

Copy to:

**DELHI DEVELOPMENT AUTHORITY  
EM's OFFICE**

No. EM 1(10)2006/Cir.PublicityPolicy/

2783

dt: 7-8-06

**Circular No. 585**

**Sub: PUBLICITY POLICY FOR ISSUE OF TENDER NOTICES BY VARIOUS ENGINEERING DIVISIONS OF DDA**

Guidelines on publishing of the tender notices by the various Engineering Divisions of DDA have been issued Vide circular No. 390 dt. 08.04.93 Annexure -I appended to it contained the approved list of Newspapers under group-A and Group -B duly modified vide circular No.393 dt: 16/4/93, 413 dt: 24-11-93, 515 dt: 23-9-97, 547 dt: 8-2-02 and 571 dt: 15.2.05. These guidelines shall continue to be followed except Annexure - I to circular No. 390 as also circulars no. 393, 413, 515, 547 and 571, which stands superseded with the approval of WAB accorded in its 8<sup>th</sup> (2006) meeting held on 3-7-06 as under:-

**Group - A (English)**

1. Times of India
2. Hindustan Times
3. Economic Times
4. Hindu
5. Poiner
6. Indian Express


**Group - B (Hindi)**

1. Punjab Kesari \*
2. Nav Bharat Times
3. Hindustan
4. Dainik Jagran
5. Amar Ujala \*
6. Veer Arjun \*
7. Rashtriya Sahara

**NOTE**

1. It was further opined that since all the NITs are invariably put on DDA's Web Site also, releasing NITs in two newspapers is sufficient and thus accordingly one newspaper from each group may be selected on rotation basis for issue of NITs.
2. The newspaper marked \* give DAVP rate to DDA's advertisements.

It is, therefore, enjoined upon all concerned to release advertisements as per above updated approved list.

  
(V.K.Chopra)  
EO III to EM

Copy to:

1. All CEs (Civil/Elect.) with 20 spare copies for further distribution amongst SEs and EEs, Dy. CAO/FO & CE (HQ).
2. CE (QC) with 10 spare copies for circulation among SEs and EEs under his control.
3. CE (Design) with 10 spare copies for circulation among SEs and EEs under his control.
4. CVO with 16 spare copies for circulation among SEs and EEs under his control.
5. CAO
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7. Director (Hort.)-South & North with 10 spare copies for circulation among Jt./Dy. Directors & FOs under their control.
8. Director (MM) with 7 spare copies for circulation among EEs & FO under his control.
9. Director (Works)
10. Director (PR)
11. EO-I, II, III & EE(Mon.)
12. A.O. (Plan)
13. F 1(43)2004/PR Cell file
14. WAB 5(17)2006/Secy. file
15. Hindi Officer for Hindi version

Copy also forwarded to -

1. PS to VC for kind information of the latter
2. PS to EM for kind information of the latter
3. PS to FM for kind information of the latter
4. PS to PC for kind information of the latter
5. PS to PC-cum-Secy. for kind information of the latter

  
7/8/06  
**EO III to EM**

**DELHI DEVELOPMENT AUTHORITY**

**EM's OFFICE**

No. EM 1(10)2006/ Cir. (M.P. Road)/DDA/ 2870

dt: 1/8/06

**CIRCULAR No: 586**

**A- Pre qualification of Contractors: Relaxing the eligibility criteria:-**

In one of the works inspected by CTE, it was observed that prequalification of the contractor has been done after relaxing the eligibility criteria mentioned in the Press Notice as well as in the prequalification documents, which resulted into issuing the tender to ineligible contractors (pre qualified on the basis of relaxed criteria) and subsequently awarding the work to ineligible contractor. This also resulted in not giving chance to all those eligible contractors who were eligible to apply for pre qualification (as per revised eligibility criteria) but could not apply because of higher eligibility condition advertised in press notice.

Therefore, in future all the Chief Engineers are advised not to relax the criteria of prequalification at the time of evaluation of P.Q. document; and in case it is essential for healthy competition to dilute the prequalification criteria, fresh applications shall be invited for relaxed criteria, instead of selecting contractor from the applications after diluting the eligible criteria.

**B- Item Rate Tender: - Rate Not Quoted for One Item**

It has further been observed by CTE that in a particular tender the contractor did not quote rate for a particular item. However, as per tender condition, tender in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, such tender are liable to be rejected. Instead of rejecting such incomplete tender or adopting "Nil" rate where contractor did not quote, justified rate observed to have been paid to the contractor, thus extending undue benefit to the contractor.

Therefore, it is enjoined upon all concerned that the tender in which any of the prescribed conditions are not fulfilled and / or the tender which is incomplete in any respect,

**DELHI DEVELOPMENT AUTHORITY**

**EM's OFFICE**

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**B- Item Rate Tender: - Rate Not Quoted for One Item**

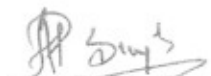
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Therefore, it is enjoined upon all concerned that the tender in which any of the prescribed conditions are not fulfilled and / or the tender which is incomplete in any respect, shall be rejected. Wherever the contractor has not mentioned any rate against any item(s), the rates against such item(s) shall be treated as "Nil" for evaluation/ execution purposes.

Appropriate Amendment / Addition in General rules and Directions and Conditions of Contract in the PWD-6 as annexed at **Annexure-I, shall be incorporated in all future NITs.**

The above instruction shall be followed by all concerned meticulously.

Encl: **Annexure-I**

  
(A.P. Singh)  
C.E. (H.Q.)

Copy to

1. All CEs (Civil/Elect.) DDA with 20 spare copies for further distribution amongst SEs and EEs, Jt. CAO/FO & CE (HQ), DDA
2. CE (QC), DDA with 10 spare copies for circulation among SEs and EEs under his control.

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3. CE (Design), DDA with 10 spare copies for circulation among SEs and EEs under his control.
4. CVO, DDA with 16 spare copies for circulation among SEs and EEs under his control.
5. CAO, DDA
6. Project Manager (Flyover) Gr.I and II, DDA with 7 spare copies each for circulation among EEs and FOs.
7. Director (Systems) for necessary action.
8. Director (Hort.), North and South, DDA with 10 spare Copies each for circulation among Jt./Dy. Directors
9. Director (MM), DDA with 7 spare copies for circulation among EEs and FOs under his control.
10. Director (Works), DDA, Director (PR), DDA
11. EO-I, II, III, EE (PPC), DDA
12. Dy. CA.O (Plan), DDA
13. Sr.R.O, C- Block, Vikas Sadan
13. Hindi officer for Hindi version please.

Copy also forwarded to -

1. OSD to VC for kind information of the latter
2. EM for kind information.
3. F.M. for kind information

(V.K.Chopra)  
EO III to EM

It has further been observed by CTR that in a particular tender the contractor did not quote for a particular item. However, as per tender condition, tender in which any of the prescribed conditions are not fulfilled or are incomplete in any respect, such tender are liable to be rejected. Instead of rejecting such incomplete tender or adopting "Nil" rate where contractor did not quote, justified rate observed to have been paid to the contractor, thus extending undue benefit to the contractor.

Therefore, it is enjoined upon all concerned that the tender in which any of the prescribed conditions are not fulfilled and/or the tender which is incomplete in any respect, shall be rejected. Wherever the contractor has not mentioned any rate against any item, the rates against such item(s) shall be treated as "Nil" for evaluation/execution purposes.

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(V.K. Singh)  
C.E. (H.O.)

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SEs and EEs, Jt. CAO & CE (HOD) DDA  
2. CE (H.O.) DDA with 10 spare copies for circulation among SEs and EEs under his

**PROPOSED CHANGES/ ADDITION TO GENERAL RULES & DIRECTIONS AND CONDITIONS OF CONTRACT IN PWD-6:**

Sl. No.	Existing General Rules & Directions / Conditions of Contract in PWD-6	Proposed General Rules & Directions/Conditions of Contract in PWD-6
1.	<p><b>General Rules and Directions in PWD-6</b></p> <p>(9) The rate quoted by the contractor in item rate tenders will be the correct basis and not the amount worked out by them.</p> <p>(9A) The rate quoted in words will be the correct basis and not the rates shown in figures in case of discrepancy between them.</p>	<p><b>Proposed to be replaced against (9), (9A)</b></p> <p>(9) In the case of Item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures and words shall be accurately filled in so that there is no discrepancy in the rates written in figures and words. However, if a discrepancy is found, the rates which correspond with the amount worked out by the contractor shall unless otherwise proved be taken as correct. If the amount of an item is not worked out by the contractor or it does not correspond with the rates written either in figure or words, then the rates quoted by the contractor in words shall be taken as correct. Where the rate quoted by the contractor in figures and in words tally but the amount is not worked out correctly, the rates quoted by the contractor will unless otherwise provided be taken as correct and not the amount. In the event of no rate has been quoted for any item(s), leaving space both in figure(s) , word(s), and amount blank, it will be presumed that the contractor has loaded the cost of this/these item(s) in other item(s) and the rate for such item(s) will be considered as Zero and work will be required to be executed accordingly.</p>
2.		<p><b>Following additions to conditions of Contract to be incorporated after S.No-2 of Condition of Contract, as</b></p> <p>(3) The contractor shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices quoted in the schedule of Quantities, which rates and the price shall, except as otherwise provided, cover</p>

*[Handwritten signatures and initials in the left margin]*

*[Handwritten signature]*  
*[Handwritten initials]*

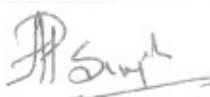
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2/1/18

Sl.No.	Existing General Rules & Directions / Conditions of Contract PWD-6	Proposed General Rules & Directions / Conditions of Contract PWD-6
2.	<del>GENERAL RULES &amp; DIRECTIONS AND</del>	all his obligations under the contract and all matters and things necessary for the proper completion and maintenance of the works.
	<del>Proposed General Rules &amp; Directions/Conditions of Contract in PWD-6 proposed to be replaced against (9) (A)</del>	<p>(4) The several documents forming the contract are to be taken as mutually explanatory of one another, detailed drawings being followed in preference to small scale drawing and figured dimensions in preference to scale and special conditions in preference to General Conditions.</p> <p>(4.1) In the case of discrepancy between the schedule of Quantities, the Specifications and/or the Drawings, the following order of preference shall be observed :-</p> <ol style="list-style-type: none"> <li>1) Description of Schedule of Quantities.</li> <li>2) Particular specification and Special Condition, if any.</li> <li>3) Drawings.</li> <li>4) CPWD Specifications.</li> <li>5) Indian Standard Specifications of BIS.</li> </ol> <p>(4.2) If there are, varying or conflicting provisions made in any one document forming part of the contract, the Accepting Authority shall be the deciding authority with regard to the intention of the documents and his decision shall be final and binding on the contractor.</p> <p>(4.3) Any error in description, quantity or rate in Schedule of Quantities or any omission there from shall not vitiate the Contract or release the Contractor from the execution of the whole or any part of the works comprised therein according to drawings and specifications or from any of his obligations under the contract.</p>

  
  
 10/8/18



**DELHI DEVELOPMENT AUTHORITY  
(E.M.'S OFFICE)**

No. EM1 (10) 2006/Cir. (Missing MHs, BHs)/DDA/ 29 47

dt. 18/8/2006

**CIRCULAR No. : 587**

**Sub: Accident due to Missing Manhole Covers, open Boreholes, open pits etc.**

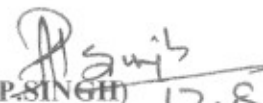
Secretary, Ministry of Women & Child Development, Govt. of India, Shastri Bhawan, New Delhi vide her DO No. F.19-15/2006-CW 26/07/2006 addressed to Vice-Chairman, DDA has highlighted frequent trapping of children in the Manholes, Pits, open Bore Holes etc. due to neglect on the part of Public Authorities which cost their very lives. She has particularly highlighted the recent incident of child trapped in a borehole due to lapse on the part of Concerned Authority.

In this context, this office has already issued circulars in reference to accident due to **Missing Manhole Covers vide Circular No. 135 dt. 26/2/86, 370 dt. 17/11/92 & 381 dt 2-3-93.**

This office has also issued circulars for remedial measures to avoid mishaps in case of open pits, ponds, deep trenches, covers of under ground tanks, septic tanks etc. vide circular No. 111 dt. 29/8/85 and 135 dt. 26/2/86. As regards to precaution/ care to be taken during construction of deep sewer, drains to avoid accident, instructions have been issued vide circular **No. 196 dt. 18/3/87.** All covers on U.G.tanks& septic tanks should be with locks or so heavy that children cannot displace them.

The above circulars and instructions shall be followed meticulously. Further, it is also enjoined upon all concerned that open unused/abandoned Bore Holes shall be closed by filling with malba, earth etc. or otherwise the Bore Holes which are in use or required to be preserved, the mouth of same shall be plugged in such a way that it is not easily removed by any passerby. in order to avoid accident. Any lapse on this account shall be viewed seriously.

This issues with the approval of EM, DDA.

  
(A.P.SINGH) 17.8.  
**CHIEF ENGINEER (HQ)**  
**DDA.**

Contd.....2



DELHI DEVELOPMENT AUTHORITY  
(E.M.'S OFFICE)

46. 15/8/2008


No. EMI (10) 2006/Cir. (Missing MHs, BHs) 25-4

**Copy to: -**

- CIRCULAR No. : 287
1. All CEs (Civil/Elect.) DDA with 20 spare copies for further distribution amongst SEs and EEs, Jt. CAO/FO & CE (HQ), DDA
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  11. EO-I, II, III, EE (PPC), DDA
  12. A.O (Plan), DDA
  13. F 1(63) 04/ HAPC/Mon/Pt.
  14. Hindi officer for Hindi version please.

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(V.K. Chopra)  
EO III to EM

- 18 -  
**DELHI DEVELOPMENT AUTHORITY**  
**E.M.'S OFFICE**

No.:EM1 (10)2006/CIR. (PPP)/ 3031

Dated : 25.8.2006

**CIRCULAR NO: 588**

**Sub:- PURCHASE PREFERENCE POLICY(PPP) FOR PRODUCTS and SERVICES OF CPSEs**

In one of the works inspected by CTE, CVC has observed that clause for Purchase Preference to PSUs has not been incorporated in the tendered documents as per Govt.of India guidelines. Under para14.6.1 of CPWD Works Manual, 2003, there is a policy of Purchase Preference to be given to Central Public Sector Enterprises. As per the fresh instructions contained in OM No. 13(12)2003-FIN./Vol.II dated 18.7.2005 of Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises, Govt. of India, purchase preference to the public sector undertaking shall be given in cases of all tenders/quotations to be received for products and services of Central Public Sector Enterprises of **Rs. Five crore and above but not exceeding Rs. 100 crore**. These guidelines shall be incorporated in PWD-6. Under the policy, if prices quoted by Public Sector Enterprises is within 10% to the lowest price (L-1) in tender, other things being equal, purchase preference may be granted to the Central Public Sector Enterprises concerned at the lowest valid price bid. The Purchase Preference Policy covers both products and services of Public Enterprises and the word "Services" includes construction work and construction contracts also.

The provisions of the policy are as per **Annexure-1 Enclosed**

  
(Er A.P.SINGH) 24.8.06  
**CHIEF ENGINEER (HQ)**


Copy to

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**(V.K.Chopra)**  
**EO III to EM**

PRICE/PURCHASE PREFERENCE

DPE/Guidelines/VI/II

**Extension of Purchase Preference Policy (PPP) for Products and Services of Central Public Sector Enterprises (CPSEs) beyond 31.3.2005.**

The undersigned is directed to refer to DPEs O.M. of even No. dated 26.10.2004 extending thereby the Purchase Preference Policy (PPP) for products and services of Central Public Sector Enterprises (CPSEs) upto 31.3.2005. The Government has considered the matter further and has decided to extend the Purchase Preference Policy for a further period of three years i.e. upto 31.3.2008 with certain modifications/conditions. Accordingly, other things being equal, purchase preference will be granted to the CPSEs at the lowest valid price bid (L 1) if the price quoted by the CPSE is within 10% of the L 1 price. The salient features of the modified Purchase Preference Policy are as under:

1.

- (i) PPP will continue for a further period of three years, with clear stipulation that it will be terminated with effect from 31.3.2008.
- (ii) PPP support will be extended to the contracts of the value of Rs. 5 crore and above but not exceeding Rs. 100 crore.  
If civil works are included as part of the contracts for the supply of goods and/or if the contract is a turnkey contract, such contracts would also be covered by the PPP, subject to the condition that the total value of the contract does not exceed Rs. 100 crore.
- (iii) PPP will apply only to CPSEs and their subsidiaries (i.e. where PSE owns 51% or above shareholding), but not to a joint venture owned by a PSE and a private sector partner.
- (iv) A minimum value addition of 20% by the CPSEs/subsidiary companies by way of manufacturing and/or services would be a prerequisite for availing of purchase preference.
- (v) The provision relating to purchase preference should be specified in the Notice Inviting Tenders (NIT) for Rs. 5 crore and above but not exceeding Rs. 100 crore.
- (vi) PSEs should be subject to the same qualification process as any other bidder. If the PSE does not meet the minimum qualifications, it should be subject to disqualification. However, in suitable cases, the purchasers/clients may relax the condition of "net worth" from the list of minimum qualifications.
- (vii) If the PSE, which has had the benefit of the Purchase Preference Policy, fails to perform, it should also be subject to payment of liquidated damages or any other penalty included in the contract.
- (viii) Each Ministry shall make a list of CPSEs that would require PPP support and if there is no possibility of making a positive list, they may attempt a negative list of CPSEs which may not require PPP support.
- (ix) Ministry of Power is granted exemption from the PPP, subject to the condition that they will place certain orders upon BHEL on a negotiated basis price benchmarked through competitively bid projects every year. Ministry of Power and Department of Heavy Industry will work out, at the beginning of the year, the number and value of the orders to be placed upon BHEL during the financial year.

All ministries/Departments/CPSEs/Autonomous Bodies except Ministry of Power will continue to grant purchase preference to CPSEs/subsidiary companies.

Respective Ministries/Departments/CPSEs/Autonomous Bodies will be responsible for implementing the purchase Preference Policy in letter and in spirit. For any deviation including exclusion of the purchase preference clause from NIT, it will be obligatory on the concerned Ministry/Department/CPSE/Autonomous Body to obtain prior exemption from the Cabinet in consultation with the Department of Public Enterprises.

The cases which were under consideration from 1.4.2005 till the date of issue of this order would stand covered under the policy except those which have already been decided otherwise.

All the Ministries/Departments are requested to immediately bring the contents of this O.M. to the notice of all the concerned Officers in the Ministry/Department, CPSEs, Autonomous Bodies and other Organisations under their administrative control for strictly following the Purchase Preference Policy. As indicated in para 1 (viii) administrative Ministries/Departments are also required to immediately make the list of CPSEs which may or may not require PPP support. A copy of such list prepared may also be sent to DPE for record.

**(DPE OM No. DPE.13(12)/2003-Fin.Vol.II dated the 18<sup>th</sup> July, 2005)**

**DELHI DEVELOPMENT AUTHORITY  
(E.M.'S OFFICE)**

No. EM1 (10) 2006/Cir. (Completion Certificate)/DDA/ 2965


dt. 18/8/2006

**CIRCULAR No. - 589**

Sub: - Recording of Completion certificate in r/o Water Supply, Sewerage,  
Storm Water Drain, Roads and Pavements etc.

In partial modification of EM Office Circular No 538 dt 30-4-2001 issued vide EM1 (10) 98/Vol-II/Pt-I/4011 dt 30-4-2001, Superintending Engineer in charge of work shall record the completion certificates in respect of all development works like Water Supply, Sewerage, Storm Water Drain, roads and pavements etc costing more than Rs Ten lacs.

This issues with the approval of EM, DDA.

  
(Er. A.P.SINGH)  
CE (HQ), DDA.

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(V.K. Chopra)  
EO III to EM