

SOP for Critical Civil Engineering Activities BCCL

Tender Cell/SOP/SOP detailed

Sl No	List of processes/ activities involved for the work	Method and/ or specific instructions	Acceptance Criteria	Responsible Functionary (s)	Estimated completion time (in days)
1	Preparation of Draft Scheme (as applicable for capital works)	As per clause no 1.02.1 of Modified Manual for Civil Engineering Works (MMCEW) part-1, CIL based on the functional requirement	Check list: CIVIL-1	EIC (Civil)/HOD (Civil)/GM(Civil)	0-10 days
2	Preparation of Preliminary Estimate (as required)	As per clause no 2.01 of MMCEW part-1, CIL based on the functional requirement	Check list: CIVIL-1	EIC (Civil)/HOD (Civil)/GM(Civil)	0-15 days
3	Financial vetting and Budget Concurrence (as applicable)	As per clause no 3 of MMCEW part-1 of CIL	Check list: CIVIL-2	GM(Fin) / HOD(Fin) / AFM / GM(PP) / HOD(PP)	0-10 days after the receipt of draft scheme and estimate
4	Administrative approval (as required)	As per clause 1.01.10 and clause of MMCEW part-1, CIL	Check list: CIVIL-1	As per DOP	0-5 days
5	Detailed design (as required)	Check list: CIVIL-3	Check list: CIVIL-3	EIC (Civil)/HOD (Civil)	1-15 days
6	Optimisation cost with different alternatives	Check list: CIVIL-4	Check list: CIVIL-4	EIC (Civil)/HOD (Civil)	1-7 days
7	Detailed estimate	Check list: CIVIL-4	Check list: CIVIL-4	OverSeer(C) / SOE(Civil)	0-7 days after completion of analysis
8	Financial vetting and Financial Concurrence (as required)	As per clause no 3 of MMCEW part-1 of CIL	Check list: CIVIL-2,4	GM(Fin) / HOD(Fin) / AFM / GM(PP) / HOD(PP)	0-10 days
9	Approval of estimate/ scheme for tender	Check list: CIVIL-4	Check list: CIVIL-4	As per DOP	0-3 days (After budet concurrence)
10	Preparation of tender	As per clause no 4 of MMCEW part-1 of CIL and updated guidelines for e-procurement of works and services of CIL	Check list: CIVIL-5	EIC/ Incharge (tender cell)	0-7 days

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11	Notice Inviting Tender (NIT)	As per clause no 4 of MMCEW part-1 of CIL and updated guidelines for e-procurement of works and services of CIL	Check list: CIVIL-6	EIC/ Incharge (tender cell)	0-3 days
12	Evaluation of tender	As per clause no 4 of MMCEW part-1 of CIL and updated guidelines for e-procurement of works and services of CIL	Check list: CIVIL-7	Tender committee	0-30 days
13	Approval of TCR	As per clause no 4 of MMCEW part-1 of CIL and updated guidelines for e-procurement of works and services of CIL	Check list: CIVIL-6,7	Approving authority as per DOP	0-15 days
14	Financial concurrence	As per norms of the company	Check list: CIVIL-6,7	GM(Fin) / HOD(Fin) / AFM / GM(PP) / HOD(PP)	0-5 days
15	Award of work	As per clause no 4.19-4.24 of MMCEW part-1 of CIL	As per the Manual/ NIT/ Guidelines	EIC/ Incharge (tender cell)	0-5 days
16	Detail Program for construction	As per clause no 5.03 of MMCEW part-1 of CIL	As per the agreement / Work Order	EIC	As per the work order / agreement
17	Inspection of work & Monitoring progress and Payment	As per clause no 5.16-5.18 & 6.00 of MMCEW part-1 of CIL	Check list: CIVIL-8	EIC / Paying authority	As per the Work Order/ agreement
18	Completion of work	As per clause no 8 of MMCEW part-1 of CIL	Check list: CIVIL-8	EIC (Civil) / HOD (Civil)	As per the Work Order/ agreement
19	Acceptance of work	As per clause no 8 of MMCEW part-1 of CIL	Check list: CIVIL-8	EIC (Civil) / HOD (Civil)	As per the Work Order/ agreement

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CHECK LIST: CIVIL-1

1. Prepare a preliminary estimate to know the financial implication of the proposed work based on a draft scheme of the proposed work.

SI No	Required Input	Whether available or not
1	Functional Requirement of the proposal	
2	Availability of Land/ Location Plan	
3	Preliminary Survey data	
4	Site/ Soil investigation	
5	Preliminary drawing of the work to be executed if any	

CHECK LIST: CIVIL-2

1. After the preparation of the preliminary estimate based on the initial requirement as per check list 1, the proposal will be forwarded to be kept in budget provisions.
2. The finance Department will check the budget availability based on the check list given below.

SI No	Particulars	Details
1	Cost data base	Basis of the rates used in the estimate
2	Past work	Rates of the similar nature of work carried out in the past
3	Cost trend	Basis for the updation of the rates i.e. analysed rate
4	Fund ⁴	Availability of fund

CHECK LIST: CIVIL-3

1. EIC to check the adequacy of data received from field and prepare a detailed design for the proposed work.
2. HOD(Civil) will check the detailed design prepared by EIC (Civil) based on the check list given below:

SI No	Particulars	Comments by HOD
1	Design data base	
2	Geometry	
3	Loads	
4	Safety	
5	Serviceability	
6	Material properties	
7	Foundation	

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CHECK LIST: CIVIL-4

Overseer (Civil) / Subordinate Engineer (Civil) will prepare a detailed estimate as per the direction given by the EIC (Civil) based on the items given in the check list below

SI No	Particulars	Availability
1	S.O.R	
2	Labour	
3	Material	
4	Energy	
5	Plant & M.C.	
6	Overhead	

CHECK LIST: CIVIL-5

List of items for preparation of tender based on MMCEW of CIL and updated guidelines for e-procurement of works and services of CIL and other applicable terms and conditions

SI No	Particulars	Availability
1	General Terms and Conditions / Eligibility Criteria	
2	Technical Bid	
3	Financial Bid / Commercial bid	
4	Instructions to bidders	
5	Annexures	
6	Special terms and conditions	
7	Additional terms and conditions	
8	Any other documents required	

CHECK LIST: CIVIL-6

List of items for preparation of NIT

SI No	Particulars	Availability
1	Eligibility Criteria and other requirements (As applicable)	
2	Tender Documents	
3	Publicity (Global/ National/ Regional) based on the Work Order value as per norms of the company	
4	Vendor Data Base (Not applicable on open tender)	

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CHECK LIST: CIVIL-7

A. List of items for evaluation of tender

SI No	Particulars	Availability
1	EMD	
2	Letter of bid	
3	DSC declaration	
4	Undertaking	
5	Legal status of bidder	
6	PAN / GST registration certificate	
7	Authentication of Turnover certificate (as applicable)	
8	Integrity Pact(as applicable)	
9	Authentication of Work experience(as applicable)	
10	BOQ	
11	Shortfall documents	
12	Any Other requirements as per NIT/Tender documents	

CHECK LIST: CIVIL-8

Following checks will be instituted during inspection, monitoring and completion of the work

SI No	Particulars	To be kept with
1	Agreement / Work Order / BOQ	EIC (Civil)/ Contractor/ Tender Cell/ HOD (Fin)
2	Time schedule	EIC (Civil)
3	Relevant Schedule of rate	EIC (Civil)
4	Complaint Register / Measurement Book	SOE(Civil) / Overseer(Civil)
5	Conducting required quality testing	EIC (Civil)
6	Maintaining proper recording of Site order book/ Hindrance register etc	EIC (Civil)
7	Preparation and Approval of Time extension as applicable	EIC (Civil)
8	Preparation and Approval of Deviation Estimate/Revised Estimate as required	EIC (Civil)
9	Finalisation of work	EIC (Civil)

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