

**HIMACHAL PRADESH  
PUBLIC WORKS DEPARTMENT**

No.PW/CTR/32-20/Gnl.Inst./2020-21- 10503-602

Dated 17/11/20

To

The Chief Engineers (SZ,HZ,MZ,KZ,NH,PMGSY)  
HP PWD

**Subject:-**

**Adoption of CPWD work manual and procedure w.e.f. 1<sup>st</sup> Oct., 2020.**

You are well aware that HP PWD has adopted CPWD work manual and procedure w.e.f. 1<sup>st</sup> Oct., 2020. It is understood that you have adopted the same in letter and spirit in your respective Zones. The time period for processing of tenders at various levels should be adhered strictly as per CPWD work manual Annexure 17 (copy is also enclosed herewith for ready reference) to ensure the award of tenders in a minimum possible time frame as the Hon'ble Chief Minister is pressing hard for the same again and again.

In order to save the time period for award of tenders particularly of PMGSY, NABARD, CRF and of other important major projects/ schemes, it has been decided to adopt the following procedure.

1. The tender cases should be processed by each officer/office in a time bound manner within a period of not more than as prescribed in CPWD work manual.
2. The tender cases should be sent through special messengers from one office to other instead of in routine Dak.
3. All the tender cases should be handed over by special messengers to the respective concerned officer in higher office to process the same immediately without wasting any time for central diary etc. Such tender cases should be diarized directly in the diary register of concerned officer.
4. The concerned officer will also ensure to process the tenders in a time bound manner as prescribed under rules of CPWD work manual.

**Treat it as most urgent.**

**Encl: As above**

Engineer-in-Chief  
HP PWD Nirman Bhawan  
Shimla -02

**Copy to:-**

1. The Pr. Secy. (PW) to the Govt. of Himachal Pradesh for information please.
2. All the Superintending Engineers (including NH, Elect. & Mech.) of HP PWD, for information and strict compliance.
3. All the Executive Engineers of HP PWD, for information and strict compliance.
4. The Registrar, in this office for information & n/a.
5. The Joint Controller (F&A) in this office for information & n/a.
6. The Superintendent, General/diary dispatch section for information & n/a.

✓ 1. The E.E.(IT) for information & upload the same on Departmental website.

Engineer-in-Chief  
HP PWD Nirman Bhawan  
Shimla-02

## ANNEXURE 17

(Refer SOP No. 4/1, SOP No. 5/6)

## TIME SCHEDULE FOR SCRUTINY OF TENDERS

Sl. No.	Classification of tenders	Maximum time allowed for scrutiny and disposal in days from date of opening of Financial Bid					ADG / RWB / CW Board (if concerned)
		AE	EE	FO	SE	CE	
1	Tenders AE to award	7	-	-	-	-	-
2	Tenders to be accepted by EE to award	-	7	-			
3	Tenders to be accepted by SE	-	5	-	7	-	-
4	Tenders to be accepted by CE	-	5	3	5*	15**	-
5	Tenders to be approved by ADG/ RWB//CW Board	-	5	3	5*	15**	15

## Note:

1. The time schedule given above relates to tenders other than lump-sum tenders. For the later type of tenders, two days more may be allowed at each stage.
2. Period indicated above is in working days.
3. \*The SE will send his recommendation in the matter to the CE within 5 days of receipt of copy of tender papers from EE.
4. In case of composite tender the EE while forwarding the tender to the Chief Engineer will send a copy of comparative statement of schedule related to other disciplines to the concerned EE and SE, who will send their recommendation along with justified rates etc. to the Chief Engineer within 5 working days of receipt of the paper.  
\*\*AE(P)&EE(P) shall process the tender and put up the same to SE(P) within 7 days after receipt of recommendation in the matter from SEs concerned.
5. For Two Bid/Three Bid system, a period of 30 days from the date of opening of Technical Bid shall be provided for scrutiny and finalization of Technical Bids.