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RULES & GUIDELINES FOR CONSTRUCTION, REPAIR & MAINTENANCE WORK

Part – A: Extract of Relevant Rules from GFR 2017

1. Rule 133 (1) —A Ministry or Department at its discretion may directly execute repair works estimated cost up to Rupees Thirty Lakhs after following due procedure indicated in Rules 139, 159 and 160.

2. Rule 133 (2) — A Ministry or Department may, at its discretion, assign repair works estimated to cost above Rupees Thirty Lakhs and original/minor works of any value to any Public Work organization (PWO) such as Central Public Works Department (CPWD), State Public Work Department other Central Government organizations authorized to carry out civil or electrical works such as any Military Engineering Service (MES), Border Roads Organization (BRO), etc. or Ministry/ Department's construction wings of Ministries of Railways, Defense, Environment and Forests Information and Broadcasting and Departments of Posts, and Space, etc.

3. Rule 133 (3)—As an alternative to 133 (2), a Ministry or Department may award repair works estimated to cost above Rupees Thirty Lakhs and original works of any value to

- I. Any Public Sector Undertaking set-up by Central or State Government to carry out civil or electrical works or
- II. To any other Central / State Government organization / PSU which may be notified by the Ministry of Urban Development (MoUD) for such purpose after evaluating their financial strength and technical competence.

For the award of work under this sub-rule, the Ministry / Department shall normally ensure competition among such PSUs / or organization. This competition shall be essentially on the lump sum service charges to be claimed for execution of work.

4. Rule 136 (1) —No works shall be commenced, or liability incurred connection with it until:

- I. Administrative approval has been obtained from the appropriate authority in each- case;
- II. Sanction to incur expenditure has been obtained from the competent authority;
- III. A properly detailed design has been sanctioned; while designing the projects etc, principles of life Cycle cost may also be considered.
- IV. Funds to cover the charge during the year have been provided by competent authority.
- V. Tenders invited and processed in accordance with rules.
- VI. Estimates containing the detailed specifications and quantities of various items have been prepared on the basis of the Schedule of Rates maintained by CPWD or other Public Works Organizations and sanctioned.
- VII. A Work Order issued.

5. Rule 139: Procedures for Execution of Works.

The broad procedure to be followed by a Ministry or Department for execution of works under its own arrangements shall be as under: —

- I. The detailed procedure relating to expenditure on such works shall be prescribed by departmental regulations framed in consultation with the Accounts Officer, generally based on the procedures and the principles underlying the financial and accounting rules prescribed for similar works carried out by the Central Public Works Department (CPWD);
- II. Preparation of detailed design and estimates shall precede and sanction for works;
- III. No work shall be undertaken before Issue Administrative Approval and Expenditure Sanction by the competent Authority on the basis of estimates framed;
- IV. Open tenders will be called for works costing **Rupees Five Lakh to Rupees Thirty lakh.**
- V. Limited tenders will be called for works costing **less than Rupees Five Lakhs;**
- VI. Execution of Contract Agreement or Award of work should be done before commencement of the work;
- VII. final payment for work shall be made only on the personal certificate of the officer-in-charge of execution of the work in the format given below:—

“IExecuting Officer of (Name of the Work),am personally satisfied that the work has been executed as per the specifications laid down in the Contract Agreement and workmanship is up to the standards followed in the industry.

6. Rule 159: E-Publishing

- I. It is mandatory for all Ministries/Departments of the Central Government, their attached and subordinate offices and autonomous/ statutory bodies to publish their tender enquiries, corrigenda thereon and detail of bid awards on the Central Public Procurement Portal (CPPP).

7. Rule 160: E-Procurement

- I. It is mandatory for Ministries / Departments to receive all bids through e-procurement portals in respect of all procurements.

Part – B: Procedure & Guidelines

I. Emergency Repair & Maintenance Work (Civil, Masonry, Plumbing, Carpentry & Electrical) of value up to Rs. 25,000.

- 1) The concerned Coordinator (Maintenance activity) will initiate the Indent along with Estimate in **Form – MT/01** based on his own observation and/or based on requirement/complain raised by any employee.
- 2) Dean (P&D) will examine and approve the Indent.
- 3) After approval of the Indent by the Dean (P&D), concerned Coordinator (Maintenance activity) will execute the work. If required, contingent advance may be drawn for the purpose.
- 4) Concerned Coordinator (Maintenance activity) will supervise the work and after completion of the work will take certification from the requisitioner certify completion of the work. He will also receive the bills from the contractor, make necessary entry in the Stock Register and forward the bills to Estate Management Section, within a week, for processing of payment or adjustment of the advance, if any drawn.
- 5) Estate Management Section will seek expenditure sanction of the Director through the Registrar and forward the bill along with sanction note to Accounts Section for payment to the contractor and/or adjustment of the advance, if any drawn.

II. Minor Construction, Major Repair & Maintenance Work (Civil, Masonry, Plumbing, Carpentry & Electrical) of value above Rs. 25,000 and upto Rs. 5 Lakhs

- 1) The concerned Coordinator (Maintenance activity) will initiate the Indent along with Estimate in **Form – MT/02** based on the requirement/complain raised by any employee and/or minutes of SBC and submit the same to the Dean (P&D) for consideration.
- 2) Dean (P&D) will examine the Indent and recommend the same for approval of the Director.
- 3) After approval of the Indent by the Director, design, BOQ, list of at least 6 contractors who are registered with CPWD/MES for similar works, and detailed estimate of the work as per DSR will be prepared by the concerned Coordinator (Maintenance activity) as the case may be and will be put up to Institute Works Committee (IWC) for scrutiny and recommendation.
- 4) Recommendation of the IWC will be put up by the Coordinator, IWC to the Director through Registrar for obtaining administrative approval for execution of the work.
- 5) Director will mark the file to Estate Management Section for further processing.
- 6) Limited Tender Enquiry will be sent by Estate Management Section to the contractors recommended by IWC. LTE will also be uploaded on Institute website & CPP Portal for wider circulation and information to the other prospective bidders.
- 7) The Bidders will be asked to quote on percentage higher/lower/equal of the Estimate.
- 8) The quotations received will be opened by a committee with following constitution:
 - i. Coordinator, IWC - Chairman
 - ii. Concerned Coordinator (Maintenance Activity) - Member
 - iii. Section-in-Charge (EM) - Coordinator
- 9) A comparative statement will be prepared by the above committee.
- 10) The comparative statement and eligibility, etc. will be evaluated by the above committee to make suitable recommendation and send the same to EM section.
- 11) Section-in-Charge (EM) will place the recommendation of the committee for financial approval of the Director through the Registrar.
- 12) Work Order will be issued by Estate Management Section after approval of Director.
- 13) Concerned Coordinator (Maintenance activity) will supervise the work.
- 14) The contractor, after completion of work, will submit the bill in the office (central dak).
- 15) EM section will forward the bill to Concerned Coordinator (Maintenance activity) within one week for certification.

- 16) Concerned Coordinator (Maintenance activity) after inspecting the work, will complete the field book, certify the completion of work, and forward the same to Coordinator, IWC for making necessary stock entry within two weeks.
- 17) Coordinator, IWC, after making the stock entry, will send the bill to EM section within three working days.
- 18) The Estate Management Section will make further stock entry in central works register and seek expenditure sanction from competent authority, prepare sanction order and send the bill to Account Section within one week.
- 19) The A/C section will process the payment within one week.
- 20) Any deviation from the timeline, will be reported to the Director with reasons.

III. Construction, Repair & Maintenance (Civil, Masonry, Plumbing, Carpentry & Electrical) work of value above Rs. 5 Lakh and upto Rs. 30 Lakh

- 1) The concerned Coordinator (Maintenance activity) will initiate an Indent proposal along with preliminary estimate based on the requirement/complain raised by any employee and/or minutes of SBC and submit the same to the Director through Dean(P&D) for placing before AFC/BOG.
- 2) Based on the approval of AFC/BOG, the Coordinator (Maintenance activity) will initiate the Indent in **Form – MT/03** along with design/drawing, BOQ, detailed Estimate as per DSR/CPWD schedule and eligibility criteria of the contractor for examination by the IWC.
- 3) IWC will examine the Indent and details prepared by the Coordinator (Maintenance activity).
- 4) Recommendation of the IWC will be put up by the Coordinator, IWC to the Director through Registrar for obtaining administrative approval for execution of the work.
- 5) Director will mark the file to Estate Management Section for further processing.
- 6) Open Tender Enquiry will be floated by Estate Management Section inviting bids from eligible contractors as per the recommendation of the IWC.
- 7) The Bidders will be asked to quote on percentage higher/lower/equal of the Estimate.
- 8) The quotations received will be opened by a committee with following constitution

i. Concerned Coordinator (Maintenance Activity)	-	Member
ii. Coordinator, IWC	-	Member
iii. Section-in-Charge (EM)	-	Coordinator
- 9) A comparative statement will be prepared by the above committee.

- 10) The comparative statement and eligibility, etc. will be evaluated by IWC along with the concerned coordinator to make suitable recommendation and send the same to EM section.
- 11) The recommendation of the above committee will be placed by Section-in-Charge (EM) before the Director through Registrar for obtaining approval for placement of Work Order.
- 12) Work Order will be issued by Estate Management Section after approval of Director.
- 13) Concerned Coordinator (Maintenance activity) will supervise the work.
- 14) The contractor, after completion of work, will submit the bill in the office (central dak).
- 15) EM section will forward the bill to Concerned Coordinator (Maintenance activity) within one week for certification.
- 16) Concerned Coordinator (Maintenance activity) after inspecting the work, will complete the field book, certify the completion of work, and forward the same to Coordinator, IWC for making necessary stock entry within two weeks.
- 17) Coordinator, IWC, after making the stock entry, will send the bill to EM section within three working days.
- 18) The Estate Management Section will make further stock entry in central works register and seek expenditure sanction from competent authority, prepare sanction order and send the bill to Account Section within one week.
- 19) The A/C section will process the payment within one week.
- 20) Any deviation from the timeline, will be reported to the Director with reasons.
