

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Works-Execution of Public Works under contract system – Streamling the procedures in processing of tenders – Revision of clauses in tender schedules – Review of performance of Registered Contractors etc., - Orders – Issued.

IRRIGATION & CAD (PROJECTS WING – COD) DEPARTMENT

G.O. Ms. No. 85

Dated. 20-3-1993

ORDER

Government have been considering for some time the measures necessary to improve the present tendering procedures in the issue of tender notices and schedules, receipt of tenders, opening of tenders, scrutiny and acceptance of tenders.

2. For this purpose Government hereby issue the following order.

(i) ISSUE OF TENDER SCHEDULES:-

Notice inviting tenders shall not be issued till the tender schedules are ready for issue.

(ii) Tender schedules shall be issued to the contractors from the date of publication of the tender notice. The supply of tender schedules by post (if requested by the contractor) will be done at the risk and responsibility of the contractor which should be made clear in the tender notice.

(iii) The names and addresses of the contractors who purchased the tender schedules shall be kept confident upto the time of opening of tenders. This is the personal responsibility of the Superintending Engineers/Executive Engineers.

(iv) Contractors shall be required to pay the Earnest Money Deposit as stipulated in the tender notice, at the time of purchase of Tender Schedules. The earnest money deposit of tender schedules. The earnest money deposit shall be paid only through a crossed demand draft and in no other form. Specific mention to this effect shall be incorporated in the tender notice and the tender schedules. The earnest money deposit shall be refunded to the unsuccessful tender soon after deciding the tenders.

(v) The contractor, who have buys the tender schedule and decides subsequently not to submit the tender for the work for any reason whatsoever, should return the tender schedules within seven days from the date of buying the same. If the contractor does not tender for the work but at the same time fails to return the tender schedules within 7 days he should be black listed.

(vi) In cases where a registered contractor does not file any tender in a whole year even after buying tender schedules, he should be reverted to the next lower category of contractors and if he defaults in a similar way for two consecutive years his registration should be cancelled.

3. TENDERS:-

(I) The contractor shall quote for all items of work included in the tender schedules. If the contractor fails to quote for any one or more items of work in the tender schedule, it shall be construed that such items are deemed to have been covered by the rates quoted for other items of work and he shall not be eligible for payment for such items of work for which rates are not quoted. The following condition shall be incorporated in the tender schedule and agreement.

“Items for which no rates are quoted by the contractor in the tender schedules against the rates and approximate quantities, for which the contractor shall not be paid for by the department when executed and such items shall be deemed to have been covered by other rates and prices in the tender schedule”.

(II) The contractors must quote their rates in the tenders both in words and figures. In case of any discrepancy between the rates quoted in words and figures, the rates quoted in words shall prevail. If the contractor fails to quote his rates in both words and figures, the tender will be treated as incomplete and his tender shall be rejected.

The Departmental Officers should stipulate a specific clause in the tender notice, tender schedule and agreement hereafter to this effect.

(III) Contractors shall be permitted to submit their tenders during working hours on any working day from the date of publishing the tender notice upto the time and date of closing of tenders.

(IV) The contractor shall be allowed to submit the tender either personally or through his agent or by post. In case of submission of tender by post, the risk and responsibility for either loss or delays in transit of the same is to be borne by the contractor and the tender opening authority will not consider any tender received by him after the expiry of date and time fixed for receipt of tender.

(V) As per present orders, a stipulation is made in the tender notice that the tenderer has to keep his tender valid for 2 months/3 months. Instances have come to the notice of Government where some contractors have withdrawn the tenders during the validity period. To prevent this in future, the tender notice should clearly stipulate that the contractor who withdraws his offer within the validity period will forfeit his earnest money.

4. As per the existing rules on the subject, the contractor shall not, without the written consent of the Executive Engineer, assign the contractor or sublet any portion of the same to any other person. In case it becomes necessary to permit the contractor to sublet any portion of the contractor, the Executive Engineer shall limit such permission to following items of work namely:-

- i) Labour Contract
- ii) Material Contract
- iii) Transport Contract
- iv) Engaging specialists for special items of work as enjoined in APDSS.

Suitable conditions to the above effect shall be incorporated in the tender notice, tender schedules and agreement.

5. The Engineer-in-Chief is requested to contract the Senior Post Master, general post Office, Hyderabad and get one box allotted to the Department for receipt of tenders by post. The tender notice should indicate that for those who want to send tenders by post should send them to the particular box number to the designated post office. The post master will be requested to deposit the tenders received by post in the allotted box and keep them in their safe custody duly recording the time and date of receipt. On the due date of receipt of tenders, the tenders received by post can be collected from the respective post offices before the due time of opening of tenders.

6. The tender notices being issued hereafter shall make the above points clear to the contractors intending to tender for the work. The above points shall also be made specifically clear in the tender document.

7. The Engineer-cum-Chief and all the Chief Engineers of all Engineering branches are requested to scrupulously follow the above orders of the Government. They are also requested ordinate Officers and ensure strict compliance. Any deviation noticed, will be viewed seriously. The above orders will come into force with immediate effect.

8. The Engineer-in-Chief is requested to furnish necessary proposals immediately for making suitable amendments for amending the existing provisions and orders of the Government wherever necessary.

9. This order issues with the concurrence of Finance and planning (Projects Wing) Department.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA
PRADESH)

P.V. RAO,
PRINCIPAL SECRETARY TO GOVERNMENT.

To
The Engineer-in-Chief, Irrigation Wing, Hyderabad.
The Engineer-in-Chief, Administration Wing, Hyderabad.
The Commissioner, CADA, Hyderabad.
The Commissioner, Commissionerate of Tenders, Hyderabad.
The Chief Engineer, Major Irrigation, Hyderabad.
The Chief Engineer, Medium Irrigation, Hyderabad.
The Chief Engineer, Minor Irrigation, Hyderabad.
The Chief Engineer, Major Irrigation, GDS Unit, Hyderabad.
The Chief Engineer, Nagarjunasagar Project, Vijaypuri North.
The Admn-Cum-Chief Engineer, N.S. Right Canals, CADA, Guntur.
The Chief Engineer, Sriramasagar Project, Hyderabad.
The Admn-cum-Chief Engineer, Sriramasagar Project, Jagtial.
The Chief Engineer (P), Srisailam Project, Hyderabad.
The Chief Engineer, Telugu Ganga Project, Cuddapah.
The Chief Engineer, Telugu Ganga Project, Srikalahasthi.
The Chief Engineer, Central Designs Organisation, Hyderabad.

The Chief Engineer, Investigation, Hyderabad.
The Chief Engineer, Mechanical, Hyderabad.
The Chief Engineer, Cyclone Emergency Reconstruction project, Dowlaiswaram.
The Director General, WALAMTARI, Hyderabad.

The Accountant General, Andhra Pradesh, Hyderabad.
The Dy. Accountant General, Vijayawada North.
The Finance and Planning (Projects Wing) Department.
The Finance and Planning (Fin&Wing) Department.

Copy to:

The TR&B Department.
The MA&UD Department.
orders.
The PR&RD Department.
The Housing Department.
The Revenue Department.

With a request to issue specific
Suitable orders adopting these