Community Procurement Manual

For Livelihood Development Component of
Integrated Coastal Zone Management Project –
West Bengal

State Project Management Unit
West Bengal
1. **What is Procurement :-**

   Procurement means purchasing of goods, services and works. In procurement we have to be honest as we plan and spend our own personal money in buying quality products at reasonable price. At community level the procurement procedure & method should be selected considering economy & efficiency and ensuring very good quality. This manual has been prepared to guide the community and the Project staff on procurement by community inefficient procurement can result in increased cost of activities, decreased quality of facilities and services and also delay in the pace of work.

2. **Key Principles of Procurement at Community level**

   The key principles in procurement at community level are as follows:

   (i) **Transparency**

   Transparency in procurement of goods, works and services at community level displaying in an open and transparent manner all details like items to be purchased or services to be procured, estimated quantity to be procured or nature of services to be hired at the prominent places in the village.

   (ii) **Equal Opportunity for all Suppliers**

   Each and every interested supplier must be given opportunity for supplying items or render services as required. The method of evaluation must be uniform and everybody should be well aware of it.

   (iii) **Accountability**

   Any Procurement Committee member of the Community based organization remains accountable for all decision and actions taken. Members found practicing corruption or not disclosing appropriate information to the procurement committee on evaluation of procurement proposals causing losses if any occurring to the organization will be liable to be expelled from the primary membership of the organization and the amount of the loss will be recovered from him with the approval of the General Body of the organization.

   (iv) **Ensuring value for money**

   Items to be procured and services to be hired should meet the required technical specification and quality standards, and the best price.
(iv) **Safeguarding the Interest of the Procurement Committee**

The friends and relatives of any member of the procurement Committee should not be allowed to participate in procurement process so that they shall not be unduly benefited.

3. **Advantage of the Community Procurement**

(i) Communities are able to get the best price from the suppliers and procure items at optimum cost which will ensure savings and quality.

(ii) Community is accountable and takes responsibility for the decision, which is advantageous to the community members.

(iii) Communities can use local labour, local materials, and indigenous knowledge.

(iv) Communities will improve skills and gain confidence in implementing participatory development subprojects and

(v) Communities will display information related to procurement actions for the information of communities thus ensuring transparency of their transaction.

4. **Activities undertaken by the Community based Organizations(CBOs) under Livelihood Development Component : -**

In the Livelihood Development Component under ICZMP West Bengal mainly two types of activities will be undertaken through the community based organizations

4.1 **Entry Point Activities (To fill up the Infrastructural Gap):**

- Tube Well for Drinking Water
- Solar Street Light
- Community Toilet with / Without Bathing Facilities (Separately for Women and Men)
- Repairing of House (for the Poor Household)
- Rural Link Road
- Repairing of Rural Link Road
- Rural Library
- Rural market Complex
- Re-excavation of Community Pond
- Community Hall
- Concrete Culvert
- Rejuvenating Tube Well
- Agro Plantation
- Shed of the Bus Stand
- Children park
- Support to the ICDS centre (Teaching and Learning materials)
- Any other activities identified by the CBOs and approved by SPMU

**Identification & Approval Procedure of Entry Point Activity:**

**Identification of EPA:**

1. CBOs along with NGO identify the EPA activities through community meeting, PRA and prioritize the list.

2. CBOs along with NGO finalize the prioritized EPA after discussion with the Gram Panchayat Members.

**Submission and Approval Procedure of EPA:**

1. NGO along with CBO prepares the concept Note (Format Enclosed, Annex V) for each EPA activity and Submit the same to SPMU.

2. After review of the concept note SPMU will approve the concept note and request NGO for submission of the detail proposal (Format enclosed, Annex VI) against each approved concept note.

3. NGO will prepare the detail proposal for each EPA in consultation with CBO and submit the same to SPMU.

4. SPMU will review the submitted proposals and if necessary ask NGO/CBO for clarification and modification. SPMU will approve the accepted proposal with suggestions if any.

Entry Point Activity will be implemented through the CBO/s and NGO will provide the necessary technical support. SPMU will disburse the money for EPA directly to the CBO’s Bank account. Expenditure related to the technical support will be reimbursed to NGO. **There shall be community contribution in Cash or Kind for every EPA activity.**

A tripartite agreement among the SPMU, NGO and CBO will be executed for each EPA.
**Monitoring Procedure for EPA:**

- Physical & Financial progress report will be properly maintained by the CBO with support from NGO and will submit to SPMU.

- A social Audit Team/Village Committee will be formed by the NGO for time to time monitoring the EPA activities. The report of the committee is to be submitted to SPMU.

- A MIS system will be developed to monitor the progress of work.

**Maintenance Procedure for EPA:**

NGO along with CBO will submit the detail Maintenance Plan in the Proposal. SPMU will not bear any recurring cost for the maintenance.

**4.2 Livelihood Development Activities:**

Activities under this component is not yet finalised. It will be identified after the discussion among the CBO, NGO, SPMU and/or other livelihood expert external agency. SPMU will review the identified activities and if necessary ask to NGO/CBO/external agency for clarification, modification and approve the proposal with suggestions.

**Identification & Approval Procedure of Livelihood Development Activities:**

1. NGO in consultation with SHG/CIG will identify feasible Business/Trading scope for the SHG/CIG in their respective working area

2. NGO will discuss with the concern SHG/CIG to develop a feasible Business/Trading plan.

3. NGO along with SHG/CIG will submit the feasible Business/Trading plan to SPMU for review and appraisal.

4. SPMU will review the Business/Trading plan and if necessary ask to NGO/SHG/CIG or other expert agency for clarification and approve the proposal with suggestions. SPMU also thoroughly asses the capacity of the SHG/CIG to carry forward the proposed Business/Trading Plan.

5. Once approved, a tripartite contract to be signed among the SHG/CIG, NGO and SPMU for the execution of the business plan. Fund will be released directly to the SHG/CIG as Grant( detail to be mentioned in the Tripartite Contract).
A guiding frame work for Livelihood Activity:

Business/Trading may be executed by SHG/CIG through three different way is as follows

a. Entire Group may execute a particular Business/Trading as CIG.  
b. Sub Groups within a Group may execute one or different Business/Trading.  
c. Individual members may carry forward one or different Business/Trading.

There may be 3 types of fund requirement and nature of support from SPMU

<table>
<thead>
<tr>
<th>Sl</th>
<th>Nature of fund requirement</th>
<th>Activities</th>
<th>Nature of support from SPMU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Promotional cost</td>
<td>Institution building, capacity building, planning / facilitation support, research support, cost on feasibility, etc.</td>
<td>Grant in Cash and Kind to CBO</td>
</tr>
<tr>
<td>2</td>
<td>Fixed cost / infrastructure cost</td>
<td>Work shed, hard-ware, soft-ware, installation of utility facilities,</td>
<td>Grant in Cash and Kind to CBO</td>
</tr>
<tr>
<td>3</td>
<td>Recurring cost</td>
<td>Cost of raw material and other inputs, Working capital, marketing cost, HR and Admin cost, etc.</td>
<td>Grant in Cash and Kind form SPMU to CBO, however individual / CBO may like to revolve this within its own CBO or Federated CBO</td>
</tr>
</tbody>
</table>
Procedure of Fund Flow from SPMU to CBO to Individuals for Livelihood Activity:

Monitoring Procedure for Livelihood Activity:

<table>
<thead>
<tr>
<th>Sl</th>
<th>Nature of fund requirement</th>
<th>From SPMU to CBO (SHG / CIG)</th>
<th>From CBO (SHG / CIG) to CBO members</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Promotional</td>
<td>Grant</td>
<td>Not applicable</td>
</tr>
<tr>
<td>2</td>
<td>Fixed cost / infrastructure</td>
<td>Grant</td>
<td>As grant – to be owned / hypothecated to CBO</td>
</tr>
<tr>
<td>3</td>
<td>Recurring</td>
<td>Grant to group,</td>
<td>The grant money is to be used as revolving fund by group (or by Federation at later stage)</td>
</tr>
</tbody>
</table>

- Physical & Financial progress report will be properly maintained by the CBO with support from NGO and will submit to SPMU.
- A MIS system will be developed to track the progress of work of the SHGs/CIGs.

5. **Rate Chart:**

For facilitation of community, a Rate Chart will be created according to the existing government schedule (PWD) for all the Goods & Works likely to be procured by the community for guidance. It is the responsibility of the concern CBOs to maintain a database of the likely items to be procured by the community and rates of all. This will be done by directly going to the market and enquiring about the rates. The data base will be updated every three months.

6. **Procurement Methods:**
Two types of procurement methods/procedures are used based on the estimated contract value and availability of suppliers/contractors (refer to Table 2 below). These procedures apply to all Procurement done using ICZM projects funds by the Communities.

Table 2: Procurement Methods for Goods/Works

<table>
<thead>
<tr>
<th>Items to be procured</th>
<th>Threshold value</th>
<th>Procurement method</th>
</tr>
</thead>
<tbody>
<tr>
<td>Works For Entry Point Activity :</td>
<td>Small value contract not exceeding more than Rs. 10,00,000/ [Rs. Ten lakh] or equivalent per contract</td>
<td>The work will be done by CBO itself or by contracting to qualified contractor through shopping procedures [after inviting minimum three quotations in response to written request]</td>
</tr>
<tr>
<td>➢ TubeWell for Drinking Water</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Solar Street Light</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Community Toilet with/Without Bathing Facilities (Separately for Women and Men)</td>
<td></td>
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<tr>
<td>➢ Repairing of House (for the Poor Household)</td>
<td></td>
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<tr>
<td>➢ Rural Link Road</td>
<td></td>
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<tr>
<td>➢ Repairing of Rural Link Road</td>
<td></td>
<td></td>
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<tr>
<td>➢ Rural Library</td>
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<td></td>
</tr>
<tr>
<td>➢ Rural market Complex</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Re-excavation of Community Pond</td>
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<td>➢ Community Hall</td>
<td></td>
<td></td>
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<tr>
<td>➢ Concrete Culvert</td>
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<tr>
<td>➢ Rejuvenating of TubeWell</td>
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</tr>
<tr>
<td>➢ Agro Plantation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>➢ Shed of the Bus Stand</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
For Livelihood Development Activities:

Activities under this component are not yet finalised. It will be identified after the discussion among the CBO, NGO, SPMU and/or other livelihood expert external agency. SPMU will review the identified activities and if necessary ask to NGO/CBO/external agency for clarification and approve the proposal with suggestions.

<table>
<thead>
<tr>
<th>Goods</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>(wherever feasible, the goods purchased should have ISI marking)</td>
<td>Maintenance and transportation cost, In case of hiring labour for aforementioned work, should be based on rate contract decided by forest directorate</td>
</tr>
<tr>
<td>Goods estimated cost less than or equivalent to Rs. 10000/ but limited to an aggregated value of Rs.50,000 in a calendar year.</td>
<td>Services estimated cost less than or equivalent to Rs. 10000/ but limited to an aggregated value of Rs.50,000 in a calendar year.</td>
</tr>
<tr>
<td>Direct Purchase</td>
<td>Direct Purchase</td>
</tr>
<tr>
<td>Shopping procedures [after inviting minimum three quotations on written request]</td>
<td>Shopping procedures [after inviting minimum three quotations on written request]</td>
</tr>
</tbody>
</table>

- Children park
- Support to the ICDS centre (Teaching and Learning materials)
- Any other activities identified by the CBOs and approved by SPMU
Note: In general the procurement requirement of the community is not going to exceed the limits given in the above table. In case of procurement exceeding Rs 9,00,000/-, it shall be undertaken by the SPMU.

7.1 Direct Purchase

Direct Purchase may be used when the total cost of the goods/works/services to be purchased is less than or equal to Rs. 10,000/- (Rupees ten thousand only). Direct purchase will be done by the CBO by inviting one quotation. If the total price(s) stated in the quotation is less than or equal to Rs. 10,000/- the contracting authority (CBO) may simply purchase the same if the rates per unit are less than or equal to the rates as depicted in the rate chart. The only documentation necessary would be the one Invoice/Bill. The community (CBO) should maintain a Receipt Register for keeping record of the goods received against various Orders placed by them. All goods received irrespective of the method of procurement including Single Source Procurement need to be entered in this Receipt Register. All entries in this Receipt Register should be in serial numbered and the serial number should be recorded on the Bill/Invoice against which payment for such purchase is being made/has been made. Community should not split the requirement to avoid competitive procedure.

7.2 Competitive Shopping

Competitive Shopping is used when the estimated total amount to be paid for the required goods/works/services is more than Rs 10,000/- and less than or equal Rs 9,00,000. The process is as follows:

1. The Community (CBO) with assistance from the Field officers of the Project, fills out an ‘Invitation of quotation’ (Procurement Form 1) with a detailed description and technical specifications of the goods/works/services required. The technical specifications must be sufficiently detailed that an interested bidder can clearly identify the type, quality, quantity, model, etc. of goods/works/services required, but not so specific as to eliminate competition. The ‘Invitation of quotation’ form must be signed by either the Head of the CBO or the Head of the CBO Procurement Committee before distribution.

2. The CBO Procurement Committee distributes the ‘Invitations of quotation’ to three or more potential bidders. All invitations must be distributed on the same day to allow sufficient time for the bidders to prepare their offers. A minimum of one week must be allowed between the distribution of the Invitations of quotation and the deadline for submission of offers.

3. Bidders must present their offers in sealed envelopes to the designated CBO at the location specified or designated member of the procurement committee can collect the quotations from the bidders before the submission deadline specified in the Invitation to Quote. A minimum of two members of the community will
form the Bid Opening Committee. (These members may or may not be from the CBO Procurement Committee. The Bid Opening Committee holds a formal ‘bid opening’ meeting. The bid opening meeting is usually held within an hour after the bid submission deadline. The bid opening meeting should be “public” (where bidders who may choose to participate in the bid opening would be free to participate) for Procurement of all Goods, Services and works. To encourage social audit, two to five members from the community who are not members of the CBO/CBO Procurement Committee may also choose to attend the bid-opening meeting as observers. The Committee members open the envelopes of the offers received before the submission deadline. A member of the Committee reads out the name of each bidder and the total amount of each offer. Each member of the Committee signs (or puts a thumb-print) with the date on each page of each opened offer. One member of the Committee prepares a minute of the bid opening meeting. The minutes lists the persons who participated in the bid opening, the number of offers received before the submission deadline, the names of the bidders, the bid prices, the number and names of the bidders whose offers were returned unopened due to submission of the offers after the deadline for receipt of the bids as stated in the invitation to quote. The opened offers are then provided to a Bid Evaluation Committee.

4. The offers must be evaluated by a Bid Evaluation Committee comprising a minimum of 3 members. This Committee may be the same as the CBO/CBO Procurement Committee or different but will not include the Head of the CBO. The majority of the members must ideally belong to the CBO itself. If none of the community members have the technical know-how required for the evaluation, one or two persons from the Forest Directorate, who possesses the required know-how will also form part of the Committee.

5. The CBO Bid Evaluation Form (Procurement Form 2) should be used for the evaluation of the offers. The price, delivery time, delivery place, compliance to the required technical specifications, warranty period (if any), and technical qualifications (expertise) and performance record of the bidders are aspects of offers that must be taken into consideration. The offer which is the lowest priced, technically complete offer from a qualified supplier/contractor is recommended for award of the contract by the Bid Evaluation Committee. In some cases there might be difference of opinion among the members of bid evaluation committee. In such cases the opinion of different members of bid evaluation committee may be recorded clearly and further decision would be taken by the Head of CBO to whom the case is put up for decision based on the recommendations of the majority members of the bid evaluation committee. In those cases where the contract is recommended to a bidder other than that with the lowest priced offer, a detailed justification must also be recorded by the Bid Evaluation Committee. The recommendations of bid evaluation committee are recorded in Form 2 and the
form is signed by all members of the Bid Evaluation Committee. This forms the recommendation of the Bid Evaluation Committee to the Head of the CBO.

6. The Head of the CBO may double check, with assistance from the Forest Coordinator (FC) (Beat Officer in most cases) from the Forest Directorate if necessary, to see whether the value of the offer selected is reasonable. He/she then accepts the recommendations of the Bid Evaluation Committee (these recommendations may be either unanimous or of the majority members of the bid evaluation committee) and the CBO proceeds with preparation of a Purchase Order (Procurement Form 3) for the selected bidder. The Head of the CBO holds the right not to accept the recommendations of the Bid Evaluation Committee if he/she has considerable proof that the evaluation process has been biased or unfair. In this case, the Head of the CBO may ask that the offers are re-evaluated by a newly formed Bid Evaluation Committee. Once the Purchase Order is prepared, it must be approved by the Head of the CBO before it is issued to the vendor. A copy of the purchase order will be retained by the CBO future reference.

7. On delivery of the ordered goods or completion of the ordered works/services, an inspection is to be made of the same by the CBO. Any discrepancies between the specifications in the purchase order and the goods/services/works actually delivered/rendered must be corrected by the vendor before any payments are made. If the goods/services/works provided do not meet the specifications in the purchase order and the vendor/service provider/contractor refuses to make the necessary amendments speedily, the CBO/CBO Procurement Committee may issue the vendor/service provider/contractor with a ‘rejection memo’. The memo effectively rejects the goods/services/works provided by stating how they do not meet the specifications and that payments will not be made for the same. If there is a discrepancy between only the quantities mentioned in the purchase order and that in the goods/services/works delivered, the Head of the Procurement Committee must record the discrepancy in the Receiving Report Box at the bottom of the Purchase Order, as well as any amounts to be deducted from the final payment. If the Head of the CBO or the Head of the Procurement Committee is satisfied with the goods delivered/works completed/services rendered, he/she signs the receiving report as accepted and the CBO Treasurer proceeds with payments for the same.

**Competitive Shopping Procurement Process**

<table>
<thead>
<tr>
<th>Step-I</th>
<th>Formation of a Purchase (Procurement) committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step-II</td>
<td></td>
</tr>
</tbody>
</table>


8. **Documentation:**
Documents to be maintained for Procurement at every level:
The following documents are to be kept for procurement of different items at the different level.

- Copy of Resolution of the concerned meetings for different procurement. (Register to be maintained)
- Quotation invited for the procurement (Wherever applicable)
- Bills and vouchers for all the purchase made.
- Cash book register
- Procurement register, which should depict the following points.
  - Date of Approval in the concerned meeting.
  - Name and quantity of items
  - Date of Purchase order.
  - Name of the Supplier/Service Provider/Contractor
  - If Contract (Period of Contract)
  - Total Budgeted and approved cost and quantity.
  - Detail list of items purchased with quantity and price
  - Details of goods received or works completed
  - Goods returned with remarks

9. **Training on Procurement Procedures**

Training on procurement procedures shall be imparted to the members of the community by the Project on procurement at regular interval the procurement Committee members will surely be trained on financial and procurement issues thoroughly.

10. **Social Disclosure**

To maintain community level transparency in procurement of Goods, Works, Services, the procurement committee will inform through a public notice board to the community at every stage so that everyone is aware of the procurement and can offer their suggestions and give useful information. The notice Board shall establish in common places accessible to all members of the community. In the notice Board it should also be mentioned that any member of the community can give his/her suggestion within three days of display in the notice Board.

A sample format of the public display Board is depicted vide annexure 1V
### Annexure I

**Procurement Form 1:**

**Invitation of Quotation**

Integrated Coastal Zone Management Project, West Bengal

<table>
<thead>
<tr>
<th>No.</th>
<th>Detailed Description of Goods/Works/Services Required</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price (Rs)</th>
<th>Total (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td></td>
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<tr>
<td>2</td>
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<td>3</td>
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<td>4</td>
<td></td>
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</tbody>
</table>

Delivery costs for all of above to the address mentioned above (Rs) =

If any, applicable taxes, duties and other levies for all above (Rs) =

Total payable for goods/works/services including taxes and delivery charges (Rs) =

**Instructions to Bidders:**

1. You are requested to submit your offer latest by _______ hours local time on ___/___/20___ at the address given at the top-right hand corner of this page.

2. Your quotation(s) should be valid for a period of ____ days from the date of receipt for quotation(s).

3. Bidders have to quote for the full quantity requested above or their offer will be rejected.

4. Bidders have to sign their quotation or their offer will be rejected. (Wherever possible, the offers must also be stamped).

5. Each bidder shall submit only one quotation.

6. The price should be quoted in Rs only.
7. Bidders to mention in their offer if any warranty is also provided for the requested goods/works/services.

8. The purchase order will be issued to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price before the expiration of the quotation validity period. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to submission of purchase order/contract award.

9. Payment will be made as per terms mentioned in the Purchase Order.

10. We look forward to receiving your quotations and thank you for your interest in the project.

Authorised by: 

___________________________

Signed by: 

___________________________

(Name & Signatures of CBO Procurement Committee) Name, Stamp (if possible) 

& Signature of Bidder
## Annexure II

### Procurement Form 2: Bid Evaluation Form

Integrated Coastal Zone Management Project, West Bengal

<table>
<thead>
<tr>
<th>No.</th>
<th>Description of Required Goods/Works/Services</th>
<th>Qty</th>
<th>Offer No.1</th>
<th>Offer No.2</th>
<th>Offer No.3</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Acceptable or Not Acceptable</td>
<td>Total Cost In Rs.</td>
<td>Acceptable or Not Acceptable</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
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<td></td>
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<td>2</td>
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<td>5</td>
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<tr>
<td><strong>Total</strong></td>
<td></td>
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</tr>
</tbody>
</table>

* Reasons for ‘Not Acceptable’ 1. Availability, 2. Delivery Time not suitable 3. Technical Suitability 4. Contractor’s Previous Relevant Experience, etc as applicable. Please indicate the relevant number if it is not acceptable.

Name & Signature of 1st Evaluator

Name & Signature of 2nd Evaluator

Name & Signature of 3rd Evaluator
## Annexure III

### Procurement Form 3: Purchase Order

**Integrated Coastal Zone Management Project, West Bengal**

**Procurement Form 3:** Purchase Order

<table>
<thead>
<tr>
<th>No.</th>
<th>Box 1.3A: Detailed Description of Goods/Works/Services Required</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price (in Rs)</th>
<th>TOTAL (in Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>2</td>
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<td>4</td>
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</tr>
</tbody>
</table>

Delivery costs for all of above to the address mentioned above (in Rs)=

Applicable taxes, duties and other levies for all above (in Rs)=

Total payable for goods/works/services including taxes and delivery charges (in Rs)=

### Terms and Conditions:

1. The prices indicated above are firm and fixed and not subject to any adjustment during contract performance.

2. The delivery should be completed as per above delivery date.

3. Payment to the supplier will be made on the satisfactory receipt of the goods/works/services and as certified by the Community Procurement Committee in Box 1.3B.

4. The Purchaser may cancel the Purchase Order if the Supplier fails to deliver the goods/works/services in accordance with the above terms and conditions.

**Authorized by:**

**Accepted by:**

____________________________
(Name, Stamp (if possible) & Signature of the CBO’S Procurement Committee)
BOX 1.3B:
RECEIVING REPORT BY HEAD OF CBO PROCUREMENT COMMITTEE

I have examined the goods delivered/services rendered/works completed and have found them in compliance with above specifications and recommend full payment for the same.

OR

I have examined the goods delivered/services rendered/works completed and have found them not in compliance with above specifications. The exceptions observed are:-----
-------------------------------------------------------------------------------------------------------------------------------------
Therefore I recommend a total payment of Rs________________________ only.

____________________________________________________________
(Name & Signature of Head of CBO / Procurement Committee)
(Date)
**Annexure IV**

**DISPLAY BOARD**

**Name of the CBO:**

**Development Progress as on ……..(Date : Last Date of………..(Month) (Year)**

**A. Activity Progress**

<table>
<thead>
<tr>
<th>Major Actions Planned</th>
<th>Progress During the Month</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Overall</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
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<tr>
<td><strong>Business Proposed (Name of Sub-Project)</strong></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
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<td>2.</td>
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<td>3.</td>
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<td><strong>Business Proposed (Name of Sub Project)</strong></td>
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<td>1.</td>
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<td>2.</td>
<td></td>
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<td>3.</td>
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</tbody>
</table>
B. Financial Progress (Amount in Rupees)

<table>
<thead>
<tr>
<th>Item</th>
<th>Opening balance</th>
<th>Amount received</th>
<th>Amount Utilised</th>
<th>Closing Balance</th>
</tr>
</thead>
<tbody>
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<tr>
<td>Total</td>
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</tbody>
</table>

C. Procurement Progress

<table>
<thead>
<tr>
<th>Item Purchased</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Price (Rs)</th>
<th>Total Value (Rs)</th>
<th>Name of Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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<tr>
<td>3.</td>
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<tr>
<td>Total</td>
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</tbody>
</table>
D. Notice for Meeting

<table>
<thead>
<tr>
<th>Notice of Meeting</th>
<th>Date</th>
<th>Venue</th>
<th>Who Should Attend</th>
<th>Main Agenda</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

E. Important Announcements:

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