

DELHI JAL BOARD
GOVT. OF N.C.T. OF DELHI JAL BOARD
OFFICE OF THE MEMBER (W.S.)
VARUNALAYA PHASE-II : KAROL BAGH : NEW DELHI-5

NO.F- /DJB/M(WS)/2004- 1772 3.10.2004 DATED: 17.02.2005

INSTRUCTIONAL ORDER

Sub: Violation of the instructions / laid down procedure for tendering.

Chief Vigilance Officer, DJB has reported regarding violation of instructional orders and procedure by some of the Executive Engineers in tendering while issuing NITs. The Executive Engineers have departed from the laid down procedure as spelt out in the instructional orders issued from time to time. Such action on the part of Executive Engineers considered as a deliberate attempt which is neither fair nor even logically consistent to be acceptable. The Chief Engineers are accordingly directed to examine the NITs issued by the Executive Engineers and take action against the defaulting officers, who have violated the provisions contained in the laid down procedure. In brief, the tendering procedure from the aspect of issuing NIT are reiterated.

- 1) The draft of NIT (Press notice and tender documents) shall be approved and the same shall be sealed.
- 2) The competent authority shall thoroughly examine the draft tender including the press notice and it shall be ensured that the same are complete in line with the instruction issued from time to time and are not deviated.
- 3) The press notice shall contain the following information in clear terms:
 - a) Eligibility criteria like registration, tendering limit, details of registration in eligible departments.
 - b) definition of similar works / performance certificate.
 - c)
 - i) The period for issue of tenders with closing time shall be reflected along with the validity of rates.
 - ii) The date of receipt of tender (Bid Part – A and Bid Part – B).
 - iii) The date of opening of tender and opening of Bid Part – A with time.
 - iv) Date of opening of tender Bid part – B with time.
 - v) Details and mode of earnest money and tender fee.
 - vi) The details of tender documents and contract documents.
 - vii) Any other information as required.

All the above information with complete tender documents shall be placed on Website for the purpose of down loading. Application form and the tender forms shall also be placed on Website and the documents down loaded shall be valid for participation in the tender process.

4. Adequate time for publication in the Press shall be given as per instructional order already issued.
- 5 The tendering process shall be in the manner (Two Bid system shall be followed) as given hereunder:
 - i) The tenders to the applicant shall be issued on submission of simple application against deposit of tender fee. No verification of the eligibility criteria and deposit of Earnest Money shall be insisted. The tenderer shall have option to down load and participate without approaching the concerned divisional office.
 - ii) The tender shall be received on due date and time.

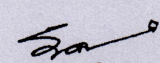
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- 4)
- iii) The tenderer shall be required to put Earnest Money in the requisite form and other documents in support of eligibility criteria along with the technical details as asked for and the application form duly filled in one envelop duly sealed and marked Bid Part – A EARNEST MONEY. For the down loaded tender, the tenderer shall enclose the tender fee in the requisite form.
 - iv) The tenderer shall put the tender form, BOQ, special conditions, specifications for material and other relevant material, all complete and contained in the tender documents in another envelop duly sealed and marked Bid part – B - TENDER / FINANCIAL BID. In case of offer with alternate material is called for, the tenderer shall clearly indicate the rate on which the offer / BOQ has been quoted.
 - v) Both the sealed envelop (Bid part – A and Bid part – B) shall be put in the third envelop duly sealed and marked "Tender for the work of" Due on
- 5. Tender for the work shall be opened on due date and time. Bid part –A shall be opened on the same day and the Bid part – B shall be kept sealed under the safe custody of Engineer Incharge.
 - 6. Bid part B shall be opened on the specified date and time , only for those contractors who fulfill the conditions and qualify in the Bid part – A. The tender Bid Part – B of those contractors who are not considered qualified in Bid Part – A shall be returned unopened immediately either in person or through post. The exercise of evaluation of Bid Part – A must be done judiciously and the Bids of non-eligible contractors shall be out-rightly rejected.
 - 7. EMD for the tenderers other than lowest evaluated tenderer shall be returned as per instructional order already issued.
 - 8. The drill for receipt of tender date opening of Bid part – A and date of Bid part – B etc. shall be reflected in clear terms in the press notice.

There are apprehensions at the level of CVC and others that the agencies submits false / fake performance certificates in support of having executed similar works. The Executive Engineer shall take into consideration of performance certificates and other documents and get the same verified if found suspicious. To safe guard it shall be mandatory for the tenderer to self attest and stamp all the documents submitted to DJB with tender.

The Chief Engineers may get the condition suitable incorporated in the tender to safe guard against the mischievous act of tenderer. The contractor / tenderer be asked to submit undertaking that the documents are certified and in the case found fake / false, the department shall be at liberty to take action against the erring bidder.

Needless to mention again any body deviating from the laid down procedure deliberately or inadvertently shall attract action as per rules. No case for approval of deviation from the laid procedures shall be put up to the undersigned. The Chief Engineers may issue strict instructions to SEs / EEs for compliance to the instructions issued from time to time.


MEMBER (W.S.)

ALL CHIEF ENGINEERS

Copy to:

- 1. CEO for favour of information.
- 2. Member (F) / Member (Dr.)
- 3. CVO This is in reference to DO No. 1334 dated 9.2.05.


MEMBER (W.S.)