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DELHI DEVELOPMENT AUTHORITY
ENGINEER MEMBER'S OFFICE

NO: (C) 27/4968

Date:- 20/4/87

CIRCULAR NO 20

It has been brought to the notice of the undersigned that tender papers are not being issued to the Contractors in time with the result they do not have sufficient time to study tender documents and work out reasonable rates. It has been decided that the last date for issue of tender documents shall be three days before the tenders are scheduled to be opened. Every tender documents issued must contain the following information at the time of its issue:-

- (a) Name of the contractor.
- (b) Date of application for tender by contractor.
- (c) Date of receipt of application in divisional office.
- (d) Whether eligibility for tendering accepted.
- (e) Date of issue of tender papers.
- (f) Date of receipt of tender papers.

It has also been reported by the D.A Contractors Association that the official receipt for the amount deposited as cost of the tender documents is not being issued by the Divisional Officers. It has been decided that proper receipts for the money deposited towards cost of the documents should be issued by the Divisional Officers to each contractor, and amount brought on Cash Book.

The existing rules will continued to apply.

V.S. Murti
(V. S. MURTI)
ENGINEER MEMBER.

Copy to:-

- 1. All Chief Engineer i/c C.E. (OC).
- 2. All S.Es i/c Director (Hort.).
- 3. All E.Es i/c Dy. Directors (Hort.)

4. Copy to file in No 5(C) 25/102