10.6.13

Construction Document Submission & Approval Process

These will need to get incorporated into the tender and contract document for all MEP and Façade contracts.

1. Construction Documents (CD) include any of the following which are applicable for the execution of the relevant contract:
    a. Shop Drawings
    b. Material Submittal
    c. Method Statement
    d. Design Calculations (if any)
    e. RFI (request for information)
    f. Logs
2. Maximum Timeline for submission and approval of CDs:
   MEP+OEMS Contracts:

Weeks from date of LOI/WO (whichever is earlier)	**Final CD Submission***	**CD Approval****
Low rise/Mid rise (upto 70 m above ground)	8	+ 8 weeks from submission of full CD set (includes period for any revision/rework as may be needed, in opinion of Lodha Design/CM)
High Rise (70 m – 150 m)	12	
Super High Rise (150 m+)	16	

   Façade Contracts:

Weeks from date of LOI/WO (whichever is earlier)	**Final PMU approval***	**Final CD Submission***	**CD Approval****
Low rise/Mid rise (upto 70 m above ground)	NA	8	+ 4 weeks from submission of full CD set (includes period for any revision/rework as may be needed, in opinion of Lodha Design/CM)
High Rise (70 m – 150 m)	20	26	
Super High Rise (150 m+)	20	30	

   * Contractor is solely responsible ** Contractor is responsible along with Lodha CM and Design.
3. Consequences of non-compliance:
    a. If contractor fails to meet the deadlines (outer limits stated above, earlier targets may be mutually agreed between Contractor, Lodha CM and Lodha Design within 21 days of issue of LOI/WO (whichever is earlier)) of any of the aforesaid milestones, following consequences shall follow:

i. Delayed CD Penalty: Tolerance of 2 weeks per contract cumulatively shall be available for the contractor. Thereafter, Delayed CD penalty of 0.5% of contract value per week for any of the aforesaid milestones which are missed shall apply, subject to a maximum of 3% of the contract value. This penalty is in addition to any penalty that may be levied for non-compliance with overall project schedule and does not form part of any cap on the same. If delay is > 10 weeks cumulatively for a given contract, Lodha CM may choose to terminate the contract with all consequential costs and risks being to the Contractor.
ii. Lodha Design team: If 'CD approval' milestone is missed, impact on STPI as per STPI policy and timelines stated in 'Performance Pay for External Consultants' policy.
iii. Lodha CM team: If 'CD approval' milestone is missed, impact on STPI as per STPI policy.
iv. In case of any dispute on the cause of delay in milestone 'CD approval', the decision of Lodha's COO shall be binding on all concerned.

Process

a. **Kick-off meeting:** Once the tender has been awarded and contractor is on-board, Contractor shall coordinate with Procurement to schedule a kick-off meeting with Lodha's CM team (presence of concerned Lodha Design is also desirable) wherein a schedule for submission of CDs shall be mutually agree, subject to the outer limit of the timelines stated in clause 2 hereinabove. Contractor shall be responsible for ensuring that the kick-off meeting is held within 14 days of LOI/WO (whichever is earlier) being issued and a detailed schedule for submission of CDs is agreed at the said meeting. The target dates for the milestones stated hereinabove (viz. final CMU approval (Façade only), Final CD submission, CD approval) shall be put into the DMS by the CM head of the project (level 2 or higher). If the meeting is not held or agreement is not reached on the schedule within 21 days of LOI/WO (whichever is earlier), the dates as stated in clause 2 hereinabove shall be deemed to be the approved schedule.

b. **Major changes:** Any changes to the project post issue of the LOI/WO (whichever is earlier) shall be classified as Major or Minor change based on Lodha's Major Change Policy. Major changes can push out timelines for submission of the CD impacted by such major change. The quantum of impact on timelines will need to be agreed between Lodha Design/CM team (level 2 or higher from concerned package) and the Contractor within 2 weeks of the occurance of a major change being identified. [Internal Circulation Only] The timeline impact can vary by each contract impacted but in no case should it exceed 8 weeks wrt overall timelines for CD approval (per incident of major change/group of major changes which occur simultaneously).

c. [Internal Circulation Only] **Lodha's approval process for CDs:**
   a. Contractor to submit to CM team at site.
   b. The CM MEP/ façade teams shall then forward the same to Design MEP/ Facade team. Following activities shall then be carried out:

i. Design MEP/facade team shall provide a copy of the documents to the Lodha Project Architect to get these reviewed by external Architect/Structural engineer (as needed).
ii. Design MEP/facade team shall review the documents and the get the same reviewed by MEP/Facade consultant.
iii. Based on (i) and (ii) above, detailed feedback and comments shall be collated and sent back to CM team.

c. Based on point b. above, the CDs shall be marked as one of the following by Design MEP/Façade team and sent back to Site MEP/ façade team for intimating the vendor.
    i. Code A – Reviewed [Works can proceed on site with drawings]
    ii. Code B – Reviewed as modified (i.e. Vendor to Revise and resubmit.) [Works can proceed on site with drawings]
    iii. Code C – Revise and Resubmit. (i.e. Vendor to Revise and resubmit immediately.) [Works CAN NOT proceed on site with drawings]
    iv. Code D – Not Reviewed i.e. Rejected, Vendor to revise and resubmit immediately) [Works CAN NOT proceed on site with drawings]
d. Lodha CM+Design has to ensure that first feedback to Contractor as per c. hereinabove is given within 5 weeks for MEP CDs and 3 weeks for Façade CDs after submission of substantial CDs by contractor – Lodha should not wait for full CD submission to start review.

d. Quantities: No increase in quantities shall be permitted after CD approval. If the CD quantities for the key items exceed the tender quantities, approval for the same should be taken from Cost Mgmt by Lodha Design. Final payable quantity shall be the lower of the following:
    a. Actuals, subject to physical measurement
    b. Approved quantity at time of CD approval (if no such approval is taken or granted, tender quantity).