

Circular No. 3/68

Instances have come to the notice of the undersigned that estimates for civil works received from the subordinate offices are mostly very defective rendering the very difficult to scrutinize and accord timely sanction without referring the matter again to the concerned officers to obtain essential details. The estimates submitted for sanction should consist of an estimate submitted for sanction should consist of an estimate report furnishing all important aspects of the works, viz. (1) nature and purpose of work, the name of the officer who conducted investigation and prepared estimate, availability of funds under the appropriate head of account and other relevant details (2) abstracts and details of estimate prepared separately, (3) conveyance statement, (4) data sheet, (5) essential drawings, and (6) a certificate regarding the tract wherein the work spot is situated.

2. While preparing tender notices specific mention should be made therein about (1) the firm period of contract, the forfeiture of earnest money and the special concession admissible as indicated in G.O.Ms.492/67/Agri.dt.18-12-67, (2) the period of contract as so many months from the date of execution of the agreement (3) about the seigniorage value to be paid for utilizing forest produce such as rubble, sand etc. taken from forest areas, and (4) about the penalty which will be inflicted for late execution. The tender schedule should be prepared in strict accordance with the specifications given in the sanctioned estimate.

3. It is also observed that Officers authorized to open tenders for civil works very seldom take sufficient care to verify whether the tender forms and tender schedules are properly filled up by the tenderers, whether the rates are legibly written both in figures and in words, whether the tenderer has signed in all relevant places of the tender, etc. It is, therefore, hereby directed that the tender opening officers should take sedulous care to scrutinize each tender as soon as it is opened and get the defects noted then and there, since the tenderers will be generally present at the time of opening tenders. In cases where the willingness of the tenderers has to be ascertained regarding reduction of quoted rates or to obtain clarified statements, if any before making recommendations for fixing of contract, all the above formalities should be completed within two weeks from date of opening of tenders and in exceptional cases where delay is inevitable the position should be reported to the higher authorities then and there.

4. Checking of agreements must be completed within a specified reasonable time and that for any delay occasioned and consequent complications the party responsible for the delay will be answerable. Release of security also should be, as a rule, effected only after effecting final payment and after it becomes possible to get a correct overall picture of the actual amounts due to and from the contractor.

5. The present practice of inviting tenders for works before estimate sanction and executing extra items before obtaining proper sanction from the estimate sanctioning authority and then forcing the hands of the authorities concerned to accord sanction to the same on the plea that they are based on actual, is highly irregular. Hence this should be put a stop to. However, if the extra urgency and absolute necessity for resorting to such a step arises under exceptional circumstances, that should be properly explained and brought to the notice of the competent authority then and there and ratification obtained.

6. All concerned officers will please see that the procedure prescribed in paragraphs 137 and 138 of the P.W.D Departmental code in the matter of opening and scrutiny of tenders and paragraphs 36 –A and 316 of the Kerala P.W.Account Code regarding recording measurements in measurement books and effecting check-measurement are strictly adhered to as these rules are equally applicable to the civil works to carried out in this department also. Any failure to act in strict accordance with the directions referred to above will be seriously viewed and the officers concerned will be held directly responsible for the consequents delay in accepting tenders, settlement of contracts or disputes that may arise at a later date due to the omissions or commissions mentioned above.

Receipt of this circular should be acknowledged.

Sd/- C.M.John,
Conservator of Forests

Endt, ML. 25544/68 dt. 17-12-68

Copy to All Divl.Forest Officers

Asst.Conservator of Forests, Grassland, Pamba

Wild Life Preservation Officer, Thekkady

Senior Supdt.,

All sections and stock file.

For Conservator of Forests