

**List of Responsibilities of proposed Project Engineer**  
**(Procurement and Coordination)**

- a. Coordinating with various departments during preparation of Requests for Proposals for Architects/Consultants/Contractors and Vendors, and their selection
- b. Assisting Director Projects during pre-proposal meetings and handling various queries
- c. Receiving proposals, coordinating with the consulting Architects and preparing technical evaluation report
- d. Giving presentations to Executive Committee / Evaluation Committee
- e. Conducting Composite Technical & Financial evaluation
- f. Presentation to the EC/Evaluation Committee for preparation of final approval of the Director IBA. Ensure that all meetings are planned in advance to meet target dates
- g. Preparation, compilation of all documents and award of contract to successful architect
- h. Documentation for signing of Contract
- i. Coordination with Architects during design development, detailed designing and preparation of tender documents
- j. Reviewing of design, drawings and tender documents
- k. Following up with architects & their consultants

## **TENDERING PROCESS**

1. Coordinating with Project Engineer (Planning & Contracts) in issuance of tenders and subsequent tendering process
2. Ensure that the IBA Procurement Policy and Procedure is followed in the entire process
3. Coordinating with Architects and Project Managers during Technical Evaluation process and then Financial Evaluation process
4. Managing composite (Technical & Financial) evaluation presentations to Evaluation Committee then to Audit and Finance Committee and finally to Central Purchase /Function Committee. Ensure that meetings are planned in advance to meet dates of commencement of project execution
5. Preparation of agenda papers
6. Ensuring timely issuance of the minutes of meetings and approvals
7. Organizing documents

## **EXECUTION PROCESS**

1. Liaison with Architects and Consultants to the Contractors for drawings. Check and issue drawings to the site
2. Ensure that Architects, Consultants and Project Managers have adequate presence at site and that timely decisions are provided to the Contractors
3. Ensure that Architects, Consultants, Project Managers comply the conditions of contract
4. Arranging timely meeting about site and design coordination and release the minutes
5. Obtain progress reports and site status on regular basis from the Architects, Consultants and Project Managers
6. Represent Director Projects in the meetings, if necessary
7. Compile combined progress reports on monthly basis