

NO. EM1(10)83/3316

dt. 9/3/1992

STANDING INSTRUCTION NO: 351MODIFIED TENDERING SYSTEM

Numerous complaints from contractors and their Association are being received about difficulties experienced by them while obtaining tender documents and at the time of submission of tenders. The matter has, accordingly, been discussed in details with C.Es in the Works Co-ordination Meetings and representatives of Builders/ Contractors Associations. In order to streamline the tendering system, to check mal-practices and manipulation of tenders by the unsocial elements, following measures be adopted by all concerned in the Engineering Wing of the Authority. It is the duty of EEs/Dy. Director(Hort.) EEs/Dir.(Hort.) & C.Es to ensure that these are followed meticulously by all concerned:-

1. NIT in form PWD-6 (or equivalent) must be despatched to all concerned, including Contractors/Builders Associations as per various circulars/instructions already issued.
2. Press-notice must appear in leading newspapers as per various circulars/instructions already issued.
3. Tender documents be made available for sale from the date of NIT/Press-notifications issued and, in any case, minimum two weeks before the date of opening of tenders. In case of short Notice Tenders, the former condition will apply. If the tender documents are not ready in time, the date of sale/opening of tenders may be postponed suitably.
4. The last date of sale of tender documents, shall be minimum four days before opening of tenders and specific date should be indicated in the NIT/press notice as well.

5. One large size envelope be also issued alongwith the tender papers with the instructions to put the sealed offer only in this envelope. The name of Division, name of work, estt. amount, date of opening, name of contractor to whom issued etc. should be superscribed on the envelope.

6. Protected/safe places have to be identified for the sale and opening of the tender. These places will be Vikas Sadan and Vikas Minar. In respect of tender documents for works in E.Z., N.Z., W.Z., Electrical & Horticulture, the documents shall be available for sale at Vikas Minar and the respective Divisions. For S.E.Z., S.W.Z., Rohini and civil works of Material Management Branch, the tender documents shall be sold from Vikas Sadan and respective Divisions. Similarly, the tenders in respect of E.Z., N.Z., W.Z., Electrical, Horticulture Directorates shall be received and opened at Vikas Minar while the tenders in respect of S.E.Z., S.W.Z., Rohini, Material Management Circle shall be received and opened at Vikas Sadan. C.E.(SEZ)/E.E.-S.E.D.-11 will be incharge of arrangements at Vikas Sadan and C.E.(WZ)/E.E.-WD-5 at Vikas Minar. They will ensure that all necessary arrangements are made to ensure smooth & peaceful sale and submission of tenders at these locations.

7. Contractors can submit their sealed offers in advance on any working day between 10.00A.M. to 5.00P.M. upto 7 days in advance of the date of opening (including date of opening) without waiting till the last date of receipt of tenders.

8. Offers can also be sent by the contractors through Registered post, but such offers must reach the respective tender receiving offices atleast one day before the last date of receipt of tenders.

9. Tender boxes of suitable size seven in numbers shall be provided each at Vikas Sadan and Vikas Minar duly embedded in wall, having slits outside the tender room to submit the tender. Each box shall bear the date and time of opening of tender, one box for each day.

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10. Copy of the NIT/NIQ's shall be endorsed to the Security officers at Vikas Sadan and Vikas Minor, who will make security arrangements including getting assistance of local Police Force etc.

11. Tenders will be opened by the concerned Executive Engineer on the date & time fixed at Vikas Sadan/Vikas Minor office. Only contractors or one authorised representative, will be allowed entry to the premises where tenders will be opened. Necessary arrangements to scan the persons before allowing entry shall also be made.

12. C.E.(SEZ) and C.E.(WZ) may suitably deploy observers to identify the troublemakers and to deal with them with a stiff hand.

13. PWD-6 and Press-Notices may be modified accordingly.

Non-compliance of the above instructions shall be viewed seriously,

C.E.(WZ) and C.E.(SEZ) will intimate exact date from which the system will become operative after all necessary arrangements have been made by them. This is likely to be 1st. April 1992.

*[Signature]*  
Engineer Member  
D.D.A.

Copy to:-

1. All Zonal C.Es.(Civil), (Elect.) with 30 spare copies for further distribution.
2. All S.Es, DD.A i/c Dir.(MM).
3. All Ex. Engineers.
4. Director(Hort.) North & South
5. All Dy. Director(Hort.).

*[Signature]*  
Engineer Member.  
D.D.A.



DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

NO.EM.1(10)83/ 4128

Dated: 25-3-1992

STANDING INSTRUCTION NO. 352

SUB: COSTING DETAILS FOR HOUSING AND BUILT UP COMMERCIAL PROPERTIES.

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During the past, the costing details were generally being sent by field Engineers direct to Financial Advisor(Housing) for housing schemes and Director(Land Costing) for built-up commercial properties. This issue came up for discussions in a meeting on Accelerated Housing Programme. As per decision taken in the meeting by the Vice-Chairman, henceforth, all costing details alongwith numbering plans for housing schemes are to be sent to Commr.(Housing) with a copy to FA(H) and those for built-up commercial properties to Commr.(Lands) with its copy to Director(LC).

While submitting the costing details for housing schemes, it has also been decided by VC that the details will invariably be submitted alongwith a certificate about availability of services in housing pockets in the prescribed proforma duly signed by Chief Engineer, concerned. For certificate regarding availability of electrical services, the concerned Chief Engineer(Civil) will obtain the desired certificate from Chief Engineer(Elect.) and then send it to Commr.(Housing). It may be ensured by all the Chief Engineers that there is no ambiguity in the certificate being given for individual services.

Regarding certificate on availability of services, a prescribed proforma has been circulated in the past by Director(Works), alongwith Standing Instruction No.304, vide letter No. EM.1(10)83/17116 dated 5-10-90. Copy of the same is again enclosed for ready reference.

ENCL: AS STATED ABOVE.

*H. H. Chaurse*



Copy to:-

1. Vice-Chairman, DDA for information
2. Finance Member, DDA for information
3. All Chief Engineers i/c CE(Elect.)
4. Commissioner(Housing)
5. Commissioner(Lands)
6. All SEs(Civil) i/c SEs(Elect.)
7. Chief Accounts Officer
8. Director(Works)
9. Financial Advisor(Housing)
10. Director(Land Costing)
11. Copy in file No.EM.3(125)89
12. E.O.I, II & III

*H.D. Sharma*

( H.D. SHARMA )  
ENGINEER MEMBER

+CSK+

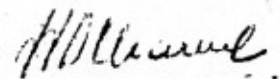
dt.27-4-92

Standing Instruction No. 353

In the case of a work examined by the C.T.E.'s Organization, it was observed that the C.E. negotiated with the second lowest tenderer presuming that the first lowest tenderer would not extend the validity of his offer, which had already expired by then. This presumption was made by the C.E. considering various other commitments of the tenderer, which were already in hand at that time. A letter obtained from the lowest tenderer refusing to extend the validity was produced by the C.E., the official receipt of which could not be established as per records, thereby creating a doubt about the authenticity of this letter. This has been viewed as a serious lapse by the CTE's Organization.

It is enjoined upon all concerned officers of DDA that the matters as important as the negotiations for acceptance of tenders should never be dealt with/decided on presumptions. All negotiations must be conducted with the tenderers in an official manner, and the facts/written letters obtained from the tenderers etc. must be properly placed on record.

Any violation of the above instructions shall be viewed seriously.

  
( H.D. SHARMA )  
ENGINEER MEMBER

## Copy to:-

1. All the Chief Engineers, DDA alongwith 25 spare copies for circulation among the S.E.s/E.E.s.
2. Director(S) (Horticulture) / North & South/DDA alongwith 10 spare copies for circulation among the D.Ds(Hort.).
3. C.E.(Design)/DDA.
4. C.E.(Q.C.)/DDA.
5. C.V.O. with reference to his U.O. No.F4(25)83-Vig./191 dt.14.11.71.

dt. 27.5.92

STANDING INSTRUCTION NO. 354

In certain cases of award of works, the C.V.C. had observed that works were awarded without the budget provisions, accord of A/A & E/S and technical sanction.

Though a number of Circulars/Standing instructions have been issued earlier in this regard, it is once again emphasised that no work should be awarded/taken-up without budget provision, accord of A/A & E/S & technical sanction.

In cases where a particular contractor is to be considered for award of a number of works simultaneously, the capacity of such a contractor to undertake and execute all the works must be thoroughly examined and assessed with reference to technical soundness, financial capacity, managerial resources and past performance/turnover etc. before awarding the works to him.

Any violation of the above instructions shall be viewed seriously.

(H.D. SHARMA)  
ENGINEER MEMBER

## Copy to:-

1. All the Chief Engineers alongwith 25 spare copies for circulation amongst the SEs/EEs.
2. C.E.(QC) & C.E.(Design).
3. Director(Hort.) North & South alongwith 10 spare copies for circulation among the Dy. Directors(Hort.).
4. G.M.(I.S.B.T).
5. Jt. Director(Vig.) with reference to his letter No.F25(14)90/Vig./AVO VII/3996 dt.10.4.92.

ENGINEER MEMBER.  
D.D.A.

Pl. send copies  
to all SEs/EEs

S. Raj Bahadur

4/6/92



No. EM1 (10) 83/7669

Date: 28-5-92

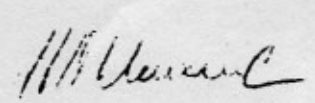
STANDING INSTRUCTION NO. 355

It has been observed that in spite of directions contained in the minutes of the meeting held in the Chamber of EM/DDA on 24.10.90, as circulated vide No. EM3 (66) 77/Vol.26/18347 dt. 1.11.90, and on 13.12.91, as circulated vide No. EM3 (66) 77/Vol.27/Pt./17310-20 dt. 19.12.91, the items of glazed tiles, panelled door shutters, flush door shutters & SCI pipes are still being stipulated for issue by the department in the contracts/N.I.Ts.

Henceforth, no stipulation in the contracts/NITs be made for issue of these items/materials by the department, free of cost or otherwise, and all these items should be arranged by the contractors themselves. However, only ISI marked SCI pipes and flush door shutters shall be allowed to be used on the works. The panelled door shutters shall be procured by the contractors only from the manufacturers on the approved list of DDA to be circulated by Director(MM). Necessary conditions in the contracts/NITs be incorporated in this regard accordingly.

These instructions may be specifically brought to the notice of S.Es(P) & EEs(P) to be kept in mind while preparing the NITs.

Any officer violating the above instructions will make himself liable for disciplinary action.

  
Engineer Member  
D.D.A. D.D.

Copy to:

1. All the Chief Engineers, DDA with 25 spare copies for circulation among SEs/ETs.
2. Chief Engineer (QC), DDA
3. Director (MM) with 3 spare copies.
4. C.M., ISBT, DDA.
5. Director (Hort.) North & South along with 10 spare copies.

No. EM1(10)83/7901

dated: 3.6.92

STANDING INSTRUCTION NO. - 356.

In a case of intensive examination of a work by the C.T.E.'s Organisation, the Central Vigilance Commission has taken a serious view and has passed adverse comments on the inordinate and undue delay on the part of the D.D.A. Officers of various levels in sending replies to the observations of the C.T.E. This is inspite of the specific instructions issued earlier by this office vide No. EM1(10)83/14559 dt.23.12.86 (Circular No.176), wherein it was emphasised that such delays would be viewed seriously. In addition to this circular, the need and importance of sending timely replies to the C.T.E.'s paras has been repeatedly emphasized by the Vice Chairman as well as by the undersigned in the various meetings with the C.E.s/SEs. Long delays in sending the replies not only defeat the very purpose of pointing out the observations with preventive aspect in view, but also create avoidable suspicion in the eyes of C.T.E.'s Organisation with regard to genuineness of the action taken on the observations, besides causing undue harrassment to the contractors by way of delay in finalisation of their account.

It is, therefore, once again reiterated that the replies to the C.T.E.'s observations must be sent within the specified period and even in the case of paras referred to higher officers like C.Es, E.M. etc., the necessary details, documents and comments must be sent well in time by the concerned officers, so as to ensure that the replies to the C.T.E.'s Organisation are sent without any undue delay and an impression of a casual and indifferent approach towards the C.T.E.'s observations is not created.

These instructions must be noted for strict compliance by all concerned. Defaulting officers would be subjecting themselves to Vigilance action.

*H.D. Sharma*  
( H.D. SHARMA )  
ENGINEER MEMBER

Copy to:-

1. All Chief Engineers alongwith 25 spare copies for circulation amongst the SEs/EEs.
2. C.E.(QC) & C.E.(Design).
3. Director(Hort.) North & South alongwith 10 spare copies for circulation amongst the Dy. Director(Hort.)
4. G.M., I.S.B.T.

*H.D. Sharma*  
ENGINEER MEMBER.



DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

No. BH.1(10)23/8547

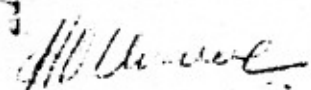
Dated: 16 -6-1992

\*STANDING INSTRUCTION NO. 357\*

SUB: POWERS TO EXECUTE CIVIL WORKS BY  
HORTICULTURE BRANCH.

To streamline the functioning of Horticulture Branch, with regard to exercising of financial powers in respect of civil works, following guidelines will be followed by the concerned officers in Horticulture Wing :-

- i) No earth work will be got executed in any Hort. Division beyond the depth of 15 cm. In case, earth filling of more than this depth is required to be got done at any place in Hort. Wing, the work will be got done by Civil Divisions on the request of Hort. Divisions where a proper budget provision exists.
- ii) Dy.Directors/Directors(Hort.) will exercise their financial powers as laid down and being followed in CPD for horticulture works. However, this may be got formally approved from WAB.
- iii) Till such time the services of a separate Executive Engineers(Civil)/(Elect.) are provided by each Horticulture Directorate, for carrying out civil/Elect. works in the green areas under their charge, Assistant Engineers attached with Dy.Directors(Hort.) will utilise the powers to execute the civil/electrical works to the extent of powers delegated to Assistant Engineers.

  
( H.D. SHARMA )  
ENGINEER MEMBER

1. All Chief Engineers(Civil) i/c CE(Elect.), CE(Design) & CE(Quality Control)
2. Chief Accounts Officer
3. All Suptdg. Engineers(Civil)-1 to 17
4. Directors(Hort.)-North & South
5. All SE(P)s,DDA
6. All Executive Engineers(Civil)
7. All Dy.Directors(Hort.)



DELHI DEVELOPMENT AUTHORITY

NO:EM1(10)83/10512

dated: 17.7.92

STANDING INSTRUCTION NO. 358

In supersession of the instructions issued vice circular No.287 circulated vice No.EM1(10)83/2908 dated 23.2.90, it is notified for information of all concerned that the contractors registered in B&R category shall also be entitled to tender for Sewerage, water supply, sanitary and drainage works with immediate effect as decided by the Contractors Registration Board, in its meeting held on 24.4.92, however subject to any specific condition requirement of the tender documents.

Director(Works)  
D.D.A.

Copy to:

1. All Zonal C.Es with 30 spare copies.
2. Director(Hort.) North & South with 5 spare copies each.
3. G.M., I.S.B.T. with 4 spare copies.
4. C.E.(QC) with 6 spare copies.
5. C.E.(D&T) with 5 spare copies.
6. S.E.(Vig.)-I & II with 5 spare copies.
7. C.A.O. with 10 spare copies for circulation.
8. P.S. to E.M. for information of the latter.
9. P.S. to F.M. for information of the latter.
10. All E.Os & A.Es to E.M. office.

Director(Works)  
D.D.A.

DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S OFFICE

NO:EM1(10)83/Vol. /12437

dated 25.8.92.

STANDING INSTRUCTION NO. 359

SUBJECT: PRE-QUALIFICATION CRITERION FOR CALL  
OF TENDERS FOR SPECIALISED JOBS.

In supersession of Standing Instruction No.344 circulated vide No.EM1(10)83/14606 dated 31.10.91, it has now been decided that deep drainage, deep sewerage, peripheral water-supply, Command Tanks, Sumpwells and Bridges shall be taken as specialised items of works to be governed by the provisions contained in Section-19, Para-3 of CPWD Manual Vol.II.

The following Pre-qualification criterion shall be indicated in the Press Notice/H.I.T. for all specialised items of work:

(1) Yearly Turn-over during the last three years to be not less than Rs. \* for at least two years.

(2) A certificate of 'satisfactory completion' of 2 works of similar nature (to be issued by the organization under whom the works had been executed), each costing not less than Rs. \*, shall be furnished by the intending tenderers at the time of making application for issue of tender documents.

(\* To be calculated on the basis of 75% of the estimated cost of work put to tender or Rs.1.5 Crore, which ever is less).

This issues with the approval of the Engineer Member.

( S.H. MADAN )  
DIRECTOR (MONITORING)

All Zonal CEs(C) & CE(Elect.) / CE(QC) / CE(Design),  
CE(SLUM), Directors(Nort.) North & South.  
ALL S.Es(Service through concerned CEs)  
ALL E.Es(Service through concerned CEs)  
C.M., I.S.B.T.

Copy to:-

Secy. (C.R.B.), E.O.I, II, III

F.O. to E.M., Secy. (WAB) ✓

File NO;F.4(8)120/89/Secy./C.R.B.

DIRECTOR (MONITORING)

DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

निदेशक (कार्य) कार्यालय  
Director (Works) Office  
पत्र प्रमाणित १०/११/९०  
Dy. No. ....  
दिनांक २६/८/९२  
Date.....  
Dated: 25/8/92

NO: WAB 1(76)/PT-XVII/12374-94

CIRCULAR

The WAB had taken a decision in the meeting held on 21.2.91 that the quantity and rate of material, stipulated in the NIT to be issued from the DDA Stores, should be filled up by the Authority approving NIT. These directions of the Board had been circulated vide No.WAB.1(76)/pt.XIV/3645-57 dated 11.03.1991.

According to the above directions, it is the responsibility of the Chief Engineer/SE(P) office to specify quantity and rate of material stipulated in the NIT. These directions were issued by Board to ensure uniformity in the rate.

It has been observed that due attention is not being paid to this aspect. In one of the cases, recently examined, it has been observed that the issue rates were not up-dated, while reinviting the tenders after rejection in previous call. It has been directed by the Engineer Member that while rejecting and re-inviting the tenders the issue rates for stipulated material should invariably be reviewed and up-dated. These instructions may kindly be conveyed to all concerned.

Pl keep in "Circular" guard file  
so that it is available for future

( S.K.BAJAJ )  
Secy.(WAB)/DDA

ALL ZONAL CHIEF ENGINEERS(CIVIL & ELECT.)

ALL SOFTDG.ENGINEERS ( PLANNING)

DIRECTORS (HORT.) NORTH & SOUTH

COPY FORWARDED TO: 1. All members of the Board for information.

2. Director(Works)/EO-I for information and to place one copy in EM.1(10)83.



BO: EM1 (10) 83/12591

dt. 28.6.92

STANDING INSTRUCTIONS NO: 360

After investigating a case regarding supply of stores worth Rs.2 Crores during 1982-83, the C.D.I. had pointed out the following irregularities:

(1) There was no immediate need of such huge quantity of stores, when the orders were placed.

(2) The Supply Order was placed on a firm which had no experience in manufacturing of such stores. The firm even did not possess a factory for manufacturing that product. Some of the items ordered for supply were not even included in the tender, which amounted to award without call of tenders.

(3) The firm had been given Mobilisation Advance equal to 10% of the Supply Order at an interest @ 12% Per Annum, even though the firm had not asked for it initially, and there was no such condition in the NIT. Steel & Cement on Levy Rates had been issued to the firm for manufacture of the product, even though there was no such stipulation in the NIT.

(4) The contract was awarded arbitrarily, brushing aside the serious objections to the proposal of Chief Engineer by the Finance Branch:

In order to avoid recurrence of such irregularities, it is enjoined upon all concerned to observe the following precautions henceforth.

(1.) The stores shall be procured only to the extent to be consumed within a reasonable period, to avoid blockage of funds and deterioration of quality.

(2) Preference will be given to the firms registered with the D.G.S. & D or/and holding ISI Licence for manufacturing the required product. In all other cases, the tenders should be issued to those firms which have satisfactorily completed the supplies of such materials to Government Departments and Undertakings in at least 3 cases, each involving an amount of not less than 25% of the proposed order. Other provisions contained in CPWD Manual Volume-II, in this regard, should invariably be followed.

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(3) Unless otherwise provided in the tender documents, the Mobilisation Advance shall not be paid to the intended suppliers. However, in such cases where it is unavoidable, the interest rate shall not be lower than the Bank Market Rate. Similarly, unless otherwise specifically stipulated in the Tender Document, no stores shall be issued by the deptt. for manufacturing the goods ordered for.

(4) The observations recorded by the S.Es(Planning) and the Finance Wing should be given due cognizance.

ENGINEER MEMBER  
D.D.A.

Copy to:-

1. All the Chief Engineers, with 25 spare copies for circulation.
2. Chief Engineer(QC), DDA, with 10 spare copies for circulation.
3. Chief Engineer(Elect.), DDA with 25 spare copies for circulation.
4. Chief Engineer(Design), DDA with 5 spare copies for circulation.
5. G.M.(I.S.B.T.), DDA, with 5 spare copies for circulation.
6. Director(Hort.) North & South, with 10 spare copies for circulation.
7. Director(MM), with 5 spare copies for circulation.
8. Chief Engineer(S & JJ), DDA with 5 spare copies for circulation.

Director(Monitoring)  
D.D.A.



DELHI DEVELOPMENT AUTHORITY  
EM'S OFFICE

NO. EM (10)83/ 13052

dated 7.9.92

STANDING INSTRUCTION NO. 361

During intensive examination of a work, C.T.E. observed that the tenderer had deposited earnest money in the form of a F.D.R. instead of Demand Draft or Call Deposit Receipt, specified in the M.I.T.

It is enjoined upon all concerned not to accept earnest money in any form other than that prescribed in the M.I.T.

(H.D. SHARMA)  
ENGINEER MEMBER

(WZ)

1. All C.E.'s with 25 spare copies for circulation among S.E.'s/EE's/EE(P)'s.
2. C.E.(QC) with 5 spare copies.
3. C.E.(S&JJ) with 5 spare copies.
4. C.E.(Design) with 5 spare copies.
5. Director(M.M.) with 2 spare copies.
6. Director(Hort.) North & South with 5 spare copies.
7. G.M./I.S.B.T. with 5 spare copies.
8. File No. EM8(12)/89/CTE/EZ

Copy to:

1. V.C., DDA for kind information.
2. F.M., DDA for kind information.

A. circulate to all SEs & EE(P)s,  
F.O. EE's of the Zone

Director(Monitoring)  
D.D.A.

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DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE ENGINEER MEMBER  
VIKAS SADAN: INA: NEW DELHI

No. F.5(292)92-93/PC

Dated:

CIRCULAR NO 362

SUBJECT: TIMELY ACTION IN DEFENDING COURT/  
ARBITRATION CASES

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Enclosed please find herewith a copy of the Memorandum No.DGW/CEN/48 dated 6.8.92 regarding the cited subject, received from D.G.Works, CPWD. It has been intimated that a case has come to their notice wherein a suit filed by the Department in High Court in respect of an arbitration award was dismissed on certain grounds by the High Court. It was contemplated to file an appeal before a Division Bench and accordingly, advice of the Ministry of Law was solicited.

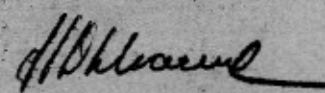
While giving their opinion, Ministry of Law have observed that according to law, an appeal before the Division Bench is to be filed within 30 days of pronouncement of judgment by the High Court. The Department had taken about 5 months to refer the matter for obtaining advice of Ministry of Law. The Ministry of Law has advised that in such a situation, the court has to be approached for condonation of delay in filing the objections and the Department has to explain the day-by-day delay to the satisfaction of the Court. In the instant case, the Court came down heavily on the department (CPWD) on the question of condoning the delay in filing the objections.

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Similarly, a case of Western Zone of our Department has come to the notice of this office, wherein the appeal was not filed in respect of an arbitration case within 30 days of the issue of notice from the High Court and the petition for condonation of delay filed before the Bench of the High Court was rejected by the Division Bench. Consequently, the award had to be accepted and paid to the claimant, resulting in fixation of responsibility on the officer responsible for the lapse.

It is, therefore, enjoined upon all the Chief Engineers Superintending Engineers, Executive Engineers, Directors (Hort) and the Dy. Director (Hort.) to ensure that prompt action is taken while handling such arbitration/court cases and necessary petitions/appeals are filed well within the limitation period. Above all, Executive Engineer is to constantly pursue the case and ensure that timely action is taken at every stage.

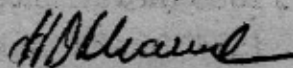
  
(H.D. SHARMA)  
ENGINEER MEMBER

ENCL: AS ABOVE

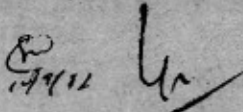
1. All CEs, DDA;
2. All SEs, DDA; (with 10 spare copies)
3. Directors (Hort) North & South;
4. All Executive Engineers, DDA and
5. All Dy. Directors (Hort), DDA.

Copies for favour of information to:-

1. V.C., DDA;
2. F.M., DDA;
3. C.A.O., DDA and
4. C.L.A.

  
(H.D. SHARMA)  
ENGINEER MEMBER

Compared

  
17/11



DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBERS OFFICE

NG: EM1(10)83/14363

Dated: 2.10.92.

/ STANDING INSTRUCTION NO. 363

( Addendum to standing Instruction No.355 )

SUB : PRE-QUALIFICATION CRITERION FOR CALL OF  
TENDERS FOR SPECIALISED JOBS.

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In continuation of Standing Instruction No.355 circulated vide No. EM1(10)83/Vol.12437 dated 25.8.92, it is clarified that the power to declare a work as 'specialised work' will rest with the competent authority approving the M.I.T. However, the work should be declared as 'specialised work' sparingly and only in deserving cases. The tenders should, otherwise, generally be open to all contractors in the eligible categories.

This issues with the approval of Engineer Member.

( S.M. MADAN )  
DIRECTOR(MONITORING)

All Zonal CEs(C) & CE(E)/CE(UC)/  
CE(Design), CE(Slum), Director(Hort.)  
North & South.

All SEs(Service through concerned CEs)  
All EEs(Service through concerned CEs)  
G.M., I.S.B.T.

Copy to :-

- 1- P.S. to Engineer Member for kind information of the latter.
- 2- The Secretary(CRB), D.D.h.
- 3- E.O.I, II & III.
- 4- F.O. to E.M.
- 5- The Secretary(W.H.B.)

File No.F.4(8)120/89/Secy./CRB/

Director(Monitoring)  
D.D.h.



NO. EM1(10)93/ 15516

Dated: 20.10.92

## STANDING INSTRUCTION NO: 364

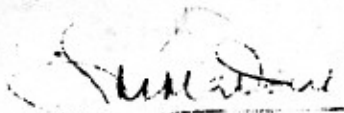
SUB: Improvement in the publicity of tenders.

\*\*\*\*\*

It has been decided by V.C., DDA that in future all press tender notifications being released for publicity of tenders in daily leading newspapers shall bear DDA's emblem strip with the words 'Tender Notice' written below the same in prominent letters as indicated in the enclosure.

These instructions must be strictly followed while releasing all press tender notifications in future.

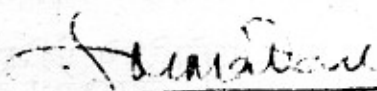
Encl: As above.

  
( S.M. MADAN )  
DIRECTOR(MONITORING)

All C.Es, DDA  
All S.Es, DDA  
Director(Hort.) N&S, DDA  
Dy. Director(Publicity), DDA  
All E.Es, DDA  
All Dy. Director(Hort.), DDA

Copy to:-

1. OSD to V.C. for information of the letter.
2. E.M. for kind information.
3. F.M. for kind information.

  
DIRECTOR(MONITORING)  
D.D.A.

NO: DM1(10)83/15977

Dated: 5-11-92

INSTRUCTION NO. 365

C.T.E.'s organisation, during inspection of one of the works in DDA, had observed certain deficiencies on the basis of their random check. The CTE had desired that a detailed check of the entire work should be conducted to identify similar deficiencies in the rest of the work and, thereafter, a report should be sent to them.

However, the field staff did not comply with the observations of the CTE for as long as 4 to 5 years, during which time, the houses were allotted and the possessions were also taken over by the allottees. After all these developments, a report was sent to the CTE that no detailed checking was possible at such belated stage and that only a random check had been conducted, which had been found to be satisfactory.

Such an approach on the part of the field staff reflects their careless and indifferent attitude towards their duties and the CTE's orders.

It should be clearly understood by the field staff that any checking done by CTE/CE(QC) is just a random checking and their observations are only indicative, after which the field staff must invariably check the entire work in detail for ascertaining the total extent of the deficiencies pointed out by these inspecting agencies for initiating suitable remedial action. More so, when specifically asked to do so by the CTE/CE(QC).

Any failure to comply with these instructions shall make the concerned field staff liable for disciplinary action.

1. All C.Es, DDA.
2. All S.Es, DDA.
3. All E.Es, DDA.

  
( H.D. SHARMA )  
ENGINEER MEMBER

Copy to:-

1. CTE for information in continuation of CE(R)'s letter No. CE(R)4(6)70/- CE(QC)/1145 dated 19/20.5.92.
2. C.E.(QC) for information.

DELHI DEVELOPMENT AUTHORITY

NO.: EM1(10)83/16300

Dated: 11.11.92

CIRCULAR NO: 366

SUB : ANTI - TERMITE TREATMENT IN EWS/LIG HOUSES.

\*\*\*\*\*

It has been observed that only nominal wood work is undertaken in EWS/LIG houses and the Anti-Termite Treatment done in these houses results in only a marginal benefit, which is very much disproportionate to the cost incurred on doing the same. It has, therefore, been decided by the V.C., DDA that Anti-Termite Treatment in EWS/LIG houses should be dispensed with immediately.

The above directions of the VC, DDA may be strictly followed for the works in progress, where Anti-Termite Treatment is yet to be done, and for all future works.

*S.M. Madan*

( S.M. MADAN )  
DIRECTOR(MONITORING)

All Chief Engineers

Chief Engineer(QC)

All S.Es.

S.E.(QC)

All E.Es.

E.E.(QC)

EMB(30)91/GTS/Pt.III



DELHI DEVELOPMENT AUTHORITY

No. EM1(10)83/ 1635-72

Dated: 12.11.92

CIRCULAR NO. 367

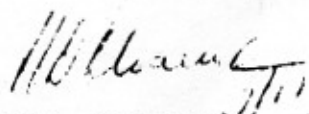
Sub: Pre-requisites before award of works.

.....

It has been observed by the CTE in one of the cases that tenders were called in anticipation of availability of layout plan. In the absence of approved layout plan, the work could not be started for almost seven months when the stipulated period for completion of work was 18 months. This led to non-completion of work in time. The chances of claims for idle labour, equipment etc. of contractor also can not be ruled out.

Before acceptance of tenders, there are certain pre-requisites which are to be ensured. Availability of approved layout plan is also one of these.

It must be ensured that all pre-requisites such as; AA & ES, Technical sanction, approved NIT, availability of clear and complete land, approved plans etc. are ensured before the tenders are accepted. All concerned may note these instructions carefully and ensure their strict compliance.

  
(H.D. SHARMA)  
ENGINEER MEMBER

Copy to:

1. All the Chief Engineers with 25 spare copies for circulation.
2. Chief Engineer(QC),DDA with 10 spare copies for circulation.
3. Chief Engineer(Elect.),DDA with 25 spare copies for circulation.
4. Chief Engineer(Design),DDA with 5 spare copies for circulation.
5. G.M.(ISBT),D A with 5 spare copies for circulation.

No. EM1 (10) 83/16386-99

Dated: 12.11.92

CIRCULAR NO. 368

Sub: Provision of Glass Strip at the edge of depressed portion of floors.-----

C.T.E., during the inspection of one of the works in DDA, had observed that glass strip had been provided at the edge of the depression of floor in the Kitchen. During inspection, this glass strip was found to be breaking away and no useful purpose was, therefore, served by providing the glass strip at the edge of the depressed portion.

It is enjoined upon all field Engineers to ensure that, in future, no glass strip is provided at the edge of depressed portion in the floors. All such edges of the depressed portion of the floors should be finished straight along with the flooring.

*H.D. Sharma*  
(H.D. SHARMA)  
ENGINEER MEMBER

Copy to:-

1. All the Chief Engineers with 25 spare copies for circulation.
2. Chief Engineer (QC), DDA with 10 spare copies for circulation.
3. Chief Engineer (Elect.) with 25 spare copies for circulation.
4. Chief Engineer (Design), DDA with 5 spare copies for circulation.
5. G.M., ISBT, DDA with 5 spare copies for circulation.
6. Director (Hort.) North & South with 10 spare copies circulation.
7. Director (MM) with 5 spare copies for circulation.
8. File No. EM8 (55) 88/ CTF/NZ.

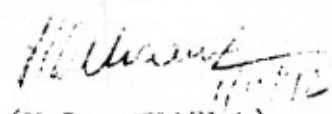
No. EM1 (10)83/16406

Dated: 13.11.82

CIRCULAR NO. 369

Sub: Tender papers to be properly sealed before issue to the contractors.-----

During one of the inspections of DDA works, C.E.E. had observed that the tender documents had been issued to the contractors without being sealed. The tender papers were subsequently sealed only after receipt and opening of the same. C.E.E. had expressed apprehension that it could result in removal/substitution of papers and/or tampering with the tender documents before submission of the same by the contractors, which could lead to serious complications at a later stage. To avoid any such eventuality, it is enjoined upon all the Ex.Engineers that the tender papers should be issued to the contractors only after these are properly sealed.

  
(P.D. SHARMA)  
ENGINEER MEMBER

## Copy to:-

1. All the Chief Engineers with 25 spare copies for circulation.
2. Chief Engineer(QC), DDA with 10 spare copies for circulation.
3. Chief Engineer(Elect.), DDA with 25 spare copies for circulation.
4. Chief Engineer(Design), DDA with 5 spare copies for circulation.
5. C.M. (ISBT), DDA with 5 spare copies for circulation.
6. Director(Hort.) North & South with 10 spare copies for circulation.
7. Director(MM) with 5 spare copies for circulation.
8. File No. EM8 (55)88/CTR/NZ.



NO: EM1(10)83/ 15747

Dated:- 17.11.92

CIRCULAR NO. 370

SUB: Accidents due to Missing Manhole Covers.

It has been observed with great concern that accidents are still occurring due to missing man-hole covers, inspite of standing instructions to the field staff for being more vigilant about this issue.

The field staff is once again directed to take the following steps with immediate effect to ensure that no such untoward incident happens within their jurisdiction due to missing man-hole covers. Strict disciplinary action shall be initiated in case of any laxity in the compliance of these instructions:-

1. Only RCC or SFRC covers should be used instead of CI covers.
2. All the field staff, i.e. EEs/AEs/JEs and other departmental staff, should exhibit extra care and vigil during their routine inspections of the areas under their jurisdictions to detect any missing man-hole covers and to get these replaced without any loss of time.
3. The respective A.Es & J.Es shall have to take overall responsibility for any such incident within their jurisdiction. They must further entrust specific responsibilities of watch and ward of the different stretches to the work charged staff under their control. The duty chart assigning different reaches should be communicated in writing and displayed prominently.
4. Arrangements must be made to keep a minimum stock of man-hole covers at Div./Sub-Div. level for immediate replacement of missing covers round the clock.
5. Control rooms must function in each division with a telephone facility to be able to receive complaints of missing man-hole covers from the public and other agencies/organisations. These control rooms should be properly equipped with men and material to take prompt action in replacement of the missing man-hole covers within one hour of receipt of complaint.

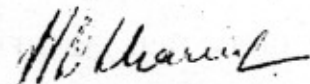
The location and telephone numbers of such control rooms should be extensively publicised for the information of the general public.

.../2/...

6. Whenever the man-holes are opened, either for repairs or for some cleaning/desilting works, proper barricading should invariably be provided as a precautionary measure, so that there is no possibility of any accident.
7. Instructions dated 7.10.92 issued by Hon. L.G., Delhi on the missing slabs and man-hole covers already circulated vide No.EM3(14)92/14476-81 dated 12.10.92 should be strictly followed and compliance report sent to this office without any further delay. A copy of the said instructions is once again enclosed for ready reference.

Detailed action taken reports should be submitted to this office within seven days so that the senior officers can also inspect the arrangements made in response to the above instructions.

Encl: As above.



( H.D. SHARMA )  
ENGINEER MEMBER

All Chief Engineers, DDA

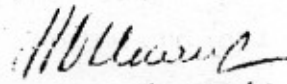
All S.Es. DDA

All E.Es. DDA

EM3(30)91/GTS/IV ✓

Copy to:-

V.C., DDA for information.



ENGINEER MEMBER.  
D.D.A.

DELHI DEVELOPMENT AUTHORITY

NO: EM1(10)83/16042


Dated: 18.11.92

STANDING INSTRUCTION NO.371

SUBJECT: Taking cognizance of upto-date correction slips issued  
in respect of CPWD specifications 1977 Vol.I & II.

The C.T.E., during inspection of one of the works in D.D.A., had observed that, as per provisions of the agreement, the work was to be carried out as per CPWD specifications, 1977 Vol.I & II with up-to-date correction slips issued up to the date of opening of tenders, but the concerned JE/AE incharge of the work were not even aware of the issue of any correction slips to the specifications. This obviously projects a very poor image of the professional competence of our field staff.

It is, therefore, enjoined upon all the field Engineers in D.D.A. that they must keep themselves fully acquainted with the up-to-date correction slips issued from time to time in respect of CPWD specifications-1977 Vol.I & II. They must also ensure that the impact of the various correction slips issued from time to time, as applicable to a particular contract, is duly taken care of during the execution of the works under their supervision.


  
( H.D. SHARMA )  
ENGINEER MEMBER

11/11/92

Copy to:-

1. All the Chief Engineers with 25 spare copies for circulation.
2. Chief Engineer(QC), DDA with 10 spare copies for circulation.
3. Chief Engineer(Elect.), DDA with 25 spare copies for circulation.
4. Chief Engineer(Design), DDA with 5 spare copies for circulation.
5. G.M.(ISBT), DDA with 5 spare copies for circulation.
6. Director(Hort.) N & S with 10 spare copies for circulation.
7. Director(MM) with 5 spare copies for circulation.
8. File No. EM8(139)88/CTE/NZ

EM8(62)88/CTE/NZ

  
ENGINEER MEMBER.  
D.D.A.



NO. EM(10)83/ 16986

Dated: 19.11.92

CIRCULAR NO. 372

- SUB: 1. Development works to be executed with proper planning.  
 2. Substitution of C.I., manhole covers.  
 3. To avoid provision of any redundant conditions in acceptance letters issued by S.Es/C.Es.

.....

C.T.E., during inspection of one of the works in D.D.A., had observed the following lapses:-

1. Development works executed without proper planning:-

While developing a colony, the roads had been constructed first and the sewer lines had been laid subsequently, resulting in an avoidable wasteful expenditure.

It is, therefore, enjoined upon all EEs/SEs/CEs that in future all development/construction activities should be taken up with proper planning and in proper sequence, so as to avoid any infructuous/wasteful expenditure.

2. Provision of RCC covers instead of CI covers:-

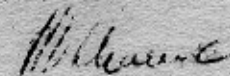
In the agreement of one of the works, there was a provision of RCC covers on man-holes. The RCC covers were, accordingly, procured by the contractor, but these were subsequently taken over by the department and CI covers were procured through the same agency and provided on the manholes on the pretext that these were required to be provided as per the MCD norms. The taken over RCC covers were proposed to be utilised by the department in place of missing manhole covers during the maintenance of the colony. The CTE, however, observed that if the RCC covers could be used during maintenance, then the same could have been used at the first instance also, and that the field staff should have approached their counter-parts in MCD to convince them regarding the use of RCC covers in place of CI covers on the man-holes to avoid financial/contractual complications.

In view of the above observations of the CTE, it is enjoined upon all EEs/SEs/CEs to ensure that specific care is exercised in framing the NITs, so as to ensure that the specifications adopted therein are strictly in accordance with the MCD norms and there is no difficulty during the operation of the contract and during the handing over of the services to the MCD. They should also explore all possibilities of adopting economic specifications, and in case of any deviation from the MCD norms, these specifications should be incorporated in the NITs only after taking up the matter with their counter-parts in the MCD for obtaining their prior concurrence for the same.

3. To avoid redundant conditions in the acceptance letters issued by SEs/CEs.

In one of the acceptance letters issued by a superintending Engineer, certain conditions asking for preparation of tender papers strictly as per approved NIT, witnessing of the tender papers before sending to the competent authority, ensuring the receipt of the earnest money, ensuring the submission of Income Tax Clearance certificate by the Agency to ensure that the contractor is enlisted in proper class, etc. etc. had been incorporated. The CTE had observed that these conditions/requirements were to be checked at the time of the issue of the tender papers and/or processing of the tenders and not at the time of the issue of the acceptance letter after the tenders had been approved.

It is, therefore, enjoined upon all the EEs/SEs/CEs that they must examine all such requirements at an appropriate stage and only valid tenders should be accepted for the award of works, after which, only appropriate and relevant conditions should be incorporated in the Acceptance Letter, so that there is no ambiguity in the same.



( H.D. SHARMA )  
ENGINEER MEMBER.

1. All the Chief Engineers with 25 spare copies for circulation.



2. Chief Engineer(OC), DDA with 10 spare copies for circulation.
3. Chief Engineer(Elect.), DDA with 25 spare copies for circulation.
4. Chief Engineer(Design), DDA with 5 spare copies for circulation.
5. G.M.(ISBT), DDA with 5 spare copies for circulation.
6. Director(Hort.) N&S with 10 spare copies for circulation.
7. Director(MM) with 5 spare copies for circulation.
8. File No. DMB(44)88/CTE/NZ/

*W. H. H. H.*

DKB



DELHI DEVELOPMENT AUTHORITY  
(OFFICE OF THE ENGINEER MEMBER: DDA)

File No. S.6(319)/92-93/PC/1357

Dated: 24-11-92

CIRCULAR NO...373.....

Before the deletion of the rebate clauses from the tender documents w.e.f. 8.2.91, the agreements contained the conditions relating to the following rebates offered by the contractors :-

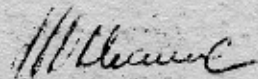
1. Rebate for payment of regular monthly bills;
2. Rebate for finalisation of bill within 6 months of the completion of the work for undisputed items;
3. Rebate for release of security deposit after expiry of one month of maintenance period and
4. Rebate for sanction of EI/SI, if these were sanctioned within 3 months from the date of occurrence.

It is observed that, in a number of cases, the department is not able to avail of one or more of the above rebates on account of non-fulfilment of the obligations on its part. In cases where the rebate is forcibly availed without fulfilling the laid down obligations, the contractors are able to get the money back through arbitration. Thus, the department suffers pecuniary loss on account of the failure of the concerned officers to take timely action and/or to make timely payments in terms of the rebate conditions accepted by the department. It is once again enjoined upon all the CEs, SEs and EEs that in the case of contracts containing the rebate conditions, special care must be taken to ensure that the obligations of

contd...2/-

Concluded  
8/11/92

the department are fulfilled and the rebate offered is not lost by default. The payment of the final bill and the sanction of EIs/SIs must be strictly monitored for the purpose at every level in such cases. It may be noted that loss of rebate on account of lack of timely action on the part of any of the officers/officials shall result in fixing of responsibility and strict departmental action against the defaulters. These instructions should be circulated among all the concerned officers/officials for strict compliance.



(H.D. SHARMA)  
ENGINEER MEMBER

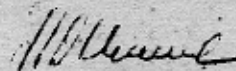
All CEs;

All SEs with 10 spare copies

All EEs

Copy to:-

1. PS to VC for kind information of the latter.
2. Finance Member;
3. Chief Accounts Officer



ENGINEER MEMBER



DELHI DEVELOPMENT AUTHORITY

NO:EM1(10)83/1683

Dated: 2.12.92

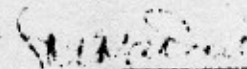
CIRCULAR NO. 374

SUB: White glazed tiles in the kitchen.

It was noticed by the C.E.(QC), during inspection of one of the works, that white glazed tiles were being provided all around in the kitchen up to 7 ft. height in the L.I.G. and M.I.G. flats.

It has been decided that white glazed tiles should only be provided above the cooking platform and up to the next shelf, which is normally provided at the height of 5' ft.. No white glazed tiles should be provided below the cooking platform, as it does not serve any useful purpose.

This issues with the approval of E.M.

  
( S.M. MADAN )  
Director (Monitoring)

All Chief Engineers  
Chief Architect, DDA

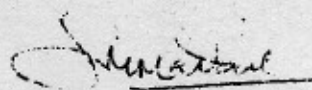
All S.Es

All E.Es

EM8(30)91/GTs/IV/

Copy to:-

C.E.(QC), DDA for information with respect to his letter No.F.73(37)CE/QC/DDA/92/1854 dt.1.10.92.

  
Director (Monitoring)  
D.D.A.



DELHI DEVELOPMENT AUTHORITY

NO: EM1(10)03/ 1201

Dated: 17.12.92

C I R C U L A R NO: 375

SUB : RELEASE OF PAYMENTS AS PER MANUAL PROVISIONS/  
DEPARTMENT INSTRUCTIONS.

\*\*\*\*\*

The C.T.E., during inspection of one of the works in DDA, had observed that the part rates for extra/substituted items yet to be approved by the competent authority had been released up to 90% of the proposed rates for schedule-items and upto 75% of the proposed rates <sup>for</sup> non-schedule items, as against the permissible limits of 75% and 50% respectively, stipulated under para 4(a) section 25 of C.P.W.D. Manual Vol.II. Although the limits stipulated under this particular provision of the manual have since been withdrawn, but, it is enjoined upon all field Engineers to ensure that the payments released to the Contractors at any given time are strictly within the frame work of the codal/manual provisions and departmental instructions in force at that time. Any lapse in this regard shall be viewed seriously.

*H.D. Sharma*  
(H.D. SHARMA)  
ENGINEER MEMBER

All C.Es.

All S.Es.

All E.Es.

Director(Hort.) N & S

G.N., I.S.B.I.

Concerned file No. 8(36)89/CTE/JWZ