
UNIT 4 MUSTER ROLLS, BOOKS AND BILLS

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4.1 INTRODUCTION

Manpower, materials and equipments are important project resources that require regular management attention. The availability of these resources are quite uncertain due to seasonal shortages, labour disputes, breakdowns and delayed deliveries. However if the project schedule is to be met, documents and registers must be maintained to collect and record data pertaining to these so that cost evaluation can be done to optimise them.

The records and registers are required both at office and site. In this unit we will deal with some of these records and registers.

Objectives

After studying this unit you should be able to :

- describe different type of muster rolls, books and bills,
- distinguish how each one of them is maintained, and
- understand how they help in record keeping.

4.2 MUSTER ROLLS FOR WORKMEN DIRECTLY EMPLOYED

In order to maintain record for directly employed workmen, muster roll is maintained. The junior engineer or any other individual authorised by the project manager, will enter the details of these on a Muster Roll. The directly employed workmen are also classified as casual personnel who are paid at daily rates.

A typical format of Muster Roll is shown at *Appendix 'A'*.

Usually, separate muster rolls are used for separate works so that accounting is easy. However, if one muster roll is used for several works than the work on which each man is employed should be marked clearly so as to facilitate allocation. There may be special cases where casual personnel such as road gangs, carpenters and blacksmiths which are engaged on monthly rates may also be paid on muster rolls.

A progress report giving details of work done and a list of stores consumed in the work should also be attached with completed muster roll. In case the work is not measurable, then an endorsement should be made to that effect and description and nature of work carried out will be attached.

In case of works of extensive nature like road work, pipeline laying or electric wiring, an abstract of measurements recorded in the measurement book, will be prepared, reconciled and enclosed with muster roll.

Muster rolls are generally closed weekly, fortnightly or monthly as may be decided by the Project Manager and will be checked by audit before payment.

There may be instances when mustering of directly employed workmen may cause dangerous delay. These could be like bursting of a dam, shutdown of a sub-station or bursting of a water main etc.

In such cases a simple format called Casual Labour Roll may be used. In this, only the number of labourers of each category and the number of days they worked, is entered. Also there may be instances where it may not be possible to engage these persons directly and the same may have to be done through a labour contractor.

4.3 ATTENDANCE RECORDS FOR PERSONNEL OTHER THAN WORKMEN

The attendance record for personnel other than workmen is a simpler record which contains names of personnel and provision of space for initialling in ink the signatures of the individual together with time of arrival and departure. The format is shown at *Appendix B*.

Following points need to be highlighted in this regard:

- i) The Attendance Register will be maintained under the personal supervision of the supervisor under whom the personnel are working.
- ii) The office timings should be displayed prominently together with time for tea break and lunch break.

- iii) Every personnel on arrival will initial in ink in the relevant dated column against row marked "A" together with time of arrival. The register will then be initialled by the supervisor at the bottom of the dated column. It will then be put up to the next senior person, about fifteen minutes after declared arrived time. Anyone arriving later, will have to report to the Project Incharge and will be marked "Late". The procedure will be repeated at departure time.
- iv) If a person is on leave, then the same shall be marked by the supervisor.
- v) At the end of each month, the supervisor will report about persons who had been frequently or habitually late or absent during the month without prior permission.

The attendance register is an important document which is utilised for determining the wages to be paid to the personnel. It is therefore kept in the personal custody of the supervisor.

SAQ 1

- i) Study the Muster Roll being used in your organisation and compare it with the format given in the text.
- ii) What are the differences in maintenance of a Muster Roll and an Attendance Register?

4.4 MEASUREMENT BOOKS

The Measurement Book is the basis of all accounts of measured work and of materials received which have to be measured or counted.

It provides a complete record of works performed under a contract and will therefore include all items having a financial value, so that the final amount due under a contract may be computed. It is also used for recording measurements of extensive services carried out by Directly Employed Workmen (See 4.2) such as road work, pipe line laying and electric wiring.

Since a measurement book may have to be produced as evidence in a court of law or before an arbitrator, therefore all entries must be indelibly recorded, properly described, agreed and signed by the concerned parties, at the site at the completion of each day's measurements.

In view of the importance of measurements, the measurements must be recorded by a person not less than the Junior Engineer and he should be personally responsible for the accuracy of the measurements. They should ensure that measurements are taken as the work proceeds and this work does not fall into arrears. Where required the measurements must be supported by corresponding plans etc. for easy reference. Once the Junior Engineer has recorded the measurements, the same must be checked at site by the Engineer-in-Charge. Similarly a proportion of these measurements must be checked by Project Manager.

The detailed instructions are generally given in the measurement book. The date of actual commencement and completion of work should be recorded. All blank spaces should be cancelled and any measurements cancelled should be duly initialled and reasons for cancellation should be recorded.

4.5 REGISTER OF MATERIAL RECEIPTS AND ISSUES

An important record which is required to be maintained in connection with stores transaction is the "Register of Material Receipts and Issues" which is also known as Stock Register. This register which is maintained by the storekeeper, shows daily receipts and issues of items and is closed annually. Usually separate register is maintained for each store.

Once the materials are received on site, the same are checked by storekeeper after unpacking and tallying with delivery challan. The technical persons like planning engineer and the erection engineer also inspect the items, and if required may carry out the necessary tests. When the checking and inspection are over, the storekeeper shall prepare a material receipt which can be a combination of check report and inward note or it can be simpler form as shown in *Appendix "C"*.

In this case, the Register has columns for both receipts and issues with spaces for voucher or Indent, date and quantities received and issued leading to "balances" held. This form also indicates the issue rate. In column 1, one can enter the supplier's name, purchase order number etc.

There are other types of registers also where material receipt form is separate from material issue forms. In such cases the material receipt form may have separate spaces for supplier's name, purchase order number, material code number etc, while the material issue form can have spaces for date, activity for which material is required, description of material, quantity, code number, amount etc.

Before issuing a material, its issue should be authorised and the subcontractor or his representative should sign for it. The Register for Material Receipts and Issues should be updated daily so that the site engineer is aware of the holdings and consumptions and action can be taken in advance for further procurement. It also enables to account for use of materials, particularly in case of owner's material, where balance material can be returned to avoid recovery from bills of payments.

4.6 LOG BOOKS FOR CONSTRUCTION EQUIPMENT

In order to monitor the usage of construction equipment and to ascertain the maintenance costs it is essential that a log book is maintained for every major construction equipment. This forms a very important part of Management of Operation of Equipment.

A suggested format for "Log Book" is shown below for your study:

Sl. No.	Description of Construction Equipment	Particulars of Usage				User Signature	Operator Signature	Details of Maintenance
		Date	Activity	Actual Working Hours	Down Time			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

You can observe that it contains a complete log of usage of construction equipment. The log sheet can be maintained on monthly basis and at the end of the month the details are summarised and entered in the Register of Construction Equipment, described in Unit 5.

This helps the management of the project to carry out a review of functioning of all equipment. It will enable them to relate the maintenance cost with benefits derived and also the efficiency of the maintenance team.

4.7 RECORDS FOR INDIRECT COSTS

Indirect costs are those which are incurred in achieving completion of project but which do not relate directly to any specific item of construction work. The indirect costs are also called as "overheads".

The Indirect costs can generally be classified as:

- a) Project Indirect Costs
- b) Office Indirect Costs

4.7.1 Project Indirect Costs

Let us first consider "Project Indirect Costs". These refer to indirect expenses that are chargeable to the project. Some agencies work out "Project Indirect Costs" as a percentage of the total direct job cost which may range from about 7 to 15 percent. But then this is not reliable as different projects have widely varying requirements. The reliable method is to carry out an accurate estimate of "Project Indirect Costs" by making detailed analysis of the Special demands of that project. Here a point to note is that most of Project Indirect Costs are time dependent.

Some representative items of "Project Indirect Costs" are:

- Project Manager
- Security Staff
- Testing of materials
- Site Office
- Storage buildings
- Sanitary facilities
- Services like water, electricity at site and water storage
- Project Insurance
- Medical facilities at site like First Aid
- Temporary works like partitions, staircases
- Interest on project funds
- Project photographs
- Project surveys
- Site drainage
- Site clearance etc.

It is therefore necessary to keep proper records of all these constituents of "Project Indirect Cost". As a standard practice, each item can be listed and priced on a separate sheet for keeping adequate record.

4.7.2 Office Indirect Costs

The "Second Indirect Cost" is the "Office Indirect Cost"

The typical components of this are:

- Salaries and fringe benefits of Head Office Staff
- Office Rent
- Office Insurance

- Office Electricity and Water supply and furniture
- Telephone, telex and fax expenses
- Legal expenses
- Advertising
- Traveling expenses etc.

The total cost of "Office Indirect Cost" usually may range from 2 to 8 per cent of a contractor's annual business. Since these "Office Indirect Costs" are in support of overall construction programme of the company, therefore they are included as a percentage of total estimated project cost. In order to control these "indirect costs" it is necessary that they are recorded meticulously on a separate sheet as they are incurred. This will enable the top management to carry out a continual review of "Indirect Costs" and keep them as low as possible.

4.8 PURCHASE ORDERS

Generally, an organisation purchases those materials and equipment which it cannot produce or make. The basic principle to keep in mind is that only the right quantity and quality of materials is to be purchased at the right time at most economical rates. This will avoid wastage, shortage and emergency purchases. The various steps involved in the procedure leading to Purchase Orders are:

4.8.1 Scheduling of Materials

Separate Schedules are prepared for each material indicating description and specifications, total quantity, desired date of supply, the quantities required sequentially spread over time and completion date of supply. In fact a critical path should be drawn.

4.8.2 Indent Registration

Indents indicating suitable delivery schedules are now sent to the Material Procurement Department. The Materials Manager consolidates all indents and prepares detailed specifications of all materials and equipment.

Sometimes, depending upon the approximate cost of the items, their purchase may be segregated and some of the low cost items may be purchased by "Site Office" as "Local Purchase" and major items may be purchased by Head Office. The procedure for both is generally the same.

4.8.3 Registration of Suppliers

The suppliers are registered based on their financial status, past performance, reputation, income tax clearance certificate, sales tax number etc.

4.8.4 Quotations

The materials manager now sends out "Quotation Forms" to selected suppliers together with detailed description and specifications of each item, quantity, supply schedule, place of delivery, due date of submission of quotation and its opening date.

4.8.5 Selection

A purchasing committee examines all offers and selects the best offer which is then approved by the Chief Executive.

4.8.6 Purchase Order

Once the supplier with the best offer is selected and approved than the "Purchase Order" is placed on that supplier within the validity period of the offer. Special care should be taken to see that the "Purchase Order" which is a culmination of the whole purchasing process, is prepared in detail and does not contain any ambiguous words.

The constituents of a purchase order are depicted in the following format which is only indicative for the purpose of illustration only:

Purchase Order						
Item No.	Description and specification of materials to be supplied	Quantity	Unit	Rate	Amount	Quantity to be delivered per week
1)						
2)						
3)						
4)						

Conditions

- | | |
|-------------------------------|--|
| 1) Place and time of delivery | 6) Inspection and Testing procedure |
| 2) Escalation Clause | 7) Packing and despatching instruction |
| 3) Penalty Clause | 8) Insurance |
| 4) Terms of Payment | 9) Sale Tax |
| 5) Security Deposit | 10) Warranty Clause etc. |

The copies of purchase order are given to all concerned like Site Manager, Inspecting Office, Materials Manager, Project Manager. The purchase order is despatched under "Registered Letter" so as to obtain confirmation of receipt by the supplier.

The Materials Manager, is to follow the purchase order so as to expedite its manufacture, procurement and supply, because any delay in delivery could result in time and cost over-runs in the project.

In case the supplier is defaulting in complying with the Purchase Order than the same may be cancelled after giving due legal notice and alternate arrangements will have to be made at his risk and cost.

4.9 CONTRACT AGREEMENT

4.9.1 Types of Contracts

Before we discuss the "Contract Agreement", let us have a quick look at a few types of contracts:

a) Lump Sum Contract

In this type of contract, a fixed lump sum is offered for a fully and detailed, specified work to be completed in all respects. The lump sum contract could be based on a pre-priced Schedule or on drawings and specification's or on bill of quantities. Usually a yard stick for payment is worked out and payment is released in relation to the progress of the work with that yardstick.

b) Measurement Contracts

- i) *Percentage Rate Contract*: In this type of contract, the contract amount is expressed in terms of a percentage above or below the rates given in the Standard Schedule of Rates.
- ii) *Item Rate Contract*: This type of contract is suitable in cases where large quantities of work, involving a smaller number of items, have to be carried out, but the exact quantities of work required are not known. Examples are Roads, runways, internal services etc. This Contract contains a Schedule of Items together with approximate quantities and specification for each item. The contractor quotes his rate against each item of work and total sum is worked out based upon quantities given and rates quoted.

4.9.2 Invitation and Acceptance of Tender

The first stage in the process is the "Notice of Tender" which is published in the news papers and trade journals and displayed in offices. Tenders are normally issued only to those contractors who are on the approved list and within whose tender limit the amount of the tendered work lies. A specimen of "Notice of Tender" is given at Appendix "D".

The tenders are received and opened on the due date and time. A Comparative Statement of Tenders is prepared and checked in detail. Once a tender is selected for acceptance, the owner shall issue a letter of acceptance, communicating the acceptance of tender. Once the acceptance takes place, it creates the contract.

4.9.3 Contents of a Contract

Some of the salient points which are generally part of a Contract are given below:

a) **Rights and Obligations of Owner and Contractor**

The contractor promises to take up the execution of a well defined and specified scope of work within a stipulated time frame. The owner on his part promises to pay the contractor a certain sum of money in a stipulated manner on different time intervals. These promises of contractor and owner together constitute the fundamental basis of "Contract Agreement".

b) **General Conditions of Contract**

i) *Definitions*

ii) *Contract Documents* : List of contract documents, Custody of drawings and specifications, copy of drawings and specifications to be kept at site.

iii) *Discrepancies and Adjustment of Errors* : Lays down the order of precedence between various documents of a contract.

iv) *Deviations* : No alteration without owner's approval, deviation limit, pricing of deviations

v) *Suspension of Work* : Lays down the conditions under which work can be suspended and the consequences thereof

vi) *Materials and Workmanship* : Quality of materials and workmanship; cost of samples, cost of test, examination of work by engineer for foundation work; rectification of defects; consequences of the contractor's default in compliance.

vii) *Time, Delay and Extension* : Preparation of Time and Progress Chart; notices for slow progress; delays due to various reasons, compensation, extension of time.

viii) *Plant and Equipment and Transport* : Contractor to supply all tools, plant and equipment; can hire Owner's equipment; hire period, hire charges, contractor responsible for upkeep of equipment; responsible for loading and unloading of all vehicles hired from owner.

ix) *Assignment and Subletting of work to Sub-contractors* : Only with approved of Owner, but Contractor will remain responsible.

x) *Security Deposit* : Security Deposit amount; to be lodged within 30 days; compensations may be deducted from security deposit; owner not responsible for their depreciation.

xi) *Orders under the Contract* : All orders to be sent under registered post; orders to be carried out without delay.

- xii) *Admission to site* : Admission to site with owner; all temporary access to be provided by Contractor; undesirable person can be excluded.
- xiii) *Contractor's Supervision* : Appointing of qualified engineer to supervise; engineer to be available at site during working hours.
- xiv) *Labour* : To be employed in sufficient number; Contractor to make payment of wages as per the Act; health and sanitary arrangements, no employment of minors, safety provisions, supply of water for labour, their living arrangement.
- xv) *Approval of Work by Stages* : Each stage to be approved by Owner's Supervisor; due notice to be given by contractor, concealed work to be covered after approval of owner.
- xvi) *Inspection of Works* : Facilities to be provided for owner's inspection; any defective work to be rectified or removed; liability till maintenance period.
- xvii) *Completion and Compensation for Delay* : To be completed to entire satisfaction of owner, returning of unused, surplus stores, site clearance, taking over of works; in case of delay compensation to be levied.
- xviii) Cancellation of Contract for Insolvency, Subletting, Contractor's default etc.
- xix) *Records and Measurement* : Contractor to provide all assistance for measurements; Contractor's engineer to be present.
- xx) Procedure for Valuation of Deviations
- xxi) *Advances on Account and Final Bill* : Payment intervals; retention money; payment for materials at site price escalation, final bill on completion; submission of all abstracts and vouchers; no claims after final bill.
- xxii) *Recovery from Contractor* : Post payment audit, technical examination of works and bills, owner's right to recover amounts due to overpayment
- xxiii) *Arbitration* : All disputes between contract and owner to be referred to arbitrator; award of arbitrator to be final and binding.

4.9.4 Typical Form Contract Agreement

A typical form of Contract Agreement (Acceptance Letter) is given at *Appendix "E"* for your study. While the agreement by itself is small in size but its documents run into several pages. Some of these documents are

- i) Tender Documents
- ii) General Conditions of Contract (Printed Copy)
- iii) Set of Drawings
- iv) Bills of Quantities, Schedule for lump sum items and provisional quantities for services
- v) Particular Specifications
- vi) Standard Schedule of Rates
- vii) Letter of Acceptance

These documents contain all the details of the work to be executed. Any modifications to be made therein must be recorded under the joint signature of the owner and the contractor. All pages are serially numbered and initialled by both parties. Copies of Contract Agreement are given to both parties and a copy should always be available at site.

4.10 DRAWINGS

Drawings form a very important part of any tender and Contract agreement. The estimation of work is done based on drawings. The supply of drawings is therefore an important condition of the contract. Several times delay takes place in the supply of drawings and due to discrepancies in drawings. The site engineer must study all drawings before commencement of work and seek clarification from the consultant. It must be appreciated that it takes time to refer to a consultant and to obtain the clarification. Therefore, timely action is required. A contract contains set of drawings which cover different aspects of the project. Generally these drawings are classified and grouped together as indicated below:

- a) Site layout
- b) Architectural drawings
 - i) Plans : floor and roof plan
 - ii) Elevation and Sections
 - iii) Enlarged details like that of kitchen, toilet, staircases
 - iv) Schedules of doors and windows and their details
 - v) Schedule of finishes
 - vi) Schedule of iron mongry
- c) Structural Drawings:
 - i) RCC plans of floor and roof
 - ii) Schedule of Slabs
 - iii) Schedule of beams and columns
 - iv) Schedule of foundations
 - vi) Typical details of reinforcements for slabs, beams, columns and foundation
 - vi) RCC and reinforcement details of Portals.
 - vii) Details of Reinforcement at junctions
 - viii) General Notes on RCC drawing based on Indian Standard Codes
- d) Drawings showing details of External Services like Roads, Area Drainage, Sewage, area lighting, AC plant room.
- e) Drawings showing layout of Internal Services like water and electricity.

The Set of Drawings supplied with the contract must be kept during working hours at site and all site staff must be fully conversant with them as the work is to be executed in accordance with the drawings. It is essential that the Site Engineer, relates architectural, structural and services' drawings to ensure that all construction activities are well coordinated and planned and provisions for the concealed items are made as the work proceeds.

4.11 BILLS

The general practice is that the bills are prepared by contractors, who are required to submit a certified true copy of all documents with the original bill.

4.11.1 Interim Bills

In case of lump sum contracts, measurements are recorded only in respect of deviations and work shown as provisional in the contract. The measurements are

made jointly by agents of owner and contractor and the recorded in the measurement books as the work proceeds. The Bills for Lump sum Contract generally contain:

- a) Particulars of Contract together with lump sum amount for which tender was accepted.
- b) Deductions in full of the provisional items and prime cost sums given in Bills of Quantities, irrespective of whether any work has been done under them or not.
- c) Measurement in detail of any work carried out under provisional items and prime cost sums.
- d) Measurement in detail of all deviations
- e) Charges against the contractor in respect of stores, tools and equipment, water, electricity etc.
- f) Amounts of all running account payments based on bills already paid.

The Abstract of Quantities and Prices is prepared based on the measurements and signed by both parties (*See Appendix F*).

The Owner's engineer will assess the cost of work done and materials brought at site by the contractor.

Based on above, the amount of bill is worked out which is then checked by the surveyor's office and passed on to the accountant for his check. After this the payment of the bill is made by the Owner's representative.

The progress billing is done on preprinted forms which contain above information. It is essential that interim bills are paid frequently and on time so that the contract deploy the same to progress the work.

4.11.2 Final Bills

When a work is completed in all respects, final bill is prepared and submitted. The final bill shall be accompanied by following documents:

- a) Statement of stores, tools and equipment and water and electricity supplied to Contractor by owner
- b) Statement of all charges against the contractor like Rent etc.
- c) All Measurement Books, Abstracts and Requisitions
- d) Certified copies of all works and deviation orders
- e) Completion Certificate issued by the Owner
- f) Details of all Interim Bills paid till date

If the final bill of a contractor shows that he has been overpaid the account may be settled by a recovery in cash or from any other bill or payment due or from his Security Deposit.

4.12 RECORD OF PAYMENTS

The Owner's Engineer will maintain a Contractor's Ledger. The ledger will cover all transactions in respect of a contract. The ledger is posted as and when transactions occur and are balanced at the end of the month. All running/interim payments are recorded in this ledger on a separate folio.

The closing balance of each contract account will show the outstanding amount at the end of the month. This balance is reconciled monthly with the corresponding balance in the construction accounts. The contractor may be encouraged to examine his ledger account from time to time and sign it as taken of his acceptance.

SAQ 2

- i) What are Indirect Costs?
- ii) What are the important documents of a Contract ?
- iii) Describe the contents of a Bill.

4.13 SUMMARY

The muster roll, books and bills to be maintained in the office enable both Contractor and owner to assess the direct and indirect costs of the project at any given time. They provide the record of progress both in physical and financial terms and enable proper monitoring of the work.

4.14 KEY WORDS

Measurement Book	:	For recording progress of measurable work
Indirect Costs	:	Overheads on account of project site and office
Contract	:	A tender on acceptance becomes a contract
Log Book	:	Record for monitoring usage of equipment
Bill	:	Interim Bills, Final Bills, for payment to Contractor

4.15 ANSWERS TO SAQs

SAQ 1

- 1) Students Home Work
- 2) Answers are in the text

SAQ 2

- i), ii), iii)—Answers are given in the text in detail.

Part-1

MUSTER

LABOUR						DATES															
S.No.	Designation	Name	Father's Husband's Name	Address as given by the Labourer	Sex	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
				Dated Initials of Mustering Officer																	
				Dated Initials of Inspecting Officer at the time of site check																	

*Thumb impressions of the labourers should be taken in the Muster Rolls neatly and clearly.

Notes :— Muster Rolls will be periodically checked at site

CERTIFICATES :-

- 1) Certified that the labourers mentioned in the Muster Rolls were actually employed by me on work and were Whom I know actually paid in my presence on my identification
- 2) Certified that the labourers mentioned in the Muster Rolls were paid in my presence except

part 2

ROLL

WORKED																Total Days	Rate per Item		Amount Due		Payee's Signature/L.H.T.L. Ref. to Item Number in Register of Unpaid Wages	Paying Officer Dated Initial
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		Rs.	P.	Rs.	P.		
																Total						
																Total Paid						
																Balance of unpaid wages						

Signature _____
Designation _____

through the identification of Shri _____
men (as per Muster Rolls). The amount so paid is Rs. _____

Notice of Tender

- I) Tenders are invited for _____
_____ which is estimated to cost Rs. _____ This estimate however, is not a guarantee and is merely given as a rough guide and if the work costs more or less a Tenderer will have no claim on that account.
- II) The work is to be completed within _____ months from date of order to commence which should be on or about _____.
- III) Only contractors whose names are on the approved list may tender, and not more than one tender may be submitted by one contractor or by one firm of contractors.

A father and his sons or others close relations are not allowed to tender for the same contract as separate competitors.

When this has been done their tenders may be rejected and their earnest money forfeited.
- IV) The _____ will be the accepting officer hereafter referred to for the purposes of this contract.
- V) Applications for Tender Forms must be submitted on or before _____ to _____. Tender Forms and other necessary documents (together with addressed envelopes to be used for the return of Tender Forms and other documents) will be issued on and after _____ and up to _____ to approved contractors on payment to the Garrison Engineer _____ of Rupees _____ by cheque on any recognised bank, in currency notes or in cash as earnest-money.

Copies of the Conditions of Contract, Schedules and any other documents required in connection with the work (signed for the purpose of identification by the accepting officer) and samples of materials and stores to be supplied and where the conditions provide for purchasing anything from owner the rate applicable will be open for inspection by contractors at the office of the Project Manager during office hours. Tenderers will be deemed to have full knowledge thereof whether they inspect them or not. A Tenderer shall also be deemed to have satisfied himself generally as to the scope of the work to be done.
- VI) The earnest-money will be kept by the Project Manager who will issue a receipt for the same and who will return the earnest-money to all unsuccessful contractors on production of the said receipt and the certificate of the accepting officer that a bonafide tender has been deposited and all documents have been returned. The earnest-money paid by the successful contractor will become part of the deposit money required by the conditions of contract and will be dealt with accordingly.
- VII) Tenders will be received by the accepting officer up to 12-00 on the _____ . All tenders which are made on a form which has not been issued under the signature of the accepting officer or which is

not delivered in the envelope provided for the purpose, (which envelope must be unmarked and properly sealed), are liable to be rejected.

Muster Rolls,
Books & Bills

- VIII) The accepting officer will open the Tenders but he does not bind himself to accept the lowest or any tender, or to give any explanation for not doing so.
- IX) In order to avoid the forfeiture of his earnest-money the contractor must be very careful to deliver a bonafide tender. He must also see that the rates he quotes are accurate as after the tender is opened no representation with a view to altering the same will be considered.
- X) Any tender which proposes any alterations to any of the conditions laid down, or which proposes any other conditions of any description whatever is liable to be rejected.

Division. _____

Station _____

Date _____

FORM OF ACCEPTANCE LETTER*

OR

TELEPHONE :

REGISTERED ACK DUE
OFFICE OF THE

Dated

No.

To

Shri/S'Shri

Subject: CONSTRUCTION OF AT.....
AS DETAILED IN THE
TENDER ENQUIRY NO. DATED.

Dear Sir(s)

Reference

- i) Your tender for the above work dated....
- ii) Your letter No.
- iii) This office letter No.
- iv) Your letter No.

@ On behalf of the President of India, I hereby accept your tender as amended subsequently vide letters under reference for the work mentioned above for a lump sum of Rs. (Rupees)

OR

@On behalf of the President of India, I hereby accept your tender as amended subsequently vide letters under reference for the work mentioned above, at the item rates contained therein for the sum of Rs. (Rupees)

@ON behalf of the President of India. I hereby accept your tender as amended subsequently vide letters under reference for the work mentioned above for the amended lump sum of Rs. (Rupees). The details of the amended lump sum are given in Appendix 'A' to this letter.

3. This contract is allotted the number "....." which will be quoted by you in all future correspondence in connection with this contract.

4. The tender enquiry, your tender, the letters referred to above and this letter shall be the sole repository of the contract.

Encl : Appendix 'A'

(Where applicable)

Yours faithfully,

for and on behalf of the President of India

ACCEPTING OFFICER

Copy to :—

Accounts Officer
Project Manager Fill in as applicable.
Engineer-In-Charge

Regional Labour Commissioner, (Central)

Internal Distribution : Concerned Section.

N.B. Another letter to be issued simultaneously in continuation of this letter is given in Annexure 1.

@Adopt wording as applicable suitable to the case.

ANNEXURE - I

(Form of letter to be issued simultaneously in continuation of Acceptance Letter.

TELEPHONE :

No.

**REGISTERED ACK DUE
OFFICE OF THE**

Dated

To

Shri/S'Shri

Subject :- CONSTRUCTION OFAT

Dear Sir(s)

Reference our letter of Acceptance No.
..... dated

2. Please contact Engineer-In-Charge
..... immediately on receipt of this
letter who will arrange to issue the order to
you to start the work and also for handing over
the site to you.

3. Please deposit the sum of *Rs.
(*Rupees

as security deposit within 30 days of the date
of this letter as mentioned in the terms and
conditions of the Contract.

4. Please depute your accredited
representative, empowered to sign contract
documents on your behalf, to attend this
office during working hours by
to enable us to deliver to him certified true
copy of the contract for your use.

5. A copy each of the following
documents is forwarded herewith for your
use:-

- (a) Schedule 'A'
- (b) Schedule 'B'
- (c) Special requirements/conditions in
Particular Specifications,
- (d) One set of complete drawings.

6) Any further correspondence in
connection with this contract should be
addressed to Engineer-In-Charge
mentioned. In respect of matters where the
decision of the Accepting Officer is
required, the communication shall be
addressed through the concerned
Engineer-In-Chief with an advance copy to
this office.

7) Please acknowledge receipt.

Yours faithfully

ACCEPTING OFFICER

Copy to :-

Accounts officer—for information
Project Manger—for information
Engineer-in-Charge—for information and
necessary action.

Abstract of Quantities and Prices

.....
For.....
.....
At.....
.....
.....
.....
.....
.....

Abstract made by —	Reference Number
Name	Bill No.
Designation
Date	Signature of Site Engineer
	Date

Abstract of

**Muster Rolls,
Books & Bills**

Description of work									
Item of Schedule									
Rate									
Unit									
Measurement Book No.	P	P	P	P	P	P	P	P	P
Total									
Reduce Total									
Rs.									

