

DELHI JAL BOARD: GOVT. OF NCT OF DELHI  
OFFICE OF THE MEMBER (WS)  
VARUNALAYA PH-II, KAROL BAGH,  
NEW DELHI-110005  
Phone No. 011-23528578, Fax No. 011-23524612  
**Email:mrwater.djh@nic.in**

Office of the Member (Dr.)  
Diary No. 3388.....  
Date 28/12/16  
D. J. B. Varunalya Ph.-II

No. F-15/DJB/M(WS)/2016/ 99892

Dated: 27-12-16

**INSTRUCTION ORDER**

In supersession to the earlier instruction Order circulated vide this office letter no. F-15/DJB/M(WS)/2016/1393 dated: 12/08/2016, it is instructed to all concerned that henceforth the publicity to NITs for works/supplies shall be as under to ensure wide publicity:

All tenders for works / supplies up to Rs. 2 Lac;	Only E-Tender
Tenders for works / supplies more than Rs. 2 Lac up to Rs. 10 Lac	Only E-Tender + DJB Website + Contractors Association + Notice Board
Tenders for works / supplies more than Rs. 10 Lac up to Rs. 25 Lac	Two Local Newspapers + DJB website + Contractors Association + Notice Board
Tenders for works / supplies more than Rs. 25 Lac up and below Rs. 50 Lac	One National Daily Newspaper (English) and ( Hindi ) having vide circulation + One Local Newspaper + DJB Website + Contractors Association + Notice Board
Tenders for works / supplies of or more than Rs. 50 Lac to 1 Crore	Two National Daily (English) and ( Hindi ) Newspapers having vide circulation + One Local Newspaper + DJB Website + Contractors Association + Notice Board
Tenders for works / supplies of or more than Rs. 1 Crore	Three National Daily (English) and (Hindi) Newspapers having vide circulation + One Local Newspaper + DJB Website + Contractors Association + Notice Board

The following steps should be followed for publication of Tender of above Rs. 50 Lac through Directorate of Information Publicity (DIP), Govt. of Delhi :-

**Step 1.** DIP has underlined a strict time gap of 5 days before publication of all NIT Advertisement.

**Step 2.** Therefore, NIT Advertisement should be received by the PR Office from the concerned wing in hard and soft copy eight working days before the date of publication of NIT in newspapers. The soft copy of the NIT Advertisement should be mailed on the given e-office ID of AO (PR). The NIT advertisement should be bilingual i.e. English and

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Hindi and should reach PR by 1600 hrs on all working days except Saturday and Sunday, strictly.

**Step 3.** NIT has to be drafted in the format prescribed by DIP and duly stamped and signed by the concerned Head of the division necessarily on all the 10 copies (Hindi and English each separately)

**Step 4.** Once the NIT Advertisement is received by the PR Office it will be sent to DIP in hard and soft copy before 4.00 PM, positively.

**Step 5.** All the NIT's must be displayed on Delhi Jal Board and Delhi Govt. Tender information system

**Website:** <https://delhi.govtprocurement.com> and <https://govtprocurement.delhi.gov.in>.

**Step 6.** The individual Executive Engineer/Officer will ensure adequate publicity of NIT through Notice Boards etc. as per usual practice. The concerned officer shall record in the files of tender documents that the NIT remained on website up to the date of receipt of tenders.

Besides, notice of important nature issued by Delhi Jal Board from time to time will be sent to the newspapers for publication, as under:

- Public Notices/Expression of Interest/Employment Notices etc. requiring publicity at local level will be published in the local newspaper.
- Public Notices/Expression of Interest etc. which require publicity on All India Basis Newspapers will be published in the newspapers with an all India Circulation keeping in view of the nature and importance of the matter for which publicity is to be generated and in the interests of Delhi Jal Board.

All Public Notices/Expression of Interest/Employment Notices etc. will be displayed on Delhi Jal Board Website: [www.delhijalboard.nic.in](http://www.delhijalboard.nic.in) before publication in the newspaper.

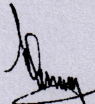
Sd/-  
(R.S.Tyagi)  
Member (Water Supply)

#### All Ex. Engineers

Copy to:

1. CEO, DJB
2. Member(A), Member(F), Member(Dr.)
3. CVO/Secretary, DJB/All Chief Engineers
4. All Directors/ All SEs/All Asst. Commissioners/All Dy. Directors(F&A)/All Jt. Directors(Revenue)/All Dy. Directors(Horticulture)

Member (Water Supply)

 23/12/16