

OFFICE OF THE V. P. CURCA BAMBOLIM
TALAULIM-TISWADI-GOA
INWARD No: 2405
DATE: 07/12/2021

9(12)
No. 19/DP/Cir./Alter.SDU/2021/7649
Government of Goa,
Directorate of Panchayats,
Junta House, 3rd lift, 3rd floor,
Panaji-Goa.

Dated:- 01/12/2021.

C I R C U L A R

Sub: Regarding procedure to be followed for grant of permission for alteration of single dwelling unit.

The Government has recently carried out amendment to section 66 of the Goa Panchyat Raj Act, 1994 wherein the owner of a building which consist of single dwelling unit constructed or in existence before the commencement of the Goa Panchayat Raj Act, 1994 i.e. 09/07/1994 shall be permitted to the extent of replacement of tile roofing with R.C.C. slab roofing upon production of certificate of stability of such building issued by the Registered Structural Engineer.


The amendment to section 2 of the principal Act has been also carried out defining the term "alteration", "Registered Structural Engineer" and "single dwelling unit".

In order to establish a procedure for issue of permission by the Village Panchayat for such alteration of single dwelling unit, it is felt necessary to introduce a format for application, inspection and grant of alteration permission within the jurisdiction of the Village Panchayat.

In view of above, it is enjoined upon all the Village Panchayats to follow the process as laid down below before granting permission for alteration of single dwelling unit.

- i) The applicant seeking permission of alteration of a single dwelling unit within Village Panchayat jurisdiction shall apply to the respective Village Panchayat in prescribed application enclosed to this circular as Annexure-I alongwith with necessary documents mentioned in the application.

SEEN


Sarpanch
V.P. Curca, Bambolim & Talaulim

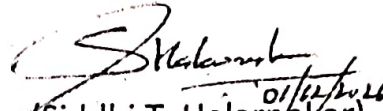
Secretary

V.P. Curca, Bambolim & Talaulim

- ii) Upon receipt of application, the Village Panchayat concerned shall verify its record pertaining to the ownership/legality of the structure by placing the matter before Village Panchayat Body within a period of 15 days and if found feasible forward the application to respective Block Development Office for obtaining inspection report.
- iii) The inspection team of Block Development Office consisting of E.O.(R.E.), E.O.(V.P.) in presence of the concern Village Panchayat Secretary shall inspect the site and verify the correctness of the proposal submitted by the applicant in respect of plinth area, existing/proposed height of the structure, cost of alteration and to ascertain that the proposed alteration shall not exceed the existing plinth area/F.A.R.
- iv) The Block Development Officer shall submit the inspection report to the concerned Village Panchayat in a prescribed format within a period of 30 days from the date of receipt of the proposal in the office of Block Development Officer. The format of the inspection report of Block Development Office is enclosed as Annexure II.
- v) Upon receipt of inspection report by the Village Panchayat the office of Block Development Officer the Village Panchayat shall take appropriate decision to grant/reject the alteration permission based on the recommendation of the Block Development Officer upon collection of such fees to be charged by Village Panchayat towards issue of construction licence.
- vi) The format of alteration permission is enclosed to this Circular as Annexure III.
- vii) Alteration permission shall be initially issued for 1 year which can be renewed for another 1 year, upon collection of fees.
- viii) The procedure prescribed in this Circular shall be strictly adhered to while disposing the application pertaining to issuance of alteration permission.

Copy of the Circular shall be duly acknowledged with a direction to circulate the same to all the Village Panchayats coming under their respective jurisdiction.

This issues with the approval of the Government.


(Siddhi T. Halarnakar)
Director of Panchayats,
Panaji-Goa.

- Encl: (1) Application format in Annexure – I.
(2) Format of Inspection Report in Annexure – II.
(3) Format of alteration permission in Annexure – III.

To,
All the Block Development Officers,
_____ Block.

Copy to:- (1) Additional Director of Panchayats North, Junta House, 3rd lift, 3rd floor, Panaji-Goa for information and necessary action.

(2) Additional Director of Panchayats South, Mathany Saldanha Complex, South Margo-Goa for information and necessary action.

(3) Deputy Director of Panchayats North, Junta House, 2nd lift , 3rd floor, Panaji-Goa for information and necessary action.

(4) Deputy Director of Panchayats South, Mathany Saldanha Complex, South Margo-Goa for information and necessary action.

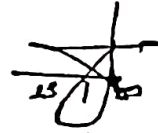
Dated: 23/01/2020

OFFICE MEMORANDUM
Sub: Plinth Area Rates - 2019

In supersession to the plinth area rates approved vide O.M. No. 85/1/97/SSW-PWD/Vol. I/2016-17/378 dated 01/08/2016, the revised plinth area rates along with the specifications duly approved are hereby circulated for the purpose of preparation of preliminary estimates.

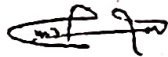
The revised plinth area rates shall be adopted for preliminary estimates with effect from 23/01/2020

This is issued with the approval of Government vide File No.85/1/97/SSW-PWD/Vol.I/2019-20/38, dated 13/12/2019



(U.P. Parsekar)
Principal Chief Engineer

Authorized for Issue



(Antony Mathew)
Suptdg. Surveyor of Works
P.W.D.

Copy to :

- 1 The Principal Chief Engineer, PWD, Altinho, Panaji - Goa.
- 2 The OSD to Hon'ble minister of PWD, Secretariate Porvorim - Goa.
- 3 The Chief Engineer I, PWD, Altinho, Panaji - Goa.
- 4 The Chief Engineer II, PWD, Altinho, Panaji - Goa.
- 5 The Chief Engineer NH. R&B, PWD, Altinho, Panaji - Goa.
- 6 The Chief Engineer, Water Resources Department, Junta House Annexe Building, Panaji - Goa.
- 7 The Director of Accounts, Panaji - Goa.
- 8 The Suptdg. Engineer, Circle Office I to IX & SE (Mon & Eva), PWD, Goa.
- 9 The Chief Architect, PWD, Altinho, Panaji - Goa.
- 10 The Sr. Technical Examiner, Vigilance Dept. Serra Bldg. Altinho, Panaji - Goa.
- 11 The Executive Engineer, W.D. I to XXV, E.E. (Legal), PWD, Panaji/ Ponda/ Margao/ Sanguem/ Porvorim.
- 12 The Joint Director of Accounts, PWD, Altinho, Panaji - Goa.
- 13 Office file.
- 14 Guard file

No.15/1/DP/EST/Tech. Cell/2020/5313
Government of Goa.
Directorate of Panchayats,
Junta House, 3rd floor, 3rd lift,
Panaji - Goa.

Dated: 31.07.2020

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 and such other Government Aid and submit a copy of the resolution to the B.D.O who in turn would submit a complete proposal to the E.E. The E.E. on receipt of the proposal, shall proceed to arrange to issue technical sanction(T.S) within his competence. The file should be returned to the respective Panchayat by the E.E., in respect of the works to be executed from Panchayat Funds. In respect of other works such as the works to be carried out and paid from Grant - in - Aid or from other Departments, agencies, etc. the E.E. Technical Cell, shall submit the proposal to the D. O .P, for the issue of Administrative Approval and Expenditure Sanction.

II. Preparation of Tender Documents

After obtaining the Technical Sanction, the Panchayat with the help of J.E / E.O.R.E., shall prepare the NIT and submit to E.E., Directorate of Panchayats for approval. The draft tender notice prepared by the Panchayat shall be approved by the E.E., Directorate of Panchayats as per norms laid down in CPWD works manual 2014 and accordingly published by Panchayat. 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 and deductions towards, GST, labour cell, 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 published on the Notice Board of the respective Village Panchayat and neighboring village Panchayat, concerned B.D.O



office, E.E. of concerned Work Division and one local newspaper widely circulated in the area. The tender notice should also be sent to the Government offices well in advance for publication on their respective Notice Boards.

(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 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.

Clear instructions should be issued to the Advertisement Managers of the newspapers concerned to publish the notice of tender ten 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 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.
- 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

- 6) The Government has stipulated the limit of estimated cost upto Rs. 10.00 lakhs to be executed in the Panchayat areas in respect of certain works, construction, of Community Hall/Gymnasium Hall/Children's Park/Crematorium/Panchayat Ghar and development of Playground. In other cases, the Panchayat may execute the work upto the estimated cost of Rs.5.00 lakhs only. In case the estimated cost of tender works exceeds Rs.10.00 lakhs, or 5.00 lakhs as the case may be the E.O.R.E shall submit the file to the Director of Panchayats for obtaining Government approval.



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 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) Comparative statement should be prepared showing the percentage quoted by each Contractor.
- 8) Comparative statement should be signed by the E.E. and Accountant. However powers of Tender acceptance in all cases shall Vest with the Executive Engineer/ technical Cell.
- 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. for scrutiny 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 E.E., Directorate of Panchayats.

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. Thereafter, the bills shall be forwarded to Panchayat for payment.

- 1) The final bill shall accompany Completion Certificate recorded by the concerned Assistant Engineer. The Assistant Engineer shall consult the Sarpanch before recording Completion Certificate.

VIII. Execution of additional Bank guarantees.

For the tenders/items²³ 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 19/13/DP/95-06/904 dt 04.10.2006

This issues with the approval of the Government.



(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