

JOINT PROCEDURE ORDER FOR COMPOSITE TENDER OF CIVIL & ELECTRICAL WORKS FOR BUILDING WORKS

Due to difficulties being experienced by field officials during execution of works of composite nature where both Civil and Electrical Engineering works are involved such as Service & Residential Building work etc. During Video Conference held with HQ Engineering Officers and with HQ Electrical Officers, General Manager has instructed to issue detailed procedure for Composite Tender of Civil & Electrical works for Building Works where both Civil & Electrical works are involved.

Therefore, it has been decided that the composite tender involving civil and electrical engineering portion of works shall only be invited in future. In case of some difficulties, personal approval of DRM shall be obtained for inviting separate tender for Civil & Electrical Engineering portion.

The following procedure should be followed for inviting composite tender:

1. For all the building works henceforth only Composite tenders will be invited by the Engineering Department.
 2. The Engineering Department shall provide a plan for the building works to the Electrical Department in advance so that Electrical Department can submit necessary electrical details as indicated below for inclusion in tender document.
 - Technical Specification
 - Special Conditions
 - Schedule of item and their quantities
 - Latest cost of Part-II (Electrical portion) based on latest accepted rates.
 - LAR of the Electrical items with supporting document
 - List of reputed make to be specified in the tender
 3. Electrical Department shall nominate Electrical Supervisor, Officer responsible for the work that will ensure quality of work and monitor progress of electrical work.
 4. There shall be separate schedule for Civil Engineering portion (Part-I) and Electrical Engineering Portion (Part-II). The schedule should include all necessary items to facilitate expeditious commissioning of the building.
 5. The tenderer shall be asked to quote for each part separately.
 6. The tenders shall be evaluated on total offer i.e. combined offer of Part-I & Part-II.
 7. Technical & Financial eligibility criteria shall be as per Eligibility Criteria prescribed in Indian Railway Standard General Condition of Contract issued by Railway Board.
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8. The Contactor himself or the Sub-Contractor appointment by him, the detail of which should be furnished in the tender by the main tenderer, shall have valid Electrical Contractor License for carrying out Electrical works. During course of execution, if Contactor proposes for change of electrical sub contractor, prior approval shall be taken from electrical department.
9. The tender committee shall have invariably an officer of Electrical Department as its tender committee member for 3 members committee. In a case where the tender committee consists only two members, tender to be dealt as per prevailing Model SOP Part-A.
10. The execution of electrical work will be under the supervision of Electrical Department and the measurement for the same shall be made separately through their own measurement book.
11. If an Architect/Consultant is appointed, the scope of consultancy work should also include Layout of Conduit, Electrical Point and Fixtures as per guidelines prescribed in Railway Board's letter No. 2013/LMB/10/15 dated: 11.12.2013.
12. The Engineering Department who controls the major portion of contract shall be fully responsible for the progress of the civil & electrical Works. The concerned Engineering Officer shall extend all help to Electrical Department for their portion of contract. After awarding of the work Engineering Department shall provide a copy of LAO to the Electrical Department.
13. Engineering Department will inform to Electrical Department for the date of starting of casting of Roof work, Plastering of wall etc. where ever electrical work such as conduit, duct etc. is involved.
14. Similarly, Electrical Department will inform to Engineering Department for the date of starting of wiring and installation of electrical fittings and accessories.
15. The final payment will be released by the Engineering Department only after receiving NOC from the electrical department for satisfactory completion of Part-II works.

CE(Works)

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