

FAX/SPEED POST

NO.E/III/B/Misc/Vol-IV  
Office of the CDA  
Udayan Vihar, Narangi  
Guwahati: 781 171  
Date: 10<sup>th</sup> October'2014

To  
The All CEs  
The All GEs/GE(I)s  
The All AGEs/AG(I)s

**Sub: Scrutiny of Contract Agreements: Submission of incomplete documents.**

It has been observed that the various Engineering Authorities are submitting the contract documents to their Audit Authorities in a very casual manner resulting in raising of similar types of objections over a period of long times and no corrective actions are being initiated by the former. To streamline the system it is suggested that the following points may be complied with before submission of contract documents to their respective audit authorities:

2. Photo copies of paper cutting/DAVPs notification wherein the NIT was published may invariably be enclosed with the contract documents.
3. Complete set of Administrative Approval including AE Part I and II and Technical Sanction may invariably be enclosed with the contract documents duly reconciling the number, date and amount mentioned in the CST. If necessity arises separate sheet may be prepared for the purpose.
4. A copy of E-in-C's notification based on which percentage of MV, RA, TA etc are being taken above the SSR in AE Part II and TS may invariably be enclosed along with the contract documents.
5. It may be ensured that no contract was accepted against any expired administrative approval.
6. It may also be ensured that contract accepted against any administrative approval is in order and no split up of the project, buildings, works, jobs are involved and CFA is empowered to accept the acceptance of necessity and according of administrative approval in terms of Table of 'A' of RMES.
7. It may be ensured that while accepting the acceptance of necessity and according of administrative approval by the CFA taken care of the "Special item of work" and CFA determines accordingly.
8. Cases where special repair of buildings, roads, equipments etc are involved a certificate from the CFA may be enclosed stating that special repairs of the above were not carried out during last five years.
9. Dated signatures of all the pages from the contractor may be obtained before submission to the Audit Authorities.

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10. Before acceptance of contract freak rates may be analyzed properly and negotiation may be carried out with the L1 firm before acceptance of the contract.

11. Class of each contractor may be clearly mentioned in the CST and ISD, ASD dues against each contractor needs to be recovered from the contractor in time.

12. It may be ensured that items which are available on DGS&D rate contracts are not included in the works schedule of the contract documents. These may be procured through DGS&D.

13. When lower engineering authorities are accepting the contract by utilizing the financial powers of higher engineering authorities, copies of proper delegation of power in terms of note 1 of Table 'B' of MESR.

14. Copies of standing delegation of powers in case of AGEs/ AGE(I)s may be enclosed with each and every case of contracts.

15. It may also be ensured that in no circumstances a JE is empowered to accept the contracts as Table "B" of RMES does not permit that.

16. Copies of Power of Attorney and self sworn affidavit may be enclosed with each and every case of contracts as per applicability.

17. It may be ensured that contract documents are submitted to the audit authorities within the time schedule as mentioned in the Manual of contracts.

Please acknowledge the receipt by name to the undersigned

(M K Touthang) IDAS  
Asstt. Controller

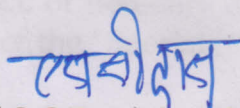
Copy to:

The All AO GEs/ AGEs/ AGE(I)s

For information and necessary action w.t. above. It may be ensured that all aspects are complied by the engineering authorities before submission of contract documents to this office.

The OiC EDP  
( Local )

With a request to upload the memo to our Web-site please.

  
( S C Das ) Sr AO  
'E' Section