

## CEA-CIDC DRAFT WORKS MANUAL

### TABLE OF CONTENTS

S. No.		Page No.
	<b>CHAPTER-I</b>	
<b>1</b>	<b>FUNCTIONS OF EMPLOYER</b>	
	1.1 Introduction	1
	1.2 Employer's Functions	1
	1.3 Objective and Scope of the Manual	3
	1.4 Definitions	4
	1.5 Works Categories as per value of works.	4
	1.6 Information Under Right to Information Act'2005 (RTI Act'2005):	5
	<b>CHAPTER-II</b>	
<b>2</b>	<b>STAGES FOR EXECUTION OF WORKS</b>	
	2.1 Receipt of proposal from Govt./CEA/Client	7
	2.2 Role of employer	7
	2.3 Role of Consultants	8
	2.4 Stages of works formulation and approval of Client	9
	2.5 Basis of Cost Estimates	10
	2.6 Entering into MoU with Govt./CEA/Client	11
	2.7 Statutory Approvals	12
	2.8 Scope of work for HYDRO-ELECTRIC Power Project	
<b>3</b>	<b>PROJECT PLANNING AND SCHEDULING WITH ENGAGEMENT OF CONSULTANTS</b>	
	3.1 Project Planning & Scheduling	12
	3.2 Empanelment of Consultants	13
	3.3 Engagement of Consultant for Mega Projects	15
	3.4 Compilation of Bid Documents for Consultancy Services	16
	3.5 Award of Consultancy Work and Signing of Agreement	17
	3.6 Project Estimation Software	19
<b>4</b>	<b>PROJECT IMPLEMENTATION &amp; MONITORING</b>	
	4.1 Commencement of Project Implementation	19
	4.2 Project Time Management	21
	4.3 Project Cost Control	22
<b>5</b>	<b>ENGAGEMENT OF CONTRACTORS FOR EXECUTION OF WORKS</b>	
	5.1 Contract Management System and Strategy	24
	5.2 Preparation of Tender/ Bid Documents	30
	5.3 Important Contract Conditions of Tender	32
	5.4 Invitation and Opening of Bids	34
	5.5 Scrutiny of Bids and award of Contract	42
	<b>CHAPTER -III</b>	
<b>6</b>	<b>POST AWARD MONITORING OF CONTRACT &amp; EXECUTION OF WORKS</b>	

	6.1	Post award changes of contract	47
	6.2	Project Progress monitoring	51
	6.3	Information System for Project Progress Monitoring	52
	6.4	Cost and Expenditure Reporting	53
	6.5	Supplementary Agreement in special cases	54
<b>7</b>		<b>QUALITY ASSURANCE OF WORKS</b>	
	7.1	Need of Quality Assurance	54
	7.2	Quality Appraisal System	55
	7.3	Quality Assurance (QA) In Projects	56
	7.4	Acceptance of Sub-Standard Work	60
<b>8</b>		<b>DISPUTE RESOLUTION MECHANISM</b>	
	8.1	Dispute Redressal System	60
	8.2	Disagreement between the Parties to Contract	61
	8.3	Conciliation	61
	8.4	Disputes Review Board	62
	8.5	Arbitration	64
	8.6	Settlement of Disputes between Employer and the Consultant	65
<b>9</b>		<b>HANDING OVER OF WORKS TO CLIENT</b>	
	9.1	Planning for Handing Over	65
	9.2	Walk Down Checks	66
	9.3	Preparatory Activities	66
	9.4	Statutory Clearances	67
	9.5	Commissioning	67
	9.6	Guarantee Test and Acceptance	70
	9.7	Fixing the Date of Handing over to Client	70
	9.8	Record Keeping	71
	9.9	Unsuccessful Bids	71
	9.10	Decision Making in Abnormal Circumstances	72
<b>10</b>		<b>FINANCIAL MANAGEMENT OF WORKS</b>	72
<b>11</b>		<b>HUMAN RESOURCE MANAGEMENT</b>	81
<b>12</b>		<b>REVIEW / AMENDMENT OF WORKS MANUAL</b>	82

## **APPENDICES**

<b>Appendix –A</b>	OTHER DEFINITIONS	
<b>Appendix –B</b>	CORE CONDITIONS AND IMPORTANT CONDITIONS TO BE SPECIFIED IN THE TENDER	
<b>Appendix –C</b>	FORMATS OF MOU, AGREEMENTS AND POLICY GUIDELINES	
<b>Appendix –D</b>	STANDARD PROFORMAE TO BE USED IN TENDER DOCUMENTS	