

299

GOVERNMENT OF INDIA
DIRECTORATE GENERAL OF WORKS
CENTRAL PUBLIC WORKS DEPARTMENT

DG(W)/CON/69

New Delhi, dated 17.6.94

Subject:- Issue of Press Notice in respect of tenders for works.

The format of the Press Notice to be issued by Divisions in respect of tenders of CPWD has been laid down in Para 18.2.2 of CPWD Manual-II(1988).

The salient features of the format are:

- 1) Brevity.
- ii) Issue of combined tender notice for all the works to be awarded around the same time.

The aim is to minimise the expenditure on advertisement.

A perusal of the advertisements released to Newspaper, however, reveals that

- i) the official designation and address of the EE is given at the beginning and repeated at the end, whereas it should be given in the beginning as per format given in CPWD Manual Vol. II.
- ii) details of Estimated Cost, Earnest Money, Time allowed etc. are given in separate lines, whereas, these details can be given in continuity which would save costly newsprint space;
- iii) separate notices are issued on the same day for more than one work whereas they can be combined in one Press Notice;
- iv) titles such as 'Govt. of India, Central Public Works Department' etc. are printed at the top which is not necessary when the official designation at the beginning gives these details;
- v) the name of EE inviting tenders is printed whereas indicating only the official designation is sufficient.

The above instructions should be strictly observed while releasing Press advertisements which are being monitored in the Directorate,

Issued from File No.4/1/94-A&C (DGW).

Satakopan
(S. SATAKOPAN)

F.O TO D.G (WORKS)

..... 2/-

16/6/94