

DATE OF ADVERTISEMENT: 21.07.2022

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

PTI Building, 3rd Floor,
4, Parliament Street,
New Delhi-110001

NOTICE INVITING APPLICATIONS FOR EMPANELMENT AS SPECIAL PROJECT MONITOR
(SPM)

The National Highways & Infrastructure Development Corporation Ltd (NHIDCL) has been mandated for development and maintenance of the National Highways, Bridges, Tunnels and other Infrastructure works like construction of buildings, Multi Modal Logistics Park, Multi Level car parking, Bus ports, water supply work, waste water management etc. There is need for third party checks/inspection of works at regular intervals for effective monitoring and implementation of projects. NHIDCL therefore feels that the services of officers of the rank of Superintending Engineer (SE) & above for e.g. Chief Engineer (CE), Engineer -in-Chief (E-in-C), Additional Director General (ADG), Director General (DG) who have retired from service can be gainfully utilized. For this purpose a panel of Special Project Monitors (SPM) shall be prepared and empanelled members shall be assigned, various tasks related to NHIDCL projects from time to time as and when required.

The SPM shall be qualified civil engineers with experience in the field of supervision of construction of roads, bridges, tunnels & other Infrastructure works as mentioned above. The individuals shall have knowledge of relevant Specifications of IRC codes and standards, BIS or other international standards for Road, Bridge, tunnel and other infrastructure works. The individuals should also have knowledge of specification & standards followed by Ministry of RT&H, CPWD etc related to infrastructure projects. The detail Eligibility Criteria for SPM is as under;

- (i) Degree in Civil Engineering.
- (ii) The person should have retired from the post of Superintending Engineer (SE) having 5 years or more experience or equivalent (CGM, ED) and above from MoRTH (CES Roads), CPWD (CES), NHAI, NHIDCL, MES, BRO, PWD, IA(Corps of Engineer) etc. Persons due for retirement in next 3 months i.e. till 31st Dec 2022 can also apply.
- (iii) The person should have experience in execution/planning/monitoring of infrastructure projects in India & abroad.
- (iv) The maximum age for SPM is 70 years. The SPM shall be empanelled initially for a period of 2 years to a maximum limit of 70 years.
- (v) He shall have unblemished record,
- (vi) Persons blacklisted by MoRTH, State PWDs, NHAI, NHIDCL or any other Government organization shall be deemed to be disqualified.

Last date for submission of Application: 31.08.2022

For detailed Terms and Conditions please visit-www.nhidcl.com.

The dully filled application form may be submitted through post or email on before 31.08.2022 on the following address & email.

Shri Rajendra Singh
DGM (Coordination), NHIDCL
3rd Floor, PTI Building,
4 Sansad Marg,
New Delhi- 110001
Contact No:- 011-23461616
Email : rajendra.singh@nhidcl.com

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

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

NOTE 3: Persons who had earlier empanelled by NHIDCL vide dated 24.07.2020 need to submit fresh applications for this empanelment.

TERMS OF REFERENCE FOR EMPANNELEMENT OF SPECIAL PROJECT MONITORS (SPM)

1. INTRODUCTION:

The National Highways & Infrastructure Development Corporation Ltd (NHIDCL) has been mandated for development and maintenance of the National Highways and other Infrastructure works like Multi Modal Logistics Park, Multi Level car parking & Bus port etc. There is need for third party checks/involvement in monitoring of projects aforementioned and accordingly, NHIDCL therefore feels that the services of officers of the rank of Superintending Engineer (SE) & above for e.g. Chief Engineer (CE), Engineer -in-Chief (E-in-C), Additional Director General (ADG), Director General (DG) who have retired from Government service can be gainfully availed.

NHIDCL at times faces issues relating to delay in completion, inadequate provisions in the project & poor performance of the contractors or Consultants. In order to avoid such issues, it is found prudent to have monitoring of the projects through independent monitors. NHIDCL has accordingly, decided to empanel Special Project Monitors (SPM).

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

2. ELIGIBILITY CRITERIA FOR SPECIAL PROJECT MONITORS:

Qualified Civil Engineers with experience in Supervision and Construction works of roads, bridges, tunnels & Infrastructure are proposed to be empanelled. 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 the SPM is as under:

- (i) Degree in Civil Engineering.
- (ii) The person should have retired from the post of Superintending Engineer (SE) or equivalent (CGM, ED) and above from MoRTH (CES), CPWD, NHAI, NHIDCL, MES, BRO, PWD, IA(Corps of Engineer) etc. Persons due for retirement in next 3 months i.e. till 30 Nov 2022 can also apply.
- (iii) The person should have experience in execution/planning/monitoring of infrastructure projects in India & abroad.
- (iv) The maximum age for SPM is 70 years. The SPM shall be empanelled initially for a period of 2 years to a maximum limit of 70 years.
- (v) He shall have unblemished record,
- (vi) Persons blacklisted by MoRTH, State PWDs, NHAI, NHIDCL or any other Government organization shall be deemed to be 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 **Annexure-I along with an affidavit as per Annexure-II.**

The empanelment of Special Project Monitors shall be following "Search cum Selection Method" by a committee constituted by Competent Authority of NHIDCL.

3. SCOPE OF WORK

The SPM Shall be required to examine any or all of the following aspects, for one or more projects on "As and when Required" basis, which shall be mentioned in the letter to proceed and submit a report after the site inspection to HQ, NHIDCL with a copy to ED (T&P) and DGM (Coordination), NHIDCL of the concerned project

- i. Assessment of Quality of works and services provided by the Contractor and Authority Engineer.
- ii. Identification of bottlenecks in the ongoing project and suggest measures for timely completion.
- iii. Preparing a list of work activities to be crashed to mitigate delays and the additional resources to be mobilized for crashing the activities.
- iv. 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.
- v. 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.
- vi. Reviewing the Office Set up of Authority's Engineer including the competence of Technical Personnel Deployed.
- vii. Identifying best practices and documenting them clearly in a separate section in the report.
- viii. Identification of system flaws in the quality assurance process and ways to improve them.
- ix. 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.
- x. Checking of slope protection measures, if any considered in the project and adequacy w.r.t the actual requirement at site.
- xi. 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.
- xii. Checking of the DPR prepared by the DPR consultant with respect to the provision taken and their adequacy at the site.

- xiii. Inadequacies, if any in the technical provisions made for the project.
- xiv. Any other special task assigned by Competent Authority of NHIDCL from time to time.

4. IMPLEMENTATION ARRANGEMENTS:

The SPM once assigned the project(s) shall be required to undertake inspection of the assigned project(s). The SPM will be assisted in his independent evaluation of the project by the concerned officers of NHIDCL. The tests for quality control, if desired by SPM, 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) / DGM (P) of NHIDCL.

5. REPORTING:

The SPM is expected to submit his report for necessary action of NHIDCL. The report shall cover status/action on any or all the (i) to (xiv) aspects described in Para 1 above. The report is to be submitted within 10 days of completion of visit. A sample format for "Observation Note" is attached at Annexure - III to VII.

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 mentioned in the financial aspect, below. The SPM shall not avail of any hospitality or services from the Contractor or AE, save and except specifically, permitted by NHIDCL. **Transport from nearest Airport/station to project site and back shall be provided and paid for by the concerned PMU of NHIDCL, for which no traveling expenses shall be payable to the SPM.**

7. NUMBER OF INSPECTIONS :

SPM shall be required to inspect three to four works in a quarter and maximum number of days of site visit shall not exceed 15 days per quarter. Further, SPM shall inspect one project only once and second inspection shall not be carried out without prior clearance from NHIDCL. **If, inadvertently the SPM is detailed for a project he has inspected earlier, he shall forthwith bring this to the notice of the detailing authority.**

8. FINANCIAL ASPECTS:

The SPM shall submit bills to the concerned RO of NHIDCL along with the report, who shall release the payment out of the contingency of the project.

Sr. No.	Particulars	Amount
a)	Per day Fee during site inspection	Rs. 15,000/- (Honorarium)+,
(b)	Lodging & Boarding charges per day	<p><u>Lodging</u></p> <p>Rs.7,500/- (metro cities), Rs. 5,000/- (other cities)</p> <p>The aforesaid amount shall be paid on production of Hotel bills. Otherwise, Rs. 1000/- per day shall be paid as Lodging charges.</p> <p><u>Fooding / Boarding / DA (in addition to Lodging)</u></p> <p>Rs. 2000/-per day. (DA)</p>
(c)	Traveling Expenses	<p>i. Economy class air fare/first class AC railway fare.</p> <p>ii. If the Travel from residence to project site & back is by road then the fare payable will be Rs. 20 per Km</p> <p>Note- The tickets are to be purchased from the website of the Airline or Balmer Lawrie and Company, Ashok Tours and Travels or IRCTC. A copy of the ticket indicating the amount paid along with boarding pass is required to be submitted along with the TA Bill.</p>
(d)	Travel by AC Taxi / by own car from residence to Airport /nearest station for performance of assignment and from Airport / Nearest Station to residence on completion of assignment.	<p>Rs. 20/- Per Km</p> <p>(Idle travel of own car after drop / for pickup is not payable).</p>
(e)	DA during journey period	Rs. 2,000/- (DA) per day

(f)	Miscellaneous	No additional fee shall be payable for Secretarial assistance/work for preparing the report, nor any honorarium is payable for the days taken to write the report after site visit.
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9 . EVALUATION OF PERFORMANCE:

Periodic feedback of the performance of SPM shall be pursued 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 SPM.

(Rajender Singh)
DGM (Coordination)
NHIDCL, HQ

Annexure -I

Format of Curriculum Vitae (CV) (For Empanelment as Special Project Monitor)	
	Affix recent photograph

A.	Personal Details	
1.	Name	
2.	Date of Birth (dd/mm/yyyy)	
3.	Correspondence Details	
	Address	
4.	Mobile Number	
5.	Alternate Contact Number	
6.	E-mail Address	
7.	Organisation from which retired	
8.	Post from which retired	
9.	Date of Retirement	
10.	Membership of Professional Bodies	

B. Qualification (Graduation and above)				
Sr.No.	Year of Passing	Degree/Qualification	Institution/ University	Discipline
1.				
2.				
3.				

Other Training, if any			
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C. Employment Details of 20 Years Prior to Date of Retirement						
SL	Employer/ Organization	Post/Designation	Duration		Location/place of posting	Brief Description of Duties and Responsibilities
			From	To		
1.						
2.						
3.						
4.						

D. Work Experience After Retirement Date						
S.No	Employer/ Organization	Post/Designation	Duration		Location/place	Brief Description of Duties and Responsibilities
			From	To		
1.						
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 or any other Organization.
3. It is also certified that at the time of superannuation, no disciplinary proceedings and/or vigilance cases and/or criminal cases were pending nor have they been initiated against me after retirement superannuation.

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 willful misstatement described herein may lead to my disqualification or dismissal, if empanelled as SPM by NHIDCL.

Signature of the Candidate
(Name of the Candidate)

Date:

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. B, 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. C, the description of duties and responsibilities of every post/organization/duration for the period 20 years prior to retirement, should be furnished in the given format compulsorily.
5. Under item No. D, candidates who have retired early/sometime back, the description of duties and responsibilities of all the years after retirement till the date of application for engagement as SPM should be furnished.

Note - Interested person who had earlier empanelled by NHIDCL vide dated 24.07.2020 also needs to apply afresh for this empanelment.

Affidavit of Mr./Ms _____
(on Rs. 100/- non-judicial paper)

To
Managing Director
National Highways & Infrastructure Development Corporation Ltd.
(NHIDCL) 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 the following:

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 _____

(This affidavit may be given on plain paper now, Affidavit on Stamp paper of Rs 100/- duly
Notarized to be submitted in Original by 31.08.2022)

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ANNEXURE III TO VII attached at attachments