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No.E-in-C/PWD/Works/DWAB/2019/ 6409

Dated: 27.11.2019

### OFFICE MEMORANDUM

Sub:- Guidelines on Memo forwarding Tender for consideration of RWAB/DWAB.

It has been regularly observed, of late, that tenders for consideration of RWAB/DWAB are being sent in a very casual manner. Many entries in the memos forwarding tender are either wrongly filled/incomplete or partly filled. Often, comments of concerned authorities on publicity of tender, competency of lowest bidders, reasonability of rates, justification, certificate on EMD instruments of bidders etc. are often missing/incomplete. These cause a lot of inconvenience in processing the tender.

Therefore, all are hereby instructed to go through the tenders thoroughly and ensure that memos forwarding tender are correctly filled and EE/SE/CE/Pr.CE furnish their comments without fail on publicity of tender, competency of lowest bidder, reasonability of Rates/Justification, any irregularities in the tender etc.

This issues with the approval of Engineer-in-Chief, PWD.

(M.L. Meena)  
Dy. Director (Works)

To,

1. The Pr. Chief Engineer (M & F) PWD, 12<sup>th</sup> Floor MSO Building, IP Estate, New Delhi.
2. The Pr. Chief Engineer (Projects) PWD, 9<sup>th</sup> Floor MSO Building, IP Estate, New Delhi.
3. All Chief Engineers, PWD-GNCTD, New Delhi.
4. All SEs, EEs, PWD-GNCTD New Delhi through PWD, Website.