
	<b>GOVERNMENT OF THE PUNJAB</b> <b>TECHNICAL EDUCATION &amp; VOCATIONAL TRAINING</b> <b>AUTHORITY</b> 96-H, GULBERG II, LAHORE PHONE: 042-99263055-59 <a href="http://www.tevta.gop.pk">www.tevta.gop.pk</a>	
	<b>(PROJECTS AND PLANNING SECTION)</b>	
No. TEVTA/MP/2-6	Rev No	Date:27.12.2024



## **GUIDELINES FOR EXECUTION OF AR/SR AND CIVIL WORKS OF EXISTING INSTITUTES**

**NO. TEVTA/MP/2-6/24-25:** In exercise of Power delegated through TEVTA delegation of Administrative Powers 2012, following below mentioned guidelines to ensure the scope and quality of work during the execution of AR/SR and civil works of TEVTA existing Institutes are hereby notified for implementation and compliance accordingly.

### **GENERAL GUIDELINES:**

- AR/SR and civil works will be executed/ monitored by the notified institute AR/SR committees under convenorship of concerned Principal/Project Director /District Director/Regional Director.
- Tendering and advertisement for hiring of contractor will be carried out as per criteria/guidelines notified by Pakistan Engineering Council/ P&D as well as C&W approved by Finance Department GOP in accordance to PPRA rules.
- Contractor should have sufficient technical as well as financial strength to execute such type and quantum of work.
- Contractor should be registered by Pakistan Engineering Council in relevant category to execute such types of works along with the valid NTN.
- Contractor should provide undertaking regarding no blacklisting certificate of firm from any Department.
- In case the total tendered amount is less than 5% of the approved estimated amount, the lowest bidder will have to deposit additional performance security from the Scheduled Bank equal to the amount of difference between approved amount and the quoted bid amount as per Rules
- The contractor should have ultimate responsibility for the quality of work and its conformity with the specifications and drawings.
- The contractor should have technical team for execution of work at site as per PEC guidelines.
- The AR/SR & civil works should be executed as per Govt standard and specification (issued by Finance Department GOP /C&W) in vogue, so that repair issues may be resolved on permanent basis as per standard specification.

- In case of any quality issues observed during the execution, such issue may be resolved timely and ensured by AR/SR committee before execution of further work.
- In case of any issues in buildings, i.e. (seepage/leakage, gutka, plaster, paints, RCC roof / floor settlement/cracks , joints, doors & sewer etc.).First of all the cause must be identified and rectified by taking necessary measures by AR/SR committee and necessary chemical treatment (water proofing, seepage, bonding, plastering, joints etc.) may be adopted by AR/SR committee (if required) by consulting with some reputed construction chemical firm keeping in view area conditions/requirements for permanent solution .
- In case of unjustified delay in the completion of work, a penalty as per contract agreement /rules may be charged to contractor.
- Payment will be considered as per actual work done at site and specifications
- Quality of work/ specifications will be ensured by AR/SR committee on regular basis as well as Works Section by visiting the sites.
- AR/SR guideline must be followed and implemented by the AR/SR committee to ensure the quality of AR/SR and civil works of existing Institutes as per requirements.

**CATEGORY WISE MAIN WORKS EXECUTION GUIDELINES:**

S.no	AR/SR and civil works in existing institute Main works category	Guidelines to be ensured during execution of works AR/SR and civil works by AR/SR Committee
1	Wash Room Repair	<ul style="list-style-type: none"> <li>• Wash room may be repaired after necessary identification of the source of seepage/leakage, which may be due to <i>water and sewer pipe lines, accessories, joints /connection, floor slope/level, filling of tiles joints, blockage of P traps/soil pipe.</i></li> <li>• After identification resolve the issues by taking rectification measures, such as <i>replacement of water supply and sewer pipes (if required), joints, accessories as well as maintaining the floor slope and regular cleaning.</i></li> <li>• Old rusted pipes may be replaced (if required) as below  <i>G.I pipe may be replaced with PPRC (Polypropylene Random co polymer)</i>  <i>C.I pipe with PVC pipe (Polyvinyl chloride)</i></li> <li>• Ensure and confirm the piping and joints working by performing pressure test,</li> </ul>

		<p>before the finalization and start of replastering</p> <ul style="list-style-type: none"> <li>• Remove old damaged plaster surface, allow to dry all affected surface/area</li> <li>• Flushing coat of cement slurry /neru before applying the plaster on affected area /water Proofing Chemical /SBR may be used if required by AR/SR committee with consultation of reputed construction chemical firm.</li> </ul>
2	RCC Roof Repair	<ul style="list-style-type: none"> <li>• Initially make the assessment of structure by committee as well as building research department if required, whether it is repairable or not, keeping in view the existing condition of structure.</li> <li>• In case of repair work of damaged/affected RCC roof soffit, firstly removing/chipping the affected area be done along with confirming the condition of adjacent area.</li> <li>• Loose and damaged concrete should be removed and rusted steel bars should be cleaned /wiped by brush /sand paper and apply ferro guard chemical to avoid rusting and corrosion</li> <li>• Apply cement slurry or chemical Epoxy Resin like Styrene-butadiene rubber solution (SBR)/any other suitable chemical, with consultation of some reputed construction chemical company on affected area for strong bonding/water proofing as per specification of manufacturer (if required by committee)</li> <li>• Metal mesh should be nailed at regular spacing before applying soffit plaster if required.</li> <li>• Apply rich plaster with combination of SBR solution/ any other suitable chemical by consulting reputed building chemical firm</li> </ul>
3	Roof tile flooring/Repair	<ul style="list-style-type: none"> <li>• Roof may be repaired after necessary identification of slope of roof tiles so that water may be drained properly through roof Khuras and down water rain pipes to avoid the seepage from top.</li> </ul>

		<ul style="list-style-type: none"> <li>• In case of level issue, roof tiles may be removed and refixed after proper leveling of base and slope, and accordingly grouting may be done with rich cement sand mortar.</li> <li>• Parapet walls may be plastered properly both faces with proper slope at the top of wall (by rich plaster as well as fixing marble at top with proper outer slope)</li> <li>• At the outer face of the parapet wall, during plastering 1" wide horizontal groove may be provided at the joint of RCC slab and brick wall to avoid cracks.</li> <li>• Similarly for the inner face plastering of parapet wall cement sand rounded gola may be provided at the bottom to avoid seepage.</li> <li>• In case of replacement of roof treatment, standard specification (issued by Finance Department GOP/C&amp;W) may be followed.</li> <li>• 4" thick earth, 1" thick mud plaster, without bhoosa, grouted with cement sand 1:3 ratio of the top of RCC slab providing with 2 coats of hot melted bitumen and polythene sheet as per standard scheduled guidelines.</li> <li>• Proper preparation of Khuras and fixing of rain water down pipes.</li> </ul>
4	Walls and Floors Repair	<ul style="list-style-type: none"> <li>• Walls and floors may be repaired after identification of walls and floors condition.</li> <li>• In case of cracks in the floors due to settlement, floors affected area may be dismantled and earth under floors be compacted properly and re-flooring be done as per specification with termite treatment (if required)</li> <li>• In case of replacing the tile, base should be properly leveled, and tiles should be fixed with proper leveling and joint fillings as per specifications.</li> <li>• For walls plaster cracks may be treated by removing the damaged plaster and applying new plastering by using flushing coat of cement slurry /neru filled in cracks</li> </ul>

		<ul style="list-style-type: none"> <li>• In case of cracks in walls, proper treatment may be adopted, such as fixing steel reinforcement/nails as well as steel mesh and grouting the cracks with cement sand slurry.</li> </ul>
5	Repair of Plaster/Weather Shield/Paint work	<ul style="list-style-type: none"> <li>• Replastering work is done after identifying the cause of damaging the plaster due to seepage or leakage of water, brackish water as well as quality of plaster.</li> <li>• First check and resolve the issue causing leakage/seepage by detailed survey and necessary treatment, after that remove the old surface plaster in affected area, and exposing the surface to dry up completed.</li> <li>• After drying the surface, apply the neru coating including water proofing chemical such as (SBR styrene-butadiene rubber solution / Polyurethane/any other suitable chemical with consultation of some reputed construction chemical firm, if required by committee.</li> <li>• Plaster the surface accordingly using same water proofing chemical with the ratio as per condition of the walls if required by committee.</li> <li>• In case of winter and cold weather for proper drying and hardening super plasticizer/ any other suitable chemical will be used with the consultation of some reputed construction chemical firm (if required by AR/SR committee)</li> <li>• Sulphate resistant cement be used in foundation repair in water affected area.</li> <li>• In case of brackish water area after removing the old plaster surface apply a coat of cement slurry/neru including chemical like silica fume and SBR solution/any other suitable chemical with consultation of some reputed construction chemical (if required by committee)</li> <li>• Replaster the walls with C/S mortar including Silica fumes and SBR solution/another suitable chemical to avoid effect of brackish water with</li> </ul>

		<p>consultation of some reputed construction chemical (if required by committee)</p> <ul style="list-style-type: none"> <li>• Paint work should be done after complete treatment and surface drying of plaster.</li> <li>• The base surface should be leveled and well prepared by necessary filling before applying the paint coating.</li> </ul>
6	Repair of Paved roads	<ul style="list-style-type: none"> <li>• Paved roads may be repaired after identification condition of tuff pavers and compaction condition of earth under road as well as condition of existing sewer/water line nearby (if any).</li> <li>• After identification removing old damaged/settled tuff pavers of affected area, compact the earth layer under road, place fresh sand cushion as per specification.</li> <li>• Refix the tuff paver in required area and provide the toe wall if required.</li> </ul>
7	Doors and window	<ul style="list-style-type: none"> <li>• Damaged wooden doors/Almirah may be replaced where required with new doors as per specification (issued by Fin Department/C&amp;W) after ensuring termite treatment /quality of doors.</li> <li>• Seasoned wood should be used for new doors without using pieces at the top and bottom of doors</li> <li>• The doors should be leveled and aligned and fixed properly</li> <li>• Windows may be repaired and replace if required keeping in view the window levelling and alignment during fixing.</li> <li>• Windows outside slope at sill level should be maintained along with suitable filling material to avoid water seepage (silicon etc.)</li> </ul>
8	Repair of Plinth Protection	<ul style="list-style-type: none"> <li>• Cracks /settlement of floor of plinth protection may be repaired after dismantling floor of affected area and compaction of the earth under floor after necessary confirmation of water and</li> </ul>

		sewer line leakage issue passing nearby the building if any.
9	Sewer Line Repair	<ul style="list-style-type: none"> <li>• Sewer line may be repaired and replaced after necessary identification of blockage/leakage of lines, condition and capacity of pipes laid, leveling of lines, manhole condition, and cleaning issue of manholes/lines.</li> <li>• After identification, resolve the concerned issues taking rectification measures, such as replacing the leaked lines maintain proper slope, joint connections and sub base, cleaning of lines and manholes, increasing the capacity of pipes if required keeping in view the institute load.</li> </ul>
10	Repair of expansion joint	<ul style="list-style-type: none"> <li>• Expansion joint may be repaired as per standard specification (Issued by FD GOP/C&amp;W) maintaining the thickness of joint (1.5 to 2”), clean the joint, fill the space between concrete joints with a thermopore/ foam strip and then use polyurethane sealant, and applying the Aluminum sheet 4” thick.</li> </ul>
11	Repair of Gutka work	<ul style="list-style-type: none"> <li>• Identify the condition of existing gutka and damages.</li> <li>• Damaged/ affected area gutka may be removed after necessary confirmation of condition of existing gutka near the damaged area.</li> <li>• Gutka may be refixed as per specifications issued by FD GOP/C&amp;W with necessary provision of steel mash/angle iron and steel nails to support the gutka and avoid falling with rich cement bond.</li> </ul>
12	Repair of Electric Work	<ul style="list-style-type: none"> <li>• Electric wiring and accessories may be replaced as per specification (issued by FD /C&amp;W) and requirement of the institutes keeping in view the approved brands.</li> </ul>

**MONITORING OF WORKS:**

Quality of work/ specifications will be monitored and ensured by AR/SR committee on regular basis which will also be checked by works section during the execution of works. A prescribed Performa to monitor the progress/quality of work is mentioned below, which will be maintained on regular basis by AR/SR committee, and same will be furnished to works section of monthly basis.

Name of Institute	Funds Allocated	Approved scope	Approved Cost	Cost of Contract awarded	Start date	Completion Date	Tender status	Physical Progress (%)	Financial Progress (%)	Remarks regarding Quality of work

Dated: December 26, 2024

Brig (Retd).  
Muhammad Sajid Khokhar SI(M)  
**CHAIRPERSON**

Endst. No. Even & Date:  
27.12.2024

A copy is forwarded for Implementation and compliance to:

- Director General Operations- I & II, HR & Finance TEVTA Secretariat, Lahore.
- All Regional Directors TEVTA in Punjab for compliance please
- Director to Chairperson, TEVTA Secretariat, Lahore
- All District Directors /Director Service Centre /Project Directors TEVTA in the Punjab for compliance please.
- Director MIS with the request to upload the same on web site.
- All Principals/Head of Institutes/Colleges working under TEVTA for compliance please.
- PS to Senior DG TEVTA

  
**DIRECTOR**  
Development/ Civil works  
TEVTA