

DELHI DEVELOPMENT AUTHORITY
[Finance & Expenditure]

O.O. No. 08

Dated: 11/2/2022

OFFICE ORDER

Vide Office Order No. 35 dated 26.04.2016, orders were issued relating to tendering process and maintenance of records in Horticulture Divisions. On the basis of further inputs received from the office of Principal Commissioner (Horticulture) following revised guidelines are prescribed:-

A. Additional Clauses to be incorporated in NIT/ Annexing site plan & schedule of quantities:-

1. Where there is one NIT for more than one park the park wise schedule of each item be incorporated in the Estimate/NIT.
2. In those cases where tenders are being floated for supply of manpower/security guards, there should be a stipulation in the NIT that in the case of quoting the rates below than the minimum wages of GNCTD/GOI, the same shall be summarily rejected. This stipulation is already made applicable in tenders of sports complexes.
3. a) No minor labour engaged on the work.
b) No labour complaint has been received/ made against the agency.
c) Site order book has been properly maintained and reviewed by the competent authority.
d) All deviations on the work have the approval of competent authority.

B. Additional certificates to be recorded by AD/DD while preferring the claim of the contractors:-

1. Certificates from RWA have been obtained for satisfactory completion of work.
2. Attendance of the workers is being monitored on Biometric Machine and where biometric machine not installed the attendance sheet to be verified by S.O/A.D.
3. Payment of wages to workers/labourers has been made through ECS/NEFT by the agency.
4. The work has been executed at site as per specification and contract agreement.
5. All recoveries have been made.
6. All mandatory tests related to work have been carried out.
7. The materials have been entered in MAS/T&P register.
8. Test checks as per provision have been carried out.

C. Additional terms and conditions to be taken into account in NIT of Manpower contracts:-

Contd...2

1. The number of workers will be decided on the basic of DSR-2020 as per yardsticks to improve the level of maintenance of work, a skilled worker may be engaged as Supervisor for every nineteen workmen.
2. The agency shall be incentivized, in case they procure and utilize the advanced High Tech Machine other than standard machinery prescribed in the relevant Schedule of NIT, the corresponding Manpower/Mandays to the work done can be reduced to the maximum extent of twenty percent (20%). A list of such machinery shall be submitted by the agency before the commencement of the work. The feasibility and efficiency of such machines shall be assessed by a committee of concerned Dy. Director, Asstt. Director and Sectional Officer and approved by the Director.
3. The justification of rates should be derived from DSR 2020 so as to cover present day minimum wages, T&P and 15% and contractor profit including overhead expenses.
4. The minimum rates quoted by the agency shall not be less than 10% of the Estimated Cost. If the rates quoted are below 10% of the estimated cost, the bid would not be considered and will be rejected out rightly as unresponsive.
5. The ESI, EPF, Bonus and GST would be reimbursed as per previous practice and mentioned under the relevant clause of the NIT.
6. The expenditure incurred by agencies on account of I-cards and two aprons per worker may also be reimbursed once in a year @ Rs. 600/- per worker.

The concerned units are also advised to refer to the sample NIT and T&C prepared by Horticulture Department.

This issues with the approval of the Competent Authority.

[Sunita Jindal]
Dy. CAO (F&E)

No. FE 15(16)2014/DDA/44

Dated: 11/2/2022

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1. OSD to VC, DDA for information of the latter;
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5. FA (H)/Director (Finance)/(Works)/(Hort.)/(Systems);
6. All Dy. CAOs/SE (Vig.);
7. Notice Board/Guard File.

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