



ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ

1703

ಸಂ:ಆಯುಕ್ತರು/ಪಿಎಸ್/ಪಿಆರ್/ /10-11

ಆಯುಕ್ತರವರ ಕಛೇರಿ.

ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ.

ಬೆಂಗಳೂರು, ದಿನಾಂಕ: 29/6/2010

ಸುತ್ತೋಲೆ

ವಿಷಯ: ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಕೈಗೊಳ್ಳಲಾಗುವ
ಕಾಮಗಾರಿಗಳಿಗೆ ಟೆಂಡರ್‌ಗಳನ್ನು ಆಹ್ವಾನಿಸುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: ಆಯುಕ್ತರವರ ಸುತ್ತೋಲೆ ಸಂಖ್ಯೆ: ಆ/ಪಿ.ಆರ್/7426/09-10 ದಿ:02.02.10

ಮೇಲ್ಕಂಡ ವಿಷಯಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಉಲ್ಲೇಖದಲ್ಲಿನ ದಿ:02.02.2010ರ ಮಾನ್ಯ ಆಯುಕ್ತರವರ
ಸುತ್ತೋಲೆಯನ್ನು ಹಿಂಪಡೆಯಲಾಗಿದ್ದು, ಸದರಿ ಸುತ್ತೋಲೆಯನ್ನು ತಿದ್ದುಪಡಿ ಮಾಡಿ ಟೆಂಡರ್ ಪ್ರಕ್ರಿಯೆ
ಹಾಗೂ ಕಾರ್ಯವಿಧಾನವನ್ನು ಈ ಕೆಳಗಿನಂತೆ ವಿವರಿಸಲಾಗಿದೆ :

ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆಯ ವ್ಯಾಪ್ತಿಯಲ್ಲಿ ಕೈಗೊಳ್ಳಲು ಉದ್ದೇಶಿಸುವ ಎಲ್ಲಾ
ಕಾಮಗಾರಿಗಳಿಗೆ ಆಡಳಿತಾತ್ಮಕ ಅನುಮೋದನೆ ಹಾಗೂ ತಾಂತ್ರಿಕ ಮಂಜೂರಾತಿಯನ್ನು ಪಡೆಯದೇ
ಟೆಂಡರ್‌ನ್ನು ಆಹ್ವಾನಿಸುವಂತಿರುವುದಿಲ್ಲ. ಆದರೆ ಅತಿವ್ಯಷ್ಟಿ ಹಾಗೂ ಇತರೆ ತುರ್ತು ಸಂದರ್ಭಗಳಲ್ಲಿ ಮಾತ್ರ
ಮಾನ್ಯ ಆಯುಕ್ತರವರಿಂದ ಲಿಖಿತ ಅನುಮೋದನೆಯನ್ನು ಪಡೆದು ಅಲ್ಪಾವಧಿ ಟೆಂಡರ್
ಆಹ್ವಾನಿಸಬಹುದಾಗಿರುತ್ತದೆ ಹಾಗೂ ಕಾಮಗಾರಿ ಟೆಂಡರ್‌ಗಳನ್ನು ಆಹ್ವಾನಿಸುವ ಮುನ್ನ ಕಾಮಗಾರಿಗಳಿಗೆ
ಅಗತ್ಯವಿರುವ ಹಣದ ಲಭ್ಯತೆಯ ಬಗ್ಗೆ ಲೆಕ್ಕಕೋಶದಿಂದ ದೃಢಪಡಿಸಿಕೊಂಡು ಮುಂದಿನ ಕ್ರಮ
ಕೈಗೊಳ್ಳಬೇಕೆಂದು ಪ್ರತ್ಯಾಯೋಜಿತ ಅಧಿಕಾರಿಗಳಿಗೆ ಸೂಚಿಸಲಾಗಿದೆ.

ಈ ಮೇಲಿನ ಎಲ್ಲಾ ಅಂಶಗಳನ್ನು ಈ ತಕ್ಷಣಕ್ಕೆ ಜಾರಿಗೊಳಿಸಲು ಆದೇಶಿಸಲಾಗಿದೆ.

ಆಯುಕ್ತರು

ಬೃಹತ್ ಬೆಂಗಳೂರು ಮಹಾನಗರ ಪಾಲಿಕೆ.

L.

ಪ್ರತಿಯನ್ನು:

1. ವಿಶೇಷ ಆಯುಕ್ತರು(ಯೋಜನೆ)ರವರಿಗೆ ಕಳುಹಿಸಿದೆ.
2. ಜಂಟಿ ಆಯುಕ್ತರು(ಆಡಳಿತ)ರವರಿಗೆ ಕಳುಹಿಸಿದೆ.
3. ಪ್ರಧಾನ ಅಭಿಯಂತರರಿಗೆ ಕಳುಹಿಸಿದೆ.
4. ಎಲ್ಲಾ ವಲಯ ಮುಖ್ಯ ಅಭಿಯಂತರರುಗಳಿಗೆ ಕಳುಹಿಸಿದೆ.
5. ಕರ್ನಾಟಕ ಮಾಹಿತಿ ಆಯೋಗ, ಗೇಟ್ ನಂ.2, 3ನೇ ಹಂತ, ಎಂ.ಎಸ್.ಬಿಲ್ಡಿಂಗ್, ಕೇಸ್
ನಂ.KIC/691/APL/2008 ಮಾಹಿತಿಗಾಗಿ.
6. ಶ್ರೀ ರವೀಂದ್ರನಾಥರು, ನಂ.593, ದುಂದುಜಿ, 24ನೇ ಅಡ್ಡರಸ್ತೆ, 2ನೇ ಹಂತ ಬನಶಂಕರಿ,
ಬೆಂಗಳೂರು-70.
7. ಕಛೇರಿ ಕಡತಕ್ಕೆ.

PRIORITIZATION OF WORK

Procedure for prioritization (most importance) of works before calling for tenders:

1. First prioritization (most importance) will be given to such works which causes difficulties to environment and to public, or obstacles or which making trouble to public or inconvenient to public etc., such as removing of garbage, removing of dismantled debris and attending removing of fallen tree.
2. Flood damaged work such as Desilting of drains, constructing damaged drain, constructing of damaged roads etc.
3. Accidental cases, such as collapse of buildings, bridges, collapse of roads, drains etc., Removing and clearing the debris and making ready plot form for re-construction of the same etc., these works does not require any plans and estimates. Jurisdiction officer will take action as per his powers and work will be tackled in time specially for removing of garbage and removing of dismantled debris etc has been fixed the tenders as per the quantity in tonnage.
4. In huge quantity of work and high cost of work in emergency, such as expansion joints of flyovers, flood damage works or cyclone damage works, like collapse of bridges, collapse drains and roads and falling of trees or falling of electric poles, falling of boulders on roads from near by hillock etc., or removing of stagnant water etc., in these cases tenders will be called for with the approval accorded by the competent authority (BBMP Commissioner) without any plans and drawings, need not have to wait for administrative approval or technical sanction.
5. Apart from all.

Tender means the formal offer made for supply of goods or services in response to an invitation for tender published.

Tender inviting authority shall ensure that adequate time is provided for the submission of tenders and minimum time is allowed between date of publication of the Notice inviting tenders in the relevant tender bulletin the last date for submission of tenders, this minimum period shall be as follows:

- a) For tender upto Rs.2.00 crores in value for thirty days and
- b) For tenders in excess of Rs.2.00 crores in value is for sixty days (inserted as per corrigendum no. PWD 154 FC 3/2000 (Part-I) dated 17.01.2001).
- c) Any reduction in the time stipulated under sub-rules (1) has to be specially authorized by an authority superior to the tender inviting authority for reasons to be recorded in writing.
- d) If tenders called for within 30 days is upto 15 days is called as short term tender. Which will not be activate unless approval accorded by the competent authority.

Short Term Tender

Only in emergency cases activate the short term tenders that is as per prioritization and as per tendency of work after approval accorded by the competent authority only.

Administrative Approval and Technical Sanction:

1. Administrative Approval is an important order conveying the formal acceptance by the administrative department concerned on a work initiated by or connected with the requirements of such administrative departments.
2. Technical sanction is the order of a competent technical authority sanctioning a properly detailed estimate of the cost of construction or repair proposed to be carried out in the department.
3. Estimate are technically scrutinized by authority competent to accord technical sanction and then forwarded to the administrative department for according administrative approval.
4. After the administrative approval of competent authority, it is technically sanctioned by the competent authority in the department, provided budgetary grants/funds are available.
5. In case there are no budgetary grants allotted for the year or the grants allotted are only token grants or the amount allotted is barely sufficient to meet the expenditure of spill over works, then the technical sanction to that work shall not be accorded during that year. If sufficient grants are allotted during next year or subsequent years, the estimate should be recast adopting prevailing schedule of rates of

that year, and then, technical sanction is accorded provided the increase over the administrative approval amount is less than 15% of that amount. If the excess is more than 15% revised administrative approval shall be obtained for the estimate recast adopting prevailing schedule of rates.

6. For every work (excluding repairs) initiated by or connected with the requirement of another department, it is necessary to obtain the concurrence of the department concerned to the proposals before technical sanction to the work is accorded, in the department. The formal acceptance by the department concerned is the administrative approval of the work and is in effect a clearance to the department to execute certain specified works at a stated sum to meet the administrative needs of the department requiring the work. The authority according administrative approval shall record the order on the last page of the abstract estimate, the plans and estimates shall also be countersigned signifying acceptance of the proposals contained in the estimate document. The order of administrative approval shall carry the full signature with name in capital letters and seal of office of the officer. The department officers shall feel free not to accept the administrative approval accorded by any other officer, who may be only incharge or may be his deputy, signing on his behalf. Administrative approval shall be accorded in consultation with the finance department wherever necessary, only after the professional authorities have intimated that the proposals are sound, the preliminary estimate is sufficiently correct for the purpose and that there is a reasonable prospect at funds being provided for the work in the same or succeeding year.
7. A similar procedure shall be followed in case of works required to meet administrative needs of the department, both the administrative approval and the technical sanction being accorded in such cases in the department.

8. For every work proposed to be carried out and for which lumpsum provisions have been sanctioned by the superintending engineer, a properly detailed estimate must be prepared for according technical sanction of competent authority. Such sanctions can only be accorded by technical officers of government in department or by such officers to whom powers have been delegated. Sanction accorded for the construction of a work by any other department of government is to be regarded as administrative approval of the work. The fact that such approval has been accorded by the concerned administrative department do not in any way dispense with the necessity for a further, technical sanction based on prevailing schedule of rates which must be obtained before the construction of the work is commenced.
9. An application for administrative approval shall be forwarded to the authority competent to accord it, accompanied by the preliminary report, by an approximate estimate and by such preliminary plans, information as to the site and other details as may be necessary fully to elucidate the proposals and the reasons therefore. The approximate estimate and the preliminary plans shall be obtained from the department. Detailed plans and estimates may be prepared in the first instance and after technical scrutiny forwarded to the authority competent to accord administrative approval being returned thereafter to the officer of the department, who is competent to accord technical sanction.

Technical Sanction:

1. Technical sanction accorded by competent technical authorities shall be in form PWF 14.1 See Appendix 13. The order shall contain details of administrative approval received for the work, with the estimate amount, budget head in detail, details of works already sanctioned under the budget head, their estimated amount, expenditure incurred up-to-date approximate revised cost wherever necessary, budget grant allotted, for the work or for the division and amount available during the current year for taking up the work.

2. Works should be sanctioned only when budgetary allotments are made available. If the funds are made available during the year is insufficient to carry out the works already sanctioned, there is no point in sanctioning further works and hence sanction, generally, should not be accorded, In all such cases, a factual report should be sent to the local/state head of the department about the availability of funds and the inability of the department to include this work in the current year's programme. Availability of funds should be examined at zonal, circle, divisional level when technical sanction orders are issued by chief engineer, superintending engineer and executive engineer respectively. Normally officer executing public works are not expected to state that that owing to non-availability of funds the work cannot be taken up. On the other hand, the replies could be that the works are not included in the current year's programme.
3. Technical sanction shall not be accorded if the availability of funds is not definite or funds allotted are insufficient or only taken grants are provided. Also according technical sanction subject to conditions or subject to compliance of technical note, amounts to according technical sanction to an incomplete estimate and hence strictly prohibited. If designs are to be obtained, they should be obtained; if detailed estimates are to be prepared for lumpsum provisions, only after such detailed estimate are prepared, technical sanction shall be accorded. According technical sanction in anticipation of receipt of funds will be an irregularity and should be avoided. If funds are available in the succeeding year the administratively sanctioned estimate shall be recast and sent through proper channel to the authority who originally accorded the administrative approval for according revised administrative approval or fresh administrative approval. Under no circumstances, provisions made in the administratively approved estimate should be reduced so as to bring the amount within 15% so as to accord technical sanction. This irregular procedure takes away the sanctity attached to the administrative approval order. For examples, if grants communicated under special repairs of state funds road is Rs.10.00 Lakhs cost of spillover work is Rs.8.00 Lakhs, it is permissible to sanction further

estimates for Rs.2.00 Lakhs but not more. In case more works are sanctioned, it will be an irregularity. However, it will be permissible for the executive engineer to sanction works in the month of December of each year, estimates to an extent of 25% of the grants normally accorded each year, so that working seasons April and May will have enough works, till new grants are communicated in April or May next year.

Aravind 29/9

Commissioner,
Bruhat Bangalore Mahanagara Palike



Copy to:

- 1) Special Commissioner (Projects)
- 2) Joint Commissioner(Admin)
- 3) Engineer-In-Chief
- 4) All Zonal Chief Engineers
- 5) Karnataka Information Commission, Gate No.2, 3rd Stage, M.S.Building, Case No. KIC/691/APL/2008 for information.
- 6) Sri Ravindranath Guru, No.593, Dundubi, 24th Cross Road, 2nd Stage, BSK, Bangalore-70.
- 7) Office Copy.