

Asst. Secy.
05/01/24
Shri Abhinav
EPC consultant
File in CDA
05/01/24

Standard operating procedure (SOP) for obtaining consultancy services for projects under EPC mode, building construction deptt, Patna.

As more than one architectural consultants and their sub consultant are involved in consultancy services for projects under EPC mode, a standard operating procedure (SOP) is required for smooth and seamless functioning of all parties involved with the scope of work of respective consultants.

To successfully complete the project under EPC/ design and build contract, Building Construction Deptt., Patna has formulated the standard operating procedure involving parties as mentioned herein after. Primary consultants and their sub-consultants as hired by the deptt.(BCD) shall be referred as Primary consultant (PC) whereas the consultant and their sub-consultants as hired by the construction agency for further elaboration & other required activities shall be referred as Agency's consultant (AC).

General notes:-

- 29*
05/01/24
1. As per agreement, the Primary consultant shall duly recommend to BCD, all submittals done by the Agency's consultant. All submittals shall be, checked, signed and stamped by the Primary consultant before submissions to the deptt.(BCD)
 2. In case the Agency's consultant wishes to suggest changes related to the project, the same shall be brought to the notice of concerned EE, before submitting statutory approval drawings. The primary consultant shall recommend all such changes suggested by the Agency's consultant only if the changes are justifiable. Agency's consultants shall be liable to incorporate all such suggestions in their proposals.
 3. For those projects/ proposals where the planning is done 'in-house', the Agency's consultant shall be fully responsible for submissions of all documents and drawings based on primary conceptual plan of the deptt. as submitted for tender & selection of the Agency.
 4. For all submittals to BCD, the Agency's consultant shall submit the drawings/details to the Primary consultant for vetting & recommendation. Changes/ corrections if any to be sought by the Primary consultant the same shall be incorporated by the Agency's consultant and then be resubmitted for approval. It is the responsibility of the Agency's consultant to make sure the corrections are complete in all manners before the drawings are submitted for recommendation to the primary consultants and subsequently to BCD for approval.
 5. At every stage the primary consultant has to keep the BCD informed about the progress in terms of the submittals.
 6. Submissions of drawings via email may be permitted for obtaining recommendation only. However, All submission for approval from BCD shall be submitted in hard copy in

suitable sheets sizes with sheet formatting duly signed and stamped by Primary consultant and Agency's consultant.

7. All submittals from agency shall be checked by primary consultant and then same shall be communicated back within 3 days for any correction in tabulated form together with drawings whereas the corrected drawing submitted along with compliance table as submitted by agency shall be checked and returned back within 07 days to agency.

8. There shall not be any 'conflict of interest' between the consultants.

9. Agency shall submit a schedule/timeline of pre-construction activities to Executive Engineer.

10. Any delay in submittals as set forth shall not make the agency entitled to seek any relief in respect of building completion.

11. Any Error /discrepancy /defect shall be brought into notice to all the parties immediately.

For a smooth functioning and in the best Interest of the project, a standard timeline mentioned under to be followed by Primary consultant and Agency's consultant

Sl. No	Items	Action	Timeline
1.	Submission of pre-design report(wherever required)	Primary consultant	2 weeks after the work order is issued
2.	Submission of conceptual plan	Primary consultant	4 weeks after the work Order is issued
3.	Preparation of DBR (design basis report) based on the conceptual plan approval/ tender drawings.	Primary consultant /BCD*	8 weeks after work order
4.	Submission of revised conceptual with Modifications (if required) after survey and site investigation.	Agency's consultant	2 weeks after work order to Agency from EE.
5.	Submittals for Statutory Approval including vetting of all the necessary drawings for AAI & fire NOC /municipal drawings.	Agency's consultant	6 weeks after work order from EE to the executing Agency. In case requirement of environmental clearance BCD shall accord conditional municipal approval.
6.	Submission of GFC Drawings (structural, architectural, plumbing, electrical, drainage, water supply, etc)	Agency's consultant	12 Weeks after the work order

7.	Submission of periodic progress report (weekly/ monthly)	Agency's consultant	As per the agreement
8.	Submission of Snag list	Primary consultant	Before handing over
9.	Corrections as per snag list	Agency's consultant	-do-
10.	Submission of As-Built drawing in hard copy And editable soft copy	Agency's consultant	After completion of the building, duly signed by Exec. Eng.

- For projects done "in house" BCD will furnish item 2 and item 4

SD/-
Rajeev Kumar
(EE. Const. Div.- 03, BCD)

SD/-
Ram Babu Prasad
(EE. Const. Div.- 02, BCD)

SD/-
Pawan Kumar
(EE. Const. Div.- 01, BCD)

SD/-
Anil Kumar
(Chief Architect, BCD)

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(अनिल कुमार)
मुख्य वास्तुविद।

आपक- कु. १६७६- ११०-०५/२०१५, ०१ (१२-३) पटना, दिनांक ०१ जनवरी, २०२१
प्रतिलिपि- कार्यपालक अभियंता, संरचना प्रमण्डल सं०-०१, संरचना प्रमण्डल-०२, संरचना प्रमण्डल
सं०-०३, बिहार, पटना को सूचनार्थ एवम् आवश्यक कार्यवाई हेतु प्रेषित।

(अनिल कुमार)
मुख्य वास्तुविद।