



Quotation for project management

Ref No: S&R/PNR/15-16/44

Dated: 02-09-16

Kochi

To,

Project:

SCOPE OF WORK

- **Planning:** The project shall be provided with an ERP site which is an online server based system, where the user schedule tasks and update it on a regular basis which will ensure that the project is completed within the required time frame.
- **Estimation:** Estimax software can be used to quickly estimate the whole project by simply scanning the plan. For more info visit: www.aadspro.com/product.php?id=9
- **Bar bending schedule:** BBS will be provided for steel reinforcement which will provide quality of work and ensure that it is in accordance with the design provided.
- **Optimization of steel bars:** Optimax software will be used to optimise bar cutting pattern whereby wastage during cutting can be reduced to about 1% from 5%. For more info visit: www.aadspro.com/product.php?id=11
- **Quality control:** Quality control forms will be used for all activities, especially concrete and steel to ensure quality of work.
- **Bill Checking:** Estimax can again be used for bill checking, after completion of work by simply scanning the completed area of work and getting the results immediately.
- **ERP implementation:** Material consumption and overall cost can be detailed and also overall progress of the site, stock remaining etc....can be easily viewed in ERP. For more info visit: www.aadspro.com/product.php?id=14

TERMS AND CONDITIONS

1. All the architectural geometry shall be provided to us.
2. Engineer in charge will coordinate the above by spending 50% time at site and remaining for coordination with offices. If any time full time project support is required at site it can be provided at double cost. (P.T.O)



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CONSTRUCTION ERP. TRAINING. SHOP DRAWING. QUANTITY SURVEY. QUALITY CONTROL.

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3. Clean office space to be provided at site away from storage space.
4. Functionality and geometry of building such as levels and dimensions etc. is the responsibility of client/architect.
5. Only signed drawings shall be followed for construction.
6. Project management fee to be paid as advance every month.
7. Material management is under the scope of the client.
8. All safety gear shall be provided by the client.
9. Any excavation or filling shall be based on structural drawings.
10. All safety of workers should be the responsibility of the respective contractors including formwork and excavation.
11. Working time of engineer in charge will be 9am-5pm and can be extended in the case of concreting/emergency with additional payment.
12. All casting work should be done only after getting approval from the engineer in charge.
13. After completion of formwork and reinforcement at least one day should be provided for checking by the engineer in charge.
14. Only written forms of S&R consultants such as mails, drawings etc. shall be used for communication.
15. Bar bending schedule will be done based on IS 2502.
16. QC forms shall be used to validate all kinds of work at site.
17. Feedback about this service can be conveyed to the following no. Reji Zachariah- 9846026162 or to rejizac2004@gmail.com

RESPONSIBILITIES

PROJECT ENGINEER

- QC forms will be used through ERP over every work to ensure its quality which shall be signed by client, contractors engineer and project engineer.
- Coordination with the contractor's engineer to keep in check the actual consumption and overall cost.
- Site coordination with structural design office, architectural office and contractor's engineer.
- Daily construction report and weekly construction progress report will be mailed to and signed by the client.
- Schedule will be updated on a biweekly basis, which should be duly signed by the client, contractors engineer and project engineer.
- BBS and optimised bar cutting pattern will be provided and also uploaded in ERP as per schedule. (P.T.O)
- Coordinating site visits of projects manager such that it coincides with reinforcement checking.



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- Scheduling the meetings to be conducted at site and office
- To inform the projects manager if the activities are not in control.
- Weekly visits to the office to discuss the site conditions
- To coordinate meetings with the client, accountant, design engineer and projects manager.
- Scheduling project engineers activities in S&R erp.

CONTRACTOR'S ENGINEER

- Contractor's engineer shall be advised by the site engineer in charge over the various tasks to be executed as per the design.
- Labour and material management shall be done in coordination with the project engineer.

MEETINGS

- Monthly meeting at site with client, chief consultant, ERP engineer, design engineer, projects manager and project engineer.
- Office meeting at the consultants' office with the above said people, two weeks after the site meeting.
- Monthly meeting of 3 hours between the project engineer and client to familiarise and study the various aspects of ERP.
- Biweekly meeting of 4 hours between ERP accountant and clients accountant.
- Special meeting between client, projects manager and project engineer.

PAYMENT TERMS

- Project management fee for experienced engineers :- 35000 /- per month with 2 years experience. Extra rate per hour is Rs 200/- per hour.
- Payment is to be paid as advance every month.
- Bank details for online payment:

In favour of S&R Consultants

Federal Bank Limited, Girinagar, Current A/c No. – 10580200009792,
MICR Code – 682049009, IFSC Code – FDRL0001058

PAN No. – AACPZ8566E



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- Payment gateway address for payment through online webpage.
www.aadspro.com/payment.php
- Taxes as applicable will be charged on the above fees.

Yours sincerely

Reji Zachariah
Chief Engineer, S&R Consultants, Kochi (Mobile 9846026162)