

PWD CIVIL DIVISION (I) - BUILDING

Contact Details

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AIMS & OBJECTIVES

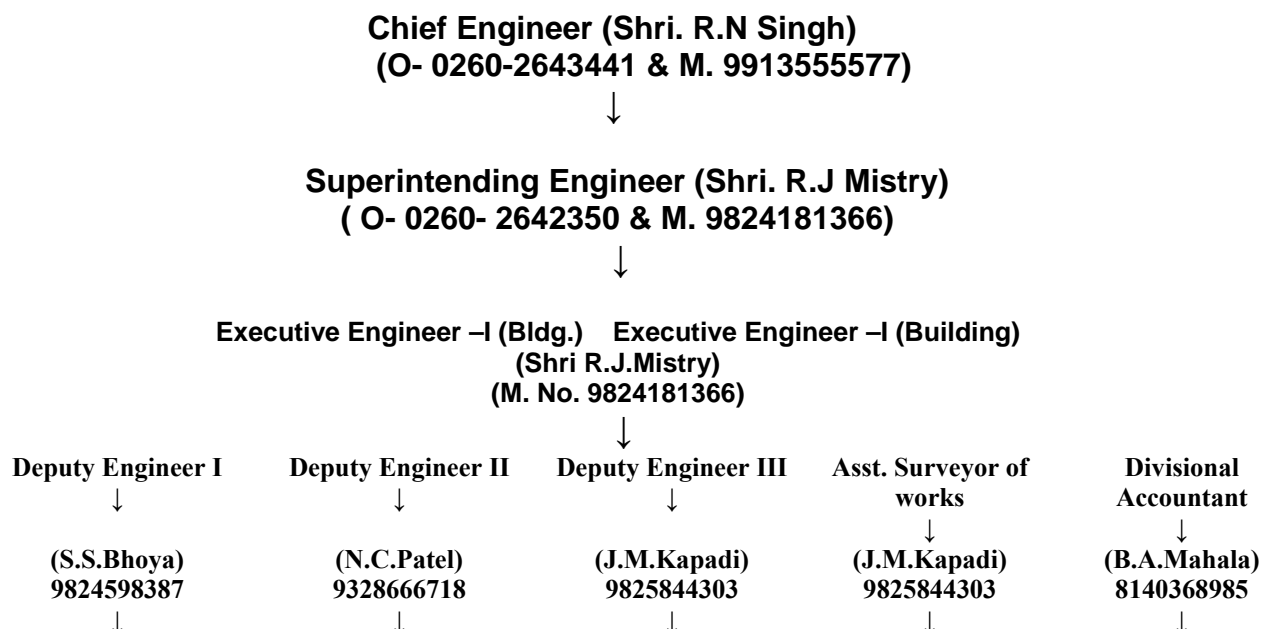
Public Works Department (**Building Division**) being the premier department in the development of the U.T. of Dadra and Nagar Haveli in charge of construction and maintenance of Government buildings and infrastructural facilities, including doing the maintenance, repair, preservation, protection and conservation of various public assets that include 1330 dwelling units; 230 number of Non-residential buildings including Hospitals, Schools, Police station, Technical & Education Buildings, plants & shrubs and lawns and gardens. Providing water supply and electrical supply to all such buildings. Providing approach roads to all government and non-government buildings.

PWD Commits itself to :-

- Efficiency, promptness and cost effectiveness.
- Habitability, safety and aesthetics of buildings.
- Satisfy user's need within yardstick.
- Efficient recording and monitoring of Grievances/Complaints.
- Attend routine complaints promptly.
- Intimate reasons of delay.
- Courteous behavior by staff/workmen.
- Make available details of services rendered.
- Programme works for ensuing year by 30th April.
- Improvement by eliciting feedback on performance.

The citizen contains the public's entitlement to the services of Public Works Department standard of services, access to general information and time bound schedules of different services.

ORGANIZATION STRUCTURE



Junior Engineers ↓	Junior Engineers ↓	Junior Engineers ↓	Junior Engineers ↓	Asstt./H.C. ↓
1) A.R.Prajapati (0260-2630999) 2) D.N.Patel (9824736989) 3) V.B.Patel (9824598369) 4) B.M.Rathod (9824549970) 5) N.N.Desai (9824682600)	1) S.K.Shah (9909772902) 2) S.B.Pandya (9924288727) 3) Y.B.Chonker	1) D.D.Vishnoi	1) L.D.Ahir (9427155681)	UDC ↓ LDC

PWD has expectation from Users.

- Co-operation with maintenance staff.
- No unauthorized additions/alterations in the premises.
- Use premises for its bonafide purpose.
- No tampering/overloading the equipment/installation.
- Care for public property.
- Restore premises and produce 'no dues' for water supply and electricity.
- Vacating of premises where ever allotment is cancelled/expired.
- Keep informed senior of the grievances not attended.
- All written requests/complaints will be acknowledged within a week from their receipts followed by an interim reply on progress, development and the jobs wherever feasible and possible within one month.
- In respect of any public demand/ Complaints shall be given in the offices of the Executive Engineer, P.W.D. Civil Division No.I (Building), Silvassa on all working days and the time schedule is given for the general information.
- All written request/complaints will be followed by an interim reply in progress, Development and the jobs wherever feasible and possible within one month. Under the control of Director (IT), PWD (Building Division) assures of it's Best efforts for fulfilling the public demand in a Time bound manner, however, this document is not legally challengeable.

SERVICES OFFERED

Sr.No.	Activities	Action being taken	Time of Disposal
1.	Construction of building works of various department under the administration of Dadra & Nagar Haveli other than the buildings in the charge of Panchayat and Municipality.	Funds are to be kept the disposal of PWD. Requirement in details to be communicated to PWD in the form of letter and drawing wherever available. The secretary of the concerned department should approve the proposal and drawing. The required land is to be acquired and to be handed over to PWD for construction.	It depends on the size of buildings and different stages of activities to be conducted like availability of land, preparation of drawing and estimate, engaging architect etc.
2.	Maintenance of Residential and non-residential government buildings as requested by the occupants of residential and	The forms are not prescribed. Application in letter form is sufficient.	In case of urgent nature of work immediately. Otherwise, with in one month month, subject to availability of fund, man and material.

	non-residential buildings or as identified by the PWD.		
3.	Internal electrification of buildings.	The user department or PWD will have to apply to Electricity department in prescribed form along with test certificate. The required fees are to be paid and electrify connection will be released.	One month.
4.	Internal water supply.	The department or PWD will have to apply in prescribed form to the Chief Officer, SMC, Silvassa along with their charges for water supply.	One month.

The tender document charge for the various works costing is as under.

Works costing above Rs. 2.00 Crores.

Rs. 1500/-

Works costing above Rs. 50.00 lakhs

and upto Rs. 2.00 Crores.

Rs. 1000/-

Works costing above Rs. 1.00 lakhs

and upto Rs. 50 lakhs

Rs. 500/-

Works costing up to Rs. 1.00 lakhs.

Rs. 150/-

The time limit for publicity of tenders is as under.

The following time limits between the date of publication of tender on web-site or press whichever is earlier and the date of receipt of the tenders are desirable.

1. 7 days in the case of works with estimated cost put the tender upto Rs. 20.00lakhs.
2. 10 days in the cost of works with estimated cost put to tender between Rs. 20.00lakhs to Rs. 2.00 Crores.

14 days in the cost of works with estimated cost put to tender more than Rs. 2.00 Crores.

Invitation of tender for awarding contract work.

The Tendering limit of various work are as under.

Class of Tendering	Tendering limit.
Class AA	Un Limited
Class A	300 Lacs.
Class B	100 Lacs
Class C	50 Lacs.
Class D	30 Lacs.
Class E1	10 Lacs.
Class E2	4 Lacs.

The list of Officers who the Public can contact on all working days is indicated as below.

Sr.No.	Officer in Charge	Area/jurisdiction
1	Deputy Engineer –I Shri S.S.Bhoya (9824598387) PWD Civil Division No:-I(Bldg.) Sub Division No:-I D &NH, Silvassa.	Silvassa, Rakholi & Dadra patelad.
2	Deputy Engineer –II Shri N.C. Patel (9328666718) PWD Civil Division No:-I(Bldg.) Sub Division No:-II D &NH, Silvassa.	Naroli, Dapada, Kilwani, & Randha patelad.
3	Deputy Engineer –III Shri J.M. Kapadi (9825844303) PWD Civil Division No:-I(Bldg.) Sub Division No:-III D &NH, Silvassa.	Khanvel, Dudhani, Amboli & Mandoni Patelad.

Public Grievances.

The citizen contains the public's entitlement to the services of PWD (Building Division) standard of services, access to general information and time bound schedules of different services. Providing emergency essential maintenance services to the Govt. residential and non-residential building in the U.T. of Dadra & Nagar Haveli.

Feel free in writing to the department for any suggestion, or complaint for the improvement of development activities.