

NOTIFICATION

No. TEVTA/GM(F&A)AR-SR/2006 In supersession of all previous notifications/orders on the subject, the regulation for ANNUAL & SPECIAL REPAIR OF BUILDINGS OF TEVTA INSTITUTIONS/ SERVICE CENTRES / OFFICES are hereby notified under:-

The following procedure/system for annual repair/special repair of TEVTA building will be followed:-

1. **Identification of AR/SR Work:**

- i) Principal of each institution will plan ahead for each year and will provide two separate lists of work as under:-
 - a. Annual Repair
 - b. Special Repairs except original / new works.

The lists will be submitted with cost estimates /bills of quantities to the respective District Manager by 31st December each year for funds to be allocated out of the budget of next financial year.

- ii) Head of each institution will submit a certificate by 15th January each year that he has initiated request for AR/SR for the next year to respective District Manager.
- iii) The district Manager will process the demands of each institution and provide lists of annual and special repairs of all the institutions in order of priority to respective Zonal Manager by 31st January of next year.
- iv) In case of Staff Training Institute, Apprentices Training Centre, RDAT offices and Teacher Training College/Institute, Manager concerned will forward their proposals through General Manager (Academics).
- v) The Zonal Manager will further process the demands of the entire district and prepare common prioritized list of Annual Repairs and Special Repairs separately to the Gm (Operations) by 28th February each year.
- vi) The Operations Wing will prepare a comprehensive list of Annual Special Repair Works, keeping in view the priorities of institution of each Zone and send it to Finance Department (TEVTA) in order to demand budget from Finance Department by 31st March each year.
- vii) Finance/ Budget Department TEVTA will release the funds to the institutions directly soon as from Government under intimation to General Manager, Zonal Manager and District Manager concerned.

2. **Procedure for Execution of AR/SR works and Functions of AR/SR Committees:**

The AR/SR Committee will manage estimation, tendering, overseeing and inspection of execution of AR/SR Works at all institutions and offices in their jurisdiction. To ensure quality and cost effectiveness, only reputed contractors will be eligible to participate in tendering/bidding for all types of civil works etc.

3. **AR/SR Committee:**

a. **Functions:**

- i) To assess and approve AR/SR works for the institutions.
- ii) To approve cost estimates for the assessed works.
- iii) Tendering /evaluation of tenders / award of contracts to the responsive lowest bidders etc.

- iv) To monitor /Supervise / approve execution of work, inspect and make measurement of works executed by the contractor and approve /recommend payment etc.

b. Composition:

ii)	Principal/HOI of the Respective institute	Convener
ii)	One senior Staff Member of the Institution	Member / Secretary
iii)	Technical Member: From Any TEVTA Institute (not below BS-14) having a minimum qualification of DAE. In case of non-availability of such person, any other suitable person from any Government Department/ Private Organization having equivalent qualifications, to be nominated by the Principal.	Member

4. Tendering Procedure and Award of Contract:

- i) AR/SR committees will invite the tenders for AR/SR works costing over Rs. 0.1 million through advertisements in newspaper in accordance with the policy of the Government of the Punjab. For Works less than Rs. 0.1 million sealed quotations will be obtained by the Principal / HOI from the Contractors.
- ii) There should be at least three-tenders /bids /bids /quotations for each tender. In order to safeguard against offers where response to a tender enquiry has been poor or a single tender has been received or rates received are otherwise considered to be on the higher side, the procedure as laid down in clause 38 of the purchase Manual of the Government of the Punjab Would apply.
- iii) On receipt of sealed quotations /tenders, the Committee will open the tenders in the presence of all the bidder or their representatives and a price comparative statement will be prepared by the Committee, Which will be signed by all the members of the committee. Where possible estimates of the C & W Department will also be considered for the purpose of cost comparison and awarding of contract.
- iv) Convener and Secretary of the AR/SR Committee will sign contract on behalf of TEVTA.
- v) AR/SR Committee will supervise the undertaking /performance of contract by the contractor and will ensure its completeness & quality of work in stipulated time by the contractor as per the terms and conditions of the contract.

5. Administrative and Financial Powers to Approve and Award Contract and make Payment for AR/SR works including issue of Administrative Approval:

i)	Upto Rs.500,000 per Institution for each category of work	Principal / HOI concerned
ii)	Upto Rs. 1,000,000 per Institution for each category of work	District Manager/Manager concerned
iii)	Upto Rs. 2,000,000 per Institution for each category of work	Zonal Manager concerned
iv)	Full Powers	General Manager

6. **Payment:**

The financial powers to approve the payments to contractors are in the same manner as given in Para 5 above. Payment will be made by the respective institute/office out of AR/SR funds allocated/released to it and will be made to contractor on satisfactory completion of the work as agreed with him in the concerned contract.

7. **Monitoring of Utilization of AR/SR funds:**

- i) Principals of the respective institution will utilize funds under the supervision of the AR/SR committee. Monthly expenditure statement will be submitted to the concerned Am (F) by 10th of the succeeding month by the Principals / HOI for accounting purposes.
- ii) Respective Gm/ ZM/ Manager Will follow-up and monitor the AR/SR Work Regularly.
- iii) Funds will be expended only for the works for which these are allocated and released to the institutions. If some change in work for which funds have been allocated /released, is necessitated that can only be done with the prior approval of the Zonal Manager/General Manager concerned on recommendation of the AR/SR Committee.
- iv) Principal, acting as Convener of the AR/SR Committee, will be responsible for:-
 - i. Proper identification of the AR/SR work.
 - ii. Timely submission of AR/SR estimates.
 - iii. Tendering of the work on receipt of funds in accordance with the rules & regulations.
 - iv. Execution of AR/SR work in accordance with the policy.
 - v. Ensure that the work has satisfactorily been completed within the financial year.
 - vi. Submission of a certificate by 15th July of the next financial year that work has satisfactorily been completed.

(KH.ADNAN ZAHIR)
General Manager (F&A)