



**SJVN LIMITED**  
**Corporate HR DIVISION**  
**SHANAN, SHIMLA-6**

**Our Shared Vision – 5000 MW by 2023, 25000 MW by 2030 & 50000 MW by 2040**

SJVN/CHQ/HR/Policy/15(42)/Vol-VII/2022/9685

Dated: 29.08.2022

**CIRCULAR**

**Subject: - Strict Adherence to Rule 6 of SJVN Conduct, Discipline and Appeal (CDA) Rules.**

Ministry of Power has reiterated on strict adherence of CDA rules regarding seeking prior approval / intimating when near relative/s get appointment/s in private firm/s with which the employee or employee's organization has official dealings. Accordingly, the Rule 6 of SJVN CDA Rules is being reproduced below with a view to amplify the awareness of its provisions:-

*"Rule 6: Employment of near relatives of the employees in any Company or firm enjoying patronage of the CPSE:-*

- 1) *No employee shall use his position or influence directly or indirectly to secure employment for any person related, whether by blood or marriage to the employee or to the employee's wife or husband, whether such a person is dependent on the employee or not.*
- 2) *No employee shall, except with the previous sanction of the competent authority, permit his Son, Daughter or any member of the family to accept employment with any private firm/ entity with which the employee has official dealings, or with any other firm/entity, having official dealings with the CPSE. Provided that where the acceptance of the employment cannot await the prior permission of the competent authority, the employment may be accepted provisionally subject to the permission of the competent authority, to whom the matter shall be reported forthwith.*
- 3) *No employee shall in the discharge of his official duties deal with any other matter or give or sanction any contract to any company or firm/ entity or any other person if any member of his family is employed in that Company or under that person or if the employee or any member of his family is interested in such matter or contract in any other matter and the employee shall refer every such matter or contract to*

*Dy. CEO  
DGM*

*for strict compliance by all concerned.*

*30/21/2022  
29/08/2022*

*→ DGM/PS A. Singh (115)*



**SJVN LIMITED**  
**Corporate HR DIVISION**  
**SHANAN, SHIMLA-6**

**Our Shared Vision – 5000 MW by 2023, 25000 MW by 2030 & 50000 MW by 2040**

*his official superior and the matter or the contract shall thereafter be disposed off according to the instructions of the authority to whom the reference is made.”*

In order to ensure the above, every employee of SJVN shall furnish an undertaking every year on or before 31<sup>st</sup> of January as per the prescribed format to be circulated/uploaded in ERP.

An intimation of employment of the family members in private firm/entity shall be provided by an employee whenever there is an event (i.e. on multiple occasions too) of acceptance of employment by his/her family member/s.

All the employees are hereby directed to strictly adhere to the above provisions of CDA Rules and furnish the intimation/ undertaking in prescribed timeline.

*Ajay Kumar Sharma*  
29/8/22  
(Ajay Kumar Sharma)  
Sr. AGM (Policy)

Distribution Through e-mail :

1. DM to CMD
2. ES/PS to D(P)/D(C)/D(F)/D(E)/CVO
3. All CEOs/HOPs/HODs/Location In-charge(s) - for information of all employees under them.
4. SJVN Intranet

**SJVN Limited**  
**Corporate Headquarters**  
**Shakti Sadan, Shanan, Shimla**

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Ref. No. SJVN/CMD/2022-04

Dated: 13.06.2022

**System Circular No.-44**

It has been observed that measurement books for works/ stores etc. at various locations are being documented as per site specific systems and are at variance. Invariably system of test checks which is being followed in the established Engineering Deptts. for Quality MBs system is seen missing. Thus, it is felt imperative to systemize the writing of MBs uniformly across the Company in all offices/ sites and introduce system of test checks on billed items by senior officers

Henceforth, it is directed that test checks on all the billed quantities entered in the Measurement Books (MBs) for all the Works/Contracts has to be done. To verify the quantity of works, minimum of 50% test checks on items are to be recorded at the level of Site Incharge and 10% at the level of Engineer-In Charge/Engineer appointed by HOP for complete Package/Contract. All other SOPs of Measurement Books shall prevail as per extant Procurement and Work Policy of the Company.

This is issued for strict compliance at all levels.



(N L Sharma)

**Chairman and Managing Director**

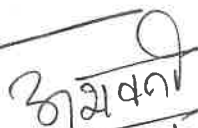
**Distribution:**

1. D(P) / D(C) / D(F) / D(E)

2. CVO

3. All HOPs / HODs / CEOs

Mr  
15/06/22 Dy. CVO

  
16/06/2022

⇒ DGM

  
20/06/22

⇒ AM

**Fwd: Guidelines for reduction in incidence of Time and Cost overruns in Hydro Power Projects regarding.**

**From :** Civil Contract Shimla <civilcontract@sjvn.nic.in>  
**Subject :** Fwd: Guidelines for reduction in incidence of Time and Cost overruns in Hydro Power Projects regarding.  
**To :** Deputy CVO <sjvn.dycvo@sjvn.nic.in>

Tue, Jan 25, 2022 11:36 AM  
1 attachment

**From:** "Civil Contract Shimla" <civilcontract@sjvn.nic.in>  
**To:** "Corporate Planning Department" <sjvncp@sjvn.nic.in>  
**Sent:** Tuesday, January 25, 2022 10:18:12 AM  
**Subject:** Guidelines for reduction in incidence of Time and Cost overruns in Hydro Power Projects regarding.

Sir,

Enclosed please find herewith circular no. 62 dated 24.01.2022 for your kind information and further necessary action.

Regards,

Civil Contract Deptt.

 **circular.pdf**  
79 KB

*Pl. examine & discuss.  
3/21/2022  
25/01/2022*

*→ DGM*

*→  
25/01/22*

*→ AM*



**SJVN Ltd.**  
**Corporate Civil Contracts Department**  
**Corporate Head Quarters, Shanan**

(Our Shared Vision: 5000 MW by 2023, 12000 MW by 2030 & 25000 MW by 2040)

Ref. No: SJVN/CC/CCD/Circular/2021-22- 69

Dated: 24/01/2022

**CIRCULAR**

**Subject: Guidelines for reduction in incidence of Time and Cost overruns in Hydro Power Projects regarding.**

All the contracts in general contain detailed mechanism for valuation of variations, grant of Extension of Time (EOT), levy of damages and processing of claims/disputes etc. GoI has also been emphasizing on reducing incidence of Time and Cost overrun in hydro power projects (ref. *MOP's OM no. 2/3/2016-NHPC dated 08.11.2019*). To regulate such cases, SJVN from time to time has issued various circulars/documents besides laying down procedure in Procurement and Works Policy. It is a well known fact that joint record of hindrance, idling of resources etc. can help in timely resolution of disputes. Any failure on part of SJVN to act timely in these matters can lead to undesirable results.

Keeping in view the above, it becomes imperative on part of SJVN that cases regarding EOT/LD, variations, claims, disputes etc. are processed well in time as per mechanism provided in respective contracts, extant DOP, P&WP and Circulars issued in this regard. The details of various circulars are being reiterated for reference of all concerned (*copies of circulars are available on SJVN's Intranet*):

- (i) Valuation of Variations in Civil Works Contracts (*CCD's circular no. SJVN/CC/CCD/Circular/2018-319 dated 08.03.2018*) – The circular defines the procedure for valuation of variations and roles of all involved.
- (ii) Guidelines for Grant of 'Extension of Time' and Levy of 'Liquidated/Delay Damages' regarding (*CCD's circular no. SJVN/CC/CCD/Circular/2018-420 dated 30.03.2018*) – The circular defines procedure for grant of EOT, notification of EOT, levy of LD, timelines for finalisation of EOT. The circular also puts emphasis on record keeping, maintenance of hindrance register etc.
- (iii) Guidelines to Reduce incidence of Time and Cost overruns in Hydro Power Projects – Responsibility centres for its implementation (*System circular no. SJVN/CHQ/CP/MOP/2020-6636 dated 20.01.2020*) – The circular defines responsibility centres for implementation of MOP's Guidelines.
- (iv) Instructions issued vide Note no. SJVN/CHQ/DC-37B/2020-308 dated 06.11.20 regarding sharing of Contractor's claim data with Headquarters on real time basis.
- (v) Document for Speedy Resolution of Claims/ Dispute Management, September 2015.

All concerned are requested to take necessary action accordingly please.

*San. H. H. H. H. H.*  
*24/01/2022*  
HOD (Civil Contract)

**Distribution:** All HoPs/ HODs at Corporate Centre

**Copy for information:** ES to CMD/D(F)/D(P)/D(E)/D(C)/CVO

Draft



**SJVN Limited**  
**Corporate Law Department**  
**Shanan, Shimla**

(Our Shared Vision: 5000 MW by 2023, 12000 MW by 2030 and 25000 MW by 2040)

No.: SJVN/CHQ/HR/Law/Circular/2021- 31 69-88

Date: 18.01.2021

**CIRCULAR**

The Hon'ble Supreme Court of India in the case of *Asian Resurfacing of Road Agency Pvt. Ltd. & Anr. Vs. Central Bureau of Investigation* passed a judgement on 28.03.2018 (refer [https://sci.gov.in/supremecourt/2011/27580/27580\\_Judgement\\_28-Mar-2018.pdf](https://sci.gov.in/supremecourt/2011/27580/27580_Judgement_28-Mar-2018.pdf) for details) With regard to the implications of the said judgment, the Ministry of Law and Justice issued OM no. N-17/10/2018-NM dated 13.06.2018 (refer [cvc.gov.in/sites/default/files/circular%2022122020.pdf](http://cvc.gov.in/sites/default/files/circular%2022122020.pdf) for more information). The cognizance of the same OM was taken by the Central Vigilance Commission vide Circular No. 19/12/20 dated 22.12.2020, for necessary compliance. The relevant part of the said circular is being reproduced as follows:

"As pointed out by the Ministry of Law and Justice, in the judgement dated 28.03.2018, the Hon'ble Supreme Court had ordered for limiting the period of stay granted by a court of law to six months, except in exceptional circumstances. The Commission has desired that the orders dated 28.03.2018 may be kept in view, while handling/examining court matters in the organizations. In respect of those court cases, where stay was granted by a trial court more than six months ago and also in cases based on CBI's investigation, which have been kept in abeyance due to court's orders, the issues may be examined in the light of the aforementioned judgment of the Hon'ble Supreme Court. Appropriate and immediate steps may also be taken, in consultation with the legal branch of the organizations, to ensure that the stay, if granted by a court of law, is vacated within six months' period and the court proceedings are commenced"

In SJVN context, its implication will mean that in future, if a situation arises, where stay is granted against SJVN in a proceeding before the trial courts under Prevention of Corruption Act or involving CBI/Vigilance angle, we may approach the trial court

21/01/2021

⇒ Sr. Mgr.

27-01-2021

through our empaneled counsel to vacate the stay on expiry of six months of granting stay, unless the higher court makes a specific order for extension of the stay.

All HOPs/HODs and the legal branches of the organization may ensure to comply with the Supreme Court's orders, while handling such legal/court matters.

This issues with the approval of Competent Authority.



(D. S. Parmar)  
DGM (Law)

**Distribution through email:**

- i. CGM (Tech.)/DGM (Tech.)/Sr. Mgr. (Tech.)/Asth. Mgr. (Sectl.) to CMD
- ii. AGM (Tech.)/DGM (Tech.) to D(P)/D(C)/D(F)/D(E)
- iii. Deputy CVO, CHQ, Shimla
- iv. All HOPs/HODs/Location Incharge(s)
- v. All Legal sections of Project sites
- vi. SJVN Intranet
- vii. All Notice Boards



**SJVN Ltd.**  
**Director (Finance) Sectt.**  
**Shimla.**

No. SJVN/CHQ/DF/2703

Dated: 27.01.2021

**Office Order**

The procurement of common use Goods and Services through Government e-Marketing (GeM) is mandatory as per Rule 149 of GFR and Office Memorandum dated 23<sup>rd</sup> January, 2020 issued by Department of Expenditure, Procurement Policy Division of Ministry of Finance, GoI. There is no relaxation of procurement from GeM in case the goods and services are available on GeM. Any relaxation is required to be obtained from Department of Expenditure, GoI through Administrative Ministry. Violation of the guidelines will attract penal action against the concerned official.

Therefore, all HoPs, HoDs (Fin.) and Procurement Heads of Projects and CHQ are requested to strictly comply with the above instructions of GoI. In case of any deviation/departure, responsibility will be fixed against concerned official. Only in case of non-availability of goods / services on GeM, the same should be procured outside GeM.

In this regard, it is also advised that guidelines issued from time to time by GoI for procurement of goods and services are strictly adhered. Office Memorandums issued by DoE, Ministry of Finance, GoI on 02.04.2019, 23.01.2020, 12.02.2020, 27.08.2020, 10.11.2020 and 18.11.2020 may also be referred.

  
(A.K. Singh)  
Director (Finance)

**Distribution:**

All Head of Projects.

All HoDs (Finance) of Projects.

✓ All HoDs, Corporate Head Quarter. (vign)

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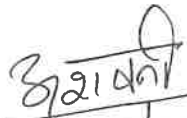
CGM (Tech) to CMD

Director (Pers.) / Director (Civil) / Director (Elect.)


CVO

Dy. CVO

⇒ Sr. Mgrs

  
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28.1.2021

**SJVN LTD**  
Director (Finance) Sectt.

No. SJVN/CHQ/DF/2021/ 4281

Dated: 21.12.2021

**SYSTEM CIRCULAR**

**Sub: Adherence to Quality Assurance Norms for existing and upcoming Renewable Energy Projects**

SJVN has set for itself very ambitious targets of capacity addition i.e. 5000 MW by 2023, 12000 MW by 2030 and 25000 MW by 2040. In order to achieve the same and in line with Govt of India targets for Renewable Projects i.e. 175 GW by 2022 and 500 GW by 2030, SJVN is now venturing into Renewables Power Projects in a big way.

These Renewable Projects are being obtained through various modes like Competitive Bidding Process, MoU Route, through MNRE under UMREPP Scheme etc. As of now, Renewable portfolio of SJVN stands at about 2.5 GW out of which only 104.5 MW (50 MW Sadla WPP, 47.6 MW Khirwire WPP, 5.6 MW Charanka SPP & 1.3 MW NJHPS SPPs) is under operation. The remaining 2.4 GW Projects are under various stages of Approval, Tendering or Construction.

In order to have a smooth walk through during Inception, Construction and subsequent Operation of these renewable projects, meticulous planning is required at all stages of the Project Life Cycle. For the same, Quality Assurance is one of the most important aspect that is to be kept in mind. Quality assurance (QA) consists of all activities which provide confidence that a product or service will meet the expectations from consumers, investors and other stakeholders. In the context of renewables, Quality Assurance enables quality control for renewable energy products and services, helping to mitigate technical risks and build up market trust to scaling up its deployment.


Accordingly, it is instructed that all the norms, guidelines & current market practices in respect of Quality Assurance be strictly adhered to in all the stages of the Project Life Cycle i.e. Tendering, Designing, Contracting, Construction and subsequent Operation.

Dy. CVO  
Sd. Mgr.

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Further, all the HOPs / EICs to ensure compliance of the Contract Specifications during execution stage in totality.

  
(Akhleshwar Singh)  
Director (Finance)

**Distribution for immediate necessary action:**

- HOP (Sadla / Khirwire / Charanka / NJHPS / Shiyal / Parasan )
- HOD (Civil Design / Electrical Design / QA&I / Civil Contracts / Electrical Contracts / BDE, Shimla / BDE, New Delhi)

**Copy forwarded for information to:**

- CMD
- Director (Pers.)/Director (Civil)/Director (Elect.)
- Dy. CVO

**SJVN LIMITED**  
**CORPORATE FINANCE & ACCOUNTS DEPT.**  
**SHAKTI SADAN, SHANAN, SHIMLA-171006**

No. SJVN/CHQ/F&A/ 661-705.

Dated: 24.05.2021

**System Circular**

**Sub.: Preparation, up-dation and approval of Cost Estimate**

1. Chapter 6 'COST ESTIMATES' of Procurement & Works Policy inter-alia provides for the following:

*Para 6.2.7: 'NIT/IFB cost estimate is based on the rates given in the prevailing schedule of rates such as SJVN SOR, Delhi Schedule of Rates (DSR), Local PWD for those items of work covered by it, and by market rates / analyzed market rates for non-scheduled items. For the other items, established norms/guidelines or prevailing market rates as may be applicable may be used.'*

Thus, emphasis has been given on formulating a realistic estimate based on SOR/analyzed/market rates.

2. System Circular No. 42 dated 18.12.2020 issued by CMD inter-alia prescribes that:

*'Further, while putting up the proposal for approval of the cost estimate / technical sanction of the respective works, every adopted aspect of the cost estimation, should also be brought to the notice of the Competent Authority.'*

Circular emphasizes to prepare a realistic cost estimate / BOQ in order to avoid post award quantity variation / cost over-run.


3. Further, Para C-39, 'Guidelines for exercising the DOP' states the following:

*'For procurement of works to be awarded with the approval of CMD/ECOD/BOD, the tendering process can be initiated pending availability of approved pre-tender estimate. However, pre-tender Estimate (Technically Sanctioned Estimate) for the works will be got approved before opening of price bids.'*


Hence, duly updated technically sanctioned cost estimate complete in all respect must be in place before opening of the price-bid.

Contd. ....

for compliance please.

  
24/05/2021

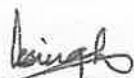
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24/5/2021

4. However, in recent tenders of major works, large variations have been observed in quoted rates of the bidder vis-à-vis the technically sanctioned estimate. Various reasons like lack of envisaging proper market rates, addition/deletion in scope of tender post technical sanction of the estimate, envisaging new kind of risks etc. have been seen as a reason of such large variations.

Above has been viewed seriously by the authorities competent to approve the estimate/award including Board/MOP.

Hence, once again it is reiterated that the cost estimate be prepared and got approved before floating the tender and in any case, before opening of the price bid after considering all aspects of market and prevalent rules & guidelines covering all the expected items, activities and quantities of works.

  
Director (Finance)

**Distribution**

All Head of Projects

All Head of F&A – Projects

All Head of Dept. – CHQ

**Copy for kind information to**

CMD

D (P) / D (C) / D (E)

Dy. CVO

**SJVN LTD.**  
Director (Finance) Seect.,  
Shimla

No. SJVN/CC/DF/01/67/2021 - 3040

Dated: 06.04.2021

**System Circular**

**Sub: Payment Management Mechanism with respect to Contractors.**

The issues regarding delayed payment to contract labour / outsourced employees and payment to various vendors / sub-contractors / suppliers are being raised at various forms. Recently, in a meeting conducted by CVC in presence of Secretary (Power), it has been discussed to develop a mechanism to regulate payment with respect to contract labour, sub-contractors and suppliers. A circular regarding regulating the payment to contractors had been issued vide No. SJVN/CC/F&A/Bills/2019/2574-88 dated 11.09.2019 as a reminder and strict compliance (copy enclosed).

In addition to the above, the following SoP shall also be followed for releasing the payment to the contractors:

1. EIC/OIC shall ensure the payment to contract/outsourced labour directly through DBT (Direct Benefit Transfer through respective bank accounts) mechanism.
2. EIC should ensure the compliance of PF/ESI before forwarding the bills for payment. EIC shall also ensure the compliance of EPF/FPF through the portal recently developed by RPFC.
3. The concerned EIC/OIC shall obtain the list of Vendors/Sub-Contractors/Suppliers/Workers engaged by the Contractor.
4. While releasing the payment to the Contractors, EIC should ensure timely release of payment to the vendors / sub-contractors/suppliers/workers with respect to previous bill and also obtain the certificate/undertaking from the contractors in this regard.

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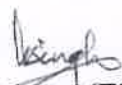
May kindly see, please.

→ CVO

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07/04/2021

5. The proof of payment of wages, transfer of mandatory benefits and statutory dues with respect to contractual activities including major works shall be verified by the concerned EIC/OIC/HOP.
6. Necessary supporting records for such payments shall be maintained by the respective EIC/OIC/HOP, works/contract wise, which shall be subject to audit by the Auditors/any other appropriate agency(ies).

All are requested to adhere to the above SoP strictly.

  
Director (Finance)

**Distribution:**

All Head of Projects.  
All HoDs (Finance).  
All HoDs, Corporate Head Quarter.

**Copy for information to:**

Chairman & Managing Director  
Director (Pers.) / Director (Civil) / Director (Elect.)  
Dy. CVO



## एसजेवीएन लिमिटेड

(भारत सरकार एवं हिमाचल प्रदेश सरकार का संयुक्त उपक्रम)

वित्त एवं लेखा विभाग,

“शक्ति सदन”, कॉर्पोरेट ऑफिस कॉम्प्लेक्स,  
शनान, शिमला -171006 (हिमाचल प्रदेश)

### CIRCULAR/01-2019

पत्र संख्या : SJVN/CC/F&A/Bills/2019/ 2574-2588. दिनांक : 11/06/2019

विषय : Certification cum checklist issued by EIC/OIC in r/o contractors'/suppliers'/service providers' bills forwarded to F&A department for releasing of payment.

CVO vide IOM no. SJVN/CC/Vigilance/093/2019-1054 dated 10.01.19 has endorsed the CVC circular no. 02/04/18 dated 03<sup>rd</sup> May 2018 wherein CVC has taken note of the various complaints regarding inordinate delay in payments/non-settlement of bills of contractors/suppliers/service providers by some of the CPSUs and there is substantial delay in settling running/final bills and are kept pending for so long, though, these are required to be cleared within a few days.

Presently, the indenting deptts; while forwarding the bills, attach bunch of EPF challan, muster roll, ESIC challan and other labour compliance, which take too much of time to verify and sometime it leads to delay in processing of payment to contractor/third parties until the issues are resolved by EIC/OIC.

In view of above, it is being felt necessary to simplify the processing of bills & releasing of payment in time bound manner. Accordingly, a simplified form of certification cum checklist (Annexure- I) has been prepared (copy enclosed) for the certification of EIC/OIC. While forwarding the bills to F&A deptt, all EIC/OIC may submit the certification cum checklist instead of bulk bunch of EPF challan, muster roll, ESIC challan and other labour compliance in order to release the payment within time.

The above checklist is not exhaustive and other requirements as per DoP/Works and Procurement policy will also be required to be followed. However, a separate checklist for the requirements as per DoP/ Works and Procurement policy will be issued separately.

All the Head of Department (HoD) are requested to ensure compliance of the above modalities.

*(A.K. Singh)*  
CGM (F&A)  
11/06/19

#### Distribution:-

1. All HOD(s) at Corporate Head Quarters, Shimla.

2c

Annexure - I

CERTIFICATION Cum CHECK LIST ISSUED BY EIC/OIC

SI	Particulars	Response
1	Name of contractors/suppliers/service providers	
2	Address of contractors/suppliers/service providers	
3	LOA/Ref no.	
4	Job description	
5	Completion period as per LOA	
6	Completion period as per actual	
7	Contract value as per LOA	
8	The bill is signed/verified by the EIC as per terms of delegation provided under DOP's.	YES/No
9	Competent authority approval as per DOP has been taken.	YES/No
10	Last page of the bill on MB is to be signed by the authorized representative of the contractor bearing the stamp of the company alongwith EIC/OIC.	YES/N.A
11	In case of measurement (Final/Interim) - Approved deviation statement submitted to F&A Deptt.	YES/N.A
12	Compliance under laws and Rules made thereunder.	
	a) The Employees Provident Funds and Miscellaneous Provisions Act' 1952	YES/N.A
	b) The Employee State Insurance Act, 1948	YES/N.A
	c) The Contract Labour (Regulation and Abolition) Act, 1970	YES/N.A
	d) The Minimum Wages Act, 1948	YES/N.A
	e) The Payment of Wages Act, 1936	YES/N.A
	f) Workmen Compensation Act, 1923 Period of policy	YES/N.A
		From _____ To _____
	g) Factories Act, 1948	YES/N.A
	h) Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	YES/N.A
	i) Industrial Dispute Act, 1947	YES/N.A

j) Child Labour (Prohibition and Regulation) Act, 1993	YES/N.A
k) Industrial Employment and Standing Orders Act, 1946	YES/N.A
l) CAR /EAR policy (if any, please mention)	YES/N.A From _____ To _____
m) Any other compliance as per terms of contract (if any, please mention)	

It is certified that the above-mentioned establishments/entity have complied with all the provisions of above-mentioned laws and rules made thereunder during the execution of contract in respect of Running/Final Bill period from \_\_\_\_ (month) of \_\_\_\_ (Year) to \_\_\_\_ (month) of \_\_\_\_ (Year). We hereby agree to furnish proof of such compliances as and when required by respective authorities.

Place:

Date:

(Signature of EIC/OIC)

Name.....

Designation.....

Deptt.....



# एसजेवीएन लिमिटेड

(भारत सरकार एवं हिमाचल प्रदेश सरकार का संयुक्त उपक्रम )

वित्त एवं लेखा विभाग,

"शक्ति सदन", कॉर्पोरेट ऑफिस कॉम्प्लेक्स,

शानान, शिमला -171006 (हिमाचल प्रदेश)

CIN No.: L40101HP1988GOI008409

## अंतर कार्यालय ज्ञापन

Our shared vision: - 5000 MW by 2023, 25000 MW by 2030 & 50000 MW by 2040

प्रेषक :	ED (Finance)	प्रेषित :	HOD: - CCD/HR/ECD/CFMD at CHQ, Shimla
पत्र संख्या :	50/11/57/237/21-22/4638-42	दिनांक :	11.02.2022
विषय :	Confirmation of Bank Guarantees through Structured Financial Messaging System (SFMS).		

With reference to above cited subject, it is submitted that in order to reduce the time for confirmation of Bank Guarantees, it is felt necessary to adopt IT enabled confirmation system.

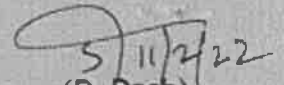
Further, CVC vide circular no. 04/03/2016 dated 04.03.2016 has also advised to follow IT enabled confirmation system which is swift and secure.

In this regard, it may be mentioned that the matter has been discussed with banks and it has been informed that Structured Financial Messaging System (SFMS) is mandated by Ministry of Finance in the banking system through which BG issuing bank are required to obtain the beneficiary bank details before issuance of BG.


In view of above, all Contracting departments are requested to incorporate the following bank details of CHQ, Shimla in the Bid documents to ensure adherence by the bidders while obtaining the BG from respective banks for adopting the swift and secure BG confirmation system through SFMS:-


1. Name of Bank – HDFC Bank
2. Name of Branch- Sanjauli, Shimla (H.P)
3. Account number- 50100233525851
4. IFSC Code- HDFC0000346

However, the procedure regarding acceptance of BG in the checklist by the respective contracting department and forwarding the same to finance department will be continued as per the existing practice.

  
(D. Dash)

✓ NOO: - DGM (Vigilance) CHQ – For information in compliance to your IOM no.SJVN/Vigilance/22-865 dated 07.02.2022.

  
14/02/2022

⇒ Mgr (Vigilance)   
14.02.2022

**SJVN LIMITED**  
**Corporate Head Quarters**  
**Shakti Sadan, Shanan, Shimla**

---

No: SJVN / CMD / 47/ 2020- 123

Dated: 18<sup>th</sup> December, 2020

**System Circular No.42**

While preparing the cost estimate of works before the tendering process, it is observed that various items and quantities of the works thereof are not being envisaged in a holistic manner, as a result of which cost estimates thus prepared are not realistic in nature. As a consequence, the actual cost of the work varies greatly vis-a-vis estimated cost and therefore, the BOQs are invariably required to be revised, necessitating post tender award amendments.

As the estimated rate is a vital element in establishing the reasonableness of quoted prices, it is of utmost importance that the same is worked out in a realistic and objective manner on the basis of prevailing market rates, last purchase prices, economic indices for the raw material / labour / other input costs, IEEMA formula, wherever applicable. Therefore, it is once again emphasized that while preparing the cost estimate, enough care must be taken to sufficiently elaborate the expected items and quantities of the work and prepare the cost estimate as close as possible to the market rates in line with the prevalent rules and guidelines. Further, while putting up the proposal for approval of the cost estimate / technical sanction of the respective works, every adopted aspect of the cost estimation, should also be brought to the notice of the Competent Authority.

  
(N. L. Sharma)

**Chairman and Managing Director**  
**SJVN Limited**

**Distribution:-**

- Director (Personnel) / Director (Civil) / Director (Finance) / Director (Electrical) / CVO
- All Head of Projects / CEOs
- All Head of Departments in CHQ Shimla / Delhi

**SJVN LIMITED**  
**CORPORATE FINANCE & ACCOUNTS DEPT.**  
**SHAKTI SADAN, SHANAN, SHIMLA-171006**

No. SJVN/CHQ/F&A/661-705.

Dated: 24.05.2021

**System Circular**

**Sub.: Preparation, up-dation and approval of Cost Estimate**

1. Chapter 6 'COST ESTIMATES' of Procurement & Works Policy inter-alia provides for the following:

*Para 6.2.7: 'NIT/IFB cost estimate is based on the rates given in the prevailing schedule of rates such as SJVN SOR, Delhi Schedule of Rates (DSR), Local PWD for those items of work covered by it, and by market rates / analyzed market rates for non-scheduled items. For the other items, established norms/guidelines or prevailing market rates as may be applicable may be used.'*

Thus, emphasis has been given on formulating a realistic estimate based on SOR/analyzed/market rates.

2. System Circular No. 42 dated 18.12.2020 issued by CMD inter-alia prescribes that:

*'Further, while putting up the proposal for approval of the cost estimate / technical sanction of the respective works, every adopted aspect of the cost estimation, should also be brought to the notice of the Competent Authority.'*

Circular emphasizes to prepare a realistic cost estimate / BOQ in order to avoid post award quantity variation / cost over-run.


3. Further, Para C-39, 'Guidelines for exercising the DOP' states the following:

*'For procurement of works to be awarded with the approval of CMD/ECOD/BOD, the tendering process can be initiated pending availability of approved pre-tender estimate. However, pre-tender Estimate (Technically Sanctioned Estimate) for the works will be got approved before opening of price bids.'*


Hence, duly updated technically sanctioned cost estimate complete in all respect must be in place before opening of the price-bid.

Contd. ....

for compliance please.

  
24/05/2021

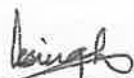
→ Sr. Mgr  
→ Mgr

  
24/5/2021

4. However, in recent tenders of major works, large variations have been observed in quoted rates of the bidder vis-à-vis the technically sanctioned estimate. Various reasons like lack of envisaging proper market rates, addition/deletion in scope of tender post technical sanction of the estimate, envisaging new kind of risks etc. have been seen as a reason of such large variations.

Above has been viewed seriously by the authorities competent to approve the estimate/award including Board/MOP.

Hence, once again it is reiterated that the cost estimate be prepared and got approved before floating the tender and in any case, before opening of the price bid after considering all aspects of market and prevalent rules & guidelines covering all the expected items, activities and quantities of works.

  
Director (Finance)

**Distribution**

All Head of Projects

All Head of F&A – Projects

All Head of Dept. – CHQ

**Copy for kind information to**

CMD

D (P) / D (C) / D (E)

Dy. CVO

# SJVN LIMITED

D(F) Sectt., Shimla

Ref. No. SJVN/D(F)/2022/ 4511

Dated: 31.01.2022

**Sub: Review of the Contracts/Purchases awarded on Nomination/Single Tender Basis.**

The Audit Committee in its 78<sup>th</sup> Meeting held on 29.11.2021 observed the following for future compliances:

- 1) SJVN being a Public Sector Undertaking, should ensure transparency in all contracts/ procurements, especially those effected on single tender/nomination basis.
- 2) The Functional Directors should ensure that award of Contracts/Procurement on single tender/nomination basis should not be made a regular practice.
- 3) The Management should endeavor to bring about more transparency in OEM/OES cases.

In view of above observations of the Audit committee, the followings need to be ensured:

- (a) In case of Contracts/Supplies/Purchases from Original Equipment Supplier (OES)/ Source Standardization, possibility of Open Tender/Limited Tender from other authorized dealers is to be explored for wider participation of the Contractors/ Suppliers.
- (b) In case of Contacts/purchases on urgent basis, incidence of purchases/award of works on Single Tender should be avoided and only in case of extreme urgency, the same should be made after recording proper justification for resorting to single tender.

All are requested to adhere to above observations of Audit Committee strictly.

*Wing*  
Director (Finance)  
31/1/22

**Distributions:**

All Head of Projects  
All HoDs (CHQ)

*By. CVO*

**Copy for information to:**

Chairman & Managing Director

Director (P) / Director (C) / Director (E)

*31/01/2022*  
01/02/2022

*→ DGM*

*1.2.22*

*→ AM*



# SJVN Limited

Corporate Finance , Corporate Head Quarters

Shakti Sadan, Shanan, Shimla (H.P.)-171006

Ph.0177-2660231 - Fax:0177-2660236

(A Joint Venture of Govt. of India & Govt. of H.P.)

No.: 50/11/10/009-1296


Dated: 11.07.2022

## System Circular

Various proposals requiring financial concurrence are received in this office and most of these cases are followed up on the pretext of urgency. Further, many such proposals are received in both physical as well as through FLM module. Also there are instances of sending files for financial concurrence even without its requirement under the provisions of DOP.

The above issues have been deliberated in detail during Review Meeting of Critical issues under the Chairmanship of Hon'ble CMD held on 24.06.2022 and the following have been decided:

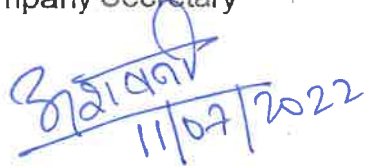
1. Urgency, if any, needs to be recorded in the proposal while obtaining administrative approval.
2. As per Circular No.SJVN/CHQ/IT&SE/ERP/IOM/2021-5659 dated 02.06.2021 issued by IT&SE Deptt., CHQ, Shimla, the cases for concurrence may be sent on single mode through FLM only.
3. It may be ensured by all concerned to send /forward only those files which require financial concurrence in accordance with the provisions of DOP.

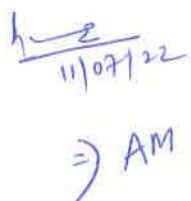
  
(D. Dash)  
ED(Finance)

## Distribution:

1. DM/AM/PS to CMD/D(C)/D(P)/D(F)/D(E)/CVO
2. All HoPs/ All Units Incharge
3. All HODs at CHQ (Vig.)
4. Company Secretary

  
CQM

  
11/07/2022

  
11/07/22  
⇒ AM



**Civil Contract Department  
SJVN Corporate Head Quarter,  
Shakti Sadan, Shanan, Shimla-171006, H.P.**

(Our Shared Vision: 5000 MW by 2023, 12000 MW by 2030 & 25000 MW by 2040)

No: SJVN/CHQ/CCD/Circular/2021-22 - 60

Dated: 24.01.2022

**CIRCULAR**

**Subject: Procurement/Service/Work Contracts awarded on Single Tender/Nomination basis - regarding.**

Procurement through Single Tender route / Nomination basis shall be avoided as far as possible, as it amounts to purchase without generating competition. As per the instruction issued by CVC and MoP, the Audit Committee is required to check at least 10% of cases awarded on nomination/single tender basis.

Therefore, in order to streamline the procedure of maintaining relevant details in a proper and transparent manner, all the relevant information duly filled, authenticated/signed (**as per attached Format-A**) may be kept in the concerned case file before the same is processed for obtaining approval. This is for strict compliance by all concerned.

This issues with the approval of Competent Authority.

*(Handwritten signature)*  
24/01/2022  
(S. Marasamy)  
ED (Civil Contract)

**Distribution (through e-mail):**

- (i) All HOPs/HODs
- (ii) CEO, STPL, Buxar
- (iii) CEO, SAPDC, Khandbari, Nepal

**Copy:** ES to CMD/D(P)/D(C)/D(F)/D(E)/CVO – for favor of kind information please.

*Pl. examine & discuss.*

*(Handwritten signature)*  
25/01/2022

*⇒ DGM*

*(Handwritten signature)*  
25/01/2022

*⇒ AM*

Format – A

Case wise details of Procurement/service/work contract to be awarded on single tender/nomination basis.

S. No.	Particulars	Remarks with reference
1.	Name of work	
i)	PCD No. & Date	
ii)	Tentative Award Value	
a)	Facts of the case in brief	
b)	The circumstances/reasons, in details for awarding the work on nomination/single tender basis. Whether these reasons have been recorded properly in the case file?	
c)	Whether proper justification and reasonability of rates have been recorded?	
d)	As per DOP, in case of proprietary items, certificate to that effect is required to be issued by indenter (minimum AGM Level) in each case. Whether such certificate has been issued or not? Similarly, in case of OEM/OES, certificate to that effect is required to be obtained. Whether such certificate has been obtained and attached with case file or not?	
e)	In case of single tender awarded on source standardization basis, whether required formalities have been completed with and source standardization approved at appropriate level, may be seen?	
f)	In case of work awarded on urgency basis, whether reasons have been recorded in file and reasonability of rates have been ensured?	
g)	Whether DOP procedures/approvals at appropriate level have been taken for awarding the work to Govt. agencies?	

h)	Whether awards have been made on single tender/nomination basis on any justified grounds other than the grounds indicated above viz. OEM/OES, proprietary article, source standardization, urgency, Govt. agency etc. the same may also be elaborated.	
i)	As per direction of the audit committee concerned officers must certify in all contracts/purchases awarded on nomination/single tender basis that prescribed procedure in DOP and CVC guidelines have been followed which should also be signed by HOP in case of projects and HOD in case of Corporate/Regional Offices. Whether, such certification/undertaking has been signed by HOP/HOD?	
j)	Whether suitable tender document containing required terms and conditions have been issued to the selected firm for sending its quotation has been approved by the Competent Authority? Whether tender document has been placed in the concerned case file or not?	
k)	<p>Proprietary article certificate/OEM in the following form should be issued under the signature of head of indenting department not below AGM duly recording the reason for treating the items as such :</p> <p>i) The indented goods are manufactured by M/s .....</p> <p>ii) No other make or model is acceptable for the following reasons:  .....  .....</p>	



Balance Footing  
1.5m

7.0 mtr

TOP			Bottom	
1	2.1			
2	2.1			
3	1.90			
4	1.91			
5	2.1			
6	2.1			
7	2.1			
8	1.8			
		2.02		#DIV/0!
		#DIV/0!		

Balance Footing  
1.5m

5.50 mtr

TOP			Bottom	
1	1.1			
2	1.25			
3	1.2			
4	1			
5	1.1			
6	0.95			
7	1			
		1.12		#DIV/0!
		#DIV/0!		

2ND

FOOTING TOP TO LEVEL R WALL GRID A-C

13.1 MTR

TOP			Bottom			
1	2.0	0.465	2.175	2.5	0.48	2.52
2	2.15	0.465	2.185	2.4	0.48	2.32
3	2.48	0.465	2.215	2.5	0.48	2.32
4	2.75	0.465	2.085	2.5	0.48	2.01
5	2.15	0.465	1.985	2.2	0.48	1.72
6	2.13	0.465	1.965	2.2	0.48	1.72
7	2.18	0.465	1.715	2.2	0.48	1.72
8	2.1	0.465	1.535	2.2	0.48	1.72
9	2.16	0.465	1.395	2.2	0.48	1.72
10	2.01	0.465	1.345	2.1	0.48	1.63
11	2.14	0.465	1.625	2.1	0.48	1.63
12	2.2	0.465	1.735	1.9	0.48	1.42
13	2.1	0.465	1.835	2.1	0.48	1.63
14	2.5	0.465	2.035	2.4	0.48	1.92
		1.85	0.48			1.77
		#DIV/0!				

2ND

FOOTING TOP TO LEVEL R WALL GRID A-C

2.8 MTR

TOP			Bottom			
1	0.1	0.465	0.435	0.8	0.48	0.32
2	0.35	0.465	0.485	0.85	0.48	0.37
3	1	0.465	0.535	0.9	0.48	0.42
4	1.15	0.465	0.585	0.95	0.48	0.47
		0.54	0.48			0.40
		#DIV/0!				

2ND

FOOTING TOP TO LEVEL R WALL GRID A-C

plant side 3.4 MTR

TOP			Bottom			
1	1.1	0.465	0.635	1.1	0.48	0.53
2	1.2	0.465	0.775	1.1	0.48	0.52
3	1.25	0.465	0.785	1.1	0.48	0.52
4	1.4	0.465	0.935	1.3	0.48	0.82
		0.77	0.48			0.67
		#DIV/0!				

3rd

FOOTING TOP TO LEVEL R WALL GRID A-C

13.1 MTR

TOP			Bottom			
1	2.21	0.425	2.275	2.8	0.465	2.175
2	2.94	0.425	2.510	2.65	0.465	2.185
3	2.76	0.425	2.335	2.64	0.465	2.215
4	2.88	0.425	2.355	2.55	0.465	2.085
5	2.83	0.425	2.205	2.25	0.465	1.685
6	2.47	0.425	2.045	2.13	0.465	1.665
7	2.51	0.425	2.065	2.18	0.465	1.715
8	2.35	0.425	1.925	2.1	0.465	1.635
9	2.47	0.425	2.045	2.15	0.465	1.695
10	2.6	0.425	2.175	2.21	0.465	1.645
11	2.64	0.425	2.215	2.14	0.465	1.625
12	2.87	0.425	2.345	2.1	0.465	1.735
13	3.1	0.425	2.375	2.3	0.465	1.835
14	3.5	0.425	2.075	2.5	0.465	2.035
		2.23	0.465			1.85
		#DIV/0!				

3rd

FOOTING TOP TO LEVEL R WALL GRID A-C

2.8 MTR

TOP			Bottom			
1	1.4	0.425	0.975	0.9	0.465	0.415
2	1.15	0.425	0.775	0.85	0.465	0.465
3	0.94	0.425	0.515	1	0.465	0.515
4	0.8	0.425	0.475	1.15	0.465	0.685
		0.67	0.465			0.54
		#DIV/0!				

3rd

FOOTING TOP TO LEVEL R WALL GRID A-C

plant side 3.4 MTR

TOP			Bottom			
1	1.12	0.425	0.695	1.1	0.465	0.535
2	1.13	0.425	0.905	1.1	0.465	0.735
3	1.36	0.425	0.915	1.25	0.465	0.785
4	1.55	0.425	1.175	1.4	0.465	0.935
		0.82	0.465			0.77
		#DIV/0!				

4th

FOOTING TOP TO LEVEL R WALL GRID A-C

13.1 MTR

TOP			Bottom			
1	3.1	0.4	2.7	2.7	0.425	2.275
2	3.1	0.4	2.7	2.88	0.425	2.515
3	3.25	0.4	2.85	2.76	0.425	2.335
4	3.15	0.4	2.75	2.68	0.425	2.255
5	2.8	0.4	2.4	2.53	0.425	2.295
6	2.8	0.4	2.4	2.47	0.425	2.245
7	2.84	0.4	2.24	2.51	0.425	2.065
8	2.5	0.4	2.1	2.35	0.425	1.925
9	2.57	0.4	2.17	2.47	0.425	2.045
10	2.55	0.4	2.15	2.4	0.425	2.075
11	2.75	0.4	2.31	2.64	0.425	2.215
12	3.1	0.4	2.7	2.87	0.425	2.445
13	3.1	0.4	2.6	3.1	0.425	2.675
14	3.6	0.4	2.2	3.5	0.425	2.075
		3.45	0.4			2.23
		#DIV/0!				

4th

FOOTING TOP TO LEVEL R WALL GRID A-C

2.8 MTR

TOP			Bottom			
1	0.9	0.4	0.5	1.4	0.425	0.975
2	1.1	0.4	0.7	1.15	0.425	0.725
3	1.3	0.4	0.9	0.94	0.425	0.515
4	1.53	0.4	1.15	0.9	0.425	0.475
		0.81	0.4			0.67
		#DIV/0!				

4th

FOOTING TOP TO LEVEL R WALL GRID A-C

plant side 3.4 MTR

TOP			Bottom			
1	1.54	0.4	1.14	1.12	0.425	0.695
2	1.37	0.4	0.97	1.13	0.425	0.905
3	1.45	0.4	1.25	1.16	0.425	0.935
4	1.59	0.4	0.86	1.39	0.425	1.275
		1.01	0.4			0.82
		#DIV/0!				

BLOCK 3 R WALL PLANT SIDE

A/F-2

TOP			Bottom			
1	0.97	0.465	0.505	0.81	0.5	0.31
2	1.06	0.465	0.595	0.82	0.5	0.42
3	1.05	0.465	0.585	0.97	0.5	0.47
4	1.14	0.465	0.675	1.1	0.5	0.5
5	1.64	0.465	1.175	1.2	0.5	0.7
6	2.34	0.465	1.875	1.4	0.5	0.9
7	2.75	0.465	2.285	1.39	0.5	0.79
8	3.07	0.465	2.605	1.63	0.5	1.13
9	3.27	0.465	2.805	1.88	0.5	0.98
10	2.86	0.465	2.395	1.53	0.5	1.01
11	2.3	0.465	1.855	1.6	0.5	1.1
12	2.1	0.465	1.615	1.4	0.5	0.9
13	1.9	0.465	1.435	1	0.5	0.5
14	0.98	0.465	0.515	0.81	0.5	0.31
15	1	0.465	0.535	0.72	0.5	0.23
16	1.03	0.465	0.565	0.71	0.5	0.21
17	1.06	0.465	0.595	0.86	0.5	0.36
		1.33	0.465			0.64
		#DIV/0!				

BLOCK 3 R WALL PLANT SIDE

A/F-2

TOP			Bottom			
1	0.97	0.43	0.54	0.97	0.465	0.505
2	1.06	0.43	0.63	1.06	0.465	0.595
3	1.05	0.43	0.62	1.05	0.465	0.585
4	1.14	0.43	0.71	1.14	0.465	0.675
5	1.64	0.43	1.21	1.64	0.465	1.175
6	2.34	0.43	1.91	2.34	0.465	1.875
7	2.75	0.43	2.32	2.35	0.465	2.285
8	3.07	0.43	2.64	2.67	0.465	2.605
9	3.27	0.43	2.84	2.77	0.465	2.805
10	2.86	0.43	2.43	2.36	0.465	2.395
11	2.3	0.43	1.87	2.3	0.465	1.875
12	2.1	0.43	1.67	2.1	0.465	1.615
13	1.9	0.43	1.47	1.9	0.465	1.415
14	0.98	0.43	0.55	0.98	0.465	0.515
15	1	0.43	0.57	1	0.465	0.535
16	1.03	0.43	0.6	1.03	0.465	0.565
17	1.06	0.43	0.63	1.06	0.465	0.595
		1.37	0.465			1.33
		#DIV/0!				

BLOCK 3 R WALL bench-2

A/F-7

TOP			Bottom			
1	3.35	0.475	3.075	3.5	0.49	3.01
2	3.62	0.475	3.145	3.55	0.49	3.06
3	3.77	0.475	3.295	3.6	0.49	3.11
4	3.75	0.475	3.275	3.61	0.49	3.12
5	3.86	0.475	3.385	3.72	0.49	3.23
6	0.9	0.475	0.425	0.8	0.49	0.71
7	1	0.475	0.525	0.9	0.49	0.81
8	1.4	0.475	0.925	1.2	0.49	1.21
9	1.23	0.475	0.755	1.2	0.49	1.01
10	1.16	0.475	0.685	1.1	0.49	0.91
11	1.28	0.475	0.805	1.2	0.49	1.01
12	1.56	0.475	1.085	1.4	0.49	1.21
13	1.07	0.475	0.595	1	0.49	0.81
		0.54	0.49			0.42
		#DIV/0!				

BLOCK 3 R WALL bench-2

G/H

TOP			Bottom			
1	1.8	0.43	0.87	0.97	0.465	0.525
2	0.85	0.43	0.42	1.06	0.465	0.595
3	1.28	0.43	0.63	1.05	0.465	0.585
4	0.94	0.43	0.51	1.14	0.465	0.675
5	0.85	0.43	0.27	1.14	0.465	1.175
6	0.45	0.43	0.02	0.94	0.465	1.875
7	0.65	0.43	0.22	2.75	0.465	2.395
8	0.67	0.43	0.24	3.07	0.465	2.605
9	0.6	0.43	0.17	3.27	0.465	2.805
10	0.56	0.43	0.13	2.86	0.465	2.395
11	0.81	0.43	0	2.3	0.465	1.875
12	0.45	0.43	0.02	2.1	0.465	1.615
		0.31	0.465			1.58
		#DIV/0!				

Ref: SJVN/F&A/2021-22: 1211


Dated: 06.07.2021

System Circular

**Subject: Cost related claim pertaining to Extension of Time (EOT) for Completion of the contract.**

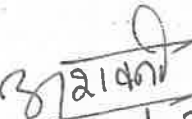
Corporate Finance receives various cost related claims along with large volume of supporting documents as per the conditions of contract. In order to timely disposal of cases, it is not desirable to check such documents and to ensure the Statutory/Contractual compliances. Hence, a check list has been developed as Annexed herewith for EIC to certify the same.

Henceforth, all such claims shall accompany the duly certified check list as indicated above and the requirement of supporting documents in the file may be dispensed with.


  
(D. Dash)  
CGM (F&A)


Distributions:  
All Head of Projects  
All HoDs (Finance)  
All HoDs (CHQ) *Vigilance*

Copy for information to:  
Chairman & Managing Director  
Director (P)/ Director (C)/ Director (F)/ Director (E)

  
06/07/2021

⇒ Sr. Mgr

  
06/07/2021

⇒ SM(Vig) ⇒ AM It is submitted that we may request the F&A dept. to kindly upload this circular on intranet. please 

### Certification cum check List issued by EIC

Sr. No.	Particulars	Response
1	Name & address of Contractor/Supplier/Service Providers	
2.	LOA/Ref no	
3.	Description of LOA/Ref no.	
4.	Contract Value	
5	Claim no.	
6	Description of Claim including reasons and relevant contract clause/provision.	
7	Amount of Claim	
8	Claim has been processed after approval of EOT.	YES/NO
9	In respect of cost of owned/leased/hired Equipment(s), Contractor has produced following documents in support that equipment(s) remained idle for the claim period.	
	a) Invoices/Lease agreement/Hire agreement of the equipment(s) being claimed in this case/claim are in the name of the contractor.	YES/NO
	b) Invoices/Lease agreement/Hire agreement of the equipment(s) being claimed in this case/claim are in order and available at site.	YES/NO
	c) Claimed equipment(s) have not been deployed simultaneously at other locations/ other works during the claimed period.	YES/NO
	d) The calculation of Depreciation Cost being claimed is in compliance to the provisions of contract.	YES/NO

	e) The calculation of Interest on capital investment being claimed is in compliance to the provisions of contract.	YES/NO
	f) Insurance policy(ies) of claimed equipment(s) including the insurance charges claimed are in order and available at site.	YES/NO
10	In respect of cost of labour, Contractor has produced following documents/proof in support that idle labour has been paid wages during the period of idling/claim.	
	a) Attendance Sheet/ muster roll	YES/NO
	b) Receipt of deposit of provident fund duly certified by the contractor.	YES/NO
	c) Documentary evidence duly certified by contractor in support of wages payment.	YES/NO
11	Supporting documents at serial no. 10 are in order and available at site.	YES/NO
12	Labour being claimed for idle charges have not been deployed simultaneously at other locations/other works during the claimed period	YES/NO
13	In respect of cost of Staff physically deployed at site, Contractor has produced following documents in support that idle staff has been paid during the period of idling/claim.	
	a) Detailed pay slips	YES/NO
	b) Pay ledger	YES/NO
	c) Bank details	YES/NO
	d) Receipt of deposit of provident fund duly certified by the contractor.	YES/NO
	e) Form 16 of Income tax issued by contractor as well as sub-contractor.	YES/NO
	f) Documentary evidence duly certified by contractor in support of staff payment.	YES/NO
14	Supporting documents at serial no. 13 are in order and available at site.	YES/NO
15	Staff being claimed for idle charges have not been deployed simultaneously at other locations/other works during the claimed period.	YES/NO

16	Requisite certificate of Statutory Auditors towards the utilization of mobilization advance and the calculation of interest on mobilization advance is in compliance to the provisions of the Contract.	YES/NO
17	The calculation of Overheads being claimed is in compliance to the provisions of contract and covers only other charges not included expressly in any of the items of claim at serial nos. 9 to 16	YES/NO
18	The Calculation of Bank Guarantee and Insurance charges being claimed is in compliance to the provisions of contract.	YES/NO
19	Documentary evidence for the reimbursement of applicable taxes is in order.	YES/NO
20	Any other compliance as per terms of contract (please mention) a) b) c)	YES/NO YES/NO YES/NO

Place:

Date:

(Signature of EIC)

Name.....

Designation.....

Project & Deptt.....