

**OFFICE OF DIRECTOR VIGILANCE
VIGILANCE DEPARTMENT
New Delhi Municipal Council
Palika Kendra, New Delhi**

**Minutes of meeting regarding adoption & implementation of
Integrity Pact in NDMC.**

Meeting title : Meeting cum Interaction with Independent External Monitors (IEMs) appointed by NDMC.

Date: 05.03.2014

In-time : 3:00 PM

Venue: Council Room, NDMC.

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Out-time : 4:30 PM

MEMBERS PRESENT:

S. No.	IEMs	NDMC Members	Designation/Organization
1.	Dr. U. K. Sen	IEM Sh. Kulanand Joshi	Director (Vigilance)
2.	Sh. V. K. Gupta	IEM Sh. Ajay Gupta	Jt. Director (Vigilance)
3.		Sh. Tanvir Ahmad	Dy. Director (Vigilance)
4.		Sh. Ravindra	Dy. Director (Vigilance)
5.		Sh. A. W. Ansari	Dy. Director (Vigilance)

6.			Sh. A.K. Pathak	Consultant Inquiry
7.			HOD's	From the all concerned Deptts.

In continuation to earlier "Circular" dated 21.01.2014 followed by a review meeting held in the Chamber of Director (Vigilance) on 13.02.2014 with Independent External Monitors (IEMs) regarding the modalities for incorporating provisions of Integrity Pact in NDMC & role of Independent External Monitors (IEMs), the following points were deliberated upon during the session:

1. The provision for Integrity Pact shall be included in all Requests for Proposal (RFP)/Tender Documents to be issued after the issue of circular dated 12.02.2014 in respect of Procurements/contracts that meet the threshold value of Rs. 50 Lacs and above.
 2. That Integrity Pact forming the part of Notice Inviting Tender (NIT) shall mandatorily be signed and uploaded by the officer concerned. Further, a hard copy shall also be submitted along with Earnest money by all the bidders who intend to take part in the bidding. The bids of those bidders who fail to sign and submit Integrity Pact shall not be considered.
 3. Names of IEM's along with their e-mail id's shall be included in the RFP/NIT documents for which a new clause shall be added under the heading "Integrity Pact" in the tender documents.
 4. Name and details of IEMs and all CVC circulars issued on Integrity Pact have already been uploaded on NDMC website on Home Page titled as link "**Independent External Monitors**" for general guidance
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and spreading awareness within the Department, among the prospective bidders & general public.

5. The roles and responsibilities of IEMs have been clearly specified in various circulars and Standard Operating Procedures issued by CVC and same have also been uploaded as a link on the NDMC web site which was practically shown online by JD (Vig.) to all the participants.
 6. IEMs reiterated they shall not take part in any management decisions and shall not act as consultants to the management. They would review independently and objectively, whether and to what extent parties have complied with their obligations under the Pact. The IEMs are not subject to instructions by the representatives of the parties and would perform their functions neutrally and independently. Thus files shall not be marked to IEMs for any scrutiny, audit or comments at any stage of the work/procurement.
 7. The HOD's shall make presentations and share details of all the works/procurement (in progress and under tendering) above Rs.50Lakh in prescribed formats during structured review meetings which shall be held, as per requirement, atleast once/twice in a month, with IEMs wherein IEMs can raise queries or demand comments/details if they suspect any transgression of IP.
 8. However all complaints pertaining to tenders/procurement wherein IP is applicable shall be referred to IEMs who shall give an opportunity of hearing to the complainant for quick disposal. IEMs shall submit their recommendations to Chairman NDMC for further necessary action.
 9. All the Deptts. shall nominate a "Nodal Officer" to interact with the Nodal Officer of the Vigilance Deptt. who shall act as nodal officer
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for IEMs. Normally IEM,s shall interact with Nodal Officer so appointed for them.

10. Since IP is applicable from initiation to completion of work, IEMs can inspect and demand details at any stage of work. However as IP is just at the initial stage of adoption in NDMC, decision to adopt proactive approach shall be taken after reviewing the implementation for 6 months.
11. IEMs suggested conducting a workshop for procurement officers, Engineers of NDMC and the contractors/vendors immediately to sensitize them with various provisions of IP and the role of IEMs for successful implementation of IP.
12. All HOD,s were advised to take suitable measures for adoption/implementation of the Integrity Pact with respect to all contracts entered into by NDMC with threshold value of Rs. 50 Lacs and above by incorporating specific clause regarding Integrity Pact and annex the format of Integrity Pact and details of IEMs in RFP/Notice Inviting Tender (NIT).

The meeting ended with a vote of thanks.



(GEETIKA SHARMA)
Director (Vigilance)

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Dt: 22/5/2014
