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NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR

MINUTES OF THE 2ND MEETING OF BUILDING AND WORKS COMMITTEE

The 2nd meeting of the Building & Works Committee of NIT, Silchar was held on 1st March, 2004 at 2-30 P.M. in the Conference room of the Director's office. The meeting was attended by the following members:

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| 1. Prof. Gautam Barua, Director | Chairman |
| 2. Prof. A. A. S. H. Barbhuiya, Dean (P&D) | Member, B&WC |
| 3. Prof. Rajat Gupta, Dean, SA | Member, B&WC |
| 4. Mr. B. R. Dey | APWD Nominee |
| 5. Prof. D. N. Bhattacharjee, HOD, CE Dept. | Special Invitee |
| 6. Dr. A. K. Dey, Estate Officer | Special Invitee |
| 7. Mr. D. Dey, AEE, Estate Branch | Special Invitee |
| 8. Mr. P. K. Paul, Registrar | Member-Secretary |

The items of agenda taken up were as follows:

Item No. 1: TO CONFIRM THE MINUTES OF THE LAST MEETING.

The minutes of the last meeting of the committee held on 6th December, 2003 was confirmed.

Item No.2: TO CONSIDER THE ESTIMATE FOR SPECIAL REPAIR/ RENOVATION WORK OF DIFFERENT BUILDINGS (RESIDENTIAL/NON-RESIDENTIAL) ALREADY TAKEN UP.

The committee noted the details about estimated cost, approval of Principal/Director, NIT No., number of tender papers received, value of contract etc. for special repair/renovation work of different buildings (residential/non-residential already taken up as per the details enclosed in Annexure I.

The committee noted the actions taken by the Director and ratified the same.

Item No.3: TO CONSIDER THE APPOINTMENT OF A CONSULTANT FOR THE INTEGRATED WATER SUPPLY SCHEME AT THE INSTITUTE.

The committee decided that the Institute will approach the Public Health Engineering Department, Govt. of Assam regarding preparation of a project report for the integrated Water Supply Scheme. The technical data required to prepare the report will be supplied by the Estate Officer. The Institute will also bore deep tube wells at suitable locations to provide adequate water to the campus residents.

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Item No.4: TO CONSIDER THE ESTIMATE FOR SPECIAL REPAIRING WORKS AT GIRLS HOSTEL.

An estimate amounting to Rs. 705,775.00 based on DSR-2002 was prepared for special repairing works at Girl's hostel. The estimate was approved by the Director, NITs. Four valid tenders were received against NIT No.Tech/70/NIT/C/02/2344-51 dt. 20.10.03. After verification of rate, the work was awarded to M/s Shabnam Enterprise at a tendered amount of Rs. 6,48,106.00.

The committee approved the work and ratified the action of the Director.

Item No.5: TO CONSIDER THE ESTIMATE FOR CONSTRUCTION OF A 300 SEATER HOSTEL BUILDING FOR BOYS.

To meet the requirement of a Boys hostel because of commencement of 4 PG courses in the coming semester and increase in intake of UG students, the Institute has decided to construct one three storied 300 bedded boys' hostel. To carry out the detailed design and drawing for the work, the Institute has short listed one architect, M/s Barthakur & Associates, Chandmari, Guwahati with a liaison office at Silchar. M/s Barthakur & Associates submitted one conceptual drawing which was duly approved by the Institute. Based on the approved conceptual drawing the architect submitted a tender estimate amounting to Rs. 5,69,72,600 based on DSR-2002 for Civil, Sanitary, Internal Water Supply and Internal Electrification works of the hostel.

The committee approved the estimate and decided to start the work immediately with the following dead lines.

- 1. Press advertisement for the work by 08.03.04.
- 2. Submission of tender papers by 02.04.04.
- 3. Opening of technical bid by 02.04.04.
- 4. Opening of price bid by 08.04.04.
- 5. Placement before the BWC by 30.04.04.
- 6. Work Order by 08.05.2004

The committee decided that the eligibility criteria for contractors are to be followed as per IIT Guwahati norms and the pre-qualification marking would be as per CPWD norms.

Item No.6: TO CONSIDER THE ESTIMATE FOR CONSTRUCTION OF SECURITY WALL AND SIDE ROAD AROUND THE CAMPUS.

The committee approved the allotment of the survey work to M/s Barui Survey Co., Silchar-5. Based on the survey completed so far, the committee approved the preparation of a detailed estimate for a length of 2 kilometres. This work is to be divided into 4 parts of 500 metres each and tenders invited for each part. The Director was authorized to approve the allotment of the works. The following dead lines have been fixed.

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1. Press advertisement for the work by 20.03.04.
2. Opening of tender paper by 05.04.04.
3. Placement of work order by 15.04.04.

The committee was apprised of the problem of villagers staying in villages on the western and southern sides of the campus. They have to use the campus roads to reach the main road on the eastern side of the campus. This has created security problems for the residents of the campus. The committee was apprised of the plan to build a road on the south-western periphery of the campus and to place the road out side the security wall.

The committee approved the proposal and also approved that the survey work be carried out by M/S Barui Survey Co. The committee opined that a 3 metre formation width would be appropriate for this road.

Item No.7: **TO CONSIDER THE STEPS TO BE TAKEN UP FOR TIMELY COMPLETION OF ONGOING WORKS.**

The committee noted that there is a dearth of small contractors who have the necessary registration with PWD, CPWD etc. As a result only a few parties are able to bid for small works. Further, such parties sub-contract their work to other parties and many a times there are payment problems from these contractors to the sub-contractors. This leads to delay in the completion of works. The committee decided that the Institute will enlist Civil and Electrical contractors up to working capacity of Rs. 15,00,000.00 after verifying the following eligibility criteria:

1. The contractor has done similar nature of work in Govt. organizations including NITS.
2. The contractor has done similar nature of work under a main contractor at NITS.
3. The contractor is financially solvent.

During the time of enlistment care should be taken to exclude those contractors who could not complete their works at NITS within the stipulated time period. The Director has been authorized to approve the enlistment of such contractors.

Item No.8: **TO CONSIDER THE MINIMUM ACCEPTABLE QUOTED RATE.**

The committee noted that the a number of works of the Institute are not progressing as per schedule and there are large delays. The committee noted that in most of these cases the tenderers had quoted well below the estimate and the Institute was unable to reject such offers due to a lack of a policy in this regard. The committee therefore decided to follow the CPWD norms for consideration of the minimum acceptable quoted rates and also the pre-qualification marking system.

Item No.9: **TO CONSIDER THE APPROVAL OF PERCENTAGE LIMIT FOR VARIATION AND EXTRA ITEMS OF REPAIR WORKS.**

It was noted that in cases of repair works it is difficult to estimate the quantities as the extent of repair

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need to be added. The committee decided that the Estate Office should get the approval of the Director for any deviations of quantities beyond 10% of the estimates. Justification for the deviation is to be recorded in each case. In case of extra items, justification and analysis of the suggested rates (either through market survey or by referring to rates approved in other tenders) is to be placed before the Director for his approval. The Director will refer such matters to the Building and Works Committee at his discretion.

Item No.10: TO CONSIDER THE PROPOSAL FOR CONSTRUCTION OF STUDENT AND STAFF CANTEEN.

The committee was apprised of the deficiency in canteen facility for staff and students of the Institute. At present there is only one staff canteen which covers an area of 53.6 Sqm while the students canteen is closed for a long time. The canteen was constructed mainly to serve tea & snack to staff and students, while these are now being mainly used to serve lunches to the users. The covered area is, therefore, too small to accommodate the number of users at peak hours. Finance committee, the Board and the MHRD have provided funds for construction of single storied canteen building covering an area of 1200 Sqm.

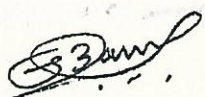
The committee approved the proposal for construction of canteen building. The committee also decided that M/s Barthakur & Associates be entrusted to prepare the conceptual drawing, tender documents, estimated cost, detailed design and drawings of the canteen building as per the same terms and conditions as those for the 300 seated hostel building.

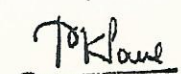
Item No.11: TO CONSIDER THE PROPOSAL FOR CONSTRUCTION OF A INSTITUTE MAIN GATE WITH CONTROL ROOM.

The committee was apprised of the fact that the Institute does not have any main gate and control room. As such, the security at the main gate is not very strong to stop the entry of trespassers and cattle. The Institute internal roads are being used to ply the vehicle of adjacent tea garden owners. There is practically no control over the movement of materials either coming inside or taking out side the campus. In the recent past some murders were happened inside the Institute because of absence of any security checkup at the entrance. The Finance committee, the Board and the MHRD have provided funds to construct the Institute main gate with a control room.

The committee approved the proposal to construct the Institute main gate with control room and decided that M/s Barthakur & Associates will be the architect for the work as per the same terms and conditions as those for the 300 bedded hostel building.

The meeting ended with thanks to the chair.


Chairman


Secretary