

7-5-07

TECHNICAL INSTRUCTION NO-4

Sub: Procedures to be followed :-

- i) While Finalizing preliminary estimate for accord of AA&ES.
- ii) While Finalizing market rate analysis and cost index during estimate and justification stage.
- iii) Maintenance of NIT register -regarding.

During examination of one of the works, CTE has observed the following:-

- i) While Finalizing preliminary estimate for accord of AA&ES expenditures like consultancy, trans installation of glide path and removal of obstruction etc. are either met from contingent provision of the project OR in some cases a lumpsum provisions are kept for such expenses and the excess expenditure incurred is being adjusted with in permissible limit of overall AA&ES amount
- ii) While Finalizing market rate analysis and cost index during estimate and justification stage market rate quotations are not collected and kept in record even for basic rate of cement and bitumen.
- iii) The NIT register is not being maintained
- iv) The technical instructions /circulars issued so far are not being strictly adhered /followed by all engineers of AAI.

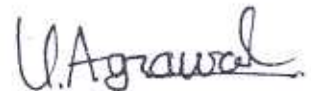
Hence, It is enjoined upon all the engineers to ensure that the following instructions are followed meticulously.

- i) The preliminary estimate prepared for accord of AA&ES of a project shall include all the associated works involved in completing and commissioning the project as a whole including consultancy if required.

0/0

- ii) The market rate quotations are collected invariably While Finalizing market rate analysis and cost index during estimate and justification stage etc. for all items involved in the project including cement and bitumen. Such quotations are to be enclosed /maintained with estimate, justification etc.
- iii) The NIT approved for publication are to be properly entered in a register clearly mentioning the name of the work , estimated cost and last date of receipt of applications etc.
- iv) The technical instructions /circulars issued so far are to be followed meticulously.

The above instructions are to be followed meticulously without fail. Any lapse will be viewed seriously.



(V. P Agrawal)
Member (Planning)

Distribution:

As per standard list