



Office of RUDSICO, External Aided Project (RUIDP)

Rajasthan Urban Drinking Water Sewerage and Infrastructure Corporation Ltd (RUDSICO)

{Erstwhile Rajasthan Urban Infrastructure Finance and Development Corporation Ltd}

Head Quarter Address:- Old Working Women Hostel, Behind Nehru Palace, Tonk Road Jaipur

Branch Address: - AVS Building, Jawahar Circle, JLN Marg, Jaipur - 302017

Ph. - 141 2721966 Fax No. 141 2721919,

E-mail:- mailruidp@gmail.com, mail.ruidp@rajasthan.gov.in Website: - www.ruidp.rajasthan.gov.in

No. F3 (201)(57)/RUIDP/PMU/Ph-III/CMS/

637

Date: 22.04.2019

Sub: Construction Management System: Circular -16

Ref: Guidelines for reconciliation of material stock and SOP regarding rejected & materials damaged at site.

It is very important for PIU & Consultant to ensure physical verification of procured materials and their stacking in yard/ store on regular basis. Reconciliation of material received at site, issued/consumed and balance in stock should be properly recorded and updated in the stock register for efficient project management & monitoring.

It is pertinent to mention that for overall project management & execution of works, it is prime responsibility of Employer's Representative & PIU to maintain/check all the required records properly. In this regard CMS Circular-4 (Guide lines for Record-keeping) may also be referred. Material Stock Register having all details of material procured/utilized etc. for the project shall be maintained and updated regularly in format of Material Stock Register given in QAQC Manual of RUIDP at Format F-12 (Annexure "A").

The material/items rejected or damage to be cross marked by red paint and stored separately and ensure proper deduction form the payment of rejected materials made against the supply. Inventory of rejected material and monthly reconciliation statement to be submitted with RA bill as per the annexure "B".

This circular shall be strictly abided by all the members of PIU, PMDSC, PSC & Contractor.

(Dr. Jitendra Kumar Soni)
Project Director

No. F3 (201)(57)/RUIDP/PMU/Ph-III/CMS/ 637-647

Date: 22.04.2019

Copy to following for information and necessary action:

1. PA to PD/Addl. PD/ FA/ CE/ ACE/SE-I/SE-II/SE-III/ Dy. PD(T)/POs/APOs, PMU, RUIDP, Jaipur
2. SE, PIU, Pali/Tonk/Sriganaganagar/Jhunjhunu/Bhilwara/Hanumangarh/Kota
3. EE, PIU, Sawai Madhopur/ Bikaner/ Udaipur/ Jhalawar/ Mt. Abu/Banswara
4. Team Leader/ Project Coordinator/CM/ Dy. CM/ACM, PMDSC/ PSC, Jaipur, Pali/ Tonk/ Sriganaganagar/ Jhunjhunu/ Bhilwara/ Hanumangarh/ Kota/ Sawai Madhopur/ Bikaner/ Udaipur/ Jhalawar/ Mt. Abu/Banswara
5. ACP, RUIDP, Jaipur to send by e-mail and put up the Guidelines on the website.

Addl. Chief Engineer

Annexure 6A)

Formet F-12

Rajasthan Urban Infrastructure Development Project
 (ADB Loan No.: ~~IND~~ IND)
 3183

MATERIAL RECISTER

Contract Package No. : _____ Title of work : _____
 Contract No : _____ Contractor : _____
 Name of Material : _____ Unit of Measure: MT/Sags/Drums/m³/M²

Inward Date	Inward No.	Source of Supply	Quantity	Test Report No.	CNC Report No.	Date of Issue	Quantity Issued	Quantity Balance	Consultant Sign	Inspecting Authority Sign
Cumulative Inward including this _____										
Cumulative Inward including this _____										

Signature of Contractor _____ Verified by Consultant/Engineer _____

Annexure "B"

Record of reject material shall be maintained in the following format:

Date	Material	ID if any	Reason for Rejection	Qty.	PMDSC	PIU	Contractor	Remarks

Monthly reconciliation statement to be submitted with RA bill in the following format:

Material	Rejected Qty.			Cost Recovery or rejected Material Reference of MB, Page No. & Date		Amount	Remarks
	Total Rejected	Destroyed or Disposal from Site	Reason for Balance (if any)	Date	MB Detail		

Sign of Contractor

Sign of Store Keeper

Sign of SCE/ACM

Sign of PIU