



SERVICE DELIVERY STANDARDS OF ENGINEERING SECTION

DZONGKHAG ADMINISTRATION

TRONGSA

AUGUST 2017

1. Engineering Services

Services	Procedure	Requirements			TAT	Responsible Person		
		Documents	Fees	Oth-ers		Name	Email	Contact No
Survey, Es- timates & Drawings	a. All Gewogs & all sector heads plans, consult and finalize and submit engineering sector b. Intimate the engineers for preparation of drawings, designs and estimates.	a. Environment Clearances b. Forest Clearances c. Land Clearances d. Social clearances e. Finalized site plan	NA	NA	1) 3 weeks per building for Drawings and 1 week for Estimation 2) 3 days for smaller works like toilets, ect for Drawings and 2 days for Estimation 3) 3 days per KM (road works , R/walls)	Mr. Tobgay Oftn. DE	tobgay@tr ong- sa.gov.bt	17606992 77329717
Technical sanction	a. Prepare estimates, designs, drawings b. Accord sanction and submit copy to concern sector heads for according Administrative and Financial approval	a. Drawings b. Estimates c. History sheet	NA	NA	10 mins/case	Mr. Tobgay Oftn. DE	tobgay@tr ong- sa.gov.bt	17606992 77329717
Tender doc- ument prepa- ration	a) Convert estimates to Bill of Quantities. b) Prepare SBD c) Scanned drawings, SBD and estimates in PDF format d) And submit to IT section for uploading in the web page for downloading.	1) BoQ 2) Drawings b. SBD	NA	NA	2 days for bulk tendering and one day for one to three works	Mr. Tobgay Oftn. DE	tobgay@tr ong- sa.gov.bt	17606992 77329717
NIT	a. Prepare NIT by DE and submit to IT section to advertise in the Media and copy to all sectors through mail.	a) Estimates with completion duration (days/months)	NA	NA	One day	Mr. Tobgay Oftn. DE	tobgay@tr ong- sa.gov.bt	17606992 77329717

Tender Submission	<ul style="list-style-type: none"> Marking on Tender box Receiving Register 	<ul style="list-style-type: none"> Receiving Register Tender box 			1hr -30 minutes	Procurement Section	Mr. Pema Chopel Procurement Officer		
Tender Opening	<ul style="list-style-type: none"> Opening Committee will sits Preparation of all Materials required Preparation of Opening Register 	<ul style="list-style-type: none"> Register Tender Received 			<ul style="list-style-type: none"> 1-3hrs for individual tender 1-2 days for bulk opening 	Procurement Section: Opening Committee	Mr. Pema Chopel Procurement Officer		
Evaluation of bids	<ul style="list-style-type: none"> a) The evaluation chairman identified will lead the committee appointed along with the accounts personnel and engineers for evaluation. b) Carry out the evaluation on-line system (e-tool). c) Prepare the comparative statement. d) Prepare evaluation report sheet. e) Present to the Awarding Committee. 	<ul style="list-style-type: none"> a) Bidding documents b) Estimates c) NIT 	NA	NA	5 days for limited and 15 days for open tender per work	Evaluation Committee	Concern Evaluation Chairman		
Award of works	<p>The Evaluation Chairman will present the findings to the awarding committee for awarding the work.</p> <p>After award of works copy of tender documents and Evaluation Report dully signed by all the awarding committee and acceptance letter with case file will have to submit to Concerns site Engineer by the Evaluation Chairman.</p>	<ul style="list-style-type: none"> a. Awarding committee members b. Evaluation report sheet c. Comparative statement 	NA	NA	<ul style="list-style-type: none"> 30minutes for individual tender 	Evaluation Chairman and Awarding Committee			
Mobilization advance	<ul style="list-style-type: none"> a) Checked the validity BG (Bank Guarantee) b) Enter into MB c) Release 10% of contract amount d) Forward to Accounts Section. e) 	Bank Guarantee in original with validity	NA	NA	1 hour	Concern Site Engineer			

Material advance	<ul style="list-style-type: none"> a. Verify the material at site along with concern accountant b. Enter in measurement c. Release 75% of material bill submitted by the contractor. d. Forward to Accounts Section for release of payment. 	<ul style="list-style-type: none"> a. Bills of materials b. Materials at site 	NA	NA	7 days/case	Concern Site Engineer		
Handing taking of works	<ul style="list-style-type: none"> a. Contractors submit completion report b. Site Engineers check the works at site as per the BoQ and specifications c. Certify the completion report and inform to committee 	Certified Completion report by concerned site engineers.	NA	NA	Min- 7 days Max- 14 days	Concern Site Engineer		
Processing for payment of bills (both running and final)	<ul style="list-style-type: none"> a. Contractor submit the bills b. Concern site engineers, one technician and concern accountant are engaged for joint measurement to minimize the errors. c. Engineers verify the bill submitted by the contractor. d. DE cross check e. Forward to Accounts Section 	Bills and BOQ	NA	NA	21 days/case	Concern Site Engineer		
Issuance of house construction approvals	<ul style="list-style-type: none"> a. The applicants from proponent put up to Dasho Dzongda for house construction with dully signed by the geog monitoring committee b. The Dzongkhag approves the private construction till floor three level in rural and within urban we have to follow the TUDP and if it is within the capacity of Engineering Section approval is will be sanction form here and else forward to MoWHS for accord of approval within the time stipulated here. c. Issue technical Approval from engineering section. 	<ul style="list-style-type: none"> a. Environment clearance b. 3 sets of Drawings in detail (architecture, structure and Electrical) c. Copy of Lagthram d. Site plan (includes cadastral map) dully signed by the Land Record Section. e. Application form dully signed by the Geog Monitoring committee. f. Copy of ID of Proponent 	1000 per sets	NA	Max -30 days Min – 7days	Mr. Tobgay Dy.EE	tobgay@trong-sa.gov.bt	17606992 77329717

	d. Issue Administrative Approval signed by Dasho Dzungda							
Processing for labour permit	Contractor and an individual shall submit application	a. Application from proponent b. Approval for construction/work award letter in case of contractor	NA	NA	1hr/case	Mr. Tobgay Dy.EE	tobgay@trong-sa.gov.bt	17606992 77329717
Processing for EOL for staff	a. Staff put up application b. DE office compiles and put up to HR office	a. Must have the reasons and duration b. Undertaking duly signed on legal stamp	NA	NA	20 mins/case	Mr. Tobgay Oftn. DE	tobgay@trong-sa.gov.bt	17606992 77329717
Processing for study leave of staff	a. Staff put up application b. DE office compiles and put up to HR office	a. Must have the reasons and duration b. Undertaking duly signed on legal stamp c. Duly filled training forms, audit & police clearance	NA	NA	20 mins/case	Mr. Tobgay Oftn. DE	tobgay@trong-sa.gov.bt	17606992 77329717
Processing for paternity/maternity/medical leave of staff	a. Staff put up application b. DE office compiles and put up to HR office	a. Birth certificate or authentication letter from a hospital administration for maternity and paternity leave b. Referral letter or authentication letter/documents from hospital administration for medical leave	NA	NA	20 mins/ case	Mr. Tobgay Oftn. DE	tobgay@trong-sa.gov.bt	17606992 77329717
Nominations for training/workshops, etc	a. Staff put up application b. DE office compiles and put up to HR Office	a. Invitation letter from agencies or institutions b. Recommendations from sector head c. Duly filled training forms, audit and police clearance	NA	NA	20 mins/case	Mr. Tobgay Oftn. DE	tobgay@trong-sa.gov.bt	17606992 77329717

Processing for leave of staff (earned & casual)	Receive application and forward it to HRO	Duly filled in application forms	NA	NA	10 mins/case	Mr. Tobgay Ofn. DE	tobgay@trong-sa.gov.bt	17606992 77329717
Processing for transfer of staff	<ul style="list-style-type: none"> a. Normal Transfer (Annual Transfer) b. Ministry issues office orders or verbal directives c. Verification of the genuine of the applicant d. Verification of reliever (Receiving or Not) e. Forward to HRO 	Application/duly fill transfer form	NA	NA	10 mins/case	Mr. Tobgay Ofn. DE	tobgay@trong-sa.gov.bt	17606992 77329717
Annual Budget Planning and Estimation for successive financial year	<ul style="list-style-type: none"> • Concern Sector will give us the list of activities in written and along with site engineer they have to do the Site Survey and engineer will do the following activities: • Design and Drawings • Estimation • Submit to Concern Sector Head 	All activities list	NA	NA	<p>The days will counted after the conduct of survey at site.</p> <ul style="list-style-type: none"> • 30 days for Each Major Activities, i.e w.e.f survey of site • 15 days for each Small Activities after survey 	Mr. Tobgay Ofn. DE	tobgay@trong-sa.gov.bt	17606992 77329717

