

6 APR 1988

No. D.G(W)/CON/17

New Delhi, dated 4.88

OFFICE MEMORANDUM.

Subject:- Expeditious scrutiny & disposal of tenders.

Attention is invited to Standing Order No. 233 - Amendment to Clause 22 of Form PWD 6, Circulated vide this Office Circular No. CE/CON/589 dated 26.6.74 which lays down that the tenders for works shall remain open for acceptance for the period as given below from the date of opening of tenders:-

- |       |  |              |
|-------|--|--------------|
| (i)   | For tenders to be accepted by Executive Engineer.      | .... 30 days |
| (ii)  | For tenders to be accepted by Superintending Engineer. | .... 60 days |
| (iii) | For tenders to be accepted by Chief Engineer.          | .... 90 days |

The above are the periods for which the contractor has to keep his tender open for acceptance. This is entirely different from the time schedule for scrutiny & disposal of tenders as laid down in Appendix 9 of CPWD Manual Vol. II. This time schedule is reproduced below:-

- |    |  |              |
|----|--|--------------|
| 1. | Tenders falling within the powers of AE/EE | .... 7 days  |
| 2. | Tenders falling within the powers of SE    | .... 17 days |
| 3. | Tenders falling within the powers of CE    | .... 27 days |

It has come to notice that in a number of cases tenders were not decided within the time schedules laid down in the manual, and the contractors had to be requested to extend the validity of their tenders for periods beyond those mentioned in para 1 above. This indicates failure to comply with the instructions laid down in the manual regarding the time schedules prescribed for scrutiny & disposal of tenders. Such delays in deciding tenders not only delay the execution of works, but also create an adverse impression about the Department. Prompt decision making on tenders is indispensable for proper works management.

DG(Works) has ordered that the time schedule laid down in the Manual for scrutiny and disposal of

tenders should be strictly adhered to except where adequate special reasons exist. In fact, efforts should be made to decide the tenders even in shorter periods than laid down in the time schedules. Any lapse in this matter on the part of any officer is likely to be viewed seriously.  
(Issued from file No.4/11/88-CWBd).

*A.S. Sidhu*  
(A.S. SIDHU)

Financial Officer to D.G. (Works)

To

1. All CEs/SBs in CPWD (including Hort. Directorate, Delhi Admn. and Arunachal Pradesh).
2. All EEs(Civil) in CPWD (including Horticulture Directorate, Delhi Admn. and Arunachal Pradesh.).
3. F.O. to DDG(BW), Deptt. of Telecom, 6th Floor, Sanchar Bhavan, New Delhi-1.
4. CE(Civil) Construction Wing, AIR Samachar Bhavan, New Delhi.
5. SE-in-Charge, AIIMS, Ansari Nagar, New Delhi.
6. Engineer Member, DDA, Vikas Minar, New Delhi.
7. Director of Audit, CW & M, New Delhi.
8. Municipal Engineer, Municipal Corporation of Delhi, Town Hall, New Delhi.
9. Chief Technical Examiner, CVC, New Delhi.
10. Chief Engineer, Ministry of Development, PWD, Bhutan.
11. Arbitration Cell, Ministry of Urban Development.
12. Director of Accounts, Works Audit Section Directorate of Accounts, Panaji, Goa.
13. Chief Engineer (Irrigation and Flood), Delhi Admn. ISBT Bldg., Delhi.
14. Director, Light House and Light Ship, Ministry of Shipping and Transport, East Block, R.K. Puram, New Delhi.
15. The Joint Secretary, Govt. of Pondichery, PWD Secctt., Pondichery.
16. The Chief Engineer & Administrator, Andaman & Lakshdweep, Harbour Works, Port Blair.
17. Shri K.K. Khanna, C/o Post Box No.284, Market Road, N. Delhi.
18. Institute Engineer, I.I.T., Hauz Khas, New Delhi-16.
19. University Engineer, University of Delhi, Delhi-7.
20. Engineer-in-Chief, Army Headquarter, Kashmir House, New Delhi.
21. Chief Engineer, NDMC, New Delhi.
22. CWBD and Security Section, C.O., New Delhi.
23. C.C.A., Ministry of Urban Development.
24. Shri K.K. Madan, Chief Engineer, M/o Environment & Forests, Paryaveran Bhavan, CGO Complex, Lodi Road, New Delhi-110003.