

**Minutes of Review meeting held with M/s MSV International Inc.,
Construction Supervision Consultants for 1st year roads (Balance work)
in the Conference Hall of Works Department, Odisha on 06.12.2013**

A meeting was held under the chairmanship of E.I.C-cum-Secretary, Works Department, Odisha in the Conference Hall of Works Department on 06-12-13 to review the activities of the Construction Supervision Consultants, M/s MSV International Inc., USA in which the following members were present.

Employer's Side

1. Er. O P Patel, Chief Engineer, World Bank Projects
2. Er. B C Tripathy, Superintending Engineer (NABARD)
3. Er. A K Tripathy, Superintending Engineer-cum-ER-P02
4. Er. M R Misra, Executive Engineer-cum-ER-P03
5. Sri Jaydev Misra, Financial Management Specialist, PMU, OSRP
6. Sri A K Satapathy, D.F.O, PMU, OSRP

Consultant's Side

1. Er. Rakesh Kumar Garg, Executive Director
2. Er. D K Sonakiya, Resident-cum-Sr. Highway Engineer- P01
3. Er. S K Tiwari, Resident-cum-Sr. Highway Engineer- P02
4. Mr. R S Prasad, Resident-cum-Sr. Highway Engineer- P03

At the outset, the E.I.C-cum-Secretary, Works Department, Odisha welcomed all the members attending the meeting. Before proceeding to the discussion, the Chief Engineer, World Bank Projects, Odisha appraised the chairman regarding two rounds of discussions undertaken by him with the representative of the consulting firm, MSV, Mr. Garg, Executive Director and the concerned Resident Engineers.

The Chief Engineer, World Bank Projects, Odisha informed that there is no close monitoring by the CSC in various packages on the activities of the Contractors. After taking Mobilization Advance and other advances, the contractors are sitting idle. There is also no follow up action undertaken by the CSC on proper and timely utilization of advances paid to different contractors. The supervising staff especially at P02 site are leaving the site frequently without any intimation to the ER. Although the contractor in P02 submitted work programme in Oct'13 there has been no response to its adequacy/ deficiencies from the CSC for over a month now. Similarly EOT application of the contractor for P03 was forwarded by CSC without documentary evidence and analysis. Based on the progress of works by the contractors and the performance of the CSC staff, the Chief Engineer, World Bank Projects, Odisha opined that the target set forth for different packages during the current financial year may not be achieved.

Mr. Garg, Executive Director, MSV also agreed to the views of the Chief Engineer, World Bank Projects, Odisha on deficiencies of performances of CSC staff. After inspecting the three sites, he had discussions with his staff, contractors and Employer's Representatives of respective packages. He



opined that (a) In P02, there is no preparation from the contractor's side, (b) There is about 2 structures per km stretch of road, yet there is no focus on taking up execution of structures by the contractor and (c) The work plan with supporting documents is not available. He committed to improve the performance of CSC team in order to achieve the target.

The status of work in P01A, P01B and P03 and mobilization in P02 was discussed in detail. The E.I.C-cum-Secretary, Works Department, Odisha expressed displeasure about the poor performance of the CSC. He communicated the same over phone to Mr. Pushkar Mallik, Director, MSV and expressed displeasure over his not attending the meeting. He urged Mr. Mallik to spare the services of Mr. Garg, Executive Director in the project based in Odisha for at least 2-3 months to streamline the performance of supervising staff, consultant's own capacity building, improving communication standards and the contract management to achieve the targets. Mr. Mallik, Director, MSV agreed with the proposal and assured to deploy the Executive Director in the next week and continue to stay for 2-3 months in the project to improve contract management mechanism and performance of the supervising team of CSC. After detailed discussions with all concerned, the following decisions were taken.

- 1. The CSC shall stick to the commitments on improvement of performance of supervising staff now.**
- 2. The Executive Director of CSC shall ensure communication from the "Engineer" to the contractors with his feedback on the status of mobilization of manpower, machinery and materials indifferent packages and commitment of contractors.**
- 3. The CSC shall prepare Work Plan for all packages in consultation with the contractors to achieve the physical and financial target and submit the same by 11.12.2013.**
- 4. The Resident Engineers shall promptly respond/counter the contractors' letters with reference to the different issues and claims quoting contract clauses, and the said compliance reflected in the MPR.**
- 5. The Resident Engineers shall under take contract management meeting every week for the next 3 months with the contractors at the respective site offices and sort out the bottlenecks and mail the signed minutes to Chief Engineer, World Bank Projects, Odisha. The Executive Director, MSV shall train the CSC staff for effective Contract Management Meeting (CMM) and share CMM format. The outcome of CMMs shall be reflected in the MPR.**
- 6. REs shall mail to the Chief Engineer, World Bank Projects, Odisha daily regarding status of RFIs i.e nos of RFIs received, approved, returned. remaining and status with remarks for review and monitoring by PMU.**
- 7. Every Saturday, the Resident Engineers shall communicate to the Chief Engineer, World Bank Projects, Odisha by email regarding target amount, achieved amount, constraints, efforts made by them etc. The summary of the above shall also be sent by sms to the E.I.C-cum-Secretary, Works Department, Odisha.**



8. The Chief Engineer, World Bank Projects, Odisha shall review the performance of CSC staff once in a week.
9. The E.I.C-cum-Secretary, Works Department, Odisha shall review the performance of the CSC as well as the contractors every fortnightly.
10. The CSC shall submit the IPCs of different contractors to the PMU by 25th of every month.

It was decided that Mr Garg, Executive Director, MSV shall attend the next review to be taken by E.I.C-cum-Secretary, Works Department, Odisha on 13-12-13.

The meeting ended with thanks to the Chair.


E.I.C-cum-Secretary,
Works Department, Odisha