

PROCEDURE OF EXECUTION

In the previous chapter, we have seen how to find a client. Once the client decides to give you work, and sign the *Work Order*, a well defined line of procedures is allowed to execute the project. The execution is a very important part of the project.

The Procedures

- 1 Note down the requirements.
- 2 Take the measurement of the site.
- 3 Make layout plans.
- 4 Show layout plans to the client and obtain his approval.
- 5 Make elevations and colour perspectives.
- 6 Show them to the client and obtain his approval.
- 7 Obtain Municipal permission for structural changes, NOC (No Objection Certificate), other permissions. Confirm the payment of extra fees for these if you are an architect. Otherwise, appoint an architect for the same and finalise his fees with the client.
- 8 Make working and detail drawings.
- 9 Finalise the above with the client.
- 10 Make quantity calculation of materials with specifications, with your own rough estimate.
- 11 Send tender notice to get estimates from various contractors.
- 12 Finalise with the client, i.e. make agreement between you and the contractor or/and the client.
- 13 Commence the work.
- 14 Supervise and check materials/workmanship.
- 15 Issue certificates for work done, i.e. *Interim Certificates*.
- 16 Select and purchase accessories, upholstery

materials, etc.

- 17 Issue Certificate of Completion on completion of entire work.

All these points have been tackled in this chapter except those which belong to other sections like making layout plans, drawings, perspective, etc.

Tendering for a Project

The word tender in legal parlance means an offer or proposal to some service to be carried out in a specified period in consideration of some worked-out payment.

The tenders are invited by the architect/client from the contractor/s to carry out the full/part work of a project.

Advantages of a Tender

The tenders are invited for:

- 1 The greatest possible number of contractors tendering which permits choosing the right contractor for the project.
- 2 Basically, a tender notice is an open invitation, as it allows one choose a contractor on his merits alone without any fear or favour.
- 3 As the tenders submitted give various estimates, it is easier to make an economical choice.
- 4 It does not cost the client/architect any thing as they are not liable to accept the expenses incurred by the contractors for inspecting the site and preparing the tenders.

- 5 Indirectly, the tender makes known to the architect a good number of contractors, whom he can later offer some projects suited to them.

Types of Tender

The tenders are divided into six types on the basis of the criteria the estimates are made:

- 1 Item Rate Tender
- 2 Labour Tender
- 3 Lump Sum or Prefixed Tender
- 4 Lump Sum or Prefixed Tender with Item Rate (for additional work)
- 5 Cost plus Percentage Tender
- 6 Cost plus Fixed Fees Tender

Advantages/Disadvantages of Different Tenders

They have been compared below for the easy understanding of their nature and advantages/disadvantages:

Qualities and Assets of Contractor Selected for Tender

The contractor selected to submit tender should be chosen for the following qualities and assets:

- 1 A workshop equipped with adequate tools and machines
- 2 A good number of carpenters working under him and a number of helpers working under them.
- 3 Excellent quality of work.
- 4 Supervisor on carpenters.

COMPARISON OF VARIOUS TYPES OF TENDERS

Type	Item Rate Tender	Labour Tender	Lump Sum Tender	Lump Sum Tender With Item Rate For Additional Work	Cost Plus Percentage Tender	Cost Plus Fixed Fee Tender
Estimate	Labour, material, labour for material purchase, transportation, supervision, etc.	Only Labour for every item	Labour/material both, or only labour	Labour/material both or only labour	Labour, material, transportation, etc, Similar to cost plus with a percentage, approx 15% to 20%, fixed for contractor towards procuring labour, purchasing material, supervising work, etc.	Similar to cost plus percentage tender, replacing fixed percentage with lump sum fee towards handling the entire execution
Client's Risk	Client risk minimum as the loss due to rejection of items due to employment of inferior quality materials and faulty making borne by contractor. Possibility of use of improper quality of materials	Waste of valuable time and energy in material purchase which spent in business can earn better. Possibility of getting duped in selection of materials due to ignorance in the field. Possibility of excess procurement and wastage of materials of work by contractor as client buys it. Bearing of loss due to wrong making of items	Standard quality materials and good workmanship not assured but client gets the exact cost prior to commencement of work	Same as under LUMP SUM TENDER. Client knows the approx cost prior to commencement of work	No economy in purchase of material/labour. Chances of fictitious bills creeping into account. Possibility of contractor slowing down the work contract, would like to increase his percentage. Benefit of trade discounts, rebates, refunds not availed by client. Increase in client's work due to maintenance of account for labour/material, etc.	No risk as contractor, due to inherent advantages of the work contract, would like to complete the work faster
Contractor's Risk	Wastage and likely loss of profits on individual item/s	Only in labour. Due to delay in material supply, labour remains idle accruing extra expense	Risky as it is very difficult to judge the fluctuations in the cost of labour/material	Same as under LUMP SUM TENDER, though no possibility of misunderstanding if the work varies during the progress	No risk	Fee not increased in case of delay or extension of work
Designer's Risk	Greater spending of time towards material purchase/check work check	Possibility of waste of time in accompanying the client for material purchase. Difficulty in rejecting item/s not made according to specifications	Slifting of creativity as restrictions are imposed on the variation of items	Re-estimating necessary if quantity of work varies	Difficulty in rejecting item/s not made according to specifications. Also possibility of waste of time in accompanying the client for material purchase	Same as under COST PLUS PERCENTRGE TENDER
Client's Benefit	Freedom from all botheration, affording ample time for his business	Satisfaction in employment of materials according to specifications	Same as under ITEM RATE TENDER	Same as under LUMP SUM TENDER. Satisfaction of having paid reasonable amount for the work	Psychological satisfaction of having grabbed the large profit margin meant for the contractor. Satisfaction in employment of material according to specifications	Prior knowledge of fee to be paid for execution. Time to be spent only for material purchase. Plus some as under COST PLUS PERCENTRGE TENDER