

DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI  
OFFICE OF THE MEMBER (DRAINAGE)  
VARUNALAYA PH-II: KAROL BAGH, DELHI-110005.

No. DJB/Mem.(Dr.)/2011/ 19776

Dated: 1-7-11

CORRIGENDUM

Subject: Preparation of estimate for procurement / works and reasonability of rates.

Ref: Circular NO. DJB/Mem.(Dr.)/2010/52283-52459 dated 01.06.2010.

Kindly take reference of the above cited circular. On the receipt of CVC O.M. dated 14.06.2010, the contents of above referred circular needs to be modified with the following text:

1. During intensive examination of a particular work of DJB, it has been noticed that in some cases estimates had not been prepared in a scientific manner. It had been observed that the estimates in the said case were prepared after obtaining only one quotation from the market and without conducting proper market survey. It was further noticed that certain makes were chosen merely as per the convenience of the department and specific reasons for the said choice, such as proven performance etc., had not been recorded.
2. In order to avoid recurrence of such instances, the Commission has reiterated that the detailed estimates, by collecting budgetary quotations from sources which are likely suppliers of these items- preferably manufacturers or their distributors, should be prepared before start of the tender process, so as to have a realistic estimate of the proposed procurement and to assess reasonableness of rates received in the tender thereafter due to the reason that collection of 2 to 3 budgetary quotations from the market would realistically reflect the market for the said product before venturing into the

Addl. CVO

Diary No. 1999

Date 7/7/11



tender process and would allow proper idea of the expenditure for the proposed procurement.

3. Furthermore, the make of the supply items should be chosen in a transparent manner by giving due consideration to the quality of the product and availability thereof in the market.
4. Besides this, the following key factors shall be taken into consideration while finalizing the makes of instruments / accessories to be used in the future DJB works:

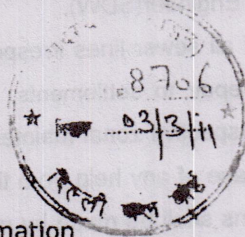
(a) name of manufacturer/agency and their address (b) whether the manufacturer/agency was ever black listed by any organization or defaulting in fulfilling the contractual obligations (c) annual turn over of the last 3 years (d) quality of manufacturer, facilities including standardization of manufacturing process (e) quality parameters of the product vis-à-vis existing approved make (f) BIS / any other approved specifications of the product (e) ISO certification, if applicable (f) adequate facility available for testing with the manufacturer (h) R&D facility available with the manufacturer (i) level of automation (j) power back-up (k) Volume of production (l) present utilization of the product (m) approval of the product in Govt., Public sector, Private Industries/Undertakings, and (n) inspection report/recommendation of the inspecting team for finalizing the make.

This circular may be read as modified thus and will become effective with immediate effect.

**DDOs**

Copy to:-

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



(R. K. Garg)  
**MEMBER (Dr.)**

**MEMBER (Dr.)**