

dt. 9/3/1992

STANDING INSTRUCTION NO: 351MODIFIED TENDERING SYSTEM

Numerous complaints from contractors and their Association are being received about difficulties experienced by them while obtaining tender documents and at the time of submission of tenders. The matter has, accordingly, been discussed in details with C.Es in the Works Co-ordination Meetings and representatives of Builders/ Contractors Associations. In order to streamline the tendering system, to check mal-practices and manipulation of tenders by the unsocial elements, following measures be adopted by all concerned in the Engineering Wing of the Authority. It is the duty of EEs/Dy. Director(Hort.) EEs/Dir.(Hort.) & C.Es to ensure that these are followed meticulously by all concerned:-

1. NIT in form PWD-6 (or equivalent) must be despatched to all concerned, including Contractors/Builders Associations as per various circulars/instructions already issued.
2. Press-notice must appear in leading newspapers as per various circulars/instructions already issued.
3. Tender documents be made available for sale from the date of NIT/Press-notifications issued and, in any case, minimum two weeks before the date of opening of tenders. In case of short Notice Tenders, the former condition will apply. If the tender documents are not ready in time, the date of sale/opening of tenders may be postponed suitably.
4. The last date of sale of tender documents, shall be minimum four days before opening of tenders and specific date should be indicated in the NIT/press notice as well.

5. One large size envelope be also issued alongwith the tender papers with the instructions to put the sealed offer only in this envelope. The name of Division, name of work, estt. amount, date of opening, name of contractor to whom issued etc. should be superscribed on the envelope.

6. Protected/safe places have to be identified for the sale and opening of the tender. These places will be Vikas Sadan and Vikas Minar. In respect of tender documents for works in E.Z., N.Z., W.Z., Electrical & Horticulture, the documents shall be available for sale at Vikas Minar and the respective Divisions. For S.E.Z., S.W.Z., Rohini and civil works of Material Management Branch, the tender documents shall be sold from Vikas Sadan and respective Divisions. Similarly, the tenders in respect of E.Z., N.Z., W.Z., Electrical, Horticulture Directorates shall be received and opened at Vikas Minar while the tenders in respect of S.E.Z., S.W.Z., Rohini, Material Management Circle shall be received and opened at Vikas Sadan. C.E.(SEZ)/E.E.-S.E.D.-11 will be incharge of arrangements at Vikas Sadan and C.E.(WZ)/E.E.-WD-5 at Vikas Minar. They will ensure that all necessary arrangements are made to ensure smooth & peaceful sale and submission of tenders at these locations.

7. Contractors can submit their sealed offers in advance on any working day between 10.00A.M. to 5.00P.M. upto 7 days in advance of the date of opening (including date of opening) without waiting till the last date of receipt of tenders.

8. Offers can also be sent by the contractors through Registered post, but such offers must reach the respective tender receiving offices atleast one day before the last date of receipt of tenders.

9. Tender boxes of suitable size seven in numbers shall be provided each at Vikas Sadan and Vikas Minar duly embedded in wall, having slits outside the tender room to submit the tender. Each box shall bear the date and time of opening of tender, one box for each day.

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10. Copy of the NIT/NIQ's shall be endorsed to the Security officers at Vikas Sadan and Vikas Minar, who will make security arrangements including getting assistance of local Police Force etc.
11. Tenders will be opened by the concerned Executive Engineer on the date & time fixed at Vikas Sadan/Vikas Minar office. Only contractors or one authorised representative, will be allowed entry to the premises where tenders will be opened. Necessary arrangements to scan the persons before allowing entry shall also be made.
12. C.E.(SEZ) and C.E.(WZ) may suitably deploy observers to identify the troublemakers and to deal with them with a stiff hand.
13. PWD-6 and Press-Notices may be modified accordingly.

Non-compliance of the above instructions shall be viewed seriously,

- C.E.(WZ) and C.E.(SEZ) will intimate exact date from which the system will become operative after all necessary arrangements have been made by them. This is likely to be 1st. April 1992.

[Signature]
Engineer Member
D.D.A.

Copy to:-

1. All Zonal C.Es.(Civil), (Elect.) with 30 spare copies for further distribution.
2. All S.Es, DD.A i/c Dir.(MM).
3. All Ex. Engineers.
4. Director(Hort.) North & South
5. All Dy. Director(Hort.).

[Signature]
Engineer Member.
D.D.A.