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OFFICE OF THE CHIEF ENGINEER, PWD, RAJASTHAN, JAIPUR

No FUS/P&M-II/circulars/OS/P-305

Dated: 30.11.12

CIRCULAR No. R-7/2012-13

Vide Govt. letter No. PS/ PWS/ 2011/ 511 dated 30-11-2011 some observation and guidelines for finalization of tenders were sent to you but the compliance is not being made properly.

On scrutiny of tenders, following has been observed repeatedly:

- (i) Tenders are being submitted to Government by the Chief Engineers with abnormal delay and in some of the cases the tenders were submitted either after lapse of validity period prescribed for A.D. or at the nick of time of validity.
- (ii) Check list prescribed in PWD manual for the process of tenders is submitted incomplete with the tenders. Rate analysis, last six month rates for similar works, and **specific justification** of recommended rates should be given by CE.
- (iii) Many a times ACE, Zones are calling negotiations, for tenders of higher competency.


The tender documents should be submitted timely and properly with all relevant papers filed and numbered without any loose papers and the note sheet should be self explanatory taking account of all relevant factors regarding the tender.

Thus to avoid delay in the finalisation of tenders at various levels, it is enjoined upon all the officers concerned that finalisation of tender at their level be done as per following time line:-

| S. No. | Activity | Office | Duration in days including Holidays | Cumulative days after receiving tender |
|--------|---|--------|-------------------------------------|--|
| 1 | From receipt of tender to submission for approval to Chief Engineer | ACE | 20 | 20 |
| 2 | For receipt of tender from ACE to CE | CE | 5 | 25 |
| 3 | After receipt of tender in CE office to putup for SE | Sec-II | 7 | 32 |

| | | | | |
|---|---|----|---|----|
| 4 | For technical scrutiny | SE | 5 | 37 |
| 5 | For financial scrutiny | FA | 5 | 42 |
| 6 | For approval/ submission to A.D./ Empowered Board | CE | 5 | 47 |
| 7 | For issue of approval letter by CE | CE | 3 | 50 |

All officers of the department are directed to strictly comply with the directions / guidelines. Any lapse on their part shall be viewed seriously.


(J.C. Mohanty)
Pr. Secretary to Govt.

Copy to the following for information and necessary action :-

1. P.S. to Hon'ble PWM, Rajasthan, Jaipur
2. P.S. to Principal Secretary, PWD, Rajasthan, Jaipur
3. P.S. to Secretary, PWD, Rajasthan, Jaipur
4. Chief Engineer & Addl. Secretary, PWD, Rajasthan, Jaipur
5. Chief Engineer (Roads/PMGSY/SS/NH) PWD, Rajasthan, Jaipur
6. Financial Advisor/ CAO (NH), PWD, Rajasthan, Jaipur.
7. Superintending Engineer (Roads/PMGSY/SS/NH/BOT/ Building/ Traffice) PWD, Rajasthan, Jaipur
8. Addl. Chief Engineer, PWD, Zone(All)
9. Superintending Engineer, PWD Circle(All)


Chief Engineer & Adll. Secretary
PWD, Rajasthan, Jaipur