

F3 (106) (32)/RUSDIP/PMU/CMS/2007/ 13166-206

Dated: 20.08.2010

Sub: Construction Management System - Circular 50

Ref: Guidelines for inspection of works by of PMU officials.

It is very important to envisage and foresee the hindrances and bottlenecks at the very early stage, so as to facilitate smooth and time-bound functioning of a Contract. All concerned personnel of DSC & IPIU and Contractor are required to enlist such issues, take pro-active action and evolve strategies to ensure speedy action. This checklist should be updated by the OIC in-charge of package monthly on regular basis (on 1st day of month) and also before the site visits of the PMU officials. **The monthly status should be mailed by the OIC of the package in IPIU, to controlling officers of PMU by 3rd day of every month positively.** The PMU officials during their inspection should complete it with their observations during site visit to the town to assess the quality, safety, timely completion and ability of resolving issues, proactive approach adopted by PIUs/ DSC and status of the sub-project etc.:

1. Name of work with Package no.
2. Amount of work order and expenditure till date
3. Name of Contractor
4. Name of OIC Package IPIU
5. Date of NTP / Stipulated date of completion / Likely date of completion

(i) Check list for sub-projects for which DPR & Bid document is under preparation:

S. No.	Item/ Activity	Present status	Action taken by IPIU for any shortfall	Comments during site visit
1.	Finalization of scope of works in consultation with the line department & deliberations in the CLC meeting.			
2.	Reconnaissance survey for feasibility study by PIU & DSC of proposals.			
3.	Status of land allotment for execution of work			
4.	Approval/ NOC required from different department like Forest Department / Panchayat/ Land acquisition / Removal of encroachments etc.			
5.	Identification of utility shifting & modality for execution. Estimation from line department if proposed as deposit work.			
6.	Hindrances related to site handing over/ encroachment etc.			
7.	Conceptualization of the sub-project in terms of survey required and conducted finalization of design parameters, detailed site visits by PIU & DSC team for execution convenience and inclusion of the various items required in the estimate as per site requirement.			
8.	Designing of various components required in the proposed sub-project to be listed out and status should be narrated.			
9.	Status of existing lines in case of water supply and sewerage project, bridge/ road in case of strengthening & widening of existing road/ bridge etc.			
10.	Finalization of construction / working drawings good			

	for bidding purposes.			
11.	Time line for completion of the DPR/ Bid documents. Reason for delay if any.			
12.	Checking of estimates & bid conditions by PIU.			
13.	Listing of required number of detailed construction drawings good for construction and their status.			
14.	Estimated cost according to the allocation of fund / actual cost of proposal			

Signature of EE, IPIU

(II) Check list for NTP issued sub-project (i.e. from date of LOA to NTP + 6 months)

S. N.	Item/ Activity	Present status	Action taken by IPIU for any shortfall	Comments during site visit
1.	Bank Guarantee in proper format for performance security.			
2.	Availability of land and handing over of hindrance free site to the Contractor on the date of NTP.			
3.	Finalization of agreed work plan for issuing at the time of NTP.			
4.	Finalization of construction/ working drawings good for execution and issuing at the time of NTP.			
5.	Vendor finalization by the contractor & assessment of quantities in accordance to the BOQ for excise benefit for issue of Essentiality certificate as per requirement of material & equipments to facilitate the Contractor for timely procurement of material & equipments.			
6.	Action taken for Shifting of underground utilities & changed electrical over head lines etc.			
7.	Signing of Agreement with the Contractor and delivery of copies of signed Agreement to PMU within 7 days of signing of agreement.			
8.	Issue of work plan, Handing over of hindrance free site in accordance to work plan, issue of construction drawings good for construction at the time of NTP.			
9.	Dedicated bank account to be opened by contractor for Mobilization Advance and ensuring BG in proper format by the contractor. Payment of Mobilization advance to the Contractor.			
10.	Establishment of site offices & laboratory by the contractor not later than a month of NTP.			
11.	Confirmatory survey and Soil investigation work.			
12.	Mobilization of sufficient number of supervising staff by DSCs & contractor at all project sites.			
13.	Status of mobilization of Man power, procurement of Material and Machinery.			
14.	Status of issue of Essentiality Certificates.			
15.	Permission from line agency like (a) crossings of the Railway lines (b) activities through their lands / Highway/ Forest/ JVVNL/ PHED/ PWD/ MC.			
16.	Statutory clearances safeguard compliances as per requirement of the sub-project.			
17.	Issue of revised Construction drawings in case of any change due to confirmatory survey.			
18.	Submission of designs by the contractor in case of			

	turnkey works and status of the pending drawings.			
19.	Status of physical works at site.			
20.	Physical progress of works in term of %age as per target in accordance to work plan.			
21.	Financial progress of works in term of amount and %age as per target in accordance to work plan.			
22.	Status of quality control measures / third party inspection / tests at site / record keeping.			
23.	Status of safety requirements.			
24.	Hindrances in the work, if any			
25.	Likely date of completion			
26.	Status of variation if any			
27.	Whether any delay in completion is expected			
28.	Pending compliances of earlier visits, if any			
29.	Suggestive measures for improvement of the status, if any			
	EE, IPIU			
	Visiting Officials			

Signature of EE, IPIU

(III) Check list for project for fully running projects after 6 months of NTP:

S. N.	Item/ Activity	Present status	Action taken by IPIU for any shortfall	Comments during site visit
1.	Status of unresolved land issues; if any.			
2.	Status of revision of work plan; if required.			
3.	Status of revision / finalization of construction/ working drawings.			
4.	Submission of designs by the contractor in case of turnkey works and status of the pending drawings.			
5.	Pending essentiality certificate if any.			
6.	Status of shifting of underground utilities & charged electrical over head lines etc.			
7.	Mobilization of sufficient number of supervising staff by DSCs & contractor at all project sites.			
8.	Status of mobilization of Man power, procurement of Material and Machinery.			
9.	Pending permission from line agency like (a) crossings of the Railway lines (b) activities through their lands / Highway/ Forest/ JVVNL/ PHED/ PWD/ MC.			
10.	Statutory clearances / safeguard compliances as per requirement of the sub-project.			
11.	Status of payment of AP's.			
12.	Status of Environment Compliances.			
13.	Status of physical works at site.			
14.	Physical progress of works in term of %age as per target in accordance to work plan.			
15.	Financial progress of works in term of amount and %age as per target in accordance to work plan.			
16.	Status of safety requirements.			
17.	Status of quality control measures / third party			

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	Inspection / tests at site / record keeping.			
18.	Required field testing & record keeping of reports. No. of sample tested / no. of sample failed. Action taken for the failed results / any unaccepted work.			
19.	Status of stacking of material / removing of any surplus unutilized material.			
20.	Pipe line sectional testing and commissioning as per work plan.			
21.	Road restoration work.			
22.	Status of pending variation, if any.			
23.	Hindrances in the work, if any.			
24.	Whether any delay in completion is expected.			
25.	Likely date of completion.			
26.	Assessment of L.D. with respect to work plan & contract condition and action taken by IPIU.			
27.	Payment of Running bills and recovery of Mobilization Advance. Last payment made (date & amount). Payment due as per physical work, if any.			
28.	Status of application of Price adjustment clause.			
29.	Pending compliances of earlier visits, if any			
30.	Suggestive measures for improvement of the status, if any			
	EE, IPIU			
	Visiting Officials			

Signature of EE, IPIU

This circular is equally applicable to all members of PMU, IPIU, IPMC & DSC.

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(Vaibhav Galriya)
Project Director

Dated: 20.08.2010

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Copy to following for information and necessary action:

1. Addl. PD / FA/ Dy. PD (T)/ Dy. PD (Adm.)/SE (Co-ord)/ SE (WW)/ (WS) / (R&B)/ PO (all)/ Sr. AO / All APOs / AAO/ PA to PD PMU, RUIDP, Jaipur.
2. Executive Engineer, IPIU, RUSDIP (Concerned), Alwar, Baran, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dhaulpur, Jaisalmer, Jhalawar-Jhalrapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur and Sikar.
3. Team Leader IPMC, CAPP, DSC-I, Bharatpur, DSC-II, Nagaur, DSC-III, Jhalawar, RUSDIP.
4. Dy. Team Leader/ACM, DSC-I, Alwar/ Dholpur/ Karauli/ Sawai Madhopur, DSC-II, Churu/ Jaisalmer/ Barmer/ Sikar and DSC-III, Chittorgarh/ / Rajsamand/ Bundi/ Baran, RUSDIP.
5. ACP, RUIDP, Jaipur to send by e-mail and put up the CMS Circular on the website.

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Dy. Project Director (T)