



GUJARAT TECHNOLOGICAL UNIVERSITY

Bachelor of Engineering

Subject Code: 3174025

Semester – VII

Subject Name: Contract Administration and Management

Type of course: Professional Elective course

Prerequisite: Nil

Rationale: In the Civil engineering construction works, it is essential to have understanding of tender processing, analyzing/assessing various contractual provisions in a tender documents and developing estimate and bidding strategy. It is also necessary to familiarize with stake holder & contract management processes involved in construction projects for its timely implementation. Hence, syllabus of this subject is framed to impart the knowledge of types of construction contracts, conditions of contracts i.e. general, specific, breach/void of contracts, penalties, responsibilities and duties of the parties involved in construction, management, arbitration & litigations, prevailing acts, Legal rules, etc.

Teaching and Examination Scheme:

Teaching Scheme			Credits C	Examination Marks				Total Marks
L	T	P		Theory Marks		Practical Marks		
			ESE (E)	PA (M)	ESE (V)	PA (I)		
3	0	0	70	30	00	00	100	

Content:

Sr. No.	Content	Total Hrs
1	Introduction to Contract: Definition and legal issues in contract, Essential requirement of a contract as per Indian Contract Act 1872, Legal enforceability of contract, Characteristics of a good contract, Breach & termination of contracts, Major stake holders in construction contracts.	5
2	Construction Contracts: Type of construction contracts: Lump sum contracts, Fixed price contracts, Percentage rate contracts, Cost plus contracts, Target contracts, Design-Build contracts, Turn-key contracts, BOT contracts.	9
3	Tendering: Process of tendering: Tender notice, EOI, RFQ & RFP, Bid security, Prequalification process, Bidding Models and bidding strategy, Tender submission and evaluation, Tender rejection, Security deposits/performance guarantee & Defect liability, Contract agreement and contract documents.	10
4	Conditions of Contracts: General conditions & special conditions, Contract conditions for payments, Time delay, Scope changes, Extra claims, Dispute resolution & arbitration, Termination of contracts, subcontracting etc. FIDIC Contracts conditions	10
5	Contract Administration: Elements of contract management, Major stake holders in construction contracts, Contract administration; Duties and responsibilities of parties,	8



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	Stake holder agreements, Contract risk management, Contract maintenance and change control, Management reporting, Dispute resolution mechanisms: Negotiation, Mediation, Arbitration and Litigations, Arbitration and Conciliation Act 1996	
	Total	42

Suggested Specification table with Marks (Theory):

Distribution of Theory Marks					
R Level	U Level	A Level	N Level	E Level	C Level
20	35	35	10	00	00

Legends: R: Remembrance; U: Understanding; A: Application, N: Analyze and E: Evaluate C: Create and above Levels (Revised Bloom's Taxonomy)

Note: This specification table shall be treated as a general guideline for students and teachers. The actual distribution of marks in the question paper may vary slightly from above table.

Reference Books:

1. Keith Collier, "Construction Contracts" Reston Publishing Company, Inc, Reston, Virginia.
2. Patil, B.S., "Building and Engineering Contracts" Mrs. S.B. Patil, Pune.
3. John Murdoch & Will Hughes, "Construction Contracts - Law and Management" Spon Press, Taylor & Francis Group.
4. Gajera, G.T., "Law relating to Building and Engineering Contracts in India" Butterworths.
5. Govt of India, Central Public Works Department, "CPWD Works Manual 2003."
6. Govt of India, Central Public Works Department, "CPWD 7/8: General Conditions of Contracts."
7. V. K. Raina, Raina's Construction and Contract Management Vol.1 (Second Edition), SPD Publishers, 2009

Course Outcomes: After studying this subject, students will be able to

Sr. No.	CO statement	Marks % weightage
CO-1	Identify and suggest suitable contracts for a given project scenario	30
CO-2	Understand tender processing and analyses/assess various contractual provisions in a tender documents and develop estimate and bidding strategy	40
CO-3	Familiar with stake holder & contract management processes involved in construction projects for its timely implementation	30

List of Assignments

1. Collection of Evaluation of tender notices/ EOI, RFQ & RFP
2. Tender notice preparation



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3. Exercise on pre-qualification of contractors

Major Equipment: Nil

List of Open Source Software/learning website:

www.nptel.iitm.ac.in/courses/