

DATE OF ADVERTISEMENT: 14 March, 2018

**NATIONAL HIGHWAYS & INFRASTRUCTURE DEVELOPMENT  
CORPORATION LIMITED**  
(A Public Sector Undertaking under the Ministry of Road Transport & Highways,  
Govt. of India)

PTI Building, 3<sup>rd</sup> Floor,  
4, Parliament Street,  
New Delhi-110001

The National Highways & Infrastructure Development Corporation Ltd has been mandated for development and maintenance of the National Highways. There is need for third party involvement and it is felt to facilitate the project taking forward. NHIDCL therefore feel that the services of officers of the rank of Superintending Engineer (SE) and above e.g. Chief Engineer (CE), Engineer-in-Chief (E-in-C), Additional Director General (ADG), Director General (Road Development) who have retired from the service could be gainfully availed. For this purpose, a panel of the Special Project Monitors (SPM) shall be prepared and empanelled members could be assigned various tasks related to the identified project to be assigned to him.

The SPM shall be qualified civil engineers with experience in the highway sector in the field of supervision of construction of roads and bridge works. The individuals shall have knowledge of "Specifications for Road and Bridge Works" published by Indian Road Congress on behalf of the Ministry of Road Transport & Highways and other relevant IRC codes and standards and BIS or international standards cited therein. The detail Eligibility Criteria for SPM is as under;

- i. The person should have at least 20 years experience in highway sector and should have retired from the post of Superintending Engineer and above e.g. Chief Engineer (CE), Engineer-in-Chief (E-in-C), Additional Director General (ADG), Director General (Road Development) [DG(RD)] or equivalent.
- ii. The maximum age for SPM is. 70 years,
- iii. He shall have unblemished record.
- iv. The candidates blacklisted by MoRTH, State PWDs, NHA, NHIDCL and other Government organizations shall be deemed disqualified:-

Last date for submission of Application: 16.04.2018

For detailed Terms and Conditions please visit-[www.nhidcl.com](http://www.nhidcl.com).

NOTE 1: Any change or amendment to this Vacancy Circular will be posted on the NHIDCL Website only.

NOTE 2: Incomplete applications or those received after the prescribed date shall be summarily rejected.

## **TERMS OF REFERENCE FOR ENGAGEMENT OF SPECIAL PROJECT MONITORS(SPM)**

### **1. INTRODUCTION:**

The National Highways & Infrastructure Development Corporation Ltd has been mandated for development and maintenance of the National Highways. There is need for third party involvement and it is felt to facilitate the project taking forward. NHIDCL therefore feel that the services of officers of the rank of Superintending Engineer (SE) and above e.g. Chief Engineer (CE), Engineer-in-Chief (E-in-C), Additional Director General (ADG), Director General (Road Development) who have retired from the service could be gainfully availed.

NHIDCL has been facing issues relating to delay in completion, inadequate provisions in the project & poor services by the Contractors. In order to get such issues avoided, it is found prudent to have monitoring of the projects through independent monitors. NHIDCL has accordingly, decided to engage Special Project Monitors (SPM).

For this purpose, a panel of the Special Project Monitors (SPM) shall be prepared and empanelled members could be assigned various tasks related to the identified project to be assigned to him.

### **2. ELIGIBILITY CRITERIA FOR SPECIAL PROJECT MONITORS:**

Qualified engineers (Civil) with experience in the highway sector in the field of supervision of construction of roads and bridge works are proposed to be engaged. The individuals shall have knowledge of "Specifications for Road and Bridge Works" published by Indian Road Congress on behalf of the Ministry of Road Transport & Highways and other relevant IRC codes and standards and BIS or international standards cited therein. Eligibility criteria for SPM are as under:

- i The person should have at least 20 years experience in highway sector and should have retired from the post of Superintending Engineer and above e.g. Chief Engineer (CE), Engineer-in-Chief (E-in-C), Additional Director General (ADG), Director General (Road Development) [DG(RD)] or equivalent.
- ii. The maximum age for SPM is. 70 years,
- iii. He shall have unblemished record.
- iv. The candidates blacklisted by MoRTH, State PWDs, NHAI, NHIDCL and other Government organizations shall be deemed disqualified.

The SPM will be required to furnish their CVs including documentary proof of age, qualification and experience, their written consent and availability in the prescribed format at Appenix-I.

The engagement of Special Project Monitors shall be following "Serach cum Selection Method" by a committee under the chairmanship of MD, NHIDCL.

### **3. SCOPE OF WORK**

The SPM is expected to examine the following and submit a report after the site inspection as per Appendix-II to Director(Technical) with a copy to ED at HQ and ED(P), NHIDCL.

- i. Inadequacies, if any in the technical provisions made for the project.
- ii. Identification of bottlenecks in the ongoing project and suggest measures for timely completion.
- iii. Identification of system flaws in the quality assurance process and ways to improve it.
- iv. The SPM may also suggest measures to improve road safety by identification of accident spots and faults due to geometric design along the National Highways and suggest their remedial measures.
- v. Assessment of work and Quality of services provided by the contractor and Authority Engineer.
- vi. Preparing a list of non-conforming works holding coordination meeting with Contractor, Project Manager, Supervision Consultant / Authority's Engineer, to discuss and arrive at an agreed list of non-conforming works, formulate remedial measures and work out timelines. The report should contain the record of discussions and specific recommendations of **the SPM**.
- vii. Preparing a list of work activities to be crashed to mitigate delays and the additional resources to be mobilized for crashing the activities.
- viii. Identifying best practices and documenting them clearly in a separate section in the report.
- ix. Reviewing the performance of "new materials" and "Innovative technologies "and making specific comments about the adequacy of the framework for monitoring performance with recommendations for improvement, if any.
- x. Reviewing the Office Set up of Authority's Engineer including the Technical Personnel Deployed.
- xi. Inquiry into the complaints/ allegations, specifically entrusted by the Authority, related to work, services or any other matter pertaining to Contractor, Authority's Engineer (AE) or any related party.

#### **4. IMPLEMENTATION ARRANGEMENTS:**

The SPM once assigned the project shall be required to undertake inspection of the assigned project. The SPM will be assisted in his independent evaluation of the project by the concerned officers. The tests for quality control, if desired by NHIDCL, shall be carried out in either of the following:

- i. **Field laboratories established by the contractor.**
- ii. **For specific tests: Testing to be done in district/ regional/ State level laboratories of the employer/ NABL accredited labs/ Government Engineering Colleges.**

NHIDCL shall provide full support in performing task assigned to SPM, including support in taking samples, transportation of samples to the laboratory and testing in presence of representative of implementing authority. NHIDCL shall also bear all associate expenses. The Special Project Monitor(SPM) shall have complete access to the documents pertaining to the project and for this purpose he shall be assisted in his independent evaluation by concerned GM (P) of NHIDCL.

#### **5. REPORTING:**

**The SPM is expected to submit an 'Observation Note' for the information and necessary action of NHIDCL. The Observation Note shall cover status/action on all the (i) to (xi) aspects described in Para 3 above. A sample format for 'Observation Note' has been enclosed at Appendix-II which shall, however, be suitably modified to include any additional requirement.**

## **6. FACILITIES:**

SPM inter alia, shall make his own arrangement for travel, accommodation, transportation etc. The expenditure incurred on travel and accommodation will be reimbursed as per the guidelines finalized by NHIDCL as explained in TOR under financial aspects. He shall not avail of any hospitality or services from the Contractor or AE, save and except specifically permitted by NHIDCL.

## **7. NUMBER OF INSPECTIONS IN A MONTH:**

SPM shall inspect three to four works in a month and maximum number of days of site visit shall not exceed 12 per month. Further, SPM shall inspect one project only once and second inspection shall not be carried out without prior directions from NHIDCL.

## **8. FINANCIAL ASPECTS:**

The SPM shall submit bills to the concerned Branch Office of NHIDCL who will make payment out of the contingency of the estimate.

Sr. No.	Particulars	Amount
1.	Per day Fee during working period	Rs. 15,000/- (Honorarium)+, Rs. 2,000/- (D.A.)
2.	Lodging Boarding charges per day	Rs. 7,500/- (metro cities), Rs. 5,000/- (other cities)
3.	Travelling Expenses	Economy class air fare/first class AC railway fare / AC taxis fare for to and from journey from place of residence
4.	Per day fee during journey period	Rs. 1,000/-

## **9. EVALUATION OF PERFORMANCE:**

Periodic feedback of the performance of Special Project Monitor shall be preserved by NHIDCL. The Reports / Performance of the SPM shall be periodically reviewed by NHIDCL. In case of unsatisfactory performance / actions prejudicial to fair and transparent conduct or violation of terms of engagement, NHIDCL may consider debarment / blacklisting of the Special Project Monitor.

**(Anup Purkayastha)**  
**General Manager (HR)**  
**NHIDCL,HQ**

**Appendix-I**

**Format of Curriculum Vitae (CV)  
(For Empanelment as Special Project Monitor)**

Affix recent  
photograph

1. Personal Details	
<b>I.</b>	<b>Name</b>
.	<b>Date of Birth (dd/mm/yyyy)</b>
.	<b>Correspondence Details</b>
	<b>1. Address</b>
	<b>2. Mobile Number</b>
	<b>3. Alternate Contact Number</b>
	<b>4. E-mail Address</b>
.	<b>Retirement Details</b>
	<b>1. Organisation from which retired</b>
	<b>2. Position at which retired</b>
	<b>3. Date of Retirement</b>
.	<b>Membership of Professional Bodies</b>

2. Qualification				
Sr.No.	Year of Passing	Degree	Qualifications Institution/ University	Discipline
1.				
2.				
3.				
<b>Other Trainings, if any</b>				

3. Employment Deatils					
SL	Employer/ Organization	Name of the work and location	Duration	Position held	Rendered
<b>I.</b>					
2.					
3.					
4.					

### **Declaration**

I hereby declare that:

1. The information furnished above is correct.
2. The undersigned has not been debarred/blacklisted by any Government (Centre/State)/PSU Organization.
3. This is to certify that upon superannuation, no disciplinary proceedings and/or vigilance cases and/or criminal cases were pending.

I, the undersigned, certify that to the best of my knowledge and belief, this Bio-Data furnished by me correctly describes my educational qualifications, my experiences and about myself. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Signature of the Candidate**

**(Name of the Candidate)**

**Date:**

**Affidavit**

**of Mr./Ms-----** \_\_\_\_\_

**(on Rs. 10/- non-judicial paper)**

**To  
Managing Director  
National Highways & Infrastructure Development Corporation Ltd. (NHIDCL)  
3<sup>rd</sup> Floor, PTI Building,  
4, Parliament Street  
New Delhi-110001**

Sir/Madam,

I Mr/Ms. \_\_\_\_\_ S/o / D/o) \_\_\_\_\_ aged  
years and residing at \_\_\_\_\_  
do hereby solemnly affirm and sincerely state as follows:

I state that I am currently not associated with any contractor/concessionaire/consultant and willing to  
render my service as SPM with high ethical standards and integrity.

The above mentioned facts are true and correct to the best of my knowledge and belief.

Signature of the Deponent  
(Name of the Deponent)

Solemnly affirmed at \_\_\_\_\_

On date \_\_\_\_\_

### **Selection Criteria for Empanelment of Special Project Monitors (SPMs)**

1. The candidate should be Graduate in Civil Engineering from recognised University.
2. The candidates blacklisted by MoRT&H, NHAI, BRO or State PWD shall not be eligible.
3. The candidate should have retired from the position not below the level of Superintending Engineer or equivalent.
4. The maximum age limit for SPM is 70 years. The SPM shall be engaged by NHIDCL initially for a period of 2 years subject to maximum age limit of 70 years.
5. The candidate should possess the experience of working in the Highway Sector by involvement in construction, supervision, quality control and maintenance of roads for at least 20 years, with thorough knowledge of "Specification for Road and Bridge works" published by Indian Road Congress on behalf of MoRT&H and other relevant IRC codes and standards.
6. The candidate shall have an unblemished record and should be willing to work as Special Project Monitor (SPM) with high ethical standard and integrity.
7. The Candidate must have uploaded his profile on INFRACON.

### **Guidelines for Furnishing Information in the Format of CV**

1. Information should be filled in capital letters.
2. All the testimonials enclosed (documentary proof regarding age, qualification and experience) in favour of the statements made in the above CV format shall be self-attested.
3. In item No. 2, the details of qualifications for only graduation and above level should be mentioned. The clear mentioning about the discipline and specialization, if any, should be made.
4. Under item No. 3, the details of experience on every post/organization/duration should be furnished in the given format. The details of the experience for the duration of at least 15 years before retirement should be compulsorily furnished. In case of candidates who have retired early, the details of experience of all the years after retirement till the date of application for engagement as SPM should be furnished in addition to the experience for the specified duration before retirement. While giving the details of experience the care should be taken to indicate the type of work/duty rendered and location of the work/duty etc.

**'Observation Note' by SPM**

1. **Date of inspection:**
2. **Project name/ (Job No.):**
3. **State:**
4. **NH/CRF (Road):**
5. **Sanction details:**

<b>NH No.</b>	<b>Length</b>	<b>Sanctioned Cost</b>	<b>Revised Cost</b>

6. **Scope of work: 2lane/2 lane with paved shoulder/ 4 lane/ 6 lane**
7. **Specifications:**

**8. Contract details:**

<b>Name of contractor</b>	<b>Tender cost</b>	<b>Appointed date</b>	<b>Date of start</b>	<b>Likely date of completion as per tender</b>	<b>Contract period</b>

<b>Milestone No.</b>	<b>Milestone I</b>	<b>Milestone II</b>	<b>Milestone III</b>	<b>Milestone IV</b>
<b>Achievement date as per contract</b>				
<b>Slippage</b>				
<b>Justification for slippage</b>				
<b>Comments of SPM</b>				

**9. Delay analysis along with measures for timely completion**

**10. Whether IE/AE has been appointed? Yes/No.**

- **If yes:**

<b>Name of AE/IE</b>	<b>Duration of Contract</b>

**11. Status of pre-construction activities:**

**(i) Land acquisition:**

**11.**

<b>Total Land Required</b>	<b>Land Available</b>	<b>Balance land to be acquired</b>

<b>Section</b>	<b>3a</b>	<b>3A</b>	<b>3D</b>	<b>3G</b>
<b>LA notification date</b>				
<b>Action to be taken up by state PWD/State Govt.</b>				
<b>Comments of SPM</b>				

**(ii) Environment clearance:**

**(iii) Forest clearance:**

**(iv) Utility shifting:**

<b>Utility</b>	<b>Electric line</b>	<b>Water pipeline</b>	<b>Sewage line</b>	<b>Cable</b>	<b>Others</b>	<b>Total</b>
<b>Total requirement</b>						
<b>Work Completed</b>			-			
<b>Balance work</b>						
<b>Comments of SPM</b>						

**12. Physical progress:**

**Cumulative progress:**

**Work front available (km):**

**13. Financial progress (expenditure in Rs. Cr.):**

**14. Inadequacies, if any, in the technical provisions of the project:**

**15. Quality control arrangement on project:**

**16. Riding quality of project stretch:**

**17. Condition of new and existing bridges on project stretch:**

**18. ROB/RUB/Level crossing: Status of approval of GAD from Railways:**

**19. Highway safety hazards on project:**

**20. Whether environment safety norms being followed adequately?**

**21. Availability of Electronic Toll Collection system (ETC) and its performance, if applicable:**

**22. Availability of ATC.**

**23. Availability of road side amenities such as rest areas/ toilets/ ambulance/ crane/ bus bays/ truck lay bye etc. and their condition/maintenance:**

**24. Maintenance of existing road:**

**25. Details of change of scope proposals approved/proposed, if any:**

**26. Comments on frequency of inspection of the work by AE/LE:**

**27. Whether any new material or innovative technology being used in the project? If yes, then comments on the performance of the new material/innovative technology used along with recommendations for improvement:**

**28. Recommendations regarding introduction of new/innovative material and technologies for the project:**

**29. Photographs of project stretch (Representative sample):**

**30. Details of tests conducted, if any:**

Sr. No.	Item	No. of Tests	Result

**31. Other observations, if any:**

**32. Recommendations, if any:**

**Signature:**

**Name:**

**Date:**