



NO. 7-2/2009-W (T)/ 378

Dated: 17 /11/2011

To,  
All PCE's (C) & CE's (C)  
BSNL Civil Zone.

**SUBJECT: Submission of case to the Corporate Office for taking approval for External work – Regarding.**

To maintain homogeneity in processing the case in HQ i.e. BSNL Corporate Office, all PCE (C) / CE (C) are requested to submit the case to Corporate Office with details broken up under following titles:-

1. Name of work.
2. Client.
3. Last date of submission of tender to the client & date of Pre-bid conference.
4. Scope of Work: -
  - i) Scope of Civil, Architectural and Electrical work.
  - ii) Status of dialogue with local Architectural & Electrical wings.
5. Completion time schedule:-
  - a) Pre -construction
  - b) Construction
  - c) Post -construction / Maintenance period & Liability
6. Penalty clause, if any, if the work is delayed or any other penalty clause.
7. PMC charges including & excluding service tax.
8. Project Viability Report (duly signed by the CE (C) & IFA) indicating details of:-
  - i) Virtual Cost i.e. including departmental cost and other indirect cost component.
  - ii) Real Cost i.e. considering only actual expenditure to be incurred.
  - iii) The net profit w.r.t. Virtual Cost & Real Cost.
9. Payment condition w.r.t.:-
  - i) Advance and
  - ii) Cash flow.
10. Arbitration: - Responsibility of payment of
  - i) Legal Charges for defending the case.
  - ii) Award amount, if any, to be borne by the Client or otherwise.
11. Structural drawings vetting, soil testing etc. if required/mandatory.
12. Local approvals: -
  - i) Local approvals are to be arranged by Client or BSNL.
  - ii) Penalty if there is any delay in getting approval.
13. Special conditions: -
  - i) Any mandatory condition of staff requirement.
  - ii) Green Building Concept requirement.
  - iii) Any other detail / condition requiring attention of BSNL C. O.
14. Requirement of Client for opening Separate Bank Account, if any.
15. Power of Attorney (POA), if required.
16. Bank Guarantee required, if any, details thereof.
17. Other important details.

This is issued with the approval of PGM (BW).

Raj Kumar

17/11/11

(Rajkumar)

DGM(C)

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