

**Directorate General of Works
Central Public Works Department
(S&D Unit)**

No. 14/5/2003-S&D/616

dated:14th June, 2006

Office Memorandum

Subject: Introducing scope change control mechanism for CPWD Works

The working of CPWD has been examined recently by the Gadkari Committee which had recommended that CPWD sign MOUs with the client department for major works. M/s. ICRA Management Consulting Services Ltd., engaged by the Ministry of UD for carrying out process improvement study have recommended setting up of scope change control mechanism to capture the scope of work in the beginning and define the role of the CPWD and the client organization so that changes can be captured during the course of the project and appropriate action taken for enlargement of the cost and time if it is required to do so.

Based on the above recommendations four types of MOUs have been prepared as listed below:

- MOU for budgetary works being undertaken by the CPWD on Turnkey basis.
- MOU for deposit works being undertaken by the CPWD on Turnkey basis.
- MOU for budgeted works where designs and drawings have been developed by consultants appointed by client department.
- MOU for deposit works where design and drawings have been developed by consultants appointed by client department.

It has been decided that for budgeted works having an estimate cost of more than Rs. 10 crores and deposit works having estimated cost of more than Rs. 2 crores we may sign MOU with the client departments in the relevant form applicable. In case the client department desires to sign a memoranda of understanding for works of lower value Zonal CEs may examine the issue in consultation with the Regional ADGs and take appropriate action.

A brief schedule of activity has been appended with the MOUs which is to be a guideline for the actual time which has to be indicated in the MOU. In case more milestones are desired to be indicated at the time of signing of MOU these may be duly incorporated in the schedule of activity.

Attention of all concerned is invited to the provisions in the draft MOUs for ensuring close coordination between the CPWD and the client department. For this the department should nominate a nodal officer from its side and also request the client to nominate a suitably empowered nodal officer so that the communication is facilitated.

This issues with the approval of DGW.

Encl: As above.

**Sd/-
(V.K. Sharma)
Director (S&D)**

To

**All ADGs
All CEs (Civil)/(Elect.)/CAs/DDG (H)**

Copy to:

DS (Works), Ministry of UD, for favour of information
PPS to DGW

DRAFT MoU

MEMORANDUM OF UNDERSTANDING
BETWEEN
CENTRAL PUBLIC WORKS DEPARTMENT
AND
(Name of client department)
FOR
(Name of the work)
ON
(date)

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CENTRAL PUBLIC WORKS DEPARTMENT**

AND

_____(Name of the client)

FOR

_____(Name of the work)

(Budgeted work on turnkey basis)

This Memorandum of Understanding, hereinafter called MoU, signed between the Central Public Works Department, hereinafter called the CPWD (represented by the Executive Engineer, _____(name of the office) on the one part and Ministry/Department of _____(the name of the client department) herein after called the client (represented by _____) on the other.

Whereas the CPWD have agreed to undertake the work of _____(name of the work) on a turnkey basis as a budgeted work of Govt. of India now therefore it is agreed between the two parties that:-

1. The CPWD shall execute the work on a turnkey basis from concept to completion and complete it within _____months of the date of signing of this MoU. A broad schedule of activities is attached to the MoU. In case there is any delay in activities to be carried out by external agencies or client department the time for completion will be suitably enlarged.
2. All basic data for planning of the project, site details, space requirements, special requirements/features and specifications (with specific reference to specifications approved by the Govt. of India for such buildings, if available) to be adopted shall be supplied by the client to CPWD.
3. In case the requirements projected are in excess of those that can be accommodated on the site as per the building bye-laws the same will be revised/reduced by the client on this being intimated by the CPWD.
4. While finalizing the plans, estimates etc. CPWD shall work in close co-ordination with the client.
5. Client department will obtain and convey necessary clearances/approvals in case the requirements projected by them are in excess of or beyond the approved yardsticks.
6. The preliminary drawings based on approved requirements/specifications shall be supplied by CPWD to the client department and the client department will approve these drawings or convey approval of competent authority to CPWD.

7. The preliminary estimate, based on the approved drawings shall be supplied by the CPWD and the client shall convey Administrative Approval and Expenditure Sanction and provide necessary budget authorization to enable the CPWD to take up the work.

8. The CPWD shall be responsible for;

- 8.1 Preparation of all designs/drawings, conforming to the relevant building bye laws/statutory codal provisions.
- 8.2 Preparation of tender documents, invitation and opening of tenders and award of work etc...
- 8.3 Project management including day to day supervision of work,
- 8.4 Execution of work as per prescribed guidelines and regulations.
- 8.5 Carrying out quality control tests and inspections.
- 8.6 Completing the project as per the broad specifications given in the Preliminary Estimate.
- 8.7 Intimating the client about any excess over the projected cost or possibility of time overrun as soon as it comes to its knowledge
- 8.8 Intimating the physical and financial progress at periodic intervals.
- 8.9 Replying to the audit objections pertaining to the work in so far as they pertain to its acts in execution of the work
- 8.10 Handing over to _____ or an authorized representative of the _____ completed buildings along with a set of completion plans.
- 8.11 Intimating the final cost of the project
- 8.12 Contesting the claims of the contractors in arbitration or in other legal matters pertaining to execution of work
- 8.13 Levying departmental charges @ ___% of the value of the actual work outlay booked by the CPWD.
- 8.14 Advising and assisting the _____ in obtaining approval from the concerned local bodies for the architectural designs/drawings and necessary service connections in respect of water supply, sewerage, storm water drainage and electricity.

9. The _____ agrees to undertake the following;

- 9.1 Intimate the detailed specifications, requirements of space, special features desired to be provided and approve the designs/drawings/estimates submitted by CPWD within stipulated time.
- 9.2 Supplying all relevant data regarding site to the CPWD.
- 9.3 Making available the site of work free from encumbrances.
- 9.4 Enlarging the cost and time stipulated in the preliminary estimate if changes are made in the approved designs/drawings/specifications.
- 9.5 Providing authenticated ownership documents of the land for submission to the local bodies.
- 9.6 Obtaining local body clearance for the architectural plans with assistance of CPWD.
- 9.7 Obtaining necessary service connections with the assistance of CPWD

- 9.8 Providing budget/funds as per the cash flow requirements projected by the CPWD.
 - 9.9 According revised sanction without any delay incase of cost escalation
 - 9.10 Providing security clearances for CPWD staff /contractors and their workers, incase it is so required.
 - 9.11 Designating a suitably empowered nodal officer for coordinating with the CPWD for the entire project duration. All communication by the designated officer will be made with the designated officer of CPWD. This designated nodal officer shall be authorized to take decisions and assist the CPWD in completion of the project. The nodal officer shall also be empowered to take decisions on remedial measures for unforeseen situations arising out of entities external to the project.
 - 9.12 Paying the necessary departmental charges as stipulated in the Preliminary Estimate.
 - 9.13 Paying any claims upheld by an arbitrator or court of law relating to the work.
 - 9.14 Paying compensation/levies, if so required to be paid under the workmen's' compensation act or any other act/law of the Centre or the State Govt.
 - 9.15 Allow drawl of underground water for the purpose of execution of work without any payment
 - 9.16 Allow usage of electricity for execution of works on payment basis from existing electrical connections.
 - 9.17 Providing full assistance to the CPWD in the execution of the work.
 - 9.18 Pay suitable compensation to CPWD, to be decided by the Chief Engineer concerned of CPWD, if the client decides to conclude this MOU or decides to drop the proposal after substantial preliminary work has been done by CPWD on the project. In case of abandonment of project/work during construction stage, pay to CPWD all liabilities relating to the project/work or to be paid to construction agencies engaged by CPWD for execution of the project
10. If any dispute /difference arises between the parties as mentioned above the decision of the Director General Works, CPWD shall be final and binding on both the parties.

For and on behalf of CPWD

For and on behalf of _____

Sd/-

Sd/-

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CENTRAL PUBLIC WORKS DEPARTMENT
AND
_____ (Name of the client)
FOR
_____ (Name of the work)
(Deposit work on turnkey basis)**

This Memorandum of Understanding, hereinafter called MoU signed between the Central Public Works Department, hereinafter called the CPWD (represented by the Executive Engineer, _____ (name of the office) on the one part and _____ (the name of the client department) herein after called the client (represented by _____) on the other.

Whereas the CPWD have agreed to undertake the work of _____ (name of the work) on a turnkey basis as a deposit work now therefore it is agreed between the two parties that :-

1. The CPWD shall execute the work on a turnkey basis from concept to completion as a deposit work and complete it within _____ months of the date of signing of this MoU. A broad schedule of activities indicating mutually accepted dates, for important activities, is attached to the MoU. In case there is any delay in activities to be carried out by external agencies or client department the time for completion will be suitably enlarged.
2. All basic data for planning of the project, site details, space requirements, special requirements/features and specifications (with specific reference to specifications approved by the Govt. of India for such buildings, if available) to be adopted etc. shall be supplied by the client to CPWD.
3. In case the requirements projected are in excess of those that can be accommodated on the site as per the building bye-laws the same will be revised/reduced by the client on this being intimated by the CPWD.
4. While finalizing the plans, estimates etc. CPWD shall work in close co-ordination with the client.
5. Client department will obtain and convey necessary clearances/approvals in case the requirements projected by them are in excess of or beyond the approved yardsticks.
6. The preliminary drawings based on approved requirements/specifications shall be supplied by CPWD to the client department and the client department will approve these drawings or convey approval of competent authority to CPWD.
7. The preliminary estimate, based on the approved drawings shall be supplied by the CPWD and sanction shall be conveyed by the client.

8. ___% of the sanctioned amount shall be deposited by the client department with the Executive Engineer _____ Division along with sanction. The remaining funds shall be deposited in two equal installments as and when demand is raised by the Executive Engineer _____ Division.

9. The CPWD shall be responsible for;

- 9.1 Preparation of all designs/drawings, conforming to the relevant building bye laws/statutory codal provisions.
- 9.2 Preparation of tender documents, invitation and opening of tenders and award of work etc...
- 9.3 Project management including day to day supervision of work.
- 9.4 Execution of work as per prescribed guidelines and regulations.
- 9.5 Carrying out quality control tests and inspections.
- 9.6 Completing the project as per the broad specifications given in the Preliminary Estimate.
- 9.7 Intimating the client about any excess over the projected cost or possibility of time overrun as soon as it comes to its knowledge
- 9.8 Intimating the physical and financial progress at periodic intervals.
- 9.9 Replying to the audit objections pertaining to the work in so far as they pertain to its acts in execution of the work
- 9.10 Handing over to _____ or an authorized representative of the _____ completed buildings along with a set of completion plans.
- 9.11 Intimating the final cost of the project
- 9.12 Contesting the claims of the contractors in arbitration or appearing in other legal matters pertaining to execution of work
- 9.13 Levying departmental charges @ ___% of the value of the actual work outlay booked by the CPWD.
- 9.14 Advising and assisting the _____ in obtaining approval from the concerned local bodies for the architectural designs/drawings and necessary service connections in respect of water supply, sewerage, storm water drainage and electricity.

10. The _____ agrees to undertake the following;

- 10.1 Deposit the required funds as per schedule specified above. Deposit any additional funds that may be required to complete the work as per revised estimate submitted by the CPWD.
- 10.2 Intimate the detailed specifications, requirements of space, special features desired to be provided and approve the designs/drawings/estimates submitted by CPWD within stipulated time.
- 10.3 Supplying all relevant data regarding site to the CPWD.
- 10.4 Making available the site of work free from encumbrances.
- 10.5 Enlarging the cost and time stipulated in the preliminary estimate if changes are made in the approved designs/drawings/specifications.
- 10.6 Providing authenticated ownership documents of the land for submission to the local bodies.

- 10.7 Obtaining local body clearance for the architectural plans with the assistance of CPWD
 - 10.8 Obtaining necessary service connections with the assistance of CPWD
 - 10.9 Providing the required funds as per cash flow requirements projected by the CPWD.
 - 10.10 According revised sanction without any delay incase of cost escalation
 - 10.11 Providing security clearances for CPWD staff /contractors and their workers incase it is so required.
 - 10.12 Designating a suitably empowered nodal officer for coordinating with the CPWD for the entire project duration. All communication by the designated officer will be made with the designated officer of CPWD. The designated nodal officer shall be authorized to take decisions and assist the CPWD in completion of the project. The nodal officer shall also be empowered to take decisions on remedial measures for unforeseen situations arising out of entities external to the project.
 - 10.13 Paying the necessary departmental charges as stipulated in the Preliminary Estimate.
 - 10.14 Paying any claims upheld by an arbitrator or court of law relating to the work.
 - 10.15 Paying compensation/levies, if so required to be paid under the workmen's compensation act or any other act/law of the Centre or the State Govt.
 - 10.16 Allow drawl of underground water for the purpose of execution of work without any payment
 - 10.17 Allow usage of electricity for execution of works on payment basis from existing electrical connections.
 - 10.18 Providing full assistance to the CPWD in the execution of the work.
 - 10.19 Pay suitable compensation to CPWD, to be decided by the Chief Engineer concerned of CPWD, if the client decides to conclude this MOU or decides to drop the proposal after substantial preliminary work has been done by CPWD on the project. In case of abandonment of project/work during construction stage, pay to CPWD all liabilities relating to the project/work or to be paid to construction agencies engaged by CPWD for execution of the project.
- 11.** If any dispute /difference arises between the parties as mentioned above the decision of the Director General Works, CPWD shall be final and binding on both the parties.

For and on behalf of CPWD

Sd/-

For and on behalf of _____

Sd/-

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CENTRAL PUBLIC WORKS DEPARTMENT
AND
_____ (Name of the client)
FOR
_____ (Name of the work)**

(Budgeted work on designs developed by consultants appointed by client)

This Memorandum of Understanding, hereinafter called MoU signed between the Central Public Works Department, hereinafter called the CPWD (represented by the Executive Engineer, _____ (name of the office) on the one part and Ministry/Department of _____ (the name of the client department) herein after called the client (represented by _____) on the other.

Whereas the CPWD have agreed to undertake the execution of the work _____ (name of the work) as a budgeted work of Govt. of India on the basis of designs and drawings supplied by the consultant appointed by the client now therefore it is agreed between the two parties that :-

- 1 The CPWD shall execute the work on the basis of designs and drawings supplied by the consultant appointed by the client department and complete it within _____ months of the date of signing of this MoU. A broad schedule of activities indicating mutually accepted dates, for important activities is attached to the MoU. In case there is any delay in activities to be carried out by external agencies or client department or by the consultant(s) appointed by the client department the time for completion will be suitably enlarged.
- 2 Approved and complete details, designs/drawings for the execution of the project shall be supplied by the client department to CPWD.
- 3 The responsibility for the correctness of the designs/drawings prepared by the consultants appointed by the client and their conforming to the relevant building byelaws and BIS codes shall rest with the client department.
- 4 The Preliminary Estimate, based on the approved drawings/designs supplied by the client, shall be submitted by the CPWD and client shall convey Administrative Approval and Expenditure Sanction and provide necessary budget authorization to enable the CPWD to take up the work.

5 The CPWD shall be responsible for;

- 5.1 Preparation of detailed estimates, if they are not to be given by the consultant(s) appointed by the client, preparation of tender documents, invitation and opening of tenders and award of work etc.
- 5.2 Project management including day-to-day supervision of work.
- 5.3 Execution of works as per prescribed guidelines and regulations.

- 5.4 Carrying out quality control tests and inspections.
- 5.5 Completing the project as per the broad specifications given in the Preliminary Estimate.
- 5.6 Intimating the client about any excess over the projected cost or possibility of time overrun as soon as it comes to its knowledge
- 5.7 Intimating the physical and financial progress at periodic intervals.
- 5.8 Replying to the audit objections pertaining to the work in so far as they pertain to its acts in execution of the work
- 5.9 Handing over to _____ or an authorized representative of the _____ completed buildings along with a set of completion plans
- 5.10 Intimating the final cost of the project
- 5.11 Contesting the claims of the contractors in arbitration or appearing in other legal matters pertaining to execution of work
- 5.12 Levying departmental charges @ ___% of the value of the actual work outlay booked by the CPWD.
- 5.13 Advising and assisting the _____ in obtaining necessary service connections in respect of water supply, sewerage, storm water drainage and electricity.

6 The _____ agrees to undertake the following;

- 6.1 Supplying to the CPWD duly approved designs and drawings, specifications, Bill Of Quantities, if it is to be given by the consultant(s) appointed by the client.
- 6.2 Intimating to CPWD the detailed specifications of items desired to be provided in the building.
- 6.3 Supplying all relevant data regarding site to the CPWD.
- 6.4 Making available the site of work free from encumbrances.
- 6.5 Enlarging the cost and time stipulated in the preliminary estimate if changes are made in the approved designs/drawings/specifications.
- 6.6 Providing authenticated ownership documents of the land.
- 6.7 Obtaining necessary clearances for the architectural/structural plans from the concerned statutory bodies.
- 6.8 Obtaining necessary service connections for which assistance shall be provided by CPWD.
- 6.9 Providing budget/funds as per the cash flow requirements projected by the CPWD
- 6.10 According revised sanction without any delay incase of cost escalation
- 6.11 Providing security clearances for CPWD staff /contractors and their workers incase it is so required.
- 6.12 Designating a suitably empowered nodal officer for coordinating with the CPWD for the entire project duration. All communications by the designated officer will be made with the designated officer of CPWD. The designated nodal officer shall be authorized to take decisions and assist the CPWD in completion of the project. The nodal officer shall also be empowered to take decisions on remedial measures for unforeseen situations arising out of entities external to the project.

- 6.13 Paying the necessary departmental charges as stipulated in the Preliminary Estimate.
 - 6.14 Paying any claims upheld by an arbitrator or court of law relating to the work.
 - 6.15 Paying compensation/levies, if so required to be paid under the workmen's' compensation act or any other act/law of the Centre or the State Govt.
 - 6.16 Allow drawl of underground water for the purpose of execution of work without any payment
 - 6.17 Allow usage of electricity for execution of works on payment basis from existing electrical connections.
 - 6.18 Providing full assistance to the CPWD in the execution of the work.
 - 6.19 Pay suitable compensation to CPWD, to be decided by the Chief Engineer concerned of CPWD, if the client decides to conclude this MOU or decides to drop the proposal after substantial preliminary work has been done by CPWD on the project. In case of abandonment of project/work during construction stage, pay to CPWD all liabilities relating to the project/work or to be paid to construction agencies engaged by CPWD for execution of the project.
- 7 If any dispute/difference arises between the parties as mentioned above the decision of the Director General Works, CPWD shall be final and binding on both the parties.

For and on behalf of CPWD

For and on behalf of _____

Sd/-

Sd/-

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CENTRAL PUBLIC WORKS DEPARTMENT
AND**

_____ (Name of the client)

FOR

_____ (Name of the work)

(Deposit work on designs developed by consultants appointed by client)

This Memorandum of Understanding, hereinafter called MoU signed between the Central Public Works Department, hereinafter called the CPWD (represented by the Executive Engineer, _____ (name of the office) on the one part and _____ (the name of the client department) herein after called the client (represented by _____) on the other.

Whereas the CPWD have agreed to undertake the execution of the work _____ (name of the work) on the basis of designs and drawings supplied by the consultant(s) appointed by the client as a deposit work now therefore it is agreed between the two parties that :-

1. The CPWD shall execute the work on the basis of designs and drawings supplied by the consultant appointed by the client department and complete it within _____ months of the date of signing of this MoU. A broad schedule of activities indicating mutually accepted dates for important activities is attached to the MoU. In case there is any delay in activities to be carried out by external agencies or client department or by the consultant(s) appointed by the client department the time for completion will be suitably enlarged.
2. Approved and complete details, designs/drawings for the execution of the project shall be supplied by the client department to CPWD.
3. The responsibility for the correctness of the designs/drawings prepared by the consultants appointed by the client and their conforming to the relevant building bye-laws and BIS codes shall rest with the client department.
4. The Preliminary Estimate, based on the approved drawings/designs supplied by the client shall be submitted by the CPWD and sanction shall be conveyed by the client.
5. ____% of the sanctioned amount shall be deposited by the client department with the Executive Engineer _____ Division along with sanction. The remaining funds shall be deposited in two equal installments as and when demand is raised by the Executive Engineer _____ Division.

6. The CPWD shall be responsible for;

- 6.1 Preparation of detailed estimates, if they are not to be given by the consultant(s) appointed by the client, preparation of tender documents, invitation and opening of tenders and award of work etc.
- 6.2 Project management including day to day supervision of work,
- 6.3 Executing of work as per prescribed guidelines and regulations
- 6.4 Carrying out quality control tests and inspections.
- 6.5 Completing the project as per the broad specifications given in the Preliminary Estimate.
- 6.6 Intimating the client about any excess over the projected cost or possibility of time overrun as soon as it comes to its knowledge
- 6.7 Intimating the physical and financial progress at periodic intervals.
- 6.8 Replying to the audit objections pertaining to the work in so far as they pertain to its acts in execution of the work
- 6.9 Handing over to _____ or an authorized representative of the _____ completed buildings along with a set of completion plans.
- 6.10 Intimating the final cost of the project
- 6.11 Contesting the claims of the contractors in arbitration or appearing in other legal matters pertaining to execution of work.
- 6.12 Levying departmental charges @ ___% of the value of the actual work outlay booked by the CPWD.
- 6.13 Advising and assisting the _____ in obtaining necessary service connections in respect of water supply, sewerage, storm water drainage and electricity.

7 The _____ agrees to undertake the following;

- 7.1 Deposit the required funds as per schedule specified above. Deposit any additional funds that may be required to complete the work as per revised estimate submitted by the CPWD.
- 7.2 Supplying to the CPWD duly approved designs and drawings, specifications, Bill Of Quantities, if it is to be given by the consultant(s) appointed by the client.
- 7.3 Intimating to CPWD detailed specifications of items duly approved by the competent authority desired to be provided in the building.
- 7.4 Supplying all relevant data regarding site to the CPWD.
- 7.5 Making available the site of work free from encumbrances.
- 7.6 Enlarging the cost and time stipulated in the preliminary estimate if changes are made in the approved designs/drawings/specifications.
- 7.7 Providing authenticated ownership documents of the land.
- 7.8 Obtaining necessary clearances for the architectural/structural plans from the concerned statutory bodies
- 7.9 Obtaining necessary service connections with the assistance of CPWD
- 7.10 Providing the required funds as per cash flow requirements projected by the CPWD.
- 7.11 According revised sanction without any delay incase of cost escalation

- 7.12 Providing security clearances for CPWD staff /contractors and their workers incase it is so required.
 - 7.13 Designating a suitably empowered nodal officer for coordinating with the CPWD for the entire project duration. All communications by the designated officer will be made with the designated officer of CPWD. The designated nodal officer shall be authorized to take decisions and assist the CPWD in completion of the project. The nodal officer shall also be empowered to take decisions on remedial measures for unforeseen situations arising out of entities external to the project.
 - 7.14 Paying the necessary departmental charges as stipulated in the Preliminary Estimate.
 - 7.15 Paying any claims upheld by an arbitrator or court of law relating to the work.
 - 7.16 Paying compensation/levies, if so required to be paid under the workmen's compensation act or any other act/law of the Centre or the State Govt.
 - 7.17 Allow drawl of underground water for the purpose of execution of work without any payment
 - 7.18 Allow usage of electricity for execution of works on payment basis from existing electrical connections.
 - 7.19 Providing full assistance to the CPWD in the execution of the work.
 - 7.20 Pay suitable compensation to CPWD, to be decided by the Chief Engineer concerned of CPWD, if the client decides to conclude this MOU or decides to drop the proposal after substantial preliminary work has been done by CPWD on the project. In case of abandonment of project/work during construction stage, pay to CPWD all liabilities relating to the project/work or to be paid to construction agencies engaged by CPWD for execution of the project.
- 8 If any dispute /difference arises between the parties as mentioned above the decision of the Director General Works, CPWD shall be final and binding on both the parties.

For and on behalf of CPWD

Sd/-

For and on behalf of _____

Sd/-

Broad schedule of activities for the work of _____

Sl. No.	Activity	To be performed by	Desirable time period in days	Remarks
1	Supplying basic data about requirements to be provided for (project brief indicating broad objectives etc. is desirable), details of site, time in which client department desires to have work completed etc.	Client	15 days	
2	Submission of estimate for enabling works such as soil testing, site surveys etc., if required to be sent.	CPWD	10 days	
3	Conveying approval of estimate for enabling works.	Client	7 days	Activities 1-3 can be parallel activities
4	Site surveys, soil testing etc.	CPWD	___ days	Time to be decided depending upon quantum of work
5	Preparation of preliminary drawings based on requirements projected by Client Department.	CPWD	30 days	Time may be increased/decreased depending upon quantum of work.
6	Approval of preliminary drawings	Client	7 days	
7	Preparation and submission of preliminary estimate.	CPWD	15 days	Activity 6 & 7 can be done in parallel
8	Conveying approval of competent authority to PE i.e. A/A & E/S.	Client	15 days	
9	Execution of work including all pre construction activities etc.	CPWD	___ days	To be decided by Zonal Chief Engineer while sending the preliminary estimate.

Type-3

Broad schedule of activities for the work of _____

Sl. No.	Activity	To be performed by	Desirable time period in days	Remarks
1	Supplying basic data (project brief indicating broad objectives etc. is desirable), details of site, time in which client department desires to have work completed etc.	Client	15 days	
2	Supplying approved designs and drawings, specifications, bill of quantities etc.	Client	30 days	Activities 1-2 can be parallel activities
3	Preparation and submission of preliminary estimate.	CPWD	15 days	
4	Conveying approval of competent authority to PE i.e. A/A & E/S.	Client	15 days	
5	Execution of work including all pre construction activities etc.	CPWD	___ days	To be decided by Zonal Chief Engineer while sending the preliminary estimate.