

FUNCTIONS

- The Department is responsible for maintenance and upkeep of the Port & Harbor facilities and other Supportive Developments.
 - a) All berthing facilities at wharves for dry cargo, 03 oil piers, Harbor protection /conservation works & other supportive structures including Manora, Breakwater & Lighthouse.
 - b) Railway Network within Port Area.
 - c) Water supply and Firefighting Mains in the Port area.
- Memo / Circular received from Finance Department in the Engineering Department in the month of November of each Financial Year for the preparation of Budget proposal.
- Accordingly, Engineering Department circulates the Memo / Circular to the Sub-Division of Engineering Department.
- When Budget proposals received in the Accounts Section & Engineering Department. Accounts Section incorporate the figures received from Sub-Division in the main Budget of Engineering Department.
- Chief Engineer conducts meeting with the Deputy Chief Engineers / Executive Engineers for analyzing the Budget Proposals.

PREPARATION OF BUDGET ESTIMATES / PROVISION OF THE ENGINEERING DEPARTMENT

- After consultation with Deputy Chief Engineer Executive Engineer, the Chief Engineer forward the Budget to General Manager (CW) for approval and the same is forwarded to Finance Department.

TENDERING PROCEDURE

A) FOR PROJECTS WORTH UPTO RS. 1.0 M

- Projects worth upto Rs. 1.0 M are as follows:
 - a) Requirement of Project raised by User or as per Annual Planning
 - b) Assistant Ex-Engineer / Sub-Engineer surveys the work and prepare Plan & Estimate of the work.
 - c) The Plan & Estimate is processed by Executive Engineer routed through Chief Engineer / General Manager for approval of Chairman.
 - d) After Approval of Plan & Estimate, Specimen Tender set is prepared by Executive Engineer and routed through Chief Engineer to Finance Division for approval of Financial criteria etc.
 - e) Tender Notice is published in KPT/PPRA Website.
 - f) Tenders received from the Bidders.
 - g) Departmental Tender Committee assess the Tender and recommends for approval of the same to General Manager (CW) through General Manager (F).
 - h) Proposal for Approval of the Lowest Bidder is processed.
 - i) After Approval, Letter of Intent is issued to the Bidder.
 - j) Agreement is processed for Execution.
 - k) Work order is placed to the Contractor for Work Commencement.

B) FOR PROJECTS WORTH ABOVE RS. 1.0 M

- a) Requirement of Project raised by User or as per Annual Planning
- b) Assistant Exec. Engineer / Sub Engineer surveys the work and prepare plan & Estimate of the work
- c) The Plan & Estimate is processed by Executive Engineer routed through Chief Engineer / General Manager for approval of Chairman.
- d) After Approval of Plan & Estimate, Specimen Tender set is prepared by Executive Engineer and routed through Chief Engineer to Finance Division for approval of Financial criteria etc.
- e) Tender Notice is published in News Paper / Website
- f) Tenders received from the Bidders
- g) Departmental Tender Committee asses the Tender and recommends for approval of the same to Chairman.
- h) Proposal for Approval of the Lowest Bidder is Board Sanction.
- i) After Approval of KPT Board, Letter of Intent is issued to the Bidder.
- j) Agreement is processed for Execution.
- k) Work order is placed to the Contractor for Work Commencement.

C. FOR CAPITAL PROJECTS

- a) Requirement of Project raised by User or as per Annual Planning
- b) Assistant Exec. Engineer / Sub Engineer surveys the work and prepare plan & Estimate of the work
- c) The Plan & Estimate is processed by Executive Engineer routed through Chief Engineer / General Manager for approval of Chairman.
- d) After Approval of Plan & Estimate, Specimen Tender set is prepared by Executive Engineer and routed through Chief Engineer to Finance Division for approval of Financial criteria etc.
- e) Tender Notice is published in News Paper / Website
Tenders received from the Bidders.
- f) Departmental Tender Committee asses the Tender and recommends for approval of the same to Chairman.
- h) Proposal for Approval of the Lowest Bidder is Board Sanction.
- i) After Approval of KPT Board, Letter of Intent is issued to the Bidder.
- j) Agreement is processed for Execution.
- k) Work order is placed to the Contractor for Work Commencement.