

C I R C U L E R No.477

Sub: Award of works without call of tenders-
work orders.

The WAB in its meetings held on 17.4.93 and 29.12.94 delegated the following enhanced powers in respect of award of works without call of tenders:

Desig.	Annual Limit	Amount of Individual work
EE	Rs. 5.00 lacs	0.75 lacs
SE	Rs.20.00 lacs	2.00 lacs
CE	Rs.30.00 lacs	4.00 lacs

The powers delegated to the officers of Hort. Wing are as under:

Dy. Director	Rs. 2.5 lacs	0.35 lacs
Director	Rs.10.00 lacs	1.00 lacs

2. In emergent case or when the interest of the work demands, the Divisional Engineer may award works without call of tenders up to his power in this respect. The precise nature of the urgency involved shall invariably be recorded in writing by the Divisional Engineer before dispensing with the calling of tenders for works costing more than Rs.2500/-.
3. If due to very great urgency competitive rates cannot otherwise be fixed, quotations be obtained.
4. It has been circulated vide letter No.F5(287)92-93/PC/Pt./173-99 dt.15.12.93 and its subsequent reminder No.. F5(287)92-93/PC/Pt/136-47 dt.16.1.95 that in case of award of work without call of tenders, each authority would submit monthly return of work orders issued in a month(explaining urgency) alongwith commulative value of work orders issued during the financial year to his next higher authority. A copy of the return is required to be endorsed to CAO by 15th of the next month. It has been observed that these instructions are not being followed. Since monitoring of information received from divisions directly by CAO is difficult, henceforth, the return should be submitted by Divisional Officer to FO of the zone. The FOs will compile the information and will submit the same to CAO by 22nd of the month. All concerned officers should ensure meticulous compliance of these instructions failing which disciplinary action may be initiated against the defaulting officers.

(Signature)

5. A proper register shall be maintained in all divisions/circles/zones to watch that the above limits are not exceeded. It shall be the duty of the EE, SE & CE to verify the work orders register before approving the same.

6. The powers of an officer who has exhausted his delegated powers for a particular financial year as defined in Para-I above shall be treated as withdrawn for the remaining part of that financial year and any work order issued beyond this limit shall not be good for payment unless competent authority gives approval to such work order. (No payment should be allowed by DDO/Div.Acctt./CAUs/FOs against such work orders.

7. Full reasons shall be recorded by the approving authority who should guard against contractors holding out unjustifiably high rates. As a normal rule, contracts should be placed only after invitation of open tenders. Cases for award of works without call of tenders should be comparatively infrequent and only when there are very special reasons for making an exception to the general rule and in public interest.

8. It has also to be noted that the rates obtained after call of quotation cannot be considered as competitive and the work awarded on their basis construed to have been awarded without call of tenders.

9. When works are awarded without call of tenders it should also be ensured that the sum total of all the work orders issued against any particular estimate as a whole does not exceed the power to award work without call of tenders of the authority issuing the work orders.

10. Before awarding the work, the contractor should be asked to furnish a list of gazetted/non gazetted and W/charged employees related to him.

11. The Divisional Engineers/Suprintending Engineers/Chief Engineers while awarding the work on work orders, have also to satisfy themselves that the provision exists in the preliminary estimate as well as in the detailed Estimate technically sanctioned by the competent authority and also that the budget provision exists in the relevent financial year.

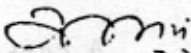
12. Before awarding the works on works order basis, budget slip will be obtained from DY.CAO(CAU) or F.O. of the zone as required vide F&E's circular No.19 dt.19.6.95.

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13. The Divisional Accountants will ensure at the time of issue of work orders as well as release of the payment thereof that the work orders are within the parameters defined above. Any laxity on this account shall be viewed very seriously and shall attract disciplinary action.

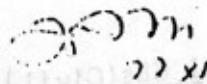
14. As per circular No.36 dt.8.9.95 issued by Finance, the payment for execution of work to contractors on hand-receipts is to be avoided. However if due to exigencies in the public interest, if such payments are to be made these should be accounted for in the annual limit of the work order of EE/SE/CE as the case may.

15. Central Accounting Unit shall also exercise all the required checks as have been prescribed in the Central Accounting Unit system.


(R.L. HANS)
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Engineer Member/DDA

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