

West Bengal State Rural Development Agency

(An Agency of the Panchayats & Rural Development Department, Government of West Bengal:
Registered under Registration of Societies Act 1961, Registration No.S/IL/17726 of 2003-04)

Institutional Strengthening of Gram Panchayats (ISGP) Project Cell

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No. 594/ISGPP/20E-2(Proc)/39

Date : 02/05/2012

ORDER

Subsequent to the issue of order vide No. 209/ISGPP/20E-(Proc)/39 dated 15.2.2012 as regards procurement guidelines for ISGP Project Gram Panchayats, clarifications have been sought from various quarters on few issues. In consideration thereof, the following clarifications are issued for implementation of schemes pertaining to block grant of ISGP Project:

1. All the works above Rs.100,000/- taken up under Block Grant component of ISGP Project may be executed by the Gram Panchayats through engagement of contractor. Gram Panchayat must maintain the norms prescribed in West Bengal Panchayat (Gram Panchayats Accounts, Audit & Budget) Rules, 2007 for execution of the works.
2. The para 8 of the guideline is modified as follows:
“Bids shall be accompanied with detailed bill of quantities, design drawings wherever applicable. The estimates of works should include ESMF component as may be required. All the estimates should be detailed item-wise with their respective specification, pinpointed location and supported with drawing in case of civil structures and shall be included in the tender document to be made available to the prospective bidders.”
3. Para 13 of the guideline is clarified as follows:
“Under one Notice Inviting Tender (NIT) multiple works of different nature must be avoided. In other words, works of similar nature may be accommodated in one NIT but it is desirable to float separate NIT for individual scheme other than schemes pertaining to sinking / re-sinking of tube-wells.”
4. Para 14 of the guideline is clarified as follows:
“The successful tenderer shall, on execution of agreement, be required to deposit security money of such amount which together with the earnest money already deposited by him, shall amount to ten per cent of the total value of the work as quoted by him. Such deposit shall be made in Bank Draft or Government Bond or cash or securities duly pledged in favour of the Pradhan of the Gram Panchayat. Instead of obtaining the entire amount of security deposit in one installment before commencement of work, the Gram Panchayat may, on incorporating an appropriate clause in the agreement to be entered into, collect such security deposit in a number of installments on making deductions of ten per cent from every running payment (not exceeding two including the final bill) made to the contractor on account of work done and supplies made under the contract when the final deduction shall be made in such manner as to make the total amount of deductions together with the

earnest money held a corpus of the security deposit of ten per cent of the value of work done and supplies made.”

5. Para 20 of the guideline necessitates for maintenance of separate file for each scheme for keeping complete records of all documents including payment vouchers. It is clarified that original vouchers need not be kept in this file; keeping of the photocopy of the payment vouchers in the file will suffice.
6. The Gram Panchayats are allowed to utilize 0.5 percent of estimated value of a scheme out of Block Grant of ISGP Project for meeting unforeseen expenditure and for monitoring and supervision of schemes. It is further clarified that the contingency cost shall be scheme specific within the ceiling of 0.5 percent and shall be expended only for implementation of schemes out of Block Grant of ISGP Project. The expenditure to be incurred for erection of display-board of scheme shall be included in the estimate of the scheme.

The order issues with the approval of the Principal Secretary of Panchayats & Rural Development Department, Government of West Bengal and will remain in force until further order.

All concerned are being informed.



(Soumya Purkait)

Project Manager, ISGP Project and
OSD & *Ex-Officio* Deputy Secretary

Panchayats & Rural Development Department

No. 594/1(12)/ISGPP/20E-2(Proc)/39

Date : 02/05/2012

Copy forwarded for information and necessary action to :

1. The Joint Secretary, Policy Cell, P&RD Department
2. The District Magistrate & Executive Officer.....Zilla Parishad
3. The Additional Executive Officer.....Zilla Parishad
4. The District Panchayats & Rural Development Officer.....
5. The Block Development Officer & Executive Officer.....PS
6. The Pradhan.....Gram Panchayat
7. The District Coordinator, DCU for ISGPP.....with a request to serve a copy to all concerned immediately
8. The P.S. to MIC, P&RD Department
9. The Procurement Manager, ISGPP Cell
10. The Finance Manager, ISGPP Cell
11. The PA to the Principal Secretary, P&RD Department
12. Shri/Smt.....



(Soumya Purkait)

Project Manager, ISGP Project and
OSD & *Ex-Officio* Deputy Secretary

Panchayats & Rural Development Department