

**Embassy of India**  
HARARE

**Development / Re-development of GOI owned property at India House, 25  
Piers Road, Borrowdale, Harare, Zimbabwe**

**Terms of Reference for Appointment of Project Manager**

**1) SCOPE OF SERVICES- Project Management Consultancy from construction stage**

Scope of services to be rendered by the Project Manager shall be in stages as define in clause 2 to 6 below;

**2) CONSTRUCTION STAGE**

The Project Manager shall:

- a) Prepare a time schedule in consultation with the Employer in respect of the various services to be rendered by the contractors. While preparing the time schedule the Project Manager would take all necessary precautions, so that, there is no time and cost overrun of the project.
- b) Supply the Contractor all working drawings, specifications and details for proper execution of the work as received from employer.
- c) Direct the Contractor to prepare a Works Progress Schedule.
- d) The Project Manager shall supervise and oversee the construction and certify the quality of all work done at site strictly in accordance with the terms of contract, approved design, all types of drawings and specifications etc. Project Manager shall report regularly to the Employer regarding his findings and shortcomings on part of the contractor.
- e) Obtain the Employer's approval for any material deviation in design or cost or the working drawings, schedules and specifications form the approved scheme of the Project.
- f) Obtain approval of the Employer if the total authorized expenditure or the building contract period is likely to be materially varied.
- g) Assist the Contractor to obtain construction permits, quota certificates, licenses, services connections etc. from the concerned local authorities/agencies as required to start the construction of the work and seek approval from the Employer for the same, if required.

### 3) SCOPE OF WORK

#### i) The Project Manager shall

- a) Prepare a Project Management Schedule in consultation with Employer, main consultant and other services consultants, if any, and the contractor in the form of PERT/CPM/Bar charts to manage all aspects of the project to ensure its smooth running and timely completion of the entire project within the given budget.
- b) To check and approve shop-drawings submitted by the Contractor under intimation to the Employer.
- c) Provide all necessary full time on-site supervision and inspection regularly, to check if the works are being executed strictly in accordance with the terms of contract, working drawings, specifications and as per Schedule program and promptly inform the Employer in case of any shortcoming on the part of the Contractors.
- d) To ensure progress and quality of the work by monitoring, co-ordinating with all the agencies on the site, and by having periodical quality checks during the execution.
- e) To certify quality of all works, accounts of works, materials, etc.
- f) **To certify bills submitted by the contractors before claims of payment before the employer.**
- g) To certify the final completion of work after obtaining the Employer's prior written approval.
- h) To obtain the completion and occupation certificates/permits, all utility/services connections as required from all the concerned Local Authorities/agencies after completion of work.
- i) To obtain and provide certified copies of all guarantees, warranties, test certificates to the Employer.
- j) To secure preparation of as-built completion drawings including layout plan, all floor plans, elevations and sections and structural details including details of all services and supply three sets (hard copy) with one reproducible copy and one soft copy of as-built construction drawings to the Employer.

- k) To assist the Employer in any dispute, arbitration, litigation if arises out of the contracts entered into in respect of above work.
- l) To get prepared and compile the maintenance manual through the various construction agencies involved and provide three copies to the Employer.
- m) Inspect and identify defects prior to the expiry of Defect Liability Period, warranty claim; advise corrective measures and get the rectification of all defects through concerned contractor/s there of to full satisfaction of the Employer and issue a certificate of final Completion of work after rectifying all the defects to the satisfaction of the Employer.

**ii) Construction Management Team**

- a) The Project Manager shall set up a competent Construction Management Team deployed for this purpose. The team leader shall be supported by such other Project Engineer(s) / staff, as considered necessary and if required, shall also have the assistance of Consultants/Engineers from other disciplines. The Project Manager shall be fully responsible to the Employer for satisfactory performance of construction management services enumerated.

**4) POST-CONSTRUCTION STAGE**

**The Project Manager shall:**

- a) Prepare completion (as-built) drawings, submit application to local authorities for accord of service-connections, safety certificates. Apply for and obtain 'Temporary Occupation Permit (TOP), Certificate of Statutory completion (CSC) and endorsement of 'Final Completion' on plans from relevant authorities; obtain occupation certificate permit, all utility services connections from the concerned Local Authorities, as required.
- b) Hand-over the project along with necessary documentation operation manuals, test certificates, authenticated guarantee/warranties etc.
- c) Monitor the functioning of the building and its operations systems during the 'Defect Liability Period'.
- d) Inspection and identification of defects prior to the expiry of Defect Liability Period, warranty claim; to advise corrective measures and to direct the rectification thereof.

