14. The attention of the tenderers is directed to the contract requirements as to the time of beginning work, the rate of progress and the dates for the completion of whole work and its several parts. The following rates of progress and of proportionate value of work done, from time to time, as will be indicated by the certificate of the said authority of the institution of the value of work done, will be required. Date of commencement of this programme will be the date on which the site (or premises) is handed over to the contractor.

Period after date of commencement.	*Percentage of work completed (based on the contract lump-sum amount.)*
(1)	*(2)*

NOTE.— The periods to be entered in column (1) for the purpose of defining the rate of progress may be fixed by the said authority of the institution.

15. No part of the contract shall be sublet without the written permission of the said authority of the institution nor shall transfer be made by power-of-attorney authorizing others to receive payment on the contractor's behalf.

16. If further necessary information is required, the executive authority of the institution will furnish it, but it must be clearly understood that tenders must be received in order and according to instructions.

17. The said authority of the institution or other sanctioning authority reserves the right to reject any tender or all the tenders without assigning any reason therefor.

18. Preference in the selection from among the tenderers will be given, other things being equal to those who are themselves professionally qualified or who undertake to employ qualified men at their cost to look after the work. The tenderers should, therefore, state in clear terms whether they are professionally qualified or whether they undertake to employ technical staff and if so, to give their professional qualifications or to the staff to be

employed. In case, the selected tenderer is one who has undertaken to employ technical staff under him, he should see that one of the staff is always at site of the work during working hours personally checking all items of work and paying extra attention to such works as may demand special attention (*e. g.*) reinforced concrete, etc.

NOTE.— This paragraph should be scored out if the cost of the work involved is less than Rs.10,000.

19. The tenderers when submitting their tenders should certify in their tenders that they have actually inspected the site of works and have examined before tendering the nature and extent of various kinds of soil at various depths and have been based their tenders on such examination.

20. Tenderers who have not already registered themselves as Hindu Religious and Charitable Endowments contractors shall furnish evidence of their good record and capacity to do the work.

21. A tenderer submitting a quotation which the tender accepting authority considers excessive and/or indicative of insufficient knowledge of current prices or definite attempt at profiteering, will render himself liable to be debarred permanently from tendering or for such period as the tender accepting authority may decide. The tender rates should be based on the controlled prices for materials, if any, fixed by Government, or a reasonable price.

22. A statement giving brief particulars of equipment and resources that will be put at the disposal of the work under the following classifications should accompany the tender :—

(*a*) Equipment (transport for materials, viz.. lorries and carts concrete mixers).

(*b*) Organisation (*i*) technical, (*ii*) unskilled.

(*c*) Resources in materials like teakwood, steel and extent to which departmental help is not required for procurement of materials and transport of the same.

(*d*) Methods that will be adopted to speed up the work to ensure completion within the time fixed for completion.

23. The tender of the contractor who agrees to employ the maximum number of ex-service men (number to be specified in the tender) will receive preferential consideration. The tenderers are requested to report on this in their covering letter.

24. Those who are not registered as Hindu Religious and Charitable Endowments contractors, should invariably attach income-tax verification certificates with their tenders and the registered Hindu Religious and Charitable Endowments contractors who had not already produced these certificates in the current year should also do so.

25. The said authority of the institution reserves to himself the right of allotting the different sub-works to different contractors or to one and the same contractor as he may decide after the receipt of tenders.

Tender Notice

(Piece work)

1. Tenders will be received by the Trustee/the Chairman of the Board of Trustees of (name of institution) at his office of the institution at _____ upto _____P. M. on _____ for the work of _____. The tender should be in the "Hindu Religious and Charitable Endowments form", obtainable from the office of the institution. Tenderers or their authorised agents are expected to be present at the time of opening tenders. The Trustee/ Chairman of the Board of Trustees (hereinafter called the said authority) will on opening each tender, prepare a statement of attested and unattested corrections therein and hand it over to the tenderers concerned and initial all such corrections in the presence of the tenderers. If any of the tenderers or their agents finds it inconvenient to be present at the time, then, the said authority will, on opening the tender of the absentee tenderer, make out a statement of the unattested corrections and communicate it to

him. The absentee tenderer shall then accept the statement of corrections without any question whatsoever. The Madras Detailed Standard Specifications and other documents relating to the contract such as additional specifications, drawings, descriptive specification sheet regarding materials, etc., can be seen at any time during office hours in the office of the institution.

2. Tenders must be submitted in sealed covers and should be addressed to the Trustee / Board of Trustees of the institutions, the name of the tenderer and the name of the work being noted on the cover.

If the tender is made by an individual, it shall be signed with his full name and his address shall be given. If it is made by a firm of partnership, it shall be signed with the firm name by a partner of the firm who shall also sign his own name. The tender shall also mention the name and address of each member of the firm. If the tender is made by a corporation, it shall be signed by a duly authorised officer who shall produce with his tender satisfactory evidence of his authorisation. Such tendering corporation may be required before the agreement is executed to furnish evidence of its corporate existence.

3. The tenderer should deposit a sum of Rs. _____ with the institution under a separate head to be specified as earnest money and enclose with his tender the challan endorsed accordingly. This earnest money will be refunded to the unsuccessful tenderer on application, after intimation is sent of rejection of the tender or at the expiration of two months from the date of tender whichever is earlier. This refund will be authorised by the said authority of the institution by suitable endorsement on the challan. The earnest money will not be received in cash, or currency notes by the said authority of the institution save in exceptional cases where there are no receiving treasuries to the institution. When currency notes are given, the tenderer should sign his name in full with date on the back of all the currency notes given by him, whatever their denomination.

The earnest money will be retained in the case of the successful tenderer and will not carry any interest. It will be dealt with as provided for in the conditions attached to the tender.

When a tender is to be accepted, the tenderer whose tender is under consideration, shall attend the office of the institution on the date fixed in the written intimation sent to him. He should forthwith upon intimation being given to him by the said authority of acceptance of his tender, complete the execution of the agreement by signing all documents connected therewith. Failure to do so shall entail forfeiture of earnest money.

4. Tenderers should peruse carefully the instructions in "The instructions to tenderers and form of tender" and the conditions of the standard Hindu Religious and Charitable Endowments Form and all other relevant documents before tendering rate for piece work. The approximate quantity of work to be executed under each clause is given in the accompanying Schedule. The quantities are given only with a view to enable the tenderer to quote his overall rate for each class of work in the tender form.

5. The said authority of the institutions reserves the right to reject any tender or all the tenders without assigning any reason therefor. Tenders offering a percentage deduction from or increase on the estimate amount, and those not submitted in proper form or in due time will be rejected.

6. The tender of the contractor who agrees to employ the maximum number of ex-servicemen ex-toddy tappers, unemployed agricultural labourers (number to be notified in the tender) will receive preferential consideration. The tenderers are requested to report on this in their covering letter.

7. The tenderers when submitting their tenders should certify in their tenders that they have actually inspected the site of work and have examined before tendering the nature and extent of various kinds of soil at various depths and have based their tenders on such examination by them.

8. Tenderers who have not already registered themselves as Hindu Religious and Charitable Endowments contractors shall furnish evidence of their good record and capacity to do the work.

9. A tenderer submitting a quotation which the said authority considers excessive and/or indicative of insufficient knowledge

of current prices or definite attempt of profiteering will render himself liable to be debarred permanently from tendering or for such period as the said authority may decide. The tender rates should be based on the controlled prices for materials if any fixed by the Government, or a reasonable price.

10. (*a*) Each tenderer must also send a certificate of income tax verification from the appropriate income-tax authority in the form prescribed therefor.

(*b*) In the case of proprietory or partnership firm, it will be necessary to produce the certificate aforementioned for the proprietor or proprietors and for each of the partners, as the case may be.

(*c*) If a certificate had already been produced by the tenderer during the calendar year in which the tender is made in respect of a previous tender, it will be sufficient if particulars regarding the previous occasion on which the certificate was produced are given.

(*d*) All tenders received without certificates as aforementioned will be summarily rejected.

Schedule

(Give details of the piece work to be done.)

TENDER

Date_____19 .

To

The Trustee/The Board of Trustees (name of the institution and address).

Sir,

I/We do hereby tender and if this tender be accepted, undertake to execute the following works (*viz.*) and more fully described in the Schedule hereto _____ as shown in the drawings and described in the specifications deposited in the office of the institution with such variations by way of alterations or additions to, and omissions from the said works and method of payment

as are provided for in the conditions of contract for the sum of rupees (to be entered in words and figures) or such other sum as may be arrived at under the clause of the Standard Preliminary Specifications relating to "Payment on lump-sum basis or by final measurement at unit prices".

I/We have also completed the priced list of items in Schedule 'A' annexed (in words and figures) for which I/We agree to execute the work when the lump-sum payment under the terms of the agreement is varied by payment on measured quantities.

I/We hereby distinctly and expressly declare and acknowledge that, before the submission of my/our tender I/We have carefully followed the instructions in the tender notice and have read the Madras Detailed Standard Specifications and the Preliminary Specification therein ; and that I/We have made such examination of the contract documents and of the plans, specifications and quantities, and of the location where the said work is to be done and such investigation of the work required to be done, and in regard to the materials required to be furnished as to enable me/us to thoroughly understand the intention of same and the requirements, covenants, agreements, stipulations and restrictions contained in the contract and in the said plans and specifications and distinctly agree that I/We will not hereafter make any claim or demand upon the institution based upon or arising out of any alleged misunderstanding or misconception or mistake on my/our part of the said requirements, covenants, agreements, stipulations, restrictions and conditions.

I/We enclose herewith a challan for the payment of the sum of rupees (to be entered in words and figures) as earnest money not to bear interest. If my/our tender is not accepted, the sum shall be returned to me/us on my/our application when intimation is sent to me/us of rejection or at the expiration of two months from the date of this tender, whichever is earlier. If my/our tender is accepted, the earnest money shall be retained by the institution as security for the due fulfilment of the contract. If upon written intimation to me / us by the office of the Trustee / Board of Trustees

of the institution I/We fail to attend the said office before the end of the period specified in such intimation, the tender will not be considered by the Trustee / Board of Trustees or if upon intimation being given to me/us by the Trustee / Board of Trustees of the institution of acceptance by the Trustee/Board of Trustees of my/ our tender I/We fail to make an additional security deposit or to enter into the required agreement as defined in paragraph 4 of the tender notice then I/We agree to the forfeiture of the earnest money. Any notice required to be served on me / us hereunder shall be sufficiently served on me / us if delivered to me/us personally or forwarded to me/us by registered post or ordinary or left at my / our address given herein. Such notice shall, if sent by post, be deemed to have been served on me / us at the time when it would be delivered at the address to which it is sent.

I/We fully understand that the written agreement to be entered into between me/us and the institution shall be the foundation of the rights of both the parties and the contract shall not be deemed to be completed until the agreement is first signed by me/us and then by the Trustee/Chairman of the Board of Trustees of the institution on its behalf.

I am/we are professionally qualified and my / our qualifications are given below.

Name.	Qualification.

I / We will employ the following technical staff for supervising the work and will see that one of them is always at site during working hours personally checking all items of work and paying extra attention to such works as require special attention *(e.g.)* reinforced concrete work.

Names of members of technical staff proposed to be employed.	Qualifications.

NOTE.— (*a*) The last two clauses should be scored out if the cost of the work involved is less than Rs. 10,000.

(b) The tenderers should score out the last clause of the Penultimate according as they are themselves professionally qualified or undertake to employ technical staff under them.

Rate of progress.	*Contractor.*

(Fill in from tender notice.)

Extract from Schedule of quantities.

(Fill in only the table from tender notice.)

THE GRANT OF TRAVELLING ALLOWANCE TO TRUSTEES OF RELIGIOUS INSTITUTIONS RULES.*

(G.O. Ms. No. 4055, dated 23rd September 1961 as amended by G.O. Ms. No. 275, C.T. & R.E., Dept., dated 16th July 1997)

1. Short title.— These rules may be called the Grant of Travelling Allowance to Trustees of Religious Institutions Rules.

2. Conditions shall be those laid down in the Tamil Nadu Travelling Allowance Rules.—The conditions for the payment of travelling allowance, daily allowance or mileage to trustees of religious institutions shall, unless otherwise provided for in these rules, be the same as those laid down in the Tamil Nadu Travelling Allowance Rules.

3. Rate of travelling allowance, etc., to trustee.— A trustee shall be entitled to draw, from out of the institution of which he is a trustee, travelling advance at the rates mentioned in the Table below for journeys made by him in connection with the business of the religious institution :

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* Original rules published in Part V of the *Fort St. George Gazette*, dated 25th October 1961 (Page 1078).

TABLE

Income of the institution in rupees	Journey by Train	Journey by Road	Daily Allowance
Upto 10,000	Actual train fare II class & dearness allowance	Actual bus fare & dearness allowance	Rs. 15.00
10,001 to 2,00,000	-do-	..	Rs. 20.00
2,00,001 and above	-do-	..	Rs. 30.00

Provided that the trustee shall be entitled to draw daily allowance of rupee three and a half only if the place of journey is within a radius of five miles from his residence :

Provided further that he shall be not eligible for any travelling allowance in respect of his visits to institution or the place in which the institution is situated in connection with the exercise of his powers and duties as trustee, including the attending of meetings of the trustees or the Board of Trustees.

4. Only one of the trustees shall be eligible to draw travelling advance for a particular journey.—Notwithstanding the provisions contained in rule 3, in the case of religious institutions with more than one trustee, travelling allowance for work connected with the inspection of properties of religious institutions or attending Courts on behalf of religious institutions or such other matter as the Commissioner may decide shall be admissible to one of the trustees only for a particular journey at the rate mentioned in rule 3 and such trustee shall be the person authorised by the trustees or the Board of Trustees to undertake the journey.

5. Executive Officer appointed as trustee to be paid travelling advance out of the funds of the institution.—If an executive officer of a religious institution is appointed as a trustee

or a fit person, of some other institution, such trustee or fit person, shall be entitled to draw, from out of the funds of the institution of which he is a trustee or fit person, travelling allowance under the Tamil Nadu Travelling Allowance Rules.

6. Controlling and countersigning authority.—The Assistant Commissioner, the Deputy Commissioner, the Joint Commissioner or the Commissioner, as the case may be, shall be the controlling and countersigning authority in respect of the travelling allowance bills of the trustees. Payment of travelling allowance shall be made only after sanction by the controlling and countersigning authority and shall be subject to audit of the accounts of the religious institutions concerned.

7. Claims should be made within six months.—No claim for travelling advance shall be admitted if it is made after six months from the date on which the claim has fallen due, provided that the Commissioner may authorise the payment of any arrear claim made within one year from the date of completion of the journey if he is satisfied that there was reasonable cause for delay in preferring the claim and that the claim is reasonable.

THE TAMIL NADU HINDU RELIGIOUS INSTITUTIONS (OFFICERS AND SERVANTS) SERVICE RULES, 1964*

(G.O. Ms. No. 2759, Revenue, dated 16th November 1964 as amended by G.O. Ms. No. 506, C.T. & R.E. Department, dated 13th December 1991)

1. Short title and application.—(1) These rules may be called the Tamil Nadu Hindu Religious Institutions (Officers and Servants) Service Rules, 1964.

(2) They shall apply to all officers and servants of the religious institutions except Executive Officers.

2. Definitions.—In these rules, unless the context otherwise requires —

(*a*) "Act" means the Tamil Nadu Hindu Religious and Charitable Endowments Act, 1959 (Tamil Nadu Act 22 of 1959) ;

(*b*) "Appointing Authority" means the authority who is vested with the power to appoint an officer or servant ;

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* Original rules published in Part V of the *Fort St. George Gazette*, dated 23rd December 1964 (Pages 1324 - 1328).

(*c*) "Officer" or "Servant" includes a person who holds an office to which an inam granted, confirmed or recognised by the Government, is attached or who is remunerated in kind or in cash ;

(*d*) "Outdoor servant" means a servant other than a Ulthurai servant ;

(*e*) "Ulthurai Servant" means a servant whose duties relate mainly to the performance or rendering assistance in the performance of pujas, rituals or other services to the deity, the recitation of mantras, vedas, prabandas, devarams and similar invocations and the performance of duties connected with such performance or recitation.

3. Officers and servants to profess Hindu religion.—Every officer or servant of a religious institution shall profess the Hindu religion and shall cease to hold office as such officer or servant when he ceases to profess that religion.

4. Physical fitness.—(1) Every person appointed to a non-hereditary post in a religious institution carrying a monthly salary of not less than nine rupees shall, before entering service, produce a certificate of fitness from a Civil Assistant Surgeon to the satisfaction of the appointing authority.

(2) No person, who is suffering from any contagious or infectious disease, either congenial or supervening, and no person, who is suffering from any mental or physical infirmity, which renders him unfit for service, shall be appointed to, or succeed to or hold any office in a religious institution. Any doubt or dispute as to whether a person is qualified under this rule shall be decided by the appointing authority on production of a certificate of physical fitness obtained from the nearest Civil Assistant Surgeon. Any person aggrieved by an order of the appointing authority may prefer an appeal to the Joint / Deputy Commissioner within one month from the date of receipt of such order.

5. Age.—No person shall be appointed to a non-hereditary office unless he has completed twenty-five years of age but has not

completed forty-five years of age on the first day of July of the year in which the selection for appointment is made and every person appointed to such office shall retire from such office on completing sixty years of age.

6. Disqualifications.—(1) No person convicted and sentenced to imprisonment by a criminal Court for an office involving moral turpitude or bound over for keeping the peace or for good behaviour shall be appointed to or hold any office.

(2) No person who has been declared or adjudicated as an insolvent or who has applied to be adjudicated or declared shall be appointed to or hold any office.

(3) No person, who has been removed or dismissed from service of any religious institution, local authority, statutory body or Government, shall be employed or allowed to hold office in any religious institution.

7. Probation .— Every person appointed to a non-hereditary office shall from the date on which he joins duty be on probation for a total period of one year on duty within a continuous period of two years.

8. Suspension or termination of probation.— Any time, before the expiry of the prescribed period of probation, or where the period of probation has been extended under rule 10, before the expiry of the extended period of probation, the appointing authority may —

(*i*) suspend the probation of the probationer and discharge him from the service for want of a vacancy ; or

(*ii*) at his discretion, by order either extend the period of probation of the probationer, in case the probation has not been extended under rule 10 or terminate the probation and discharge him from service after giving him a reasonable opportunity of showing cause against the proposed termination of probation.

9. Probationer's suitability for full membership.— (*a*) At the prescribed or extended period of probation, as the case may

be, the appointing authority shall consider the probationer's suitability for full membership of the service.

(*b*) If the appointing authority decides that a probationer is suitable for such membership, it shall issue an order declaring the probationer to have satisfactorily completed his probation. If no such order is issued within six months from the date on which he is eligible for such declaration, the probationer shall be deemed to have satisfactorily completed his probation on the date of expiry of the prescribed or extended period of probation.

(*c*) If the appointing authority decides that the probationer is not suitable for such membership, it shall, unless the period of probation is extended under rule 10 by order, discharge him from service.

Explanation I.—The decision of the appointing authority that the probationer is not suitable for full membership may be based also on his work and conduct till the date of decision inclusive of the period subsequent to the prescribed or extended period of probation.

Explanation II.—An opportunity to show cause may be given after the appointing authority arrives at a provisional conclusion on the suitability or otherwise of the probationer for full membership of the service, either by such authority himself or by a subordinate authority who is superior in rank to the probationer.

10. Extension of probation.—(1) In the case of any probationer falling under sub-rule (*c*) of rule 9, the appointing authority may extend his probation. Such extended period of probation shall terminate at the latest when the probationer has, after the date of expiry of the period of probation for the category, completed six months of duty in such category. A probationer shall be entitled to draw the first increment after putting in the service necessary to earn the increment. His next increment shall, however, be drawn only with effect from the date of satisfactory completion of probation, but the period of service from the date of increment shall count for subsequent increments.