

DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO: E. 1 (10) 95/ 9503

Dated: 10.5.95

CIRCULAR NO. 456

SUB: NON-PROVISION OF CP BRASS TRAPS AND UNIONS WHERE  
THE WASTE PIPES OF THE WASH BASINS ARE DIRECTLY  
DISCHARGING INTO FLOOR TRAPS ETC.

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During one of the inspections of DDA works, the CTE had observed that CP Brass traps and unions had been provided in the waste pipe of the wash basins even when the waste pipe was directly discharging into the floor traps. Such a provision had resulted in an avoidable extra expenditure.

In this context, attention of all engineers is invited to the specific provision of Cl-use-18.12.1 of CPWD Specification-1977 Vol.-II which stipulates that CP Brass trap and unions are required to be provided only when the waste pipes are to be embedded in the walls, whereas, no CP Brass trap and unions are to be provided when the waste is discharged through the floor traps.

In view of the above provision of the specifications, it is enjoined upon all engineers to strictly comply with these specifications so that unnecessary expenditure is not incurred in providing CP Brass trap and unions where waste pipes are directly discharging into floor traps. They must also ensure that proper provision is kept in the agreements to incorporate the item of "Deduct for not providing CP Brass trap and unions etc." so that the requisite recoveries could be affected without fail for not providing these fixtures as per the requirement of the site conditions.

It is also simultaneously enjoined upon all engineers to ensure that in all the on going contracts

Contd....2/-

as well as the certificate to be recorded by the  
Engineer-in-Charge are given in the enclosed Annexure.

These instructions must be followed scrupulously.

Encl: As above.

(R.L. HANS)  
ENGINEER MEMBER

1. All Chief Engineers, DDA i/c CE(QC), CE(D) & CE(Elect.)
2. OSD to V.C for kind information of V.C.
3. All S.Es, DDA i/c SEs(QC), SE(D) & SE(Elect.).
4. Director(MM), DDA.
5. Director(Hort.) South & North, DDA.
6. All EEs, DDA i/c EE's(QC), EE(D) & EE's(Elect.)
7. All Dy. Directors(Hort.), DDA.
8. File No. EN15 (3) 93/Inspection.

Engineer Member  
D.D.A.

NO. EM 1(10)95/

10198

22/1/95

\*STANDING INSTRUCTION NO. 457

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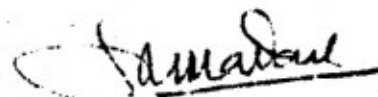
SUB: FIXING OF TILES/BRICK ON EDGE FLOORING  
AROUND TRESS ON FOOTPATHS AND ROAD  
BERMS.

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It has been observed that around the trees, which are planted on roadsides, tiles on footpaths and brick on edge flooring on road berms are provided abutting the tree trunks. Providing tiles/brick on edge flooring in such a manner affects the growth of the tree, In order that growth of the tree is not hampered, all concerned are, therefore, directed to ensure that :

1. Tiles/brick on edge flooring around the trees are provided upto a distance of atleast 1 1/2 to 2 feet away from the trees.
2. Wherever the tiles/bricks flooring have already been provided abutting the trees, the same should be removed from the area around the tree keeping a distance of atleast 1 1/2 to 2 feet, so that the existing trees could grow properly. . .

This issues with the approval of Engineer Member.

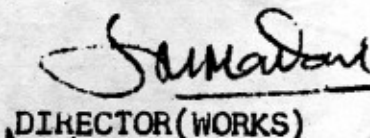


( S.M. MADAN )  
DIRECTOR(WORKS)

1. ALL CHIEF ENGINEERS
2. DIRECTORS(HORT.)-NORTH & SOUTH
3. DIRECTOR(LANDSCAPE)

Copy to:-

1. OSD to VC, for information with reference to his office D.O.No.PA/VC/95/1056-DA dated 12-5-95.
2. In file No. EM.3(64)88/Hort./Vol.XVII.
3. Guard File.

  
DIRECTOR(WORKS)



DELHI DEVELOPMENT AUTHORITY

( EM'S OFFICE )

NO: EM-1 (1e) 95/Vol. I/ 10371

Dated: 2.6.95

CIRCULAR NO. 450

SUB: PRECEDENCE OF CPWD SPECIFICATIONS OVER ISI CODE  
WHERE DISCREPANCY IN THE SPECIFICATIONS FOR AN  
ITEM EXISTS BETWEEN THE TWO.

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During one of the inspections of a work in DDA the CTE's Organisation had observed that in a particular item the CPWD specifications were different from the corresponding specifications contained in the relevant ISI Code. It had further been found that the item had been got executed at site as per the ISI Specifications. It was felt by the CTE that as per the contractual provision contained in sub-para 3.1.1. of 'Additional Conditions : General Rules and Specification' which forms part of the contract, the field staff was supposed to follow the following sequence in adopting the relevant specifications for execution of a particular item :

"The entire work shall be done as per specifications 1977 CPWD Vol.I with upto date correction slips 1 to .....and CPWD specification 1977 Vol.II with upto date C.S. 1 to .....on the date of receipt of tender. However in case of any discrepancy in the description of any item as given in the schedule of quantities appended with the tender, and the specifications relating to the relevant item as per specifications-77 Vol.I & Specification-77 Vol.II with due correction slips specified above, the former shall prevail. If the specifications for any items are not available in the CPWD Specifications referred above, relevant ISI Specifications shall be followed. In case ISI Specifications are also not available, the decision of the Engineer-in-Charge shall be final".

In view of the clear provision of the Agreement, as quoted above, the field staff had erred by following the ISI specifications for the execution of the item instead of the relevant CPWD specifications, which, being available,

Contd....2/-



:: 2 ::

should have taken precedence over the ISI Specificatic,  
Needless to say that by not following a proper  
sequence of priority as stipulated in the agreement,  
contractual implications crop-up unnecessarily.

It is, therefore, enjoined upon all  
engineers to carefully read all the relevant provisions  
of a particular contract and the same should be  
strictly followed in letter and spirit as well as the  
sequence of preference prescribed therein.

*S. M. 30.5.95*  
( R.L. HANS )  
ENGINEER MEMBER  
*24/5*

COPY TO:

1. All CEs i/c QC, Elect. & Design.
2. All SEs i/c QC, Elect. & Design.
3. All EEs i/c QC, Elect. & Design.
4. Director (Hort.) North & South.
5. All Dy. Director (Hort.), DDA.
6. File No. EM.8(94)88/CTE/WZ.

DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO: E-1(10)95/10855

Dated : 2-6-95

CIRCULAR NO. 459

SUB: MODIFICATIONS/ADDITIONS OF CERTAIN CLAUSES IN  
THE STANDARD CONTRACT FORMS I.E. PWD-7 & PWD-  
8 TO AVOID ACCIDENTS/MISHAPS DURING EXECUTION  
AT SITE OF WORKS.

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Vice-Chairman, DDA had appointed a committee of CE(QC) & CE(D) to examine the additional measures required to be undertaken during the execution of deep storm-water drains/sewerage works so that any chances of accidents could be minimised to save precious human lives. The committee had suggested modifications/additions of certain clauses in the standard contract forms i.e. PWD-7 & PWD-8. After obtaining the comments from Finance Wing and Legal Cell upon these recommendations of the committee, Vice-chairman, DDA has decided that the following modifications/additions shall be incorporated in relevant contract Forms i.e. PWD-7 & PWD-8 for all future contracts to be entered into by the department ;

A. MODIFICATION OF SUB-PARA 8(e) UNDER THE  
CHAPTER OF 'SAFETY CODE'.

EXISTING PARA-8(e)

"When workers are employed in sewers and manholes, which are in active use, the contractor shall ensure that the following safety measures are adhered to:"

MODIFIED PARA-8(e)

"When workers are employed in sewer/storm water piped drains and manholes, which are in active use, the contractor shall ensure that the following safety measures are adhered to:"

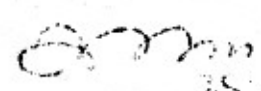
Rest of the provisions specified under sub-paras of para 8(e) shall remain unchanged.

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B. ADDITIONAL PARA TO BE INCLUDED UNDER THE CHAPTER OF 'SPECIFICATIONS AND CONDITIONS'.

The additional para to be included is as follows :

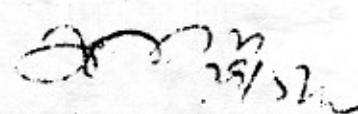
"The contractor shall be responsible for any activity, authorised or unauthorised, going on within the site area handed over to him by the department for construction/development/maintenance or for any other purpose. The contractor shall also be responsible for informing the Engineer-in-Charge, in writing, wherever their supervision is essential. Further this shall not be a ground for seeking time extension in completion of the work and/or for claiming any loss and/or damage by the contractor, if at all this causes prolongation of completion of work".

  
( R.L. HANS )  
ENGINEER MEMBER

1. All CEs i/c CE(QC), CE(Elect.) & CE(Design).
2. All SEs i/c SE(QC), SE(Elect.) & SE(D), SE(P)s.
3. All EEs i/c EE(QC), EE(Elect.) & EE(D), EE(P)s.
4. Director (Hort.) North & South, Director (MM) & Director (Works).
5. File No. EM.14(2)94/Pt.

Copy to:-

Vice-Chairman, DDA for kind information.

  
ENGINEER MEMBER  
D.D.A.



DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO:EM.1(10)95/Vol.1/ 11230

Dated: . . . 9.6.95

CIRCULAR NO 460

SUB: NON APPEARANCE IN THE COURT BY PANEL  
LAWYERS/CONCERNED BRANCH OFFICERS.

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It has been intimated by the Commr-Cum-Secy. that he is being summoned by the Judges of Delhi High Court at least once every month due to the failure on the part of the panel lawyers to appear in the Courts on several dates and/or where no replies are filed by the department even after repeated postponements.

It is needless to point out that such a state of affairs is highly undesirable because it not only results in embarrassment and loss of reputation to the organisation but can also become the reason for the decision/direction of the court going against the interest of the Department.

It is, therefore, necessary that all the Chief Engineers/Directors should evolve a regular monitoring system at their level to ensure that the respective Executive Engineers/Dy. Directors keep a track of all the court cases being handled by them, and file replies in the courts well before the time limit, where-ever required. They must also ensure that either the respective EEs/Dy. Directors or some of their responsible officers invariably attend in person the court proceedings on the day of the hearing besides ensuring that the concerned panel lawyers also appear before the court without fail. For this the respective Superintending Engineers/Directors and EEs/Dy. Directors must keep a watch on the progress of Court Cases and maintain a close liaison with the panel lawyers.

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Merely handing over the papers/files to the Panel Lawyers will not be a sufficient response on their part.

Non-compliance of these instructions shall be viewed seriously and any slackness on the part of any officer shall attract disciplinary action.

( R. L. HANS )  
ENGINEER MEMBER  
D.D.A.

1. All Chief Engineers.
2. Director (MM).
3. Director (Hort.) North & South
4. Director (Works)

COPY TO:-

1. Commissioner-Cum-Secretary, DDA.
2. Chief Legal Advisor, DDA.
3. Sh. Ravinder Sethi, Standing Council.
4. File No. E-2(95)92/Vol.II

DELHI DEVELOPMENT AUTHORITY  
( E.M.'S OFFICE )

HO:IM.1(10)/95/11595

Dated: 19.6.95

CIRCULAR NO. 461

SUB: RECORDING REASONS FOR ACCEPTING OR  
REJECTING TENDERS.

CTE's Organisation, during examination of one of the Asiad Works of DDA, had observed that the Project Board had awarded the work at rates higher than the justified rate without recording reasons for the same.

In this context, attention of all is invited to the provisions of para-7 of Section 20 of CPWD Manual Volume-II which states that :-

"The reasons for accepting or rejecting a tender should be recorded on a separate sheet which should be attached to the comparative statement and removed before the case goes back into office.

This sheet should be kept in the custody of the accepting authority and should not be sent into the office. It may be shown to the Gazetted Officer of the Audit Deptt. if he desires to see it".

It is, therefore, enjoined upon all the concerned engineers/officers to ensure that reasons for accepting or rejecting a tender are invariably recorded by the respective Competent Authority either in the shape of a note recorded on a sheet and kept as per the above mentioned provisions of CPWD Manual, Vol. II or in the shape of the contents of the minutes of the meeting of the project/Works Advisory Boards etc.

( R. L. HANS )  
ENGINEER MEMBER

1. All CEs i/c. Q.C. and Electrical.
2. All SEs i/c Q.C. and Electrical.
3. All Directors i.e. (MM) & (Hort.) North & South.
4. Secretary, WAB, DDA.
5. All Ex. Engineers i/c Q.C. and Electrical.
6. All Dy. Directors (Hort.)
7. File No. E-3(19)78/QC/SH-22.

ENGINEER MEMBER  
D.D.A.



CIRCULAR NO - 462

SUB: TIMELY SUBMISSION OF REPLIES TO PARLIAMENT/  
ASSEMBLY QUESTIONS WITH CORRECT & ADEQUATE  
DETAILS TO RESPECTIVE NODAL OFFICERS.

Kind attention is invited to the instructions recently issued vide circular No. 455 dt. 9.5.95 vide which all CEOs and Directors were specifically directed to monitor the disposal of Parliament/Assembly Questions at their personal levels to not only ensure that the replies were sent in time but also <sup>to</sup> ensure that complete connected information was given by them in a proper shape to enable the Nodal Officer to directly incorporate the relevant information in the final reply. However, it has been brought to the notice of this office <sup>by</sup> CE(MZ), who is the Nodal Officer for co-ordinating replies to Parliament/Assembly Questions pertaining to the Engineering Wing, that a very poor attention is being paid by some CEOs & Directors while sending replies to Parliament/Assembly Questions resulting in glaring and apparent mistakes in their replies. Such a state of affairs reflects that even a serious matter like this one is being dealt with in a casual manner despite the above mentioned instructions.

It is, therefore, once again enjoined upon all the CEOs, Dir.(Hort.) North and South and Dir.(MM) that, henceforth, they must give their personal attention to all the Parliament/Assembly Questions and they would be held personally responsible for the correctness, adequacy as well as timely submission of the replies to such questions.

( R.L. HANS )  
 ENGINEER MEMBER

COPY TO:-

1. All CEOs i/c. CE(Elect.), CE(QC) & CE(Design).
2. Director (MM).
3. Dir.(Hort.) North & South.
4. CE(MZ) w.r.t. his file bearing No. CE(MZ) 11(1)95/91 (LS (Q.NO.20834)) dt. 25.5.95.

DELHI DEVELOPMENT AUTHORITY  
( E.M.'s OFFICE )

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NO: EM.1(10)94/ 12028

Dated:- 23.6.95

STANDING INSTRUCTION NO. 463.

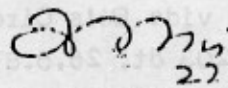
SUB: MEETINGS WITH MLA's, REPRESENTATIVES OF  
PUBLIC AND RESIDENT WELFARE ORGANISATIONS.

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During the recent past it has been observed that the Instructions of L.G., circulated by Vice-Chairman vide letter no. PA-VC/94/3792-P Dated 12.5.94 to all Chief Engineers to hold regular meetings with the MLAs, representatives of public and Residents Welfare Organisations, are not being followed meticulously. This has been viewed seriously by Vice-Chairman who has directed that the instructions in this regard must be followed by all the Officers in its true letter and spirit.

Non-compliance of instructions tantamounts to disobedience of orders issued by higher authorities. It is, therefore, reiterated that instructions of L.G. issued by Vice-Chairman vide circular mentioned above, must be followed and note of confirmation, after holding meetings with MLA's representatives of public and Residents Welfare Organisations of the areas under their charge, must be sent to the undersigned.

Non-compliance of the above instructions will be viewed seriously and matter reported to higher authorities.

  
( R.L. HANS )  
ENGINEER MEMBER

A-LL CHIEF ENGINEERS.  
DIRECTORS(HORT.)-NORTH & SOUTH.

Copy to:-

1. Vice-Chairman for his kind information.
2. Secy. to L.G. for kind information of the latter.
3. CE(WZ) for information & further action in continuation to this office letter no. EM.5(2)89/GD/M/WZ/-  
Dt.22.6.95. -11929-30
4. Director(Works).
5. E.O.III to E.M.
6. Copy for record in file no. EM.5(2)89/GD/M.

  
ENGINEER MEMBER



DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO: EM(10)95/1334

Dated: 17-7-95

CIRCULAR NO. 464

SUB: STRICT COMPLIANCE OF ALL THE CODAL FORMALITIES AND DEPARTMENTAL INSTRUCTIONS REGARDING EXECUTION OF VARIOUS PROJECT IN DDA.

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Repeated Departmental Instructions have been issued from time to time, both by the Engineering Wing as well as by the Finance Wing, for strict compliance of all codal formalities regarding accord of AA & ES, technical sanction, preparation of notice inviting tenders, proper budget provision, execution of works strictly within the prescribed deviation limits and obtaining prior approvals of the competent authority for any changes in technical sanction and/or Architectural/structural Drawings. etc. However, it has been noticed that inspite of all such instructions issued on these aspects, many times, during the execution of various projects, all the required formalities are not being completed scrupulously.

The following instructions are once again reiterated for strict compliance while taking up various projects in DDA.

1. ACCORD OF AA & ES :

1) Detailed instructions have already been issued in the past vide EM's Circular Nos. 47 dt. 26.12.83, 141 dt. 2.4.86, 203 dt. 26.5.87, 411 dt. 8.11.93, 426 dt. 14.6.94, 429 dt. 13.9.94 & 430 dt. 13.9.94. All engineers as well as officers of the Finance Wing are directed to strictly follow the various instructions contained in the above mentioned circulars.

SK

ii) It must be ensured that proper preliminary estimates are prepared strictly on the basis of the concerned structural/architectural drawings duly approved by the competent authority. These preliminary estimates must be submitted to the competent authority for obtaining Administrative Approval and Expenditure Sanction. No project shall be taken-up for execution without first obtaining A/A & E/S from the competent Authority.

no CE(W2) 12(9) 95/2523

dt 25/7/95

copy to - SES, SE(P)II, FO, Dy CAO for strict compliance

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To to CE(W2)



iii) In case of emergency works, which cannot wait for the formal accord of AA & ES prior approval of VC in writing (including ceiling of expenditure) must be obtained in advance through EM/FM to undertake the work in anticipation of AA & ES. The preliminary estimate must be submitted within 3 (three) months from the date of approval of VC to undertake the work.

iv) It must also be ensured that during the course of execution of a project, if the expenditure is anticipated to exceed more than 10% of the amount for which AA & ES has been accorded, or Rs. 2 crores whichever is less, a revised Preliminary Estimate should immediately be prepared and submitted to the competent authority for obtaining revised AA & ES well in time and before any excess expenditure is incurred on such projects.

A periodical review should be taken at the level of the SE/CE after the expenditure has touched 85-90% so as to keep the close watch on further expenditure against sanction and to ensure initiation of action for revision of PE if the expenditure is anticipated to exceed the prescribed limit.

## 2. PROPER ACCORD OF TECHNICAL SANCTION AND PREPARATION OF NOTICE INVITING TENDER

i) In this regard also detailed instructions have already been issued vide EM's circular Nos. 204 dt. 26.5.87, 225 dt. 4.5.88, 282 dt. 18.1.90, 354 dated 27.5.92, 388 dt. 18.3.93 & 392 dt. 13.4.93.

ii) It must be ensured that after accord of Administrative Approval and Expenditure Sanction by the competent authority, detailed estimates are prepared correctly, incorporating proper specifications and other details as given in the detailed working architectural/structural drawings. Special care must be taken to compute the quantities correctly to obviate any subsequent chances of abnormal deviations during the execution of the works. Care should also be exercised to prepare proper Schedule of Quantities, so that there are no errors in the description of items, the quantities, the units and the rates. The descriptions of the scheduled items should be strictly as per the Delhi Schedule of Rates being adopted for a particular work, whereas, the descriptions of non-scheduled items should clearly mention all the specifications required to be adopted in the execution of such items so that there is no confusion either in the mind of the executing Agency or the supervisory field staff.

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iii) It must also be ensured that upto date cost index for Delhi as approved from time to time is added to the value of the detailed estimate before according a formal technical sanction. These detailed estimates should invariably be approved by the Competent Authority and formal Technical Sanction should be issued.

iv) On the basis of these detailed estimates, which are duly technically sanctioned by the Competent Authority, Notice Inviting Tenders should be prepared and approved by the Competent Authority. Special care must be taken to incorporate any additional/special conditions in the Notice Inviting Tenders as may be specially required for a particular type of work/or to cater to the specific site conditions. NIT should be reviewed before issue of notice inviting tender if the same had been sanctioned six months earlier.

v) A revised detailed estimate must be prepared and sanctioned by the competent authority whenever the Technically Sanctioned estimate exceeds or is likely to be exceeded by more than 10% as per the provision of para-75 of CPWD Code.

3. DEVIATION :

i) Detailed instructions had been issued vide LM's circular Nos. 7 dt. 12.5.83, 201 dt. 28.4.87, 429 dt. 13.9.94 & 430 dt. 13.9.94 as well as Finance Wing's Circular No. 17 dt. 1.6.94 read with circular No. 21 dated 28.6.94.

ii) Provisions of para-77 of CPWD Code must be strictly followed whereby an Officer of the DDA may pass excesses over estimates upto 10% of the sanctioned amount. If the excess does not result in going beyond the amount upto which he is empowered to accord sanction to an estimate, no further sanction is required on this. If the case is otherwise, a report should be made every month to the next higher authority who will satisfy himself about the propriety of the excess sanctioned.

iii) As soon as it is anticipated that in a particular case, due to unavoidable reasons, the deviation limit is likely to exceed the prescribed limit specified in the contract, the Divisional Officer shall submit the complete case to the Competent Authority for obtaining its approval in advance before undertaking any work in excess of the quantities mentioned in the contract including the deviation limit.

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TO TO 181024



iv) Taking up of additional quantities of work beyond the deviation limit tantamounts to award of work without call of tenders. Such additional quantities, in excess of the deviation limits prescribed in the agreement, would be deemed to be executed without call of tenders for which the competent authority shall accord sanction as per the delegated powers prescribed for award of works without call of tenders.

v) It must be ensured that the provisions contained in para-10 under section-20 of CPWD Manual Vol.II with regard to execution of abnormally high and low rated items are strictly observed.

vi) The rates for extra and substituted items and for deviations in the agreement items should be determined by the sanctioning authority keeping in view the provisions of clause-12 & 12A of the agreement, so as to ensure that the interest of the deptt. is fully protected.

#### 4. RELEASE OF FUNDS :

i) While submitting the requirement of funds, the Divisional Officers shall record the following certificate:-  
"Certified that the expenditure including the proposed requirement of fund is within the limit of 10% or Rs. 2.00 crores, whichever is less, beyond the sanctioned amount of AA & ES".

ii) While forwarding the requirement of funds, the following officers shall verify from their record that the expenditure including the proposed requirement of fund is within the limit of 10% or Rs. 2.00 crore. whichever is less beyond the sanctioned amount of AA & ES.

- a) Finance Officer to Chief Engineer of the concerned zone where the whole project is being executed in one zone.
- b) In case where the project is divided under two or more zones for the purpose of execution of works, the proportionate value of AA & ES for each zone in respect of works to be executed by them will be allocated with the approval of ES or by any officer

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authorised by him. While forwarding the requirement of funds in such cases, the FOs to Chief Engineers of the respective zones will verify that the expenditure incurred is within the proportionate value of AA & ES as allocated by the Engineer Member.

- c). A.O.(CAU), where Dy. CAO is in position, will record verification note on the statement of disbursement annexed with requirement of lump-sum release of funds. Dy. CAO (CAU) for this purpose shall report to CAO.

iii) In order to keep a proper watch on the release of funds, the format already prescribed for raising demand vide circular No.21 dt. 28.6.94 has been slightly amended as per specimen enclosed. The demand for release of funds shall, in future, be raised in this revised format.

5. These instructions are brought to the notice of all concerned for strict compliance.

This issues with the concurrence of Finance and approval of Vice-Chairman.

Encl: As above.

*S.M. Madan*  
( S.M. MADAN )  
DIRECTOR (WORKS)  
D.D.A.

2. ACTION:-

1. PS to VC for information of the letter.
- 2.. PS to EM for kind information of the letter.
3. PS to FM for kind information of the latter.
4. CAO, DDA with 10 spare copies for circulation.
5. All CEs i/c CE(Elect.), CE(QC) & CE(Design) with 10 spare copies for circulation.
6. All SEs i/c SEs(Elect.) & SE(QC).
7. Director (MM).
8. Director (Hort.) North & South.
9. All EEs (Civil), EE(Elect.) & EE(QC).
10. All FOs to CEs.
11. E.O.-I, E.O.-III & Sr. A.O.(Plan) EM's Office.
12. File No. TIC/CSC/Section-16/Plot No.10/ of IA.(H.4).
13. File No. EM 16(1) 94/Committee.

*S.M. Madan*  
DIRECTOR (WORKS)  
D.D.A.

\*R.K.\*

# REVISED PROFORMA FOR RAISING DEMAND OF FUNDS

( REF. Circular No. 21 dt. 28.6.94 issued by C.A.O. )

Period.....

Divn.....  
Zone.....

Sl.No.	Name of the scheme (as per Budget book)	Item No.	Reference of AA/ES No. dt.....amt.....	Proportionate allocated value of AA & ES in respect of works being executed by this zone.	Tendered amount of the work/ scheme.	Progressive Expdr. upto the last financial year.	Budget Provision during the year.	Prop & tionate value of B.E. in r/o work being executed in more than one Divn./Zone
1.	2.	3.	4.	5.	6.	7.	8.	9.

expdr. during the year (current close of the last month.

Funds regd. \* Up to date expdr. against i/c income sanctioned/proportionate allocated AA & ES.

Remarks

10.

11.

12.

13.

## CERTIFICATE

1. Certified that the scheme is covered by sanctioned AA/ES.
2. The demands for funds are within the Budget provision/ allocation/ re-appropriation already approved.
3. Misc. Rects. have been remitted to Head. Or. vide cheque No. .... dt. ....
4. Funds already released have been utilised for the purpose for which these were released.
5. In r/o maintenance schemes, the maintenance estimates are approved and works are technically sanctioned.
6. The demands for works which are raised above actually executed at site.

Contd.....21



7. Expend on the work is within the limit of 10% over & above the contract amount.
8. The expdt. including the proposed requirement of fund for the work is within limit of 10% or Rs. 2.00 crore whichever is less beyond the sanctioned amount of AA & ES/ proportionate value of AA/ES for the works under this zone.

D.A.

E.E.

F.O.

C.E.

\* To be filled in by EE if entire scheme is under his division  
otherwise by FC of two zone.

DELHI DEVELOPMENT AUTHORITY

No. EM1(10)95/13742

Dated: 24.7.95

CIRCULAR NO. 465

Sub: Submission of monthly return of work orders.

.....

Attention of all concerned is invited to the revised financial powers delegated to officers of the Engineering Wing of DDA circulated vide Director(Works)'s letter No.F.5(287)92-93/Plan Coordn./173-99 dated 12.5.93. As per this letter revised financial powers were also conveyed in respect of award of works without call of tenders. In the remarks column of Item No.5 of the enclosure of the above mentioned letter the following specific directions were given:

"To be read concurrently with item No.9. Each authority would submit monthly return of work orders (explaining urgency) issued in a month, with cumulative value of work orders issued during the financial year to his next higher authority. A copy of the return may also be endorsed to C.A.O."

It has come to the notice that most of the authorities within the Engineering Wing are not regularly submitting the monthly return of work orders issued by them in a month to their next higher authority alongwith a copy to CAO.

Any such laxity in strict compliance of the instructions is a serious matter and can not be allowed to continue for obvious administrative reasons.

The revised delegation of powers for award of works on work order basis to the officers of the Hort. Wing were subsequently circulated vide Dir.(Works)'s letter No.5(287) 93-94/Plan Coordn./716 dated 24.3.95, but, somehow, the



above instructions to send monthly returns of the work orders issued in a month to the next higher authority with a copy to CAO had not been reflected in the above mentioned letter dated 24.3.95. It is, therefore, now clarified that all the officers of the Hort. Wing would also be duty bound to follow the above referred instructions about submission of monthly returns.

It is, once again enjoined upon all officers of Engineering/Hort. Wing to scrupulously follow these instructions. Henceforth, each concerned officer must regularly submit these monthly returns to their next higher officers with a copy to CAO failing which the defaulting officer would be inviting disciplinary action.

(R. L. HANS)  
ENGINEER MEMBER

1. All Chief Engineers including CE(QC), CE(Elect.) and C.E. (Design).
2. C.A.O., DDA.
3. Director(MM), Director(Hort.) North & South & Director(Works).
4. All S. Es including SE(QC), SE(Elect.) & SE(Design).
5. All Ex. Engineers including EE(QC), EE(Elect.) & EE(Design).
6. All Dy. Director(Hort.).
7. E.O. I, II & III to E.M.
8. File No. EM13(2)95/T. C./DDA.

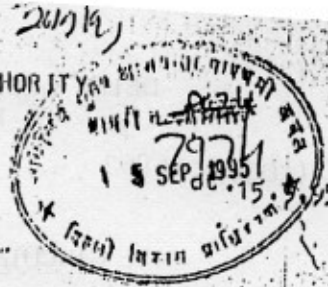
Copy to:

1. OSD to VC for kind information of the latter.
2. P.S. to FM. for kind information of the latter.

Engineer Member  
D. D. A.

NO. EM(10)95/16440

CIRCULAR NO. 466



Sub: Clearance of Projects by Expert Committee.

In modification of Circular NO. 163 issued vide NO. EM 1(10)82/12132 dt. 7/11/85, the Expert Committee is reconstituted as under:-

- |                             |   |                  |
|-----------------------------|---|------------------|
| 1. Engineer Member          | : | Chairman         |
| 2. Chief Architect          | : | Member           |
| 3. Addl. Comm. (AP)         | : | Member           |
| 4. Addl. Commr. (DCB)       | : | Member           |
| 5. Chief Engineer (QC)      | : | Member           |
| 6. Chief Engineer (Design)  | : | Member-Secretary |
| 7. Chief Engineer Concerned | : | Invited          |
| 8. SE(Plg.) Concerned.      | : | Invited          |
| 9. Sr. Architect Concerned  | : | Invited          |

All other matters contained in Circular NO. 268 dt. 13/10/89 issued by EM, DDA shall continue to remain the same. The reconstituted Committee will come into force with immediate effect.

(R.L.HANS)  
ENGINEER MEMBER.

1. VC, DDA for kind information.
2. EM, DDA for kind information.
3. All members of the committee.
4. All CCs of DDA.
5. Chief Architect, DDA.
6. Commissioner (Planning) DDA.
7. All SE(P)'s of DDA.
8. All Sr. Architects of DDA.
9. All Commr. Commissioner (Planning) DDA.
10. P.D. No. F1(10)SE(SPAE)/93-94 Vol-II/pt.-I.



DELHI DEVELOPMENT AUTHORITY  
( E.M.'S OFFICE )

NO: EM.1 (JO) 95/ 16862

Dated: 22.7.95

CIRCULAR NO. 467

SUB: 1. JOINTING OF C.I. RAIN WATER PIPES.  
2. USE OF TIMBER CONFORMING TO SPECIFICATIONS.

1. C.T.E. during one of their inspections of a DDA work had pointed out that the C.I. rain water pipes which were exposed to wall were fixed with lead joints instead of cement mortar joints. As per Para-12.31.3.3. of CPWD Specifications 1977 Vol.I, the jointing of the C.I. rain water pipes fixed on wall face is to be done with cement mortar.
2. In another para, the CTE had pointed out that for battened and framed door shutters supplied by the Authority, Kiln seasoning did not seem to have been done since cracks were visible and oil was coming out. In this context, it is pointed out that, though, as per the prevailing policy, the use of the timber is required to be discouraged as far as possible but, wheresoever the use of timber is considered necessary, the respective engineers must ensure that the quality of timber is strictly in conformity with the provisions of Para-9.1 of CPWD Specification 1977 Vol.I.

Similarly, as regards the quality of wood in the wooden shutters procured departmentally by Dir.(M&E) or by the respective CEs, it would be the primary responsibility of the procuring authority to ensure that the timber used in the shutters is well seasoned and conforms to the required specifications.

It is enjoined upon all engineers of DDA to adhere to the provisions of specifications as discussed in Paras-1 & 2 above.

( R.L. PANS )  
ENGINEER MEMBER  
DDA

1. All Chief Engineers.
2. All SE (Civil), DDA.
3. All Ex. Engineers (Civil)
4. File No. E.2(21)90/CTE/DDA/EX.

DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S OFFICE

No. FM1(10)95/ 17131-45

Dated: 26.9.95

CIRCULAR NO. 460

Sub: Conducting of Test Check of measurements before authorising payments.

.....

In one of the cases of Intensive Examination of a Horticulture work by CUE Organisation, it has been observed by the CUE that provisions of the CPWD Manual Vol.II regarding test check of measurements were not observed before authorising payment. Therefore, it is enjoined upon all Dy. Directors(Hort.) to strictly follow the provisions of the CPWD Manual regarding conducting of test check of measurements before authorising payment. The receipt of this circular may please be acknowledged.

(R.L. Hans)  
Engineer Member

Copy to:

1. All Directors(Hort.)
2. All Joint Directors(Hort.)
3. Dy. Directors(Hort.)
4. Chief Technical Examiner with reference to his letter No.8M-D-109-TT(G)-75 dated 25.1.95.
5. File No.PA/E?(Vig.)III/6/95.

Engineer Member  
D.D.A.



DELHI DEVELOPMENT AUTHORITY

No.EM1(10)95/17457

Dated: 28.9.95

CIRCULAR NO. 469

Sub: Use of I.S.I marked primers for steel work.

C.T.F., during one of their inspections of a DDA work, had observed that zinc chromate primer used on C.I pipes and steel work was not from the approved manufacturers.

In this context, attention is drawn to the provisions of para 13.34.1.2 of CPWD Specifications 1977, Vol.I read with correction slip No.44 issued by CPWD vide ref. No.CDO/SS/CS/Vol.I/19 dated 1.9.88 which stipulates that red oxide zinc chromate primer conforming to IS 2074-1979 is required to be used for steel work.

It is further pointed out that presently a good number of ISI marked steel primers conforming to the above specifications are readily available in the market.

It is, therefore, enjoined upon all the field engineers to, henceforth, ensure that only IS marked steel primers conforming to the above mentioned CPWD/ISI Specifications are used in all the works of DDA.

In this context, attention is drawn to the provisions of para 13.34.1.2 of CPWD Specifications 1977, Vol.I read with correction slip No.44 issued by CPWD vide ref. No.CDO/SS/CS/Vol.I/19 dated 1.9.88 which stipulates that red oxide zinc chromate primer conforming to IS 2074-1979 is required to be used for steel work.

(R.L. HANS)  
ENGINEER MEMBER

1. All Chief Engineers i/c C.F.(QC)
2. All Superintending Engineers i/c SE(QC).
3. All Ex. Engineers (Civil) / Dy. Director (Hort.)
4. File No.EM14(23)95/Vig./Pt./DPA.

office of (E/w2)

No (E/w2) 12(9)95/Vols/3451 dt 6/10/95

Copy to all SE's, SE(PH), Fo

For Int. & in a pl.

To (E/w2)

DELHI DEVELOPMENT AUTHORITY

No. F5(337)93-94/PC/2384

Dated: 30/10/95

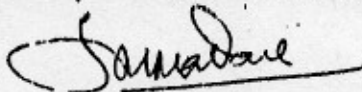
C I R C U L A R NO. 470

Sub: Refund of Earnest Money in time

Complaints are being received from the Contractors and DDA Contractor's Association that the Earnest money relating to rejected tenders are not being refunded to unsuccessful tenderers even after award of work to the successful tenderer. This has been viewed very seriously by the FM/DDA.

As per para 6(a) of section 21 of CPWD volume-II, Earnest money deposited by the tenderer, except three lowest tenderers, should be refunded within a week from the date of receipt of tenders. The Earnest money deposited by the other two tenderers (except the one whose tender is accepted) should also be refunded within 15 days of the acceptance of tender.

It is therefore, enjoined upon all the CEs, SEs, EEs, Director(Hort.) and the Dy. Directors(Hort.) to ensure that prompt action is taken for refund of Earnest money to tenderers wherever called for, they should also ensure that provisions of CPWD Volume-II are strictly adhered to in this regard.

  
(S.M. MADAN)  
Director (Works) DDA

36/7

Copy to:

1. VC/DDA
2. EM/DDA
3. FM/DDA
4. CAO/DDA
5. CE(Design) with 5 spare copies
6. CE(Elect.) with 15 spare copies  
(for SEs, EEs and FOs)
7. CE(QC) with 5 spare copies
8. CE(EZ, NZ, WZ, SEZ, SWZ, RZ) with 30 spare copies  
for distribution amongst the EEs, SEs, Dy, CAO  
FOs and AO(CAU).
9. Director(Hort.) North & South with 10 spare  
copies for distribution amongst the Dy. Dir. (Hort.)  
& FOs.
10. A.O. (Works) I, II & III.
11. E.O. I, II & III.
12. Dy. CAO-I & II and Dy. FA(H)
13. AO(IA)HQ with 6 spare copies
14. A.O. (P&E)/DDA.

  
DIRECTOR (WORKS)

36/7

DELHI DEVELOPMENT AUTHORITY

No. EM1(10)95/ 19157

Dated: 31-10-95

CIRCULAR NO. 471

Sub: Condition of interest free mobilisation advance  
not to be accepted in tenders.

.....

C.T.F. during the inspection of one of the works of DDA, had observed that interest free mobilisation advance should not be allowed in future for works to be executed by DDA.

In this context, attention is also drawn to Para No.32.7 of Section-32 of C.P.W.D. Manual, Vol.II 1988.

It is, therefore, enjoined upon all concerned to ensure that in future the above mentioned provisions of C.P.W.D. Manual, Vol.II should be scrupulously followed and no interest free mobilisation advance is allowed to the contractors for the works to be executed in DDA and no such conditions are accepted in tenders.

(R.L. HANS)

ENGINEER MEMBER

1. All Chief Engineers i/c CE(QC) & CE(Elect.)
2. All SEs i/c SE(QC) and SE(Elect.)
3. Director(MM)
4. Director(Hort.) North & South
5. All Executive Engineers(Civil & Elect.) of DDA.
6. All Dy. Directors(Hort.) of DDA.
7. File No.EM3(19)78/QC/SH.48.



DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO:EM.1 (10)95/19285

Dated: 2.11.95

CIRCULAR NO. 472

SUB: EFFECTING TIMELY RECOVERIES DURING THE OPERATION OF THE CONTRACT ITSELF.

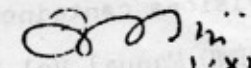
It is the common experience that during the operation of contracts for execution of works, there are occasions when deptt. has to effect certain recoveries from the contractors on account of various reasons. However, in certain cases it had been noticed that the processes of effecting such recoveries were initiated at a belated stage resulting in situations where the deptt. could not effect such recoveries because of adequate dues of the contractors not being available with the deptt. at that stage. This necessitated going in for the time consuming and cumbersome process of invoking arbitration and raising these recoveries as claims of the deptt. for adjudication by the arbitrator. Such situations can obviously be avoided if timely action is taken to initiate the process of effecting recoveries during the operation of the contract itself, as and when an occasion of effecting any such recovery arises under the relevant clauses of the contract. Towards achieving this objective, it would also be relevant to reiterate the instructions earlier issued vide Em's Circular Nos. 4 dt. 4.5.83, 8 dt. 16.5.83 and 300 dt. 13.9.90; as also the provisions contained in Para No.4 (a) and 5 of Section-25 of CPWD Manual Vol.II in respect of the following aspects :-

- a) That while making payment to the contractor, recovery/reduction items statements, if any, should be made and approved immediately and recovery of the same effected as soon as the

necessity requiring reduction in rates arises.

- b) That approval of SE should be obtained in the first instance before making payment for any sub-standard work even with part rates in the running bills and SE's approval in respect of such part rates should also be available before such payments are released.
- c) That on completion of structural work, rectification of defects etc. and before starting plastering work SE must inspect the work and the plastering should be commenced only with written permission<sup>is</sup> of the SE, after he is satisfied about proper rectification of all the defects.
- d) The payment at provisional rates should be done only when prior approval in principle to execute the extra/substituted items has been obtained from the Competent Authority.

It is, therefore, enjoined upon all officers of DDA to ensure that in all future contracts they must initiate the process of effecting recovery as soon as the occasion for the same arises and they must further ensure that such recoveries are effected during the operation of the contract itself, when adequate amount is normally expected to be available with the deptt. The provisions of the circulars and CPWD Manual, Vol. II referred to above must also be followed meticulously.

CF(W2) + SES EEB 008  1.1.75  
(R.L. WANS)  
ENGINEER MEMBER  
D.D.A.

1. All Chief Engineers i/c CE(QC), CE(Elect.) & CE(Design).
2. All SE's i/c SE(QC), SE(Elect.) & SE(Design).
3. All Ex. Engineers(Civil & Elect.)
4. Director (MM).
5. Director (Works).
6. Director (Hort.) North & South.
7. All Dy. Directors (Hort.).
8. E.O.-I, E.O.-II & E.O.-3.
9. File No. EN.12(6)93/Estt.

CE(W2) 30

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NO. EM 1(10) 95/1933<sup>0</sup>

2-11-75  
dt.

CIRCULAR NO. 473

Sub: Transfer of drains to MCD and its periodical upkeep of data.

While transferring areas to MCD, coordinates of the drains were not shown in the completion plan. Only the existence of the drainage was indicated in the plans. At times the drains were not located at places as were given in the layout plans. It is decided to give "as built drawing" to M.C.D. at the time of transfer of area. It is also desired to have a data bank on existing network of drainage and to develop a mechanism to update this data periodically. The zonal CEs will submit to C.D.D. the details of drains constructed and yet to be constructed for compilation in April every year.

At some places, sewerage is being discharged into the open drains, which is not at all desirable. There is a need to survey specific area and to prepare plans to deal with such specific problems. CE(WZ) will coordinate in the operation Mission and arrange requisite information in a time-bound manner.

This issues with the approval of E.M., DDA.

*S. J. S. S.*  
DIRECTOR (WORKS)  
D.D.A.

Copy to:-

1. All CEs i/c. CE(Elect.), (QC), & (Design) /DDA.
2. All SEs i/c. SE((QC), & Design) /DDA.
3. All CEs / DDA.
4. File NO. F61 of SE(Design), CDD.





11046  
15-11-95

HOUSING DEVELOPMENT AUTHORITY  
( HDA'S OFFICE )

NO:EM.1(10)95/19517

Dated: 8.11.95  
S/P

CIRCULAR NO. 474

- ① PD examine  
② Bomp me to the  
note 7 also can

SUB: DRAWING OF SUPPLEMENTARY AGREEMENTS FOR  
HOUSING PROJECTS.

A. It has been decided by the WAB that in all future Standard Contract Forms i.e. PWD-7 & 8 for all Housing Projects, DDA will specifically introduce a provision relating to drawing up of Supplementary Agreements for the execution of following types of finishing items during the process of handing over of the flats to the prospective allottees :-

- i) Final coat of white wash/distemper, painting & water proofing cement paint etc.
- ii) Final floor grinding.
- iii) Providing and fixing glass panes.
- iv) Providing and fixing of sanitary fittings and fixtures.
- v) Fixing of door/window shutters including fittings and fixtures.  
etc. etc.

In this context, the following two standard drafts duly vetted by Finance Wing and Legal Cell are enclosed for adoption in all the Standard Contract Formats i.e. PWD-7 & 8 in respect of Housing Projects in DDA:-

- i) Standard draft of additional clause-6-C to be incorporated in Standard Contract Formats PWD-7 & 8.
- ii) Draft of the Supplementary Agreement to be drawn between DDA and the original agency after completion of the main work for the execution of above mentioned finishing items during the process of handing over of physical possession of the flats to the prospective

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allottees.

B. In addition to the future contracts, it is also enjoined upon all the Engineers to explore the possibility of drawing up the Supplementary Agreements in the existing housing contracts also. This shall, of course, have to be done with the mutual consent of the concerned contractor and the Department. The Supplementary Agreements in such cases shall also have to be drawn after the completion of the major part of the work except the above mentioned finishing items, which would be got executed through the same agency during the process of handing over of physical possession of flats to the prospective allottees. For this, the complete case should be put up to the respective tender accepting authority for necessary permission.

These instructions shall be implemented with immediate effect.

Encl: As Above.

( R.L. IVANS )  
ENGINEER MEMBER  
D.D.A.

1. All Chief Engineers i/c CE(QC), CE(Elect.) & CE(Design).
2. All SEs i/c Q.C., Electrical & Design.
3. All Directors.
4. Director (Works).
5. All EE's of DDA i/c Q.C., Elect. & Design.
6. Dy. Directors (Hort.).
7. All Accounts Officers, DDA.
8. E.O.-I, II & III.
9. Sr. A.O.(P) to E.M.

COPY TO:-

1. CSD to VC for information.
2. PS to F.M. for information.
3. C.A.O.
4. C.L.M.
5. Secretary (WAB).
6. WAB.1(76)Pt.IX/Pt. file.

ENGINEER MEMBER  
D.D.A.

CLAUSE-6 C:

1. Notwithstanding the provisions contained in other clauses, the Engineer-in-Charge may decide to draw a Supplementary Agreement to the Main Agreement with the original contractor, with whom the Main Agreement had been executed, at the far end of the contract for subsequent execution of some of the finishing items e.g.,

- i) Final coat of white wash/distemper, painting & water proofing cement paint etc.
- ii) Final floor grinding.
- iii) Providing and fixing glass panes.
- iv) Providing and fixing of sanitary fittings and fixtures.
- v) Fixing of door/window shutters including fittings and fixtures.

The above items shall be executed separately under the Supplementary Agreement with the original contractor of the main work in the eventuality of Engineer-in-Charge deciding to opt for the same.

The contractor will execute the work covered by these items under a Supplementary Agreement as per terms and conditions of this agreement, whenever, called upon to do so by the Engineer-in-Charge.

2. The main contract shall be provisionally finalised by the Engineer-in-Charge as per terms and conditions of the agreement barring the above items, with the following conditions :-

- a) Pending dues of contractor in provisional final bill be tied up minimum to the extent of more than the cost of pending items.
- b) The payment of 10% of the amount of work which is included in the Supplementary Agreement will be

.....2/-



withheld/retained by DEA till the completion  
of work covered by the Supplementary Agreement.

3. During the operation of the Supplementary  
Agreement, the watch and ward of the entire work including  
the completed portion of the work of the Main Agreement  
shall continue to remain the responsibility of the  
contractor. The contractor shall also be liable to  
make good any loss or damage to the executed items  
of Main Agreement. The contractor shall not be paid  
anything extra on this account.

4. The Supplementary Agreement shall be as per  
the enclosed Draft, the terms of which are acceptable  
to the parties.

FORM OF SUPPLEMENTARY AGREEMENT

This Agreement made this day the .....  
19..... between..... hereinafter, called the  
First Party which expression shall include his heirs,  
executors and administrators/their successors and assigns  
and the Chairman, L.D.W. through.....  
hereinafter, called the Second Party, which expression  
shall include his successors & assigns. The terms of  
the agreement shall be as under :-

1. That this Agreement shall be called as  
Supplementary Agreement to the Agreement No.....  
relating to the construction of ..... entered  
into by the parties to this Agreement.

2. That WHEREAS the First Party has substantially  
completed the execution of the work described in and covered  
by the Agreement No..... except the items mentioned  
in the Schedule annexed to this Agreement And Whereas  
the items of the work mentioned in the Schedule annexed  
to this Agreement cannot now be executed And Whereas  
both the parties are desirous that the items mentioned  
in the Schedule annexed to this Agreement should be  
executed by the First Party at the time of actual  
handing over of the physical possession of the flats  
to the allottees. It is, hereby, further agreed as  
under :-

a) That the First Party shall and will execute the work  
covered by the items mentioned in the Schedule annexed  
to this Agreement at the rates and as per the terms  
and conditions of the original Agreement No.....  
whenever called upon to do so by the Engineer-in-  
Charge within a period of ----- or as extended  
by him from time to time.

Contd.,....2/-

- b) That the First Party shall have absolutely no claim of whatsoever nature against the Second Party for doing the work mentioned in schedule annexed to this Agreement as required under Clause-(a) above, except that which he would be entitled to under the original Agreement No.....
- c) That the First Party shall be liable to execute **all other items arising out of the original Agreement No.....** which in opinion of the Engineer-in-Charge, are necessary.
- d) That the First Party shall start with the work of the remaining items mentioned in the Schedule annexed to this Agreement within.....days from ..... on the receipt of a letter to that effect, from the Engineer-in-Charge or from any date fixed in the said letter and shall complete the said work within the time fixed by the said Engineer-in-Charge or as extended, by him from time to time.
- e) That on the due execution and completion of this Agreement by the parties, the bill of the First Party in relation to the work already done by him under the Original Agreement No.....shall be provisionally finalised by the Second Party and payment on account, if any amount is due, shall be made to the First Party subject to the conditions that .....
- i) Pending dues of contractor in provisional final bill be tied up minimum to the extent of more than the cost of pending items.
- ii) The payment of 10% of the amount of work as included in the Supplementary Agreement would be withheld/retained as security till the completion of work



covered by Supplementary Agreement. The Second Party shall have a right to deal with the said amount of security as it thinks proper under the terms and conditions of the original agreement. Further, on the due execution and completion of this Agreement, to the satisfaction of the Engineer-in-Charge, the First Party shall be entitled to refund of the security deposit relating to the work in question, subject to the right of the Second Party to retain such amount as it thinks reasonable as mentioned above soon after the maintenance period of three months or six months, as the case may be as mentioned in Clause-.....of the original Agreement, is over.

- f) That the final bill relating to the entire work under the two agreements shall be prepared after the completion of the entire work covered by Agreement No..... and this Agreement.
- g) That during the operation of Supplementary Agreement, the watch and ward of the entire work including the completed work of the Main Agreement shall continue to remain the responsibility of the first Party. The first party shall also be liable to make good any loss or damage to the executed items of Main Agreement for which nothing extra shall be paid to the first party.
- 3. Except as modified by this Agreement, the said original Agreement No.....shall remain in full force and effect in all respect including technical audit, defect liability etc.

IN WITNESS WHEREOF, THE ABOVE MENTIONED PARTIES HAVE  
PUT THEIR signature on this day the.....

DELHI DEVELOPMENT AUTHORITY  
( E.M.'S OFFICE )

NO: EM.1 (JO) 95/20060

Dated: 16.11.95

CIRCULAR NO. 475.

SUB: REGULAR SUBMISSION OF QUARTERLY PROGRESS  
REPORTS TO CTE IN RESPECT OF HORTICULTURE  
WORK.

It has been pointed out by the Chief Technical Examiner, Central Vigilance Commission New Delhi that Quarterly Progress Reports in respect of Horticulture Works under North and South jurisdiction are not being received regularly in the CTE's Organisation. In this connection, the CTE has also invited attention to Commission's letter No. 9V CRD 51 dated 24.9.90 in which detailed instructions have been issued for submission of Quarterly Progress Reports. It would be seen from these instructions that if the contract amount of works/supplies being undertaken by an Organisation is less than the latest monetary limits i.e. Rs. 50,000/- then the organisation is required to report two largest works in progress.

It is, therefore, enjoined upon all concerned that Quarterly Progress Reports in respect of Horticulture works in the prescribed proforma should be sent to the CTE's Organisation regularly.

*PD Lamin the to the value of  
all work to be submitted*

( R.L. HANS ) 13  
Engineer Member  
D.D.A.

COPIES TO:

1. CTE, CVC, H.D. w.r.t. their D.O. No. 7-1102-NE.Rtn. dt. 30.8.95 addressed to Dir. (Hort.) South/North and copy to CVO, EDA.
2. Director (Hort.) North.
3. Director (Hort.) South.
4. CVO, EDA.
5. CE (C.C.), EDA.
6. All Dy. Directors (Hort.).
7. All CE's. They shall also ensure that reports on the prescribed proforma are sent every quarter invariably in time.
7. File No. PA/EE(Vic.)-III/95/20

*Send a copy to  
all SEs of EE for  
strict compliance.*

*Also put up the*

W-11

20/11

ENGINEER MEMBER

D.D.A.

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NO. EM1(10)95/2 20478

dt. 22.11.95

CIRCULAR NO. 476

Subj. - Running contracts for repetitive type of works.

CTE during their sample checking of work orders issued in a particular zone of DDA had observed that the following types of works should be got executed through running contracts on yearly basis or half yearly basis by inviting tenders so as to get competitive rates, rather than through work orders:-

1. Construction of boundary wall and chain link fencing.
2. Sweeping of roads.
3. Desilting of drains/sewerage systems.
4. Tank chlorination, chemical dosing of pumps and underground tanks.
5. Providing drinking water by tanker.
6. Any such type of work which may come to notice and require repetition.

It is, therefore, enjoined upon all field engineers to strictly follow the above observations of CTE.

*[Signature]*  
20.11.95  
(R.L.HANS),  
ENGINEER MEMBER,  
D.D.A.  
1/11

1. All Chief Engineers i/c. CE(JC).
2. All Superintending Engineers i/c. SE(JC).
3. Director (Hort.) North and South.
4. All Ex. Engineer(Civil)/Dy. Dir. (Hort.).
5. File NO. EM8(5)95/CTE/SEZ.



C I R C U L E R No.477Sub: Award of works without call of tenders-  
work orders.

The WAB in its meetings held on 17.4.93 and 29.12.94 delegated the following enhanced powers in respect of award of works without call of tenders:

Desig.	Annual Limit	Amount of Individual work
EE	Rs. 5.00 lacs	0.75 lacs
SE	Rs. 20.00 lacs	2.00 lacs
CE	Rs. 30.00 lacs	4.00 lacs

The powers delegated to the officers of Horts. Wing are as under:

Dy. Director	Rs. 2.5 lacs	0.35 lacs
Director	Rs. 10.00 lacs	1.00 lacs

2. In emergent case or when the interest of the work demands, the Divisional Engineer may award works without call of tenders up to his power in this respect. The precise nature of the urgency involved shall invariably be recorded in writing by the Divisional Engineer before dispensing with the calling of tenders for works costing more than Rs.2500/-.

3. If due to very great urgency competitive rates cannot otherwise be fixed, quotations be obtained.

4. It has been circulated vide letter No.F5(287)92-93/PC/Pt./173-99 dt.15.12.93 and its subsequent reminder No.. F5(287)92-93/PC/Pt/136-47 dt.16.1.95 that in case of award of work without call of tenders, each authority would submit monthly return of work orders issued in a month(explaining urgency) alongwith commulative value of work orders issued during the financial year to his next higher authority. A copy of the return is required to be endorsed to CAO by 15th of the next month. It has been observed that these instructions are not being followed. Since monitoring of information received from divisions directly by CAO is difficult, henceforth, the return should be submitted by Divisional Officer to FO of the zone. The FOs will compile the information and will submit the same to CAO by 22nd of the month. All concerned officers should ensure meticulous compliance of these instructions failing which disciplinary action may be initiated against the defaulting officers.

5. A proper register shall be maintained in all divisions/circles/zones to watch that the above limits are not exceeded. It shall be the duty of the EE, SE & CE to verify the work orders register before approving the same.

6. The powers of an officer who has exhausted his delegated powers for a particular financial year as defined in Para-I above shall be treated as withdrawn for the remaining part of that financial year and any work order issued beyond this limit shall not be good for payment unless competent authority gives approval to such work order. (No payment should be allowed by DDO/Div.Acctt./CAUs/FOs against such work orders.

7. Full reasons shall be recorded by the approving authority who should guard against contractors holding out unjustifiably high rates. As a normal rule, contracts should be placed only after invitation of open tenders. Cases for award of works without call of tenders should be comparatively infrequent and only when there are very special reasons for making an exception to the general rule and in public interest.

8. It has also to be noted that the rates obtained after call of quotation cannot be considered as competitive and the work awarded on their basis construed to have been awarded without call of tenders.

9. When works are awarded without call of tenders it should also be ensured that the sum total of all the work orders issued against any particular estimate as a whole does not exceed the power to award work without call of tenders of the authority issuing the work orders.

10. Before awarding the work, the contractor should be asked to furnish a list of gazetted/non gazetted and W/charged employees related to him.

11. The Divisional Engineers/Suprintending Engineers/Chief Engineers while awarding the work on work orders, have also to satisfy themselves that the provision exists in the preliminary estimate as well as in the detailed Estimate technically sanctioned by the competent authority and also that the budget provision exists in the relevant financial year.

12. Before awarding the works on work order basis, budget slip will be obtained from DY.CAO(CAU) or F.O. of the zone as required vide F&E's circular No.19 dt.19.6.95.

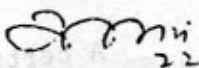
.....3/-  
Comptroller  
Dy. Secy



13. The Divisional Accountants will ensure at the time of issue of work orders as well as release of the payment thereof that the work orders are within the para-metres defined above. Any laxity on this account shall be viewed very seriously and shall attract disciplinary action.

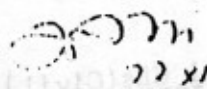
14. As per circular No.36 dt.8.9.95 issued by Finance, the payment for execution of work to contractors on hand-receipts is to be avoided. However if due to exigencies in the public interest, if such payments are to be made these should be accounted for in the annual limit of the work order of EE/SE/CE as the case may.

15. Central Accounting Unit shall also exercise all the required checks as have been prescribed in the Central Accounting Unit system.

  
( R.L. HANS )  
Engineer Member/DDA

Copy to:

1. VC/DDA
2. FM/DDA
3. CVO/DDA
4. CAO/DDA
5. CE(Design) with 5 spare copies
6. CE(UC) with 5 spare copies
7. CE(Elect.) with 15 spare copies for SEs, EEs and FOs.
8. CE(EZ, NZ, WZ, SEZ, SWZ, RZ, Dwarka) with 30 spare copies for distribution amongst the EEs, SEs, Dy. CAOs and FOs and AO(CAU).
9. Director(Works)/DDA
10. Director(Hort.) North & South with 10 spare copies for distribution amongst the Dy. Director (Hort.) & FOs.
11. A.O. (Works) I, II & III.
12. Secretary, WAB
13. E.O. I, II & III.
14. Dy. CAO-I & II and Dy. FA(II).
15. AO(IA)HQ with 6 spare copies
16. A.O. (FEE)/DDA.

  
22.11.95  
Engineer Member/DDA



DELHI DEVELOPMENT AUTHORITY  
( E.M.'S OFFICE )

NO:EM.1. (10)95/ 21883

Dated:20.12.95

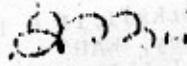
STANDING INSTRUCTION NO. 78

SUB: Pre-qualification criterion for call of tenders for specialised jobs - Amendment to Standing Instruction No. 359.

WAB in its meeting held on 14.12.95 has decided to modify the provisions of Standing Instruction No. 359 to the following limited extent :-

1. A certificate of satisfactory completion of two works of similar nature each costing not less than Rs.100 lakhs shall be furnished by the intending tenderers at the time of making application for the issue of tender documents instead of two works of Rs. 1.50 Crores as earlier specified in Standing Instruction No. 359.

The other conditions laid down for pre-qualification in Standing Instruction No. 359 would continue to remain the same.

  
( R.L. HANS )  
ENGINEER MEMBER  
D.D.A.

All Zonal CEs (Civil) & CE (Elect.) / CE (QC) / CAO

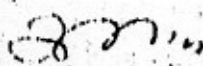
Directors (Hort.) North & South & Director (MM)

All SEs i/c SE (Design)

All Ex. Engineers

COPY TO:-

1. Secy. (CRB), E.O.-I, II & III.
2. Sr. A.O. (Plan).
3. File No. EM.11(11)95/GTS.

  
ENGINEER MEMBER  
D.D.A.

\*\*\*

DATED: 8.1.96

(N.k.)

DELHI DEVELOPMENT AUTHORITY  
( E.M.'S OFFICE )

NO: FM.1 (10) 96/424

Dated: 7.1.96

CIRCULAR NO. 480

SUB: Proper planning with regard to preparation of tender documents so as to avoid award of work at higher rates than the justified rate.

C.V.C., while giving advice to DDA after examination of one of the Asiad works, had observed as under :-

" While the lapses are established, it cannot be denied that there are mitigating circumstances of working under emergent conditions with inadequate staff due to which it is difficult to pin point the lapses on any single individual. There have been similar cases of DDA in the past and it is for DDA to see that sufficient time is made available for planning and execution so as to avoid such irregularities and losses due to high rates at least in future on grounds of emergency (real or created). "

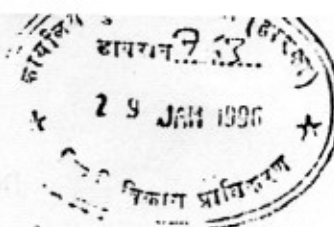
The above observations are brought to the notice of all concerned for taking necessary care to ensure that such situations do not crop up in any future contracts.

( R.L. HANS )  
ENGINEER MEMBER

1. All Chief Engineers (Civil), CE (Elect.) & CE (QC).
2. All SEs (Civil) & SE (Elect.).
3. Director (Hort.) North & South & Director (MM).
4. All Executive Engineers (Civil & Elect.).
5. All Dy. Directors (Hort.).
6. File No. FM.3(19)70/QC/SH-21.



DEHRI DEVELOPMENT AUTHORITY  
( J.E.'S OFFICE )



NO: EM.1(10)95/471

Dated: 29.1.96

CIRCULAR NO. 481

SUB: CLEARANCE OF PROJECTS BY EXPERT COMMITTEE

In partial modification of the constitution of the Expert Committee, as already constituted vide Circular No. 466 of S.O. No. EM.1(10)95/1644 dt. 15.9.95, henceforth, SE(Design) would be the Member-Secretary of this Committee in place of Chief Engineer (Design).

This issues with the approval of Engineer Member.

E.O.-I to E.M.

DDA

25/1

COPY TO:-

1. OSD to VC, DDA for kind information of the latter.
2. PS to FM, DDA for kind information of the latter.
3. PS to EM, DDA for kind information of the latter.
4. All members of the Committee.
5. All CEs of DDA.
6. Chief Architect, DDA.
7. Commissioner (Plg.), DDA.
8. All SE(P)'s of DDA.
9. All Sr. Architect of DDA.
10. All Addl. Commissioner (Plg.), DDA.
11. File No. 1(10)SE(SP&D)93-94/Vol.II/Pt.i.

With file on the subject

P.S.

25/1

DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO.:EM1(10)96/1469

CIRCULAR NO. 482

Dated:30.1.96

SUB: Quality management of works by supervisory staff - Guidelines for inspection of works by EEs/SEs.

There is need for strict supervision of all types of works at EE's/SE's levels in a more comprehensive manner over and above the quality control management being done by Quality Control Cell of DDA for construction works costing above Rs. 7 lacs.

In the past, instructions on the subject had been issued by the EM through circulars bearing Nos. 13,25,61,85,161,162,180,210 & 273 enjoining upon the various officers to frequently inspect the works being executed under their jurisdiction to ensure proper quality of the works as well as to ensure that the works are being carried out in accordance with the designs and specifications laid down for the same. However, the experience has been that this spirit is generally not being followed. Thus, there is a need to lay norms about the frequency of inspections, check lists about the various aspects to be covered during inspections and monitoring of the follow-up actions of the directions given during inspections of various works to be carried out by EEs/SEs as per the details given below :-

Frequency of  
Inspections  
by EE's/SE's.

1. It is now intended to make minimum stage-wise inspections of the various construction works mandatory as per the stages given below :-
  - A. For works costing Rs. 2 lacs to Rs. 7 lacs.
    - i) First stage (20% to 40% progress) Detailed inspections by EE for checking the quality of work.
    - ii) 2nd stage (40% to 70% progress) Inspection by SE for checking the quality in detail.
    - iii) 3rd stage (70% to 90% progress) Inspection by EE for checking quality in detail.

Contd.....2/-

B. Inspection of works costing above Rs.7 lacs.

The minimum frequency of inspection of works costing above Rs. 7 lacs should be as follows :-

<u>Amount of work</u>	<u>No. of inspections</u>	
	<u>EE</u>	<u>SE</u>
i) Rs.7 to Rs.25 lacs	Twice a month	Once during currency.
ii) Rs.25 to Rs.100 lacs	Twice a month	Once a month.
iii) above Rs. 100 lacs	Thrice a month	Once a month.

Note: The above norms only indicate the minimum number of inspections required to be conducted by the EEs/SEs. However, depending upon the exigencies of each work, the respective EEs/SEs may conduct more number of inspections, if the situation so demands.

Written communication of observations/directions.

2. The respective EEs/SEs should invariably either issue formal inspection notes or record their observation in the site order books.

Register of inspections

3. Attention is invited to the earlier instructions issued vide EM's Circular No.25 dated 16.6.83 vide which it was directed that a register would be maintained at the site of all projects wherein the information about the inspections of the work by all the inspecting officers was required to be kept in a regular and chronological order.

It has been experienced that these instructions are not being followed scrupulously.

It is, therefore, reiterated that, henceforth, such a register would be invariably maintained at all the work sites by the concerned AE in-charge, who will keep such a register under his personal custody. This Register of Inspections would be maintained by AE's in-charge of the work as per the format given in Annexure-I.

Check list for Guidance of Inspecting Officers.

4. A check list of various aspects to be covered by the inspecting officers during their inspections has been indicated in the enclosed Annexure-II. This list has been prepared to serve as broad guidelines to enable the inspecting officers to pick up the items from this list depending upon the stage of works at the time of the inspections. However, they could also add any other aspect/item, not specifically covered in this list, which they might



Designation of one  
AE(Plg.) as AE(QC)  
in each Circle.

consider to be necessary during any particular inspection.

5. All SEs shall designate one AE(Plg.), as AE(QC), who will help SEs to conduct inspections as detailed above, issue inspection reports and monitor follow-up actions as required.

Such AE(QC) would also help SEs to monitor suitable follow-up action on the reports and the rejoinders of the Quality Control Cell of DDA.

Monitoring of  
Action Taken  
Reports of the  
Inspection Memos/  
Observations.

6. EEs shall submit to the SE's a regular Action Taken Reports of the Inspections/Observations on a running format as given in Annexure-III so as to enable SE's to see compliance during their next inspections.

Submission of  
Monthly Returns  
of Inspections.  
a) By EEs to SEs  
b) By SE's to CE's

7 (a) Each EE would send a monthly return containing name of the works inspected with tendered cost, percentage progress and date of inspection to his controlling SE for his information.

(b) Similar monthly returns would be sent by SE's for works inspected by him during the month to their controlling CE's.

These monthly returns would be submitted by EEs/SEs to their respective controlling SE's/CE's on the prescribed format given in Annexure-IV.

Thus, CE's/SE's would keep a watch to ensure that all the works are being supervised properly by the concerned SEs/EEs respectively.

Ebcl: As above.

( R.L. HANS )  
ENGINEER MEMBER

COPY TO:-

1. VC, DDA for kind information.
2. FM, DDA for kind information.
3. All CEs of DDA i/c CE(QC), Elect. & Design.
4. All SEs of DDA i/c SE(QC, Elect. & Design).
5. Director (M&S).
6. Director (Hort.) North & South.
7. All Jt. Director (Hort.).
8. All EEs i/c EE(QC), Elect., Design).
9. All Dy. Director (Hort.).
10. File No. PA/CE/QC/27/DDA.
11. File No. EM.3(13)86/Pt.

ENGINEER MEMBER  
D.D.A.

4. PROGRESS MONITORING

- 4.1 System adopted at site for monitoring progress.
- 4.2 Percentage Progress achieved vis-a-vis time given for completion.
- 4.3 Steps taken to accelerate Progress when short fall is noticed.
- 4.4. Any extension of time required .  
Are reasons for the same justified?
- 4.5. Coordination amongst various agencies involved in execution of work.
- 4.6. Constraints noticed in smooth progress of work and directions, if any, received from EE/SE/CE to overcome them.

7-10-11  
5/11

INSPECTION OF WORKS

SNo.	Division	Name of work (Agency)	Date of start/ Stipulated date of completion.
------	----------	--------------------------	--

1.	2.	3.	4.
----	----	----	----

Estimated Cost Tendered	Cost.	Date of Inspection	Inspection carried out by
----------------------------	-------	-----------------------	------------------------------

5.	6.	7.
----	----	----

Reference of Inspection memo.	Reference of reply received.	Reminder issued on.
----------------------------------	---------------------------------	------------------------

8.	9.	10.
----	----	-----

Reference of Rejoinder	Remarks.
------------------------	----------

11.	12.
-----	-----

--	--

Amal  
20/5/2011



CHECK LIST DURING INSPECTION OF WORKS1. ROUTINE QUALITY CONTROL

- 1.1 Quality control wise
- 1.1.1 Is field staff equipped with-
  - a) Copy of agreement with relevant specifications (detailed as well as special)
  - b) Copy of Preliminary estimate, detailed estimate and details of measurements
  - c) Up-to-date architectural as well as structural drawings.
  - d) Testing facilities with the help of necessary field instruments/equipments (List of equipments available at site including levels, theodolite etc. may be given.).

2. OBSERVATIONS ON QUALITY OF WORK AFTER INTENSIVE INSPECTION

Enumerate the defects/drawback, deficiencies noticed in the work sub-headwise:

- 2.1 Earth work
- 2.2 Concrete work
- 2.3 RCC work
- 2.4 Brick work
- 2.5 Stone work
- 2.6 Steel work
- 2.7 Flooring (including marble work, if any).
- 2.8 Roofing
- 2.9 Finishing
- 2.10 Miscellaneous
- 2.11 Services etc.

3. QUALITY AND TESTING OF MATERIALS/PRODUCTS:3.1 Comments on:

- 3.1.1 Testing facilities available with the department at site.
- 3.1.2 Testing facilities arranged with other Department/Institution
- 3.1.3 Testing facilities further required to be arranged.
- 3.1.4 Is material/product of make borne on approved list of Department/ ISI
- 3.1.5 Are tests carried out on materials/products (covered under 3 to 3.1.3) found satisfactory?

3.2 TESTING:

- 3.2.1 Are all mandatory tests being carried out at the frequency mentioned in C.P.W.D. Specifications.
- 3.2.2 No. of tests failed and approx. quantity rejected.
- 3.2.3 General observations on tests, viz. erratic results, consistently low or high results etc.
- 3.2.4 Follow up action taken on unsatisfactory results, with lapses in prompt follow up action.
- 3.2.5 Samples tested by AE (QC) and their results (Sample should invariably be taken where materials/product at site does not appear to conform to the latest test results).

ΑΠΟΛΟΓΟΣ - ΙΙΙ

NO. :

date:

4. Date of Inspection:

Ex. Engineer: .Sh.

5 percent:

Asstt.Engineer:Sh:

5. Percentage Progress of work

Dr. Engineer. Sh.

Sh. \_\_\_\_\_

Sh. \_\_\_\_\_

1. 2. 3. 4. 5. 6.

Suppl.

MONTHLY RETURN OF INSPECTIONS OF WORKS  
CARRIED OUT BY EEs / SEs

ANNEXURE-IV

DIVISION / CIRCLE

MONTH

SNO.

Name of work

Estimated Cost  
Tendered cost

percentage  
Progress

Date of inspection by EEs/SEs

1.

2.

3.

4.

5.

SIGNATURE OF EE / SE

DIVISION / CIRCLE

6-Pr  
241



DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO: EM.1 (10)96/ 2614

Dated: 20.2.96

CIRCULAR NO. 483

SUB: RE-APPOINTMENT OF ARBITRATORS..

During detailed examination of one of the arbitration awards, CTE had observed that the appointing authority had re-appointed the same person as the second arbitrator after he had resigned from his first appointment.

CTE has observed that the second time appointment of the same person as the Arbitrator is a violation of the provisions of clause-25 of the standard contract formats which stipulates that :-

"The arbitrator unto whom the matter originally referred being transferred or vacating his office or being unable to act for any reason, such EM/CE,DDA as aforesaid at the time of such transfer, vacation of office or inability to act shall appoint another person to act as arbitrator in accordance with the terms of this contract".

The matter has also been examined by the Legal Cell who too have opined that in the light of the above provisions of clause-25, the same person should not be re-appointed as the arbitrator after vacation of the office and in his place another person only should be appointed as the arbitrator.

It is, therefore, enioned upon all the Competent Authorities that the above observations of the CTE and the legal opinion should be kept in mind at the time of re-appointment of arbitrators so that there are no legal complications at a later stage.

( R.L. HANS )  
ENGINEER MEMBER

1. All Chief Engineers i/c CE(Elect.) & CE(QC).
2. Director (MM).
3. Director (Hort.) North & South.
4. File No. EM.8(188)88/CTE/NZ

DELHI DEVELOPMENT AUTHORITY  
( EN'S OFFICE )

NO:EM.1(10)96/3003

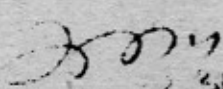
Dated: 27.2.96

STANDING INSTRUCTION NO. 484

SUB: ISSUE/SALE OF TENDER DOCUMENTS FOR  
'SPECIALISED WORK'.

WAB in its meeting held on 12.2.96 has decided to modify the provisions of Standing Instruction No. 351 to the limited extent that, henceforth, tender documents for all those works which are categorised as 'Specialised Works' would be issued only from the respective Divisional Offices after the eligibility criteria is duly verified by the concerned Executive Engineer. Such tender documents shall not be sold from any other sale counters established in Vikas Minar or in Vikas Sadan.

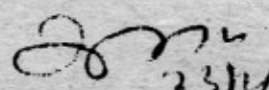
It is, therefore, enjoined upon all the Engineers & Divisional Accountants DDA to meticulously follow the above instructions.

  
( R.L. HANS )  
ENGINEER MEMBER  
D.D.A. <sup>21/2</sup>

All CEs(Civil) i/c CE(Elect.) & CE(QC)  
CHIEF ACCOUNT OFFICER  
All SEs(Civil & Elect.) i/c SE(D)  
Directors (Hort.) North & South & Dir.(Monitoring)  
All EEs(Civil & Elect.)

Copy to:-

1. Secy.(WAB), E.O.-I, II & III.
2. Sr. A.O.(Plan).
3. File No. EM.11(11)95/GIS.
4. File No. EM.11(18)96/GIS

  
ENGINEER MEMBER  
D.D.A. <sup>21/2</sup>

DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO:EM.1(10)96/3121

Dated: 29.2.96

CIRCULAR NO. 485

SUB: STIPULATION OF PRACTICALLY REASONABLE AND  
ACHIEVABLE TIME FRAME FOR COMPLETION OF  
VARIOUS HOUSING WORKS IN DDA.

\*\*\*\*\*

The Central Vigilance Commission in one of the cases, had observed that the time stipulated in a particular Agreement for the completion of the work was not commensurate with the quantum of the work to be executed and was infact quite less in comparison to the standards laid down in CPWD Manual. C.V.C. had further observed that such stipulations of lesser time limit for the completion of works result in certain obvious implications viz. adequate number of contractors sometimes do not come forward for submission of tenders for such works resulting in lesser competition, besides the contractors also assume that they would be required to either engage more labour or would have to pay overtime to the labour to be able to complete the work in such a short time and therefore they quote comparatively higher rates. In addition, such stipulation of a shorter time is also likely to give an opportunity to the contractors to claim damages due to extension of the period of contracts on account of delays by the Deptt.

In view of the above implications emanating from stipulating shorter time than justifiably required for the completion of works, an urgent need was felt to curb such a tendency in future NITs/Agreements.

It has, therefore, been decided that the various NITs approving authorities should stipulate the time for completion of works strictly as per the following guidelines:-



1. Time schedule shall be worked out on the basis of the standards prescribed in Appendix-25 of CP&D Manual Vol. II alongwith all the foot notes from Sl. No.1 to 9 ( copy enclosed as Annexure-I ).
2. In repetitive schemes where all architectural and structural drawings are available, the stipulated period may be reduced by 10% provided stipulated materials are available in stores in time.

Encl: Annexure-I.

( R.L. HANS )  
ENGINEER MEMBER  
D.D.A.

1. All CEs(Civil), CE(Elect.), CE(QC).
2. All SEs(Civil), SEs(Elect.), SE(QC).  
SE(D) & SE(P)'s (Civil).
3. Director (Hort.) South & North,  
Director (MM), Director (Works).
4. All EEs(Civil & Elect.) & EE(P)'s (Civil).
5. All FO's & Divisional Acctt.
6. File No.EM.16(2)95/Committee/DDA.
7. Vigilance file No.F.27(48)89/Vig./CVO-II/910.

COPY TO:-

1. VC, DDA.
  2. FM, DDA.
  3. CAO, DDA
- for kind information.

ENGINEER MEMBER  
D.D.A.

STANDARD SCHEDULE OF CONTRACT PERIODS  
FOR BUILDING WORKS  
(Refer Para. 17.14)

Type of Building	Estimated Costs					
	Upto Rs. 50,000	Rs. 50,000 to Rs. 2 lakhs	Rs.2 lakhs to Rs. 5 lakhs	Rs.5 lakhs to Rs. 10 lakhs	Rs.10 lakhs to Rs. 25 lakhs	Add for every addi- tional Rs.25 lakhs
	Months	Months	Months	Months	Months	Months
Single-Storeyed	4	6	8	9	10	1
Double-storeyed	6	8	9 1/2	10 1/2	11 1/2	1
Three-storeyed	8	8 1/2	12	12	13	1
Four-storeyed	-	11	12 1/2	13 1/2	14 1/2	1
Five-storeyed	-	-	14	15	16	1
Six-Storeyed	-	-	-	17	18	1
Seven-storeyed	-	-	-	19	20	1
Eight-storeyed	-	-	-	21	22	1

Note.1- This schedule is to serve as a general guide for fixing contract periods for building works under normal conditions, in large cities like Delhi, Calcutta, Madras, etc., where the building trade is well organized. For small or out of the way places where normal facilities for construction of buildings may be lacking, contract periods should be fixed suitably after taking into consideration the local conditions.

Note.2: When the contract period runs through monsoons, extra period may be allowed for the same on the assumption that progress during monsoons is about half of the progress in fair weather. For example in Delhi, where the monsoons last for about 2 months, one month may be added, and in places like Calcutta and Bombay, where monsoons last for four months, two months may be added.

Note.3: Where a basement is to be provided, an extra period of 1 to 2 months may be added depending on the extent of basement and depth of subsoil water table.



Note.4: Extra period may be allowed for works having special features such as (i) domes, shells and coffered roofs, (ii) extensive stone works, stone veneering and sculpturing and (iii) special finishes and architectural features.

Note.5: In case of works consisting of a number of small units, such as a group of residential quarters, scattered over a large area, an extra period of 1 to 3 months may be allowed depending on the number of units and their disposition.

Note:6: When work is to be executed in congested areas and on small sites, the period may be suitably increased because of difficulties in storage of building materials.

NOTE.7: The above schedule takes into account about 3 months for foundations in the case of multi-storeyed buildings of five or more storeyed. In case of buildings on piles, normally the work of the piles would be executed through a separate contract and the time required for the super-structure should be fixed by reducing the period determined on the basis of the schedule by about 3 months.

Note.8: Contract periods for internal and external services should be fixed according to the programme for completion of the building taking into consideration the local conditions.

Note.9: In urgent cases, the contract periods as derived from the above schedule could be reduced by about 20% , provided essential materials and structural designs could be made available in time.



## DELTA DEVELOPMENT AUTHORITY

( E.M. I.S. OFFICE )

No. EM.1 (10) 96/DLA/ 3365

Dated: 6.3.96

STANDING INSTRUCTION NO. 486SUB: RELEASE FOR ALLOTMENT OF SHOPPING CENTRES/COMMERCIAL COMPLEXES ONLY WHEN ALL THE SERVICES ARE AVAILABLE.

During the recent past, it has been observed that some Commercial Complexes have been allotted to the public/perspective buyers but services; like electricity and water are not available. These type of situations bring a bad name to the department, in addition to the inconvenience caused to the allottees of the various shops/commercial complexes.

To avoid re-occurring of such instances, it is enjoined upon all the Chief Engineers(C)/CE(Elect.) to ensure that all the services are available before Commercial/Shopp- ing Complex is released to lands disposal wing for allotment to the public. In case of Shopping Centres/Commercial Complex- es, where the costing details have already been sent and some services are yet to be provided, a reference be made by the respective Chief Engineers/Suptdg. Engineers to Lands Disposal wing to withhold the allotment of the same so that the situa- tion, as has been explained above, does not crop up again.

*R.L. Hans*  
( R.L. Hans )  
Engineer Member

1. ALL CHIEF ENGINEER(C)
2. CHIEF ENGINEER(ELECT.)
3. ALL SUPTLG. ENGINEERS(C)
4. ALL SUPTLG. ENGINEERS(ELECT.)

Copy to:-

1. Commissioner(LU).
2. Commissioner(Housing).
3. Chief Accounts Officer.
4. Financial Adviser(Housing)
5. Director(Lands Costing).
6. E.O.III to EM.
7. Guard File.
8. File No. EM.5(256)72/Vol.XX/Pt.

*R.L. Hans*  
Engineer member

Copy to:-

1. Vice-Chairman for kind information.
2. Pr. Commissioner for information.



NO:EM.1(10)96/ 3419

Dated: 7.3.96

CIRCULAR NO. 487

SUB: RUNNING CONTRACTS FOR REPETITIVE TYPE OF WORKS - FURTHER ACTIONS FOR PREVENTIVE VIGILANCE.

\*\*\*\*\*

Attention of all concerned is drawn to this office Circular No. 476 issued vide No. EM.1(10)85/28478 dt. 22.11.95 vide which it was enjoined upon all to execute certain type of works through running contracts on yearly basis etc.

In this context, the CTE have further observed that in order to fulfill the requirement of preventive vigilance for the execution of the said type of works enumerated in Circular No:476, the following aspects must be kept in mind :-

- i) Getting competitive rates through wide publicity as well as observing all the required formalities.
- ii) Piecemeal working should be stopped specially for items which are not susceptible of checks later on e.g. sweeping of roads, desilting of drains, tank's chlorination etc. Consolidated detailed estimates may be prepared with the experience gained in the past. These detailed estimates should be sanctioned by the competent authority in advance for exercising necessary control at higher level.

It is, therefore, further enjoined upon all concerned to scrupulously follow these additional measures also over and above the guidelines earlier issued.

( A.L. JANS )  
ENGINEER MEMBER

1. All Chief Engineers i/c CE(OC) & CE(Elect.).
2. All Superintending Engineers i/c SE(OC) & SE(Elect.).
3. Director (Hort.) North & South & District Engineer.

DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO:EM.1 (10 )96/ 4190-

Dated: 22.3.96

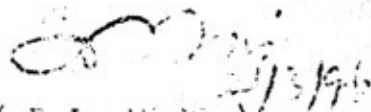
CIRCULAR NO. 488

- SUB: i) To keep on record proper market rate justification,  
ii) To improve competition in Tenders.

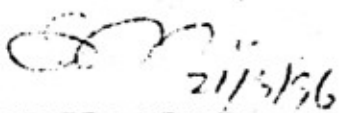
\*\*\*\*\*

C.V.C. while rendering advice in one of the vigilance cases had also suggested that DDA should keep on record proper market rate justification and should also try to improve competition.

All the Engineers of DDA are, therefore, directed to keep in mind the above advice of CVC in all future works.

  
( E.L. DARS )  
ENGINEER MEMBER  
D.D.A.

1. All Chief Engineers i/c. CE(QC) & CE(Elect.),
2. All SEs i/c. SE(P)s, SE(Elect.), SE(QC) & SE(D).
3. Director (Hort.) North & South and Director (MM).
4. All EEs(Civil)/EE(P)s/EEs(Elect.)/EEs(QC)/ Dy. Director (Hort.).
5. File No.EM.14(16)93/Vigilance.

  
ENGINEER MEMBER  
DDA



DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

dt. 3.4.96

EM 1(10)96/ 5506

CIRCULAR NO : 489

Sub: Adoption of revised CPWD Specifications - 1996 Volume-I  
to Volume -VI .

CPWD has since revised its earlier CPWD Specifications - 1977 (Vol-I & II) as CPWD Specifications -1996, Vol-I to Vol-VI. Earlier in 1991-92 , CPWD had printed three volumes namely Vol.-I, II & III as CPWD specification - 1991-92 . These three volumes are also now being treated as CPWD specifications- 1996.

It has been decided to adopt the revised CPWD Specification, 1996, Vol. I to VI in DUA. These specifications shall be applicable in respect of all DUA works with effect from 01-04-1996.

This issues with the approval of E.M.

(Gurpreet Singh)  
Director (Works)  
D.D.A.

1. All SEs i/c. SE(QC) & SE(Elect.) DUA.
2. CVO/DUA.
3. CAO/DUA.
4. All SEs i/c. SE(QC) & SE(Elect.) & SE(P)s.DUA.
5. Director (MM), Dir. (Hort.) North and South. /DUA.
6. All EEs (Civil), (Elect.) & EE(P)s/DUA.
7. All Dy. Directors (Hort.) DUA .
8. EO-I, II and III & Sr. A.O.(P)/DUA.
9. File NO. EM11(19) 96/GTS.

Copy to:-

1. PS to FM/DUA for kind information of the latter.

Director (Works)  
D.D.A.

DELEI DEVELOPMENT AUTHORITY  
EM's OFFICE

No. EM1(10)96/ 6458

Dated: 18.4.96

\*STANDING INSTRUCTION NO. 90\*

In the WAB meeting held on 10-4-96, while discussing agenda item for the work of providing and laying rising main in Vasant Kunj area, it was found that the technical specifications for the electrical components, which would be required to be installed for the purpose, had not been approved by SE(Elect.) properly. Due to this lapse, the tenders invited by the Zone, had to be rejected and NIT had to be revised, thereby resulting in delay in taking up a time bound work.

To avoid recurrence of such type of lapses in future, it was decided by the Board that <sup>for</sup> all such type of works, the respective Civil Zones will finalise the technical specifications with the approval of Chief Engineer(Elect.) before issuing the NIT. It is, therefore, enjoined upon all the Chief Engineers to ensure that the above directions are followed meticulously.

P. K. Prasad  
( R.K. BEANDARI )  
ENGINEER MEMBER 15/4/96  
✓

1. All Chief Engineers
2. Chief Engineer(Elect.)

**Copy to:-**

1. Vice-Chairman for his kind information.
2. Finance Member.
3. Chief Engineer(OC).
4. Chief Accounts Officer.
5. All Suptdg. Engineers(Civil)/(Elect.).
6. SE(P)-I, II, III, IV & (Rohini).
7. S.O.I, II & III.
8. In File No. WAB.1(76)/XKVI/Secy. with DA-I.
9. Guard File.

P. K. Prasad  
ENGINEER MEMBER

15/4/96

DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO:EM.1 (10)96/6400

Dated: 6-5-96

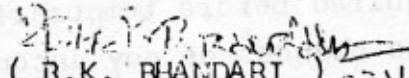
CIRCULAR NO. 491

SUB: Floating of NIT only after the availability of the requisite drawings.

C.V.C. while rendering advice in one of the cases had adversely commented about an award of a work without the availability of approved layout plan and project drawings etc. which ultimately resulted in a substantial loss to the Authority by way of an arbitration award to the contractor in the shape of damages for idle labour, T & P etc. and delay.

In this context, attention of all concerned is invited to the detailed instructions already issued vide Circular Nos. 141 dated 2.11.86, 388 dt. 18.3.93 and 464 dt. 17.7.95 wherein the need to float tenders only after receipt of requisite drawings had been explicitly emphasised.

It is, therefore, once again enjoined upon all concerned that they should scrupulously follow these instructions issued vide above mentioned circulars.

  
( R.K. BHANDARI )  
(ENGINEER MEMBER)

26/4/96

1. All Chief Engineers i/c CE(QC) & CE(Elect.).
2. Chief Accounts Officer, DDA.
3. All Suptdg. Engineers i/c SE(QC) & SE(Elect.).
4. Director (MM) & Director (Hort.) North & South.
5. All Ex. Engineers (Civil & Elect.).
6. All Dy. Directors (Hort.).
7. F.O. to CEs.
8. File No.F.27(7)86/Vig.



DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO:EM.1(10)96/ 6397

Dated: 5.5.96

CIRCULAR NO. 492

SUB: To make temporary alternative arrangement for facilitating unobstructed flow of running sewer/line before blocking the same for undertaking any construction activity on the sewerage system.

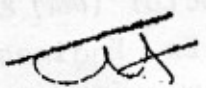
The Parliamentary Committee on Petitions (10th Lok Sabha ) in its 26th report presented to the Lok Sabha on 7.3.96, had observed that :

"Due to some problem in pump house at Pocket G, Mayur Vihar-II, DDA had constructed a screening chamber for which they blocked the sewerage water with sand bags as a temporary measure. After completion of the work the bags were not removed and with the result the sewerage line was blocked for whole of the pocket-A of Mayur Vihar-II causing acute problem for the residents.

The Committee fail to understand as to why some other temporary alternative arrangement was not made before blocking the sewerage water and thereby causing inconvenience to the residents".

In view of the above, it is enjoined upon all Field Engineers to make alternative arrangement where ever required before temporarily blocking so as to eliminate chances of any inconvenience to the residents and to ensure that the temporary blockage is always immediately removed after the construction activity on the running line has been completed.

This issues with the approval of the Engineer Member.

  
( GURDUX SINGH )  
DIRECTOR (WORKS)  
DDA

1. All CEs i/c CE(QC) & CE(Elect.), DDA.
2. All SEs i/c SE(QC), SE(Elect.), DDA.
3. Director (MM), Director (Hort.) North & South, DDA.
4. All EEs (Civil), (Elect.), (QC) & EE(P)s, DDA.
5. E.O.-I to III to EM, DDA.
6. EM.3(33)77/Vol.40/Pt.

DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO:EM.1(10)/96/ 7433

Dated: 11.5.96

CIRCULAR No. 493

SUB: RESTRICTED CALL OF TENDERS FOR  
SPECIALISED JOBS.

In supersession of all circulars issued till date (Nos. 344 dt. 31.10.91, 359 dt. 25.8.92, 363 dt. 9.10.92, 446 dt. 12.1.95, 478 dt. 20.12.95, & 484 dt. 27.2.96 ) on the subject by EM's Office, modified guidelines are issued as under :-

1. As already indicated in Circular No.359 dt. 25.8.92, the works of deep drainage (average depth 2.5 Mtrs. & more ) deep sewerage (average depth 2.5 Mtrs & more), command tanks, peripheral water supply and sump wells shall be taken as specialised items in addition to the works covered by the provisions contained in Section-19, Para-3 of CPWD Manual, Volume-II.
2. The tenders for these specialised works indicated in Para-1 above should be issued to the Agencies who deal in the items of works for which tenders are being invited and are also registered in appropriate class with the DDA, CPWD, MES, P&T, MCD & NDMC.
3. The following pre-qualification criteria shall be indicated in the press notice/NIT for only these 'Specialized Items' of works :-

- i) Yearly turn over for at least two years during the last four years to be as per details given below :-

Tendering  
Limits.

Yearly turn-over for at  
least 2 years during  
the last 4 years.

- |                           |                 |
|---------------------------|-----------------|
| a) Above Rs.5 crores.     | Rs. 1.5 crores. |
| b) Rs.1 crore-Rs.5 crores | Rs.1.0 crores.  |
| c) Rs. 40 lakhs -Rs.1 cr. | Rs. 75 lakhs.   |
| d) Below Rs. 40 lakhs.    | Rs. 30 lakhs.   |

If any particular tenderer has achieved this yearly turn over upto the date of receipt of application in the finished part of the ongoing financial year, the same should also be taken into account to meet with this requirement; to be certified by the Chartered/Cost Accountant quoting their Membership Number and date upto which their certificate of practice is valid.

ii) A certificate of satisfactory completion of two works of similar nature during the last four years ( to be issued by the organisation under whom the works have been executed ) each costing not less than the amount specified below for different tendering limits shall be furnished by the intending tenderers at the time of making application for issue of tender documents.

<u>Tendering Limits</u>	<u>Minimum value of each of the completed work</u>
a) Above Rs. 5 Crores.	Rs. 1 cr.
b) Rs. 1 Cr. to Rs. 5 Crores	Rs. 60 lakhs.
c) Rs. 40 lakhs to Rs. 1 cr.	Rs. 25 lakhs.
d) Below Rs. 40 lakhs	Rs. 10 lakhs.

The technical sanctioning authority shall decide the nature of similar works which shall generally be as under :-

<u>Specialized work</u>	<u>Similar Nature of works</u>
a) Deep Sewer line	i) Deep sewer & drainage works (average depth 2.5m & more). ii) Sewerage pumping stations, Sewerage treatment plant.
b) Peripheral water supply lines.	i) Deep sewer & drainage works. ii) Water Supply Works. iii) Command tanks & Water Treatment Plant.
c) Peripheral Storm water drains.	i) Deep sewer & drainage works (average depth 2.5m & more). ii) Bridges, Aqueducts & Large culverts. iii) Sewerage pumping station, sewerage treatment plant. iv) Command tanks & water treatment plant.

Contd....3/-



:: 3 ::

- d) Command tanks and Sump Wells:
- i) Underground water tank.
  - ii) Water galleries.
  - iii) Bridges & Aqueducts.
  - iv) Sewerage Pumping Station.
  - v) Sewerage Treatment Plant.
  - vi) Water Treatment Plant.

4. Tender documents for all those works which are categorised as 'Specialized Works' would be issued only from the respective Divisional Offices after the eligibility criteria is duly verified/certified by the concerned EE himself. Such tendered documents shall not be sold from any other sale counters established in Vikas Minar or in Vikas Sadan.

5. In all other specialized works provisions as stipulated in Section-19 of CPWD Manual, Vol .II in respect of issue and award of tenders for 'Specialized Jobs' shall continue to prevail.

*R.K. Bhandari*  
( R.K. BHANTARI  
ENGINEER MEMBER  
D.D.A.

All CEs (Civil) i/c CE(Elect.) & CE(QC), DDA.

C.A.O., DDA.

All SEs(Civil & Elect.) & SE(Design), DDA.

Director (Hort.) North & South & Dir.(MM), DDA.

All EEs (Civil) & Elect.), DDA.

Secy. (CRB) & Secy. (WAB), DDA.

E.O.-I, II & III & Sr. A.O. (P), EM's Office, DDA.

File No. EM.11(11)95/GTS.

Copy to:-

1. VC, DDA for kind information.
2. F.M., DDA for kind information.

*[Signature]*  
E.O.-I to F.M.  
D.D.A.

NO:EM.1(10)/96/ 8199

Dated: 3.6.96

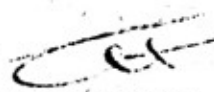
CIRCULAR NO. 494

SUB: RELEASE OF DDA'S ADVERTISEMENT THROUGH  
EMPANELLED AGENCIES WITH DDA.

\*\*\*\*\*

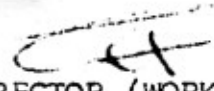
It has been pointed out by the Finance Wing of DDA that, though, the revised list of panel of advertising agencies for release of DDA's advertisements was circulated vide No.F.1(60)/95/DPR/233 dt. 16.8.95, which did not contain the name of Rashtriya Advertising Agency, yet certain advertisements had been sent to this Agency for publishing uptill Oct. '95 i.e. even after 2 months of the exclusion of its name from the approved panel. It has been viewed seriously as otherwise the purpose of empanelling the agencies is totally defeated.

I am, therefore, directed to enjoin upon all Executive Engineers & FOs of the respective Zones to ensure that in future all advertisements are sent through only those agencies which are duly empanelled with DDA.

  
( GURBUX SINGH )  
DIRECTOR (WORKS)  
DDA

COPY TO:-

1. PS to EM for kind information of the latter.
2. All CEs i/c CE(Elect.) & CE(QC), DDA.
3. C.A.O., DDA.
4. All SEs i/c SE(Elect.), SE(QC) and SE(Design), DDA.
5. All EEs (Civil & Elect.), DDA.
6. All FOs of Respective Zones, DDA.
7. All Dy. Directors (Hort.), DDA.
8. File No.EM.13(5)93/TC.

  
DIRECTOR (WORKS)  
D.D.A.

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NO. EM1(10) 96/ 10214

dt. 26.6.96

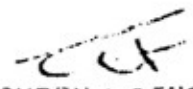
CIRCULAR NO. 495

Sub: Co-ordination with DESU Officers for Road Cutting/  
Widening to avoid damage to cables.

It has been pointed out by General Manager, D.E.S.U. that at some of the locations, road widening has been done by using heavy earth movers equipment leading to break-down of some of the high voltage underground cables in the area. This avoidable damage to extra voltage cables leads to large scale power supply interruptions which can be ill-afforded specially during the peak summer months.


I am, therefore, directed to enjoin upon all the field Engineers to properly co-ordinate with the officers of DESU before taking up any work of road cutting/widening so as to avoid any damage to the underground cables.

These instructions must be followed scrupulously.

  
(GURBUX SINGH),  
DIRECTOR (WORKS),  
D.D.A.

Copy to:-

1. PS to EM for kind information of the latter.
2. All CEs i/c. CE(Elect.) and CE(JC)/DDA.
3. All SEs i/c. SE(Elect.), SE(JC), SE(Design) & SE(P)'s./DDA.
4. Directors(Hort.) North and South/DDA.
5. All EEs (Civil) and (Elect.). /DDA.
6. File NO. EM15(7) 96.

  
DIRECTOR (WORKS).  
D.D.A.



DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NO. EM1(10)96/ 10387

dt. 1.7.96

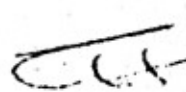
STANDING INSTRUCTIONS NO. 496

Sub: Uniform Water Consumption Charges and Boosting Charges.

In partial modification of the Standing Instructions NO. 387 issued by this office vide even NO. 3320 dt. 5/3/93 on the subject cited above, it has been decided that in future the word "Security Deposit" may be read as "Advance Water Charges", so that in case of default of payment, the recovery could be effected and no consumer can insist for refund of the same till he retains the water connection.

Rest of the terms and conditions contained in the Standing Instruction NO. 387 will remain the same.

This issues with the approval of Engineer Member/UDA.

  
(GURBUX SINGH)  
DIRECTOR (WORKS)  
D.D.A.

Copy to:-

1. P.S. to V.C.
2. P.S. to E.M. | for kind information of the latter.
3. P.S. to F.M. |
4. All CE's i/c. CE(Elect.) with 50 spare copies for further distribution.
5. C.A.O. /D.D.A.
6. Director (Hort.) North and South.
7. EQ-I, II, III to EM., Sr. A.O. (Plan), EM's Office.
8. File NO. EM1(7)79/WC/pt-III.
9. File NO. F3(46)/91/SC/Legal of Western Division -3

NO. EM1(10)96/ 10932

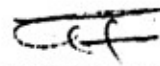
dt.12.7.96

CIRCULAR NO. 497

Sub: i) CPWD General Specifications for Electrical Works  
Part-II- External, 1994.

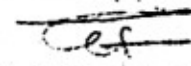
ii) CPWD Schedule of Rates (Electrical), Part II-  
External, 1995.

Engineer Member, DDA has accorded approval for the adoption  
of above mentioned General Specifications & Schedule of Rates  
for Electrical Works in DDA. These Schedule of Rates and  
General Specifications for Electrical Works Part -II - External  
as indicated above would come into force with effect from  
15/7/96.

  
( GURBUX SINGH ),  
DIRECTOR (WORKS).

Copy to:-

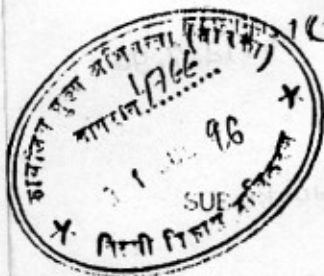
1. PS to EM for kind information of the latter.
2. All CEs i/c. CE(Elect.), CE(JC) (with 20 spare copies for circulation).
3. All SAs i/c. SA(JC), SE(Design) and SE(Elect.)..  
( with 10 spare copies for circulations)
4. Director (Hort.) North and South, Director (MM),  
(with 10 spare copies for circulation).
5. All EEs (Elect.) DDA.
6. EO-2, EO-3 & Sr. AU (P).
7. File NO. EM11(8)95/GTS.

  
DIRECTOR (WORKS)  
D.D.A.

  
R17

DELHI DEVELOPMENT AUTHORITY  
( E.M.'s OFFICE )

\*\*\*



1(10)/96/11824

Dated: 30.7.96

CIRCULAR NO. 498

STANDARDIZATION OF DISPLAY BOARDS

\*\*\*\*\*

Standardization of Sign Boards have been under consideration of the DDA; This was mainly due to the reasons that at present such Boards do not have any uniformity. The existing sign boards have been reviewed with a view to evolving a uniform and efficient system. The sign boards shall be so placed that the persons, for whom these are intended, can recognize easily and in time. As a general rule, there shall be sign boards of the sizes given below. The normal size shall be used on strategic locations and small size shall be used for less important locations of the area. Signages have been designed for Residential, Commercial, Recreational and Institutional areas. The colour scheme and size of letters have also been fixed. The details of these are given as below :

1. The sizes of the Boards would be :
  - a) 6' x 4' (either horizontal or vertical )
  - b) 4' x 4'
  - c) 3' x 4'
  - d) 3' x 2'
2. Each Board will be made out of M.S. Sheet..
3. The board will display at top "Delhi Development Authority" in black self illuminated <sup>light</sup> paint on yellow ocher base.
4. The middle portion of the Board is for displaying map, message, rules, regulations etc. The size to be decided on the basis of area of Project of Scheme, its location & its use.
5. The base colour for various uses would be :

Residential	-	Light Yellow (as per sample)
Commercial	-	Light Red "
recreational	-	Light Green "
Institutional	-	Light Blue "
Industrial	-	Light purple "

Condoptd  
18/8/96

BAI

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Contd...2/-...



6. All the writing on the board would be in black colour - Melevitta Style.
7. The bottom strip of the Board can display the name of the sponsors, if any, on the terms & conditions to be approved by the Chief Engineer of the zone.
8. The existing boards, of whatever sizes they are, will be utilised first thereby giving above colour scheme and graphics.

It is, therefore, enjoined upon all the Chief Engineers/Directors(Hort.)-North & South to standardize all the display boards in the areas under their charge. The sample for each of the display board alongwith colour scheme and graphics is enclosed for reference.

ENCL: AS STATED ABOVE.

*(Signature)*  
(R.K. BHANDARI)  
Engineer Member

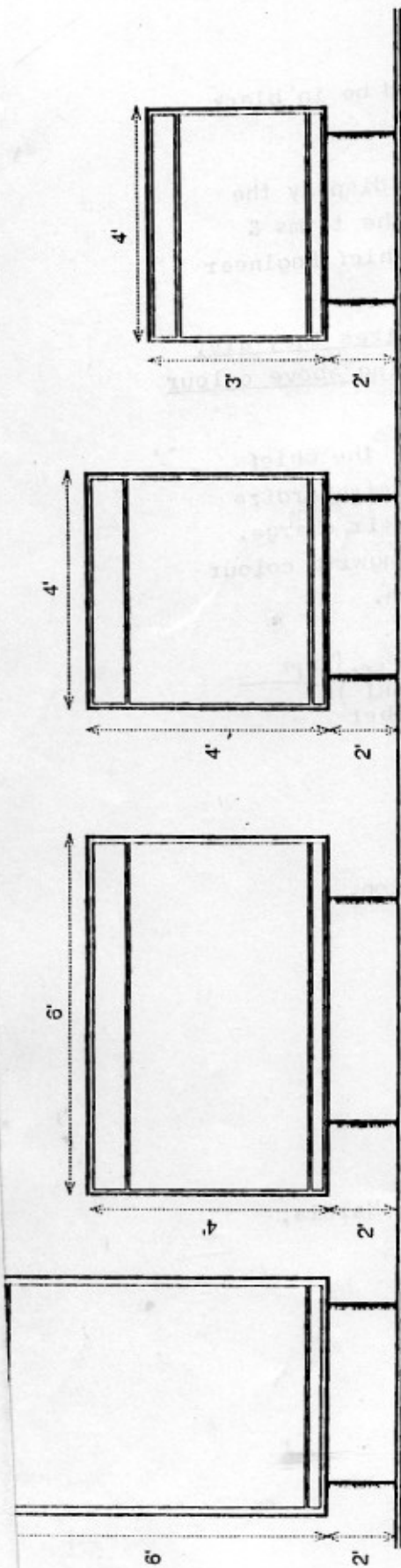
*Date*  
All Chief Engineers/Dir.(Hort.)-North & South

copy to:-

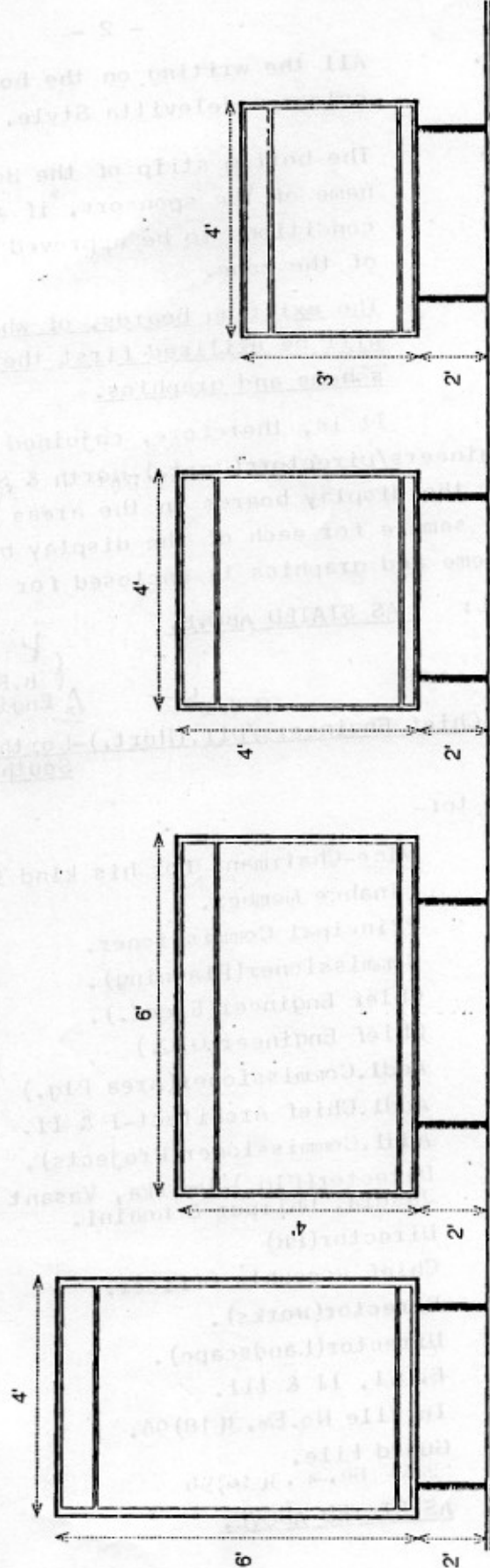
1. Vice-Chairman, for his kind information.
2. Finance Member.
3. Principal Commissioner.
4. Commissioner(Planning).
5. Chief Engineer(Elect.).
6. Chief Engineer(Q.C.)
7. Addl.Commissioner(Area Plg.)
8. Addl.Chief Architect-I & II.
9. Addl.Commissioner(Projects).
10. Director(Plg.)-Dwarka, Vasant Kunj-II, Narela, Jasola, Dhirpur & Rohini.
11. Director(PK)
12. Chief Accounts Officer.
13. Director(works).
14. Director(Landscape).
15. E.O.I, II & III.
16. In file No.Em.3(18)96.
17. Guard File.
18. File No.Em.3(18)96

ENCL: AS STATED ABOVE.

*(Signature)*  
(ENGINEER MEMBER)  
27/7/16



# RESIDENTIAL



# COMMERCIAL

**DDA दिल्ली विकास प्राधिकरण**

**NANDANVAN DISTRICT PARK  
DWARKA**

- THIS PARK IS FOR YOU. PLEASE HELP US TO MAINTAIN IT CLEAN.
- PLEASE OBSERVE THE FOLLOWING
  - ADHERE TO PARK TIMING 9:00 AM TO 8:00 PM
  - USE WASTE PAPER BASKETS
  - ENTRY OF DOGS PROHIBITED
  - DO NOT USE THIS PARK AS A PLAYFIELD

**HDFC - FOR YOUR DREAM HOUSE**

SIZE : 3'x4' or 4'x4'



# DDA दिल्ली विकास प्राधिकरण

☐ ACTIVE PLAY AREA

☐ CHILDREN PARK

☐ WOODED LAND-

☐ PICNIC HUTS

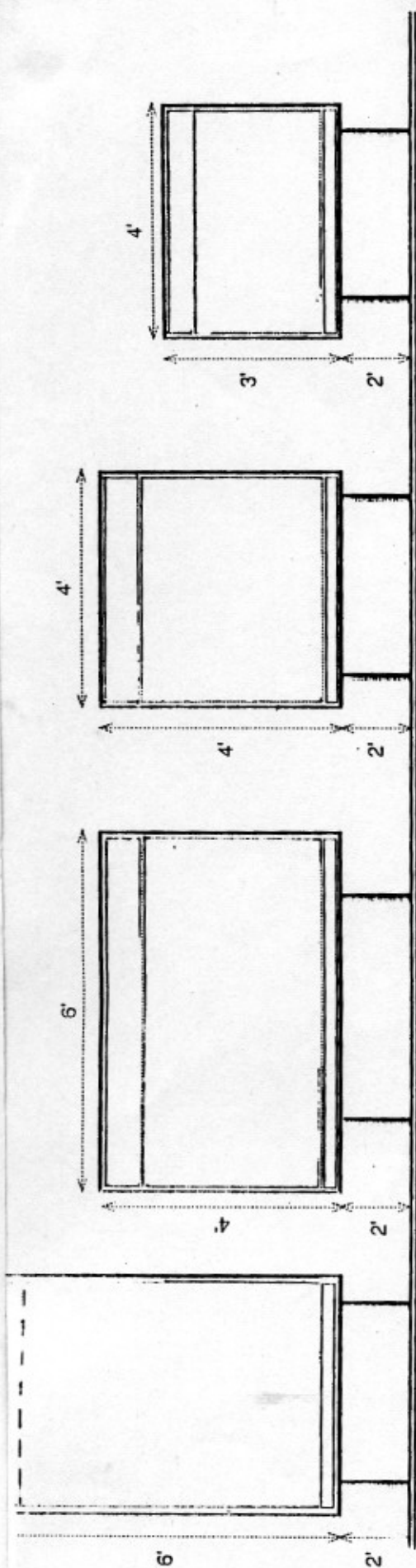
☐ WATER BODIES

☐ AMPHITHEATRE

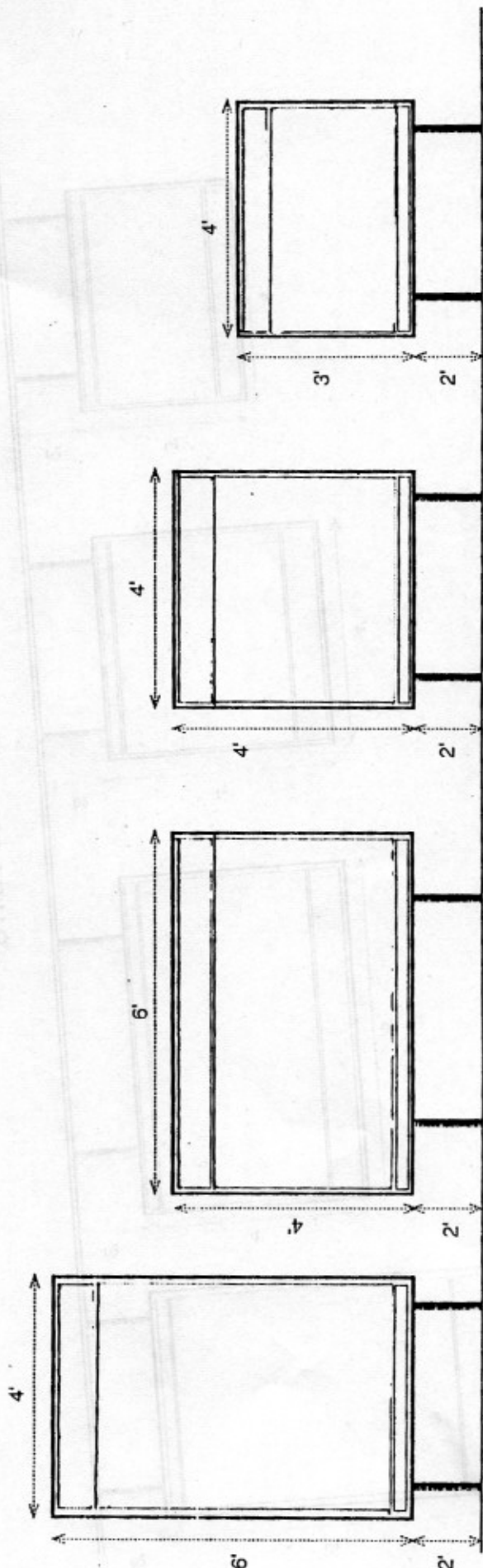
**DISTRICT PARK DWARKA  
CODE 20002**

**HDFC - LOAN LINKED DEPOSIT SCHEMES**

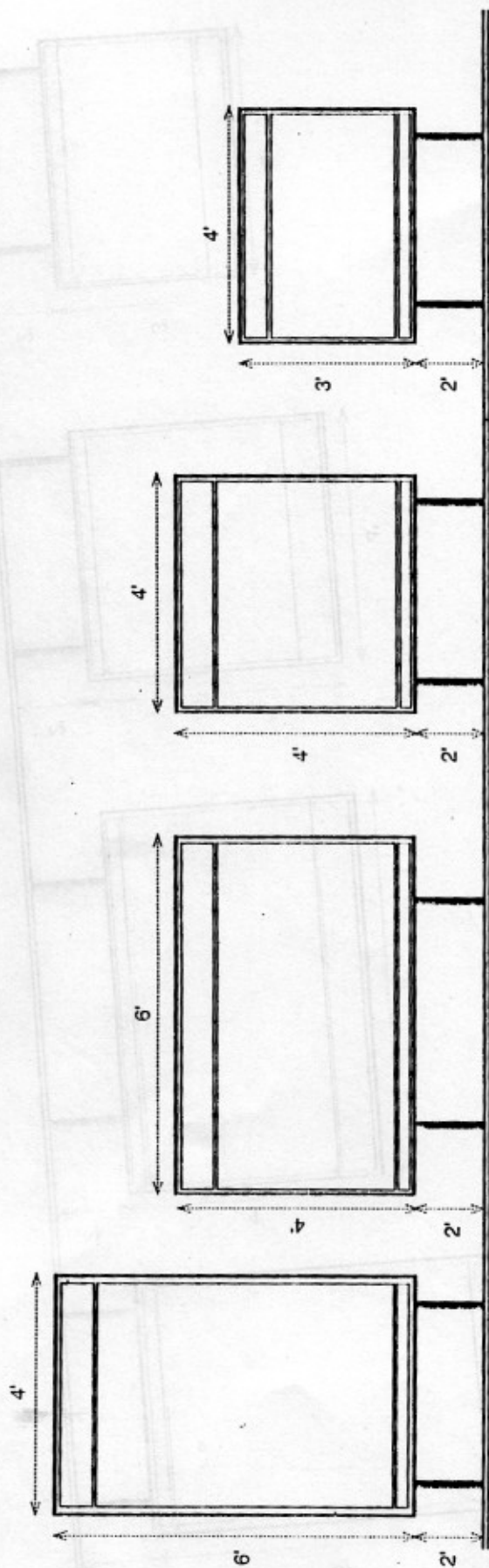
SIZE : 4' x 6'



# INDUSTRIAL



# RECREATIONAL



PUBLIC & SEMI PUBLIC



DELHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO:EM.1(10)96/ 13329

Dated: 2.9.96

CIRCULAR NO. 499

SUB: PREPARATION OF JUSTIFICATIONS AND  
PROCESSING OF TENDERS.

It has been found that despite clear instructions in the CPWD Manual, the justifications for the various tenders are not being prepared in the desired manner well in time. Similarly delays in the processing of tenders have also been noticed in violation of the time schedule prescribed in the CPWD Manual and reiterated through Departmental Circulars.

It is, therefore, enjoined upon all concerned to scrupulously follow the guidelines given below :-

1. The process of preparation of the justification should be initiated alongwith the floating of the tenders so that the justification is finalised within 2 days of receipt of tenders.
2. On the analogy of provisions contained in Section-33 of CPWD Manual Vol.II regarding base date for working out escalation under clause 10C/10CC, the market rates in respect of material, labour and P.O.L. etc. as prevailing on the last date of receipt of tenders should be adopted for preparation of the justification.
3. Other guidelines for the preparation of the justification as contained in Section-20 of CPWD Manual-II should also be strictly adhered to.
4. For all tenders which are not to be submitted to WAB, the procedure and time schedule for the processing of the tenders as stipulated in Section-20 (as also the Appendix referred therein ) of CPWD Manual Vol.II should be adhered to. However, for tenders to be submitted to WAB, the following

schedule, as already circulated vide Secy.(WAB)'s letter No. WAB.1(76)/Pt.XXII/Secy./13980-95 dated 27.10.94 should be strictly followed.

- 1) For construction/Development : within 45 days from date of receipt of tenders.
- 11) For Supply Cases : within 7-10 days of receipt of tenders.

This issues with the approval of Engineer Member.

*S.K. PAJAJ*  
( S.K. PAJAJ )  
Director (Works)  
DDA

1. All Chief Engineers/ i/cCF(QC) & CF(Elect.).
2. C.A.O.,DDA.
3. All Superintending Engineer (Civil & Elect.).
4. Director (MM), (Hort.)North & South.
5. All Ex. Engineers (Civil & Elect.).
6. All Dy. Directors (Hort.).
7. File No. EM.11(25)96/GIS.

Copy also forwarded to :

1. OSD to VC
2. PS to FM for information of latter.
3. PS to EM
4. Director(II),DDA.
5. EO I,II & III,DDA.
6. A.O.& P ),DDA.
7. PA to Dir.(T).

*CE (W/L) + 20512 for S.D.F.F.*

*S.K. PAJAJ*  
Director (Works)  
DDA

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NO. EM 1(10)96/13673

CIRCULAR NO: 500

dt. 11.9.96  
प्रति सं 10152  
दिनांक 12/9/96

Sub: PUBLICITY OF TENDERS ON RE-INVITATION.

CTE during inspection of one of the DDA works had observed that, while re-inviting the tenders, sufficient notice period had not been given, as laid down in CPWD Manual, especially when certain major changes had been made by way of modification in the estimated cost and throwing open the tenders to Class II contractors in addition to Class-I contractors.

It is, therefore, enjoined upon all concerned to ensure to strictly comply with all the provisions contained in Section- 18 of CPWD Manual, Vol.-II, including that of publicity period, even while reinviting the tenders, more so, if any major change has been incorporated in the NIT, so that better response and more competitive rates are received.

D. K. Bhandari  
(R.K. BHANDARI)  
ENGINEER MEMBER. 4197

- 13/9
1. All Chief Engineers/i/c. CE(WC) & CE(Elect.)
2. All Superintending Engineer (Civil) & (Elect.) i/c. SE(WC).
3. All Ex. Engineers (Civil) & (Elect.).
4. Director (MM), (Hort.), North and South. →
5. All Dy. Directors (Hort.).
6. File NO. EM.14(23)95/CTE/ Vig./DDA.

Copy also forwarded to :-

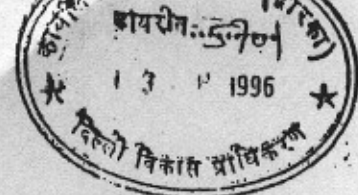
1. Director (MM).
2. EOs - I, II, III to E.M.
3. A.O. (P)
4. PA to Dir.(W).

for information.

476



DELHI DEVELOPMENT AUTHORITY  
C.E.'S OFFICE.



NO.EM 1(10)96/13673

dt. 11.9.96

CIRCULAR NO: 500

Sub: PUBLICITY OF TENDERS ON RE-INVITATION.

CIE during inspection of one of the DDA works had observed that, while re-inviting the tenders, sufficient notice period had not been given, as laid down in CPWD Manual, especially when certain major changes had been made by way of modification in the estimated cost, and throwing open the tenders to Class II contractors in addition to Class-I contractors.

It is, therefore, enjoined upon all concerned to ensure to strictly comply with all the provisions contained in Section- 18 of CPWD Manual, Vol.-II, including that of publicity period, even while reinviting the tenders, more so, if any major change has been incorporated in the NIT, so that better response and more competitive rates are received.

(R.K.BHANDARI),  
ENGINEER MEMBER.

- ✓ Addl. CEs
1. All Chief Engineers/i/c. CE (JC) & CE (Elect.)
  2. All Superintending Engineer (Civil) & (Elect.) i/c. SE (JC).
  3. All Ex. Engineers (Civil) & (Elect.).
  4. Director (MH), (Hort.), North and South.
  5. All Dy. Directors (Hort.).
  6. File NO. EM.14(23)95/CIE/ Vig./DDA.

Copy also forwarded to :-

1. Director (M.).
  2. EUs - I, II, III to E.M.
  3. A.O. (P)
  4. PA to Dir.(W).
- for information.

CE (DWR) + 25 s/c for SEs & EEs.

13/9  
E/A  
M Circulate to all SEs, EEs, P.O., Dy. CAO, To & EA.

Office of CE (DWR)

W-17

NO CE (DWR) 12/9/96/2644

18/9/96

copy to all SE's, SE (MH), P.O., Dy. CAO, To &

EA's for inf

Encl. 4 copies of FOS

12/9  
To to CE (DWR)

DELHI DEVELOPMENT AUTHORITY

No. EM1(10)96/14055

Dated: 18.9.96

CIRCULAR NO. 501

Sub: Restricted call of tenders for specialised jobs:  
(Modifications upon instructions issued vide  
EM's Circular No.493 dated 14.5.96).

.....

In partial modification to the instructions issued as  
per EM's earlier Circular No.493 (Circulated vide No. EM1(10)  
96/7433 dated 14.5.96), the criterion regarding yearly turn  
over for atleast two years during the last four years and  
for the satisfactory completion of two works of similar  
nature during the last four years would now be as given below:-

1. Yearly turn over for atleast two years during the last  
four years to be as per details given below:-

Tendering limits.

Yearly turn-over for  
atleast two years dur-  
ing the last four  
years.

- a) Above Rs.5 Crores  
b) Rs.2 Crores - Rs.5 Crores  
c) Rs.1 Crore - Rs.2 Crores  
d) Below Rs.1 Crore

Rs.1.5 Crores  
Rs.1 Crore  
Rs.60 Lacs  
Rs.40 Lacs or  
equivalent to estim-  
ated cost whichever  
is less.

- 2.) For satisfactory completion of two works of similar  
nature during the last four years each costing not  
less than the amount specified below:-

Tendering limits.

Minimum value of  
each of the completed  
work.

- a) Above Rs.5 Crores  
b) Rs.2 Crores to Rs.5 Crores  
c) Rs.1 Crore to Rs.2 Crores  
d) Below Rs.1 Crore

Rs.1 Crore  
Rs.60 lacs  
Rs.40 Lacs  
Rs.25 lacs or 50% of  
estimated cost of  
work whichever is  
less.

contd...



2. All other conditions/instructions as contained in the above mentioned Circular No. 493 shall remain unchanged.

*R. K. Bhandari*  
(R. K. BHANDARI)  
ENGINEER MEMBER

All CEs/ACT (Civil) i/c CE (Elect.) & CE (QC), DDA

C.A.O., DDA

All SEs (Civil) & (Elect.) & SE (Design), DDA (Circulation through respective CEs.)

Director (Hort.) North & South & Director (MM), Director (M&PFC), Director (W)

All EEs (Civil) & (Elect.), DDA (Circulation through respective CEs)

Secy. (CRB) & Secy. (WAB), DDA

E.O.I, II, III & IV & Sr. A.O. (P), EM's office, DDA

File No. EM11(11)95/GTS

Ex. 19(249)ED-IX/DDA/96-97/Pt.

Copy to:

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

*CE (Elect.) + 25 J/c for 328 EE*

*Subd. 18/7/96*  
Director (Works)

D.D.A. 16/9