

THE ODISHA STATE POLICE HOUSING & WELFARE CORPORATION LTD.
BHUBANESWAR-22.

No. 2470 /OPHWC

Dated 23 02.2017

CIRCULAR

To

All Joint Managers,
OSPH&WC,

It is observed with much displeasure that the Jt. Managers are submitting deviations and EoTs in irregular manners. As a result the F2 contractors are not only facing harassment, but approaching the management time and again for the delay in getting their legitimate claims and the process of closure of contracts gets delayed. All the Jt. Managers are hereby instructed to submit the deviations and EoTs in the following manners so as to enable the Head Office for quick disposal of the deviations and EoTs.

1. GUIDELINES FOR SUBMISSION OF DEVIATION.

- a) It should accompany with the prescribed checklists(copy enclosed)
- b) The reasons of deviations should be clearly mentioned in the appropriate columns of the deviation statement.
- c) It should have the certificate clearly mentioning that the quantities of deviations are actual and as per the quantities recorded in the measurement book.
- d) It should also have the certificate that the works has been completed as per the specifications, designs and drawings as laid down in the approved drawing and agreements and also confirms to the provision and scope of the sanctioned estimate/agreement.
- e) Normally no deviation in works be allowed. However, in exigencies of deviation, Clause No. 4.6.3 should invariably be followed with prior permission of competent authority.

2. GUIDELINES FOR SUBMISSION OF EoT

- a) It should accompany with the prescribed checklist(copy enclosed)
- b) The reasons of EoT should match with the provisions laid down in the para 2.2.3 of OPWD Code Volume-I.

c) The recommendation should be specified highlighting the genuineness as par with the provisions spelt out in point(b) above.

d) For completed work where EoT have not been obtained as required under rules, it must be certified that the work has been completed as per the approved drawings, designs and the specifications laid down in the agreement.

e) The Jt. Managers must submit EoT in due time so as to avoid the work to continue in the lapsed period.

Any deviations to the above instructions will be viewed seriously and defaulting Jt. Managers will be held squarely responsible for the lapses causing delay in processing the deviations and EoTs.

The above circular is issued with approval of the competent authority and will come to immediate effect w.e.f. 22.02.2017.

Encl: As above.

Memo No. 2471 /OPHWC


Chief Engineer(Civil)

Dated 23 02.2017

Copy to the GM(Tech.)-cum-SE/FA/DGM(Engg)/DGM(D&D)/A.E.E./ JM(Montg.) for information and necessary action.

Memo No. 2472 /OPHWC


Chief Engineer(Civil)

Dated 23 02.2017

Copy submitted to the CMD, OSPH&WC for kind information.


Chief Engineer(Civil)

Special note/Check list towards sanction of Deviation pertaining to building/Road portion of work as per OPWD code volume-I, Para-3.5.31 and 6.3.17

1 Name of the Work

2 Name of the Agency / Contractor

3(a) A.A. No & Date (Attested Xerox copy of administrative approval order to be attached)

3(b) Details of original A.A. Amount

Civil cost

E.I. (Internal)

P.H. (Internal)

E.I. (External)

P.H. (External)

Prorat / Departmental Charges

Total

Fill to date position of allotment received, expenditure incurred and balance amount of allotments available with the division. (Furnish the information financial year wise)

| Sl No. | Financial Year | Allotment Received | Expenditure Incurred | Balance Amount Available | Remarks |
|--------|----------------|--------------------|----------------------|--------------------------|---------|
| 1 | | | | | |
| 2 | | | | | |
| 3 | | | | | |

4 A) Amount of actual payment made to the concerned agency / contractor through different running bills towards executing of this work. Fill to date position of payment made to the contractor (i.e. up to submission of this Deviation statement) to be furnished in the

| Sl no. | Voucher No. & date | Reference of Running bill | Total amount of the running bills | Cumulative amount of running bills | Measurements recorded vide | | | Remarks |
|--------|--------------------|---------------------------|-----------------------------------|------------------------------------|----------------------------|----------|---------------------|---------|
| | | | | | M.B. No. | Page No. | Date of Measurement | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |

5B) Whether any amount is kept pending towards approval of deviation statement by the higher authorities.

6 Agreement No.

- 7 Supplementary Agreement No
(Copy of the same may be attached)
- 8 Actual amount of work put to tender
- 9 Actual agreement value of the work

- 10 Value of the work done under original Agreement

- 11 Value of the work done under Supplementary
- 12 Total value of the work done (Both original and supplementary Agreement)

- 13 Amount of Net deviation of the Work (Furnish deviation statements in two sets along with original work)
- 14 Percentage of excess / less deviation

- 15 Date of commencement of the work

- 16 Stipulated date of completion of the work

- 17 a) Whether the work is completed in all respect if so, completion certificate may be attached.
- b) Whether the building is handed over to concerned Department for their functioning. If so, furnish the copy
- 18 If not, state the present position of the work

- 19 Whether the deviation amount exceeds 10% than the original agreement value.
- 20 If it exceeds more than 10% detailed reasoning along with technical report may be attached.
- 21 Permission from competent authority to go ahead with the works to be furnished.
- 22 Is the deviation is due to change of site / design, If so copy of the approval order for such changes may be
- 23 Whether E.O.T. has been granted upto the required extent? If so, a copy of the same may be furnished.
- 24 Whether the deviation is due to extra quantities of work done
- 25 a) Whether the deviation is due to extra items of work done.
- b) If deviation is due to extra items of works, whether the
- 26 Authority approved the tender (Furnish the copy of the Lt. No & date of the same.)

- 27 Authority accepted the tender (Furnish the copy of the Lt. No & date of the same)

- a) Tender accepted amount
- b) Amount put to tender
- c) Percentage of Excess / Less in comparison to the estimate cost.
- d) Corresponding Schedule of rates adopted while comparing the tender.

28 Whether R.A.A. is required

29 a) If so, what is the present position of R.E. ?

b) Whether R.A.A is obtained ? If so furnish the Xerox copy of R.A.A. order of the work.

30 Nos. of contractor participated in the original tender.

31 a) Whether the relative position of the tenderer is changed due to such deviation.

b) Relative position of the tenderer basing upon the deviated quantities. (Furnish the copy of the relative position of tender)

| Sl No. | Name of the Participant Tenderers | Total Amount (As per present deviation qty) | Position of Tenderer |
|--------|-----------------------------------|---|----------------------|
| 1 | | | |
| 2 | | | |
| 3 | | | |

32 Reason of Deviation-Furnish details along with all technical report and other supporting documents to prove the reasons for Deviation.

33 Whether the case is Recommended by the Executive Engineer concerned.

34 Whether the case is recommended by the

superintending Engineer concerned.

NB All the columns are to be filled in properly. No column is remained blank. The same may be filled up "NOT APPLICABLE" or N.A.

(22) / 100 by

CHECK LIST
(For grant of E.O.T.)

1. Name of the work :-
2. Detail of Agreement
(Agrt. No. & Amount):-
3. Date of Commencement :-
 - a) Stipulated date of completion with period of completion :-
 - b) Actual date of completion :-
 - c) Copy of work programme
4. Date of application by the Contractor
(Should be 30 days before stipulated date of completion as per OPWD code Volume-1 Para 3.5.30) or within 30 days from the date of hindrance.
5. Extension of time applied upto
(Period for which E.O.T. applied)
6. Reasons for delay – Justify the no. of days for each hindrance with date of occurrence.
7. Whether No claim certificate furnished by the contractor :-
(Signature should be attested by concerned Joint Manager)
8. Whether reasons for delay are attributed to the Contractor or to the Contractor or to any departmental lapses.
9. Whether Jt. Manager have recommended the EOT application furnished by the contractor

10. Work done statement within the original period of completion
(% work done may be mentioned)
11. If reason of delay is partly attributable to the contractor but there is ground for granting extension, an undertaking of the Contractor not to claim escalation during the extended period is to be furnished.
12. Whether clause -2 of the agreement invoked for slow progress of work?
13. If the delay is due to change of design /site.
The circumstances for such changes may be stated.
(Permission letter may be furnished)
14. If the delay is due to heavy untimely rain fall,
Whether a certificate is furnished from the competent authority showing the details of rain fall during the period of hindrance.
15. Reasons as to why
 - i) Compensation will not be levied on the contractor
 - ii) Benefit of price escalation will not be curtailed / disallowed?
16. Whether any E.O.T. was granted previously,
If so with benefit of price escalation or without the same.
17. Whether any Audit Para / Draft Para C&AG Para
is pending against the work.
(Attach copy of Audit Para/Draft Para/C&AG Para, if any)