

**Office Order**

**Sub: Guidelines for Payments to Consultants (IPMC, DSC's) under RUSDIP.**

The bills submitted by Consultants for payment needs to be supported with relevant / required documents. The consulting firms are required to provide supporting documents / certificates by the firm / Team Leader to ensure that resources / quantities have been utilized by the firm for performance of the project and timely completion of task assigned to them. The following guidelines should be followed in submission of bills by the IPMC & DSC's and for making payments by PMU.

1. The consultants are engaged on the QCBS method & in this method ADB does not allow rate reduction in rates quoted in **competitive items** which includes Remunerations, Out of Pocket Expenses (Housing & Per Diem, Travels, Office operation & maintenance, Communications and Documentation). Accordingly, all payments should be made on the quoted rates of the firm as detailed in the Contract with out any specific vouchers of payment made by the firm but with establishing the quantity of claim proposed by the supporting document while recommending/ making payments for performance of the services under the contract. The following guidelines and checklist should be adhered for the payments to the consultants under QCBS system.

**2. Remuneration:**

- (a) Chargeable rate of Remuneration:** Remuneration for the position described in the Contract Agreement shall be fixed for the duration of Contract. There shall be no negotiation for the replacement (as per clause 4.2) equivalent / better than original agreed/approved person for that particular position. Accordingly the rates agreed for the specific positions in the Contract shall be payable for the period of the services provided by the Consultants. The payment will be considered for only agreed original person / replaced person for the agreed position.

In case of new positions, the rate agreed by the PMU for the person on the particular position will be payable to the firm at the time of his CV approval.

CV for the other than key experts, Senior Support Personnel, Support Engineers / Architect will not be required to be submitted by the firm and their payment will be made as per agreed rates in the Contract with out any such approval of individual CV.

The approval letter for the CV other than the originally agreed person (which requires approval from the competent authority for the individual position for new positions, replaced persons / support engineers/architect) should be enclosed with first bill submission of such personnel.

- (b) Holiday:** Government of Rajasthan holiday should be considered as holiday for payment purposes. However due to requirement of the project the consultants may require to work on the holidays for which no overtime will be paid in accordance to Contract Agreement clause 4.3 (b).
- (c) Working Hours:** Office working hours should be in such a manner that there are 8 working hours is available in a day; preferably office timings may be kept from 9.30 AM to 6.00 PM & lunch from 1.30 to 2.00 PM. No overtime will be paid in case of work required to be done beyond the office time for project performance as in accordance to Contract Agreement clause 4.3 (b).

**(d) Attendance:** Proper attendance register has to be maintained at each town and the visit to other project town by the person has to be specifically marked in the register on daily basis. It should be ensured by the Team Leader at DSC head quarter and senior most personnel at other places. The concerned officer in-charge of the city / Project Manager IPIU should have a regular check on to it. Leave should also be specifically mentioned in the register on the same day for the personnel being on leave and the tour with place in case of leaving Head Quarter for project performance in the Project area or as agreed by the client. No column before the current day should be left blank.

The deduction of 1/30 will be made for each leave day for the absent days in a month and for the holidays in continuation to availed leave if the person is not at Head quarter / Project area on the holidays & in case of person being absent on continuous days consisting of holidays in between will be considered absent including the holidays. The copy of monthly attendance sheet should be enclosed with the monthly bill.

**(e) Joining Report:** Every mobilization, de-mobilization and joining report of personnel has to be specifically addressed through letter by the team leader of the firm to the Project Manager, IPIU and PMU and should be enclosed in the bill with his first payment.

**(f) Time & Work sheet:** Time and work sheet of individual person has to be filled up on regular basis mentioning the work carried out, place of work and place of night stay for the support of per diem for visit beyond the Head Quarter. The timesheet of each person should be invariably enclosed with the bill for payment. In specific cases where the person left the organization or has been out due to very specific reason, the time of work has to be confirmed and specifically certified for the work done in totality by the Team Leader for the above purposes.

**3. Out-of-Pocket Expenses – Competitive items:**

**a) Housing & Per Diem:** For all experts and support staff, the payment of housing allowance will be made on the basis of the service period of each person proportionately on monthly basis for which remuneration has been agreed. In the initial month the concerned need to provide a self certification of his residential address or as and when there is any change of address, which is not required to be provided in the later month bills. The Per Diem will be reimbursed for the visits inside and outside the project area (all cities under that DSC) in case of night halts only in accordance to the submission of the time sheet and verification by officer in-charge of the city or Project Manager IPIU or PMU.

**b) Travels: - (i) Experts -** As per the Contract Agreement the experts will be provided with vehicles which will be used as a pool for other key personnel also for the performance of the services. The consultant shall have to maintain vehicles for key personnel on lump sum monthly basis for all local travels including travels to the project area. In general a vehicle at each town may be provided which can be pooled during the design work (ie up to Dec-2008) where as during construction it shall be utilized for the particular town. These vehicles in total should not exceed by five numbers per month in each DSC. This can be revised by PMU as per requirement with specific order.

The Team Leader has to furnish the following information with every monthly bill for each vehicle under this head: -

Date	Movement of Vehicle (Location)	Person using the vehicle ( Signature / Designation)	Night stay place of vehicle

The Team Leader should make a note of certification on the time sheet of each vehicle that **"It is certified that the above vehicle no. ----- has been judiciously used for the project performance and had been actually utilized for the verified days for claim under the Contract."**

No deduction of payment is to be made on account of government holidays. However, the deduction of 1/30 will be made for each leave day for the absent days in a month and for the holidays in continuation to availed leave if the vehicle is not at Head quarter / Project area on the holidays & in case of vehicle being absent on continuous days consisting of holidays in between will be considered absent including the holidays.

The vehicle in general is not required to be used on holidays but it should be always available for project works in the project area in case required, and in such cases where vehicle is not available for the project purposes on the holidays, the deduction will be made for such holidays.

The vehicle engaged should either be registered in the name of the firm or should be the registered commercial vehicle.

- (ii) **Support Engineers/Architects:** The contract has provision of making payment of vehicle allowance on the quoted rates by the firm in the Agreement per man-month for motor-cycle or two-wheeler for Support Engineers for project performance; hence no cost of conveyance vehicle will be considered for Support Engineers from the four wheelers for the local conveyance.

For support engineer, self certification by the person using the vehicle with vehicle number should be submitted i.e. **"It is certified that I Mr. /Ms..... (name of the person) has used the vehicle no.....for the project performance during my services under the project in the month of ..... )"** in the **initial month individually.** This should be duly counter signed by the TL for each case for payment purposes. The period of payment will not exceed the payment of days agreed in remuneration for the person. However for later month payments this certificate with the list of persons and the vehicle number used may be certified on consolidated basis by the Team Leader or the highest level person positioned in the particular town.

Inter city travel has to be certified on the basis of attendance register/ work & time sheet and verification from the Project Manager, IPIU or PMU.

**c) Office operation / maintenance :**

**In case of DSC** - The Consulting firm has quoted rates for all office expenses including office rent, furnishing, operation and maintenance, watch & ward, cleaning, office phone & fax bills, internet charges, electric & water charges, etc.

The team leader of DSC consulting firm should certify that all above functions are being carried out to run the office smoothly for their claims as mentioned above for making the payment on the quoted rates under the OPE of the Contract as **" It is certified that the firm has established its furnished office in the town namely -----, and carried out smooth functioning by providing facilities like operation and maintenance, watch & ward, cleaning, office phone & fax, internet, electricity & water supply"**.

**In case of PMC** - Considering the provision in the Contract of PMC, the team leader of PMC consulting firm should certify that **" It is certified that the firm has established and carried out smooth functioning of the office by providing facilities like Office Operation & Maintenance (including low height wooden partitions, curtains and sofa, if required), engaged one security personnel for watch & ward; cleaning; operation & maintenance of equipments, consumables like stationery, CDs, Toners/ Cartridges, office phone & fax, internet, AMC of the equipments etc. excluding office rent, water & electricity charges provided by RUIDP; documentation including**

**consumables, photocopying, monthly progress reports, quarterly progress reports, draft project completion report, project completion report in required copies, routine correspondence etc."**

- d) Communications:** The expenses for communication is payable for key personnel, Senior Support Personnel & Support Staff (Technical) only as per Contract Agreement. For all experts and support staff, the payment of communication will be made on the basis of the service period of each person proportionately on monthly basis.

The Team Leader has to submit certificate for their use in the project performance by the concerned person by preparing a list of the persons and their mobile numbers for the claimed month mentioning that **"It is certified that the above persons has used the above mobile numbers for the performance of the project"**.

- e) Documentation:** The payments under this head will be made on the basis of submission of the specific documents, with all supporting details mentioned in the Contract in soft copy / five hard copies duly approved by the RUIDP on the agreed rates in the Contract.

**4. Non-Competitive Components – Provisional Sum:** Following are the non competitive items **under provisional sum** (i) Documentation & Production Charges, (ii) Office equipment, (iii) Surveys, Tests and Investigations, (iv) Workshops and seminar, (v) Miscellaneous travels and Contingencies. The following procedure may be adopted for the payments:

- (a) All expenditures under the project, which are to be paid under provisional sums on actual basis, shall be done maintaining financial proprietary. The Financial proprietary means purchasing of any article from open market on most competitive rates based on at least three quotations but without calling tenders. Consulting firm has to provide certificate that material is purchased on lowest rate in the market. The firm is required to submit original bills duly verified by the Team Leader / firm for reimbursement of payments under this head.
- (b) All equipment, furniture items, documents, reports and other articles purchased by the firm from the project fund shall be property of RUIDP. Proper stock register of purchases and store articles shall be maintained by firm in each town and shall be made available for stock verifications as required. The entry of the stock register should be invariably mentioned on the body of the original verified bill by the Team Leader / firm to be submitted for the payment.
- (c) At the end of Contract, the firm will hand over all these articles and equipment in working conditions to the RUIDP.
- (d) Following expenditures shall fall under provisional sums and shall be reimbursed on actual basis.**

**Documentation and Production Charges: For DSC's;** cost for Documentation include all consumables, photocopying and outsourcing cost required for Preparation of concept reports, engineering reports, bidding documents, monthly progress reports, quarterly progress reports, draft project completion report, project completion report in required copies, special reports as required by client, maps & plans as required for project services, routine correspondence, miscellaneous correspondence, etc.

**For PMC;** it will cover the cost other than mentioned in the head of O&M under competitive items and Documentation and production charges cost for outsourcing cost required for procuring engineering reports (like codes, books, journals, secondary data etc.); copies of the final bidding documents & contract documents; special reports as required by client; procurement, copying and digitization of maps & plans as required for project services and any other reports as directed by the client.

**Office equipment: In case of DSC's** - All necessary office equipment and furniture like computer hardware, printers, software, networking and consumables

like cable, CDs, Toners, maintenance & up-gradation of the system, fax machines, EPABX, photocopier, ACs, chairs, tables etc. shall be purchased by the consulting firm. Purchases shall be made in consultation with the RUIDP. The firm will assess the requirement and specifications of the equipment to be procured and have approved by RUIDP before purchase. **In case of PMC-** All necessary office equipment and furniture like computer hardware, printers, software, networking, up-gradation of the system, fax machines, EPABX, photocopier, ACs, chairs, tables, cabinets and file racks etc. shall be purchased by the consulting firm. Purchases shall be made in consultation with the RUIDP. The firm will assess the requirement and specifications of the equipment to be procured and have approved by RUIDP before purchase.

The consultants need to take permission/ approval before purchasing office equipment for the performance of the project amount more than 3,000/-.

**Surveys, Tests and Investigations:** The DSC in consultation with PMU shall work out the necessity of these items. The requirement and quantity shall be approved by IPIU/IPMU and shall be executed from the agencies having expertise in the field. The work of various tests / surveys etc. will be done as per sound engineering practice and as per relevant BIS, AWWA Specifications / Manuals, Standard Specifications of RUIDP etc. The charges for conducting surveys, tests in laboratories and field investigations shall be reimbursed to the firm based on actual receipts with in the approved rates / ceiling rates from RUIDP.

The copy of work order, approval from PIU/PMU and the detail of survey work has to be entered in the Measurement Book and should be verified by the Officer In-charge IPIU for payment and enclosed with the bill.

**Work shops and seminars:** The expenditures made on meetings, seminars and workshops etc. with the approvals/verification of IPIU/IPMU shall be reimbursed based on actual.

**Miscellaneous travel:** The cost of vehicle transportation for miscellaneous travels required for inspections by the project authorities, ADB for monitoring and performance of the work.

The cost of transport for key personnel will be eligible for economical class air travel where as the other staff will be eligible for III AC sleeper or II AC Chair-car by trains / deluxe buses required for performance of the services to visit the other towns and attend meetings at Jaipur and IIIrd party inspections etc. with the approval of the Project Manager (Executive Engineer, IPIU) / PMU. Lump sum expenses such as cost of transportation to and from airport/ railway station/ bus stand etc. at a fixed rate of Rs. 300/- per air trip and Rs. 150/- per Train / Bus travel will be reimbursed on the self certification of this expenditure by the person for each trip.

The payment will be considered for actual number of trips required for initial / intermittent mobilization & demobilization of the consultants duly agreed by the RUIDP, along with other miscellaneous travels agreed by RUIDP for performance of services. These will be reimbursed on the actual basis by submission of the travel ticket & boarding pass (in case of air travel) under the provisional sum.

5. All bills submitted for the payments should be verified by the Team Leader / Firm on the body the bills / certifications.
6. The payment of the housing allowance, per-diem, vehicle allowance and communication allowance should not exceed the days of verified remuneration in that month. **The bills of the competitive items should be produced with the bills of Remuneration by the firm by 15<sup>th</sup> of next month with all anticipated approvals (Non-approval**

cases should not be claimed till approval is received). The bills under provisional sum should be submitted separately supported by the all required documents as detailed above.

Summarizing the required documents as above, following check list must be submitted with each bill:

S. No.	Particular of item	Page No.	Remark
	<b>Remuneration</b>		
1.	Abstract of approved months and costs / consumed / remaining period and cost allocation.		
2.	CV approval letter for other than the originally agreed person with their first bill.		
3.	Copy of joining report and letter of mobilization and demobilization of intermittent personal with specific approval of IPIU/PMU.		
4.	Copy of Attendance register duly certified & verified		
5.	Copy of Time & Work sheet		
	<b>Out-of-Pocket Expenses</b>		
6.	<b>Housing &amp; Per Diem allowances-</b> Initial certificate of address / change of address.		
7.	<b>Travels:</b> Certificate for individual vehicle charges claimed in the format.		
8.	Certificate for vehicle allowances claimed for Support Engineers in initial month and comprehensive certificate in later month bills.		
9.	Certificate for Office operation / maintenance		
10.	Certification for Communications claimed		
11.	Other required relevant certificates/ copy of approval letters etc.		

This circular should be abided by all the members of IPMU, IPIU, IPMC and DSC.

Sd/-  
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