STANDARD OPERATING PROCEDURES (SOPs)

SOP No	SUBJECT	PAGE NO	CORRECTION
CHAPTER 1	GENERAL PROVISIONS		
CHAPTER 2	BUDGET AND RECONCILIATION OF ACCOUNTS		
SOP No 2/1	Preparation of Budget	1	0
SOP No 2/2	Addition of New Instruments of Services/ Works in the mid of Financial Year	1	0
SOP No 2/3	Submission of PE/ RE for Grant of A/A and E/S for Capital Works of GPRA/ GPOA Scheme Funded through MoHUA Grant	1	0
SOP No 2/4	Re-appropriation Proposal in CPWD under Rules prescribed in DFPR	2	0
SOP No 2/5	Submission of Audit Paras relating to Internal Audit/ CAG Audit/ Pac, etc.	2	0
CHAPTER 3	GENERAL PROVISIONS		
SOP No 3/1	Client Requisition, Team Formation, Framing Enabling Estimate and Rough Cost Estimate	3	0
SOP No 3/2	Preliminary Estimate/ Preliminary Project Report	3	0
SOP No 3/3	Preparation of Detailed Project Report/ Detailed Estimate	5	0
SOP No 3/4	Provision for Contingencies and its Utilization	6	0
SOP No 3/5	Accord of Technical Sanction	7	0
SOP No 3/6	Realization of Deposits, Transfer of Deposits, Execution of Deposit Works and Settlement of Accounts	7	0
CHAPTER 4	MODES OF BIDDING SYSTEM		
SOP No 4/1	E-Tendering	9	0
SOP No 4/2	Restricted Tenders	15	0
SOP No 4/3	Composite Tenders	16	0
SOP No 4/4	Procedure for Opening of Two/Three Bid System Tenders	18	0
SOP No 4/5	Manual Tendering	18	0
SOP No 4/6	Execution of Works on EPC Contract Basis	20	0
SOP No 4/7	NIT for Works involving Specialized E & M Services	20	0
SOP No 4/8	Notice Inviting Tenders (NIT) in Single Bid System	26	0
SOP No 4/9	Notice Inviting Tenders (NIT) in Two/three Bid System	29	0
SOP No 4/10	Debarment of Contractors with Blemished Record	32	0
CHAPTER 5	CONTRACT MANAGEMENT		
SOP No 5/1	Mode of Deposit of Earnest Money	34	0
SOP No 5/2	Refund of Earnest Money	34	0
SOP No 5/3	Justification of Tenders	35	0
SOP No 5/4	Procedure for Conducting Negotiations	36	0
SOP No 5/5	Acceptance of Tenders	37	0
SOP No 5/6	Responsibilities of Officers for Scrutiny of Tenders	37	0
SOP No 5/7	Acceptance of Tenders by the Central Works Board	38	0
SOP No 5/8	Acceptance of Tenders in Anticipation of Revised Expenditure Sanction	39	0
SOP No 5/9	Co-ordination at Construction Stage	39	0
SOP No 5/10	Responsibility of Officers for Quality of Work	40	0
SOP No 5/11	Responsibilities of Field Officers with regard to Labour Regulations	41	0
SOP No 5/12	Periodic Inspection of Works	41	0
SOP No 5/13	Monitoring of Cement and Steel and Other Materials and Check on their Consumption	41	0
SOP No 5/14	Maintenance of Site Documents	42	0
SOP No 5/15	Documentation of Accounts	45	0
SOP No 5/16	Outside/Independent Testing Facilities	46	0
SOP No 5/17	Grant of Mobilization Advance to the Contractors for Executing Capital Intensive Works	47	0
SOP No 5/18	Grant of advance for plant and machinery and for shuttering material	47	0

SOP No 5/19	Secured Advance	47	0
SOP No 5/20	Physical Measurement Books	48	0
SOP No 5/21	Procedure on Measurements for Earth Levelling Work	53	0
SOP No 5/22	Advance payment	54	0
SOP No 5/23	Payment for Sub-Standard Work	56	0
SOP No 5/24	Test checking of Measurements	57	0
SOP No 5/25	EOT & Rescheduling of Milestones	60	0
SOP No 5/26	Compensation Under Clause 2	62	0
SOP No 5/27	Inspection of Works for Issue of Completion Certificate	62	0
SOP No 5/28	Deduction of Income Tax at Source from Contractor's Bill	63	0
SOP No 5/29	Refund of Security Deposit in Cases of Delay In Final Bill & Maintenance of Deposit Register	64	0
SOP No 5/30	Refund of Security Deposit in Specific Nature of Work	64	0
SOP No 5/31	Appointment of Arbitrator and Reference of Disputes	65	0
SOP No 5/32	Court cases and Judgment in Court Cases	74	0
SOP No 5/33	Operation of Contract Clauses	75	0
SOP No 5/34	Dispute Redressal Committee	85	0
CHAPTER 6	**STORES**		
CHAPTER 7	**QUALITY ASSURANCE**		
SOP No 7/1	CTE's Organisation – Returns and Inspections	88	0
SOP No 7/2	Quality Assurance and Technical Audit Wing	88	0
CHAPTER 8	**MISCELLANEOUS**		
SOP No 8/1	Co-opting of CPWD officers as Members in Building Works Committees Constituted by various Departments/ Organizations	96	0
SOP No 8/2	Consultations with Department of Archaeology and Other Departments for New Constructions	96	0
SOP No 8/3	Disposal of Surplus or Unserviceable Stores through E Auction	97	0
SOP No 8/4	Estimates for Purchase, Repairs to Leased and Requisitioned Properties	98	0
SOP No 8/5	Hiring of Accommodation	99	0
SOP No 8/6	Departmental Charges for Fair Rent Certificate	100	0
SOP No 8/7	Levy of Fees by CPWD for Consultancy Services	100	0
SOP No 8/8	Weeding Out Old Agreements	101	0
CHAPTER 9	**GENERAL PROVISIONS**		
SOP No 9/1	Annual Rate Contract for Maintenance/Minor works	102	0
CHAPTER 10	**PRELIMINARIES FOR MAINTENANCE WORKS**		
CHAPTER 11	**MODES OF BIDDING SYSTEM**		
CHAPTER 12	**CONTRACT MANAGEMENT**		
CHAPTER 13	**QUALITY ASSURANCE**		
CHAPTER 14	**STORES**		
SOP No 14/1	Advance Payments for Purchase of Stores	104	0
SOP No 14/2	Receipt of Materials	104	0
CHAPTER 15	**MISCELLANEOUS**		
SOP No 15/1	Maintenance of Building Register	105	0
SOP No 15/2	Procedure for Inspection of Buildings	105	0
CHAPTER 16	**GREEN BUILDINGS AND SUSTAINABILITY MEASURES**		

ANNEXURES	ANNEXURES		
Annexure 1	Forms of Bill and Vouchers for Payment	109	0
Annexure 2	Budget, Re-appropriation, Work Annexure, New instruments of Service, Audit, Accounts	110	0
Annexure 3	Detail of Pre-construction Activities	119	0
Annexure 4	Memorandum of Understanding	122	0
Annexure 5	Rates of Departmental Charges	124	0
Annexure 6	List of Specialized Items/ Works	126	0
	List I: Specialized Items/Jobs for Civil Works	126	0
	List II A & II B : Specialized Items/ Jobs for Electrical Works	126	0
	List III : Specialized Items/Jobs for Horticulture Works	128	0
	List IV: Concurrent list of Specialized Items/ Jobs	128	0
Annexure 7	Specific Days for Uploading and Opening of Tender	129	0
Annexure 8	Documents in a Complete Agreement/ Contract	130	0
Annexure 9 A & 9 B	Sample letter of Acceptance of Tender & Commencement of Work	131	0
Annexure 10	Authorities Empowered to Prepare, Verify and Pass the Bills	133	0
Annexure 11	Form of Supplementary Agreement	134	0
Annexure 12	Proforma for Particulars to be Furnished by Administrative Departments when Initiating Building Projects which are to be Executed by CPWD	139	0
Annexure 13	Letter of Acceptance of Deposit Works	144	0
Annexure 14	Statement Showing the Rates of EPF and ESI Charges to be included in Preliminary Estimate	146	0
Annexure 15	History Sheet of Estimate	147	0
Annexure 16	Information for Accord of Technical Sanction	149	0
Annexure 17	Time Schedule for Scrutiny of Tenders	162	0
Annexure 18	Guidelines on Definition of Similar Work	163	0
Annexure 19	Register of NIT's	164	0
Annexure 20	General Guidelines for Fixing Requirement of Technical Staff for a Work SOP 4/8	165	0
Annexure 21	CPWD 6 for E- Tendering	167	0
Annexure 22	Information And Instructions for Bidders for e-tendering Forming Part of Bid Document	174	0
Annexure 23	Information And Instructions for Bidders for e-tendering Forming Part of Bid Document	176	0
Annexure 24	Guidelines for Fixing eligibility criteria for Two/ Three Envelope System	179	0
Annexure 25	MEMO forwarding Tenders to Central Works Board/ Regional Works Board	189	0
Annexure 26	Check List for items of Foundation Concrete	196	0
Annexure 27	Responsibility for Quality	201	0
Annexure 28	Sample Form of Site Order Book	204	0
Annexure 29	Sample Form of Inspection Register	205	0
Annexure 30	Sample Form of Cement Register	206	0
Annexure 31	Sample Form of Register of Dismantled Material	207	0
Annexure 32	Bill Book of Division	208	0
Annexure 33	Proforma for Write off of Lost MB's	209	0
Annexure 34	Specimen of Letter by the Engineer in Charge to the Contractor for Provisional Reduction in Rate for Sub-Standard Work	210	0
Annexure 35	Specimen of Letter of Contractor's Acceptance of Provisional Reduction of Rate for Sub-standard Work	211	0
Annexure 36	Form of Application by the Contractor for Seeking Extension of Time	212	0
Annexure 37	Form of Application of the Contractor for Seeking Rescheduling of the Milestones	213	0
Annexure 38	Guarantee to be Executed by Contractors for Removal of Defects after Completion in respect of Water Proofing Works	214	0
Annexure 39	Notice for Appointment of Arbitrator	216	0
Annexure 40	Model Form of Letter of Appointment of Sole Arbitrator	218	0

Annexure 41	Model Form of Letter of Appointment of First Arbitrator	219	0
Annexure 42	Model Form of Letter of Appointment of Substitute Arbitrator due to Transfer or Vacation of Office by the Arbitrator	220	0
Annexure 43	Specimen Letter Asking for Undertaking from the Contractor for Acceptance of Award	221	0
Annexure 43A	Quarterly Statement Showing Position of Pending Arbitration Cases	222	0
Annexure 44	Proforma for Show cause to the Contractor regarding Compensation under Clause -2	223	0
Annexure 45	Proforma for Show cause to the Contractor regarding Compensation under Clause -2 (In case of contract is determined under clause-3)	224	0
Annexure 46	Show cause Notice under Clause -3 of the Agreement	225	0
Annexure 47	Notice on Final Action under Clause -3 of the Agreement	226	0
Annexure 48	Statement Showing the Quarterly Progress of Original Works for the Quarter Ending....	228	0
Annexure 49	Statement Showing the Quarterly Progress of Supply/Purchase Contracts for the Quarter Ending...	229	0
Annexure 50	List of Documents Considered Essential for Inspections by CTE and which may be Called for Examination of a Work	230	0
Annexure 51	Register of Observation, MEMOs, Received from the Chief Technical Examiner	232	0
Annexure 52	Register Showing Over Payment Assessed / Pointed out by C.T.E. Organisation and subsequent Recoveries Effected	233	0
Annexure 53	List of Equipment for Field Testing Laboratory	234	0
Annexure 53 A	Field testing Instruments	236	0
Annexure 54	Proforma For Mandatory Tests to be Attached with Running Bills	237	0
Annexure 55	Proforma for Quality Control Inspection by Circle Office QA Team	238	0
Annexure 56	Proforma for Preparing Observations by Core Wing/Regional QA Units	242	0
Annexure 57	Sample of Press Notice for E-Auction	246	0
Annexure 58	Notice for E-Auction	247	0
Annexure 59	Sample of Bid Acceptance Letter	248	0
Annexure 60	Record of Departmental Auction	249	0
Annexure 61	Assessment/Re-assessment of Fair Rent relating to Private Buildings Taken on Lease by the Central Government Departments.	250	0
Annexure 62 A	Model Format for Issue of Rent Reasonableness Certificate if Rent according to Prevailing Market Rent is Less than that as per Recognized Principles of Valuation	257	0
Annexure 62 B	Model Format for Issue of Rent Reasonableness Certificate if Rent according to Prevailing Market Rent is more than that as per Recognized Principles of Valuation.	258	0
Annexure 63	Proforma for Weeding Out and Destruction of Old Agreements	260	0