

Office of the Member (Finance)
Delhi Jal Board
Varunalaya Phase -II
Karol Bagh, New Delhi -110005

No. DJB/ Member (Fin.)/2011/ 11117
31 January 2011

Instructional Order

1. Vide Instructional Order No. DJB/ Member (Fin.)/2010/118899-119215 dated 22.11.10, standardised performa were circulated, in consultation with Member (Water/ Drainage) and with approval of the CEO, to streamline the financial clearance of the various project proposals received from the Engineering and Other Wings.
2. However, not all Divisions of DJB are paying due heed to these performa and despite specific instructions on how to fill the performa, the instructions are often observed more in breach. Further, many columns are left blank, with the result that files have to be repeatedly sent back to the Division for the relevant information. This has defeated the intended objective of a quick decision by Finance wing. This situation is the likely result of senior officers not paying due attention to the filling of performa.
3. The situation is noted with regret and it is reiterated that the filling up of the performa receive due attention, including that from senior officers. In future, the files will be summarily returned back by Finance if the performa is not thoroughly filled up or filled up in breach of the instructions. The responsibility for the ensuing delay will not lie with Finance.
4. In addition, it is again reiterated that all important documents, including contract agreements, may be sent in the case files in the first instance itself and be referred to by noting/ correspondence side page number, rather than through notations such as 'placed opposite'. All unnecessary flags may be removed before a case file is submitted. The relevant rule/ norms, if any, may be quoted by giving reference to their number and enclosing a photocopy of the same. Also, when the file is put up for the first time to Finance, a self-contained typed note may be put up with the case.
5. The performa which are being circulated with this Instructional Order are slightly revised versions of those circulated on 22.11.10. These incorporate feedback received from a few enthusiastic officers. Suggestions for further improvement of the formats are welcome. Only these revised versions will be accepted with the proposals received from 7.2.11.

All Executive Engineers
All CEs

ECB MWS


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(Prashant Goyal)
Member (Finance)

9/5/11
2/1/11
10/2/11

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Copy for information to:

1. CEO
2. Member (Admn.)/ Member (Dr./Ws.)
3. Secretary DJB
4. Addl. CVO/ Dir(F&A)
5. Dir(A&P), DOR
6. All SEs
7. All ACs/ Dy. Directors
8. All AOs/ AAOs


(Prashant Goyal)
Member (Finance)

SCRUTINY PERFORMA FOR ADMINISTRATIVE APPROVAL OF ESTIMATE

(Please fill the form completely without any cross referencing – use computer printout and add appropriate spaces. Whenever relevant please quote Clause No. of CPWD manual In case some heading is not relevant to the work use 'NA'/'No'. No blanks '-' may be used.)

This performa is a pre-requisite with the scrutiny performa for award of work.

Name of Work:

1	HISTORY: A) Why initiated- General purpose of work/ necessity. B) Current Population to be covered C) Projected Population	
2	SCOPE: A) Details of works to be covered/ capacity to be created B) Total length of pipeline to be constructed C) Does the scope include O&M, and if yes, period thereof? If not, why not? D) Does scope includes electricity payments by bidder? E) List important en-route milestones, with timelines, proposed to be indicated in the tender document? F) Whether consultant engaged/ proposed to be engaged? If yes, likely cost of consultant. G) In case of new projects, whether it is a complete project or sub-set of thereof bigger project. Give details. H) What all aspects of the project are proposed to be covered under a Service Level Agreement (SLA)?	
3	RATES: A) Schedule of rates adopted. B) Has Planning vetted the estimate? C) Enhancement added over Schedule of rates and basis thereof. D) Unscheduled rates- Whether checked by Planning or any other authority. E) Has use of old serviceable material been accounted for in costing?	
4	COST: A) Estimate No. B) Estimated cost of work. C) Major components in the estimate: (i) Cost of BOQ	

	(ii) Road restoration charges (iii) Shifting of services (iv) Provision of VAT/ Works Contract Tax, Service tax i/c education cess. (v) Contingency charged D) If a water supply project, is excise benefit proposed to be availed? If not, why? E) Is it proposed on Item Rate or percentage rate or lump-sum basis?	
5	FINANCIAL & BUDGET: a) Budget availability b) Budget Head c) Budget required in current and next two financial years d) Proposed payment schedule to contractor.	
6.	METHOD OF EXECUTION: A) Contract B) Departmentally C) Business Model (EPC/ DBOT/ BOT/ service contract, etc).	
7	ADMINISTRATIVE APPROVAL (A/A): Competent authority to accord A/A?	
8	TIME: Estimated time of completion of work	
9	TECHNICAL SANCTION (T/S) & DESIGN: A) Salient Parameters of Work: (a) Shape of sewer/ water line: (b) Pipe material to be used: (c) Size of pipes: (d) Slope adopted in case of sewer line: (e) Average depth in case of sewer line: (f) Type of manholes & maximum distance in between in case of sewer (g) Do the invert levels permit connection to the outfall point? Mention related SPS and STP. (h) Source of water supply. Pressure available at source. (i) Mention WTP and BPS commanding the area of water supply: (j) Important output parameters in case of WTP/ STP project: (k) Total area available for development of horticulture work: B) Competent authority for T/S C) Details of Site Plan, Architectural, Structural & Service drawings attached with the estimate	
10	WORK DETAILS: (a) Expected useful life of	

	<p>construction/work, including that of pipeline and civil structure.</p> <p>(b) If it is a case of renovation/repair, when was the original construction, and last renovation/repair carried out?</p> <p>(c) Useful life of work after renovation/repair.</p> <p>(d) Is SCADA part of project?</p>	
11	<p>AVAILABILITY OF LAND:</p> <p>a) Land area required?</p> <p>b) Is land available and litigation/ encroachment free:</p> <p>c) Is alignment for pipes laying clear?</p> <p>d) Other likely hindrance/ anticipated in completion of work.</p> <p>e) Approval by any other authority (such as DPCC, DUAC, MCD, Traffic Police, NHAI, etc.), if necessary:</p> <p>f) Will a provision be kept in tender conditions to economise on the total land to be used in construction? If not, why not?</p>	
12	<p>POST EXECUTION CHALLENGES:</p> <p>a) Anticipated funds requirement</p> <p>b) Extra manpower required for O&M of the system.</p>	
13	Whether it is emergency/ urgent work or regular work.	

Certified that all procedural matters as per CPWD manual, CVC guidelines and DJB office instructions have been complied with.

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SCRUTINY PERFORMA FOR AWARD OF WORK

(Please fill the form completely without any cross referencing – use computer printout and add appropriate spaces. Wherever relevant please quote Clause No. of CPWD manual. In case some heading is not relevant to the work use 'NA'/'No';. No blanks '-may be used.)

Please do enclose a copy of the scrutiny performa for administrative approval of estimate with this performa.

Name of work:

1	Name of Division, NIT No. & Date	
2	When was estimate technically sanctioned by competent authority? Name the authority also.	
3	Whether A/A of estimate exists? If not, authority under whose approval tender action initiated? Give details.	
4	Whether due publicity given to tender through (e-tendering, Newspaper, Notice Board, Contractors Association, etc.)? If not, give reasons?	
5	a) Date of opening of tender b) Date and time at which the tenders were due to be received: c) Postponed date and time, if any. Reasons for postponement: d) Date of approval of justified rates:	
6	a) Whether pre qualified tenderers only allowed to bid? If so on what basis were the bidders short-listed? b) Whether all bidders enlisted in appropriate class? c) Is it a two envelope system-Technical and financial bid? d) Any weightage to technical bid? e) No of tenders received f) No of valid tenders g) No of invalid tenders with reasons h) Number of bidders successful in technical bid	
7	Whether any documents/ samples were physically submitted as part of the bid?	
8	Whether NIT for the work has been duly approved by Competent Authority? Name the authority. a) Has quality of critical/ major materials/ E&M equipments been specified in NIT? b) List out all significant deviations in tender conditions from those normally followed by DJB. c) Penalty on contractor for delay in execution of work	

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	<p>d) Any incentive to contractor such as for early completion of work, lower power consumption, etc. in the NIT?</p> <p>e) Whether elaborate SLA been built into tender conditions?</p>	
9	Whether tenders have been evaluated taking into consideration all the conditions put forth by bidders and does the successful bidder completely meet the tender requirements?	
10	Has checking of tenders been done by AAO as required and necessary certificates recorded by him in the comparative statement?	
11	Whether department justification statement been prepared in accordance with the CPWD manual and approved by the Planning Cell. If not who has approved the justified rates?	
12	<p>Amount put to tender:</p> <p>Accepted bid amount:</p> <p>Justified rate:</p> <p>Security amount proposed (in terms of % of awarded cost):</p> <p>Performance Guarantee proposed (in terms of % of awarded cost):</p>	
13	<p>Reinvitation of Tenders:</p> <p>a) Is it a case of reinvitation of tender? If so give reasons. Who ordered the same?</p> <p>b) What was the rate in previous call(s) of tenders, if any, received for the work? Give details.</p> <p>c) Please specify the reasons for variation of previously received rates from current successful bid?</p>	
14	<p>a) Is it a case of variation up to 5% over justified rates?</p> <p>b) Is there satisfaction over contractor's enhancement beyond estimated and/or justified rates?</p> <p>c) Are the rates quoted by the successful bidder reasonable (Concerned competent authority may certify).</p> <p>d) Are the rates received higher than those received for similar works being executed in other divisions of DJB?</p>	
15	Please Indicate Budget provision and availability of funds?	
16	<p>i) Percentage/Item rate tender/ Lump-sum (Amount/ % by which above/ below/ at par)</p> <p>ii) In case of item rate tender is the competent authority satisfied with the rates quoted for each</p>	

	of the items	
17	i) Have the bids been evaluated taking NPV of future expenses to be incurred by the bidder? ii) What discount rate has been used to calculate the NPV? iii) Has NPV of the likely O&M expense to be borne by DJB on expiry of the project period been taken into account? How?	
18	(i) Has PERT/ CPM chart been taken from bidders that clearly indicates the start/ finish time of each of the activities and marks the critical path? (ii) Are all the important milestones mapped on this chart?	
19	Details of successful tenderer: a) Name of lowest tenderer with total cost as per comparative statement inclusive of financial effect of conditions, if any, stipulated by successful bidder. b) Details of deviations, if any, from NIT specifications and laid down procedure requiring specific relaxation. c) Conditions of unusual character, if any, put forth by tenderer. d) What has been the performance record of successful bidder in last three FYs in DJB?	
20	Last date of validity/ extended validity of recommended bid	
21	Is it a case where only one tender received? If still recommended for acceptance, please provide detailed justification.	
22	Has the lowest cost bidder been rejected for some reason? Please specify.	
23	Is negotiation with L1 bidder recommended? If yes, reason thereof.	
24	Rates received in recent past for similar nature of works in various divisions of DJB	
25	Whether it is emergency/ urgent work or regular work.	

Certified that all procedural matters as per CPWD manual, CVC guidelines and DJB instructions have been complied with.

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PERFORMA FOR APPROVAL OF EXTRA/ SUBSTITUTED ITEMS

(Please fill the form completely without any cross referencing – use computer printout and add appropriate spaces. Wherever relevant please quote Clause No. of CPWD manual. In case some heading is not relevant to the work use 'NA' / 'No';. No blanks '-' may be used.)

1	Name of work	
2	Work Order and Contract Agreement Number:	
3.	Awarded cost of work:	
4	Name of the firm:	
5.	(a) Cost of extra/ substituted items (b) Percentage variation w.r.t. the awarded cost of work.	
6	Need/ necessity for each extra/ substituted item? Please give broad details of extra/ substituted item statement	
7	Basis for working out cost of extra/ substituted items.	
8	Whether work completed? If not, what is the likely day of completion?	
9	Whether any extra time allowed for execution of work? If yes, how much?	
10	Whether the approval of competent authority taken to use extra item/ deviation?	
11	Is there a change in design of work and the same approved by competent authority? Mention the authority.	
12	Would the use of extra item/ substitution lead to some cost saving in use of originally approved tender items? If so, amount of cost saving involved?	
13	Competent Authority to sanction extra/ substituted items.	
14	Has deviation in scope of work, if any, approved by authority according A/A?	
15	(i) Does the use of extra items necessitate revision of estimate due to more than permissible variation in total cost? (ii) Whether revised estimate is required to be approved by next higher authority? If yes, when was the approval taken?	
16	Any urgency involved in clearance of the proposal. If yes, explain.	

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PERFORMA FOR EXTENSION OF TIME

(Please fill the form completely without any cross referencing – use computer printout and add appropriate spaces. Wherever relevant please quote Clause No. of CPWD manual. In case some heading is not relevant to the work use 'NA' / 'No'; No blanks '-' may be used.)

1	Name of work	
2	Work Order & Contract Agreement No.	
3	Awarded Cost of Work	
4	Name of the Firm	
5	Date of start of work as per W.O.	
6	Date of Completion of work as per W.O.	
7	Actual date of start of work	
8	Actual date of completion of work	
9	If work still not completed, likely day of completion.	
10	Period for which extension sought	
11	Detailed justification for seeking extension	
12	Total extension previously accorded for the work and reason thereof (Enclose noting sheet)	
13	Detailed reasons for each instance of delay (Copy of hindrance register be separately attached. <u>However, reasons should be briefly summarised in this column also.</u>)	
14	How many of the activities indicated in S No. 13 above were on critical path of the PERT/ CPM chart?	
15	Has deviation in scope of work, if any, been approved by authority according A/A?	
16	What was correspondence made to pre-empt delays. Please flag all such correspondences.	
17	Have the rates of major material/ machine/ labour used come down during the proposed extended period? If yes, by how much?	
18	Has cost escalation proposal, if involved processed in same file? If not, why?	
19	(a) Recommendation of JE/ AE/ EE/ SE (b) Specify whether delay is attributable to contractor or not. (c) If delay attributable to contractor, proposed penalty on contractor. (d) Maximum leviable penalty on contractor as per the contract agreement. (e) Any cost escalation proposed	
19	Competent Authority to approve EOT	

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