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DELHI DEVELOPMENT AUTHORITY

No: DM1(10)83/12714

Dt: 6.11.86

CIRCULAR NO. 166

Sub: Maintenance of tender register.

It has come to notice during technical audit of a Division by the Quality Control Cell that no account was maintained regarding issue of tenders to contractors. The tender forms are priced documents and these are to be properly accounted for in the register which is to be treated as a subsidiary cash book and its pages should be machine numbered. In this connection, detailed instructions for accounting of the tender forms are given in Section 19 of CPWD Manual Vol.II. It is enjoined upon all the officers to follow these instructions given in the manual strictly.

ENGINEER MEMBER

1. All C.Es, DDA
2. All S.Es, DDA
3. All E.Es, DDA

Copy to: V.C. and E.M.DDA for information.

Engineer Member