

CIRCULAR

Sub: Submission of estimates through PRICE-reminder guidelines

Ref: G.O (F) No: 8/2018/Fin dated 15.01/2018

Government has issued guidelines for the preparation and approval of proposals. You are directed to submit the proposals in compliance with the above G.O in future. It has come to the notice of the undersigned that while submitting the proposals for Administrative sanction, the PRICE guidelines are not followed and proper care is not taken for filling the data field in PRICE software and uploading the documents that are to be accompanied with the proposals. Hence the following points are to be ensured while submitting the proposals through PRICE.

1. The estimate reports are to be in detail, self explanatory and should give a good picture about the site conditions and previous history of the work, if any, should be mentioned clearly. The chainages of the works should be mentioned correctly and deviations if any, from the chainage mentioned in the Administrative sanction is required proposals shall be submitted for change in nomenclature. Estimate for Technical sanction shall be submitted only after approval for change in nomenclature.
2. All the details in the project details should be duly filled in. The Road/Bridge type, H/A, work class, type of road, departmental supply, budget details, last surface renewal date etc should be correctly mentioned. All relevant certificates should be submitted.
3. With measurements of every item, the item heading, the details of chainage/location and name of roads if more roads are included in the proposal are to be mentioned in the description space of estimate of the corresponding item.
4. The constituency should be mentioned correctly.
5. For restoration works the receipt of deposit (chakan), calculations for arriving to the deposit amount, details of work included in the deposit amount if deposit is for more than one work, request letter etc should be uploaded.
6. The request letters from public, people representatives or from other departments if any should be uploaded.

7. It is noticed that there are certain practices of creating different estimates with different PRICE ID for the same work while submitting for Administrative sanction and Technical sanction or while submitting the revised proposals or submitting for revised Technical sanction after cancelling the Technical sanction once issued. This practice is highly objectionable and against the PRICE guidelines. For one estimate there should be only one PRICE ID. Any revisions should be made in the same PRICE ID. No duplicate PRICE ID's should be created for one estimate. If so the creator will be responsible for that.
8. Second proposals for Administrative sanction are seen submitted with duplicate PRICE ID and different estimate amounts for the same work, which has already been submitted to Government for Administrative sanction. Such practices will be viewed seriously and the responsibility of the same will be vested on the creator.
9. It is also noticed that when some proposals are returned to the creator for resubmission, based on the observations or corrections pointed out by the higher office during the scrutiny of the proposals, the creator or none of the subordinate officers are not commenting in their notes that they have corrected it or not while resubmission. This system is seen practiced in most of the estimates that has been returned to the creators from this office for want of corrections. Only few of the creators or subordinate officers, have put their point to point comments in their notes. This practice is to be stopped. In future while resubmitting the proposals, specific remarks should be given for each observation pointed out by the higher office.
10. Drawing of all structures such as bridge, culvert, road section, drains etc which are proposed in the estimate should be uploaded. Bridge design drawings uploaded should be the same soft copy of the drawing, which has been received from the Design wing.
11. Standard data and approved observed data should only be taken for all items for estimate preparation except for unavoidable items. Practice of creating observed data by making small specification changes in the standard data or approved data should be stopped. Difficulties if any, in adopting the standard or approved observed data, should be pointed out in the file notes of the creator. If any observed data other than the approved one is used in unavoidable conditions and if it is used previously in any other approved TS estimates, then the PRICE ID of that estimates should be mentioned by the creator in the description space of estimate of the corresponding item.

12. Most often there is a practice of submitting the hard copies of estimates to higher office/ Chief Engineer office before getting approval from Chief Engineer through PRICE software. This has created so many problems at various levels. Hence in future, hard copies of the estimates should be taken and submitted for further action, only after getting approval from higher office through PRICE software for AS and TS.
13. For budget works budget provisions, Head of Account and other details entered in the project details should be correct and shall be verified by the Divisional Accountant /Financial Assistant before submitting for Administrative sanction to this office.. The front page and corresponding work page of budget book should be uploaded for verification in all offices. Incorrect and misleading submission of details will be viewed seriously.
14. It is noticed that no officers other than the creator are seriously verifying the estimates which is clearly under stood from the log of the file history in PRICE. This practice should be ceased in future.

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Roads & Bridges

To

All Superintending Engineers, Executive Engineers, Assistant Executive Engineers and Assistant Engineers under R&B, Public Works Department