

WORK PROCEDURE- PLANNING DIVISION

(Landscaping And Horticulture Works)

The work sanction/tendering/allotment of work to contractors/billing/ and filing procedure for the Landscaping and Horticulture works being performed by the Planning Division will broadly be governed by the Work Procedure of Project Division. **The above circular will be read with the following amendments for the Landscaping and Horticulture Works.**

- 1.0 No work shall be commenced or liability incurred thereupon until an Administrative Approval and Expenditure Sanction has been accorded and is supported with detailed estimates, designs approved and fund to meet the expenditure of the project allocated.

- 2.0 A Project shall be initiated by the **Planning Division**, based on one or more of the following criteria **only**:
 - i. Budget provisions for the year
 - ii. Advice from Planning Division

The Project shall be named and allocated to the designated Manager (Landscaping/Horticulture) by DGM (**Planning**).

- 3.0 **PROJECT ALLOCATION, ADMINISTRATIVE AND FINANCIAL APPROVALS**
 - 3.0 The **DGM (Plng)** shall designate a Manager (Landscaping & Horticulture) in writing who shall be required to commence activity relating to obtaining Administrative, Technical and Financial Approvals.
 - 3.1 The Authority will follow the a standard schedule of rates (i.e. CPWD or any other) duly approved by the CEO for Landscape/horticulture works. Any change in the schedule shall have to be approved by the CEO. However, since the landscaping/horticulture works are of non-specific and non-standard nature, work can be done on market rates or on the basis of limited tendering between an approved panel of landscape designers, but with prior approval of CEO for doing so.
 - 3.3 The Manager (Landscaping/Horticulture) shall, in consultation with the Planning Division prepare detailed designs and estimates, and forward the same through the TSC cell to DGM (Planning). DGM (Planning) will put them up for approval to the sanctioning authority after getting recommendations of the Technical committee.
 - 3.4 The approved estimates shall be sent by Planning Division on the same file to Finance Division.

 - 3.5 **TECHNICAL COMMITTEE**
 - 3.5.1 The Technical Committee shall comprise of-
 - a) **For Projects upto Rs. 50 lacs:**
 - D.G.M. (Planning)
 - D.G.M. (Finance) / Sr. F.A &O
 - Designated Senior Manager (Projects)

 - b) **For Projects between Rs 50lacs to Rs 2.00 Crores:**
 - G. M. (Planning)
 - DGM (Fin) / Sr. F.A &O
 - Designated Senior Manager (Projects)

 - c) **For Projects exceeding Rs. 2.00 Crores**
 - G. M. (Planning)

- GM(Finance) / Sr. F.A &O
 - Designated Senior Manager (Projects)
- 3.5.2 Each member of the Technical Committee shall evaluate the Planning from his/her point of view viz.
- a. **Finance Division**
 - Test check the rates and values shown in the estimates
 - Confirm Budget availability and fund availability.
 - b. **Planning division**
 - DGM /GM (Planning) shall be responsible for the Technical specifications, rates and estimates prepared for the Project.
 - c. **Project Division**
 - Project division representative shall particularly check the rates of civil engineering works.
- 3.5.3 In the event of members having objections/clarifications to any of the points under their respective areas of responsibility, the same should be communicated in writing to the remaining members, latest by the following Monday, so that remedial measures may be taken.
- 3.5.4 **The Technical Committee shall meet every Wednesday to accord Technical Sanction to the proposed project.** This includes approval of the detailed estimates, designs and specifications.
- 3.6. **ADMINISTRATIVE & EXPENDITURE SANCTION**
- 3.6.1 The technical sanction shall be forwarded by manager (TSC) through GM (Planning) to the sanctioning authority for **Administrative Approval and Expenditure Sanction as delegated below.**
- a) **DCEO** **25 lacs**
 - b) **CEO** **full powers**
- 3.6.2 On obtaining the Administrative Approval and Expenditure Sanction, G. M. (Planning) shall initiate the tendering process. The detailed procedure for tendering is given in part 4.0 below.
- 3.6.3 In projects upto Rs 50 lacs DGM (Plng) shall exercise the powers of GM (Plng) as indicated above. DGM(Plng) would inform GM(Plng) of the approval.

The detailed procedure for tendering is given in part 4.0 of the Project Division Work Procedure.

The following amendments are required in section 4.0 in the clauses no. given below.

4.0 **TENDERING PROCESS**

On obtaining Administrative Approval and Expenditure Sanction, the process for calling of tenders and its approval shall commence.

4.1 **FLOATING OF TENDER**

- 4.1.2 The tender document shall be prepared by the concerned Managers (Landscaping/Horticulture). The tender documents shall be made on the basis of standard terms and conditions. No deviation is permissible without approval of the CEO.
- 4.1.3 The tender document shall be forward to Manager (Technical Support Cell) through Sr. Executive (Landscaping and Horticulture), where the same shall be checked in all aspects including specifications, bill of quantities,

calculations, tender conditions etc. He will then submit the same to the competent authority for approval. Special attention be exercised on the terms relating to time schedule (PERT/CPM) for completion, penalty conditions, maintenance schedules etc. pre-qualification condition and methodology/technology of the construction process.

4.1.4 The competent authority to approve the tender documents shall be :

- **GM (PLANNING)** **FULL POWERS**
- **DGM (Planning)** **UPTO Rs 50 lacs**

4.1.5 Manager (TSC) shall forward the approved documents to Communication Section for tender publication. All tenders shall be floated through a single file. It shall be the responsibility of TSC to ensure that the tenders are combined in a manner so as to make their publication cost effective. The tender will be forwarded to communication cell at least 3 days in advance.

4.1.6 The standard time schedule to be followed in case of tender as regards the minimum period between publication date and tender opening date will be as follows:

	<u>Tender Value</u>	<u>Duration</u>
a.	For projects up to 10 lacs	10days
b.	For projects above 10 but less than or equal to 50 lacs	15 days
c.	For projects above 50 lacs but less than or equal to 200 lacs	21 days
d.	For projects above 200 lacs	30days

4.1.7 **SHORT TERM TENDER NOTICE**

In case of cancellation of tender the second tender can be of shorter duration and other short term tender notices can be released but only with the prior approval of the sanctioning authority as given below:

- a. ACEO : for project up to 200 lacs
- b. CEO : for project above 200 lacs.

Normally, the minimum duration of a short term tender shall be atleast fifty percent of the duration given in clause 4.1.6 above. In case of urgency, the duration of the tender can be reduced by the approval of CEO.

4.2 **RECEIPT OF TENDER**

4.2.1 On the last date of submission of tenders, a tender box, duly locked and sealed, shall be placed at the pre-designated location. The tender box shall clearly indicate the name of work, tender number, date of publication of tender and the last date of submission.

4.2.2 The tender box shall be locked and sealed by the authorised Deputy Mgr. (Finance) , in the presence of the police inspector/ sub-inspector and the Project-in-charge/Deputy Manager of the work circle responsible for undertaking the works. The keys shall be kept under double lock in the cash safe.

4.2.3 At the scheduled time, the tender box shall be closed and a certificate obtained from the police personnel, project personnel and any or all of the contractors present at the time. One copy of the certificate shall be stuck on the tender box itself while a second copy kept in a sealed envelope. Under no circumstance shall any tender be accepted after the scheduled time.

- 4.2.4 The tender box shall be transferred to the meeting room by the officers designated under point 4.2.2 above, and the tender committee be asked to assemble within half an hour of the tender closing by the Manager TSC.
- 4.2.5 Effort should be made to ensure that the last day of tender submission be a Wednesday by 15.00 hrs. and it will be opened the same day at 15.30 hrs.

4.3 **TENDER OPENING**

All tenders shall be opened in the presence of a Tender Committee.

4.3.1 **TENDER COMMITTEE**

The Tender Committee shall constitute the following members:

- a. For Projects upto Rs. 50 Lacs:
- D.G.M.(Planning)
 - DGM(Fin) / Sr. F.A &O
 - Designated Senior Manager (Project Division)
- b. For Projects in excess of Rs. 50 lacs:
- GM (Planning)
 - GM (Finance)
 - k) Designated Senior Manager (Project Division)

4.4. **PRE-QUALIFICATION BID OPENING**

- 4.4.1 Pre-qualification Bid will be opened at a designated time and date (as given in the tender) in the presence of the Tender Committee constituted as per 4.3.1 above.
- 4.4.2 The tender committee shall sign on all Certificates submitted with the pre-qualification bid along-with the envelopes containing the price bid and pre-qualification bids.
- 4.4.3 The list of documents submitted by each contractor will be proposal and the list signed and dated by the tender committee.
- 4.4.4 The list alongwith all the documents of pre-qualification bid will be handed over to Senior Manager of the concerned work circle. He will prepare a comparative chart of the technical eligibility as per documents submitted alongwith the pre-qualification bid as against standard terms and conditions. **The standard format is given at annexure-2.** This will be submitted to the tender committee through Manager TSC.

4.5 **PRICE BID OPENING**

- 4.5.1 Next Monday (or 3 working days of after opening of Pre-qualification bids), the price bids of such bidders who have qualified, shall be opened at 3.00 p.m. in front of the contractors who are present. The Tender Committee shall sign and date the opened documents. A comparative chart of the offers shall be prepared by the Manager TSC along with a designated Manager (Finance) and signed by the tender committee immediately.
- 4.5.2 The Work Circle-In-Charge under whom the project is to be undertaken shall within two days of opening of price bid, submit his comments and justification to the G.M. (Projects). He should ensure that the rates at which the works are contracted are reasonable considering the market conditions. He shall prepare the detailed justification statement as per procedures laid down in the Manual, VOL-2, relating to “examination of Tenders by the

tender committee”. This will be completed within 2 days of opening of price bid.

- 4.5.3 Manager TSC shall, within one day, check the papers and place the same before the designated Tender Committee for its recommendations. The tender committee will not only examine the tenders with respect to justified market rates, but shall also compare the tendered rates with the rates accepted for similar works in the past.
- 4.5.4 The Tender Committee recommendations shall be forwarded to the **Tender Accepting Authority**. The accepting Authority is as under:-
- CEO full power
 - DCEO for project above Rs 25 lacs & upto Rs 50 lacs
 - GM(PIng.) for projects between Rs15 and Rs 25 lacs
 - DGM(PIng) project upto Rs 15 lacs

In the event of the Tender Accepting Authority not being in agreement with the finding of the Tender Committee, he/she shall record his/her detailed reasoning and forward the same to the next higher authority for decision.

- 4.5.5 The entire tender accepting process should be completed within 7 working days from the date of opening of Pre-Qualification bid. Tender acceptance letter should be issued to the contractor by the concerned Work Circle in-charge with in 2 days, thereafter.
- 4.5.6 **As a general rule, no negotiations shall be carried out with any of the bidders for reduction of rates. However in exceptional cases, where exigency demands, negotiations can be conducted with the lowest bidders only and revised offers received in sealed envelop to be opened before the tender committee, at an appointed date and time. The decision to adopt the negotiation shall be sanctioned only by the ACEO for project upto Rs. 200 Lakhs and CEO to projects above 200 Lakhs.**

4.6 **CONTRACT BOND** :-

- 4.6.1 On completion of the tendering process, a Contract Agreement/Bond shall be drawn up between the Work Circle-In-Charge and the contractor. The agreement pertaining to tenders accepted by the authority of the G.M. (Projects) and above, shall be counter signed by the G.M.(Projects). This process shall be completed within 15 days of issue of acceptance.
- 4.6.2 All Agreements/Bond in original shall kept in safe custody of Senior Manager (Finance) or Manager Finance designated for the purpose. The Manager (Fin.) will ensure that adequate number of certified copies are available for the concerned contractor, auditor, GM (Finance), Project-In-Charge, Manager TSC etc.
- 4.6.3 Once the Agreement/bond has been signed, works shall be carried out as per the **works delegation authority detailed in 9.0 hereunder**.

5.0 **AWARD OF WORK WITHOUT CALLING FOR OPEN TENDER.**

- 5.1 As a general rule, no works above Rs. 50,000/-(fifty thousand) shall be awarded without calling for tenders.
- 5.2 As Landscaping/horticulture works are of non-specific and non- standard nature it may not always be feasible to follow the process of tendering, as also in cases were certain experts/experienced agencies may need to be engaged. In such cases, the work may be awarded on work order or selection

bond, without calling for open tender, **as per the financial powers detailed hereunder**. The precise nature of urgency or specialization or need shall be recorded before dispensing with the procedure of calling for tenders.

- Sr. Executive (Plng.)- Not more than Rs 25000/- in each case and with an annual ceiling of 3 lacs.
- DGM (Planning). - Not more then Rs 2 lacs in each case with an annual ceiling of Rs 25 lacs.
- GM (Planning) - Not more than Rs 4 lacs in each case with an annual ceiling of Rs 50 lacs.
- DCEO - Not more than Rs 7 lacs in each case with an annual ceiling of Rs 85 lacs.

For Projects above this limit the approval of CEO is necessary.

6.0. EXTRA ITEMS/SUBSTITUTED ITEMS

6.1 During the course of execution of works, introductions of extra items/ substituted item are often necessitated in the interest of the work. This section lays out the limits and authority for sanction.

- **For project upto 10 lakhs.**

	Scheduled items	Non Scheduled items
a. Work Circle In-charge	upto 5% of tendered cost	upto 2% of tendered cost
b. G.M.(Projects)	Full powers and Recommendation of tender committee.	

- **For projects above 10 lakhs.**

	Scheduled items	Non Scheduled items
a. G.M (Projects)	upto 5% of tender costs	upto 2% of tender costs
b. GM (Projects) on recommendation of Tender Committee	>5% less then 10% of tender costs	>2% less then 10% of tender costs
c. DCEO/ACEO on recommendation of the Tender Committee	10% <= 25% of tender costs	10% <= 25% of tender costs
d. For extra items/substituted items beyond the above limits the approval of CEO is necessary.		

In case of non-schedule items market survey shall be conducted by the Work-circle in-charge to confirm the rates submitted by the contractor.

6.2 VARIATIONS

For increase in existing works, the following officers shall after satisfying themselves about its necessity, accord sanction for variation in contract bond.

- For works upto 10 lakhs
 - a. Work Circle In-charge $\pm 2\%$ on tender cost
 - b. GM (Projects) upto 20% on recommendation of Tender Committee.
- For works above 10 lakhs to 50 lacs
 - a. G.M.(Projects) $\pm 2\%$ on tender cost. upto 20% on recommendation of Tender Committee.

- b. DCEO/ACEO upto 25% of the tender value or recommendation of tender committee.
- For works above 50 lakhs.
 - a. DCEO/ACEO upto 25% on recommendation of Tender Committee.
- For variations beyond the above limits, the approval of CEO is necessary.

7.0 BILLING OF WORKS

- 7.1 All bills will be prepared on standard format (Annexure-3).
- 7.2 As a general rule bills are to be raised by contractors/PMCs on a fortnightly basis.
- 7.3 A site in-charge shall be issued only **two measurement books** on which he shall record his measurements whenever he visits the site. Bill, when it is submitted to the Finance Division will be accompanied by the measurement book. While the **first measurement book** is with the finance division, the **second measurement book** will be used to record measurements. The M. B. must be up-to-date at all times and one book shall always be available at the site for inspection. Cross references shall be done in the two measurement books.
- 7.4 The quantity of building material will be entered on the day of receipt. In case, the material not being found satisfactory and rejected the quantity will be subtracted giving the reference of the quality control report in the MB Book. However, it will be ensured that payment is not made unless quality is certified.
- 7.5 The bill shall be prepared and submitted by the contractor and it should be complete in all respects i.e. all columns should be properly filled and it should be signed by the contractor alongwith seal of the firm.
- 7.6 The bills raised shall be verified by the site in-charge with reference to the measurement book maintained by him and physical measurements at site.
- 7.7 The Project-In-Charge shall test check the measurements, rates other terms and conditions before approving the bill. He shall include such other documents/certificates required and necessary to process the bill e.g. Q.C. reports of checks done by him.
- 7.8 The bill should be accompanied by the following documents when it is submitted to Finance Division for payment by the **sanctioning authority as detailed in 7.9 below**.(Annexure nos. are as in the Work Procedure of Project Division circulated vide circular no.CEO/99/628 dt 29/9/99).

PERT/CPM Chart giving the progress against schedule.

- a) Recovery statement (Annexure 5)
- b) Test check statement (Annexure 6)
- c) Part Rate statement (Annexure 7)
- d) Extra/Additional substitute item statement (Annexure 8)
- h) Farkati (with final bill) (Annexure 9)
- i) Certificate of quality & manpower and machine as per terms and conditions of tender by the Project –In-Charge/
Sr. Manager (Planning & Landscaping) (Annexure 10)
- j) Bill summary statement (Annexure 11)

l) Photocopies of approvals regarding time extensions/penalty waivers from the competent authority.

1) Completion certificate (Annexure 12)

7.9 **Bill Sanctioning Authority shall be as follows:**

a) **For works upto Rs 50 lacs (tendered amount)**

- Sr. Executive (Planning/Landscaping) upto 75% (including all advances) on recommendation of the Manager Landscaping)
- DGM (Plng) above 75% (till completion of work) on recommendation of the Sr. Exec (Plng.)

b) **For works above Rs 50 lacs (tendered amount)**

- DGM (Plng) upto 75% (including all advances) on recommendation of the Mgr.(Plng)
- * GM (Planning) above 75% till completion of work, on recommendation of DGM (Plng)

At all levels of sanctioning and verifications, terms and conditions of the contract agreement relating to maintenance, security money deductions, retention money ,delay penalties etc shall be considered and recorded.

7.10 The final bill of a contractor can be processed only after a Certificate of Completion has been issued by the Sr. Exec (Planning & Landscaping) for works upto 5 lacs and by DGM(Planning) for works upto 50 lacs and by GM(Planning) for all others.

8. COMPLETION CERTIFICATE

- 8.1 The issuance of a works Completion Certification shall be initiated by the site In charge with in 7 days of completion of the project work and prior to the maintenance period if any, and before the payment of the final bill and forwarded to Project-in-charge. The standard completion certificate is per **annexure - 12**
- 8.2 The Project-In-Charge shall verify the certificate on the basis of the M. B. and is own records pertaining to physical measurements and Q.C. reports before forwarding the same to the Works Circle-in-Charge.
- 8.3 In the case of individual contracts valuing less than 10 lakhs, the Works Circle in charge is authorised to issue the Completion Certificate. This should be done within 7 days of initiation of completion certificate.
- 8.4 The same shall be forwarded to the G.M. (Projects) along with all relevant documents and certificates required for the final bill as listed 7.8 for final payments.
- 8.5 In project above Rs. 10 lacs the Work-Circle-In-charge shall record his recommendation and countersign on the completion certificate and forward if to GM (Project) within 7 days of receipt of the completion certificate format.
- 8.6 In case of individual contracts valuing in excess of 10 lacs, the completion certificate shall be issued by G.M. (Projects) on presentation of all documents by the Works Circle in charge. The certificate shall be issued after inspection by GM (Projects) within 7 days of receipt of documents from the Works Circle-in -Charge.

- 8.7 The completion certificate will necessarily accompany the final bill.
- 8.8 The security deposit or an amount provided for maintenance in the contractor shall be withheld by GM(Fin.) till completion of maintenance period. Recommendation to withhold payment for same should be recorded on the completion certificate by the contracting authority.
- 8.9 One completion of the maintenance period, the prescribed authority for issuing of completion certificate, will authorize the release of the withheld security/retained money after deductions if any.

9.0 WORK DELEGATION clause is not relevant to this division and hence may be treated as deleted for this activity.

10.0 Specific job responsibilities have been separately illustrated in the circular no CEO/SM(Sys.)/787, dt.31.12.2001 (Annexure)

11.0 MANAGEMENT INFORMATION system has been separately illustrated in the circular no CEO/hort/99 dt.26/10/99. (Annexure)

- i. The TSC shall prepare and submit the reports illustrated in the above circular on the basis of the information collected for the Managers. The Technical cell shall conduct an inspection of at least 10 % of the ongoing works of each work zone for quality and progress monitoring and concurrent audit.

12.0 FILING NOMENCLATURES

The standard recommendations for files to be maintained by the Planning Division (Landscaping/ Horticulture Dept) are placed under. Any new files to be created shall be approved by GM (Planning). The list of all the existing files alongwith the numbers is to be submitted by Planning Division **by 15th November 99** positively to CEO, GM (Planning) and GM (Systems). Any additions in this will be informed to GM (Systems). The first word for naming of any file in planning division will be **Plng**, followed by **L&H for** landscaping/ horticulture, subject, year and exclusive number of the file. The file number will tally with the s. no. on the list of files being maintained by the division.

The files to be maintained by Planning Division (landscaping/ horticulture dept) are:

I	Policy file	PLG/L&H/Policy/99()
i.	Coordination meeting file	PLG/L&H/Coor-Meet/99()
ii.	Office Order file	PLG/L&H/Officer Order/99 ()
iii.	Project Management Consultants	PLG/L&H/PMC-name/99()
iv.	Budget	PLG/L&H/Budget/99 ()
v.	Management Information	PLG/L&H/MIS/99 ()
vii.	Tender file	PLG/L&H/Tender/99 ()
x.	Estimates, Tender Documents	PLG/L&H./Prj-name/ estimates & tender/99 ()
xi.	Quality control File	PLG/L&H./Prj-name /QC/99
xii.	Contractor Billing Work in progress	PLG/L&H/ Prj-name / Contractor name/bill &WIP/ 99 ()
xiii.	Relating to Maintenance	PLG/ L&H/ Prj-name/Cont/ maintenance /99 ()
xiv.	Contractor appointment	PLG/ L&H/ Prj-name/Cont/ appointment /99 ()
xv	Contractor billing, work in progress	PLG/L&h)/ prj-

name/ Bill & WIP/99 ()

This will contain all running bills, request of advances, details of payments made, progress against PERT charts, final bills and completion certificates. **A copy of completion certificate will be placed in file no. (xiv) also.**

xvi. Assembly questions PLG/L&H/Ass.Ques/99 ()

xvii. Govt. correspondence file PLG/L&H/Govt. Corr./99 ()

xviii. Design approval file PLG/L&H/design appr/99 ()

The copy of approved design will be placed in the estimate file also.

13.0 NEW CLAUSES :

13.1 DCEO includes ACEO or any other equivalent level officer in all the clauses of this system circular.

13.2 For projects upto 50 lacs, the powers of the General Manager(Plng.) in clause no.4.6, 6.0(6.1 & 6.2), 8.0(8.1 to8.9), **will be exercised by the Deputy General Manager (Plng).**

13.3 Sr. Executive (Planning) (for projects upto 50 lacs) and DGM (Plng) (for projects above 50 lacs) would exercise the powers of Work Circle In-charges in respect of clause no.4.6, 6.0(6.1 &6.2),and 10.0.