



SCOPE OF WORK OF PROJECT MANAGEMENT CONSULTANCY SERVICES

Karnataka Golf Association (KGA) intends to hire the services of a Project Management Consultant for the planning, designing, tendering and execution of the Capital Works and major repair works to include Upgradation, Renovation and Repair to be executed on their premises. The Scope of Project Management Services will include the following:-

1. The Consultancy firm will engage with the Architect and validate the Design, drawing, BOQ, estimates and tender documents before the issue of tenders.
2. The Consultant will be responsible for the selection of contractors for issue of tenders based on a PQC.
3. The consultant will be responsible for coordinating the issue and receipt of tender, opening of the tender documents at KGA in the presence of the tender opening committee, the scrutiny of tenders documents and negotiation with the contractors before acceptance of tender.
4. During the execution stage the consultant will deploy one senior engineer and one site engineer along with the Architect be responsible to certify the quality of material brought on site, the measurements of the work include the quality and quantity of work executed, verify the RAR bills and prepare deviation statements and recommend the supporting WOs for the additional work/ non tendered work executed, if any
5. The Consultant will assist in the technical and financial closure of the work by providing the entire documentation necessary as per the requirements of the auditors of KGA.
6. The broad details of work at Pre-tendering, Tendering and Execution stage is attached as Annexure.
7. The Consultant will submit the application with the following details:-
 - a. Profile of the Company.
 - b. Details of work executed with references.
 - c. Turnover in the past seven years.
 - d. Statutory registration documents.

Sd/-

Suresh Jois Chandrashekhar
Hon. Secretary
KGA

Annexure

Scope of Bid Management Services

TENDERING STAGE

- Preparation of overall budgetary cost estimates based on schematic design proposals.
- Finalizing detailed technical item specifications for all items of works,
- Prepare tender estimates based on prevailing market rates for different packages.
- Prepare detailed terms and conditions of contract and incorporate any other terms and conditions required by the clients / project demand.
- Prepare approved tender documents for agreed packages.
- Prepare the List of prospective Vendors, shortlist and recommend suitable Vendors for obtaining bids.
- Floating of tender on behalf of the Clients based on the approved terms and conditions.
- Evaluate, analyze and submit report on bids obtained.
- Organize and conduct techno-commercial meetings with prospects.
- Assist to decide on the final vendor after reviewing technical and commercial aspects.
- Assisting in the preparation of letters of award and work orders.
- Preparing Contract Documents for formal execution and distributions.
- Update budgets based on final award of work.
- Submit Tender Process Document

REQUIREMENT OF DRAWINGS/DOCUMENTS

- The Architect will provide the following details, drawings and information in both Soft copy and Hard copy:
- Fully dimensioned Architectural & structural drawings.
- Finishing Schedules.
- Fully dimensioned Consultant's drawings for Plumbing, Electrical, & HVAC, Exterior development works and other services that fall in our scope for rendering the services.
- Minutes of meetings / decisions taken for changes in design prior to finalization of BOQs and tender documents.

CONSTRUCTION PHASE

PROJECT TIME MANAGEMENT

- Prepare detailed activity-wise Master Programme for the entire project identifying the specific activities with inter-activity dependency, sequencing and activity duration (Bar charts, CPM, etc.).
- Prepare a work breakdown structure (WBS) for the project dividing the scope into smaller work packages.
- Co-relate programme schedules prepared by successful contractors with Master Programme schedule and incorporate necessary modifications.
- Review 'GFC' drawings issued by various consultants for constructability.
- Monitor progress of work and reporting.
- Review monthly progress of the works, compare with planned programme and submit status report to the client.
- Suggest modifications in construction if any, due to site condition and advice on variation to cost.
- Check on long lead items for procurement of material and equipment to be procured by contractor or client.
- Follow up with architects and consultants for obtaining drawings & designs.

PROJECT COST MANAGEMENT

- Prepare cash flow for the project based on the construction programme schedule and recommend commercial terms of payments to the contractors and suppliers.
- Review monthly project cost between planned cost v/s actual cost and forecast effect of changes.
- Ensuring that all appropriate changes are recorded accurately.

PROJECT QUALITY MANAGEMENT

- Ensure compliance to drawings and specifications during execution.
- Set quality control procedures such as pour-cards, checklists, etc.
- Inspect and ensure that standards of workmanship are achieved.
- Ensure documentation of quality procedures implemented.
- Inspect completed works and recommend action.
- Ensure that appropriate tests and inspections are carried out by the contractors to ensure that the work conforms to quality standards.
- Ensure the correction of defects pointed out by the clients / Architects / Consultants / CPMC is implemented.

PROJECT SAFETY AUDIT

- Advise on site safety procedures and methods for incorporation at site to minimize accidents and injuries.

STATUS REPORTING

- Progress of work against master schedule.
- Cost of project against budget.
- Quality issues and recommendations.
- Progress photographs by e-mail.

BILLCHECKING AND CERTIFICATION

- Verification of Bills and certification for payment
- Preparation of variation statements & approve rate analysis for extra items

PROJECTCLOSE –OUT

- Ensure inspection, testing and commissioning of various equipment's installed in the project to satisfy the performance requirements.
- Ensuring submission of completion report, 'As Built' Drawings (obtained from contractors) and comparative statements with regard to physical and financials inputs and outputs as compared to the original estimates and forecasts, on completion of the work.
- Obtaining and submitting warranties and guarantees to KGA. Prepare and submit closure report. Commissioning and handing over of project.