Office Order

A) Preamble:

IIA has been executing civil works at Bangalore campuses and also in field-stations. These include maintenance, renovation of existing facilities and creation of new facilities for various activities. A Civil Works Committee is hereby formed with a view to oversee and streamline civil works, exceeding Rs 25,000 that require limited/public tenders.

B) Scope of the Committee:

1. Study the approved requirements along with budgetary estimates;
2. Recommend Consultants/Architects, as considered advisable;
3. Study of architectural plans, and other relevant drawings;
4. Coordinate obtain statutory approvals from different Government agencies as and when required;
5. Prepare Bill of Quantities and Tender documents (RFP);
6. Open tenders and recommend award of work orders after due process;
7. Monitor time-line and quality of works during the execution and recommend bills for payment;
8. Take over the facility from the contractor upon completion of the project.
C) Composition of the Committee:

The Committee comprises the following members:

1) Prof. B. Raghavendra Prasad - Chairman
2) Mr. R.R. Reddy, Engineer 'E' & Head, CE Section - Convenor
3) Mr. M. Ramaswamy, Engineer 'D' - Co-Convenor
4) Mr. G. Srinivasalu, Head, Elec Engg & Serv Section - Member
5) Mr. P.M.M. Kemkar, Engineer 'E' - Member
6) Prof. D. Banerjee - Member
7) Scientist/Engineer in-charge of field stations/campus - Member
   (to participate in the work related to the field station/campus)

The Committee may invite other staff members as and when required for consultation/advice.

D) Responsibilities:

i) The Head of the Civil Engineering Section may project requirements of civil works along with budget estimates for Bangalore and other campuses in consultation with In-charge concerned for approvals from the Head-SEG, Dean and the Director. He will be responsible for the total project from concept to commissioning.

ii) The Civil Works Committee may nominate, with prior approval of the Head-SEG, one of the Civil Engineers as Engineer-in-Charge for a particular project based on the location and requirements. The Committee may, from time to time, conduct reviews of the works/projects at different stages, in the presence of the Director, Dean, Head-SEG and Professor-in-charge of field stations/campus for the works related to the location.

E) The tenure of this Committee is for two years with effect from 11.12.2013 or until further orders.

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P. Sreekumar
Director