

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

**Minutes of meeting with IEMs regarding “Adoption of Integrity
Pact in NDMC”.**

Title : Meeting with IEMs regarding “Adoption of Integrity Pact in NDMC”. **Date: 21.04.2014**

In-time : 12:00 Noon **Venue: Council Room,**

Out-time : 01:30 PM

MEMBERS PRESENT:

S. No.	IEMs		NDMC Members	Designation/Organization
1.	Dr. U. K. Sen	IEM	Sh. Vikas Anand	CVO, NDMC
2.	Sh. V. K. Gupta	IEM	Ms. Geetika Sharma	Director (Vigilance)
3.			Sh. Ajay Gupta	Jt. Director (Vigilance)
4.			Sh. A. W. Ansari	Dy. Director (Vigilance)
5.			HOD's	Concerned HOD's from concerned Deptt.
6.			SE's and EE's	Concerned SE's and EE's from concerned Deptt.

In continuation to earlier meeting held on dated 05.03.2014 and “Vigilance Seminar” conducted in the Convention Hall on dated 12.03.2014 with Independent External Monitors (IEMs) regarding the

modalities for incorporating provisions of Integrity Pact in NDMC & role of Independent External Monitors (IEMs) and “Adoption of Integrity Pact in NDMC”, the following points were deliberated upon during the session:

1. Building up of Vendor database as part of procurement strategy would be required to facilitate the selection by NDMC of prospective bidding vendor (L-1) for carrying out jobs detailed in NIT/RfP.
2. Prospective vendors have to get themselves enlisted formally for various product levels, after they satisfy NDMC that they are capable of carrying out specific jobs (as required in tenders floated by NDMC) on time.
3. To ensure such enlistment, an inspection wing (tech) be setup by NDMC who will have to visit vendor's factory/office etc where the variety of vendors expertise is cross-checked prior to enlistment, such enlistment for various product levels, would always require vetting of technical specs etc. by in-house NDMC experts like Chief Engineers/HODs of various disciplines. Such enlistment can be reviewed after a period of 2-3 years. Vendors who do not quote at all may be put on holiday list.
4. Once an enlisted vendor is competent to quote and is awarded a job (L-1) as per NIT, the inspection wing will make field visits to monitor manufacturing and/or procurement schedule so as to ensure timely completion of project as per the tenders that there are no slippages.
6. These steps can be monitored by higher echelons through software, which will enable for completion of project with no time and cost overrun.
7. A review of the existing procedure for the purpose of upgrading it.
8. It was discussed to build-up e-data of tenders having value of Rs. 50 Lac and above in consultation with HOD's from Engineering Deptt. and others. This will cover all aspects of tenders right from the

starting stage, covering dates for Request for Quotation (RFQ), pre-bid meeting, Bid Qualification Criteria (BQC) technical and commercial bid opening, leading to financial approval for award of tender to the LI bidder. The format was also approved by IEM's and the same was also shown as PPT.

9. Some cases related to IT Deptt. and Electricity Deptt. were discussed with IEMs and it was reiterated that 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/finalization of RFP etc. The roles and responsibilities of IEMs have been clearly specified in various circulars and Standard Operating Procedures issued by CVC.
10. The HOD's shall make presentations and share full details of all the works/procurement (in progress and under tendering) above Rs. 50 Lakh in prescribed formats during structured review meetings which shall be held at least twice in a month with IEMs on 2nd Wednesday of every month with **Electricity & Civil Engg. Deptt.** and second meeting on 4th Wednesday of same month with **Other Deptts.** at 11:00 AM, wherein IEMs can raise queries or demand comments/details if they suspect any transgression of IP.
11. All contracts entered into by NDMC with threshold value of Rs. 50 Lacs and above is mandate to incorporate specific clause regarding Integrity Pact with the prescribed format of Integrity Pact and details of IEMs in RFP/Notice Inviting Tender (NIT).

12. An interaction meeting with IEMs and Contractor is required to be conducted along with the officials of user Deptts. to make them aware about the Integrity Pact and role of the IEMs.
13. It was also deliberated that IEMs will participate in pre-bid meetings having the threshold value of tender Rs. 50 lac and above.

The meeting ended with a vote of thanks.



(GEETIKA SHARMA)
Director (Vigilance)

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DT: 22/5/2014