

CIRCULAR NO. 527

Instructions to be taken at the time of receipt & processing of tenders.

In spite of the instructions contained under Section-20 of C.F.A. Manual Vol.II and those issued from time to time viz. Em's Circular no.99 dt. 11.6.85, 103 dt. 9.7.85; 258 dt. 24.5.89; 266 dt. 31.8.99; 331 dt. 3.6.91 and 369 dt. 13.11.92, it has been observed that due attention is not being paid and the discrepancies in the tenders are not being recorded properly at the time of opening of tenders. Application of white fluid for making corrections in rate, unit or amount by contractors should be duly recorded/authenticated as corrections with white fluid and such figures should be repeated both in figure and words by the Tender Opening Authority in his hand. Due care should be taken to observe difference in rates in figure & words, if any, quoted by the contractor in the tender. The overall tender amount quoted by the contractor on the face of it must be recorded by the Tender Opening Authority in his hand both on the tender as well as in the Tender Opening Register before closing the tender opening process.

The tender papers must be prepared and sealed in the form of a book before issue of tenders to contractors. Replacement of any sheet wholly or partly and/or addition of any flyleaf etc. by the contractors should also be properly recorded/authenticated at the time of opening of tenders.

It has also been observed that the item rate tenders are not being computed and checked by the appropriate authority. As per instructions contained in para 20.1.15.4 of C.F.A. Manual Vol.II, the Divisional Accountant/AAO are required to exercise necessary checks and record the following certificate on the Comparative Statement :

- i) I have personally conducted a test check of the computed & checked tenders including the three lowest tenders & have satisfied myself that the checking work has been properly done.
- ii) The Comparative Statement correctly incorporate the totals as checked on the individual tenders."

All concerned are requested to follow the instructions scrupulously, as non-adherence to the above measures result

in ambiguity leading to rejection of tenders, delaying the projects. Such situation may also invite disciplinary action against the officers/officials responsible for the same.

R.K. Bhallari
(R.K. BHALLARI)
ENGINEER MEMBER
D.L.A.
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Copy to :

1. All CEs(Civil)/Elect./QC/HQ & Design), DLA.
2. All SAs(Civil/Elect./QC/Design) Circulation through their respective CEs, DLA.
3. C.V.O., DLA.
4. SE(Vig.)-I, II, III, DLA.
5. Project Manager Fly-over Projects, Gr.-I & II, DLA.
6. C.A.O., DLA.
7. Dir.(Hort.) North & South, Dir.(MM), DLA.
8. Director (Works), DLA.
9. All AEs(Civil), (Elect., QC & Design) through their respective CEs/Dir./Project Manager (Flyover)/SAs(Vig.), DLA.
10. All Dy./Jt. CAO's attached with CEs/POs to Dir.(Hort.) North and South, Ce.(Elect.) and Dir.(M.), DLA.
11. All Jt. Dir./Dy. Dir.(Hort.) circulation through respective Dir.(Hort.), DLA.
12. E.O.-I, II, III & IV to EM, DLA.
13. L.O.(Plan) to EM, DLA.
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