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**GOVERNMENT OF ODISHA
HIGHER EDUCATION DEPARTMENT**

No.HE-UNE-POLICY-0004-2020- 17617 /H.E, Date: 03.06.2020.

From

Saswat Mishra, IAS
Commissioner-cum-Secretary

To

The Registrars

(Utkal University /
Ramadevi Womens' University/
Ravenshaw University/
Sambalpur University/
Fakir Mohan Univeresity/
North Odisha University/
Berhampur University/
Shree Jagannath Sanskrit University/
Odisha State Open University/
G.M University/
Khalikote University)

Sub: Odisha State Police Housing and Welfare Corporation Limited (OPHWC)
shall be the sole Executing Agency for all civil and electrical
infrastructure Development and Maintenance work

Madam/Sir,

The State Government have selected Odisha State Police Housing and Welfare Corporation Limited (OPHWC), a State Government Public Sector Undertaking under the administrative control of Home Department, to be the sole Executing Agency for all types of civil and electrical infrastructure work (new work as well as repair/ renovation/ improvement/ maintenance work) of State Public Universities coming under administrative control of Higher Education Department of Government of Odisha, under following terms and conditions.

1. The Corporation shall follow the State Government Working Procedure prescribed by Works Department vide Resolution No.9133 dated 06.09.2012 and by Finance Department vide letter No.25217 dated 30.07.2018 (both documents enclosed herewith), including changes/ amendments to these procedures to be made in future from time to time. Some salient points of the prescribed Working Procedure are given below.

(a) The Corporation shall initiate execution of work after advance deposit of 33% of the project cost by the University as first installment. The balance 67% should be released in two equal installments. Release of 2nd and 3rd installments will be subject to submission of Utilization Certificate of at least 75% of the funds released earlier by the University.

(b) The Corporation will take supervision charges from the University @ 8% of actual expenditure. In case of timely completion of the work, the Corporation shall be entitled to receive additional incentive of 2% from the University. Completion time will include any extension granted due to force majeure/reasons beyond the control of the Corporation.

(c) The Corporation will meet the cost of any cost overrun of the project except where such escalation is because of factors beyond the control of the Corporation like delay in getting site clearance for the project, delay in finalization of plan by the University, substantial modification to the plan requiring major structural changes and for all such reasons not attributable to the Corporation.

2. Funds deposited by the University with the Corporation shall be kept in a separate interest bearing bank account (including FD, if possible) and the interest accrued thereon shall either be refunded to the University or be spent by the Corporation for the purpose of the University, as per the decision of the University.

3. The Corporation can also take up day-to-day routine maintenance work of the University facilities and infrastructure by deploying suitable manpower (such as Electrician, Plumber, Carpenter, etc.) as per mutually agreed terms and conditions. (*The Corporation is currently undertaking day-to-day routine maintenance work of State Guest House, Odisha, Bhubaneswar which includes maintenance of ACs, Lifts, Overhead and Roof-Top water Tanks, Water pipes, water pumps, Sanitary pipes, etc.*)

4. Higher Education Department shall review performance of the Corporation from time to time and in case of unsatisfactory performance, the privilege of being the sole Executing Agency for the State Universities may be considered to be withdrawn.

Therefore, all future civil and electrical infrastructure work of your University, irrespective of source of funding, shall have to be assigned to OPHWC without any exception. However, ongoing works, i.e. works for which work order has already been issued to executants (i.e. contractors) shall continue by the assigned executing agency till completion.

This is for your information and necessary action.

Yours faithfully,




03.06.2020

Commissioner-cum-Secretary to Government

Memo No. 17618 /HE, dated 03.06.2020.

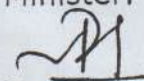
Copy to Commissioner-cum-Secretary to Hon'ble Chancellor, Raj Bhawan, Bhubaneswar for kind information of Hon'ble Chancellor.



Commissioner-cum-Secretary to Government

Memo No. 17619 /HE, dated 03.06.2020.

Copy to PS to Hon'ble Minister, Higher Education Department, Government of Odisha for kind information of Hon'ble Minister.



Commissioner-cum-Secretary to Government

Memo No. 17620 /HE, dated 03.06.2020.

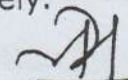
Copy to DC-cum-ACS to Government of Odisha/ Principal Secretary to Government, Home Department/ Principal Secretary to Government, Finance Department for kind information.



Commissioner-cum-Secretary to Government

Memo No. 17621 /HE, dated 03.06.2020

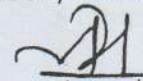
Copy to CMD, Odisha State Police Housing and Welfare Corporation Ltd., Bhubaneswar for kind information and necessary action with reference to his letter No.252/Con/OPHWC dated 12.05.2020 and letter No.256/Con/OPHWC dated 02.06.2020. The field officials of the Corporation should be advised to contact Registrar of the University concerned immediately.



Commissioner-cum-Secretary to Government

Memo No. 17622 /HE, dated 03.06.2020.

Copy to SPD, OHEPEE (World Bank Project) and Scheme Sections of Higher Education Department for information and necessary action.



Commissioner-cum-Secretary to Government

GOVERNMENT OF ODISHA
WORKS DEPARTMENT

RESOLUTION

No. 0756650002 2012 9133 /W., Bhubaneswar, dated, the 6th September, 2012

Sub:- Working Procedure for execution of works under different Construction Corporations in the State.

After careful consideration Government have been pleased to adopt the following working procedure in respect of the works to be executed through the Public Sector Undertaking (PSU) Construction Corporations in the State.

1. General Working Procedure.
The projects should be executed through tender/ e-tender process, as the case may be. However, departmental execution may be taken up where the work is non-responsive in Tender/ e-tender or due to exigency or on security reasons.
2. Preparation of Plan and Estimate.
 - a) The Corporations will prepare estimates for all Government projects on the basis of the prevailing PWD Schedule of Rates.
 - b) Works Department will ensure publication of the Schedule of Rates by end of April of each year.
 - c) In case of preparation of plan and estimates including survey and design, particularly for specialized projects like big dams, bridges etc., the Corporation may outsource the activity to a competent Consultant as per their requirement. If a Consultant is engaged, he will be paid from the Corporation's supervision charges.
3. Premium of Tender Value
In case of a transparent and competitive e-tender process, the cost of a project will depend on the lowest bid for the project. In case of a tender premium maximum up to 10% of the estimated cost, the Chief Engineer/ CGM /MD of the Corporation will have full powers to approve the tender. Beyond 10% and up to 15% of tender premium, the tender will be approved by a Tender Committee constituted by the Board of Director under the Chairman/ CMD of the Corporation with suitable senior Members representing Engineering and Financial sides. All cases of tender premium above 15% shall be placed before the Board of Director for approval. Once the tender is finalized the Corporation will submit a revised statement to the user agency adding the supervision charges to the revised cost. The user agency or the requisitioning agency will provide the additional funds so that the project can be completed on time without any financial burden on the Corporation.
4. Single Tender
When a work is awarded through a transparent e-tender process, the next higher authority on receipt of a proposal with justification from the tender committee can approve any single tender as provided under the OPWD Code. Each Corporation will codify the level of financial delegations on different authorities in their hierarchy for approval of tenders.

5. Mode of payment to the Contractor
The payment to the contractor will be made by the Corporation directly on the preparation of the bill by their technical staff. The check measurement will be made by the Technical staff of the Corporation. There is no necessity to send the bill to the Administrative Department for check measurement and payment.
6. Overhead charges in departmentally executed projects.
Since the Corporation does not receive budgetary support for meeting overhead costs, the estimates for projects executed Departmentally will be prepared without deducting the overhead charges.
7. Departments not to limit estimates while according administrative approval.
While according administrative approval, the requisitioning authority should not limit the estimates arbitrarily. In the event of budgetary constraints the administrative approval should be accorded for the full estimated value stipulating that the additional funds will be provided subsequently. While preparing Annual/ Supplementary budgets, the Departments should first meet the requirements of ongoing/ unfinished projects before embarking on new projects.
8. Technical Sanction
Chief Engineer/C.G.M./M.D. of the Corporation will accord technical sanction for all projects entrusted to the Corporation for execution.
9. Procedure to deal with deviation
In case of requirement of additional works, deviation in quantity or additional item, the Corporation will prepare a revised estimate as per provisions of OPWD Code, incorporating the additional cost which will be borne by the requisitioning authority. The Corporation/Supervision charges will be calculated basing on the revised estimated cost and additional premium if any and the Corporation will not be asked to meet the additional cost for such deviations from the Corporation /Supervision Charges.
10. Projects executed for organizations other than State Government Departments.
Corporations can execute works for organizations other than the State Government Departments through negotiated terms and actual prevailing market rates subject to any condition imposed by the Board of Directors of the Corporation so that the commercial interests of the Corporations can be protected.
11. Advance to the Corporation.
A payment schedule keeping in view the period of completion of the work should be drawn up by the Corporation and communicated to the user agency/department which will form part of the contract. Funds required for execution of the work will be released by the user agency/department in accordance with the payment schedule as advance to the Corporation. 33% of the project cost should be deposited in advance and the balance 67% should be released in two equal installments. Release of 2nd and 3rd installment will be subject to submission of utilization certificate of at least 75% of the funds released earlier.

12.

Cost escalation because of delay in execution by the Corporation

The Corporation will meet the cost of any cost overrun of the project except where such escalation is because of factors beyond the control of the Corporation like delay in alienation of land for the project, delay in finalization of plan by the requisitioning agency, delay in receipt of administrative approval and substantial modification to Plans requiring major structural changes and for the reasons not attributable to the Corporations.

This has been concurred in by Finance Department vide U.O.R. No.185/WF-I dated 16.06.2012.

This shall come into force from the date of its Publication in the Extra-Ordinary Gazette.

By order of Governor

[Signature]
(S.K. Ray)

EIC-cum-Secy. to Govt.

Memo No. 9134 /W., Dated. 6.9.12

Copy forwarded to the Director, Printing, Stationary & Publication, Odisha, Cuttack for information.

He is requested to publish the Resolution in the next issue of the Gazette and supply 100 copies to this Department.

[Signature]
6.9.2012

FA-cum-Addl. Secy. to Govt.

Memo No. 9135 /W., Dated. 6.9.12

Copy forwarded to the A.G. (A&E), Odisha, Bhubaneswar/A.G. (Audit-II), Odisha, Bhubaneswar/Sr.Dy. Accountant General, Odisha, Puri for information.

[Signature]
6.9.2012

FA-cum-Addl. Secy. to Govt.

Memo No. 9136 /W., Dated. 6.9.12

Copy forwarded to all Departments of Government for information and necessary action.

[Signature]
6.9.2012

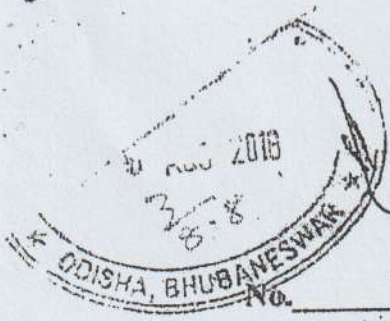
FA-cum-Addl. Secy. to Govt.

Memo No. 9137 /W., Dated. 6.9.12

Copy forwarded to all the Chief Engineers of Works Department/Water Resources Department/R.D. Department/H&UD Department/ All Public Sector Undertakings (PSUs) in the State for information and necessary action.

[Signature]
6.9.2012

FA-cum-Addl. Secy. to Govt.



GOVERNMENT OF ODISHA
FINANCE DEPARTMENT

25217

/F. Dt.

13/7/2018

FIN-WF-2-PU-0001-2018

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From

Shri A.K.K. Meena, IAS
Principal Secretary to Government

To

The Additional Chief Secretary,
Home Department/
Principal Secretary to Government,
Industries Department / Water Resources Department/
Commissioner-cum-Secretary to Government,
Tourism Department/
EIC-cum-Secretary to Government,
Works Department

ST/12

Sub: Rationalization of Supervision/Overhead charges in respect of execution of construction works allotted to Departmental Undertakings/Public Sector Undertakings.

Sir,

In supersession to the Finance Department Letter No-5522/F Dt.11.02.2011; Government has been pleased to decide that the supervision /overhead charges paid to the Construction Corporations/ Public Sector Undertakings (PSUs) shall be @8% (of actual expenditure) in place of the existing provision of @10% for all awarded civil works. Additional incentive of 2% of the actual expenditure shall be allowed for timely completion of an awarded work. Completion time will include any extension granted due to force majeure / reasons beyond the control of the Corporation/ Undertaking.

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Subm)

2. Overhead charges/ supervision charges in respect of State Government works allotted to the Departmental/ Public Sector Undertakings under your administrative control i.e. Odisha Bridge & Construction Corporation, Odisha Police Housing & Welfare Corporation, Odisha Industrial Infrastructural Development Corporation, Odisha Construction Corporation and Odisha Tourism Development Corporation shall be applicable accordingly.

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3. You are requested to issue necessary instructions to the Departmental Undertakings/ PSUs to limit supervision/ overhead charges within the prescribed ceiling. In respect of ongoing works, supervision charges may be levied at the existing rates.

ST/12

Yours faithfully,

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