



**Andhra Pradesh State Rural Development Agency  
Panchayati Raj Engineering Department  
Government of Andhra Pradesh**



**DOCUMENT FOR OUTSOURCING OF  
STATE QUALITY MONITORS  
FOR PMGSY WORKS**

**March'2013  
State Quality Coordinator, APSRRDA**



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**Notice No: 1189/SQC/S1/SQM(OS)/2012 Dt. 05.03.2013**

**REQUEST FOR PROPOSALS**

**APPOINTMENT OF STATE QUALITY MONITORS UNDER PMGSY PROGRAMME**

Panchayati Raj Engineering Department is executing works under PMGSY Programme. The MoRD, GOI have institutionalized a three-tier quality monitoring system for carrying out of quality monitoring of the works taken up under PMGSY programme. Under 2<sup>nd</sup> tier quality monitoring, independent **State Quality Monitors (SQMs)** have to carry out periodic inspection of the works and report to **State Quality Coordinator (SQC)** in the prescribed format.

Recently, Gol have sanctioned number of works in Visakhapatnam under PMGSY programme to provide all-weather road connectivity and proposal are under consideration for the sanction works in Adilabad, Khammam, Ananthapur and other districts.

APSRDA intends to empanel the independent **State Quality Monitors (SQMs)** for the inspection of PMGSY works in the above districts. The SQMs are required to inspect works as per the schedule assigned by the SQC and submit the inspection report thereon to the PIU concerned in prescribed format and upload the abstract of inspection online in “OMMAS” web site along with minimum of (10) photographs and submit a copy of the inspection report to the SQC. The performance evaluation of SQMs shall be done by a Committee appointed for the purpose.

The SQMs are entitled to travelling and other allowances in addition to honorarium per day as prescribed by the Government.

***Chief Engineers/Superintending Engineers/Executive Engineer retired from the Government service who have adequate experience in design & construction of roads/highway & bridges and having thorough knowledge of Geo-technical/Transportation/Structural engineering and construction materials and are interested to work as SQMs may submit their willingness and details in the format as per Terms of Reference (which copy will be issued upon request) and send to State Quality Coordinator at the above mentioned address on or before 31<sup>st</sup> March'2013.***

The SQMs are required to proceed on tour for inspection to any part of the State as and when required. The frequency of the tours may be once or twice in a month.

**State Quality Coordinator/APSRDA**

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State Quality Coordinator/APSRDA



**Terms of Reference (TOR)  
for Quality Monitoring of road works by State Quality Monitors under Second  
Tier of Quality Mechanism of PMGSY**

**1.1 INTRODUCTION:**

**1.1.1** The Pradhan Mantri Gram Sadak Yojana (PMGSY) has programme objective of providing all weather road connectivity to every unconnected habitation with a population of 500 and more. PMGSY is a cent percent centrally funded scheme with dedicated sources of funding.

**1.1.2** The National Rural Roads Development Agency (NRRDA), under the Ministry of Rural Development, Government of India, is the Agency responsible for providing management and technical support to the programme implementation. The Programme is being implemented by the State Government of Andhra Pradesh with A.P. State Rural Road Development Agency (APSRDA) as the implementing Agency.

**1.1.3** Ensuring the quality of road works is responsibility of the State Governments who are implementing the programme. A Three Tier Quality Management Mechanism is envisaged under PMGSY, the first tier is in-house quality control by the executing agency (PIU), **whereas, the second tier is independent quality monitoring at the State level.** The State Governments are responsible for these two tiers of the quality management structure. The first tier of Quality Management has the primary function of quality control through enforcement of technical standards; **the function of second tier is to monitor the quality and effectiveness of the enforcement process.**

***This includes:***

- i. Checks to ensure that the first tier is properly functional.***
- ii. Independent quality tests to verify that the quality control system is achieving its intended objective.***
- iii. Detection of systemic flaws in the quality control process and action to improved the process.***
- iv. Independent monitoring of deterrent and punitive measures in respect of the first tier and the Contractor.***

**1.1.4** While the State Government is making efforts to increase capacity, still because of substantial workload, augmentation of capacity by outsourcing the quality monitoring under the second tier of quality management mechanism is envisaged. As such, to assist the (State Rural Roads Development Agency) Andhra Pradesh, in achieving PMGSY objectives, the State Government of Andhra Pradesh proposes to engage individual Consultants for providing services of State Quality Monitors (SQMs) for independent monitoring of quality of road works as provided in PMGSY Programme Guidelines and Operations Manual issued by National Rural Roads Development Agency, Ministry of Rural Development, Government of India.

**1.2 THE INDIVIDUAL SQM CONSULTANT:**

**1.2.1** Qualified Civil Engineers as specified above and with adequate experience in the field of supervision of construction (including quality control) of road works is proposed to be empanelled. The individuals shall have thorough knowledge of "Specifications for Rural Roads issued by Ministry of Rural Development and published by Indian Roads

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Congress, August, 2004”, “Quality Assurance Hand Book for Rural Roads Volume I and Volume II published by Ministry of Rural Development Govt. of India” and other relevant standards for rural roads.

### **1.2.2 Eligibility Criteria for Empanelment of State Quality Monitor (SQM)**

- i. **Educational Qualification:** The candidate should be Graduate Civil Engineer from the recognized University or Institute. Preference to individuals holding a masters degree with specialization in Transportation/Geo-Technical / Structural Engineering.
- ii. **Age Limit:** Any individual who has not attained the age of 70 years would be empanelled.
- iii. **Experience:** The candidate should have an experience of at-least 10 years as Civil Engineer in various capacities. Out of experience of 10 years, he/she should have at-least 5 years experience in construction supervision or quality control of road projects including long span bridges.
- iv. If the candidate was working as State Quality Monitor/NQM under PMGSY but was **discontinued on account of poor performance or conduct, shall not be eligible.**

**1.2.3** The SQM Consultant will be engaged by the APSRRDA/Employer, for services based on Terms of Reference as concurred by APSRRDA. The SQM Consultant will be required to furnish the CVs including documentary proof of qualification and experience, their written consent and availability in the prescribed format at Appendix-I.

**1.2.4 Procedure for Engaging SQM Consultant:** The APSRRDA/Employer shall engage the SQM Consultants by -

- i. Issuing request for proposals inviting proposals and after Technical Evaluation by a three Member Committee constituted by the APSRRDA (model evaluation report enclosed at Appendix-II).
- ii. Final Selection will be on the basis of scores obtained by the individuals in the selection process as explained at Para 1.2.4(i) above.

### **1.3 IMPLEMENTATION ARRANGEMENTS:**

**1.3.1** The works will be clubbed into packages for execution at the first tier level in each district. The SQMs now empanelled will be assigned these packages as a unit for Quality Monitoring.

**1.3.2 Arrangement for Testing:** The State Quality Monitor now empanelled shall carry ordinary instruments, such as, measuring tapes and measuring scales etc required for inspection and general measurements of road works during the inspection. However, the tests for material and workmanship shall be carried out in the field laboratory established by the contractor. It would be possible to conduct all the tests prescribed in the TOR in the field laboratory of the contractor, however, it may not be possible to generally carry out some specific tests in the laboratory of the contractor, in such cases the testing would be performed in the district/regional/State level laboratories of the employer organization, laboratories of engineering institutes or institutes of technology

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as approved by the employer. The testing can also be carried out in the private laboratories provided they are accredited by the employer.

**The employer shall be responsible for all expenses relating to testing and transportation of samples to the laboratory etc.** The Employer shall also be responsible for ensuring that the SQM is provided full support for taking samples, transportation of samples to the laboratory and appropriate testing in presence of the PIU Staff. All the tests, whether performed in the field laboratory of the contractor or otherwise, shall be performed in presence of and under full supervision of the PIU Staff and the SQM shall be fully responsible for correctness of the test results.

### **1.3.3 The SQM shall also ensure that:**

- i. the quality of work is monitored through making observations tests regarding each item and sub-item of work as prescribed under this TOR.
- ii. the observations about the quality are made through conduct of laboratory/field tests, hand-feel tests or by visual observations as per frequency as prescribed in this TOR and as per any revisions approved by APSRRDA.
- iii. all the observations are recorded, reported and substantiated through prescribed test results in the manner as prescribed by the employer.
- iv. the inspection and reporting by SQMs is factual, true and appropriate.
- v. an individual SQM shall not inspect the same work more than once at-least for six month period.
- vi. the Action Taken Reports on the observations of SQMs are scrutinized professionally and observations are communicated to the PIU and the Employer through State Quality Coordinator (SQC).
- vii. the inspection reports of SQM will be scrutinized/evaluated by a Performance Evaluation Committee constituted by APSRRDA as per guidelines of NRRDA at Appendix-III and any SQM scoring below the required percentage of marks, the services of such SQM will not be continued.
- viii. ***Any type of interactions/briefings with media is strictly prohibited.***

**1.3.4 FACILITIES:** The SQM shall make his own arrangements for travel, accommodation, transport etc., for which the expenditure incurred will be reimbursed as per the guidelines finalized by APSRRDA as explained in TOR under financial aspects.

### **1.4 WORK PROGRAMME AND ITS REVISION:**

- (a) **Duration of Consultancy Services:** The duration of consultancy services shall be initially for one year. The first, second, third and last quarter would mean the duration between date of commencement up to 90<sup>th</sup> day, from 91<sup>st</sup> day to 180<sup>th</sup> day, from 181<sup>st</sup> day to 270<sup>th</sup> day and from 270<sup>th</sup> day to date of completion of one year reckoned from date of commencement respectively.
- (b) **Original Work Programme:** As per the guidelines, it is required to be ensured that each work, from its commencement to completion, is inspected at least at 3 stages in accordance with the provisions of this Terms of Reference. Based on requirement of

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inspections of each work depending upon its construction stage at the commencement of services and taking into account the expected stage of construction till the end of the period of services, the Employer will draw detailed month-wise work wise inspection programme.

### 1.5 SCOPE OF WORK:

The broad Scope of Work of this consultancy service shall include:

- (a) Monitoring the quality of road works by the State Quality Monitors through structured inspection of works at three stages (as explained at Appendix-IV) from commencement to completion of the construction work and reporting the observations in formats prescribed by the employer. The number of inspection would depend on stage of work at which the services of State Quality Monitoring would commence and the period of such services. The reports of SQMs will be scrutinized by the Performance Evaluation Committee constituted by APSRRDA as explained in Para 1.3.3 (vii).
- (b) The PIUs would take action on the observations of SQMs and Action Taken Reports (ATRs) will be furnished to the SQC. The scope of SQM shall also include the verification of ATRs with reference to the observations of the earlier SQM inspections and due communication of results of scrutiny by the SQC.
- (c) Overseeing the adherence of guidelines to 1<sup>st</sup> tier Quality Mechanism.

### 1.6. Inspection of Works:

The State Quality Monitor (SQM) shall inspect every road work including CD works and all other related works at (3) stages as prescribed by the employer and detailed at Appendix-IV.

**1.7 REPORTING AND SCRUTINY:** Based on prescribed method of observation mentioned in Scope of Work, an appropriate reporting format is developed by the Employer and is prescribed for use of SQMs. ***The Employer shall also be free to modify reporting format or methods of observations and reporting based on the requirements of the quality monitoring from time-to-time.*** Based on prescribed method of scrutiny of Action Taken Report (ATR) on the inspection report and observations of the SQM, an appropriate scrutiny format would be developed by the Employer in consultation with the Performance Evaluation Committee or NRRDA. The following reports shall be submitted:

- i. **Inception Report:** Within (3) weeks upon issue of letter to proceed with the work, the SQM shall submit an inception report. The report will be based on requirement of services, detailed work programme as per Clause 1.4 (b) of the TOR and other related activities.
- ii. **Inspection Report by SQM:** Immediately upon completion of inspection of work (including reasonable time required for testing of material, as determined by the Employer) but before leaving the head quarter/area of the PIU, the SQM/team of SQMs shall prepare inspection report in the prescribed format and submit a copy to the head of PIU. A copy of the inspection report shall also be submitted to State Quality Coordinator (SQC) within (3) working days upon completion of inspection. ***The inspection***

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State Quality Coordinator/APSRRDA



*reports prepared by the SQMs will be the property of APSRRDA and SQMs if wishes may retain a copy of one such document. However the confidentiality shall be maintained as for the findings/remarks/observations made by the SQM in his inspection report.*

- iii. **Any type of interaction/briefings with media is strictly prohibited.**
- iv. **Scrutiny of Inspection Report of SQM and communication of observation by SQC:**  
The SQC shall check and scrutinize the inspection report of the SQM and prefers to make additional observations, these would be sent to the head of PIU with a copy to the SQM within (10) working days upon receipt of SQM inspection report by the SQC.

## **1.8 GENERAL GUIDELINES FOR SQMS**

SQM will be given a programme by the SQC every month for inspection of one or more districts atleast a fortnight before the month in which the SQM is suppose to inspect.

In each district the SQM would spend three to four days and will inspect two to three units of works assigned to him. The SQM is given an additional two days for to and fro journeys for each district.

### **1.8.1 FINANCIAL ASPECTS**

The SQM will be allowed following claims:

#### **A Journey by Road:**

- i. SQMs may travel by road or by any public transport and will be reimbursed actual fare subject to production of self attested photocopy of the ticket.
- ii. If the SQM travels by a taxi, the reimbursement will be restricted to rail/bus fare as per entitlement subject to actual. The claim should be supported by a self attested bill/receipt for travel by taxi.
- iii. For travel by own car, claim will be refunded as in sub-para (ii) above.

#### **B) Journey by Rail:**

The SQMs are entitled to reimbursement of fares for journey performed by rail

- a) For CE cadre retired persons : Upto AC I Class
- b) For SE/EE cadre retired persons : Upto AC II Tier/AC Chair Car

Claims for reimbursement of fares shall be supported by the original and will be allowed by shortest route on through ticket basis.

- C) Journey by Air:** For CE cadre retired engineers only (subjected to the production of boarding pass.

#### **D) Mileage Allowance:**

- i. A fixed mileage allowance of Rs. 500/- per journey to cater to the cost involved in the journey between residence to railway station/bus stand and back and journey in taluk district head quarter bus stand / railway station to Guest house and back.



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- ii. PIU will generally arrange for the transport within the district and will provide all assistance to the SQM.
- iii. If project/Government vehicle is provided in taluk district head quarter, SQM is eligible to claim half of the fixed mileage allowance.
- iv. To claim fixed mileage allowance, the SQM is required to give certificate that no transport was provided by the PIU/APSRRDA for journey for which mileage allowance has been claimed.
- v. No allowance will be paid where project/government vehicle is provided.

**E) Daily Allowance including lodging charges:**

- i. Daily allowance for each day of absence from his head quarters will be paid at the prescribed rate from time to time by Government of Andhra Pradesh. The present rate is Rs.250/- per day. A day is counted for duty beyond 12 hours.
- ii. No daily allowance will be payable if absence from his head quarters is less than 6 hours and half daily allowance will be payable if absence from his head quarters is between 6 hours to 12 hours.
- iii. If SQM is provided for free board by APSRRDA/Project/State Government, half daily allowance will be paid.
- iv. If both boarding and lodging are provided at free of cost by APSRRDA/Project/State Government, 1/4th daily allowance will be paid.

**F) Reporting Allowance:**

The SQM would be allowed an incidental charges limited to a maximum of Rs. 500 for every trip within a district for activities connected with the inspection of work.

**G) Honorarium:**

The present rate of honorarium is fixed at Rs.2500 for retired as Superintending Engineer/Executive Engineer and Rs.3000/- for retired Chief Engineer per each day of inspection. It will be paid at prescribed rate from time to time subject to revision by APSRRDA.

Sd/-xxx  
Principal Secretary to Govt.,

Sd/-xxx  
Engineer-in-Chief (PR)

Sd/-xxxx  
Chief Engineer/SQC

Signature of SQM Empanelled

State Quality Coordinator/APSRRDA



**APPENDIX - I**  
**Curriculum Vitae (CV) Format**

(To be submitted with Proposal by the Candidate)

Self attested  
Passport  
Photo

1	Proposed Position for this Project	:	
2	Name	:	
3	Date of Birth	:	
4	Nationality	:	
5	Personal Address	:	
	Telephone No.	:	
	Mobile No.	:	
	Fax No.	:	
	Email Address	:	
6	Education ( <i>The years in which various qualifications were obtained must be stated</i> ).	:	
7	Other Trainings	:	
8	Membership in Professional Bodies	:	
9	Organizations of Work Experience	:	
10	Employment Record: ( <i>Starting with present position, list in reversed order every employment held and state the start and end dates of each employment.</i> ) ( <i>Clearly distinguish your "employer" as an employee of the firm from a "Agency" for whom you have worked as a consultant or an adviser.</i> )		
	From ..... To .....	:	
	Employer		
	Position held and description of duties		
	From ..... To .....	:	
	Employer		
	Position held and description of duties		
	From ..... To .....	:	
	Employer		
	Position held and description of duties		
11	Merit Certifications/Awards received, if any	:	
12	Detailed Tasks Assigned: ( <i>In this column, list tasks one by one and support each task by project experience in the right hand side column.</i> ) <i>Work undertaken that best illustrates capability to handle the task assigned (In this column, list project name, location, year, position held, i.e., Team Leader, etc. and exact duties rendered and time spent on each project)</i>		

**Note: Any testimonials enclosed shall be self attested.**

Signature of SQM Empanelled

State Quality Coordinator/APSRRDA



**Certification**

*(Please follow exactly the following format. Omission will be seen as noncompliance).*

**1. I have been employed by ..... (name of the firm with address) continuously for the last (6) months as regular full time staff (indicate yes or no in the following boxes):**

<b>Yes</b>	<b>No</b>
------------	-----------

2. I certify that, there are no departmental enquiries pending against me.

3. I, the undersigned, certify that to the best of my knowledge and belief, this Bio-data correctly describes my qualifications, my experience, and about myself. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

**Signature with Name and Date :  
Of Applicant**



**Appendix – II Model evaluation of selection SQMs  
EVALUATION FORMAT FOR SELECTION OF SQMs**

S. No.	Name of the applicant	Cadre Retired			Qualification		Field Experience				Age		Others		Total Marks
		EE	SE	CE	BE/ B.Tech /AMIE	ME/ M.Tech	Road Construction	Bridge Construction	QC Experience		Upto 65 years	65-70 years	Publications	Membership in professional	
									QC on roads	QC on Bridges					
1	2	3a	3b	3c	4a	4b	5a	5b	5c	5d	6a	6b	7a	7b	8

**Note:**

	Weightage	
	Max.	Individual
<b>Cadre Retired</b>		
EE	15	5
SE		10
CE		15
<b>Qualification</b>		
BE/B.Tech	15	5
ME/M.Tech		15
<b>Field Experience</b>		
Road Construction	50	25
Bridge		15
QC on roads		5
QC on Bridges		5
<b>Age</b>		
Upto 65 years	10	10
65-70 years		5
<b>Others</b>		
Publications	10	7
Membership in		3
<b>Total</b>	<b>100</b>	

**Minimum weightage required for selection as SQM is 60**

Sd/-xxx  
State Quality Coordinator/APSSRA

Signature of SQM Empanelled

State Quality Coordinator/APSSRDA