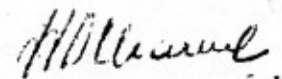


Standing Instruction No. 353

In the case of a work examined by the C.T.E.'s Organization, it was observed that the C.E. negotiated with the second lowest tenderer presuming that the first lowest tenderer would not extend the validity of his offer, which had already expired by then. This presumption was made by the C.E. considering various other commitments of the tenderer, which were already in hand at that time. A letter obtained from the lowest tenderer refusing to extend the validity was produced by the C.E., the official receipt of which could not be established as per records, thereby creating a doubt about the authenticity of this letter. This has been viewed as a serious lapse by the CTE's Organization.

It is enjoined upon all concerned officers of DDA that the matters as important as the negotiations for acceptance of tenders should never be dealt with/decided on presumptions. All negotiations must be conducted with the tenderers in an official manner, and the facts/written letters obtained from the tenderers etc. must be properly placed on record.

Any violation of the above instructions shall be viewed seriously.


(H.D. SHARMA)
ENGINEER MEMBER

Copy to:-

1. All the Chief Engineers, DDA alongwith 25 spare copies for circulation among the S.E.s/E.E.s.
2. Director(S) (Horticulture) / North & South/DDA alongwith 10 spare copies for circulation among the D.Ds(Hort.).
3. C.E.(Design)/DDA.
4. C.E.(Q.C.)/DDA.
5. C.V.O. with reference to his U.O. No.F4(25)83-Vig./191 dt.14.11.91.