

GUIDELINE FOR THE PREPERATION OF BILL NO 01 - PRELIMINARIES FOR BUILDING WORKS

Note 1: The Engineer/Consultant may modify or amended any item, or delete inappropriate item/s or add new item/s, depending the nature of the proposed work.

Note 2: Mode of payment are as below.

Mode of Payment	Category
Reimbursement of actual cost on submission of the relevant document acceptable to the Engineer plus 5% of the actual cost of obtaining the insurance Policies and Securities.	A
To be paid on Signing of the formal Contract Agreement.	B
60% on completion of temporary buildings or structures. 30% in equal installments over the contract period and balance 10% on dismantling and removal on completion.	C
Paid on satisfactorily completion of the item.	D
In equal installments over the contract period.	E
Mode of Payment to be mutually agreed between Contractor and the Employer at the commencement of contract in relation to the programme of work.	F
On the completion of works.	G

Note 3: The above recommended percentages may be adjusted by the Employer/Consultant to audit the particular project.

Serial No.	Description	Mode of Payment Category	Unit	Amount
	Insurance and Securities			
1	Allow for providing a Performance Security	A	Provisional sum	
2	Allow for providing an Advanced Payment Security.	A	Provisional sum	
3	Provisional sum for insurance of works, Machinery & Equipment, Plant, Materials, third party persons & property and Employer's personnel & property at site as per the Contract.	A	Provisional sum	
4	(a) Provisional sum for insurance against accidents and injury to Contractor's personnel as per the contract.	A	Provisional sum	
	(b) Provisional sum for insurance cover for inquires and damages to Engineer's personnel.	A	Provisional sum	
	Total Carried Forward			

	Brought Forward			
5	<p>Engineer's Facilities Allow lump sum for constructing, maintaining, dismantling and removal on completion of the Works, a temporary building for Engineer's requirements, including necessary furniture and fittings, furnishing, sanitary facilities and other facilities such as, (a) Minimum size of the office space not less than 20m². (b) Furniture such as 3 No. tables & 6 No. chairs for staff. (c) 1 No computer table with 1 No. chair and laptop computer including internet facility (specification sheet should be attached). (d) Allow sum for providing safety facility for the Engineer and his staff during construction (Safety helmets, Boots and other facilities). Allow lump sum for proving telephone and facsimile facilities, electricity and water services for the Engineer's site office for their use in connection with the Works</p>	C	Item	
6	<p>Allow lump sum for maintenance, rental, consumption charges etc. for telephone and facsimile facilities, electricity and water services for the Engineer's site office for their use in connection with the Works</p>	D	Item	
7	<p>Allow lump sum for maintenance, rental, consumption charges etc. for telephone and facsimile facilities, electricity and water services for the Engineer's site office for their use in connection with the Works</p>	E	Item	
8	<p>Contractor's facilities Allow lump sum for constructing, maintaining, dismantling and removal on completion of the Works, a temporary site office of adequate size including staff rest room and toilets and other facilities for the contractor's site management staff in accordance with the plans prepared by the Contractor and concurred by the Engineer.</p>	C	Item	
	Total Carried Forward			

	Brought Forward			
9	<p>Allow lump sum for constructing, maintaining, dismantling and removal on completion of the Works, buildings to be used as workshops and stores for perishable materials. Buildings shall be constructed in accordance with the drawings prepared by the Contractor and concurred by the Engineer. The lump sum shall also include for altering, modifying or dismantling and re-erecting within the site all temporary buildings/ structures if required.</p>	C	Item	
10	<p>Allow lump sum for constructing, maintaining, dismantling and removal on completion of the Works, temporary buildings in accordance with the plans prepared by the Contractor and concurred by the Engineer to accomodate the following,</p> <ol style="list-style-type: none"> 1. Worker's rest room, canteen facilities kitchen. 2. Toilet and wash areas. 3. Sick/ First – Aid room. 4. Accomodation for Contractor's staff and workmen including sanitary facilities on site, if applicable. <p>Facilities to workmen shall conform to the latest public health and industrial regulations.</p>	C	Item	
11	<p>Allow lump sum for providing accomodation including sanitary facilities and transport for Contractor's staff and workmen of site.</p>	E	Item	
12	<p>Allow lump sum for providing telephone and facsimile facilities, electricity and water services for the Contractor's site office for their use in connection with the Works.</p>	D	Item	
13	<p>Allow lump sum for maintenance, rental, consumption charges etc. for telephone and facsimile facilities, electricity and water services for the Contractor's site office for their use in connection with the Works.</p>	E	Item	
14	<p>Allow lump sum for Contractor's transport facilities at site.</p>	E	Item	
	Total Carried Forward			

Brought Forward														
15	<p>Construction Management and supervision Allow lump sum for employing suitably qualified and experienced technical personnel on time basis for Construction Management Services at the site.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Category</th> <th style="width: 40%;">Qualification</th> <th style="width: 40%;">Monthly Salary (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Engineer</td> <td>B.Sc Civil (5 year exp)</td> <td style="text-align: center;">75,000.00</td> </tr> <tr> <td>Technical Officer (Full Time)</td> <td>NDT Civil or equivalent (7 year exp)</td> <td style="text-align: center;">40,000.00</td> </tr> </tbody> </table>			Category	Qualification	Monthly Salary (Rs.)	Engineer	B.Sc Civil (5 year exp)	75,000.00	Technical Officer (Full Time)	NDT Civil or equivalent (7 year exp)	40,000.00	E	Item
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Engineer	B.Sc Civil (5 year exp)	75,000.00												
Technical Officer (Full Time)	NDT Civil or equivalent (7 year exp)	40,000.00												
16	<p>Allow lump sum for employing supervisory staff not listed under item 15 above, on full time basis. Listed below are the particulars of staff to be engaged.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Category</th> <th style="width: 40%;">Qualification</th> <th style="width: 40%;">Monthly Salary (Rs.)</th> </tr> </thead> <tbody> <tr> <td>Chartered Engineerin g (Visiting)</td> <td>Charter in Civil Engineering</td> <td style="text-align: center;">2,000.00 per hour, 10 hours per week</td> </tr> <tr> <td>Technical Officer (Electrical)</td> <td>NDT Electrical or Equivalent (5 year exp)</td> <td style="text-align: center;">1,500.00 per day</td> </tr> </tbody> </table>			Category	Qualification	Monthly Salary (Rs.)	Chartered Engineerin g (Visiting)	Charter in Civil Engineering	2,000.00 per hour, 10 hours per week	Technical Officer (Electrical)	NDT Electrical or Equivalent (5 year exp)	1,500.00 per day	E	Item
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Chartered Engineerin g (Visiting)	Charter in Civil Engineering	2,000.00 per hour, 10 hours per week												
Technical Officer (Electrical)	NDT Electrical or Equivalent (5 year exp)	1,500.00 per day												
17	<p>Setting Out Allow lump sum for employing a licensed land surveyor to define the building site work etc. check levels and carry out such other survey as may be necessary to establish accurately the placing of forms and pouring of concrete and all other setting out in both vertical and horizontal plane.</p>			F	Item									
18	<p>Allow lump sum for setting out of Works in accordance with drawing and other written information given by the Engineer.</p>			F	Item									
Total Carried Forward														

	Brought Forward			
	Quality, Standards and Progress			
19	<p>Allow lump sum for provision of progress reports including photographic records and other schedules included in the CIDA publication – Guidelines for Effective Construction Management. (CIDA/CM/01), relevant to contract administration as directed by the Engineer.</p>	E	Item	
20	<p>Allow lump sum for all cost in connection with preparing samples for testing, making arrangements for testing of Materials, Goods etc. as stipulated in the specification, obtaining test reports and submitting the same to the Engineer.</p>	E	Item	
21	<p>Allow lump sum for providing of shop drawing, bar schedules etc. for Engineer's approval.</p>	E	Item	
22	<p>Allow lump sum for provision of 2 sets of (hard copies and soft copies) as – built drawings of all services, for Engineers approval</p>	D	Item	
	Health Safety and Environment			
23	<p>Allow lump sum for engaging the service of an adequately trained person to attend to first-aid medical duties including a provision of a first aid box and regular supply of medicine, linen etc.</p>	E	Item	
24	<p>Allow lump sum for providing and maintaining a first aid box and regular supply of medicine, linen etc.</p>	E	Item	
25	<p>Allow lump sum for the following services throughout the period of construction for the Engineer's office, Contractor's site office and worker's rest room and other facilities,</p> <p>a. Employing workmen to clean and maintaining all areas to be in good hygienic conditions including toilets, wash areas, kitchen etc.</p> <p>b. Supplying adequate drinking water, water for washing purposes, soap, detergent, etc. throughout the period of construction.</p>	E	Item	
26	<p>Allow lump sum for providing all necessary safety measures to workmen at site confirming to the latest industrial safety regulations and as directed by the Engineer.</p>	E	Item	
	Total Carried Forward			

	Brought Forward			
27	<p>Allow lump sum for making adequate provisions against air and noise pollution of surrounding areas. Hoarding and dust screens shall be provided to control dust escaping to surrounding areas.</p>	E	Item	
28	<p>Allow lump sum for maintaining the site in a clean and orderly manner at all times and during the entire contract period.</p>	E	Item	
29	<p>Allow lump sum for demobilization, removal of all rubbish & debris and cleaning up site on completion, leaving all in good order and handing over.</p>	G	Item	
	<p>Security and Protection</p>			
30	<p>Allow lump sum for employing an adequate number of security personnel and security systems on full time basis throughout the period of construction, and providing for necessary security lighting and a warning system.</p>	E	Item	
31	<p>Allow lump sum for providing and maintaining necessary fencing hoarding and gates for safeguarding the Works, Materials and plant as directed by the Engineer.</p>	E	Item	
32	<p>Allow lump sum for protection of public and private services at site. The Contractor shall take due care to protect, water supply and drainage systems, telephone and overhead / buried electrical cables etc. whose locations are identified and made available to the bidder at the time of bidding, unless earmarked for demolition, during the execution of the Works. The contractor is to make good any damage due to any cause within his control at his own expenses or pay any cost and charges in connection therewith.</p>	E	Item	
	<p>Services and Facilities</p>			
33	<p>Allow lump sum for supply of water for the Works and paying all charges and other expenses in connection with the supply from water mains or any other alternative method of water supply, storage and reticulation.</p>	E	Item	
34	<p>Allow lump sum for supplying temporary electricity for the works including connection, distribution system for the Works, internal arrangements and all payments to the authorities for consumption.</p>	E	Item	
	Total Carried Forward			

	Brought Forward			
35	Allow lump sum for providing hoisting equipment and other plant for the use of the Works on site (dry hire)	F	Item	
36	Allow lump sum for providing small machinery and equipment for the use of the Works at site. (a) Hammer drill. (b) Jack hammer. (c) Compressor. (d) Water pump with necessary accessories for working order. (e) Welding Plant.	F	Item	
37	Allow lump sum for erecting and maintaining scaffolding and/or self-climbing platforms. Such scaffolding etc. shall be removed on completion and all Works disturbed shall be made good.	F	Item	
	Miscellaneous			
38	Allow lump sum for stamp duty in accordance with the prevailing regulations of the Government	B	Item	
39	Allow lump sum for providing & maintaining a name board to the specifications and / or as directed by the Engineer.	C	Item	
40	Allow lump sum for excavation for trial pits/ trial trenches as specified or as directed by the Engineer as for locating services etc. and reinstating the ground and making good disturbed work to the satisfaction of the Engineer.	F	Item	
41	Allow lump sum for maintaining the site in a clean and orderly manner during the entire contract period. The contractor shall take due care to prevent water stagnation, eliminate mosquito breeding places at the site and this is to be ensured through internal monitoring mechanism. Funding provision to be included to assign part time basis suitable persons to be engaged in maintaining documents/ forms & also for site inspections, take actions to prevent mosquito breeding area & to ensure the site is free of mosquito breeding places.	E	Item	
	SUB TOTAL (1)		Rs.	
	Less Provisional Sums		Rs.	
	TOTAL CARRIED TO SUMMARY		Rs.	