

Purchase /Procurement in compliance
with G.O. No -5400- F(Y)
dated 25/6/2012

- Purchase/ Procurement value up to Rs 10,000/- may be made without tender/quotation provided purchasing authority certifies that purchase has been made at reasonable market price(Splitting is not allowed)

Purchase /Procurement in compliance G.O. No -5400- F(Y) dated 25/6/2012

- Purchase/ Procurement value above Rs 10,000 to Rs 100,000/- shall be made after inviting quotation from at least four reliable firms which shall be opened in presence of willing agents.
- In such cases procurement shall be finalized on recommendation of purchase committee to be constituted by office
- Notice of quotation shall be displayed in the office Notice Board and Local Offices notice boards, in case of district SDO/DM/ Local Municipal/Panchayat Offices notice boards

Purchase /Procurement in compliance G.O. No -5400- F(Y) dated 26/6/2012

- Purchase/ Procurement value above Rs 1,00,000 /- open tender shall invariable be invited
- Notice Inviting Tender(NIT) through 1 daily newspapers in Bengali/English & in case of Darjeeling, Nepali
- Department's official website
- Minimum period for submission of tender form preferably should be 7 days

Purchase /Procurement in compliance G.O.
No -5400- F(Y)
dated 25/6/2012

- **Purchase/ Procurement/works high value at Rs 5,00,000 /- and above E-Tender is mandatory vide G.O. No – 3060 – F(Y) dated 11/6/2014.**
- **Tender must be floated through government portal [https:// wbtenders.gov.in](https://wbtenders.gov.in)**
- For high value tender i.e., Rs 5,00,000/- to Rs10,00,000/- and above for procurement of machinery/ complex works of technical nature , and services bids may be invited under two-bid system. Technical Bid & Financial Bid

Purchase /Procurement in compliance G.O. No -5400- F(Y) dated 25/6/2012

- Selection of agency should be made on the basis of at least three qualified tenders, which shall be opened in the presence of willing agencies
- If number of tenders is less than three, tender should be invited afresh
- For NIT (value up to Rs 10,00,000/-), brief referral advertisement shall be published in 2 daily newspapers, one English one Bengali and in case of Darjeeling, Nepali
- For NIT (value exceeds Rs 10,00,000/-) brief referral advertisement shall be published in 3 daily newspapers, one English ,one Bengali, one Hindi and in case Darjeeling, Nepali

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- Technical bids & financial bids should be sealed by the bidder in separate covers duly superscribed and both the sealed covers are to be put in bigger cover which should also be sealed and duly superscribed
- Technical bids shall be opened at the first instance and evaluated by competent committee of the office

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- At the second stage financial bids of only technically qualified bidders shall be opened for assessing value and determining ranking before finalizing and award of the contract.
- After evaluation, L-1 financial bid from among the technically qualified bidders shall be accepted.

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- Publication of NIT on office Notice Board
- Publication of NIT on official website of Government of West Bengal e- tender portal
- *Minimum period for Tender submission*
- Procurement/works/ articles/stores value up to Rs 10,00,000/- : 7 days
- Above Rs 10,00,000/- up to Rs 1Crore: 14 days
- Above Rs 1Crore: 21 days

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- Materials for which DGS&D and NICS rate contract are available can be purchased directly from the enlisted companies/agencies of DGS&D and NICS at approved rate(website www.dgsnd.gov.in & www.nicscomputer.com.)
- Materials for which supplies mentioned in the Annexure of G.O. No -10500 –F dated 19/11/2004 can be purchased directly from scheduled agencies like WBSIDCL. ([website www.wbsidcl.com](http://www.wbsidcl.com))

Re-Tender as per G.O. No. 9754-F(Y) dated 03/12/2012

- In response to NIT (including e-tender) if the number is less than three, a fresh tender shall be invited
- Such Re-Tender NIT shall be published in widely circulated dailies as conventional notice and also through e-tender portal for e-tendering
- Prior to invitation of fresh/re-tender, eligibility criteria or other terms & conditions as contained in first NIT shall have to be reviewed by Tender inviting authority to ascertain :

Re-Tender as per G.O. No. 9754-F(Y) dated 03/12/2012

- 1) whether too much restriction in terms of specification and qualification is there which is higher than required
- 2) Whether newspaper advertisements were published in widely circulated dailies

Re-Tender as per G.O. No. 9754-F(Y) dated 03/12/2012

- Even after taking appropriate steps if the response to Re- Tender is less than three
- That tender may be accepted without reference to F.D. as per G.O. No – 9754 – F(Y) dated 03/12/2012
- Rates should not exceed estimated/ schedule rates beyond 5% in case of works
- In case of other goods/service prevailing reasonable market price should be taken into consideration.
- Tender Authority shall maintain Tender Register in the prescribed proforma.

Limited Tender Inquiry (LTI) & Single Tender Inquiry G.O. No. 1956 –F(Y) dated 04/04/2014

- Procurement value within Rs 10,00,000/-.
- Departmental Secretary should certify that demand is urgent
- Any additional expenditure involved by not procuring through advertised tender inquiry is justified in view of urgency
- Why procurement could not be anticipated earlier should be put on record to justify the reason and urgency
- Sources of supply are clearly known
- Possibility of fresh source(s) beyond those being tapped is remote

Limited Tender Inquiry (LTI) & Single Tender Inquiry G.O. No. – 1956 –F(Y) dated 04/04/2014

- LTI to be issued to the suppliers who are registered/empanelled with the department by inviting them to offer their price
- Tender copy should be sent free of cost by speed post/registered post/courier /e-mail to all the registered suppliers for the material/service in question.
- Website publicity should also be given.
- The number of suppliers firm in LTI should be more than three(3).
- The L-1 price should be accepted.

Single Tender Enquiry

- Urgent need for the materials/equipments/service.
- Procurement through tender process or any other method would be impracticable.
- Urgency was not foreseeable.
- Urgency results in not of any dilatory conduct.
- Urgency arises due to natural calamity situation.
- The reason for single tender should be recorded in office related papers and approval of the competent authority should be obtained thereto.
- Comments of the Departmental Financial Advisor should be recorded.
- A certificate in prescribed form as mentioned in the G.O. No. 1956- F(Y) dated. 04/04/2014 should be endorsed from competent authority.

Proprietary Items

- That only one particular firm is the manufacturer of the required goods
- The materials/equipment/services are available only from a particular supplier
- The particular supplier has exclusive rights in respect of these items.
- No reasonable alternative or substitute exists.
- Comments of the Departmental Financial Advisor should be recorded
- Proprietary article certificate in prescribed form as mentioned in the G.O. No. 1956- F(Y) dated.04/04/2014. should be endorsed from competent authority.

In all cases of procurement from Single
Source, concurrence of Finance
Department shall mandatorily be
obtained

Delegated power of engineers to accord technical sanction to accept works tender as per G.O No. 5458 – F (Y) dated 27/6/2012

- Chief Engineer Full Power
- Superintending Engineer Rs. 2 Crore
- Executive Engineer Rs. 45 Lakh
- Assistant Engineer Rs. 3 lakh (with concurrence of Executive Engineer)

For details, please go through following
Government Orders :

Orders :

- G.O. No. 5400- F(Y) dated. 25/6/2012
- G.O. No. 8183- F(Y) dated. 26/9/2012
- G.O. No. 9754- F(Y) dated .03/12/2012
- G.O. No. 3739- F(Y) dated. 03/5/2012
- G.O. No. 3060- F(Y) dated. 11/6/2014
- G.O. No. 6932- F(Y) dated. 29/8/2013
- G.O. No. 10500- F dated. 19/11/2004

RULE 47 D OF WBFR

- STATE GOVERNMENT CORPORATION & AUTONOMOUS BODY LISTED IN Annexure – C OF G. O. NO. 5400 – F(Y) Dt.25/6/12
(Annexure – D discontinued) MAY BE NOMINATE FOR EXECUTION OF GOVT. WORKS AS AGENCY OF THE GOVERNMRNT

ACTION TO ENGAGE THESE ORGANISATION

- THE WORKS IS URGENT NATURE
- IT WILL BE ECONOMICAL IN PUBLIC INTEREST
- PROCEDURAL MATTER AS LAID DOWN IN PWD MANUAL TO BE OBSEVED
- THE SHALL EXECUTE THE ENTUSTED WORKS AFTER ENGAGEMENT OF COTACTORS
- CONTRACTORS TO BE SELECTED OBSERVING NORMAL TENDER FORMALITIES AND SELECT L- 1 BIDDERS(e- tender mandatory for works above Rs 5 lakhs

- THE AGENCY FEES TO BE ALLOWED AND CONTRACT TO ENTERED WITH THE AGENCY
- 8.5% OF ESTEMATED COST FOR CUSTOMISED DRAWING & DESIGN & 7.5% OF ESTEMATED COST FOR STANDARD DRAWING & DESIGN(for G+3 above building with basement roads etc. component wise)
- 5% OF ESTIMATED COST(DESIGN(for Up to G+3 building component wise)
- NO CONTINGENCY/ OVERHEAD SHALL BE PAYABLE OTHER THAN AGENCY FEES

AGENCY JOB

- PREPARATION OF ESTIMATE DRAWING & DESIGN
- INVITATION OF TENDER
- EVALUATION OF BIDS AND AWARD OF WORK
- SUPERVISION OF WORK
- CHECKING OF BILLS AND PAYMENTS
- SUBMISSION OF U/C
- COMPLETION CERTIFICATE

- REQUISITE NUMBER OF QUALIFIED ENGINEERS TO BE ENGAGED FOR SUPERVISION AND MONITORING THE WORK ACCORDING TO THE VALUE OF PROJECT
- **ADVANCE :**
- NOT EXCEEDING 10% OF ESTIMATED COST AFTER COMMENCING WORK ORDER WITHIN 1 MONTH IN 2 OR MORE INSTALLMENTS