

CIRCULAR NO. 561

b: Submission of Tender Documents

In continuation to Circular No. 499 issued vide No. 1(10)96/15729 dated 2/9/96 vide which specific instructions are given for avoiding delay in processing of tenders. It is, therefore, enjoined upon all concerned to strictly follow the guidelines as below.

The process of preparation of justification should be initiated alongwith floating of tenders so that justification is finalized within 2 days of receipt of tenders.

All the tenders which fall within the powers of the EE should be decided for acceptance within 15 days from the date of receipt of tenders.

The tenders which fall within the competency of SE, the justification should be sent by EE within 5 days from the date of receipt of tender and SE should finalize the tender so that the acceptance of tenders is decided within 3 weeks from the date of receipt of tenders.

The tender which fall within the power of CE, the concerned EE should submit the justification alongwith the relevant papers to the CE's office directly within 5 days and SE will send his recommendations within 10 days and CE should finalize the acceptance of tender within 30 days.

The tenders which fall within the powers of WAB, the CE should submit these tenders alongwith all recommendations to the WAB, within 4 weeks time from receipt of tender and tenders should be finalized within a total period of 60 days.

All the concerned officers are requested to adhere to the above schedule for processing the tenders.

This issues with the approval of Engineer Member, ODA.

(ER. S.C. SHARMA)
DIRECTOR (WORKS)
ODA.

Copy to:-

- All Chief Engineers i/c. CE (C) & CE (Elect.), ODA.
- CAO, ODA.
- All Superintending Engineer (Civil & Elect.), ODA.
- Director (MH), (Hort.) North & South, ODA.
- All Executive Engineer (Civil & Elect.), ODA.
- All Dy. Directors (Hort.), ODA.
- File No. EM1(25)96/EGTs.

Copy also forwarded to:

- OSD to VC, ODA.
- PS to FM, ODA.
- PS to EM, ODA.
- Director (Works), ODA.
- EG-I, II, III & PPC, ODA.
- AO (P), ODA.

} FOR INFORMATION OF LATTER.

EO-I to EM, ODA