

No. EM1(10)98/10188

Dated: 8.11.99

CIRCULAR NO. 526

The time schedule of completion of works as indicated in Appendix-25 of the CPWD Manual Vol.II is based on type of Building and its estimated cost. It has been felt more appropriate to link the construction time for buildings with their plinth areas rather than the estimated cost.

Accordingly, a new standard schedule of contract periods for Building works has been approved by CPWD and on merits has also been approved by F.M., DDA. In view of this revision Annexure-I to Circular No.485 dt. 29/2/96 (i.e. Appendix-25 of CPWD Manual Vol.II - 1988) shall stand superseded by the new standard schedule of contract periods for building works vide Annexure-'X', for incorporating in NITs for future works.

This schedule shall be applicable for works where construction of Buildings of total plinth area upto 25000 Sqm. is involved. For bigger works NIT approving authority shall decide the contract period based on the merits of the individual case.

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

Encl: Annexure-'X'

(S.K. BAJAJ)  
DIRECTOR(WORKS)

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contd...

12. E.O.I,II,III & IV to E.M., DDA.
13. A.O.(Plan) to E.M., DDA.
14. File No.E41(10)98/Pt.I/

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*L. S. S.*  
E.O.I to E.M.  
D.D.A.

10/11/99

Annexure to IM Circular NO-526)

Ann. AE-XI.

S. NO.	Type of building	Contract periods (in months) for total plinth area of buildings in all the floors including basement.					
		Upto 250 Sqm.	251 to 500 Sqm.	501 to 1000 Sqm.	1001 to 2500 Sqm.	2501 to 5000 Sqm.	Every additional 2500 Sqm.
1.	Single storeyed Load Bearing Structures	4	6	8	10	11	1
2.	Single storeyed Framed structures	5	7	9	11	12	1

Extra for every additional storey ( for load bearing as well as framed structures): 1.5 months

Notes:

1. This schedule is applicable for works where construction of buildings of total plinth area up to 25,000 Sqm. is involved. For bigger works, the NIT approving authority shall decide the contract period based on the merits of the individual case.
2. The schedule is to serve as a general guide for fixing periods for building works under normal conditions, in Delhi, where the building trade is well organised. For small or out of the way places where normal facilities for construction of buildings may be lacking, contract periods should be fixed suitably after taking into consideration the local conditions, subject to a maximum increase in time period of 33-1/3%.
3. When the contract period runs through monsoons, extra period may be allowed for the same on the assumption that progress during monsoons is about half of the progress in fair weather. In Delhi, where the monsoons last for about 2 months, one month may be added.

4. Where a basement is to be provided, an extra period of 3 to 4 months may be added depending on the extent of basement and depth of subsoil water table.
5. This schedule take into account the normal building specifications as per standard QWD Plinth Area Rates. Extra period may be allowed for works having superior specifications and special features such as (i) domes, shells and coffered roofs, (ii) extensive stone work, stone veneering and sculpturing and (iii) special finishes and architectural feature.
6. In case of works consisting of number of small units, such as a group of residential quarters, scattered over a large area, an extra period of 1 to 3 months may be allowed depending on the number of units and their disposition.
7. When work is to be executed in congested area and on small sites, the period may be suitably increased because of difficulties in storage of building materials.
8. This schedule takes into account about 3 months for foundations in the case of multistoreyed buildings of five or more storeys. In case of buildings on piles, normally the work of the piles would be executed through a separate contract and the time required for the superstructure should be fixed by reducing the period determined on the basis of the schedule by about 3 months.
9. Contract periods for internal and external services should be fixed according to the programme for completion of the building taking into consideration the local conditions.
10. For particular cases of urgent nature or cases where completion period is fixed and cannot be postponed and cases of national importance, workable time period may be fixed preferably by holding a pre-bid conference with the prospective tenderers.

Y. L. S. KEM

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10/10/98/1(10)98/vol.1/ 1160

05.02.2000

CIRCULAR NO. 527

Instructions to be taken at the time of receipt & processing of tenders.

In spite of the instructions contained under Section-20 of CRR, Manual Vol.II and those issued from time to time vide Em's Circular no.99 dt. 11.6.85, 103 dt. 9.7.85; 258 dt. 24.5.89; 266 dt. 31.8.99; 331 dt. 3.6.91 and 369 dt. 13.11.92, it has been observed that due attention is not being paid and the discrepancies in the tenders are not being recorded properly at the time of opening of tenders. Application of white fluid for making corrections in rate, unit or amount by contractors should be duly recorded/authenticated as corrections with white fluid and such figures should be repeated both in figure and words by the Tender Opening Authority in his hand. Due care should be taken to observe difference in rates in figure & words, if any, quoted by the contractor in the tender. The overall tender amount quoted by the contractor on the face of it must be recorded by the Tender Opening Authority in his hand both on the tender as well as in the Tender Opening Register before closing the tender opening process.

The tender papers must be prepared and sealed in the form of a book before issue of tenders to contractors. Replacement of any sheet wholly or partly and/or addition of any flyleaf etc. by the contractors should also be properly recorded/authenticated at the time of opening of tenders.

It has also been observed that the item rate tenders are not being computed and checked by the appropriate authority. As per instructions contained in para 20.1.15.4 of CRR Manual Vol.II, the Divisional Accountant/AO are required to exercise necessary checks and record the following certificate on the Comparative Statement :

- i) I have personally conducted a test check of the computed & checked tenders including the three lowest tenders & have satisfied myself that the checking work has been properly done.
- ii) The Comparative Statement correctly incorporate the totals as checked on the individual tenders."

All concerned are requested to follow the instructions scrupulously, as non-adherence to the above measures result

in ambiguity leading to rejection of tenders, delaying the projects. Such situation may also invite disciplinary action against the officers/officials responsible for the same.

*R.K. Bhallari*  
( R.K. BHALLARI )  
ENGINEER MEMBER  
D.L.A.

Copy to :

1. All CEs(Civil)/Elect./QC/HQ & Design), DLA.
2. All SAs(Civil/Elect./QC/Design) Circulation through their respective CEs, DLA.
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6. C.A.O., DLA.
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*San*  
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DELHI DEVELOPMENT AUTHORITY  
( E.M.'S OFFICE )

NO.: EM.1(10)98/Vol-I/1521

DT. 17-2-99

CIRCULAR NO. 528

SUB. : Test Checking of measurement

The CPWD vide office Memorandum No. DGW/MAN/38 dt. 19.11.99 has issued a clarification about Test Checking of Measurements which are reproduced as under:-

"Para 7.30 to 7.33.1 of CPWD Manual Vol. II deal with the test checking of measurements by Executive Engineer and Assistant Executive Engineer/Assistant Engineer recorded by their sub-ordinate officers to the extent of specified percentages by each. Doubt has been raised as to whether the specified percentage relates to the number of measurements recorded or to the corresponding monetary value of the measurements of work done. It is, hereby, clarified that for the purpose of test check, 'measurements' means the 'corresponding monetary value of measurements of work done. This, however, does not apply to 'Levels' in which case the test check has got to be based on the number of levels recorded."

The above clarification has been made applicable in D.D.A. also with the approval of E.M.

( S.K. BAIDY )  
DIRECTOR ( WORKS )  
D.D.A.

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1. All CEs.
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  3. CWD i/c SE(Vig.)-I, SE(Vig.)-II & SE(Vig.)-III, DDA.
  4. Project Manager Flyover Project Gr. I & II, D.D.A.
  5. DAD, DDA.
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  7. Director (Works), D.D.A.
  8. All EEs circulation through their respective CEs/Project Manager (Flyover), D.D.A.
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DELHI DEVELOPMENT AUTHORITY  
( E.M.'S OFFICE )

NO: EM.1(10)98/Vol.I/DDA/1522

Dated: 17.2.2000

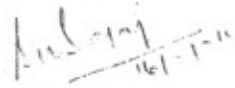
CIRCULAR NO : 529

SUB: Market rate justification considering discount.

The CPWD vide office memorandum No.DGW/MAN/37 dt. 18.11.99 has issued the instructions for considering discount on the price list while adopting the Market Rate for justifications etc. The extract of that circular is reproduced as under :-

" Para 20.12 and subsequent paras of Manual Vol.II deal with the procedure of calculating the reasonable market rate while accepting tender. For adopting rates for materials it is necessary to consider all the factors regarding the rate. For example discount on the price lists are offered in many cases. In such cases it is necessary to consider the discount also while adopting the market rate of the particular material. Detailed instructions for this also exist in Circular No. DGW/Accts./17 dt.30.5.91 which is also applicable for all types of items ( i.e. Civil, Electrical, Horticultural etc.) It is enjoined upon all concerned to follow those instructions."

These instructions have been made applicable in DDA also with the approval of E.M.

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

Copy to:-

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4. Project Manager Fly Over Projects Gr.I & II, DDA.
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R.K.

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

STATE ROAD DEVELOPMENT AUTHORITY  
( T.P.'S OFFICE )

No.ER.1(10)98/01.1/ETA/ 2554

Dated : 16/3/2000

CIRCULAR NO. 530

AVOIDANCE OF CONTRADICTIONARY CONDITIONS IN THE NIT.

Attention is invited to Circular No.320 issued vide ER.1(10)83/4447 dt. 21.3.91 through which it was emphasised that while incorporating any additional conditions/specifications in tender papers care must be taken to see that there is nothing contradictory or vague with reference to provisions, if any, already made in the NIT elsewhere.

It is observed that the above instructions are not being complied with scrupulously. In one of the observations, CTE has pointed out in one of the works that :-

"There are contradictory provisions in schedule of quantities, specifications, additional conditions. The drafting of tender is not homogenous which can be immediately implemented without dispute. Any final inference free from dispute/litigation is not possible."

It is enjoined upon all NIT approving authorities to ensure that they must properly analyse the provisions of NIT and delete all contradictory and irrelevant provisions before approval and follow the instructions scrupulously.

Any laxity on this account may invite disciplinary action against the delinquent official.

*P.K. Bhargava*  
( R.K. BHANUJARI )  
ENGINEER MEMBER  
D.D.A.

Copy to:-

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5. CAO, DDA.
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DELHI DEVELOPMENT AUTHORITY  
E.M. OFFICE

NO.: EM 4(12)59/3615

DT.: 24.04.2000

CIRCULAR NO. 531

SUB.: DELHI SALES TAX ON WORK CONTRACT

On account of introduction of Delhi Sales Tax on Works Contract Act 1999 & the rules framed thereunder w.e.f. 1.12.99, following modifications <sup>introduced</sup> are hereby approved to be/in Press Tondered Notice and PWD-6:-

1 i. PRESS TENDER NOTICE:-

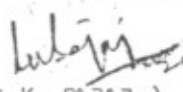
Under Para-2 of the Press Tender Notice, it is inter-alia mentioned ".....payment of amount mentioned against each work (non-refundable) on production of valid ITCC and Registration Certificate." Against this, the new provision shall be "..... amount mentioned against each work (non-refundable) on production of valid ITCC, Enlistment Regn. Certificate, valid registration with Works Contract Cell of Sales Tax Deptt. of GNCTD, and Tax Clearance Certificate issued by the Works Contract Cell in form-XI.

A new Clause 18-A shall be introduced in form PWD-6:

"Contractor must produce valid certificate of Regn. with Works Contract Cell of Sales Tax Deptt. of GNCTD & the Tax Clearance Certificate in form XI ( under Rule-5(2) of the Delhi Sales Tax of Works Contract Rule-1999) issued by the said Cell before the Tender papers can be sold to him."

The above modifications must be incorporated in all future NITs.

This issues with the approval of V.C., D.D.A.

  
( S.K. BAJAJ )  
DIRECTOR ( WORKS )

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All E.E. (Civil) 1/c CE (Elect.) with 20 spare copies each for further distribution amongst SE's and EEs, Jt. CAO, FO's and CE(HQ) with 5 spare copies.

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*Cescefer*  
E.O. I TO E.M.

DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S SECRETARIAT

NO.: EN4(12)99/Pt.1/7612-23

DT.: 1.9.2000

OFFICE MEMORANDUM

SUB.: Delhi Sales Tax on Works Contract Act-1999 (Delhi Act No. 9 of 1999) & Rules framed thereunder.

Govt. of Delhi has introduced the above mentioned Act & Rules. rules have come into force w.e.f. 1.12.99. The statutory liabilities followed by various Organisations including DDA as Contract Awarding has been notified by the Sales Tax Deptt. of Govt. of Delhi through Release from time to time. However, copy of the Act and the Rules framed thereunder has been circulated by the Office of Commr. of Sales Tax, GNCTD vide D.O. No. PS/CST/1999-2000/319 dt. 29.11.99. Vide letter No. SQ/SE/CM/Del ST/435 dt. 10.12.99, the Sales Tax Deptt. has intimated slight modification in Rule No.9. Both these notifications can be down loaded from the internet site of Sales Tax Deptt., Govt. of Delhi at their internet site address, <http://www.delhisalestax.com>, free of cost. This may be further transmitted to all SEs/EEs/Dy. CAs under your control for their information and to ensure strict compliance of the Statutory liabilities on the part of as an Organisation. The Statutory liabilities notified by the Sales Tax Deptt. of GNCTD are reproduced below:

- 1) Award contract only to the contractors having a valid regn. with Works Contract Cell of Sales Tax Deptt. and, Holding tax clearance certificate issued by the abovesaid cell in Form-XI.  
To inform Sales Tax Deptt. about all the contracts awarded over Rs.50,000/- within 15 days of such awards.  
Send a copy of each contract of the value of over Rs.50,000/- to Works Contract Cell of Sales Tax Deptt. within 15 days of signing of contract or issue of letter of intent.
- 2) Deduct a sum equivalent to 2% of the payments being made to every contractor/sub-contractor, for execution of Work contract.
- 3) Deposit the so deducted amount in Form-V in scheduled banks within 15 days of next month.

- i.f) Issue certificate of deduction of tax at source, to the contractor/sub-contractor, in form -IX. A copy of the same should also be sent to the Works Contract Cell.

2. For clarification, inter-action with the Dy. Commissioner, Contract/<sup>Cell</sup>Sales Tax Deptt., was organised in the Training Cell of on 28th and 29th February, 2000 which was attended by all concerned /AOs/Accountants etc. During inter-action, it was clarified that for running contracts, the tax will be applicable on the quantum of work executed after 1/12/99.

For all those existing contracts (entered into prior to 1/12/99) the contractors are liable to pay additional tax under the provisions of this Act, Contractors may be compensated in accordance with the relevant provision in the Agreement. However, before making compensations, it may be ensured that:

- 1) The contractors necessarily and properly pays such tax in excess of his liability under the contract.
- 3.1.2) Such payment made is not in the opinion of SE (whose decision shall be final and binding) attributable to delay in execution of works within the control of the contractor.
- 3.1.3) The contractor gives written notice as per provisions of contract.
- 3.1.4) The contractor shall keep books of account and other documents as laid down in Tender conditions and further shall furnish such other information/ documents as the Engineer-in-Charge may require.

Provision of 3.1.4 above shall be considered to have been with in case the contractors get the liability of above tax settled under Section-5 of the said Act and furnish the details hereof. It may be noted that no such re-imbursment shall be made on the basis of the assessment settled and paid under Section-6 of the said Act. In such cases, contractors will have to furnish details as mentioned under para 3.1.4 including the details of tax liability under section-5. Re-imbursment shall be restricted to the lowest of the two values i.e. paid under Section-6 and that assessed under section-5.

1) The assessment submitted by the contractor for claiming reimbursement shall be got verified from Works Contract Cell of Sales Tax Deptt. of GNCTD, works Contract Cell may also be requested to communicate the details of any rebate/deduction allowed subsequent of assessment on any appeal etc. by the contractor.

- 1) Adhoc reimbursement of tax may be permitted in advance of assessment by works contract cell of sales tax department of GNCTD for an amount equivalent to T.D.S. deducted or the tax paid as per the return filed by the contractor, whichever is less, subject, however, to the compliance of the provisions contained under para 3.1.2 and 3.1.3 above.

The adhoc reimbursement shall be made against Bank Guarantee of equivalent amount, which shall be released on (adjustment on the basis of finally settled assessment (by works contract cell of Sales Tax Deptt.)).

(EXTCU) 103/110

In case of contracts for which tenders have been opened on or 1/12/99, the contractor shall be deemed to have taken the effect of new provisions in their quoted rates. Hence, no such compensation is admissible for such contracts.

This issues with the approval of E.M./ F.M.

(Er. S.K. BAJAJ),  
DIRECTOR (WORKS), D.D.

2:- All CE(Civil) & CE(Elect.) with 20 spare copies each for further distribution amongst SE's and EEs, Jt. CAO, FO and CE(HQ) with 5 spare copies.  
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CE(D), DDA with 10 spare copies for circulation among his SEs & EEs.

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6/7/2000

DEVELOPMENT AUTHORITY  
( EM'S SECTT. )

No. EM.1(10)88/VOL.11/DDA/5778-70 Dated: 3-1-2000

CIRCULAR NO. 532.

SUB: APPROVAL FOR CHANGE IN CONSTITUTION OF CONTRACTOR FIRM.

Vide Office Memorandum No.DGW/MAN/49 dated 27.4.2000, CPWD has issued following instructions.

"One of the conditions of enlistment of contractors in CPWD is that the contractor shall not effect change in constitution of the firm without prior approval of the enlistment authority. There are cases when the change proposed by the contractor in the partners of the firm may result in a complete change of the character of the firm. It has, therefore, been decided that where the proposal is such that more than 50% of the original partners of the firm get changed either by substitution or retirement or death, the enlistment authority shall not agree to the proposal. It shall require the contractor to obtain fresh enlistment".

With the approval of Engineer Member, DDA, it has been decided that the above instructions shall also be made applicable mutatis mutandis in DDA. These instructions may be brought to the notice of all concerned.

Director (Works)

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

Seen pl. Thanks

Secretary (C.R.B.) 6/7/2000  
D.D.A.

Copy to:

All Chief Engineers (Civil/Elect. & QC), DDA.

Copy also forwarded for information to:

1. VC, DDA.  
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3. FM, DDA.  
4. CWO, DDA.  
5. CAO, DDA.

DIRECTOR (WORKS)

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NJ. EM1(10)98/Vol-I/DDA/ 6657

Dt. 31.7.2000

CIRCULAR NO. 533

On account of inadequate availability of departmental road rollers, it has been decided that no departmental road rollers will be stipulated in future NITS, henceforth.

This issues with the approval of Vice-Chairman, DDA.

*(S.K. BAJAJ)*  
27/7/00  
(S.K. BAJAJ),  
DIRECTOR (WORKS)  
DDA.

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

DM1(10) 98/Vol-II/ 8440

Dt. 21.9.20 00

CIRCULAR NO. 534

Pre-bid Conference in case of call of tenders.

To ensure the submission of fully responsive tenders by the contractors and to minimise the necessity of negotiations, it has been decided that in case of works estimated to cost Rs. 2.0 crores and above and that for which provision of restricted call of tenders is resorted to, a pre-bid conference shall be held by the NIT Approving Authority about 10 days before the last date of submission of the tenders, for clarification of any doubts of the prospective bidders on any condition of the contract, specifications etc. In case of composite tenders CE(Elect.)/SE(Elect.) and concerned Director (Hort.) etc. shall also be present. The Minutes of the meeting shall be circulated to all the prospective tenderers who have purchased the tenders irrespective of the fact whether they have attended the conference or not. The process can be resorted to in case of works costing less than Rs. 2.0 crore, where necessary, at the discretion of the NIT Approving Authority.

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

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Director (Works).

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

NO.: FM1(12)28/Vol.II/1 1977

DT.: 01.12.2000

CIRCULAR NO. 535

SUB. : SANCTION OF RATES FOR SUB-STANDARD WORK.

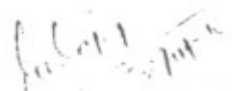
Instructions regarding payment for substandard work are contained in Section-31 of CPWD Manual Vol.II which has been adopted by DDA mutatis-mutandis. It has been emphasised that work below specifications should be accepted only in case of those items where it is structurally impossible to get the work re-done. Such acceptance should be with the approval of the Competent Authority. Superintending Engineers have been given full powers to accept substandard works and to sanction reduced rates for the items.

Vide OM No. DGW/MAN/52 dt. 28.4.2000 CPWD has partially modified para 31.1 of the Manual. It has now been decided that the total value of items at agreement rates for which the Sup'tg. Engineer accept sub-standard work in a contract shall not exceed 5% of the contract value. Acceptance of substandard work beyond the above limit, if any, shall rest with the Chief Engineer.

These instructions have been made applicable in D.D.A. also with the approval of the Competent Authority.

These instructions shall come into force with immediate effect.

This issues with the approval of E.M., D.D.A.

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

....2....

DELHI DEVELOPMENT AUTHORITY

E.M.'S OFFICE.

NO. EM 1(10)98/Vol-II/Pt.-14/1773-TE.

Dt. 26.12.2000

CIRCULAR NO. 536

Sub: Construction of Sewage Treatment plant  
as a "Specialised Work" under Section  
19, Para 19.3 of CPWD Manual Vol.II.

Director General of Works, CPWD has decided  
that the work of construction of sewage treatment  
plant including testing and commissioning  
shall be treated as a specialised work/item  
under paragraph 19.3 of CPWD Manual Vol-II.

This shall also be applicable in D.D.A. This issues with  
the approval of EM, DDA.

(S.K. BAJAJ),  
DIRECTOR (WORKS), DDA.

Copy to:-

1. All CEs, DDA.
2. All SEs Circulation through their respective CEs, DDA.
3. CVO i/c: SE(Vig.) I, SE(Vig.) II and SE(Vig.)-III, DDA.
4. Project Manager Fly-Over projects Gr. I and II, DDA.
5. CAO, DDA.
6. Dir.(Hort.) North and South, Dir.(MM), DDA.
7. All EEs Circulation through their respective  
EEs/Project Manager (Fly Over), DDA.
8. All Jt. Dir./Dy.Dir.(Hort.) circulation  
through respective Dir.(Hort.), DDA.
9. All Dy. /Jt. CAO's attached to CEs, FOs to  
to Dir.(Hort.) North and South. and Dir.(MM), DDA.
10. EO-I, II, III, IV V to EM, DDA.
11. AO(Plan) to EM., DDA.
12. File NO. EM11(11)95/GTS/Vol-I.

COPY FOR INFORMATION TO:-

1. VC, DDA.
2. FM, DDA.
3. EM, DDA.

(V.K. CHOPRA) .,  
EO-I to EM, DDA.



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

NO.: EM1(10)98/Vol.II/Pt.III / 11763

DT.:27.12.2000

CIRCULAR NO. 537

SUB. : Acceptance of Arbitration Awards involving interest  
Awarded by the Arbitrator

.....

The delegation of powers to various officers in D.D.A. for acceptance of the Arbitration Award were issued vide OM No. F5(287)/96-97/Plan Coordn./208 dt. 26.5.98. Doubt raised in this regard, whether the amount of interest, if awarded by the Arbitrator, is also to be included in the amount of award for the purpose of exercising these powers, has been clarified by CPW vide OM No. DGW/MAN/45 dt. 26.4.2000, which has been approved by the Competent Authority to be followed in DDA also and which specified that the Arbitration Award means the total award including the interest awarded by the Arbitrator. The amount of such interest is to be worked out upto the date specified in the award. Therefore, the amount of interest has to be taken into consideration while deciding the Authority Competent to accept the award. However, in case no fixed date is specified in the award and interest is to be paid upto the date of actual payment of award amount to the contractor, the likely date of such payment may be taken into consideration. There may be a situation that after acceptance of the award by the Competent Authority, the actual payment to the contractor gets delayed beyond the anticipated date due to some unavoidable circumstances and the amount of interest increases to an extent that the total amount of award exceeds the power of acceptance of the Authority that accepted the award. In such cases, the payment may be made to the contractor as early as possible and the case may be submitted to the next higher authority, competent to accept the increased amount of award, for ex-post-facto approval.

*(Signature)*  
( ER. S.K. BAJAJ )  
DIRECTOR ( WORKS )

.....2.....

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NO. EM1(10)99/Vol-II/Pt.-I A011

Dt. 30.4.2001

CIRCULAR NO. 538.....

In continuation to delegation of enhanced financial powers to the DDA Engineers, circulated vide Office Memo NO. F5(287)/96-97/Plan-Co-ordination/208 dt. 26/5/98 the revised financial limits for issue of completion certificate (in partial modification of para 30.4 of CPWD Vol-II, 1933) in DDA has been approved by the WAS in its meeting held on 27/11/2000 vide Agenda Item NO. Dir.(Works)/9. Minutes of which have been circulated vide NO. WAS 1(76)/2000/Secy/11269-79 dt. 14/12/2000.

Before a work is declared complete in all respect and final payment is released, the Superintending Engineer/Director (Hort) shall now be required to inspect the following works and records completion certificate :-

SNO.	Nature of work	Contract Value
i.	Building works	Rs.30 Lakhs and above
ii.	Electrical and Sanitary Works	Rs.10 Lakhs and above
iii.	Roads/Runways Works	Rs. 10 Lakhs and above.
iv.	Horticulture works	Rs. 2 Lakhs and above.

For works, the contract value of which is less than that specified above, Ex.Engineer/Dy. Director of Horticulture shall have to record the completion Certificate.

It has also been decided in partial modification of para 30.15 of CPWD Manual Vol. II, Section 30, as also in partial modification of Circular NO. 169

Contd.....2/-

Circulated vide NO. EM1(10)83/13075 dt. 14/11/86  
that the completion certificate by Senior Architect/  
Chief Architect shall now be necessary in case of  
works of value more than Rs. 50 Lakhs.

The above orders will come into force with  
immediate effect.

*27.4.2001*  
(Er. RAVINDRA),  
CHIEF ENGINEER (H.Q.).  
DDA.

Copy to:-

1. All CEs(Civil)/(Elect.)/(JC)/(HQ) and (Design).  
Chief Architect, DDA.
2. All SEs (Civil/Elect./JC/COO & Design),  
Sr. Architect Circulation through Chief Architect.DDA.
3. CVO, DDA.
4. SE(Vig.)I,SE(Vig.)II, & SE(Vig.)III, DDA.
5. Project Manager Fly Over Projects Gr. I,II,DDA.
6. CAO, DDA.
7. Dir.(Hort.)North and South, Dir.(MM), DDA.
8. Director(works), DDA.
9. All EEs(Civil), (Elect.),(JC), & (Design) through  
their respective CEs/Dirs./Project Manager  
(Fly Over/SEs(Vig.)), DDA.
10. All Dy./Jt.CAO's attached with CEs/FOs to Dir.  
Hort.) North and South, CE(Elect.)and Dir.(MM)  
DDA.
11. All Jt. Dir./Dy. Dir.(Hort.) Circulation through  
respective Dir.(Hort.), DDA.
12. EO-I,II,III and IV to EM, DDA.
13. AD(Plan), to EM, DDA.
14. File NO. EM1(10)93/Vol-I

COPY FOR INFORMATION TO:-

1. VC, DDA.
2. , DDA.

*(copy)*  
(V.K.CHOPRA)  
E.O.-I to E.M.  
DDA.

DELHI DEVELOPMENT AUTHORITY  
ENGINEER MEMBER'S OFFICE

98  
NO.: EM 1(10)/W/II/Pt. XI/4505

DT.: 10.5.2001

CIRCULAR NO.: 539

SUB. : Maintaining Master Register at site of work by the field staff.

....

With a view to maintain a consolidated record of the on-going activities at the site of work like issue of drawings/<sup>issue/</sup>consumption of materials, instructions to contractor, recording of hindrances in the work etc. Master Register is maintained by the field staff. It has been observed that these various items under Master Register are not maintained properly by the field staff. Vigilance/ S.C. Cell during an inspection have observed several short comings in recording of information in Master Register maintained for the purpose, the brief description of which is given as below:-

1. The Master Register should be serially machine numbered and issued bearing a specific number of division under the signature of Executive Engineer.
2. Issue of drawings.

All the drawings relevant to the work are required to be issued to the contractor. Whenever drawings ( Architectural, Structural, Landscape etc.) are issued to the contractor, the details thereof i.e. Drawing number, brief description, date of issue of drawings by the competent authority, date of issue to the contractor should be recorded and dated acknowledgement from the contractor in lieu of the same be obtained in the register.

3. Test Check of Cement Register.

Indent No & Gate Pass number should be indicated against receipt of cement at site. The entries under index column of Cement Test Check <sup>be entered</sup> jointly for the test check by the EE & the AE and not separately. Also the result of test check under the column to be indicated. The signature should bear the date & no undated signature be done. Cuttings and overwriting to be avoided. Whenever unavoidable, to be duly signed.

.....2.....

Periodical Test Check of Cement godowns to be done atleast once a week/fortnight by the AE/EE respectively, the date and time as also designation of checking authority to be indicated under the signature. The specific items of work alongwith its locations for which cement issued be mentioned in the requisite column.

4. OTHER STIPULATED MATERIALS:

All stipulated materials on receipt from stores to be immediately issued to the contractor and USR in token of its receipt be obtained from the contractor.

The specific locations and the number of joints done of a particular dia of pipe, for a day's work to be indicated in the appropriate column against consumption of lead. The actual consumption of lead, paint, bitumen etc. is required to be compared with theoretical consumption.

5. SITE ORDER BOOK:

The instruction/compliance of the order given by the officials/officers in the site order book should be recorded with dated initials, stating the designation alongwith.

6. Hindrance Register:

Whenever any hindrances occur during the execution of a work, the same are recorded in the hindrance register maintained for the purpose by the JE/AE duly noted by contractor. It has been observed that the JE/AE do not append their dated signatures along with their designation at the time of occurrence/clearance of hindrance which may be done.

7. TEST REGISTER:

The tests are required to be recorded at the very time of drawl of sample, which is not being complied with. The Material Test Register, Cube Register, Bricks testing register are not maintained properly and do not depict complete information viz. date of testing of specimen, mark of specimen not recorded in the register, name of lab from where sample to be got tested etc. This is to be entered by the JE/AE under his dated signatures.



8. Centring & Shuttering Register:

While approving the C/s, the designation of the officer approving the centring and shuttering along-with the <sup>date of</sup> approval of the same are required to be entered in the register under his dated signature. Further the date of removal of shuttering should also be recorded appropriately.

9. Record of Levels:

The Ground / Formation levels are required to be testchecked independently by the AE/EE to the tune of 50%/10% respectively.

10. Material Approval Register:

The materials being used in the work are required to be approved by the EE-in-charge and entered in the Material Approval Register maintained for the purpose.

All the field engineers are directed to follow the above instructions meticulously in maintenance of Master Register or relevant record.

10.11.2001  
( ER. RAVINDRA )  
CE(HQ)

Copy to:

1. All CEs ( Civil)/( Elect.)/(QC)/HQ & (Design)- Chief Architect, DDA.
2. All SEs ( Civil)/Elect./QC/ODD & Design.  
Sr. Architect- Circulation through Chief Architect, DDA.
3. CVO, DDA.
4. SE (Vig.) I, SE(Vig.) II & SE(Vig.) III, D.D.A.
5. Project Manager Flyover Projects Gr. I & II, DDA.
6. Dir.(Hort.) North & South, Dir. (MM), DDA.
7. Dir.(Works), DDA
8. All E's ( Civil), (Elect.), (QC) & (Design)- through their respective CEs/Dirs./Project Manager ( Flyover/SEs(Vig.)), DDA.
9. All Jt. Dir./Dy. Dir.(Hort.) Circulation through respective Dir.(Hort.), DDA.
10. E.O. I, II, III and IV to E.M., D.D.A.
11. File No. EM1(10)93/Vol.I

Copy for information to:-

1. VC, DDA
2. EM, DDA.

10.11.2001  
( V.K. CHOPRA )  
E.O. I TO E.M.  
D.D.A.

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE

NO.: EM1(10)78/Vol.I/ 5790

DT.: 6.6.01

CIRCULAR NO.: 540

It is decided that all the notices inviting tenders also be endorsed to the Dir.(System) for displaying the same on the DDA's Website irrespective of the cost in the first instance. The press tender notices must also indicate that this tender is also available on the internet i.e. www.DDA Delhi.Com.

The E.E., W.D.-12 being made the model division in the first instance who will send NIT alongwith the details of schedule of quantities to the Dir. (System) who will display the same on the internet which will help the tenderer to know about the nature of the work and download the schedule of quantities from DDA's website. However, only tender papers issued by the Deptt. will be acceptable. This process will help the contractor for quoting their rates, before purchasing the tender from the concerned authorities of DDA.

This issues with the approval of VC, DDA.

( ER. RA VINDRA )  
C.E. ( HQ )  
D.D.A.

Copy to:-

1. All CEs ( Civil)/(Elect.)/(QC)/(HQ) and ( Design), Chief Architect, D.D.A. - With 20 spare copies.
2. All SEs ( Civil)/(Elect.)/QC/ODD - Circulation through their respective CEs. Sr. Architect Circulation through Chief Architect, DDA.
3. C.V.O., DDA.
4. Director ( System), DDA
5. SE ( Vig.) I, SE(Vig.)II & SE(Vig.)III, DDA. - with 5 each copies.
6. CAO, DDA.
7. Dir. ( Hort.) North and South, Dir. (MM), DDA.
8. Dir.(Works), DDA.
9. All EEs ( Civil), (Elect.), (QC) & Design) through their respective CEs/Dirs./ Project Manager ( Flyover/SE(Vig.)), DDA.
10. Project Manager Flyover Projects Gr. I, II, DDA.
11. All Dy./Jt. C.A.O.'s attached with CEs/FDs to Dir.(Hort.) North and South,

DELHI DEVELOPMENT AUTHORITY  
E.M.'s OFFICE

EM1(10)98/DDA/Vol-II/Pt.-17/6220

Dt. 18.6.2001

CIRCULAR NO. 541

Sub: Price preference to contractors belonging to SC/ST for award of contract<sup>s</sup> in respect of works in DDA.

In reference to the CPWD Office Memorandum NO. DGW/CON/152 dt. 8 March, 2001, the concessions admissible to the contractors belonging to SC/ST have been reviewed by the Ministry of Urban Development and the same have been revised as under:

- i) For works upto an estimated cost of Rs. 80,000/- a price preference upto 5% may be allowed in favour of individual SC/ST contractors, in such cases, tenders may be entertained even from non-registered contractors no earnest money is required in such cases.
- ii) For works of estimated cost ranging from Rs. 80,000/- to 2-lakhs., tenders may be obtained only from registered contractors. The price preference upto 5% may be allowed in favour of individual SC/ST contractors. However, earnest money at a reduced rate of  $\frac{1}{2}\%$  may be accepted in such cases.
- iii) In all such cases, the above concessions shall be allowed only after proper verification of the individual contractors claim of belonging to a SC or ST community, as the case may be.

These concessions will be admissible upto 31/12/2001.

(RAVINDRA)  
CHIEF ENGINEER (H.Q.)  
DDA.

Copy to:-

1. All CEs(Civil)/(Elect.)/(JC)/(HQ) and (Design) Chief Architect, DDA.
2. All SEs(Civil)/(Elect.)/(JC)/CDC and Design, Sr. Architect circulation through Chief Architect, DDA.
3. CVO, DDA.
4. SE(Vig.)I, SE(Vig.)II and SE(Vig.)III, DDA.
5. Project Manager, Fly Over Project Gr. I,II, DDA.
6. CAO, DDA.
7. Dir.(Hort.)North and South, Dir.(MM), DDA.
8. Director (Works), DDA.
9. All CEs(Civil), (Elect.),(JC), & (Design) through their respective CEs/Dirs./ Project Managers, FlyOvers/SE(Vig.), DDA.
10. All Dy. /Jt. CAO's attached with CEs/FUs to Dir.(Hort.) North and South, CE(Elect.) and Dir.(MM), DDA.
11. All Jt. Dir./Dy Dir.(Hort.)circulation through respective Dir.(Hort.), DDA.
12. EO-I,II,III and IV to EM, DDA.
13. AO(Plan), to EM, DDA.
14. File NO. EM1(10)98/Vol-I

COPY FOR INFORMATION TO:-

1. VC, DDA.
2. EM, DDA.

(V. K. CHOPRA)  
EO-I to EM, DDA.

DELHI DEVELOPMENT AUTHORITY  
E.M.'s OFFICE

No. EM1(10)98/DDA/Vol.II/Pt.17/ 6870

Dated: 29.6.2001

Subject: Price preference to contractors belonging to SC/ST  
for award of contracts in respect of works in DDA.

(Circular No.541)

The above circular No.541 issued by this office vide EM-10(70)  
98/DDA/Vol.II/Pt-17/6220 dated 18.6.2001 may be treated as cancelled  
in view of the directions from the Ministry of Urban Affairs and  
Employment vide No.J-13036/24/96-DDAIA dated 14.8.96.

*Ramesh*  
(RA VINDRA)  
Chief Engineer (HQ)  
D.D.A.

Copy to:

1. All CEs(Civil)/Elect./(QC)/HQ and (Design) Chief Architect, DDA.
2. All SEs(Civil)/(Elect.)/QC/DDO and Design, Sr.Architect  
circulation through Chief Architect, DDA.
3. CWO, DDA.
4. SE(Vig.)I, SE(Vig.)II and SE(Vig.)III, DDA.
5. Project Manager, Fly Over Project Gr.I, II, DDA.
6. DAO, DDA.
7. Dir.(Hort.)North and South, Dir.(MM), DDA.
8. Director(Works), DDA.
9. All EEs(Civil), Elect., QC & Design through their respective  
CEs/Dirs./Project Managers, Flyover/SE(Vig.), DDA.
10. All Dy./Jt.DAO's attached with CEs/FDs to Dir.(Hort.)North  
and South, CE(Elect.) and Dir.(MM), DDA.
11. All Jt.Dir./Dy.Dir.(Hort.)circulation through respective Dir.  
(Hort.)DDA.
12. EO-I, II, III and IV to EM, DDA.
13. AO(Pan), to EM, DDA.
14. File No.EM1(10)98/Vol.I

Copy for information to:

1. VC, DDA.
2. EM, DDA.

*V.K. Chopra*  
(V.K. CHOPRA)  
EO-I to EM, DDA

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NO. EM1(10)83/Vol-VIII/Pt.-A/

Dt.

CIRCULAR NO. 542

The Works Advisory Board in its 22nd (2000), meeting held on 27/11/2000, the minutes of which have been : circulated vide NO. WAB 1(76)2000/Secy./11269-78 dt. 14/12/2000, and review Minutes dt. 21/6/2001 has approved the adoption of amendment in Clause 10CC of contract forms of PWD 7&8, circulated by CPWD vide Office Memorandum NO. DGW/CON/140 dt. 28/4/2000, for application in future NITs to be issued henceforth Clause 10 CC of the General conditions of the contracts is thus hereby amended henceforth to read as below upto sub-clause(ii) rest of the Clause remains as it is :-

CLAUSE : 10 (CC):

If the prices of materials (not being materials supplied or services rendered at fixed prices by the Department in accordance with Clause 10 & 34 thereof) and/or wages of labour required for execution of the work increase, the contractor shall be compensated for such increase as per provisions detailed below and the amount of the contract shall accordingly be varied, subject to the condition that such compensation for escalation in prices shall be available only for the work done during the stipulated period of the contract including such period for which the contract is validly extended under the provisions of Clause 5 of the contract without any action under Clause -2 and also subject to the condition that no such compensation shall be payable for a work for which the stipulated period of completion is 18 Months or less. Such compensation for escalation in the prices of materials and labour, when due, shall be worked out based on the following provisions:-

1. The base date for working out such escalation shall be the last stipulated date of receipt of tenders including extension, if any or as agreed upon otherwise.
2. The cost of work on which the escalation will be payable shall (W) be reckoned as below:
  - a) Gross Value of work done upto this quarter. (A)
  - b) Gross value of work done upto the last quarter. (B)
  - c) Gross value of the work done since previous quarter(A-B) (C)



d) Full assessed value of secured advance fresh paid in this quarter. (D)

e) Full assessed value of Secured Advance recovered in this quarter. (E)

f) Full assessed value of Secured Advance for which Escalation is payable in this Quarter(D-E) (F)

g) Advance payment made during this quarter. (G)

h) Advance payment recovered during this quarter. (H)

i) Advance payment for which escalation is payable in this quarter (G-H) (I)

j) Extra items paid as per Clause 12 & 12 A based on prevailing market rates during this quarter. (J)

Then,  $X = C + F + I - J$

$Y = 0.85 X$

k) Less cost of material supplied by the Deptt. As per Clause 10 & recovered during the quarter. (K)

l) Less cost of services rendered at fixed charges as per Clause 34 and recovered during the quarter. (L)

Cost of work for which escalation is applicable.

$W = Y - (K+L)$

The provisions of F & A Circular NO. 10/93 dt. 10/12/93 shall not be applicable to such contracts.

This shall, however, not effect the on going/old contracts.

This issues with the approval of E.M./F.M.

(E.M. VINDRA)

CHIEF ENGINEER (H. & C. DDB)

COPY TO:-

1. All CEs (Civil)i/c. CE(Elect.)- with 20 spare copies each for further distribution amongst SE's and EE's , Jt. CAO, FO and CE(HQ) with 5 spare copies.
2. CE(OC) with 10 spare copies for circulation among his SE and EEs.
3. CE(D), DDA with 10 spare copies for circulation among his SEs & EEs.
4. CVO, DDA with 15 spare copies for circulation among his SEs & EEs.
5. CAO, DDA, he is requested to withdraw F & E circular NO. 10/93 dt. 10/12/93 in respect of the contracts with amended format as above to avoid contradiction in the provision.
6. Project Manager (Flyover ) Gr. I and II with 7 spare copies each for circulation among EEs and FOs.
7. Dir.(Hort.) North and South with 10 spare copies each for circulation among Jt. /Dy.Directors.
8. Dir.(MM) with 7 spare copies for circulation among his EEs & FOs.
9. Director (Works).
10. EO-I,II,III, PPC-1 , PPC-2, to EM, DDA.
11. A.O.(Plan), DDA.

COPY FOR INFORMATION TO:-

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

*(leg)*  
(ER. V.K. CHOPRA),  
EO-I to E.M., D.D.A.

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

No. EM1(10)98/Vol-I/10726

dt. 18.9.01

CIRCULAR NO. 543

During one of the inspection of the parks in Trans Yamuna Area, it was noticed that management and upkeep of the parks were not upto the mark and there was much scope of improvement for developing the parks in a much better shape.

The staff posted in these parks needs to be supervised strictly to obtain the maximum out turn.

The system of keeping records about the maintenance of parks did not reflect the maintenance of individual parks and the expenditure incurred on them individually. In fact various kinds of horticulture works executed in the division were processed in one file for all the parks and while going into the details for each individual parks the information has to be called out for each item.

For proper monitoring, supervisions and maintenance of individual parks, particularly the big parks it is enjoined upon all concerned that a separate file should be maintained in the Division/zone for each park and the works carried out in those parks for Civil/ Electrical and Horticulture parts should be mentioned therein with a proper case history of the park.

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

(S.P. RUSTOGI),  
CHIEF ENGINEER (HQ),  
EM'S SECTT, DDA.

COPY TO:-

1. All CE i/c. Elect. with 20 spare copies for distribution zone.
2. CVO, DDA with 10 spare copies.
3. Director (Hort.) N&S with 20 spare copies to circulate to their Dy. Director/Jt. Director.
4. CAO, DDA.

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NO. EM1(10)98/DDA/Vol-II/Pt.-16/ 12115

Dt.16.10.2001

CIRCULAR NO. 544

Sub: EXECUTION OF DEPOSIT WORKS BY DELHI DEVELOPMENT AUTHORITY.

In partial modification to the instructions issued by EM, DDA Circular NO. -3, vide EM1(13)83/2412 dt. 4/5/83 and consequent to the addition of Appendix-76 in Para NO. 3.6.3 of CPWD Manual Vol-II 1988 vide CPWD Office Memorandum NO. DGW/Eon./24 dt. 26/9/94 and further amendment to para 3.6.3 as well as Appendix-76 issued by CPWD Office Memorandum DGW/MAN/63 dt. 15/3/2001. It has been decided that the modified Para 3.6.3 of CPWD Manual Vol-II 1988 and modified Appendix -76 has been made applicable in A also with immediate effect.

The extract of modified para 3.6.3, is mentioned below and copy modified Appendix - 76 is enclosed for ready reference.

FIELD PARA 3.6.3

"While submitting preliminary estimates for Deposit work for obtaining administrative approval and expenditure sanction, a copy of the terms and conditions under which the works would be taken up by DDA as given in Appendix-76 should also be enclosed with the Preliminary Estimate."

All other conditions/ instructions as contained in the above mentioned DDA Circular NO. 3 shall remain unchanged.

This issues with the approval of VC, DDA.

APPENDIX - 76

( S.P. RUSTOGI )

CHIEF ENGINEER (HE),  
DDA.

APPENDIX - 76

LETTER OF ACCEPTANCE OF DEPOSIT WORKS IN DELHI DEVELOPMENT AUTHORITY

( REFER PARA - 3.6.3 )

( TO BE ISSUED TO THE CLIENT DEPARTMENT )

To

.....

.....

SUBJECT: EXECUTION OF DEPOSIT WORKS IN DELHI DEVELOPMENT AUTHORITY

.....

( INDICATE THE NAME OF WORK )

The above work can be taken up by the DDA as deposit work under  
Para - 118 - 119 of CPWD Code Subject to the following Terms and Conditions  
for taking up deposit works.

(REFER PARA 3.6.3) :-

1. Full Estimated Cost of the work as worked out by Delhi Development Authority including departmental charges will have to be deposited by the client department before the work is taken up for execution. No interest will be paid by DDA to the client department for such deposits .
2. The client department should hand over vacant possession of land/ site to DDA. DDA may, if so required , take responsibility for demolition / disposal of existing buildings/ structures.

Contd.....2/-



BY TC:-

All CEs (Civil/Elect./QC/HQ and Design), Chief Architect, DDA.

All SEs (Civil/Elect./C/CDC and Design), Sr. Architect, circulation through Chief Architect, DDA.

CVD, DDA.

SE(Vi.) I, SE(Vig.) II and SE(Vig.) III, DDA.

Project Manager Flyover Projects Gr. I, II, DDA.

DAO, DDA.

Dir. (Hort.) North and South, Dir. (MM), DDA.

Director (Works), DDA.

All CEs (Civil/Elect./QC/Design) through their respective CEs/  
Directors/Project Manager (Fly Over / SEs(Vig.)), DDA.

All Dy. / Jt. DAO is attached with CEs/FCs to Dir. (Hort.)  
North and South, CE(Elect.) and Director (MM), DDA.

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

EO-I, II, III and IV to EM, DDA.

AO(Plan) to EM, DDA.

File NO. EM1(10)98/Vol-I

COPY FOR INFORMATION TO:-

VC, DDA.

EM, DDA.

(V. K. CHOPRA)  
EO-I to EM,  
DDA.

4. CVO, DDA with 15 spare copies for circulation among his SEs and EEs.
5. CAO, DDA with 15 spare copies for circulation.
6. Project Manager (Flyover) Gr. I and II with 7 spare copies each for circulation among EEs and FOs.
7. Dir.(Hort., North and South with 10 spare copies each for circulation among Jt. / Dy. Directors.
8. Dir.(FM) with 7 spare copies for circulation among his EEs and FOs.
9. Director (works).
10. EO-I,II,III, PPC-1,PPC-2 to EM, DDA.
11. AO(Plan), DDA.
12. File NO. EM1(10)98/Vol-I

COPY FOR INFORMATION TO:-

1. VC, DDA.
2. EM, DDA.
3. FM, DDA.

*(Seen)*  
(Er. V.K.CHOPRA),  
EO-I to EM, DDA.

OFFICE OF THE COMMISSIONER OF SALES  
TAX, BIKARI KAR "AWAN, I.P. ESTATE,  
NEW DELHI.  
WORKS CONTRACT CELL.

NO. CST/DC/WCC/2000-2001/4602-4613

Dt. 29/11/2000

CIRCULAR

Consequent upon the enactment of Delhi Sales Tax on Works Contract Act, 1999 on 1st Dec., 1999, all the contractors carrying out the business of execution of Works Contract came in the ambit of the new Act. Since this Act was introduced for the first time in Delhi, there were certain problems in its implementation. In order, to bring about more transparency hassle free compliance and to make it more user friendly, following simplifications are introduced in the implementation of the Delhi Sales Tax Act and Works Contract Act, 1999.

1. That all the contractors doing Govt. Contracts including Corporate Bodies, Cooperative Societies etc., shall be treated as a special category of 'Govt. Contractors'.
2. All the Govt. Contractors will be allowed the facility of getting their total tax liability of Work Contract Tax deducted at source by giving them option for such deduction. This will be purely optional for the contractors. This will be given in writing to the Contract Awarding Agency.
3. The Govt. Contractors would give a copy of this consent to the Works Contract Cell. This information will entitle the contractors for composition.
4. The contractor in such case would be authorized to deduct 4% as composition amount instead of 2% as TDS from all payments made to the contractor. This tax would be deposited by the Contract Awarding Agency in the nationalized banks in favour of Commissioner, Sales Tax.
5. In all such contracts where any contractor awards or appoints a subcontractor to execute the job, the Principal Contractor will exercise this option and the Contract Awarding Agency would deduct tax at source @ 4% from the payments being made to the Principal Contractor and the Principal Contractor will not deduct tax from the payment made to the sub-contractor. The responsibility in such a case would be of the principal contractor and his sub-contractors would be bound by his option of TDS of 4% at source.
6. Since the subcontractor's liability of tax deposit would be taken care of by the principal contractor they will also be entitled for composition scheme and consequent summary assessment, provided they are only taking sub-contracts and are a registered contractor.
7. All the Govt. Contractors who opt for total tax deduction at source would be entitled for the composition scheme and would be exempt from the production of STCC i.e., Sales Tax clearance certificate. The contract awarding agencies will take an affidavit from such Govt. Contractors to this effect that they are only doing Govt. Contracts and have opted for the scheme of composition of tax and total tax deduction at source @ 4% for their works.
8. All such Govt. Contractors going in for the scheme of composition would be considered for summary assessment wherein they will not be required to produce their books of accounts.
9. For such Govt. Contractors who opt for the composition scheme the scheme for filing of annual returns is being contemplated to avoid frequent trips to the departments.

10. During the course of execution of Works Contract, some of the Govt. Contractors issue certain material to the contractors such as cement, iron and steel etc., for use in Works Contract. Deduction on account of such goods shall be given as per provisions of clause 5 (6) of the Act in case the contractor has not taken the value of these goods in his bill. In all such cases where the value of the material issued to the contractors is taken in the bill of the contractor, these deductions would not be allowed and total value of the bill would be taken into consideration for calculating the tax liability under the composition scheme.

sd/-  
( P.K.Tripathi ),  
Commissioner of Sales  
Tax.  
Dt. 29/11/2000.

Copy for information:- 4602 - 4613

1. All Contract Awarding Agencies.
2. Joint Front of contractor Association.
3. Policy Branch.
4. Guard File
5. DC(WC)/AC(WC)
6. All STOs of Works Contract Branches.

DELHI DEVELOPMENT AUTHORITY  
OFFICE OF THE CHIEF ENGINEER ( HQ )

NO.: EM 1(10)98/ Vol-I/ 13806

DT.: 23.11.2001

CIRCULAR NO. 545.....

SUB.: Handing over of Physical Possession of the DD flats  
to the allottees.

.....

Following circulars have been issued earlier indicating instructions/  
precautions to be taken while handing over possession of flats to the  
allottees.:-

1. E.M. Circular No. 40 dt. 13.10.83
2. Circular No. 90 dt. 2.4.85
3. Circular No. 147 dt. 16.5.86
4. Circular No. 148 dt. 27.5.86
5. Circular No. 158 dt. 20.10.86

In spite of above instructions a number of complaints are still being  
received regarding non-cooperative attitude of the DDA officers while  
handing over possession of the flats to the allottees. The basic idea of  
these circulars is to ensure that the allottees are properly attended to,  
and all care is given to them at the time of taking over possession of the  
flats. DDA is a public oriented department, and, therefore, the satisfaction  
of the public should be upper most priority.

The following guidelines/instructions are re-iterated and few  
guidelines/instructions are added:-

1. Each and every flat before taking over from the contractor must be  
examined at the level of JE ( Civil ) & ( Elect. ). A certificate  
shall be recorded by the J.E. to this effect that the flat is thoroughly  
inspected and found complete in all respects except fittings & fixtures  
which shall be provided after the allottee reports for taking possession of  
the flat. The defects in the flat, if any, will be got rectified  
before such certificate is given.

All these flats shall also be inspected by the A.E. to confirm whether

approved  
Signature  
A.E. II



the certificate given by the J.E. is correct or not. Thereafter 70% of these flats shall be inspected by the E.E., 10% by the S.E. and 2% by the C.E. to satisfy themselves that the defects have been rectified by the contractor and these can be handed over to the allottees.

2. The Housing Deptt. will not allot the flats in a particular area unless all the services such as electricity, water, sewerage, drainage and approach roads, etc. are available and are confirmed by the Zonal Chief Engineer.
3. It is often seen that there is time lag between the issue of possession letter by the Housing Deptt. and its receipt in the concerned Engineering Division. However, at times the allottee presents a copy of his possession letter to the Engineering staff for taking over of the possession of the flat. The JE concerned shall make a note of it in the register and shall start fixing and fittings and fixtures and other connected items. In case of non-receipt of site office copy within 15 days from the date of issue as shown in the copy produced by the allottee, the A.E. shall inform the Housing Deptt. in writing. However, the physical possession of the flat shall be given only on receipt of official communication from Housing Deptt. of DDA.
4. For the convenience of the public, the office of the Junior Engineer (Civil and that of Electrical) shall be located at a prominent location at site and for this purpose, one flat at the ground floor shall be kept reserved at site. The number of this flat shall be duly notified to the Housing Deptt. This flat will be released for allotment as and when a communication to this effect is sent by the Engineering Wing.
5. The names of the JE and AEs (Civil as well as Electrical) shall be displayed at site office as per Annexure-A duly indicating the week days and time of availability of Ex. Engineer concerned. The JEs and AEs shall be available on every Monday, Wednesday and Friday (Working days only) for handing over the physical possession to the allottees. J.E. and A.E. of Civil and Electrical Wing will sit together in the same office.
6. The Possession Register shall be maintained at the site office as Annexure-B & one page for each flat shall be maintained. As soon as the possession letter is received, entry to this effect shall be made in the said register.
7. The flat shall be handed over to the allottee in good condition, If there is any major structural or functional defect, it can be recorded

Copy sent  
JE  
AE-II

by the allottee at the time of taking over his possession of the flat and should be duly attended to by the DDA.

9. In case the allottee does not come on the specified day for taking over the physical possession, an intimation will be sent to the allottee by the concerned A.E. as per Annexure-'C'. In case allottee does not report for taking over the possession within three months from the date of issue of letter, his possession letter will be returned to the Housing Deptt.
2. An inventory of fittings and fixtures in respect of the items to be provided in the flats ( as per Annexure 'D') shall be made available to make sure that no allottee is deprived of any item he is actually entitled to. One copy of the inventory shall be given to the allottee. The Complaint Register shall be maintained at site office as per Annexure 'E' for recording day-to-day complaints of the allottees and further action shall be taken by the field staff to attend such complaints.
10. Similarly the service charges, if any, all other charges to be levied by the staff at the time of handing possession shall be included while pricing the flat so that the allottee need not go to the different channels at the time taking over the possession. The documents in acknowledgment of taking over of possession under no circumstances shall be got signed from the allottee without actually handing over the possession & without providing all the fittings and fixtures including completion of the electrical works.
11. The Housing Deptt. shall print the guidelines for the information of all the allottees and annex the same with the Possession Letter as per Annexure-'F' for the benefit of the allottees.

This issues with the approval of Vice Chairman, DDA.

Copy to:-

1. PS to VC/EM/RM, DDA for kind information of the latter.

2. All Chief Engineers including CE (Elect.)
3. Commr. (Housing)
4. All SEs including SE (Elect.)
5. Dir. ( Housing ) I & II.
6. All EEs ( Civil & Elect.).

*S.M. Madan*  
( S.M. MADAN )  
CHIEF ENGINEER ( HQ )

*Sundara*  
CHIEF ENGINEER ( HQ )

*Compared*

*AE*  
AE

DELHI DEVELOPMENT AUTHORITY  
DIVISION NO.

ANNEXURE 'A'

WELCOMES TO  
HOUSING COMPLEX

Following Engineers of this Housing Complex shall be available to allottees for handing over possession/attending to the grievance, if any, on days, timings and place as mentioned below:-

SNO.	Name of Officer, Official	Designation	Place	Days & Time	Official Address & Telephone No.
1.	2.	3.	4.	5.	6.
		JE (Civil)	Site Office		
		JE (Elect.)	"		
		AE (Civil)	"		
		AE (Elect.)	"		
		EE (Civil)	Division Office		
		EE (Elect.)	"		
		SE	Circle Office.		
		CE	Zonal Office.		

Copy sent  
Sd/-

Name of work :

File No.

POSSESSION REGISTER

SNO	Date of Receipt of letter in Division/sub Division/ site (JE)	Name of Allottees	possession Letter NO.	Allottees 1st Visit	Observation of Allottees.

Signature of Allottee		Remarks if any action to be taken on	Date of Handing over of Flat	Signature of Allottee
JE	AE			JE AE

Compared  
Sd/-  
JAE-II

OFFICE OF THE ASSISTANT ENGINEER  
DIVISION NO.

NO.

Dt.

To

Sub: Handing Over possession

Ref: Allotment letter NO. \_\_\_\_\_ Date \_\_\_\_\_  
and this office letter NO. \_\_\_\_\_ Date \_\_\_\_\_

-----

This is to inform you that flat is ready. You  
are requested to attend the site and take over possession.

Assistant Engineer  
Division

Copy to:

1. EE/ for information.
2. Jt./ Dy. Dir. (Housing) \_\_\_\_\_ w.r.t. to letter NO. \_\_\_\_\_  
Dt. \_\_\_\_\_

Compared

*[Signature]*  
21/11  
2011



# INVENTORY OF FITTINGS AND FIXTURES

ANNEXURE 'D'

1. Name of work:

SNO.	Particulars of fixtures, fittings etc.	Sliding Door	Door Handle	M.S./Al Stairs	Brass Window Casement	Tower Bolts MS/Al. 250 x 10 mm	Tower Bolts MS/Al 150x10mm	Wash Basin with Accessories.	Cistern with Accessories.
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

1. Bed Room I
2. Bed Room II
3. Bed Room III
4. Drawing Room
5. Kitchen
6. W.C.
7. Bathroom
8. Lobby/Passage
9. Terrace/Court - Yard.

Compared

*[Handwritten signature]*

Contd.....

PVC/Brass bit Cock 15mm.	PVC/Brass stop Cock 15 mm.	RCC Over- head tank with Acco- ssories	C.I. Gully grating Cover & Frame	pull Bolts	Towel Rail 750x20mm	C.I. Grating: 100 mm 75 mm & 50 mm	CP Shower Rose 100 mm
11.	12.	13.	14.	15.	16.	17.	18.

Date: .....  
 Flat NO. .... GF/FF/SF/TF  
 Block NO. .... Name of Allottee

Prepared by: ..... JE  
 Checked by: ..... AE  
 Checked by: ..... EE

Handed Over to allottee by

TAKEN OVER FLAT NO. ....  
 with fittings as per inventory above  
 and found intact.

Dated: .....  
 Signature of Allottee .....

Remarks by Allottee

Action taken on the remarks  
 of the Allottee.

Name: .....

*as per*  
*10/10/20*  
*10/10/20*

COMPLAINT REGISTER (FOR COMPLAINTS RECEIVED AFTER HANDING OVER OF  
POSSESSION)

Name of work:

SNO.	Date and Time of Complaint	Flat/House No.	Date of Handing over of possession of Flat	Description of Complaint	Assigned to	Date when attended	Reference of Messenger Book.	Signature of JE	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.

Completed

Sd/-  
AE-1

## GUIDELINES FOR ALLOTTEES:

1. The allottees are entitled to have a copy of inventory of fittings and fixtures including electrical fittings at the time of taking over possession.
2. Allottees are advised not to deploy DDA's workers for private works.
3. Allottees must bring test reports of the water meter intended to be fixed in the flats.
4. Complaint Register is available in the Enquiry Office with Junior Engineers at site for Registering of complaints.
5. Allottees are advised not to undertake any structural alterations/modification in their houses as this might result in termination of their allotment.
6. For obtaining Electric Connection from DVB, Test Report of the installation done by DDA can be obtained from JE(Elect.) at site.
7. Allottees are requested not to make any changes in the electrical installation done by DDA unless test reports are issued and electrical meter installed and
8. In case the changes are made before the installation is completed and tested by DDA, no test report shall be issued.
9. It is for allottees benefit that he should sign the possession register available at site office whenever he visits the site before taking over the possession of the flat to authenticate his Nos. of visit to site.

NOTE: TO BE MADE PART OF POSSESSION LETTER ISSUED BY HOUSING DEPARTMENT.

Compared  
Signature  
AE-II

DELHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE

NO. EN1(10) 98/Vol-II/Pt-9/13808

dt. 23.11.2001

CIRCULAR No. 546

SUB-DETERMINATION OF LOWEST TENDER  
.....

Section -20 to CPWD Manual Vol.II, 1988 lays down the procedure for acceptance of tenders. There are instances where the lowest tender is found invalid or is withdrawn by the tenderer during the original validity period (normally 90 days). Doubts raised in this regard, whether in such cases the next lowest valid tender can be considered as the lowest tender, have been clarified by CPWD vide O.M. NO. DGW/MAW/57 dt. 5th Jan., 2001 which has been approved by the Competent Authority to be followed in DDA also and which specifies that if the lowest tenderer backs out, there should be re-tendering in a transparent and fair manner as advised by the Central Vigilance Commission. The CVC has also advised that in such a situation the authority may call for limited or short notice tender if so justified in the interest of work and take a decision on the basis of lowest tender. Copy of CVC's letter NO. 98/ORD/1 dt. 24/8/2000 is enclosed.

It is, nevertheless, emphasized that withdrawal of tender is a serious matter. The explanation of the contractor, who withdraws the tender, should be called and disciplinary action should be taken, where necessary, in addition to forfeiture of the earnest money absolutely in accordance with the relevant condition of PWD-6. However, if the lowest tenderer refuses to extend the validity after expiry of the original validity period (normally 90 days), no action can be taken against the contractor for such refusal and the cases should be decided on individual merits. The Tender Accepting Authority should also satisfy itself that the lowest valid tender proposed to be accepted is reasonable and recall is not likely to give substantially better results.

*S.M. Madan*  
(Er. S.M. MADAN),  
CHIEF ENGINEER (H.Q.)  
DDA.

Copy to:-

1. All CEs(Civil)/(Elect.), DDA with 20 spare copies for further distribution amongst SEs and EEs, Jt.CAO, FO and CE(HQ), DDA with 5 spare copies.
2. CE(JC), DDA with 10 spare copies for circulation among his SEs & EEs, DDA.
3. CE(Design) DDA with 10 spare copies for circulation among his SEs and EEs, DDA.
4. CVO, DDA with 15 spare copies for circulation among his SEs & EEs.
5. CAO, DDA.
6. Project Manager (Flyover) Gr.I & II, DDA with 7 spare copies each for circulation among EEs and FOs.
7. Director (Hort.) North & South with 10 spare copies each for circulation among Jt./Dy.Directors.
8. Director (MM), DDA with 7 spare copies for circulation among his EEs and FO.
9. Director(Works), DDA.
10. EO-I, II, III, PPC-1, PPC-2 to EM, DDA.
11. AO (Plan), DDA.
12. File NO. EM1(10) 98/Vol-I.

Copy for information to:-

1. VC, DDA.
2. EM, DDA.
3. FM, DDA.

*V.K. Chopra*  
( V.K. CHOPRA ),  
EO-I to EM, DDA.

Compared

*[Signature]*



IMMEDIATE

No.98/ORD/1  
GOVERNMENT OF INDIA  
CENTRAL VIGILANCE COMMISSION.

Satarkta Bhawan, Block 'A',  
GPO Complex, INA,  
New Delhi-110023.  
Dt.24th Aug.,2000.

- To
- i) The Secretaries of All Ministries/Departments of Government of India.
  - ii) The Chief Secretaries to All Union Territories.
  - iii) The Comptroller & Auditor General of India.
  - iv) The Chairman, Union public service Commission.
  - v) The Chief Executives of All PSEs/public sector Banks/Insurance Companies/Autonomous Organisations/Societies.
  - vi) The Chief Vigilance Officer in the Ministry/Department/PSEs/public sector Banks/Insurance Companies/Autonomous Organisation /Societies.
  - vii) presidents' secretariat/ Vice-president's secretariat/ Lok Sabha secretariat/Rajya Sabha secretariat /PMO.

SUBJECT: IMPROVING VIGILANCE ADMINISTRATION - TENDERS.

Sir,

please refer to the instructions issued by Commission vide its communication NO. 8(1)(h)/98(1) dated 18/11/98, banning post tender negotiations except with L-1.

2. The Commission has been getting a number of queries on how to handle the matter if the quantity to be ordered is more than L-1 can supply or about placement of orders on public sector undertakings. It is requested that such matters may be dealt with in accordance with the clarifications issued by the Commission vide its letter of even number dt. 15/3/99 (copy enclosed).

3. Some of the organisations have sought clarification as to whether they can consider the L-2 offer or negotiate with that firm if L-1 withdraws his offer before the work order is placed or before the supply or execution of work order takes place. In this regard, it is clarified that such a situation may be avoided if a two-bid system is followed (techno-commercial) so that proper assessment of the offers is made before the award of work order. Therefore, if L-1 party backs out, there should be retendering in a transparent and fair manner. The authority may in such a situation call for limited or short notice tender if so justified in the interest of work and take a decision on the basis of lowest tender.

4. The Commission has also been getting references for its advice on the procedures being followed in individual cases of tenders. The Commission would not involve itself in the decision making process of individual organisations. It, however, would expect the organisations to implement its instructions dt. 18/11/98, in its spirit and to ensure that the decisions of administrative authorities are transparent.

Yours faithfully.

sd/-

(K.L.Ahuja),  
Officer on Special Duty.

Compared  
G.L.K.  
NE-V

GOVERNMENT OF INDIA  
CENTRAL VIGILANCE COMMISSION

\*\*\*\*\*

Satark, Shewan, block-A  
GPO Complex, INA,  
New Delhi-110023.  
dt. the 15th March, 1999.

- (to)
- i) The secretaries of all Ministries/Departments of Government of India.
  - ii) The Chief secretaries to All Union Territories.
  - iii) The Comptroller and Auditor General of India
  - iv) The Chairman, Union public service Commission.
  - v) Chief Executives of All PSUs/Banks/Organisations.
  - vi) All Chief Vigilance Officers in the Ministries/Departments/PSUs/public sector Banks/Insurance Companies/Autonomous Organisations/Societies.
  - vii) President's Secretariat/Vice-president's Secretariat/Lok Sabha Secretariat/Rajya Sabha Secretariat/PMO.

SUBJECT: IMPROVING VIGILANCE ADMINISTRATION- TENDERS.

Sir,

please refer to CVC's instructions issued under letter NO. 8(1)(h)/98(1) dt. 18/11/98 banning, post tender negotiations except with L-1 i.e., the lowest tenderer. Some of the organisations have sought clarifications from the Commission as they are facing problems in implementing these instructions. The following clarifications are, therefore, issued with the approval of Central Vigilance Commissioner.

- i) The Government of India has a purchase preference policy so far as the public sector enterprises are concerned. It is clarified that the ban on the post tender negotiations does not mean that the policy of the Government of India for purchase preference for public sector should not be implemented.
- ii) Incidentally, some organisations have been using the public sector as a shield or a conduit for getting costly inputs or for improper purchases. This also should be avoided.
- iii) Another issue that has been raised is that many a time the quantity to be ordered is much more than L 1 alone can supply. In such cases the quantity order may be distributed in such a manner that the purchase is done in a fair transparent and equitable manner.

Yours faithfully,

ed/-

( P.Fatehullah)  
DIRECTOR

Compared

15/3/99

DILHI DEVELOPMENT AUTHORITY  
E.M.'S OFFICE.

NO.EM1(10)93/V-1-I/2024

Dt. 8.2.2022

CIRCULAR NO. 547.

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 DDG had been issued vide circular NO. 390 dt. 3/4/93. 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, 413 dt. 24/11/93 and 515 dt. 23/9/97. These guidelines shall continue to be followed except Annexure - I to Circular No. 390 as also circular Nos. 393, 413 and 515, which stands superseded with the approval of WAB, accorded in its 9th (2001) meeting held on 24/8/2001, as under:-

GROUP - A

1. Voor Arjun (Hindi).
2. Economic Times (English).
3. Pioneer (English).
4. Business Standard (English).
5. Jansatta (Hindi).
6. Hindu (English).

GROUP - B

A. HINDI

1. Nav Bharat Times.
2. Punjab Kesari.
3. Rashtriya Sahara.
4. Hindi Hindustan.
5. Dainik Jagran.

B. ENGLISH

1. Times of India.
2. Hindustan Times.
3. Indian Express.

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 in three newspapers i.e. one from Hindi Group- B, one from English Group-B and

Compared  
Dy. Secy. (P)  
AE-II/EM's office

Contd....2/-



and from Group - A. (Either Hindi or English as per the rotation.)

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

*Sumadai*  
( S.M.MADAN )  
CHIEF ENGINEER (H.Q.)

COPY TO:-

1. All CEs (Civil/Elect.) DDA with 20 spare copies for further distribution amongst SEs and EEs, Jt. CAO, FO, & CE (HQ) DDA with 5 spare copies.
2. CE (QC) DDA with 10 spare copies for circulation among his SEs and EEs.
3. CE (Design), DDA with 10 spare copies for circulation among his SEs and EEs.
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9. Director (Works), DDA.
10. EO-I, II, III, PPC-1, PPC- 2 to EM, DDA.
11. AO (Plan), DDA.
12. EM13(5, 93/TC/pt.
13. F1(16) 97/DPR

COPY ALSO FORWARDED FOR KIND INFORMATION TO :-

1. VC, DDA.
2. EM, DDA.
3. FM, DDA.

*Compared*  
*Signature*  
AE-II/EM's office

*Clear*  
*Signature*  
(V.K. CHOPRA),  
EO-I to EM, DDA.