

**No.RW/NH-11052/16/93-DOI.**

***Dated, the 7th September, 1993***

To

All Project Chief Engineers Chief Engineer (Roads) North/South/East/West/Central Chief Engineer (Bridges)North/South/East/West/Central.

Subject: Direct Engagement of Consultant by the Ministry

It has been decided that the consultants are to be engaged directly by the Ministry for carrying out services in respect of N.H. works. A framework of the procedure for such engagement is described below:

**I. Consultants to be engaged by the Ministry directly**

For this, the Chief Engineer concerned of the Ministry will be the nodal Executive authority. Letters would be sent to the Consultants empanelled by the Ministry requesting for data for short-listing for the selected project. Evaluation of applications will be made by a Committee headed by the concerned Chief Engineer of the Ministry, Chief Engineer (Public Works Department) of concerned State, one another Chief Engineer of the Ministry, one Representative of Finance Wing and Deputy Secretary (P&B). After finalisation of short-list, Letters of invitation will be issued to short-listed consultants for furnishing of their Technical and Financial proposals. Evaluation of proposals will be made by the same Committee as constituted for short-listing. The Committee will make recommendations to the Ministry for engagement of suitable consultant. The Ministry will thereafter enter into agreement with the consultant directly. All payments to the consultant will be made by the concerned Chief Engineer of the Ministry.

**II. Carrying out of services by the Consultant and Supervision**

Consultant will carry out services as per the requirement of the Terms of Reference and submit reports/ design/data directly to the Ministry. These will be processed in the Ministry for comments and approval. Consultations may be carried out with State PWD wherever necessary.

The work in the field will be supervised from time to time by the concerned Regional Officer/Engineer-Liaison-Officer and Ministry's officers.

III. Involvement of State Public Works Department required for the work

State Public Works Departments would need to be involved in following specific areas:

- (i) Furnishing of previous records/data/maps to the Consultant, as required;
- (ii) Rendering assistance to Consultants in respect of availability of socio-economic data of the State;
- (iii) Rendering assistance in respect of administration/ police help in carrying out services, as required;
- (iv) Advising the Ministry on any local problems such as land acquisition, suitability of alignment, raising of road/ bridge extent on flood planes, etc;
- (v) Reporting to the Ministry on activities of the Consultant.

For this, the State Public Works Department may be paid agency charges @ 3% as already decided in the case of Project Preparation for the 3rd ADB Project.

2. Project Chief Engineers may kindly identify possible cases for engagement of Consultants and intimate the same to ADG(R)/ADG(B) for consideration, so that the above procedure may be adopted in a few cases in the first instance as a trial measure.

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