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24006/DGBR/Policy/ ²³ /EPC Cell

12 Jul 2018

HQ ADGBR (North-West)
Sec-48-C, Near Motor Market
Chandigarh-160047

HQ ADGBR (East)
C/o 99 APO
Pin - 900885

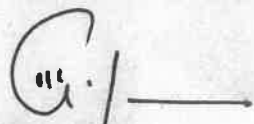
DCDA/ACDA
HQ CE (P).....
C/o 56/99 APO

HQ CE (P) -----
C/o.56 APO

HQ CE (P) -----
C/o 99 APO

STANDARD OPERATING PROCEDURE FOR ESTABLISHING PROJECT IMPLEMENTATION CELL IN BRO PROJECTS TO MONITOR EPC CONTRACT

1. Standard operating procedure for establishing Project Implementation Cell (PIC) at CE (P), duly concurred by PCDA (BR) vide their ID No BR/Bud / 901 /Allot/2018-19 dated 04 Jul 2018 and consequent approval of DGBR is forwarded herewith for further action.


(R K Garg)
SE (Civ)
Dir (EPC)
For Dir Gen Border Roads

Encls: 7 Sheets

Copy to :-

PCDA (BR) :- For information with respect to PCDA (BR) ID No. BR/Bud / 901 /Allot/2018-19 dated 04 Jul 2018.

IFA (BR) :- For info Please.
(Internal)

DGBR/Pers Dte
DGBR/East Dte
DGBR/West Dte
DGBR/TP Dte
DGBR/TA Dte
DGBR/E8 Sec
DGBR/D&S Sec
DGBR/B&T Sec

**STANDARD OPERATING PROCEDURE FOR ESTABLISHING PROJECT
IMPLEMENTATION CELL IN BRO PROJECTS TO MONITOR EPC
CONTRACT**

General

1. Border Road Organisation (BRO) was set up in 1960 to ensure coordination and expeditious execution of Road infrastructure projects in the North/North Eastern states. At present BRO is entrusted with work of MoD and other agencies such as MoRT&H, MHA, MEA etc. However presently the objective is to ensure that strategic road/other assigned road works are completed as per the timelines identified by the Army/other agencies. There is need to bridge the gap between the requirements of the Army/other agencies and BRO's own capacity of departmental execution by adopting new construction philosophy according to present requirement of construction industries i.e. outsourcing the Road work through EPC mode of contract.
2. In accordance with the MoD (BR) policy guidelines, projects amounting to at least 40% of work planned in LTROWP is to be outsourced for Fy 2018-19. MoD (BR) vide No. BRDB/02/85/BEA/2016/D(BR-I) dated 29th Aug 2017 has directed that:
 - (a) All projects of value more than 10 Crores (excluding land acquisition cost) will be taken up only after preparation of DPR. This will apply to both the EPC projects and departmentally executed projects.
 - (b) All projects for which the value as per the DPR is above 100 Crs will be mandatorily executed as an EPC project. For any exception, approval of projects approval Board (PAB) will be obtained.
3. Execution of works through EPC mode is a new assignment for BRO, hence, there is a need of dedicated team of officials to resolve the issues on various occasions for pre constructional activities like monitoring / liaisoning for Land Acquisition & Forest Clearance shifting of utilities, Environment clearance etc with State Govt Officials. Pre-tender stage activities such as to provide input, formulation & acceptance of tenders for civil works contract and Authority's Engineer as well as regular interaction with Regional Office of MoRT&H for MoRT&H funded works. The post tendering action such as Monitoring of

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construction, supervision, quality control, progress of work, fund demand and monitoring expenditure pattern etc will also be required to be taken care of during the construction period. For effective contract management and proper monitoring of progress of work, Project Implementation Cell (PIC) at HQ CE (P) to assist Chief Engineer needs to be established and for this no additional/fresh sanction of manpower is required.

Aim

4. The aim of this Standard Operating Procedure (SOP) is to lay down guidelines for the efficient functioning of Project Implementation Cell (PIC).

Purpose

5. The purpose of this SOP is to carry out proper and efficient management of cell, laying down discrete responsibilities on behalf of CLIENT/Employer/Authority at each level for successful undertaking and completion of works assigned on EPC mode.

CLIENT and his obligation at different stages for work on EPC Mode

6. On behalf of the Authority, Chief Engineer project irrespective of who sign the letter of acceptance (LOA) will be termed as a CLIENT. The obligation assigned to CLIENT for preparation of DPR are given in succeeding paragraphs.

7. **DPR Consultancy**

(a) Unless otherwise specified in the SC, the CLIENT shall use its best effort to ensure that the following:-

(i) provide the Consultants, Sub consultants and Personnel with work permits and such other documents as shall be necessary to enable the Consultants, Sub consultants or Personnel to perform the Services.

(ii) assist for the Personnel and, if appropriate, their eligible dependents to be provided promptly with all supporting papers for necessary entry and exit visas, residence permits, exchange permits and any other documents required for their stay in India.

(iii) facilitate prompt clearance through customs of any property required for the Services.

(iv) issue all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services to official, agents and representatives of the Government.

(b) **Access to Land**

The CLIENT warrants that the Consultants shall have, free of charge, unimpeded access to all land in the Government's country in respect of which access is required for the performance of the Services. The CLIENT will be responsible for any damage to such land or any property thereon resulting from such access and will indemnify the Consultants and each of the Personnel in respect of liability for any such damage, unless such damage is caused by the default or negligence of the Consultants or any Sub consultants or the Personnel of either of them.

(c) **Change in the Applicable Law:**

If, after the date of this Contract, there is any change in the Applicable Law with respect to statutory taxes and duties which increases or decreases the cost or reimbursable expenses incurred by the Consultants in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultants under this Contract shall be increased or decreased accordingly by agreement between the Parties thereto, and corresponding adjustments shall be made to the ceiling amounts specified in the contract agreement.

(d) **Services, Facilities and Property of the CLIENT**

The CLIENT shall make available to the Consultants and the Personnel, for the purposes of the Services and free of any charge or otherwise, the services, facilities and property described in contract agreement at the time and in the manner specified in said Contract Agreement,

(e) **Payment**

In consideration of the Services performed by the Consultants under this Contract, the CLIENT shall make to the Consultants such payments and in such manner as is provided in the Contract Agreement.

Role and Responsibilities of Project Implementation Cell

8. The role and responsibilities of Projects Implementation Cell (PIC) on behalf of Chief Engineer is as under:-

(a) Shall act as a co-ordinator between DPR consultant & state Govt authorities wherever required as per the terms & condition of contract.

(b) Shall be interface between contractor, Authority's Engineer and implementing Agency/ Deptt and also assist in administering the contract as per CA conditions / provisions.

(c) Shall also ensure that Authority's Engineer Supervise the work as per provisions of the CA and employment of key personals as per CA provisions.

(d) Shall also liaise with Govt agencies for removal of bottlenecks (if any), and will work as enabler for consultancy contractor & Authority's Engineer to function and deliver the project on schedule.

9. **Budget Control and Accounting Procedure**

(a) On receipt of allotment of funds for civil works from Ministry by HQ DGBR, the funds will be further allotted to Chief Engineer (Project) being Authority/ Employer/ CLIENT in consultation with PCDA (BR). Demand of Cash assignment will be placed by CE (P) after vetting by ACDA/ AO (P) to HQ DGBR (E5B) for their countersignature and further forwarding to PCDA (BR) with a request to allot the sub-heads/ code heads and minor heads to be operated by ACDA/ AO (P) HQ Chief Engineer (Project) and place either the cash assignment to the authorized bankers of the project or make necessary provision through SBI -CMP. The budget & expenditure of EPC works shall be controlled centrally at HQ CE (P) and

ACDA/AO (P) & HQ CE will open the construction account for this purpose for all the sanctioned jobs under EPC mode of execution.

(b) All bills including Project contingencies shall be cleared by Chief Engineer (Project) after the financial concurrence/vetting by ACDA/AO (P) of HQ CE (P).

10. **Project Director (PD)**

Responsibility of Project Director ie. Commander TF assisted by OC RCC/BCC is

(a) to provide ground data for implementation of the project such as assessment of land acquisition and forest clearance, co-ordination with State Govt authorities for disbursement of compensation & shifting of utilities.

(b) to provide inputs for formulation of tender, to ensure that the project land is made available free of all encumbrances and handed over to the contractor within the stipulated time as given in Contract Agreement for civil works and co-ordination in removal of bottlenecks in progress of works,

(c) to be enabler for DPR consultant & Authority Engineer to function and deliver the project on schedule by taking required steps.

(d) to ensure that the works are executed in accordance with the CA provisions in the supervision of the Authority Engineer.

(e) to ensure proper supervision & quality assurance of the executed works by making proper check and balances without hindering the stipulated time period as given in the CA provisions.

(f) to progress of bills to ensure timely payment of dues.

(g) to monitor physical & financial progress of works and report to higher HQs whenever required.

(h) to direct Authority Engineer to update CPM chart on weekly basis.

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11. The OC RCC/BCC will verify report of Authority Engineer and the following documents as per schedule given below:-

(a)	Works Diary	:	Weekly
(b)	Material Testing and Approval Register	:	After every / Approval
(c)	Stage Passing Register	:	After every stage
(d)	Sample Testing and Approval Register	:	After every Approval
(e)	Maintain all the approved samples duly signed/authenticated at the site of work	:	Monthly
(f)	Stage payment statement	:	On occurrence

Not withstanding above, Employer/CLIENT may assign any other duties to Project Director or OC RCC/BCC related to works on EPC mode.

Financial Responsibilities

12. The PD will check the correctness of all relevant documents attached with the bills, before sending to Employer/Authority with recommendation for release of payment duly affecting the recovery (ies), if any. However at any stage over payment is not be permitted by the Authority.

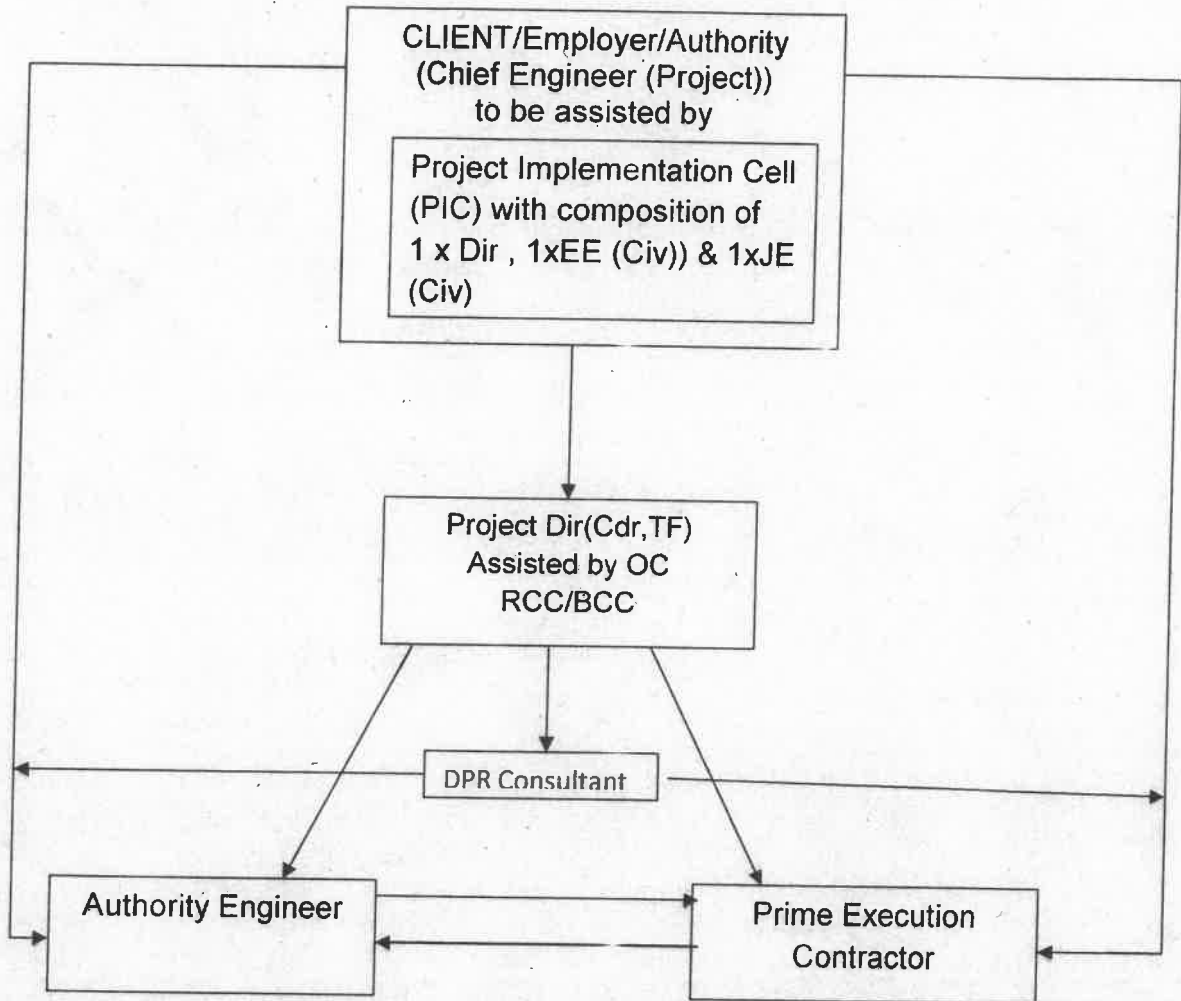
Financial effect

13. There is no financial effect of this proposal in establishing the Project implementation Cell (PIC) at HQ Chief Engineer (Project) level as no additional fresh manpower is required.

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Operation of Cell

14. The Cell will be made functional as per following structure:-



15. This SOP is issued with concurrence of PCDA (BR) vide their ID No. BR/Bud/901/Allot/2018-19 dated 04 Jul 2018 and consequent approval of DGBR

Station : New Delhi

Dated:- 12 Jul 2018


(R K Garg)
SE (Civ)
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For DGBR