

**Kalyani - 741 235, Nadia  
West Bengal  
Dr. Prasenjit Deb  
Registrar (Offg.)**



**Phone Off :** 2582-2505, 2582-8750, 2582-8889  
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No.RPS/N/48/707/14/*SP-506*

Dated : 02.06.2014

## NOTIFICATION

Enclosed please find herewith a letter received from A.O. & E.O. Joint Secretary, Govt. of West Bengal, Higher Education Department, University Branch, Bikash Bhaban, Salt Lake, Kolkata - 700 091 vide No, 481 (38)-Edn(U)/1U(WBSU)-17/13 dated 14<sup>th</sup> May 2014 regarding amendment of Purchase Policy along with a Notification of the Finance Department, Govt. of West Bengal, dated 25<sup>th</sup> June 2012 which speaks for itself.

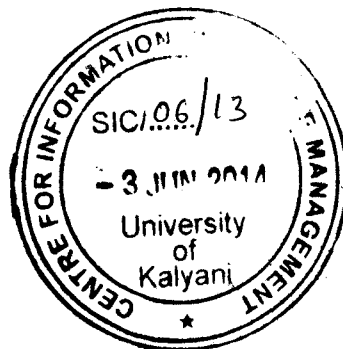
Therefore, all community of the University are requested to kindly implement the same in respect of any works/purchases/services in our University.

Sd/-  
Registrar (Offg.)

Copy to :-

1. The Vice-Chancellor, K.U.
2. All Deans of PG Faculties, K.U.
3. All Heads of Academic & Administrative Departments, K.U.
4. The System-in-Charge, CIRM, K.U. - He is requested to upload the Notification alongwith enclosed State Govt. letters.

*[Handwritten Signature]*  
Registrar (Offg.)  
**REGISTRAR(OFFG.)**  
University of Kalyani  
Kalyani, Nadia-741235  
West Bengal

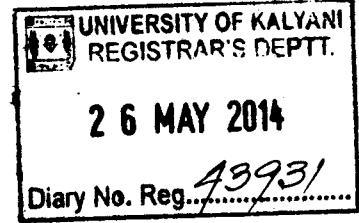




सत्यमेव जयते

GOVERNMENT OF WEST BENGAL  
Higher Education Department  
University Branch

Bikash Bhavan (6<sup>th</sup> floor), Salt Lake, Kolkata – 700 091



No. 481 (38) –Edn(U)/1U(WBSU) – 17/13

Dated, Kolkata, the 14<sup>th</sup> May, 2014

From: The A. O. & E.O. Joint Secretary  
to the Govt. of West Bengal

To: 1) The Vice-Chancellor,  
University of Kalyani,  
P.O. - Kalyani, Dist. - Nadia,  
PIN - 741235.

✓ 2) The Registrar,  
University of Kalyani,  
P.O. - Kalyani, Dist. - Nadia,  
PIN - 741235.

- 3) The Director of State Archives, West Bengal, 6, Bhawani Dutta Lane, Kolkata-73.
- 4) The State Editor, West Bengal District Gazetteers
- 5) The Member Secretary, West Bengal State Council of Higher Education,  
147-A, Rashbehari Avenue, Kolkata-700029
- 6) The Secretary, West Bengal College Service Commission,  
6, Bhawani Dutta Lane (4th Floor), Kolkata - 700 073.

**Sub:** Amendment of Purchase Policy.

Sir / Madam,

I am directed to enclose herewith the Notification No. 5400-F(Y), dated 25.06.2012 issued by the Finance Department, Audit Branch for implementation in respect of any works / purchases / services in your University / educational institutions / office.

Yours faithfully,

Encl: As stated above.

*Alamy 14/5/14*

A. O. & E.O. Joint Secretary  
to the Govt. of West Bengal

*Anind 14/5/14*

**Government of West Bengal**  
**Finance Department, Audit Branch Writers' Buildings**  
**No. 5400-F(Y), Dated, 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 -

(1) for sub-rules 8, 9 and 10 of Rules 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 <b>notice board</b> and on the <b>official website</b> of the administrative department, if maintained.
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 <b>brief referral advertisement in one daily Bengali newspaper</b> [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 up to Rs. 10 lakh.	Publication of the work on the notice board and on the website of the administrative department, if maintained and also <b>brief referral advertisement in two daily newspapers, one in Bengali</b> [in case of hill areas of Darjeeling District in Nepali newspaper and the other in English.

(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 anti 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.

(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 (i) 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 Undertaking (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 ease of works within the state and Central Public Works Department Schedule of Rates in ease 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.

(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. Kooghly 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)
- v) Other Central Organizations/Corporations to be selected by the State Government from time to time.