

**E-TENDERING INSRUCTIONS (EXTRACTS ONLY)**

Minutes of meeting of the Committee under the Chairmanship of Hon'ble Chief Minister, Haryana held on 27-1-2011 as per decisions taken in the 42th meeting of the Haryana State Flood Control Board held on 23-12-2010

vi) Other issues discussed in the meeting.

a)

b)

c) E-tendering: Engineer-in-Chief, PWD B&R informed that PWD B&R Department will be switching over to e-tendering for all works costing Rs 50.00 lacs from **1<sup>st</sup> April of 2011**.

After deliberations, it was decided in the meeting that all works costing more than Rs 5.00 lacs in all the three PWD Departments should be tendered through e-tendering.

Meeting ended with vote of thanks to the chair.

---

**EXTRACTS OF E-MAIL DATED 4<sup>th</sup> AUG 2011, 17:00:23 FROM FCPS/IRRIGATION TO ALL EIC/CEs/SEs**

Dear SEs/Xens

While reviewing the progress of e-tendering, it has been brought to my notice that no tender for value of work Rs 5.00 lacs is to be allotted unless process of e-tendering is adopted. Kindly confirm the same in respect of tenders under your charge starting from 1<sup>st</sup> April, 2011.

Henceforth this should be considered an order of the Govt that allocation of work more than Rs 5.00 lacs can only be done after adopting e-tendering. In case any other process except e-tendering is adopted, special permission of the Chief Engineer concerned will have to be obtained in writing. The Chief Engineer concerned may give such permission but he will inform the XEN in-charge of e-tendering at the headquarters regarding such permission.

SEs & XENs are also requested to bring to my notice any problem which they are experiencing in adoption of such a process.

With regards

(K K Jalan)  
FC, Irrigation

---

No 266-97/DPU/2011

Dated 8<sup>th</sup> Aug 2011

To

All the SEs(Except HO)  
Haryana Irrigation Department.

Subject: Implementation of e-tendering in the department.

To ascertain the implementation of e-tendering in the department the FCPS Haryana Irrigation has directed the department to send the progress report on monthly basis. In this context the FCPS has sent an e-mail to the SEs on 4/8/2011 for immediate compliance.

You are, therefore, requested to send regular reports on this activity in the **format** given. In the beginning the report starting from 1/4/2011 till date and month-wise thereafter may be furnished to this office regularly under intimation to the concerned CEs or above who are competent to allow the manual processing of the tenders.

This may be taken on top priority.

Executive Engineer/DPU  
Haryana Irrigation Department  
Panchkula.

Copy to

1. Engineer-in-Chief for information please.
2. All CEs, Haryana Irrigation Department Panchkula/Delhi

**Format**

MONTHLY STATEMENT OF ONLINE TENDERS FOR MONTH OF \_\_\_\_\_

Sno	Circle name	Division names	Name of work	Date of tender publishing in sequential order	Tender value	Processed on/offline	Reasons for not doing online & give reference in token of the approval of EIC/CE for carrying the procedure manually.
1							
2							
3							

.....

**Record of decisions taken in the meeting held on 06/09/2011 regarding e-tendering and e-monitoring.**

- (i) Monthly information be sent regarding tenders of value of more than 5.00 lacs without following the procedure of e-tendering.
- (ii) It was noted that HKB Jagadhari Circle was not calling the e-tenders as the tenders were also being called manually. The concerned officers should be charge-sheeted regarding this lapse. The Chief Engineer be asked as to why the permission has been granted for both manual and on line tenders.
- (iii) The bidders must upload the scanned copy of the EMD and cost of the document and if he does not submit the same upto the time of opening, he should be blacklisted for one year.
- (iv) It has been seen that XENs are not sending emails to all the contractors regarding tenders being opened in their division. This is against the instructions. CE must ensure before approval of the tenders that has been done.
- (v) There are issues of connectivity in a few divisions. In those divisions, the Divisional Officers can use the data card wherever applicable and they should then send the email regarding the same with a copy to FC&PS (Irrigation) with reasons.

(vi) All the instructions should be put on the departmental web site.

(vii) In case of HKB Circle, Jagadhari and SYL Circle Ambala, no manual tenders without the express approval EIC will be accepted. Chief Engineer will not have any power of granting exemption in these cases.

FCPS office No 4485R dated 6/9/2011

**Sd/-  
(K.K. Jalan)  
FC&PS, Irrigation  
06.09.2011**

**Endnst No 3153-82/DPU/2011**

**Dated 08th Sep 2011**

Copy of decision taken in the meeting held on 06/09/2011 regarding e-tendering & monitoring as given is forwarded to all SEs of the Haryana Irrigation Deptt for immediate compliance and forwarding this to all the XENs under their charge for necessary action. This is w.r.t. FCPS office No 4485R dated 6/9/2011 addressed to the office of EIC Haryana Irrigation Department, Panchkula & is also in continuation to this office letter No 3076-3102/DPU/2011 dated 07th Sep 2011

**JAGDISH SINGH  
XEN/DPU  
IDHO Panchkula**

Copy is also forwarded to the following :

1. Engineer-in-Chief, for information & necessary action please.
2. All Chief Engineers, Haryana Irrigation Deptt Panchkula & Delhi for information and to take administrative action as directed by the FCPS Irrigation.

.....