



नव मंगलूर पत्तन प्राधिकरण / NEW MANGALORE PORT AUTHORITY  
 सिविल इंजीनियरिंग विभाग / Civil Engineering Department  
 पनम्बूर, मंगलूर / Panambur, Mangalore - 575 010

No.10/94/PWM/CE(C)/2021-22

Dated: 13.05.2024

To

The Chief Vigilance Officer,  
 New Mangalore Port Authority,  
 Panambur, Mangalore,

Sir,

Sub: Revision of Manual for Procurement Works for Civil Engineering Department  
 – Reg

Ref: i) Circular No. 14/07/22 dtd. 11-07-2022 of Sri Rajiv Verma, Director.  
 ii) OM No. CVO/Circular/2022/711 dtd. 11-08-2022  
 iii) OM No. CVO/Procurement/2023/934 dtd. 21-03-2023.

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Please refer your letter, directing to update NMPA manuals in line with, manuals updated by Department of Expenditure, Ministry of Finance and published in the CVC website.

In this regard, the department has updated the Manual for works for Civil Engineering Department. The same has been approved by the Port Authority Board in the meeting held on 09-02-2024. , vide resolution No. 223/2023-24 with directions to incorporate certain aspects in the manual and authorizing the Chairperson to approve the final copy.

The directions of the Port Authority Board and department compliance are detailed as under:-

1. Integrity pact should be taken care while finalizing the manual.

The copy of Integrity pact Agreement is enclosed to the manual in Annexure 15. Provision is made in the manual to as per clause No. 3.6.1 g) to incorporate integrity pact agreement in the tender documents for works costing more than Rs. 1.00 Cr.

2. Times lines as communicated by the Ministry regarding finalization of the tenders should be followed.

Clause No. 2.4.7 & Clause 3.16.2 d), regarding time line for finalization tenders have been incorporated.

3. Responsibility Matrix regarding tendering process should be mentioned.

*[Handwritten signature]*

Clause No. 3.15.4 : Responsibility Matrix incorporated in the manual.

4. There should be a clause in the manual on EPF and ESI compliances.

The submission of EPF and ESI registration certificate in the technical bid is mandatory as per Clause No.3.7.1 : Minimum eligibility criteria. Further Clause No. 3.7.12 : EPF & ESI Compliances has been incorporated in the Manual

5. Bill payment schedule should be there in the manual

The standard operating procedure for payment of contractor bills approved in the Port Trust Board vide Res no. 64/2020-21 has been incorporated in the Manual in clause No. 3.22.

6. The Need of going online digitization of work progress register and hindrance register should be there in the Manual.

Clause No. 2.5.10 has been modified incorporating digital hindrance register and user manual as Annexure – 16

7. SOP for black listing of contractors should be included in the Manual

Clause No. 3.28 Debarment has been incorporated in line with clause No.7.5 of the Manual for Procurement of Works (Updated June 2022) published by Ministry of Finance, Department of Expenditure.

8. Clause regarding third Party inspection as communicated by the Ministry should be included in the manual.

Clause no. 2.8.4 regarding third Party inspection as communicated by the Ministry has been incorporated in the manual

9. It is also decided by the board that an auditing agency shall be engaged and auditors shall be posted to different departments.

In view of the tender scrutinized by the auditors posted to the departments, the clause No. 3.13 & 3.19 Responsibility of the Finance Department has been modified accordingly.

10. When the tender proposal reaches next higher officer, particular HOD, the dealing officer should give clear undertaking that all statutory compliances including CVC guidelines are complied with. There should be a certification in the proposal.

Clause No. 3.18.1 Acceptance of Tender of the manual is modified accordingly

11. Each Proposal should have check list at each stage viz, estimate, tendering, bid evaluation & award of work.

A check list for list regarding parameter to be verified right from preparation of tender document till signing of agreement has been proposed as per Annexure 17. The Clause No. 2.4 v) of the manual has been modified accordingly.

The Manual is further updated after incorporating / modifying clauses as mentioned above and final copy has been approved by the Chairperson, vide note file of even No. dtd. 03-04-2024 and FC No. 3942 dtd. 28-03-2024.



The final copy of the Manual for works for Civil Engineering department – April 2024 is enclosed for your reference and further needful.

Yours faithfully,



Chief Engineer Civil

Copy submitted to Chairman and Dy. Chairman for kind information

Copy to FA&CAO for information and further needful.

Copy to Dy. Director with a request to publish in the website.

Copy to All AEs / AEEs, EEs. SE(C-I) / SE(C-II) for information and necessary action and adopt the manual for Civil Engineering Works.