

# 4. How do I select the **RIGHT CONSTRUCTION TEAM** and **SUPERVISE** their work?



Not sure how to choose the right contractor or masons?  
Worried they might leave the project unfinished?  
Concerned about going over budget or missing deadlines?

**This toolkit shows you how to pick a skilled construction team, and how you can help oversee the work.**

# Who all should you be consulting with in the process of building a home?

## A. YOUR TEAM



### **Structural Engineer**

*Safety of Structure*

They design RCC beams, columns, slabs and foundations, steel structures, depending upon the house design, soil conditions, building loads, & disaster safety.



### **Contractor**

*Construction & Supervision*

They are responsible for the house construction, which includes management of labourers, materials, house design and cost estimation.



### **Banks and Finance Companies**

*Loans, Feasibility & Guidance*

They help home owners in financing house construction, improvement & repair.

## Home Owner



You make decisions followed by  
You provide feedback  
You monitor all other

# How do they help you in this process?

## Owners



isions - to be  
y others.  
unds & land.  
ner stakeholders.



### Architect

*Planning & Coordination*

They plan and design the house as per local climatic and soil conditions, client's budget and requirements.



### Local NGO or Panchayat

*Support with government programs and subsidies*

They help with application for government-supported home loans & subsidy for various services, like solar power & toilet construction.



### Government Authority

*Permission to Build*

Government Departments in the village Municipality give necessary permissions as per regional Building bye-laws, before construction.

# What type of skills are required within the construction team?

## B. THE CONSTRUCTION TEAM

### Masonry

All aspects of brick & stone walls & foundations. A mason is also skilled in plastering & doing tile work.



### Engineering Expertise

Design and structural knowledge



### Rebar Work

Bar bending for RCC construction



### Metal Fabrication

Metal Fabrication for roof and other structural members



### Carpentry & Woodwork

Wood fabrication for doors, windows and furniture



### Concrete Work

Working knowledge of cement and concrete work



### Roof Fabrication

Building a sturdy sloping roof



### Electrical Work

Provision of electrical lines & outlets in the house



### Plumbing

Provision of water supply pipes & drainage in the house.



### Wall Finishing

For internal & external plaster & paint work



# How can you select a competent and trustworthy contractor?

## C.

### CHECKLIST FOR CHOOSING A CONTRACTOR

The contractor has to be selected with great care to ensure that the construction proceeds smoothly and the work is completed within the stipulated time and budget, and is of the desired quality. The steps given below are helpful ensuring selection of a reliable contractor:



#### Reliable Reference

Approach contractors who have been referred to you by reliable sources.



#### Quality of Work

Visit construction projects of shortlisted contractors which are more than one year old.



#### Understanding of Project

Have detailed discussion about your project with the Contractor, explain the proposed designs of the house.



#### Price Point

Get minimum two to three competitive, detailed cost estimates from contractors in your area for your project before finalization.



#### Quote versus Market

Compare estimates of recently-built houses in your village. Doing a market survey to know material costs would be helpful too.



#### Written Agreement

Before work begins or any payments are made, all important details must be covered in a written agreement and signed by the contractor. Details of the agreement are on the next page.

# Should you make a written agreement with your contractor? YES!

## D. WORK AGREEMENT WITH THE CONTRACTOR

To avoid any issues with the contractor during the construction process, it is best to have some of the main points of the agreement in written form.

### Written Agreement should detail out the following aspects:

- 1. The Parties**  
Specify the exact names of the owner & the contractor participating in the agreement.
- 2. The Services**  
List the duties of the contractor towards the client, his roles & responsibilities.
- 3. The Payment**  
Specify the amount of payment agreed upon & the payment schedule (Payment in stages as per work done).
- 4. Terms of Contract**  
Specify that the above payment will be done only after the work is found as per industry standards, and is of the approval of the owner. The following aspects can be included -
  - Timeline of Construction & Date of Completion
  - Quality of Materials to be used
  - Quality of Construction Work
- 5. If Above Terms are Not Met**  
Discuss & lay down deduction in payments in case of delays in construction by the contractor, the defect liability period (say 6 months after construction, during which the contractor is liable to rectify the defects in the house at his own cost).
- 6. Provisions for Extra Work**  
Specify strategy to accommodate any extra work that might arise in the course of construction.

*Make sure your contractor agrees to the terms & is liable to follow the agreement.*

*Delays & unexpected incidents always occur during construction. Make sure you keep aside extra time and budget for these unexpected occurrences.*



# Building your house out of concrete? Choose all the materials well!

## E. HOW TO SUPERVISE CONSTRUCTION

Points to Ensure while construction is happening:



1.

### Contact!

Keep proper coordination with Contractor and all agencies. Monitor at least twice during each stage of construction.

2.

### Record!

Get proper bills from Contractor before clearing all payments. Make sure that your contractor maintains a diary of daily work, dates, progress and future plan. It is recommended that you keep a record as well.

3.

### Evaluate!

Evaluate your budget and time line at each stage of construction.

4.

### Re-Check!

All payments must be done only after checking & approving work done is as per terms of contract. After handover, check all the items, parts and quality of construction before closing the contract with selected agency.

## Estimating Cost of Project

*Your budget is the most important factor to consider during construction. The cost estimation table (on the next page) can be used to get quotes from different contractors to get a good idea of the project cost.*



Give the forms to at least 3 shortlisted contractors, to get filled & then compare



Do not always choose the cheapest contractor - they may be cutting costs that impact the quality of construction



Fill the form at each stage of construction as well to keep record of the payments.



# Cost Estimation Table

| Date:                                   |                              |          |      | Revision:      |
|-----------------------------------------|------------------------------|----------|------|----------------|
| Area of site:                           |                              |          |      |                |
| Contractor name:                        |                              |          |      |                |
| Summary / Provisional Estimate          |                              |          |      |                |
|                                         |                              |          |      |                |
| STEPS                                   | ITEMS                        | QUANTITY | UNIT | AMOUNT (Rs.)   |
| 1                                       | Foundation                   |          |      | Rs.            |
| 2                                       | Concrete Work                |          |      | Rs.            |
| 3                                       | Reinforcement and Steel Work |          |      | Rs.            |
| 4                                       | Brick Masonry                |          |      | Rs.            |
| 5                                       | Plastering                   |          |      | Rs.            |
| 6                                       | Painting                     |          |      | Rs.            |
| 6                                       | Flooring                     |          |      | Rs.            |
| 7                                       | Doors & Windows              |          |      | Rs.            |
| 9                                       | Waterproofing                |          |      | Rs.            |
| 10                                      | Plumbing Works               |          |      | Rs.            |
| 11                                      | Electrical work              |          |      | Rs.            |
| 12                                      | Miscellaneous                |          |      | Rs.            |
|                                         |                              |          |      |                |
| Subtotal of construction cost           |                              |          |      | Rs. __, __, __ |
| Contingencies                           |                              |          |      |                |
| Taxes                                   |                              |          |      |                |
| Total amount of construction work (Rs.) |                              |          |      |                |
| Signature of house owners:              |                              |          |      |                |
| Signature of contractor:                |                              |          |      |                |
|                                         |                              |          |      |                |

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|                                         |                              |          |      |                |







## Explore other Durable Homes Toolkits by Lokal Habitat Labs:

1. How do I heatproof my home?
2. How do I waterproof my home?
3. How do I select the right materials?
4. How do I select the right construction team and supervise the work?
5. How to develop the site and construct a strong foundation?
6. How to build strong walls and design windows?
7. How to build a strong roof?
8. How to choose the structural system for your home?
9. How to build a well-serviced home?
10. What are the tips for good RCC construction?
11. How do I maintain my home after construction?
12. How do I design my home?

**Disclaimer:**

The toolkits offer general guidance based on hot and dry climate conditions in India, and is intended for informational purposes only. It does not replace professional advice. For safe and effective construction, please consult a qualified architect or engineer in your area. We are not liable for any outcomes from the use of this toolkit. If you want us to customise this toolkit for your geographic context, or need more information, feel free to contact us.



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