

Sub: Guide lines for submission of EC's to Finance Department - Construction Management System: Circular -67

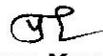
Ref: Earlier CMS circular no- 22, 44 & 51 for availing Excise/ custom duty exemptions under different packages of RUSDIP.

In continuation to the earlier issued Circulars & Guidelines; it is to state that the following issues were deliberated with Finance Department for facilitation of Essential Certificates being issued under the Project. Accordingly, it is directed that while submitting ECs (new/revalidation) in future these points should be strictly followed:

1. In general under RUIDP, contract period is around two years. Accordingly, it may be considered that the ECs for the materials like cement, steel, pipes, specials, water meters can have initial validity period of 12 months or till the date of original / provisionally extended contract period, whichever is earlier.
2. The ECs for items like pumps, motors, panels, transformers etc. may have validity period of around 6-8 months.
3. In specific cases, department may consider issuing EC for longer validity period with reasons.
4. In case of excess /extra items, letter of approval from PD/Competent Authority duly authorised to approve variation in BOQ approving nomenclature, specification and quantity will be submitted with EC. Any change in BOQ by way of specification and/or quantity must be accompanied by the minutes of VAC to this affect or with the certificate of the competent authority approving such variation in BOQ.
5. Statement of assessed quantities as per BOQ/ approved variations by competent authority should be enclosed with the proposed EC.
6. While submitting ECs for revalidation, RUIDP will examine and satisfy itself with reasons for revalidation. RUIDP will also ensure that revalidation of EC does not have impact on delay assessment on the part of deptt.
7. Any EC whose validity date has not expired and either no procurement or part procurement has been done, such EC can be revalidated for extension with in the original /provisionally extended contract period on the submission of original EC.
8. For any particular item, more than one EC, in the name of different vendors can be issued, subject to the condition that total quantity in all ECs shall not exceed BOQ quantity/ quantity including approved variation by competent authority.
9. In case the contractor wants to change the first vendor to another vendor with part utilization of original EC by first vendor, in that case he is required to submit original EC duly certified for quantities delivered against the EC by first vendor for its cancellation of remaining unutilized quantity and to issue new EC for such remained balanced quantity of the original EC. The portion utilised in

any existing EC must be corroborated from the Excise Department against that particular EC.

10. In case the contractor wants to get another EC for further quantities in the name of the same vendor within the assessed / BOQ quantity of material under the contract, in that case, another EC shall be issued after procurement of 50% of quantities of original EC.
11. The department will provide copy of supply order placed upon the proposed vendor by the contractor in respect of the item(s) indicated in the concerned EC.
12. The ECs should be sent in A4 size paper sheets of different colour for different items/materials as under:
 - a) Pink colour paper..... Pipes of all type
 - b) Yellow colour paperElectromechanical items + other items
 - c) Green colour paperCement
 - d) Blue colour paper Steel
13. The following modified checklist Annexure – “A” for new EC’s and Annexure – “B” for revalidation should be enclosed with the submission of new / revalidation of EC’s to FD.
14. The checklists should be checked & signed by concerned EE, IPIU and sector APO in PMU & counter signed by controlling officer/ SE, PMU.


(Pawan Kumar Goyal)
Project Director

F3 (106) (32)/RUSDIP/PMU/CMS/2007/5776-82

Dated: 2 . 7 . 12

Copy to following for information and necessary action:

1. Addl. PD/ FA/ CE (T)/ SE (WW)/ WS /BR/Mon./PO (all)/ Sr. AO / APO all / PA to PD, RUIDP, PMU, Jaipur.
2. Zonal SE, RUSDIP, Jaipur/Kota/Jodhpur.
3. Executive Engineer, IPIU, RUSDIP (Concerned), Alwar, Baran-Chhabra, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dholpur, Jaisalmer, Jhalawar-Jhalrapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur and Sikar
4. Team Leader, IPMC/ DSC I, Jaipur, DSC-II, Jodhpur, DSC-III, Kota, RUSDIP
5. DTL/ACM DSC, RUSDIP (Concerned), Alwar, Baran, Barmer, Bharatpur, Bundi, Chittorgarh, Churu, Dholpur, Jaisalmer, Jhalawar-Jhalrapatan, Karauli, Nagaur, Rajsamand, Sawai Madhopur and Sikar.
6. ACP, PMU, RUIDP, Jaipur to send by e-mail.


(G.L. Agarwal)
Chief Engineer (T)

CHECK- LIST- For New EC

S. N.	Check list for ECs	Yes /Not applicable
1	Clause / provision of issuing ECs exist in the Contract Agreement	
2	Provision exists in the concerned Custom/Excise department notification no. 108/95, 84/97 as amended upto date; for the proposed items	
3	EC is in the prescribed Format as per Contract Agreement	
4	The name and address of the Contractor Firm as per Contract Agreement	
5	Name of Contract Package as per Contract Agreement	
6	Contract Package number as per Contract Agreement	
7	Notice To Proceed (NTP) number and Date	
8	Contract amount as per Contract Agreement	
9	Contract completion date or provisional extension date granted in case of stipulated period is over.	
10	Number of earlier EC's issued for proposed items 1.,2.....	
11	Description/Nomenclature of material and its unit as per BOQ / approved variation (extra / excess items by competent authority duly approved by VAC).	
12	Quantity of material limited to BOQ/ approved variation considering previously issued ECs	
13	Name and address of Vendor/Supplier has been checked and found correct. Copy of purchase order by contractor enclosed at page /c.	
14	Statement of material utilization of old EC in case of another EC in the name of same vendor (Attached at page /c).	
15	Quantity analysis statement of Cement/Steel/Bitumen mentioning BOQ item numbers / variation item no. (Attached at page /c).	
16	Affidavit for EC on Rs. 100/- Non- Judicial Stamp Paper (format as per Annexure "B" of circular no. 22) attested by Notary Public- required once when EC applied for new package. (Attached at page /c).	
17	Affidavit for EC on Rs. 100/- Non- Judicial Stamp Paper (format as per Annexure "D" of circular no. 22) attested by Notary Public- required when EC is applied for other vendor. (Attached at page /c).	
18	Certificate from Excise Department regarding part utilization /balance quantity of material in case of total issued quantity (utilized or non utilized of all issued ECs) exceeds to the assessed / BOQ quantities under the Contract; for change of vendor and issue of EC for unutilized quantities.	
19	Rubber seal under signatures of EE, IPIU, RUSDIP on each paper	
20	Whether department is satisfied with its reasons for submitting new EC while cancelling old EC in the cases of not availing/ partly availing the benefit of old issued ECs.	
21	In case of turnkey contracts, nomenclature and quantity of items are duly approved by competent authority.	
22	Any other item/ material required to complete the BOQ Item no. which is necessary for execution of BOQ Items and rates of required items are included in BOQ Items. Approval of competent authority has been taken.	

It is certified that I have checked the proposed EC in accordance to check list and found it correct. No typographical error, cutting, overwriting or spelling mistake of any kind is found in the proposed EC.

EE, IPIU, RUSDIP

The above EC has been checked by me and is found in order.

APO, Sector in-charge, PMU

C/s of SE, PMU, RUIDP

CHECK- LIST-For revalidation of EC

S. N.	Check list for ECs	Yes / Not applicable
1	EC is in the prescribed Format of revalidation as per RUIDP CMS circular no. 22.	
2	Provision exist as per 108/95, 84/97 as amended upto date.	
2	Contract Package number as per Contract Agreement	
3	Contract completion date or provisional extension date granted in case of stipulated period is over.	
4	Date till which EC will be valid.	
5	Rubber seal under signatures of EE, IPIU, RUSDIP on each paper	
6	Whether department is satisfied with the reasons of revalidation of EC and revalidation of EC does not have impact in delay assessment for the Contract as on the part of department. (reference of contract clause to be mentioned)	
7	Supporting documents not availing/ partly availing the benefit of old issued ECs for revalidation of EC for date, for which department is satisfied with its reasons.	

It is certified that I have checked the proposed EC in accordance to check list and found it correct. No typographical error, cutting, overwriting or spelling mistake of any kind is found in the proposed EC.

EE, IPIU, RUSDIP
The above EC has been checked by me and is found in order.

APO, Sector in-charge, PMU

C/s of SE, PMU, RUIDP