



OFFICE OF THE REGISTRAR
INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
AN-INSTITUTE OF NATIONAL-IMPORTANCE
(FORMERLY BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR)

No: 10th BOG-AT/Order /RDO/628/18

Date: 7th December, 2018

Order

This is for information of all concerned that on the recommendation of the 1st meeting of the Building and Works Committee held on 29.12.2017 and 3rd meeting of the Finance Committee held on 10.10.2018, the BoG in its 10th meeting held on 10th October, 2018 vide Resolution no. 10.21 has defined the Minor and Major works of the Institute and approved the Delegation of Financial Power relating to Institute Works and constituted a Tender Committee for the works to be conducted by the Institute works department as per the attached sheet.

This is issued with the concurrence of the Director.

Sd/-
(Dr. B. Bandyopadhyay)
Registrar, IEST, Shibpur &
Secretary to BOG

Copy forwarded for information and necessary action to:

1. PS to the Director
2. All Deans/ All HODs /All Heads of Schools and Centres/ All Officers
3. Institute Website

H. 7/12/18
Registrar

Definition of Minor and Major works of the Institute and Delegation of Financial Power and composition of the Institute Tender Committee relating to Institute Works as per the recommendation of the B&WC and the FC and subsequent approval of the BOG in its 10th meeting held on 10.10.2018

Definition of Minor and Major Works in respect of Value			
	Nature of Work	Extent of Limit	
		Minor Work	Major Work
1	Original/Capital Works (New Constructions such as buildings, roads, laying of water supply line, laying of electric cables, installation of transformers, installation of deep tube well and such other infrastructure works (plan budget)	Up to Rs. 50 lac	Above Rs. 50 lac
2	Additions and alteration, renovation to residential and non-residential buildings (plan budget) for Residential Buildings	Up to Rs. 30 lac	Above Rs. 30 lac
3	Additions and alteration, renovation to residential and non-residential buildings (plan budget) for Non-residential buildings	Up to Rs. 50 lac	Above Rs. 50 lac
4	Repair, renovation, addition and alteration and maintenance works within allocated budget (non-plan budget)	Up to Rs. 30 lac	Above Rs. 30 lac

Delegation of Financial Power			
Sl. No.	Nature of Power	Designation	Extent of Power
1	To accord Administrative Approval and expenditure sanction for original works.	BOG	Full power, on the recommendation of B&WC and FC
		Director	Up to ₹ 30 lac
2	To accord Administrative Approval and expenditure sanction to minor works of residential buildings within the approved budgetary provision of the Institute.	B & WC	Full power
		Director	Up to ₹ 50 lac
		Dy. Director /Dean (PD)	Up to ₹ 4 lac
		IE/UE	Up to ₹ 1 lac
3	To accord Administrative Approval and expenditure sanction to minor works of non-residential buildings within the approved budgetary provision of the Institute.	B & WC	Full power
		Director	Up to ₹ 50 lac
		Dy. Director/ Dean (PD)	Up to ₹ 6 lac
		IE/UE	Up to ₹ 2 lac
4	To accord of technical sanction to detailed estimates – following the recommendation of the Tender Committee, those are to be placed before BWC.	BWC	Full power
		IE/UE	Up to ₹ 30 lac

Tendering and Tender Committee

1	Call for Tenders By E-procurement procedure	As per GFR
2	Call for Tenders By notice in the Institute's web-site	As per GFR

Handwritten signature/initials

3	<p><i>There shall be a Tender Committee for the works to be conducted by the institute works department, which shall comprise the following members:</i></p> <ul style="list-style-type: none"> • Dean (PD) – Chairperson • One Professor, Civil Engineering Department – Member • One Professor, Electrical Engineering Department – Member • One Professor, Architecture & TRP Department – Member • One Officer nominated by the Chief Engineer, CPWD – Member • Officer In-charge Internal Audit – Member • Deputy Registrar (Finance) – Member • Institute Engineer / University Engineer – Member Secretary <p>The tender committee will decide regarding the process of opening of tenders Evaluation of tender and recommendation for works valued above Rs. 2.00 Lakh.</p>		
4	Award of work through short notice call of quotations (urgent works)	IE/UE	With approval of the Director: ₹ 15 lac on the recommendation of Dean (PD)
5	Award of work without call of tenders upon negotiation (critical situations) <i>Note: Total annual limit for award of work through upon negotiation shall be ₹ 36 lac.</i>	IE/UE	With approval of the Director: ₹ 5 lac on the recommendation of Dean (PD)
6	To accord sanction to deviation in quantities of agreement items and sanction to extra/substituted items	Director / B & WC	Full power, on recommendation of Tender Committee, but value of contract not to be exceeding 10%
		Dy. Director / Dean (PD)	₹ 8 lac , on recommendation of Tender Committee, in respect of both schedule and non-schedule items, but value of contract not to be exceeding 10%
		IE/UE	₹ 1 lac in respect of both schedule and non-schedule items in addition to the powers of IE /UE. But value of contract not to be exceeded by 5%

Handwritten signature/initials