

PRE CONSTRUCTION

Project Strategy

- a. Preparing project implementation plan in close co-ordination with client.
- b. Identification of basic execution strategy including designing infra set up.
- c. Outline project management strategy.
- d. Outline phases of project if required.



Communication Matrix



Communication is base for successful completion of the project. We develop communication matrix for project stake holder clearly defining role and responsibility of individual and team. This will help in smooth execution of project and will minimize the communication gap among project stake holder.

Data Base Management System (DBMS)

We will establish documentation system for project monitoring and controlling. This includes generation of MIS, Specification, samples, QA – QC, EHS, drawings register etc. All important documents shall be handed over by transmittal.

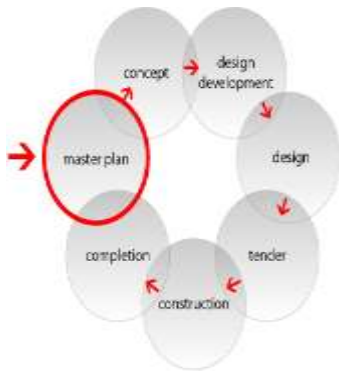


Appointment of project consultant



We will identify project consultants as per the requirement of the project. This process includes floating RFP, finalizing the scope, preparation of techno commercial comparison recommendation. We shall also line out the deliverables of project consultant to monitor the same during execution phase.

DESIGN MANAGEMENT



Design management plays vital role in minimizing the sudden cost rise and time loss. This includes:

- a. Understanding of client design need and down pour it to respective project stake holder.
- b. Co-relate design to given budget.
- c. Continuous monitoring of design in reference to time and cost.
- d. Red flag for time and cost overrun due to design change.

BUDGET

We will prepare master budget based on the design and specification approved. The budget will be approved by client. We will also provide cash flow projection for project duration. The budget will be revised on monthly basis during construction period based on actual contract award. This will be monitored vigilantly and variance if any shall be captured immediately.



PLANNING & SCHEDULING

We will prepare schedule in co-ordination with all consultant. This will be fine tune once major drawings are available. Resource planning will be carried out based on drawings and same shall be monitored during execution of the project. The schedule will be updated every month based on progress achieved. Necessary change s in execution strategy to be done if updated schedule shows time over run.



CONSTRUCTION PHASE

CONTRACT AWARD



This complex process will be done for all contracts with following sequences.

- a) To float RFP.
- b) PQ and allied work.
- c) To screen contractors.
- d) Preparation of tender document with GCC and SCC.
- e) To float Inquiry.
- f) Receipt of Quote.
- g) Tech commercial analysis.
- h) Evaluation and recommendation.
- i) Award of contract.

“The entire process shall be performed with highest level of integrity and transparency with client”

LOGISTIC & INFRASTRUCTURE SETUP



Logistic and infra-structure set up plays vital role in execution. We will review and approve site logistic plan of contractor at initial stage of the project itself. This include setting up of Site office, godown, laboratory set up, labour colony, water and electric grid line, plant and machinery, store, shuttering and steel yard etc. This will help

during construction phase and work can be carried out without any obstacles. Frequent shifting and cost and time associated with it can be saved.

DRAWING CO-ORDINATION

We will co-ordinate with all project stake holders for timely delivery of drawings. A detail drawing schedule/deliverables shall be prepared at the start of the construction phase. The same shall be followed on continuous basis. All drawings shall be coordinated for different trade to avoid any discrepancies in construction. Clashes if any shall be communicated to respective stake holders. This will save time and cost.



SITE SUPERVISION



We have dedicated team of qualified engineers who supervise the day to day site construction activity as per drawings. They will ensure productive work within given time line. All engineers shall carry snap shot of schedule under their purview and will stick to it. Any deviation shall be reported to higher authority without delay. This in- turn shall be discussed with client/architect. The construction

methodology and sequence shall be approved by site in charge.

CONTRACT MANAGEMENT

The construction phase shall be monitored with contract agreement on continuous basis. This includes review of extra item, claim, deviated item etc. We will protect client interest in this process. This also includes monitoring execution as per specification laid down in contract agreement. We will also ensure consultant fulfilling their contractual obligation. All communication required for the contract shall be carried out on behalf of the client.



PROGRESS REVIEW AND REPORT



a) MIS

We prepare various MIS to capture the physical progress of the project as per the requirement of the client. General MIS are like Daily progress report, Weekly progress report; monthly progress Report, Cash Flow, Budget. This also includes review of reconciliation of resources provided by the client. This will ensure real consumption of resources with respect to actual consumption.

b) Meeting

We organize frequent meetings with all contractors, consultants, client and other to discuss and resolve the Project constraints. The MoM is prepared and circulated for necessary action. This will help in close co-ordination of project stake holder.



QA-QC



We prepare quality policy for the project and guide contractor to follow. These also include guiding contractor to set up QA-QC laboratory on site. We shall prepare list of tests to be performed for the material to be used. Necessary report shall be submitted to concern.

POST CONSTRUCTION PHASE:

Contract Closure

Contract closure is finalizing cost incurred till date. This also includes settling all dues, claims, final bill certification, extra item approval and No objection certificate from the contractor. Once cost to completion is worked out and accepted by contractor, we shall give completion certificate and contract can be considered as closed.



SANG LIST



Upon substantial completion, we shall prepare snag list/balance work list for all the contractors. Testing and commissioning report shall be prepared for all trades and necessary rectification shall be done. This will be reviewed on continuous basis and attended as per the priority given by client.

HAND OVER

Handover shall follow snag list/balance list completion. We shall instruct contractor to provide all documents like as built drawings, O & M manual, Bank Guarantees and any other documents required by client. Necessary sign off will be done on Handing over documents as per set procedure.

