Procedure for Sampling

It has been found that a lot of time and energy is gone to get sampling done for finishing/landscape/external paint works. Often, it is also found that sampling is done AFTER choosing the contractor, rather than before. This leads to a situation where a contractor completely controls the quality of work and we have no reference to tell him what the expected works should be.
In order to ease and speed up sampling (including External Paint shade etc.) and also ensure that sampling for the contract is done & approved BEFORE award, following process shall be followed:

1. Procurement has identified certain contractors as pre-selected contractors for sampling as per Annexure A. The list shall be updated and circulated by HOC-Finishing package Procurement annually (around Diwali each year).
2. These contractors may or may not be the final contractors for the job but they will conduct the necessary sampling as required by Design.
3. It has been agreed to pay them at Direct Cost (materials and direct labour, excluding any overhead) + 20%.
4. When giving instructions for the sampling, Design should ensure that all details/decisions required for execution are available at site. Further, Design should ensure that no. of options/iterations are limited, else costs will keep escalating.
5. Contractor has agreed that on receipt of written/email instructions from Design or CM (level 2 or above), they would start the activity within 7 days and would complete the sampling activity in maximum 3 weeks. No work order shall be required for such sampling activities.
6. On approval of the executed samples, Contractor would submit bill to CM, who shall verify and send the bill as per agreed rate of Direct cost + 20%. Cost shall be paid from Construction Discretionary Budget.
7. If later required by Procurement, the Contractor shall submit detailed costing to Procurement, to enable Procurement to better understand costs for the entire project.
8. Once Design approves samples, the specifications and scope of work will serve as a part of the tenderable specifications.
9. The approved samples should be retained at site, preferably till the end of the actual works of the relevant contract, so that the reference sample is always there to compare against the final works done. In order to ensure this, CM should preferably allocate a space for sampling where it would not be required to remove the sample before the end of the said building/project.
10. The single point contact for any issues with the sampling contractor shall be – Smita Jadhav (smita.jadhav@lodhagroup.com, extention 4906 at Corp Office).

Annexure A

Updated as on **30.11.12**

Project Segment	Category	Contractor	Contact Person	Contact Details	Email
Luxury/Hi-end residential + Excelus/Supremus/iThink office + Experia retail; All clubhouses/sample flats/sales offices	Interior Finishes, including typical lobby sample etc.	Zigma Enterprise	Mr Sharnappa	9821012960	zigmaenterprise@gmail.com
		Racheta Interiors	Mr Satish Tamba	9867390584	satish.tamba@racheta.in;
		Ami Constructions	Mr Dipesh Naik	9820046438	amiconstruction@yahoo.co.in
Aspirational/ Casa residential + Boulevard retail	As Above	Hansram Mistry	Mr Suresh Mistry	9987087836	sureshnsuthar1981@gmail.com
		Sai Shraddha Interior Works	Mr Sarwan Chourasiya	9833575799	saishraddha2000@rediffmail.com
All Projects	Landscape:- Hardscape and External Cladding	Hansram Mistry	Mr Suresh Mistry	9987087836	sureshnsuthar1981@gmail.com
		AG Constructions	Mr Mahender Gour	9820573075	agconstruction1365@gmail.com
		Praval Interiors	Mr Jitesh Manial	7738267777	jmanial@gmail.com
All Projects	External Paint Finishes	Damani Dyestuff	Mr Ashish Damani	9820307366	ashish@renovocoatings.com
		Akzonoble	Mr Rajesh Nair	9167716565	nair.rajesh@akzonoble.com
		Asian Paints	Mr Varun Somaiya	9820745464	varun.somaiya@asianpaints.com

These will cover MMR and Pune site. Names for Hyderabad site shall be circulated to Hyderabad Design and CM teams by **6.12.12**