



CENTRAL PUBLIC WORKS DEPARTMENT

OFFICE MEMORANDUM

No. DGW/MAN/ 7/

ISSUED BY AUTHORITY OF DIRECTOR GENERAL OF WORKS

NIRMAN BHAWAN, NEW DELHI

27th July, 2001

SUB; PRESS ADVERTISEMENTS ABOUT INVITING OF TENDERS FOR WORKS

Attention is drawn to this office circular No. DG/CON/69 dated 17.6.94, in which economy instructions regarding issue of Press Notice in respect of tenders were issued. It is, however, observed from various advertisements that appear in the newspapers about calling tenders that lengthy advertisements in display columns of the newspapers are appearing involving substantial cost, even when the work is of minor nature. It is, hereby instructed that all press advertisement relating to call of tenders should appear only in classified columns and not in display portion.

Advertisements should be very brief but should cover all relevant information and efforts should also be made to make the same as economical as possible.

As far as possible, advertisements for different works should be clubbed together, so as to, cover the same in one Press Notice.

The draft specimen for advertisement is given below for guidance:

"The E.E..... Division, C.P.W.D.:.....invites on behalf of the President of India sealed rate/percentage rate tenders from approved and eligible contractors of C.P.W.D. and those of appropriate list of.....upto.....on.....for the following works at....."

J. R. M.

S. No.	Name of work	Estimated cost	Earnest money	Time allowed	Last date of receipt of application & time	Time & date of opening of the tender
1.						
2.						
3.						

The earnest money should be deposited alongwith the tenders in the appropriate form as given in P.W.D.6 attached with the tender documents."

In case of two bid tender where financial bid and technical bid are framed separately or in such other cases the above specimen may be suitably modified before issue.

This specimen supercedes the one given in the C.P.W.D. Manual Vol.II in para 18.2.2

Any officer violating the above instructions particularly regarding observing the economy will make himself liable for disciplinary action and matter dealt with seriously. Issue of above instructions may be taken seriously by all concerned.

Attention is also drawn to economy instructions given in para 18.2.2 of the C.P.W.D.Manual Vol.II.

All Additional Director Generals, Chief Engineers(Civil & Electrical) are requested to ensure that the above instructions are got complied with and proper economy is exercised regarding inviting the tenders.


(J.P. GUPTA) 18/7/2001

SUPERINTENDING ENGINEER(C&M)

File No.10/196/SE(C&M)

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