

**“STOP CORONA; WEAR MASK, FOLLOW PHYSICAL DISTANCE, MAINTAIN  
HAND HYGIENE”**

No. F3/DJB/M(WS)/2021/ 3461

Dated: 01/12/2021

**INSTRUCTIONAL ORDER**

**1. Abnormally below rates:**

Instances have come to the notice when large numbers of works in offices/ divisions are awarded on substantially below rates i.e. more than 25% compared to departmental justification on asking about quoting abnormal below rates the contractors generally in maintenance division gives the plea of low rates as its idle labour and surplus material available with him. This concept is not convincing every time and therefore strict supervision at the level of AEE/EE concerned and senior officers are required for ensuring quality of such works. Hence such works should be inspected frequently by various officers concerned to ensure that the work is being carried out according to specified quality, design, drawing and specifications. Inspection register would start from the date of start of project/ work and every officer inspecting the site has to record his observations in that register, Moreover inspection note should be issued by the inspecting officer. Henceforth, for all such works awarded more than 25% below the departmental justification, the instructions issued in past dated 21.10.2019 are reiterated as under:

- I. Concern JE/AE will test check the measurements by 100% & AEE/EE will check 50% respectively.
- II. Concern ACE all works up to Rs. 50 lakh and CE/ Member(WS/Dr) above Rs.50 lakhs, of the estimated cost will conduct at least two field/ site inspections one prior to completion of 50% work and another after 50% of such works completed giving details of work and site records checked.
- III. Completion certificate with the nomenclatures mention in GCC/CPWD Manual shall be recorded by the respective ACE/ technical sanctioning authority of the

EE(EDP)

estimate which shall be accepted by CE/ Member(WS/Dr) as may be the case in hierarchy of restructured setup of DJB.

## **2. Annual rate contracts:**

Annual rate contracts for day to day maintenance works like repair of leakages, tracing out of fault of contamination and its rectification are awarded by the EEs/ACEs. In spite of this fact complaints remain pending for a long time. All concerned are hereby further directed to incorporate the following condition in the contract:

**"For works which are of emergent in nature, like day to day maintenance of water supply the contractor has to take up the work within four hours on receipt of information either telephonically or in writing. Failing which penalty would be imposed @ Rs. 1000/- per hour to the maximum ceiling of Rs. 10000/- per day. This penalty would be beyond provision of 10% levy of compensation for delay."**

Annual rate contracts should be monitored strictly for the purpose. Date of start of the work shall be kept in record. Working agency should be penalized as per the above condition in case of any delay on his part and the facts be recorded on day to day basis with a copy to ACE, CE/ Member(WS/Dr) as well accounts. A note may also be recorded in Measurement book for each of the complaint mentioning date and time when it was given to the agency and there after record entry of the work done be made,

## **3. Spot Quotations:**

In the restructured system maintenance works costing upto Rs. 10 lakhs are to executed by rate contract system adopted for which guidelines already circulated. However, In new delegation of powers circulated recently, there is provision of calling spot quotations in case of emergent works such as bursting of water lines, blockage & settlement of sewers. CE's/ ACE's are directed that execution of works through spot quotation/ without call of tenders should be executed after assessment of real emergency involved in the case and it should be ensured that such works should be started in time and completed within the stipulated time period so that very purpose of calling spot quotation may not be defeated.



To keep a check, ACE will maintain AEE/EE wise work regulation awarded on "SPOT QUOTATION" basis. They will monitor the progress of such works regularly. When a work is completed, concerned AEE/EE will inform to his ACE, who will visit the site immediately for confirmation that the work has indeed been completed. The date of completion will be recorded in the MB in presence of the ACE, who will initial the date as a token of his agreement with the date. If the work is not completed in time, penalty should be imposed on the contractor for delay on his part because of which very purpose of inviting "SPOT QUOTATION" is not fulfilled. ACE shall review all works awarded on spot quotation on weekly basis, which are pending or in progress and shall take necessary action wherever needed. These instructions should be complied meticulously by all concerned failing which adverse view shall be taken.

This issues with approval of competent authority.

  
Member (WS)


All CEs/ All ACEs/ Dir (F&A)

All EEs/ All AEEs/ All Sr. AO's

Copy for kind information to-

1. CEO
2. Member(A)/ Member(Dr.)/Member(F)/CVO
3. EO/PS to Member(WS)
4. Master file

  
Member (WS)

  
03.12.2021  
CE(EDP)

Prog-I (EDP)

Asst. Chief Engineer (Project)-I  
EDP Cell, Delhi Jal Board, GNCTD  
Dy. No. 2312 dt. 03/12/21