

## Minutes

of the 39th meeting of the technical  
Committee in charge of the construction of the new NIA head-  
quarters.

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On March 8, 1961, at 9:00, the Technical Committee in  
charge of the construction of the new NIA headquarters met at  
the building yard office on Trần Quốc Toàn Street.

### Present:

- Messrs. - Vũ Quốc Thông, Rector of the NIA . . . . . Chairman  
Assisted by Vice Rector Nghiêm Dang
- Hồ Đắc Cao, architect, representing the  
Director General of Reconstruction and  
City Planning and serving as Adminis-  
trator of the new NIA headquarters cons-  
truction program . . . . . Member
  - Lê Quế Chi, representing the Director  
General of Budget and Foreign Aid . . . . . Member
  - Emery, MSU specialist . . . . . Member
  - Trần Văn Khoa, specialist at the  
Presidency . . . . . Member
  - Khúc Dân, engineer, Prefectural  
Reconstruction Service . . . . . Member
  - Lâm Dũ Tốt, architect, Director General  
of Reconstruction and City Planning . . . . . Member
  - Huynh An, civil architect, program advisor . . . . . Member
  - Phạm Duy Sửu, Chief of the Administrative  
Service . . . . . Member

After the visit paid by the Committee to the building  
yard until 10:15 a.m., the Chairman opened the meeting and  
the Committee discussed the matters placed on the agenda as  
follows:

I. Examination of the electric installation project submitted by contractor Cao Van Trau.

Mr. HỒ ĐẮC CAO reported: "As provided by the book of specifications, contractor Cao Văn Trau already submitted the electric installation project for various buildings of the NIA headquarters except for the auditorium (building B). This project is submitted to the Committee for examination."

The Committee decided to trust it with a sub-committee composed of Messrs. - Emery, Trần Văn Khoa who will meet at the Conference room, NIA on Friday, March 10, 1961 at 9 a.m. and notify the results to Mr. Cao Văn Trau on Saturday, March 11, 1961 so that the operations can be executed without delay.

- In view of the fact that electric wires must be hidden in the walls, details must be discussed and determined so that the building contractors (Messrs. Nguyen Ngoc Ngoan and Ton That Huon) are familiar with their responsibilities and do not ask for an extension because of this point.

These 2 contractors as well as their delegated representatives being absent from the building yard could not attend the meeting.

- Concerning the installation of electric poles in the garden and the yard in charge of the power-plant, the Committee asked the Administrator to contact the Water and Electricity Company to continue expediting the operations based on the plan of the yards drawn up by Mr. Huynh An instead of waiting for the approval of operations for improving the condition of

gardens, the park, the walk, in order to avoid all delay provided that these electric poles are not installed on the walk.

- The Committee requested Mr. Hồ Đắc Cao promptly to contact the Department of Public Works and the power plant to expedite the construction of the transformer in order to avoid delay. These agencies could be informed that the construction of the buildings will be completed on April 10, 1961 so that they can expedite the work.

II. Extension of the date of completing the operations. The Administrator reported: According to the book of specifications the construction operations should have been completed on February 10, 1961. But the contractors applied for an extension. Mr. Nguyen Ngoc Ngoan asked for a 69-day extension (reason: the November 11, 1960 event interrupted the supply of material).

Mr. Ton That Huon asked for a 75-day extension. (Reason: in addition to reasons set forth by Mr. Ngoan, it took Mr. Huon 15 days to wait for Vietnam Motor Company to dig up and remove target pieces pulled down and buried).

After discussing, the Committee agreed to grant a 60-day extension to contractor Nguyen Ngoc Ngoan and a 70-day extension to Mr. Ton That Huon.

Particularly for the walls of buildings, provided with underground electric wires, the plastering and whitewashing must be completed after the electric installation: no further delay is permitted under any pretext.

- Concerning the above extension, the Administrator will submit necessary amendments for signature.

III. Equipping the auditorium, the Conference hall, the Rector's Office, the lecture room, the dormitory.

- Architect Lâm Tự Tốt agreed to study and present the project of this operation. He raised the following point: regarding the bidding procedure, is it advisable to call only experienced and reliable suppliers to secure a prompt implementation of the work?

The Committee decided on a limited bidding and requested the Program Administrator to keep in touch with architect Tốt to expedite this operation according to the following schedule:

March 31, 1961 - Architect Tốt presents the project

April 7, 1961 - The Administrator submits the dossier for signature

April 15, 1961 - Approval of the dossier

April 27, 1961 - completion of bidding

May 5, 1961 - Sending of the approved contract to the suppliers

July 6, 1961 - Completion of the work.

#### IV. Miscellaneous.

A. Material to be used for the auditorium ceiling construction.

Mr. Hồ Đắc Cao informed that the acoustic tile factory answered that it could produce only material as reported to the Committee previously, not the type of acoustic tile as per Mr. Shankey's sample.

The Committee decided to use the material this factory could produce for ornamental purposes.

B. Door varnishing of the colors suggested by Mr. Huynh An, the Committee chose wood color, light maroon.

C. The sign. Mr. Huynh An reported that Italy marble was not available on the local market and suggested the use of Tourane marble because of its lower price.

This suggestion was approved by the Committee.

D. Lawn - the chairman informed that the Department of Agriculture could give the necessary number of trees to be planted at the NIA campus. Therefore the Administrator and the Secretary of the Committee are requested to reconsider the matter in order to correct the estimate of the operations.

E. The Administrator reported:

"The waterpipe installation operation is estimated at VN\$375,383 the Directorate of Reconstruction has called for bids twice: of 7 contractors invited, only 3 were present.

Because a few contractors attended the bidding while the operation needs to be executed promptly, the bidding committee proceeded to an easy examination of technical and financial certificates. Contractor Long Quang who was the lowest bidder (asking for a 9 o/o rise) secured the contract.

F. While examining the operations, the Committee has found the following:

1. At the auditorium on the walls cracks are seen  
(repair is needed).

2. A door must be replaced.
3. In the various buildings, cracks are seen on the floor tiles which absorb water (these must be replaced).

The committee asked the Program Administrator promptly to apply necessary measures to remedy the above shortcomings.

The meeting was closed at 11:15.

Secretary,  
PHAM DUY SŨU.

Chairman,  
VU QUOC THONG