

COE Jaipur

The nature and scope of work of the agency so appointed shall be as under:

1. To check the running bills w.r.t. measurements, quantity and quality as per the finalized drawings, tender document, BOQ including rates, variations etc.
2. To check for deviations / variation w.r.t. tender, specifications, BOQ items etc. Also, whether justification and approvals for same by competent authority is available / taken.
3. To examine all test reports of the material used and all certification and enclosures, supporting documents as per the terms of the Tender/contract document.
4. Whether Material specifications are adhered. Report for variations, if any, to be submitted.
5. Whether the billing relating to additional jobs/ extra items done on the site, which were outside the tender, has the necessary approvals from the competent authority and the rates/quantities therein are in order.
6. To examine the construction as per the maps approved by the government authority and whether any compliance's are required for any deviation therein.
7. To examine the compliance of other terms and conditions of the contract.
8. Whether the consumption of materials is in accordance with the tender/BOQ and are evidenced by the stock records of the contractor and deviations, if any are duly explained/authorised.
9. Whether the wastages of materials are within reasonable limits and can be considered normal.
10. To check and verify the below:
 - a) The bills of Contractors/vendors including Architect & PMC paid till now.
 - b) The final bills of Contractors/Vendors including Architect & PMC before its approval by the Competent Authority.
11. Scrutinize all the records maintained by Contractors, Architect and PMC at Site and submit report of same.
12. Any deviation or observation has to be discussed with all concerned and same to be included with suggestions, recovery for the shortcomings / defects / delay, if any, etc. duly substantiated to be clearly mentioned/given in the report.