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06/12/22

Public Works Department (B&R) Haryana

Engineer-in-Chief (Buildings)

Nirman Sadan (PWD B&R Office Complex)

Sector- 33-A, Chandigarh-160020

Email: eicbldgs@gmail.com

To

1. The Vice Chancellor,
Choudhary Charan Singh, Haryana Agriculture University,
Hisar
2. The Director,
Dakshin Haryana Bijli Vitran Nigam Limited,
Hisar
3. The Vice Chancellor,
Deen Bandhu Chootu Ram Unveristy of Science & Technology,
Murthal
4. The Director,
Development and Panchayat Department,
Plot No.3, Opp Grain Market, Madhya Marg, Sector 28A, Chandigarh
5. The Director,
Urban Local Bodies,
Bays No. 11-14, Sector -4, Panchkula
6. The Director General,
Skill Development and Industrial Training Department
2nd Floor, Plot No. - 2, Sector-3, Panchkula
7. The Chief Executive Officer,
Faridabad Metropolitan Development Authority,
HSIIDC Complex, IMT, Sector 69, Faridabad
8. The Chief Executive officer,
Gurugram Metropolitan Deveopment Authority,
Plot No. 3, Sector 44, Near HUDA City Centre Metro Station,
Gurugram, Haryana
9. Principal Director,
Haryana Irrigation Research and Management Institute
Canal Colony, Thanesar, Kurukshetra, Haryana
10. The Managing Director,
Haryana Police Housing Corporation Limited,
Sector-6, Panchkula
11. The Managing Director
Haryana Power Generation Corporation Limited,
Urja Bhawan, C-7, Sector-6, Panchkula
12. The Director General,
Haryana Renewable Energy Development Agency,
Akshay Urja Bhawan, Plot No-1, Sector 17, Opp Agarwal Bhavan,
Panchkula
13. The State Project Director,
Shiksha Sadan, 3rd & 4th Floor, Sector 5, Panchkula
14. The Chief Administrator,
HSVP Office Complex, C - 3, Sector 6,
Panchkula
15. The Engineer-in-Chief
Haryana State Agriculture Marketing Board
Mandi Bhavan, C-6, Sector 6, Panchkula

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16. The Managing Director,
Hafed, Sector 5, Panchkula,
17. The Director General,
Women & Child Development Department,
Sector-4, Panchkula
18. The Managing Director,
Haryana State Roads and Bridges Development Corporation Ltd.
Bays No. 13-14, Sector-2, Panchkula
19. The Managing Director,
Haryana Tourism Department,
SCO-17-19, Sector-17-B, Chandigarh
20. The Managing Director,
Haryana Vidyut Prasarn Nigan Limited,
Shakti Bhawan, Sector 6, Panchkula
21. Chief Administrator,
Housing Board Haryana
Awasth Bhawan, C-15, opp. General Hospital, Sector 6, Panchkula
22. The Managing Director,
Haryana State Industrial & Infrastructure Development Corporation Ltd.
Plot No: C-13-14, Sector 6, Panchkula
23. The Engineer-in-Chief,
Irrigation and Water Resources Department, Haryana,
Sinchai Bhawan Sector-5, Panchkula
24. The Vice Chancellor,
Kurukshetra University, Kurukshetra
25. The Engineer-in-Chief,
Micro Irrigation & Command Area Development Authority,
Bay no. 39-40, Sector 4, Panchkula
26. The Engineer-In-Chief,
Public Health Engineering Department,
Bays No 13-18, Sector-4, Panchkula
27. The Managing Director,
Uttar Haryana Bijli Vitran Nigan Limited,
Vidyut Sadan, Plot No.: C16, Sector-6, Panchkula

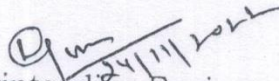
No. 166448 /WI

Dated: 24.11.2022

Subject: - Implemenetation of announcement made by Hon'ble Chief Minister during the consultation meeting with Civil Engineering Contractor held on 20.01.2021.

Please find enclosed the Standard Operating Procedure for use of Haryana Engineering Works Portal duly approved by Government for information and further necessary action.

DA/As above


Superintending Engineer (Bldgs)
For Engineer-in-Chief (Bldgs), Haryana,
PW (B&R) Deptt. Chandigarh

STANDARD OPERATING PROCEDURE FOR USE OF HARYANA ENGINEERING WORKS PORTAL


- Preparation of e-Estimate
- Preparation of e-DNIT
- Invitation of e-Tenders
- Online Technical Evaluation
- Allotment of work
- e-Billing
- e-Payment

1.0 Introduction:

With an aim to bring in transparency, speed of execution, Ease of Access and Doing Business for contractors, a new Haryana Engineering Works Portal (<https://works.haryana.gov.in>) has been launched. It has been developed to serve as a single online platform for processing Paperless, Cashless & Faceless interactions between contractors and all the engineering departments of Haryana. It has been integrated with Parivar Pehchan Patra (PPP), GSTIN, Haryana Treasury, HRMS, Haryana Udhyam Memorandum (HUM) ID & NIC e-Tendering for authentication, authorization and verification of captured users/information.

"Haryana Engineering Works Portal" has been developed to address all Civil Engineering Works being executed across all the Departments in the State. A complete end-to-end solution has been developed to cater Contractor Registration & their Work Assessment and all the Civil Engineering needs of the executing Departments/Boards/Corporations starting from electronic Estimate preparation, Administrative approval, Technical Sanction , Detailed-Notice-Inviting-Tender (DNIT), electronic Common Bid Document, e-Tendering, Online Technical Evaluation of Bids, Objections resolution, Negotiation & Allotment of work , electronic Measurement Book, electronic Billing to Final Bill payment of the work.

The portal has been launched by Hon'ble CM on 24.05.2021.




This portal has been integrated with Human Resource Management System (HRMS) & employees can login this portal with their existing User ID & password of HRMS. No separate password is required for this portal.

This portal has also been integrated with e-Procurement (NIC-e-Tendering) System for sharing BOQ / Comparative of Rates. The Contractors shall submit their bids on e-Procurement (e- Tendering) System as per previous practice, but all other functionality till payment of their bills will be available on HEW Portal.

For solving the issues of Contractors & departmental users, a separate ticketing management system has been embedded in this portal. They may also contact at the Call-Center of HEWP at help line number (90410-49834) or may send e-mail at info-hewp.pwd@hry.gov.in .

1.1 HEW Portal developed for all Engineering Works with following features:

- Creation of contractor ID
 - Online Registration of Contractors
 - A single window for contractors to bring in transparency and ease of access.
 - Tracking of Contractor's performance.
 - Preparation of e-Estimate & DNIT.
 - Online Integration with NIC e-tendering.
 - Online IT-based Technical Evaluation
 - Provision of submitting objections on Technical evaluation.
 - Online receipt of Financial Bid from NIC e-Tendering
 - Online Allotment of Work Contract.
 - e-Measurement Book to be filled in first by contractor.
 - Approval of Contractor Bill
 - Integration with State Treasury for online payments.
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- The portal is to be used by all the departments dealing with engineering works.
- The portal shall make available a list of suitable and competent contractors for Engineering Departments works so as to minimize requirement and time for verification of credentials of contractors at the time of tender. At the same time, those contractors who are registered will be benefitted with exemption of Earnest Money Deposit (EMD).
- Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Limited Liability Partnership, Public Limited Company or a Private Limited Company may apply for registration as a contractor in Engineering Departments, Haryana under these Rules provided the eligibility criteria and other conditions are satisfied.
- Registered contractors have to abide by all the rules as per Registration-cum-Enlistment rules and as amended from time to time during the validity of their registration as below.
- Every contractor intending to submit bids for works in engineering departments of Government of Haryana will have to create Contractor-id on Haryana Engineering Works Portal "<https://works.haryana.gov.in>". After creation of Contractor-id, contractor may also apply for registration on the HEWP to take the benefits of exemption of EMD.
- The Application format will be available on "<https://works.haryana.gov.in>" after creation Contractor-id.
- There is no fee for creating Contractor-id on HEWP by the contractors.
- Contractors not registered on HEWP can also participate in tender, but they will not get the EMD exemption benefit and contractors shall furnish, as part of the Bid, an EMD for the amount as specified in a particular work.

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- Contractor registered in lower class on HEWP and technically eligible to participate in higher class of tenders, then the contractor is liable to pay EMD as applicable to non-registered contractor.
- No employee/outsourced employee connected with directly or indirectly with the Government department, Government Company or statutory organization shall be entitled for Registration. For the purpose of this rule, Government Company includes a co-operative society, labour & construction society or corporate body, which receives financial grants from any government sources on a regular basis.
- Any Indian Individual, Sole Proprietorship Firm, Partnership Firm, Limited Liability Partnership, Public Limited Company or Private Limited Company may apply for registration as a contractor provided the eligibility criteria and other conditions are satisfied. The applications of contractors for registration on this portal will be sent randomly by the online system automatically to any one of Executive Engineer of PWD / IRWD / PHED for processing. The applications shall be approved as per competency of officer (for Class I & II by CE in HQ / for Class III by SE in Circle / for Class IV by EE in Division).
- Contractors registered on HEW portal will not require to pay the Earnest Money Deposit (EMD) time and again for tenders processed through this portal. However, the following refundable deposit is required to be paid one time only after the application submitted by contractor for registration has been scrutinized and found eligible by the component authority.

One time refundable deposit for registration in lieu of EMD		
Sr. No.	Class of registered contractor (Amount of work in crores)	Refundable deposit (Rs. in lacs)
1.	Class I (More than Rs. 25 Crores)	15.00
2.	Class II (Upto Rs. 25 Crores)	10.00
3.	Class III (Upto Rs. 10 Crores)	5.00
4.	Class IV (Upto Rs. 1 Crore)	0.50



- Un-registered contractors on this portal can also participate in tenders, but they will have to create a contractors ID and such contractors shall not be eligible for EMD exemption benefit and will have to deposit EMD as specified in the Tender-Notice.

2.0 Registration cum Enlistment of Contractors

- The Govt. is in the process of changing the earlier Enlistment Rules and shall notify new "Registration-cum-Enlistment Rules" for Contractor-2022, Haryana.

Registered contractor will be benefitted from following benefits:

1. Registered contractor will be exempted from paying Earnest Money Deposit for tenders processed on Haryana Engineering Works Portal (HEWP).
2. One Stop Information Platform for department as well as Contractors.
3. Improve Transparency and online facilitation for contractors regarding registration, renewal, tenders, allotment of works etc.
4. Ease of doing business.

3.0 e-Estimate

- Rough Cost Estimate shall be initiated by the concerned office on the portal and submitted to the next authority for approval and finally the competent authority as per the delegation of powers shall approve the same. The administrative approval shall be issued on HEWP by designated Competent Authority.
- With the introduction of HEW Portal the Rough Cost Estimate (RCE) shall be based on the detailed calculations and the presenting / preparing officers / officials shall have to take extra care while preparing the Rough Cost Estimates.
- Haryana Schedule of Rates 2021 has been integrated on the portal and while preparing the RCE, the items have to be fetched from the HSR 2021 as available on the portal.



- Wherever any modification is to be incorporated to the items of HSR the same can be incorporated through notes which have been allowed at the space below the individual item in the portal.
- On receipt of the Administrative Approval from the competent authority the Detailed Estimate for the work shall be prepared and submitted to the competent authority for issue of Technical Sanction.

3.1 DNIT

- Prepare Bill of Quantities (BoQ) – The portal has been designed to create a BOQ for the work based on the items and details submitted in the RCE/Detailed Estimate.
- The DNIT for the work shall be prepared based on the Common Bid Document (CBD) already approved by the Government and available on the portal.
- The DNIT prepared should be got approved from the Competent Authority on the portal.
- Following notice period for various tenders should be adhered while inviting tenders:

Cost of work put to tender	Minimum notice period
Rs. 1 to Rs. 25 Lacs	7 working days
Rs. 25.01 Lacs to Rs. 64.00 Lacs	15 working days
Rs. 64.01 Lacs and above	21 working days

- While preparing the DNIT the concerned officer shall specify the 'designation(s)' of members of the Technical Evaluation Committee as approved by the Government and as per the requirement of the work. The portal shall randomly select the members of the Technical Evaluation Committee and these members shall be known only at the time of opening of technical bid.



- While preparing the DNIT the concerned officer shall constitute a committee having following members:

a. tenders upto Rs. 64 lacs:

- i. Executive Engineer concerned as Convener.
- ii. One SDE of the division to be selected randomly by system as member
- iii. One Accounts Officer concerned as member.

b. tenders more than Rs 64 lacs:

- i. Executive Engineer concerned as Member Secretary
 - ii. One Superintending Engineer to be selected randomly by system as convener
 - iii. Executive Engineer to be selected randomly by system as member
 - iv. Accounts Officer concerned as member
- Sometimes it is essential that to execute a specific work, put to tender, the bidders should meet some specific parameters other than the basic financial and experience requirements like possession of specific equipment, license, experience, manpower etc. For this purpose, Clause 40 of Instructions to Bidders in the Common Bid Document has been kept editable where special requirements for specific work put to tender can be specified for compliance in the technical bid.
 - Additional Technical Specific can be attached as a separate document along with Bid.

3.2 e-Tendering

- The tenders shall be prepared and uploaded by the Executive Engineer.
- After approval of the DNIT, the concerned office inviting tender authority shall do the following activity:



- **If tender value is equal or more than 64 Lacs** then;
 - Tender shall be evaluated technically online on HEWP. Therefore, tender inviting authority shall require to prepare General Technical Evaluation (GTE) format online on HEWP based on the Technical Qualification Parameters as provided in the DNIT eg. Certificate of Contractor's-id on HEWP, required financial turnover, required experience, similar nature of works completed, equipment required etc.
 - Furthermore, designation of members of technical committee shall require to be entered for online technical evaluation while placing e-tender on HEWP.
- **If tender value is less than 64 Lacs** then technical evaluation of Contractors shall be as per Registration-cum-Enlistment Rules applicable in respective clause.
- Tender inviting authority shall fill all the necessary details like earnest money, key dates, cover details etc. while placing e-tender on HEWP.
- After the above activity, Tender inviting authority shall submit the tender on e-Tendering through HEWP.
- Tender inviting authority shall prepare the BoQ according to NIC format and upload the DNIT and BoQ on e-Tendering portal of NIC for publishing the tender.

3.3 Online Technical Evaluation


- Online Technical Evaluation shall be done by the members of Technical Committee constituted for the tender for tenders equal or more than Rs. 64 Lacs.
- Technical Committee shall be constituted randomly by IT system based upon the designation of the members selected at the time of placing the tender on HEWP. Members of Technical Committee shall



be of the same department. Tender inviting authority shall always be the member (or member secretary) of the Technical Committee.

- Results of Technical Evaluation shall be entered by the member secretary online on HEWP along with proceeding which shall be visible to each member of the Technical Committee for them to enter their concurrence as "Accept".
- After approval of Technical Committee, the result shall be published for inviting objections from the bidders giving 7 days time as per requirements of Common Bid Document (CBD) clause 23.6. If all contractors participated in the tender are technically qualified based upon the Technical Evaluation criteria, then 7 days time shall not be required.
- Any objection(s) received from the bidders shall be decided by the technical evaluation committee within the 14 days.
- Final result shall be published along with proceedings on HEWP portal as well as on e-Tendering portal of NIC.
- Financial bids of the bidders qualified in the Technical Evaluation shall be opened after 7 days of uploading of the final result of Technical Evaluation on HEWP portal or as the case may be as well as on e-Tendering portal of NIC.

3.4 Allotment of Work


- Negotiation Proceeding – In cases where the need for negotiation is felt necessary, the same shall be carried out to watch the interest of the Government but within the framework for negotiations approved by the Government.
 - Based on the result of financial bids or the negotiations, as the case may be, an Online Letter of Acceptance for the work shall be generated.
 - After the receipt of stipulated Performance Bank Guarantee, letter of
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Proceed will be generated from the portal.

3.5 e-Billing

- e-Measurement Book. The contractor shall submit the bill for the work done in e-bill with e-measurement book by logging on to the HEW Portal and the same shall be processed online by respective officials and officers for payment.
- The portal has been designed to only allow 25% variation in individual item of BOQ but not more than 10% of overall agreement amount.
- Sometimes it is essential to execute an item beyond BOQ (HSR or NS), the portal allows to add new item(s) to the BOQ by preparing variation statement subject to the approval of the competent authority.
- It would be mandatory for the executing officers on the work to make the overall measurements of the work once the expenditure has reached 80 % of the agreement amount. A report in this regard shall be communicated to the Competent Authority so as to enable the authorities to take advance actions for any issue if required.

3.6 Payments

- HEW Portal has been designed and developed to integrate with the Haryana Treasury and Banks for release of certified payments online to the contractors.
 - The Contractor shall submit online to the 'Engineer' monthly statements of the estimated value of the work completed less the cumulative amount certified previously by 1st week of the month.
 - After Submission of e-MB, a period of 21 days shall be given to the Junior Engineer, Sub Divisional Engineer & Executive Engineer for passing of the bill. A period of **04 days** is given to the Executive Engineer to send the bill submitted by the contractor to the concerned SDE and JE. Further, for checking and verification of the
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bill, a period of **06 days** be given the Junior Engineer, **05 days** given to the Sub Divisional Engineer and **06 days** be given to the Executive Engineer. In case of delay on the part of any of officers, the concerned officer shall be liable for the delay in payment. (**total 21 days**)

- The passed bill shall be forwarded by concerned Executive Engineer to Superintending Engineer immediately and the concerned Superintending Engineer shall forward the same to Head Office for payment within **5 days**. The Head office would process the bills for payment and release the LOC within **10 days** from the receipt of the passed bill. The concerned Executive Engineer after released of LOC shall submit the bill to the Treasury within **5 days** of receipt of LOC. The Finance Department shall release the payment within **10 days** of submission of the bill in the Treasury. (**total 30 days**)

4.0 Non Schedule Items

- HEW Portal has been designed and developed to store various non schedule items which may come for use from time to time. The department concerned shall make the Detailed Rate Analysis of all non schedule items, duly approved from the competent authority of the department, on the portal.
 - Various engineering departments shall make use of such NS items if needed.
 - The Zonal Committee headed by Superintending Engineer PWD B&R, Ambala Circle, Ambala shall meet preferably every month where these NS items available on the pool of portal shall be considered for making recommendations for inclusion in HSR.
 - The Directions Committee headed by senior most Engineer In Chief in PWD B&R shall meet quarterly to consider the recommendations of Zonal Committee for inclusion of NS items in HSR.
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