

Sub.: Turnkey civil work – Villa projects

1. Turnkey civil work with material is being given at several villa projects and in particular the following projects:
 - a. Nilgiri Estates – Villa nos. 80 to 185 – Contract given to M/s. Homeline Infra
 - b. Villa Orchids – Contract given to M/s. Homeline Infra
 - c. AVR Gulmohar Homes – Contract given to Ashok Kumar, Ashok Constructions.
 - d. Silver Oak Villas – Contract given to M/s. Sursani Constructions
2. In all the above contracts turnkey works including material has been given to the contractors which includes earthwork, RCC work, brick work, plastering, water proofing and compound wall. In case of Bloomdale contract is given exclusive of steel and RMC. This guideline shall apply to all the above contracts including future contracts.
3. The terms and conditions for turnkey contract for a typical villa consisting of ground/first floor plus head room on the first/second floor is as follows:
 - a. The contractors scope of work will include:
 - i. Excavation, consolidation with morrum, sand cushioning, PCC for footings, PCC on ground level, fill back, site leveling, bringing/taking away additional earth, site cleaning, earth compaction, excavation compaction of lawn area, breaking/cutting rocks upto size 2'x 2'x 2'(8cft), earth shifting, etc.,
 - ii. RCC works including concrete, shuttering, rod bending, curing, tying bunds, hacking, PVC spacers, marking, etc.,
 - iii. Civil work including brick work, plastering, chicken mesh, electrical conducting in RCC and brick work, fixing door frames and window templates, CRS for compound wall, PCC for drive way and portico, compound wall, gate columns, parapet wall, etc.,
 - iv. Water proofing for terrace, portico, bathrooms on upper floors, balconies and head room.
 - v. Contractor shall bring in all materials like cement, steel, RMC, metal, sand, manufactured sand, bricks, blocks, chicken mesh, tools miller mixture, vibrator, JCB, etc.
 - vi. However, scope of work shall exclude door frames, window templates and material for electrical conducting, which shall be provided by builder.
 - vii. Rock cutting of rocks larger than 8 cft to be taken up by builder at its cost.
 - viii. Contractors shall bring all tools like spades, gampas, pots, buckets, brooms, sponges, chicken mesh, drums, scaffoldings, gunny bags for curing, etc., at its cost.
 - ix. Contractors shall pay the electrician for electrical conducting lines and the same shall be reimbursed to the contractor by the builder. However, the rates payable for such works shall be as per standard guideline rates of the builder.
 - x. Infrastructure for curing, accommodation for labour, store room, cleaning of areas around plots/villas, electricity charges for construction activity, labour quarters, store room, security lighting, etc., & water charges for curing shall be borne by the contractor. However, the builder shall provide borewells and one HDPE line for curing at its cost. Sub-meters shall be installed for dividing electricity supply charges. The builder may provide labour quarters, if available, at nominal weekly cost.
 - b. The schedule of work shall be as follows:
 - i. Excavation, PCC and marking to be completed in 2 weeks.
 - ii. Footings, plinth and column one with PCC on ground floor to be completed in 4 weeks from excavation.
 - iii. Slab one to be completed in another 3 weeks.
 - iv. Slab two to be completed in another 3 weeks for duplex villas.

- v. Head room to be completed in 3 weeks.
 - vi. RCC work to be completed in 12/15 weeks for simplex and duplex villas.
 - vii. Brick work to commence from 11th/14th week (simplex / duplex) of starting work and should be completed including QC check in 4/5 weeks (simplex / duplex).
 - viii. 2 coats plastering & site cleaning with QC check to be completed in another 4/5 weeks (simplex / duplex).
 - ix. Earth work, RCC, brick work, plastering, water proofing, site cleaning, QC check, etc., to be completed in 20/25 weeks (simplex / duplex). One week grace period to be granted. Beyond 21/26 weeks penalty for delay Rs. 5,000/- per week shall be levied. If work is completed before 20/25 weeks bonus for early completion shall be Rs. 5,000/- per week.
- c. The total construction cost of earth work, RCC work, civil, water proofing shall be estimated by our engineers and cross confirmed by the contractor. On such an estimate a profit margin of 10 to 15% shall be given to the contractor and a per sft rate based on areas mentioned in brochure shall be finalized. Contractor shall raise GST bills on the rate finalized + the applicable rates of GST from time to time (present rate 18%). Bills shall be raised after QC check based on final rates as follows:

Sl. No	Description of work done in invoice.	For simplex / duplex villas as percentage of total contract value for each villa based on size
1.	Earth work, footings, plinth, PCC at plinth level, column 1	20%
2.	RCC work - slabs + head room	25%
3.	Brick work, chajjas, lentils, lofts, compound wall, portico PCC, site cleaning and leveling	25%
4.	2 coats plastering and completion of corrections pointed out by QC	20%
5.	Plastering over skirting, minor finishing works, edge building, etc	10%
6.	Total contract:	100%

- d. Payment terms:
- i. Mobilization advance at the time of commencement of the project shall be Rs. 5 lakhs payable in 2 weekly installments.
 - ii. Thereafter, excluding the first 5 villas, mobilization advance of Rs. 1 lakh per villa to be paid on completion of excavation and PCC of each villa.
 - iii. Contractor shall purchase steel, cement, RMC, blocks, bricks, sand, manufactured sand, metal, etc., in its own name and make payments to the suppliers from their account.
 - iv. Contractors shall be required to maintain details of attendance through biometric device provided by builder at site for all its workers. Contractors shall also record details of hire charges for machinery used at site. Contractors shall further record materials delivered to site that were purchased by them in the inward register of the builder. Photocopies (not originals) of bills and DCs to be handed over to the builder at site before every Thursday. Admin officers/project managers at site shall be required to send a report of attendance of workers of the contractors at site as per format given in Annexure – A. Similarly, details of hire charges and material received of contractors report must be made as per format given in Annexure – B and C.

- v. Project manager/admin manager at site must send the 3 reports to HO along with weekly vouchers by Friday evening or Saturday morning by 9.30am. Copies of bills and DCs of material supplied by the contractor must be attached to the report. Except where specifically exempted or for items less than Rs. 5,000/- in value, only consider pucca GST bills for the purpose of report in Annexure –C.
- vi. Consider DCs and bills received upto Thursday for payments on Saturday. The cycle of report shall be from Friday to Thursday.
- vii. Milestone report has to be sent to accountants and CR manager once a week i.e., every Friday/Saturday. Format of milestone report is given in Annexure –D.
- viii. Estimate of work done to be updated every week as per format given in Annexure –E. Accountants to feed in details of advance paid in Annexure – E along with details of bills and payments made. MD may decide to make further payments apart from weekly payments and mobilization advance based on estimate of work done.
- ix. Contractor to raise GST bills for work that has been completed as per details given in point 5 above. Accountants to duly credit/debit contractors on a daily basis. Project managers may send note/email for bonus or penalty and the same to be debited/credited to contractor.
- e. The above is applicable to all projects mentioned above and for future projects until further advice.
- f. Attendance of contractor's labour and material brought by contractor must be duly recorded/entered in database. However, for rates the value will be nil and therefore no payment is to be made against them.
- g. There is every chance of differences arising between contractor and the builder. For that purpose, meticulous details of labour working at site, hire charges and material brought to site by contractor must be maintained. This will help in determining the value of work done and easy settlement of differences.
- h. Procedure laid down for QC shall be strictly followed. QC inspection shall be taken up before casting footings, before casting plinth beam, after casting columns, before casting slab, after brick work, after plastering and after electrical conducting. Contractor can move to next stage of construction only after clearance from QC team and rectifying all errors pointed out in QC check report.
- i. Rates shall be valid till the completion of project. However, adjustment shall be made if rates of steel and cement vary by more than 5% of the rates adopted for estimate. Further, adjustment shall be made if rates of other quantities that may vary by more than 10%. Rates are given in the estimate prepared by our engineers and confirmed by contractors.
- j. The above shall not be applicable to the following projects and procedure earlier defined shall continue until further notice.
 - i. Nilgiri Estates – Villa nos. 1 to 79 – contract given to B. Anand.
 - ii. Bloomdale – Contract given to Yadav.

Soham Modi