

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).

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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 during the last four years.

- | | |
|------------------------------|---|
| a) Above Rs.5 Crores | Rs.1.5 Crores |
| b) Rs.2 Crores - Rs.5 Crores | Rs.1 Crore |
| c) Rs.1 Crore - Rs.2 Crores | Rs.60 Lacs |
| d) Below Rs.1 Crore | Rs.40 Lacs or equivalent to estimated 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 | Rs.1 Crore |
| b) Rs.2 Crores to Rs.5 Crores | Rs.60 lacs |
| c) Rs.1 Crore to Rs.2 Crores | Rs.40 Lacs |
| d) Below Rs.1 Crore | 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/ACs (Civil) i/c CE (Elect.) & CE (QC), DDA

C.A.O., DDA

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

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

All FEs (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/CTS

E.19(242)ED-IX/DDA/96-97/Pt.

Copy to:

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

Subodh
Director (Works)
D.D.A. *18/7/96*
16/9

142

DELHI DEVELOPMENT AUTHORITY
(EM's OFFICE)



No. EM1(10)96/ 16550

Dated: 18.11.96

CIRCULAR NO. 502

Sub: ^{generally} Irregularities/committed by Horticulture Wing during execution of work.

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During examination of works of one of the Hort. Divisions following procedural irregularities were pointed out by the Chief Technical Examiner's Organisation:-

- a) Maintenance funds were used for execution of original works like "Renovation of Parks" and no A/A & E/S was obtained for such works.
- b) The laid down procedure of inviting open tenders was dispensed with and works were awarded on work orders (i.e. without call of tenders) without any proper justification of urgency.
- c) No justification was prepared to assess the reasonability of tendered rates or otherwise. The award of work was recommended by the Dy. Dir.(Hort.) without preparing any justification rates but saying that the rates were reasonable, whereas the rates were reduced by 13% during negotiations by the Director of Horticulture.
- d) The fact that negotiations had already been conducted by the Dy. Director(Hort.) was not brought to the notice of Director(Hort.).
- e) Lastly, the replies to the CTE were abnormally delayed at the level of Dy. Director(Hort.) as well as Director(Hort.).

All concerned are hereby advised to be careful regarding avoidance of such irregularities. All officers must strictly follow the time-schedule for replying to the observations of CTE. Every officer should personally monitor the sending of replies to CTE through a register to be maintained in his office. In case of any delay, the concerned officer shall be held personally responsible and no plea in this regard shall be acceptable that delay was on account of non-receipt of information or delay in reply from subordinates.

(R.K. BHANDARI)
ENGINEER MEMBER

1. Chief Technical Examiner, CVC, 10-A Jannagar House, New Delhi for information.
2. All CEs/ACEs(Civil) i/c CE(Elect.) & CE(QC), DDA.
3. All SEs(Civil) & IElect.
4. Director(Hort.) North & South, Director(MM), Director(M&PPC)

5. All EEs (Civil) & (Elect.)
6. All Dy. Directors (Hort.) & Joint Directors (Hort.), DDA.
7. F.O.I, II, III & A.O(P) EM's Office, DDA.
8. File No. F.26(17)96/EE(Vig.)III/61-H of CWO, DDA.

L. K. P. ardu
ENGINEER MEMBER
2/11 D.D.A. *[initials]*

Technical Circles

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

NO:IM.1 (10)96/ 16027

Dated: 19.11.96.

CIRCULAR NO. 503

SUB: FOLLOW-UP ACTION UPON THE INSPECTIONS
OF WORKS BY C.T.E. AND CE(QC).

It is needless to point out that the primary purpose of inspections of works conducted by CTE's Organisation as well as CE(QC) Wing of DDA is to ensure proper quality of works and observing of all the codal and contractual formalities. These desired objectives can only be achieved if there is promptness in the follow-up action on the observations of the CTE/CE(QC) and reporting compliance in a time bound manner.

Of late, some slackness in the follow-up actions and sending timely replies to the CTE/CE(QC) has been observed. To streamline the process, the following instructions must be scrupulously followed by all concerned :-

- a) SUBMISSION OF REPLIES TO CTE/CE(QC)
- i) First reply to the CTE/CE(QC) observation memo should be submitted by the concerned EE/Dy. Dir. within 60 days of the receipt of the same.
- ii) Replies to all the subsequent rejoinders should be submitted by the EE/Dy. Dir. within 90 days of the receipt of the rejoinders.
- iii) Paras referred to SES/Directors and CEs should be replied by them within 60 days of the receipt of such a reference.
- iv) Replies to the subsequent rejoinders to the paras referred to SES/Directors/CEs, if any, should be sent by them within 90 days of the receipt of such a rejoinder.

Contd....2/-

v) - The case shall be ensured to be closed within 6 months of reply to the 2nd rejoinder.

b) RESPONSIBILITIES ABOUT THE FOLLOW-UP ACTION AND SUBMISSION OF REPLIES TO THE CTE/CE(QC).

i) If an officer fails to submit the first reply within the above specified period, his reporting officer should immediately communicate, in writing his displeasure for not sticking to the prescribed time schedule in sending replies to the CTE/CE(QC). In case reply is still not submitted within another 30 days to the reporting officer shall then issue a written warning to the concerned officer. In case of further delays matter will be reported to the disciplinary authority for necessary action against the officer concerned.

ii) wherever required, it would be the personal responsibility of the concerned EE/Dy. Dir. (H) to propose/initiate the reduction/deduction items & obtain approval of the SE/Dir. (Hort.) within the above stipulated periods of the submission of first reply/reply to the rejoinders, as the case may be.

iii) It would also ^{be} the personal responsibility of concerned SE/Director ^(H) to sanction these reduction/deduction items within 30 days of the receipt of the same from the EE/Dy. Dir. ^(H) after ensuring all the coel and contractual formalities..

iv) For proper monitoring & to maintain ^{it} above time schedule ^{it} would be incumbent upon the transferred officers to explicitly indicate the position of all the pending CTE/QC cases in their handing over charge reports. The relieving officer after assuming charge shall take stock of all the pending CTE/QC cases, so as to ensure adherence to the above mentioned time schedules.

This also supersedes all previous instructions issued on the subject.

(R.K. BHANUJARI)
ENGINEER MEMBER
21711

1. All Chief Engineers i/c CE(QC) & CE(Elect.)
2. All Supt. Engineers i/c CE(QC) & SE(Elect.)
3. Directors (H), (Hort.) North & South.
4. All Ex. Engineers (Civil & Elect.).
5. All Dy. Director (Hort.).
6. File No. F.26(EE)95/Viq./EE(Viq.)8/DIA.

DELHI DEVELOPMENT AUTHORITY
ENGINEERING OFFICE.

EM1(10) 5/17422

CIRCULAR NO. 504

dt. 12.12.96

(AMENDMENT TO CIRCULAR NO. 501)

b: RESTRICTED CALL OF TENDERS FOR SPECIALISED JOBS.

The instruction conveyed vide Circular NO. 501 circulated vide EM 1 (1) 95/14055 dated 18/09/96 regarding satisfactory completion of two weeks of similar nature during the last four years (reference para -2) has been partially modified to the limited extent that the time period so specified should now be considered as " eight years instead of four years. "

All other guidelines contained in Circular NO. 501 would continue to remain the same.

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

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

C.A.O./D.D.A.

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

Director (Hort.) North & South & Director (MM) , Director(M&P&C),
Director (Works) ./UDA.

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

Secy. (CRB) and Secy. (W&B) , UDA.

EO-I, II, III & IV and Sr. A.O.(P), En's Office, UDA.

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

Copy to:-

1. V.C./UDA for kind information.
2. F.M./UDA for kind information.

9/12/96
DIRECTOR(WORKS)

D.D.A.

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

NO. B.1(10)97/1858

Dated: 7-2-97

CIRCULAR NO. 505

SUB: LETTER OF ACCEPTANCE OF TENDERS TO BE SENT
TO THE CONTRACTOR BY REGISTERED POST.

A few cases have come to notice where the letter of Acceptance of the tenders had been sent by ordinary post which is contrary to the provisions contained in Section-20 of CPWD Manual Vol.II. As per the provisions of the CPWD Manual Vol.II, all letters of acceptance of tenders are required to be sent to the contractors by Registered Post.

However, in emergent cases the communication regarding acceptance of tenders can be sent telegraphically but it must also be simultaneously followed by the Registered Post, quoting reference to telegram.

It is, therefore, enjoined upon all concerned to ensure in future that all such letters of Acceptance of the tenders are invariably sent to the contractors by Registered Post.

This issues with the approval of E.M.

S.K. BAJAJ
(S.K. BAJAJ)
DIRECTOR (WORKS)
E.D.A.

1. All Chief Engineers i/c CE(Elect.).
2. All Suptdg. Engineers (Civil) & (Elect.).
3. Director (MM).
4. Director (Hort.) North & South.
5. All Ex. Engineers (Civil) & (Elect.).
6. All Dy. Directors (Hort.).
7. File No. B.14(3)96/Via./DDA.

Copy for information to

1. E.M., DLA.
2. F.M., DLA.

S.K. BAJAJ
(S.K. BAJAJ)
DIRECTOR (WORKS)
E.D.A.

DELHI DEVELOPMENT AUTHORITY
E.M.'S OFFICE.

NO. EM1(10) 97/ 2543

dt. 26.2.97

CIRCULAR NO: 506

Sub: OBSERVANCE OF CEILING LIMITS IN RESPECT OF
ISSUE OF WORK ORDERS.

Earlier detailed instructions were issued by the E.M. vide Circular NO. 477, circulated vide NO. F5(418)/94-95/PC/2596 dt. 22/11/95 regarding award of works without call of tenders on work order basis. However, it has been noticed that these instructions were not being followed scrupulously. This necessitated issue of fresh guideline by CAO vide Finance & Accounts Circular NO. 35/96 circulated vide NO. AO(W)III(65)/94-95/711 dt. 18/7/96 wherein besides other guidelines, specific emphasis was laid on the maintenance of a proper register in all Divisional/ Circle Offices to ensure that the annual limits, as per the delegated powers to the respective officers are not exceeded under any circumstances.

Some-how, these guidelines have conveyed an impression that the entire responsibility in case of violation of annual limits, as per the delegated powers rests only with the concerned Authority and is not shared by the concerned Div.Acctt./FO who assist the respective officers in the processing and issue of such work orders.

This aspect has been reviewed by EM/FM/VC and following detailed guidelines are being issued assigning the specific responsibilities of all officers/officials concerned with the processing and approval of the work orders:-

1. The concerned Div.Accountant/FO/EL(P) (Divisional/Zonal/Directorate/ Circle offices), as the case may be, must maintain a proper register for issue of work orders by their controlling officers, to whom they would be assisting in the processing of the same.
2. These registers should also always reflect the cumulative up-dated position.
3. The scrutiny notes of the processing officers i.e. Div.Acctt./FO/EL(P), must invariably reflect as to whether or not a particular

particular work order is likely to exceed any of these limits, this fact must be projected predominantly inviting specific attention of the officer competent to approve the particular work order. In case an officer over rules such observations in the scrutiny note of the concerned Div. Acctt./FO/EE(P), he would be doing so at his own responsibility.

4. However, in case the concerned Div. Acctt./FO/EE(P) either does not project this aspect in his scrutiny note or projects it wrongly, such an officer, would be directly responsible for any violations which may occur due to this lapse on his part.

In addition, all other guidelines contained in EM's Circular NO. 477 dt. 22/11/95 and Finance and Accounts Circular NO. 35/ dt. 18/7/96 would continue to be followed.

P. K. P. Vardh
ENGINEER MEMBER
DDA.
27/2

1. All Chief Engineers i/c.CE(CE) & CE(Elect.), DDA.
2. CAO,DDA.
3. All Suerintending Engineers (C&E), DDA.
4. Director (MM), DDA.
5. Director (Hort.) North and South, DDA.
6. All EEs (Civil & Elect.)/DDA.
7. All Jt./ Dy. Directors (Hort.) /DDA.
8. All FOs./DDA.
9. A.O.(CAU)-Rohini, DWK, SEZ & SWZ./DDA.
10. Jt.CAU-I,II,Rohini & DWK./DDA.
11. File NO. AU(W)-III(65)94-65.

Copy for information to:

1. V.C., DDA.
2. F.M., DDA.

Sudh
Director(Works)
D.D.A.

Subject: Restrict a Call of Tenders for Specialised Jobs.

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Various types of works, which should be treated as specialist jobs, in addition to what has been already specified in Section-19 of CPWD Manual Vol.II, were enumerated in standing instruction NO. 359 (Circulated vide NO. EM1(10)83/12437 dated 25/8/92) followed by Standing Instruction NO. 493 (Circulated vide NO. EM1(10)96/7433 dated 14/5/96). It has now been further decided that, henceforth, the work of "Supplying & Erection and Commissioning of CI Sluice Gate and Mechanical and Manual Bar Screen" would also be treated as specialised job in addition to the works already specified in Section-19 of CPWD Manual Vol.II and Circular NO. 359 and 493 as mentioned above.

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

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

C.A.O./DDA.

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

Director(Hort.) North & South & Director (MM), Dir.(M&PPC)
Director(Works)/DDA.

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

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

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

File NO. EM11(11)95/GTS.

Copy to:-

1. V.C./DDA for kind information.
2. F.O./DDA for kind information.

Q. Sami
DIRECTOR(WORKS).
DDA.

No. EM1(10)97/1160

Dated: 22.4.97

CIRCULAR NO 508

Sub: ACCORD OF TECHNICAL SANCTION TO DETAILED ESTIMATE OF EACH COMPONENT OF A COMPOSITE CONTRACT BY RESPECTIVE COMPETENT AUTHORITY.

C.T.E's Organisation during the inspection of a work, which was being executed under composite contract on lumpsum basis, had observed that technical sanction to the Electrical Component had not been accorded by the Competent Authority before floating of tender.

As per provisions of para-22 of Section-4 and para-15 of Section-17 of CPWD Manual Vol.II, detailed estimates for the various sub-heads of the work are required to be sanctioned technically by the officers responsible for these sub-heads in case of composite tenders.

It is, therefore, enjoined upon all concerned to ensure that in future even in case of composite contracts technical sanction to detailed estimates for the various sub-heads shall invariably be accorded by the officers responsible for those sub-heads. It is otherwise also essential to assess reasonability of quoted rates.

P. K. Bhandari
P.K. BHANDARI
JOINT MEMBER

1. All Chief Engineers i/c CE(QC) & CE Elect.)
 2. All Superintending Engineers(Civil & Elect.) (Service through office of CEs.)
 3. Director(MH) & (Hort.) North & South, (Works), (Monitoring)
 4. C.A.O.
 5. All Ex. Engineers (Civil & Elect. (Service through office of CEs/Director(MH)).
 6. All Dy. Directors(Hort.) (Service through office of Dir. (H) North & South)
 7. E.O.I, II & III
 8. A.O. (P)
 9. File No. EM8(3)96/CTE/NZ Elect./DDA.
- Copy for information to
1. VC, DDA
2. FM, DDA.

P. K. Bhandari
E.O. I to E.M.

DELHI DEVELOPMENT AUTHORITY
(H.O.'S OFFICE)

NO: EM.1 (10) 95/17

Dated : 2.5.97

CIRCULAR NO. 509...

(In supersession of Circular No. 474 dt.
8.11.1995)

ring
plementary
ments
Housing
cts.

SUB: DRAWING UP OF SUPPLEMENTARY AGREEMENTS FOR
HOUSING AND SIMILAR PROJECTS.

In supersession of the detailed guidelines issued earlier on the subject vide Circular No. 474 circulated vide No. EM.1 (10) 95/19517 dt. 8.11.95, the following new guidelines have been approved by the WAB.

1. In all future MIs based on PWD-7 or PWD-8 for Housing and similar 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/built up spaces to the prospective allottees :-
 - i) Final coat of white wash/distemper, painting and 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.
 - vi) Etc. etc.
2. In all future MIs of housing and similar projects, the following two independent schedules of items would be included:-
 - a) SCHEDULE-A : It would contain all those items or those parts of items which are to be executed under the Main Agreement.
 - b) SCHEDULE-B : It would contain all those items or those parts of items which may be executed under the Supplementary Agreement for the type of finishing items as detailed in para-1 above. Schedule 'B' would also include an independent item for watch and ward to be paid during the currency of the Supplementary Agreement.
3. All future MIs of housing and similar projects would be so framed as to indicate separately the time of completion, earnest money/security etc. for Schedule-A as well as Schedule-B of the items of the work.

Contd.....2/

The basic date for working out the escalation under Clause-10 cc for Schedule-B to be executed under Supplementary Agreement shall be the same as for the Schedule-A. Operation of Clause-10cc will, however, be otherwise governed by the relevant provisions of the Main Agreement.

5. An additional Clause-(c) would be added to the standard contract formats PWD-7 or PWD-8 in all future NITs as per the enclosed modified draft. (Annexure-I).
6. For Supplementary Agreements would be drawn in future contracts as per the enclosed modified draft for the Supplementary Agreement. (Annexure-II), once all the obligations under main agmt. (in respect of schedule 'A') are fulfilled by the agency.
7. The final bills relating to the two agreements i.e. the Main Agreement as well/ the Supplementary Agreement shall be dealt with and finalised independently in accordance with the relevant provisions of the two Agreements contained therein.
8. For the existing agreements of housing and similar projects, wherein, provisions for drawing up of Supplementary Agreements do not exist, possibility of drawing up the Supplementary Agreements with respective contractors as per these modified Standing Instructions shall be explored. The time period for execution of work under Schedule-B shall be initially for one year (or less as per merits of the case) to be suitably extended from time to time with mutual consent of both the parties. The contractors would be entitled for the payment of watch and ward/service charges etc. during the operation of the Supplementary Agreements in respect of the existing contracts also as per the pre-decided rates to be worked out on the basis of the norms/guidelines separately issued on the subject vide circular No. 510 dated. 2.5.97

These instructions shall be implemented with immediate effect.

Encl: As above.
(Annexure-I & II)

R.K. Bhandari
(R.K. BHANDARI)
ENGINEER MEMBER
2.5.97

1. All CEs/ACEs(Civil) i/c CE(QC) & CE(Elect.) & Dir.(DWK & EZ).
2. All SEs(Civil), (Elect.) & SE(QC), SE(Design)
(Circulation through respective CEs/ACEs/Dir.(DWK.&EZ)).
3. Directors (Hort.) North & South & Director (MM).
4. Director (Works), Director (M & PPC).

5. All EEs(Civil), (Elect.), (QC) & (Design) of
DLA (Circulation through respective CEs/ACEs/
Mr.(I), Director (DWK. & EZ), DDA).
6. All Dy. Directors (Hort.) (Circulation through
respective Director (Hort.)).
7. All Dy. Chief Accounts Officers/Accounts
Officers, DLA.
8. E.O.-1, II, III & IV.
9. Sr. A.O(P) to E.M.

Copy to:

1. VC for information.
2. FM for information.
3. C.A.O.
4. C.L.A.
5. Secretary (WAB), DDA.
6. F.No.WAB.1 (76) Pt.IX/Pt.

[Signature]
E.O.-I to E.M.
D.D.A. 1974

E-6 C:

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 the finishing items as given in Schedule-'B' of the Schedule of items.

The items contained in Schedule-'B' may be executed separately under the Supplementary Agreement with the contractor of the main work in the eventuality of Engineer-in-Charge deciding to opt for the same once the work/obligations under Schedule 'A' are completed. If so decided, the contractor will execute the work covered by Schedule 'B' under a Supplementary Agreement as per terms and conditions contained therein.

2. In the event of drawing up of the Supplementary Agreement, the main contract in respect of Schedule 'A' of the items shall be independently finalised by the Engineer-in-Charge as per the terms and conditions of the Main Agreement whereas the final bill in respect of Schedule 'B' of the items shall be prepared after the completion of the work as per terms and conditions of the Supplementary Agreement.
3. Security deposit for Main Agreement may be released, retaining an amount equivalent to 50% of Security deposit or 10% of the Estimate Cost of work to be executed under the Supplementary Agreement, whichever is more, as security deposit till the completion of work covered by Supplementary Agreement and maintenance period thereafter.
4. During the operation of the Supplementary Agreement, the watch and ward of the entire work including that completed under the Main Agreement (as per Schedule 'A') shall continue to remain the responsibility of the contractor notwithstanding the fact that the Main Agreement work has been finalised. The contractor shall be paid extra on this account as per quoted/predecided rates. This clause shall, however, be operative only after completing all

obligations under Main Agreement irrespective of the specific provision contained in Schedule 'B' of the Schedule of items.

5. During the operation of the Supplementary Agreement, and during the maintenance period thereafter, the contractor shall be liable to make good any loss or damage to the work executed under both the Main as well as the Supplementary Agreement for which nothing extra shall be payable to the contractor.
 6. The Supplementary Agreement shall be as per the enclosed Draft, the terms of which are acceptable to the parties.
 7. All other provisions of the Main Agreement, until and unless specifically mentioned otherwise in the Supplementary Agreement, shall be applicable during the operation of the Supplementary Agreement also.
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by the Engineer-in-Charge, on the receipt of
written verbal instructions to that
effect from time to time.

- d) That the total cost specified under
Schedule 'A' shall not be reduced if the
Second Party, by virtue of provisions contained
in Schedule 'A' instructs the First Party from time
to time in a manner which may result in the
completion of all the flats before the time so
stipulated therein.
- e) That the First Party shall have absolutely no
claim of whatsoever nature against the second
party for doing the work mentioned in Schedule 'B'
annexed to this Agreement as required under Sub-
Clause-(a) above, except that to which he would
be entitled under the original Agreement No.....
- f) That the First Party shall be liable to execute
all other items arising out of the Original
Agreement No.....which in the opinion
of the Engineer-in-Charge, are necessary.
- g) That the final bills relating to the works
covered under Schedule 'A' and Schedule 'B'
shall be prepared independently after the
completion of the respective parts of the work
as per the terms and conditions of Main Agreement
and/ or Supplementary Agreement as Applicable.
- h) That on the due execution of this Supplementary
Agreement by the parties, the bill of the First
Party in relation to the work already done by him
under schedule 'A' of the Original Agreement, if
completed in all respects as per the terms and
conditions of the Agreement, shall be finalised by
the Second party, subject, however, to fulfilment of
all other obligations as per terms and conditions of
Agreement by first party, and due payment shall be
made to the First Party as per the terms and conditions
of the Original Agreement.
- i) Security deposit for Original Agreement may be
released, retaining an amount equivalent to 50% of
security deposit or 10% of the Estimate Cost of
work to be executed under the Supplementary

agree, i.e., whichever is more, as security deposit till the completion of work covered by Supplementary Agreement and maintenance period thereafter. The Second Party shall have the right to deal with the said amount of security deposit as it thinks proper under the terms and conditions of the original/Supplementary Agreement. Further, on the due execution and completion of this Supplementary Agreement, to the satisfaction of the Engineer-in-Charge, the First Party shall be entitled to refund of this amount of 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, as mentioned in Clause...
.....of the original Agreement, is over.

j) That during the operation of Supplementary Agreement, the watch and ward of the entire work including that completed under the Original Agreement shall continue to remain the responsibility of the first party. The First party shall be paid extra on this account at quoted/predetermined rates.

k) The first party shall be liable to make good any loss or damage to the work executed under both, Original as well as Supplementary Agreement during the operation/currency of Supplementary Agreement as well as the subsequent maintenance period, 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 respects including technical audit, defect liability etc.

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

4. The basic date for working under Clause-10 cc for Schedule-E to be executed under Supplementary Agreement shall be the same as for the schedule-A. Operation of Clause-10cc will however, be otherwise governed by the relevant provision of the Main Agreement.
5. An additional Clause-6(c) would be added to the standard contract formats PWD-7 or PWD-8 in all future NITs as per the enclosed modified draft. Annexure-I).
6. The Supplementary Agreements would be drawn in future contracts as per the enclosed modified draft for the Supplementary Agreement. (Annexure-II), once all the obligations under main agmt. (in respect of schedule 'A') are fulfilled by the agency.
7. The final bills relating to the two agreements
[as i.e. the Main Agreement as well/ the Supplementary Agreement shall be dealt with and finalised independently in accordance with the relevant provisions of the two Agreements contained, therein.
8. For the existing agreements of housing and similar projects, wherein, provisions for drawing up of Supplementary Agreements do not exist, possibility of drawing up the Supplementary Agreements with respective contractors as per these modified Standing Instructions shall be explored. The time period for execution of work under Schedule-B shall be initially for one year (or less as per merits of the case) to be suitably extended from time to time with mutual consent of both the parties. The contractors would be entitled for the payment of watch and ward/service charges etc. during the operation of the Supplementary Agreements in respect of the existing contracts also as per the pre-decided rates to be worked out on the basis of the norms/guidelines separately issued on the subject vide circular No. 51 dated. 2.5.97

These instructions shall be implemented with immediate effect.

Encl: As above.
(Annexure-I & II)

R.K. Bhandari
(R.K. BHANDARI)
ENGINEER MEMBER
2.5.97

1. All CEs/ACEs(Civil) i/c CE(QC) & CE(Elect.)&Dir.(DWK &EZ)
2. All SEs(Civil), (Elect.) & SE(QC), SE(Design)
(Circulation through respective CEs/ACEs/Dir.(DWK.&EZ).
3. Directors (Hort.) North & South & Director (MM).
4. Director (Works), Director (M & PPC).

5. All EEs (Civil), (Elect.), (QC) & (Design) of
DLA (Circulation through respective CEs/ACEs/
Dir.(EE), Director (DWK. & EZ), DDA).
6. All Dy. Directors (Hort.) (Circulation through
Respective Director (Hort.)).
7. All Dy. Chief Accounts Officers/Accounts
Officers, DLA.
8. E.O.-I, II, III & IV.
9. Sr. A.O(P) to E.M.

Copy to:

1. VC for information.
2. FM for information.
3. C.A.O.
4. C.L.A.
5. Secretary (WAB), DDA.
6. F.No.WAB.1 (76) Pt.IX/Pt.

Handwritten signature
E.O.-I to E.M.
D.D.A. *1/14*

DELHI DEVELOPMENT AUTHORITY
(EWS OFFICE)

NO:EM.1(10)97/4611

Dated: 2.5.97

CIRCULAR NO. 510

SUB: GUIDELINES FOR OPERATION OF SUPPLEMENTARY
AGREEMENT IN RESPECT OF WATCH & WARD/SERVICE
CHARGE CLAUSE.

According to the instructions issued vide Circular No. 509 dt. 2.5.97 regarding operation of Supplementary Agreement, contractors are required to be paid for watch and ward/service charges etc. for the operation of Clause-2(j) contained therein. For drawing up Supplementary Agreement in respect of running contracts, in order to maintain uniformity in the operation of this clause, following guidelines are issued to be followed judiciously by the Tender Accepting Authority (Chief Engineer will be the final Authority even, where, the tenders were accepted with the prior approval of WAB):-

1. On an average for and upto a Housing Pocket of 150 SFS/MIG Houses or 200 LIG/EWS Houses, a payment of Rs.6500/- per month may be considered reasonable.
2. For every additional 50 houses or so, additional payment @ Rs.1100/- per month may be considered reasonable.
3. Nothing extra will be permitted for T&P and sundries required for watch and ward operation.

The above guidelines are for normal locations and for the general guidance. For exceptionally small pockets or small buildings, the Tender Accepting Authority shall take a judicious view in the totality of the circumstances in deciding the above charges. Similarly, for the pockets located in areas vulnerable to unscrupulous activities, extra cost may be suitably permitted on judicious basis.

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

1. All CEs/ACEs(Civil), i/c. CE(QC) & CE(Elect.) Dir.(DWK, EZ)
2. All CEs(Civil), (Elect.), SE(QC) & SE(Design).
(Circulation through respective CEs/ACEs/Dir.(DWK., EZ)
3. Directors (Hort. North & South & Director(MM).
4. Director (Work.), Director (U & PPC).
5. All Es(Civil), (Elect.), (QC) & (Design) of DDA
(Circulation through respective CEs/ACEs/Dir.(DWK., EZ)
Director (MM), DDA.
6. All Dy. Directors(Hort.) (Circulation through
respective Director (Hort.)).
7. All Dy. Chief Accounts Officers/Accounts
Officers, DDA.
8. E.O.-I, II, III & IV.
9. Sr. A.O.(P) to E.M.

Copy to:-

1. VC for information.
2. F.M. for information.
3. C.A.O.
4. C.L.A.
5. Secretary (WAE), DDA.
6. F.N. WAE.1(76)Pt.IX/Pt.

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

2/2/74

STANDING INSTRUCTION No. 511

SUB: SUPPLY OF LAYOUT PLAN AND UNIT DESIGN OF THE FLATS FOR ANNEXING WITH HIRE PURCHASE TENANCY AGREEMENT AND CONVEYANCE DEED PAPERS FOR REGISTRATION.

As per modified policy, the prospective allottees of DDA flats are required to execute Hire Purchase Tenancy Agreement (in case of hire-purchase allotment) or the Conveyance Deed (in case of cash down allotment) before the physical possession of the flat is handed over to them. It is one of the requisites to annex Layout Plan of the Scheme and the Unit Plan. To reduce the time factor, it has been decided to make these plans ready simultaneously with the costing of houses.

2. It has been observed that in each of the Housing Scheme, depending upon the location/orientation, there are number of unit designs. In some cases, position of staircase may be different, in another case position of court-yard/open terraces may be different and in yet another case position of balcony may be different and so on.

3. In order to stream-line the process, following modalities are to be followed henceforth :

- i) Before the Numbering Plan is issued by the Architect Branch, the concerned EE shall intimate the changes in layout or unit plan, if any, (giving full details with dimensions etc.) for incorporating in the final Completion Plans. The concerned Architect will also verify the same at site before issue of Completion Plans.
- ii) Alongwith the issue of the Numbering Plan for the Scheme, the concerned Architect Branch shall also issue sufficient copies of unit plan of each design to the concerned EE.
- iii) The Executive Engineer shall re-verify the Completion Plan of each type of Unit design as per execution at site. In case found O.K. ,
- iv) Simultaneously with the numbering plan and the costing details, certified copies of the Unit Plans of each design shall also be forwarded to Housing Branch for allotment of houses. Copy of the Numbering Plan and the Unit Plan of each design shall also be forwarded to Asstt. Architect (Lease), HUPW for converting the same on smaller scale/convenient size to make it an Annexure to Agreement/Deed.

- v) Actual flat number (as per Numbering Plan) shall be indicated on Unit Plan of each design to enable Housing Branch to annex appropriate Unit Plan with relevant allotment files.
- vi) The Miniature Plan with the scale of accommodation and other details so prepared by Asstt. Architect (Lease), HUPW shall be referred back to the Executive Engineer for final verification, retaining one copy after verification, another copy shall be returned to Asstt. Architect (Lease), HUPW for making required number of copies available to Commissioner (H).

4. These instructions shall come into force with immediate effect in respect of Housing Schemes which are yet to be released to the Housing Department. For all other Schemes already released, earlier procedure will continue to be followed.

R.K. Bhandari
(R.K. BHANDARI)
ENGINEER MEMBER
D.D.A.
22/6.

Copy to:-

- ACES
1. All Chief Engineers (i/c Q.C. & Design) / Dir. (EZ & DWK).
 2. Chief Architect.
 3. Chief Engineer (Elect.).
 4. Commissioner (Plg.).
 5. Commissioner (Housing)
 6. F.A.(H).
 7. All Suptdg. Engineers (Civil & Elect.) / (i/c Q.C., Design & Vig.)
 8. All Sr. Architects.
 9. All Executive Engineers (Civil & Elect.) / (i/c Q.C., Design & Vig.)
 10. All Architects.
 11. Project Planners (Dwarka, Narella, Wazirpur, Jasola, Vasant Kunj).
 12. Asstt. Architect (Lease), HUPW.
 13. File No. PA/D.D.(MIG)/96/H.P.T.A. 14. File No. EM.11(33) Copy also forwarded for information to : 97/GTS.
 1. VC, DDA.
 2. FM, DDA.
 3. PC, DDA.

S.K. Bajaj
(S.K. BAJAJ)
DIRECTOR (WORKS)
DDA
22/6

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO.EM.1(10)97/8128

Dated: 22.7.97

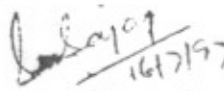
Standing Instruction No: 512

Sub: Uniform water Consumption charges & Boosting charges.
.....

Vide Standing Instruction No.387 dated 05.03.93
(Partially modified vide Standing Instruction No.496 dated
01.07.96), streamlined procedure for levy and recovery of
water consumption charges, boosting charges etc. was
circulated. The schedule of rates, modified by M.C.D., as
applicable at that time was also appended. A copy of the
revised schedule of rates as circulated by D.S & SDU, M.C.D.
vide No.RSU/DCR(V)96 dated 09.05.96 applicable for the
financial year 1996-97, was also circulated vide this office
communication of even No.16845-55 dated 26.11.96, to recover
the rates as per revised schedule.

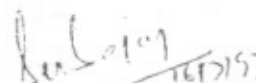
As per instructions contained in the above mentioned
standing instructions on account of revision of tariff of
power by D.V.D, Chief Engineer(Elect.) has now worked out
that the average boosting charges work out to Rs.1.76 per
kilo litre. It has, therefore, been decided that Uniform
Boosting Charges @1.76 per kilo litre shall be leviable in
all such colonies/pockets where boosting arrangements have
been installed on the distribution system.

This issues with the approval by Vice-Chairman.


Director(Works)
DDA

Copy to:

1. All Chief Engineer i/c CE(Elect.)
2. Chief Accounts Officer, DDA.
3. Director(Mn), DDA.
4. Director(Hort)North & South, DDA.
5. PS to VC, DDA.
6. PS to EM, DDA.
7. PS to FM, DDA.
8. Copy be placed in EM.1(7)79/WC.


Director(works)
DDA

DELHI DEVELOPMENT AUTHORITY
(EW'S OFFICE)

No; EM.1(10)/97/ 8125

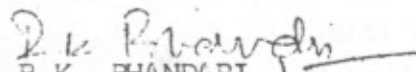
Dated: 22.7.97

CIRCULAR NO. 513

SUB: ENHANCEMENT OF MONETARY LIMIT FOR PUBLICITY
OF NOTICE INVITING TENDERS.

In partial modification of the earlier guidelines issued on the subject, vide EM's Circular No.102 dt.19.6.93 regarding Publicity of notice inviting tenders in the Newspapers, and in accordance with CPWD OM No.DCW/CON/93 dt. 19.1.96, it has now been decided that, henceforth, advertisements inviting tenders shall be inserted in the press in respect of works estimated to cost more than Rs. 2 lacs as against the earlier limit of Rs.50,000/-.

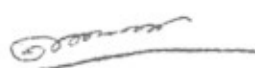
All other norms/policy guidelines regarding publicity of tenders as in vogue in DDA from time to time shall continue to be followed scrupulously.


(R.K. BHANDARI)
ENGINEER MEMBER

1. All CEs/ACEs/i/c CE(QC), CE(Elect.), ACE(D), Director(DWK & EZ), DDA.
2. All SEs(Civil), (Elect.), SE(QC), SE(D) Circulation through their respective CEs/ACEs/ Director (DWK & EZ), DDA.
3. CWO i/c SE(Vig.)-I and SE(Vig.)-II, DDA.
4. CAO for information and for issue of similar modifications in relevant F/A Circulars.
5. Director(Hort.) N & S, Dir.(MM), Dir.(M & PPC), Director(Works), Director (PR).
6. All SEs(Civil), (Elect.), (QC), Vigilance) & (Design).
7. All Jt. Directors/Dy. Director (H) Circulation through respective Dir.(H).
8. Jt. CAO(Rohini, DWK)-I & II.
9. AO(CAU) Rohini, DWK, SEZ, SWZ, EZ & NZ.
10. All FOs and PAO(EW)/AO(Works)-I, II, III, IV & AO(I&A)HQ.
11. E.O.-I, II, III & IV to E.M.
12. A.O.(P) to E.M.
13. File No. EM.13(5)/93/TC/Pt.

Copy for information to :-

1. VC, DDA.
2. F.M., DDA.
3. C.L.A., DDA.


E.O.-I to E.M.
DDA

DELHI DEVELOPMENT AUTHORITY

No. EM1(10)97/9308

Dated: 26.8.97

CIRCULAR NO.- 514

Sub: Adoption of CPD DELHI SCHEDULE OF RATES, 1997
by D.D.A.

Delhi Schedule of Rates, 1997 has been published and adopted by CPD w.e.f. 1.7.97.

It has been decided that, henceforth, the DSR-1997 may be adopted for preparation of detailed estimates and BIDs in DDA. Salient features of DSR-1997 are enclosed herewith.

This issues with the approval of E.M.

Encl: As above.

S.K. BAJAJ
22/8/97
(S.K. BAJAJ)
DIRECTOR (WORKS)

1. All CES/ACEs i/c CE(QC), CE(Elect.), ACE(D), Director(DVK & EZ), DDA.
2. All SES(Civil) (Elect.), SE(QC), SE(D) Circulation through their respective CES/ACEs/Dir. (DVK & EZ).
3. CWO i/c SE(Vig.)-I & SE(Vig.)-II, DDA.
4. Director(Hort.) North & South, Director(MM).
5. Director(PPC & MON.), Director(Works).
6. All SES(Civil & Elect.), (QC), (Vig.) & Design).
7. All Jt. Directors/Dy. Directors(Hort.) Circulation through respective Director(Hort.).
8. File No. EM11(8)75/CTS.
9. All F.O.s.
10. E.O.-I, II, III & IV to E.M.
11. A.O. (P) to E.M.

Copy for information to:-

1. V.C., DDA.
2. E.M., DDA.
3. CAC, DDA.

S.K. BAJAJ
22/8/97
E.O.-I to E.M.
D.D.A.

SALIENT FEATURES OF DSR 1997

(APPLICABLE W.E.F. 1.7.97)

- (i) DSR 1997 is in bilingual form.
- (ii) All the sub-heads of building work, road work, services, horticulture and cement & bitumen consumption coefficients of various items, have been compiled in this volume.
- (iii) This Schedule will be read along with CPWD Specifications, 1996 Vol. I to VI with upto date correction slips.
- (iv) No change has been made in the Code Nos. of the Sub-heads as well as Code Nos. of basic materials and labour as compared to DSR '93. For the new items introduced in this DSR, new Code Nos., have been assigned as indicated in the list of basic materials.
- (v) Generally, the basic rates of materials, incorporated in the schedule, are pertaining to materials conforming to ISI Standards / CPWD Specifications / Materials of best quality available in the market.
- (vi) The classification of soils under the sub-head "Earth work" has been modified to include all kinds of soils, namely, soft / loose and hard / dense soil in a single item in conformity with CPWD Specifications, 1996.
- (vii) The items of cement concrete, RCC, Brick Work and Stone Work, which were earlier upto floor II level, have been modified to make these applicable for "upto floor V level" with provision for extra for these items in super-structure above floor V level for each four floors or part thereof.
- (viii) In the items of pre-cast cement concrete and pre-cast RCC, the elements of centring, shuttering and finishing have been included.
- (ix) In marble work, item of wall lining (Veneer work) has been provided with marble slabs of four different sizes, as the rate of marble slab increases with increase in the size. Similarly, an item of marble slab for kitchen platform / vanity counter / fascia etc. has been introduced with different sizes of slab.
- (x) In the items related to "Road Work", the sizes of stone aggregates and screening have been modified as per provisions in CPWD Specifications, 1996.
- (xi) The item of tack coat, which was earlier included in the item of Premix Carpetting, has been separated out and included as a separate item in conformity with provisions in CPWD Specifications 1996, which provides for different rates for application of tack coat on WBM and bituminous surfaces.
- (xii) A separate item of seal coat has been introduced, keeping in view the provisions in CPWD Specifications, 1996.
- (xiii) The unit "10 cu.m" for various items under sub heads "Wood Work" and "Stone Work" etc., has been changed to "cum". Similarly the unit "quintal" for various items under S. H. "Steel Work" etc., has been changed to "kg".
- (xiv) In addition, certain new items have been introduced. Some of the important items in respective sub-heads of this DSR, are as follows :-
 - (a) S. H. - "Earth work" : Item of Earth work with mechanical equipments for special work requirements.

- (b) S. H. - "Reinforced Cement Concrete" : Items of Design Mix Concrete, Admixtures for RCC & Pre-cast Waffle Slab Units
 - (c) S. H. - "Marble Work" : Item of Marble Work for wall Lining (Vencer work) with Raj Nagar plain marble.
 - (d) S. H. - "Wood Work" : Items of laminated veneer lumber shutters and eucalyptus wood shutters.
 - (e) S. H. - "Steel Work" : Items of M. S. tube and ERW pipe hand railing.
 - (f) S. H. - "Flooring" : Item of Acid proof tile flooring.
 - (g) S. H. - "Roofing" : Item of PVC rain water pipes and Gyp board false ceiling.
 - (h) S. H. - "Road Work" : Items, such as, fencing with angle iron posts, surface dressing with bitumen emulsion and RC - 3 (Rapid Curing) bitumen; bituminous macadam, bitumen penetration macadam, semi-dense asphaltic concrete, dense asphaltic concrete, mastic wearing course, premix with 60/70 bitumen (with no solvent), quality concrete in pavements, painting road markings, bell mouth etc.
 - (i) S. H. - "Sanitary Installations" : Items of white glazed fire clay and marble stone draining board; P. V. C. flushing cistern, controlled flush HDPE and vitreous china flushing cistern, Stainless steel grating for floor / nahani trap, circular / oval shape mirror with plastic moulded frame and stainless steel kitchen sink.
 - (j) S. H. - "Drainage" : Item of brick masonry circular type manhole with SFRC cover, pre-cast R.C.C. manhole cover and R.C.C. vent shaft.
 - (k) S. H. - "Water Supply" : Items of PTMT water fixtures etc.
 - (l) Items of Cast-in-situ and pre-cast RCC piles, aluminium work for doors, windows, ventilators and partitions, aluminium covering over expansion joints, integral cement based water proofing treatment with rough stones on horizontal and vertical surfaces, PVC water stops for construction / expansion joints, in situ water proofing treatment with glass fibre tissue.
8. In case of any discrepancy between English and Hindi versions, the English version shall be held valid.

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1 (10) 97/1713

Dated: 23.9.97

CIRCULAR No. 575

SUB: PUBLICITY POLICY FOR ISSUE OF TENDER NOTICES
BY VARIOUS ENGINEERING DIVISIONS OF D.D.A.

Guidelines on publishing of tender notices by the various Engineering Divisions of DDA had been issued vide Circular No. 390 dt. 8.4.93. Annexure-I appended to it contained the approved list of Newspapers under Group-A & Group-B duly modified vide Circular Nos. 393 dt. 16.4.93 and 413 dt. 24.11.93. These guidelines shall continue to be followed except Annexure-I to Circular No. 390 as also circulars No. 393 & 413, which stand superseded with the approval of WAB, accorded in its meeting held on 6.6.97, as under :-

GROUP-A

- i) Veer Arjun (Hindi).
- ii) National Herald (English).
- iii) Economic Times (English).
- iv) Pioneer (English).

GROUP-B

- (a) HINDI
 - i) Nav Bharat Times.
 - ii) Punjab Kesari.
 - iii) Rashtriya Sahara.
 - iv) Jansatta.
 - v) Hindustan.
 - vi) Dainik Jagran.
- (b) ENGLISH
 - i) Indian Express.
 - ii) Times of India.
 - iii) Hindustan Times.

NOTE:

- i) One Newspaper from Group-'A' will be selected on rotation basis in the order given in the roster above.
- ii) One Newspaper of Hindi and one Newspaper of English in Group-'B' will be selected on rotation basis in the order mentioned in the roster above. This will give the optimum publicity for the NITs.
- iii) NITs will be published total in three newspapers i.e. one from Hindi Group-'B' one from English Group-'B' and one from Group-'A' (Hindi & English combined).

It is, therefore, enjoined upon all concerned to release advertisements as per the above updated approved list.

This issued with the approval of Engineer Member.

S.K. BAJAJ
22/9/97
(S.K. BAJAJ)
DIRECTOR (WORKS)
D.D.A.


1. All CEs/ACE i/c CE(QC), CE(Elect.), ACE(D) Director (DWK) & (EZ), DDA.
2. All SEs(Civil & Elect.), SE(QC), SE(D) circulation through their respective CEs/ACEs/Director(DWK) & (EZ), DDA.
3. CWO i/c SE(Vig.)-I & SE(Vig.)-II, DDA.
4. CAO, DDA.
5. Director (Hort.) North & South, Director(MM), Dir.(M&PPC), Director Works), Director(PR), DDA.
6. All EEs(Civil), (Elect.), (QC), (Vig.), (Design). circulation through respective Zonal Offices.

All Jt. Director (Hort.)/Dy.Dir.(Hort.)
Circulation through their respective
Director (Hort.)DDA.

8. Jt. C.A.O.(CAU) Rohini), DMK, SEZ, SNZ, NZ, EZ, DDA.
9. P.O.(En)/AC(Works)-I,II,III,IV and AC(I&A)HQ.
10. A.O.(P) to En, DLA.
11. File NO. EL (34)86/DPR.
12. File NO. E-13(5)93/TC.

Copy also forwarded for information to:-

1. V.C., DLA.
2. E.A., DDA.
3. F.M., DLA.
4. P.Commr.
5. Commr.(H).
6. O.S.D. to V.C.


E.O.-I to E.M.
D.D.A.

NO: M.1(10)97/443

Dated: 16.1.98

CIRCULAR NO. 516

SUB: REVISED RATES OF EARNEST MONEY, SECURITY
DEPOSIT AND FORFEITURE OF EARNEST MONEY
IN N.I.Q.'s.

In partial modification of the Circular No.278 circulated vide No.EM.1(10)83/21637 dt. 14.12.89 on the above cited subject, following Revised Rates of Earnest Money & Security Deposit as well as guidelines for forfeiture of Earnest Money in N.I.Q s have been approved by the WAB in the meeting held on 10.12.97.

1. REVISED RATES OF EARNEST MONEY

The Earnest Money will be deposited with each tender in the following manner.

	<u>ESTIMATED COST</u>	<u>AMOUNT OF EARNEST MONEY</u>
i)	Works costing upto Rs.40 lacs.(Rs.Forty lacs only).	2 $\frac{1}{2}$ % of Estimated cost put to tender.
ii)	Works costing Rs.40 lacs & above.	Rs.1 lac.(one lac.) + $\frac{1}{2}$ % of the amount by which cost exceeds Rs.40 lacs., subject to maximum of Rs.2 lacs (Rs. Two lacs only).

Keeping in view the above changes in amount of Earnest Money, the necessary amendments may please be made in the standard formats for NIT's and contract documents.

2. REVISED RATES FOR SECURITY DEPOSIT.

The security deposit will be deducted from the running account/final bills of the contracts at the following rates :-

	<u>ESTIMATED COST</u>	<u>AMOUNT OF SECURITY DEPOSIT</u>
i)	For works costing upto Rs. 50 lacs (Rs.Fifty lacs only).	10% of Estimated cost put to tender.

- ii) For works costing more than Rs. 50 lacs (Rs. fifty lacs only). Rs. 5 lacs + 2% of the amount by which cost exceeds Rs. 50 lacs (Rs. fifty lacs only) subject to maximum of Rs. 10 lacs (Rs. Ten lacs only).

These changes in the rates of security deposits may also be effected in the standard formats for NITs/Contract documents.

3. PROVISION FOR FORFEITURE OF EARNEST MONEY IN NIQ (NOTICE INVITING QUOTATIONS).

In all future N.I.Qs where a condition is laid down to deposit Earnest Money, the following provision should be made for its forfeiture.

"The quotation of the work/supply shall remain open for a period ofdays from the date of opening of Quotation. The DLA shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the Earnest Money, if any quotationer withdraws his quotation before the said period or makes any modification in the terms and conditions of the offer which are not acceptable to the department and to forfeit the whole of the Earnest Money if the quotationer whose quotation is accepted, fails to commence the work/supply, specified in the NIQ (along with changes in the scope, if any) in the prescribed time or abandons the work/supply before its completion."

4. The para 1(i) of Circular No.278 dated 14.12.89 i.e. "If the contractors withdraw their offer within 90 days of quoting the rates, action required is to forfeit the Earnest Money absolutely", stands modified as under:-

"If the contractors withdraw their offer within validity period or makes any modification in the terms and conditions of the tender which are not acceptable to the Department, Earnest Money to be forfeited absolutely".

5. These revised rates of Earnest Money, Security Deposit & other amendments shall be incorporated in all the Standard formats of NITs/Contract documents with immediate effect.

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

Copy to:-

1. All CEs/ACEs i/c CE(QC), CE(Elect.), ACE(D), Directors (Engg.), LDA.
2. All SEs(Civil) (Elect.), SE(QC), SE(D) Circulation through their respective CEs/ACEs/Directors(Engg.),
3. CVO i/c SE(Vig.)-I & SE(Vig.)-II, LDA.
4. CAO, LDA.
5. Director (Hort.) North & South, Director(M).
6. Director(Works), Director(PPC & MON), LDA.
7. All EEs(Civil) & (Elect.), (QC), (Vig.) & (Design) circulation through their respective CEs/ACEs/Lir.(Engg.).
8. All Jt. Director/Dy.Directors(Hort.), Circulation through respective Director(Hort.).
9. All Dy./Jt. CAO's attached to CEs/ACEs/Dir. (Engg.), FOs to Dir.(Hort.) N & S, CE(Elect.) & Director (MM).
10. E.O.-I,II,III & IV to E.M.
11. A.O.(P) to E.M.
12. File No.EM.11(31)97/GTS.

Copy for information to :-

1. VC, LDA.
2. FM, LDA.

[Signature]
E.O.-I to E.M.
LDA

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1 (19) 98/3113

Date: 16.4.98

CIRCULAR NO.517

SUB: STIPULATION OF PRACTICALLY REASONABLE AND
ACHIEVABLE TIME FRAME FOR COMPLETION OF
DEVELOPMENT WORKS.

It had been observed in one of the Development works that the time stipulated in the contract for the completion was not commensurate with the value of work. At present, there are no prescribed guidelines either in the CPWD Manual or through other departmental Circulars fixing the time period for completion of various development works. It is, however, expected that the competent authority while approving the NIT, properly evaluates and judiciously decides upon the stipulation of the completion period depending upon its nature, site conditions and quantum of the work.

It is, therefore, enjoined upon all officers approving the NIT for a development work to ensure, in future, that time period for completion of the work is fixed with due application of the mind taking into account the various factors viz. quantum and nature of work as well as site conditions.

D.K. Bhandari
(R.K. BHANDARI)
ENGINEER MEMBER
D.D.A.
114

Copy to:-

1. All CEs/ACEs i/c CE(QC), CE(Elect.), ACE(D),
Director (Engg.), DDA.
2. All SEs(Civil) (Elect.), SE(QC), SE(D), Circulation
through their respective CEs/ACEs/Directors(Engg.),
3. CVO i/c SE(Vig.)-I & SE(Vig.)-II, DDA.
4. CAO, DDA.

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1(10)98/DDA/ 854-Te.

Dated: 27.17.4.98

CIRCULAR NO. 518

SUB: PREPARATION OF NITs FOR TURN KEY PROJECTS.

In one of the works, which was got executed on Turn Key Basis, it had been observed that time taken for evaluation and final acceptance of tender was more than 3 times the period stipulated in the NIT as validity period. It has further been observed that the delay had been caused because of certain inadequacies in the NIT and lack of pre-planning about the modalities for evaluation of the technical bids.

It is, therefore, enjoined upon all concerned that, in future, before call of tenders for works to be executed on Turn Key Basis, it would be necessary to decide in advance the parameters & modalities of the evaluation of the bids so as to enable to decide the tenders within the validity period. Also, the NITs shall be prepared in a comprehensive manner including Planning, Design, Financial & Execution aspects in addition to the provisions contained under Para 15.2.8 of CPWD Manual Vol.II.

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

1. All CEs/ACEs i/c CE(QC), CE(Elect.), ACE(D), Director(DWK) & Director(EZ), DDA.
2. All SEs(Civil), (Elect.), SE(QC) & SE(D) circulation through their respective CEs/ACEs/Dir.(DWK), DDA.
3. CVO i/c SE(Vig.)-I & SE(Vig.)-II, DDA & EEs(Vig.).
4. CAO, DDA.
5. Director(MM), Director(Hort.) North & South, Director(Works) & Director(PPC & M), DDA.
6. All Ex.Engineers (Civil), (Elect.), (QC), (Design) circulation through their respective CEs.

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1(10)92/ 968

Dated: 12.5.98

C I R C U L A R NO. 519

SUB: COMPLETION OF HOUSES/SENDING THE INVENTORY OF
FITTINGS ALONGWITH COSTING DETAILS TO FA(H).

In the study report of Department of Administrative Reforms and Public Grievances, one of the point proposed is regarding sending the list of inventory of fittings alongwith the possession letter by the Housing Department to the allottee instead of handing over of the same by the Jr. Engineer at the site while handing over the physical possession to the allottee. It has therefore been decided that all the Chief Engineers may ensure to send the list of inventory of fittings alongwith costing details to FA(H) so that the Housing Department could send the same to the allottee alongwith the possession letter.

The above may be made effective with immediate effect.


(R.K. BHANDARI)
ENGINEER MEMBER

Copy to:-

1. All CEs/ACEs/ i/c CE(QC), CE(Elect.), ACE(D), Directors (Engg.), DDA.
2. All SEs(Civil) (Elect.), SE(QC), SE(D) Circulation through their respective CEs/ACEs/Directors(Engg.).
3. C/O i/c SE(Vig.)-I & SE(Vig.)-II, DDA.
4. CAO, DDA.
5. Director(Hort.) North & South, Director(MM).
6. Director(Works), Director(PPC & MDN), DDA.
7. All EEs(Civil) & (Elect.), (QC), (Vig.) & (Design) Circulation through their respective CEs/ACEs/Dir.(Engg.).
8. All Jt. Director/Dy. Directors(Hort.), Circulation through respective Director(Hort.).
9. All Dy./Jt. CAO's attached to CEs/ACEs/Dir.(Engg.), FOs to Dir.(Hort.) N & S, CE(Elect.) and Director(MM).

Contd.....2/-

10. E.O.-I, II, III & IV to E.M.
11. A.O.(P) to E.M.
12. File No. EM.5(2)89/MG.

Copy for information to :-

1. VC, DEA.
2. FM, DDA.
3. PC, DDA.
4. Commissioner(H), DDA.
5. Financial Advisor(H), DDA.

Copy
E.O.-I to E.M.

W DDA

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1(10)98/ 3251

Dated: 30.3.99

C I R C U L A R NO.520

SUB: CLARIFICATION TO EM'S INSTRUCTIONS ISSUED
UNDER CIRCULAR NO.509 & 510 DT.02.05.1997.

Certain clarifications have been sought to Standing Instructions No. 509 dt. 02.05.97 in respect of applicability of the payment of watch & ward charges for the intervening period i.e. from the date of closure of the Main Agreement till the signing of the Supplementary Agreement by the contractors in respect of old contracts wherein condition of the Supplementary Agreement does not form part of the contract. The matter has been examined in detail and it has been decided that watch & ward charges are payable for the intervening period subject to the following :-

1. The contractors have been continuing to provide watch & ward services during the said period.
2. The contractors entering into the Supplementary Agreement for the same including finishing items, fixing of fittings etc. required to be executed at the time of handing-over of the possession of the flats.
3. The charges would be payable w.e.f. the date when all liabilities/obligations of the main agreement including Defect Liability period had been fulfilled and duly certified by the Engineer-in-Charge and accepted by the next higher Authority.
4. In addition, the contractors shall be liable to make good any loss or damage to the work already executed and to be executed under the Supplementary Agreements for which nothing extra shall be payable to the Contractors.
5. Adherence to the other guidelines as contained in Circular No.509 dt. 02.05.97 and 510 dt. 02.05.97.

(R.K. BHANDARI)
ENGINEER MEMBER

D.D.A.

Contd.....2/-

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

Em 1 (10) 98
NO. ~~EM/10/98~~ 5692 Dated: 16.6.99

CIRCULAR NO. 521

Certain cases have come to the notice where the directions of the court had not been complied within the periods stipulated in the judgements. On scrutiny of such cases, it has been found that one of the major reasons responsible for such delays was that either the concerned nodal officers or their designated representatives had not attended the court hearings, thereby, not knowing anything about the directions of the court during that hearing or if the hearings were attended by any official, then, he had not taken pains to record the directions of the court and apprise the concerned officers of the same so that they could initiate immediate necessary action.

No. F2 (310) 88/
Legal dt. 25.7.90,
PS/CLA/90/1281
dt. 11.9.90,
PS/CLA/91/2383-D
dt. 29.1.91,
F2 (86) 92/HC/Legal
Ltr/Pt. dt. 19.11.92,
PS/CLA/DDA/Circular/
95/2164 dt. 4.10.95,
F.18 (13) 95/Legal/
Admn./1617 dt.
17.7.95,
D.O.No. PS/CLA/DDA/
Circular/95/2372
dt. 24.10.97,
D.O.No. PS/CLA/
DDA/Circular/
97/2632 dt.
1.12.97 and
EM.2 (95) Vol. VII/
Pt./II/dt.
11.1.99.

In this context, specific attention is invited to detailed directions repeatedly issued vide various circulars cited in the margin where specific instructions had been repeatedly issued to the designated nodal officers to ensure personal attendance during all court hearings and proper liaison with panel lawyers for effective defence of the court cases as well as for prompt follow-up action upon the directions/judgements of the courts. But, somehow, these departmental directions are not being followed meticulously.

It is, therefore, once again emphasised that all HOD & EEs/Dy. Directors should ensure that either they themselves attend the court hearings besides maintaining close liaison with Panel Lawyers or in case it is not possible for them to personally attend the hearings then they must specifically assign this responsibility to some responsible official under their control. The officer attending the court hearings must in writing apprise EE/DD about the outcome of the court hearing and the directions of the court, if any, so that immediate necessary action in

2
compliance of the court orders could be initiated by them without any further delay.

These instructions should be scrupulously followed so that the department does not face any embarrassing situations unnecessarily on this account.

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

2/9/90
Copy to :-

1. CLA... with a request to issue necessary directions to all concerned in legal branch to ensure compliance of instructions in para-1 of O.O.No. F.PS/CLA/90/1261 dt.11.9.90.
2. All CEs/ACEs/Dir.(Engg.) i/c CE(QC), CE(Elect.), DDA.
3. All SEs(Civil) (Elect.), SE(QC), SE(D) Circulation through their respective CEs/ACEs/Dir.(Engg.).
4. CWO i/c SE(Vig.)-I & SE(Vig.)-II, DDA.
5. Project Manager Fly-over Projects Gr.I & II, DDA.
6. CAO, DDA.
7. Director (Hort.) North & South, Dir.(MM), DDA.
8. Director (Works), Director (PPC&MON), DDA.
9. All EEs(Civil) & (Elect.), (QC), (Vig.) & (Design) Circulation through their respective CEs/ACEs/Director(Engg.)/Project Manager (Fly-over), DDA.
10. All Jt. Director/Dy. Director(Hort.), Circulation through respective Director (Hort.).
11. All Dy. /Jt. CAO's attached to CEs/ACEs/Dir.(Engg.), R's to Dir.(Hort.) N & S, CE(Elect.) and Director (MM).
12. E.O.-I, II, III & IV to E.M.
13. A.O.(P) to E.M.
14. File No.F3(236)FO/SEZ/90-91.

Copy for information to :

1. VC, DDA.
2. FM, DDA.

L. Sreen
E.O.-I to E.M.

DDA

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1(10)98/ 9034

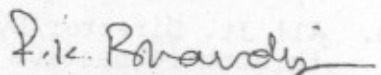
Dated: 27.9.99

CIRCULAR NO. 522

It has been brought to the notice of this office that on completion of Civil/Electrical Works in Parks/Green Areas etc. by respective Civil/Electrical Divisions, no proper handing over/taking over of these works including the inventories takes place between the Civil/Electrical Divisions and the concerned Horticulture Divisions. Such a situation leads to all sorts of confusions. Whenever any information is sought, each one pass on the responsibility to the other, which is not administratively desirable.

It is, therefore, directed that after completion of the Civil/Electrical Works in the Parks/Green Areas, all completed assets (Civil/Electrical) should be formally handed over to the concerned Horticulture Divisions by the respective Civil/Electrical Divisions along with complete inventory and plans etc. In case where land does not stand handed over to Hort. Deptt., the same should also be formally handed over by Civil Divisions to the concerned Hort. Division. This would ensure proper accountability of the staff for any encroachments on land and also for loss/theft of any assets/property of the Parks/Green Areas.

These instructions must be passed on to all concerned and followed scrupulously, with immediate effect.


(R.K. BHANDARI)
ENGINEER MEMBER
D.D.A.

Copy to:-

1. All CEs(Civil/Elect./QC/HQ & Design), DDA.
2. All SEs(Civil, Elect., QC, CDO & Design) Circulation through their respective CEs, DDA.
3. CVO w.r.t. his letter No.F27(325)97/Vig.-IV/89 dated 1.7.99.
4. SE(Vic.)-I & SE(Vic.)-II, DDA.
5. Project Manager Fly-Over Projects Gr.I & II, DDA.

Contd....2/-

DELHI DEVELOPMENT AUTHORITY
('EM'S OFFICE')

NO: EM.3(28)/83/Vol.VI/Hort./ 9282

Dated: 05.10.99

CIRCULAR 523

SUB: Jurisdiction/duties of AE's/JE's(Electrical)
posted under the control of Directors(Hort.).

Detailed instructions were issued for streamlining the Development and Maintenance of Civil and Electrical Works in Horticulture/Green Areas vide Order No.F.5(187)/PC/RW/Pt./382 dated 16.9.97. These directions are partially modified vide subsequent E.O.No.23 dt.16.8.99 endorsed vide No.EM.3(28)/Vol.VI/Hort./7846 dt. 16.8.99 to the extent that the JEs/AEs(Electrical) are now to be placed directly under the control of Dir.(Hort.) instead of EEs(Civil) of the Designated Civil Divisions. However, as per the above mentioned instructions, these AEs/JEs (Elect.) are required to carry out only the following specific activities :-

1. Installation of new pumps and electrical fittings for tubewells, sprinkler system only.
2. Maintenance of pumps, electrical installations and existing lighting system in the Green Areas under the jurisdiction of designated divisions.

Whereas, all works pertaining to provisions of 'New/Additional Items' are required to be carried out by the respective Electrical Divisions in the zones and then hand over to the Designated Divisions for maintenance.

Instances have come to the notice that those JEs/AEs(Elect.) who are so posted for maintenance jobs of Horticulture/Green Areas are not restricting themselves to the activities as mentioned at Sl.No.1 & 2 above but are also undertaking works beyond their jurisdiction i.e. they are also executing new electrification works viz. path lights, providing new sprinkler system, new electrical installations in the parks etc. Moreover, the expenditure incurred on these new electrical works is being charged to the Maintenance Head, instead of preparing separate estimates for Development/improvement works of capital nature. This is highly an irregular practice and should be stopped forthwith.

It is, therefore, enjoined upon all concerned that the JEs/AEs(Elect.) placed under the Administrative Control of the Directors(Hort.) shall undertake only maintenance works as mentioned as Sl.No.1 & 2 above. Under no circumstances, they will undertake new electrical works of capital nature which shall be executed only by the respective Electrical Divisions of the Zone and then would be properly handed over to the maintenance staff i.e. AEs/JEs(Elect.) attached with Director (Hort.) for further maintenance.

Similarly, the Civil works of new development/improvement works in Hort. areas i.e. all works of capital nature shall be carried out as per approved development plans after getting the PEs approved from the Competent Authority. Under no circumstances, any expenditure incurred on new works and works of capital nature (both Civil/Electrical) shall be charged to the maintenance head.

These instructions must be followed scrupulously.

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

S.K. BAJAJ
24/11/86
(S.K. BAJAJ)
DIRECTOR (WORKS)
D.D.A.

Copy to:-

1. All CEs(Civil, Elect., QC, HQ) for information and necessary action.
2. Director (Hort.) North and South.
3. Director (Landscape).
4. All SEs(Civil/Elect./QC/Vig.) through their CEs/CVO.
5. All EEs(Civil/Elect./QC, Dy. Dir./Jt.Dir.(Hort.) through their CEs/Directors.

Copy for information to :-

1. VC, DDA.
2. EM, DDA.
3. FM, DDA.
4. Pr. Commissioner.
5. Chief Vigilance Officer.
6. Commissioner (Housing)/L.M.
7. Commissioner (Personnel).
8. Chief Accounts Officer.
9. EE(PPC/Monitoring).
10. E.O.-III to E.M.
11. E.O.-II to E.M.
- ✓ 12. E.O.-I to E.M. to place in General Instructions file.
- ✓ 13. A.D. to place in file No. EM.3(7)86/Vol.III.
- ✓ 14. Copy to file No. F.5(187)/PC/RW/Pt.
- ✓ 15. Copy to file No. EM.3(26)83/Vol.VI/Hort.
- ✓ 16. Copy to file No. EM.1(10)98/DDA

S.K. BAJAJ
24/11/86
DIRECTOR (WORKS)
D.D.A.

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1(10)9C/DDA/10009

Dated: 3/11/99

CIRCULAR No. 524

SUB: RESTRICTED CALL OF TENDERS FOR
SPECIALISED JOB.

In partial modification to the instructions issued vide EM's Circular No.493, circulated vide No. EM.1(10)96/7433 dt. 14.5.96 and in supersession of Circulars No.501 & 504 issued vide even No.14055 dt. 16.9.96 and 17420 dated 12.12.96 respectively, the eligibility criteria regarding yearly turn over and value of completion of similar works in a particular duration, shall henceforth be applicable as under :-

1. The Annual Financial turnover (gross) in Civil/Elect. (as the case may be) construction works in one of the preceeding 3 financial years shall not be less than 100% of the estimated (gross) value of the work (duly audited by chartered accountant) on annualised basis (depending upon the time allowed for completion, i.e total estimated value divided by Time of Completion).
2. The satisfactory completion of atleast 2 works of similar nature/class, each costing not less than 50% of the estimated cost (gross) of the proposed work during the last five years.
3. All other conditions/instructions as contained in the above mentioned circular No.493 shall remain unchanged,

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

Copy to:-

- All CEs.
- All SEs circulation through their respective CEs.
- CWO i/c SE(Vig.)-I, SE(Vig.)-II & SE(Vig.)-III, DDA.
- Project Manager Fly-over Projects Gr.I & II, DDA.
- CAO, DDA.
- Dir.(Hort.) North & South, Dir.(MM), DDA.
- Director (Works),

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

NO: EM.1(10)98/DDA/10186

Dated: 8.11.99

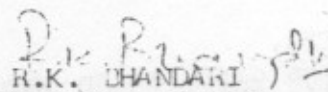
CIRCULAR NO. 525

SUB: INSTRUCTIONS FOR RESTRICTED CALL OF TENDERS
AND PRE-QUALIFICATION OF CONTRACTORS.

In view of the instructions circulated by CPWD vide Office Memorandum No.DG(W)/MAN/15 dated 15.4.98, partially modifying provisions contained in Para-18.4 of CPWD Manual Vol.II, 1988, regarding restricted call of tenders, it has been decided that :

1. For all works costing more than Rs. 5 crore (gross value), restricted call of tenders shall be resorted to.
2. For works costing between Rs. 1 crore and upto Rs.5 crores(gross value), the Chief Engineers may use their discretion to provide for pre-qualification depending upon the type of work, urgency/restricted time allowed for completion, any other specific requirement etc. Specialised work shall, however, continued to be governed by provisions of Circular No.493 dt. 14.5.96 & Circular No. 524 dt. 3/11/99
3. Pre-qualification application shall be invited through Press Notice.
4. The Chief Engineer-in-Charge of the work shall draft the pre-qualification criteria in accordance with the guidelines circulated by CPWD vide Circular No.SE/SS/EE-II/PRD/1151 dt. 26.4.96 (Copy enclosed), suggest deviations from the guidelines where absolutely necessary and send the same to the Engineer Member for approval.
5. The eligibility criteria for pre-qualification shall be, generally, as, circulated vide EM's Circular No. 524 dt.3/11/99 issued vide No.EM.1 (10)98/1000 dated 3/11/99.
6. The exercise of pre-qualification of contractors shall be started well in time so that the actual tendering process and other activities do not get delayed on this account.

Encl: As stated above.


(R.K. CHANDARI)
ENGINEER MEMBER
D.D.A.

Govt. Of India
Directorate General of Works
Central Public Works Department

Office of the Chief Engineer
Contracts Standards &
Quality Assurance
Fourth Floor A-Wing,
Nirman Bhawan
Maulana Azad Road,
New Delhi-110011.

W/No.SE/SS/CSQ/FEII/PRED/503

Dated: 21/5/1998.

Sub: Preparation Evaluation & Processing of Pre-
Qualification Document for Restricted Call
of Tenders.

Ref: This office letter No.SE/SS/FEII/PRED/1151
dated 26/4/1996.

.....

Vide above referred letter, a Standard Pre-Qualification document along with Annexure giving criteria for evaluation of the performance of contractors for pre-qualification was sent to all Chief Engineers in C.P.W.D. with the request to send photo copies of this document to their respective SEs/SWs. However, this office has been receiving demands for this Document from various Circles from time to time which indicates that some units have not received this document, due to some reason or the other. Therefore, a copy of the Standard Pre-Qualification Document and its Annexure is sent herewith along with a copy of this office letter No.SE/SS/FE-II/PRED/1151 dated 26/4/96 for use in your office.

Encl: as above.

Sd/-
(B.B. Bhatia)
Superintending Engineer(S&S)

To

All SEs/SWs - CPWD

Copy for information to:-

1. ADG(NR) New Delhi, ADG(SR) Chennai, ADG(WR) Mumbai, ADG(EZ) Calcutta, CPWD and Engineer-in-Chief P.W.D. (Govt. of Delhi).
2. All Zonal Chief Engineers of C.P.W.D.

Sd/-
Superintending Engineer (S&S)

: 2 :
GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF WORKS
CENTRAL PUBLIC WORKS DEPARTMENT

SUB: PREPARATION EVALUATION & PROCESSING OF PRE-QUALIFICATION
DOCUMENT FOR RESTRICTED CALL OF TENDERS.

In terms of para 18.4.1 of CPWD Manual Vol.II, applications for pre-qualification for restricted call of tenders are invited by the Chief Engineers from time to time where

- (a) The work is required to be executed with great speed, which not all the contractors are in a position to generate
- (b) Where the work is of special nature requiring specialised equipment which is not likely to be available with all contractors and
- (c) Where the work is of secret nature and public announcement is not desirable.

Pre-qualification of contractors is also done for prestigious works.

2. At present, different procedures are being adopted for pre-qualification of contractors in CPWD. The matter has been considered by this Directorate and, based on practices being adopted by different organisations, a standard pre-qualification Document for restricted call of tenders has been prepared for use in CPWD (Copy enclosed).
3. Eligibility criteria for pre-qualification to be indicated in para 7.2 and 7.3 may be finalised after obtaining prior approval of DG(W) and should be indicated at appropriate places in the pre-qualification document. Approval of DG(W) may also be obtained to define "Similar class of works." If any particular equipment/plant and Machinery is essentially required for execution of the work, such pre-requisites are also required to be indicated as one of the eligibility criterion in Para 7.4 and also referred to in paras 8.1.1. & 8.1.2. After approval of the DG(W), the eligibility criteria may be incorporated in the press Notice at paras 2 (a) & (b) and (c) additionally, if needed.
4. To maintain uniformity in evaluation, assignment of marks for various attributes, is indicated in Para 8.1.2. of the Standard pre-qualification document. It is proposed that the evaluation

:: 3 ::

In general, may be done as per the criteria in the Annexure enclosed. However, if for some reasons, changes are to be made, the same may be proposed by the CEs while forwarding proposals for the eligibility criteria vide para 3 above.

5. Amendment to CPWD Manual Vol.II will be made separately

- Encl: 1. Standard Pre-qualification Document
2. Annexure

sd/-
(Er. P.B. VIJAY)
Additional Director General
of Works, (TD)
C.P.W.D., Nirman Bhavan,
New Delhi - 110011.

NO. SE/SS/EE-II/PRED/ 1151

Dt. 26/4/96

Copy to:-

1. PPS to DG(W), CPWD, Nirman Bhavan, New Delhi.
2. ADG(S&P)/ADG(TD)/ADG(Border)/ADG(DR)New Delhi/ADG(FR) Calcutta/ADG(WR) Mumbai/ADG(SR) Madras, CPWD.
3. All CEs in CPWD. It is requested to kindly arrange to send photocopies of Standard Pre-qualification Documents to their respective SEs/SSWs.

sd/-
(Er. D.B. Bhatia),
Superintending Engineer (S&S)
CPWD, Nirman Bhavan, New Delhi.

13/5/96

CENTRAL PUBLIC WORKS DEPARTMENT

STANDARD PRE - QUALIFICATION DOCUMENT

FOR

RESTRICTED CALL OF TENDERS

Standards & Specifications Unit

Central Public Works Department,

Mirman Bhawan , New Delhi - 110011.

At
New Delhi
11/11/81

(i)

Prequalification Document
for

Name of work :-

This Document consists of pages i & ii and pages 1 to _____

_____ Total _____ Pages.

Prepared by :

Checked by :

A.S.W.

S.W.

S.S.W.

APPROVED

Chief Engineer

10/10/10
10/10/10
10/10/10

I N D E X

S.No.	Description	Page
1.	Press Notice Invitation to prequalify	1
2.	Section-I Brief Description of the work	2
3.	Section-II Information and instruction to applicants	3
4.	Section-III Pre-qualification information	9
i)	Letter of Transmittal	10
ii)	Form 'A'	11
iii)	Form 'B'	12
iv)	Form 'C'	13
v)	Form 'D'	14
vi)	Form 'E'	15
vii)	Form 'E-1'	16
viii)	Form 'F'	17

Comp
 M.C. 70
 1/11/99

CENTRAL PUBLIC WORKS DEPARTMENT

INVITATION TO PRE-QUALIFY

1. The Executive Engineer _____ on behalf of the President of India invites pre-qualification applications from firms/contractors of repute for the following work :-

Sl.No.	Name of work	Approx. Cost	Period of Completion
--------	--------------	--------------	----------------------

2. Contractors who fulfill the following requirements shall be eligible to apply. Joint ventures are not accepted.

(a) Experience of having successfully completed works of similar class during the last five years.

(b) Average annual financial turn over on civil construction works of Rs. _____ crores during the last three years.

3. Eligible applicants may obtain pre-qualification document on request in writing from the Executive Engineer, _____ on payment of Rs. 250/- in cash, upto 3.30 PM on _____

4. Application for pre-qualification duly supported prescribed annexures, which should be placed in sealed envelope, with the name of work and due date written on envelope, will be received upto 03.00 P.M. on _____ and will be opened by the Executive Engineer or his authorised representative in his office on the same day at 03.30 P.M.

EXECUTIVE ENGINEER

SECTION -I

BRIEF PARTICULARS OF THE WORK

1. Salient details of the work for which pre-qualification applications are invited are as under :-

Sl.No.	Name of work	Approx.Cost	Period of Completion
--------	--------------	-------------	----------------------

2. All drawings (Architectural/Structural/Services) for the work shall be made available by the employer.
3. The work is situated at _____.
4. General features & major components of the work are as under :
- (i)
 - (ii)
 - (iii)
 - (iv)
5. Work shall be executed as per General Conditions of contract for Central P.W.D. works.

INFORMATION AND INSTRUCTIONS TO APPLICANTS

1.0 GENERAL :

- 1.1 Letter of transmittal and forms for pre-qualification are attached. (Section-III).
- 1.2 ALL INFORMATION CALLED FOR IN THE ENCLOSED FORMS SHOULD BE FURNISHED AGAINST THE RESPECTIVE COLUMNS IN THE FORMS. INFORMATION IS FURNISHED IN A SEPARATE DOCUMENT, REFERENCE TO THE SAME SHOULD BE GIVEN AGAINST RESPECTIVE COLUMNS, IF INFORMATION IS 'NIL' IT SHOULD ALSO BE MENTIONED AS 'NIL' OR 'NO SUCH CASE' IF ANY. PARTICULARS/QUERY IS NOT APPLICABLE IN CASE OF THE APPLICANT, IT SHOULD BE STATED AS 'NOT APPLICABLE' HOWEVER, THE APPLICANTS ARE CAUTIONED THAT NOT GIVING COMPLETE INFORMATION CALLED FOR IN THE APPLICATION FORMS REQUIRED, NOT GIVING IT IN CLEAR TERMS OR MAKING ANY CHANGE IN THE PRESCRIBED FORMS OR DELIBERATELY SUPPRESSING THE INFORMATION MAY RESULT IN THE APPLICANT BEING SUMMARILY DISQUALIFIED. APPLICATIONS MADE BY TELEGRAM OR TELEX AND THOSE RECEIVED LATE WILL NOT BE ENTERTAINED.
- 1.3 The application should be type-written. The applicant's name should appear on each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, shall be made by neatly crossing out, initialed, dated and rewriting. All pages of the pre-qualification document shall be numbered and submitted as a package with signed letter of transmittal.
- 1.5 Reference, information and certificates from the respective clients certifying suitability technical know-how or capability of the applicant should be signed by an officer not below the rank of Superintending Engineer/ Chief Project Manager or equivalent.
- 1.6 The applicant is advised to attach any additional information which he thinks is necessary in regard to his capabilities to establish that the applicant is capable in all respects to successfully complete the envisaged work. He is, however, advised not to attach superfluous information. No further information will be entertained after pre-qualification document is submitted, unless it is called for by the Employer.
- 1.7 The pre-qualification document in prescribed form duly completed and signed shall be submitted in a sealed cover. The sealed cover superscribed 'pre-qualification document for _____' shall be received by the Executive Engineer, or his authorised representative upto 3.00 P.M. on _____. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.

Prospective applicants may request clarification of the project requirement and pre-qualification document. Any clarification given by the Employer will be forwarded to all those who have purchased the pre-qualification document. No request for clarification will be considered after _____.

2.0 DEFINITIONS:

2.1 In this document the following words and expressions have the meaning hereby assigned to them.

2.2 EMPLOYER: Means the President of India, acting through the Executive Engineer _____.

2.3 APPLICANT: Means the individual, proprietary firm, firm in partnership, limited company, private or public or corporation.

2.4 'Year' mean 'Financial Year' .

3.0 METHOD OF APPLICATION:

3.1 If the application is made by an individual, it shall be signed by the individual above his full typewritten name and current address.

3.2 If the application is made by a proprietary firm, it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

3.3. If the application is made by a firm in partnership, it shall be signed by all the partners of the firm above their full typewritten names and current address or alternatively by a partner holding power of attorney for the firm, in which case a certified copy of the power of attorney shall accompany the application. A certified copy of the partnership deed and current address of all the partners of the firm shall also accompany the application.

3.4 If the application is made by a limited company or a corporation, it shall be signed by a duly authorised person holding power of attorney for signing the application in which case a certified copy of the power of attorney shall accompany the application. Such limited company or corporation may be required to furnish satisfactory evidence of its existence before the pre-qualification application is filed.

4.0 FINAL DECISION MAKING AUTHORITY:

The employer reserves the right to accept or reject any application and to annul the pre-qualification process and reject all applications at any time, without thereby incurring any liability to the affected applicants or specifying the grounds for the Employer's action.

5.0 PARTICULARS PROVISIONAL

The particulars of the work given in Section 1 are provisional and must be considered only as advance information to assist the applicant.

6.0 SITE VISIT

The applicant is advised to visit and examine the site of work and its surrounding and obtain for himself on his own responsibility, all information that may be necessary for preparing the pre-qualification application. The cost of visiting the site shall be at applicant's own expense.

7. INITIAL CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION:

7.1 The applicant should be in Civil Engineering business for a minimum period of five years as on _____.

7.2 The applicant should have satisfactorily completed works of similar class of magnitude as specified below during the last five years. For this purpose gross value of the completed work including the cost of materials supplied by the Govt./Client shall be considered, which should be certified by an officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent.

7.3 The applicant's average annual financial turn-over (gross) in Civil construction works during the last three years duly audited by Chartered Accountant should not be less than Rs. _____ Crores. Year in which no turnover is shown would also be considered for working out the average.

7.4 The applicant should own adequate construction equipment required for the proper and timely execution of the work. The applicant should furnish a list of these equipment.

7.5 The applicant should have sufficient number of Technical and Administrative employees for the proper execution of the contract. The applicant should submit a list of these employees stating clearly how these would be involved in this work.

7.6 The applicants performance for each work completed in the last 5 years and in hand should be certified by an officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent.

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3.0 EVALUATION CRITERIA FOR PRE-QUALIFICATION

8.1 For the purpose of pre-qualification, applicants will be evaluated in the following manner:-

3.1.1 The initial criteria prescribed in para 7.2 & 7.3 above in respect of experience of similar class of works completed and financial turn over will first be scrutinised and the applicant's eligibility for pre-qualification for the work be determined.

3.1.2 Those firms qualifying the initial criteria as set out in para 7.2 & 7.3 above will then be evaluated for following criteria.

- a) Financial Strength.
- b) Experience in similar class of work.
- c) Performance on these works.
- d) Personnel/Establishment.
- e) Plant and Equipment.

The details given by the applicants in the pre-qualification document will be evaluated by scoring method. To Pre-qualify, the applicant must secure at least fifty percent in each of the above criteria and seventy percent in total.

- | | |
|--|-------------------|
| a) Financial strength (Form 'A') | Maximum 25 marks. |
| b) Experience in similar class of work during last five years (Form 'B') | Maximum 30 marks. |
| c) Performance on works (Form 'D') | Maximum 25 marks. |
| d) Personnel and establishment (Form 'E' & 'E-1') | Maximum 10 marks. |
| e) Plant & equipment (Form 'F') | Maximum 10 marks. |

Total... 100 marks.

8.2 Even though applicants may satisfy the above requirements they are subject to be disqualified if they have:

- a) Made misleading or false representation or deliberately, suppressed the information in the forms, statements and enclosures required in the pre-qualification document.
- b) Records of poor performances such as abandoning work not properly completing the contract or financial failures/weaknesses.

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9.0 FINANCIAL INFORMATION

Applicant should furnish the following financial information.

- a) Annual financial statement for the last three years (In Form 'A') . These should be supported by audited balance sheets and profit and loss accounts duly certified by a Chartered Accountant, as submitted by the applicant to the Income Tax Department.
- b) Name and address of the banker's, identification of individuals familiar with the applicant's financial standing and a banker's statement on availability of credit.

10.0 EXPERIENCE, IN CIVIL WORKS HIGHLIGHTING EXPERIENCE IN SIMILAR WORKS.

10.1 Applicant should furnish the following:

- a) List of all works of similar class successfully completed during the last five year (In Form 'B')
- b) List of the projects under execution or awarded (In Form 'C').

10.2 Particulars of completed works and performance of the applicant duly authenticated/certified by an officer not below the rank of Superintending Engineer/Chief Project Manager or equivalent should be furnished separately for each work completed or in progress (In Form "D").

11.0 ORGANISATION INFORMATION

APPLICANT IS REQUIRED TO SUBMIT THE FOLLOWING IN RESPECT OF HIS ORGANISATION (IN Form 'E' and 'E-1').

- a) Name and postal address, i/c telephone & telex number etc.
- b) Copies of original documents defining the legal status, place of Registration and principal places of business.
- c) Names and title of Directors and officers to be concerned with the work, with designation of individuals authorised to act for the organisation.
- d) Information of any litigation in which the applicant was involved during the last five years including any current litigation.
- e) Authorisation for employer to seek detailed references.

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- f) Number of Technical and Administrative employees in parent company, subsidiary company and how these would be involved in this work (in Form 'E-1').

12.0 CONSTRUCTION PLANT AND EQUIPMENT

Applicant should furnish the list of construction plant and equipment including steel shuttering, centring and scaffolding likely to be used in carrying out the work. (In form 'F'). Details of any other plant & equipment required for the work (not included in Form 'F') and available with the contractor may also be indicated.

13.0 LETTER OF TRANSMITTAL

The applicant should submit the letter of transmittal attached with pre-qualification document.

14.0 TENDER SUBMISSION

After evaluation of pre-qualification applications, a list of qualified agencies will be prepared. Thereafter only those agencies prequalified for the work will be invited to submit tenders for the work.

15.0 AWARD CRITERIA

15.1 The employer reserves the right to

- (a) Amend the scope and value of contract to the bidder.
- (b) Reject any or all the bids without assigning any reason.

15.2 For any of the above actions, the Employer shall neither be liable for any damages nor be under any obligation to inform the Applicants of the grounds for the same.

15.3 Effort on the part of the bidder or his agent to exercise influence or to pressurise the employer for his bid shall result in rejection of such bid. Canvassing of any kind is prohibited.

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SECTION III

PRE-QUALIFICATION INFORMATION

:: 9 ::

LETTER OF TRANSMITTAL

From :

To

The Executive Engineer

SUB: Submission of pre-qualification application
for the work of _____

Sir,

Having examined the details given in pre-qualification press. Notice and pre-qualification document for the above work, we hereby submit the pre-qualification and relevant documents.

1. We hereby certify that all the statements made and information supplied in the enclosed forms A to F and accompanying statement are true and correct.
2. We have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. We submit the requisite certified solvency certificate and authorise the Executive Engineer, _____ to approach the Bank issuing the solvency certificate to confirm the correctness thereof. We also authorise Executive Engineer _____ to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. We submit the following certificates in support of our suitability, technical know-how & capability for having successfully completed the following works :-

Name of work :	Certificate from
1.	1.
2.	2.
3.	3.

Enclosures :

Seal of applicant
date of submission

SIGNATURE OF APPLICANT

Financial Information

1. Financial Analysis - Details to be furnished duly supported by figures in Balance Sheet/Profit and Loss Account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income-Tax Department (Copies to be attached).

	YEARS		
(i)	Gross Annual turn-over in construction works.		
(ii)	Profit/Loss		
(iii)	Financial Position :		
	(a) Cash		
	(b) Current Assets.		
	(c) Current liabilities.		
	(d) Working capital(b-c)		
	(e) <u>Current Ratio</u> :		
	Current Assets/ Current Liabilities (b/c)		
(f)	Acid Test Ratio		
	Quick Assets/Current Liabilities(a/c)		

- II. Income Tax clearance Certificate
- III. Certificate of Financial Soundness from Bankers of Applicant.
- IV. Financial arrangements for carrying out the proposed work.

(SIGNATURE OF APPLICANT)

FORM D

DETAILS OF ALL WORKS OF
DURING THE LAST FIVE YEARS

S. NO.	Name of work/ proj. and location	Owner or spon- soring organisation	Cost of work in crores	Date of commence- ment as per contract.	Stipulated date of completion	Actual date of comple- tion.	Litig- ation/ arbit- ration pending/ in pro- gress with de- tails.	Name and address/ telephone of officer to whom reference may be made	Remarks.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

(SIGNATURE)

WORKS/PROJECTS

AWARD

FORM

Sl. No. Name of work/ Proj. & Location.	Owner or sponsoring Organization.	Cost of work	Dt. of Commencement as per contract	Stipulated dt. of completion	Up-date percentage progress of work	Slow progress if any & reasons thereof	Name of Address/Telephone of officer to whom reference may be made.	Remarks (indicate whether any stop show cause notice issued or arbitration initiated during the progress of work)
1.	2.	3.	4.	5.	6.	7.	8.	9.
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(SIGNATURE OF APPLICANT)

PERFORMANCE REPORT OF WORKS REFERRED IN FORM 'B' & 'C'

1. Name of work/
Project & location
2. Agreement No.
3. Estimated Cost.
4. Tendered Cost
5. Date of start
6. Date of completion
 - (a) Stipulated date of completion
 - (b) Actual date of completion
7. Amount of compensation levied for
delayed completion if any
8. Performance report
 - i) Quality of work Very Good/Good/Fair/Poor
 - ii) Resourcefulness Very Good/Good/Fair/Poor

Date:-

SUPERINTENDING ENGINEER/
CHIEF PROJECT MANAGER
OR EQUIVALENT

STRUCTURE AND ORGANIZATION

1. Name and address of the applicant
2. Telephone No./Telex No./Fax No.
3. Legal status (Attached copies of original document defining the legal status)

The applicant is:

- a) An Individual
- b) A proprietary Firm
- c) A Firm in Partnership
- d) A limited company or Corporation

4. Particulars of registration with various Government bodies
(Attach attested photo-copy)

- a) Registration Number.
- b) Organisation/Place of registration.

5. Name and Title of Directors and Officers with designation to be concerned with this work, with designation of individuals authorised to act for the organisation.

6. Were you ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the names of the project and give reasons there of.

7. Have you or your constituent partner ever left the work awarded to you incomplete? (If so, give name of the project and give reasons for not completing the work.

8. Have you or your constituent partner been debarred/black listed for tendering in any organisation at any time? If so, give details.

9. In which field of Civil Engineering construction, you claim specialisation and interest?

10. Any other information considered necessary but not included above.

(SIGNATURE OF APPLICANT)

11/11/11

FORM 1-1

DETAILS OF TECHNICAL AND ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

NO.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience & details of work carried out	How these would be involved in this work.	Remarks
2.		3.	4.	5.	6.	7.	8.	9.

SIGNATURE OF APPLICANT

DETAILS OF CONSTRUCTION PLANT & EQUIPMENTLIKELY TO BE USED IN CARRYING OUT THE WORK

S. NO.	Name of equipment	Nos.	Capacity or Type	Age	Condition	OWNERSHIP STATUS		Current location	Remarks
						Presently owned	Leased	To be purchased	
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
	EARTH MOVING EQUIPMENT								
1.	EXCAVATORS (VARIOUS SIZES)								
	EQUIPMENT FOR HOISTING AND LIFTING								
1.	TOWER CRANE								
2.	BUILDING HOIST								
	EQUIPMENT FOR CONCRETE WORK								
1.	CONCRETE BATCHING PLANT								
2.	CONCRETE PUMP								
3.	CONCRETE TRANSIT MIXER								
4.	CONCRETE MIXER (DIESEL)								
5.	CONCRETE MIXER (ELECTRICAL)								
6.	NEEDLE VIBRATOR (ELECTRICAL)								
7.	NEEDLE VIBRATOR (PETROL)								
	TABLE VIBRATOR (ELECTRICAL/PETROL)								

1. BLOCK MAKING MACHINE
2. BAR BENDING MACHINE
3. BAR CUTTING MACHINE
4. WOOD THICKNESS PLANNER
5. DRILLING MACHINE

6. CIRCULAR SAW MACHINE
7. WELDING GENERATORS
8. WELDING TRANSFORMERS
9. CUBE TESTING MACHINES

10. M.S. P P S

11. STEEL SHUTTLING

12. STEEL SCAFFOLDING

13. GRINDING/POLISHING MACHINES

EQUIPMENT FOR ROAD WORK

1. ROAD ROLLERS
2. BITUMEN PAVER FINISHERS
3. HOT MIX PLANT
4. SPREADERS
5. EARTH RAMMERS
6. VIBRATORY ROAD ROLLERS

Contd..on next page..

1.	2.	3.	4.	5.	6.	7.	8.	9.	10.
----	----	----	----	----	----	----	----	----	-----

EQUIPMENT FOR TRANSPORTATION

1. TRIPPLERS
2. TRUCKS

PNEUMATIC EQUIPMENTS

1. AIR COMPRESSORS DIESEL
- DEWATERING EQUIPMENT
1. PUMP DE^WATERING (DIESEL)
2. PUMP DE^WATERING (ELECTRICAL)

POWER EQUIPMENT

1. DIESEL GENERATORS

ANY OTHER PLANT/EQUIPMENT

(SIGNATURE OF APPLICANT)

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CRITERIA FOR EVALUATION OF THE PERFORMANCE OF
CONTRACTORS FOR PRE-QUALIFICATION

ANNEXURE

- | <u>ATTRIBUTES</u> | <u>EVALUATION</u> |
|--|---|
| A) Financial Strength
(25 Marks) | i) 60% Marks for minimum Eligibility criteria.
ii) 100% marks for twice the min. eligibility criteria or more.
In between (i) and (ii) on pro-rata basis. |
| (B) Experience in Similar Class of Works . (30 Marks), | i) 60% marks for minimum eligibility criteria.
ii) 100% marks for twice the minimum eligibility criteria.
In between (i) & (ii) On Pro-rata basis. |

(C) Performance on Works (25 Marks)

Parameter	Calculation for points	Score	Max.
1. Time Over Run- TOR	(a) Stipulated Time-S.T. Actual Time -A.T. $TOR = \frac{AT}{ST}$	15 if TOR = 1.00 12 if TOR = 2.00 6 if TOR = 3.00 0 if TOR = 3.50	
	(b) Compensation Levied for delay on completion = C $\text{Estimated Cost put to tender} = F(C \times 100 / F)$ $= B$ (No points awarded if compensation is not decided).	Bonus /penalty Points awarded (+) 3 if B = 0 (+) 0 if B = 1 (-) 2 if B = 5 (-) 3 if B = 10	

NOTE : Marks for values in between the stages indicated in a&b above is to be determined by straight line variation basis.

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Parameter	Calculation for points	Score	Max
-----------	------------------------	-------	-----

2. Quality	i) Very good	7	7
	ii) Good	5	
	iii) Fair	2	
	iv) Poor	0	

D) Personnel and Establishment
(10 Marks)

i) Graduate Engineer
3 Marks for each
ii) Diploma Holder Engineer
2 Marks for each upto
Max. 4 Marks.
iii) Supervisor/Foreman
1 Mark for each upto
Max. 5 Marks.

(Total Max.Marks limited to 10)

(E) Plant and equipment (10 Marks) (Vii) Mixer-1 Mark for each upto
Max 2 Marks.

ii) Vibrator
1 Mark for each upto Max. 4 Marks.

iii) Trucks/Tippers
2 Marks for each upto Max. 4 Marks.

iv) Steel Shuttering 2 Marks for
each 100 Sqm. upto Max. 4 Marks

v). Pumps
Maximum 1 Mark.

vi) Special Equipment (Marks to be
as per requirement)

(Total Max. Marks limited to 10)

Certn)

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