

No.15/1/DP/EST/Tech. Cell/2020/5543  
Government of Goa,  
Directorate of Panchayats,  
Junta House, 3<sup>rd</sup> floor, 3<sup>rd</sup> lift,  
Panaji – Goa.

Dated: 17.8.2020

**CIRCULAR**

**Sub: Procedure regarding tendering and manner of execution of works by the  
Directorate of Panchayats**

In order to streamline the procedure of tendering and execution of various works to be taken up under the jurisdiction of this Directorate, the B.D.O will mark the proposal to the J.E/E.O.R.E, who in turn would scrutinize the proposal, prepare the detailed estimate along with feasibility report and forward through the B.D.O to the E.E. The following instructions are hereby issued which should be strictly followed by the Panchayats, Panchayat Secretaries and Block Development Officers, Technical Cell headed by the E.Es of this Directorate, with immediate effect:-

**I. Administrative approval and expenditure sanction.**

The Panchayat shall pass a resolution after following due procedure to carry out any developmental work distinctly in respect to expenditure to be incurred from Panchayat Funds, from G.I.A, XIV<sup>th</sup> / XV<sup>th</sup> Finance, such other Government Aid and submit a copy of the resolution to the B.D.O. The JE of the BDO shall prepare the estimate, prepare the NIT with the help of the Panchayat. The B.D.O shall submit the complete proposal i.e the estimate, the fund availability certificate, the NIT and all other relevant documents to the Executive Engineer. The Executive Engineer, on receipt of such proposal shall arrange to issue the technical sanction and approve the NIT. Thereafter, the file shall be forwarded to the Competent Authority as per law below for the administrative approval and expenditure sanction.

The powers of Administrative Approval and expenditure sanction are as under :

Sr. No.	Funds	Expenditure Limit (per work)	Competent Authority for Administrator Approval and Expenditure sanction.
1	G.I.A	Upto 10 lakhs	Director of Panchayats
2	XIVth/XVth Finance	Upto Rs. 2 lakhs	B.D.O
		More than 2 lakhs and less than 5 lakhs	Director of Panchayats
		Above 5 lakhs	Government
3	Panchayat Fund	Upto 5 lakhs in general cases and upto 10 lakhs in special cases	B.D.O
		Above 5 lakhs up to 10 lakhs in general cases and above 10 lakhs to 15 lakhs in special cases	Director of Panchayats



		Above 10 lakhs in general cases and above 15 lakhs in special cases.	Government
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**Note: Special cases are construction of Community halls, Gymnasium halls, Children Parks, Crematoriums, Panchayat Ghar and Playgrounds.**

## **II. Preparation of Tender Documents**

After obtaining technical sanction and NIT, the Panchayat shall publish the tender notice as per norms laid down in the CPWD works Manual. The tender documents shall be supplied by the Panchayat to the eligible intending contractors along with schedule of quantities. The tender document should consist of details like EMD, form no.6,7 & 8 special conditions, performance guarantee, Security deposit, tender form fee, tender processing fee and deductions towards, GST, labour cess, income tax etc,

## **III. Calling of Tenders by publication of Tender Notice**

The Panchayat shall follow the norms specified in CPWD manual during the tendering process.

- 1) (a) Where the estimated cost of the work is less than Rs. 2.00 lakhs, the tender notice should be displayed on the Notice Board of the respective Village Panchayat and neighboring village Panchayat, concerned B.D.O office, Office of Executive Engineer and one local daily newspaper widely circulated in the area.
- (b) Where the work is costing more than Rs. 2.00 lakhs and upto Rs. 5.00 lakhs, the tender notice should be published in two daily local newspapers, one in English and the other in Marathi or Konkani, widely circulated in the area.
- (c) The Tender Notice of works costing above Rs.5.00 lakhs should be published through e-tendering process and two daily local newspapers.

Clear instructions should be issued to the Advertisement Managers of the newspapers concerned to publish the notice of tender 10 clear days in advance before the last date of receipt of applications for issue of tender forms. The cost of publication shall be borne by the respective Village Panchayat.

- 2) CPWD form No 6,7 & 8, as the case may be supplied to the contractor.
- 3) Contingencies and lumpsum amount shown in the estimate should be excluded from the amount put for tender.
- 4) While applying for the tender papers, the following documents should be presented alongwith the application by the contractor:-
  - i. Attested copy of the valid Registration Certificate of the contractor in the concerned category of work.
  - ii. Attested copy of valid income tax clearance certificate.
  - iii. Attested copy of valid G.S.T registration & acknowledgment of updated filed return with ARN
  - iv. A declaration of the works in hand with detailed list, indicating their present status. However, tender form shall





not be issued to the person who has works in hand more than 4 times the tendering limit.

- v. Attested copy of Pan Card.
- vi. Two separate demand drafts, separately for each work drawn in favour of tendering authority towards cost of tender form and EMD.

5) The Tendering limit of work that can be executed by the Contractor shall be as follows:

	Old Registration	New Registration
i.	Class V upto Rs. 1.50 lakhs.	5 lakhs
ii.	Class IV upto Rs. 4.50 lakhs.	15 lakhs
iii.	Class III upto Rs. 15.00 lakhs.	50 lakhs
iv.	Class II upto Rs 45.00 lakhs.	150 lakhs
v.	Class 1B upto Rs. 200 lakhs	600 lakhs

#### IV. Opening and Scrutiny of tenders

After removing the sealed tenders from the tender box which should be kept within the visible range, the same should be opened one by one.

- 1) Before opening the tenders, it should be ensured that all the tender papers are properly sealed.
- 2) Tender papers in respect of the works to be executed should be opened in the presence of the work order issuing authority, Accountant/Secretary/JE as the case may be and the contractors desirous of being present.
- 3) All the Officials / Officers present at the time of opening the tenders, should sign on the tender covers before they are opened.
- 4) All the envelopes should be serially numbered work wise, (e.g. if there are 4 tenders received, the numbers will be 1/4, 2/4, 3/4 and 4/4 with red ink).
- 5) Before opening and breaking the seal of the tender covers, the same should be shown to the members and contractors present, if any.
- 6) All the corrections and overwriting should be noted on the tender paper and marked with red ink. If there are no corrections or overwriting it should be written clearly below the tender paper that corrections/overwriting are nil.
- 7) The Comparative statement should be prepared showing the percentage quoted by each Contractor.
- 8) The Comparative statement should be signed by the E.E. and Accountant/AAO in case the value is more than 2 lakhs per work or JE and B.D.O in case the value of work is upto 2 lakhs. The powers to accept the tenders shall be with the B.D.O if the value of the work is upto 2 lakhs and of the Executive Engineer if the value of the work is above 2 lakhs and less than 1 crore.
- 9) Tenders shall be accepted upto 5% of the estimated cost put to tender.
- 10) The tender papers, the tender notices, applications of the contractors and all other documents alongwith the comparative statement should be sent to the E.E. except the work upto 2 lakhs for acceptance and return. The scrutiny of tender documents as far as practicable should be completed within a period of ten days.





11) The work order shall be issued to the lowest bidder by the Sarpanch once the Tender is accepted by the appropriate authority as specified in the point No. 8 above.

**V. Signing of Agreement / Contract**

1. The agreement should be executed between the work order issuing authority and the contractor in CPWD form No. 7 & 8.
2. The agreement should be signed on every page by the parties to the agreement.

**VI. Layout inspection and supervision**

After execution of formal agreement, the contractor should submit intimation about date of commencement of work to the Panchayat and the Panchayat in turn would forward the intimation of Contractor to the EORE and the Assistant Engineer through B.D.O. The J.E./E.O.R.E. should give the layout of the work at the site to the contractor. During the work in progress the A.E./E.O.R.E or their authorized representative should inspect the work for the purpose of supervision and give appropriate direction to the contractor. The Contractor shall not be allowed in any case to carry out the work beyond its scope nor to change the Project on technical angle except within the permissible deviations prescribed under C.P.W.D Manual in force, unless prior approval of Director of Panchayat is obtained.

**VII. Preparation of Bills and recording of measurements in M.B.**

Payment of R.A. bill/final bill: The Contractor shall submit the R.A. bill to the Sarpanch who shall forward the same to the Block Development Officer for scrutiny and recording of measurement/bills by J.E. The Assistant Engineer after recording test check, shall process the same for passing of the bill by Executive Engineer except for the works costing upto Rs. 2 lakhs. The payment of work costing upto Rs. 2 lakhs shall be passed by the BDO. Thereafter, the bills shall be forwarded to Panchayat for payment. The final bill shall accompany Completion Certificate recorded by the concerned Assistant Engineer for the works costing above Rs. 2 lakhs. The JE of BDO shall give competition Certificate in case of works costing upto 2 lakhs.

**VIII. Execution of additional Bank guarantees.**

For the tenders/items of the tender in case of being quoted abnormally below i.e. 20% below the estimated cost, than the contractor shall furnish on demand an additional performance security in the form of Bank guarantee from National/Schedule Bank for that amount which is worked out as difference between quoted amount and reasonable amount reduced by 20%. The additional performance guarantee will be released as & when the concerned work/item/items is/are satisfactorily executed, fully completed and certified so by the concerned Engineer.

The above conditions should be strictly followed while tendering and executing the works within the purview of this Directorate.

This Circular is issued in supersession of earlier Circular No 15/1/DP/EST/Tech.Cell/2020/5313 dt 31.7.2020.



This issues with the approval of the Government.

 - 17/8/2020

(NARAYAN GAD)  
Director of Panchayats  
Panaji – Goa

To

- 1) The Block Development Officers (All)
- 2) The Village Panchayat Secretaries (All)
- 3) The Executive Engineer (Technical Cell).

Copy To:

- 1) OSD to Hon'ble Minister for Panchayats, Secretariat, Porvorim.
- 2) P.A. to Secretary (Panchayats), Secretariat, Porvorim