

# CIVIL ENGG. WORKS AND TENDERS

## DO's

- Clearly specify the requirement of similar nature of work for the eligibility criteria in the tender so that no ambiguity arises during tender committee meeting.
- Ensure that ranking of the offers is done properly after evaluating the special conditions and vetted by finance.
- Ensure consideration of reasonableness of rates in the tender committee minutes. This should not only be with reference to previously accepted rates, but also after taking into account market rates. Ensure that the reasonableness of rates is examined critically, logically & specifically, both in respect of total cost and rates of individual items.
- Record adequate reasons for overlooking the lowest offer, if it is not acceptable.
- Negotiation should be done only with L1 i.e. lowest valid eligible & technically acceptable tenderer who would have been otherwise considered for award of contract directly if the rates were not unreasonably high.
- Attempt identification of any possible ring formations, especially in the case of limited tenders.
- Treat the Tender Committee recommendations with dissenting notes carefully & record reasons for disagreement.
- Order calling for fresh tenders if the TC comes to learn that there is significant change in the scope of work.
- Keep proper account of cement and other railway materials issued to the contractor at the site of work. Keep proper account and classification of released materials.
- Record levels on machine numbered level books only.
- Carry out prescribed test checks of measurements paying particular attention to the hidden measurements.
- Ensure test check of 110% longitudinal levels and no less than 20% of cross levels in and earthwork contract by prescribed officials.
- Ensure inspection of correct thickness of items payable on 'area measurements' such as slabs, flooring, premixed road carpet, wood work, etc. Test check must cover this aspect also.

## **DON'Ts**

- In case an offer is indeterminate due to ambiguity in the rates quoted, same should not be evaluated.
- Do not entertain letters/representations of tenderers subsequent to the opening/negotiations/consideration of tenders.
- Do not accept individual items rates which are abnormally high or unworkable in respect of major items of work in a tender.
- Do not exercise the powers of the accepting authority in case you have been a member of the Tender Committee.
- Do not accept modified offers, not considered by the Tender committee.
- Do not record the acceptance/otherwise of the tenders anywhere else than the body of the Tender Committee minutes. Nothing side of the fine is to endorse the action taken only.
- Do not operate non-schedule items where it is possible to do work as per scheduled items or a combination thereof.
- Do not allow two or more agencies to do similar works at one site. Departmental works and works being executed through contracts should not be allowed to be mixed.
- Do not allow execution of partly left over work by another agency before taking final measurements of earlier contract as per extant instruction.
- Do not authorize issue materials to subordinates of other departments unless approved by their controlling officers.
- Do not adjust excess use of cement in a running bill against less use in earlier bill.