

HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED "A State Govt. Undertaking"		
	Registered office	Vidyut Bhawan, HPSEBL, Shimla-171004(HP).
	Number (CIN)	U40109HP2009SGC031255
	GST No.	HPSEBL02AACCH4894EHZB
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OFFICE ORDER

The Himachal Pradesh State Electricity Board Limited is pleased to issue guidelines for Preparation of Estimates including Turn-Key projects in HPSEBL and for Processing of Tenders for procurement of goods/ hiring of services including Turn-Key projects in HPSEBL as under:-

i) Guidelines for Preparation of Estimates including Turn-Key projects in HPSEBL.

- 1) Estimates for all activities/ works shall be prepared as per actual measurement. It shall be the responsibility of the Junior Engineer in-charge of the work to take actual measurements of the quantities involved after visiting spot and undertaking detailed survey as per site conditions. The quantities of each item shall also be verified by Assistant Engineer in-charge of the work. If certain items of civil engineering are involved in the work, estimation of the quantities of each item shall be got verified from Junior Engineer (Civil) and by the Assistant Engineer (Civil) concerned. Assistant Engineer in-charge shall be responsible for the final bill of quantities and their rates in each work. The Sr. Executive Engineer in-charge shall also verify the bill of quantities and their rates.
- 2) As contained in DoFP "Estimates for infrastructure works shall be prepared based on the approved Schedule of Rates (SOR) notified by HPSEBL after approval of HPERC. If SOR is not available then the estimate shall be prepared based on HPPWD rates or rates maintained by Irrigation/ Power Department/ Stores etc. with prevailing premium. If rates are not available in any of them, the estimate shall be based on prevailing market rates. For other items, established norms/ guidelines such as CWC/ Irrigation etc. or prevailing market rates as applicable may be used."
- 3) The sanctioning authority of the estimate shall make prudent checks on all the activities with quantity of work proposed in the estimate before sanctioning it. Wherever required, site visits would also be conducted to cross verify the quantum of work/ material specified in the estimate. In case, the civil activities constitute 50% or above of the estimated cost, the sanctioning authority shall ensure that the estimate is got checked from the Civil Engineer not below the rank of Sr. Executive Engineer under the respective chief engineer in HPSEBL or be referred to Chief Engineer (PCA).

ii) Guidelines for Processing of Tenders for procurement of goods/hiring of services including Turn-Key projects in HPSEBL.

- 1) Minimum three techno-commercially qualified tenders shall be required for further processing.
- 2) If two techno-commercially qualified bids are received, approval of one step higher authority shall invariably be obtained for further processing.

12/X/2022

3) **Consideration of Lack of competition:-** Single tender generally will not be processed except in emergent cases where participation of bidders is poor despite extension of bids thrice subject to fulfillment of following criteria and case may be processed as per relevant provisions contained in DoFP-2022:-
^{of open tenders}

- a) The tender was satisfactorily advertised and sufficient time was given for submission of bids.
- b) The qualification criteria were not unduly restrictive.
- c) Rates are reasonable in comparison to prevailing market rates.

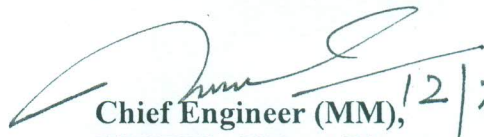
All cases of single tender which are floated by Chief Engineer level shall be forwarded to the WTDs level SPC of HPSEBL for its approval.

- 4) Land acquisition and forest clearance etc. shall be ensured before award of work so that delay in completion of work and price escalation could be avoided.
- 5) All other terms & conditions contained in the Standard Bidding Document for Turn-key projects in HPSEBL and HPSEBL's Delegation of Financial, Administrative and HR, power 2022 shall remain in force.

6) **Action in case of No response/Unreasonably High rated Response to tender in case of Civil works:-**

If no response to tenders from the contractors of the appropriate classes is received or if unreasonably high rates are received following measures may be taken by the NIT approving authority after obtaining approval of the competent authority:-

- a) Tenders will be opened to next lower class.
- b) Modify the eligibility criteria suitably.


Chief Engineer (MM), 12/X/2022
HPSEBL, Vidyut Bhawan,
Shimla-4.

No. HPSEBL:CE(MM)/M-20/2022-23:242-48

Dated:- 12.10.2022

Copy of above is forwarded for information and necessary action to:-

1. The Executive Director(Pers.) , HPSEBL, Vidyut Bhawan Shimla-4.
2. All the Chief Engineers in HPSEBL.
3. The M.D BVPCL Joginder Nagar
4. The Chief Accounts Officer, HPSEBL, Shimla-4.
5. Spl. Sr. PS/PS to the MD/ Director's of the HPSEBL, Vidyut Bhawan Shimla-4.
6. The Company Secretary of the HPSEBL, Vidyut Bhawan shimla-4. alongwith the photo copy of the approval from the WTD by circulation.
7. The Superintending Engineer (IT), HPSEBL, Vidyut Bhawan Shimla-4, for uploading the above office order on HPSEBL's website.