

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

Ref. No. 545/vig./Imp./TOC-I/14

Dated: 20.02.2014

**CIRCULAR**

**SUBJECT: ADOPTION OF INTEGRITY PACT IN TENDERING**  
**MATTER IN NDMC.**

In continuation to earlier "Circular" No. 216/Vig./Imp./2014 dated 21.01.2014 regarding above captioned subject matter, a review meeting was held in the Chamber of Director (Vigilance) on 13.02.2014 with Independent External Monitors (IEMs) and Nodal Officer for IEMs to discuss the modalities for incorporating provisions of Integrity Pact in NDMC & role of Independent External Monitors (IEMs). The Competent Authority has approved the following decisions/recommendations of the above said meeting:

The provision for the Integrity Pact shall be included in all Request for Proposal (RfP)/Tender Documents to be issued after the date of issue of this circular in respect of Procurement/contracts that meet the threshold value of Rs. 50 Lacs and above.

1. That Integrity Pact forming the part of Notice Inviting Tender (NIT) is to be mandatorily signed and uploaded and a hard copy shall also be submitted alongwith 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. (Copy of memorandum and general format as circulated by CVC is enclosed).

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2. Name 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.
3. Name and details of IEMs and all CVC circulars issued on Integrity Pact shall be uploaded on NDMC website also for general guidance and spreading awareness within the Department, among the prospective bidders & general public.
5. Role and responsibilities of IEMs have been clearly specified in various circulars and Standard Operating Procedures issued by CVC and same shall be followed in NDMC also.
6. IEMs shall not take part in any management decisions and shall not act as consultants to the management. The IEM 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 performs 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 50lakhs 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 query or demand comments/details if they suspect any transgression of IP.

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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 the 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 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 should be 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).

In view of above, all HODS's are accordingly requested to take suitable measures and adherence for adoption/implementation of the Integrity Pact in all future works with respect to all contracts

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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 IEM,s in Notice Inviting Tender (NIT).

This issues with the approval of the Chairman, NDMC.

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**(KULANAND JOSHI)**

Director (Vigilance)

**All HOD,s NDMC.**

**Copy for kind information:**

- SH. V.K. Gupta, IEM
  - Dr. U.K. Sen, IEM
  - PS to Chairman, NDMC
  - PS to Secretary, NDMC
  - Director (IT) NDMC- with request to upload the Integrity Pact and details of IEM,s on NDMC website.
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