

O/C



**Government of West Bengal  
Irrigation & Waterways Department  
Jalasangpad Bhaban, 3rd Floor, Western Block  
Bidhannagar, Salt Lake City, Kolkata 700091**

**ORDER**

No. 29(W) / 2016-17

Dated, 9<sup>th</sup> November 2016

**Subject: Constitution of Technical Examination Teams.**

Adherence to the prescribed rules, regulations and guidelines, ensuring transparency accountability and fairness, and maintaining prescribed quality of work are of utmost importance during different stages of implementation of public works, right from the stage of conceiving the project upto its physical and financial completion, so as to justify the expenditure incurred out of State exchequer for these works. It is equally important to sensitize the field officials involved in the planning and implementation of the projects about existing rules, regulations, guidelines and the functional responsibilities of the officials.

2. It has accordingly been decided to get the plan projects examined by a departmental Technical Examination Teams (TET), on random sample basis for test-checking various parameters related with the project.
3. Composition of such TETs will be as in the enclosed Annexure-I. Name of Divisions assigned to the individual TETs for the purpose of technical examination, would be communicated to the TETs separately in due course.
4. A standardized format containing checklist for considering such technical examinations of the plan projects has been formulated by the Department, copy of which is enclosed as Annexure-II. The TETs are advised to go through the format carefully before undertaking examination.
5. Modalities of conducting such examinations, including finalization of the report through interactive discussion, with the implementing officials, have been outlined in the Annexure-III.
6. It has also been decided to organise a workshop with all Superintending Engineers concerned shortly. The Chairpersons of the TETs are advised to constitute their respective teams in the meantime and identify issues for discussion in the proposed workshops.
7. All concerned may be informed accordingly.

  
**Naveen Prakash**  
Principal Secretary

Encl. Annexures I, II & III

No. 260(7) - IB  
IW/O/IB/Misc-26/2016-17

Dated, 9<sup>th</sup> November 2016

Copy forwarded for information to the:

- 1 Chief Secretary to the  
Government of West Bengal  
Nabanna  
325, Sarat Chatterjee Road  
P.O. Shibpur, Howrah 711102
- 2 Additional Chief Secretary to the  
Government of West Bengal  
Urban Development Department  
Nagarayan, Sector-I, Block DF-8  
Bidhannagar, Kolkata-700064
- 3 Principal Secretary to the  
Government of West Bengal  
Public Health Engineering Department  
7<sup>th</sup> Floor, New Secretariat Building  
1, K S Roy Road, Kolkata 700001
- 4 Principal Secretary to the  
Government of West Bengal  
Public Works Department  
Nabanna, 8<sup>th</sup> Floor, HRBC Building  
325, Sarat Chandra Chatterjee Road  
P.O. Shibpur, Howrah 711102
- 5 Secretary to the  
Government of West Bengal  
Sundarban Affairs Department  
Mayukh Bhavan (Ground Floor)  
Bidhannagar, Kolkata-700091
- 6 Secretary to the  
Government of West Bengal  
Water Resources Investigation & Development Department  
Khadya Bhavan, 5<sup>th</sup> Block  
11A, Mirza Ghalib Street, Kolkata 700087
- 7 Secretary to the  
Government of West Bengal  
Municipal Affairs Department  
Poura Prasasan Bhavan  
Block DD-1, Sector-I, Salt Lake City  
Bidhannagar, Kolkata 700064



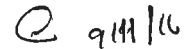
**Naveen Prakash**  
Principal Secretary

No. 260(7)/1(7) – IB

Dated, 9<sup>th</sup> November 2016

Copy forwarded for information and necessary action to the:

- 1 Chief Engineer (South)  
Irrigation & Waterways Directorate
- 2 Chief Engineer (North)  
Irrigation & Waterways Directorate
- 3 Chief Engineer (West)  
Irrigation & Waterways Directorate
- 4 Chief Engineer (South West)  
Irrigation & Waterways Directorate
- 5 Chief Engineer (Design & Research)  
Irrigation & Waterways Directorate
- 6 Chief Engineer, Teesta Barrage Project  
Irrigation & Waterways Directorate  
E-mail: ce-tbp@wbiwd.gov.in
- 7 Chief Engineer (North East)  
Irrigation & Waterways Directorate  
E-mail: chairman-nbfcc@wbiwd.gov.in



*D SenGupta*  
Joint Secretary to the  
Government of West Bengal

No. 260(7)/2(21) – IB

Dated, 9<sup>th</sup> November 2016

Copy forwarded for information and necessary action to the:

- 1 Superintending Engineer  
Teesta Design Circle  
Irrigation & Waterways Directorate  
E-mail: se-tdegncir@wbiwd.gov.in
- 2 Superintending Engineer  
Mahananda Barrage Circle  
Irrigation & Waterways Directorate  
E-mail: se-mahabrgcir@wbiwd.gov.in
- 3 Superintending Engineer  
Teesta Barrage Circle  
Irrigation & Waterways Directorate  
E-mail: se-tbarragecir@wbiwd.gov.in
- 4 Superintending Engineer  
Teesta Canal Circle  
Irrigation & Waterways Directorate  
E-mail: se-tcnlcir@wbiwd.gov.in

- 5 Superintending Engineer  
North East Irrigation Circle-I  
Irrigation & Waterways Directorate  
E-mail: se-mx-nbfcc@wbiwd.gov.in
- 6 Superintending Engineer  
North East Irrigation Circle-II  
Irrigation & Waterways Directorate  
E-mail: se-mpid-nbfcc@wbiwd.gov.in
- 7 Superintending Engineer  
North Irrigation Circle-I  
Irrigation & Waterways Directorate  
E-mail: se-nccir@wbiwd.gov.in
- 8 Superintending Engineer  
North Irrigation Circle-II  
Irrigation & Waterways Directorate  
E-mail: se-sccir@wbiwd.gov.in
- 9 Superintending Engineer  
Mayurakshi Canal Circle  
Irrigation & Waterways Directorate  
E-mail: se-mayucn/cir@wbiwd.gov.in
- 10 Superintending Engineer – I  
Kangsabati Circle  
Irrigation & Waterways Directorate  
E-mail: se-kangsacir1@wbiwd.gov.in
- 11 Superintending Engineer – II  
Kangsabati Circle  
Irrigation & Waterways Directorate  
E-mail: se-kangsacir2@wbiwd.gov.in
- 12 Officer on Special Duty & Superintending Engineer  
Irrigation & Waterways Directorate  
E-mail: osd-purulia@wbiwd.gov.in
- 13 Superintending Engineer  
Damodar Irrigation Circle  
Irrigation & Waterways Directorate  
E-mail: se-dicir@wbiwd.gov.in
- 14 Superintending Engineer  
Western Circle-I  
Irrigation & Waterways Directorate
- 15 Superintending Engineer  
Western Circle-II  
Irrigation & Waterways Directorate  
E-mail: se-westerncir2@wbiwd.gov.in
- 16 Superintending Engineer  
Eastern Circle  
Irrigation & Waterways Directorate

- 17 Superintending Engineer  
Metropolitan Drainage Circle  
Irrigation & Waterways Directorate
- 18 Superintending Engineer  
Greater Calcutta Drainage Circle  
Irrigation & Waterways Directorate
- 19 Superintending Engineer  
Investigation & Planning Circle-I  
Irrigation & Waterways Directorate
- 20 Superintending Engineer  
Investigation & Planning Circle-II  
Irrigation & Waterways Directorate
- 21 Project Director  
Sundarban Embankment Reconstruction Project (SERP)  
Irrigation & Waterways Directorate

*9/11/16*

*D SenGupta*

Joint Secretary to the  
Government of West Bengal

No. 260(7)/3(2) – IB

Dated, 9<sup>th</sup> November 2016

Copy forwarded for information and necessary action to the:

- 1 Deputy Secretary (Works) – I  
Irrigation & Waterways Department
- 2 Deputy Secretary (Works) – II  
Irrigation & Waterways Department

*9/11/16*

*D SenGupta*

Joint Secretary to the  
Government of West Bengal

No. 260(7)/4 – IB

Dated, 9<sup>th</sup> November 2016

Copy forwarded for information to the:

Executive Engineer  
DVC Study Cell  
Irrigation & Waterways Department

– with a request to upload the order in the Departmental Website.

*9/11/16*

*D SenGupta*

Joint Secretary to the  
Government of West Bengal

## Constitution of Technical Examination Teams (TETs) for the purpose of inspection of works

Team ID No.	Composition of the Team	
1	2	
1	(i) Superintending Engineer, Teesta Design Circle (ii) Executive Engineer, Teesta Design Division (iii) Executive Engineer, Teesta Monitoring & Evaluation Division (iv) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member Secretary : Members
2	(i) Superintending Engineer, North East Irrigation Circle – II (ii) Executive Engineer, North Bengal Investigation Division (iii) Executive Engineer, Siliguri Irrigation Division (iv) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member Secretary : Members
3	(i) Superintending Engineer, Maurakshi Canal Circle (ii) Executive Engineer, North Bengal Planning Division (iii) Executive Engineer, Investigation & Planning Division (Central) (iv) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member Secretary : Members
4	(i) Superintending Engineer, North Irrigation Circle – II (ii) Executive Engineer, Nadia Irrigation Division (iii) Executive Engineer, Ganga Anti Erosion Division – II (iv) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member Secretary : Members
5	(i) Superintending Engineer, Damodar Irrigation Circle (ii) Executive Engineer, Berhampore Irrigation Division (iii) Executive Engineer & TA to Superintending Engineer Damodar Irrigation Circle (iv) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member Secretary : Members
6	(i) Superintending Engineer – II, Kangsabati Circle (ii) Executive Engineer, Kangsabati Canal Division – I (iii) Executive Engineer, Kangsabati Canal Division – V (iv) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member Secretary : Members
7	(i) Superintending Engineer, Western Circle – I (ii) Executive Engineer, Burdwan Investigation & Planning Division (iii) Executive Engineer & TA to Superintending Engineer, Western Circle – I (iv) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member Secretary : Members
8	(i) Superintending Engineer, Investigation & Planning Circle – II (ii) Deputy Director, Advance Planning, Project Evaluation & Monitoring Cell (iii) Deputy Director (MRS), Advance Planning, Project Evaluation & Monitoring Cell (iv) Executive Engineer & TA to Superintending Engineer Investigation & Planning Circle – II (v) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member : Member Secretary : Members

Team ID No.	Composition of the Team	
1	2	
9	(i) Superintending Engineer, Investigation & Planning Circle – I (ii) Executive Engineer, Damodar Survey & Investigation Division (iii) Executive Engineer – I, Investigation & Planning Division (South) (iv) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member Secretary : Members
10	(i) Project Director, SERP (ii) Project Manager (HQ), SERP (iii) Executive Engineer, Chief Engineers' Drawing Branch (iv) 1 Assistant Engineer & 1 Junior Engineer to be selected by the Chairman	: Chairman : Member : Member Secretary : Members

Standardized format containing checklist for conducting  
Technical Examination of Schemes

*[To be prepared by the Technical Examination Teams  
constituted by the Irrigation & Waterways Department]*

**A. Preliminary Information**

- |      |  |   |                   |
|------|--|---|-------------------|
| A.1  | Name of the Project  | : |                   |
| A.2  | Date, Month & Year of preparation of estimate (as per date of signature of the Executive Engineer on the 'Report') | : | ___ / ___ / _____ |
| A.3  | Date, Month & Year of clearance by the Departmental Screening Committee (DSC)                                      | : | ___ / ___ / _____ |
| A.4  | Date, Month & Year of administrative approval  | : | ___ / ___ / _____ |
| A.5  | Date, Month & Year of invitation of tender   | : | ___ / ___ / _____ |
| A.6  | Date, Month & Year of acceptance of tender   | : | ___ / ___ / _____ |
| A.7  | Tender Accepting Authority   | : |                   |
| A.8  | Date, Month & Year of issue of work order  | : | ___ / ___ / _____ |
| A.9  | Date, Month & Year of commencement of work as per work order   | : | ___ / ___ / _____ |
| A.10 | Date, Month & Year of completion as per work order   | : | ___ / ___ / _____ |
| A.11 | Date, Month & Year of actual completion in the field   | : | ___ / ___ / _____ |
| A.12 | Administratively approved cost   | : | ₹ _____ lakh      |
| A.13 | Technically sanctioned cost  | : | ₹ _____ lakh      |
| A.14 | Amount put to tender   | : | ₹ _____ lakh      |
| A.15 | Tendered amount  | : | ₹ _____ lakh      |
| A.16 | Completion (Gross Bill Value) cost   | : | ₹ _____ lakh      |
| A.17 | Whether there was involvement of supplementary / substitute supplementary tenders (items)<br>[Please tick]         | : | Yes / No          |



**B. Detailed Report****B.1 Pre-Tender Stage**

B.1.1 Briefly state the necessity of preparation of the DPR (within three sentences, using not more than 50 words)

--

B.1.2 Briefly state the required physical achievement of the project as stated below :

Irrigation canal excavated / re-excavated (Tick on appropriate item)	_____ km
Irrigation canal lined	_____ km
Irrigation regulating structure constructed / rehabilitated (Tick on appropriate item)	_____ No.
Drainage channel re-excavated	_____ km
Improvement of existing embankment line	_____ km
Bank protection works or anti-erosion works	_____ km
Drainage regulating structure constructed / rehabilitated (Tick on appropriate item)	_____ No.
New Bridge constructed / old Bridge rehabilitated (Tick on appropriate item)	_____ No.
Any other works not covered above (Please specify the description)	_____ Unit

B.1.3 Time taken to scrutiny and final accordance of technical sanction :

(a)	Duration at the office of the Executive Engineer	_____ days (including resubmission, if occurred)
(b)	Duration at the office of the Superintending Engineer	_____ days (including resubmission, if occurred)
(c)	Duration at the office of the Chief Engineer	_____ days (including resubmission, if occurred)
Total		_____ days

B.1.4 Whether the issues relating to statutory technical clearance, design, technical vetting were cleared before according technical sanction? : Yes / No

B.1.5 Whether additional land for execution of the project was required? : Yes / No

B.1.6 If 'Yes', whether cost of such land has been included in the DPR? : Yes / No

B.1.7 Whether the DPR was comprehensive and holistic, i.e. civil / electro-mechanical / other components were included in the DPR? : Yes / No

**B.II Tender Stage**

- B.II.1 Was the notice inviting e-tender was in conformity with the standard format of the Department? : Yes / No
- B.II.2 Was the time allowed for dropping of bids was in conformity with the prescribed tender rules? : Yes / No
- B.II.3 If 'No', whether permission of the competent Authority was taken for relaxation of rules? : Yes / No
- B.II.4 In how many Bengal and English dailies the Abridged e-NIT notice was published? : English \_\_\_\_\_ Nos.  
Bengali \_\_\_\_\_ Nos.  
Others \_\_\_\_\_ Nos.
- B.II.5 Was any pre-bid meeting held with the bidders? : Yes / No
- B.II.6 Were any records for pre-bid tender maintained? : Yes / No
- B.II.7 How many bidders participated in the 1st tender? : \_\_\_\_\_ Nos.
- B.II.8 On how many occasions tender had to be invited for maturity? : \_\_\_\_\_ Nos.
- B.II.9 Were the technical bids evaluated by Evaluation Committees constituted by the Department as per specified criteria / matrix? : Yes / No
- B.II.10 Had the participants, technical bids of whom were rejected on technical ground, been informed through e-tendering platform, stating the ground(s) of rejection by uploading TBE sheet? : Yes / No
- B.II.11 In case subsequent calls had to be invited in absence of requisite number of technically qualified bidders in the 1st call,
- (a) Were the credential criteria relaxed? : Yes / No
- (b) If yes, was prescribed permission obtained from the competent authority? : Yes / No
- (c) Were adequate publicity made in e-tendering Platform / website and in print media? : Yes / No
- B.II.12 In case tender matured in 2nd or subsequent retenders, how many bidders participated in 2nd / subsequent retenders? : \_\_\_\_\_ No(s).
- B.II.13 Was there any complaint from any of the participants regarding evaluation? : Yes / No

B.II.14 If yes, how the complaint was addressed? (State below within three sentences, using not more than 50 words)

B.II.15 Did any of the bidder move to Court? : Yes / No

B.II.16 Was there a case of uploading false / forged documents by any of the bidder(s)? : Yes / No

B.II.17 If yes, what action was taken by the Authority? (State below within three sentences, using not more than 50 words)

B.II.18 Time gap between opening of technical bid and acceptance of tender

(a) Time taken at the office of Executive Engineer : \_\_\_\_ days

(b) Time taken at the office of Superintending Engineer: \_\_\_\_ days

(c) Time taken at the office of Chief Engineer : \_\_\_\_ days  
(including that of meeting of DTC)

(d) Time taken at any other office (if any) : \_\_\_\_ days

Total : \_\_\_\_ days

B.II.19 Was the formal Agreement (duplicate tender) executed : Yes / No  
within specified time?

### B.III Execution & Post Execution Stage

B.III.1 What were the measures adopted by the Engineer-in-charge for adhering to quality and specification of materials / works?  
(Write in the box below using not more than 5 sentences using not more than 75 words)

B.III.2 Whether check measurements upto the prescribed percentages have been exercised by the Assistant Engineer and the Executive Engineer? : Yes / No

- B.III.3 Please mention the percentage of such check measurements  
 (a) by the Assistant Engineer : \_\_\_\_\_ %  
 (b) by the Executive Engineer : \_\_\_\_\_ %
- B.III.4 Whether Site Instruction Book was maintained? : Yes / No
- B.III.5 If yes, whether there was any written instruction written in that book by Executive Engineer or his superior officer? : Yes / No
- B.III.6 Whether such instructions were complied with by the Contractor? : Yes / No
- B.III.7 In case of extension of time, whether prayer for extension of time was submitted within time? : Yes / No
- B.III.8 If yes, whether such prayer was granted within due time? : Yes / No
- B.III.9 How many R/A bills were there till completion of work? : \_\_\_\_\_ Nos.
- B.III.10 On how many instalments funds were received? : \_\_\_\_\_ Nos.
- B.III.11 Time gap between receipt of fund and submitting bills to Treasuries / issuance of check during LoC system

No. of instalments of receipt of fund	Date of receipt of fund	Amount received (Lakh of ₹)	Date of submission of bills to Treasuries / issue of Cheques	Bill Amount / Cheque Amount (Lakh of ₹)	Remarks

- B.III.12 Whether audio / visual evidences prior to and during execution were preserved and whether presented before the Technical Examination Team (TET)? : Yes / No
- B.III.13 Number of site visits made by the TET. : \_\_\_\_\_ Nos.
- B.III.14 Types of checks exercised by the TET during or after site visit and results / findings:

Sl. No.	Type / description of sample exercised	Whether applied (mention 'Yes' or 'No')	Performance report in terms of laid down parameters / specifications (mention complaint or non-complaint)	Remarks (if any)
1.	Measurement of entire length or stretches of work.			
2.	Any dimension of any of the sub-components (Length / breadth / thickness / level) (Mention the component checked)  (a) (b) (c)			

Sl. No.	Type / description of sample exercised	Whether applied (mention 'Yes' or 'No')	Performance report in terms of laid down parameters / specifications (mention complaint or non-complaint)	Remarks (if any)
3.	Overall visual appearance during inspection		—	Please describe the present status, including damage if any, within maximum 3 sentences.
4.	Any other check found necessary and exercised by the Technical Audit Team			

**C. Overall Report of TET based on previous observations and other documents / records**

C.1 Whether DPR was prepared after adequate field survey and as per actual requirement of site, ensuring conformity among selection of proper items and specifications. (Write in the box below, preferably within 4 sentences, using not more than 60 words)

C.2 Whether any of the following deficiencies were noticed during tendering stage, in regard to:

- (a) Departure during evaluation of technical bids from the notified criteria for any reason other than maturing of tenders : Yes / No
- (b) Dilution of scope, specification and conditions of the contract After opening of the bids : Yes / No
- (c) Rejection of bids on frivolous grounds. (In case the answer is 'Yes', please state the facts / grounds below each topic within maximum 3 sentences, using not more than 50 words) : Yes / No

C.3 Whether time allowed for work was sufficient and realistic : Yes / No

C.4 If delay occurred beyond the schedule date of completion, explain / comment whether the reasons attributed to such delay offered by the Engineer-in-charge were justified. (Write in the box below, within maximum 3 sentences, using not more than 50 words)

- C.5 In case the gross expenditure exceeds the tendered amount due to quantitative increase or due to execution of supplementary / substitute supplementary items, comments of the TET on the approved / under approval excess savings statement, with specified reference to preparation of the statement as per prescribed format and justification of reasons of such excess / supplementary may be made below, within maximum 5 sentences, using not more than 75 words.

- C.6 Whether prior written permission of the Tender Accepting Authority was taken before execution of excess / supplementary works? : Yes / No
- C.7 Whether tentative rough cost estimate enclosing latest pre-work survey sheets was submitted to the Tender Accepting Authority during seeking permission? : Yes / No
- C.7 Whether completion drawing as built has been prepared? : Yes / No
- C.8 Final comments of the TET in regard to lessons learnt from inspection and suggestions for improvement of the delivery mechanism, with special reference to the following issues (to be written maximum within a full page).
- (a) Preparation of DPR in compliance to the laid down guidelines.
  - (b) Reducing the time gap between administrative approval and issue of work orders, by quicker and parallel processing of tendering activities.
  - (c) Playing an active role by the implementing officers to assist the agency to remove hindrances, or to resolve local disputes, by way of frequent site visit and interaction with local people and peoples' representatives and also to pursue for maintaining regular flow of fund and early preparation and processing of bills.
  - (d) Strict adherence to quality assurance plan during execution.
  - (e) Avoiding additional / excess works to the extent possible and in case these are inevitable, suggesting mechanism for thorough scrutiny as well as prompt decision on reasons to be recorded by the competent authority in respect of these works.
  - (f) Expeditious approval of the excess / savings statement by the competent authority.
-

Modalities of conducting Technical Examination of various schemes

1. The Technical Examination Team (TET) constituted by this Department would have an entry conference with the Superintending Engineer, Executive Engineers and other officers as may be deemed necessary by the Superintending Engineer of the Circle concerned, to identify the Plan Project Works to be audited. A detailed Division-wise and Tender Number-wise list of works physically and financially completed during last two financial years and also the current financial year upto August 2016 under various sources of Plan fund (Core Plan, RIDF, AIBP, FMP, RKVY, Jalatirtha, OTACA (including State Share Schemes), FC Grant, BRGF) showing estimated cost put to tender and year of completion may be presented before the Committee for this purpose.
2. Assignment of Divisions for Technical Inspection will be fixed by the Irrigation & Waterways Department. Such inspection would be done only in those Divisions, when value of completed works during last two financial year and also current financial year (upto November) was more than ₹ 2.00 crore. For the 1<sup>st</sup> time inspection, only one work per Division, having maximum estimated cost put to tender should be selected. For subsequent inspection, two works, one having maximum estimated cost put to tender and another as per random selection (but more than ₹ 45.00 lakh) may be identified for this purpose.
3. All documents related to the selected works shall be made available to the TET by the concerned Superintending Engineer / Executive Engineer.
4. All logistical support including presence of field officers during site visit of the TET may be ensured by the concerned Executive Engineer.
5. Offices of the Member Secretary will render secretarial support with regard to preparation of the Report of the TETs.
6. The draft inspection report may be discussed and finalized by the TET through an exit conference, held with the concerned Circle, where all the implementing officers upto the rank of Junior Engineer(s) should remain present. Views expressed by the implementing officers during the exit conference may be accommodated / considered by the TET for the purpose of finalization of the Report.
7. Inspection Reports in the standardized format may be submitted by the TET to the concerned Chief Engineer and this Department within three months.