

**COMPENDIUM OF
IMPORTANT GOVERNMENT ORDERS OF
THE FINANCE DEPARTMENT**



**Finance Department,
Government of West Bengal**

January, 2013

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सत्यमेव जयते

**COMPENDIUM OF
IMPORTANT GOVERNMENT ORDERS OF
THE FINANCE DEPARTMENT**

**Finance Department,
Government of West Bengal
January, 2013**



H.K. Dwivedi, IAS

Principal Secretary

Finance Department
Government of West Bengal
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8th January, 2013.

P R E F A C E

The Finance Department has during the recent period issued various notifications and circulars pertaining to delegation of administrative and financial powers, amendments in financial rules, procurement of Goods and Services, Public-Private Partnership and such other matters. It was felt that a compilation of the notifications and circulars should be brought out in the form of a compendium to serve as a ready reference for the administrative departments.

In bringing out this compendium, I have received sincere assistance from the officers of the Finance Department and the Directorate of Treasuries & Accounts, Government of West Bengal.

Utmost care has been taken to make the compendium exhaustive and error free. However, errors and omissions, if any, should be brought to the notice of the Finance Department, Government of West Bengal for necessary rectification.

(H.K. Dwivedi)

Principal Secretary
Finance Department
Government of West Bengal

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DELEGATION OF POWER



GOVERNMENT OF WEST BENGAL
Finance Department
Writers, Buildings, Kolkata — 700 001.

No. 1880-F

March 7, 2007

MEMORANDUM

Sub.: Procedure for according administrative approval to plan projects/ schemes

The Governor is pleased to lay down the following procedure for according administrative approval to plan projects/ schemes:

A. Projects/ schemes with project cost not exceeding Rs.3 crore.

1. Each Department shall constitute a Departmental Approval Committee (DAC) comprising of the following:

- | | |
|--|------------|
| (i) Additional Chief Secretary / Principal Secretary / Secretary | - Chairman |
| (ii) Special Secretary (or where there is no Special Secretary, the Joint Secretary) in Charge of the Administrative Group of the Finance Department that corresponds to the Administrative Department | - Member |
| (iii) Technical Head of the Department, or the head of the Directorate entrusted with implementation of the scheme | - Member |
| (iv) Special Secretary / Joint Secretary of the Department as may be nominated by the Additional Chief Secretary / Principal Secretary/ Secretary | - Member |

2. All plan projects / schemes with project cost not exceeding Rs.3 crore shall be placed before the DAC. The Special Secretary or the Joint Secretary, as the case may be, of the Finance Department shall perform the function of Financial Advisor (F.A.) of the Administrative Department in the DAC. The F.A. shall play a key role in the Committee and in his absence no meeting of the DAC shall be held.

3. The Committee shall have the power to accord administrative approval of projects/schemes with cost estimate not exceeding Rs.3 crore.

4. No project / scheme shall be approved by the DAC without the consent of the F.A. The specific opinion of the F.A. in regard to all the schemes will have to be recorded in the proceedings of the meeting.

5. Where the F.A. does not give his consent for approval of a project / scheme, he will give his reasons for disagreement, which will form part of the proceedings of the meeting.

6. A statement of projects / schemes approved by the DAC along with a record of proceedings shall be handed over to the F.A. in duplicate, who will return one copy to the Administrative Department with the U.O. Number of the Finance Department forthwith.

7. If notwithstanding the note of dissent of the F.A., the Department is still of the view that the proposal should be pursued, then it should be sent to Finance Department for consideration.

B. Projects / schemes with project cost exceeding Rs.3 crore but not exceeding Rs.20 crore.

In case of plan projects / schemes for which the project cost exceeds Rs.3 crore but does not exceed Rs.20 crore. Administrative Department shall send the proposal to the Finance Department with all relevant particulars including the estimate of the projects duly vetted by the competent technical authority. The proposal shall include the objectives of the project, the benefits accruing out of it, the means of financing, etc. and shall also contain a statement indicating how the project / scheme fits in the overall perspective plan of the Department. Decision shall be taken by the Finance Department after due examination of the project.

C. Project with project cost exceeding Rs.20 crore.

The plan projects / schemes for which the project cost exceeds Rs.20 crore shall be referred to the State Planning Board in the first instance with all relevant details as mentioned under (B) above and thereafter the same shall be sent to Finance Department along with the observations of the State Planning Board. Decision shall be taken by the Finance Department keeping in view the recommendation of the State Planning Board.

This supersedes all previous notifications / orders on the subject.

Appropriate amendment to the Delegation of Financial Power Rules will be made in due course.

Sd/- Samar Ghosh

Principal Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8651-F(Y)

Date :24.8.2010

MEMORANDUM

Sub.: Procedure for according administrative approval to plan projects/ schemes

In continuation of this Department Memorandum no. 1880-F dt.07.03.2007, the undersigned is directed to state that:-

- i) Projects / schemes under State Plan and having project cost more than Rs.3.00 (three) crores which are submitted by different departments to Finance Deptt., for concurrence should have the approval of the Minister-in-charge / Minister of State in-charge of the concerned department; and
- ii) Only those plan projects / schemes for which the State share of project cost exceed Rs.20 crore need be placed before the State Planning Board before sending the same to Finance Department for concurrence.

Sd/- C.M. Bachhawat

Principal Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8325-F(Y)

Kolkata, the 24th August, 2011

MEMORANDUM

Sub.: Enhancement of power of Departmental Approval Committee to accord administrative approval of projects / schemes

In continuation of this Department Memorandum No. 1880-F dated 07.03.2007 read with Memorandum no. 8651-F(Y) dt.24.08.2010, the undersigned is directed to state that the Governor is pleased to enhance the power of the Departmental Approval Committee (DAC) to accord administrative approval of project / schemes from the existing Rs.3.00 crore to Rs.5.00 crore, where such projects are under Aided/Government of India schemes with partial contribution or 100% contribution from Government of India, such as Central Sector schemes, Centrally Sponsored schemes or schemes with Additional Central Assistance from Government of India under State Plan or otherwise.

Necessary amendments to the Delegation of Financial power Rules will be made in due course.

Sd/- C.M. Bachhawat
Principal Secretary to the
Government of West Bengal
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 9144-F(Y)

Kolkata, the 22nd September, 2011

MEMORANDUM

Sub.: Enhancement of power of Departmental Approval Committee to accord administrative approval of projects / schemes

In modification of this Department Memorandum no.8325-F(Y) dt.24.8.2011, read with Memorandum no.8651-F(Y) dt.24.8.2010 the undersigned is directed to state that the Governor is pleased to enhance the power of the Departmental Approval Committee (DAC) to accord administrative approval of all Plan projects / schemes from the existing Rs.3.00 crore to Rs. 5.00 crore, whether such projects are under State Plan or under Aided / Government of India schemes with partial contribution or 100% contribution from Government of India, such as Central Sector Schemes, Centrally Sponsored schemes or schemes with Additional Central Assistance from Government of India under State Plan or otherwise.

Necessary amendments to the Delegation of Financial power Rules will be made in due course.

Sd/- C.M. Bachhawat
Principal Secretary to the
Government of West Bengal
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch

No. 95-F.B.

Dated, Kolkata, the 18th April, 2012

MEMORANDUM

Sub.: Delegation of power to the Departmental Secretaries for according administrative approval to the schemes where the cost estimate is limited to Rs. 10.00 lakhs.

In this Department Memo no. 1880-F dated 7.3.2007, it was laid down that the Department Approval Committee shall have the power to accord administrative approval to the schemes with cost estimate not exceeding Rs. 3.00 crore. This was further modified under this Department Memo no. 9144-F(Y) dt.22.9.2011 and the power of the Department Approval Committee to accord administrative approval was enhanced from Rs. 3.00 crore to Rs. 5.00 cr. The power of sanctioning expenditure for administratively approved schemes are delegated to the Departmental Secretaries in the orders issued by the Finance Department for allotment of fund.

2. The Government has been considering, for some time past, for delegation of power to the Departmental Secretaries for according administrative approval to the schemes.

3. After a careful consideration of the matter, the Governor has been pleased to decide to delegate power to the Additional Chief Secretary/Principal Secretary/Secretary of the Administrative Departments for according administrative approval to the scheme where the cost estimates is limited to Rs. 10.00 lakhs subject to the following conditions.

- (I) No creation of new post is involved
- (II) No purchase of new vehicle is involved
- (III) For purchase of office equipments and installation of new telephones existing orders of the Finance Department are followed.

4. While issuing administrative approval, the Administrative Departments should indicate the following in such order.

"This order issues in exercise of powers delegated under Finance Department Memo. No. **95-F.B.** dated 18.04.2012,,

(A.R. Chakraborty)
Special Secretary

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 10184-F(A-II)

Dated, the 13th December, 2012

NOTIFICATION

Sub.: Administrative and financial approval for the projects on land involving inter-departmental transfer.

The procedure of inter-departmental transfer of Govt. land from one Department of the State Govt. to another is governed by Rule 469 of the West Bengal Land & Land Reforms Manual, 1991. The extract of the Rule is given as under:

"469 (i) Proposals for transfer of Government land from one department of the State Government to another should be submitted through Divisional Commissioner to Government in the department to which transfer is proposed along with objects and condition of the proposed transfer, particulars of the area, market value and estimated yearly rental.

(ii) If the administrative department approves the proposal, it will first consult the department from which land is proposed to be transferred. The proposals with the concurrence of the department owning the land will be sent to the Land & Land Reforms Department. The Land & Land Reforms Department will return the case to the administrative department with the memorandum sanctioning the transfer of the land and stating conditions of transfer, if any. The administrative department will then send a copy of the said memorandum to the officers concerned accompanied by such orders as may be necessary.,,

2. It has been observed that, in some cases, even after concurrence has been given by the Govt. department owning the land to relinquish the said land in favour of the other State Govt. department, the completion of all formalities as provided in Rule 469 of the WBL&LR Manual, 1991, takes some time. As per the existing practice, administrative and financial approval of the projects on such land is not given pending approval of the L&LR Department as provided in the referred Rule. As such, there is avoidable delay in starting such projects resulting in cost and time overrun.

3. After careful consideration, the Governor is pleased to decide that development projects on Govt. land proposed for transfer from one department to another will be accorded administrative and financial approval by the appropriate authority provided the Collector of the District has recommended the proposal after making inquiries regarding the area, ownership, availability, character, nature of the land and whether the land is free from encroachment and litigation and administrative department of the State Govt. owning the land has given its concurrence for relinquishing such land in favour of the requiring department. The administrative department to which the land is proposed to be transferred shall not start the execution of the project unless all the formalities as provided in Rule 469 of the WBL&LR Manual, 1991 have not been fully complied with. It may, however, complete all other works like completion of tender formalities, selection of executing agencies, etc.

4. The order will take immediate effect.

Sd/- H.K.Dwivedi

Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 10257-F(A-II)

Dated, the 18th December, 2012

CORRIGENDUM

The last but one sentence of Para No.3 of Notification No.10184-F(A-II) Dated, the 13th December, 2012 should be read as "The administrative department to which the land is proposed to be transferred shall not start the execution of the project till all the formalities provided in Rule 469 of the WBL&LR Manual, 1991 have been fully complied with".

Sd/- D. Mukhopadhyay
Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 5320-F(Y)

Dated, Kolkata, the 22nd June, 2012.

NOTIFICATION

In exercise of the power conferred by clause (3) of article 166 of the Constitution of India the Governor is pleased hereby to make the following amendment in the Delegation of Financial Power Rules, 1977 published under this Department,s Notification No. 9751-F dated 17.11.1977, as subsequently amended (hereinafter referred to as the 'said rules,)

AMENDMENT

In the said rules, in Schedule 'A, under Rule (18), *insert* new entries after item no.29(b) as given below-

Item no.	Items of expenditure	S.D.O/ Head of office	District officers (collectors in charge of a district)	Heads of Dptt (other than Additional Chief Secretary / Principal Secretary / Secretary / Commissioner.	Additional Chief Secretary / Principal Secretary / Secretary / Commissioner
29	(c) Purchase and repairs of computer with peripherals including UPS and printer, LAN, Storing devices, such as, Pen drive, CD, Removable hard discs	Rs. 1 lakh per annum for his own office & the subordinate offices under his control and for (c),(d),(e)and (f) taken together subject to the conditions given below.	Rs. 3 lakh per annum for his own office & the subordinate offices under his control and for (c),(d),(e) and (f) taken together subject to the conditions given below.	Rs. 5 lakh per annum for his own office & the subordinate offices under his control and for (c),(d),(e),(f) and (g) taken together subject to the conditions given below.	Rs. 20 lakh per annum for his own office & the subordinate offices under his control and for (c),(d),(e),(f) and (g) taken together subject to the conditions given below.
	(d) Broadband connection in already installed landline telephone.				
	(e) Purchase and repair of photocopier & Fax machine for already installed landline connection				
	(f) Fees for digital signature certificate from National Informatics Centre.				
	(g) Laptop and data card — purchase of	Nil	Nil		

Important Government Orders

- (i) In case of need to relax the financial power of heads of department other than Additional Chief Secretary / Principal Secretary / Secretary / Commissioner sanction may be accorded by the Additional Chief Secretary / Principal Secretary / Secretary / Commissioner within his delegated power of Rs.20 lakh p.a. taking together all such sanctions to subordinate office and purchase for his own office under item nos. 29(c), 29(d), 29(e),29(f) and 29(g). In case of need to relax the financial power of Additional Chief Secretary / Principal Secretary / Secretary / Commissioner, concurrence of the Finance Department is necessary.
- (ii) The concerned Administrative Department/Head of Department/Head of Office shall maintain year - wise Register for sanction of the above mentioned items for his office and the subordinate offices under his control and shall strictly monitor so that the sanctioned expenditure does not exceed the delegated financial power as mentioned above.
- (iii) Officers of and above the rank of Special Secretary, Directors having requirement of Laptop and Data card during official tour for efficient discharge of their official duty may be allowed such devices. Each Administrative Departmental head may sanction expenditure for purchasing not more than two units of Laptops within the period of five years and there shall be not more than five units of data cards in one Department. The data card shall be under most economic plan and shall be used in most economical manner for official purpose only. Necessary certificate shall be furnished by The 'Head of Office, while preferring bill in this regard.
- (iv) All the officers of and above the rank of SDO/Head of office at Sub-Divisional level, District level and State level having no Broadband connection are eligible for a broadband connection strictly according to their official requirement. The broadband connection shall be the most economic plan of BSNL for single user.
- (v) The Departments shall develop a computerized management information system and set up Monitoring Committees at State, District and Block levels for guidance, monitoring, coordination and taking appropriate action for optimum utilization of the machines, devices and equipments run on information and communication technology.
- (vi) In case of purchase of new machines and equipments in replacement old ones, the rate should be invited on 'buy back, terms.
- (vii) No new landline telephone connection for the fax machine shall be sanctioned.
- (viii) While deciding on the purchase, availability of fund under the particular detailed head of appropriate head of account of the concerned Department shall be ensured.
- (ix) While making the purchase the related purchase procedure of the West Bengal Financial Rules shall be observed.
- (x) While purchasing the computer and its peripherals the purchase procedure contained in memo no. 1782-F dt.1.3.2006 read with memo no. 3876-F dt.2.5.2005 shall be followed.

Sd/- H. K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch

MEMORANDUM

No. 96-F.B.

Dated, Kolkata, the 18th April, 2012

Sub.: Administrative approval for schemes to be executed with the grants under the recommendation of the Thirteenth Finance Commission

The Government had been considering, for some time past, to simplify the procedure of according administrative approval to the schemes to be executed with the grants under the recommendation of the Thirteenth Finance Commission, where such administrative approval is necessary. At present, the grants under the recommendation of the Thirteenth Finance Commission are available in the following cases.

- (i) Local Bodies Grants
- (ii) Water Sector Management
- (iii) Grants for Forests
- (iv) District Innovation Fund
- (v) Improvement of Statistical system
- (vi) Employees and Pensioners data Base
- (vii) Incentive for Issuing Unique Identifications
- (viii) Maintenance of Roads and Bridges
- (ix) Improvement in Justice Delivery
- (x) Elementary Education
- (xi) Disaster Relief and Capacity Building
- (xii) Police Training and Police Housing
- (xiii) Embankments/Drainage in Sunderban
- (xiv) Upgradation of Fire and Emergency services
- (xv) Construction of Health Centres
- (xvi) Construction of Anganwadi Centres
- (xvii) Road Infrastructure in Border Areas
- (xviii) Maintenance of Historical Monuments

2. In the above cases except grants for Local Bodies, Elementary Education, Disaster Relief and Capacity Building, Action Plans/Working plans are approved by the High Level Monitoring Committee (HLMC).

3. The Governor has now been pleased to decide that the Departmental Approval Committee shall accord administrative approval to the schemes to be implemented under the recommendation of Thirteenth Finance Commission, irrespective of the amount, for which the Action Plans/Working Plans have been approved by the High Level Monitoring Committee.

(A.R. Chakraborty)

Special Secretary

GOVERNMENT OF WEST BENGAL
Finance Department
BUDGET BRANCH

No. 3053(14)-F.B.

Dated 17th March, 2012

MEMORANDUM

Sub.: Administrative Approval and Financial Sanction.

The undersigned is directed to inform that the Planning Commission, Government of India has approved several schemes forwarded by the State Government under Backward Region Grant Fund —Special Plan for State of West Bengal with a total project cost of Rs.8661.56 crore.

Ministry of Finance, Government of India has already released Rs.2251.19 crore for implementation of said schemes.

In the circumstances, the undersigned is directed to accord administrative approval for the schemes under BRGF (Special) under different Sectors with a total project cost of Rs.8661.56 crore as per enclosed statement.

The undersigned is further directed to the approval of the financial sanction for the schemes of various administrative departments, amount of which as indicated against each of the department as per enclosed statement.

The concerned administrative departments are requested to take necessary steps to undertake the schemes at the earliest.

Sd/- A.R. Chakraborty
Special Secretary

GOVERNMENT OF WEST BENGAL

Finance Department

BUDGET BRANCH

No. 2425-F.B.

Kolkata the 27th December, 2011.

MEMORANDUM

In continuation of this Department Memo No. 2105-FB dated 02.11.11 and in cancellation of this Department Memo Nos. 2410-FB dated 27.12.11 and No. 2411-FB dated 27.12.11, the undersigned is directed by order of the Governor to say that in the interest of public service and for expeditious implementation of the Centrally Sponsored/ Central Sector/ Centrally Assisted State Plan schemes, Governor has been pleased to empower the Additional Chief Secretary/Principal Secretary/ Secretary of (1) Agriculture Department (2) Food & Supplies Department (3) Health & Family Welfare Department (4) Minority Affairs and Madrasah Education Department (5) Municipal Affairs Department (6) Panchayats & Rural Development Department (7) Urban Development Department (8) Public Health Engineering Department (9) Women & Child Development and Social Welfare Department (10) Agricultural Marketing Department (11) Forests Department (12) Irrigation & Waterways Department (13) School Education Department (14) Water Resources Investigation & Development Department to release States matching share as well as Central Share up to the current year's budget provision, subject to the following conditions:

1. The Administrative Departments will be required to take a written confirmation direct from the Finance Department, Budget Branch (Group-N) that the central share has been credited to the State Exchequer.
- 1.1. Wherever Administrative Department receives funds direct from the respective Ministries of Government of India, such as under SSA, NRHM, NREGA etc., written confirmation from Finance Department would not be required for release of State Share up to the Budget provision.
2. The Administrative Department will ensure release of fund as per requirement of the specific schemes and exercise all necessary precautions to ensure the effective utilization of such project funds within overall budget provisions and also that the budgetary allocations are not exceeded in any manner.
3. The Administrative Departments may ensure before releasing any fund on these accounts that the previous released amounts have been substantially utilized, so that the moneys do not remain idle in the bank accounts.
4. The Administrative Departments will have to approach the Finance Department in case of releases beyond the budgetary allocation or in case of advance release of State share where Central share has not been received, in schemes where the State share is required to be released in advance.
5. Processing for release of fund will not be done in the Finance Department, hence Additional Chief Secretary/Principal Secretary/ Secretary of the Administrative Departments are advised to be extra careful in view of the increased responsibilities. The Administrative Department will in fact be combining the role of Finance Department to that extent.
6. It may be ensured that expenditures are made on approved items as per approved project/scheme and also to be careful that expenditures are not incurred on inadmissible items against which Central share will not be available.
7. It may be ensured that releases are made only for the administratively approved projects. Thus Administrative approvals will be needed for new scheme as per the existing procedure.

Important Government Orders

8. West Bengal Financial rules including tender rules are to be strictly observed and for any deviations concurrence of Finance Department will be necessary.
9. The Administrative Department shall ensure that the releases are uploaded immediately on the Website of the Finance Department. (www.wbfin.nic.in).
10. Administrative Departments will submit monthly reports on the releases made during the month by the 7th Day of the following month to the Finance (Budget) Department. This is extremely important for management of fund flows of the State Government. Format is enclosed herewith.
11. A meeting will be held every month on 7th day of the month at 11 A.M. or succeeding working day if 7th is holiday in the chamber of Addl. Secretary (ARC) by Principal Secretary, Finance Department to gather information regarding monthly release of funds by the concerned Administrative Department.

This order will take effect from **01.01.2012** and will remain valid upto 31.07.2012.

Sd/- (S. Dutta)

OSD & EO Joint Secretary to the
Government of West Bengal

**PARTICULARS REGARDING RELEASE OF CENTRAL SHARE RELATING TO CENTRALLY SPONSORED,
CENTRAL SECTOR, CENTRAL ASSISTED STATE PLAN SCHEMES FOR THE MONTH OF _____**

Department _____ Demand No. _____

Sl. No.	G.O. No. & Date	Head of Account	Amount released (Rs. in lac)	U.O. No. & Date of the Finance Department	Cumulative release up to the month
	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
		TOTAL Rs.		GRAND TOTAL Rs.	

Joint Secretary to the
Government of West Bengal
_____ Department

PARTICULARS REGARDING RELEASE OF STATES SHARES RELATING TO CENTRALLY SPONSORED,
CENTRAL SECTOR, CENTRAL ASSISTED STATE PLAN SCHEMES FOR THE MONTH OF _____

Department _____ Demand No. _____

Sl. No.	G.O. No. & Date	Head of Account	Amount released (Rs. in lac)	U.O. No. & Date of the Finance Department	Cumulative release up to the month
1	2	3	4	5	6
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
		TOTAL Rs.		GRAND TOTAL Rs.	

Joint Secretary to the
Government of West Bengal
_____ Department

GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch

No. 801-F.B.

Kolkata, the 31st July, 2012

MEMORANDUM

Sub.: Delegation of power to the Additional Chief Secretary/ Principal Secretary/ Secretary for releasing States matching share & Central Share up to the current financial year budget provision.

The undersigned is directed by order of the Governor to say that in the interest of public service and for expeditious implementation of the Centrally Sponsored/Central Sector/Centrally Assisted State Plan schemes, the Governor has been pleased to extend the validity of this Deptt. Memo No. 2425-FB dated 27.12.2011 for a further period up to **31.03.2013**.

Sd/- (S. Datta)
OSD & EO Joint Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch

No. 152-FB

Dated Kolkata the 27th April, 2012

MEMORANDUM

Sub.: Introduction of Financial Adviser in different Departments

Under the present Delegation of Financial Powers, the Administrative Departments are required to send the proposals to the Finance Department for incurring expenditure out of the State Plan Funds beyond the powers delegated to them. The State Government vide Finance Department's Memo No.1880-F dated March 7, 2007 constituted a Departmental Approval Committee (DAC) for granting administrative approval to projects/schemes with estimated cost not exceeding Rs.3 crore. The powers of the DAC were enhanced from Rs.3 crore to Rs.5 crore vide Finance Department's Memo No.9144-F(Y) dated September 22, 2011. Now, in order to further facilitate expeditious implementation of development and welfare programmes, the State Government has decided to enhance the financial powers of the Administrative Departments and improve their competence in the field of financial management by effectively delegating certain financial powers to Administrative Departments.

Keeping these objectives in view, the Governor has been pleased to introduce the system of Financial Advisers in the Administrative Departments. The new system requires that all proposals for expenditure on schemes/projects are subjected to detailed financial scrutiny by the Financial Adviser of the Administrative Department instead of being sent to the Finance Department. The present financial powers delegated to the Secretaries will also continue.

1. Role of Financial Advisers

The Financial Advisers will have the following responsibilities subject to the conditions prescribed in para 4 of the Memorandum:

- (i) Render advice to the Additional Chief Secretary/Principal Secretary/ Secretary/ Special Secretary-in-Charge of the Department on all financial matters including procurement proposals which would otherwise have required concurrence of the Finance Department.
- (ii) To screen all expenditure proposals requiring to be referred to Finance Department for concurrence or comments.
- (iii) To ensure maintenance of accounts of expenditure against the grants or Appropriations.
- (iv) To advise the Drawing and Disbursing Officers (DDOs) in proper maintenance of Accounts.
- (v) To watch and review the progress of expenditure against sanctioned grants through maintenance of necessary Control Registers and to issue timely warnings to Controlling Authorities where the progress of expenditure is not even.
- (vi) To screen the proposals for supplementary demands for grants.
- (vii) Monitoring Non-tax Revenue Receipts.
- (viii) To watch the settlement of audit objections, Inspection Reports, draft audit paras, etc.
- (ix) To ensure prompt action on Audit Reports and Appropriation Accounts, Reports on Public Accounts Committee, Estimates Committee and Committee on Public Undertakings.

- (x) To ensure regular and timely submission of reports to the Finance Department and to ensure immediate uploading of release of funds on the website of the Finance Department. (www.wbfin.nic.in).
- (xi) To ensure timely submission of monthly reports on the releases made during the month by the 7th Day of the following month to the Finance (Budget) Department.

2. Delegation of Financial Powers Rules

The FA shall exercise the following delegated powers under the West Bengal Financial Rules:

- (i) Accord concurrence for administrative approval of any plan expenditure upto Rs.10 crore within the budgetary allocation and subject to general directions issued by Finance Department from time to time. Government Orders for administrative approval and financial sanction will be issued by Joint Secretary or Special Secretary authorized by the Departmental Secretary.
- (ii) According concurrence for release of fund from schemes for which Central Assistance is available, subject to the following:
 - (a) FA will be required to take a written confirmation direct from the Finance Department, Budget Branch (Group-N) that the Central share has been credited to the State Exchequer.
 - (b) FA will ensure release of fund as per requirement of the specific schemes and exercise all necessary precautions to ensure the effective utilization of such project funds within overall budget provisions and also that the budgetary allocations are not exceeded in any manner.
 - (c) FA may ensure before according concurrence for releasing any fund on these accounts that the previous released amounts have been substantially utilized, so that the money do not remain idle in the bank accounts.
 - (d) It may be ensured that expenditures are made on approved items as per approved project/ scheme and also to be careful that expenditures are not incurred on inadmissible items against which Central share will not be available.
 - (e) It may be ensured that releases are made only for the administratively approved projects. Thus, Administrative approvals will be needed for new scheme as per the existing procedure.
- (iii) In case of release of State Share of Centrally Sponsored Schemes/Centrally Assisted Schemes the FA will be competent to accord concurrence for release within budget provision provided that the Central share has been credited to the State Exchequer or in the Bank Account of the implementing agency.
- (iv) To accord concurrence for re-appropriation of any amount within the sub-detailed heads under detailed head 01-Salaries, 13-Office Expenses and 21-Material & Supplies/Stores & Equipments of the Demand of the Department provided the approval of the head of the administrative department is there. But this re-appropriation will have to be done through software that will be made available in the Finance Department's website www.wbfin.nic.in. The Departments will be allotted a user code and password for this purpose. The re-appropriation of fund is also subject to the following condition:
 - a) That the grant is not exceeded.
 - b) That the expenditure which will be met by the Re-appropriation does not involve the undertaking of a new or unapproved or recurring liability.
 - c) That the savings are known in sufficient time to permit their being spent to good purpose and that the expenditure is not incurred merely to prevent lapse of savings.

Important Government Orders

- d) That a re-appropriation sanctioning the undertaking of a new service is not involved.
 - e) Any appropriation or re-appropriation within the grant of a year can be authorized at any time before, but not after the expiry of financial year to which it relates.
 - f) Re-appropriation of funds from one grant to another grant are not permissible, as such re-appropriation will have the effect of reducing or increasing amounts of the grant concerned as specified in the schedule of authorised expenditure appended to the Appropriation Act and will thus be ultra vires of the provisions of the constitution.
 - g) No re-appropriation from a "voted" to a "charged" head and vice versa is admissible.
 - h) Re-appropriation of fund from revenue to capital/loan heads and vice versa is not admissible.
 - i) Provisions under plan scheme including Centrally Sponsored /Central Sector scheme should not be diverted to non-plan scheme and vice versa.
 - j) Provision of Office Expenses should not be increased by reappropriation.
 - k) Re-appropriation from Salary to Non-Salary head is not admissible.
3. *FAs will not be authorized to accord concurrence in respect of the following items:*
- (i) Any new scheme and continuing scheme, in which there are deviations from the existing norms and yardstick as approved by the Finance Department.
 - (ii) Sanction any augmentation of fund.
 - (iii) Relax any tender Rules.
 - (iv) Sanction any matter relating to pay and any allowances of any type or any other establishment matters that require approval of Finance Department. Such proposals of Administrative Departments must be routed through the FA and FA will record his view in writing before the proposal is sent to the Finance Department.
 - (v) Sanction creation of posts including promotional post, Recruitment/appointment of Officer/staff, Casual or contractual appointment, Fixation of remuneration/pay etc. and other Service matters. Creation of new offices, Declaration of Head of Office and DDO, purchase or hiring of new vehicles.
 - (vi) Sanction to open any bank account, grant or increase of 'Permanent Advance', Advance Drawal of fund, grant of tiffin or any sort of extra allowances other than those already approved by Finance Department.
 - (vii) Sanction scheme/projects which involves introduction of a new policy/practice likely to lead to increased expenditure in future.
 - (viii) Sanction new telephone or internet connection and any non-plan expenditure beyond the delegated powers of the Additional Chief Secretary/ Principal Secretary/ Secretary of the Department.
 - (ix) Matters pertaining to the following schemes/subjects will be dealt exclusively by the Budget Branch (Group 'N') of the Finance Department subject to any Special delegation made in respect of any of these schemes/subjects. Matters relating to these schemes/ subjects shall be referred to the Finance Department through FA or with the comments of FA :
 - a) Externally Aided Projects (EAP).
 - b) Rural Infrastructure Development Fund (RIDF).
 - c) Schemes implemented with assistance from HUDCO.

- d) Schemes implemented with assistance from NCDC.
- e) National Social Assistance Programme (NSAP)
- f) Upgradation/special problem grants and local body grants recommended by the Thirteenth Finance Commission.
- g) Schemes implemented out of one-time Additional Central assistance (ACA).
- h) Release of fund under State Finance Commission's recommendations.
- i) Prime Minister's Gramoday Yojana (PMGY).
- j) Schemes of RKVY.
- k) State Government guarantee.
- l) Conversion of loan into grant/equity.
- m) Writing off of loans.
- n) Partial or full waiver of interest.
- o) Authorization of LOC.
- p) Grant of Loan.
- q) Sanction of Subsidy
- r) Raising of loan.

4. General Instructions

1. The Additional Chief Secretary/ Principal Secretary/ Secretary of the Department or any officer not below the rank of Joint Secretary specifically authorized by the Additional Chief Secretary/ Principal Secretary/ Secretary of the Department will refer the files of the Department to the Financial Adviser.
2. The FA will send all files directly to the head of the Administrative Department (Additional Chief Secretary/ Principal Secretary/ Secretary).
3. After the concurrence of the Financial Adviser the order will be issued by the competent authority as may be specified under the internal delegation orders of the Department. The following line has to be inserted "This issues with the concurrence of the Financial Adviser of the Department vide his U.O. No dated"
4. FAs would be consulted in all cases relating to the exercise of the financial powers delegated in terms of the Memorandum. While normally FAs advice would be expected to be adhered to, there could be instances/cases in which the Departmental Secretary feels that there are valid reasons for some modification/deviation. In such rare instances, Secretaries of the Administrative Departments can exercise their power to overrule FAs advice by an order in writing. All such decisions should be forthright communicated to the Finance Secretary.
5. The head of the Administrative Department and other functionaries will continue to enjoy the powers delegated to them under the W.B.F.R, as amended or under any special delegation without any reference to FAs. However, they may seek on their own accord the advice of the FAs on any matter within their delegated financial powers and the FAs shall render necessary advice on such matter.
6. FAs are not expected to do any routine administrative functions.

5. Organizational Structure

There shall be an FA Branch in each Department where FA system consisting of the following personnel:

(i) **Financial Adviser**

He will be equivalent in the rank and status of Special Secretary or Joint Secretary of Finance Department. The Department of Personnel and Administrative Reforms, Government of West Bengal would be responsible for posting FAs to the Departments.

(ii) **Deputy Financial Adviser(s)**

There will be one or two posts of Deputy Financial Adviser who would be responsible for Accounts and Audit Branch. The Deputy FA will be in the rank of Deputy Secretary. The Department of Personnel and Administrative Reforms/Department of Finance, Government of West Bengal would be responsible for posting DFAs to the Departments.

(iii) **Accounts Officer/(s)**

The post will be borne in the cadre of West Bengal Audit and Accounts Service (10 years in service). The Finance Department, Government of West Bengal would be responsible for posting of Account Officer(s) to the Departments.

(v) **Section officer**

(vi) **Upper Division Assistant**

(vii) **Lower Division Assistant**

(viii) **Group-D**

The Support Staff outlined above at Sl.No.(v) to (viii) shall be arranged by the Administrative Departments from the existing manpower.

(ix) The officers and staff posted to FA Branch shall not be entrusted with any other departmental work.

6. This new system shall be introduced in the following departments in the first instance:

- i) Home Department.
- ii) Health & Family Welfare Department.
- iii) Urban Development Department.
- iv) Public Health Engineering Department.
- v) Public Works Department.
- vi) Panchayat & Rural Development Department.

The present system of Departmental Approval Committee will stand dissolved in the above Departments.

7. The FA System will take effect from 01.6.2012 in the above Departments.

Sd/-
H.K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department
Writers, Buildings,
Kolkata — 700 001.

No. 5275-F(Y)

Dated Kolkata the 21st June, 2012

MEMORANDUM**Sub.: Creation of the posts for introducing the system of Financial Advisers**

The undersigned is directed to say that the system of Financial Adviser has been introduced in the following six (6) Departments vide Finance(Budget) Department Memo No : 152-FB dated 27.04.2012.

1. Home Department
2. Health and Family Welfare Department
3. Urban Development Department
4. Public Health Engineering Department
5. Public Works Department
6. Panchayats and Rural Development Department

Consequent upon the introduction of the system of Financial Advisers in the aforesaid Administrative Departments, it has become necessary to create the requisite posts so that the system may run smoothly.

2. After a careful consideration of the matter the Governor has been pleased to accord sanction to the creation of following posts for each of the six Departments as indicated at para 1 above, for a period of one year with effect from 01.06.2012.
 - a. Financial Adviser (to be filled up by an officer in the rank of Special Secretary or Joint Secretary) ' 1 (one)
 - b. Deputy Financial Adviser(to be filled up by an officer in the rank of Deputy Secretary) ' 2 (two)
 - c. Accounts Officer (In the cadre of West Bengal Audit and Accounts Service) ' 4 (four)
 - d. Section Officer ' 2 (two)
 - e. Upper Division Assistant ' 4 (four)
 - f. Lower Division Assistant ' 4 (four)
 - g. Group'D' ' 6 (six)
- 3 The charge will be debitale to the head of accounts from which the charge of the Secretariat establishment of the concerned Administrative Departments is met.
- 4 This Order issues with the concurrence of Group -'P' of Finance Department vide their U.O. No.1391 Gr.-P (Service) dated 16.04.2012.
- 5 The Accountant General (A&E) West Bengal is being informed.

Sd/-H.K. Dwivedi

Secretary to the
Government of West Bengal.

**GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch**

No. 1056-FB

Dated Kolkata the 10th September, 2012

MEMORANDUM

Sub.: Amendment and Clarification regarding Introduction of Financial Advisers

In continuation of this Department Order No. 152-FB dated 27.04.2012, State Government has decided to include the following two items in the 'Role of Financial Advisers', as follows:

After clause 1(XI) *insert* the following clause:

- (XII) Budget formulation and preparation as per the direction of Departmental Secretaries.
- (XIII) Reconciliation of receipts and expenditure with Accountant General (Account and Entitlement) West Bengal periodically.

After issuance of the aforesaid order various clarifications have been sought by different Departments regarding the role, duties, responsibilities and procedure of work of the Financial Advisers. Following points may be clarified in this respect:

1. Financial Adviser shall perform the duties assigned to them in terms of the provisions as indicated in this Department Memorandum No. 152-FB dated 27.04.2012, under 'Role of Financial Advisers' independently with the help of the officers and staff under his/her control. The set up of the officers and staff, created for this purpose, has been mentioned at para-5 of the said order. In terms of para-1 under 'Role of Financial Advisers', Financial Adviser should monitor both plan and non-plan expenditure. For the purpose of uploading the data for the release of 'Plan Fund' User Identity and Password should be used from the end of Financial Adviser.
2. It has been mentioned at Sl. No. 6 of Memo No. 152-FB dated 27.04.2012 that DAC shall stand dissolved in the Departments where F.A. System has been introduced. Financial Adviser shall enjoy all the powers of DAC including the enhanced delegated power of Rs.10 Crore under directions of the Administrative Head of the Department. DAC shall stand merged under the F.A. System.
3. (i) The new scheme would refer to any expenditure arising out of a new policy decision of the State Government including new activity or a new form of investment or which involves creation of additional posts/ deployment of additional personnel and hiring of additional vehicles and providing of new telephones.
(ii) New Scheme would refer to any new construction or execution of new programme beyond Rs. 10 Cr. under existing head of account subject to budget provision.
(iii) The additions /alterations/renovations of existing works upto Rs.10 Cr. will not fall under new schemes.
4. In case, where it is required to open a new head of account, whether receipt or payment, such proposal should come to Finance Department after obtaining the view of the Financial Adviser. After obtaining the concurrence of the Finance Department and the Accountant General (A&E) West

Bengal, necessary G.O. shall be issued by the concerned Administrative Department informing the opening of the new head to all concerned including Financial Adviser, Finance Budget Department and Director of Treasuries and Accounts, West Bengal Subsequently, suitable proposal of re-appropriation/ augmentation should be submitted to Finance Department Group-'N' through the Financial Adviser for provision of fund.

5. Administrative approval for Central Sector Schemes (CN) / Centrally Sponsored Schemes (CS) within Rs.10 Cr shall be approved as per the existing guidelines of the Government of India by the Financial Adviser. Those cases pertaining to increase in the commitment of the State Government or where a new CN/CS is introduced or the existing sharing norm is altered, should be referred to the Finance Department for prior concurrence.
6. Financial Adviser shall be competent to accord Administrative Approval for the projects/schemes under 13th Finance Commissions Grants or under Backward Regions Grant Fund (Special) irrespective of the amount of each project/scheme. In case of release of fund the proposals should be referred to the Finance (Budget) Department for concurrence.
7. The Financial Adviser, shall be required to monitor expenditure for the funds released as grants in favour of Autonomous Bodies, Local Bodies, Societies, Corporations/Companies under the Administrative control of the Department.
8. Financial Adviser shall be competent to release 'Grants-in-Aid' subject to budget provision. The quantum of grants may be decided on merit on case to case basis on the recommendation of the Administrative Department.
9. The Financial Adviser will have to play a vital role in implementing different schemes of the State Government pertaining to his Department.
10. Financial Advisor shall not accord approval for new construction or implementation of new programme to be executed by any Corporation/Autonomous body/Government Company under the Administrative control of the Department out of interest accrued on such fund sanctioned by the Department, other than the purpose, for which the fund was sanctioned.
11. The Financial Adviser will be responsible for allotment of fund and total budgetary control including Plan Fund and Non-Plan Fund under the grants of the Department and carry on the duties as mentioned in clause 1(i) to I(XI) of the Finance Department Memo No.152FB dated 27.04.2012, along with the additions mentioned in this order.
12. For inserting U.O. No. Inter Departmental Register(Outwards) as per form V(VI) of Secretariat Manual is to be maintained in the following format:

Sl. No.	Date on which sent	To whom	File No.	Subject	Receipt of Department	Date on which received back	Remarks
1	2	3	4	5	6	7	8

Important Government Orders

The serial number in the register along with date shall be recorded as U.O.No and date.

13. However the following Inter Departmental Register (Inwards) as per form V(VII) of Secretariat Manual is to be maintained in the following format for recording the receipt of files.

Sl. No.	Date on receipt	From whom received	File No.	Subject	Date on which returned	Receipt of Department	Remarks
1	2	3	4	5	6	7	8

Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 1232-F(Y)

Date: 09.02.2012

MEMORANDUM

Sub.: Delegation of power to Heads of Departments to sanction retention of hiring of vehicles

The undersigned is directed by the order of the Governor to say that the Governor is pleased to authorize the Additional Chief Secretary / Principal Secretary / Secretary of a Department to sanction retention of hiring of vehicles of that Department and its subordinate offices on existing terms and conditions subject to the condition that the vehicle was originally hired with the approval of Finance Department and also subject to the condition that continuance of hiring is required in the interest of public service.

2. The undersigned is further directed to state that the Governor is also pleased to authorize the Additional Chief Secretary / Principal Secretary / Secretary of a Department to allow hiring of a new vehicle (Non-AC) as replacement of an existing one provided the existing vehicle was hired with the approval of Finance Department.
3. In all cases retention of a hired vehicle has to be sanctioned for a period not exceeding one year at a time.
4. While issuing sanction orders for retention of hiring of vehicles and allowing hiring of a new vehicle as replacement of existing one in exercise of the powers delegated under this memorandum, the following sentence should be inserted in such orders "**This order issues in exercise of the powers delegated under Finance Department Memo. No. 1232-F(Y) dated 09.02.2012,**".
5. For fresh hiring of vehicles concurrence of Finance Department will be required.
6. This order shall take immediate effect.

Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 2895-F(Y)

Date: 05/04/ 2012

ORDER

In terms of G.O.No.1880-F dt. 07.03.2007 read with G.O. No.9144-F(Y) dt. 22.09.2011 of Finance Deptt. each Department has constituted a "Departmental Approval Committee,, (DAC) for according administrative approval to Plan projects/Schemes with project cost not exceeding Rs.5 crore.

Now, the Government feels it necessary to decentralize the function of the DAC to Medical/Dental College level in respect of Health & Family Welfare Department in order to speed up sanction and execution of the essential and urgent Plan Projects/Schemes having low project cost, on constituting a "College Level Approval Committee" (CLAC) for each Medical/Dental College under the State Government

As such in addition to existence of the DAC of Health and Family Welfare Department the Governor is pleased to lay down the following procedure for according administrative approval of Plan Projects/Schemes :-

- A) Health & Family Welfare Deptt. shall constitute a "College Level Approval Committee,, (CLAC) comprising the following for each Medical/Dental College in the State by notification :-
- | | | |
|--|---|----------|
| i) Principal/Director of Medical/Dental College | - | Chairman |
| ii) Medical Superintendent and Vice Principal of Medical College and Hospital/Vice Principal of Dental College | - | Member |
| iii) Executive Engineer of the Concerned Division or Assistant Engineer of the Concerned Sub-Division of PWD/PW (CB) <u>entrusted with Civil Works</u> | - | Member |
| iv) Executive Engineer of the Concerned Electrical Division or Assistant Engineer (Electrical) of the Concerned Sub-Division of PWD/PW (CB) <u>entrusted with the electrical Works</u> | - | Member |
| v) Officer of the Finance Deptt. belonging to WBA&AS cadre attached to the Medical College & Hospital | - | Member |
| vi) Officer of the Finance Department belonging to WBA&AS cadre Officer attached to Medical College. | - | Convenor |

N.B. ' In respect of Dental College, officer of Finance Department belonging to WBA&AS cadre attached to nearby Medical College will be the Convener.

2. All Plan Project/Schemes with individual Project cost not exceeding Rs. 10 lakh for civil works and not exceeding Rs. 5 lakh for Electrical Works shall be placed before the CLAC for consideration of the Committee for according administrative approval. Officer of the Finance Deptt. belonging to WBA&AS cadre functioning as Accounts Officer attached to Medical College shall perform the function of the Financial Adviser (FA) of the Committee and in his absence no meeting shall be held.

3. No Project/Scheme shall be approved by the CLAC without the consent of the F.A.
4. Where the F.A. does not give his consent for approval of a particular project/scheme, his disagreement with reasons thereof to be recorded in the proceeding by the Committee.
5. In the event of such disagreement, if the College authority is of the view that the proposal should be pursued, then it should be sent to the Health & Family Welfare Deptt. for consideration by the DAC.
6. This Committee should have the power to accord administrative approval of all Plan projects/schemes both for Original Works and Replacement & Renovation works subject to the ceiling limit as stated in para A (2) above.
7. A "Scheme Appraisal Note" should be prepared by the College authority for each scheme to be placed before the Committee specifying therein : Unique identification No. of the scheme, name of works to be done, brief reasons for taking up of work, project cost, name of the executing PWD Division and estimate no., Budget head of a/c in which the scheme is to be executed, total initial Distribution amount pertaining to the Budget head at the beginning of the year (so communicated by the Health & Family Welfare Deptt. at the beginning of the financial year), total administrative approval accorded so far upto the last meeting from the Budget head out of initial Distribution amount, balance available thereof for according further administrative approval.
8. A statement of projects/schemes accorded administrative approval by CLAC along with a record of proceedings should be sent to the Health & Family Welfare Deptt. in duplicate by the College authority and Health & Family Welfare Deptt. in turn retain one copy and return the other copy along with U.O. No. and date of the Department as concurrence. Thereafter the Principapl/Director of the College will issue administrative approval in favour of the Chief Engineer concerned for execution of the scheme.
9. While issuing such order of administrative approval the following sentence should be incorporated:-
This order issue with the power delegated vide Finance Deptt. Memo No.2895-F(Y) dt. 05.04.2012 read with the concurrence of Health & Family Welfare Deptt. vide their U.O. No..... dt.....

B) Provision of making Distribution of fund to Colleges for according administrative approval by CL AC :-

1. Upto 40% of Budget provision of a particular financial year pertaining to Detail head "53-Major works/ Land and Buildings" sub-ordinate to those Plan heads of account (Capital head) only adjudged suitable for taking up of Original/Replacement & Renovation works by the CLAC should be earmarked by Health & Family Welfare Deptt. for Distribution.
2. College wise Distribution of such fund (not allotment) under the relevant Plan heads of a/c should be intimated to the College authority by 1st week of May of each financial year, so that CLAC can take up scheme/projects for execution round the year and accord administrative approval to the Schemes/Projects out of the fund Distributed to them. The balance amount (rest 60%) of Budget Provision under those Plan heads of a/c will be retained with Health & Family Welfare Deptt. for according administrative approval by DAC centrally.

C) To accord Financial Sanction by the College authority :-

The Governor is also pleased to delegate the power to the Principal/Director of Medical/Dental Colleges to accord financial sanction time to time in respect of those schemes/projects for which administrative approval has already been accorded by the CLAC.

2. Such financial sanction should be given by the Principal/Director on obtaining :-
 - i) Comparative Statement of Tender from concerned Executive authority of PWD,

Important Government Orders

- ii) Knowing physical percentage of work done or progress of work from the executing authority of PWD.
3. Accord Sanction of fund in favour of the Concerned Chief Engineer out of fund allotted to the Principal/Director of the College by the Health & Family Welfare Deptt. and also to place the sanctioned amount to Chief Engineer concerned in order to enable him to issue L. O. C. in favour of the concerned Executive Engineer of the Division for payment.
4. Principal Secretary of Health & Family Welfare Deptt. shall allot fund time to time in favour of the Principal/Director of Colleges in terms of Finance (Budget) Deptt's delegation to him regarding release of fund, so are being issued in each quarter of a particular financial year by the Finance (Budget) Deptt.

D) General aspect:-

- 1) Prior intimation regarding Distribution of fund to college authority is mandatory before taking up of administrative approval by CLAC.
- 2) Distribution of fund under the particular Plan head should be limited upto 40% of Budget provision for all the Colleges together.
- 3) Distribution of fund is to be made judging the requirement at College & Hospital level.
- 4) Distribution of fund within the above limit can be changed in a financial year taking into view the Administrative Approval already given by the respective CLACs.
- 5) Proper training to be given :
 - i) for preparation of appraisal note of the scheme for CLAC meeting.
 - ii) writing of proceedings to accord administrative approval under the relevant Plan head of a/c by CLAC.
 - iii) issuance of administrative approval & financial sanction by CLAC.
- 6) For each scheme/project a Unique Identification no. is to be assigned by the College Authority pertaining to a particular type of works (either civil or electrical). Health & Family Welfare Deptt. should generate alpha-numeric Unique Identification Code for each College & intimate the same to the College Authority. Such Identification no. is to be noted in Scheme Appraisal Note, the record of proceedings, Statement of Projects/Schemes after approval by CLAC, in the order of Administrative approval/financial sanction.
- 7) Model of draft proceedings, draft administrative approval & draft financial sanction are to prepared & circulated by the Health & Family Welfare Deptt. so that all College authorities follow the same pattern.
- 8) One particular officer preferably convenor of CLAC be assigned to deal with the entire matter. All the works to be done through computers as repetition is involved in such work and also to speed up work at College authorities level.

This order will take effect immediately.

Necessary amendments to the Delegation of Financial Power Rules will be made in due course.

Sd/- H.K. Dwivedi
Secretary
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 3687-F(Y)

Kolkata, the 2nd May, 2012

MEMORANDUM

Sub: Payment of consolidated monthly charges to the Private Security Agencies deployed in Government establishments

The undersigned is directed to state that engagement of Private Security Agencies, deployed in Government establishments for safety and protection of Government property, is made through due process of tender and based on recommendations of Tender Selection Committee of Administrative Department for a particular period with the approval of Finance Department.

The consolidated monthly charges paid to Private Security Agencies has two parts — in one, the security guards get minimum wages as prescribed by the Labour Department from time to time and in another, service charges fixed through due process of tender and service tax. The State Government through Labour Department revises minimum wages time to time, which involves obtaining fresh concurrence from the Finance Department.

With a view to ensure quicker payment of wages to the security guards engaged by the security agencies, the Governor is pleased to take the following decisions with regard to payment of monthly consolidated charges to the Private Security Agencies deployed in Government establishments :-

- i) Monthly security charges payable to such security agencies will be revised automatically based on the revised Minimum Wages as declared by Labour Department of the State Government from time to time without obtaining fresh concurrence from Finance Department by the concerned Administrative Department.
- ii) Tender formalities must be observed for selection of Security Agency in respect of Service Charge by the Tender Selection committee and after due process of tender, the Agency quoting L-1 rate may be accepted by the Departmental Heads of the Government in respect of the establishments where deployment of Security Agency has already been agreed to by Finance Department.
- iii) There will be no need to refer such proposal to Finance Department for concurrence unless otherwise necessary.
- iv) The Administrative Department may release such Agency charges as per circular issued by Finance Department from time to time in respect of release of funds.

Sd/-S.K. Paul

Special Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 1885-F(P)

Dated, the 2nd March, 2012

MEMORANDUM

It has been observed that different Administrative Departments are sending some files relating to conditions of service of the employees, which can easily be decided on the basis of existing rules and orders at their level. The concerned group of Finance Department, i.e., Group-P which is already overburdened is facing problem in disposing important files due to such avoidable references from the departments.

To avoid such references and so lessen the burden upon Group-P of Finance Department, the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that the Administrative Departments may not make any references on the following matters to his Department and decide on these issues following provisions of extant rules and orders:

MATTERS WHICH MAY BE DISPOSED OF
BY THE ADMINISTRATIVE DEPARTMENTS AT THEIR LEVELS

- (i) Compliance of court orders where there is no scope to prefer appeal or appeal has failed. Opinion of Ld. L.R., W.B in such cases may be invariably taken.
- (ii) Regularization of service due to unauthorized absence by granting leave within the ceiling as prescribed under the Rule. (Rule 34 of WBSR Part -1)
- (iii) Approval of Ticket cancellation charge.
- (iv) Permission for tour or training in foreign countries where there is no financial implication upon the State Government subject to approval of Chief Secretary and Hon,ble Chief Minister.
- (v) L.T.C. claims to be disposed of following existing G.Os, viz. Finance Department Memo. no. 9924-F dated 07.12.2005 read with no.607-F dated 20.01.2006 and no.4367-F dated 13.06.2006.
- (vi) Extension of tenure of Part-time Sweepers / Water carriers as these are not against any sanctioned post and paid out of contingency as per F.D. Memo. No.8626-F dated 07.09.2009.
- (vii) Renewal of special allowance or additional remuneration for operating photocopier machines, duplicating machines. The employees who are in receipt of such special allowances may continue if they are entrusted with the jobs by specific orders of the Admn. Deptt. Such drawal is subject to the condition that the machine is functioning.
- (viii) Admissibility of CAS, MCAS unless it involved counting of past ad-hoc service or appointment in other posts.
- (ix) Reconstruction of Service Book, when the original one is lost. This may be done under the order of the Head of the Administrative Department following the procedure laid done under Section IV of Appendix 7 of WBSR Part — I.
- (x) Proposal for re-employment after retirement. Those may be sent to the P&AR Department for consideration of the Screening Committee constituted vide Cabinet Circular No.1-CC/11 dated 03.08.2011.

- (xi) Matters relating to promotional disputes if the same does not involve creation of posts. (Recruitment rules for the promotion post and existing norms of promotion should be strictly followed).
 - (xii) Matters relating to deputation within the State Government may be settled by the Administrative Departments. The maximum period of deputation may be four years. There will be no further extension and as such no reference is to be made with the Finance Department. Provision of F.D. Memo. No.9326-F dated 12.10.1979 and subsequent G.Os issued from time to time may be strictly followed.
 - (xiii) Settlement / alteration of date of birth. The Departments may seek opinion of Ld. L.R.,W.B. where necessary. Provisions of F.D.Memo. no.707-F(P) dated 24.01.2012 should be strictly followed.
 - (xiv) Retention of posts / service. Those may be sent to concerned Administrative Group of Finance Department. Counting of past service for pensionary benefit may also be settled in consultation with Pension Branch of the Department without making any reference to Group P.
 - (xv) Permission for study Leave upto two years. The matters may be decided by the concerned authority under the provisions of Appendix 5 of WBSR Part I.
 - (xvi) Besides the above, matters not related to pay and allowance / conditions of service of the employee should not be referred to Group P.
2. The files which are necessary for reference to Group-P of Finance Department should be sent mentioning specific points of reference and with the approval of the Secretary / Principal Secretary /Additional Chief Secretary of the Department. In case of files relating to creation of posts and filling up of vacant posts the same must be sent in the prescribed proforma already circulated under this Department Memo. No. 1488-F(P) dated 20.02.2012 after having approval of the concerned Hon,ble Minister-in-Charge of that Department.

Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch
Writer,s Buildings, Kolkata-700 001

No. 3266-F(P)

Date: 18/04/2012

MEMORANDUM

In continuation of Finance Department Memo. No. 1885-F(P) dt. 2.3.2012, the undersigned is directed by order of the Governor to say that the Governor has been pleased to direct that the Administrative Departments may take decision in the following matters according to the provisions of extant rules and order, without making any reference to Finance Department :-

- (1) Conversion of temporary posts sanctioned on regular basis in permanent establishments continuing for more than three years into permanent one by the Administrative Department following the provision of Finance Department Memo. No. 6059-F dt. 25.06.1979. Periodical yearly retention of such posts continuing for less than three years in such establishments may also be decided by the Administrative Department.
- (2) Retention of temporary posts created for time bound projects / schemes or sanctioned to be filled up on contract basis for the said purpose may be retained by the Administrative Department upto the originally sanctioned period of the concerned projects / schemes. In case retention is felt necessary beyond the said period due to extension of the project / scheme consultation with the Finance Department will be obligatory.
- (3) Extension of lien under clause (iv) of Note 2 below Rule 19 of WBSR Part I. No further extension beyond the period of three years shall be allowed.
- (4) Post-facto permission for acquisition / disposal of immovable property by an employee. The matters may be disposed of under Clause (2) of Rule 5 of the WBS (Duties, Rights, and obligations) Rules, 1980.
- (5) Cases regarding grant of Child Care Leave under Finance Department Memo. No. 1364-F(P) dt.15.02.2012.
- (6) Proposal regarding re-employment of retired employees belonging to Group-A will be referred to P & AR Department following the guidelines laid down under that Department Memo. No. 180-PAR(Gene) dt.30.01.2012.
Clause (x) of Finance Department Memo. No. 1885-F(P) dt.02.03.2012 stands modified to that extent.
- (7) As per rule 34(A) of WBSR Part-I resignation tendered by an employee cannot be withdrawn after the date from which same is to take effect. The resignation becomes irrevocable and operative after the aforesaid date of resignation, irrespective of the fact whether it has been accepted formally or not. So question of withdrawal of the same and taking back such employee in service does not arise at all. Therefore, such matter should not be referred to Finance Department.

Sd/- H.K. Dwivedi.

Secretary to the
Government of West Bengal.

Sanctioned strength	Existing strength	In case of vacancy, date of occurrence	No. of posts proposed to be created	Job description of the post proposed to be created, if it is new and scale of pay	Justification for creation of addl. Posts if such category of posts are already there	No. of posts to be surrendered, if any, and its scale of pay	Concurrence of Finance Deptt. Obtained during current financial year for		Financial implication for 8(a) & 8(b)	Addl. Financial implication against col.(4)	Total financial implication col.(9) and col.(10)	Budget provision for salary	Upto date actual expenditure	If addl. Financial implication can be accommodated within the Budget provision	Remarks, if any
							Creation	Filling up							
1	2	3	4	5	6	7	8(a)	8(b)	9	10	11	12	13	14	15

RURAL INFRASTRUCTURE
DEVELOPMENT FUND (RIDF)



GOVERNMENT OF WEST BENGAL
Finance Department
Budget Branch
Writers, Buildings

No. 964 (27)-FB/O/4P-25/12

Dated, Kolkata, the 27th August, 2012

MEMORANDUM

The undersigned is directed to say that funds are released to the concerned Departments for execution of projects of different Tranches under RIDF, which are reimbursable from NABARD as per prevailing norms framed by them. Accordingly, after utilization of the said funds, claims for reimbursement are required to be submitted to NABARD in prescribed form for 'Loan Drawal Application with Utilisation Certificate (LDA with UC),.

The present practice is that the concerned Departments submit LDA with UC to the Finance Department. After checking, Nodal Officer of Finance Department endorses the said LDA with UC to the West Bengal Regional Office of NABARD at ABHILASHA, 2nd Floor, 6, Loyd Street, Kolkata-700016 for realization of the claims of reimbursement in favour of the Government in Finance Department.

After careful consideration, it has been decided that the concerned Departments may now sanction LDA with UC directly to the office of NABARD to ensure speedy disposal instead of sending to the Finance Department.

The undersigned is, therefore, directed by order of the Governor to authorize the Nodal Officer of project works under RIDF of the respective Departments to furnish the LDA with UC after checking directly to the NABARD.

Sd/- A.R. Chakraborty
Special Secretary.

GOVERNMENT OF WEST BENGAL

**Finance Department
Budget Branch
Writers, Buildings**

No. 976(27)-FB/O/4P-25/12

Dated, Kolkata, the 28th August, 2012

MEMORANDUM

The undersigned is directed to refer to this Department Memo. No. 964 (27)-FB/O/4P-25/12 dated 27.08.2012 and to say that three sets of signature of the Nodal Officer entrusted with the RIDF works of his Department duly attested (as per format prescribed in Annexure enclosed) may be sent to this Department as soon as possible for onward transmission to the office of the NABARD.

Sd/- (A.R. Chakraborty)
Special Secretary

To

The Addl Chief Secretary / Pr. Secretary /Secretary to the Government of West Bengal

----- Department

Annexure

With ref. to Finance Department Memo. No.976(27)-FB/O/4P-25/12 dated 27.08.2012

Sl. no.	Name in full	Designation	Signature
1			
2			
3			

Attested

Addl. Chief Secretary /
Pr. Secretary / Secretary

WBFR (TENDER RULES)



GOVERNMENT OF WEST BENGAL

Finance Department
Audit Branch
Writers, Buildings

No. 5400-F(Y)

Date, Kolkata, the 25th June, 2012

NOTIFICATION

In exercise of the power conferred by Clause (3) of Article 166 of the Constitution of India, the Governor is pleased hereby to make the following amendments in the West Bengal Financial Rules, Volume-I, and in partial modification of Notification No.10500-F dated 19th November 2004, (hereinafter referred to as the said Rules), namely:-

AMENDMENTS

In the said Rules, -

(I) for sub-rules 8, 9 and 10 of Rule 47 substitute the following sub-rules:-

Rule 47(8) ' Subject to Notes-1 to 5 below, orders should be placed only after open tenders or quotations have been invited and in the cases where the lowest tender or quotation is not accepted, reasons should be recorded under signature of the officer in charge of purchase.

Note-1. — Subject to the special rules or order or procedure that may be prescribed by the Government in respect of a particular department, open tender shall invariably be invited for the supply of articles or stores or for execution of works and services worth Rs.1,00,000 = 00 or more. For high-value purchase exceeding Rs.10 lakh or for purchasing plant, machinery, etc., of complex and technical nature, bids may be invited in two parts under two-bid system laid down in rule 47C below. Selection of agency should be made on the basis of at least three tenders, which shall be opened in presence of willing agents. If the number of tenders received is less than three, tender should be invited afresh. In case of invitation of tender under two-bid system, if the number of tenderers/bidders qualified in the technical bid is less than three, tender should be invited afresh. Purchase upto Rs.10,000 = 00 may be made without any tender or quotation. The purchasing authority shall certify that the purchase has been made at reasonable market price in cases of purchase from the open market without tender/quotation. Purchase above Rs.10,000 = 00 and upto Rs.1,00,000 = 00 shall be made after inviting quotations from at least four reliable firms, which shall be opened in presence of willing agents. In such cases of purchase by invitation of quotation, procurement shall be finalised on recommendation of Local Purchase Committee to be constituted in each office. In respect of offices outside Kolkata, the notice for quotation shall be issued through notice board of the concerned office, the offices of the District Magistrate and the Sub-Divisional Officer and the Panchayat, Municipality of that locality. In Kolkata, such notice shall be circulated by displaying in the notice board of Local Offices and by sending the same to suppliers etc.

Note -2 ' Tender notice shall always be given due publication through the leading dailies in English, Hindi and Bengali. The use of intermediate general suppliers should be discouraged. Open tender for supply of articles or stores or for execution of works worth Rs.1,00,000/- or more shall be invited in the following manner:

Sl. No.	Item	Manner of Tender
i.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.10,000 upto Rs.1 lakh.	Publication of the work on the notice board and on the official website of the administrative department, if maintained.

Important Government Orders

Sl. No.	Item	Manner of Tender
ii.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.1 lakh upto Rs.5 lakh.	Publication of the work on the notice board and on the website of the administrative department, if maintained and also brief referral advertisement in one daily Bengali newspaper [in case of hill areas of Darjeeling District in Nepali newspaper].
iii.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.5 lakh upto Rs.10 lakh.	Publication of the work on the notice board and on the website of the administrative department, if maintained and also brief referral advertisement in two daily newspapers, one in Bengali [in case of hill areas of Darjeeling District in Nepali newspaper] and the other in English.
iv.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.10 lakh.	Publication of the work on the notice board and on the website of the administrative department if maintained, and also in the official website of Government of West Bengal, and also brief referral advertisement in three daily newspapers, one each in Bengali [in case of hill areas of Darjeeling District in Nepali newspaper], in English and in Hindi.
Explanation: Brief referral advertisement will contain only certain title information such as name and location of the scheme, last date for submission of tender, names of the websites where details are available.		

The administrative departments are permitted to issue advertisements directly to the newspapers having sufficient circulation for the said purpose of procurements, wherever necessary, at the rates approved by the Information & Cultural Affairs Department, Government of West Bengal.

For Tender value of Rs. 50 lakh and above, e-tendering through the centralized e-Tender Portal [<http://wbtenders.gov.in>] is mandatory, in addition to publication in print media.

Note-3 ' A minimum period, as stated below, shall be allowed for submission of the tenders from the final publication date.

Sl. No.	Item	Minimum period for submission of tender from the last date of publication
a.	For supply of articles or stores or for execution of works and services with estimated value not exceeding Rs.10 lakh.	7 days
b.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.10 lakh upto Rs.1 Crore.	14 days
c.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs.1 Crore.	21 days

Note4. — The head of the Office is authorised to purchase the supply fittings, sanitation and sewage plant fittings and parts for pumps, compressors, engine and motors in use in the water supply and conservancy work in the establishment, only in case of emergencies such as sudden failure of machines, etc. when it is not possible to make the purchases after calling tenders or quotations. A certificate should always be recorded in each such occasion over the signature of the head of the Office.

Note-5. — Foodstuffs for the hostels attached to Government schools and colleges may be purchased from the open market, if it proves advantageous having regard to the price and quality of the articles and if the supplier fails to supply the essential items for hostels.

Rule 47(9) (a) In selecting the tender to be accepted the financial status of the individuals and firms tendering shall be taken into consideration in addition to all other relevant factors. Subject to the provisions of rule 47C below where tender is invited in two-bid system, financial bid should not be opened until the technical bid is opened and assessed for selection of the qualified bidder.

(b) Sales Tax and Income Tax Clearance Certificate should be furnished by the contractors for contract value above Rs. 50,000 = 00.

(c) In the case of private individuals and firms tendering in foreign countries for contracts of large value, that is, contracts of over Rs. 25 Lakh, the Head of the Indian Mission post concerned should be consulted.

Rule 47(10) ' The Comptroller and Auditor General and under his direction other Audit authorities shall have power to examine contracts and to bring before the Public Accounts Committee any cases where competitive tenders have not been sought or tenders other than L1 or H1, as applicable, have been accepted or where other irregularities have come to light. Authorities who are authorised to enter into contracts or agreements should send copies of all contracts and agreements valued over Rs.5 Lakh to the Principal Accountant General (A & E), West Bengal, Principal Accountant General (Audit), West Bengal and Accountant General (Local Bodies Audit), West Bengal.

(II) for sub-rules (7) and (8) of Rule 47B insert / substitute the following sub-rules '

Rule 47B. (7) Materials for which the Director General of Supplies and Disposals (DGS&D) and National Informatics Centre Services Incorporated (NICSI) rate contracts are available can be purchased directly from the enlisted agencies of DGS&D and NICSI at approved rate contracts.

(8) Drawing and Disbursing Officers, while preferring bills on purchases of articles to Kolkata Pay & Accounts Offices/Treasuries in Districts, shall furnish a certificate on the body of the bills that purchases have been made in strict compliance of the stores purchase policy of the State Government and Pay & Accounts Officers/ Treasury Officers shall, while scrutinizing the bills, ensure that such certificates are furnished.

Purchase of Duplicating machine, Computer and peripherals, printers, photocopiers and other office equipments for use in Government Offices and liveries for use of the Government employees shall continue to be governed by the Finance Department orders issued from time to time.

(III) after rule 47B insert the following rules '

Rule 47C—Two-bid System ' For high value purchase exceeding Rs.10 lakh or for purchasing plant, machinery, equipments etc, of complex and technical nature, bids shall be invited in two parts as under:

- (a) The technical bid consisting of all technical details along with commercial terms and conditions;
- (b) Financial bid indicating item-wise price for the items mentioned in the technical bid.

The technical bid and the financial bid should be sealed by the bidder in separate cover duly superscribed and both the sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The technical bids shall be opened by the purchasing department/office at the first instance and evaluated by a competent committee or authority. At the second stage, financial bids of only the technically acceptable offers shall be opened for furnishing value and ranking before finalization and awarding of the contract. After evaluation the lowest rate (L1) financial bid from among the technically qualified bidders shall be accepted.

Rule 47D —(1) (a) State Government Corporations and Autonomous Bodies, listed in **Annexure — 'C**, may be nominated for execution of Government works as agency of the Government.

Important Government Orders

(b) Central organizations / Public Sector Enterprises / Companies / Undertakings specialized in construction of roads, bridges, buildings etc., and listed in **Annexure — 'D'**, may also be engaged as agency for the purpose of State Government works.

(2) Action to engage these organizations by the Departments should be to supplement the function of Public Works Department of the Government and resorted to in cases where the departments consider that the work is of urgent nature. The Department should satisfy itself that it will be economical and in public interest to engage such Organization for Agency function.

(3) The various procedural matters as laid down in Public Works Department codes, manuals etc. as well as the rules prescribed herein shall be equally applicable for the purpose of execution of works through the State and Central Organizations as mentioned at clause (1) above. The organizations nominated as the State Government agency shall execute the entrusted works after engagement of contractors to be selected observing the normal tendering procedure and accepting the L1 rate when the job involves making payment for jobs done and H1 rate when the tender is for sale of materials connected with execution of the entrusted works.

(4) The agency fees to be allowed and terms and conditions of the Contract/Memorandum of Understanding (MOU) to be entered into with the agency are as follows :-

(a) The Contract/MOU may be for composite works and may be a combination of "Lump Sum Contract," and "Percentage Rate Contract,"/"Item Rate Contract,". Estimated cost shall be based on Public Works Department Schedule of Rates for the scheduled items of work and market rate as approved by the head of the Engineering wing of the Agency organization for the non-scheduled items of work. Component-wise break-up of the agency fee is given at clause (6) below.

(b) (i) The nominated agency organization will first prepare a forecast estimate of cost of the work on the basis of standard unit cost as per the State Public Works Department Schedule of Rates in case of works within the state and Central Public Works Department Schedule of Rates in case of works outside the State on the basis of preliminary drawings of the work supplied by the concerned department of the state Government or prepared by the agency, if asked to do so, and submit it to the employing department of the Government to enable it to obtain Administrative Approval for the work at appropriate level. On receipt of the Administrative Approval for the concerned work indicating scope of the work and approximate cost, the concerned agency organization will prepare the detailed cost estimate of the work on the basis of drawings received from the employing department of the government or prepared by the organization itself, as the case may be, and send it to the employing department of the Government for acceptance.

(b) (ii) **All projects with the estimated cost of Rs. 5 crore and above shall be vetted by a duly constituted Technical Committee in the Finance Department.**

(c) Drawing and design by the Department -

i) In cases where work is to be executed as per design and drawing of the department, all the detailed working drawings, both architectural and structural must be prepared before hand, and should form part of the preliminary documents to be given to the selected organization. It should also contain complete and detailed specifications of the work. The preliminary documents must set out complete scope of the work. Only the drawings and the detailed specifications as contained and/or referred to in the preliminary documents shall form the basis of execution and payment.

ii) The extra payment or recovery over and above the accepted rate shall be called for only in the event of authorized deviations from the drawings and specifications (as given and/or referred to in the preliminary documents) in course of execution and not otherwise.

(d) Drawing and design by the agency -

i) In cases where the detailed architectural and structural drawings are to be provided by the agency, all information regarding the work to be executed through the Agency Organisation such as the architectural and structural parameters, details of the functional requirement and complete specification thereof, as available, must be passed on by the concerned Department to the Agency Organisation. The Agency Organisation shall prepare the preliminary documents of the work to be executed through Agency Organisation. The preliminary documents must contain complete and detailed specifications of the work, working drawings, both architectural and structural and should set out complete scope of the work. Only the drawings and the detailed specifications as contained and/or referred to in the preliminary documents shall form the basis of execution and payment.

ii) A condition should be stipulated in the preliminary documents that the work shall be executed through the Agency Organisation as per detailed design and architectural drawings to be prepared by the agency conforming to the given parameters and functional requirements as mentioned in the preliminary documents, and submitted to the employing department within specified time after the award of work. The agency shall accordingly get the design/drawings approved by the employing department before taking up the execution of the work.

iii) In case any modification for any reason is ordered in course of execution, suitable adjustment for extra payment or recovery shall be effected only if such modification results in change in the scope of work as given in the preliminary documents, or any change from the specified parameters.

e) I) The composite works offer documents shall contain:

i) the detailed architectural and structural drawings,

ii) detailed specifications for the various items and components of the work,

iii) the schedule of quantities for the various items and components of the work,

iv) the inclusions in and exclusions from the scope of the contract, if required, for better clarity, and,

v) monitoring and supervision of the various stages of work, the percentage of work done on the contract value and release of intermediate and final payments.

II) The schedule of quantities referred to above is only limited for the purpose of assessing the quantum of work involved. It is not meant for subsequent measurement and payment in the course of execution of the work. Deficiencies noticed, if any, by the agency should be immediately brought to the notice of the employing department, who shall examine the same, and make necessary corrections, if required, to the offer documents before assignment of the work.

III) The agency organization shall arrange for execution of the work through the contractor as per the drawings and specifications as given in the documents. No claim for any payment on account of deviations and variations in quantity of any item(s) or component(s) of the work shall be entertained, unless they are authorized deviations from the parameters drawings and specifications contained in the documents.

IV) The rate of deviated items shall be determined as per terms and conditions of Contract/MOU between the agency organization and the employing Government department.

V) The concerned Agency Organisation shall monitor, supervise and physically verify that the work has been done in each stage in conformity with the drawings and specifications contained in the offer/preliminary documents, and certify the same before recommending release of the stage payment.

(5) The agency job will be broken into following components: -

i) preparation of estimate, design and detailed drawing

ii) invitation of tender, evaluation of bids and award of work

iii) supervision of work, checking of bills, payment and submission of utilization certificate, completion certificate.

(6) Agency Fee

Component-wise agency fee will be as follows:

A. For buildings above G + 3, buildings with basements and roads and bridges.

- i) For preparation of estimate, design and detailed drawing
 - * 3% of estimated cost for exclusive and customized drawing and design;
 - * 2% of the estimated cost for standard drawing and design.(at least 5 sets each of the documents under this component should be submitted)
- ii) invitation of tender, evaluation of bids and award of work
 - * 2% of estimated cost of the works
- iii) supervision, monitoring, checking of bills, payment and submission of utilization certificate, completion certificate
 - * 3.5% of estimated cost of the works.

Thus the agency fee comes to 8.5% of sanctioned cost estimate in case of works involving exclusive and customized drawing and design and 7.5% of sanctioned cost estimate in case of works involving standard drawing and design.

B. for buildings upto G + 3 (without basement) for (i) exclusive and customized design and drawings and (ii) standard design and drawings.

5% of estimated cost for all the components taken together.

The rate of deviated items shall be determined as per terms and conditions of Contract/MOU between the agency organization and the employing Government department. No contingency / overhead charge shall be payable other than the 8.5 % / 7.5 % / 5 % as mentioned hereinabove.

(7) Qualified Staff — In case project cost exceeds Rs.1 crore but within Rs.5 crore at least one qualified Graduate Engineer along with two Diploma Engineers should be engaged in supervision and monitoring of the job. In case of project cost exceeding Rs.5 crore, requisite number of qualified and experienced Graduate Engineers along with Diploma Engineers should be engaged according to the value of the project for proper supervision and monitoring of the work.

(8) Specifications — In case of absence of specifications for any job in the State Public Works Department Code /Manual, the Central Public Works Department specifications should be followed.

(9) Mobilization Advance- Mobilization advance not exceeding 10% of the sanctioned estimated cost may be given, if requested by the agency organization in writing within one month of the order to commence the work. Such advance shall be in two or more installments to be determined by the competent authority of the employing department at his/her sole discretion.

By order of the Governor

Sd/-
(H. K. Dwivedi)

Secretary to the
Government of West Bengal.

ANNEXURE — C

(See Rule 47D)

State Bodies and Corporations

1. West Bengal Industrial Infrastructure Development Corporation
2. Mackintosh Burn Ltd.
3. Britannia Engg. Ltd.
4. Wasting House Saxby Farmer
5. Hooghly River Bridge Commissioners
6. Development authorities under Urban Development Department.
7. Other State Organizations/Corporations to be selected by the State Government from time to time.

ANNEXURE — D

(See Rule 47D)

Central Organizations/Public Sector Enterprises/Companies/undertakings

1. Central Public Works Department
2. National Building Construction Corporation (NBCC)
3. RITES
4. IRCON International Limited (formerly Indian Railways Construction Company Ltd.)
5. Bridge & Roof
6. Balmer Lawrie
7. HSCL (Hindustan Steelworks Construction Limited)
8. EIL (Engineers India Limited)
9. Other Central Organizations/Corporations to be selected by the State Government from time to time.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 8183-F(Y)

Kolkata, the 26th September, 2012.

MEMORANDUM

Sub.: Clarification regarding engagement of 'Agency' under Rule 47D of Finance Department's Notification No.5400-F(Y) dt.25.6.2012

The Governor is pleased to *insert* the following item in Annexure - D after serial no.9 of this Department Notification No.5400-F(Y) dt.25.6.2012 and issue the following clarifications :

In Annexure-D after serial No. 9

"10. "Engineering Projects (India) Limited."

2. In connection with para (II), rule 47B(7) of the aforesaid Notification the rates of various items under rate contract of the Director General of Supplies & Disposals [DGS&D], Government of India can be viewed at their website www.dgsnd.gov.in.

3. After issuance of the aforesaid Notification various clarifications have been sought by different Departments regarding the appointment of Government Agency for execution of work in terms of rule 47D. In order to clear the confusions over scope of Rule 47D included in the Finance Department Notification no. 5400- F(Y) dt.25.6.2012, the undersigned is directed to issue the following clarifications:

(I) Under Rule 47D, Administrative Departments, other than the Works Departments of the State Government viz. Public Works Department, Irrigation & Waterways Department, Public Health Engineering Department, Housing Department etc., can engage Government Agency on nomination basis from the list appended as Annexure 'C, and Annexure 'D, of the aforesaid notification.

(II) The Administrative Department, other than Works Department, can engage an Agency for assisting it in the execution of works only when the Departmental Secretary is satisfied that the Works Department of the State Government is not in a position to execute the job within the required timeframe.

(III) The Government Agency shall perform the job like Works Department at the fees prescribed in the above mentioned Notification.

(IV) the Agency so engaged by the Administrative Department shall not execute the work on its own and has to get the work executed by a contractor to be selected through a transparent tendering process. Also, it cannot bid for the work for which it has been engaged to perform the agency functions.

(V) The Department/ Office appointing such Government Organisation as "Agency" for execution of work shall enter into an agreement/Memorandum of Understanding [MoU] with that Organisation in this regard.

(VI) Normally, the Agency shall perform the following jobs on behalf of the Administrative Department:

- (a) Prepare the Drawing & Design including detailed architectural and structural drawings and specifications of the works as per standard code of the Bureau of Indian Standard [BIS]/Indian Road Congress [IRC].

- (b) Submit the Drawing & Design including detailed architectural and structural drawings and specifications of the works to the concerned Department/office for Administrative approval.
 - (c) After getting Administrative Approval, prepare the detailed cost estimate and detailed specification of works as per schedule of rates of the P.W. Department for 'schedule' items and market rate for 'non-schedule' items. Submit the detailed cost estimate for administrative and financial approval of the Department.
 - (d) After getting administrative and financial approval for the project from the Administrative Department, invite tender observing the existing rules and procedures of the State Government. Select the L1 rate in case of procurement and H1 rate in case of sale/disposal.
 - (e) Enter into agreement with the selected contractor for detailed execution of work and terms of payment.
 - (f) Execute the works through the selected Contractor. Monitor and supervise the works in order to ensure that the work conform to specifications and drawings.
 - (g) (i) Verify the running account bill of the contractor, (ii) raise a summary bill along with a 'certificate on work done conforming to specification and quality' on the basis of that running account bill, and (iii) submit the bill with certificate as at (ii) to the employing Administrative Department for payment. All payments to the contractor shall be routed through the Agency.
 - (h) Bill for Agency Fee shall be raised separately.
 - (i) Submit completion certificate for the completed works immediately after its full execution,
- (VII). The Administrative Department shall make a primary verification of the claim with reference to work done and scrutinise the Bills for Agency fee and charges for work done. After satisfaction about the claim, the Administrative Department shall process the bill of the Agency for payment through Treasury/ Pay & Accounts Office using Contingency Bill Form [T.R. Form No. 26] along with the sub-voucher of the Agency and work done certificate.
- (VIII). On the basis of the completion certificate the Administrative Department shall make necessary entry of such fixed asset of the State Government in the Fixed Asset Register of the Department.

Sd/-

[H. K. Dwivedi]

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 9754-F(Y)

Kolkata, 3rd December, 2012

MEMORANDUM

Laying down the procedure of re-tender has been engaging attention of the Government for some time past since the existing Tender rule of the State Government does not stipulate any such procedure. Various Government Departments and offices are frequently enquiring about the same. In these circumstances, it is felt necessary to prescribe the re-tender procedure and number of times it may be resorted to in case of the number of qualified bidders falling below three. Now, therefore, the Governor is pleased to prescribe the following procedure of re-tender :

1. If the response to Tender (including e-Tender) is less than three, then Tender should be invited afresh in terms of note 1 below rule 47(8) of West Bengal Financial Rules as amended by this department notification no. 5400-F(Y) dt.25.6.2012 . Such Re-Tender notice shall be published in widely circulated dailies for conventional Notice Inviting Tender, (NIT) and also through e-Tender portal in case of e-Tender. Prior to invitation of Re-Tender or fresh Tender the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting Tender, shall have to be reviewed by the Tender Inviting Authority to ascertain whether (i) it was too much restrictive, say, specifications and qualifications were fixed at higher standard than required, (ii) advertisements in the widely circulated Newspapers were properly published and (iii) other related procedural matters were observed in its entirety. Even if, after taking appropriate steps, the response to the Re-Tender is less than three, that tender may be accepted without reference to the Finance Department, provided the rates do not exceed the estimated or the schedule rates beyond 5% in case of works estimate and reasonable prevailing market price for goods and service in other cases. Otherwise, such cases should be referred to the Finance Department for decision.
2. The Tender Inviting Authority shall maintain a 'Tender Register, in the proforma as enclosed in Annexure-I.

This order shall take immediate effect.

West Bengal Financial Rules will be amended to incorporate the above provisions in due course.

Sd/- H. K. Dwivedi

Secretary to the
Government of West Bengal.

Annexure — I
[Enclosure of No.9754-F(Y) dt.03.12.2012]

TENDER REGISTER

Tender No.	Item/Nature of work	Mode of tender enquiry	Date of Publication of NIT	Type of Bidding (single/two bid system)	Last date of receipt of tender	Nos of tenders received	Nos & names of parties not qualified after technical evaluation	Nos & names of parties not qualified after Financial evaluation	Whether contract awarded to lowest tenderer evaluated L1; if not, reason thereof	Contract no. & date	Name of contractor	Value of contract	Scheduled date of completion
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Signature of the officer-in-charge

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8648-F(Y)

Kolkata, the 12th October, 2012

MEMORANDUM

The West Bengal Financial Rules provided for preferential treatment by way of 10% price preference to the State Government organizations, namely, M/s. Mackintosh Burn Ltd., M/s. Britannia Engineering Ltd., and M/s. Westinghouse Saxby Farmer Ltd., vide Note-1 below sub-rule (3) of rule 47A of West Bengal Financial Rules. Note-1 below sub-rule (3) of rule 47A reads as follows:-

"Note-1. ' The following concessions are allowed to M/s. Mackintosh Burn Ltd., M/s. Westinghouse Saxby Farmer Ltd., and M/s. Britannia Engineering Ltd. :-

(i) M/s. Mackintosh Burn Ltd., M/s. Westinghouse Saxby Farmer Ltd., and M/s. Britannia Engineering Ltd. shall be eligible to be allowed 10% preference in rate *vis-a-vis* other organizations engaged in similar activities. Such preference shall, however, be given only for the purpose of selection, but once selected on the basis of such preference, the companies shall have to execute the work at the lowest valid price bid received in the process of selection, failing which orders will be placed with the organization/firm offering the lowest valid rate;

(ii) The Companies shall be exempted from submitting earnest money for all tenders from the Government of West Bengal, State Government Undertakings and Statutory Bodies, directly controlled by the State Government;

(iii) Security deposit for all works controlled directly or indirectly by the State Government and executed by the Companies shall be limited to Rs. 1 Lakh."

2. The withdrawal of the preferential treatment given to the State Government organizations, mentioned above, has been under consideration of the Government for some time now. Therefore, the undersigned is directed by order of the Governor to withdraw the preferential treatment earlier given to M/s. Mackintosh Burn Ltd., M/s. Westinghouse Saxby Farmer Ltd., and M/s. Britannia Engineering Ltd, and make the following amendment in Rule 47 A of West Bengal Financial Rules:

Note - 1 below sub-rule (3) of Rule 47A is deleted.

3. This order will take immediate effect. Necessary amendment in West Bengal Financial Rules will be made in due course.

Sd/-

(H. K. Dwivedi)

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department
Audit Branch

No. 3739-F(Y)

Kolkata, the 3rd May, 2012**NOTIFICATION****Sub.: Mandatory publication of 'Tender Inviting Notice' on e-Tender Portal**

For some time past the Government was considering improving the present system of inviting Tender by different Departments of the State Government with a view to establish accountability, transparency and uniformity in the system in a centralised manner.

Keeping in view the above object, the National Informatics Centre [NIC], an organisation of Government of India, developed a portal [<http://wbtenders.gov.in>] exclusively for uploading the tender related documents of the State Government.

The 'e-Procurement Solution' will help both the Government buyers and the suppliers to reduce the cycle time, unnecessary paper work, waiting in long queues and simultaneously enhance the transparency in the entire process thereby ensuring good governance. It is an easy-to-use, web-based solution for conducting dynamic exchanges in an on-line environment. It will provide real-time bidding solutions for the Government buyers and sellers. Some State Government Departments are already using this portal for inviting their e-Tender.

For the purpose of gainful utilisation of the said portal, the Governor has been pleased to decide that:

1. In addition to existing system of inviting tender, it will be mandatory for all State Government Departments, their subordinate Offices and all Autonomous Bodies / Local Bodies / Corporations / PSUs under their control to publish their 'Tender Related Information' [TRI] on the centralized e-Tender Portal [<http://wbtenders.gov.in>] if the Tender Value is Rs.50 lakhs and above. The Tender Value less than Rs.50 lakhs may also be uploaded on the centralized e-Tender Portal [<http://wbtenders.gov.in>] at the discretion of the Tender floating authority or the concerned Department.

2. 'The Tender Related Information' means and covers e-Procurement, e-Tendering, e-Selling and e-Auction, Request for Proposal, Request for Expression of Interest, Notice for Pre-Qualification, Registration of the Contractors, Notice inviting Tender/Bid or Proposal in any form, Tender Enquiries, Corrigenda and also the details of the contract awarded as a result of finalization of the Tender process.

3. The Departments or its subordinate offices that are already publishing their 'Tender Related Information' on their own websites and/or on any other websites shall ensure that their 'Tender Related Information' are simultaneously published / mirrored on the centralized e-Tender Portal [<http://wbtenders.gov.in>].

4. The Digital Signature Certificate, which is essential, for e-Tendering shall be obtained from the NIC-CA which is also acting as a Certifying Authority.

5. This Order shall take effect from 1st July 2012.

In order to facilitate implementation of aforesaid decisions regarding e-Publication of 'Tender Related Information' on the centralized e-Tender Portal, the NIC will provide detailed guidelines for using the said Portal. The guidelines will also be available on the centralized e-Tender Portal [<http://wbtenders.gov.in>]. On registration by the Government user, 'User ID' and 'Password' will be created and mailed to the users. The Government of West Bengal will also make arrangements for necessary training to the concerned officials, with technical support from NIC for the users of the e-Tendering Portal.

A Roadmap for implementation of the e-Procurement Process in the Government Departments is enclosed with this Order.

The Departmental heads are requested to circulate this Notification to their subordinate Offices and the Autonomous Bodies / Local Bodies / Corporations / PSUs under their control.

Sd/- H.K. Dwivedi

Secretary to the
Government of West Bengal.

Roadmap for implementation of e-Procurement Process in the Government Departments

1. Each Department shall nominate at least one 'Nodal Officer' for implementation and monitoring of the **e-Procurement** in the respective department.
2. The Nodal Officer of the Department shall handover to NIC the organisation chart related to tendering in his Department mentioning the offices from where tenders will be floated or published in the Portal.
3. Nodal Officer shall apply to NIC for Digital Signature Certificate [DSC] as Nodal Officer on behalf of that Department for implementing e-Procurement.
4. The other Departmental Officers who will be authorised to float e-Tender under a Department shall be required to obtain DSC from NIC through the Nodal Officer of that Department. The cost of obtaining DSC from NIC is Rs.555/- per user. Application Form for Digital Signature Certificate [DSC] along with detailed information regarding Digital Signature Certificate is enclosed with this Roadmap.
5. For uploading the e-Tender document in the Tender Portal it will be required to have minimum two (2) authorised officers who have their own DSC. The DSC is neither transferable nor it can be delegated to other officer.
6. The DSC issued is Department specific and officer specific. So, it will not be possible for the authorised Officers (having DSC) of one Department to upload e-Tender of other Department.
7. In the headquarter, each Department shall nominate at least two officers who will be members of each Tender Committee under that Department, so that they can upload the e-Tender document in the Tender Portal on the authorisation of their DSC.
8. Similarly, in each District or Region (as per requirement of the Department) the Department shall nominate at least two officers who will be members of each Tender Committee on behalf of that Department, so that they can upload the e-Tender document in the Tender Portal on the authorisation of their DSC.
9. Summary information in respect of the Tender progress in relation to the Tender has to be uploaded in the web-server of the Tender Portal. Documents relating to 'Notice Inviting Tender' [NIT] shall be loaded as a .pdf file and the financial bid in the prescribed .xls format. For the financial bid NIC has developed three templates that have to be strictly adhered to. The Tendering Authority shall select any one of the three formats which will be suitable for them for that particular Tender. The software developed by NIC shall take care for selection of L1 rates. The Software shall make automatic encryption of the Financial Bid and no one shall be allowed to open the Financial Bid prior to the date & time earmarked for opening the Financial Bid. Tender should normally be floated in two parts, one Technical bid and other Financial Bid. After evaluation of the Technical Bid, those who qualify their Financial Bid shall be opened.
10. (i) NIC at headquarter or at any central location, preferably within Writers Buildings, shall provide a "Helpdesk" to render necessary help to the authorised officers of the Departments within Kolkata (including Bidhannagar) to float e-Tender.
(ii) The District Information Officers [DIO] of NIC at the District shall provide a "Helpdesk" to render necessary help to the authorised officers of the Departments at the District level.

Necessary information regarding Digital Signature Certificate [DSC]

1. What is a Digital Signature Certificate?

Digital Signature Certificates (DSC) are the digital equivalent (that is electronic format) of physical or paper certificates. Examples of physical certificates are drivers' licenses, passports or membership cards. Certificates serve as a proof of identity of an individual for a certain purpose; for example, a driver's license identifies someone who can legally drive in a particular country. Likewise, a digital certificate can be presented electronically to prove your identity, to access information or services on the Internet or to sign certain documents digitally.

2. Why is Digital Signature Certificate (DSC) required?

Like physical documents are signed manually, electronic documents, for example e-forms are required to be signed digitally using a Digital Signature Certificate. Transactions that are done using Internet if signed using a Digital Signature certificate becomes legally valid.

3. Who issues the Digital Signature Certificate?

A licensed Certifying Authority (CA) issues the digital signature. Certifying Authority (CA) means a person who has been granted a license to issue a digital signature certificate under Section 24 of the Indian IT-Act 2000. The National Informatics Centre is also authorised to issue the Digital Signature Certificate.

4. What are the different types of Digital Signature Certificates valid for e-Tendering programme ?

The different types of Digital Signature Certificates are;

Class 2: Here, the identity of a person is verified against a trusted, pre-verified database.

Class 3: This is the highest level where the person needs to present himself or herself in front of a Registration Authority (RA) and prove his/ her identity.

5. What type of Digital Signature Certificate (DSC) is to be obtained for e-Filing on the e-Tendering Portal?

DSC of Class 2 and Class 3 category issued by a licensed Certifying Authority (CA) needs to be obtained for e-filing on the e-Tendering Portal.

6. How to obtain DSC for dept users?

NIC hqrs is authorised to issue the DSC for officials in Govt depts./PSUs and the fees are:

For Govt Officials Rs. 555 for USB e-Token (at present)

The validity period for the Smart Card is 2 years.

The DD should be drawn in favour of "Accounts Officer, National Informatics Centre, New Delhi".

7. How much time do CAs take to issue a DSC?

The time taken by Certifying Authorities to issue a DSC may vary from three to seven days.

8. What is the validity period of a Digital Signature Certificate?

The Certifying Authorities are authorized to issue a Digital Signature Certificate with a validity of one or two years. The maximum period for which the DSC is issued is only two years. On the expiry of the term, the Digital Signature Certificate can be revalidated by paying the fees again.

9. What is the legal status of a Digital Signature?

Digital Signatures are legally admissible in a Court of Law, as provided under the provisions of IT?

10. Is a company required to obtain a Digital Signature Certificate in its own name for e-Tendering?

Digital Signature Certificate (DSC) is not required by Companies but by individuals. For example the Director or the Authorized signatory signing on behalf of the Company requires a DSC.

11. Can I do e-filing of documents if I do not possess a DSC?

No. It is mandatory to have a valid digital signature certificate for e-filing the forms on e-Tendering portal.

NIC Certifying Authority
National Informatics Centre
Ministry of Communications and Information Technology
Government of India

Ref. No.
(To be filled by NICCA)

DIGITAL SIGNATURE CERTIFICATE REQUEST FORM

NOTE:

- 1. This application form is to be filled by the applicant.
2. Please fill the form in BLOCK LETTERS.
3. Please Tick (✓) the appropriate option.
4. All subscribers are advised to read Certificate Practice Statement of CA.
5. Incomplete/Inconsistent applications are liable to be rejected.
6. Validity period should not exceed the date of superannuation of the applicant.
7. Asterisk (*) marked entries should not be left blank as these are reflected in the Digital Signature Certificate.



1. Category of Applicant : Government / Judiciary /PSU & Statutory Bodies / Registered Companies
2. Class of Certificate Required (see pt. 11 at page 4) : Class I /Class II /Class III
3. Certificate Required (Usage) (see pt. 11 at page 4) : Individual (Signing) / Encryption / SSL Server
4. Certificate Validity (Max. 2 Years) : Two years / Specify validity (if less than 2 years)
5. Date of superannuation* (dd/mm/yyyy) :
6. Name* : (First Name) (Middle Name) (Last Name)
7. Designation :
8. Email ID* (Official email-ID preferred) :
9. Ministry/Department :
a) Office Address :
Telephone (Official) (Resi/Mobile)
b) Residential Address :
10. Identification Details (Tick any one) : [Employee ID / Passport No. / PAN Card No. / Voter ID Card No. / Driving License No. / PF No. /Bank Account Details /Ration Card No.]
11. Certificate Subject Details* : Organization*
(These will be used in Certificate subject.) : Organization Unit*
City
State*
Country* INDIA
12. SSL Certificate Details : Web Server
(In case the application is for a device then details of : Services
Server/Device for which the certificate is being applied : IP Address
for must be filled.) : URL/Domain Name
: Physical Location

Date:
Place : (Signature of the Applicant)

(For NICCA Office use only)

Smart Card/USBToken Sr. No.: Request No. :
Authorised Signatory / RAA RA Code :
Name:
Date: Remarks:.....

Declaration by the Subscriber

I hereby declare and understand that

1. I have read the subscriber agreement under Resources (<https://nicca.nic.in>).
2. I shall keep the private key safe and will not share with others.
3. I shall verify the contents and the correctness of the certificate before accepting the DSC.
4. I shall send a signed mail to NIC-CA (support@camail.nic.in) to acknowledge the acceptance of the DSC. I also undertake to sign an additional declaration form in case of Encryption Certificate.
5. I shall not use the private key before acceptance of the DSC.
6. I authorize NIC-CA to publish the certificate in the NIC-CA repository after acceptance of the DSC.
7. If the private key of my DSC is compromised, I shall communicate to NICCA without any delay as per requirement mentioned in Regulation 6 of Information Technology (Certifying Authority) Regulations, 2001. (Doc ID CA2-50027.pdf, available under Repository>CPS & Forms>All Forms at <https://nicca.nic.in>)
8. I understand the terms and conditions of issued DSC and will use the DSC under the terms of issue as in the Certificate Practice Statement.
9. I understand that on cessation of my employment, I shall inform NICCA and my present employer for revocation of my Digital Signature Certificate.
10. I certify the following: *(Tick whichever is applicable)*
 - o I have not applied for a DSC with NIC-CA earlier.
 - o I have been issued a DSC by NICCA with User ID _____ which is Valid/Revoked/Suspended/Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with the terms and conditions of Subscriber (as in section 40-42 of the IT Act 2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the DSC, NIC-CA will not be responsible for the consequences/ liabilities and will be free to take any action including cancellation of the DSC.

Date :
Place :

.....
(Signature of the Applicant)

Verification and Declaration by Head of Office of Applicant

1. This is to certify that Mr. /Ms. _____ has provided correct information in the Application form for issue of Digital Signature Certificate for subscriber to the best of my knowledge and belief. I have verified the credential of the applicant as per the records and the guidelines given at page 5. I hereby authorize him/her, on behalf of my organization to apply for obtaining DSC from NICCA for the purpose as specified at point 3 of page-1.
2. It is noted that the organization shall inform NICCA for revocation of DSC on the cessation/superannuation of his/her employment.

Date :
Place:
Office Email:

(Signature of Officer with stamp of Org./Office)
Name of Officer with Designation:

Forwarded by SIO / NIC Coordinator
(Only for Class-2 & Class-3 Certificate)

(Signature of SIO /NIC Coordinator)
Name:
Date:
Office Seal:

This form is to be forwarded to the respective RA Office of NIC-CA.

Important Government Orders

Additional Declaration by the Subscriber for Encryption Certificate

I hereby declare and understand that

1. I am solely responsible for the usage of these Certificates/Tokens/ Technology. I shall not hold NICCA responsible for any data loss damage, arising from the usage of the same.
2. I am aware that Key Escrow/Key Archiving of Encryption keys is not done by NICCA and I shall not hold NICCA responsible or approach NICCA for recovery of my private Encryption Key, in case of its loss or otherwise.
3. I shall be responsible for compliance to the relevant sections of the IT Act/Indian Telegraphic Act and other Acts/laws of the Indian legal system, pertaining to Encryption/Decryption of any message or document or electronic data, and I shall be liable for associated penal actions, for any breaches thereof.
4. NICCA shall not be held responsible and no legal proceedings shall be taken against NICCA for any loss and damage that may occur due to any reason whatsoever including technology upgradation, malfunctioning or partial functioning of the software, USB token, Smart Card or any other system component.
5. I am aware that the Encryption Certificate, issued by NICCA is valid only for the suggested usage and for the period mentioned in the certificate. I undertake not to use the Certificate for any other purpose.
6. I am conversant with PKI technology, and understand the underlying risks and obligations involved in usage of Encryption Certificate.
7. I certify the following: *(Tick whichever is applicable)*
 - o I have not applied for an Encryption Certificate with NIC-CA earlier.
 - o I have been issued an Encryption Certificate by NICCA with User ID _____ which is Valid / Revoked / Suspended / Expired.

The information furnished above is true to the best of my knowledge and belief. I will comply with the terms and conditions of Subscriber (as in section 40-42 of the IT Act 2000) and those of the Certificate Practice Statement of the NIC-CA. If at a later stage any information is found to be incorrect or there is non-compliance of the terms and conditions of use of the Encryption Certificate, NIC-CA will not be responsible for the consequences/ liabilities and will be free to take any action including cancellation of the Encryption Certificate.

Date :
Place :

.....
(Signature of the Applicant)

Declaration by Head of Office of Applicant

I hereby authorize Mr./Ms _____ employed in this Organization, to apply for Encryption Certificate from NIC-CA. It is further certified that a Policy/Procedure is in place, which describes the complete process for Encryption Key Pair Generation, Backup Procedure, safe-keeping of Backups and associated Key Recovery Procedures. The consequences of loss of the key have been explained to the user and he/she has been advised about securing the key and making it available to relevant authorities, in case of emergency.

Date :
Place :
Office Email:

(Signature of Officer with stamp of Org /Office)
Name of Officer with Designation:

Forwarded by SIO / NIC Coordinator
(Only for Class-2 & Class-3 Certificate)

(Signature of SIO /NIC Coordinator)
Name:
Date:
Office Seal:

This form is to be forwarded to the respective RA Office of NIC-CA.

Instructions for DSC Applicants

1. NIC-CA abides by the Information Technology Act, 2000, laid down by the Govt. of India. The applicant is advised to read this IT Act 2000 under Resources (<https://nicca.nic.in>).
2. To use DSC for exchanging Digitally signed Email, S/MIME compatible Mail clients should be used (Outlook Express, etc.). Also, please ensure that your email-id is issued from a POP compatible Mail server. For security reasons, NICCA prefers usage of Official E-mail ID.
3. Subscriber is required to send one copy of DSC request form, duly signed and forwarded by Head of Office. Applicant is advised to retain a copy of the same, for filling up the form online while generating Keypair.
4. The forwarded DSC application form is processed at NIC-CA for issue of DSC. If all particulars are in order, a User-Id, password and the profile for the applicant is created using the details submitted. This user-id will only be valid for 90 days (i.e., applicant has to generate key pair request and download certificate within 90 days) failing which, user is required to submit fresh DSC application for DSC issuance.
5. It is very important to keep the private key securely.
6. If the private key is compromised, applicant should immediately inform NIC-CA office by phone 011- 24366176 or e-mail at support@camail.nic.in and Login with his user-Id and password at NIC-CA website. The User has to send Request for Revocation/ Suspension/Activation form (CA2-50027.pdf)
7. For viewing all valid DSCs and CRLs, the user can access the website (<https://nicca.nic.in/>) under Repository.
8. DSCs are normally issued on FIPS-140 Level-2 compliant smart card/USB crypto-tokens, **which allows only maximum ten numbers of Incorrect attempts for entering pass phrase/ pin.** It is advisable to be careful while entering the passphrase as repeated incorrect entries may block the same. On exceeding this limit, special efforts may be required to unblock the device.
9. It is important to note that email-id given by the applicant is functional and applicant accesses the same on regular basis as all communications w.r.t DSC like generation, revocation, renewal, expiry details are communicated through the given email-id.
10. For any further clarification, user can write to support@camail.nic.in or visit the NIC-CA website (<https://nicca.nic.in>).
11. **Types of Classes: Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.**

Class-1 Certificate:

Assurance Level: Provides minimum level of assurance. Subscriber's identity is proved only with help of Distinguished Name -DN and hence provides limited assurance of the identity.

Suggested Usage: Signing certificate primarily be used for signing personal emails and encryption certificate is to be used for encrypting digital emails and SSL certificate is used to establish secure communications through the use of secure socket layer (SSL).

Category Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers within NIC domain.

Class-2 Certificate:

Assurance Level: Provides higher level of assurance confirming the details submitted in the DSC Request Form, including photograph and documentary proof in respect of at least one of the identification details.

Suggested Usage: In addition to the 'suggested usage' mentioned in class I, the class II Signing certificate may also be used for digital signing, code signing, authentication for VPN Client, web form signing, user authentication, Smart Card Logon, single sign-on and signing involved in e-procurement/ e-governance applications.

Category Issued to the Individual from Govt., PSU/Statutory Bodies, Government Registered Companies and Web Servers/Servers in open domain.

Class-3 Certificate:

Assurance Level: Provides highest level of assurances, as verification process is very stringent. Proves existence of name of organizations such as Government Departments/Agencies, PSU/ Govt. Registered Companies and assures applicant's identity authorized to act on behalf of the Government/PSU/Statutory/Autonomous bodies/ Government registered Companies.

Suggested Usage: In addition to the 'suggested usage' mentioned in class-1 & class-2, class-3 signing certificate may also be used for digital signing for discharging his/her duties as per official designation. Class-3 encryption certificate may also be used for encryption requirement as per his/her official capacity.

Category Issued to individuals from Government entities/Head of the Institutions, Statutory/Autonomous bodies, Government registered Companies.

Guidelines for verification by Head of Office

- The Head of Office (HO) of DSC requestor has to verify the identity /credentials of applicants. They will be solely responsible for authentication and validation of each subscriber/applicant within the organisation.
- They have to ensure verification process as described below, depending upon the class of certificate as applied by the applicant.
- ***Types of Classes: Depending upon requirement of assurance level and usage of DSC as described below, the applicant may select one of the classes.***

Verification Process:

- o ***Class-1 Certificate:*** HO has to ensure the validity of the details given in the DSC Request Form and verify the same.
 - o ***Class-2 Certificate:*** HO has to ensure the validity of the details given in the DSC Request Form and authenticate the same. HO has to further send it to SIO/NIC-Coordinator for forwarding to NICCA. HO has to utilize various procedures to obtain probative evidence in respect of identity of the applicants by way of seeking photograph and documentary evidence of one of the items under point no. 10 (Identification details} for individual certificate.

For SSL server certificate the HO has to ensure attestation of URL for Web Servers by Domain Name Registering Agency, location of web server.
 - o ***Class-3 Certificate:*** In addition to the verification process required for the class II certificates, the applicant's of class III certificates are required to be personally present with proof of their identity to the NIC-CA for issuance of DSC.
- On receipt of DSC application form, SIO/ DIO/HOD/NIC-Co-ordinator is required to ensure that the application form is signed by the HO(Head of Office)/JS/Company Secretary/Superior Officer of the applicant along with the seal of the office.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 4109-F(Y)

Kolkata, the 17th May, 2012

MEMORANDUM

This Department vide Notification No. 3739-F(Y) dated 03.05.2012 has made it mandatory from 01.07.2012 for all State Government Departments and their subordinate offices to publish their Tender on the centralized e-Tender Portal [<http://wbtenders.gov.in>] if the Tender Value is Rs.50 lakh or more.

In order to facilitate implementation of e-Publication of Tender on the centralized e-Tender Portal by the Departments and to render necessary help and advice to the Departments in this regard, this Department has designated the following two officers to act as 'Nodal Officer,':

1. Sri P. K. Pramanik, Sr. Technical Director, National Informatics Centre [NIC], West Bengal State Unit, Bidyut Bhavan [Gr. Fl.], Salt Lake [Contact no. 9432341691 / e-mail: <pk.pramanik@nic.in>]

2. Sri Goutam Chatterjee, Joint Director of Treasuries & Accounts, 4, Lyons Range, Kolkata — 700001 [contact No. 9433123844 / e-mail: <dta@wb.gov.in>].

Sd/- Swapan Kumar Paul.

Special Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 5424-F(Y)

Kolkata, the 26th June, 2012

MEMORANDUM

In continuation of this Department,s Notification no. 3739-F(Y) dated 03.05.2012 regarding mandatory e-tendering through centralized portal for tender value of rupees fifty lakh and above following points are clarified:

1. For e-Tendering all tender related activities should be processed through the e-Tender portal [<http://wbtenders.gov.in>] by the concerned Department/office inviting tender.
2. Prior to issuance of this Department,s Notification no. 3739-F(Y) dated 03.05.2012 e-Tender was in vogue in some Departments for tender value of less than Rs.50 lakh. That system should be continued i.e., any Department may go for e-Tendering for tender value less than Rs.50 lakh as per their Department,s regulation/ order.

Sd/- H. K. Dwivedi

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 6424-F(Y)

Kolkata, the 25th July, 2012

MEMORANDUM

This Department vide Notification No. 3739-F(Y) dated 03.05.2012 has made it mandatory from 01.07.2012 for all State Government Departments and their subordinate Offices to process their Tender related activities through the centralized e-Tender Portal [<http://wbtenders.gov.in>] for the Tender Value of Rs. 50 lakh and above.

This is a Mission Mode Project under National e-Government Project of the Ministry of Commerce & Industry, Department of Commerce, Government of India. For smooth implementation of e-Tender process by the different Departments and their subordinate offices and for monitoring the project throughout the State, the Governor is pleased to constitute a 'State Level Core Committee' with the following members:

- i) Sri Swapan Kumar Paul, Special Secretary, Group-T, Finance Department -Chairman.
- ii) Sri P.K. Pramanik, Senior Technical Director, NIC, WB - Member.
- iii) Sri Amitava Bose, Technical Director, NIC, WB - Member.
- iv) Sri Paul Varghese Mathai, Scientist - C, NIC, WB - Member.
- v) Sri Kanakendu Sinha, Executive Engineer, City Division, PWD - Member.
- vi) Sri Rajkapur Sharma, Executive Engineer, DVC Cell, Irrigation & Water Ways Department - Member.
- vii) Sri Uttam Pahari, Law Officer, Law Department - Member.
- viii) Sri Goutam Samanta, Joint Commissioner, Internal Audit, Finance Department - Member.
- ix) Sri Goutam Chatterjee, Joint Director of Treasuries & Accounts - Member.

The Core Committee shall follow the guidelines and advices of the Project Advisory Committee [PAC] of the Ministry of Commerce & Industry, Department of Commerce, Government of India and shall be entrusted with the following jobs:

- a) Arrangement for handholding training of the Government Officers related to e-Tender process and also for the prospective bidders,
- b) Arrangement for establishing 'Helpdesk' for implementation of the e-Tender process by different Government Offices,
- c) Development of Standard bid / tender documents including Standard Formats of Financial Bid Evaluation and BOQ compatible with the e-Tendering.
- d) Customization of the State's e-Tender Portal [<http://wbtenders.gov.in>] keeping in view the overall requirements of all the Departments/offices of the State Government.

Sd/- H. K. Dwivedi

Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 9701-F(Y)

Kolkata, 30th November, 2012

MEMORANDUM

E-Tender for Procurement of goods and services for the State Government has been made mandatory for goods and services valued at Rs.50 lakh and above vide Finance Department Notification no. 5400-F(Y) dt.25.6.2012.

E-Tender is a Mission Mode Project [MMP] approved by the Ministry of Commerce, Government of India. The Server for e-Tender Portal has been provided by the National Data Centre, New Delhi with all its application. Six manpower support has been provided by the Government of India for this purpose. As per guideline of the MMP and in order to implement the e-tender procedure a 'State Level Core Committee, [SLCC] was constituted to recommend to the Government the steps to be taken to switch over to the new method of purchase through e-tender.

The core committee has made some specific recommendation to facilitate e-Tender by the State Government Offices. It was decided that the infrastructure of the Public Works Department and Irrigation & Waterways Department shall be used for facilitation of e-Tender by the State Government Offices. At present for obtaining 'Digital Signature Certificate, from NIC the Application Form is to be submitted at their New Delhi Office. It takes a lot of time to obtain the Digital Signature Certificate. It has been decided to establish a Centre for Digital Signature Registering Authority of NIC in West Bengal, at the ground floor of the Jalasampad Bhavan, Salt Lake at the earliest.

After considering the recommendations of the State Level Core Committee on e-Tender the Governor has been pleased to take the following decisions in the interest of facilitation of switchover from the existing procedure of tender to e-tender for procurement of the State Government:

1. There shall be two Centralised Training Centre one at Kolkata and the other at Salt Lake, one at the Training Hall of the Public Works Department at Pranjali, Hastings, Kolkata and the other at the Training Hall of the Irrigation & Waterways Department at Jalasampad Bhavan, Salt Lake. The Officials of the State Government including the State Government Undertakings and Autonomous Bodies and the prospective Bidders can avail such Training Programme. All the trainings for orientation of e-tender will be organised centrally and imparted in the two training locations mentioned above. The names of the contact persons for availing such training is given in Annexure-I.

2. There shall be seven (7) Helpdesks at following places in West Bengal:

Sl no.	Helpdesk in the district	May be availed by the offices in Kolkata and Districts
I	Kolkata at Pranjali, Hastings	(i) Kolkata (except Salt Lake) (ii) South 24-Parganas (iii) Howrah

Sl no.	Helpdesk in the district	May be availed by the offices in Kolkata and Districts
II	Salt Lake at Jalasampad Bhavan	(i) Salt Lake (ii) North 24-Paganas
III	Medinipore Town	(i) Purba Medinipore (ii) Paschim Medinipore (iii) Bankura
IV	Burdwan Town	(i) Hoogly (ii) Burdwan (iii) Purulia
V	Berhampore Town	(i) Nadia (ii) Murshidabad (iii) Birbhum
VI	Malda Town	(i) Malda (ii) Uttar Dinajpur (iii) Dakshin Dinajpur
VII	Siliguri Town	(i) Darjeeling (ii) Siliguri (iii) Jalpaiguri (iv) Cooch Behar

The Support Personal at the Helpdesks shall provide necessary assistance to the Officials of the State Government including the State Government Undertakings and Autonomous Bodies and also to the prospective Bidders in smooth implementation of the e-Tender formalities. The detail list along with names of contact persons at such Helpdesks is given at Annexure-I.

3. Sale price of bid documents is hereby dispensed with for e-tender / e-bid.
4. In case of re-tender no bid security / EMD is required for the bidders who responded to the first tender but did not get back the EMD deposited with the first bid.

This order shall take immediate effect.

Sd/-H. K. Dwivedi
Secretary to the
Government of West Bengal.

Enclosure to Memo No. 9701-F(Y) Dated 30th November, 2012

Annexure-I**A.** The names of the contact persons for **Training** on e-Tender:

Sl. No.	Name & Designation	Contact No.	e-mail
1	Sri Amitava Bose, Technical Director, NIC	09830610378	amitava.bose@nic.in
2	Sri Paul Varghese Mathai, Scientist — C, NIC.	09433230135	paul.mathai@nic.in

B. The detail list along with names of contact persons at **Helpdesks** for implementation of e-Tender:

Sl. No.	Helpdesk in the district	Contact No.	e-mail
I	Kolkata at Pranjali, Hastings O/o. Executive Engineer, City Division, PWD	033-2223-6236	ee1ctdpwd@wb.gov.in
II	Salt Lake at Jalasampad Bhavan, O/o. Executive Engineer, DVC Cell, 7th Floor, Irrigation & Water Ways Department	033-2334-6098	irrigationhelpdesk@gmail.com irrigation.nic@gmail.com
III	Medinipore Town O/o. Executive Engineer, Midnapore Highway Division-II	03222-275672	hripwdmed@gmail.com
IV	Burdwan Town O/o. Executive Engineer-I, Burdwan Division, PWD	0342-2662497	hripwd.burdwan.helpdesk@gmail.com
V	Berhampore Town O/o. Superintendent Engineer, SHC-III, PWD (Roads).	03482-250627	hripwdmsd@gmail.com
VI	Malda Town O/o. Executive Engineer, Malda Division, PWD.	03512-252497	hripwdmld@gmail.com
VII	Siliguri Town O/o. Executive Engineer-I, PWD, NBCD.	0353-2431529	hripwddjg@gmail.com

WORKS TENDER AND
CONTRACT



GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 8182-F(Y)

Kolkata, the 26th September, 2012

MEMORANDUM

Sub.: Modification of Clause relating to Settlement of Disputes under Conditions of Contract

The Dispute Redressal mechanism as contained in the general conditions of contract for Works has been engaging the attention of the Government for some time past. The present system of dispute redressal contained in Clause 25 of the General Conditions of Contract of the State Public Works Department reads as'

"Clause 25 - Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts designs, drawings specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the executions or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof shall be referred to the sole arbitration of the Chief Engineer of the Deptt. Should the Chief Engineer be for any reason unwilling or unable to act as such arbitrator, such questions and disputes shall be referred to an arbitrator to be appointed by the Chief Engineer. The award of the arbitrator shall be final conclusive and binding on all parties to this contract.

The award shall be a speaking one, i.e., the arbitrator shall recite facts and reasons arising in support of the award after discussing fully the claims and conditions of the parties.

[This Clause (viz. no. 25) shall not be applicable and shall be treated to be deleted for contract upto Rs.100 lakhs (Rupees one hundred lakhs) in case of P.W.D. vide G.O. no. PWD.1(7)- Adt/1M-10/81 pt. Dt. 6.1.95 and Rs. 100 lakh in case of I & W Deptt (vide G.O. no. 1626 (8)-IA dt.23.11.2001)]"

2. Existing Clause 25 as quoted above needed to be reviewed to protect the interest of the Government and the contractors. Accordingly, the Governor is pleased to replace the existing Clause 25 with the following:

"Clause 25 - Except where otherwise provided in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instructions herein before mentioned and as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or thing whatsoever, in any way arising out of relating to the contracts designs, drawings specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the executions or failure to execute the same, whether arising during the progress of the work, or after the completion or abandonment thereof shall be dealt with as mentioned hereinafter:

If the contractor considers any work demanded of him to be outside the requirements of the contract, or disputes any drawings, record or decision given in writing by the Engineer-in-Charge on any matter in connection with or arising out of the contract or carrying out of the work, to be unacceptable, he shall promptly within 15 days request the Chairman of the Dispute Redressal Committee in writing for written instruction or decision. Thereupon, the Dispute Redressal Committee shall give its written instructions or decision within a period of three months from the date of receipt of the contractor's letter.

Important Government Orders

The Dispute Redressal Committee in each of the Works Departments shall be constituted with the following officials as members'

1	Additional Chief Secretary/ Principal Secretary/ Secretary of the Department concerned.	Chairman
2	Engineer-in-Chief/Chief Engineer or any officer of equivalent rank of the Department.	Member
3	One Designated Chief Engineer/ Engineer of the Department to be nominated by the Department concerned.	Member Secretary and Convenor
4	One representative of Finance Department of the Government not below the rank of Joint Secretary or Financial Adviser in case of the works Department where FA system has been introduced	Member

This provision will be applicable irrespective of the value of the works to which the dispute may relate."
This order will take immediate effect and be applicable to all the State Government Departments.

Sd/- H. K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. 6427-F(Y)

Kolkata, the 25th July, 2012

MEMORANDUM

In continuation of this Department Memorandum No. 5458-F(Y) dated 27th June 2012 following points may be clarified:

1. Maximum 3% on the "Tender Value" shall be allowed as Contingency to determine the "Estimated Cost".
2. Authority to accept the tender where the value/rate quoted by the Bidder [L1] is above the "Tender Value" [i.e. amount put to tender]:
 - (i) Maximum 5 % excess of "Tender Value" may be accepted by the 'Tender Inviting Authority' subject to the overall power of tender acceptance delegated to each level of engineer officers as mentioned in this Department's Memo No. 5458-F(Y) dated 27th June 2012.
 - (ii) Above 5 % and upto 10 % excess of "Tender Value" can be accepted by the Government appointed Tender Committee subject to the condition as laid down in the said Memo.
 - (iii) For acceptance of tender above 10% of the Tender Value, the Administrative Department along with the specific recommendation of the Government appointed Tender Committee as mentioned at para (ii) above, shall send the proposal to the Finance Department.
3. In case of Plan Fund, where the "Administrative Approval" on the "Estimated Cost" has been obtained from the concerned Group of the Finance Department, the revised Administrative Approval on the enhanced Estimated Cost, if any, shall be obtained from the same authority.

Sd/- H. K. Dwivedi
Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch
Writers, Buildings

No. 5458-F(Y)

Dated, Kolkata, the 27th June, 2012

MEMORANDUM

Works Executing Departments have been approaching Finance Department for some time past to make amendment in the financial power of the Engineers for "Technical sanction" and "Tender acceptance", considering the rising price index. After careful consideration of the matter the Governor is pleased to make the following amendments in the Delegation of Powers of the Engineering officers of various Works Executing Departments. The Works Executing Departments shall incorporate the following amendments in their respective Departmental code/ manual/Order.

Designation	Tender acceptance	Technical sanction	Remarks
Chief Engineer- (i) With approval of Government appointed tender committee (ii) Under his own power	(i) full power** (ii) Rs. 4 crore ***	(ii) Full power	(i) ** the tender committee will recommend to Government to accord sanction to acceptance of the tender. (ii) *** provided the project has received the administrative approval, or the revised administrative approval of the competent authority, as and when required under the prescribed rules.
Superintending Engineer	Rs. 2 crore + 5% excess of tender value**	Rs. 2 crore	** provided sanctioned estimate and budgetary provision is not exceeded because of the excess and the lowest tender is accepted.
Executive Engineer	Rs. 45 lakh + 5% excess of tender value**	Rs. 45 lakh	** provided sanctioned estimate and budgetary provision is not exceeded because of the excess and the lowest tender is accepted.
Assistant Engineer	Rs. 3 lakh + 5% excess of tender value**	Rs. 3 lakh*	** provided sanctioned estimate and budgetary provision is not exceeded because of the excess and the lowest tender is accepted. * With concurrence of Executive Engineer.

Note : **Acceptance of Tender at justified rates [Estimated Cost prepared by the Works Executing Departments] with allowable variances:** Variation upto 5 % over the justified rates may be ignored. Variation up to 10% may be allowed for peculiar situations and in special circumstances with the approval of the Government appointed Tender Committee, provided budgetary provision is not exceeded because of the excess and the lowest tender is accepted. Reasons for doing so shall be placed on record. Tenders above this limit should not be accepted.

Sd./- H. K. Dwivedi
Secretary to the
Government of West Bengal.

GRANT-IN-AID



GOVERNMENT OF WEST BENGAL

Finance Department
Audit Branch

No. 8327-F(Y)

Kolkata, the 3rd October, 2012

MEMORANDUM

Sub.: Introduction of revised standard format of 'Utilisation Certificate' for payment made as Grants-in-Aid to the Non-Government Bodies/Grantee Institutions.

The issue relating to introduction of a revised standard format of 'Utilisation Certificate' for Grant-in-Aid payment made by the State Government to various Non-Government Organisations / Grantee Institutions has been under active consideration of the Government for some time past. The Principal Accountant General (A&E) West Bengal has also suggested introduction of a revised standard format of "Utilisation Certificate," for payment made from the State's exchequer through Grants-in-Aid Bills. After careful consideration of the matter, the Governor has been pleased to introduce a revised standard format of 'Utilisation Certificate' for payment made to various Non-Government Organisations / Grantee Institutions as Grant-in-Aid. The 'Utilisation Certificate' shall be issued by the Sanctioning Authority after obtaining the required information and supporting records from the Drawing & Disbursing Officer for each Sanction Order Issued. The Departmental Controlling Officer shall submit the year-wise 'Utilisation Certificates' to the Principal Accountant General (A&E) West Bengal within the prescribed time. The revised standard format of 'Utilisation Certificate' for Grant-in-Aid payment made to various Non-Government Organisations / Grantee Institutions is enclosed as Annexure-A. Necessary amendment in the West Bengal Financial Rules will be made in due course.

Sd/ H. K. Dwivedi

Secretary to the
Government of West Bengal.

Annexure - A

UTILISATION CERTIFICATE IN RESPECT OF GRANT-IN-AID

No.

Date:

1. Name of the Grantee Institution(s) :
[Attach separate list for more than one Grantee Institutions]
2. Sanctioning Authority :
3. Sanction Order Number & Date :
4. Amount sanctioned :
5. Drawing & Disbursing officer :
6. Treasury / PAO :
[From where the bill was drawn]
7. Bill No. & Date :
8. T.V. No. & Date :

Important Government Orders

- 9. Amount drawn :
- 10. Unspent balance of previous year, if any :
- 11. Amount utilized :
- 12. Unspent balance, if any, in current year :
- 13. Purpose of utilization :

CERTIFICATE

Certified that I have satisfied myself that the conditions on which the Grants-in-Aid was sanctioned have been duly fulfilled / are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

[Applicable in case of unspent balance] The unspent fund has been surrendered to the Government under appropriate head of account vide Challan No. Date / will be adjusted against the grant-in-aid to be sanctioned and paid in the current Financial Year (applicable in case of recurring grant only).

Kinds of checks exercised

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Sanctioning Authority

Designation

Office Seal

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. 2552-F(Y)

Kolkata, the 27th, March, 2012

MEMORANDUM

This Department vide Memo No.7752-F(Y) dated 21st July 2010 has circulated a standard format of "Grant-in-Aid Sanction Order" to be followed and implemented by all Departments of the State Government w.e.f. 01.10.2010. The standard format was developed in order to make the financial reporting more transparent on the basis of the recommendations of the Finance Commission, the Planning Commission and the Comptroller & Auditor General of India and as per suggestion of the Principal Accountant General (A&E), West Bengal.

Now, it has been reported by the Principal Accountant General (A&E) West Bengal that most of the Departments are not following the said standard format while sanctioning the fund under Grant-in-Aid.

After careful consideration of the matter following decisions have been taken by the Government:

1. In modification of this Department's Memo No.7752-F(Y) dated 21st July 2010, all sanction order in favour of the Grantee Institute for Grant-in-Aid shall be in the revised format enclosed herewith. **From the Financial Year 2012-13, the Grant-in-Aid Bill shall not be passed by the Treasuries/PAOs if the 'Sanction Order' of the same is not in the revised format.**
2. All sanction order for Grant-in-Aid in favour Non-Government Organizations /Institutions/Local Bodies/ Development Authorities/Public Sector Undertakings/Autonomous and Statutory Bodies etc. shall be under the Detail Head "31-Grants-in-Aid-General" or "35- Grants for creation of Capital Assets" under appropriate service head. For this purpose Administrative Department shall arrange to sanction the fund under Grant-in-Aid to Non-Government Organizations /Institutions/ Local Bodies/Development Authorities/ Public Sector Undertakings/ Autonomous and Statutory Bodies etc. under the Detail Head "31-Grants-in Aid-General" or "35-Grants for creation of Capital Assets" only and the said sanctioned amount will have to be Allotted to the Regular DDO attached to Govt. Office only for drawal of fund on presentation of Bill in prescribed form in the Pay & Accounts Office/Treasuries.
3. Fund required to be used by the State Government Offices shall not be placed under Detail Head "31-Grants-in Aid-General" or "35-Grants for creation of Capital Assets" and **for this purpose appropriate Detail Head other than "31-Grants-in Aid-General" or "35-Grants for creation of Capital Assets" under the service head need to be opened by the Administrative Department with the approval of the Pr. Accountant General (A&E), WB after obtaining concurrence from Finance (Budget) Deptt. This process need to be completed by 1st week of May, 2012 positively.**

All the Administrative Departments are requested for strict compliance of the aforesaid instruction with effect from 1st April 2012.

Sd/ H. K. Dwivedi

Secretary to the
Government of West Bengal
Finance Department.

**(Model Sanction Order for sanction of
Grant-in-Aid under Detail Head 31 &35)
Government Of West Bengal
..... Department.
.....
.....**

No. ____ (Sanction)-

Dated Kolkata the _____

Subject : Sanction Order for Grant-in-Aid

1. Sanctioning Authority :
2. Name of the Grantee Institution :
3. Address of the Grantee Institution :
4. Category of Grantee Institution & Category No. (as per list enclosed) :
5. Amount Sanctioned (both in figure and words) :
6. Name of the DDO (by designation) :
7. Department Code :
8. Name of the Treasury / Pay & Accounts Office :
9. Nature of Grant :
(a) Recurring or Non-recurring : (R or N) :
(b) Capital or Revenue : [C or R] :
(Detail Head 35) (Detail Head 31) :
10. Condition of Grant
Utilisation Certificate required : [Yes or No] :
11. Category of Grant (as per list enclosed)
12. Purpose of Grant (Required only in case where category of Grant Purpose is 'other') :
13. An amount of Rs. is hereby allotted for the period upto in favour of the (Designation of the DDO)
from the head of account
.....
from the budget provision of the financial year, 20 under Demand No. and payable to Grantee Institution by A/c payee cheque/by transfer credit (as the case may be)

- 14. Head of Account Code :
- 15. Name of the Scheme :
- 16. The amount will be drawn in T.R. from No.31/32 (in case of Non-Govt. School) /43 (in case of Transfer credit) :
[mention the T.R. form No. as applicable]
- 17. The sanctioned amount will be payable to (Name of Grantee Institution) by Transfer Credit to the Head of Account of the LF/PL/Deposit Account of the Grantee Institution (Applicable only in case of Transfer Credit Bill)
- 18. Any other information :
- 19. This order issues in exercise of the power delegated under Finance Department memo no. dated / with the concurrence of Finance Deptt. vide Gr. U.O. No. Dt.
- 20. Total released amount is within % of Budget Provision of the above mentioned head of account during 20
- 21. The Principal Accountant General, West Bengal & the Pay and Accounts Officer / Treasury Officer, Treasury and others concerned are being informed.

Signature
Name & Designation

[N.B. In case of sanction to a group of institutions a separate list may be enclosed mentioning the name of the Institutions and the amount against each institution. Mention as "List Enclosed" against Sl. No. 2 and mention the total amount against Sl. No.5]

No. ____ (Sanction)-

Dated Kolkata the _____

Copy forwarded for information & necessary action to :—

***** ***** ***** *****

Signature
Name & Designation

**List pertaining to the Model Sanction Order for sanction of Grant-in-aid
under detail head 31/35**

Category of Grantee Institutions [as mentioned at Sl. No. 4]

	Sub-Category No.	Category of Grantee Institution
1.	Panchayati Raj Institutions	
	(i)	Zilla Parishads
	(ii)	Panchayat Samities
	(iii)	Gram Panchayats
	(iv)	DRDC
	(v)	Others
2.	Urban Local Bodies	
	(i)	Municipal Corporations
	(ii)	Municipalities
	(iii)	Others-statutory Bodies / Development authorities (U.D.)
	(iv)	Others
3.	Public Sector Undertakings	
	(i)	Government Companies
	(ii)	Statutory Corporations
	(iii)	Others
4.	Educational Institution	
	(i)	(a) Universities
	(ii)	(b) Colleges
	(iii)	(c) Secondary/Higher Secondary School
	(iv)	(d) Primary Schools
5.	Autonomous Bodies	
	(i)	Cooperative Societies/Institutions
	(ii)	Development Authorities
	(iii)	Others
6.	Non-Government Organizations	
7.	Others	

Category of Grant Purpose

FOR REVENUE GRANT (DETAIL HEAD 31)	FOR CAPITAL GRANT (DETAIL HEAD 35)
Salary (01)	Land
Other Grants (02)	Building
Maintenance & Deficit Grant	Equipments
Grant for Development Scheme	Other Capital Grant (Sl. No. 12 to be filled up)
Finance Commission	
Mid-day Meal	
RIDF	
State Rural Dev. Agency	
Other (Sl. No. 12 to be filled up)	

PUBLIC - PRIVATE
PARTNERSHIP (PPP)



GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. : 5266-F(H)

Kolkata, the 21st June, 2012RESOLUTION

The State Government has, for sometime past, under consideration for taking up several infrastructure projects including physical and social infrastructure with the objective of enhancing the quality of life of the people of the State by providing better and efficient public services. In addition to traditional public sources of funding for infrastructure projects, alternative sources of financing have gained importance in the recent times. The State Government, therefore, recognizes that one of the important tools for attaining the above objective is the Public Private Partnership (PPP) model, which represents an arrangement between a Government/Statutory bodies on one side and a private sector entity on the other, for providing public services through new investments or management of the existing services or both.

2. To achieve the objectives stated above, the Governor is pleased to introduce a State Policy on PPP for implementation of physical and social infrastructure projects in the State as follows :-

- (i) The Finance Department, Government of West Bengal will be designated as the Nodal Department;
- (ii) A dedicated PPP Cell will be created in the Finance Department for providing necessary direction and hand holding support to the Departments for planning and implementation of PPP Projects ; and
- (iii) A dedicated Fund called West Bengal Infrastructure Development Fund (WBIDF) will be created to assist selected project preparation activities, capacity building, training, enhancement of project viability etc.

3. **The objectives of the PPP Policy**

The broad objectives of the PPP Policy of the Government are outlined below:

- a. To set out the principles for pursuing projects on PPP basis.
- b. To support Private Sector Investments and create a conducive environment so as to enable the State to utilize Private Sector efficiencies, innovativeness, capacity, flexibility and resources with the objective of developing both physical and social infrastructure at optimal cost.
- c. To Provide a consistent and transparent framework for identifying, structuring, awarding and managing PPP ;
- d. To facilitate identification and creation of appropriate PPP Projects and assist the line Departments in effective project structuring, implementation and monitoring of the same ;
- e. To provide an efficient institutional framework for speedy clearances of PPP projects ;
- f. To create a robust dispute redressal mechanism and regulatory framework for PPP Projects ;

4. Infrastructure Sectors to be covered

The areas that will be covered under the PPP are :

- Health (specific areas)
- Education (specific areas)
- Tourism related projects
- Roads, bridges and bypasses
- Airports, Airstrips and Heliports
- Inland container depots and logistics hubs
- Industrial parks, Theme Parks, Knowledge Parks, Special Economic Zones and Townships, Industrial Training Centres
- Water Supply, Treatment and Distribution
- Power generation, transmission and distribution systems
- Solid waste management
- Drainage and Sewerage
- Inland water transport
- Urban transportation systems
- Housing and related facilities
- Any other sector / facility as may be included by the Government from time to time

5. The PPP Process :

The healthy and efficient growth of PPP projects will call for a robust, transparent and clearly laid out PPP process.

5.1 The Government's Role in PPP

The role of the government will be one of a facilitator and enabler. Some supports from the State Government which will be of critical importance are outlined below :-

- (i) Legislative support as and when required.
- (ii) Administrative support which shall include facilitating receipt of all Central and State Government clearance assisting in all rehabilitation and resettlement activities in case so required as per existing Rehabilitation and Resettlement Policy of the State Government, facilitating provision of supply of power and water at the project site etc.

Some of the proposed activities the State Government is expected to perform are mentioned below :-

5.1.1 Identification of Projects

The State Government Departments / bodies shall identify, conceptualize the projects to be developed in the State and place before ECOS through PPP Cell. The ECOS shall prioritize projects based on demand and supply gaps, inter-linkages and any other relevant parameters and create a project shelf. In order to assess the same, Pre-feasibility Report shall be prepared by the respective Department. The Pre-feasibility Report would establish, *inter alia*, the need for the project, project cost estimation and indicative financial viability of the proposed project including preliminary engineering studies, if any. Approval of the project would then be obtained from ECOS.

5.1.2 **Project Development Process**

The project development process would cover project preparation (including technical feasibility and financial viability analysis), project structuring, preparation of contractual documents and obtaining of project clearances and approval. During this stage, activities would be undertaken with the following objectives :

- a. Articulate the scope of the project, implementing agency's requirements and set forth roles/responsibilities of the parties ;
- b. Establish that the revenue model is robust and sustainable over the project life ;
- c. Ensure that the underlying risks are defined and appropriately allocated between the contracting parties ;
- d. Ensure that the contractual arrangements and documentation accurately reflect the scope of the project, roles and obligations of parties, performance standards, monitoring arrangements, penal provisions, reporting requirements, dispute resolution mechanism and termination arrangements.
- e. Ascertain that contractual arrangements are permissible under the policy, legal and regulatory regime.

As part of the project development activities, implementing agencies would undertake studies and investigations relating to technical, market analysis, financial and legal aspects, with the assistance from advisors/consultants wherever required. The output of the project development activities, to the extent feasible, would be made available to the potential bidders during bid process.

5.1.3 **Procurement Process**

Procurement stage would cover procurement and project award. Transparent, accountable, non-discriminatory, competitive and timely procurement processes would be followed so as to encourage maximum participation by private sector and to imbibe public confidence in the procedure. The procurement process would be completely transparent and shall be in line with the procurement policies of the State.

The bid documents used for procurement of private sector entities may comprise one or more of expressions of interest, request for qualifications, and request for proposals. Technical proposals would be invited, depending on the complexity of a project, to assess the ability of the private entity of their appreciation of the desired outcomes. Financial proposals would ideally be in the form of a single objective parameter.

The procurement process of a PPP may include the following distinct stages :

Expression of Interest (Eol) / Request for Qualification (RfQ)

Request for Proposals (RfP)

Evaluation and selection of Bidder

Award of Contract / Signing of concession Agreement

Financial closure

Draft contract agreement, containing provisions on the roles and obligations of the parties, performance standards and monitoring arrangements, reporting requirements, penalty conditions, force majeure conditions, dispute resolution mechanism and termination arrangements, shall be provided to the prospective bidders as part of the bid documents.

Timelines to be followed during the procurement process would be indicated by the procurement entity in the bidding documents. In order to minimize delays, the procurement entity would endeavour to obtain all necessary approvals for a project from the agencies concerned in a timely manner.

In case the competitive bidding process does not generate sufficient response and if even a sole bid is not received, then the Department shall, with the approval of ECOS, either modify the pre-qualification criteria and / or the risk sharing provisions and restart the bid process; or may cancel the competitive bid process.

The State Government may formulate sector specific policies wherever required for providing specific incentives and also establish mechanism for tariff setting, pricing, arbitration, safety and operational standards etc. It also envisages coordination across infrastructure sectors and dovetailing of sectoral plans.

For effective implementation of projects, certain support of the State would be required including Legislative Support, Administrative Support and Financial Support.

5.1.4 **Project Implementation**

The process of project implementation would be appropriately backed by contractual arrangements. The line Department would develop contractual frameworks to allow for equitable allocation of risks between the contracting parties, taking into account the legitimate concerns of private investors.

5.1.5 **Model adoption**

While considering PPP Projects, it will be necessary to consider and choose the appropriate PPP Model from among the different models generally used in this regard. While selecting the project, attention must also be paid to the critical aspects of the project with a view to separate outsourcing and other types of jobs from the core PPP project.

A brief description of some of the more popular PPP Models is given below ' the appropriate model is to be adopted on a case to case basis.

- a. **Buy-Build-Operate (BBO) :** Transfer of public asset to a private or quasi ' public entity usually under contract. The assets will be upgraded and operated for a specified period of time. Public control to be exercised through the contract at the time of transfer.
- b. **Build-Own-Operate (BOO) :** The private sector finances, builds, owns and operates a facility or service in perpetuity. The public constraints are stated in the original agreement and through ongoing regulatory authority. The concessionaire retains ownership of the facility. The concessionaire bears the commercial risk of operating the facility.
- c. **Build-Own-Operate-Transfer (BOOT) :** A private entity receives a franchise to finance, design, build and operate a facility (and to charge user fees) for a specified period, after which ownership is transferred back to the public sector.
- d. **Build-Operate-Transfer (BOT) :** The private sector designs, finances and constructs a new facility under a long-term concession contract, and operates the facility during the term of the concession after which ownership is transferred back to the public sector if not already transferred upon completion of the facility. In fact, such a form covers Build-Own-Operate-Transfer and Build-Lease-Operate-Transfer with the sole difference being the ownership, of the facility.
- e. **Build-Lease-Operate-Transfer (BLOT) :** A private entity receives a franchise to finance, design, build and operate a leased facility (and to charge user fees) for the lease period, against payment of a rent. Another model is BOLT where one of the processes come before the other.

- f. **Design-Build-Finance-Operate (DBFO)** : The private sector designs, finances and constructs a new facility under a long-term lease, and operates the facility during the term of the lease. The private partner transfers the new facility to the public sector at the end of the lease term.
- g. **Finance Only** : A private entity, usually a financial services company, funds a project directly or uses various mechanisms such as a long-term lease or bond issue.
- h. **Operation & Maintenance Contract (O & M)** : A private operator, under contract, operates a publicly owned asset for a specified term. Ownership of the asset remains with the public entity.
- i. **Design-Build (DB)** : The private sector designs and builds infrastructure to meet public sector performance specifications, often for a fixed price on turnkey basis. The risk of cost overrun is therefore transferred to the private sector.
- j. **Operation License** : A private operator receives a license or right to operate a public service, usually for a specified term.

6. **Institutional Framework**

A strong, well defined and robust institutional structure is critical for development of a sustainable PPP programme. In addition to creating and facilitating conducive environment for private sector investments, a framework is needed to ensure that the projects are commercially robust, the provisions in the contract document safeguard user and public interests and the contingent liabilities of the Government are kept limited within accepted parameters.

Keeping this in view, an institutional structure comprising of existing Standing Committee of the Cabinet on Industry, Infrastructure and Employment and Empowered Committee of Secretaries (ECOS) is conceived to take forward the implementation of the PPP. The framework has been suggested keeping in view the need to keep the process simple, smooth and aligned to the risks associated with the projects.

6.1 **Standing Committee of the Cabinet on Industry, Infrastructure and Employment**

The Standing Committee of the Cabinet on Industry, Infrastructure and Employment of the Government constituted vide Notification No. 1 Cab.Sub.Com dated June 29, 2011 of Government of West Bengal shall consider for approval all large value Projects under PPP which are above Rupees Fifty Crore on the recommendation of the Empowered Committee of Secretaries.

6.2 **Empowered Committee of Secretaries (ECOS)**

A Committee under the Chairmanship of the Chief Secretary, Government of West Bengal will be constituted to consider for facilitation of infrastructure project under PPP. The Committee is to be known as Empowered Committee of Secretaries (ECOS). ECOS will take up for approval all the PPP Projects with project cost upto Rs. 50 crore. It will also consider the PPP projects above Rs. 50 crore and recommend for approval to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment. The other Committee members shall be Secretaries of the Departments of Planning Urban Development, Tourism, Commerce and Industries, Power, Municipal Affairs, Public Works Department and Finance. The ECOS may co-opt a member from any other Department. The Finance Secretary shall be the Convener of the Committee.

Terms of Reference of the ECOS

The Empowered Committee of Secretaries will;

- a. Consider and formulate policy guidelines under PPP mode
- b. Consider and approve projects being taken up under PPP for Project Cost upto Rs. 50 crores

- c. Recommend to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment for consideration all eligible projects above Rs. 50 crores
- d. Standardization of Bid documents and processes in the TOR
- e. Propose optimal procurement method for PPP Projects within the stated objectives.
- f. Resolve issues relating to projects being proposed under PPP framework
- g. Resolve inter-departmental issues to ensure smooth implementation of PPP Projects
- h. Review and monitor implementation of PPP Projects
- i. Recommend enactment of legislation for ensuring appropriate regulatory mechanism/robust dispute and grievance resolution.

6.3 Creation of PPP Cell

With a view to providing necessary direction and hand-holding support to the Departments sponsoring PPP Projects, a PPP Cell would be created in the Finance Department. The PPP cell would co-ordinate the efforts of the different administrative department of the State Government with regard to the development of infrastructure sectors involving private sector participation.

The Finance Secretary will act as the Nodal Officer of the PPP Cell and will be assisted by the Special Secretary. He will also be assisted by a PPP Expert(s), MIS Expert, Financial Expert, Public Finance Expert, Legal and Regulatory and other supporting staff.

6.4 Broad functions of PPP Cell

To provide support and technical services, the PPP Cell will have the following broad functions :

- 1) To give technical support to administrative department for identifying projects suitable for implementation on PPP route.
- 2) Develop processes for selection and evaluation of guidelines for selection and appointment of consultants and private sector partners.
- 3) Assist line Departments in preparing pre-feasibility and project reports through consultants.
- 4) Assist in development of transparent and effective tendering process.
- 5) Develop various Model documents for different sectors.
- 6) Examine the PPP projects and place it before ECOS for approval.
- 7) Coordinate the efforts of other Departments for the furtherance of the objectives of this Policy.
- 8) Conduct workshops and use other media to disseminate information on PPP.
- 9) Act as the nodal agency for capacity building for PPP, through training and technical assistance, to increase the deal flow of eligible projects.

7. West Bengal Infrastructure Development Fund (WBIDF)

In order to ensure quality project preparation, a West Bengal Infrastructure Development Fund (WBIDF) will be set up under the Finance Department to assist selected projects. The fund shall finance the project preparation activities such as conducting feasibility studies, social and environment impact studies, project structuring, development of project documents, etc.

The Fund shall also assist capacity building and training. In very selected cases, the fund may provide financial support directly to projects to enhance project viability and enable projects to be amenable to PPP.

The ECOS shall administer the fund and prescribe detailed guidelines for management of the Fund.

8. **Regulatory Framework**

The State Government will gradually develop a Regulatory Framework for the projects and services rendered through a PPP.

9. **The State Government's role in PPP**

The role of the Government under PPP may be described as one of a facilitator and enabler. The Government would play a regulatory role by setting out policies for economic regulation, safety standards and social rights, as a failure to do so may result in exploitation of economic and social vulnerabilities. These projects of social and economic relevance would therefore call for continuous monitoring and review. Some supports from the State Government may also be necessary in legislative and administrative matters.

The State Government will also be expected to perform in respect of :

- 1) PPP Identification
- 2) Adherence to Processes
- 3) Project Preparation
- 4) Procurement Stage
- 5) PPP Contract Management and Monitoring Stage
- 6) Post Project Award Negotiation

10. **Documentations**

A large number of documents may be required for project formulation under PPP. Names of certain documents are listed below :

- i) Strategic Plan
- ii) Feasibility Report
- iii) Detailed Project Report (DPR)
- iv) Shareholders' Agreement
- v) State Support Agreement
- vi) Operation, Maintenance and Development (OMD) Agreement
- vii) Concession Agreement
- viii) Technical Operation agreement
- ix) Lease Agreement
- x) Substitution agreement
- xi) Independent Engineer's / Auditor's agreement
- xii) Other subsidiary Agreement

11. **Selection of Developer**

After the DPR is prepared, the concerned Department may initiate the process of selection of a suitable developer. The DPR apart from specifically indicating the cost benefits, would spell out the award criteria, upfront. The concerned Department may use the services of a Transaction Advisor / Consultant. The selection process may be single or several, depending upon the size of the project.

12. **Selection Process**

The Selection process will include :

- a. Engagement of Transaction Advisor / Consultant from the existing Panel of TAs / Consultants for assistance
- b. Invitation of Expression of Interest from prospective bidders
- c. Receiving proposals from bidders and evaluation of qualifications
- d. Preparation / review of Request for Proposal
- e. Pre-bid meeting for clarification / modification of bid documents
- f. Receipt of bids
- g. Evaluation of Technical and Financial Bids-Selection of most preferred developer in accordance with prescribed criteria
- h. Signing of Agreement.

Competitive bidding will be adopted in all PPP projects.

ORDER

Ordered that the Resolution be communicated to all the administrative Departments, Directorates, State Govt. Undertakings and all offices sub-ordinate to them.

Ordered also that the Resolution be published in the Kolkata Gazette.

By order of the Governor,

Sd/- Samar Ghosh
Chief Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. : 5811-F(H)

Kolkata, the 6th July, 2012

CORRIGENDUM

In this Department,s Resolution no. 5266-F(H), dated 21st June, 2012, the para 4 under sub-head "**Infrastructure Sectors to be covered,**" shall be read as :

4. Infrastructure Sectors to be covered

The areas that will be covered under the PPP are:

- Health (specific areas)
- Education (specific areas)
- Tourism related projects
- Roads, bridges and bypasses
- Airports, Airstrips and Heliports
- Inland container depots and logistics hubs
- Industrial parks, Theme Parks, Knowledge Parks, Industrial Training Centres
- Water Supply, Treatment and Distribution
- Power generation, transmission and distribution systems
- Solid waste management
- Drainage and Sewerage
- Inland water transport
- Urban transportation systems
- Housing and related facilities
- Any other sector / facility as may be included by the Government from time to time.

ORDER

Ordered that the Resolution be communicated to all the administrative Departments, Directorates, State Govt. Undertakings and all offices subordinate to them.

Ordered also that the Resolution be published in the Kolkata Gazette.

By order of the Governor,

Sd/- Samar Ghosh

Chief Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL

Finance Department

Audit Branch

No. : 6522-F(H)

Kolkata, the 27th July, 2012.

CORRIGENDUM

In this Department's Resolution No. 5266-F(H), dated 21st June, 2012, the para 6.2 shall be read as

"6.2 Empowered Committee of Secretaries (ECOS)

A Committee under the Chairmanship of the Chief Secretary, Government of West Bengal will be constituted to consider for facilitation of infrastructure project under PPP. The Committee is to be known as Empowered Committee of Secretaries (ECOS). ECOS will consider all PPP Projects and recommend for approval to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment. The other Committee members shall be Secretaries of the Departments of Planning Urban Development, Tourism, Commerce and Industries, Power, Municipal Affairs, Public Works Department and Finance. The ECOS may co-opt a member from any other Department. The Finance Secretary shall be the Convener of the Committee.

Terms of Reference of the ECOS

The Empowered Committee of Secretaries will ;

- a. Consider and formulate policy guidelines under PPP mode
- b. Consider proposals for Projects to be implemented under PPP
- c. Recommend such proposals above to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment for approval
- d. Standardization of Bid documents and processes in the TOR
- e. Propose optimal procurement method for PPP Projects within the stated objectives
- f. Resolve issues relating to projects being proposed under PPP framework
- g. Resolve inter-departmental issues to ensure smooth implementation of PPP Projects
- h. Review and monitor implementation of PPP Projects
- i. Recommend enactment of legislation for ensuring appropriate regulatory mechanism/robust dispute and grievance resolution.,,

ORDER

Ordered that the Resolution be communicated to the all Administrative Departments, Directorates, State Govt. UTs and all offices sub-ordinate to them.

Ordered also that the Resolution be published in the Kolkata Gazette.

By order of the Governor,

Sd/- Samar Ghosh
Chief Secretary to the
Government of West Bengal.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. : 5267-F(H)

Kolkata, the 21st June, 2012

NOTIFICATION

The State Government is now taking up several infrastructure projects including physical and social infrastructure with the objective of enhancing the quality of life of the people of the State by providing better and efficient public services. In addition to traditional public sources of funding for infrastructure projects, alternative sources of financing have gained importance in the recent times. Accordingly, the State Government has introduced a State Policy on Public Private Partnership (PPP) for implementation of physical and social infrastructure projects in the state.

2. Pursuant to the provisions envisaged in the **Resolution No. 5266-F(H) dated 21.06.2012** the Governor is pleased to designate the Finance Department, Govt. of West Bengal as the Nodal Department of the State Government for coordinating with the different State Govt. Departments, Authorities and Agencies, other State Govt.s Govt. of India and other different Financial/Technical Organisations involved in PPP with regard to the development of infrastructure sectors involving private sector participation.

3. This cancels the Development & Planning Department's Notification No. 2094/DP, dated 06.09.2006.

By order of the Governor,

Sd/- Samar Ghosh

Chief Secretary to the
Government of West Bengal

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. : 6524-F(H)

Kolkata, the 27th July, 2012.

NOTIFICATION

Pursuant to the discussion contained in para 6.2 of the Finance Department Resolution No. 5266-F(H), dated 21.06.2012, the Governor is hereby pleased to constitute an Empowered Committee of Secretaries (ECOS) under the Chairmanship of the Chief Secretary, Government of West Bengal to consider proposals for project to be implemented under PPP:

- | | | |
|--|----|--------|
| (i) Additional Chief Secretary/Principal Secretary/Secretary,
Planning Department | -- | Member |
| (ii) Additional Chief Secretary/Principal Secretary/Secretary,
Urban Development Department | -- | Member |
| (iii) Additional Chief Secretary/Principal Secretary/Secretary,
Tourism Department | -- | Member |
| (iv) Additional Chief Secretary/Principal Secretary/Secretary,
Commerce and Industries Department | -- | Member |
| (v) Additional Chief Secretary/Principal Secretary/Secretary,
Power Department | -- | Member |
| (vi) Additional Chief Secretary/Principal Secretary/Secretary,
Municipal Affairs Department | -- | Member |
| (vii) Additional Chief Secretary/Principal Secretary/Secretary,
Public Works Department | -- | Member |
| (viii) Additional Chief Secretary/Principal Secretary/Secretary,
Finance Department | -- | Member |

The ECOS may co-opt a Member from any other Department.

2. The Finance Secretary shall act as the Member-Convener of the Committee.
3. The ECOS shall consider all PPP Projects and recommend for approval to the Standing Committee of the Cabinet on Industry, Infrastructure and Employment constituted vide Notification No. 1 - Cab.Sub.Com dated 29.06.2011.

By order of the Governor,
Sd/- H.K. Dwivedi
Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department
Audit Branch

No. : 6523-F(H)

Kolkata, the 27th July, 2012.

NOTIFICATION

Pursuant to the provisions envisaged in para 6.3 and para 6.4 of the Finance Department Resolution No. 5266-F(H), dated 21.06.2012 read with No. 5811-F(H) dated 6th July, 2012, the Governor is hereby pleased create a Public Private Partnership (PPP) Cell within Budget Branch, Finance Department, Govt. of West Bengal for providing necessary direction and hand-holding support to the Departments sponsoring PPP Projects.

2. The PPP Cell shall co-ordinate the efforts of the different Administrative Departments of the State Government with regard to the development of infrastructure sectors involving private sector participation.

3. The Finance Secretary shall act as the Nodal Officer of the PPP Cell and shall be assisted by the Special Secretary, Finance Department. He shall also be assisted by a PPP Expert(s), MIS Expert, Financial Expert, Public Finance Expert, Legal Regulatory Expert and other supporting staff to be appointed from time to time.

By order of the Governor,

Sd/- Samar Ghosh

Chief Secretary to the
Government of West Bengal,
Finance Department.

GOVERNMENT OF WEST BENGAL
Finance Department - PPP Cell
Writers, Buildings, Kolkata-700 001

No. FS-116(PPP Cell)/2012

Dated : 10.09.2012

NOTIFICATION

Subject : Panel of Transaction Advisers for PPP projects.

The Government of West Bengal has adopted a PPP policy to facilitate private investment in infrastructure. Implementation of this policy will require a capacity to determine the suitability and feasibility of PPP transactions and to implement agreed transactions. This entails that different departments and other organizations of the State Government have access to appropriate advisory support for the implementation of PPP transactions.

2. Accordingly, the Finance Department has finalised panels of pre-qualified Transaction Advisers (TAs) to assist the Government departments and organizations. Now, the Governor is pleased to notify the panels of Transaction Advisers, for their engagement by the various State Government departments and organizations.

3. The panels have been selected through a detailed evaluation undertaken for the scope of work as given below:

Sl. No.	Sector	Scope of Work	Panel No.
1	All Sectors	General Transaction Advisory Service of any nature in Infrastructure Projects in PPP mode including RFP preparation, Financial Modelling, Bid Management and Project Management	A
2	Transportation including inland water transport	Technical Pre Feasibility and Transaction Advisory Service	B-1
3	Urban Infrastructure including Solid waste management and Drainage & sewerage		B-2
4	Tourism Infrastructure and related facilities		B-3
5	Industrial and Related Infrastructure		B-4
6	Infrastructure in Social Sector including Water supply, treatment & distribution, Area Development and Commercial Development		B-5
7	Power and Telecommunication		B-6
8	E-governance		B-7

The list of firms which have qualified as per the criteria laid down in the Request For Proposal (RFP) document and finally empanelled for the above mentioned panels is enclosed herewith as **Annexure-I**.

4. This panel is available to all the State Government departments and organizations who may undertake PPP projects. In case, the department does not fall in any of the sectors for which panel of Transaction Advisers has been drawn, it may select the panel nearest to the nature of work which it intends to undertake under PPP. Alternatively, the department may choose Transaction Adviser from Panel **A (General Panel)** which has firms with sufficient experience cutting across most of the fields and domains.
5. Empanelled firms have skills and experience to provide commercial, financial and legal services to support PPP transactions. The firms on the panel have already been assessed as capable of providing transaction management services. Subsequent engagement by the sponsoring/ requisitioning authority should be on the basis of a financial proposal, against a defined scope of work, from amongst the empanelled TAs through a limited bidding process. The lowest bidder (L-1 bidder) shall be entrusted to undertake the work with such resources outlined by them in their proposals and such CVs which were submitted by them for evaluation.
6. In case, if any department feels that the nature of project it wants to undertake is such that may not be covered with the advisory support of the empanelled TAs or for which the advisory scope is not covered through this notification, they shall have to invite fresh open tender for engagement of TAs.
7. The Government departments and organizations will contract directly with the Transaction Adviser empanelled for providing transaction management services. Finance Department, Government of West Bengal may only be kept informed on the use of the panel and the performance of firms. A copy of final report after completion of the transaction advisor's assignment may be provided to this Department for the maintenance of the State's Central PPP Database.
8. The details of the resources CVs submitted by the firms for empanelment will be shortly provided to the departments for best utilization of the resources. The contact list of the concerned persons of the empanelled firms will also be provided shortly after up-to-date compilation.
9. The panel is valid for a period of two years from the date of issue of this notification. In case if the selected firm, after the price bidding, is not able to professionally provide the required services, the matter should be brought to the notice of the Finance Department.

By order of the Governor,

Sd/-

Secretary to the Government of West Bengal,
Finance Department

Annexure- I

List of Empaneled Firms

Panel-A	Panel-B1	Panel-B2	Panel-B3	Panel-B4	Panel-B5	Panel-B6	Panel-B7
General Transaction Advisors	Transportation Sector	Urban Infrastructure	Tourism	Industry	Social Infrastructure	Power & Telecom	e-Governance
CRISIL Advisory	Deloitte	Deloitte	CRISIL Advisory	Feedback Infra	Ernst & Young	Ernst & Young	Accenture
Deloitte	Ernst & Young	Ernst & Young	Feedback Infra	ILFS	Feedback Infra	Feedback Infra	Deloitte
Ernst & Young	Feedback Infra	Feedback Infra	Knight Frank	JLL	ILFS	ILFS	Feedback Infra
Feedback Infra	ILFS	ILFS	ILFS	KPMG	KPMG	KPMG	ILFS
ILFS	KPMG	PwC	PwC	PwC	PwC	PwC	KPMG
Jones Lang LaSalle							PwC
KPMG							
PwC							
BITES							

NOTE:

1. The firms are arranged in Alphabetic Order in the respective panels above
2. In Panel B7, two Firms at Serial Number 5 have identical marks

GOVERNMENT OF WEST BENGAL
Department of Finance- PPP Cell

No. 119/PPP-C

Date : 04.10.2012

From:

The Secretary Finance,
Government of West Bengal

To:

The Additional Chief Secretary/Principal Secretary/Secretary,
_____ Department,
Government of West Bengal

Subject: Process of seeking of Financial Bids from empanelled Transaction Advisors and preparation of Project Information Sheet for proposed PPP Projects

Reference: This Office No. FS-116(PPP Cell)/2012 dated 10.09.2012 regarding the Panel of Transaction Advisors for PPP Projects

Sir/Madam,

Please find attached herewith the detailed information on the preparation of proposed PPP Project Information Sheet and seeking the Financial Bids from empanelled Transaction Advisors. This has been designed by the PPP Cell of this Department to maintain uniformity in the processing of information and provide equitable information to all the empanelled firms in submission of their Financial Bids.

The Project Information Sheet is the minimal requirement for sending any PPP Proposal to the Finance Department/Empowered Committee of Secretaries (ECOS) for any technical or financial advice or sanction.

However, you are further requested to kindly refer to the World Bank documents for such projects and the documents of other Governments in similar projects, especially while signing the contract with the empanelled firms.

Soft copies of the proposals received from the various empanelled firms can be collected from the PPP Cell for referring to the Contracts signed by the TA firms in various advisory assignments with other State Governments.

Yours faithfully,

Sd/- H.K. Dwivedi
Secretary Finance

For Panel-A

1. **RBSR Prasad**
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CRISIL House, Central Avenue Road,
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Mobile: +91-9619101548

2. **Vishwas Udgirkar**
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Fax: +91(124)679 2012
Mobile: +91 9811418230
vudgirkar@deloitte.com

3. **Ashok Varma**
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Mobile: +91 9830913014
[Email: ashok.varma@in.pwc.com](mailto:ashok.varma@in.pwc.com)

4. **Mr. Amandeep Singh Virk**
Vice President, Government Advisory & PPP Division
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Email: abhaya.agarwal@in.ey.com

7. **Sumouleendra Ghosh**
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Tax 91 33 2283 5002

9. **Pankaj Agarwal,**
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For Panel on Transport

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Important Government Orders

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For Panel on Urban Infrastructure

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Important Government Orders

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For Panel on Industries

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Important Government Orders

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For Panel on Power

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For Panel on e-Governance

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Important Government Orders

2. **Amulya Patnaik**
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4. **Mr. Nilaya Varma**
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5. **Sumouleendra Ghosh**
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Tel — 91 33 2280 7358-63
Fax — 91 33 2283 5002

Requisition of Financial Bid from empanelled firms for the proposed PPP Project

_____ of _____ Department

Office of the _____

No. _____

Dated: _____

From:

To :

The Partner/Proprietor/Manager,

Subject : Seeking Financial Bids from the empanelled Transaction Advisors for Consultancy/Advisory Services for our proposed PPP Project _____

Sir,

As your firm is an empanelled Transaction Advisor, enlisted by the Finance Department, Government of West Bengal for the General Panel, Sectoral Panel for _____ Department, you are requested to submit your financial bid in the enclosed format for our proposed PPP Project as per the details given herewith (Annexure 1).

The Financial Bid is due for submission, within 14 days of issue of this communication, i.e., by ____ 20__ by 14:00 hours, in a drop box kept in _____.

This communication is being issued to you at the address provided by you and is also being sent to you through e-mail at the address received from you for this purpose.

Any clarification or details solicited in this matter within 7 days of receipt of this communication will be responded within 48 hours, with the reply being marked to all the empanelled firms. Kindly acknowledge the receipt of this information over return mail/e-mail.

Yours faithfully,

Important Government Orders

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

No. _____

Dated: _____

Copy to :

1. The Finance Secretary, Department of Finance, PPP Cell, for his kind information.
-

Requisition of Financial Bid from empanelled firms for the proposed PPP
 Project _____ of _____ Department

PROJECT INFORMATION SHEET — ANNEXURE 1

Sl. No. 1	Name of the Department/ Corporation/Government Organization: _____ _____
Sl. No. 2	Title of Proposed Project: _____ _____ _____
Sl. No. 3	Transaction Advisory Services Required for: <ol style="list-style-type: none"> 1. Technical Pre-Feasibility <ol style="list-style-type: none"> a. Survey for _____ b. Financial Modelling with Cash Flows c. Environmental Impact Analysis/Legal Advisory related to the Project 2. Detailed Project Report Preparation for proposed PPP Project <ol style="list-style-type: none"> a. Performance Standards and Service Level b. Engineering/Architectural Design Development c. Risk Management d. Financial Implications and Cash Flows 3. Expression of Interest/RFQ preparation (For 2 stage PPP Implementation Partner selection process) 4. Tender Document/Request For Proposal (RFP) Preparation <ol style="list-style-type: none"> a. Bid Process Management b. Concessionaire Agreement preparation with equitable allocation of risks between contracting parties, agreement signing with Financial closure 5. Project Management during project implementation 6. Combination of ____ / ____ / ____ / ____ above 7. Any other

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

Sl. No. 4	<p>Financial Bid invited from:</p> <p>i. GENERAL PANEL TAs OR</p> <p>ii. TAs IN PANEL FOR _____ TAs IN PANEL FOR _____ SECTOR</p> <p>OR</p> <p>iii. MULTIPLE PANELS FROM FOLLOWING SECTORS</p> <p style="margin-left: 40px;">a. _____</p> <p style="margin-left: 40px;">b. _____</p>														
Sl. No. 5	<p>List of the firms that are being issued this requisition for submitting the financial bids (as per the relevant panels):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">1.</td> <td style="width: 50%; padding: 2px;">2.</td> </tr> <tr> <td style="padding: 2px;">3.</td> <td style="padding: 2px;">4.</td> </tr> <tr> <td style="padding: 2px;">5.</td> <td style="padding: 2px;">6.</td> </tr> <tr> <td style="padding: 2px;">7.</td> <td style="padding: 2px;">8.</td> </tr> <tr> <td style="padding: 2px;">9.</td> <td></td> </tr> <tr> <td style="padding: 2px;"> </td> <td></td> </tr> <tr> <td style="padding: 2px;"> </td> <td></td> </tr> </table>	1.	2.	3.	4.	5.	6.	7.	8.	9.					
1.	2.														
3.	4.														
5.	6.														
7.	8.														
9.															
Sl. No. 6	<p>Project Details (Minimum 1000 words*, to enable the empanelled firms to submit realistic Financial Bids)</p> <p>*Attach additional Sheets — Annexure 2</p> <p><i>The details are, hereby, given in such details so as to exhaustively bring out the Project requirements and to enable the empanelled Transaction Advisors to suitably estimate the effort requirement based on the Project details, Resource Requirement, Proposed Timeline and Expected Deliverables.</i></p> <p><i>It is further certified that there is no hidden information about Project requirements that could lead to Financial Bid pricing distortion amongst the empanelled Transaction Advisors.</i></p>														

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

Sl. No. 7	<p>Reports Desired in the TA service:</p> <ol style="list-style-type: none"> 1. Request for Qualification 2. Request for Proposal 3. Technical Pre-Feasibility Report 4. Detailed Project Report 5. Contract Agreement/Concession Agreement 6. 7.
Sl. No. 8	<p>Engineering / Architectural Design Component of the proposed PPP Project</p> <ol style="list-style-type: none"> a) Does the proposed project have an Engineering/Architectural component? b) Does the Department/Government Organization have any departmental infrastructure for the Engineering/Architectural component? <ol style="list-style-type: none"> a. If no, whether such support will be available from PWD/any other Government Agency? c) Whether the Department desires to undertake such work by an external agency? d) Whether the Department/Government Organization require the Transaction Advisor to undertake such work in its Advisory role? e) Whether the Department requires the Transaction Advisor to propose such CVs, with their relevant experience, for such Engineering / Architectural design work either in-house or from other Engineering or Architectural firms?

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

Sl. No. 9	Technical Resource Requirement for the Proposed Project (As per the CVs submitted during the Technical Evaluation for TA empanelment) :			
	Resource Required	YES/NO	Proposed Responsibility	No. of Months/Hours of Advisory Services (Expected)
	1. Domain Expert 1			
	2. Domain Expert 2			
	3. Domain Expert 3			
	4. PPP Modelling Expert			
	5. Financial Expert			
	6. Engineering Matter Expert			
	7. Legal Environmental expert			
	8. Any Other (Say Engineering Experts)			
9. Any other				

Requisition of Financial Bid from empanelled firms for the proposed PPP

Project _____ of _____ Department

Sl. No. 10	<p>Proposed Project Timeline:</p> <p>(The TAs may suggest any suitable change, if felt necessary, with reasons for any changes required in Project Timeline. The Department will consider such a proposal and issue suitable amendment, if found necessary)</p> <p>(*Given Activities below are purely demonstrative and shall be substituted by Actual and proposed Project stages)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Stage</th> <th style="width: 33%;">Activity</th> <th style="width: 33%;">Proposed Timeline</th> </tr> </thead> <tbody> <tr> <td>Advisory Services*</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Project Designing, Appraisal and Approval</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Tender for PPP Partner Selection</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td>Project Implementation Stage</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Stage	Activity	Proposed Timeline	Advisory Services*						Project Designing, Appraisal and Approval						Tender for PPP Partner Selection						Project Implementation Stage					
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Sl. No. 11	<p>Financial Bid Submission Format, attached herewith, for submission of their Financial Bids by the Empanelled Transaction Advisors (Annexure 3)</p> <p>The expected field visits component (for the Financial Bid) for this Transaction Advisory Work is detailed below(AS REQUIRED BY THE DEPARTMENT),</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Sl. No.</th> <th style="width: 25%;">Visit to the Site</th> <th style="width: 20%;">Approved medium of conveyance</th> <th style="width: 20%;">Expected number of days of stay during the Field visit</th> <th style="width: 30%;">Boarding and Lodging (Circuit House/Private Hotel) arrangement as approved by the Department(#)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>This information is provided only for the purpose of appropriate pricing in the Financial Bid Submission. Any further variation would be incorporated by Client (Government Department) only after the prior approval of the site visit</p> <p>(#) In case of accommodation in the Circuit House, the Department concerned shall be required to make the necessary arrangements. In case of the stay in the Private Hotels, the stay shall be payable as per the actual expenditure, subject to the maximum expenditure permitted by the Department and informed to the Transaction Advisor.</p>	Sl. No.	Visit to the Site	Approved medium of conveyance	Expected number of days of stay during the Field visit	Boarding and Lodging (Circuit House/Private Hotel) arrangement as approved by the Department(#)	1.					2.					3.					4.				
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1.																										
2.																										
3.																										
4.																										
Sl. No. 12	<p>Is there any planned Budget for this Consultancy Service/Transaction Advisory Service?</p> <p>If Yes, what? _____</p> <p>If Yes, but confidential? <i>CONFIDENTIAL</i></p> <p>If No? _____</p> <p>What is the Source of Funding (State Government Funding/ WB/ ADB/Other/ _____)?</p>																									

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Sl. No. 13	The proposed Payment Stages in the Transaction Advisory Service is as follows:		
	Sl. No.	Activity and Deliverables	Payment %
	1.		(i) Draft Report : ____ % (ii) After Review, Correction and Acceptance of deliverable /Completion of Activity: ____ %
	2.		(i) Draft Report: ____ % (ii) After Review, Correction and Acceptance of deliverable /Completion of Activity: ____ %
	3.		(i) Draft Report: ____ % (ii) After Review, Correction and Acceptance of deliverable /Completion of Activity: ____ %
	4.		(i) Draft Report: ____ % (ii) After Review, Correction and Acceptance of deliverable /Completion of Activity: ____ %
	5.		(i) Draft Report: ____ % (ii) After Review, Correction and Acceptance of deliverable/completion of Activity: ____ %
	6.		
	7.		
	8.		
	9.		
	Total	100%	

Important Government Orders

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Sl. No. 14	<p>Contract Document for the Transaction Advisory Service</p> <p>(a) Has the Department prepared the Contract Document for this Transaction Advisory Service- for entering into agreement with the finally selected Transaction Advisor from amongst the Penal members?</p> <p>(b) if yes, the same should be annexed with this document for seeking the Financial Bids.</p> <p>NOTE:</p> <p>i. if the department does not have a ready Contract Document, the Empanelled firms may be requested to submit the sample Contract Documents- signed by them with the other Governments for similar TA services in the past, for reference of the department.</p> <p>ii. After referring to the documents submitted by all the empanelled firms, Final Contract Agreement may be prepared and signed with the Transaction Advisory Firm.</p> <p>iii. Sample World Bank Contract Agreements and ToR Documents in the relevant sector may also be referred</p>
Sl. No. 15	<p>Project Information Sheet Preparation Details (From Office Records)</p> <p>Prepared by: _____</p> <p>Verified by: _____</p> <p>Approved by: Additional Chief Secretary / Principal Secretary / Secretary (Please Circle)</p>
	<p>Place: _____ Date: _____</p>

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PROCESS SUBSEQUENT TO APPOINTMENT OF TRANSACTION ADVISOR (NOT TO BE ISSUED TO THE TRANSACTION ADVISORS)	
I	Final and Reviewed Report preparation Date :
II	Whether the Project was found feasible for PPP initiative :
III	Date of forwarding the Project Proposal along with the Detailed TA Report to Empowered Committee of Secretaries (ECOS) :
IV	Date of receipt of the comments and decision of the ECOS on the proposed PPP initiative :
V	Date of forwarding a copy of the final approved Project report to PPP Cell, Finance Department For State PPP Database :

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Annexure 2 : Project Details (Minimum 1000 words) — Attach additional Sheets

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Annexure 3 – FINANCIAL BID FORMAT

(to be prepared and submitted on the Firm Letter Head
under the signature of authorized signatory)

No. _____

Dated: _____

From: the Partner/ Manager/ _____

To: _____

Subject: submission of Price Bid for the Transaction Advisory services for your proposed
Project _____

Reference: your Office No. _____ Dated _____

Sir,

Please find our financial bid for the proposed PPP project Transaction Advisory Services, attached herewith:

Resource Required	Yes/No	No. of Months/Hours of Advisory Services (Expected)	Man Month Rate	Total charges*
1. Domain Expert 1				
2. Domain Expert 2				
3. Domain Expert 3				
4. PPP Modeling Expert				
5. Financial Expert				
6. Engineering Matter Expert				
7. Legal & Environmental Expert				
8. Any Other				
9. Any Other				
TOTAL (IN FIGURES AND WORDS)				

Important Government Orders

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(*)

- a. Rates are inclusive of all the Boarding and Lodging expenses.
- b. The Travelling expenses for the field visit will be payable as per the actual expenses. This will be as per the Travel requirements informed by the Department in the Project Information Sheet (Sl. No. 11 or its any subsequent details), for the purpose of data gathering or process study or for any other purpose.
- c. Stationery charges for the report documentation will be as per the actual, but not more than 0.5% of the total Transaction Advisory Services cost.
- d. Taxes Extra, as applicable.

Yours Faithfully,