

NOTIFICATION

No. 3049/WI/BP/9M-37/2013

Dated 3<sup>rd</sup> December, 2013

In order to ensure quality, transparency, accountability and fairness in procurement of materials for the Project works under the Department of Water Resources Investigation and Development, the Governor is pleased to issue the following guidelines for procurement of materials centrally through Kolkata(A-M) Resources Circle, Kolkata under this Department superseding all previous orders:

1. The Superintending Engineer (A-M), Kolkata (A-M) Resources Circle, Kolkata under this Department will procure the materials through extant Tender Process for Minor Irrigation Schemes under different Projects of the Department of Water Resources Investigation and Development.

2. There shall be a Tender Committee consisting of the following members for procurement of materials required for all types of Minor Irrigation Schemes under different Projects (excepting Externally Aided Projects funded by World Bank and for maintenance/repair works of the existing Schemes) being implemented/to be implemented by the Department of Water Resources Investigation and Development including the Schemes to be executed for other Departments and Organizations:

- i. Chief Engineer-I, W.R.D.D. : Chairman
- ii. Chief Engineer-II, W.R.D.D. : Member
- iii. Project Director, WBADMIP : Member
- iv. Managing Director, WBSMIC Ltd. : Member
- v. Joint Secretary (MI), WRI&DD : Member
- vi. Superintending Engineer (AM) : Member -Convenor  
Kolkata (AM) Resources Circle  
W.R.D.D.

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3. The Tender Committee shall identify:

(a) the items to be procured for all types of Minor Irrigation Schemes under different Projects (excepting Externally Aided Projects funded by World Bank and for maintenance/repair works of the existing Schemes) being implemented/to be implemented by the Department of Water Resources Investigation and Development including RIDF Schemes and Schemes executed for other Departments and agencies.

(b) items to be procured by Resources Circle centrally as and when considered necessary.

(c) items to be procured directly by the field level officers.

(d) items to be procured through DGS&D rate contract.

4. The Tender Committee shall prepare technical specifications and quantity of materials to be procured.

5. The Tender Committee shall ensure that normal tender rules and procedures are followed in all cases.

6. For central procurement by Kolkata(A-M) Resources Circle, the Tender Committee should see that tenders are invited through publication of Tender Notice in three leading daily newspapers, one of which must be in an English daily published from Kolkata, one in a Hindi daily and the third one in a leading Bengali daily. **The Committee will also follow extant Government orders regarding E-Tendering process.** The Committee shall be responsible for ensuring proper preparation of the comparative statements including the evaluation sheets.

7. The Tender Committee should satisfy itself about the reasonableness of the price and shall ensure that normal tender rules and procedures have been followed. For this purpose the Committee will scrutinize all the Tender documents received from the participants and are empowered to give any direction/s as considered necessary.

8. The Tender Committee shall make specific recommendation for procurement of materials through different agencies, as the case may be indicating names of the items, quantity, rates, units and amount involved.

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9. The Superintending Engineer (AM), Kolkata (AM) Resources Circle, Kolkata will place supply order to the successful Bidder/Supplier as the case may be with the specific approval of Chief Engineer-I, the Chairman of the Tender Committee.

10. Tenders for the following works will be invited by the concerned field level officers after due observance of the relevant Rules of the WBFR and within the delegated financial power of the concerned officers subject to approval of the above mentioned Tender Committee/Circle Level Tender Committee as applicable.

- a. Drilling of Tube Wells in respect of all the Programmes.
- b. Laying of WTA system;
- c. Construction of Pump House;
- d. Internal wiring;
- e. Surface Flow schemes including excavation-re-excavation of tanks, construction of check dams and other surface flow schemes, sprinkler, hydram, dug-well and drip irrigation schemes.

11. Procurement of materials for schemes executed for other Departments and organizations shall be done following these guidelines and adhering to all normal tender rules and procedures unless otherwise specified in the scheme.

12. The Committee shall take all necessary steps for ensuring smooth supply, delivery and distribution of materials, inspection of materials as per specifications and arranging payments for the materials to be procured by them. The Committee shall decide and assign responsibilities in this regard to Resource Circle or other field level officers as considered necessary.

13. (i) The field level officers of the Directorates under this Department shall procure materials/spare parts required for maintenance/repair works of Minor Irrigation Schemes by inviting tender/e-tendering after due observance of the relevant Rules of the WBFR and within the delegated financial power of the concerned officers. Before such procurement, actual requirement should be assessed. No excess expenditure shall be incurred for such procurement for whatever may be the reasons. No procurement should be made before getting allotment of necessary fund from the competent authority.

(ii) While working out the actual requirement of spare parts/materials, the field level officers will verify about the availability of the stock in other stores under their Circle/Division/Sub-Division. Year-wise list of sparable stock in each godown within the Circle will be prepared by the respective Superintending Engineer and circulate among the sub-ordinate officers with a copy to the respective Chief Engineers of the Water Resources Development Directorate. The Chief Engineer-I will collect and compile such reports of all the Superintending Engineers including the stock in the Stores under Resources Circle and circulate the same to all concerned. The respective Chief Engineers will strictly monitor the stock and will ensure that no unnecessary stock is built up at any point.

14. While implementing the above guidelines, all concerned shall have to abide by the judgement of the Hon'ble High Court in respect of Writ Application W.P. No.599(w)/2012 dated 8<sup>th</sup> October, 2013. (Aroni Agri-Equipments Pvt. Ltd and anr. versus The State of West Bengal & Ors.)

The copy of the Notification is being sent to the Finance Department, the Principal Accountant General (A&E), Accountant General (Audit), West Bengal.

By Order of the Governor,

Sd/-  
(Atri Bhattacharya)  
Principal Secretary

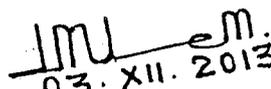
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No. 3049/1(18)/WI/BP/9M-37/2013

Dated 3<sup>rd</sup> December, 2013

Copy forwarded for information and necessary action:

1. The Principal Accountant General (A&E), West Bengal, Treasury Building, Kolkata-700 001.
2. The Accountant General (Audit), West Bengal, Treasury Building, Kolkata-700 001.
3. Finance Department (Group-F), Govt. of West Bengal, Nabanna, Howrah.
4. Finance Department (Group-T), Govt. of West Bengal, Nabanna, Howrah.
5. The Financial Advisor of this Department.
- 6-8. The Chief Engineer-I/Chief Engineer-II/Administrator(C.E.), Teesta CADA, WRDD.  
He is requested to circulate this Notification to his subordinate officers.
9. The Project Director, W.B.A.D.M.I. Project. He is requested to circulate this Notification to his subordinate officers.
10. The Managing Director, WBSMIC Ltd.
11. The Superintending Engineer (A-M), Kolkata (A-M) Resources Circle, WRDD.
12. The Joint Secretary (Budget) of this Department.
13. The Joint Secretary (Law) of this Department.
14. The P.S. to the Minister-in-Charge of this Department.
15. The P.S. to the Principal Secretary, WRI&D Department.
16. The P.S. to the Engineer-in-Chief & Ex-Officio Secretary, WRI&D Department.
17. Budget Branch of this Department.
18. Guard File.

  
03. XII. 2013  
Joint Secretary (MI)