

Schedule – I

SCHEDULE OF SERVICES FOR MAINTENANCE WORKS

STAGE-1

1. Ascertain Clients' requirements, examine site constraints & potential and prepare a design brief for Client's approval with preliminary drawings, sketches, etc wherever necessary.

STAGE-2

2. Prepare working drawings, specifications and schedule of quantities based on current CPWD schedule in PRICE software, estimate of cost and tender documents and LMR analysis based on PRICE. If rates are not available in the above Schedule, the rate will be worked out on the basis of the current market rates (PRICE Kerala) / on the basis of quotations received from standard manufacturers / suppliers.

STAGE-3

3. Assist Client to invite, receive and analyze tenders, recommend Client on appointment of Contractors.

STAGE-4

4. Prepare and submit completion reports and as built drawings for the project if required for KINFRA and assist the Client in obtaining completion / occupancy Certificate from statutory authorities.

Schedule II**SCHEDULE OF PAYMENT**

Stage – 1 On submitting design brief, with preliminary drawings if necessary, for Clients approval	10% of the total fee payable
Stage – 2 Upon submission and approval of specifications and schedule of quantities with detailed estimate and cost, LMR analysis, tender documents with all working drawings for call of tenders by KINFRA.	50% of the total fee payable, less payment already made at Stage 1
Stage – 3 On inviting, receiving and analyzing tenders, recommending Client on appointment of contractors.	80% of the total fee payable, less payment already made at Stages 1 and 2.
Stage – 4 On submitting completion report and drawings for issuance of completion / occupancy certificate by statutory authorities, wherever required and on issue of as-built drawings, as desired by Client.	100% of the total fee payable, less payment already made at various stages above

Schedule III**FOR EFFECTING PAYMENTS TO THE ENGINEERING CONSULTANTS**

1. The payment due to the Engineering Consultant at different stages shall be computed on the following basis:

At stage – 1	On preliminary cost estimate
At stage – 2	Estimated PAC put to tender
At stage – 3	Accepted PAC
At stage – 4	Actual value of work executed

2. The final payment to the Engineering Consultant will be released based on final completed value of work, without implication of any tax. No claim will be allowed if Client made any deduction in the scope of work.
3. No payment will be released in connection with travelling, accommodation, office space or any other expenses incurred by the Engineering Consultant during their service.
4. The Engineering Consultant may submit the details from their primary e mail id, followed by hard copies duly certified.
5. The actual cost of completed works shall include cost of execution of assigned works, referred to in the 'Scope of Work' and also the cost of equipment and machinery such as transformers, DG sets, substations, lifts, air-conditioning machines, pumps and motors, water and sewage treatment etc. but excluding the cost of land.

Schedule of Submission of documents (Milestones)

Submission of design with preliminary drawings if necessary, for Clients approval	Within two week from the date of receipt of work order
BOQ (Detailed estimate with detailed measurements and analysis of rates) detailed working drawings, LMR analysis and tender documents in e-tender format.	Within three weeks from the approval of preliminary drawing and design by KINFRA
Evaluation of technical bid and recommendations	Within one week from the date of opening of technical bid.
Evaluation of price bid, based on LMR published by PWD, and recommendation	Within one week from the date of opening of price bid.

Penalty of not achieving Milestones

An amount equivalent to 0.1% of total consultancy fee per week calculated on pro-rata basis will be levied for not achieving each milestone, if any, as above subject to a maximum of 10% of total fee payable, if the delay is attributable to the Consultant.