

DECHI DEVELOPMENT AUTHORITY  
( EM'S OFFICE )

NO:EM.1(10)96/ 13329

Dated: 2.9.96

CIRCULAR NO. 499

SUB: PREPARATION OF JUSTIFICATIONS AND  
PROCESSING OF TENDERS.

It has been found that despite clear instructions in the CPWD Manual, the justifications for the various tenders are not being prepared in the desired manner well in time. Similarly delays in the processing of tenders have also been noticed in violation of the time schedule prescribed in the CPWD Manual and reiterated through Departmental Circulars.

It is, therefore, enjoined upon all concerned to scrupulously follow the guidelines given below :-

1. The process of preparation of the justification should be initiated alongwith the floating of the tenders so that the justification is finalised within 2 days of receipt of tenders.
2. On the analogy of provisions contained in Section-33 of CPWD Manual Vol.II regarding base date for working out escalation under clause 10C/10CC, the market rates in respect of material, labour and P.O.L. etc. as prevailing on the last date of receipt of tenders should be adopted for preparation of the justification.
3. Other guidelines for the preparation of the justification as contained in Section-20 of CPWD Manual-II should also be strictly adhered to.
4. For all tenders which are not to be submitted to WAB, the procedure and time schedule for the processing of the tenders as stipulated in Section-20 (as also the Appendix referred therein ) of CPWD Manual Vol.II should be adhered to. However, for tenders to be submitted to WAB, the following

schedule, as already circulated vide Secy.(WAB)'s letter No. WAB.1(76)/Pt.XXII/Secy./13980-95 dated 27.10.94 should be strictly followed.

- 1) For construction/Development : within 45 days from date of receipt of tenders.
- 11) For Supply Cases : within 7-10 days of receipt of tenders.

This issues with the approval of Engineer Member.

*S.K. Pajaj*  
31/10/94  
( S.K. PAJAJ )  
Director (Works)  
DDA

- 1. All Chief Engineers/ i/cCF(QC) & CE(Elect.).
- 2. C.A.O.,DDA.
- 3. All Superintending Engineer (Civil & Elect.).
- 4. Director (MM), (Hort.)North & South.
- 5. All Ex. Engineers (Civil & Elect.).
- 6. All Dy. Directors (Hort.).
- 7. File No. EM.11(25)96/GIS.

Copy also forwarded to :

- 1. OSD to VC
- 2. PS to FM for information of latter.
- 3. PS to EM
- 4. Director(H),DDA.
- 5. EO I,II & III,DDA.
- 6. A.O.(P),DDA.
- 7. PA to Dir.(T).

*CE (WAB) + 20/10/94 for S.K.P.F.*

*S.K. Pajaj*  
31/10/94  
Director (Works)  
DDA