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DELHI TECHNOLOGICAL UNIVERSITY
(formerly DELHI COLLEGE OF ENGINEERING)
GOVT. OF NCT OF DELHI
Shahbad Daultpur, Bawana Road, Delhi

F.No.7/DTU/Engg Cell/ 2013-14

Date: 04.02.14

Minutes of Ninth meeting of Buildings & Works Committee

held on 04.02.2014 at 3.00 pm

The following were present during the meeting

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|----------------------------|-------------------------------|---------------|
| 1. Prof. P.B. Sharma, | Vice Chancellor | - Chairman |
| 2. Prof D. V. Singh, | Former Director, IIT, Roorkee | - Member |
| 3. Prof Anil Dewan, | Prof. Architecture, SPA | - Member |
| 4. Sh. A.K. Gupta, | Registrar, DTU | - Member |
| 5. Prof A Trivedi | HOD, Civil Engg, DTU | - Member |
| 6. Dr K C Tiwari | CPO, DTU | - Secretary |
| 7. Prof. S.K. Garg, | Pro Vice Chancellor | - Sp. Invitee |
| 8. Dr. Amit Kr Srivastava, | Project Officer, DTU | - Sp. Invitee |
| 9. Sh. Daljeet Singh | A.E. (Elect) | - Sp. Invitee |
| 10. Sh. H.K. Sharma | A.E. (Civil) | - Sp. Invitee |

The agenda for the meeting was as follows

1. Welcome remarks by the Chairman and outlining of challenges ahead
2. Review of progress on the points of last meeting
3. Major issues for approval/ratification
4. Proposed Civil Works in 2014-15
5. Proposed Electrical Works in 2014-15
6. Any other matter with the permission of the chair

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Agenda 1 Welcome Remark by the Chairman and Outlining of Challenges Ahead

The Chairman extended warm welcome to all the members of Building Works Committee and wished them all a very happy new year. The Chairman stressed the importance of the Building Works Committee and directed the Chief Projects Officer to plan BWC meeting every two months.

Agenda 2 Review of the Progress of the Points of Last Meeting

(a) **Progress on Phase – II.** While reviewing the progress of works with respect to Phase-II, the Chairman informed the Committee that our Cabinet Note is under active consideration of the Govt of NCT Delhi. Certain clarifications were sought by the Govt and the same have been submitted for further consideration of the Cabinet. The Committee members asked the Chief Project Officer to ascertain from the Architect Consultant and the MCD the likely date by which all the clearances can be expected.

(b) **Progress on Other Points.** The Committee appreciated the progress on Construction of 2 Multipurpose Hall, and 4 No SPS class rooms. The Committee however recommended close monitoring of these works to ensure that these get completed well before the next academic session. Further the Committee asked the Chief Project Officer to ascertain the status of availability of funds from the Accounts and in case of shortage of funds may consider staggering of the construction of two multipurpose halls.

Agenda 3 Major Approvals/Ratification

Following issues were discussed and approved/ratified by the Building Works Committee as under :-

(a) **Taking Over of Electrical Works From PWD (E).** The Committee ratified the decision of taking over of the electrical works from PWD (E). With regard to planning of tenders for various electrical maintenance works, following directions were issued :-

(i) The Committee directed that as far as possible, all the electrical maintenance works be grouped and given to one single contractor except where contractors registered under of certain specific category of specialization are required.

(ii) The Engg Cell to liaise with PWD (E) and explore, where possible, extension of existing tenders/agreements of the PWD (E) by another three months so as to facilitate adequate time to the Engg Cell to plan and execute tenders by itself.

- (b) **Organisation and Role of Engg Cell.** The Committee examined the proposed organization of the Engg Cell and recommended its approval. The details are placed at Appendix A.
- (c) **Enlistment of Contractors.** The Committee examined the proposal for enlistment of contractors and recommended its approval. The details are placed at Appendix B. However, the Committee recommended that in each category, a minimum of five contractors in each category must be registered.
- (c) **Outstanding Payment to Architect Consultant and Extension of the agreement.** The Committee discussed the issue in detail and in view of the Cabinet Note still pending with the Govt of NCT, Delhi, and the decision on payment was deferred till next meeting.
- (e) **Approval for Certain Major Works.** The Committee approved the following major works to be undertaken at the earliest :-
- (I) **Resurfacing of Roads within DTU Campus.** An estimate of resurfacing of all the roads within DTU Campus is given at Appendix C. The Committee recommended undertaking resurfacing of roads in a phased manner with maximum expenditure in one year **restricted to a maximum of Rs 1.0 Crore subject to availability of funds.** In the first Phase, the Committee recommended to undertake resurfacing of roads from **Main Gate to Administrative Building and the Main Circular road of DTU around the Academic Complex.**
- (II) **Provisioning/ Replacement of Air Conditioners.** The Committee recommended provisioning and replacement of air conditioners in a phased manner. Not more than 100 air conditioners which have out lived their economic life be considered for replacement. In addition, not more than 100 new air conditioners may be considered for procurement depending upon actual ground requirements of the laboratories/eligible faculty and staff members. The total maximum expenditure in one year be **restricted to a maximum of Rs 1.0 Crore subject to availability of funds.**

Agenda 4 Proposed Civil Works in 2014-15

The Building Works Committee was informed that as per Govt of NCT of Delhi letter Number - S/Accounts /GIA/ DTU/ 740-747, all capital works proposed to be undertaken need to be passed by the BWC. In addition, the proposed maintenance works were also placed before the BWC for their comments. Accordingly all the proposed works (both Capital and Maintenance in r/o Civil and Electrical) were placed before BWC as given below. The Committee observed that these works would need to be priorities and their estimates revised subject to funds available in the next financial Year. The Committee approved these works and recommended that the estimates be vetted by the Engg Cell/internal Committees.

CIVIL WORKS			
SN	TYPE OF WORK	AMOUNT	Appx
(a)	New Works	9543000	D
(b)	Addition/Alteration/Renovation works	12538618	E
(c)	ARMO Works	36757819	F
(d)	Periodical works	14363000	G
(e)	Special Repair	42498766	H
(f)	Other maintenance works	42498766	I
	Total	158199969	

ELECTRICAL WORKS			
SN	TYPE OF WORK	AMOUNT	Appx
(a)	New Works	37716098	J
(b)	Addition/Alteration/Renovation works	11495000	K
(c)	ARMO Works	25093100	L
(d)	Periodical works	6141128	M
(e)	Other maintenance works	66000000	N
(f)	Special repair	20322851	O
	Total	166768177	

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Agenda 6 Any other matter with the permission of the chair
NIL

Meeting ended with thanks to the chair.


Chief Project Officer

Copy to
All members

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ORGANISATION AND ROLE OF ENGG CELL

1. The Engg Cell at DTU is evolving and there is a need to provision adequate manpower for it so that it is able to logically undertake various tasks while fulfilling/meeting all financial and other Govt provisions. A system or a subsystem has defined set of goals that is it is expected to deliver certain outputs for the benefit of the organisation. It has three components - manpower, resources and then a set of procedures to bind it so that the efforts are logically directed towards delivery of the targets/goals while meeting all financial and Govt regulations. The primary justification for manpower is that the number and qualifications required is a function of the tasks, resources and the procedures. Subsequent paragraphs discuss the spectrum of tasks and the requirement of manpower. The set of procedures required to be followed are well laid down in GFR, e-Tendering instructions, CPWD manuals which is proposed to be followed in DTU and in various other Govt regulations.

2. The tasks group in any Engg organisation such as CPWD, MES etc and the major Civil and Electrical tasks to be undertaken by Engg Cell is as given below:-

MAJOR TASKS GROUP IN ANY ENGG SYSTEM	TASKS TO BE UNDERTAKEN BY ENGG CELL	
	TASK ZONE/FUNCTIONAL DIVISIONS - <i>The total area of 163 acres can be divided into five major zones/ functional divisions</i>	1. Academic and Non- residen-tial Zone/Buildings such as auditorium, OAT. 2. Residential Zone/Buildings. 3. Hostel Buildings. 4. Roads 5. Green Area
	CIVIL TASKS	ELECTRICAL TASKS
1. Manpower management , record keeping, documentation, payment ESI/PF issues etc. 2. Engg Planning and quality assurance of new and maintenance works. 3. Engg Stores procurement and inventory control. 4. Budget. Audit and billing 5. Architecture and drawing. 6. Material testing 7. Estimating & Tendering 8. Executive and work monitoring divisions	1. Addition and alteration tasks 2. Maintenance and repair of buildings, furniture's, white wash etc in all zones as above 3. Water supply and sanitation 4. Sewage management 5. Horticulture 6. B&R Inventory control 7. Auction of BER stores	1. Repair and maintenance of electrical installations in all the three zones 2. Maintenance of substations 3. Operation of water supply pumps 4. Street lighting 5. Air conditioning 6. RO and water coolers 7. Audi-visual equipments 8. Electrical stores Inventory control 9. Auction of Wasted stores