

DELHI DEVELOPMENT AUTHORITY

No: DM(10)B.3/6471

203
Dt: 26-5-87

CIRCULAR NO. 203

The following points are brought to the notice of Chief Engineers for strict compliance at all levels.

1. Tenders are being invited on PWD 7, 8 & 9 as the case may be. The principles laid down in the CPWD will be strictly followed in the use of tender documents for each job. This shall be issued by all officers, approving MIs.
2. The justification for tenders shall be the responsibility of the Chief Engineer and Suptdg. Engineer(P) in the case of works within the competent of the Chief Engineer and of S.E. and E.E.(P) in the case of other works. There shall be one set of market rates for each zone and this shall be seen by the S.E.(P) and C.E. and made applicable for a period of three months only; instructions in this regard are given separately.

In a separate meeting with the SEs(P) and BEs(P) I have expressed the need for preparation of preliminary estimates/project reports in a very lucid, clear and complete manner. All estimates within the powers of the S.E. shall be signed by the BE(P) and all estimates above that shall be signed by SE(P) and Chief Engineer. The names of officials signing the estimates shall be written in block letters below the signatures. Directions given in the CPWD for preparation of estimates shall be followed. The report and story of the estimates shall be in sufficient detail and cover all aspects. A para shall be added about the selection of engineering specification, site conditions, purpose etc. in the estimate. A para shall also be added about the feasibility of construction at site, the functions of the job, pattern, availability of services and of those factors which are mentioned in the Feasibility Report. No estimate shall be sent without a copy of the drawing or key plan as the basis for the estimate for works/development works. The area proposed to be developed shall be

...of location, site conditions, purpose etc. in the estimate. A para shall also be added about the feasibility of the construction at site, the functions of the job, pattern, the availability of services and of those factors which are mentioned in the Feasibility Report. No estimate shall be sent without a copy of the drawing or key plan as the basis for the estimate for works/development works. The area proposed to be developed shall be clearly shown in red bringing together with details of services. The time frame shall becontd....2/-

...indicated and it should not be vague, idealistic or incorrect. The correctness of the estimate should be authenticated and engineers preparing the estimates should take a reasoned stand for the engineering specification adopted in the case. While there is no question of being rigid on a specification/particulars in an estimate, there should be no vagueness about cost. In other words, the stress should be on the selection of appropriate specification based on need, fund availability etc. and the cost automatically follows. All preliminary estimates should have a proper cover with the name of the Division, Circle, name of work, amount and expected time. All estimates should also indicate the time frame for the work with the annual financial aids. The engineers preparing the estimates shall take pride in the estimates and the estimate should not look like rough sheets of paper picked here and there. One should be able to judge the calibre of the engineer who prepares the estimate after looking at the estimate and the contents of the estimate.

These instructions may please be brought to the notice of all the engineers who are incharge of planning, preparation of estimates etc. in your zone.

V. S. Murti

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(V. S. MURTI)
Engineer in-charge

Chief Engineers, DDA

Superior Engineers, DDA