

OPMS-Manual for EPC Work

- 1) How to define EPC type at Tender Creation stage.
- 2) How to Define the EPC work Payment Schedule 3)
- How to do the RE for the EPC work.
- 4) How to create Measurement Abstract.

1 How to define EPC type at Tender Creation stage.

Step 1: At the tender creation, select the tender type as EPC.

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Municipal Assistant Engineer Schedule B

Schedule B Name : Construction of CC Road from Penkaulkala Appa Rao house to Borra Appa Rao House

Tender Type : PercentRate
PercentRate
ItemRate
Lumpsum
EPC Variation Factor: 0

(If Merge option is selected, System will Merge Similar Items into one Schedule B.
If De Merge option is selected, System will Copy selected Sub Estimate(s) in to one Schedule B.)

Enter keywords to search for Filter Mark Find Clear

Description	TS Approved	Amount
Construction of CC Road from Penkaulkala Appa Rao house to Borra Appa Rao House	Yes	
Construction of CC Road from Penkaulkala Appa Rao house to Borra Appa Rao House		0.00
Construction of CC Road from Penkaulkala Appa Rao house to Borra Appa Rao House		2,05,414.80

Enter keywords to search for Filter Mark Find Clear

Description	Amount
Construction of CC Road from Penkaulkala Appa Rao house to Borra Appa Rao House	2,05,414.80
Construction of CC Road from Penkaulkala Appa Rao house to Borra Appa Rao House	2,05,414.80

Step 2: Click on save to save the tender details.

2 How to Define the EPC work Payment Schedule

Step 1: Login with user in the system with valid login id and password.



Step 2: Click on left menu list, EPM -> Billing Management -> Payment Schedule menu, right side work list will be open.

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Municipal Assistant Engineer

Municipal Assistant Engineer

- System Configuration
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 - Work List
 - Technical Sanction
 - Tender Management
 - Contract Management
 - Billing Management
 - Tender Items
 - MB Measurement
 - Measurement Abstract
 - Billing
 - Extra Item Approval
 - Payment Schedule**
 - Project Management

List of Work For Item Bifurcation Filter On

Work Order Status : All Work Type : All

Office Category : ULBs Office : ALL

Post : ALL Work Order No. :

Budget Year : All

Get Works

Pending With Me Pending With Others Approved

Sr. No.	Work Order No.	WIN No.	Description	Pending With
1	EENO/18-19/6	WIN/0038/18-19	construction of decentralized sewage treatment plants-2	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D
2	EENO/18-19/7	WIN/0037/18-19	construction of decentralized sewage treatment plants with any proven technology including receiving sumps cum pumping stations, providing Sewer Network system in entire city	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D
3	EENO/18-19/13	WIN/0071/18-19	EPC WORK TESTING 160418-2	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D
4	EENO/18-19/15	WIN/0071/18-19	EPC test work DSK	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D
5	123	WIN/0080/18-19	EPC WORK DEMO FOR ITEM BIFURCATON	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D

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Step 3: Click on work description of the concern work and Payment Schedule page is opened.

http://45.114.246.65:8080/main.aspx

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Municipal Assistant Engineer

List of Work For Item Bifurcation Filter On

Work Order Status : All Work Type : All

Office Category : ULBs Office : ALL

Post : ALL Work Order No. :

Budget Year : All

Get Works

Pending With Me Pending With Others Approved

case sensitive_individual cells Enter keywords to search for

Sr. No.	Work Order No.	WIN No.	Description	Pending With
1	EENO/18-19/6	WIN/0038/18-19	construction of decentralized sewage treatment plants-2	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D
2	EENO/18-19/7	WIN/0037/18-19	construction of decentralized sewage treatment plants with any proven technology including receiving sumps cum pumping stations, providing Sewer Network system in entire city	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D
3	EENO/18-19/13	WIN/0071/18-19	EPC WORK TESTING 160418-2	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D
4	EENO/18-19/15	WIN/0071/18-19	EPC test work DSK	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D
5	123	WIN/0080/18-19	EPC WORK DEMO FOR ITEM BIFURCATON	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D

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Step 4: In Payment schedule page work details is shown. Click on mesh symbol to add the Activity/Stage/Sub Activity

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Municipal Assistant Engineer

Items Bifurcation

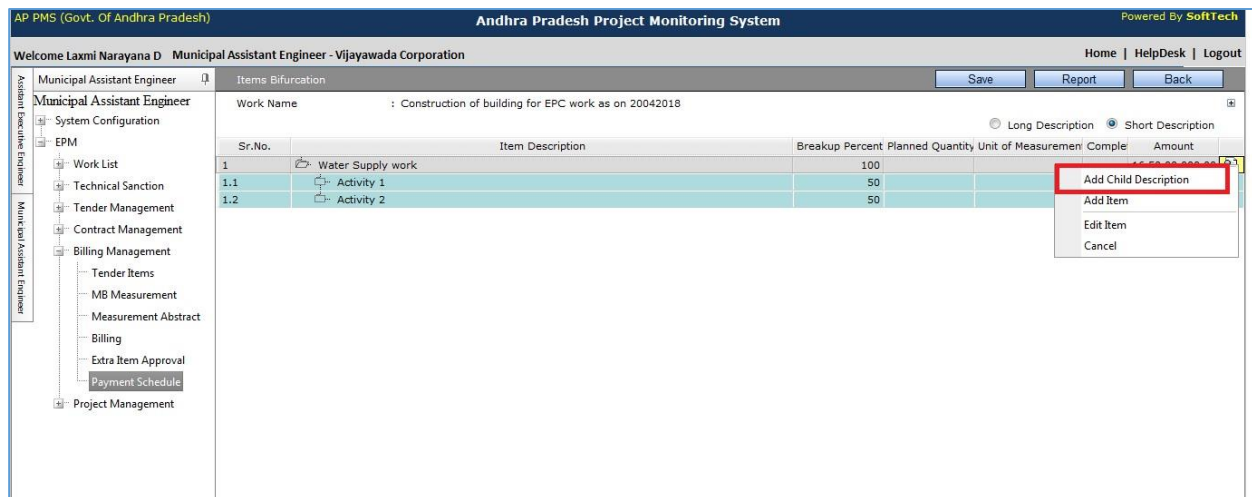
Work Name : Construction of building for EPC work as on 20042018

Save Report Back

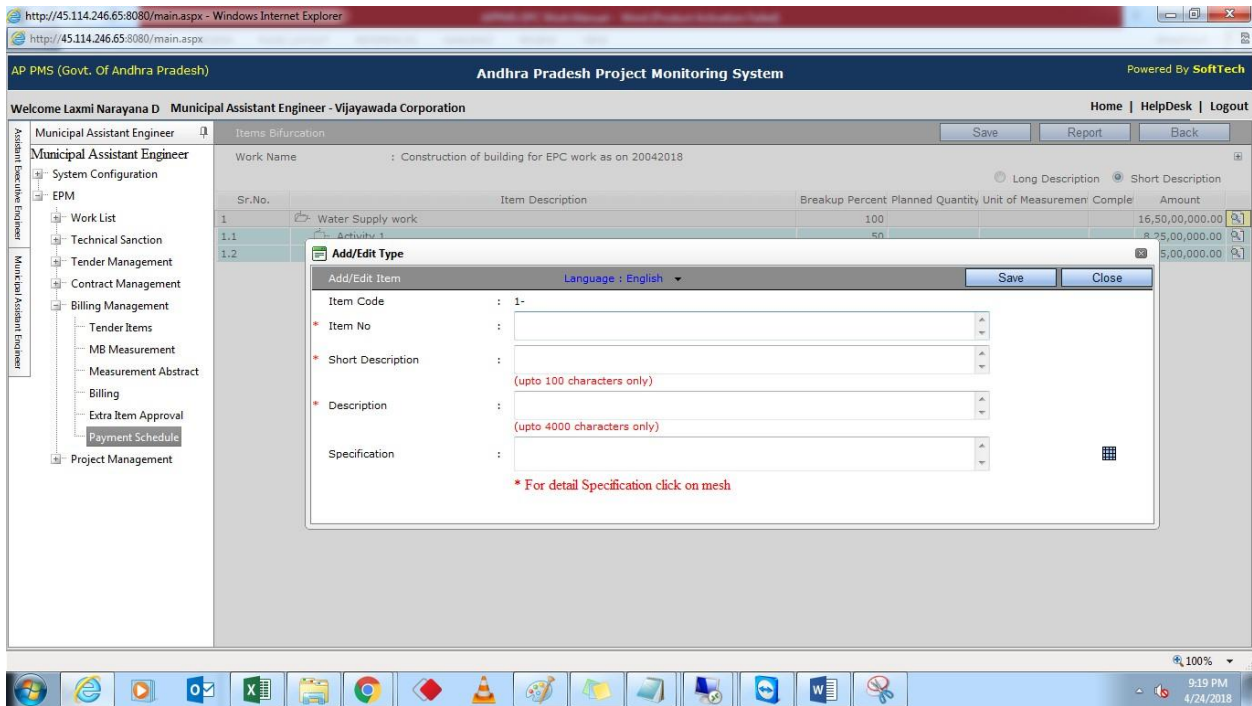
Long Description Short Description

Sr.No.	Item Description	Breakup Percent	Planned Quantity	Unit of Measurement	Complete	Amount
1	Water Supply work	100				16,50,00,000.00
1.1	Activity 1	50				8,25,00,000.00
1.2	Activity 2	50				8,25,00,000.00

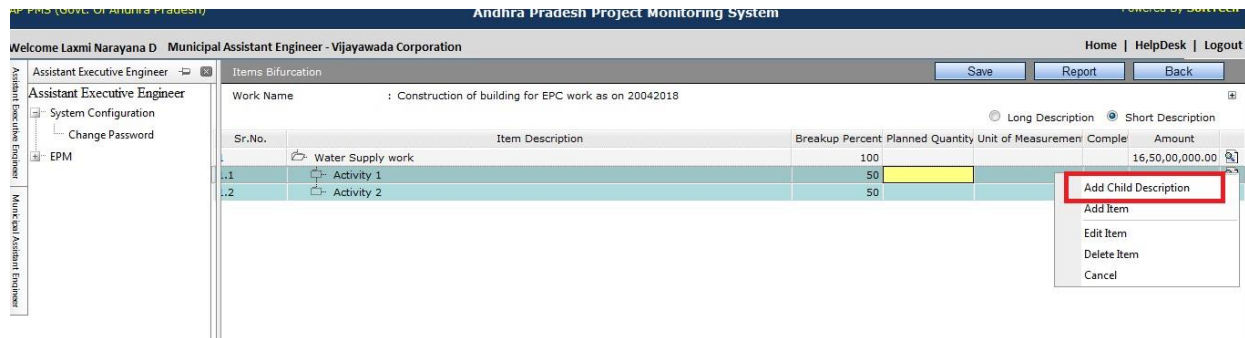
Step 5: Adding Activity: Click on work details row mesh symbol, option list is open. Select "Add Child Description" option.



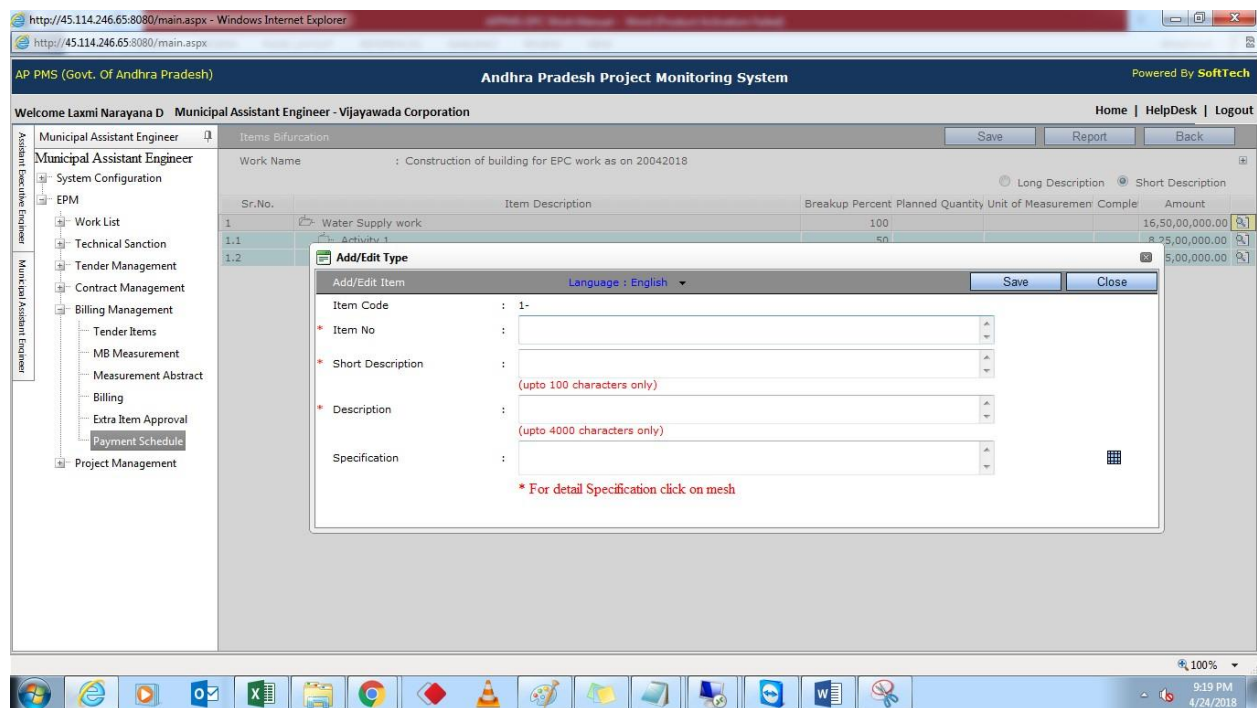
Step 6: Enter the Item no for activity, Short Description, Description and click on save. Activity will be saved. Click on Close to close the window.



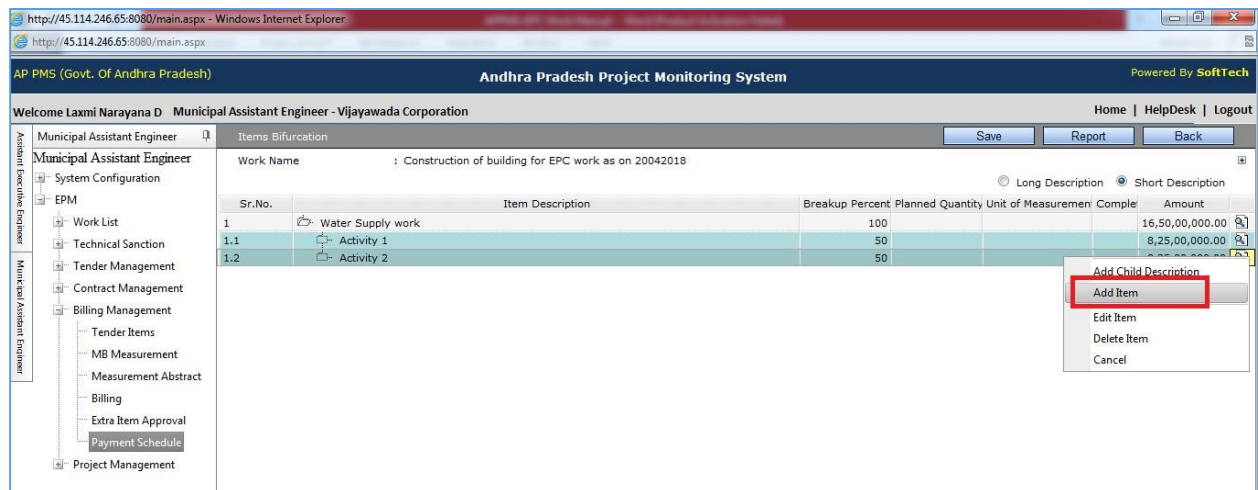
Step 7: Adding Sub Activity: Click on activity mesh symbol select the option "Add Child Description"



Step 8: Enter the Item no for sub activity, Short Description, Description and click on save. Activity will be saved. Click on Close to close the window.

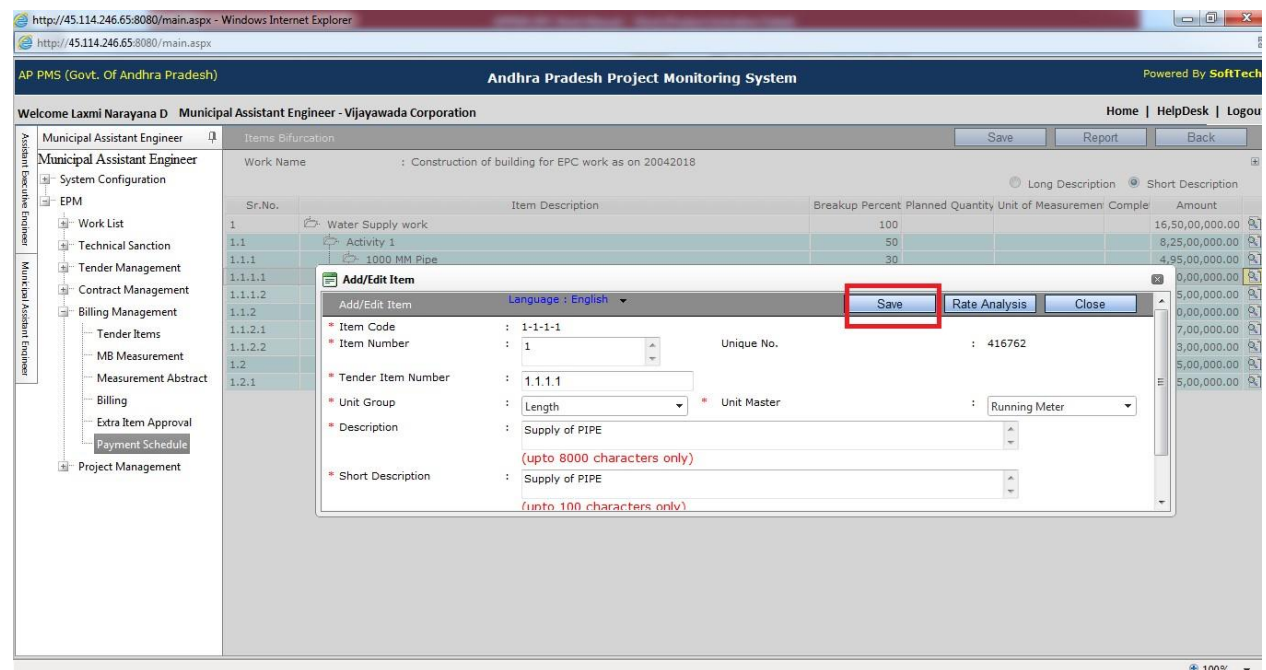


Step 9: Add item: Click on mesh symbol in activity row, option list is opened. Select the option “Add Item”.



Step 10: Enter Item no, Item unit and unit master. Enter the item short and long description. Click on save button, to save the item.

Enter activity as item, which is measurable having % in payment schedule.



Step 11: Repeat the steps 5 to 10, for adding the payment schedule of the work. Will be shown as below. (Below is example only)

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Municipal Assistant Engineer Items Bifurcation Save Report Back

Work Name : Construction of building for EPC work as on 20042018

☐ Long Description ☒ Short Description

Sr.No.	Item Description	Breakup Percent	Planned Quantity	Unit of Measuremen	Comple	Amount
1	Water Supply work	0				16,50,00,000.00
1.1	Activity 1	0				0.00
1.1.1	1000 MM Pipe	0				0.00
1.1.1.1	Supply of PIPE	0	0.00	Running Meter		0.00
1.1.1.2	Laying of PIPE	0	200.00	No		0.00
1.1.2	1800 MM dia	0				0.00
1.1.2.1	Supply of PIPE	0	0.00	Running Meter		0.00
1.1.2.2	Laying of PIPE	0	0.00	Running Meter		0.00
1.2	Activity 2	0				0.00
1.2.1	Completion of work	0	0.00	Percentage		0.00

Step 12: Adding the % for the activity which entered as Item:

Click on breakup % against the item, enter the % , add planned quantity for that item. Automatically its parent % and work % is calculated.

**** Note : Total of breakup % should be 100.**

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Work Name : Construction of building for EPC work as on 20042018

☐ Long Description ☒ Short Description

Sr.No.	Item Description	Breakup Percent	Planned Quantity	Unit of Measuremen	Comple	Amount
1	Water Supply work	100				16,50,00,000.00
1.1	Activity 1	50				8,25,00,000.00
1.1.1	1000 MM Pipe	30				4,95,00,000.00
1.1.1.1	Supply of PIPE	20	100.00	Running Meter		3,30,00,000.00
1.1.1.2	Laying of PIPE	10	200.00	No		1,65,00,000.00
1.1.2	1800 MM dia	20				3,30,00,000.00
1.1.2.1	Supply of PIPE	18	1,000.00	Running Meter		2,97,00,000.00
1.1.2.2	Laying of PIPE	2	20,000.00	Running Meter		33,00,000.00
1.2	Activity 2	50				8,25,00,000.00
1.2.1	Completion of work	50	0.00	Percentage		8,25,00,000.00

Step 13: Click on save to save the work payment schedule.

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Municipal Assistant Engineer Items Bifurcation Save Report Back

Work Name : Construction of building for EPC work as on 20042018

Long Description Short Description

Sr.No.	Item Description	Breakup Percent	Planned Quantity	Unit of Measuremen	Comple	Amount
1	Water Supply work	100				16,50,00,000.00
1.1	Activity 1	50				8,25,00,000.00
1.1.1	1000 MM Pipe	30				4,95,00,000.00
1.1.1.1	Supply of PIPE	20	100.00	Running Meter	3,30,00	3,30,00,000.00
1.1.1.2	Laying of PIPE	10	200.00	No	82,500	1,65,00,000.00
1.1.2	1800 MM dia	20				3,30,00,000.00
1.1.2.1	Supply of PIPE	18	1,000.00	Running Meter	29,700	2,97,00,000.00
1.1.2.2	Laying of PIPE	2	20,000.00	Running Meter	165.00	33,00,000.00
1.2	Activity 2	50				9,07,50,000.00
1.2.1	Completion of work	50	0.00	Percentage	16,50,0	8,25,00,000.00

Message from webpage
Data Saved Successfully!!
OK

Step 14: Click on back button, click on work description .Approval page is opened. Click on send forward to send the approval authority. Approval Authority Approve the payment schedule.

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Municipal Assistant Engineer Items Bifurcation Back

Work Name : EPC WORK DEMO FOR ITEM BIFURCATON

Dockets Bypass Send Forward Assign Attachment

1	Notesheet (Internal)
2	Item Bifurcation

Work Flow Details

Step 15 : Once it approve, work will be available in measurement.

3 How to do the RE for the EPC work.

Step 1: Click on MB measurement -> Select the concern work.

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Municipal Assistant Engineer

Work Name : EPC work as on 24042018

MB Entries Details

Add Record Entry Reference Measurement Delete

☒ case sensitive ☐ individual cells ☐ Enter keywords to search for

RE No	RE Date	Book No.	Page No.	Created By.	RE Items
Record(s) Not Found					

Step 2: Click on Add Record Entry button to create RE. Select the record entry date and click on save.

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Municipal Assistant Engineer

Work Name : EPC work as on 24042018

MB Entries Details

Add Record Entry Reference Measurement Delete

☒ case sensitive ☐ individual cells ☐ Enter keywords to search for

RE No	RE Date	Book No.	Page No.	Created By.	RE Items
Record(s) Not Found					

Add/Update Record Entry

Record Entry Details

Save

* Record Entry No. : 2

* Record Entry Date :

* Measurement From Date :

* Measurement To Date :

MB No. :

Page No. From :

Page No. To :

Step 3: Click on save button to Save the RE.

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Municipal Assistant Engineer
Municipal Assistant Engineer
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Work Details

Work Name : EPC work as on 24042018

MB Entries Details

☐ case sensitive ☐ individual cells ☐ Enter keywords to search for

RE No	RE Date	Book No.	Page No.	Created By.	RE Items
Record(s) Not Found					

Add/Update Record Entry

Record Entry Details

Record Entry No. : 2 Record Entry Date : 02/04/2018

Measurement From Date : 02/04/2018 Measurement To Date : 02/04/2018

MB No. : Page No. From : Page No. To :

Save

Step 4: RE entry will be listed. Click on mesh to add the items.

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Work Details

Work Name : EPC work as on 24042018

MB Entries Details

☐ case sensitive ☐ individual cells ☐ Enter keywords to search for

RE No	RE Date	Book No.	Page No.	Created By.	RE Items
2	02/Apr/2018	0-0		Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D	

Step 5 : Click on Select item, payment schedule is opened.

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Municipal Assistant Engineer
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Project Management

Record Entry Details

Work Name : EPC work as on 24042018

Save **Back**

Item Measurement Details

☐ Tender ☒ Extra ☐ Long Description ☒ Short Description **Select Items**

☐ case sensitive ☐ individual cells ☐ Enter keywords to search for

Sr.No.	Item Description	Tender Quantity	Quantity	Rate	Unit	Total	Measurement Book
Record(s) Not Found							

Step 6: Select the activity, against which add the measurment.

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Municipal Assistant Engineer

Record Entry Details

Work Name : EPC work as on 24042018

Save Back

Item Measurement Details

Tender

Sr.No.

Record(s) N

Tender Items

Select Close

Click To Select Data

BOQ Items	SrNo	Code	Item Description	Quantity	Unit	Rate
<input type="checkbox"/>	1	1	EPC work as on 24042018	1	Lumsum	1,00,000.00
<input type="checkbox"/>	1.1	1-1	Water supply			
<input checked="" type="checkbox"/>	1.1.1	1-1-1	Supply of pipe	200	Running Meter	220.00
<input type="checkbox"/>	1.1.2	1-1-2	Laying of Pipe	200	Running Meter	220.00
<input type="checkbox"/>	1.2	1-2	Completion of work			
<input type="checkbox"/>	1	1-2-1	Completion Certificate	1	job	22,000.00

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Step 7: Click on mesh symbol, against the payment schedule item., select the option measurement, to add the measurement.

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Municipal Assistant Engineer

Record Entry Details

Work Name : EPC work as on 24042018

Save Back

Item Measurement Details

Tender Extra

Long Description Short Description Select Items

case sensitive individual cells Enter keywords to search for

Filter Mark Find Clear Help

Sr.No.	Item Description	Tender Quantity	Quantity	Rate	Unit	Total	Measurement Book
1	EPC work as on 24042018	1.00	0.00	1,10,000.00	Lumsum	0.00	Book No. 0 Page No. 0
1.1	Water supply						
1.1.1	Supply of pipe	200.00	0.00	220.00	Running Meter	0.00	Book No. 0 Page No. 0

Measurements

Delete Item

Cancel

Step 8: Add the measurement against the item planned quantity and click on save.

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Municipal Assistant Engineer

Record Entry Details

Work Name : EPC work as on 24042018

Save Back

Item Measurement

Measurement Sheet

Item Description : Supply of pipe
Item Code : 1-1-1
Item Unit : Running Meter
Default Group Measurement : Running Meter

Add Delete References Standard Measurement Save Close

Sr. No.	Description	No	Length	Width	Depth	Sub Total	Last Verified By	Verified
1	Supply of Pipe	1.000	20.000			20.000		

	Default Group	Total
Group Quantity	20.000	20.000
Quantity	20.000	20.000

Help : For update total quantity click on Update Quantity button.

Update Quantity 20

Say Quantity : 20.00

* To record measurement in unit other than Item unit.
* Kindly do not use blank spaces and characters while entering numerical data.

Step 9: RE measurmnet details, shown measumet qty against the planned qty.

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Record Entry Details

Work Name : EPC work as on 24042018

Save Back

Item Measurement Details

Tender Extra

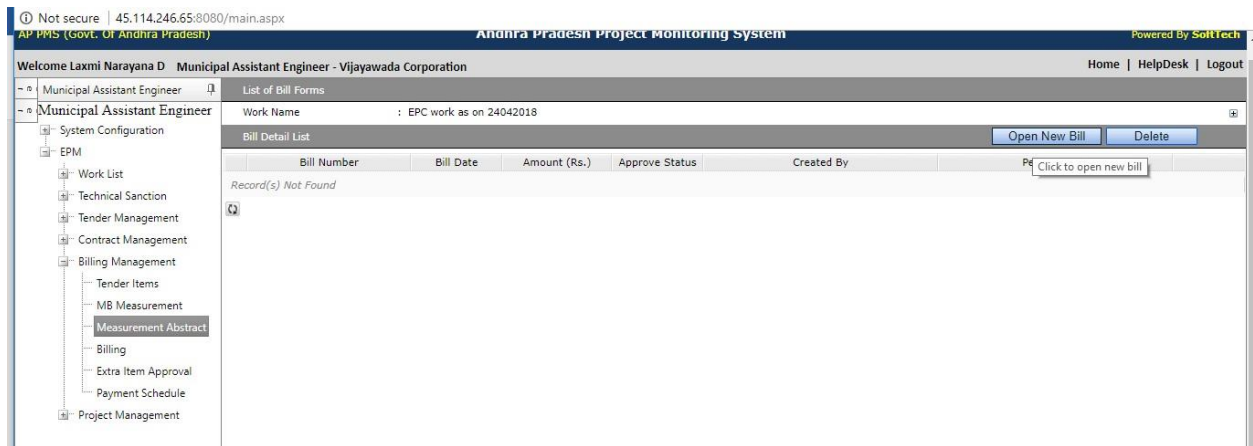
Long Description Short Description Select Items

case sensitive individual cells Enter keywords to search for

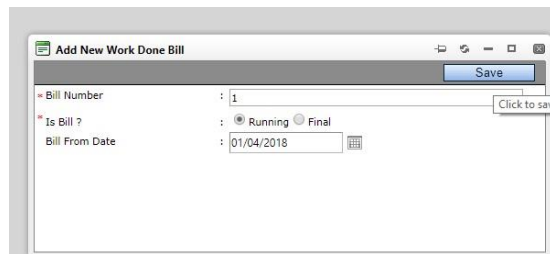
Sr.No.	Item Description	Tender Quantity	Quantity	Rate	Unit	Total	Measurement Book	Book No.	Page No.
1	EPC work as on 24042018	1.00	0.00	1,10,000.00	Lumsun	0.00		0	0
1.1	Water supply								
1.1.1	Supply of pipe	200.00	20.00	220.00	Running Meter	4,400.00		0	0

4 How to create Measurement Abstract.

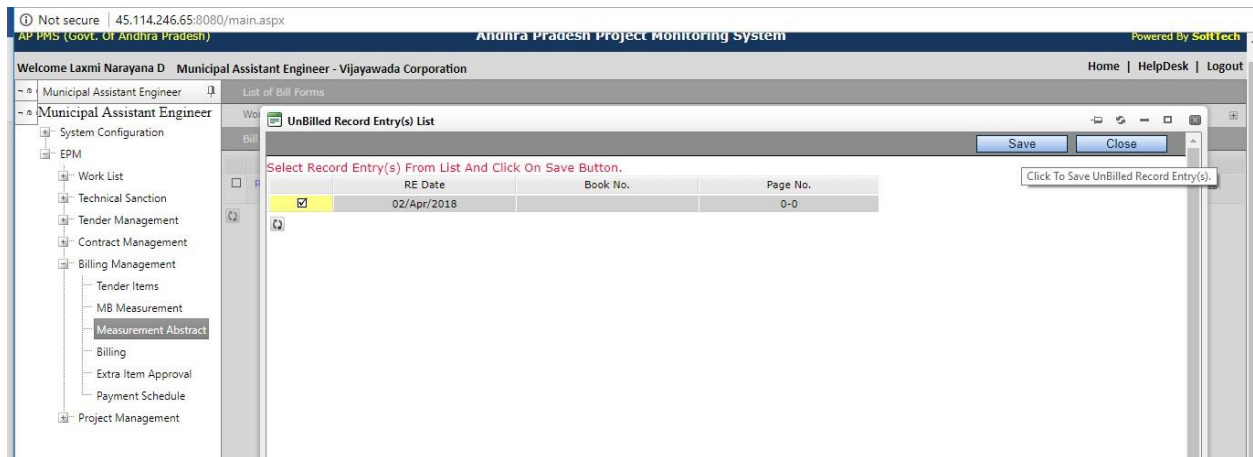
Step 1: Click on measurement Abstract -> Select the concern work, details will be opened.



Step 2: Enter the bill no and click on Save.



Step 3: Once you save, approved RE list will be opened. Select the RE from list ,for which create Abstract.



Step 4: Bill entry will be saved and shown in Bill list.

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Municipal Assistant Engineer List of Bill Forms

Municipal Assistant Engineer Work Name : EPC work as on 24042018

System Configuration

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 - Contract Management
 - Billing Management
 - Tender Items
 - MB Measurement
 - Measurement Abstract**
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Bill Detail List Open New Bill Delete

Bill Number	Bill Date	Amount (Rs.)	Approve Status	Created By	Pending With
<input checked="" type="checkbox"/> Running Bill No-1	01/Apr/2018	0.00	NotInitialized --> MB Check	Laxmi Narayana D-Municipal Assistant Engineer - Vijayawada Corporation	Laxmi Narayana D-Municipal Assistant Engineer - Vijayawada Corporation

Step 5: Click on mesh symbol to open the measurement details.

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Municipal Assistant Engineer Work Details

Municipal Assistant Engineer Work Name : EPC work as on 24042018 Report

Record Entries Details For Running Bill No-1 Add Record Entry Add Un-Billed REs Reference Measurement Abstract Delete Back

☐ case sensitive ☐ individual cells ☐ Enter keywords to search for Click To Generate Abstract Find Clear Help

RE No.	RE Date	Book No.	Page No.	Created By	RE Items
<input type="checkbox"/> 2	02/Apr/2018		0 - 0	Municipal Assistant Engineer - Vijayawada Corporation-Laxmi Narayana D	

Step 6: Select the RE and click on Abstract button, to create the Abstract.

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Abstract Measurement Book For Running Bill No-1

[Save](#) [Report](#) [Back](#)

Work Name : EPC work as on 24042018

* Bill Date : 02/04/2018 * Bill From Date : 01/04/2018 * Bill To Date : 02/04/2018

* Bill MB No. : 0 * MB Page From : 0 * MB Page To : 0

☐ Long Description ☒ Short Description

Sr.No.	Item Description	Unit	Quantity				Rate	Amount		
			Tender	Previous	Current	Cumulative		Cumulative	Previous	Current
1	EPC work as on 24042018	Lumsun	1.00	0.00	0.04	0.04	1,10,000.00	4,400.00	0.00	4,400.00
Total Amount :								4,400.00	0.00	4,400.00

[Update Amount](#)

Abstract Summary			
	Current Bill	Till Last Bill	Cumulative
1. Tender Item	4,400.00	0.00	4,400.00
2. Variation Item	0.00	0.00	0.00
3. Extra Item	0.00	0.00	0.00
4. Deviated Item	0.00	0.00	0.00
5. Work Done Amount = (1 + 2 + 3 + 4)	4,400.00	0.00	4,400.00
6. Not Measured Item Advance	0.00	0.00	0.00
7. Gross Amount	4,400.00	0.00	4,400.00

Step 7: Approval of Abstract: as per work flow abstract file is process up to approval authority and Approval authority is approve the measurement abstract.

***** End of the Document ***