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131-A

DELHI DEVELOPMENT AUTHORITY

NO: 1110) 93/1648

DATED: 5/2/86

CIRCULAR NO. 131

Enclosed please find a copy of points raised by Central Vigilance Commission/CTE's Organisation as received from Chief Vigilance Officer, DDA vide No.F.1(6)86-Wig. dated 21.1.86. The Engineer Member, DDA has desired that these points should be taken into account at the time of execution of Civil works, Electrical Works & Hort. Works in DDA by all the officers. * CEs/SEs/EEs

Encl: As stated.

(Om Prakash)
Director (Works)

1. All Chief Engineers with spare copies for SEs & EEs.
2. Director (Pl) with spare copies for Es.
3. Director (Hort) with spare copies for Dy. Dir (Hort).

(179)

DELHI DEVELOPMENT AUTHORITY
(VIGILANCE BRANCH)

MOST IMMEDIATE

No. Fl(6)86-Vig.

Dt: 21st Jan. 86

CIRCULAR

Please find enclosed a copy of the point raised by the Central Vigilance Commission (CTE's Organisation for taking into account at the time of execution of civil works, electrical works and horticultural works in the DDA

Sd/-

(B.K. Malhotra)
Chief Vigilance Officer

Shri Om Parkash,
Director(Works)/DDA.

Encl: As above.

- a) No aid of any sort should be extended to the contractors which is outside the terms of the contract agreement.
- b) All works other than of preparation of architectural and structural drawings should be taken up by the Department/Undertaking itself and not entrusted to a private Architect.
- c) Technical sanctions to the estimates must be accorded by the engineers/technical personnel of the Organisation concerned before calling of tenders.
- d) For routine works not involving use of heavy plant and machinery, no advances should be given except secured advances for materials brought to the site for incorporation in the work.
- e) For purchase of buildings, details of the area and all the complete specifications should be laid down and a proper contract should be drawn-up with the vender so as to enable both parties to know as to what was intended to be sold and what was intended to be purchased in the agreed amount.
- f) Appropriate action should be taken against those consulting architects who put the undertakings/departments to avoidable loss or avoidable excess expenditure.
- g) Enlisting of Architects and contractors should be done after giving proper publicity through newspapers etc. indicating the detailed criteria like qualifications, experience, personnel employed and plant and machinery available, etc. in order to enable making a proper decision so far as the suitability for executing a particular type and magnitude of the job with the required speed of execution is concerned.
- h) It is not adequate if only the lowest tender is accepted. It is necessary to ensure that such tender is not unduly high as compared to the amount worked out based on the rates of materials and labour prevailing at the time of receipt of tenders. Comparison may also be made with the unit rates of similar works executed by other public agencies in near-about the same area at more or less same time.
- i) Use of I.S.I. marked products must be ensured wherever the same are available. In other cases, products conforming to Indian Standards should only be accepted. For ensuring the quality of materials, insistence should be made on carrying out the minimum number of mandatory tests laid down in the Indian Standards CPWD specifications. The carrying out of such tests should be made an obligatory duty of the public servant in charge of supervision and any lapse in this regard should be viewed seriously and not only taken as a more technical lapse.
- j) Manuals laying down powers of various officials, rules and procedures for execution of works and procurement of stores should be brought out expeditiously.

- l) Before granting secured advances, the quality of materials and their requirement for the particular works should be ensured and the rates to be allowed should be not more than 75% of the market rates or of the material component of the tendered rates whichever is lower.
- l) At the running bill stage, per rates higher than really due at the particular stage should not be allowed since the same results in unauthorised aid to the contractor.
- m) While effecting recoveries for materials issued to the contractors though the running bills, due consideration should be given to the damage and wastage that might have taken place.
- ii) The theoretical requirements of materials issued to the contractors should be worked out with each running bill for keeping proper control on the quality of items involving use of such materials.
- o) One sample unit block must be got made out sufficiently in advance in case of repetitive type of structures.

Each Ministry may set up a panel of Arbitrators for dealing with, arbitration cases arising in various department/public sector undertaking under its control and all the undertakings/Deptt. must be made to appoint Arbitrators only from such a panel. The panel should include Arbitrators of proven integrity and from different disciplines from s which most of the arbitration cases are required to be dealt with.
