

# Kolkata Urban Services for the Poor



*Guidelines for*

*Planning, Implementation & Post Construction  
Management of Works From Intra Municipal  
Infrastructure Fund for the year 2008-09  
Under KUSP*

**CHANGE MANAGEMENT UNIT**

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1. The allotment of Intra Municipal Infrastructure Fund (2008-09) is enclosed (**Annexure – 1**)
2. For implementation of Intra Municipal development work, the following steps have to be followed :
  - a. Preparation of Detailed Project Report (DPR) of the scheme as per provision made in the DDP (Draft Development Plan) and ADP (Annual Development Plan) of 2008-09. The Scheme will be prepared in packaged manner as below:

Water Supply network services	-	1 Package for entire chain of services within a ULB
Sewerage & Drainage	-	„
Solid Waste Management	-	„
Municipal Roads & Pavement	-	„
Environmental Improvement	-	„
Street Lighting	-	„
Other infrastructure the ULB prioritizes as important (such as buildings etc.)	-	„

- b. The DPR thus prepared by the ULB should be sent to MED latest by 31.07.2008
- c. The allotment of ULBs who will not submit the DPR to MED within 31.07.08 will lapse and these allotment will diverted to other ULBs.
- d. The Detailed Project Report (DPR) shall be accompanied with drawings as and where necessary. The drawings and design should be generated using CADD software for which budget was made available in DDP preparation.
- e. Preparation of estimates by ULBs as per current schedule of rates of P.W.D. / P.H.E.D. / KMDA. The rates, which are available in PWD schedule, cannot be taken from any other schedule. The estimates should be prepared following PWD norms.
- f. The Principle for preparation of Project Estimate is enclosed in (**Annexure – 2**)

- g. The DPR along with estimates and drawings (if possible using CADD software), structural design for any structure if required and the soil test report if required, shall be submitted to concerned Division of MED for Technical Sanction.
- h. MED will accord Technical Sanction of the estimate after scrutiny and send it to Change Management Unit (CMU).
- i. CMU will accord Administrative Approval and Financial Sanction (AA & FS) on the Technically Sanctioned estimate after verification with DDP and ADP and send it to ULBs for taking up the work with copy to MED. CMU will accord AA&FS according to the sectoral component of the work in a packaged manner as stated under serial no. 2 a above.

Please note that the work can only be started after receipt of Administrative Approval and Financial Sanction from CMU.

**Note :**

- i. Procedure for procurement of works and materials for works from KUSP fund is annexed (Annexure – 3).**
- ii. No purchase of land / building / inspection vehicle of any form is allowable from Intra Municipal Infrastructure Fund.**
- iii. The total expenditure from Intra Municipal Infrastructure Fund during 2008-09 shall not exceed its allotment.**
- iv. Points to be considered for preparation of Detailed Project Report (Annexure– 7)**

**PROCUREMENT OF WORKS**

Procedure for procurement of works and materials for works to be implemented by ULBs from KUSP fund may be as follows :

ULB may follow the West Bengal Municipal (Finance & Accounting) Rules 1999 for selection of contractors and suppliers for works and materials to be implemented by ULBs from KUSP fund subject to following provisions :

- i. All estimates for KUSP works prepared by ULBs should be technically approved by Municipal Engineering Directorate (MED). Work shall be taken up only after AA & FS is issued by CMU for the technically approved scheme.
- ii. No work should be executed without tender.
- iii. Tenders should not be limited to enlisted contractors / suppliers.
- iv. The ULBs may also like to make the Tender Papers available from other places like Ward Offices and downloadable from their websites.
- v. Tenders should be open to all eligible contractors and suppliers.
- vi. Notice inviting tender for estimated value of work upto Rs. 8.00 lakh should be widely circulated but advertisement in newspaper is not required.
- vii. Notice inviting tender for estimated value of work more than Rs. 8.00 lakh should be advertised in at least 2 (two) newspapers for wide circulation.
- viii. Tender should be invited by Commissioner / Chief Executive Officer / Executive Officer or in absence of the mentioned officer any other officer authorized by the Mayor / Chairman.
- ix. Tender should be accepted by Mayor-in-council / Chairman-in-council or in absence by Board of councillors.

**Annexure 7**

**Intra Municipal Infrastructure 2008-09**

***The Detailed Project Report (DPR) shall contain the following :-***

***A. SUMMARY :- PROJECT DATA SHEET .....***

***B. REPORT COMPONENT :-***

- 1. INTRODUCTION.....*
- 2. PROJECT AREA AND THE PEOPLE.....*
- 3. CURRENT SITUATION RELATING TO PROJECT.....*
- 4. NEED FOR A PROJECT.....*
- 5. DETAILES ABOUT PUBLIC PRIVATE PARTNERSHIP IF PROPOSED.....*
- 6. EXECUTIVE SUMMARY.....*

## **SUMMARY : PROJECT DATA SHEET**

**TITLE OF PROJECT** :- (For example : water supply project)

**TYPE OF PROJECT** :- (For example :

1. Improvement in operation of the facility
2. Improvement in maintenance
3. Involving significant capital investment )

**PROJECT OBJECTIVES** :- Narrate specific goals which ULB will achieve. It should reflect development priority and policy directions. Explain why there is an urgent need for which the project will alleviate all the existing situations.

**PROJECT DURATION** :- May be submitted in the form of a Bar Diagram

**SUMMARY OF ESTIMATED PROJECT COST** :- **Rs. ....**

**FINANCING PLAN** :- **KUSP Fund : Rs. ....**  
**Own Sources : Rs. ....**

**OUTPUT ( In measurable terms)** :-

**EXPECTED BENIFITS** :-

**SUSTAINABILITY** (Please indicate how the project will sustain) :-

**COMMUNITY / OTHER STAKE HOLDER PARTICIPATION** :-

**PROOF OF OWNERSHIP OF LAND** :-

**REQUIREMENT OF FUND** :- (Quarter wise)

## **REPORT COMPONENT**

**1. INTRODUCTION**

**2. PROJECT AREA AND THE PEOPLE**

**3. CURRENT SITUATION RELATING TO PROJECT**

**4. NEED FOR A PROJECT**

**5. DETAILES ABOUT PUBLIC PRIVATE PARTNERSHIP IF PROPOSED**

**6. EXECUTIVE SUMMARY**

Among others, it shall contain reference of the provision made in the DDP (financial plan) and ADP (financial plan) in terms of volume number / chapter no. / page no. etc.

CHECK LIST – (B)

For according AA& FS (2008-09) from CMU on Intra Municipal Infrastructure Work.

Name of ULB.....

Name of Intra Municipal Infrastructure Project.....

1. Has the scheme under intra municipal infrastructure been included in the DDP and ADP (2008-09) of the ULB ?

Please put (√ mark) 

Y	N
---	---

2. Whether drawing / design has been generated

Please put (√ mark) 

Y	N
---	---

3. Is the scheme free from all encumbrances (encroachment, non availability of land) etc.

Please put (√ mark) 

Y	N
---	---

4. No cost on account of land purchase or inspection vehicle is included.

Please put (√ mark) 

Y	N
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5. The page no. of DDP & ADP (2008-09) where the provision of the scheme has been made .

Please put page no. of DDP

Please put page no. of ADP (2008-09)

6. Availability of fund for 2008-09 and sources of funding

Allotment of KUSP fund  (Rs.) Lakh

KUSP Fund to be utilized for this project  (Rs.) Lakh

Own resource fund to be utilized for this project  (Rs.) Lakh

**Note : Separate Check list for each scheme under IMIF has to be submitted.**

CMU's observation :

**Annexure - 2**

**Principle for preparation of Scheme Estimate :**

<b>Step – 1 : To prepare estimate as per bill of quantities</b>			
Sl No.	Items	Rate	Amount (Rs.)
1.	.....	.....	.....
2.	.....	.....	.....
3.	.....	.....	.....
4.	and so on	.....	.....
Total			“A”

**Step – 2**

To add for work contingency @3% on “A” ..... “B”

Total = (A + B)

**Step – 3**

To add for difference of cost of materials ..... “C”

Total value of the scheme = (A + B+C)

CHECK LIST – (A)

Checklist for submission of schemes (2008-09) to MED

Name of ULB.....

1. Duly filled-in Operation & Maintenance (O&M) Plan (Annexure – 4) guideline 2008-09 for new intra municipal projects proposed in the year (2008-09

Submitted

Please put (√ mark)

Y	N
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2. Detailed projects report(DPR) along with estimates and drawings

Submitted

Please put (√ mark)

Y	N
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**Note : Separate Check list for each project has to be submitted**