



Standard Operating Procedure

Works below Rs. 1 Lac (Pre-audit not required)	Timeline
1. Indent to be raised by the Indenter in the prescribed form (Annexure-I).	
2. Preparation of Estimate by the Estate & Maintenance Section and Counter signed by the Indenter.	2 days
3. Availability of budget to be checked by the Accounts Section if exp to met from the E & M budget.	1 day
4. A/A & E/S to be approved by the CFA.	1 day
5. Collection of quotations/ inviting quotations by the Standing Works Committee constituted by the Director.	2 days
6. Recommendations by the Standing Works Committee.	1 day
7. Approval of the recommendations of the Standing Works Committee and Accord Financial Sanction by the Competent Financial Authority.	1 day
8. Issue of LOI/Work order by the Estate & Maintenance Section.	1 day
9. Execution of work by the contractor.	5 days
10. Completion Certificate to be signed by the Indenter and Estate & Maintenance Section.	1 day
11. Verification of bill by the Estate & Maintenance Section supported with completion certificate.	1 day
12. Forwarding the bill to the Accounts Section by the Estate & Maintenance Section	1 day
13. Processing of payment by the Accounts Section.	1 day

Works from Rs. 1 Lac to Rs. 5 Lacs (Pre-audit not required)	Timeline
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| 1. Indent to be raised by the Indenter in the prescribed form (Annexure-II). | |
| 2. Estimate to be prepared by the E&M Section and counter signed by the Indenter. | 2 days |
| 3. Availability of budget to be checked by the Estate Maintenance Section. | 1 day |
| 4. Administrative Approval and E/S to be accorded by CFA | 1 day |
| 5. Inviting tender through CPP Portal from the enlisted contractors by giving 7 days (Enlistment will be open any time). In case sufficient bids are not received by the due date and time, the date will be extended by another 5 days and if still there is no change in the numbers of bids one more extension of 5 days will be given and after that the proposal will be put to the Competent Authority through the Audit Section for permission to open the technical bid(s). | 7/12/17 days |
| 6. Opening of Technical bids by the TOC. | 1 day |
| 7. Technical evaluation to be done by the Estate & Maintenance Section in consultation with Indenter and standing works committee shall give suitable recommendations. | 1 day |
| 8. Approval of the recommendations of (SWC) by the CFA. | 1 day |
| 9. Opening of financial bid(s) by the TOC. | 1 day |
| 10. Preparation of comparative statement by the Estate & Maintenance Section. | 1 day |
| 11. Recommendations of the Standing Works Committee | 1 day |
| 12. Approval of proposal by the Competent Financial Authority. | 1 day |
| 13. Issue of the LOI/ Work order by the Estate & Maintenance Section. | 1 day |

14. Execution of work by the contractor.	21/30/45 days
15. Completion Certificate to be signed by the E&M Section and the Indenter.	1 day
16. Verification of bill by the Estate & Maintenance section and the Indenter.	1 day
17. Forwarding the bill to the Accounts Section by the Estate & Maintenance section.	1 day
18. Processing of payment by the Accounts Section.	2 days

Limit above 5 lacs**Timeline**

1. Indent to be raised by the Indenter in the prescribed form (Annexure-III).
2. Estimate to be prepared by the E&M Section and countersigned by the Indenter 4 days
3. Availability of budget to be checked by the Estate & Maintenance Section. 1 day
4. Administrative and budgetary approval by CFA 1 day
5. Inviting tender through CPP Portal from the enlisted contractors by giving 14 days (Enlistment will be open any time). In case sufficient bids are there, technical bids will be opened on the date of opening). In case sufficient bids are not received the due date and time, the date will be extended by another 5 days and if still there is no change in the number of bids, one more extension of 5 days will be given and after that the proposal will be put to the Competent Financial Authority through the Audit Section for permission to open the technical bid(s). 14/19/24 days
6. Opening of Technical bids by the TOC. 1 day
7. Technical evaluation to be done by the Estate & Maintenance Section in consultation with Indenter and standing works committee shall give suitable recommendations. 1 day
8. Approval of recommendations of Technical Evaluation Committee by the CFA. 2 days
9. Opening of financial bid(s) by the TOC. 1 day
10. Preparation of comparative statement by the Estate & Maintenance Section. 1 day
11. Recommendations of the Standing Works Committee. 1 day
12. Pre-audit of the proposal by the Audit Section. 2 days
13. Approval of proposal by the Competent Financial 2 days

Authority.

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| 14. Issue of the LOI/ Work order by the Estate & Maintenance Section. | 1 day |
| 15. Execution of work by the contractor. | 30/45/60 days |
| 16. Completion Certificate to be signed by the E&M Section and the Indenter. | 1 day |
| 17. Verification of bill by the Estate & Maintenance Section and the Indenter. | 2 days |
| 18. Forwarding the bill to the Accounts Section by the Estate & Maintenance section. | 1 day |
| 19. Processing of payment by the Accounts Section. | 3 days |