

BSUP



**KOLKATA METROPOLITAN DEVELOPMENT AUTHORITY
PROSHASAN BHABAN, DD-1, SECTOR-I, SALT LAKE,
KOLKATA - 700064**

No. 63 / KMDA/DGO/Genl-31 3/06

Dated 30.4.2007

ORDER

Sub : Procedure for implementation of schemes on Integrated Housing and Slum Improvement under the Sub-Mission of BSUP of JNNURM in the Urban Local Bodies within KMA (except KMC).

Basic Services to the Urban Poor (BSUP) is one of the Sub-Missions of Jawharlal Nehru National Urban Renewal Mission which has been launched by the Govt. of India. The programme seeks to provide special focused attention to the urban poor of the 63 designated mission cities in the country. Under BSUP a number of projects on Integrated Housing and Slum Improvement in different Urban Local Bodies within KMA have so far been approved by the Govt. of India. Several such projects are likely to be further approved by the Govt. of India under BSUP. It is essential that the schemes are implemented in a time-bound manner and in strict conformity with the guidelines.

Based on various discussion held with the Urban Local Bodies, Municipal Engineering Directorate (MED) and Kolkata Metropolitan Development Authority (KMDA) it has been decided to lay down the following procedures for implementation of the schemes sanctioned under BSUP by the ULBs :

- 1) KMDA has been designated as the State Level Nodal Agency. Funds received from the Govt. of India as well as the matching State contribution shall be placed with the KMDA. KMDA shall have a separate bank account for the BSUP programmes. On receipt of sanction of project by the Govt of India, Administrative Approval & Financial Sanction will be issued by KMDA.
- 2) The KMDA shall place funds, received from Gol and / or GoWB with the ULBs for execution of work. The ULBs shall open a bank account exclusively for each scheme and keep the funds received from KMDA, ULB's own share and beneficiaries' contribution (for Housing) in the said account only.
- 3) KMDA / MED shall provide technical support to the Urban Local Bodies in the implementation of BSUP. The distribution of ULBs between MED and different Sectors of KMDA are mentioned at Annexure-I.
- 4) On receipt of the draft tender documents, alongwith draft Notice Inviting Tender (NIT) from the MED / KMDA, ULBS will prepare adequate number of Tender Documents and invite the tenders. The existing provisions of the Govt rules / orders relating to invitation and finalisation of tender should be strictly followed. The guidelines for preparation of tender packages etc. are at Annexure-II.
- 5) On receipt of tenders from the intending tenderers the ULB will forward the same to KMDA / MED for their evaluation.

- 6) The tenders will be evaluated by KMDA / MED as per the norms elaborated at Annexure-II and recommendation for acceptance of tender will be sent to the ULB.
- 7) The Urban Local Body will issue L.O.I as per recommendation of KMDA / MED and thereafter the 'Work Order' after observing necessary formalities. One certified copy of the signed tender document is to be sent to the Executive Engineer of MED / KMDA, entrusted with BSUP work of the concerned ULB.
- 8) On issuance of work order the work will be executed under direct supervision of the concerned ULB. The technical personnel of the ULB will perform the day to day supervision of the work and record necessary entries in the measurement Book and other documents. Technical personnel of MED / KMDA under the concerned Executive Engineer of MED / KMDA will provide overall technical supervision.
- 9) The Community Development Society (CDS) / Beneficiary Committee shall be associated with the supervision of execution of the schemes under BSUP in their respective localities.
- 10) The running account bills as well as the final bills of the contractors will be prepared and certified by the technical personnel of the ULB and sent to the concerned Executive Engineer of MED / KMDA for recommendation of payment. The bill should be paid by the ULB within 7 days of receiving such recommendation. One copy of the paid bill with voucher no. immediately after payment, should be sent to the concerned Executive Engineer of the MED / KMDA for records.
- 11) The ULB should ensure procurement of all important construction materials for departmental issue to the works well in advance as per the recommendation of the concerned Executive Engineer of the MED / KMDA.
- 12) Materials should be procured, as far as practicable, directly from the authorized manufacturers, which are having rate contract with the Government or to the State based Organizations or Public Undertakings. If required, materials may be procured from Materials Sector of KMDA on sending advance requisition / indent and advance payment.
- 13) Proper stock and store account should be maintained by the ULB as per PWD norms.
- 14) The ULB should submit monthly reports of Physical and Financial progress in the prescribed format for each month within 7th day of the following month to the Executive Engineer, MED / KMDA who should authenticate and forward the same to respective designated officers (of MED / KMDA) for monitoring. All such reports should be sent to the Chief Engineer, BSUP Sector, KMDA by 10th for final compilation for sending to the Govt of India / GoWB.
- 15) Quarterly Utilization Certificates in the prescribed format shall be submitted by the ULB at the end of each quarter to the Executive Engineer concerned for

authentication and onward transmission to the respective designated officers (of MED / KMDA) for monitoring. All such reports should be sent to the Chief Engineer, BSUP Sector, KMDA by 10th for final compilation for sending to the Govt of India / GoWB.

- 16) In case of any ULB proposes to get any of the work under BSUP executed by the MED / KMDA directly, they may do so. In that case, the entire amount sanctioned for the specific work shall be deposited with the MED / KMDA. In such case the work will be executed by MED / KMDA by following their usual procedure.
- 17) Procedure for implementation and monitoring of the projects under BSUP is given in Annexure III.
- 18) A statement showing Distribution of ULBS between KMDA / MED for implementation of BSUP schemes in KMA.

Sd/-
Chief Executive Officer,
Kolkata Metropolitan Development Authority
(State Level Nodal Agency for Implementation
of BSUP Schemes under JNNURM)

No. 63/1(51)/KMDA/DGO/Genl-313/06

Dated 30.4.2007

Copy forwarded to:-

1 - 40 Mayor / Chairperson, M.C / Municipality

41. Principal Secretary to the GoWB, Municipal Affairs & Urban Development Department.
42. Project Director, CMU, KUSP
43. CEO, ADDA
44. Director, SUDA
45. Chief Engineer, MED
46. Spl. Officer to MIC, MA&UD
47. Chief Engineer, BSUP sector, KMDA
48. Chief Engineer, RE Sector, KMDA
49. Chief Engineer, MDP Sector, KMDA
50. Director of Finance, KMDA
51. Addl. Director (SE), KMDA

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CEO, KMDA

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51. Addl. Director (SE), KMDA

Sd/-
CEO, KMDA

Annexure - I**(Ref : order no. 63 / KMDA/DGO/Genl-313/06 dated 30.4.2007 of CEO,KMDA)****Distribution of ULBs between KMDA / MED for implementation of****BSUP Schemes in KMA**

SI	Name of ULB	MED / KMDA
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16.	Bansberia Municipality Baruipur Municipality Bhadreswar Municipality Budge Budge Municipality Dum Dum Municipality Gayeshpur Municipality Halisahar Municipality Hoogly-Chinsurah Municipality Kamarhati Municipality Khardah Municipality Madhyamgram Municipality Maheshtala Municipality New Barrackpore Municipality North Barrackpore Municipality Panihati Municipality Pujali Municipality	MED
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	Baidyabati Municipality Bally Municipality Baranagar Municipality Barasat Municipality Barrackpore Municipality Bidhannagar Municipality Kalyani Municipality Kanchrapara Municipality North Dum Dum Municipality Rajarhat Gopalpur Municipality South Dum Dum Municipality Uttarpara-Kotrang Municipality	BSUP Sector, KMDA
1. 2. 3. 4. 5. 6.	Champdani Municipality Chandannagar Municipal Corporation Konnagar Municipality Rishra Municipality Serampore Municipality Uluberia Municipality	MDP Sector, KMDA

SI	Name of ULB	MED / KMDA
1.	Bhatpara Municipality	RE Sector, KMDA
2.	Garulia Municipality	
3.	Howrah Municipal Corporation	
4.	Naihati Municipality	
5.	Rajpur Sonarpur Municipality	
6.	Titagarh Municipality	

Annexure - II

(Ref : Order no. 63 / KMDA/DGO/Genl-313/06 dated 30.4.2007 of CEO,KMDA)

Guidelines for preparation of Tender packages for projects under BSUP

Price Schedule of the Tender packages will be prepared after sanction of Schemes in the following manner: -

1. Number of Tender packages for construction of Housing Units will be as per the requirement and suitability of the site conditions. Preferably, estimated cost of no package should be less than Rs.25 Lakh. In case the estimated cost of any package is less than Rs.25 Lakh, prior consent of the concerned Chief Engineer of MED / KMDA should be obtained on furnishing justification therefor.
2. In case of infrastructure works sanctioned for specific slums, it would be preferable to take up execution of sewerage components first and then water supply components. The roads and drain works can be taken up thereafter.
3. Estimated Cost of each component of infrastructure work should be kept within Rs.30 Lakh. In case the estimated cost of any package is more than Rs.30 Lakh, prior consent of the concerned Chief Engineer of MED / KMDA should be obtained on furnishing justification therefor.
4. Separate tenders for Community Centers and Community Seva Kendras can be invited simultaneously and value of individual tender will be within Rs.30 Lakh as per the suitability of the site conditions. In case the estimated cost of any package is more than Rs.30 Lakh, prior consent of the concerned Chief Engineer of MED / KMDA should be obtained on furnishing justification therefor.

Annexure - III

**(Ref : order no. 63 / KMDA/DGO/Genl-313/06 dated 30.4.2007 of CEO,KMDA)
Procedures for implementation and monitoring of the projects under BSUP**

1. At ULB level

A. ADMINISTRATION

- 1 A separate cell shall be created in the local body for administration and monitoring of the Projects. The Cell shall comprise of :
 - a) Chairman / Vice Chairman of the Concerned Municipality.
 - b) Chairman in Council, PW & Bustee Committee / Health / Accounts of the Concerned Municipality.
 - c) Assistant Engineer / Sub Assistant of the Concerned Municipality.
 - d) Health Officer, Concerned Municipality.
 - e) Accountant, Concerned Municipality.
 - f) Community Organiser, Concerned Municipality
 - g) Representative from the District Authority
 - h) Representative from the local Health Authority
 - i) Representative from the local DLB Office
 - j) Executive Engineer / Assistant Engineer of the MED / KMDA Office
2. The Cell should meet at least once in a month. It should review the progress of the works and fix up a time schedule for different component of works.
3. The cell will monitor the progress of implementation of reform agenda, so that the time schedule as committed by the ULBs is strictly adhered to.
4. The list of beneficiaries for Housing Infrastructure shall be approved by the Cell before commencement of execution.
5. The Cell should look into the overall management of the programs and arrange for removal of any bottlenecks / difficulty in respect of site, materials, fund, local condition etc. that may affect the implementation of the programme.

6. The Cell will verify the position of the land tenure and co-ordinate speedy transfer of Govt. / Khas Land to ensure availability of site for construction works as per the time schedule.
7. The Cell will verify the title / ownership of the land proposed for construction of Housing unit. For this a sub-cell may be constituted with the representative of the DM and the respective councilor of the ULB of the area where the land is situated. This unit will assist the cell for verification of the lands for Housing.
8. The municipality should conduct biometric survey to prepare a complete data bank in respect of beneficiary in whose favour houses have been sanctioned.
9. The municipality shall review the progress under the schemes in the meeting of the board of councilors as a regular agenda at least once in two months so that all the councilors are fully aware of the programme and its progress.
10. Complete details in respect of the works sanctioned, list of beneficiaries etc. should be informed to the Ward Committee as well as the Community Development Societies. The Ward Committee and CDS should also be involved with the execution of works at the local levels. All possible means be taken to ensure effective public participation.

B. FUND MANAGEMENT

1. A separate Bank Account to be opened for each BSUP Project.
2. All funds received as share of Gol, State Govt., ULB itself and beneficiary contribution shall be deposited to the said Account.
3. Either columnar Cash book with a separate column for each Bank Account or a Main Cash Book with separate subsidiary Cash-Book for each bank account is to be maintained.
4. Statements of accounts are to be submitted for each month within 7th day of the following month along with Bank statement to the BSUP Sector, KMDA, Nodal Sector of BSUP Programme.
5. Before implementation of housing scheme, beneficiaries' contribution to be collected first and deposit with the Bank A/C.
6. A separate Register regarding collection of beneficiary contributions shall have to be maintained by the ULB.
7. The A & OE cost, on actual basis upto 5% over the approved cost (if available from Gol / GoWB) will be utilized for the purpose of administrative and office expenses. This will include the cost of vehicles for site inspection, Traveling Allowance, office

stationeries, purchase of updated machinery like computers, survey equipment, photocopier etc. for keeping and submission of records, reports etc. Distribution of the A&OE cost among KMDA, MED and ULB will be as below:-

ULB Actual expenditure upto 2.0 % of approved cost

MED / Sector of KMDA
(as per list at Annexure-I) Actual expenditure upto 1.5%

KMDA (as SLNA) Actual expenditure upto 1.5%

II. At SLNA (KMDA) level

Implementation of BSUP schemes at KMDA will be monitored by the Cell for Sub-Mission-II (JNNURM), constituted under Notification no. 156/KMDA/Sectt/I -3/2006 dated 11.9.2006 as below:-

- | | |
|---|-----------------|
| 1. Secretary, KMDA | Chairman |
| 2. Project Director, CMU, KSUP | Member |
| 3. CEO, A.D.D.A. | Member |
| 4. Director, SUDA | Member |
| 5. Chief Engineer, BSUP Sector, KMDA | Member |
| 6. Director of Finance, KMDA | Member |
| 7. Addl. Director (Socio Economics) | Member |
| 8. Chief Engineer, MED | Member |
| 9. Representative of MA Dept., GoWB | Member |
| 10. Representative of implementing ULB
(as per specific project) | Invitee |
| 11. Representative of I&WD, GoWB | Invitee |
| 12. Spl. Officer to MIC, MA&UD | Invitee |
| 13. Addl. Chief Engineer (P&M), KMDA | Member Convener |