

# Agenda Notes

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2005: 1<sup>st</sup> Meeting

*of the*

## Building & Works Committee

Venue of the Meeting

Director's Office, PDPM IIITDM, Jabalpur

Govt. Engineering College Campus

Date and Time of the Meeting

June 04, 2005 at 10:00 Hrs



PDPM  
Indian Institute of Information Technology, Design  
and Manufacturing Jabalpur

पं० द्वारका प्रसाद मिश्र भारतीय सूचना प्रौद्योगिकी अभिकल्पन एवं  
विनिर्माण संस्थान जबलपुर

Pt. Dwarka Prasad Mishra Indian Institute of Information  
Technology Design & Manufacturing Jabalpur

## DIRECTOR'S OFFICE

J. P. Singh  
Acting Registrar

IITK Camp Office:  
पत्रालय - आई. आई. टी., कानपुर - 208 016 (भारत)  
Post Office - I.I.T., Kanpur - 208 016 (India)

Jabalpur Campus :  
Near Govt. Engineering College, Jabalpur

PDPM-IIITDMJ/B&WC, 1/2005

Dt. 18<sup>th</sup> May 2005

Dear Sir(s):

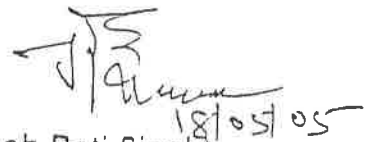
The 1<sup>st</sup> Meeting of the Building and Works Committee (B&WC) of Pt. Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing Jabalpur (PDPM - IIITDMJ) is scheduled to be held on Saturday, June 04, 2005 at 10.00 AM at Director's Office PDPM-IIITDM (Govt. Engineering College Campus) Jabalpur.

The Agenda of the said meeting is enclosed herewith.

You are, therefore requested to kindly make it convenient to attend the meeting.

With regards,

Sincerely,

  
(Jeeb Pati Singh) 18/05/05

Encl: As stated

1. Prof. Sanjay G. Dhande  
Acting Director  
PDPM-IIITDM, Jabalpur

Chairman

2. Shri Hulas Singh - Member  
 Director (Technical)  
 Ministry of Human Resource Development  
 Shastri Bhawan  
 NEW DELHI - 110 001  
 (Nominee of the Central Government)
3. Smt. Ajita Bajpai Pandey - Member  
 Secretary  
 IT Education  
 M P Govt.  
 Bhopal
4. Prof. Sanjeev Bhargava - Member  
 Head  
 Dept. of MME  
 IIT Kanpur - 208 016  
 (A nominee in place of Dean (P&D))
5. Shri P S Manglani - Member  
 Superintendent Engineer  
 O/c Chief Engineer  
 Upper Narmada Zone  
 Bargi Hillis, Jabalpur  
 Zone - 6  
 (Nominee of BOG)
6. Shri B K Nema - Member  
 O/c Superintendent Engineer  
 Public Work Dept.  
 Jabalpur  
 (Nominee of BOG)
7. Shri J P Singh - Secretary  
 Acting Registrar  
 PDPM-IIITDM, Jabalpur

## Special Invitees :

Shri Rajeev Garg  
 Executive Engineer  
 IIT Kanpur - 208 016

Pt. Dwarka Prasad Misra Indian Institute of Information  
Technology, Design & Manufacturing, Jabalpur

AGENDA  
Building & Works Committee  
2005/1<sup>st</sup> Meeting

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B&WC 2005.1.1	Detailed estimate for Construction of boundary wall for the campus of PDPM-IITDM, Jabalpur (partial length of 4 km).	
B&WC 2005.1.2	Delegation of powers to various officials for building works.	
B&WC 2005.1.3	Appointment of an Architect.	

# PDPM-IIIT DM JABALPUR

## Minutes Buildings & Works Committee

2005/1st meeting held on Saturday June 4, 2005 at 10.00 AM

### Present:

- |       |   |            |
|-------|---|------------|
| (i)   | Prof. S G Dhande<br>Acting Director<br>PDPM-IIITDM Jabalpur   | -Chairman  |
| (ii)  | Prof. Sanjeev Bhargava<br>Head, Dept. MME<br>IIT Kanpur.<br>Nominee (In place of Dean PG)                     | -Member    |
| (iii) | Shri B K Nema<br>Superintending Engineer (Electrical)<br>Public Works Dept.<br>Jabalpur<br>(Nominee of Board) | -Member    |
| (iv)  | Shri J P Singh<br>Acting Registrar<br>PDPM-IIITDM Jabalpur  | -Secretary |

### Special Invitees:

- |      |   |  |
|------|---|--|
| (i)  | Prof. Phalguni Gupta<br>Dept. Computer Science & Engineering<br>IIT, Kanpur |  |
| (ii) | Shri Rajeev Garg<br>Executive Engineer (Civil)<br>IIT, Kanpur.              |  |

At the opening of the meeting the chairman welcomed the members (present in the meeting) and informed that the land for the Institute is to be transferred within a month from the Govt. of M.P. at Mahagawan Village near Dumna air port. On transfer of the proposed land, the first priority for the Institute will be to construct the boundary wall for the campus of PDPM-IIITDM Jabalpur for security purpose as there is forest around the proposed campus. The Institute has to complete the basic requirements for construction and development of the new campus so that the Institute may shift in its new campus in a period of two years. Presently, the Institute will function in the premises of Govt. Engineering College (IT Building) initially for two years for which all necessary arrangements have been made.

Then the honorable Chairman took up the agenda items for discussion as per order.

Item No.	Item
B & WC.2005-1.1	Detailed estimates for construction of boundary wall for the campus of PDPM-IIITDM Jabalpur (near Dumna) over 300 acre of land at Mahagawan near Dumna.

The Building and Works Committee had gone in details of the estimates for construction of boundary wall (Perimeter of 4 Km.) for the new campus at Mahagawan near Dumna air port and recommended to the Finance Committee for consideration of the estimated value of Rs. 1,07,65,381/- to meet the probable cost of the said work and its submission for the approval of the Board.

Item No.	Item
B & WC.2005-1.2	Delegation of (financial) powers to various officials for building works

The delegation of financial powers in respect of Building and works to various officials was discussed in the committee. It was informed to the committee that the said delegation of powers for building works to various officials are in practice in IIT Kanpur since long.

The committee observed that there is escalation of cost (increase in cost of items) in construction of building and works in five years. The Institute is completely new where progress of the construction/developmental works is urgently required. The committee also viewed that the delegation of financial powers to the officials was made in IIT, Kanpur about 5-6 years back. The amount approved at IIT, Kanpur is relatively outdated and needs to be enhanced. The details of the proposed enhanced financial powers in case of each official for building works are annexed (Annex 1)

The Building & Works Committee recommended the Finance Committee for consideration of the revised delegation of Financial Powers to the officials of building works and its submission to the Board for approval. The revised proposed Financial Powers to the officials is placed at Annex 1

Item No.	Item
B & WC.2005-1.3	Appointments of an Architect

It was informed to the Building & Works Committee that publication of pre-qualification notice for the selection of an Architect has been made and for scrutiny and selection, constitution of a committee is needed.

The Building & Works Committee ratified the constitution of the committee as proposed (see agenda papers page 11) for scrutiny and selection/appointment of an Architect for PDPM-IIITDM Jabalpur and recommended to the Finance Committee for its submission to the Board for approval.

The meeting ended with a vote of thanks to the chair.

Secretary



Building & Works Committee

Minutes approved

Chairman

Building & Works Committee



**DELEGATION OF FINANCIAL POWERS IN RESPECT OF BUILDING WORKS  
(Civil, Electrical & Air Conditioning)**

Sl. No.	Nature of powers	Proposed for recommendation of Building & Works Committee of BOG
1	To accord Administrative approved and expenditure sanction for original works (A/A & E/S a)BOG  b)Director  c)Dy. Director/O.S.D.	Full Powers on the recommendation of B&WC.  75 Lacs  20 Lacs
2	To sanction minor works and additions to residential and non-residential building in respect of each case. (Chargeable to Plan Budget <b>Residential:</b> a)Director  b) Dy. Director/O.S.D.  c) SE* <b>Non Residential:</b> a) Director  b) Dy. Director/O.S.D.  c) SE*	Full Power  5 lacs  20,000/-  Full Power  10 lacs  1 lacs
3.	To accord the sanction of the technical matters pertaining to the detailed estimates of works. a) SE* b) EE/Sr. EE	Full Power 5 lacs
4(a)	Scrutiny application for issue of tenders	i) For works costing upto 5 lacs: EE/Sr. EE shall issue tenders to epanelled contractors only ii) For works costing above 5.0 lacs & upto 2.0 crores.  SE -Chairman EE/Sr. EE -Memebr SW/ASW -Memebr

\*SE or equivalent officer as per the decision of BOG.

4(b)	Pre-Qualification of issue of tenders	For works costing 2.0 crores & above By a committee to be appointed by Chairman, B & WC, which will also include SE and a finance personnel of the rank of Dy. Registrar.
5	Committee for opening of tenders	a) for works upto 2.0 lacs i) EE/Sr. EE -Chairman ii) ASW -Member iii) concerned AE -Member iv) IWD Accountant -Membr b) For works above 2.0 lacs i) SE*-Chairman ii) SW/ASW-Member iii) Concerned EE/Sr.EE Member iv) IWD-Accountant-Member
6	Acceptance of lowest tender with or without negotiation i) B&WC ii) Director iii) Dy. Director iv) SE* v) EE/Sr. EE	Full power 75.00 lacs 20.00 lacs 10.00 lacs 5.00 lacs
7	Award of work on work orders without call of tenders. a) SE* b) EE/Sr. EE	1.00 lacs 50,000.00
Annual limit for forward of work on work orders by negotiations shall be limited to Rs. 20 lac per division per annum for SE and Rs.10 lacs fro Sr. EE/EE.		
8	To pass excess over estimates: a) B & WC b) Director c) Dy. Director/ O.S.D. d) SE e) EE/Sr. EE	Full powers Upto 75 lacs with excess upto 10% of sanctioned amount. Upto 20 lacs with excess upto 10% of sanctioned amount. Upto 10 lacs with excess upto 10% of sanctioned amount. Upto 5 lacs with excess upto 10% of sanctioned amount.

\*SE or equivalent officer as per the decision of BOG.

9	Administrative approval of detailed estimate in respect of maintenance & repair works within allocated budget (chargeable to non-plan budget)  a) Director b) Dy Director/ O.S.D. c) SE* d) EE/Sr. EE	Full power 20 lacs 10 lacs 5 lacs
10	To accord sanction to extra/substituted items.  a) Director b) Dy Director/ O.S.D. c) SE d) EE/Sr.EE	Full power  10 lacs in respect of both schedule and non-schedule items  5 lacs in respect of both schedule and non-schedule items in addition to the powers of EE/Sr.EE but value of contract not to be exceeded by 5%  50,000 /-in respects of schedule and agreements items only. In respect of other items:- 25% of contract value subject to a ceiling of 50,000/-beyond this sanction of SE would be necessary.
11	Award of additional quantities against abnormally high / low rates items, variations below the schedule rate dully enhanced to the extent of cost.  a) Director b) Dy. Director/ O.S.D. c) SE* d) EE/Sr.EE	Full power 10 lacs 2 lacs 50,000/-
12	Running & final bills of contractors.  a) EE/Sr.EE	i) EE/Sr.EE to pass pay order on all the bills. He shall bear full responsibility for passing the bills of the contractors.  ii) SE* to counter sign all bills which are passed by EE/Sr. EE in respect of all contracts over 10 lacs.

\*SE or equivalent officer as per the decision of BOG.

13	Pre audit of bill	<p>i) First bill, every alternate running bill and final bill of contract agreements, amounting to Rs. 5.00 lacs and above to be pre-audited</p> <p>ii) Final bill of all works, above 50,000/- and upto Rs.5.00 lacs to be pre-audited.</p>
14	To approve survey reports and accept highest tenders/bids for disposal of unserviceable materials (except equipments)  a) Dy. Director b) SE	Full power Upto 2.00 lac
15	Local purchase of stores.  a) Director b) Dy. Director/ O.S.D.  c) SE  d) EE/Sr.EE	<p>Full powers within budget allocation.</p> <p>5 Lacs per supply order within budget allocation subject to a single item not exceeding an amount of 1.00 lac.</p> <p>1.00 lacs per supply order within budget allocation subject to a maximum of 5.00 lacs per annum per division in addition to the powers of EE.</p> <p>50,000/-per supply order within budget allocation subject to a maximum of 2.00 lacs per annum.</p>
16	Powers for grant of extension of time and levy of compensation.  a) SE* b) EE/Sr.EE	<p>Full powers</p> <p>a) Full powers in respect of works upto 2.00 lacs</p> <p>b) Full powers in respect of individual contracts, amounting to more than 2.00 lac and upto 10 lacs, provided delay is not more than 1/3<sup>rd</sup> of the stipulated period.</p>

\*SE or equivalent officer as per the decision of BOG.