

PONNI NARGUNANANDHAN

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PROFESSIONAL SUMMARY

Contracts Management Professional with 18 years of progressive experience across broad range of contracts and diverse industry segments. Areas of expertise include:

- Quantity Surveying & Drafting Specification
 - Budget & Cost Management
 - Contract Administration
 - Contract Procurement
 - Value Engineering, Variations & Change Order
 - Profound knowledge in Green Building Norms
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PROFESSIONAL EXPERIENCE

Chennai Metro Rail Limited - CMRL.

Feb 2016 – Present

Designation: Quantity Surveyor

1. Pre-Contract Works: (Mar 2022 – Present)

- Administers the complete tender process through e-Procurement system (CPP portal).
- Vetting the tender document as per the SBD of Funding Agency.
- Publishing NIT, Corrigendum and Addendum as per the requirement in co-ordination with respective departments.
- Validation of EMD BG and Performance BG.
- Evaluation of Technical Bid submissions in line with the EQC of Tender Document.
- Evaluation of Financial Bid submissions, Preparation of Evaluation Committee Reports & obtaining approval from Competent Authority.
- Preparation of Forms for onward submission to Funding Agency.
- Award of contract upon approval from the Funding agency.
- Attending Audit queries/RTI queries related to Procurement dept.
- Contract Agreement & Document compilation and other miscellaneous works relevant to procurement dept.
- Involved in initiation of automated reporting system to reduce the report generation time.

2. Post Contract Works: (Feb 2016 – Feb 2022)

- Administers part of on-going contracts, including verification of contractor's bill in compliance with the contract conditions.
- Assists the Project Manager in contract management & administration by investigating the problems and recommends corrective action.
- Assisting in settlement of claims and resolution of disputes.
- Assisting in assessing the variation proposals and to carry out value engineering exercises as required.
- Assisting in preparation of forecasting the budget for every financial year.
- Assisting in preparation of claims to the funding agency.
- Responding to internal / external audit queries relevant to RA/Final bills.

1. Construction of Academic Buildings - Central University of Kerala, Kasargod.

Designation: Engineer/Civil (Jan 2015 – Jan 2016)

- Scrutiny of detailed estimate along with drawings, BOQ and specifications provided by the Architects/Consultants so as to ensure the Client's requirement.
- Verification of market rate survey for materials & labour for assessment of estimated cost.
- Preparation of Tender documents.
- Monitoring the day-to-day construction activities in line with program schedule to achieve the target schedule.
- Preparation of monthly work done statement in terms of financial and physical progress.
- Reviewing the progress of work with contractor.
- Preparation of Running Account Bills.

2. XI & XII Plan Building Projects - Pondicherry University, Pondicherry

Designation: Engineer/Civil (May 2010 – Jan 2015)

- Execution & monitor the site work as per drawing and CPWD/BoQ Specifications in order to ensure the costs and materials are in line with contract requirement.
- Ensuring the quality of construction materials as per IS Codes.
- Assists the Project Manager in contract close-out procedures to ensure that all terms and conditions of contracts have been complied with prior to final payment to contractor
- Prepares correspondence and maintains records necessary to ensure effective administration of all contractual matters.
- Monitors the work of Modular furniture for faculties as per drawings, specifications and Clients' requirement.
- Updating the client on the progress of the project, with reference to financial progress.
- Reviewing the progress of work with contractor and client.
- Measurement certification and preparation of payment certificate for Running Account / Final Bills for civil and furniture works.
- Evaluating the variation proposals and to carry out value engineering exercises as required.
- Assessment of Extension of Time (EOT) in line with contractual provision.
- Compliance of various 'GRIHA' criteria in site activities, ensuring the usage of green rated energy efficient materials and On-line submission of documents for obtaining star rating.
- Co-ordination with Client, Architect, other consultants and contractors for the continuous progress and completion of the work.
- Prepare internal cost/value reports for upper management and other departments.

FREELANCER - PROJECT BASIS.

Nov 2009 - March 2010

Designation: Quantity Surveyor

- M/s. STUP Consultant, Chennai (External consultant) - Worked out the quantities of 'finishing items' for Industrial Buildings.
- Ms. Kalpana, Architect - Working out of quantities, Estimation, Preparation of Bill of quantities, Tender documents and Analysis of tenders for 'Additions and Alterations work in Madras Boat Club' at Chennai.

DAVIS LANGDON & SEAH CONSULTING INDIA PVT LTD.

Aug 2008 – July 2009

Designation: Quantity Surveyor

- Quantity Surveying and estimation for civil works with the help of approved drawings (using Autocad).
- Vetting the comparative statement received from the client and preparing recommendation.
- Working out the material requirements for individual activities.

PTK ARCHITECTS, CHENNAI.

Jan 2004 – May 2008

Designation: Senior Engineer / Civil

- Administers the procurement process including, but not limited to, advance review of construction plans & specifications.
- Estimation, BoQ & Specification preparation
- Pre-qualification and shortlisting of contractors.
- Tender Analysis & preparation of comparative statements.
- Preparation of Tender Recommendations to respective Clients
- Award of Works upon approval.

PAMBS ENGINEERS & CONSTRUCTORS, CHENNAI.

Aug 2003 to Dec 2003

Designation: Junior Engineer / Civil

- Trainee engineer for study of specification and rate quoting for tender BOQ's.
- Working out material requirement for various activities of civil works.

EDUCATION & TECHNICAL PROFICIENCIES

Bharath Institute of Science & Technology, Selaiyur affiliated to MADRAS UNIVERSITY

Bachelor of Engineering in Civil - 2002.

Technical Skills

Strong knowledge on Autocad, MS Project, MS office (Word, PowerPoint, Excel, Outlook), e-office, e-Procurement system and General knowledge on SAP, ERP

TRAININGS

- Participated in Green Energy Building Congress conducted by IGBC at Chennai in 2010.
- One day internal workshop within the project team for preliminary assessment and evaluation process conducted by 'GRIHA' officials at Pondicherry University Campus.
- Webinars on FIDIC Contract Management Conducted by Asian Development Bank.

SKILLS

- Able to work independently, exercising good judgment, and to respond quickly to a variety of in-house requests.
- Strong demonstrated knowledge of Contract terms and conditions.
- Detail oriented and strong organisational skills.
- Strong analytical and problem-solving skills and ability to communicate proactive solutions across functional areas and various levels of management.
- Excellent written and verbal communication skills.

Declaration

I hereby state that the information given above is true to the best of my knowledge and established records.

Date :

Place : Chennai

(NR.PONNI)