

## **Procedure for the Implementation of the Major Capital Projects (Construction)**

- a. Identifying the need for a building project or major capital projects as per the approved Master Plan for the Faculty or Department of the University concerned.
- b. Make sure that the project was recommended by the UGC under Medium Term Program for the improvement / enhancement of the infrastructure facilities of the Universities.
- c. Preparation of the Project Proposal for the Building Project or Major Capital Project
- d. Obtaining the signature of the Vice Chancellor and forwarded the project proposal to UGC
- e. Coordinate the approval process by UGC, Ministry of Higher Education and Highways and Department of National Planning and provide the necessary clarification if required
- h. Submission of Project Proposal to MOHE by the UGC
- l. Obtain approval from the Department of National Planning
- m. Preparation of Cabinet Memorandum in all three languages (More than 20 Mn. Projects)
- n. Submission of Cabinet Memorandum to the Cabinet of Ministers for its approval
- o. Obtaining-Cabinet approval for the implementation of the Project
- P. Implementation of the Project
  - If the Project has approved as BOQ type contract
    - \* Selection of Consultant through proper procurement process
    - \* Preparation of design of the building by the consultant as per the requirement of the user department and the approved estimated cost of the building project
    - \* Preparation of the Bidding document and detail Bill of Quantities for the Building Project
  - If the project has approved as Design and Built type contract
    - \* Selection of Consultant to prepare the bidding document through proper procurement process
    - \* Preparation of the Design and Built type Bidding document Project
- s. Obtaining the recommendation of the relevant Technical Evaluation Committee (TEC) for the Bidding Document

- t. Obtaining the approval for bidding documents from relevant Procurement Committee to invite the bids (DPC/ MPC/ SCAPC)
- u. Inviting the bids by open paper advertisement and issuing of bidding documents to interested bidders
- i. Closing of bids and bid opening by bid opening committee
- k. Arranging TEC meeting for obtaining recommendation for the award of contract
- l. Forwarding the TEC recommendation to relevant Procurement Committee for the approval to award the contract
- m. Award of Contract to the successful Bidder based on the recommendation of the Technical Evaluation Committee and upon the approval of relevant Procurement committee
- o. Signing the agreement with the contractor by obtaining the relevant performance security
- p. Raise the payment vouchers to Advance payment and Interim Payments upon the recommendation of the Engineer and sent for the approval