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GOVERNMENT OF PUNJAB
DEPARTMENT OF PUBLIC WORKS
(Buildings & Roads Branch-3)

To

All Administrative Secretaries,
All Heads of the Departments,
Commissioners of the Divisions,
All Deputy Commissioners in the State.

Dated : 08-09-2016

Subject: Consolidated Instructions for the Construction of New Buildings by various Government Departments/ Boards/ Corporations/ Autonomous Bodies in the State of Punjab.

Sir/Madam,

As per the Allocation of Business Rules, 2007 the Department of Public Works has been given the responsibility of construction and maintenance of State buildings and buildings on behalf of other Departments (except for the maintenance of buildings of Police Department). The Department of Public Works has also been given the responsibility of designing and planning of Government buildings, supervising the buildings during construction and supplying the detailed drawings, tendering of advice on architectural matters to all Departments of the State Government and Architectural consultancy to all PSUs of State of Punjab.

The matter regarding issuing consolidated instructions for undertaking the construction of new buildings in the various Government Departments, Boards, Corporations and Autonomous Bodies has been engaging the attention of the State Government in the Department of Public Works for quite some time. The matter has been examined in detail and the decisions mentioned in the succeeding paragraphs have been taken. With the coming into force of these consolidated instructions, the existing instructions and guidelines shall stand modified to the extent so warranted.

Whenever any Government Department/Board/Corporation/Autonomous Body plans and decides to construct a new building/ carry out major changes in the existing building it shall follow by the guidelines, as applicable, described herein below:

1. Inception of the Project: Finalisation of Building Requirements

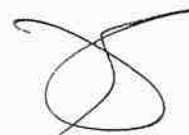
- (i) The Administrative department (hereinafter referred to as "Client Department") shall work out and finalise its building requirements in terms of built-up area as per the norms fixed by the Government in consultation with the Architecture Wing of the Public Works Department.
- (ii) The requirements shall be worked out in terms of functions, units, types, numbers, seating capacity, space allocation, number of stories, services like public health, water supply and sanitation, rain water harvesting, electric power and DG sets, provision of conduit pipes for Information and Communication (ICT) services, fire-fighting, rooftop solar power panels, energy efficiency measures,

accessibility provisions and toilets for Persons With Disabilities etc for various usages.

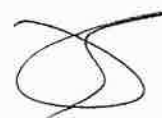
- (iii) On the request of the client department and with the approval of the competent authority the requirement of special services like smart work stations/ desks, modular office cubicles for the office staff, Committee room with multimedia presentation and Public Address Systems, TFT and Smart Screens, TVs, Dish TV connections, HVAC, elevators, escalators, OFC and Ethernet networking, power inverters and UPS, tele-communication network, security, access control, electric fencing, CCTV cameras and control room etc. may also be included.
- (iv) In addition, other areas such as parking spaces, open spaces, service area, landscaping area, horticulture requirements, hydrants for fire-fighting, playground (as in case of colleges and schools), area for future requirements etc. shall also be worked out.
- (v) This shall include the present requirements and, wherever felt necessary, an anticipated future requirement over a period of 5 to 10 years. The future requirement may be planned for but may not be included in the present scope of work. The area to be taken up for construction immediately shall depend upon the present functional requirements and the availability of funds for undertaking the work in hand.

2. **Selection of Site:**

- (i) The site for every new project/building should invariably be selected before the preparation of detailed designs and estimates as the same would depend upon the nature of site.
- (ii) The following procedure shall generally be followed while selecting the site:
 - a) For routine buildings or buildings costing upto Rs. 5.00 Crore, a representative of Deputy Commissioner, an officer of the department concerned not below the rank of District Head (convener), the representatives of PWD B&R and Public Health not below the rank of Executive Engineers will identify and recommend suitable site(s). The site would be approved by the Administrative Department concerned at the level of atleast the HOD.
 - b) For important buildings or buildings costing more than Rs. 5.00 Crore, a Committee consisting of following officers will identify and recommend suitable site(s):
 - a. The Deputy Commissioner of the District concerned
 - b. Representative of the Architecture Wing of PWD (B&R) / the consulting Architect wherever appointed by the client department
 - c. Executive Engineer, PWD B&R
 - d. Executive Engineer, DWSS/ Public Health
 - e. Executive Engineer, PWD B&R Electrical



- f. An officer of the department concerned not below the rank of District Head who is duly authorised by the department shall be the convener.
- (iii) In case the site for the project building is already available with the Client Department, the same shall be examined with reference to details in para (v) below. The Client department shall confirm and certify the ownership of the site land in the municipal records or the revenue records, as the case may be.
- (iv) The report of the site selection committee shall be submitted to the Administrative Secretary of the Client department for approval. The client department shall proceed further with regard to clearly establishing the ownership of the land and the requirement of additional land, if any. The site for the important buildings would be approved at least at the level of the Administrative Secretary of the client department.
- (v) The suitability of site/land shall be examined/ considered from the following angles:
- a. For the purpose for which the building is being constructed;
 - b. Accessibility/ approachability of the site, including distance from the main road, bus stand, railway station, airport etc, as the case may be;
 - c. The level of the land from flood and drainage aspects;
 - d. Clear ownership of the land/ old building, including requirement of transfer, new acquisition, if any;
 - e. Availability of water supply; Availability of sewerage/ sewage/ drainage services, STP;
 - f. Availability of electric supply; Alternate sources of power supply/ feeders;
 - g. Suitability of soil strength for foundation design, including multi-storey buildings;
 - h. Restrictions imposed by the master plan, land use, building regulations & byelaws of the local body/ other agencies, if any;
 - i. Environmental considerations; PPCB clearance required if any;
 - j. Tree cutting / forest clearance required if any;
 - k. Utility shifting requirements & costs thereof, if any;
 - l. Likely traffic nuisance; Likely public nuisance;
 - m. Clearing the site of old/ unsafe constructed buildings;
 - n. Encroachments on the land or part thereof, if any;
 - o. Other encumbrances, clearances required from any other specified competent authority etc.
- (vi) It shall be the responsibility of the client department to hand over of the clear site, free of all encumbrances, to the executing agency i.e. PWD.
- (vii) In case the selected project site, where the building is to be constructed, is in the vicinity of an existing cantonment or defence installations, the site should be



finalised only after due consultation with the concerned officers of Cantonment and Military Engineering Service and the approval of the competent authority of the Ministry of Defence, GOI. This shall be arranged through the Administrative Secretary of the client department.

- (viii) In case the new building is to be constructed or additions/ alterations/ renovation are to be executed in an existing building within a Heritage campus or in the neighbourhood of a Heritage structure of Punjab, a 'No-objection' shall have to be obtained from the competent authority of Punjab Heritage Board and/or any other specified competent authority. Similar action shall be required to be taken in case the site is located in the vicinity of a site under the control of Archaeological Survey of India.

3. Preliminary Site Investigations and Pre-Construction activities: Funding thereof:

- (i) After the site has been selected and approved by the competent authority of the Client department, a detailed topographical survey of the area showing the features and contours, along with approach roads, electrical lines, water supply and sewerage lines shall be got conducted through the PWD (B&R)/ the executing agency on behalf of the client Government department. In addition, detailed Geotechnical investigations shall be conducted by Research Laboratory, PWD (B&R)/ other designated/ competent lab to determine the safe bearing capacity of the soil for foundation design and location of sub-soil water level etc. The detailed survey plan shall be submitted to the Client department and the Department of Architecture.
- (ii) Wherever the PWD does not have the in-house expertise or the capacity to handle such work, it will empanel the suitable experts/ service providers/ consultants.
- (iii) The Department of Water Supply & Sanitation (DWSS)/ Public Health shall assess the feasibility of services such as water supply, drainage and sewerage. The Electrical Wing of PWD (B&R) shall assess the feasibility of electric supply.
- (iv) The Client department shall be responsible for arranging the necessary funds initially for the pre-construction activities as per the requirements of PWD (B&R), DWSS and Electrical Wing of PWD (B&R) for the client Government department and the same shall be adjusted later on in the estimated cost of the building after receipt of the administrative approval from the client department.
- (v) In the case of Boards/Corporations/Autonomous Bodies the similar procedure shall be adopted and the expenditure shall be borne out of their own resources.

4. Preliminary Architectural Drawings:

- (i) A copy of the detailed survey plans along with its requirements regarding size and scope of the building and other areas, as worked out by the Client department, shall be submitted to the Architecture Wing of PWD (B&R) or the Consulting Architect concerned (wherever engaged by the client department) on a standard format (**Annexure-I**) for preparation of preliminary architectural drawings as per scope of the work as supplied by the Client department.



- (ii) The Architecture Wing of PWD(B&R) /Consulting Architect (wherever engaged by the client department) will prepare the preliminary architectural drawings (layout plan, floor plans, sectional details, elevation details, layout of estate services etc) and the specifications of the materials to be adopted for construction of building as per standard norms approved by the Government and submit the same to the client Administrative Department for approval and their counter signature as a token of such approval. Such approval of drawings by Client department shall mean that the design conforms to the objectives, functional requirements, space, aesthetics and economy as per the requirements of the client department.
- (iii) Thereafter, the preliminary architectural drawings shall be sent to the executing agency viz PWD (B&R), DWSS and Electrical Wing of PWD (B&R) for preparation of the Preliminary/Rough Cost Estimate.
- (iv) Wherever the Client department specifically requires, the building shall be planned and designed as a 'Green Building' as per the standards of TERI – GRIHA Rating or Indian Green Building Council (IGBC) Rating System and the additional cost shall be included in the estimates.

5. Advice towards Structural arrangements and Services:

- (i) The PWD (B&R) shall work out the structural advice showing structural arrangements, internal public health and electrical services. In case the client department so wishes in view of the scarcity of land and for optimum utilization of the same a provision of an additional storey shall be considered while working out the structural advice wherever foundation soil permits.
- (ii) The DWSS shall work out planning of estate water supply, drainage and sewerage services, wherever required, including ground water recharging system wherever permitted by soil conditions. Based on the requirement of the client department, DWSS shall plan for HVAC system subject to entitlement, solar water heating system, fire-fighting/ protection and other services.
- (iii) The Electrical wing of PWD (B&R) shall work out planning for internal electrical services and installations, external electrification, electric sub-station, elevators, communication system, Ethernet/OFC cables, power saving/ management systems, security system, power fencing, access controls etc wherever so required by the client department etc. and for fire-detection and fire-alarm system wherever required.
- (iv) The above advice and planning shall be submitted by the concerned wing within **one month** of receipt of preliminary architectural drawings to the Department of Architecture/Consulting Architect (wherever engaged by the client department) for preparation of detailed architectural drawings.

6. Preliminary/Rough Cost Estimate:

- (i) PWD (B&R) shall prepare the Preliminary/Rough cost estimates in coordination with other departments and submit the same to the Administrative Department



(Client Department) for arranging Administrative Approval. The Administrative Approval shall be accorded in the following two stages as approved in the meeting held under the chairmanship of Chief Secretary, Punjab on 23.07.2013, and is reproduced as under:

a. **In the first stage**, the concerned Administrative Department shall accord '**In Principal Administrative Approval**' for the work.

i. Prior to this, the PWD (B&R) shall prepare 'Preliminary Estimate' which shall include the following components:

1. Rough cost for pre-construction activities such as preparation of architectural drawings, structural designs/drawings, topographical surveys, site/soil investigation, preparation of project reports etc.;
2. Rough cost of the work based on the plinth area rates in case of buildings;
3. Provision for services like public health, sanitation, water supply, drainage and electrical installation etc. on the basis of plinth area rates;
4. Provision for shifting of utilities and forest clearance, if required;
5. Provision for contingencies and unforeseen item upto a maximum limit of 3%;
6. A provision of 0.5% shall be included as Quality Control charges as approved by the Government vide letter No. 8/52/2014-3B&R3/6098, dated 25.08.2014.
7. As and wherever required, cost of engaging the services of Consultants for specialized services and environmental clearance by the Ministry of Environment and Forest (MOEF), Government of India, and Consultants for any other specialised services shall also be added.

ii. The Administrative Department concerned shall accord '**In Principal Administrative Approval**' on the basis of these preliminary estimates.

iii. The PWD (B&R) shall be allowed to incur expenditure on the pre-construction activities mentioned above before the formal 'Administrative Approval' is accorded by the competent authority of the client department which shall be included in the project cost in the administrative approval.

b. **In the second stage**, when sufficient progress has been achieved in the pre-construction activities, a detailed estimate shall be prepared by the PWD (B&R) in co-ordination with other departments concerned.

i. The detailed estimate shall contain details for each item of work involved and should be based on the CSR rates for the items covered under the Common Schedule of Rates(CSR) and on the current market rates for the non-schedule items.



- ii. This detailed estimate shall be supported with detailed architectural drawings, preliminary structural design/drawings, detailed drawings for all services and detailed specifications for various components of work involved as applicable.
 - iii. The Administrative Department concerned shall accord the **Administrative Approval'** on the basis of these detailed estimates.
 - iv. The competent authority in the client Administrative Department shall satisfy itself regarding the progress/status of pre-construction activities before according the Administrative Approval.
- (ii) In case of Boards/Corporations/ Autonomous Bodies administrative approval to Preliminary/Rough Cost Estimate shall be accorded by their competent authority as per their bye-laws.

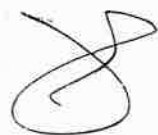
7. Administrative Approval, Technical Sanction and Financial Sanction:

- (i) No work shall be started by PWD(B&R)/ the Executing Agency without getting the following approvals/ sanctions:
 - i. Administrative Approval to the Preliminary/Rough Cost Estimates by the Client department;
 - ii. Technical Sanction to the Detailed Estimates by competent authority of PWD (B&R) /DWSS / Electrical Wing of PWD (B&R); and
 - iii. Financial Sanction by the competent authority concerned confirming the funding for the project.
- (ii) The only exception to the above shall be in case of the works of emergent nature, where there is no time available for taking such approvals/ sanctions. In such cases the work may be taken up in anticipation of the administrative approval and financial sanction but with the approval of the client administrative department and the Chief Engineer concerned. The requisite administrative approval, technical sanction and financial (expenditure) sanction of the competent authority shall, however, be arranged for such emergent work to regularize the liability as soon as possible.
- (i) After the receipt of Administrative Approval against the Preliminary/Rough Cost Estimates, the Technical Sanction to the Detailed Estimates for the work shall be accorded by the competent authority, i.e. the Executive Engineer, Superintending Engineer or Chief Engineer .
- (ii) concerned in PWD (B&R); as per Govt. of Punjab, Department of Public Works Letter No. 12/111/11-3BR3/2866-73 dated 30.08.2011 issued in consultation with the Finance Department (**Annexure-II**).
- (iii) The Executing Agency i.e. PWD (B&R) will invite tenders only after the getting the Administrative Approval, Technical Sanction and Financial Sanction of the competent authority. In case the work is of emergent nature, the Executing Agency i.e. PWD (B&R) may invite tenders only after the getting the Administrative Approval and Technical Sanction of the competent authority.



However, no tender should be allotted without getting the proper Financial Sanction of the competent authority.

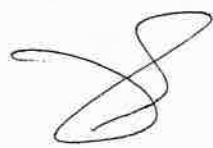
- (iv) The sanction for incurring expenditure during the financial years (for each year as provided in the approved Estimates) shall be arranged by the Client department. To avoid unnecessary legal complications and arbitration case later on because of non-payment/ delayed payments by the client department no work may be executed without tying up the provision/ availability of necessary funds by the Client department.
8. **No deposit work to be undertaken without the depositing the 25% funds by the client organisation:**
- (i) In case of the deposit works the work shall not be started by the executing agency unless the Client department/ funding agency has deposited a minimum of 25% (twenty-five percent) of the estimated cost of the project and have agreed to deposit the balance amount in a time bound manner, as provided under the instructions already issued by Govt. of Punjab, Department of Finance vide letter No. 9/6/2014-4FE4/199 dated 28.10.2014 (**Annexure-III**).
9. **E-tendering is mandatory:**
- (i) As per the instructions issued by the Punjab Government, E-tendering shall be mandatory for all works and the prescribed E-tendering process shall strictly be followed by all the executing agencies, including PWD (B&R) as well as all departments/Boards/Corporations/Autonomous Bodies responsible for the execution of work.
 - (ii) The bid money as well as Earnest Money Deposit (EMD) should also be received through the electronic transaction process maintaining absolute secrecy and integrity of the e-tendering process as prescribed by the Government.
 - (iii) The Standard Bidding Document (SBD), as approved by the Punjab Government, shall be followed by all the Government Departments /Boards/Corporations/ Autonomous bodies for tendering, implementation and administering the execution of work.
10. **Guidelines for the Detailed Architectural Design and Drawings**
- (i) The execution of the work shall be based on Detailed Architectural drawings issued by the Architecture Wing of PWD(B&R) / Consulting Architect (wherever engaged). The Architecture Wing of PWD(B&R) / Consulting Architect (wherever engaged) shall ensure that designs, as finalized, meets the functional requirements and adherence to statutory/building regulations and byelaws.
 - (ii) It shall also be the duty of the Architecture Wing of PWD(B&R) / Consulting Architect (wherever engaged) to supervise the project during construction to ensure that the project is being constructed as per architectural drawings and specifications.
 - (iii) The main aspects to be considered for detailed architectural design and drawings shall include, but not limited to the following broad guidelines:



- i. The land requirement as well as the covered space should be kept to the minimum and strictly as per the norms for allocation of space;
- ii. The design should take into account the building requirements indicated under the heading "Inception of the Project: Finalisation of Building Requirements" above.
- iii. Go vertical, wherever possible, to minimise the land requirement and save/ conserve precious land;
- iv. The design should be economical but functional; The structural design should also be economical but safe;
- v. Building specifications, including building materials and accessories, should be functional and strictly as per norms. No extravagant specifications or materials should be used;
- vi. The building should have provision of maximum natural lighting and proper ventilation. The unnecessary use of grills should be restricted to bare minimum functional requirements.
- vii. Maintenance should be minimum and easy. The building roof tops should also be accessible through fixed steel ladders for easy maintenance
- viii. The building should be differently-abled friendly for Persons with Disabilities, including the provision of toilets, ramps and elevators;
- ix. The building to lend to energy saving/ conservation and rooftop solar panels;
- x. Environmental friendly;
- xi. Fire protection/ firefighting services to be provided as per norms.

11. Composite Tenders for building works and Tenders for execution of specialised work:

- (i) **Composite Tenders:** For timely and efficient execution of buildings works/projects and to have better coordination in the working of various components of the building work, the tenders/bids shall be invited on a composite basis including. Civil Work, all kinds of Public Health Services inside the building & Electrical Services inside the building as per the instructions contained in the letter No.10/85/2011-4B&R3/37901/2 dated 03.04.2013 issued by Govt. of Punjab, Department of PWD (B&R) **(Annexure-IV)**.
- (ii) Except for the works of specialized services such as Fire Fighting & HVAC, the other internal Public Health Works of routine nature inside the Government buildings shall be executed by the PWD (B&R).
- (iii) Only the work of specialized nature/services such as Fire Fighting & HVAC inside the building shall be got executed through Department of Public Health / Water Supply & Sanitation for which PWD (B&R) shall extend the necessary co-operation and support.
- (iv) **Tenders for specialised work/ services:** However separate tenders may be called in consultation with the Executive Engineer of PWD (B&R) for the



Electrical works and Water Supply & Sanitation and works which are outside the building if the execution of internal building works is not affected by such separate tenders.

- (v) Also, if felt necessary by the client department in consultation with the Executive Engineer of PWD (B&R), separate tenders may be called for special services like smart work stations/ desks, modular office cubicles for the office staff, Committee room with multimedia presentation and Public Address Systems, elevators, escalators, rooftop solar power panels, landscaping, OFC/ Ethernet networking, power inverters and UPS, tele-communication network, security, access control, electric fencing, CCTV cameras and control room etc.
- (vi) Wherever the client department so decides and there are funds available, a 5-year repair and maintenance for building may be included in the composite tender with the approval of the Administrative Secretary of the Client Department. Similarly, 3 to 5 year AMCs for services may be included in the composite tender with the approval of the Administrative Secretary of the Client Department.
- (vii) Work of estate services i.e. water supply distribution, sewerage collection and disposal, Sewerage Treatment Plant (STP)/ Effluent Treatment Plant (ETP), storm water collection and disposal, boring and installation of tube well(s), overhead service reservoir (OHSR), ground water re-charging system etc. will be executed by the Department of Water Supply & Sanitation through a separate tender.
- (viii) The executing authority shall ensure strict compliance to the architectural drawings. Wherever any deviation is necessary, approval of the Architecture Wing of PWD (B&R) /Consulting Architect (wherever engaged) and the client department, as the case may be, shall be obtained.
- (ix) The Boards/Corporations/Autonomous Bodies shall also adopt the system of composite tenders for building works.

12. Provision/ Arrangement of Funds and Execution of Works based on the availability of assured funds:

- (i) It is the responsibility of the Client Department to arrange and provide funds for the building project as per the fund flow mutually decided at the time of finalising the tender agreement. In case the funds are to be arranged from a number of sources then sources like Departmental Budget, PIDB, PUDA, RDF, NABARD, Mandi Board, PLRS, Cultural cess, PSEB, Gol etc, is the responsibility of the Client Department to organise the coordinated release of funds to maintain the fund flow. The Chief Engineer concerned shall coordinate on behalf of the PWD(B&R) / the Executing Agency concerned.
- (ii) It shall be the responsibility of the client department to ensure that sufficient funds are provided during the year to the executing agency for clearance of the running bills as per the provisions of the agreement. PWD(B&R) shall submit a statement of funds flow requirement and utilization to the client department on the 10th of every month.



- (iii) The building works shall be executed by the Executing agency in consultation with the client department and as per the priority fixed by the client. As far as possible the construction should be taken up in such a manner so that even if the flow of funds in the subsequent years is constrained/ delayed/ curtailed, the client is able to use the part of the building being constructed out of the current year's allocation of funds.
- (iv) Wherever the project is large and the funds are likely to be made available by the client department/ the funding agency in more than one year, the construction should be taken up of the part building in such a manner so as to complete that part of the building and make it fully functional within the allotted funds so that the client department is able to use the same even if additional funds are delayed. All blocks/ parts in the building should not be taken up simultaneously unless the provision of funds has been ensured by the client department for the entire building work proposed to be undertaken.

13. Procedure for change in the scope of work and change in the specifications:

- (i) No change in the scope of work shall normally be allowed once the project has been sanctioned and the tenders have been finalised. However, if any change or increase in scope of work such as construction of additional covered space/rooms, additional story, toilets, furniture & furnishing etc., is necessitated the same may be undertaken only with the prior approval of the Client department and the Architecture wing of PWD(B&R) /Consulting Architect (wherever engaged).
- (ii) Similarly, once the administrative approval has been issued and the tenders have been allotted no change in the specifications shall be permissible. However, wherever any change in the specifications is necessitated because of the functional requirements the following procedure would apply
 - i. Any proposed change in specifications, where the increase in the cost is within the original Administrative Approval amount, such change in specifications may be undertaken only after the prior approval of the Administrative Secretary of the client department and in consultation with the Architecture Wing of PWD(B&R) /Consulting Architect (wherever engaged).
 - ii. However, if the increase in cost because of such change in specifications is small and within the overall tendered cost of the project, which is lower than the Administrative Approval amount, such changes can be made with the approval of the client department.

14. Clearance and Approvals for the Construction of Building Projects:

- (i) It shall be the responsibility of the client department to get site related clearances and hand over the encumbrance free clear site to PWD(B&R)/ the executing agency. The client department shall be responsible for getting clear ownership/ lease (including lease of the panchayat land) of the project land. The client department shall file application for land use change as per master planning,



forest clearance and permission for tree cutting, required if any, and get any same done.

- (ii) It shall be the responsibility of the PWD(B&R)/ the executing agency to get all building related clearances like approval of building plans from the Local Body, Development Authorities like PUDA/ Improvement Trust etc. Punjab Pollution Control Board (PPCB), Fire clearance, clearance from the Punjab State Power Corporation Ltd (PSPCL) after load testing. The client department shall provide all necessary help and support for this purpose.
- (iii) The clearance fee and charges, if any, would be charged to the project.
- (iv) At district level the following committee under the chairmanship of Deputy Commissioner concerned shall be responsible as a single window for getting/coordinating all clearances for the project:
 - i. Deputy Commissioner – Chairman
 - ii. District Head of the department concerned
 - iii. District Forest Officer
 - iv. District Town Planner
 - v. ADC (Development)/ District Development and Panchayat Officer
 - vi. Executive Engineer DWSS
 - vii. Executive Engineer Drainage/ Irrigation
 - viii. Executive Engineer PSPCL
 - ix. EO Municipal Corporation/ Committee
 - x. Executive Engineer, PWD(B&R) - Convener
- (v) **Fire Clearance:** In case of high-rise building, where its mandatory to provide fire-detection, fire alarm and firefighting system, necessary approvals of plans and system as installed, shall be obtained from the City Fire Authorities by the executing agency before handing over of the completed building to the Client department.

15. Increase in the Overall Project cost:

- (i) In case the actual completion cost of the work is within 10% (ten per cent) of the original Administrative Approval amount, the competent authority in PWD (B&R), in consultation with the client department, may allow the expenditure with full justifications as per provisions of the PWD Code and PWD Manual. No revised Administrative Approval may be necessary in such cases.
- (ii) However, in case the expenditure is likely to exceed by more than 10% (ten per cent), a revised Administrative Approval shall be sought from the Client department, based on the Revised Cost Estimates, explaining reasons for excess along with comparative statement etc., before incurring such additional expenditure.
- (iii) In case of Board/Corporation/Autonomous Bodies the provision as per thier respective codes/manuals may be followed.

16. **Delay in the execution of works:**

- (i) All works shall be awarded by the executing agency to the bidders specifying well defined milestones and timelines in the contract agreement. Such milestones and timelines shall be fixed in consultation with the client department keeping in view the fund flow and the complexities / the risks involved in the execution of the project.
- (ii) Wherever, the execution of the project is delayed beyond the defined milestones and timelines in the contract agreement, the executing agency shall invoke the Liquidated Damages (LD) clause as per the provisions contained in the agreement unless the Executive Engineer concerned justifies the reasons for not imposing such LD which is approved by the Superintending Engineer and also seen by the Chief Engineer concerned.

17. **All buildings to be compliant to the provisions of National Building Code (Latest Version) and the relevant Indian Standards:**

- (i) The building work and services shall be designed in compliance with the provisions of applicable Indian Standards and National Building Code (with latest amendments at the time of issuing of statutory approvals).
- (ii) Building works and overhead service reservoirs shall be designed for seismic forces as per relevant Indian Standards.
- (iii) Where the structural design will be submitted by the contractor/executing agency, the same shall be checked and approved by the Chief Engineer.
- (iv) In case of the works of specialized nature the services of a Proof Consultant shall be engaged. For work of Proof Consultancy preference shall be given to the reputed retired experts Engineers of the Government Departments(State Government as well as central Government) and the National Institutes of repute (such as IITs/ NITs/ PEC/ UIET/ Thapar University etc.) having adequate experience in structural design.

18. **'Quality Assurance'**

- (i) Emphasis shall be laid on 'Quality Assurance' during the execution of the works at all stages for which Quality Control tests shall be conducted by the field staff as well as inspecting/ supervisory officers at regular intervals before allowing the use of material that goes into the work.
- (ii) The record of quality control tests shall be inspected by senior officers during their inspection of works and their note thereof shall be recorded in the Inspection Note.
- (iii) Further independent checks shall be exercised by the Quality Control Wing/Chief Vigilance Officer of the Department/Boards/ Corporation/Autonomous bodies from time to time.
- (iv) In case the Administrative Secretary of the Department concerned so decides or the funding agency so desires, third party independent consultants/ engineers shall be engaged by the PWD(B&R)/ the Executing Agency or the client

department to verify the volume/quantum and quality of work on the ground against each bill submitted by the contractor. The cost of engaging third party independent consultants/ engineers will be loaded to the project. The payment for construction shall be released by the funding agency/ executing agencies based on this third party report.

19. Additions and/or alternations to an existing structure

- (i) In the case of request from the client department regarding any additions and/or alternations to an existing structure, unless in-house facility is available, services of an expert Structural Consultant shall be arranged to check the feasibility of the proposed changes in terms of structural stability and durability of the existing structure.
- (ii) Similarly scope of supplementing the existing services shall be examined and assessed in detail to meet the additional requirements, which should be as per norms.
- (iii) Dismantling involved, if any, should preferably be included in the tender on "as is where is basis".
- (iv) The expenditure so incurred on the assessment and checking feasibility shall be charged to preconstruction activities. Thereafter, procedure as detailed above shall be followed.
- (v) In case of Boards/Corporations/Autonomous bodies, these works may be got executed by the respective executing agencies.

20. Handing-over and Taking-over of Completed Works: Final drawings and documentation, record to be maintained

- (i) On the completion of the work, "As-Built Drawings" shall be prepared by the Architecture Wing of PWD(B&R) / Consulting Architect (wherever engaged) or by the contractor duly vetted by the Architecture Wing of PWD(B&R) / Consulting Architect (wherever engaged), as the case may be, as well as the Executive Engineer of the executing agency and recorded/ maintained for future reference, repairs and maintenance purposes.
- (ii) A hard copy as well as soft copy of the final drawings and other documents related to the project shall be submitted to the client department which will be maintained by them in safe custody.
- (iii) A joint inspection of the building by the client department, PWD(B&R)/ Executing agency and the contractor would be carried out and a punch list of the shortcomings/ defects/ deficiencies would be prepared. All these shortcomings/ defects/ deficiencies, which were part of the original scope of work would be removed by the contractor before actually handing over the building.
- (iv) A defect liability period of normally one year shall be provided in the agreement during which the contractor shall be liable to remove any defects pointed out by the client department.



- (v) Proper Handing-over and Taking-over formality in respect of the completed buildings/ Works shall be executed in the prescribed proforma.
- (vi) The final payment to the executing (Contracting) agency should be released only after the receipt of "As-Built Drawings" showing structural systems, details of public health, electrical services and other specialized services.

21. Issue of Utilization Certificates (UC) and Settlement of Accounts:

- (i) It shall be the responsibility of the executing agency to provide the part Utilization Certificates (UC), in the prescribed proforma, to the client department against the funds provided by the client department and duly utilities by the executing agency as soon as the amount is utilized. This will enable the client department to get the next instalment of funds from the Government/ funding agency.
- (ii) The final Utilization Certificates (UC), in the prescribed proforma, shall be provided by the Executive Engineer concerned / SE/ CE to the client department within 90 days of completion after settling and reconciling all the accounts in respect of the project.
- (iii) Any funds remaining unutilised with the Executive Engineer concerned shall be returned to the client department within 60 days thereafter.
- (iv) The Executive Engineer concerned shall settle and close the accounts within 90 days after completion of the project and after the client department has provided the requisite amount for the settlement of final bill amount which has to be paid to the contractors.
- (v) The accounts shall also be reconciled with the office of Account General Punjab as soon as possible after the completion of the project.

22. Settlement of Audit Paras and Arbitration cases:

- (i) It shall be the responsibility of the Executing Agency to settle any audit paras and arbitration claims arising out of the technical/ contractual issues of technical nature.
- (ii) Wherever the audit para has been created because of the irregular flow of funds from the client department or delay in making the clear site available to the executing agency, it shall be the responsibility of the client department to settle such paras. In such cases settling any arbitration claims arising out of the delay in handing over the clear site or provision of funds would be the responsibility of the client department.


23. Important points to kept in mind to avoid any loss to the Government on account of Arbitration cases:

- (i) It has been observed that in most of the Projects as being executed by PWD B&R there are disputes and on the completion of works under the Contract, the Contracting Agencies invoke arbitration. The claims as raised by the Contractor invariably are on account of failure of department to hand over hindrances free site; delay in making of interim payments or final payment; delay in decision on issues as sought for by the contractor; delay in approval of drawings as



submitted by the contractor or delay in issue of drawings by the department; delay in acquisition of land, shifting of utilities, forest clearance etc.


- (ii) The disputes on the above grounds are raised in the form of prolongation of stay at site beyond the stipulated period and damages are sought in form of additional cost on materials; idling of machinery and equipment; idling of labour; increased Overhead charges (site and head office); additional charges in terms of extension of bank guarantees; loss of profit; loss of opportunity etc.
- (iii) All steps shall be taken, both by the executing agency as well as the client department to avoid such conditions resulting in the arbitration cases in the first place.
24. **PWD to Maintain a Panel of Experts and Service Providers:** Wherever the PWD does not have the in-house expertise or the capacity to handle any of the specialised work such as geotechnical investigations, very specialised architectural designs work/ detailed architectural drawings, structural designs/drawings, topographical surveys, site/soil investigations, preparation of project reports etc it will empanel the suitable experts and service providers by following the required codal formalities with a provision to revise the panel every year.
25. **Applicability of consolidated instructions:** These consolidated instructions for the construction of buildings shall be applicable to all other executing agencies of various Government Departments as well as on the Boards/Corporations/Autonomous bodies, who shall also follow the same procedure and guidelines. Therefore, a similar procedure shall be followed by the Boards/ Corporations/ Autonomous Bodies through their executing agencies.
26. **Modifications of / Exemptions from consolidated instructions:** In case any Government Department, Board, Corporation or Autonomous body wants modifications in any of the provisions mentioned in these instructions for a specific building project or wants it to be totally exempted from the provisions of these instructions for a justified reasons to be recorded in writing, the Administrative Secretary of the client department may grant such modifications or exemptions in consultation with the Department of Public Works (B&R).
27. These instructions will come into force with immediate effect.
28. This issues with the approval of Chief Secretary, Punjab


(Jaspal Singh) IAS
Secretary Public Works

Endorsement No. ...836489/2...

Dated : 08-09-2016

A copy is forwarded to the all Additional Chief Secretaries, Financial Commissioners, Principal Secretaries, Administrative Secretaries to Govt. of Punjab and Registrar Punjab & Haryana High Court and for information and necessary action.


(Jaspal Singh) IAS
Secretary Public Works

Standard Performa to be filled by the Client Department

Sr. No	Description of the project	Remarks
1	Name of the project :	
2	Site Plan :	
3	Detailed scope of work:	
4	Future requirements if any to be kept :	
5	Special specifications to be provided for if any :	
6	Cost Constraints / Budget :	

(Head of Department with seal)

Department of Public Works
(B&R-III Branch)

To,

1. Engineer-in-Chief, Punjab,
Public Works Department (B&R),
Patiala.

2. All the Chief Engineers, Punjab,
Public Works Department (B&R).

Memo No. 12/111/11-3BR3/

Dated:


Subject: Regarding Administrative Approval of works.

Reference on the subject noted above.

2. With a view to streamline the functioning of Department, the following guidelines which are in accordance with PWD Code are issued to be kept in view of all the road/building works before the award of tender of the works:-

- 1) (a) No road/building work should be started in PWD (B&R) without the Administrative Approval by the Competent Authority as per the PWD Code and Technical Sanction of the estimate by the concerned Chief Engineer.
- (b) However, in case a work is of urgent nature which needs to be taken up immediately, the work may be taken up with the approval of Govt. and Administrative Approval must be obtained as soon as possible.
- 2) (a) The Architectural drawings of the new buildings should be prepared in consultation with the concerned client department and finalized by the Chief Architect, Punjab as per the structural advice of the PWD (B&R), Electrical and Public Health Departments. The estimates of new buildings should be framed after the specifications are finalized by the Chief Architect, Punjab in consultation with the client department for getting Administrative Approval of the Competent Authority.
- (b) No change in scope of work/specifications which involve the major increase in the cost of the work will be allowed after the award of the tender.
- 3) (a) The structural design of the buildings will be submitted by the concerned Contractor/Agency which shall be checked by the Design Cell headed by the Director, Research and Design (DRD) in Head Office, Patiala and the structural drawings will be approved by the Chief Engineer (Buildings) for execution at site.
- (b) All detailed estimates, QNITs and tenders for building works should be routed through Director, Research and Design (DRD), Head Office, Patiala.
- 4) (a) The priority wise programme for the maintenance of Govt. Buildings under the jurisdiction of PWD (B&R) should be prepared every year keeping in view the funds available under maintenance head and got approved from the Govt.
- (b) If any addition/alteration and renovation of the Govt. building is required, the detailed estimate should be prepared as per the site requirements keeping in view the availability of funds. The Administrative Approval should be got arranged from the Competent Authority as per the PWD Code and the estimate should be technically sanctioned by the Chief Engineer (Buildings) before start of the work.

3. This is issued with approval of Hon'ble Public Works Minister.


Deputy Secretary Public Works

ਦਫਤਰ ਮੁੱਖ ਇੰਜੀਨੀਅਰ (ਇਮਾਰਤਾਂ) ਪੰਜਾਬ, ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ ਭੁੱਖਾਰੀ ਭਾਗ ਸ਼ਾਖਾ ਚੰਡੀਗੜ੍ਹ।

ਪਿਠ ਅੰਕਣ ਨੰ:

ਸੀ.ਈ(ਇ)/ਚੰਡੀ

ਮਿਤੀ

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਸਾਰੇ ਨਿਗਰਾਨ ਇੰਜੀਨੀਅਰ, ਉਸਾਰੀ ਸਰਕਲ, ਪੰਜਾਬ ਲੋਕ ਨਿਰਮਾਣ

ਭੁੱਖਾਰੀ ਸ਼ਾਖਾ

ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਰਕਾਰ

ਵਲੋਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਦੀ ਇਨ-ਬਿਨ ਪਾਲਣਾ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

ਮੁੱਖ ਇੰਜੀਨੀਅਰ (ਇਮਾਰਤਾਂ),
ਪੰਜਾਬ, ਲੋਕ ਨਿਰਮਾਣ ਭੁੱਖਾਰੀ ਸ਼ਾਖਾ,
ਚੰਡੀਗੜ੍ਹ।

ਪਿਠ ਅੰਕਣ ਨੰ:

4081

ਸੀ.ਈ(ਇ)/ਚੰਡੀ

ਮਿਤੀ

12-9-2011

ਉਪਰੋਕਤ ਦਾ ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਕੇ

ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਸਰਕਾਰ ਵਲੋਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਦੀ ਇਨ-ਬਿਨ ਪਾਲਣਾ ਯਕੀਨੀ
ਬਣਾਈ ਜਾਵੇ:-

1.

ਡਾਇਰੈਕਟਰ, ਰਿਸਰਚ ਐਂਡ ਡੀਜ਼ਾਇਨ ਪਟਿਆਲਾ।

2.

ਜਾਨਸਨਾਈ ਇੰਜੀਨੀਅਰ (ਨਿਰਮਾਣ) ਚੰਡੀਗੜ੍ਹ, ਪਟਿਆਲਾ।

3.

ਸੀ.ਡੀ.ਐਮ. ਮੁੱਖ ਦਫਤਰ ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਪੰਜਾਬ ਪਟਿਆਲਾ।

4.

ਸੁਪਰਡੈਂਟ ਨਿਗਰਾਨ ਮੁੱਖ ਦਫਤਰ ਮੁੱਖ ਇੰਜੀਨੀਅਰ, ਪੰਜਾਬ ਪਟਿਆਲਾ।

ਮੁੱਖ ਇੰਜੀਨੀਅਰ (ਇਮਾਰਤਾਂ),
ਪੰਜਾਬ, ਲੋਕ ਨਿਰਮਾਣ ਭੁੱਖਾਰੀ ਸ਼ਾਖਾ,
ਚੰਡੀਗੜ੍ਹ।

Expenditure-I V-Branch)

Subj: CWP NO.18267 of 2014-Paramjit Singh Proprietor and other connected cases Vs State of Punjab and others.

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries Govt. Punjab may kindly refer to the subject cited.

2. Hon'ble Mr. Justice K. Karman, Judge, Punjab and Haryana High Court, Chandigarh vide order dated 18-9-14 in CWP No. 18267/2014 alongwith other connected cases has directed the Administration to take a proper decision and submit to the court a viable and seamless manner of settling claims of the contractors to whom the amounts are bound to be released.

3. The Government of Punjab is committed to meet its liability in this regard in a phased manner in the shortest possible time commensurate with mobilization of resources and funds in this regard. In view of direction by the Hon'ble Court it is advised that following measures shall be strictly followed to avoid any harassment to the Contractor and to ensure that no Contractor may be forced to approach the Hon'ble Court for payments in respect of works:

A) Completed Works

i) The present liability of completed/partially completed works has been assessed around Rs. 587.90 crore. This liability is to be cleared in the first instance for which the Finance Department shall endeavour to release the funds within six months.

ii) The payment towards completed /partially completed works shall be released in the order of preference from date of submission of the Bill in the treasury subject to following conditions:

a) That the amount to be released in no case shall exceed the amount of administrative approval or amount of revised administrative approval whichever is higher subject to the Condition that payment is strictly in accordance with the terms and conditions of the Contract Agreement for the work for which necessary Certificate shall be recorded by the competent authority of the Department concerned and countersigned by the Head of the Department.

b) For release of any sum beyond the said amount stated in para (a),

amount is fully justified and approval of the competent authority was arranged /has been accorded as per Departmental Rules.

- c) In case of any sum beyond the said amount stated in para (b) above, such amount shall be put in the Misc Advance of the officer passing the bill and payment shall be released to the Contractor thereafter. The Administrative Department shall immediately initiate proceedings to recover such amount under Misc Advances.
- d) In case of Deposit work, the amount shall be released only after arranging the requisite amount from the sponsoring organization and efforts in this regard shall be made by the concerned Head of the Department.
- e) In case of Centrally Sponsored/Externally Aided schemes, the payment as per procedure detailed in para (a) to (c) shall be subject to corresponding share of funds from the concerned funding agency for which certificate shall be recorded by the Head of Department.
- f) In case of Final Bill for the work, the following certificates shall be recorded:
 - that all the recoveries have been affected,
 - that any amount to be retained during the defect liability period has not been included in the payment, in case of works where defect liability period is not completed,
 - that there are no defects in the work, and
 - that no liquidated damages/ penalties or any other recovery from the contractor are pending, and neither any such action is due or under consideration.
- iii) Every Department shall submit all the details of all the pending bills in respect of completed/partially completed works as per guidelines above within 15 (fifteen) days through a Nodal Officer of Administrative Department appointed with the concurrence of the Finance Department.
- iv) That immediately on release of funds against the passed bills by the Finance Department, the concerned Department shall make the payment to the Contractor and submit requisite certificate along with hand receipt towards payment to the Finance Department within seven (7) days through the Nodal Officer of Administrative Department.

B. Ongoing Works /Works under Progress

- i) For all ongoing works/works under progress costing more than ₹ 10 crore each, the Nodal Officer of the Administrative Department appointed in consultation with the Finance Department shall submit

- Amount of administratively approved Estimate,
- Amount as per Letter of Allotment,
- Up to date expenditure on the work,
- date of completion as per Contract Agreement,
- time extensions granted, if any,
- liquidated damages imposed, if any and status of its recovery,
- details of any enhancement, and
- balance fund required for completion of work.

This shall be accompanied with a Certificate from Head of Department that work cannot be suspended or curtailed at the present stage.

Based upon above information on the Finance Department shall undertake a detailed exercise and issue directions to the respective Department through Nodal Officer of Administrative Department whether to proceed with the work or to abandon the same keeping in view the aspect of liability in case a work has to be abandoned. For the works to be continued, the Finance Department shall issue an "Expenditure Sanction" i.e. maximum amount which the Department can incur on the work.

ii) It has to be ensured that under no circumstances the amount of executed work shall exceed the amount as per letter of allotment subject to release of Expenditure Sanction by the Finance Department.

iii) In case of Deposit works, unless the sponsoring organization has deposited the funds in advance, no further expenditure shall be incurred and sponsoring organization be advised accordingly to expedite deposit of funds. In no case funds from any other scheme shall be utilized for execution of Deposit work.

iv) In case of Centrally Sponsored/Externally Aided scheme, no expenditure shall be incurred unless the requisite funds have been released to the Government of Punjab and requisite share has been also agreed upon by the Finance Department.

v) The payment, against bills for works as classified under this para B, shall be released by the Finance Department only after it has cleared the liability against completed works.

vi) The Payments against works classified under this para B shall also be released by the Finance Department in the order of preference from date of submission of the Bill in the treasury subject to Expenditure

Sanction for further incurring expenditure on work with the proviso of fulfilling following conditions:

- (a) That total amount against the work in no case shall exceed the amount of administrative approval or amount of revised administrative approval whichever is higher subject to the condition that payment is strictly in accordance with the terms and conditions of the Contract Agreement for the work, for which necessary Certificate shall be recorded by the competent authority of the Department concerned and countersigned by the Head of the Department.
- (b) That the necessary Expenditure Sanction has been accorded by the Finance Department and total amount on the work, inclusive of presented bill, is within the amount specified in the Expenditure Sanction.
- (c) That the requisite recoveries have been effected and same shall be deposited with the respective statutory authorities.
- (vii) That immediately on release of funds against the passed bills by the Finance Department, the concerned Department shall make the payment to the Contractor and submit requisite certificate along with hand receipt towards payment to the Finance Department within seven (7) days through the Nodal Officer of Administrative Department.

C. New Works

- (i) No fresh tendering/ allotment of works, other than substantially centrally/ externally funded projects will be undertaken without previous approval of the Finance Department. The Finance Department while giving approval will keep in mind the pending liabilities. In the case of deposit works, unless the sponsoring organization has deposited minimum 25% of the estimated amount and have agreed to deposit the balance works in a time bound manner, the work shall not be started.
- (ii) For administratively approved works, a proposal shall be submitted to the Finance Department for accord of "Expenditure Sanction" before inviting of tenders for the work / allotment of work. For works for which tenders have been already received, the work shall be allotted only after arranging necessary Expenditure Sanction from the Department of Finance.
- (iii) Unless the work of emergent /urgent nature, the Expenditure Sanction shall be accorded by the Finance Department only after clearing liability towards completed works, partially completed works and ongoing works. For any expenditure incurred on work allotted

Department shall be held responsible and any such amount shall be put in the Misc Advances of the Officer concerned.

- (iv) Even in respect of works for which Expenditure Sanction has been accorded, Finance Department shall be apprised through Nodal Officer of the Administrative Department when a work has been allotted along with details of Contract Price and stipulated period for completion of works. The Department of Finance shall be apprised of details of payment towards Running bills/in-term payments every month through the Nodal Officer of the Administrative Department.
- (v) The Head of Administrative Department shall ensure throughout the execution of the work that expenditure in no case exceeds the Expenditure Sanction and in exceptional cases where the said amount is likely to be exceeded, a prior proposal shall be submitted to the Finance Department detailing out the reasons thereof for approval prior to raising any such liability.

4. Arbitration Matters

- (i) The Arbitration Awards involves both principle awarded amount and payment of interest till the date of payment as per contents of Award. With an early release of payment against an arbitration award, the interest liability can be reduced.
- (ii) The matters in which Appeals, if any, pending with the Hon'ble Supreme Court shall be intimated to the Finance Department by the Nodal officer of the Administrative Department with 15 days. The payment shall be released in and order of preference based on date of decision of Hon'ble Supreme Court.
- (iii) Pending appeals against arbitration awards whether before the District Judge or Hon'ble High Court shall be pursued through the Director Prosecution & Litigation and Advocate General, Punjab respectively for an early decision.
- (iv) In case of pending matter on receipt of arbitration award, the Head of Administrative Department shall carefully examine the arbitration award on merit for purposes of filing an Appeal against the award in consultation with the Administrative Secretary.
- (v) For future, the Administrative Department has to ensure that defence reply is submitted well in time and that the matter is being properly defended before the Arbitral Tribunal.

4. These policy instructions shall apply to both Plan and Non-Plan works.

5. This policy, guidelines and instructions may kindly be brought to the notice of all the Head of Departments under their administrative control for meticulous and strict compliance. The proposal for appointment of

6. Further the above policy, guidelines and instructions shall be subject to the amendments/ modifications as per exigencies which may arise, so as to expedite the payments under this policy.

Sd/- 28/10/14
Joint Secretary Finance

To,

All the Financial Commissioners, Principal Secretaries and
Administrative Secretaries to Govt. Punjab.

L.D.No. 9/6/2014-4114/ 199

Dated, Chandigarh 28.10.2014

ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ
(ਇਮਾਰਤਾਂ ਤੇ ਸੜਕਾਂ-3 ਸ਼ਾਖਾ)

ਨਿਗ: ਇੰਜੀ:
ਕਾਨ: ਐਮ.ਐਨੀ:
ਕਾ: ਕਾਨਿ: ਇਮਾਰਤਾਂ:
ਕਾ: 2 ਇੰ:

ਸੇਵਾ ਵਿਖੇ

1. ਮੁੱਖ ਇੰਜੀਨੀਅਰ (ਹੈਡ ਕੁਆਟਰ),
ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ (ਭ ਤੇ ਮ) ਸ਼ਾਖਾ,
ਪੰਜਾਬ, ਪਟਿਆਲਾ।
2. ਮੁੱਖ ਇੰਜੀਨੀਅਰ (ਚੈਂਬਰ),
ਲੋਕ ਨਿਰਮਾਣ ਵਿਭਾਗ (ਭ ਤੇ ਮ) ਸ਼ਾਖਾ,
ਪੰਜਾਬ, ਚੰਡੀਗੜ੍ਹ।
3. ਮੁੱਖ ਆਰਕੀਟੈਕਟ, ਪੰਜਾਬ,
ਆਰਕੀਟੈਕਚਰ ਵਿਭਾਗ,
ਐਸ.ਸੀ.ਓ. ਨੰ: 98-100, ਸੈਕਟਰ-17,
ਚੰਡੀਗੜ੍ਹ।

ਮੀਮੋ ਨੰ: 10/85/2011-4ਇਸ3/ 37901/2
ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ: 3/4/13

ਡਿਪਟੀ ਐਮ.ਐਨੀ. ਚੰਡੀਗੜ੍ਹ
ਮਿਤੀ 4/4/13

Fax to all M's of Punjab

ਵਿਸ਼ਾ:

Composite Bidding for Construction of Government Buildings.
Proceedings of meeting held on 13.3.2013 under the Chairmanship of Sh. Suresh Kumar, IAS, Principal Secretary, Govt. of Punjab, Department of Water Supply & Sanitation regarding need for composite bidding in construction of buildings for the state of Punjab.

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਦੇ ਸਬੰਧ ਵਿੱਚ।

2. ਆਪ ਨੂੰ ਜਲ ਸਪਲਾਈ ਤੇ ਸੈਨੀਟੇਸ਼ਨ ਵਿਭਾਗ (ਇਮਾਰਤਾਂ ਤੇ ਸੜਕਾਂ-2 ਸ਼ਾਖਾ), ਪੰਜਾਬ ਵੱਲੋਂ ਪ੍ਰਾਪਤ ਹੋਏ ਮੀਮੋ ਨੰ: 13/103/2011-4ਇਸ(2)/2057/1, ਮਿਤੀ 28.3.2013 ਦੀ ਕਾਪੀ ਸਮੇਤ ਮਿਤੀ 13.3.2013 ਨੂੰ ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਪੰਜਾਬ ਸਰਕਾਰ, ਜਲ ਸਪਲਾਈ ਤੇ ਸੈਨੀਟੇਸ਼ਨ ਵਿਭਾਗ ਜੀ ਦੀ ਪ੍ਰਧਾਨਗੀ ਹੇਠ ਹੋਈ ਮੀਟਿੰਗ ਦੀ ਕਾਰਵਾਈ ਦੀ ਕਾਪੀ ਅਗਲੇਰੀ ਲੋੜੀਂਦੀ ਕਾਰਵਾਈ ਹੇਤ ਨੱਥੀ ਕਰਕੇ ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

3. ਆਪ ਨੂੰ ਹਦਾਇਤ ਕੀਤੀ ਜਾਂਦੀ ਹੈ ਕਿ ਉਕਤ ਮੀਟਿੰਗ ਵਿੱਚ ਲਏ ਗਏ ਫੈਸਲੇ ਅਨੁਸਾਰ ਕਾਰਵਾਈ ਕਰਨਾ ਯਕੀਨੀ ਬਣਾਇਆ ਜਾਵੇ।

(ਹਰਜੀਤ ਸਿੰਘ ਕੰਢੂਲਾ)
ਵਧੀਕ ਸਕੱਤਰ

ਪਿੱਠ ਅੰਕਣ ਨੰ: 10/85/2011-4ਇਸ(3)/

ਮਿਤੀ, ਚੰਡੀਗੜ੍ਹ:

ਉਪਰੋਕਤ ਦਾ ਇੱਕ ਉਦਾਹਰ, ਪ੍ਰਮੁੱਖ ਸਕੱਤਰ, ਜਲ ਸਪਲਾਈ ਤੇ ਸੈਨੀਟੇਸ਼ਨ ਵਿਭਾਗ (ਇਮਾਰਤਾਂ ਤੇ ਸੜਕਾਂ-2 ਸ਼ਾਖਾ) ਨੂੰ ਉਨ੍ਹਾਂ ਦੇ ਮੀਮੋ ਨੰ: 13/103/2011-4ਇਸ(2)/2057/1, ਮਿਤੀ 28.3.2013 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

(ਹਰਜੀਤ ਸਿੰਘ ਕੰਢੂਲਾ)
ਵਧੀਕ ਸਕੱਤਰ

Government of Punjab
Department of Water Supply & Sanitation
(B&R-2 Branch)

2/4/2013

To

Secretary to Government of Punjab,
Department of Public Works,
Chandigarh.

X

Memo No. 13/103/011-4B&RII/2057/1
Dated Chandigarh, the 28 March 2013.

Sub : Composite Bidding for Construction of Government Buildings.

Ref : This office memo No. 13/103/011-4B&RII/30071 dated 10th March 2013.

A meeting to discuss the proposal for composite bidding for construction of Government Buildings was held on 13.3.2013. Principal Secretary, Water Supply & Sanitation chaired the meeting. Minutes of the meeting are attached.

It is requested that in addition to Chief Engineer PWD B&R Building Co ordinator, Instructions may please also be issued to Chief Architect to attend Monthly meeting as stated at Para 4(i) of the Proceedings.

DA : Proceedings.

28/3/13
Chief Engineer (North)

No. 13/103/011-4B&RII/2057/2 Dated 28-3-2013

Copy of above is forwarded to the Principal Secretary, Water Supply & Sanitation Punjab, Chandigarh.

DA : Proceedings.

28/3/13
Chief Engineer (North)

1/11/13/2013/13/103/011-4B&RII/2057/2

28/3/13

2.4.13

28/3/13

28/3/13

28/3/13

Proceedings of the meeting held on 13.03.2013 under the Chairmanship of Sh. Suresh Kumar IAS, Principal Secretary to Government of Punjab, Department of Water Supply & Sanitation regarding need for composite bidding in construction of buildings for the state of Punjab.

The following were present in the meeting :

- (i) Sh. GR Bains,
Chief Engineer (HQ),
Punjab PWD B&R, Patiala.
- (ii) Sh. AK Singla,
Chief Engineer PWD B&R
cum Building Co ordinator,
Punjab PWD B&R, Chandigarh.
- (iii) Sh. Sudhir Bhatia,
Chief Engineer DWSS
cum Building Co ordinator,
Punjab DWSS, Patiala.

2. The meeting deliberated the :

- i. Proceedings Issued by Principal Secretary PWD B&R vide his memo No. 10/85/11-4BR(3)/169-79 dated 20.01.12,
- ii. Lt. Gen. (Retd) BS Dhaliwal, Adviser (Tech) to Hon'ble CM Pb. No. ATPB/23/PWD dated 27.02.13,
- iii. Principal Secretary DWSS memo No. 13/103/011-4B&R2/30071 dated 10.03.13,
- iv. Agenda Note circulated by Chief Engineer (North) DWSS vide his No. PA/477 dated 11.03.13.

3. Chief Engineers B&R stated the concern that lack of Composite tendering was causing delay in completion and was also resulting in unwarranted repairs in the buildings.
4. Chief Engineer DWSS stated that the "Isolated Initiatives by PWD B&R and Deptt. of Architecture", whereby DWSS was always-being *not-timely-informed/involved*; and thus was every time on the catch-up situation; was the root cause of (i) delays, and (ii) lack of any progressive-initiative on the Building Constructed by State.

Chief Engineer DWSS further raised the concern that despite huge expenditure recently; Punjab Govt. was yet to aim the construction of its 1st Green Building or target gainful use of recycled materials/grey water etc.

5. After detailed discussion, it was decided :

- i. That as far as possible, composite bidding would be done for construction of government buildings. In order to facilitate timely completion of processes for composite bidding, the conceptual plan and architectural drawings of the proposed building would be shared/ sent to all concerned officers including the officers of the Department of Water Supply & Sanitation, Punjab.
- ii. That a monthly review meeting would be held in the first week of every month in the office of Chief Engineer B&R Building Co ordinator, which shall be attended by (a) Chief Architect and (b) Chief Engineer DWSS Building Co ordinator. The following shall be essentially discussed :

- a. All conceptual plans of new buildings proposed to be taken up in near future,
- b. Time schedules for submission of relevant information to Nodal Officer Executive Engineer PWD B&R regarding Rough Cost Estimates for arranging Administrative approvals from the Client departments,
- c. Scope of work to be included in the Composite tenders and Time schedule for submission of Bidding documents for tenders to be invited by the Nodal Officer,
- d. Review of ongoing building constructions to address issues of concern for each of the executing departments.

The Joint proceedings of the meeting shall be issued.

- iii. That additional conditions for Internal water supply & Sanitation works as well as for Internal electrical works will be included in the composite bidding document as per Annexure 'A'. However, the external development works outside the building will continue to be tendered under the concerned deptt. i.e. Electrical, Water Supply & Sanitation and Building;
- iv. That for opening the technical as well as financial bids the Executive Engineers of DWSS & Electrical wing will be the member of the Tender Processing committee (TPC) headed by Nodal Officer Executive Engineer (Civil) for works up to 1.00 Cr. & for works more than 1.00 Cr. TPC (already notified by CE-HQ PWD B&R) will be headed by the SuperIntending Engineer of the concerned circle of PWD (B&R).
- v. That the current practice of Nodal Officer transferring funds to Executive Engineer DWSS shall continue but instead of releasing funds against the passed bills as at present, the funds shall be released simultaneous to receipt and in proportionate to respective share of each department in the Administrative approval, including the contingencies; and
- vi. That payments for DWSS jobs shall be made to prime contractor by the Executive Engineer DWSS.

Annexure "A"

ADDITIONAL CONDITIONS (REGARDING INTERNAL ELECTRICAL & PUBLIC HEALTH WORKS IN BUILDINGS):-

0. "The prime Civil contractor will engage/identify his sub contractor for execution of Road work, Internal DWSS works and Internal Electrical works having valid enlistment for executing of road works/DWSS works and Electrical works and he should have fulfill qualifying criteria of similar nature of work as per contract data. An undertaking will be given by the contractor in this regard as per Annexure-4."
1. The Executive Engineer (Civil) for and on behalf of the Governor of Punjab shall sign the agreement with contractual agency. Executive Engineers DWSS & Electrical shall be co-signatory on the Contract Agreement. The respective Executive Engineer of Civil, DWSS & Electrical will have the right to operate the agreement for all terms and clauses of the agreement in respect of relevant portion of the work under this agreement for execution of work, supervision, inspection and quality control.
2. The Engineer-in-charge will be respective Executive Engineer of Electrical Division for internal Electrical Works.

3. The Engineer-in-charge will be respective Executive Engineer of DWSS for Internal Public Health Works.
4. The payment will be made directly to the agency by the respective Executive Engineer Civil, W/S & Sanitation Deptt., Electrical Deptt. against their relevant work done by the prime civil contractor.

Sd/-
Principal Secretary DWSS Pb.