

राजस्थान आवासन मण्डल, जयपुर


क्रमांक-:एफ.2(8)संकलन/एसटी-142/ 417.

दिनांक-: 12/3/13

कार्यालय आदेश

प्रायः कर देखने में आया है कि बोर्ड में विभिन्न स्तरों से निर्माण कार्यों बाबत जारी की जाने वाली निविदा-स्वीकृतियों (Tender sanctions) एवं कार्यादेश (Work orders) अलग-अलग कार्यालयों से अलग-अलग प्रारूपों में जारी किए जा रहे हैं। बोर्ड द्वारा जारी "परिपत्र" क्रमांक एफ.2(8)संकलन/142/2006/547 दिनांक 25.09.2006 एवं एफ.2(8)संकलन/142/2011/1020 दिनांक 20.01.2011 में प्रदत्त निर्देशों की पालना नहीं की जा रही है तथा जारी की जा रही स्वीकृतियों एवं कार्यादेशों में कर-दायित्व (Tax Liability) बाबत स्पष्ट उल्लेख भी नहीं किया जा रहा है। अतः समस्त निविदा स्वीकृतियों एवं कार्यादेशों में एकरूपता लाने के उद्देश्य से इन दोनों के प्रारूप तय किए गये हैं। भविष्य में जारी की जानेवाली समस्त निविदा-स्वीकृतियों (Tender sanctions) एवं कार्यादेश (Work orders) इन तय प्रारूपानुसार ही जारी किया जाना सुनिश्चित करावें। साथ ही पूर्व में जारी दोनों परिपत्रों में प्रदत्त निर्देशों की अक्षरशः पालना भी सुनिश्चित करावें।

संलग्न :- उपरोक्तानुसार।



आवासन आयुक्त

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु :-

1. मुख्य अभियन्ता-प्रथम/द्वितीय/मुख्यालय, राजस्थान आवासन मण्डल, जयपुर।
2. अति.मुख्य अभियन्ता, प्रथम/द्वितीय/तृतीय, राजस्थान आवासन मण्डल।
3. समस्त उप आवासन आयुक्त, राजस्थान आवासन मण्डल।
4. समस्त वरिष्ठ लेखाधिकारी, राजस्थान आवासन मण्डल।
5. समस्त आवासीय अभियन्ता, राजस्थान आवासन मण्डल।
6. समस्त लेखाधिकारी, राजस्थान आवासन मण्डल।
7. संयुक्त निदेशक (सिस्टम एनालिस्ट) राजस्थान आवासन मण्डल जयपुर को प्रेषित कर लेख है कि संबंधित के ई-मेल एवं बोर्ड की वेबसाईट पर अपलोड करने की व्यवस्था करावें।

20
वित्तीय सलाहकार

Rajasthan Housing Board,
Office of the DY. Housing Commissioner,
Circle-.....

No.
Resident Engineer,
Rajasthan Housing Board,
Div-

Date :

Sub :- Sanction of Tender for Const. of

**Ref :- NIT No. ITEM NO. Sanctioned by REHQ/Tender-
sanction/ Dated**

Sir,

I am directed to convey the sanction of tender accorded by Chief Engineer, RHB, Jaipur in favour of the FIRM/CONTRACTOR as per the terms and Conditions and rates mentioned hereunder :-

S.No.	Name and Address of Contractor	Details of Works	Rate approved with details of BSR & Amount of sanction as per G-Schedule (Item Rate)		
			G-Schedule	Tender	Gross Amt.
			Total Amt. (inclusive All Taxes)		

Rupees

Note :-

Work Restricted upto the limit of A & F and Technical Sanction

Excess work should not be executed without revised A & F and Technical Sanction

CONDITION APPROVED - Nil

Work order may be issued to the contractor getting the E.M. deposited if contractor firm is not enlisted in appropriate class with RHB, Intimation about execution of contract agreement must be submitted to ACE/CE in time. The original G-Schedule, revised offers, tender documents of above firm are enclosed for entering into contract agreement and necessary action at your end.

NOTE :- PLEASE ENSURE BEFORE ISSUING WORK ORDER :-

- 1- The validity may be got extended.
- 2- Tender documents not signed should be got signed from contractor.
- 3- Labour P.F, WCT. Labour Cess, Income Tax shall be borne by the contractors which are applicable on or after submission the tender.
- 4- Work should be got executed within the limits of A & F /T.S.
- 5- This work order shall be subject to Service Tax as per Service Tax Law. Since the work order is inclusive of service tax RHB shall deduct it's share of service tax liability from the contractor bills and contractor will pay his won liability to excise department.

Dy. Housing Commissioner

Rajasthan Housing Board,
Office of the Resident Engineer,
Div-

No.

Date :

M/s.....

.....

.....

Work-Order

TIN NO.

PAN NO.

SERVICE TAX NO.

Sub :- Tender for

Ref :- Dy. H.C, Sanction letter No. Datedagainst N.I.T.
 No. (Item No.)

Dear Sir,

The above work, as per details given hereunder total amounting to Rs..... (Rupees) is awarded to you at your tendered rate i.e.

S.No.	Particulars	Amount of Sanction Based on BSR..... RHB			
		G-Schedule Amt.	Rate appr. T.P.	T.P. Amt.	Total Amt.

(Amount inclusive All Taxes)

(Rupees.....)

Note :- Restricted upto the limit of A & F sanction and T.S.

The above rates are subject to the following conditions:-

1- Provident fund, Labour Cess, WCT, Income Tax & Service Tax liabilities are to be borne by the contractor. This work order shall be subject to Service Tax as per service tax law since the work order is inclusive of service tax, RHB shall deduct it's share of Service Tax Liability from the contractor bill and contractor will pay his won liability to excise department.

You are requested to please attend the office of the Resident Engineer, RHB, Div-....., Jaipur for signing the contract agreement on stamp paper worth Rs..... at your cost on any working day within seven days of receipt of this work order.

The Project Engineer (Sr.) of your work is Shri. You are therefore; requested to please contact him for further instructions after signing the contract agreement.

The date of commencement and completion of the work shall be ----- and ----- respectively.

The number allotted to your Agreement is.....

This issue bears the approval of Dy. Housing Commissioner, RHB,..... Letter No. Dated.....

The Receipt of the letter may please be acknowledged.

Resident Engineer
RHB Div-..... , Jaipur

Encl :- Copy of Schedule "G"

Copy to the following:-

- 1 P.S. to Housing Commissioner, RHB, Jaipur
- 2 Addl. Chief Engineer-....., RHB, Jaipur
- 3 Dy. Housing Commissioners,RHB, Jaipur
- 4 FA & Chief Accounts officer, RHB, Jaipur
- 5 Resident Engineer (Q.C.), RHB, Jaipur
- 6 The Project Engineer (Sr.) Shri..... RHB, Div-Jaipur
- 7 Mining Engineer/Income Tax officer/Labour office.
- 8 The Addl. Commissioner, Central Excise (Service Tax wing), Vidhyadhar Nagar, Jaipur
- 9 Agreement file/Master file.

Resident Engineer
RHB Div-..... , Jaipur