



Bank of Baroda has proposed the construction of its Administrative building including currency chest with branch in sector-24 & Residential building/s in sector-26 at Naya Raipur(C.G.) under Naya Raipur Development Authority,Naya Raipur.Naya Raipur Development Authority(NRDA) is developing Naya Raipur as well planned city. This project is very prestigious to the Bank and timely completion of the same is strictly very important.

Application for the Post of Civil Engineer(Site Engineer) on purely Temporary Basis is invited for the Bank's projects at Naya Raipur.

Eligibility Criteria:

Qualification: B.E. in Civil Engineering, Computer Knowledge; AutoCad, MS Project etc.

Desirable : MBA in Project Management

Experience: The candidate should have minimum 5 years of relevant experience in construction related activities i.e. execution / supervision of construction works involving earthwork, building works, RCC works of various structural components like foundations, beams slabs etc. , road works, structural steel works for multistoried commercial & residential buildings. Alternatively candidate should have experience in design, Co-ordination with various agencies involved like consultants, contractors, estimation, billing, tendering, rate analysis and contract management of construction projects etc. knowledge of CPWD conditions of contract and specifications will be an added advantage.

Preference will be given to the retired person from CPWD, PWD or any Govt. organizations occupying post of not less than Asst. Engineer with required qualification.

The employment is purely on temporary basis for the project duration only & will automatically be ceased on successful completion of the project including finalization of bills and accounts. In case of any dispute in bills / accounts not being finalized, presence will be required after cessation of employment for the related work.

The salary package will commensurate with qualification and experience of the applicant.

Interested candidates may submit their applications which can be down loaded from Bank's website (Annexure - A) and send it duly filled to The **Dy.General Manager**, Bank of Baroda **Regional Office,RaipurJeevan Prakash,LIC Building,Pandri,Raipur-492004** so as to reach on or before 13.09.2014. The Bank will not be responsible for any postal / courier delay.

a) Responsibilities of Site Engineer

- i. The Site Engineer is responsible for the following:

- b) Architects and implementing the same after getting them approved by the Competent Authority.
- c) Ensuring that architectural/structural and other details are made available at site before the need for them arises.
- d) Ensuring that samples of building materials used in construction, of workmanship and finishes and of fittings are p\approved by the Competent Authority and that their display and safe custody at site are arranged.
- e) Ensuring that the contractor observes laws pertaining to labour and wages paid are not less than the minimum stipulated.
- f) Ensuring that the contractor has taken out the requisite insurance policies to cover workmen under the Workmen's Compensation Act, loss/damage caused by accidental collapse/fire/earthquake (as applicable) to partially constructed work, materials and plant at site and against claims (third parties) for injury/damage.
- g) Ensuring that the work progresses smoothly bottlenecks anticipated and effectively removed with the aim of successfully completing the project within the time schedule removed with the aim of successfully completing the project within the time schedule.
- h) Assisting the general building contractor or an appropriate work agency in establishing contact with the Local Authorities viz. Municipal, Electric supply, etc., to facilitate early availability of water supply, sewerage/electricity connections (as the case may be) at the time of their actual need.
- i) Ensuring that decisions on various aspects in connection with site works are obtained from the Competent Authority well in advance of the actual commencement of the items of work by the contractor including any addition to, or alteration of, substitution to or deletion of or any item or part thereof with or without the incidence of extra items.
- j) Ensuring that instructions received verbally or in writing from the Competent Authority are properly complied with. It shall also be seen that verbal instructions given by visiting officers are confirmed in writing by the concerned officers.
- k) Ensuring that floors under construction are not overloaded with stacks of material or plant.
- l) Ensuring that holes for anchors/conduits/pipes are left in masonry or concrete at appropriate time and anchors/conduits/pipes are embedded or built in as required.
- m) Ensuring that partially constructed work is cased in or protected from damage.
- n) Keeping the bank informed of the site events once a fortnight.
- o) Maintaining good and health relations with and between the various contractors/agencies working at site.
- p) Ensuring that the contractors do not feel that the site staff of the Bank is unjust and unreasonable.
- q) Ensuring that all operations are carried out with complete safety to life and property.
- r) Maintaining safe custody of site records and office equipment.
- s) Assuming full responsibility for surveillance for quality and progress by contractors engaged from time to time so as to ensure that the work is progressing as per drawings and specifications supplied by him and in accordance with the construction schedule with the minimum variation in quantities and he will ensure successful and timely completion of the project and take all out efforts required for the purpose.

- t) No deviations or substitutions should be authorised by the site engineer without working out the financial implication, if any, to the contractor and obtaining approval of the Bank. However, where time does not permit and where it is expedient, the site engineer may take decisions on behalf of the Bank, the total cost of the item / deviation of which should not exceed Rs.5,000/-. This deviation shall be got subsequently ratified from the Bank duly justifying his action at the earliest.

1. Duties of Site Engineer

- i. To make a thorough study of contract documents, architectural/structural drawings and other details so as to bring out ambiguities/discrepancies between them and to obtain clarification from the Competent Authority well in time to avoid delays.
- ii. To render a certificate to the Competent Authority to the effect that he has studied the contract documents, drawings and specifications.
- iii. To approve the center-line layout of building pegged out on site by the contractor and the benches for ground floor and other levels.
- iv. To take charge of objects of value and antiquity found on site or in excavations, immediately, after their discovery, to hold them in safe custody and to hand them over to the Competent Authority of the Bank for further action.
- v. To approve the foundation strata when the appropriate depth of excavation is reached in consultation with the architects.
- vi. To ensure that the quality of materials and workmanship is laid down in the contract is maintained and the accuracy of dimensions shown on drawings is attained in the construction.
- vii. To watch the validity of the building permission issued by the Local Authority and to ensure that the revalidation, if necessary, is obtained well in time.
- viii. To arrange periodical reconciliation of cement and steel account and ensure that proper recoveries are effected from contractor's running account bills.
- ix. To maintain the under noted records at the site of work, in addition to normal routine requirements of an office:
 - a) Daily Progress Record.
 - b) Work site order book
 - c) Instructions by Banks Officers
 - d) Cement Statement (Receipt/Consumption/Balance)
 - e) Steel Register/any other costly Material Register.
 - f) Concrete Pour Reports including slump Test Record.
 - g) Concrete Cube Test Register
 - h) Test Registers of other materials/fittings, fixtures, equipments as stipulated in the tender.
 - i) Log Book of Defects
 - j) The Site Engineer should maintain a Hindrance Register giving details of commencement and removal of each hindrance.
 - k) Dismantled Materials Account Register giving details of commencement and removal of each hindrance
 - l) Dismantled Materials, if any, Account Register
 - m) Supply and consumption registers of scarce/costly materials like bitumen, lead, laminates, special paints, etc.

- n) Record of cement used/received: Day to day record of cement used/received shall be entered in the register and signed by the Site Engineer of the Bank as well as contractor's representatives at site.
 - o) Record of reinforcement bars received at site: Necessary entry for reinforcement bars of each category shall be made in the register for steel and signed by the site engineer of Bank and the contractor daily.
 - p) Additional records as required and / or directed by the Bank.
- x. To study the quality of approved coarse and fine aggregate and get the designs of the concrete mix in accordance with modern practice. The Site Engineer shall ensure that the mix design for RCC work shall be carried out by the Architect/Structural Consultant, if applicable.
 - xi. To record measurements of completed work jointly with the contractor and to process those in running account bills.
 - xii. To receive running account bills from the contractor and to forward them after checking it fully to the Competent Authority with his comments and recommendations and accompanied by all supporting documents. Site Engineers certificate will be as per annexure B attached herewith.
 - xiii. To submit to the competent authority the Progress report fortnightly.
 - xiv. To watch that the concerned contract does not lapse for want of extension of time. Therefore, to keep it alive and in operation from point of consideration that "Time is the essence of contract..."
 - xv. To ensure that progress on every contract is in accordance with the appropriate stage of its Time and Progress Chart.
 - xvi. To prevent contractor from proceeding with any work on which the contractor has got intentions of raising claims of extra/deviated items, until the competent authority approves the work to continue.
 - xvii. To receive the final bill from the contractor, to check it, and forward it with his comments and recommendations to the Competent Authority with all the supporting documents duly attached.
 - xviii. To submit the final summary of costs for the project to the competent authority.
 - xix. To submit to the competent authority authentic information on and the under noted records pertaining to the completed work in order to enable the competent Authority to finalize them in the due course:
 - a) Record i.e. as completed drawings
 - b) Record of Standard Measurements for periodical services
 - c) Inventory of fittings and fixtures.

To hand over to the Competent authority a 'first draft' of 'A Note of Comprehensive information to the User' containing detailed instructions on how to use and maintain the completed building to the advantage of the Bank.

At any point of time, if the services of the site engineer are found to be unsatisfactory, the Bank reserves its right to terminate the same by giving one months notice and shall be binding. In case if the site engineer decides to discontinue his services before the completion of the project, he shall give one month's notice and still remain responsible for all the work done till his last day of engagement. It shall not absolve his of the responsibility of the work done under his scope of work and shall make himself available, if called upon at subsequent date.

Additional Jobs and Responsibilities

- Site Engineer shall take advantage of visits of Bank officials and discuss with the visiting officers site problems that crop up during the progress of work.
- All instructions/directions to be conveyed to the contractor shall be properly recorded in the work/site order books and shall be signed by the Site Engineer.
- The Site Engineer shall prepare in advance a list of points for discussion with the visiting officers and note the decisions given. The minutes of the discussions/points shall be sent to the Higher Authority with a copy to the officer concerned for confirmation, which, if not received within two weeks from the date of inspection shall be deemed to be accorded.
- Any modifications in the decision/instruction given at site shall be immediately conveyed to the Site Engineer by the concerned Officer.
- The visiting officer shall check and initial various registers and measurements in Measurements Books (MB's) if he is required to do so.
- A "Log Book of Defects", particularly for recording defects pointed out by inspecting officers during their visits, shall be maintained. The rectification of defects shall also be recorded therein.