

6/5/19



MS

SDGM

Dy. CVO

Dy CVO

निर्माण

संगठन

कश्मीरी गेट

दिल्ली

Northern Railway
Headquarter Office
Construction Organisation
Kashmere Gate
Delhi - 110006

33

No. CAO/C/Co-ord./Conf.
Dated : 02.05.2019

NOTE

Sub : System improvement in Works Contract matters.

During last one month, following messages have been received from Northern Railway, Vigilance Organisation regarding system improvement and precautions to be taken in works contract matters –

1. The items and their quantities included in the tender schedule should be as per scope of sanctioned work, based on field survey.
2. Technical specifications enclosed with tender document should correspond to description of materials in tender schedule.
3. Copy of contract agreement alongwith all Annexures should be made available with supervisor and officer, executing the work.
4. Record adequate reasons for bypassing the lowest offer, if it is not acceptable.
5. Availability of approved Master Copy of tender document in tender file as per CVC's guidelines should be ensured.
6. Proper accountal of receipt & issue of material in a works contract should be ensured by consignee.
7. Complete copies of contract agreement should be made available with supervisor in-charge of work and officer in-charge of work.

It is advised that the related instructions on above items may be gone through and followed by all concerned on Northern Railway, Construction Organisation.

6/5/19 प्राप्त
08 MAY 2019
सतलुज, पंजाब
उत्तर रेलवे, प्रधान कार्यालय
Distribution :

(आलोक कुमार) 02/5/19

मुख्य प्रशासनिक अधिकारी / निर्माण / समंन्वय
[Phone : 030-77457 (Rly.); 011-23862678 (MTNL); 09910487302 (CUG Mobile)]
e-mail : alokalokindia@rediffmail.com

All concerning officers and staff of Northern Railway - Construction Organisation.

Copy to SDGM and CVO, Northern Railway, Baroda House, New Delhi.

05/5/19
ste

09-5-19