

FERROUS INFRASTRUCTURE PRIVATE LIMITED

Scope of Work for the Development Management Consultancy Services at Ferrous City, Sector 19, Dharuhera, Haryana

1)	Appointment of Architect & Technical Consultants in consultation with RP
2)	Preparation of documentation in respect of: - <ol style="list-style-type: none">Revalidation of Project License.Revalidation of Building Plans including Structural Designs/Drawings and MEP Designs/Drawings.Revalidation of Environmental Clearance.Revalidation of Consent to Establish.Revised Fire Approval.Revised Airport Authority NOC.Submission of Service Estimates.Various construction stage approvals/permissions like mining, STP water for construction, water for drinking, installation of RMC plant at site, labour registration(s), service connections etc.
3)	Ground work, liaison and obtain various approvals/registrations/permissions like, revalidation of Project license, transfer of License, building plans, environmental clearance, consent of establish, HRERA registration, mining, labor registrations, service connections etc.
4)	Structural Audit and Structural retrofitting: - appointment of structural audit consultant out of Government empaneled agencies, co-ordination with them and facilitating their work at site, scrutinising structural audit, preparation of documentation for structural retrofitting, inviting tenders for the retrofitting work from reputed agencies, inspection/checking of their work, obtaining certification from retrofitting agencies, getting the retrofitted work verified from Government agencies and certification thereof.
5)	Assisting RP in respect of various compliances in respect of HRERA, EC etc.
6)	Finalisation of the left-over work BOQ with specifications, measurements with variations max up to 5% plus or minus.
7)	Preparation of tender documents, short listing / identification of suitable & capable contractors, assisting RP in invitation of tenders, assisting

FERROUS INFRASTRUCTURE PRIVATE LIMITED

	RP in receipt, documentation and processing of tenders.
8)	Assisting RP in drafting of LOI/Award letter and drawing up of the contract document.
9)	Assisting RP in setting up of Project Monitoring system, Project Accounting system, Project Billing and payment system.
10)	<p>Project Management: -</p> <ol style="list-style-type: none"> a. Overseeing the performance of Architect/Consultants in respect of accuracy, quality of work, conformance to Byelaws etc., release of GFC drawings through the Architect/Consultants etc. b. Finalising work schedules submitted by the contractor, monitoring the progress, verifying the delays by contractor(s) and recording. c. Checking the work done at site in respect of conformance to drawings, quality, maintenance of records etc. d. Checking the measurements, RA and Final bills, Extra/Deviation statement submitted by the Contractor (s), processing the same and forwarding to RP with recommendations of payment/rejection etc., as the case maybe. e. Checking and verifying the storage, usage, wastages, if any, of the materials issued by RP. f. Quality checks, non-conformances and rectification verification and recording. g. Providing periodical project reports h. Assisting RP in finalizing the Budget, presenting base costs and potential upgrades for the entire Project at one time to facilitate decisions regarding the final Budget and assisting the RP in imposing cost discipline in the development and construction of the Project. i. Procurement of materials: - Preparation of Quotations, invitation of quotations, processing, award of PO(s), monitoring receipt of materials at site, checking the quality of received materials, issue of materials to contractor(s), maintenance of purchase records and reconciliation thereof. j. Checking and verifying various compliances like PF, ESI, labour regulations etc. k. Completion of work: - Co-ordinating with Architect/Consultants in respect of recording completion of work w.r.t drawings, detailed inspection of work/work records to verify compliance with contract provisions, recording various deficiencies, verifying compliances of all types on NCR, checking and verifying finally submitted compliance in respect of labour regulations, ESI, PF etc.

FERROUS INFRASTRUCTURE PRIVATE LIMITED

	<p>l. Co-ordination with Contractor(s) for submission of “AS BUILT” drawings and co-ordination with Architects/Consultants for approval of the same.</p> <p>m. Co-ordination with Contractor(s) for submission of warranties and guarantees in respect of materials/equipment and services provided by them.</p> <p>n. Legal- claims, counterclaims, mediation, arbitration etc.</p>
11)	Marketing, Sales and CRM: - Providing Marketing and Sales services in respect of inventories to be sold and providing CRM service for all inventories (already sold/allotted or unsold).
12)	To assist the RP in obtaining occupation certificate for the Project
13)	Provide such other reasonable services which are incidental to the above listed services as may be reasonably requested by RP from time to time in connection with the project
14)	Tenderer are advised to give cost breakup for above scope of work.