

ई.सी.एल, ECL

प्राप्ती सं. .... तिथी 13.07.20

Received No. .... Dt. ....

सतकर्ता विभाग, VIGILANCE DEPTT  
EASTERNCOALFIELDS LIMITED

ईस्टर्नकोलफील्ड्सलिमिटेड  
अध्यक्ष-सह-प्रबंधनिदेशककाकार्यालय  
सांकतोड़िया, पत्रालय- डिसेरगढ़,  
जिला- बर्द्धमान, पश्चिमबंगाल-713333  
सिविल अभियांत्रिकी विभाग  
सी.आइ.एन-U10101WB1975GOI030295  
वेबसाइट – www.easterncoal.gov.in



Office of the Chairman-cum-Managing Director

Sanctoria, P.O.: Dishergarh,

Dist.: Burdwan, West Bengal-713333

Civil Engineering Department

CIN-U10101WB1975GOI030295

Website – www.easterncoal.gov.in

E-Mail: [gmcivil1.ecl@gmail.com](mailto:gmcivil1.ecl@gmail.com)

Date – 07.07.2020

Ref: ECL/HQ/GM(Civil)/32A/390

To

All Area General Managers

HoD/Incharge of Other Estb./Units

**Subject – System Improvement of Civil Engineering Works**

Dear Sir,

Please find enclosed herewith the System Improvement in respect of Civil Engineering Works as approved by the competent authority for implementation. You are requested to advise the concerned for strict compliance of all the points under the System Improvement of Civil Engineering Works.

Encl- as above (Page 1 & 2)

Yours faithfully

Dy. General Manager/HoD (Civil)


ECL

c.c.-

GM, Vigilance

All Area Engineer (Civil)/Civil Engg. Incharge of Other Estb./Units

S. No.	Approved System Improvement
1.	<p>Clause No. 13 of Civil Engineering Manual, 2015 under head of "Additional responsibilities of contractor" is incorporated in standard NIT under GTC. The Clause included in Standard NIT under GTC. Clause no. 38 of e-NIT mention that <b><i>"The other terms and conditions of NIT not covered under this document will be as per the Manual of Civil Engineering works (MCEW) of CIL and Manual for e-Procurement of "works and services in CIL and subsequent amendments thereafter, which may be seen on www.coalindia.in and www.easterncoal.nic.in."</i></b></p>
2.	<p>The clause No. 13 (x) of CE Manual 2015 under head "Additional responsibilities of contractor" is incorporated in NIT under GTC which is as under –</p> <p><b><i>The contractor/contractors shall make his/their own arrangement for all materials, tools staff and labourer required for the contract, which shall include cost of lead, lift, loading, unloading, railway freight, recruiting expenses and any other charges for the completion of the work to entire satisfaction of the company.</i></b></p> <p><b>On non-compliance from contractor side a warning letter has to be issued to contractor, delay in works to be recorded in hindrance register and to be considered in final time extension. Also certification to be issued by the Engineer in charge at time of payment for the above regarding compliance of the clause by the contractor.</b></p>
3.	<p>Clause No. 13 (x) of CE Manual 2015 under head "Additional responsibilities of contractor" regarding all losses and claims of injuries &amp; damages to any third party or to any property belonging to any third party arise due to construction or maintenance.</p> <p><b>In case of damage Engineer in charge (EIC) should take immediate action by written letter advise to contractor to replace the damaged item at its own cost, non-release of payment by EIC unless replacement is done or keeping lump sum amount from running account bill informing all these activities in writing. Also a certification to be issued by EIC that company has not suffered any financial losses against claims of injuries or damages.</b></p>
4.	<p><b>At the time of payment finance department must ensure that both the certificates as mentioned in S. No. 2 &amp; 3 duly certified and enclosed with bill.</b></p>
5.	<p>The name of Engineer in charge, site in charge i.e. who are directly associated with the work should be clearly mentioned in the work order in order to contact them in case of any requirement during execution of the work.</p>
6.	<p>Time of completion in NIT should be kept considering the nature, condition etc. neither too long nor too short to avoid "Time extension", delay in handing over of site/execution due to occupants problem to be recorded in Hindrance register. Also, if EIC feels that existing manpower is less, then the contractor is to be informed through letter to increase the manpower at site, also same is to be followed on frequent stoppage of work. Proper planning and regular review meeting of progress is to be arranged.</p>
7.	<p>Clause no. 13 (iii) of CE manual under the head <b>"Additional responsibilities of contractors regarding employ only competent skillful and orderly men for work.</b> The contractor must strictly follow it as this cause delay in work and poor workmanship, substandard work in site has to be identified by regular visit of site and any irregularity has to be rectified, efforts should</p>



	be made to rectify the works instead of recovery as it is not a substitute for poor work.
8.	For quality control testing of materials/ works shall be done in line with CPWD Specifications, Bureau of Indian Standard, PWD, MOST as per applicability. CPWD Specification Volume I & Volume II, respective Indian Standard Publication, West Bengal PWD SoR, etc. may please be referred for frequency, sampling, methodology etc. CPWD, PWD and IS code may be downloaded from the website of the respective organisation.
9.	A Checklist containing the chronological activities as per Civil engineering Manual, circulars etc. must be enclosed in file, which will eliminate procedural lapses in processing and awarding of contract.
10.	In work where Item rates are based on analysis of <b>actual manpower to be deployed</b> for the work should be mentioned in the NIT under scope of work. The quantum of penalty to be imposed incase of less engagement of manpower shall be assessed as per the nature of work. The quantum of penalty and its imposition shall be mentioned under the scope of work in NIT.
11.	In case of sanction of any deviation estimate, the performance security @ 5% on difference of sanctioned deviated value (if on higher side of the original award) and original award value needs to be deposited by contractor. It must be ensured that the same be mentioned during communication of sanction of deviation estimate. Necessary provision for the same has been incorporated in the standard NIT under clause no. 9.07.02(e) (i) & (ii) of GTC.
12.	At the time of sanction of deviation estimate and revised estimate the L1 status needs to be checked. Necessary provision for the same has been incorporated in the standard NIT under clause no. 4.2 of GTC. Revised Estimate and Deviation Estimate shall be prepared in compliance of the provision.
15.	As per clause no, 4.07.2 of Civil Engineering manual the contractor has to deposit performance security of 5% of contract amount within <b>21</b> days of issuance of LOA by the successful bidder but it has come to know that contractor are following the same for the works in which the time of completion is less. The time period of submission of performance security shall be reduced from <b>21</b> days to a suitable period as per the time period of completion of the work. The time period for submission of performance security should be mentioned in work order. Necessary provision have been made in standard NIT under clause no. 4.2 of GTC. For works with time period less than <b>21</b> days suitable reduced time to be mentioned in work order.
16.	The proposals of revised estimate and final time extension shall be processed <b>within one month after completion of the work</b> . Grant of Provisional time extension shall be dealt in line with the clause no. 5.10 of CIL- Manual Part-I for Civil Engineering Works and clause no. 6 of GTC.
17.	Preparation of Estimate, Deviation estimate, revised estimate, provisional time extension shall be prepared in line with CIL- Manual for Civil Engineering Works. Grant of Provisional time extension shall be dealt in line with the clause no. 5.10 of CIL- Manual Part-I for Civil Engineering Works and clause no. 6 of GTC.
18.	In e-tendering system, Comparative statement should be prepared and to be signed by all the TC members.
19.	In order to avoid future litigation, for every separate works separate e-NIT/NIT should be floated with unique NIT/e-NIT number.
Page 2 of 2	

