



**SHREEMATI NATHIBAI DAMODAR THACKERSEY
WOMEN'S UNIVERSITY
1, Nathibai Thackersey Road, Churchgate, MUMBAI-400 020**

Estate Dept./2018-19/30

May 24, 2018

Sub: Request for Quotation.

Madam/Sir,

Quotations are called from empanelled Architect for **"the Renovation of Room no 119 as Seminar Room and Renovation of Fashion Designing Lab" SVT College at SNTD women's University, Juhu Campus.**

Architects are requested to quote the rate in percentage on construction cost on or before 2nd June 2018.

Scope of work is as below:

ANNEXURE - A

(I) Pre-Tendering Stage (Phase I):-

1. Preparation of preliminary drawings like plans, sections, based on clients requirements.
2. On clients approval of preliminary designs, preparation of drawings for submitting the proposal to the municipal authorities and obtaining the approval for the commencement of work on site.
3. Coordinating with MEP consultants if required to be appointed, so as to integrate architectural structural and allied inputs.
4. a. Preparing architectural drawings, structural design and drawings, other services drawings, issuing drawings and documents for tender purposes and assist in final selection of contractors.
b. Preparing architectural, structural working drawings to be issued to selected contractors for work commencement and progress.
c. Preparing working drawings, architectural and structural for building work commencement.
5. To prepare rate analysis for non DSR items as per need of work and get the same approved before finalizing overall estimation.
6. To prepare tender documents and get approval from University before floating the tender.
7. Inviting the tenders (technical and commercial) from various Government registered contractors/proprietary firms, doing the technical evaluation, preparing comparative statement and submitting the same to the University with recommendation and justification.

(II) Before Construction Stage (Phase II):-

1. Drafting letter of intent for successful tenderer
2. Preparing bar charts/CPM-PERT networks so as to ensure timely completion.

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(III) Construction Stage (Phase III):-

1. Overall co-ordination with the University on technical and financial matter and co-ordination with contractors as may be required.
2. Maintaining complete co-ordination on entire project.
3. Preparation and issue of a project co-ordination procedure documents.
4. Programming the overall project and following progress of all aspects of the work.
5. Updating bar charts and expediting and preparation and issue of weekly project reports to the University indicating the status and progress of work.
6. To have overall co-ordination with the society, design architects, developers with respect to the municipal drawings so as to ensure smooth progress of the municipal follow up.
7. Monitoring work progress as per the agreed construction schedule.
8. Conducting regular review meetings with University Engineer and Contractor.
9. Maintaining measurement books as per the procedure of the University.

The above is further explained in detail as under:-

(A) MATERIAL MANAGEMENT – Strict supervision work in interest of University and in accordance with tender/quotations received and approved between University and contractor.

This will include the following:-

1. Ensuring quality control and adherence to specification.
2. Carrying out periodical test of the various construction materials received prior and/or during its use.
3. Conducting laboratory test of material used as well of the final product and certifying the work carried out by the contractor.
4. Ascertaining upon the quantum of various materials required for different constructional activities, checking their order placements and their timely procurement along with quality.
5. Ascertaining to timely receiving and storing of the materials in their safe places as per the job layout.
6. Maintaining up to date stock register.
7. Checking the materials received on site for quantity and quality as per tender specification.

(B) DAY TO DAY SUPERVISION, MEASUREMENT RECORDING IN MEASUREMENT BOOK & QUALITY CONTROL

This includes -

1. Full time supervision by your engineers.
2. Day to day joint measurement recording with contractors in measurement book taking photographs of hidden items before recording.

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3. Periodical site visit in connection with works by yourself (at least once in a week) or your project engineers at least 3 times a week and providing corrective supervision.
4. Giving instructions regarding method of carrying out the construction from the workmanship and materials consideration. Issue written orders for rectification of defective works (if any).

(C) CONTROLLING UPON THE WORK PROGRESS

1. Preparation of bar chart PERT/CPM networks and get approved it from University technical staff and strictly implementing the same. Updating the activities in case of delay to meet the target to meet the target completion time.
2. Periodical meeting with the concerned contractors so as to have a firsthand report about their practical difficulties if any and suggestion them an alternatives procedure to solve the same in the best interests of the University.
3. To ensure that contractor incorporates a penalty clause in the works with each sub-contractor.

(D) END OF CONSTRUCTION STAGE

1. To ascertain obtaining of various completion certificates as stated by University.
2. To ascertain obtaining of various completion certificates.
3. Preparation of as built drawings.
4. Preparing completion report as the end of the project.
5. Hand over complete project report to the University.

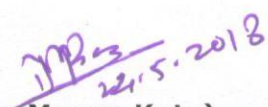
Overall as a consultant you are expected to carry out following:-

1. Check the R.A. bills and recommended for payment.
2. To assure quality of work.
3. To control work and extra work.

Thanking you,



Yours Sincerely,


(Dr. Meena Kute)
Registrar (Addl. Charge)