

**Restructuring of
Tendering Process**

**Government of Maharashtra
Public Works Department
Government Circular No.CAT 2006/CR 47/Bldg.2
Mantralaya, Mumbai – 32
Dated 12th May 2006**

CIRCULAR

With a view to streamline the process of tendering, awarding works, preparation of bills of work and making payments to the agencies the following instructions are issued which would lend more transparency to the related activities being undertaken by the Public Works Department.

(A) **Adequate publicity to the works put to tender** – for all the works costing more than Rs.62,500/- and which are not meant to be assigned to (a) Unemployed Engineers or (b) Labour Co-operative Societies it is obligatory that wide publicity is given. Presently the tender notices of all the works costing more than Rs.5.00 lakhs are put on the Web Site.

It is hereby instructed that the tender notices of all the works costing more than Rs.62,500/- should be put on the Web Site www.Mahapwd.com. If the notice does not appear on the Web Site it shall be presumed that the condition of wide publicity is not fulfilled.

The Chief Engineer of the respective region should make arrangement to compile the information of tender notices of each division under him put on the Web Site every month and monitor the action taken in this regard.

The Superintending Engineer, Vigilance and Quality control while inspecting the works and issuing Observation Memos would also check up whether the tender notice was put on the Web site ? and would make a special mention of it. Any deviation from the prescribed process will be brought to the notice of the respective Chief Engineer.

(B) Issue of Tender forms and receipt of bids.

The blank tender forms would be sold and the bids would be received at 3 offices namely the P.W.Dn. to which the work belongs, to any other Dn. to be designated by the Chief Engineer and the Circle Office to which the work belongs. For example the tenders of the Presidency Division would be sold and received at (a) Presidency Division, Mumbai (b) P.W.D. (North) Division, Mumbai and (c) P.W.Circle, Mumbai. The Chief Engineer will by an administrative order designate the other Division which would be involved in sale and receipt of the tender . While designating the Division the Chief Engineer would ensure that preferably the reciprocal arrangement does not exist to establish relations on Quid Pro Quo basis.

(C) Streamlining the procedure of holding Pre Bid Meetings and receipt and opening of bids.

Looking to the administrative convenience the Chief Engineer will prescribe fixed days for –

- a) Holding Pre Bid Meetings at Chief Engineer/Superintending Engineer level
- b) Receipt of bids at Executive Engineer/Superintending Engineer
- c) Opening of bids at Executive Engineer/Superintending Engineer

In the order itself it will be made clear that if the prescribed day happens to be a holiday which would be the alternate day on which the prescribed activity would be conducted.

(D) Maintenance of Pending bill register, Introduction of Token System and Publication of position of bills every month.

(a) To avoid unnecessary complaints of partial treatment being given in making payment to the agencies and to keep transparency in the bill payments a pending bill register shall be kept in each division.

One Senior Clerk in a division shall be earmarked for receiving the bills for the entire division. All the bills which are being presented by the Sub- Divisions shall first be received by him only. He will take

entry in the register of pending bills and then will pass on the bills to the respective auditors. The format for pending bill register shall be as follows.

Sr.No for the month	Date of receipt.	Token No.	Name of Work	Name of Sub-Dn.	Name of Agency	Bill Amount	Head of A/C	Cheque no. & date of issue of cheque	Reasons for not making payment	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.

It is also made compulsory that the Token no. shall be given to each bill. Say if a bill is received in the month of May and its Sr. No. for the month is 154. Then the token No. will be 154/May 2006. If it is received in July then it will be 53/July 2006.

(b) The acknowledgement for the bill in the form of a Token slip is also made compulsory.

<p>(1) Name of work :- (2) Name of Agency:- (3) Amount of Bill:- (4) Token no.:- (5) Date of receipt of the bill in the Division:-</p> <p>Signature of Clerk</p>	<p>Signature of D.A.O.</p>
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This slip shall be green in colour and the sub divisions while submitting the bill shall submit the Token slip duly completed up to S.No.3. The token slip shall be issued under the signature of the Divisional Accountant officer.

These token slips shall be issued by the clerk who is receiving the bills and the agencies can claim the token from him.

It is suggested that the job of receiving the bills, maintaining the pending bill register and time of Token slips shall be assigned to the same clerk who is presently issuing the cheques to the agency.

As regards preparation of bills at Sub-Dn. and their submission to the Division the following instructions be followed.

- 1) 5 separate M.Bs. shall be issued to each Junior Engineer to record the bill only. No measurements shall be recorded in them.
- 2) 2 M.Bs. may be issued to each Deputy Engineer. One MB may be used for odd months and another MB may be used for even month. In this MB each Junior Engineer will record the position of bills of each live agreement with him in the following format. The position as on 25th of that month shall be recorded during 26th to 30th of each month.

(c) Position of bills of live agreements.

Name of Junior Engineer/A.E.(II)-----

Monthly report ending 25th -----

Sr. No.	Name of Work.	Type of Agree-ment.	No. of Agree-ment.	Whether bill is submitted for the work during the month.	If no reasons a) Work not done by the agency. b) Defective works not acceptable. c) Previous bill not yet passed & paid by the Division. d) Any other reason-specify.
1.	2.	3.	4.	5.	6.

The Deputy Engineer will countersign under the above abstract drawn by the Junior Engineer in the specific M.B. This M.B. shall be put up to the perusal of the Executive Engineer every month. The Executive Engineer will peruse the contents and return the M.B. by 10th of the Next month with his observations (on the M.B. itself and signature). The Deputy Engineer should publish the abstract of this M.B. every month on the notice board.

The respective Chief Engineer and the Superintending Engineer, Vigilance and Quality Control will exercise check on random sampling basis to ensure that this system is being following scrupulously in the Public Works department. The Superintending Engineer, Vigilance and Quality Control may include this point during the Technical Audit being carried out by him.

(E) Preparation of final bills and release of Security Deposits

The respective Chief Engineers by way of Public Notice invite the complaints/representations from the agencies who have a grudge that the final bill is not being paid to them despite completion of work and the Security Deposit is not returned to them though the defect and liability period is over.

The format of the notice shall be as follows -

विशेष सूचना

सार्वजनिक बांधकाम प्रादेशिक विभाग,अंतर्गत
जिल्ह्यात सा.बां./रोजगार हमी योजना/राष्ट्रीय महामार्ग विभागात ज्या कंत्राटदारांनी कामे केली असतील व त्यांचे काम पूर्ण होऊन सहा महिने वा जादा कालावधी झाला असेल परंतु त्यांना फायनल बिल मिळाले नसेल वा काम फायनल होऊन या कंत्राटातील तरतूदीप्रमाणे देखभालीचा कालावधी पूर्ण होऊनही सुरक्षा ठेव परत मिळाली नसेल, अशा कंत्राटदारांनी आपले निवेदन खाली दिलेल्या नमुन्यात सहाय्यक मुख्य अभियंता (), मुख्य अभियंता कार्यालय, सार्वजनिक बांधकाम खाते ----- या पत्त्यावर ----- वा त्यापूर्वी पाठवावे.

निवेदनाचा नमुना

१. कंत्राटदाराचे नांव
२. काम ज्या विभागाशी संबंधित आहे त्या विभागाचे नाव
३. कामाची किंमत
४. काम कधी पूर्ण झाले
५. निवेदन कशाबाबत आहे.
फायनल बिलाबाबत
सुरक्षा ठेव परत न मिळाल्याबाबत.


स्वाक्षरी व पत्र व्यवहाराचा पत्ता

- टिप्पणी :- १) प्रत्येक कामांकरिता (कंत्राटाकरिता) स्वतंत्र निवेदन पाठवावे.
२) शक्य झाल्यास निवेदनाची एक प्रत संबंधित कार्यकारी अभियंत्यांस पाठवावी.
३) निवेदनातील आरोप/तक्रार इत्यादी करणे टाळावे.

मुख्य अभियंता,
सार्वजनिक बांधकाम विभाग -----
दूरध्वनी क्रमांक -----
फॅक्स क्रमांक -----

This exercise will be carried out on quarterly basis. The Chief Engineer will monitor the representations received and will submit an annual report to the Government in this matter.

By order and in the name of Governor of Maharashtra


Desk Officer

To

All Chief Engineers of Public Works Department
All Superintending Engineers of Public Works Department
All Executive Engineers of Public Works Department and Zilla
Parishad
All Technical Officers of Public Works Department in Mantralaya
Copy to Select File (Bldg.2), Public Works Department.