

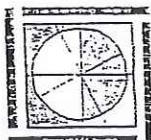
MINUTES

Thirteenth Meeting of the Building and Works Committee

*July 10, 2012 at 10.30 AM
at the Institute of Town Planners (ITPI), New Delhi, India*



School of Planning and Architecture: Vijayawada
(Established 2008 by Ministry of Human Resource Development, Government of India)
S.No. 71/1, NH-5, Nidamanuru, Vijayawada – 521 104, Andhra Pradesh, India



School of Planning and Architecture: Vijayawada

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S.No. 71/1, NH-5, Nidamanuru, Vijayawada – 521 104, Andhra Pradesh, India

Thirteenth Meeting of the Building and Works Committee of SPAV held on July 10, 2012 at 10.30 AM at ITPI., New Delhi, India

Members present:

S.No.	Name	Member/Chairman/ Special Invitee
1	Dr. S.K. Khanna	Chairman, BoG of SPAV
2	Sri Mahendra Raj	Chairman
3	Ar. Sri Balbir Verma	Member
4	Sri Navin Soi, Director, IFD, MHRD in place of Sri A.N. Jha (Jt. Secy. & F.A, DHE-MHRD)	Member
5	Prof. (Dr.) Shovan K. Saha, Director, SPAV	Member
6	Sri P. Manickam, Chief Engineer, Zone-II, CPWD	Special Invitee
7	Prof. Manaswini Acharya, Professor in Marketing and Communications, Sharda University, Greater Noida, U.P., India	Special Invitee
8	Prof. Karteek G, Member, Campus Development Committee, SPAV	Special Invitee
9	Sri Sushant Baliiga (Retd. Addl. Director General, CPWD) Member, Campus Development Committee, SPAV	Special Invitee
10	Prof. Venkata Krishna Kumar Sadhu, Registrar, SPAV	Secretary

Sri J.B Kshirsagar, CP, TCPO; Sri Yaj Medury, COO, Jaypee Institute of Technology; Sri Rajesh Singh, Dy. Secy., MHRD and Sri D.S. Meshram, President, ITPI regretted their inability to attend the meeting due to prior commitments.

Prof. (Dr.) Ramesh Srikonda, Member, BW Sub Committee of SPAV requested the Director, SPAV to pardon his absence in this meeting due to unforeseen and personal reasons.

The Chairman welcomed Dr. S.K. Khanna, Chairman, BoG of SPAV, Members and Special Invitees of the Building and Works Committee (BWC) of SPAV and thereafter took up the agenda items.

Item # 1	To confirm the Minutes of the Twelfth Meeting of the Building and Works Committee of SPAV held on June 27, 2012 at ITPI., New Delhi
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Minutes of the Twelfth Meeting of the Building and Works Committee (BWC) of SPAV held on June 27, 2012 at SPAV Campus, Vijayawada, as approved by the Chairman, were circulated to Members of the BWC on July 09, 2012. The said Minutes were presented in Annexure – I of the Agenda notes of the current BWC. Members were requested once again to offer comments, if any, on the Minutes as above,

As no comments were received, Minutes of the Twelfth meeting of the BWC held on June 27, 2012 were approved as presented.

Item # 2	To receive and consider the recommendations of the Building and Works Sub Committee in reference to the construction of SPAV Campus on the 7 acre site along ITI road, Vijayawada, A.P
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The Building and Works Committee considered the recommendations of the Building and Works Sub Committee meeting held on 05.07.2012 vide Annexure – II of the Agenda notes of the current BWC and recommended as follows:

- a) *The BWC considered and recommended the draft MoU between SPAV and CPWD (for construction of SPAV Campus on the 7 acre site along ITI road, Vijayawada, A.P) as attached with these Minutes, for consideration and approval of the BoG.*
- b) *The BWC considered and recommended the updated Activity-Time Chart schedule (containing major milestones leading to smooth completion of construction of proposed SPAV campus) as attached with these Minutes, for consideration and approval of the BoG.*
- c) *The Architect should review the existing Plans to include the space requirement for PG programmes in the 7 acre land currently available with SPAV, as enumerated by the Director, SPAV under 'Any Other Item' during the XII BWC meeting held on 27.06.2012*

Under Any Other Item, it was decided that Prof. Manaswini Acharya, Special Invitee, should participate in the meetings of Building and Works Sub Committee and give her inputs related to the aspects of 'Culture and Design' etc. with reference to academic ambience in particular.

The meeting ended with thanks to the Chair.


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ACTION TAKEN REPORT

The following are the actions taken on the Minutes of the Thirteenth Meeting of the Building and Works Committee of SPAV held on August 05, 2011, at SPAV Campus, Vijayawada, A.P:

Agenda	Minutes of the Meeting (Excerpt)	Action taken
<p>Item # 2</p> <p>To receive and consider the recommendations of the Building and Works Sub Committee in reference to the construction of SPAV Campus on the 7 acre site along ITI road, Vijayawada, A.P</p>	<p>a. <i>The BWC considered and recommended the draft MoU between SPAV and CPWD (for construction of SPAV Campus on the 7 acre site along ITI road, Vijayawada, A.P) as attached with these Minutes, for consideration and approval of the BoG.</i></p>	<p>BoG has approved the draft MoU as placed in its thirteenth meeting held on July 10, 2012 and subsequently the MoU between SPAV and CPWD was signed on July 10, 2012 placed as <u>Annexure III</u></p>
	<p>b. <i>The BWC considered and recommended the updated Activity-Time Chart schedule (containing major milestones leading to smooth completion of construction of proposed SPAV campus) as attached with these Minutes, for consideration and approval of the BoG.</i></p>	<p>The proposed major milestones for SPAV new campus design and execution was approved in the BoG in its Thirteenth meeting held on July 10, 2012. The status of the stage-1 scheme resolved through series of meetings of the Building Works Sub-committee shall be reported during the meeting. Further the major milestones recommended by the Building and Works Sub-Committee shall be placed on the table for consideration and appropriate action</p>
	<p>c. <i>The Architect should review the existing Plans to include the space requirement for PG programmes in the 7 acre land currently available with SPAV, as enumerated by the Director, SPAV under 'Any Other Item' during the XII BWC meeting held on 27.06.2012</i></p>	<p>BoG approved the review the existing plans to include the space requirement for PG programmes in its Thirteenth meeting held on July 10, 2012 and subsequently Building and Works Sub-committee conducted two meetings with the Architect for finalizing the revised scheme also considering the suggestions / comments from SPAV. The status of the stage-1 scheme resolved through series of meetings of the Building Works Sub-committee shall be reported during the meeting.</p>

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CENTRAL PUBLIC WORKS DEPARTMENT
AND
SCHOOL OF PLANNING AND ARCHITECTURE: VIJAYAWADA [SPAV]
FOR WORKS AT SPAV CAMPUS, VIJAYAWADA, A.P
(Proposed Works from NIT to Completion)**

This Memorandum of Understanding hereinafter called MOU signed between the Central Public Works Department, hereinafter called the CPWD (represented by the Chief Engineer, South Zone-II, Central P.W.D., Hyderabad) on one part and School of Planning and Architecture-Vijayawada [SPA-Vijayawada] hereinafter called, Client/SPAV (represented by the Director, SPA-Vijayawada or his authorized representative) on the other.

Whereas the CPWD has agreed to undertake the works entrusted by the SPA-Vijayawada on development and construction of campus and buildings for SPA-Vijayawada on plot adjacent to Govt. Polytechnic College, ITI road, Vijayawada respectively, after the Administrative Approval and Expenditure Sanction from the competent authority of SPA-Vijayawada. Now therefore it is agreed between the two parties that:

1. CPWD shall execute the works up to the stage of completion as deposit works and complete within the periods of completion mentioned in the respective Preliminary Estimates. In case there is any delay in activities to be carried out by SPA-Vijayawada, the time for completion will suitably be extended accounting for all such delays, by mutual agreement with SPA-Vijayawada and CPWD. CPWD will keep SPA-Vijayawada informed of the progress in construction vis a vis the agreed schedule at regular intervals.
2. The final approved plans shall be forwarded by SPA-Vijayawada to CPWD and construction shall proceed on the basis of working drawings supplied by SPAV as mentioned here in after at item 6.1.
3. SPA-Vijayawada shall get the conversion of land use, if required from competent authority of local body and CPWD shall render necessary assistance.
4. While finalizing the estimates and specifications submitted by the Architect appointed by SPA, Vijayawada, CPWD shall work in close co-ordination with the SPA-Vijayawada.
5. The CPWD will be responsible for the following:
 - 5.1 CPWD shall execute the work as per the Working drawings supplied by the SPA-Vijayawada. However the Structural, Electrical, Plumbing and HVAC drawings shall be vetted by CPWD before execution.
 - 5.2 Preparation of tender documents, Notice Inviting Tender (NIT) and processing of Tenders and award of Work etc. as per CPWD Works Manual.
 - 5.3 Project management of the entire project including day-to-day supervision of work shall be done by CPWD.

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- 5.4 Execution of work shall be done as per prescribed guidelines and regulations conforming to the standard construction practices.
- 5.5 CPWD shall carry out quality control tests and inspections and officials of SPA-Vijayawada may join inspections along with the Architect or his representatives.
- 5.6 Providing security clearances for CPWD staff/contractors and their workers, in case it is so required, at the site of work.
- 5.7 The project shall be completed within the stipulated period from the date of initial payment made by SPA-Vijayawada to CPWD or from the date of receipt of sanction from local bodies and all statutory approvals whichever is later.
- 5.8 CPWD shall intimate SPAV about any excess over the projected cost or possibility of time overrun as soon as it comes to its knowledge.
- 5.9 Intimating the physical and financial progress at monthly meetings to SPA-Vijayawada at which time CPWD shall also indicate the possibility of time overrun or increase over the projected cost in writing.
- 5.10 CPWD shall reply to the audit objections, if any, pertaining to the work in so far as they pertain to its acts in execution of the works.
- 5.11 CPWD shall handover completed works to an authorized representative of the SPA-Vijayawada along with a set of completion drawings all the Warranties/Guarantees/Operation and Maintenance manuals etc. complete in all respects.
- 5.12 The final cost of the project as arrived at by the CPWD shall be intimated to SPA, Vijayawada.
- 5.13 CPWD shall contest the claims of the contractors in arbitration or shall appear in other legal matters pertaining to execution of work if need arises.
- 5.14 As this project is fully funded by MHRD of Government of India, no departmental charges shall be levied.
- 5.15 CPWD will issue necessary completion certificate by the competent Engineer of CPWD to enable SPAV in obtaining Occupancy Certificate from the local body and also for getting service connections and other statutory clearances.
- 5.16 Conducting regular site co-ordination meetings with the representatives of SPAV and its Architects or his representatives to solve site problems if any and to monitor the progress of work.
- 5.17 CPWD will ensure total transparency through e-tendering in a web enabled system. While undertaking the proposed deposit works, the execution of projects including maintenance during the defects liability period shall be borne by CPWD "Free of cost" without any departmental charges.
- 5.18 In case of cost escalation, the revised project estimate along with detailed justification shall be submitted by CPWD to SPAV for obtaining the approvals from the competent authority.

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5.19 For underground and Municipal water to be used for construction CPWD shall conduct required tests for quality of water suitable for construction and shall give to SPAV copies of the satisfactory certificates of the same.

6. The SPA-Vijayawada will be responsible for the following:

- 6.1 SPA-Vijayawada shall supply all the required Working drawings for works viz. Architectural, Structural, Electrical, HVAC, Plumbing and other services required for the work. SPAV shall supply bill of quantities for the works as per drawings in the approved format of latest CPWD based on Delhi Schedule of rates. For items not covered by the CPWD DSR, the Nomenclature and description of the items shall be fully descriptive and shall be supported with analysis of rate.
- 6.2 Intimating the detailed specifications to be incorporated, approved drawings and details, special features desired to be provided and preliminary estimates for approval.
- 6.3 Supplying all relevant data regarding site to the CPWD.
- 6.4 Making available the site of work free from encumbrances.
- 6.5 Providing authenticated ownership documents of the land for submission to the local bodies.
- 6.6 Obtaining local body clearance for the Building plans with the assistance of CPWD.
- 6.7 Obtaining necessary temporary and permanent service connections with the assistance of CPWD.
- 6.8 On receipt of the report submitted by the CPWD on cost escalation with detailed justification as per item 5.18 mentioned above, SPAV will obtain the revised administrative approval and expenditure sanction from the Competent Authority.
- 6.9 Designating a suitably empowered Project Engineer/Officer on behalf of SPAV for coordinating with the CPWD for the entire project duration. The designated Project Engineer/Officer shall communicate the decisions of SPAV and coordinate with CPWD and Architect in completing the project. The terms of remuneration of the nodal officer shall be finalized by the SPAV and shall be charged to the project cost.
- 6.10 Paying any claims upheld by the arbitrator or court of law relating to the work.
- 6.11 Paying compensation / levies, if so required to be paid under any Act or any other applicable law of the Centre or the State Government.
- 6.12 If allowed by the ground water/local authorities allow drawl of underground water without any payment for the purpose of execution of work.
- 6.13 Allow usage of electricity and water for execution of works on payment basis from electrical/water connections.

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- 6.14 Pay suitable compensation to CPWD to be decided by the Director, SPA-Vijayawada and the Chief Engineer concerned of CPWD, if SPAV decides to drop the proposal after substantial preliminary work has been done by CPWD on the project. Further, in case of abandonment of project / work during construction stage by the client, CPWD shall be paid all liabilities relating to the project / work executed and to be paid to construction agencies engaged by CPWD for execution of the project.
- 6.15 If any dispute/difference arises between the parties as mentioned above, the decision as per the norms of Government of India shall be final and binding on both the parties.

7 Payment terms completion on project:

On approval of estimates, 15% of the sanctioned amount as per the preliminary estimate and 18% at the time of award of work to the Contractor shall be deposited by the SPA-Vijayawada with the Executive Engineer, Vijayawada Central Division. The remaining funds shall be deposited in installments based on the progress of work as per the mutually agreed stages against demands raised by the Executive Engineer, Vijayawada Central Division, CPWD, Vijayawada.

8 Liquidated damages:

The liquidated damages if any recovered from the Agencies engaged by CPWD for delay/slow performance shall be credited to the revenue account of the SPA-Vijayawada/

9 Force majeure:

Any delay caused due to force majeure which is beyond the control of the CPWD or Agencies employed by them: the CPWD upon happening of any such event causing delay shall use constantly its best endeavors to reduce or make good the delay and shall do all that may be reasonably required to the satisfaction of the competent authority of CPWD to proceed with the work under due intimation to the SPA-Vijayawada.

10 Arbitration:

CPWD shall try to protect the interest of SPAV and also the interest of the Government by all means while dealing with the Arbitration procedures.

11 Jurisdiction:

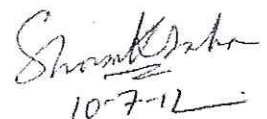
Within the jurisdiction of Vijayawada.

12 Procedure of implementation of Project:

12.1 Pre-implementation stage:

- i] Requisition from the client.
- ii] Preparation of site/soil data, and assessment of feasibility of services such as water supply, electricity, drainage, sewerage etc.
- iii] Preparation and vetting of preliminary estimate.
- iv] Approval of preliminary estimate by the client.
- v]. Assisting SPA-Vijayawada for preparation and submission of the plans to the local bodies for their approval.


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- vi] Preparation of detailed estimates for buildings and all services [Civil, electrical and mechanical].
- viii] Preparation of NIT and call of post-qualification applications, wherever applicable. A designated member of SPAV shall be involved in the process of qualification of applications including site visits if any.
- ix] Vetting of drawings supplied by SPAV as referred here in before at 5.1
- x] Selection of contractors from the pre-qualification applications wherever applicable.
- xi] Call of e-tenders and pre-bid conference wherever applicable.
- xii] Receipt / opening of e-tenders.
- xiii] Decision on tender and award of work.

12.2 Implementation stage:

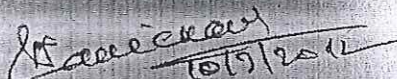
- i] Execution of work and contract management.
- ii] Completion of work.
- iii] Testing and commissioning.
- iv] CPWD shall assist in obtaining occupancy certificate from the local body including fire clearance.
- v] Handing over to client.
- vi] Settlement of accounts.

13 Mode of execution by CPWD:

Through contract by inviting tenders as per the Manual provisions of the Ministry of Urban Development, Government of India.

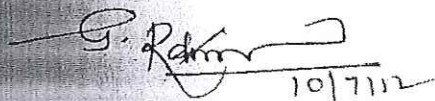
For and on behalf of CPWD
Central Public Works Department

For and on behalf of
School of Planning and Architecture, Vijayawada


10/19/2012
CHIEF ENGINEER
SOUTH ZONE - II
C.P.W.D., HYDERABAD.


10/7/12
(SHANMUKH SAHA)
DIRECTOR
School of Planning and Architecture, Vijayawada

Witnesses


10/17/12

G. Radhakrishnan

S.D. Krishna Kumar
10/07/2012

