

**SCOPE OF SERVICES/TERMS OF REFERENCE**  
**For**

**Hiring of Quantity Surveying and Estimation Specialist Team**

- a) The Quantity Surveying / Estimation Specialist shall study the drawings and other data provided by the employer and prepare quantities / estimations.
- b) **The Quantity Surveying / Estimation Specialist is required to prepare and submit the CSR along-with all back up calculation sheets of every item (Both hard and soft copies) by end of December every year.**
- c) The Quantity Surveying / Estimation Specialist will also be responsible for checking / verification of already prepared estimates / quantities, if required by the employer.
- d) The Quantity Surveying / Estimation Specialist will prepare estimates / quantities on the basis of NHA CSR, Specification and items mentioned therein.
- e) **Quantity Surveying / Estimation Specialist will prepare weightages (Factor-C) for escalation purpose. Non availability of back up calculation from design consultants will not be considered a valid reason for deferment of vetting/calculation of C-factors of various input materials by the Quantity Surveying / Estimation Specialist.**
- f) The Quantity Surveying / Estimation Specialist will intimate the employer for the items which are not covered by NHA CSR/Specification and will prepare separate list for such items for every job.
- g) **For the items which are not covered in the present CSR of NHA the Quantity Surveying / Estimation Specialist will prepare the rate analysis and submit to the RO along-with backup calculations and RO will obtain the approval of competent authority for inclusion of such items in the CSR.**

- h) If required, for verification or any other clarification, the Quantity Surveying / Estimation Specialist may visit the site.
- i) The employer will provide all drawings / data and other information which are required for estimation / quantification.
- j) The Quantity Surveying / Estimation Specialist will keep record of taking off sheets and other calculations and submit to the employer if an when required.
- k) **After vetting the estimates, C-factors etc, such workings must be duly signed and stamped by the Quantity Surveying / Estimation Specialist on every page.**
- l) The Quantity Surveying / Estimation Specialist shall be responsible for preparing Bidding Documents for Tendering for those projects, which are in-house designed.
- m) The Quantity Surveying / Estimation Specialist shall undertake the assignment given to him by the Reporting Officer (RO) of the NHA i.e. General Manager (Design) and will inform the RO about assignments given to him by the Chairman and Members.
- n) **Quantity Surveying / Estimation Specialist will also assist the P&CA Section in various item rates analysis and negotiation with contactors in case of imbalanced bids/ item rates.**

## **JOB DESCRIPTIONS AND FACILITIES**

### **1. Quantity Surveying and Estimation Specialist: (01 No)**

B.Sc Engineering Civil (Minimum 10 years experience) in the field of Quantity Surveying for all types of Mega Projects (especially roads, bridges and allied buildings) & in the same discipline as stated above under scope, Ability to Co ordinate with All NHA Wings, Consultants, Contractors, Command on PEC Standard Documents & FIDIC, Bid evaluation etc, manage & guide his team, excellent in drafting letter on Contractual matters.

### **2. Quantity Surveyor I: (01 No)**

3 years Diploma Civil (10-15 years experience), able to prepare & review Tender Documents, preparation of Bill of Quantity based on drawings & specifications, Preparation and review of escalation factors, Claims, BOQ & Engineering Estimates, preparation of CSR, settlement of final Accounts.

### **3. Quantity Surveyor II: (01 No)**

3 years Diploma Civil (8 - 10 years experience), preparation of bill of quantity, Take off from Drawings & specifications, Auto CAD & Assist to QS and specialist

### **4. Assistant Quantity Surveyor: (02 No)**

3 years Diploma Civil (5 - 8 years experience), Computation of earth work and other quantities (including quantities of structure) / Take off from Auto CAD Drawings, Engineering record keeping and Assist to Qs & Specialist.

### **5. Computer Operator: (01 No)**

Diploma in computer (5-8 years experience), command on word, Excel, Power Point and experience in Record keeping and related office works.

### **6. Office Assistant/Helper: (01 No)**

Metric, (5 years) office experience.

### **MISCELLANEOUS COST/FACILITIES:**

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For out station visit through out Pakistan as and when ordered by the Employer, the Specialist and other Staff shall be entitled to the following fixed payments and reimbursement by NHA without Production and submission of any bills to the Account Section except for the Original Air Ticket & POL Receipts.

### **Daily Allowance**

Quantity Surveying & Estimation Specialist	Rs. 4500
Quantity Surveyor	Rs. 3000
Assistant Quantity Surveyor	Rs. 2000

### **Boarding Allowance + Meals**

Quantity Surveying & Estimation Specialist	Rs. 7500
Quantity Surveying	Rs. 3000
Quantity Surveying/Assistant Quantity Surveying	Rs. 2000

**Traveling Allowances** Air Ticket Fare/POL charges as per actual

**TA/DA for assignment abroad** shall be as per prevailing Govt. rules in NHA payable separately.

**Traveling by Road** suitable vehicle along with driver for site visit shall be provided by the Employer.

**Leave** Specialist & other staff will be entitled to 30 days casual per year. In case of sick leave it shall be allowed on the approval of Employer.

**Tax Liability** All taxes including income tax shall be paid by the employees

**Insurance Coverage Charges** for Employees & Vehicle as per actual charges paid by NHA.

## **OTHER OFFICE FACILITIES TO BE PROVIDED BY EMPLOYER/NHA**

Suitable Offices equipped with Lap top, Computers, Office Furniture, Filing Cabinets & other essential equipments telephone, internet, fax & photo copy facilities, Stationery, toner, cartridge, papers, Box files, USB/Diskettes, writeable CDS/DVD as per actual requirement.

### MODE OF PAYMENT

**1. Salary Costs:**

S/No.	Description	No.	Man-Month	Billing Rate (Rs.)	Amount (Rs.)
1.	Quantity Surveying and Estimation Specialist	01	24		
2.	Quantity Surveyor I	01	24		
3.	Quantity Surveyor II	01	24		
4.	Assistant Quantity Surveyor I	01	24		
5.	Assistant Quantity Surveyor II	01	24		
6.	Computer Operator P/A	01	24		
7.	Office Assistant / Helper	01	24		
<b>TOTAL (1):</b>					

**2. Direct Costs:**

A. In addition to the above, following will be provided by the Employer:

S/No.	Description	Months	Billing Rate (Rs.)	Amount (Rs.)
a.	Telephone/Mobile/Internet/Fax facility (As per actual).	24		
b.	House Hiring and utilities for QS & ES specialist Lump sum @ Rs. ____/Month.	24		
c.	Stationery items (including printer toners, cartridges, paper trams, box files which shall be provided by NHA), diskettes, newspapers etc. (on actual)	24		
d.	Reimbursement of Insurance Coverage charges (provisional sum, to be paid as per actual)	-	-	150,000
e.	Provisional Sum for purchase of digital camera, movie camera, fax machine etc	-	-	100,000
			<b>TOTAL (2):</b>	

**B.TA/DA Provisional Sum**

**TOTAL (3): Rs. 1,000,000**

**Grand Total: 1+2+3:**

**Rs.**