

GREATER NOIDA INDUSTRIAL DEVELOPMENT
AUTHORITY

Ref. No.: CEO/ 99/628
Dated: 29th September, 1999

OFFICE - ORDER

The System for working of Project Division is being circulated with this order and comes into force immediately. The Work Circle wise list of files for the division is to be prepared and submitted to CEO by 20th October-1999 positively. Strict compliance of this order is to be ensured. No change in this system is permissible without the approval of the CEO.

Sd/-
(Brijesh Kumar)
CEO

COPY:-

1. ACEO.
2. DCEO.
3. All Division (Heads).
4. All Work Circle In-charge.
5. All Officers of Finance Division.

Sd/-
(Brijesh Kumar)

WORK PROCEDURE-PROJECT DIVISION

- 1.0 No work shall be commenced or liability incurred thereupon until an Administrative Approval and Expenditure Sanction has been accorded and is supported with detailed estimates, designs approved and fund to meet the expenditure of the project allocated.
- 2.0 A project shall be initiated by the **Project Division** based on one or more of the following criteria **only**:
- i. Budget provisions for the year;
 - ii. Advice from Planning Division;
 - iii. Advice from Village Infrastructure Development (a sub-division of Social Development Division).

The project shall be named and allocated to a designated **Work Circle** by **GM (Projects)**.

3.0 **PROJECT ALLOCATION, ADMINISTRATIVE AND FINANCIAL APPROVALS**

- 3.1 The Work Circle In- Charge shall designate a Project-in-Charge in writing who shall be required to commence activity relating to obtaining Administrative, Technical and Financial Approvals.
- 3.2 The Authority will follow a standard schedule of rates (i.e. CPWD or UPPWD or any other) duly approved by the CEO. Changes, if any, can be made only after approval of CEO.
- 3.3 The Project in-charge shall, in consultation with Planning Division (for obtaining project specifications) prepare detailed designs and estimates, and forward the same through the Work-Circle In-charge and the Technical Support Section to the G. M.(Projects) for approval.
- 3.4 The approved estimates shall be sent by Project Division on the same file to Finance Division, photocopy of estimate will be sent to Planning Division by Manager (TSC). Only layout plans alongwith Khasra no's will be sent to LAO on the same day.

3.5 **TECHNICAL COMMITTEE**

3.5.1 The Technical Committee shall comprise of-

a). **For projects upto Rs. 2.00 Crores:**

- D.G.M.(Projects)
- G. M.(LA & Law)
- DGM(Fin)/Sr. F&A.O
- DGM (Planning)

b). **For Projects exceeding Rs. 2.00 Crores:**

- G. M.(Projects)
- G. M.(Finance)
- G. M.(Planning)
- G.M.(LA & Law)

c). **For Village Development Projects-**

- D.G.M. (Projects/ Village infrastructure)
- Sr. Executive (Planning)
- DGM(fin)/ Sr. F&A.O
- Sr. Executive (Projects)

- 3.5.2 Each member of the /technical Committee shall evaluate the project from his/her point of view viz.
- a. **Finance Division**
 - Test check the rates and values shown in the estimates
 - Confirm Budget availability and fund availability
 - b. **Planning Division**
 - Confirm priorities fixed and need
 - Layout, location and design specifications
 - Comparisons with Standard designs
 - Completeness of the estimates
 - c. **Land Acquisition Division**
 - Shall comment on the availability of land, land acquisition status and disputes, if any.
 - d. **Project division**
 - G.M. (Projects) shall be responsible for the Technical specifications, rates and estimates prepared for the project.
- 3.5.3 In the event of members having objections/clarifications to any of the points under their respective areas of responsibility, the same should be communicated in writing to the remaining members, latest by the following Monday, so that remedial measures may be taken.
- 3.5.4 **The Technical Committee shall meet every Wednesday to accord Technical Sanction to the proposed project.** This includes approval of the detailed estimates, designs and specifications.

3.6. **ADMINISTRATIVE & EXPENDITURE SANCTION**

- 3.6.1 The technical sanction shall be forwarded by Manager TSC through G.M(Projects) to the sanctioning authority for **Administrative Approval and Expenditure Sanction as delegated below.**
- a) DCEO/ACEO for projects upto Rs. 200 lacs
 - b) CEO for projects above 200 lacs

In case CEO is the approving authority, G.M.(Projects) will inform ACEO / DCEO of the approval.

- 3.6.2 On obtaining the Administrative Approval and Expenditure Sanction, G.M. (Projects) shall initiate the tendering process. The detailed procedure for tendering is given in part 4.0 below.
- 3.6.3 For projects upto Rs. 2 crores, DGM (Projects) shall exercise the powers of GM (Projects) indicated above. DGM (Projects) would inform GM(Projects) of the approval.

4.0 **TENDERING PROCESS**

On obtaining Administrative Approval and Expenditure Sanction, the process for calling of tenders and its approval shall commence.

4.1 **FLOATING OF TENDER**

- 4.1.1 (a) Tender bids for projects upto 5 Lacs shall require only price bids to be submitted.
- b) Tender bids for projects above 5 lacs shall be called for in two parts- one Constituting the Technical/pre-qualification bids and the second enclosing the price bid.
- 4.1.2 The Work Circle In-Charge shall direct the Project-In-Charge to prepare the tender documents on the basis of standard terms and conditions, as approved by CEO. No deviation as to the standard terms

and conditions is permissible without approval of the CEO. **The present terms & conditions are attached at annexure-1.**

4.1.3 The Project-In-Charge shall forward the documents to the Technical Support Cell (TSC) through the Work Circle-In-Charge, where the same shall be checked in all aspects including specifications, bill of quantity, calculations, tender conditions etc. and submit the same to the **competent authority** for approval, Special attention shall be exercised on the terms relating to time schedule (CPM/ PERT) for completion, penalty conditions, maintenance schedules etc. Pre-qualification condition and methodology/ Technology of the construction process.

4.1.4 The competent authority to approve the tender documents shall be :

- For projects upto Rs 2 crores **DGM(Projects) FULL POWERS**
- For projects above Rs 2 crores **GM(Projects) FULL POWERS**

4.1.5 The approved documents shall be forwarded to Communication Section for tender publication by TSC. All tenders shall be floated through a single file. It shall be the responsibility of TSC to ensure that the tenders are combined in a manner so as to make their publication cost effective. The tender will be forwarded to communication cell at least 3 days in advance.

4.1.6 The standard time schedule to be followed in case of tender as regards the minimum period between publication date and tender opening date will be as follows:

	<u>Tender Value</u>	<u>NO. OF DAYS</u>
a.	For projects up to 10 lacs	10days
b.	For projects above 10 but less than or equal to 50 lacs	15 days
c.	For projects above 50 lacs but less than or equal to 200 lacs	21 days
d.	For projects above 200 lacs	30days

4.1.7 **SHORT TERM TENDER NOTICE**

In case of cancellation of tender the second tender can be of shorter duration and other short term tender notices can be released but only with the prior approval of the sanctioning authority as given below:

- a. ACEO : for project up to 200 lacs
- b. CEO : for project above 200 lacs.

Normally, the minimum duration of a short term tender shall be atleast fifty percent of the duration given in clause 4.1.6 above. In case of an urgency, the duration of the tender can be reduced by the approval of CEO.

4.2 **RECEIPT OF TENDER**

4.2.1 On the last date of submission of tenders, a tender box, duly locked and sealed, shall be placed at the pre-designated location. The tender box shall clearly indicate the name of work, tender number, date of publication of tender and the last date of submission.

4.2.2 The tender box shall be locked and sealed by the authorised Deputy Mgr. (Finance) , in the presence of the police inspector/ sub-inspector and the Project-in-charge/Deputy Manager of the work circle responsible for undertaking the works. The keys shall be kept under double lock in the cash safe.

- 4.2.3 At the scheduled time, the tender box shall be closed and a certificate obtained from the police personnel, project personnel and any or all of the contractors present at the time. One copy of the certificate shall be stuck on the tender box itself while a second copy kept in a sealed envelope. Under no circumstance shall any tender be accepted after the scheduled time.
- 4.2.4 The tender box shall be transferred to the meeting room by the officers designated under point 4.2.2 above, and the tender committee be asked to assemble within half an hour of the tender closing by the Manager TSC.
- 4.2.5 Effort should be made to ensure that the last day of tender submission be a Wednesday by 15.00 hrs. and it will be opened the same day at 15.30 hrs.
- 4.3 **TENDER OPENING**
All tenders shall be opened in the presence of a Tender Committee.
- 4.3.1 **TENDER COMMITTEE**
The Tender Committee shall constitute the following members:
- a. **For Projects upto Rs. 50 Lakhs:**
- DGM (Finance Division)
 - Two Senior Managers (Project Division) other than the in – charge of the circle whose tender is being evaluated.
- b. **For projects in excess of Rs. 50 Lacs:**
- GM(Projects)
 - G. M. (Finance Division)
 - D.G.M. (Project)
- 4.4. **PRE-QUALIFICATION BID OPENING**
- 4.4.1 Pre-qualification Bid will be opened at a designated time and date (as given in the tender) in the presence of the Tender Committee constituted as per 4.3.1 above.
- 4.4.2 The tender committee shall sign on all Certificates submitted with the pre-qualification bid along-with the envelopes containing the price bid and pre-qualification bids.
- 4.4.3 The list of documents submitted by each contractor will be proposal and the list signed and dated by the tender committee.
- 4.4.4 The list alongwith all the documents of pre-qualification bid will be handed over to Senior Manager of the concerned work circle. He will prepare a comparative chart of the technical eligibility as per documents submitted alongwith the pre-qualification bid as against standard terms and conditions. **The standard format is given at annexure-2.** This will be submitted to the tender committee through Manager TSC.
- 4.4.5 The tender committee will evaluate the comparative chart and record its comments on the eligibility of the tenderers and forward the same to the Tender accepting authority detailed at 4.5.4 for his/her approval.
- 4.5 **PRICE BID OPENING**
- 4.5.1 Next Monday (or 3 working days of after opening of Pre-qualification bids), the price bids of such bidders who have qualified, shall be opened at 3.00 p.m. in front of the contractors who are present. The Tender Committee shall sign and date the opened documents. A comparative chart of the offers shall be prepared by the Manager TSC

along with a designated Manager (Finance) and signed by the tender committee immediately.

4.5.2 The Work Circle-In-Charge under whom the project is to be undertaken shall within two days of opening of price bid, submit his comments and justification to the G.M. (Projects). He should ensure that the rates at which the works are contracted are reasonable considering the market conditions. He shall prepare the detailed justification statement as per procedures laid down in the schedule of rates Manual, VOL-2, relating to “examination of Tenders by the tender committee”. This will be completed within 2 days of opening of price bid.

4.5.3 Manager TSC shall, within one day, check the papers and place the same before the designated Tender Committee for its recommendations. The tender committee will not only examine the tenders with respect to justified market rates, but shall also compare the tendered rates with the rates accepted for similar works in the past.

4.5.4 The Tender Committee recommendations shall be forwarded to the Tender Accepting Authority. The powers of the authority are as under :

- CEO full power
- ACEO for project more than Rs 50 to 200 Lakhs
- G. M. (Projects) for project more than Rs 25lacs to50 lacs
- D.G.M. (Projects) for project more than Rs 10lacs to25 lacs
- Work circle in-charge for project upto 10 lacs.

In the event of the Tender Accepting Authority not being in agreement with the finding of the Tender Committee, he/she shall record his/her detailed reasoning and forward the same to the next higher authority for decision.

4.5.5 The entire tender accepting process should be completed within 7 working days from the date of opening of Pre-Qualification bid. Tender acceptance letter should be issued to the contractor by the concerned Work Circle in-charge with in 2 days, thereafter.

4.5.6 As a general rule, no negotiations shall be carried out with any of the bidders for reduction of rates. However in exceptional cases, where exigency demands, negotiations can be conducted with the all eligible bidders and revised offers received in sealed envelop to be opened before the tender committee, at an appointed date and time. The decision to adopt the negotiation shall be sanctioned only by the ACEO for project upto Rs. 200 Lakhs and CEO to projects above 200 Lakhs.

4.6 **CONTRACT BOND** :-

4.6.1 On completion of the tendering process, a Contract Agreement/Bond shall be drawn up between the Work Circle-In-Charge and the contractor. The agreement pertaining to tenders accepted by the authority of the G.M. (Projects) and above, shall be counter signed by the G.M.(Projects). This process shall be completed within 15 days of issue of acceptance.

4.6.2 All Agreements/Bond in original shall kept in safe custody of Senior Manager (Finance) or Manager Finance designated for the purpose.

The Manager (Fin.) will ensure that adequate number of certified copies are available for the concerned contractor, auditor, GM (Finance), Project-In-Charge, Manager TSC etc.

4.6.3 Once the Agreement/bond has been signed, works shall be carried out as per the **works delegation authority detailed in 9.0 hereunder.**

5.0 **AWARD OF WORK WITHOUT CALLING FOR OPEN TENDER.**

5.1 As a general rule, no works above Rs. 50000/- shall be awarded without calling for tenders.

5.2 However, in case of urgency, or works of a specialized nature the project may be awarded on work order or selection board, without calling for open tender, as per the financial powers detailed hereunder. The precise detailed hereunder. The precise nature of urgency or specialization shall be recorded before dispensing with the procedure of calling for tenders.

- **Work Circle-In-Charge** - Not more then Rs.50000/- in each case with an annual ceiling Rs. 6 lakhs.
- **DGM(Projects)** - **Not more than Rs.2 lakhs in each case with an annual Ceiling of Rs.25 lakhs.**
- **G.M. (Projects)** - **Not more than Rs.4 lakhs in each case with an annual Ceiling of Rs.50 lakhs.**
- **ACEO/DCEO** - Not more than Rs.7 lakhs in each case and with an Annual ceiling of Rs.85 lakhs.

For projects above this limit the approval of CEO is necessary.

5.3 **RATE CONTRACT**

5.3.1 For Execution of maintenance works like water supply & sewer connection and repair, road maintenance, road safety devices, Retra Reflective signages, R.C.C. Direction Boards, survey works, soil testing, electrical maintenance & other standard materials as approved by the CEO rate contracts shall be done. Administrative sanctions shall be obtained on the basis of yearly requirements for all works circles from the CEO/ACEO as per the delegation of power in clause No.3.6.1.

5.3.2 On getting the sanction from the competent authority tender shall be floated to get rates and rate contract shall be entered into. After that works purchases shall be executed on the contracted rates throughout the year.

5.3.3 The powers of according Administrative and Expenditure approval per item/ per month for the work order of rate contracted items shall be:-

- Work Circle-In-Charge Rs. 10,000/- per item
- DGM (Projects) Rs.50,000/- per item
- GM (Projects) Rs.1,00,000/- per item

5.3.4 All works done under the AA/ES accorded above, shall be put up before the committee of GM (Finance), GM (Projects) and GM (Planning) for review on monthly basis.

Note:- The works for which rate contract have been executed shall not be included in the above prescribed limit of work order.

6.0. **EXTRA ITEMS/SUBSTITUTED ITEMS**

6.1 During the course of execution of works, introductions of extra items/ substituted item are often necessitated in the interest of the work. This section lays out the limits and authority for sanction.

• **For project upto 10 lakhs.**

	Scheduled items	Non Scheduled items
a. Work Circle In-charge	upto 5% of tendered cost	upto 2% of tendered cost
b. G.M.(Projects)	Full powers and Recommendation of tender committee.	

• **For projects above 10 lakhs.**

	Scheduled items	Non Scheduled items
a. G.M (Projects)	upto 5% of tender costs	upto 2% of tender costs
b. GM (Projects) on recommendation of Tender Committee	>5% less than 10% of tender costs	>2% less than 10% of tender costs
c. DCEO/ACEO on recommendation of the Tender Committee	10% ≤ 25% of tender costs	10% ≤ 25% of tender costs
d. For extra items/substituted items beyond the above limits the approval of CEO is necessary.		

In case of non-schedule items market survey shall be conducted by the Work-circle in-charge to confirm the rates submitted by the contractor.

6.2 **VARIATIONS**

For increase in existing works, the following officers shall after satisfying themselves about its necessity, accord sanction for variation in contract bond.

- For works upto 10 lakhs
 - a. Work Circle In-charge ± 2% on tender cost
 - b. GM (Projects) upto 20% on recommendation of Tender Committee.
- For works above 10 lakhs to 50 lacs
 - a. G.M.(Projects) ± 2% on tender cost. upto 20% on recommendation of Tender Committee.
 - b. DCEO/ACEO upto 25% of the tender value or recommendation of tender Committee.
- For works above 50 lakhs.
 - a. DCEO/ACEO upto 25% on recommendation

of Tender Committee.

- For variations beyond the above limits, the approval of CEO is necessary.

7.0 BILLING OF WORKS

- 7.1 All bills will be prepared on standard format (Annexure - 3).
- 7.2 As a general rule bills are to be raised by contractors/PMCs on a fortnightly basis.
- 7.3 A site in-charge shall be issued only **two measurement books** on which he shall record his measurements whenever he visits the site. Bill, when it is submitted to the Finance Division will be accompanied by the measurement book. While the **first measurement book** is with the finance division, the **second measurement book** will be used to record measurements. The M. B. must be up-to-date at all times and one book shall always be available at the site for inspection. Cross references shall be done in the two measurement books.
- 7.4 The quantity of building material will be entered on the day of receipt. In case, the material not being found satisfactory and rejected the quantity will be subtracted giving the reference of the quality control report in the Measurement Book. However, it will be ensured that payment is not made unless quality is certified.
- 7.5 The bill shall be prepared and submitted by the contractor and it should be complete in all respects i.e. all columns should be properly filled and it should be signed by the contractor alongwith seal of the firm.
- 7.6 The bills raised shall be verified by the site in-charge with reference to the measurement book maintained by him and physical measurements at site.
- 7.7 The Project-In-Charge shall test check the measurements, rates other terms and conditions before approving the bill. He shall include such other documents/certificates required and necessary to process the bill e.g. Q.C. reports of checks done by him.
- 7.8 The bill should be accompanied by the following documents when it is submitted to Finance Division for payment by **the sanctioning authority as detailed in 7.9 below.**
 - a) Measurement Book
 - b) PERT/CPM Chart giving the progresses against schedule.
 - c) Indenture for secured advances (Annexure 4)
 - d) Recovery statement (Annexure 5)
 - e) Test check statement (Annexure 6)
 - f) Part Rate statement (Annexure 7)
 - g) Extra/Additional substitute item statement (Annexure 8)
 - h) Farkati (with final bill) (Annexure 9)
 - i) Certificate of quality & manpower and machine as per terms and conditions of tender by the Project –In-Charge/
Work Circle in Charge (Annexure 10)
 - j) Bill summary statement (Annexure 11)
 - k) Photo copies of approvals regarding time extension/penalty waivers from the competent authority.

7.9 Bill Sanctioning Authority shall be as follows:

- a) Work Circle-In-Charge upto 75% (including all advances) on recommendation of the project in-charge

Works circle-In-Charge will verify the measurements and quantity, before approving the bill. However, he will inform GM (Projects) regarding the payments sanctioned by him against work done on fortnightly basis.

For those project where Site In-charge is working as a **Site-In-Charge-cum Project In-charge** he will directly forward the bills to the Work-Circle-In-Charge.

- b) G.M. (Projects) above 75% till completion of work, on recommendation of Work Circle-In-Charge.

At all levels of sanctioning and verifications, terms and conditions of the contract agreement relating to maintenance, security money deductions, retention money, delay penalties etc. shall be considered and recorded.

- 7.10** The final bill of a contractor can be processed only after a Certificate of Completion has been issued by the Work Circle-In-Charge for works upto 10 lakhs and by GM (Projects) for all others.

8. COMPLETION CERTIFICATE

- 8.1 The issuance of a works Completion Certification shall be initiated by the site In charge with in 7 days of completion of the project work and prior to the maintenance period if any, and before the payment of the final bill and forwarded to Project-in-charge. The standard completion certificate is per **annexure - 12**
- 8.2 The Project-In-Charge shall verify the certificate on the basis of the M. B. and is own records pertaining to physical measurements and Q.C. reports before forwarding the same to the Works Circle-in-Charge.
- 8.3 In the case of individual contracts valuing less than 10 lakhs, the Works Circle in charge is authorised to issue the Completion Certificate. This should be done within 7 days of initiation of completion certificate.
- 8.4 The same shall be forwarded to the G.M. (Projects) along with all relevant documents and certificates required for the final bill as listed 7.8 for final payments.
- 8.5 In project above Rs. 10 lacs the Work-Circle-In-charge shall record his recommendation and countersign on the completion certificate and forward if to GM (Project) within 7 days of receipt of the completion certificate format.
- 8.6 In case of individual contracts valuing in excess of 10 lacs, the completion certificate shall be issued by G.M. (Projects) on presentation of all documents by the Works Circle in charge. The certificate shall be issued after inspection by GM (Projects) within 7 days of receipt of documents from the Works Circle-in -Charge.
- 8.7 The completion certificate will necessarily accompany the final bill.

- 8.8 The security deposit or an amount provided for maintenance in the contractor shall be withheld by GM(Fin.) till completion of maintenance period. Recommendation to withhold payment for same should be recorded on the completion certificate by the contracting authority.
- 8.9 One completion of the maintenance period, the prescribed authority for issuing of completion certificate, will authorize the release of the withheld security/retained money after deductions if any.

9.0 WORK DELEGATION

All development activity shall be carried out through Work Circles. The work circle to undertake the particular project/development works shall be identified at the stage of taking possession of land acquired, as detailed in the work procedure related to Land Acquisition.

9.1 Work Circle shall constitute:

- i. Work Circle-In-Charge of the rank of Senior Manager.
- ii. Project-In-Charges of the rank of Manager or Sr. Executives
- iii. Site in charges of the rank of Asst. Manager/Dy. Manager/Manager.

9.2 Delegation of Development Works

- i. Each work circle can be allotted works upto a value of 30 crores.
- ii. Each of the Project-In-Charges can be allocated works upto the value of 10 crores in case of a Manager. In case of Sr. Executives being a Project-In-Charge the works upto the value of 20 crores can be allotted to him.
- iii. Each of the site in charges can be made responsible for the execution of works to the value of 5 crores.
- iv. In case of specific works, each valuing to less than 15 lakhs, a Deputy Manager may be made Project-In-Charge cum Site-In-Charge, subject to a total value of 75 lakhs, in manner that the total works assigned to him shall not exceed the overall ceiling of 5 crores.
- v. In case of specific works, each valuing to less than 5 lakhs, a Asstt. Manager may be made Project-In-Charge cum site in charge, upto a total value of 15 lakhs, in a manner that the total works assigned to him shall not exceed the overall ceiling of 5 crores.

10.0 SPECIFIC JOB RESPONSIBILITIES OF WORKS CIRCLES.

Detailed below are the specific responsibilities of personnel within a works circle. In addition to those listed, such other works can be assigned by the G. M. (Projects) or his superior.

10.1. Work Circle-In-Charge

- i. To designate Project-In-Charges for the various development works allocated to his circle.
- ii. To effectively coordinate and follow up the activities relating to obtaining Administrative Approvals and Expenditure Sanctions for projects allocated, including preparation of designs, detailed specifications, cost estimates, bill of materials, time scheduling and such other activities prescribed.
- iii. On approvals having been received, to coordinate activities relating to the tendering process through to the signing of the contract agreement/bond as has been prescribed.

- iv. To participate in such tender committee in which he has been nominated.
- v. To supervise all activities of the Project-In-Charges under his charge.
- vi. To carry out such quality control exercises as have been prescribed.
- vii. Ensure the timely completion of the works.
- viii. Process contractor bill as provided and issuance of Completion Certificates.
- ix. Monitor the project performance, and provide management information as may be required.

10.2. Project-In-Charge

- i. Take Physical possession of the land on acquisition, demarcating of the boundaries and abadi etc. maintaining records for the same as provided in the Work Procedure relating to Land Acquisition.
- ii. Assisting in conducting detailed survey of the project area, pre and post Land acquisition.
- iii. On initiation of the project, to prepare detailed estimates, including designs, bill of material, time scheduling for completion or works and related documents.
- iv. Assisting the works in charge in getting the administrative approvals, expenditure sanctions, finalising of bids and placement of works orders.
- v. Supervision of Site-In-charges under his charge and ensuring the completion of the project in the scheduled time and of proper quality as prescribed.
- vi. Conducting quality control checks as may be prescribed in the quality control system detailed separately.
- vii. Verification of fortnightly contractor bills, preparation of such documents as are prescribed to accompany the bills and follow up the release of payments to the extent provided for direct processing at his level. In all other cases, put up the same for approval by the works in charge.
- viii. To carry out site visits and surprise checks in order to ensure that proper timely work schedules are being carried out, in terms of development, maintenance during the project period, encroachment identification and its removal.
- ix. Prepare and submit such management information to the Work Circle-In-Charge and other authorities as may be prescribed from time to time.
- x. To maintain such records as are prescribed so as to record and effectively manage the projects work in progress and contractors under his charges.

10.3 Site in charge

- i. He shall be directly responsible for execution of works allocated to him.
- ii. Maintenance of Measurement books and physical measurements of the works being executed by the contractors.
- iii. Carry out quality Control measures at such periodicity as are prescribed in the system related to quality control issued separately.
- iv. Verify the fortnightly bills of Contractors against the Measurement Book and physical measurements and forward the same to the Project-

- In-Charge along with the other prescribed documents for further processing and payment release.
- v. On completion of the works, initiate the preparation of the Completion Certificate.
- vi. Ensure that the contractor is carrying out the prescribed maintenance of works during the project period after completion of the work.
- vii. Ensuring the completion of works in the scheduled period. In case of anticipated delays, report to the Project-In-Charge so that remedial measures can be adopted.
- viii. Ensure that no encroachments come up during the project period. In the event of encroachment related problems which is not being solved at his level, to report the same to the Project-In-Charge for immediate remedial action.

11.0 MANAGEMENT INFORMATION

The Technical Services Cell shall prepare and submit the reports listed at formats MIS-PRO-01 to 03 enclosed related to the works, based on information collected within the division, It shall also submit MIS reports relating to Quality Control as may be prescribed. **The Technical Cell shall conduct an inspection of at least 10 % of the ongoing works of each Work circle for quality and progress monitoring and concurrent audit.**

12.0 FILING NOMENCLATURES

The standard recommendation of files to be maintained by the Project Division is placed under. Any new files to be created shall be approved by GM (Projects). The list of all the existing files alongwith the numbers is to be submitted by Project Division by 15th October, 99 positively to CEO, GM (Projects) and GM (Systems). Any additions in this will be informed to GM (Systems).

The files to be maintained by Project Division are:

a. TECHNICAL SUPPORT CELL

- | | | |
|-------|--------------------------------|---|
| i. | Policy and system file | PRJ/TSC/Pol & Sys/99(01) |
| ii. | Work Allocation File | PRJ/TSC/(W. Allocation)/99() |
| iii. | Tender file | PRJ/TSC/Tender/99 () |
| iv. | Progress of work circles | PRJ/TSC/WC-I-Prog/99 ()
PRJ/TSC/WC-II-Prog/99 ()
PRJ/TSC/WC-III-Prog/99 ()
PRJ/TSC/WC-IV-Prog/99 ()
PRJ/TSC/WC-v-Prog/99() |
| v. | New Technology file | PRJ/TSC/N/Proj/99 () |
| i. | Divisional Meeting file | PRJ/TSC/Div-meet/99() |
| ii. | Coordination meeting file | PRJ/TSC/Coor-Meet/99() |
| iii. | Office Order file | PRJ/TSC/Officer Order/99 () |
| iv. | Project Management Consultants | PRJ/TSC/PMC-name/99() |
| v. | Budget | PRJ/TSC/Budget/99 () |
| vi. | Q. C. Agency RITES | PRJ/TSC/QC-RITES/99 () |
| vii. | Management Information | PRJ/TSC/MIS/99 () |
| viii. | Assembly questions | PRJ/TSC/Ass.Ques/99 () |
| ix. | Govt. correspondence file | PRJ/TSC/Govt. Corr./99 () |

b. WORK CIRCLES shall maintain the following files:

- | | | |
|------|--|--|
| i. | Project allocation file | PRJ/WC-no/W.A./99 () |
| ii. | Estimates, Tender Documents/
Project name | PRJ/WC No./contractor and
Contract bonds for each
Project/99 () |
| iii. | Quality control File | PRJ/WC No./Project /QC/99 |
| iv | Contractor Billing
Work in progress | PRJ/WC (no) Project name/
Contractor name/bill &WIP/
99 () |
| v. | Relating to Maintenance | PRJ/WC (no.)Project name/Cont./
Maintenance /99 () |
| vi. | Encroachments | PRJ/WC (no)/Project name/
encroach/99 () |

Project Manager shall maintain the following files regarding each project files no (ii) & (ii) will be bound in a single wrapper.

- | | | |
|------|---|---|
| i. | Physical Possession of Land | PRJ/WC (no)/ Project
name/Land/99 () |
| ii. | Contractor appointments | PRJ/WC (no)/ Project
name/ Land/99 (....) |
| | This file will contain all papers from estimate to tender approved & acceptance letter. | |
| iii. | Contractor billing, work in progress | PRJ/WC (no)/ Project
name/ Bill & WIP/99(..) |

This will contain all running bills, request of advances, details of payments made. Progress against PERT charts, final bills and completion certificates. **A copy of completion certificate will be placed in file no. (ii) also.**

- | | | |
|------|--------------------|--|
| iv. | Quality control | PRJ/WC (no) (name)/ Project
name/ QC/ 99 () |
| v. | Maintenance | PRJ/WC (no)/ Project name/
con./main / 99 () |
| vi. | Encroachments | PRJ/WC (no)/ Project
name/encroach / 99 () |
| vii. | Office order files | PRJ/WC (no)/Office order
file (99) ()
will be circulated separately |

13.1 DCEO includes ACEO or any other equivalent level officer in all the clauses of this system circular.

13.2 For the projects upto Rs 2 crores the powers of the General Manager (Project) in clauses no. **4.6, 6.0**(6.1 & 6.2), **7.0**(7.1 to 7 10), **8.0**(8.1 to8.9), **will be exercised by the Deputy General Manager(Project).**

ANNEXURE-1

REQUIREMENTS FOR PRE-QUALIFICATION OF THE TENDERS

1. EXPERIENCE OF EXECUTION OF SIMILAR WORKS:

1.1 The Tenderers should have appropriate experience in similar works for last four years in organised sectors. The tenderes must have experience of successfully executing works as stated below.

S.No.	Categories	Work Experience	Work done
1.	Work more than 5.00 Lacs & upto 15.00 Lacs	At least four years inorganised sectors relaxation as per clause 3.1	Two jobs equal to the Bid value
2.	Works more than 15.00 Lacs & upto 100.00 Lacs	At least four years in Organised sector	Two jobs equal to the Bid value
3.	Works more than 100.00 Lacs & upto 500.00 Lacs.	At least four years in Organised Sector	Two jobs equal to the Bid value or One work equal to 75% of the bid value
4.	Works 500.00 Lacs and above	At least four years in Organised Sector	One work equal to 75% of the bid value.

- Organised sector means Govt./Semi Govt./Public sector and Public and Private Limited companies.
- The similar work means commercial work of similar nature as tender being asked for.

1.2 Evidence of satisfactory execution of works that have been executed by the Tenderers during the last Four years in organised sectors have to be produced in Appendix 'A' enclosed

The said certificate of experience from the Engineer-in-Charge of the work not below the rank of the Executive Engineer or equivalent rank officers only shall be considered acceptable in Govt./semi Govt. organisations and from owner of firm or his authorised representative in case of private sector.

2. FINANCIAL CAPABILITY

The cumulative financial turn over and current liquid assets should be as under.

S.No.	Categories	Cumulative turnover in last three consecutive years	Liquid assets
1.	Works more than 5.00 Lacs & upto 15.00 Lacs	1.5 Times Bid value (B.O.Q)	5% of the Bid value (B.O.Q.)
2.	Works More than 15.00 Lacs & upto 100.00 Lacs	1.50 Times Bid value (B.O.Q.)	10% of the bid value (B.O.Q.)
3.	Works more than 100.00 Lacs & upto 500.00 Lacs	1.50 Times Bid value (BOQ)	12% of the bid value (BOQ)
4.	Works 500.00 Lacs and above	2.0 Times bid value (BOQ)	12% of the bid value (BOQ)

Cumulative turnover will be considered for three consecutive years out of last four assessment years taken from I.T.C.C. or Audited sheet countersigned by C.A.

2.1 Proof of liquid asset duty certified from banker shall be submitted (original or attested) Appendix 'B'.

3. TECHNICAL SUPERVISORY STAFF:

3.1 The Tendere must have on their payroll the following staff.

S.No.	Categories	Technical Staff	Relaxation in work Experience
1.	Works more than 5.00 Lacs & upto 15.00 Lacs	Diploma Engineer-I	if the company is owned by a). A Graduate Engineer a relaxation of 1 years in exp. Will be given. b). A Graduate Engineer a relaxation of 2 years in Experience will be given.
2.	Works more than 15.00 Lacs & upto 100.00 Lacs	Graduate Engineer-1 Diploma Engineer-1	
3.	Works more than 100.00 Lacs & upto 500.00 Lacs	Graduate Engineer-2 Diploma Engineer-2	
4.	Works 500.00 Lacs and above.	Graduate Engineer-2 Diploma Engineer-3	

COMPARATIVE STATEMENT FOR PRE-QUALIFICATION BID

TENDER NO _____

PRE-QUALIFICATION BID

NAME OF WORK _____

Date of Opening: _____

Nos. of Pre-qualification/Price Bid _____

No. of Tender Opened: _____

Dictated by: _____

Required Documents	M/s. Standard Terms & Conditions	M/s.	M/s.	M/s.	M/s.	M/s.
1. Earnest Money						
2. Experience						
3. Staff						
4. T & P						
5. Liquid Assets						
6. ITCC/Audited balance Sheet						
7. Turnover						
8. Partner Ship deed						
9. List of on going Work						

Signature Tender Committee

(Member-I) (Member-II) (Member-III)

RUNNING ACCOUN BILL

C.P.W.A.-26 (Revised)

(Referred to in Paragraph 10-2-12 and
(10-2-12 of CPWA Code)

(Final payment must invariably be made on forms Printed on Yellow paper which should not be used for intermediate payment)

[For contractor: This form provides for (1) advance payments (2) Payment for Measured works. The form of Account secured advance which has been printed separately should be attached, where necessary]

Division Sub-Division
 Cash Book Voucher No..... Dated
 Name of Contractor
 Name of work
 Serial No. of this Bill
 No. & date of the previous bill of this work
 Reference to Agreement No.
 Date of written order to commence work
 Date of actual completion of work

1. ACCOUNT OF WORK EXECUTED

Item of work (grouped under "sub-head" and "sub-works" of estimate)	Unit			Quantity executed up-to date as per measurement book	Payment on the measurements		basis of actual		Remarks
					Up-to-date		Since previous bill		
		Rs.	P.		Rs.	P.	Rs.	P.	
Carried Over									
Total value of work done to date (a).....									
Deduct- Value of work shown on previous bill									
Net value of work since previous bill (F)									
Figure (F) in words Rupees									

N.B.- When there are two or more entries in column 6 relating to each Sub-head of estimate they should, in case of work the accounts of which are kept by sub-heads, be totalled and the total recorded in column 7 for posting the work abstract.

(II. Certificate & Signature)

1. The measurement on which are based the entries in column 1 to 6 of account I were made by on and are recorded at page of measurement Book No

2. Certified that in addition to and quite apart from the quantities of work actually executed as shown in column 4 of the account 1, some work has actually been done in connection with several items and the value of such work (after deducting therefrom proportionate amount of secured advance if any ultimately recoverable on account of the quantities of the materials used therein) is in no case less than the advance payments as per item 2 of the memorandum if payments made or proposed to be made for the convenience of the contractor in anticipation of and subject to the result of detailed measurements which will be made as soon as possible.

Dated Signature of officer

(Rank)

Dated Signature of officer

authorising payment

Dated signature of Contractor

This certificate must be signed by Sub-Divisional Officer or Divisional Officer.

This signature is necessary only when the officer who prepares the bill is not the officer who authorises the payment in such a case the two signature are essential.

(III. Memorandum of payment)

1. Total value of work actually measured, as per Acct.1, col.5 entry (A)

2. Total up-to-date, advance payment for work not yet measured, as per details given below:-
 - (a) Total as per Previous bill
 - (b) Since Previous bill as per page of M.B. No.....(D)
3. Total "up-to-date" secured advance on security of materials as per annexure (Form 26A) Col.B Entry (C)
4. Total items (1+ 2 + 3)
5. Deduct amount withhold
 - (a) From previous bill as per last Running Account Bill
 - (b) From this bill
6. Balance i.e. "up-to-date" payments (item 4-5)(K)
7. Total amount of payments already made as per entry (K) of last Running Account Bill No. of Forwarded with accounts for19.....

Rs.

8. Payments now to be made as detailed below:-
 - (a) By recovery of amount creditable to this work (a)

Rs.	P.

 Total 5(b) + 8(a)(G)

 (b) By recovery amounts creditable to other work or heads of accounts-
 - (i) Income tax Recovery
 - (ii)
 - (iii)
 - (iv)
 - (v)
 - (vi)

 (c) by Cheque

 Total 8(b) + (C) (H)

Pay Rs. (.....) @ (by cheque)

Dated initials of Disbursing officer

Received Rs. (.....) As per above memorandum on account of this work.
 Dated19.....
 Witness

Signature of Contractor

Checked Account Clerk Divisional Accountant

Paid by me vide cheque** No..... Dated19.....

Dated initials of person actually making the payment

This figure should be tested to see that it agree with the total of item 7 & 8.
 If the net amount be paid is less than Rs.10 and it cannot be included in cheque the payment should be made in cash this entry being altered suitably and the alteration attested by dated initials.
 Here specify the net amount payable vide item 8 (c)
 The payee's acknowledgement should be for the gross amount paid as per item 8 (i.e. a+b+c).
 Payment should be attested by some known person when the payee's acknowledgement is given by a mark seal or thumb impression.

(IV)

[This space is reserved for any remarks which the Disbursing Officer or the Divisional Officer may wish to record in respect of the execution of the work, check of measurements or the state of contractor's amount]

FOR USE IN DIVISIONAL OFFICER

Checked Account Clerk Divisional Accountant

FOR USE IN ACCOUNTANT GENERAL'S OFFICE

Audited Auditor Superintendent Reviewed Gazetted Officer

Available From : TANEJA SALES CORPN.
31, More Sarai Road, Old Lajpat Rai Mkt, Delhi-6. Ph.: 2964130, Fax No.: 011-2244918

GOVERNMENT OF INDIA

State

Administration

Division

Sub-Division

INDENTURE FOR SECURED ADVANCES

(Central PWA code, paragraphs 226 and 228a)

(For use in cases in which the contract is for Finished work and the contractor has entered into an agreement for the execution of a certain specified quantity of work in a given time)

THIS INDENTURE made the day of 19 BETWEEN (hereinafter called the Contractor where expression shall where the contractors as admit or implies be deemed to include his executors administrators and assigns of the one part and the President (hereafter called the President which expression shall where the contexts so admits or implies be deemed to include his successors in office and assigns) of the other part.

WHEREAS be an agreement dated (hereinafter called the said agreement) the contractor has agreed.

AND WHEREAS the contractor has applied to the President that he may be allowed advance on the security of materials absolutely belonging to him and brought by him to the site of the works subject to the said agreement for use in the construction of such of the works as he has undertaken execute at rates fixed for the finished work (inclusive of the cost of materials and labour and other charges) AND WHEREAS the President has agreed to advance to the Contractor the same of Rupees on the Security of materials the quantities and other particulars of which are detailed in part II of a running account Bill (B) for the said works signed by the contractor or and the President has reserved to himself the option of marking any further advance or advances on the security of other materials brought by the contractor to site of the said works.

NOW THIS INDENTURE WITNESSTH that in pursuance of said agreement and in consideration of the sum of Rupees On or before the execution of these presents paid to the contractor by the President (the receipt where of the contractor both hereby acknowledge and of such further advance (if any) as may be made to him as aforesaid the contractor both here by covenant and agree with the President and declare as follows:-

- (1) That the sum of Rupees as advance by President to the Contractor as aforesaid and all or any further sum or sums advanced as aforesaid shall be employed by the contractor in or towards expediting the execution of the said works and for no other purpose whatsoever.
- (2) That the material detailed in the said Running Account Bill (B) which have been offered to and accepted by the President as security are absolutely the Contractor's own property and free from encumbrances of any kind and the Contractor will not make any application for or receive a further advance on the security or material which are not absolutely his own property and free from encumbrances of any kind and the Contractor indemnifies the President against any claims to any materials in respect of which an advance has been made to him as aforesaid.

- (3) That the materials detailed in the said Running Account Bill (B) and all other materials on the security of which any further advance or advances may be used after be made as aforesaid (hereinafter called the said materials) shall be used by the contractor solely in the execution of the said works in accordance with the directions of the Divisional Officer Division (hereinafter called the Divisional Officer) and in the terms of the said agreement.
- (4) That the contractor shall make at his own cost all necessary and adequate arrangements for the proper safe custody and protection against all risk of the said materials and that until used in construction as aforesaid the aid materials shall remain at the site of the said works in the contractor's custody and on his own responsibility and shall at all times be open to inspection by the Divisional Officer or any Officer authorised by him in the event of the materials or any part thereof being stolen destroyed or damaged or becoming deteriorated in greater degree than is due to reasonable use and wear thereof the contractor will replace the same with other materials of like quality or repair and make good the same as required by the Divisional Officer.
- (5) That the said materials shall not on any account be removed from the site of the work escape with the written permission of the Divisional Officer or an Officer authorised by him on that behalf.
- (6) That the advance shall be repayable in full when or before Contractor receives payment from the President of the price payable to him for the said works under the terms and provision of the said agreement, Provided that if any intermediate payments are made to the Contractor on account of work done then on the occasion of each payment the President will be at liberty to make a recovery from the contractor's bill for such payment by deducting therefrom the value of the said materials than actually used in the construction and in respect of which recovery has not been made previously the value for this purpose being determined in respect of each description of materials at the rates at which the amounts of the advance as made under these presents were calculated.
- (7) That if the Contractor shall at any time make any default in the performance of observance in any respect of any of the terms and provisions of the said agreement or of these provisions the total amount of the advance or advances that may still be owing to the President shall immediately on the happening of such default be repayable by the contractor to the President together with interest thereon at twelve percent per annum from the date of respective dates of such advance or advances to the date of repayment and with all costs charges damages and expenses incurred by the President in or for the recovery hereof or the enforcement of this security or otherwise by reasons of the default of the Contractor and the Contractor hereby covenants and agrees with the President to repay and pay the same respective to him accordingly.
- (8) That the Contractor hereby charges all the said materials with the repayment to the President of the said sum of Rs. And futher sum or sums advanced as aforesaid and all costs charges damages and expenses payable under these presents PROVIDE ALWAYS and it is Hereby agreed and declared that notwithstanding anything in the said agreement and without prejudice to the powers contained therein if and whenever the convenent for payment and repayment hereinbefore contained shall become enforceable and the money owing shall not be paid in accordance therewith the President may at anytime thereafter adopt all or any of the following course as he may deem best:
 - (a) Seizes and utilizes the said materials or any part thereof in the completion of the said works on behalf of the contractor in accordance with the provisions in that behalf contained in the said agreement defaulting that amount due in respect of advance under these presents and crediting the Contractor with the Value of work done as if

he had carried it out in accordance with the said agreement and the rates thereby provided if the balance is against the Contractor he is to pay same to the President on demand.

- (b) Remove and sell by public auction the seized material of any part there of and out of the moneys arising from these sale retain all the sums aforesaid repayable or payable to the President under these presents and pay over the surplus (if any) to the Contractor.
- (c) Deduct all or any part of the moneys owing out of the security deposit of any sums due to the Contractor under said.
- (9) The except in the event of such default on the part of the Contractor as aforesaid interest on the said advance shall not be payable.
- (10) That in the event of any conflict between the provisions of the presents and the said agreements the provisions of the presents shall prevail and in the event of any dispute or difference arising over the construction or effect of these presents the settlement of which has not been hereinbefore expressly provided for the same shall be referred to the Superintending Engineer.

Circle whose decision shall be final and the provisions of the Indian Arbitration Act for the time being in force shall apply any such reference.

IN WITNESS whereof the said and by the order under the directions of the President have hereunto set their respective hands the day and year first above written.

Signed sealed and delivered by _____ the said contractor

In the presence of
Signature

Witness Name
 Address

Signed by
by the order and direction of the President in the presence of
Signature

Witness Name
 Address

FARKHATI

Received Rs.....against.....name
of work.....through cheque No..... dated.....
Against final bill in full and final settlement of all claims and demands. Nothing is
now due for payment against this work. Any action under agreement dated.....
For recovery of dues other received through this final bill will be illegal and void. The
contractor relinquishes his rights/claims available under various clauses of this
Agreement including.....
.....

This certificate has been signed by me of my own free will for record.

CONTRACTOR
(SEAL)

To,

WORK IN PROGRESS STATEMENT

Name of Project :

Name of Contractor: :

Area of Division :

Bill No. :

Date :

Area of Development :
 External Development/ Internal Development/ Spl. Project

Particulars Work done up to Work done till :

		Previous Bill Amount %	Current Bill Amount %	Remarks
1.	Earthwork including survey, Leveling, and plot demarcation.			
2.	Water supply			
3.	Drainage			
4.	Construction of roads			
5.	Construction of Culverts			
6.	Parks & Tree plantation			
7.	Electrification			
8.	Others (To be specified)			

BILL SUMMARY STATEMENT (To be submitted alongwith the bill)

Name of Project :

Name of Contractor :

Area of Activity :

Name of Contractor :

A/A & E/S amount & date :

- i. B.O.Q.Cost
- ii. Percentage above/below
- iii. Agreement cost/No
- iv. Data of start
- v. Data of completion
- vi. Defect liability Period
- vii. Price escalation clause, if any
- viii. Bill date & Reference R/A/Final
- ix. Bill amount
- x. Work done up to date
 - a. Amount
 - b. Percentage
- 11. Extra Item Statements
 - a. E.I.S. –I
 - Approval date Amount %
 - b. E.I.S. –II
 - Approval date Amount %
 - c. E.I.S. –III
 - Approval date Amount %

12. Substitute item statement
- Approval date Amount %
13. Variation statement
- Approval date Amount %
14. Part rate statement enclosed
1. Secured Advance Statement
 2. Recovery/Penalty Statement, if any
 3. Extension of time
- Approval date
- Period
18. Percentage checking
Manager
- Senior Manager
19. Testing for quality Assurance
- a. No of tests carried out – By department
- BY RITES
- a. Tests conforming to specifications
 - b. Tests not conforming to specifications
 - c. Action Taken
 - d. Deduction item, if any

Certified that all work has been carried out as per specifications.

RA/Final bill amounting to Rs.

Recommended for payment please.

Project In-charge
Name of project

Work Circle In-charge
Division

Date:

COMPLETION CERTIFICATE

WORK CIRCLE:

PROJECT INCHARGE:

NAME OF PROJECT :

AGENCY NAME :

BOND NO. & DATE :

DATE OF START :

DATE OF COMPLETION :
(as per bond)

ACTUAL DATE OF
COMPLETION :

This is to certify the above project has been physically completed on....., as per terms and conditions of the Bond.

If is further certified that :

1.
 - a) Based on the QC resorts and physical inspection, these are no defects in the project works.
 - b) Based on the Q.C. report and physical inspection the following defects have been identified.
 - i)
 - ii)
 - iii)

It is recommended start a sum of Rs..... be devoted from the bill over and above security deposit retention.

2. All advances against supplies and other advances made to contractor have been recovered.
That the contractor has removed all scaffoldings and cleared site of temporary constitution.