

DELHI JAL BOARD
OFFICE OF THE MEMBER (DRAINAGE)
VARUNALAYA, PH-II, JHANDEWALAN, NEW DELHI-05

No: DJB/Mem.(Dr.)/2010/52283 to 52459

Dated: 01-06-2010

CIRCULAR

During an intensive examination by CTE, CVC it was observed that the estimate for a work was prepared after obtaining only one quotation from the market in an arbitrary manner without ascertaining the current market trends. The preparation of estimate only on the basis of a single quotation/rate list is not appropriate enough to assess correct market price and the same should be prepared only after obtaining at least three quotations and also by assessing rates of each item indicated thereon. Taking a note of the same, the Central Vigilance Commission has advised that the estimates should be framed in a systematic manner and on scientific basis with full market survey undertaken in future DJB works.

It is further observed by the Commission that the estimates so prepared should be realistic, accurate and must be based on quantities correctly assessed for the purpose, based on factual date of start of work and site conditions. The preparation of the estimates should be addressed in a professional manner as the tender has a direct relation with the estimate. Further, it should also be comprehensive, supported by complete details and based on drawings, calculations and designs wherever necessary and any casual approach of preparing the estimates based on assumptions needs to be avoided.

The Commission also observed that in the estimates, amendments/alterations/over-writings must be avoided and in case these have occurred the corrections must invariably be authenticated by the

officials dealing with the same. The estimates should be legible so that it can be subjected to easy scrutiny at all levels. Also the terms of contract must be precise and definite and there must be no room for any ambiguity or misconstruction. The estimate thus prepared should inter-alia contain the following information-

- (i) Report showing the necessity and justification of work.
- (ii) Plans
- (iii) Specifications
- (iv) Abstract showing quantities, rates & total estimated cost worked out on the basis of market survey from three sources at least.
- (v) Details of material to be used in the work

In addition to the above, Commission has further observed that the concerned division invited the NIT without the approval of the Chief Engineer which was a procedural mistake and thus advised that in such cases a note should be submitted for ex-facto approval in exceptionally desiring cases, otherwise responsibility be fixed for the lapse.

The observations of CTE (CVC) have been carefully considered and in the light of recommendations made therein are being circulated for future guidance and strict compliance by all concerned forthwith.

[Signature] 22/5/2019
(R. K. Garg)
MEMBER (Dr.)

DDOs

Copy to:-

1. CEO / CVO - for kind information
2. Member(A)/Member(F) - do -
3. All CE's/SEs/Directors

[Signature] 22/5/2019
MEMBER (Dr.)