

DELHI DEVELOPMENT AUTHORITY
(EM'S OFFICE)

HO:IM.1(10)95/11595

Dated: 19.6.95

CIRCULAR NO. 461

SUB: RECORDING REASONS FOR ACCEPTING OR
REJECTING TENDERS.

CTE's Organisation, during examination of one of the Asiad Works of DDA, had observed that the Project Board had awarded the work at rates higher than the justified rate without recording reasons for the same.

In this context, attention of all is invited to the provisions of para-7 of Section 20 of CPWD Manual Volume-II which states that :-

"The reasons for accepting or rejecting a tender should be recorded on a separate sheet which should be attached to the comparative statement and removed before the case goes back into office.

This sheet should be kept in the custody of the accepting authority and should not be sent into the office. It may be shown to the Gazetted Officer of the Audit Deptt. if he desires to see it".

It is, therefore, enjoined upon all the concerned engineers/officers to ensure that reasons for accepting or rejecting a tender are invariably recorded by the respective Competent Authority either in the shape of a note recorded on a sheet and kept as per the above mentioned provisions of CPWD Manual, Vol. II or in the shape of the contents of the minutes of the meeting of the project/Works Advisory Boards etc.

(R. L. HANS)
ENGINEER MEMBER

1. All CEs i/c. Q.C. and Electrical.
2. All SEs i/c Q.C. : Electrical.
3. All Directors i.e. (MM) & (Hort.) North & South.
4. Secretary, WAB, DDA.
5. All Ex. Engineers i/c Q.C. and Electrical.
6. All Dy. Directors (Hort.)
7. File No. E.3(19)78/QC/SH-22.

ENGINEER MEMBER
D.D.A.