

From

The Additional Chief Secretary to Government of Haryana,  
Finance Department.

To

1. All the Administrative Secretaries to Government Haryana.
2. All the Heads of Departments, Statutory Bodies, Boards and Corporations (except Power utilities).
3. The Registrar General, Punjab & Haryana High Court, Chandigarh.
4. All the Commissioners of Divisions, Ambala, Karnal, Faridabad, Gurugram, Hisar and Rohtak
5. All the Deputy Commissioners and Sub Divisional Officers (Civil) in Haryana.
6. All the Chief Principal Secretary, Principal Secretary and Additional Principal Secretary/Officers on Special Duty/Senior Secretaries/Secretaries/ Private Secretaries of Hon'ble Chief Minister, Deputy Chief Minister and Ministers of Haryana State.

Dated:05.04.2023

**Subject:- Constitution of High Powered Works Purchase Committee (HPWPC) for procurement of Works by Contract in the State.**

Sir,

I am directed to invite your attention to the subject noted above and inform that In pursuance of the notification bearing no.11/25/2023-1FR/2478 dated 03.02.2023 published in Haryana Government Gazette pertaining to Departmental Financial (Haryana Amendment) Rules 2023, the Governor of Haryana is pleased to constitute the High Powered Works Purchase Committee (HPWPC) as per the details given below:-

A. **The Constitution of 'High Powered Works Purchase Committee (HPWPC)' is as under:-**

Sr. No.	Constitution of the Committee	Designation
1.	Chief Minister, Haryana	Chairman
2.	Minister-in-charge of the concerned Department	Member
3.	Administrative Secretary of the concerned Department	Member
4.	Administrative Secretary Finance Department	Member
5.	Director General, Supplies & Disposals, Haryana	Member
6.	Head of concerned Department/Head (CA, CEO or MD, as the case may be) of Concerned Statutory Body, Board or Corporation	Member Secy.

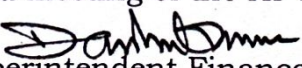
B. **Scope of the Committee:- The above Committee shall be responsible for consideration and finalization of:-**

- (i) In case of Govt. Departments:-
  - (a) To accept tenders for the execution of all types of work by contract of more than Rs.10.00 Crores but upto Rs. 15.00 Crores for each work - subject to the condition that lowest tender amount exceeds 5% of the estimated cost of the tender floated with a cap of Rs.15.00 Crores.
  - (b) To accept tenders for the execution of all types of work by contract- more than Rs. 15.00 Crores for each work
- (ii) In case Statutory Bodies, Boards and Corporations (except Power Utilities):-

To accept tenders for works having estimated cost of more than Rs. 10.00 Crores.



- C. **Quorum of the Committee:-** The quorum for the 'High Powered Works Purchase Committee (HPWPC)' will be any two members out of the three members as at Sr. No.2, 3 & 6 of the Table as at Para2(A) above along with the Chairman.
- D. **Role & responsibility of Supplies & Disposals Department:-**
- (i) All Govt. Departments/Statutory Bodies covered under the scope of this committee will submit their agenda notes related to procurement of work contracts to DS&D.
  - (ii) DS&D will seek date, time and venue from the Chairman for the consideration and finalization of agenda notes.
  - (iii) DS&D will circulate the agenda notes supplied by the concerned Department/Statutory Bodies to be placed before the HPWPC for their consideration and finalization.
  - (iv) All Govt. Departments/Statutory Bodies will submit a copy of the approved proceedings of the agenda finalized for proper record keeping to DS&D of major work contracts made by the State.
- E. Since the expertise of DS&D is limited to matters related to procurement of Goods & Stores, so the Administrative Secretary of the concerned Department will ensure procedural and financial aspect of the agenda to be as per the Govt. norms and a Brief Note limited to 1-2 pages covering all the main aspects of the agenda along with rates reasonability for the perusal of Hon'ble Chairman HPWPC, be submitted along with the agenda notes to the O/o DS&D.
- F. **Precedence for listing of agenda notes:-** The listing of agendas during the meeting shall be as per the orders of precedence of the Ministries/Cabinet of the State.
- G. **Standard format for agenda notes to be submitted to the Committee:-** For the purpose of uniformity and clarity, the agenda note to be submitted by the various Govt. Department/Statutory Bodies to be placed before HPWPC may constitute of the components but not limited to as detailed in Standard Format/Template for Agenda Note (**Annexure-I**).
- H. No agenda note will be circulated in case the same is received later than 5 working days prior to scheduled meeting of the HPWPC.

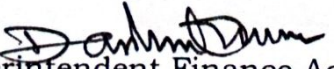
  
for Additional Chief Secretary to Government of Haryana,  
Finance Department,

Endst. No. No. 14/16/2023-6FA (S&D)

Dated 05.04.2023

A copy alongwith enclosure is forwarded to the following for information and further necessary action:-

1. The Principal Accountant General (A&E/Audit), Haryana, Chandigarh
2. The Director General, Supplies & Disposals Department, Haryana, Panchkula.  
Original file is enclosed herewith.
3. The Director, Treasuries and Accounts Department, Haryana, Chandigarh.

  
for Additional Chief Secretary to Government of Haryana,  
Finance Department,

CC:-  
In-charge, Computer Cell (FD)



**Subject:- Standard format/template for agenda notes to be submitted by various Govt. Departments/Agencies/Organisations for placing before HPWPC for their consideration and finalization.**

<b>A. General Components</b>	
1.	Subject of Agenda Note
2.	Background Note (in case required) not more than 1 to 2 Pages
3.	Place of work execution etc
4.	Total Estimated Cost of the case
5.	Is Eligibility Criteria, Terms & Conditions and scope of work duly approved by the Administrative Secretary of the I.D./I.O.?
6.	Tendered Invited/ Called & Evaluated by
7.	Mode of tendering
8.	Was the DNIT e-mailed to all known contractors?
9.	Any background of previous meeting of HPWPC
10.	Date of Pre-Bid Meeting/Corrigendum issued (if any)
11.	Date of opening of Technical Bid
12.	Total number of Firms/Bidders/Contractor who submitted their bids
13.	Grievance Redressal Mechanism as per Govt. Instruction dated 25.07.2016 – Detailing of Intimation to firms/bidders about the status of their bid, grievance raised by firms/bidders (If any), decision taken on the grievances by the competent authority
14.	Date of opening of Financial Bid
15.	Validity of Bids/Rates
16.	Total number of responsive bids (whose financial bids were opened)
17.	Agenda prepared by
<b>B. Financial components:-</b>	
18.	Detailing/Comparison of rates quoted by the bidders along with percentage difference as compared to L1 bidder
19.	Rates reasonability to include the following:- (i) Tender response in general (ii) General comments about cartelization of tender (if any) on the basis of Govt. Instructions No. DS&D/Admin/CCI/EA-II/2017/9599-9800 dated 13.10.2017 and further amendments from time to time. (iii) On the basis of Haryana Schedule of Rates (HSR) - current (iv) Estimated Cost as per Tendering Department/Agency (v) General comments of the Department/Agency on the rates received in the tender (vi) Any other rates reasonability parameters
20.	Proposal of the tendering Department/Agency
<b>C. Annexure as part of the agenda note but not limited to:-</b>	
21.	Each Agenda is required to enclose the following minimum Annexure:- (i) Copy of approval of Eligibility Criteria, Terms & Conditions and Specifications by Administrative Secretary of the I.D./I.O. (ii) Copy of NIT(Press Note) (iii) Copy of DNIT (iv) Copy of e-mail to all known vendors/suppliers/contractors (v) Copies of proceedings of Pre-Bid Meeting/Corrigendum (if any) (vi) Copies of proceedings of Technical Evaluation (vii) Copies of grievance received and decision taken (if any) (viii) Copy of Financial Bid (ix) Any other document which the tendering authority feels appropriate to be part of the agenda as an annexure