

PMC - SCOPE OF SERVICES

- 1. Pre Construction Stage.**
- 2. Construction Stage.**
- 3. Post Construction Stage.**

1. Pre Construction Stage

a. Design Stage

1. Conducting Design Coordination Meetings with Consultants along with client.
2. Collection of all Drawings and review the drawings.
3. Value Engineering
 - a) Review by Relevant Experts.
 - b) Study on Constructionability and Feasibility.
 - c) Suggestion on sourcing and alternate material & Agency.
 - d) Foresee the real requirement of details proactively.
 - e) Optimization of Cost & Time.
4. Collecting the technical Specification and BOQ with estimate from the entire consultant.
5. Reviewing & Making consolidated budget and get it approved from the client.
6. Preparation of Tender Document and get it approved from the client

b. Tendering Stage

1. Short listing of Vendors for various works.
2. Issue of tender document for short listed vendors.
3. Conducting pre bid meeting with consultants on the queries raised by the vendors.
4. Collecting filled tender documents and making comparative statements.
5. Attending negotiation meetings and giving guidance on selecting of correct vendor to the client.

c. Contract Award Stage

1. Preparing contract document along with drawings and get it approved from the client.
2. Collecting all necessary documents from the finalized vendor like project schedule, cash flow statement, resource deployment schedule and quality & safety policies along statutory requirements like CAR policy, labour license, bank guarantee etc,.
3. After collecting all documents, Issue of contract document to the finalized vendor.
4. Based on the finalized contract values preparing 2nd cut budget.
5. Conducting Kick off meeting at site and start the work at site.

2. Construction Stage

- a. Making the Schedule as per the requirement of Client and Practical applicability.
- b. Projecting the cash flow statements to the client and reviewing periodically.
- c. Review of Drawings and inform consultants regarding any additional / changes required in the drawing.
- d. Conducting Progress review meetings in regular intervals.
- e. Implementing & maintaining the checklists for all the works.
- f. Providing technical & experienced team to the site for effective execution of Project in time and quality.
- g. Check and approve the materials quality
- h. Involve and discuss with all the consultants regarding the shortfalls in the detailing and sort out all issues including service integration
- i. Providing Methodology of working for all works before starts.
- j. Tracking the project as per the schedule and also recording the delays in project due to un expected issues like strike, weather conditions, material short supply etc.
- k. Plan for accommodating the delays in the project schedule and completing the project in initial planned time.

- l. To equip the execution team by providing formats, check lists & reports.
- m. Submitting Monthly Progress, Quality and EHS report to the client.
- n. Check & Certifying of all contractors/Agencies Bills.
- o. Keep a track of executed quantity against budgeted quantity. Any escalation in quantity & financial implications in budget to be highlighted to the client in time and getting approval.
- p. Check & approve the rates for NT items before execution.
- q. Reconciliation of Materials.
- r. Implementing and insisting to follow safety.
- s. Responsible to provide the required data to Technical, Finance & Accounts department related to billing.
- t. Maintaining Bills and Reports in proper filing system.

3. Post Construction Stage

- a. Collection all as built drawings from vendors and consultants and approved by architect.
- b. Collection of warranty manuals, maintenance manuals.
- c. Certifying all vendor bills after collecting all documents and attending snags.
- d. Preparing detailed statement of all vendor details with contacts of key persons for approaching client for any kind defects created during the defect liability period.
- e. Preparation of Completion certificate based on all documents & Drawings.
- f. Assist in finding suitable facility Manager.
- g. Handing over all documents and giving basic guidelines about the project to facility manager.
- h. Handing over consolidated details of retention amount and release schedule to the client.

We aim to achieve our mission by following the various reports at pre defined intervals as follows.

1. Project Schedule.
2. Daily Progress Report.
3. Weekly Progress Report.
4. Resource Planning.
5. Quality Check Lists.
6. Safety Formats.
7. Cash Flow Statements.
8. Reconciliation Statements.
9. Tracking and Analysing with MS Project.
10. Payment Certificate.
11. And all applicable project related reports.