

**RUSA FUND UTILASATION PROCEDURE WITHIN
STIPULATED PERIOD IN TERMS OF G.O. NO –
5400 – F(Y) dated 25/6/2012 AND READ WITH
G.O. No. 10500- F dated. 19/11/2004, G. O. No.
9754- F(Y) dated .03/12/2012**

**PURCHASE OF OFFICE EQUIPMENT &
OFFICE FURNITURE**

- Materials for which DGS&D rate contract are available can be purchased directly from the enlisted agencies of DGS&D at approved rate(website www.dgsnd.gov.in)

PURCHASE OF OFFICE EQUIPMENT & OFFICE FURNITURE

- 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)

PURCHASE OF ACADEMIC EQUIPMENT & BOOKS FOLLOW LIMITED TENDER

ENQUERY

- 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

- LTI to be issued to the suppliers who are registered/ empanelled with the department by inviting them to offer their price
- Efforts should be made to identify higher number of approved suppliers to obtain more responsive bids on competitive basis
- 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.
- In case of book purchase H-1 discount price should be accepted
- Concurrence from Financial Advisor of the Administrative Department to be obtained

CONSTRUCTION WORKS

RULE 47D 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 WORK IS OF URGENT NATURE
- IT WILL BE ECONOMICAL IN PUBLIC INTEREST
- PROCEDURAL MATTER AS LAID DOWN IN PWD MANUAL TO BE OBSERVED
- THE AGENCY SHALL EXECUTE THE ENTUSTED WORKS AFTER ENGAGEMENT OF CONTRACTORS
- 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 BE 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 STANDARD DRAWING & 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