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GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF WORKS
CENTRAL PUBLIC WORKS DEPARTMENT

10. DGW/CJN/65

New Delhi, dated the 17.3.94

Subject : Inspection of Division by Superintending Engineers

In accordance with Para 38 of CPWD Code, the Superintending Engineer will inspect Division Office at least once in a year and record and result of such inspection in CPWD Form 29. Section 6 of CPWD form contains a questionnaire on the operation of contracts. The Superintending Engineers should hereafter, incorporate the questionnaire as given in the annexure to this memo. also in their inspection reports of the Divisions. It is expected of Superintending Engineers that each of these questions will be filled thoughtfully and carefully by them during inspection. The Chief Engineers also will peruse the replies carefully to ensure the efficacy of the system and stress on the compliance with the procedures in the operation of the contracts.

The Chief Engineers will watch for the implementation of instructions in this circular by their Superintending Engineers.

(S. SATAPAN)

F.O TO D.G(WORKS)

[Issued from File No. 12/5/91-43C(DGW)/PAC/PAI

To

1. Chief Engineer(Designs), CPWD, Nirman Bhavan, New Delhi.
2. Chief Engineer(Vig), CPWD, Nirman Bhavan, New Delhi.
3. Chief Architect, CPWD, Nirman Bhavan, New Delhi.
4. Chief Engineer(Training), CPWD, G Wing, Nirman Bhavan, New Delhi.
5. Chief Engineer(Elect)-I, Vidyan Bhawan, New Delhi.
6. Chief Engineer(Elect), East West Block-4, Level-4, RK Puram, New Delhi.
7. Chief Engineer(NZ)-I, CPWD, Nirman Bhavan, New Delhi.
8. Chief Engineer(NZ)-II, CPWD, Nirman Bhavan, New Delhi.
9. Chief Engineer(FZ), CPWD, Nirman Bhavan, New Delhi.
10. Chief Engineer(CZ), CPWD, Nirman Bhavan, New Delhi.
11. Chief Engineer(northern), CPWD, East Block No.1, RK Puram, New Delhi.
12. Chief Engineer(DA) Zone-1, I-27-A, Block, Kasturba Gandhi Marg, New Delhi.

Questionnaire for completion by Suptg. Engineer.

i) Clause 2:

a) Whether all efforts are being made to stick to the time which is "the essence of the contract" as per guidelines available in the CPWD Manual II ?

b) Whether proper and timely notices are being issued to the contractor before invoking this clause ?

ii) Clause 3 :-

a) Whether proper and timely notices are being issued indicating precise reasons for invoking the provisions of this clause ?

b) Do the notices as above indicate the reference to clause which is to be invoked and what the Deptt. proposes to do with the security Deposit of the Contractor?

c) In cases where the contract is rescinded, is expeditious action being taken to get the balance work completed ?

iii) Clause 10, 42:

a) Whether notices are being issued to the contractor to return excess material supplied to him departmentally, after the final measurements have been completed and theoretical consumption worked out and got checked ?

iv) Clause 14 :

a) Whether a demand is being made on the contractor in writing specifying the work, materials or articles of which the Department is not satisfied about the quality, indicating the location and extent of the inferior material/workmanship noticed ?

b) Whether proper notices are being issued to the contractor before the stipulated period after the recording of the completion certificate expires ? (It is desirable that such notices be issued to the contractors as soon as the defects are noticed).

c) Whether prompt action is being taken to rectify, remove or re-execute the work on the expiry of the notice period at the risk and expense of the contractor? Whether the contractor is being informed in writing of the facts that such expenditure will be recovered from him from the next bill to be paid to him and or from the Security Deposit lying with the Department.

d) In cases where it is proposed to accept the sub-standard work at reduced rate, whether a proper notice is being issued to the contractor and a reply obtained from him getting his consent for fixing the rates by S.E. for the sub-standard Work?

v) Whether the availability of site, approval of local authority, drawings and departmental materials is being ensured before the work was awarded in order to stick to the obligation of the Department under the NIT?

vi) Whether it is ensured that in respect of items of work executed partly, full payments are not made in running bills but reasonable amount is kept back for getting the deficiency removed? Whether proper reasons for not paying the full rate is being recorded ?