

Copy of letter NO. 24216 dt.29.12.2000 from Engineer-in-Chief-
Secretary to Govt. of Orissa, Works Deptt. addressed to the
Engineer-in-Chief-(Civil) Orissa, /All Chief Engineers.

Sub:- Issue of Guide lines for tender papers.

187
27/1/2001

I am directed to say that guidelines have been issued in Works Deptt. letter NO.8151/W., dt.6.5.2000 that tender documents may be sold to the intending contractors at the same time during selling days in the offices of the Divisions Sub-Divisions under the Divisions and the concerned circle. Similarly, tenders are required to be received from the tenderers in the above offices during the same time on the days of submission. It was instructed in the aforesaid letter that arrangements may be made by the Divisional Officers inviting tender to make available receipt book for collection of cost of tender papers to the circle office. The accounts of the tenders received in the circle office should be authenticated by the Superintending Engineer P.A. to the Superintending Engineer, in the register maintained for the purpose before the tender documents are transmitted to the Division office-Further Government decided to sell tender papers to the intending contractors in the offices of Divisions Sub-Division (s) under the Divisions, concerned circle and also in adjacent Divisions & accordingly. instructions was issued in letter NO.10001/W. dt.2.6.2000 to the Engineer-in-Chief- (Civil)/all Chief Engineers. For wide circulation and participate large number of contractors in tender process, instruction was also issued in letter NO.1 450 dt.1.8.2000 to all Chief Engineers of Works Deptt. To endorse a copy of the tender notice to Intermediary and Technology Department for it's inclusion in the Web-Site of Govt. Orissa, Further, with a view to over come the unpleasant situation at the time of purchasing submitting tender papers by the intending contractors Government have issued instructions in letter NO.17485 dt.16.9.2000 directing the concerned W.D. authorities to lodge F.I.R. in the nearest Police Station at the time of such occurrence. Failure to lodge F.I.R. will be construed as misconduct on the part of the erring officials. Besides, instruction has been issued in letter NO.17896/W., dt.21.9.2000 to the Engineer-in-Chief-(Civil)/All Chief Engineers of Works Deptt. to observe minimum time limit of 30 days between the date of issue M.I.T. and receipt of tender, which should be counted from the date of publication in the news papers made available to the public with the following procedure.

- a) The Executive Engineer concerned shall send the notice inviting tenders by registered post with A.D. to the I.&P.R. Deptt. not later than one working day from the date of issue of the said notice.
- b) The last date should be so fixed that after allowing usual postal transit there should remain a margin of at least 10 days time with the I & P.R. Deptt. for publication of the Tender Call Notice in the news paper.
- c) In spite of Observing the above time frame, if it is found by the Executive Engineer issuing the notice that minimum bidding period as per the codal provision have not been allowed. instead of opening the tenders, he shall suitably extend the bidding period by way of issuing corrigendum to the said Tender Call Notice for publication in the news papers through I.&P.R Deptt.

P.T.O.

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Department before the date of sale in the previous notice for the purpose of maintaining continuity.

- d) In case, the concerned Executive Engineer finds it difficult to adhere to the minimum bidding time limit as a result of delay in publication of the Tender Call Notice by the I.&P.R. Deptt. even after following the procedure indicated above, he shall furnish a report to that effect to this Deptt. furnishing the necessary details therein, so that the matter can be taken up at the Government level with the I&P.R. Deptt.

In spite of issue of all these circulars, it has come to notice of Government that a few number of contractors are participating in the tender process, resulting in less participation and higher tender rate.

You are therefore, requested to ensure that the above instruction/guide lines are followed scrupulously by all field officers failing which suitable disciplinary action may be initiated against the erring officers for their lapses.

Besides, while submitting the tender documents to higher authorities for approval it should be clearly indicated in the forwarding letter the offices in which the tenders have been sold and opened and details thereof.

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Government of Orissa
Office of the Chief Engineer
National Highways: Bhubaneswar
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Memo NO. A/C. NH. Misc. 1/96 1358 /DT: 16/9/2001

Copy forwarded to all Superintending Engineers and Executive Engineers under N.Hs Organisation for information and necessary action in continuation to this office Memo NO. 77 dt. 29.9.2000.

[Signature]
For Chief Engineer

Memo NO. 1359 /DT: 16/11/2001

Copy to all Branch Officers/ Section Officers/ Divisional Accounts Officer of this office for information and necessary action in continuation to this office Memo NO. 17322 dt. 29.9.2000.

[Signature]
For Chief Engineer

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M.1501
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