

**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

**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 August 2023 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: **20.06.2023**

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

The dully filled application form may be submitted through post or email on before **20.06.2023** on the following address & email.

Shri Bashir Ahmad War  
DGM (Infra),NHIDCL  
3<sup>rd</sup> Floor, PTI Building,  
4 Sansad Marg,  
New Delhi- 110001

Contact No:- 011-23461643

Email : bashir.aw@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 23.02.2023 whose empanelment is expiring on 30.07.2023 need to submit fresh applications.

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 19.5.23

## 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) having 5 years or more experience 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 31 August 2023 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-VI along with an affidavit as per Annexure-VII.**

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 (Concerned & Infra), 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 3 above. The report is to be submitted within 10 days of completion of visit. A sample format for "Observation Note" is attached at Annexure – I to V.

#### **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.

S. No.	Particulars	Amount
a)	Per day Fee during site inspection	Rs. 15,000/- (Honorarium)
(b)	Lodging charges per day	<p><b>Lodging</b></p> <p>Rs. 7,500/- (metro cities) excluding GST Rs. 5,000/- (other cities) excluding GST</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>
(c)	Traveling Expenses	<p>i. Economy class air fare/first class AC railway fare. ii. If the Travel from residence to project site &amp; back is by road then the fare payable will be Rs. 20 per Km</p> <p>Note- The tickets is 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 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)	Fooding / Boarding / DA (in addition to Lodging)	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.

19.5.23

(Bashir Ahmad War)  
DGM (Infra), NHIDCL, HQ

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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				

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 wilful 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:

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**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, Pension Payment Order (PPO), Medical Fitness Certificate from Chief Medical Officer of Govt. Hospital, last 5 years ACRs/APARs during service 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 23.02.2023 whose validity is expiring on 30.07.2023 also needs to apply afresh.**

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**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 (20.06.2023)

**ANNEXURE I TO V attached at attachments**

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CHECK LIST OF INSPECTION OF WORKS

STATE:

DATE OF VISIT:

1. Name of Project / Work:
2. Name of AE:
3. Name of Contractor:
4. Work in progress at the time of inspection:
  - (i)
  - (ii)
  - (iii)
  - (iv)
5. I have checked the following for Compliance/Approval:
  - (i) Routine Testing Records of each Material is available in the field lab: Yes/No
  - (ii) Records of Inspection Check list maintained as per Performa Given In IRC: SP:112-2017 is available: Yes/No

(The detailed comments be attached in a separate sheet for observations in compliance to Manual for Quality Control in Road & Bridge works for procedure confirming to IRC:SP:112-2017)

Check of SPS / IPC / RAR

6. I have checked the quantity of items executed at site with the last IPC/SPS/RAR paid. Details are as under:-

S. No.	Item of Work	Unit	Quantity as per SPS/IPC	Quantity found on site	Remarks

Field Inspection / Tests (Items of work checked be modified according to Design)

7. I have done Random Checking of Field Density of the following pavement components at different locations:

(a) Subgrade

S.No	Location / Chainage	Value Obtained	Remarks / Comments
i	_____ Km	_____	
ii	_____ Km	_____	

(b) GSB

S.No	Location / Chainage	Value Obtained	Remarks / Comments
i	_____ Km	_____	
ii	_____ Km	_____	

(c) WMM

S.No	Location / Chainage	Value Obtained	Remarks / Comments
i	_____ Km	_____	
ii	_____ Km	_____	

8. I have done Random Checking of thickness of following layers of Pavement at different locations as under:

(a) Subgrade:

S.No	Location / Chainage	Thickness found	Remarks / Comments
i	_____ Km	_____ mm	
ii	_____ Km	_____ mm	

(b) GSB:

S.No	Location / Chainage	Thickness found	Remarks / Comments
i	_____ Km	_____ mm	
ii	_____ Km	_____ mm	

(c) WMM:

S.No	Location / Chainage	Thickness found	Remarks / Comments
i	_____ Km	_____ mm	
ii	_____ Km	_____ mm	

(d) DBM:

S.No	Location / Chainage	Thickness found	Remarks / Comments
i	_____ Km	_____ mm	
ii	_____ Km	_____ mm	

(e) BC:

S.No	Location / Chainage	Thickness found	Remarks / Comments
i	_____ Km	_____ mm	
ii	_____ Km	_____ mm	

9. I carried out Core Cutting at two locations at Km \_\_\_\_ and Km \_\_\_\_ (Locations - Chainage) and checked for coarse aggregates and bitumen content are as per MoRTH (5<sup>th</sup> Revision) Clause 505.2.2 for DBM and Clause 507.2.2 for BC.

(a) Dense Bituminous Macadam (DBM)

- (i) Results of Coarse aggregate tested in terms of Clause no. 505.2.2 & as per the requirements specified in Table no.: 500-8/Pg. No. 176 of MoRTH specification 5<sup>th</sup> Revision.

Property	Test	Specification as per MoRTH (5 <sup>th</sup> Revision)	Result Obtained
Cleanliness ( dust)			
Particle shape			
Strength			
Durability			
Water Absorption			
Stripping			
Water Sensitivity			

(ii) Result of Bitumen Content from DBM as per indicated in Table 500-10&11/ Pg. No. 177&178 in terms of Clause 505.3 of MoRTH specification 5<sup>th</sup> Revision.

(b) Bituminous Concrete (BC)

(i) Results of Coarse aggregate tested in terms of Clause no. 507.2.2 as per requirements specified in Table no. 500-16/Pg. no. 188 of MoRTH specification 5<sup>th</sup> Revision.

Property	Test	Specification as per MoRTH (5 <sup>th</sup> Revision)	Result Obtained
Cleanliness ( dust)			
Particle shape			
Strength			
Durability			
Water Absorption			
Stripping			
Water Sensitivity			

(ii) Result of Bitumen Content from BC as per indicated in Table 500-17 in accordance with clause 507.2.5/ pg. No.189 of MoRTH specification 5<sup>th</sup> Revision.

#### Lab Inspection / Tests

10. I have checked the Records of Calibration of Equipments and found to be up to date  
Yes/No

11. Random Sampling from the Bridge/Culverts and road with of following materials have been carried out and witnessed the following important tests at field Lab of Contractor:

(i) Aggregate Test (For concrete works)\* (Refer IS :2386-1963)

<u>Test</u>	<u>Result Obtained</u>
(a) Crushing Test	
(b) Abrasion Test	
(c) Impact Test	

- (d) Soundness Test
- (e) Elongation & Flakiness Index
- (f) Sp. Gravity & water absorption Test

- (ii) Concrete Cube Test
- (a) Compressive Strength at 7 days/ 28 days

- (iii) Bitumen Test (Refer Section 900: Table 900-4 as per MoRTH specification 5<sup>th</sup> Revision & IS : 1202 - 1978)

<u>Test</u>	<u>Result Obtained</u>
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The test result of above samples have been signed by me in the test report maintained at lab.

12. The following brands and grade of cement and steel are being used at site.

- (a) Cement
  - (i)
  - (ii)

- (b) Steel
  - (i)
  - (ii)

\* Specify the size and use of Aggregate

Signature:

Name:

Date:

REPORT ON SERVICES OF AE

1. I have inspected the office of AE and found Biometric Device is installed and is in working condition.

2. The details of staff are as under:

S.No	Manpower description	Nos to be mobilized as per CA	Nos mobilized at site	Remarks
1	Team Leader			
2	Material Engineer			

3. Comments of SPM on Road geometrics & design submitted by Contractor and reviewed by Authority Engineer.

4. Comments of SPM on inspection of works by Authority Engineer.

5. Comments of SPM on carrying out of required no of mandatory tests.

6. Comments of SPM on AE for properly maintaining records and deficiency, if any.

7. Any other Remarks/Observations

Signature:

Name:

Date:

REPORT ON RESOURCES MOBILIZED AND SUGGESTIONS FOR MITIGATING DELAYS AND EXPEDITING PROGRESS

1. List of Vehicle, Equipments and Plant (VEP) mobilized at site by the Contractor.

S. No.	Type of VEP	Nos Mobilized	Serviceable	Unserviceable	Remarks

2. Comments of SPM on bottlenecks in the project and suggested measures for timely completion.

3. List of work activities to be crashed to mitigate delays and the additional resources to be mobilized for expediting the progress of works.

4. Any other remarks/suggestions.

Signature:

Name:

Date:

SUMMARY OF TECHNICAL DEFICIENCIES OBSERVED IN THE QUALITY OF WORK



REPORT ON SERVICES OF CONTRACTOR

- (I) Status of Machinery and Manpower including Design Director etc. as per DCA, Article 10, deployed at site by Contractor within 20 days of the appointed date.
- (II) Design, Drawings & Work Program submitted by Contractor to AE within 30 days of the appointed date and same has been approved by AE or not.
- (III) Status of Availability of land, ROW, Utility Shifting and Environmental Clearances.
- (IV) Status of establishment of Site Offices / Camps by Contractor & AE.