CPWD Works Manual 2019

Sl. No.	SUBJECT	PAGE NO	CORRECTION
Chapter 1	GENERAL PROVISIONS		
1.0	Functions	1	0
1.1	Standard Forms of Contract, Forms for Bills and Vouchers used for Payments	1	0
1.2	Funding of Project/Works	2	0
1.3	Central Works Board	2	0
1.3.1	Composition of Central Works Board	3	0
1.4	Regional Works Board	3	0
1.4.1	Composition of Regional Works Board	3	0
1.5	Works of Inescapable Nature (1) Emergent Works (2) Urgent Works	3	0
1.6	Clarifications, Amendments and Revision of Manual	4	0
Chapter 2	BUDGET AND RECONCILIATION OF ACCOUNTS		
2.1	Documents of Accounts	5	0
2.2	Losses of Government Assets	5	0
2.3	Accounting Procedure for Works Outside India	5	0
2.4	Budget	5	0
2.4.1	Genera	5	0
2.4.2	Budget Authority	5	0
2.5	Consolidated Fund of India	5	0
2.6	Demands for Grants	6	0
2.7	Expenditure Relating to New Services & New Instrument of Services	6	0
2.8	Recoveries, Appropriation Bill, Vote on account, Finance Bill, Final Budget	6	0
2.9	Preparation of Budget for CPWD	6	0
2.10	Budget Heads of Accounts for CPWD	6	0
2.10.1	Suspense	6	0
2.11	Lease Charges	7	0
2.12	New Constructions	7	0
2.13	Charged Expenditure	7	0
2.14	New Construction Projects, Projects Other than MoHUA	8	0
2.15	Works in Progress/ Work Annexure for Pink Book	8	0
2.16	Scheme Works	8	0
2.17	Demands for Establishment	8	0
2.18	Revenue Estimates	9	0
2.19	External Assistance in the Shape of Materials, Equipments and Other Commodities	9	0
2.20	Savings, Excesses and Supplementary Demands	9	0
2.20.1	Surrender of Savings	9	0
2.20.2	Supplementary Demands	10	0
2.20.3	Supplementary Grant	10	0
2.20.4	Annexure to the Supplementary Demands	10	0
2.21	Appropriation Account	11	0
2.22	Re-appropriation	11	0
2.22.1	Restrictions on Appropriations/Re-appropriations	12	0
2.23	Allotment of Funds	12	0
2.24	Review of Budget Allocations	12	0
2.25	Reconciliation of Accounts	13	0
2.26	Regularization of Excess	13	0
2.26.1	Avoiding Excess	13	0
2.26.2	Sanctions to Regularize Excesses	13	0
2.27	Departmentalization of Accounts- AGs/ CAGs Inspection and Internal Audit by O/o CCA, MoHUA	14	0
2.27.1	General	14	0
2.28	Public Accounts Committee (PAC) of the Parliament	15	0

Chapter 3	**GENERAL PROVISIONS**		
3.0	Classification of Construction Works	16	0
3.1	Pre-construction Activities	16	0
3.1.1	For Normal Works	16	0
3.1.1.1	Preparation of Preliminary Estimate (PE)/Enabling Estimate/Rough Cost Estimate	16	0
3.1.1.2	Detailed Project Report / Detailed Estimate	16	0
3.1.1.3	Provision for Contingencies and its Utilization	16	0
3.1.1.4	Provision for Departmental Charges (DC)	17	0
3.1.1.5	Accord of Administrative Approval and Expenditure Sanction (A/A & E/S)	17	0
3.1.1.6	Accord of Technical Sanction	17	0
3.1.1.7	Exemption of Government Buildings from Operation of Municipal Bye Laws to Regulate their Erection:	18	0
3.1.1.8	Packages for Accord of Technical Sanction.	18	0
3.1.1.9	Schedule of Rates (SOR)	18	0
3.1.2	Deposit Works	18	0
31.2.1	Preliminaries for Deposit Works	19	0
3.1.3	Specialized Works	19	0
3.1.4	Excess Over Administrative Approval & Expenditure Sanction	20	0
Chapter 4	**MODES OF BIDDING SYSTEM**		
4.0	Award of Work without Call of Tenders	21	0
4.1	Procedure	21	0
4.2	Award of Works to Registered Labour Co-operative Societies	21	0
4.3	Award of Works to Contractors Belonging to Scheduled Castes and Scheduled Tribes	21	0
4.4	E-Tendering	21	0
4.5	Types of Call of Tenders	22	0
4.5.1	Restricted Tenders	22	0
4.5.2	Composite Tenders	22	0
4.5.3	Tenders with Two/Three Bid System	22	0
4.6	Pre-bid Conference	23	0
4.7	Manual Tendering	23	0
4.8	EPC (Engineering, Procurement and Construction) Contracts	23	0
4.9	Special Purpose Vehicle	24	0
4.10	Preparation of NIT	24	0
4.10.1	Special Conditions of Cement and Stee	25	0
4.11	Invitation of Tenders for Works	25	0
4.12	Publicity of Tenders	25	0
4.13	Time Limit for Publicity of Tenders	25	0
4.14	Validity Period of Tenders	26	0
4.15	Action in case of No Response /Unreasonably High Rated Response to Tenders	26	0
4.16	Formalities for Re-invitation of Tenders	26	0
4.17	Tendering Limit of Contractors Enlisted with CPWD as well as Other Central/ State Government Departments	26	0
4.18	Past Experience of Work Executed	26	0
4.19	Debarment of Contractors with Blemished Record	26	0
Chapter 5	**CONTRACT MANAGEMENT**		
5.0	Essential Guidelines While Drawing Contracts	27	0
5.1	Earnest Money, Receipt, Opening and Acceptance of Tenders	27	0
5.1.1	Necessity for Earnest Money	27	0
5.1.2	Rates of Earnest Money	27	0
5.1.3	Mode of Deposit	27	0
5.1.4	Refund of Earnest Money	28	0
5.1.5	Earnest Money Stipulation in Work/Supply Order to be Awarded after Call of Quotations	28	0
5.1.6	Justification of Tenders	28	0
5.1.7	Forfeiture of Earnest Money	28	0
5.1.8	Procedure for Conducting Negotiation	28	0
5.1.9	Acceptance of Tenders	29	0
5.1.10	Responsibilities of the Finance Officer/SE(P)/EE(P)/Divisional Accountant / AE(P)	29	0

5.1.11	Guidelines on Acceptance of Tenders by the Central Works Board and Regional Works Board	29	0
5.1.12	Acceptance of Tenders in Anticipation of Revised Expenditure Sanction	29	0
5.2	Performance Guarantee	29	0
5.3	Date of Start	29	0
5.4	Execution of Agreement	29	0
5.4.1	Power to Sign Agreement	29	0
5.4.2	Custody of the Original Agreements	30	0
5.5	Security Deposit	30	0
5.5.1	Forms of Security Deposit	30	0
5.5.2	Repayment/Retransfer of Security Deposit	30	0
5.6	Execution of Works	30	0
5.6.1	Administration	30	0
5.6.2	Preliminaries	30	0
5.6.3	Co-ordination at Construction Stage	31	0
5.6.4	Responsibility for Quality of Work	31	0
5.6.5	Responsibilities of Field Officers and Contractor with Regard to the Labour Laws	31	0
5.6.6	Periodic Inspection of Works	31	0
5.6.7	Monitoring of Cement & Steel Consumption	31	0
5.7	Site Documents	31	0
5.7.1	Documentation of Accounts	31	0
5.7.2	Testing of Materials from Outside Laboratories	32	0
5.8	Grant of Mobilization Advance to the Contractors for Executing Capital Intensive Works	32	0
5.9	Grant of Plant, Machinery and Shuttering Material Advance	32	0
5.10	Secured Advance	32	0
5.11	Extra, Substituted and Deviation Items in Work	32	0
5.11.1	Powers to Sanction of EI/SI/Deviations	32	0
5.12	Measurement of Work	33	0
5.12.1	In Case Physical Measurements Books are Used	33	0
5.12.2	Where Measurements Need Not to be Recorded	33	0
5.12.3	Measurements for Inadmissible Items	33	0
5.12.4	Measurements for Earth Levelling Works	33	0
5.12.5	Advance Payments for Work Done and Measured/Not Measured:	33	0
5.13	Acceptance of Substandard Work	33	0
5.14	Test Checking of Measurements	33	0
5.15	Documentation of Hindrances	33	0
5.16	EOT & Rescheduling of Milestones	34	0
5.16.1	Compensation under Clause 2	34	0
5.17	Completion Certificate	34	0
5.17.1	Recording of Provisional Completion Certificate	34	0
5.17.2	Recording of Final Completion Certificate	34	0
5.17.3	Occupancy Certificate and As Built Drawings	34	0
5.18	Payment	35	0
5.18.1	Time Schedule for Payment of Bills	35	0
5.18.2	Authorities to Pass the Bills	35	0
5.18.3	Payment Through Public Financial Management System (PFMS)	35	0
5.18.4	Deduction of Income Tax at Source	35	0
5.18.5	Deduction of GST	35	0
5.19	Conditions for Refund of Security Deposit and Performance Guarantee	35	0
5.20	Supplementary Agreements	35	0
5.20.1	Tenders for Component Parts of Main Work	36	0
5.21	Arbitration and Litigation	36	0
5.21.1	Pre-arbitration and Arbitration Mechanism	36	0

5.21.2	International Commercial Arbitration	36	0
5.21.3	Acceptance/Challenge of Award	36	0
5.22	Court Cases	36	0
5.23	Operation of Contract Clauses	36	0
5.24	Dispute Redressal Committee	36	0
Chapter 6	**STORES**		
6.0	Purchase of Stores	37	0
Chapter 7	**QUALITY ASSURANCE**		
7.1	Chief Technical Examiners Organisation	38	0
7.1.1	Functions	38	0
7.1.2	Returns	38	0
7.2	Quality Assurance and Technical Audit Wing	38	0
7.2.1	Introduction	38	0
Chapter 8	**MISCELLANEOUS**		
8.1	Co-opting of CPWD Officers as Member in Building Works Committee Constituted by Various Department/ Organizations	39	0
8.2	Consultations with Department of Archaeology and Other Departments for New Constructions	39	0
8.3	Demolition of Unsafe Buildings/Structures	39	0
8.4	Disposal of Government Buildings	39	0
8.5	Disposal of Purely Temporary Structures	39	0
8.6	Disposal of Surplus or Unserviceable Stores, T & P	40	0
8.7	Expenditure on Survey Work	40	0
8.8	Expenditure on Exhibitions & Inaugurations	40	0
8.9	Expenditure on Architectural Models	40	0
8.10	Engagement of Private Consultants	40	0
8.11	Engagement of Agencies for Preparation of Architectural Drawings	40	0
8.12	Checking of Drawings/Structural Design Prepared by Consultant	41	0
8.13	Consultancy Works to Government Organizations/Institutes	41	0
8.14	Estimates for Purchase, Repairs to Leased and Requisitioned Properties	41	0
8.15	Hiring of Accommodation	41	0
8.16	Departmental Charges for Fair Rent Certificate	41	0
8.17	Powers for Hiring Accommodation	41	0
8.18	Valuation of Properties:	41	0
8.20	Levy of Fees by CPWD for Consultancy Services	42	0
8.21	Weeding Out of Old Agreements	42	0
Chapter 9	**GENERAL PROVISIONS**		
9.0	Introduction	43	0
9.1	Classification of Maintenance Works in Existing Structures	43	0
9.2	Client Satisfaction and Responsiveness	43	0
9.3	Mode of Execution of Maintenance Works	43	0
9.3.1	Works through Departmental Labour	44	0
9.3.2	Works on Individual Contracts	44	0
9.3.3	Works on Work Orders	44	0
9.3.4	Petty Repairs	44	0
9.3.5	Annual Rate Contract System for Maintenance/Minor Works	44	0
9.4	Powers to Undertake Maintenance Works	44	0

Chapter 10	**PRELIMINARIES FOR MAINTENANCE WORKS**		
10.0	Principles and Procedures	45	0
10.1	Annual Works Plan	45	0
10.2	Administrative Approval and Expenditure Sanction	45	0
10.3	Technical Sanction	45	0
10.4	Specialized Works	45	0
10.5	Preparation of NIT	45	0
Chapter 11	**MODES OF BIDDING SYSTEM**		
11.0	Principles and Procedures	47	0
Chapter 12	**CONTRACT MANAGEMENT**		
12.0	Principles and Procedures	47	0
12.1	Deviation on Tendered Amount	47	0
Chapter 13	**QUALITY ASSURANCE**		
13.0	Principles and Procedures	47	0
Chapter 14	**STORES**		
14.0	Acquisition of Stores	48	0
14.1	Procurement of Goods and Services Through Govt. E-Market Place (Gem)	48	0
14.2	Procedure for Purchase of Materials Through Tender/Quotations 48 14.3 Reserved Items and Preference to Medium and Small-Scale Indus	48	0
14.3	Reserved Items and Preference to Medium and Small-Scale Industries (MSMEs)	48	0
14.4	Advance Payments	48	0
14.5	Payment for the Supplies	49	0
14.5.1	Advance Payments for Purchase of Stores-	49	0
14.6	Insurance	49	0
14.6.1	General	49	0
14.6.2	Inland Transit Insurance	49	0
14.7	Receipt of Materials	49	0
14.8	Safe Custody of Stores	49	0
14.9	Transfer of Stock (excluding T &P) to Other Divisions/Departments	50	0
14.10	Losses on Stores and their Write off	50	0
14.11	Powers to Write Off	50	0
14.12	Physical Verification of Stores	50	0
Chapter 15	**MISCELLANEOUS**		
15.1	Dismantled Materials from Maintenance Works	51	0
15.2	Disposal of Unserviceable Stores/Dismantle Materials	51	0
15.3	Register of Buildings	51	0
15.3.1	Safety of Buildings / Structures	52	0
15.3.2	Demolition of Unsafe Buildings/ Structures	52	0
Chapter 16	**GREEN BUILDINGS AND SUSTAINABILITY MEASURES**		
16.0	General Guidelines	53	0
16.1	Use of New and Emerging Technologies in CPWD Works	53	0
16.2	Use of Recycled C & D Waste Material and Products	53	0
16.3	Use of Fly Ash Bricks/Blocks from Recycled C & D Waste/AAC Blocks	53	0
16.4	Control of Pollution due to Construction Activities	53	0
16.5	Skill India Policy	53	0
16.6	Public Procurement (Preference to Make in India) Policy	54	0