD -I & II/ FA/ SE (D-I)/ Dy. PD (T)/ Dy. PD (Adm.)/ SE (WW)/ SE(R&B)/ SE (Mon) / PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU / IPIU all cities, RUIDP, Jaipur.
2. SE PIU, Ajmer, Bikaner, Kota, Jaipur, Jodhpur and Udaipur.
3. Team Leader PMC/ Team Leader CTA Consultant/ IPMC, DSC's RUSDIP.
4. ACP, PMU, RUIDP, Jaipur to send by e-mail.


Dy. Project Director (T)