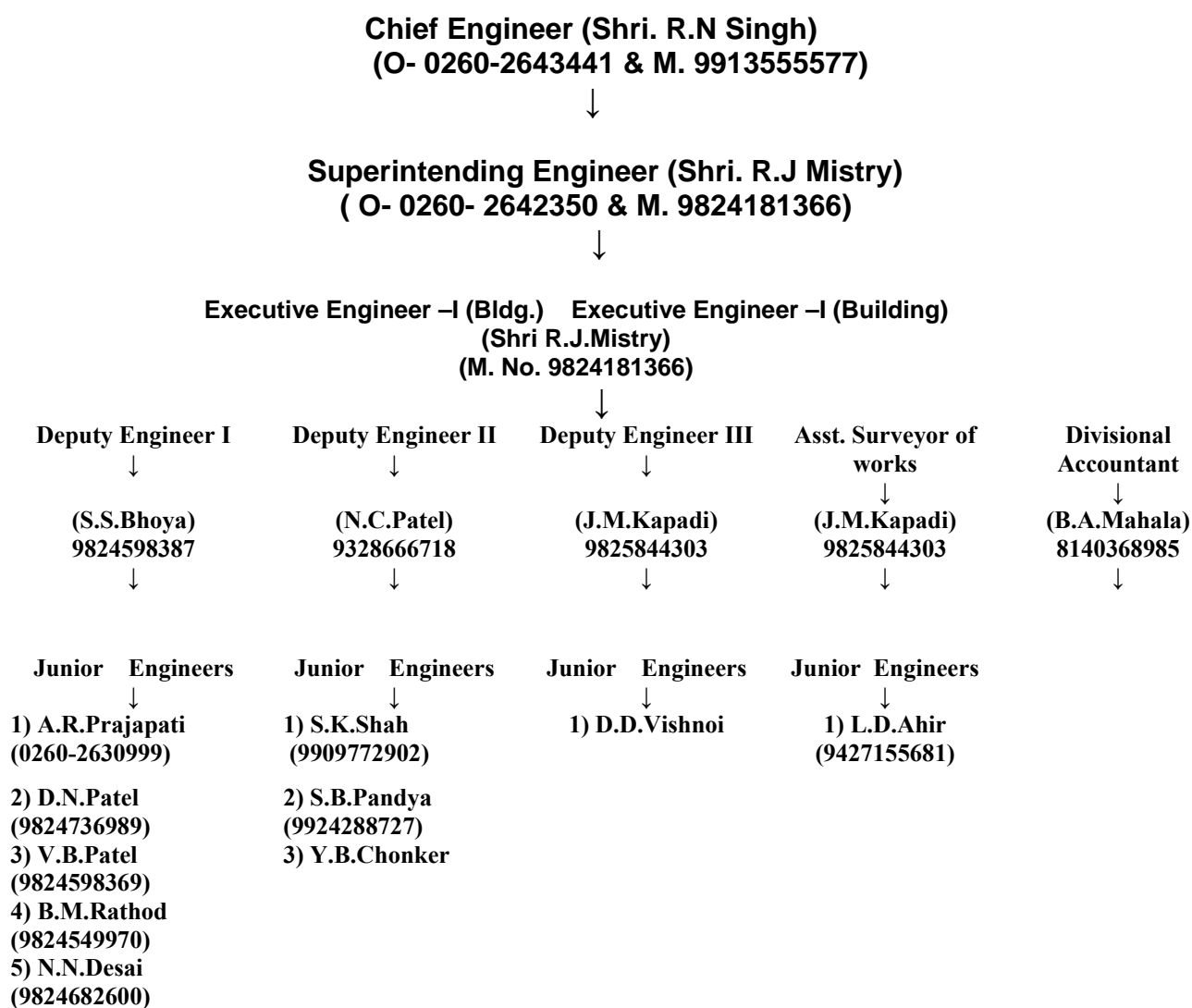


## PWD CIVIL DIVISION (I) - BUILDING

### AIMS & OBJECTIVES

Public Works Department (**Building Division**) being the premier department in the development of the U.T. of Dadra and Nagar Haveli is responsible for construction and maintenance of Government buildings and infrastructural facilities, including 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.

### ORGANIZATION STRUCTURE



**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 30<sup>th</sup> April.
- Improvement by eliciting feedback on performance.

**PWD expects the Users to:**

- Co-operate with the maintenance staff.
- No unauthorized additions/alterations in the premises.
- Use premises for its bonafide purpose.
- Avoid tampering/overloading the equipment/installation.
- Care for public property.
- Restore premises and produce 'no dues' for water supply and electricity at the time of vacating.
- Vacate the premises when allotment is cancelled/expired.
- Keep informed the senior regarding the grievances which are not attended.

**SERVICES OFFERED**

<b>Sr.No.</b>	<b>Activities</b>	<b>Action being taken</b>	<b>Time of Disposal</b>
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	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

	buildings as requested by the occupants of residential and non-residential buildings or as identified by the PWD.		availability of fund, man and material.
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.	<b>Rs. 1500/-</b>
Works costing above Rs. 50.00 lakhs and upto Rs. 2.00 Crores.	<b>Rs. 1000/-</b>
Works costing above Rs. 1.00 lakhs and upto Rs. 50 lakhs	<b>Rs. 500/-</b>
Works costing up to Rs. 1.00 lakhs.	<b>Rs. 150/-</b>

**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.

<b>Class of Tendering</b>	<b>Tendering limit.</b>
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 (93286666718) 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.

**Contact Details**

**Shri R.J. Mistry  
Executive Engineer,  
P.W.D. Civil Division No.i  
Dadra & Nagar Haveli,  
Silvassa.  
Phone 0260 2642350 Mob:-9824181366**