

# MAINTENANCE MANUAL



**BUILDINGS DIVISION**  
**KAKATIYA UNIVERSITY**  
**WARANGAL**

## **INTRODUCTION:**

In the Universities, the Buildings Division Office is established to look after the Construction of Major works like construction of buildings, laying of roads, Electrical works, Water supply and sanitary works. In addition to the construction works, the Buildings Division office looks after the regular maintenance works of Buildings, Roads, Electrical, Water supply and sanitary works.

The Buildings Division office is running with the Following staff member.

1. Development Officer
2. University Engineer
3. Dy. Executive Engineer
4. Asst. Registrar
5. Asst. Engineers/Supervisors.
6. Draughtsman
7. Work Inspectors
8. Sr. Assistants , Jr .Assistants, and CCT s
9. Maintenance staff like Electricians, plumbers, Carpenters, Pump operators, etc.

All the construction and Maintenance works will be taken up by Buildings Division office duly preparing the Plans and estimate proposals. After getting all the approvals from Buildings Committee, Finance Committee and Executive Council, the works will be taken up through “e” tenders / conventional tenders.

The detailed procedure of Execution of works is as follows.

## **1. Execution of University Works:**

### **1.1 Classification of Works:**

(1) The operations of the Engineering Department of the University are divided primarily into two classes: "Original Works" and "Repairs / Maintenance". The expenditure under each class should be accounted for separately.

(2) The term "Original Works" indicates new constructions whether of entirely new works or of additions and alterations to existing works and also all repairs to newly purchased or previously abandoned buildings required for bringing them into use.

(3) The term "Repairs / Maintenance" indicates primarily operations undertaken to maintain in proper condition, buildings and works in ordinary use. The term "Repairs / Maintenance" includes upkeep and maintenance of buildings, equipments or other assets so as to keep them in proper working order. It also includes minor additions or alterations which do not materially increase the value of the asset.

(4) When a portion of an existing structure or work is to be replaced or remodeled and the cost of the change represents a genuine increase in the value of the property, the work of replacement or remodeling may be classified as "Original Work". In all other cases the whole cost of the new work should be charged to repairs.

### **1.2 Ordinary Repairs and Special Repairs:**

(1) Ordinary Repairs are generally divided into three kinds:

a) Periodical repairs which are carried out as a matter of routine or rotation and usually involve the same quantity from time to time, such as painting or white washing of a building, etc.

b) Repairs which are not carried out as a matter of regularity but which is convenient to carry out, as far as may be necessary, at the time of periodical repairs,

c) Occasional or petty repairs which may have to be carried out between the times of periodical repairs.

(2) Special Repairs are those which are not periodical or frequent such as renewal of floors and re-roofing of a building, replacement of beams etc.

(3) The University Engineer shall prepare an action plan for ongoing works / new works / repairs and maintenance to be carried out during the next financial year and recommend to the Finance Officer to make necessary budget provision in the Annual Financial Estimates.

### **1.3 Administrative Approval and Technical Sanction**

- (1) Administrative Approval denotes formal acceptance and in effect an order of the competent authority to the University Engineer to execute certain work at an approved sum based on rough estimate with preliminary plans prepared by him or authorized person.
- (2) For every work proposed to be carried out, except petty works and repairs the cost of which is not likely to exceed Rs.5,000/- (Rupees Five thousand only) or as may be prescribed by competent authority, a proper detailed estimate must be prepared for the sanction of the competent authority. This sanction by the competent authority is known as Technical Sanction to the estimate. Such sanctions can only be accorded by an Engineering subordinate of the University to whom powers have been delegated by the University or an Engineer of Public Works Department of Government, to whom the work has been entrusted by the University. The Technical Sanction shall not ordinarily exceed the Administrative Approval. However, under special circumstances it may be higher than the Administrative Approval but shall not exceed 10% of the Administrative Approval.
- (3) Any proposal for according Administrative Approval to a work shall be accompanied by a preliminary report as to the necessity of the work, approximate estimate for the work, the source and the budget head of account under which it can be met, drawings relating to the works and other information relevant to the work.
- (4) Splitting of the estimate to avoid sanction of higher authority shall be strictly avoided.
- (5) The Administrative Approval or a Technical Sanction for original work, unless the same has been commenced, shall cease to operate after expiry of five years from the date of approval or sanction.

#### **1.4 Authorities competent to accord Administrative approval / Technical sanction / Approval of tenders**

The Executive Council may lay down rules specifying the financial limits upto which the University Authorities / Officers can exercise the powers of the sanction with regard to Administrative approval / Technical sanction / Approval of tenders

#### **1.5. Preparation of Estimates**

The University shall constitute a **Works and Buildings Committee** with the following members to examine the proposals relating to infrastructural developmental works of the university.

- |       |                               |     |  |
|-------|-------------------------------|-----|--|
| i.    | Vice-Chancellor               | ... | Chairman   |
| ii.   | E.C Member                    | ... | Member   |
| iii.  | UGC Co.ordinating officer KU  | ... | Member   |
| iv.   | Superintending Engineer (R&B) | ... | Member of the Circle<br>concerned pertaining to the location of the University |
| v.    | Registrar                     | ... | Member   |
| vi.   | Finance Officer               | ... | Member   |
| vii.  | University Engineer           | ... | Member   |
| viii. | Development officer KU        | ... | Member-Convener  |

The Committee shall be entrusted with the following functions:

(i) to examine and recommend for sanction of technical estimates in excess of the powers delegated to the University Engineer.

(ii) to examine and make suitable recommendations with regard to (a) the tenders containing special conditions, (b) the tenders in excess of the powers delegated to the Vice-Chancellor.

(iii) to examine the changes in design or major alterations found to be necessary during the execution of work and make suitable recommendations thereon.

(iv) to scrutinize the factors necessitating the revision of estimate and make suitable recommendations.

(v) to examine and suggest with regard to appointment of architectural consultants, claims of the contractors, arbitrations, etc.,

(1) While preparing the estimates, current standard schedule of rates of the circle of Public Works Department in which the University is located, shall be adopted.

(2) Detailed plans and estimates for original works shall be prepared only after the administrative sanction to the work is accorded and the designs and drawings are finalized. The item of the Executive Council or orders of other authority competent to accord approval shall always be quoted in the estimate.

(3) The Estimate shall be prepared generally in the form of the Public Works Department of Government. The University Engineer may, however, modify the formats, to suit the requirements of the University.

(4) The estimate shall provide for the complete work (which shall include electrical, sanitary, water supply, special fixtures and fittings if any) and not piece-meal work. The cost of the work shall generally be calculated at the rates given in the standard schedule of rates of the relevant year. In respect of rates provided for items of work not contemplated in the Standard Scheduled of Rates or for any reason Standard Schedule Rates are not considered adequate and higher rates are necessary, a detailed data sheet showing the reasons for higher rates shall be appended to the estimate and placed before the Works & Buildings Committee for its concurrence. Wherever extra items or deviations from the approved estimate are proposed, these shall be got technically sanctioned by the authority which accorded Technical Sanction for the original estimate of the concerned work.

(5) Where sanction to a work has been accorded by a competent authority, additions or alterations likely to result in excess shall be permitted only to the extent of the powers delegated to the competent authority. Where important structural alterations are contemplated, orders of the original sanctioning authority shall be obtained even though they do not involve excess outlay.

(6) A lumpsum provision shall be made in abstract estimates to meet the expenditure to be incurred by the Contractor on engaging Technical Personnel

based on number of persons indicated in the tender document and permissible wages as per SSRs.

(7) In respect of major works, provision towards unforeseen items at 2%

(8) A lumpsum provision shall be made in the abstract estimates towards insurance for the work, covering the agreement period and the defect liability period, duly ascertaining the amount of premium payable to the insurance company.

(9) The seigniorage charges at the rates prescribed by the Mines and Geology Department of the State Government from time to time and leads of various building materials from the approved quarries shall be taken into consideration in working out the rate for each individual item of the work in the detailed estimates.

(10) Provision for Value Added Tax (VAT) / GST at the rate prescribed by the Government from time to time, shall be made in the abstract estimates.

(11) The Annual Repairs estimations for different categories of buildings shall be based on plinth area at the rates per annum as per Public Works Department Code and as revised from time to time. The repair estimate shall lapse on the last day of the same financial year. Estimate for special repairs remains current till the completion of the repairs in the same manner as estimates for original works. The University Engineer shall keep, Standard Measurement Books showing the detailed measurements of each building in his office which is usually taken up for Annual Repairs.

(12) In respect of development of a work which is held to be necessary while it is in progress but is not fairly contingent on the proper execution of the work as first sanctioned, a **supplementary estimate** should be submitted to the competent authority for sanction together with a full report as to the circumstances which make it necessary.

The University Engineer who submits a supplementary estimate for sanction should see:

- (i) that it is numbered consecutively with reference to the supplementary estimates, if any, already submitted in respect of the same work and
- (ii) that the proposal for sanction shows the amount of the original estimate, the amount of the previous supplementary estimates already sanctioned

or pending sanction, and the total cost of the work, including the amount of the supplementary estimate now submitted.

(13) When the original estimate is likely to be exceeded for any reason by more than 10% or when a change of design or plan is necessary, or on account of execution of any item in excess of the estimated quantity, a Revised Estimate shall be prepared as soon as the necessity arises and before the completion of the work. The revised estimate shall be got sanctioned by the authority competent to sanction work for the revised cost of the works, if it is beyond the powers of the authority which sanctioned the original estimate.

(14) Any minor deviations within the sanctioned estimate which do not necessitate the preparation of revised estimate may be carried out with the sanction of the Registrar or Vice-Chancellor in accordance with the powers delegated in this behalf. Such deviations shall, however, be shown in the form of revised workslip to be kept on record along with the sanctioned estimate.

(15) The sanction to an estimate for a work shall be strictly limited to the precise object for which the estimate was intended to provide. Any anticipated or actual savings on an approved estimate shall not be used to carry out additional work other than incidental work arising out of the main work, not contemplated in the original plan and estimate for the work. The incidental work may be carried out within the total sanctioned estimate with the approval of the Registrar or Vice-chancellor or the Executive Council in accordance with the powers delegated for the purpose.

(16) When a work is likely to be spread over more than one financial year, the budget allocation for that work shall be limited to the value of work that is likely to be executed during the financial year concerned and care taken to provide balance of fund in the budget of subsequent year.

(17) The total of the works grounded in any year including the works given through tender or nomination basis shall not exceed the total budget allocation to the Building Division for developmental works for that year.



(18) When a work is abandoned after partial execution due to unavoidable circumstances and is proposed to be taken up again, a fresh estimate shall be prepared for the balance work to be executed, before the work is restarted.

### **1.6 Method of Execution of Works**

(1) Work should be executed only upto the limit granted by administrative sanction. No excess work should be undertaken without the sanction of a Competent Authority.

(2) Works shall be executed either departmentally or through contract. In respect of works proposed for execution departmentally, the labour required for the work cannot be employed directly but shall be engaged only through an agency.

(3) No work shall be commenced without proper approval from the authority. An order to prepare an estimate is no authority for execution and no work shall be commenced or expenditure in connection with it incurred, until funds are provided.

(4) With regard to the execution of works, verbal orders shall not be given by any authority, but, in case of urgency or inevitable circumstances, such orders are given, they shall be confirmed in writing after obtaining the sanction of the competent authority.

(5) The University Engineer or his subordinate who starts any such work without a written order from higher authority or an officer who issues a written order to start a work otherwise than in accordance with the rules will be liable to be held personally responsible for paying for the work done if it is found that his action was not fully justified by very exceptional circumstances. In the case for annual current repairs, where it is not possible conveniently or economically to carry out individual items of estimates departmentally, they may be got executed on piecework contract.

(7) Petty works costing less than Rs.1,00,000/- (Rupees One lakh only) shall be carried out either on regular contract basis (Lumpsum) or piecework basis (K2). All works costing more than Rs.1.00 lakh) and above or as prescribed by the competent authority, which (i) demand technical skill and / or considerable financial / material resource; and (ii) other works the execution of which within a stipulated period is considered necessary for financial or other administrative reasons, shall be in

Regular Lumpsum Contract form No. V-53 of APDSS. In other cases, depending on the nature of the work, the execution of the work through K2 contract may be authorized by the competent authority.

(8) The procedures for preparation of estimates, tender conditions and awarding of contracts and the related financial limits are changing very fast due to abnormalities in the prices and experiences with the contractors in the Execution of works. Hence, the practices prevailing in the R&B department will be adopted at the time of preparation of estimates and the awarding the contracts for the university works.

**1.7 Engaging Consulting Architects / Structural Engineers / Civil Engineers / Project Management Consultant in the execution of major projects and works:**

(1) In the case of Major works and Projects, the University may engage consulting Architects / Structural Engineers / Civil Engineering Firms for designing or preparation of project reports or preparation of plans and estimates, scrutiny of plans and estimates prepared by the University Engineer or execution of works or supervision of works executed by a different executing agency.

(2) For this purpose, the University may invite letter of intent from time to time the panel of Consultants / Consulting Agencies in the area of expertise required by the University and have a list approved by the Executive Council. This list shall be prepared after due consideration of their experience and reputation, number of projects / works executed for State or Central Government Departments or Undertakings, Universities, their financial stability, cost of the projects / works handled, their lead players profile, etc.

(3) Whenever a project or a major work involving substantial investment has to be executed, the University may invite financial bids from the Consulting Agencies or Consultants in the list, for specific services required. The Works & Buildings Committee will scrutinize the bids received and its recommendations are to be placed before the Finance Committee / Executive Council for final approval.

(4) The University shall prescribe the modalities including terms of payment with regard to assignments (i) involving preparation of Project Report relating to a major work or preparation of plans and estimates for major works OR

[(ii) scrutiny of plans and estimates prepared by the University Engineer or others. However, the claims of the Agency / Consultant shall be verified by the University Engineer who shall pass the bill for payment duly recording a certificate to the effect “that the claimant has satisfactorily fulfilled conditions pre-requisite to the payment of the amount now claimed”.

(5) Wherever the University has a teaching department for Civil Engineering or Architecture, the services of the faculty members may be utilized for the purposes of supervision, and quality assurance of all construction works of the University.

### **1.8 Contracts**

(1) The term “Contract” as used in this Chapter, does not include agreements for the execution of work by “Piece Work”, nor does it include mere ordinary purchase of materials or stores. All other works executed pursuant to an agreement entered into, is termed as “Contract Work”. In agreements for such work, there should generally be a stipulation as to the rates, quantity of work to be done, and the time within which it is to be completed.

(2) “Piece Work” is that for which only a rate is agreed upon without reference to the total quantity of work to be done or the quantity to be done within a given period. In respect of Piece Works, the agreement shall be in K-2 contract form No.V-51 of the AP Detailed Standard Specifications (APDSS).

(3) The contract shall be either item rate or percentage above / below the rates given in the notified schedule or lump sum for the entire work. No contract shall have any commitment on the University for supply of materials or other stores or for providing tools and plants, machineries or vehicles for works, to the Contractor.

(4) The University works shall be entrusted to a Contractor registered as a particular Class of Contractor in Public Works Department (R & B department, Irrigation and Command Area Development (I&CAD) department) or in the University.

(5) The following principles shall be followed by officers entering into contracts:  
a) The terms of a contract must be precise and definite, and there must be no room for ambiguity or misconstruction therein,

- b) Legal and financial advice should be taken in the drafting of contracts and before entering into agreement with them finally,
- c) Standard forms of contracts approved by the Government shall be adopted.
- d) Terms of a contract once entered into shall not be materially varied without the previous consent of the competent authority,
- e) No contract involving an uncertain or indefinite liability or any conditions of an unusual character shall be entered into without the previous consent of the competent authority,
- f) Whenever practicable and advantageous, contracts shall be concluded only after tenders have been openly invited and, in case where the lowest tender is not accepted by the competent authority, reasons shall be recorded,
- g) In selecting the tenders to be accepted, the financial status of the individuals and the firms tendering must be taken into consideration in addition to all other relevant factors,
- h) No contracts shall be entered into by University employees, who have not been empowered to do so. Contracts regarding which there are no definite rules or orders of Government / University as to conditions, forms etc., shall be entered into only after obtaining the sanction of competent authority, who will take necessary legal and financial advice in each case,
- i) Even in cases where a formal written contract is not made, no order for supplies etc., should be placed without at least a written agreement on the price,
- j) Provision must be made in contracts for safeguarding University property entrusted to a Contractor,
- k) Provision shall be made in contracts to enable University to cancel it with due notice,
- l) A clause to the effect that the Contractor shall be responsible for payment of compensation to any workmen under the Workmen's Compensation Act, shall invariably be inserted in the Contract, duly executing an indemnity bond on a non judicial stamp paper of the appropriate value.
- m) Necessary conditions should be incorporated for suitable reimbursement to the contractors out of the lumpsum allocations made item wise in the estimate for each

items viz., Insurance premium for the work, appointment of Technical Assistant. The reimbursement shall be limited to the extent of allocation in the estimate and shall be made only on production of relevant documents. Failing to engage the Technical Personnel, suitable penalty shall be imposed on the Contractor. In the case of failure of the Contractor to furnish the Insurance Policy, the University Engineer shall take insurance policy at the cost of the contractor and deduct the premium from the Contractor bills. These reimbursements are not permitted where the item rates include over heads as per standard schedule of the rates.

n) Time is the essence of the contract in respect of lumpsum agreements and a realistic period for execution of the work shall be mentioned in the agreement and the power reserved therein for cancellation of the contract and for getting the work done by any other agency at the cost of the Contractor in case of failure on his part to commence the work in time or to maintain the rate of progress with due diligence. Provision shall also be made in the agreement for imposing penalty for breach of any conditions of the agreement,

o) Work shall be executed strictly in accordance with specification given in the approved estimates. The terms of every agreement shall be strictly enforced and nothing shall be allowed to be done that would tend to nullify or vitiate any agreement,

p) There should be no provision for price escalation clause in the contract. However, price adjustment is applicable as per the government orders in vogue for materials like steel and cement used on the works carried out within the agreement period only and shall not apply to the work carried out beyond the agreed period of completion. Such price escalation shall be limited to the excess over the tender premium percentage.

q) Revision of rates in accepted agreements of any kind, during the currency of such agreements is normally prohibited. In exceptional cases, where there are sufficient reasons to revise rates in current agreements, then the University Engineer may obtain sanction of the authority above that which accepted the agreements.

r) Every officer must, before initiating the legal proceedings against a contractor, obtain prior approval of the competent authority.

### **1.9. Advances to Contractors**

Advances to contractors are prohibited as a general rule. However, the contractors for works exceeding Rs.1 crore of estimated contract value are permitted to avail the facility of mobilization advance up to 10% of the value of the contract against an unconditional and irrevocable Bank Guarantee recoverable at suitable rate of interest (Government borrowing rate) in instalments on pro-rata basis in the contractor's bills. The mobilization advance may be released in two instalments (5% for labour mobilization and 5% for machinery and equipment) subject to releasing the second installment against a certificate this effect by the University Engineer when the work is in progress.

### **1.10 Contract Documents**

(1) Before a work is given out on a contract, the University Engineer must prepare "Contract documents" to include:

- a) A complete set of drawings showing the general dimensions of the proposed work and, so far as necessary, details of the various parts,
- b) A complete specifications of the work to be done and of the materials to be used and the Standard Specification number of the relevant specifications of the A.P. Standard Specifications shall be referred to in the schedule attached to the Contract Document,
- c) A schedule of quantities and rates of the various descriptions of item of the work including all leads and lifts up to the approved quarries.
- d) A set of "Conditions of contract" including the preliminary specifications of the APSS to be complied with by the tenderer should form part of the contract,
- e) The notice for invitation of tenders shall form part of the agreement. It should, however, be ensured that the terms and conditions specified in the notice for inviting tenders do not in any way contravene the terms and conditions of the standard format of agreement. Any additions or alterations to rules / clauses of the notice for invitation of tenders / agreement shall be got approved by the authority competent to accept the tender, after obtaining legal opinion.

(2) In respect of works of critical nature and great magnitude involving special features, the contract deeds should be prepared in consultation with the legal authority and got approved by the Executive Council.

(3) For every work given out on contract, an agreement on a non-judicial stamped paper of the appropriate value shall be taken. As soon as an agreement is entered into with the Contractors, it shall be entered in a register of Agreements in **Form 62** and given a number and date and year.

### **1.11 Tenders**

(1) The tender notice shall invariably indicate the following particulars:

- a) The name of the Work,
- b) Estimated Contract Value (ECV),
- c) Time allowed for completion of the work,
- d) The place and the time where the tender schedules can be obtained and the amount to be paid towards the cost of tender schedule plus tax,
- e) Place, date and time for submission of filled in tenders,
- f) Place, date and time of opening of tender,
- g) The amount of Earnest Money Deposit (EMD) to accompany the tender and the balance amount of EMD required in the case of the accepted tender,
- h) The authority competent to accept the tender.
- i) Right to accept or reject the tender without assigning any reasons.

(2) Contracts for works estimated to cost less than Rs.50,000/- (Rupees Fifty Thousands only) may be given out on nomination basis without the invitation of Public tenders in view of the urgency or any other reasons to be recorded. In such case, the rates allowed should not be in excess of the current schedule of rates. Splitting of the work into pieces to avoid tenders and entrustment of each piece of work on nomination basis is strictly prohibited.

(3) Tenders should invariably be invited publicly for all works to be given out on contract and estimated to cost Rs.50,000/- (Fifty Thousand only) and more, except only when additional works or items of work have to be undertaken as part of a

scheme for which tenders have originally been invited publicly and which are required to be executed along with the original work in progress. Reasons therefor shall be recorded and submitted to the authority competent to accept the tenders.

(4) Limited tender system can be followed for works costing upto Rs.5.00 lakhs (Rupees Five lakhs only). Even in the case of works costing above Rs.5.00 lakhs, limited tender system may be adopted in the following exceptional cases.

(i). When there are sufficient reasons for holding that it is not in the public interest to call for tenders by advertisement, in which case the University Engineer must record the reasons and obtain approval of the competent authority.

(ii) When the University Engineer certifies that the demand is so urgent and invitation of tenders publicly will result in delay, in which case the University Engineer must place on record the nature of the urgency and why the demand could not be anticipated and obtain approval of the competent authority.

(5) If the estimated cost of a construction work is Rs.5.00 lakhs (Rupees Five lakhs only) and above, sealed tenders shall invariably be invited in the most open and public manner possible by advertisement in the prominent local newspapers and "Tenderla Samachara Patrika". The University should give the brief notification in the manner of a small advertisement giving reference to the website from which the details of the tender documents, last date of sale of tender documents, receipt and opening of tenders, etc., can be viewed / downloaded by the Intending tenderers.

(6) If the tender is of an unusual character / special nature, the contract documents together with a copy of the proposed advertisement for tender, and the form of the tender notice shall be submitted to the Works & Buildings Committee for consideration.

(7) The limits fixed for receipt of tenders from the first advertisement date shall be as follows:

(i) First call : 14 days from the date of notification

(ii) Second call : 7 days if there is no response to the first call If the above time limit could not be adhered to, a special permission of the tender accepting authority shall be obtained for relaxation of time limit duly recording the reasons there for.



(8) No tenders shall be received after the expiry of the time specified for receipt in the tender notice, even though these are presented before the time fixed for opening of tenders.

(9) On the date, time and place, all tenders received for the same contract shall be opened by the University Engineer or any other officer specified in the tender notice, in the presence of such of the intending Contractors or their agents as may choose to attend. The officers opening the tender should keep a note of the total number of tenders received and opened by him in Tender Opening Register in **Form 63**.

(10) The Officer opening the tenders shall invariably date and initial must be marked in not only the corrections in the schedule of quantities, rates, schedule of materials to be issued, specifications and other essential parts of contract documents but shall invariably date and initial shall be marked on all the pages of the Schedule of Quantities irrespective of whether they contain or do not contain any corrections, over-writings, etc. The number of such corrections and over-writings must be clearly mentioned at the end of each page of the Schedule attached to the tender paper and properly attested with date. Any omission observed should also be brought out clearly on each page of the Schedule.

(11) The corrections and over-writings should be allotted separate numbers i.e., corrections should start form 1, 2, 3, etc., and over-writings should similarly start separately from 1, 2, 3 etc.

(12) In case where the Contractor has quoted rate in rupees and paise, the word "only" shall invariably be added after the words rupees and the addition should be initialed and dated with suitable remarks at the end.

(13) Where the Contractors have omitted to quote the rates in figures or in words, the omission should be recorded by the officers opening the tender on each page of the Schedule.

(14) As a rule, no tenders for the execution of works of any description shall be received unless accompanied by the Earnest Money Deposit to the extent notified in the tender notice.

(15) The currency period of any tender shall not be more than 90 days. If delay in deciding the tender is inevitable, the consent of the tenderer for agreeing to keep open the offer for a minimum further period shall be obtained in advance from the tenderer.

### **1.12 e-Tenders**

The procedure for tendering process through e-Procurement is as follows:

(1) The University should give a brief notification in the prominent local newspapers and “Tenderla Samachar Patrika” in the following format:

#### **Name of the University**

#### **e- Procurement Notice**

1. Name of the Work : \_\_\_\_\_
2. Estimated Contract Value : \_\_\_\_\_(Rupees in lakhs)
3. Last date / Time for receipt: \_\_\_\_\_ of tenders
4. Name and address of the : \_\_\_\_\_ Univ. Engineer concerned  
Further details can be seen @ e-procurement market place @  
“www.eProcurement.gov.in”.
5. All the officers authorized to invite, open and approve the tender shall mandatorily login to e-Procurement mode using their digital certificates issued by the service provider to carry out transactions in eProcurement platform.
6. The University shall direct the suppliers / contractors registered with it to obtain digital certificates from the service provider on payment of requisite charges.
7. All the suppliers / contractors have to mandatorily login to e-Procurement website through secure mode and authenticate all their electronic transactions using digital certificates (signing certificate – single key pair) obtained from the service provider.
8. The bidder shall authenticate the bid with his digital certificate for submitting the bid electronically on e-Procurement platform. The bids not authenticated by

digital certificate of the bidder **will not be accepted** on the e-Procurement platform.

9. The participating bidders will pay the transaction fee as prescribed from time to time to the service provider through payment gateway service on e-Procurement platform, at the time of submission of bids.
10. The University shall collect prescribed fee from successful bidders on e-Procurement platform towards e-Procurement fund, before entering into agreement / issue of purchase orders. This charge is in addition to the transaction fee paid by the bidder.
11. The officers vested with tender opening powers shall obtain dual key pair digital certificate i.e., two digital certificates comprising a signing certificate and an encryption certificate.
12. All other officers shall obtain only one digital certificate i.e. signing certificate (Single key pair).
13. The cost of the digital certificate issued to the officers will be met from the e-Procurement fund.
14. The intending bidders should upload the scanned copies of all the relevant certificates, documents, EMD (DD / Bank Guarantee) etc., in the e-market place in support of their technical bids. The evaluation of technical bids may be done in the first instance on the basis of the documents uploaded through online only. The technical bids will be evaluated against the specified parameters / criteria and the technically qualified bidders will be identified and the results displayed on the e-market place which can be seen by all the bidders who participated in the tender. Thereafter the price bids of all the technically qualified bidders will be opened by the indenting authority in the presence of Registrar / Finance Officer on the specified date and downloaded for comparative tender analysis.
15. The successful tenderer will be displayed on the e-market place. The successful price bidder will have to submit hard copies of all uploaded documents including Demand Draft / Bank Guarantee towards Earnest Money Deposit to the tender inviting authority before entering into an agreement within the

stipulated date. The University Engineer will not take any responsibility for any delay or non-receipt of original documents. On receipt of the documents, University Engineer shall ensure the genuinity of the documents submitted in support of the qualification criteria before concluding the agreement.

16. If any successful bidder fails to submit the original and hard copies of the uploaded documents within the stipulated time or if any variation is noticed between the uploaded documents and the hard copies submitted by the bidder, the successful bidder will be suspended from participating in the tenders on e-Procurement platform for a period of 3 years. The e-Procurement system would deactivate the user ID of such defaulting bidder based on the recommendations of the tender inviting authority. Besides this, the University Engineer shall invoke all processes of law including criminal prosecution of such bidder as an act of extreme deterrence to avoid delays in tender process. This clause may be prominently displayed in all tender notifications.
17. If for any reason the successful bidder is not in a position to conclude the agreement, the next lowest price bidder may be contacted for entering into the tender agreement. This process may be repeated till all the price bidders are exhausted.
18. Negotiations with the tenderers are not permitted to be conducted at any level.
19. All the existing codal rules, Government Orders, Executive instructions applicable to the processing of conventional tenders are equally applicable to the tenders through e-Procurement also.

### **1.13 Comparative Statement of tenders received**

(1) As soon as the tenders are opened, the University Engineer will prepare a comparative statement showing the rates quoted by the various tenderers. After completion of evaluation of tenders, the comparative statement may be placed before the Works & Buildings Committee for clearance and its recommendations to be placed before Finance Committee / Executive Council for approval.

(2) Normally, the lowest tender should be accepted after ascertaining the capacity of the contractor. For all works, the ceiling of tender premium shall be 5%. As per the guidelines, even after two calls if the tender premium is more than 5%, the matter should be referred to the Works & Buildings Committee and the Committee may order for a fresh call or may constitute a Committee to award the work on selection basis to a reputed contractor on the basis of past performance.

(3) In cases where it is decided to accept a tender other than the lowest, the decision shall be taken by the Works & Buildings Committee, duly recording the reasons in the proceedings.

(4) The University Engineer is responsible for the safe custody of accepted tenders and contract agreements. He shall keep a detailed record of such agreements in **Form 62**. He is authorized to issue certified copies of tenders and agreements to Contractors for reference on payment of fees prescribed by the University and while doing so, he should verify if the copies are correctly transcribed from the original and sign the copies himself.

#### **1.14 Procedure for award of works on selection / nomination basis**

##### **(a) Entrustment of works on selection basis.**

(1) When the notification inviting the tenders fails to receive any response and a second invitation does not improve the position.

(2) When the tenders received are found to have abnormally high percentage or within the permissible ceiling limits prescribed but under collusion or due to unethical practices adopted at the time of tendering process, have to be rejected. When such situation arises that even for second tender call, the reasonable percentage in fair and free environment is not received.

(3) In both the above situations, the works will be entrusted on selection basis from out of the list of contractors who are possessing the eligibility criteria as specified in the tender document with proven track record will be selected in turns of 5 contractors at each time and will be asked to file their price bids at a specified place and time before the Works and Buildings Committee. The committee shall assess the

reasonableness of percentage quoted and recommend to the competent authority to award the work.

**(b) Entrustment of works on nomination basis:**

For giving works on nomination basis, lists of contractors with good track record will be prepared. In preparing these lists, the volume of works done, quality of works done by them, the infrastructure possessed by them and also works on hand and their capability will also be considered. The list of contractors should be prepared and published in advance regularly i.e., once in 6 months, with the approval of the Works and Buildings Committee. From these lists contractors will be called for negotiations in groups of 5 in rotation. The contractor offering to do the work at the lowest rate will be given the work. Time allowed for selection by the Committee will be 5 days.

**8.15 Earnest Money Deposit and Security Deposit**

(1) Security Deposit shall in all cases be taken for the due fulfillment of a contract in terms of clauses of Preliminary Specifications (PS) to A.P. Detailed Standard Specifications (APDSS). This security may be in the form of a) a crossed demand draft for the Earnest Money Deposit accompanying the tender, b) a deduction of percentage fixed from the payments made on account of work done towards Security Deposit.

(2) The Earnest Money Deposit is the guarantee of the tenderer to enter into the required agreement on intimation of acceptance of his tender. The amount of earnest money shall be paid by the tenderer to the University as indicated in the tender notice. In the event of any tenderer failing to enter into agreement, the EMD shall be forfeited. The EMD and the Security Deposit withheld from each running account bill are intended to safeguard the interest of the University to ensure the completion of the work to the satisfaction of the University.

(3) The rates at which the Earnest Money Deposit and Security Deposit (Retention amount) required to be taken on the value of the work shall be as follows:

| <b>Form of Contract</b>                | <b>EMD</b>             | <b>Retention amount in each bill</b> |
|--|------------------------|--------------------------------------|
| Piece work contract (K2)               | 1½ % Along with Tender | 3 ½%                                 |
| Lumpsum contract (LS)                  |                        |                                      |
| a) Along with Tender                   | 1%                     | 7 ½%                                 |
| b) At the time of concluding agreement | 1½ %                   |                                      |

(i) For the works costing less than Rs.50.00 lakhs, the EMD should be in the shape of crossed demand draft only.

(ii) For the works costing more than Rs.50.00 lakhs, the EMD can also be paid in the shape of Bank Guarantee obtained from any Nationalised Bank.

(iii) Additional Security Deposit in respect of Discount Tenders who have quoted 25% less than the estimate contract value, has to be collected in the shape of a Bank Guarantee or DD for the difference amount between the tendered amount and 75% of the estimate value and the same may be released only after completion of the entire work.

(iv) EMD shall be collected in respect of Nomination works as in the case of K2 contracts. In cases where 1½ % of the value of the work is not collected at the time of concluding agreement, deduction must be made from each bill at 5%.

(v) In addition to EMD, 2½% of the total value of work done should only be withheld from the final bills of the contractors in respect of LS contracts, releasing the balance amount of retention amount.

(4) The Earnest Money received in the form of demand drafts along with the tenders shall be kept in the custody of the University Engineer till the tender is finalized. He shall return the demand drafts of the unsuccessful tenderers after finalization of the tender. The demand draft in respect of the successful tenderer shall be taken to Deposit account and necessary entries made in the Deposit Register in **Form 9**.

(5) No interest shall be allowed on these amounts.

(6) The EMD & Security Deposit shall be refunded to the Contractor after the defect liability period of 24 months from the date of completion of the work in terms of the agreement.

#### **1.16 Issue of work order**

On acceptance of the tender, the University Engineer shall ensure that necessary contract document in the prescribed form is signed by the Contractor and the competent authority of the University, at the earliest. Besides, he shall also ensure that "Work Order" is issued to the Contractor to commence and complete the work as per the time schedule indicated in the contract agreement.

#### **1.17 Granting Extension of time for completion of works**

(1) The authority competent to accept the tender of a Contractor is also competent to give extension time for the performance of the contract work according to the powers delegated to it / him subject to the following conditions:

- i. When work is obstructed by natural calamity or by any action on part of the University,
- ii. When the delay is on account of some unforeseen obstacles in executing work for which the Contractor is not responsible. In the above cases, the extension of time for execution of work will be limited to the actual working period lost, plus 25% of that period.

(2) In other cases, the University Engineer shall carefully examine the causes and assess the period of delay for each of the cause precisely, before submitting the proposal for extension of time to the competent authority.

(3) If the Contractor had failed to commence the work on the stipulated date or had stopped work intermittently without intimation to the University Engineer and this had resulted in delay, action shall be initiated to levy penalty for the delay.

(4) For the delay in completion of the work by the Contractor, where the delay is attributable to the Contractor, the penalty shall not exceed 5% (five percent) of the total contract amount.

(5) While granting extension of time, actual time required for the completion of balance of work shall be taken into consideration.



(6) If a contractor fails to execute the contract or executes unsatisfactorily or is proved to be responsible for construction defects or violates any important conditions of the contract or is litigious by nature, the University will take action to blacklist the contractor to prevent him from tendering for future works.

### **1.18 Completion of Work**

(1) The contractor shall inform the University Engineer in writing as to the date of completion of a work and the University Engineer shall inspect and confirm the same. Such date shall be reckoned as the **Date of Completion** for all practical purposes and not the day on which the final measurements are recorded.

(2) A completion report in **Form 64** shall be prepared by the University Engineer within a period of 3 months after the actual date of completion of work as per the terms and conditions of the agreement and placed before the competent authority. The fact of completion of work shall be recorded in the Register of Works. If there are excesses or deviations from the original estimate during the execution of the work, the revised estimate also shall be prepared and submitted to the competent authority for regularization. The fact of regularization shall be recorded in the Register of Works.

(3) The fact of the completion report having been furnished by the concerned officer does not in any way absolve the official in-charge of the works from exercising their normal supervision / checks in respect of proper execution of works / scrutiny of the claims, if any, made by the contractor.

### **8.19 Closing the Account on Completion of Works**

(1) It is important to close and settle the accounts of works as soon as possible after the actual work of construction is completed. If there is necessarily any delay in the closing of the accounts, it should be seen in particular, that further charges are not incurred without the permission of the Vice-Chancellor.

(2) Before the accounts of a work can be closed on its completion, it should be ensured that all outstanding liabilities have been liquidated and the balances

under the suspense heads, amounts debitable to the contractor are cleared. If the whole or any part of the expenditure is recoverable from the colleges, departments and other funding agencies, action should be taken to complete the necessary recovery before the accounts of the work are closed.

- (3) Whenever the final bill is held up for want of sanction to the revised estimates, the University Engineer should ensure that the revised estimate is got sanctioned by the competent authority at the earliest.

### **1.20 Measurement Books**

(1) The Measurement Book shall be the most important record since it forms the basis for all payments.

(2) Payments for all work done and for all supplies required for specific work shall be made on the basis of measurements recorded in measurement books in **Form 65**. These books shall be numbered serially and their account maintained by the University Engineer. The pages of each book shall also be machine numbered.

(3) A stock register of measurement books shall be maintained by the University Engineer in **Form 66** showing the printed number on each book, the name of the person to whom it is issued, the date of issue and the date of return.

(4) Each set of measurements shall commence with the entries indicating following details: In the case of works contracts:

- i. Full name of the work
- ii. Location of the work
- iii. Name of the Contractor
- iv. Work order number and date
- v. Number and date of agreement
- vi. Work Code
- vii. Date of commencement and scheduled date of completion of work and
- viii. Date of measurement

In the case of supply of materials:

Purpose of supply in one of the forms applicable to the case:

- i. "Stock" (for all supplies for stock purchases)
- ii. "Purchases" for issue to works (name of the work to be given)
- iii. "Purchases" for issue to the Contractor (name of the work to be given as in the work estimate)
- iv. Spot of delivery
- v. Name of supplier
- vi. Number and date of his agreement
- vii. Number and date of supply order
- viii. Date, quantity, value of actual supplies and
- ix. Date of measurement

(5) Entries shall be recorded continuously and no blank pages should be left torn or torn out. If any pages are left blank inadvertently, they should be cancelled by diagonal line and attested and dated. The entries shall ordinarily be made at the work spot, in ink. No entry shall be erased or overwritten. If a mistake is made, it should be corrected by crossing out the incorrect words and figures and inserting the corrections, which shall be initialed and dated. He shall also fill up the figures for the 'contents or area' column. Each set of measurements shall end with the dated signature of the person taking the measurements. The signature of the contractor should also be obtained in token of acceptance of the measurements.

(6) If the measurements are taken in connection with running contract account, on which work has been previously measured, he shall give cross reference to the last set of measurement recorded. If the work has been completed, this fact shall also be noted in the Measurement Book.

(7) In the case of petty miscellaneous works with regard to which measurements are not feasible, the University Engineer shall countersign on the bill for the work actually done.

(8) Before recording the measurements, the person taking measurement shall ensure that the work done or supplies made are fully in accordance with the prescribed specifications. Measurements of all works even original construction and repairs shall in the first instance be taken by the engineering subordinate (AEE /

AE) in-charge of the works and check measured by the Deputy Executive Engineer to the extent of not less than 75% of the items measured and initialed by him in token of check measurement. The University Engineer shall test check the measurements to the extent of not less than 25% of the measured items and initial the items checked by him. Check measurement is intended to detect errors and prevent fraudulent entries. It should therefore be done with discretion. In selecting the items for check measurement, the items, which appear most likely to be incorrect and most easily susceptible of fraud and those, which seriously affect the total of the bill if inaccurate, should be selected for check measurement. If any differences are found during check measurement, a note of explanation shall be recorded.

(9) The University Engineer shall ensure that the subordinate officers responsible for getting the works executed, record the measurements immediately after the work is completed, so as to prevent loss on account of the work done becoming not susceptible of measurement after lapse of time.

(10) Wherever Standard Measurement Books in respect of permanent buildings are maintained by the University Engineer, they shall be numbered in alphabetical series so as to make them distinguishable from other Measurement Books. A separate account of these Measurement Books shall be maintained in **Form 67**. The original Standard Measurement Books shall be in the custody of the University Engineer. Certified extracts of the quantities shall be given to the subordinate engineering staff to facilitate preparation of estimates, execution of works including preparation of bills.

(11) As Measurement Books are important accounts documents, to avoid loss of Measurement Books and also to keep track of its movement from office, a record of movement of Measurement Books shall be kept in **Form 68**.

(12) When a Measurement Book is lost in transit or elsewhere, a report shall be sent immediately to the Registrar by the University Engineer narrating the circumstances along with the explanation of the concerned. The Registrar, after due enquiry may sanction write off of the Measurement Book with the concurrence of the Finance Officer.

(13) The University Engineer shall furnish a certificate every year by 15<sup>th</sup> of April to the Finance Officer certifying as to the number of Measurement Books in stock at the beginning of the previous financial year, number of Measurement Books received during the year, number of Measurement Books issued, and balance available in stock.

**1.21 Materials -at-site accounts:**

(1) The materials required for the works are either drawn from stock or purchased specifically for a work. They are issued to the contractors with whom agreements in respect of completed items of works i.e. both labour and material have been executed. They are also issued for the work done departmentally or by contractors whose agreements are for labour only. The materials should be drawn only when actually required and to the extent of actual requirements. An account of all the materials brought on to the site of the work shall be maintained in Form P.W.A.XXV showing the quantities and the source from which the materials have been received, and their issues to the work as the transactions occur. This account shall be kept both by quantities and values in the case of the works whose accounts are kept by sub-heads and only by quantities in other cases.

(2) The materials brought on to the site of the work shall be shown as receipts in the materials-at-site accounts giving brief references in the Measurement Book and the source from which the materials were received. The cost of the materials brought to the site of the work shall be debited to the suspense head "Materials-at-site" in the work for which detailed accounts are maintained by sub-heads by credit to stock or another work from which they are transferred, otherwise the cost of materials should be treated as a final charge on the work by credit to the source from which the materials are received. The quantity of materials shall be treated as a minus receipt when they are transferred to stock or another work.

(3) They are issued to the contractor after obtaining an unstamped receipt (USR) for the materials made over to him. The cost of the materials at such rates as may be determined shall be debited to his personal account by charge to the head "Contractors- other Transactions" in the works accounts by credit to head " Materials

-at- site". The issues of the materials should be solely for the bonafide requirements of the works.

(4) Unused balances of the materials at site should be verified at least once a year. Whenever this verification is done, a report of verification of materials should be a prepared and sent to the Registrar. On completion of work, the surplus materials at site should be disposed of without delay by transfer to other works or otherwise in the manner laid down in chapter IX of these rules.

### **1.22 Conditions of Payment to Contractors:**

(1) No payment shall be made to a Contractor in respect of any work, unless the same has been measured and accounted in the measurement book.

(2) The items of work should be executed by the Contractors with all leads and lifts up to the quarry charts specified in the agreement. Extra charges for further lead shall be paid to the Contractors separately, only where the lead involved is beyond the stipulated quarry.

(3) Delay in payment to the Contractors shall be avoided to the maximum extent, especially in respect of small works. Bills shall be paid within a week of its receipt in the Finance Branch.

(4) Reduced rates may be paid in running bills, depending on the state of work. However, at the time of passing final bill, if any reduced rate is paid, justification for such reduction shall be reported and got approved by the competent authority.

(5) The contractor is bound to execute all supplemental items that are found essential, incidental and inevitable during the execution of the work. Payment for such items shall be regulated as detailed below:

(i) Excess quantities of the agreement items - @ the estimated rates +/- the tender premium accepted by the competent authority.

(ii) New items directly deducible from similar items in the agreement - @ the rates derived by adding to or subtracting from the estimated rate of such similar item, the cost of difference in quantity of material or labour worked out as per SSR adopted in the sanctioned estimated +/- tender premium.

(iii) New items, which do not correspond to any items of the agreement - @ the rates worked out as per SSR +/- tender premium.

(6) Final bill shall be authorized only after work has been completed to the satisfaction of the University Engineer and the Engineer shall issue the work completion certificate.

### 1.23 Preparation of Bills for payment

(1) For making payments to the Contractors for works and materials supplied, bills shall be prepared in the following forms mentioned in the AP Public Works Accounts Code.

|   |                                      |   |  |
|---|--------------------------------------|---|--|
| a)  | PWA – XVIII (First and Final bill)   | - | for making payments to contractors and to suppliers, when a single payment is made to a job or contract on its completion. |
| b)  | PWA – XIX (Running Account Bill – A) | - | for advance payments as well as payments for measurement works to contractors (for work only).                             |
| c)  | PWA – XX (Running Account Bill – C)  | - | For payments for works or supplies actually measured.  |
| Note: In respect b) and c) final payments must be made on the same forms printed on yellow paper, which should not be used for intermediate payments. |                                      |   |  |
| d)  | PWA-XXI (Running Account Bill)       | - | For intermediate payments to contractors on lumpsum contracts.   |
| e)  | PWA-XXII (Final Bill)                | - | For final payments to contractors on lumpsum contracts.  |

(2) For miscellaneous payments and payment of advances, for which none of the forms mentioned above are suitable, the bill shall be prepared in Hand Receipt **Form 69**.

(3) Bills shall be prepared in duplicate in the prescribed forms. Every bill shall bear reference to the number and page of the measurement book in which the

measurements of the work are recorded. The name of the Contractor or Supplier, name of work or purpose of supply, serial number of the bill and reference to the agreement or sanction should invariably be recorded by the AEE / AE. The bills shall be thoroughly checked by the Engineering Unit which will ensure that the works have been executed under proper authority and in accordance with the prescribed standards and specifications, that the quantities have been correctly measured, check measured and worked out, that the rates and calculations are correct and other conditions of contract are fulfilled and that the excesses or extra items, if any, are covered by the required sanctions. It will also ensure that the bill is complete in all respects including arithmetical accuracy in respect of quantities measured, rates allowed and recovery of dues from the Contractor. Thereafter, the original bill shall be countersigned by the University Engineer for payment and transmission to the Accounts Section for making payment.

(4) The Accounts Section in the Finance branch will further scrutinize the bills thoroughly with respect to initial records, estimates, sanction orders, tender files and shall also ensure that budget provision exists to meet the expenditure and prepare cheques drawn in favour of the Contractor, which shall be given to the University Engineer for delivery to the Contractor or the supplier. The University Engineer shall obtain the acknowledgement / voucher of the Contractor for the receipt of the cheque in duplicate and forward one copy to the Finance Section for record. As soon as the payments are made, the vouchers will be filed chronologically. The Engineering branch shall note the details of the voucher number, date, the amount for which it is passed, amount adjusted and the net amount paid along with cheque details in the duplicate copy of the bill.

(5) When a running account bill is received for payment in the Accounts Section, and the payment thereof is likely to be delayed, advance payment up to 75% of the net amount for payment in the bill may be made under the specific orders of the Vice-Chancellor, which shall be obtained after recording the reasons for the delay. A note of such payment should be taken on the bill, in the Contractor's ledger account and other relevant books of account. The Contractor should also be immediately



informed that the payment so made is an advance payment and excess payment made, if any, is liable to be recovered from him.

(6) At the end of every year, all documents connected with each work shall be filed in the following chronological order, namely:

- i. True copies of the original estimate and revised estimate, if any
- ii. Deviation statement, if any
- iii. Contract Bond, if any
- iv. Duplicate copies of vouchers, (Works bills or Hand Receipts)
- v. Remarks of the University Engineer,
- vi. Completion certificate, in **Form 64** signed by the University Engineer.

#### **8.24 Works Abstracts**

All the transactions relating to each work should be posted day by day from the cash book and the connected bills of Contractors and Suppliers, cash refunds etc. in the following forms and a monthly account is compiled.

- (i) **Form PWA-10**, if the accounts of the work are required to be kept by subheads of the work
- (ii) **Form PWA-11** if they are not required to be kept subhead-wise. In the case of petty works, the accounts of which do not involve suspense transactions, e.g. Advance payments, other transactions for which estimate, account and completion reports are prepared on single form, no separate works abstract need be prepared. Ordinarily, there should be one works abstract for each work. If, however, the estimate is for a large work, which is divided into several sub-works, a separate works abstract may be prepared for each subwork. When works abstracts are prepared for sub-works or parts of an estimate, the transactions relating to each sub-work should be posted separately and an abstract for the entire work should be prepared, so as to verify whether the total expenditure incurred on the entire work (including sub-works) is within the provisions of the sanctioned estimates. When the number of subheads of an estimate is large, it will be convenient to assign a number to each

subhead and to prefix the number to the relevant subhead wherever it is used on vouchers, works abstracts, register of works or other accounts.

The account of each subhead in the works abstract should ordinarily exhibit:

- i. Amount: total charges finally classified under the subhead.
- ii. Progress: total quantities executed from time to time.
- iii. Unit cost: cost per unit on the basis of the amount and progress.

The maintenance of works accounts by subheads is unnecessary for all repair works whatever the cost may be. When the University Engineer considers that the circumstances of the work render such accounts useless or impossible to maintain, he shall obtain the approval of the Finance officer for waiving the maintenance of accounts of the work by subheads.

### **1.25 Registers of Works**

The Registers of works are maintained in **forms PWA-12 and PWA-13** corresponding respectively to the two forms of works abstracts **PWA-10 and PWA-11**. The object of this register is to get an analysis of the cost of subworks and subheads so as to make it possible to determine the rate of cost of work and foresee as far as possible excesses over estimates.

- (1) A permanent and collective record of expenditure incurred on all (Major and Minor) works carried out during the year shall be maintained in the University Engineer's Office, in the Register of Works. The Register of Works shall be posted monthly from work abstracts.
- (2) The total allotment for the year for each work shall be noted at the top of the page and any additions or reductions made during the year shall be noted with the authority therefor. If the supplementary estimates are sanctioned, the items of sub-heads shall be entered below those of the original estimates and both shall be totalled.
- (3) It shall be the duty of the University Engineer to keep a watch over the progress of the work and to ensure that the expenditure is kept within the

sanctioned estimate. If the expenditure is likely to exceed the estimate and budget provision, the University Engineer shall bring this to the notice of the competent authority and propose revised estimate and additional provision for the work.

- (4) These registers shall be maintained for watching progress of expenditure on each work undertaken by the University. The Register of Works will show the amount of the sanctioned estimate, total allotment for the year, expenditure incurred against it and the progressive expenditure on the work. In the case of repairs, the works accounts will be closed at the end of the financial year. But in the case of other works in progress, the details along with the progressive figures of expenditure up to the end of the year shall be carried forward to the register of the succeeding year.
- (5) The Register shall be provided with an index, which shall be subdivided under the several heads and shall be kept neatly for ready reference. At the commencement of the year, the incomplete works of the previous year shall be first entered with the amount of the estimate and the expenditure up to the end of the previous year. The works sanctioned for execution during the year shall then be entered and the amounts of the sanctioned estimates and the allotment for each work shall be noted and each entry shall be initialled by the officer-in-charge. Any changes subsequently made and the amounts of revised or supplementary estimate shall be similarly recorded.
- (6) When a work is completed, the fact of the receipt of the completion certificate shall be noted in the remarks column of work abstracts and Register of works, in red ink.

### **1.26 Contractors Ledger**

- (1) The accounts relating to contracts shall be maintained in the Contractors Ledger in **Form 70** by the University Engineer, allotting separate folios or set of folios for each of the Contractor for whom a personal account is maintained.
- (2) If any materials are issued to the Contractor or any on account payments are made on his behalf, the same shall be posted in the ledger to the individual account

of the contractor. In respect of works or supplies for which payment will be made on First and Final bill, the same need not be entered in the ledger.

(3) Wherever materials are issued to the Contractors by the University, the University Engineer shall follow the provisions laid down in the AP Public Works Department Code.

(4) The ledger accounts of each contractor should be closed and balanced monthly. The closing balance of each personal account should show the amount outstanding in respect of each separate work executed by him.

(5) Whenever a Contractor requisitions for an extract of his running account bill or his account in the Contractors Ledger, the same shall be furnished by the University Engineer. The Contractor should be encouraged to look at his account in the ledger and sign in token of having seen and accepted it.

### **1.27 Stores of Public Works**

The University shall follow the Purchase Rules mentioned Chapter IX for purchase of materials required for Works also. The Purchase Committee for procurement of stores / materials related to the execution of maintenance works shall comprise of the following:

- i. Registrar – Chairman
- ii. Finance Officer – Member
- iii. Consulting Engineer / Technical Adviser – Member
- iv. University Engineer - Member – Convener

### **1.28 Coding of works of the University**

(1) With a view to keep track of the works executed by the University, its progress, payments made from time to time, its liability and its final closure, a works database shall be created with a unique work code for each of the work.

(a) The University Engineer shall, as soon as a work is proposed to be executed and cleared by competent authority, submit a Work Code Application Form in the format given below and forward it to the Finance Officer for assigning a Work Code. This shall

be

sent to Finance Officer in duplicate before processing for technical sanction.

### Work Code Application Form

| Sl. No. | Particulars  | furnished here<br>Details to be |
|---------|--|---------------------------------|
| 1       | Description of the work  |                                 |
| 2       | Location   |                                 |
| 3       | Beneficiary Department   |                                 |
| 4       | Nature of work (New/ Improvement / Maintenance)                      |                                 |
| 5       | Type of work   |                                 |
| 6       | Budget Head under which the work's expenditure is proposed to be met |                                 |
| 7       | Date of approval for the proposed work                               |                                 |
| 8       | Authority which has approved the proposal                            |                                 |
| 9       | Estimated cost or approximate cost                                   |                                 |
| 10      | Proposed mode of execution of work (Tender / Piece work)             |                                 |
| 11      | Copy of the resolution / Order of the competent authority            |                                 |

Date

Signature of the University Engineer

#### Endorsement of Work Code by the Finance Officer

1. The following Work Code is given for the Work proposed above
2. The Expenditure shall be met out of the following Budget Head of account:
3. The Work Code assigned above shall be noted in all correspondence/ relevant file/ estimate and bills. Bills sent without noting the Work Code will not be considered for payment.
4. The University Engineer shall furnish monthly progress in respect of physical execution of work in the 'works updation report'.

Ref No.....

Date.....

Signature of the Finance Officer

(b) On receipt of the application for Work Code, the Finance Officer shall examine the proposal and after ensuring that work is approved by the competent authority and the funds required for the execution of the work are available or could be provided under the budget Head of account proposed by the University Engineer or some other relevant Budget Head of account, shall assign work code to the work proposed and indicate the same in the Endorsement portion of the Work Code Application Form besides noting the Budget Head of account under which the expenditure has to be booked.

(c) The Finance Officer shall retransmit one copy of the Work Code Application Form with his endorsement to the University Engineer, filing the other copy in the relevant file. The relevant details shall be entered in the Works Module if accounts are computerized or in a separate Work Code Register in **Form 71**.

(d) The Finance Officer shall obtain monthly report in 'Works Updation Report' in **Form 72** from the University Engineer and update his works database.

(e) In the monthly Works Updation Report furnished by the University Engineer, information in respect of works for which Work Orders / Letter of Intent are issued, the works for which tender process has been commenced, the works for which tenders have been finalized but work orders yet to be issued, works which have been commenced, works which have been completed during the month with dates, etc., shall be furnished.

(f) The Finance Officer shall enter the details of payment towards works in the Works Module or Work Code Register as the case may be, from his cashbook. The Works Module / Work Code Register should give a comprehensive picture of the works of the University, their current status, payments made as on a given date and the outstanding liability.

(2) Coding of Works (a) Each work shall be assigned with unique 13 digit alphanumeric code based on a coding logic. The coding logic shall be as indicated below:

|                       |          |      |                |                        |                |                        |  |   |   |    |    |    |    |
|-----------------------|----------|------|----------------|------------------------|----------------|------------------------|--|---|---|----|----|----|----|
| Digit                 | 1        | 2    | 3              | 4                      | 5              | 6                      | 7  | 8 | 9 | 10 | 11 | 12 | 13 |
| Numeric =N<br>Alpha=A | A        | A    | N              | N                      | A              | A                      | A  | N | A | A  | A  | N  | N  |
| Represents what       | Location | Year | Nature of work | Beneficiary Department | Source of fund | Type of asset affected | Running serial number of work in that Financial year |   |   |    |    |    |    |

(b) The First and Second digits shall indicate the location where the work is proposed to be executed. Depending on the places where campuses are located, two Alphabets may be assigned. For e.g. In Osmania University, there are several constituent colleges located at different places namely, OU Campus Hyderabad, PG Science College, Masab Tank and Nizam college, Gunfondry.

They may be assigned OC, PM and NG respectively. If the University is located in a single campus, then the location may be with reference to the premises where the Departments are situated.

(c) The Third and Fourth digits shall indicate the year in which the work is approved. For e.g. if the work is approved in the year 2012-13, this shall be indicated as 13 in the third and fourth places.

(d) The Fifth digit shall indicate the nature of the work proposed. That is, whether it is new work – represented by the letter ‘N’ or an Improvement work-represented by the letter ‘I’ or maintenance work represented by the letter ‘M’. This will enable management to easily classify the works as Capital or Revenue Expenditure.



(e) The Sixth, Seventh and Eighth digits shall indicate the key letters of the Department which is going to be benefited i.e., the beneficiary Department. For the purposes of easy identification of the courses of study, the Sixth digit may indicate 'A' for Arts and Humanities faculties, 'S' for Science faculties 'E' for Engineering courses, 'M' for courses in Medicine, etc.

(f) Ninth digit shall indicate the source from which the expenditure on that particular work is met out of i.e., State Government grants-General fund represented by the letter 'S', State Government Development grant represented by 'D', Central Government grant represented by 'C', University Grants Commission's grants-represented by 'U', Own resources represented by the letter 'R' and Other grants represented by 'O'.

(g) The Tenth and Eleventh digits shall indicate the type of asset affected by the work proposed i.e., LD-if it affects land BD-if it involves construction/ improvements/ repairs of buildings PR-if the work involves formation, improvements, repairs, beautification of parks and gardens. PG- if it concerns play grounds. IF- if it pertains to infrastructure assets like Roads, Drains, Footpath, etc.

(h) The Twelfth and Thirteenth digit shall indicate the serial number of the work approved in that particular financial year.

(3) The Finance Officer may adopt appropriate codes in respect of Locations (digits 1 & 2) and beneficiary Departments (digits 6,7 & 8)

### **1.29 Miscellaneous**

(1) The records relating to works shall be preserved for the durations for each record specified in appendix XV-(B) of APPWD Code (2) In respect of matters not specifically covered under these Rules, the provisions of AP Public Works Departmental Code and A.P.Financial Code shall be followed to the extent of their applicability to the University.

### **1.30 Estate Management**

#### **(a) Immovable Property**

(1) The Estate Officer or any other Officer of the University who is assigned with the duties of Estate Management shall maintain a Register of Estates and Immovable properties in respect of all lands, buildings and other immovable property of the University in **Form 73**. This register shall show the cost of construction or acquisition, cost of subsequent additions and alterations which increase the value of the buildings from time to time. The details of lands and buildings shall be shown separately with their value.

(2) The Estate branch shall also maintain separately a Register of properties yielding revenue to the University, i.e., residential quarters, shops and shopping complexes, Guest houses, Conference / Meeting hall, lands used for Horticultural, Agricultural and Sericultural activities yielding revenue from sale of produce or by lease.

(3) The changes in the value of lands and buildings shall be intimated to the Estate Branch by the University Engineer, when construction of buildings on vacant lands or improvement works to existing buildings are completed and the value capitalized. For this purpose, at the end of each financial year, the University Engineer shall send a statement of such capital works completed during the year with their value in **Form 74** to the Estate Branch and the Finance Officer.

(4) A certificate shall be furnished by the Estate Branch on 1st July every year to the Finance Officer certifying that the properties are under the control of the University and are being used for the purpose for which they are intended.

(5) The Estate Branch shall maintain a Register of Title Deeds in **Form 75**, wherein all Title and other Deeds relating to all immovable properties shall be recorded. The originals of all Title Deeds / Lease Deeds and other related documents shall be kept in the custody of the Registrar. The copies thereof shall be with the Estate Branch. The Registrar and the officer-in-charge of the Estate Branch shall be independently responsible for the safe custody of all such Deeds accounted for in the Register of Deeds. The Registrar shall arrange for annual verification of the Register of Deeds as well as the Register of Immovable properties and its certification thereon, by an

independent officer of the University. The property documents shall be preserved in digital form also so as to ensure the maintenance of a parallel record.

(6) The Officer-in-charge of the Estate Branch shall maintain account of income and expenditure in respect individual revenue yielding property and produce it for audit.

(7) All revenue yielding items like fruits, grass, yields of other trees shall be let out on rent or sold by public auction after giving wide publicity by advertisement or through notice as may be decided by the Registrar / Vice-Chancellor. The procedure laid down in paras 344 to 346 of APPWD Code shall be followed in this respect.

(8) At the end of each year, the Estate Branch shall prepare a consolidated statement of Demand, Collection and Balances in respect of all revenue-yielding properties and shall submit it to the Registrar, with details of defaulters.

**(b) Allotment of Residential quarters to the University Staff**

(1) Allotment of Residential Quarters shall be made by the Development Officer-in-charge of the Building Division with the recommendations of the committee as per the rules / guidelines framed by the University.

(2) Recovery of rent from the allottees shall be collected at the rates approved by the University.

(3) The Building Division shall be responsible to send intimation of allotment of residential quarters to the concerned staff as well as to the Registrar and the Finance Officer. Besides, it shall also intimate the Drawing and Disbursing Officer responsible for drawal and disbursement of salary of the allottees as to the recovery of rent and also any other charges like water, electricity, conservancy, garden, maintenance charges recoverable from the salary of the allottee. Further, the Building Division shall maintain Demand, Collection and Balance Register in **Form 25**.

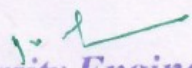
(4) The Building Division is also responsible for arranging periodical inspection of the Residential Quarters to ensure that the same are maintained in order and the allottee is actually in occupation of the quarters.


(5) When a University employee intends to vacate the quarters, he shall give a notice to the Building Division in advance as per the terms of the allotment

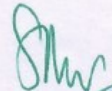
indicating the date on which he proposes to vacate. The Building Division shall arrange to get the premises inspected before that date and take charge of the fittings and fixtures, if they are in order. An allottee who vacates the quarters without giving such notice shall be liable for payment of penal rent as per the terms of allotment, together with the payment of other utility charges. The Building Division shall intimate the Finance officer as to the amount of dues recoverable from the allottee.

(6) Wherever a University employee does not vacate the quarters on retirement or resignation or quitting the service or for some other reason, he shall be liable to pay penal rent at the rates prescribed by the University. The Building Division shall ensure that the allottee is not allowed to stay beyond the time permitted by the University.

(7) The Drawing and Disbursing Officer / Finance Officer shall intimate Building Division of the recoveries made out of salary of the allottees towards rent and other charges, every month before the end of second week of the following month, to enable Building Division to post the recoveries in the accounts maintained by it.

  
**University Engineer**  
Buildings Division  
KAKATIYA UNIVERSITY  
Warangal-506 009 T.S.

  
**Development Officer**  
Buildings Division  
KAKATIYA UNIVERSITY  
Warangal-506 009 T.S.

  
**REGISTRAR**  
KAKATIYA UNIVERSITY  
WARANGAL - 506 009 (T.S)