

NEW MANGALORE PORT TRUST

CIVIL ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE FOR CONTRACTORS BILL PAYMENT

Running Account Bill for conservancy, horticulture, railway track maintenance, pump operation upkeepment of toilet blocks and running account bills of other works viz., construction, renovation, miscellaneous works etc., including final bill

- I. Contractor has to submit the bill on monthly basis on or before 15th of every month for the work carried out for the previous month.

- II. The bill shall be enclosed with pay slip, Attendance Register signed by the supervising officer, Bank payment details etc., of the work for which bill is claimed and ESI/EPF payment challans with Annexure of payment employee wise of the preceding month along with necessary approvals. In case of deficiency in documents the bills shall be returned to the contractor within 3 days recording reasons for rejection. Recovery of LD, Penalty etc., shall be made for non-compliance of contract conditions.

- III. Joint measurement should be taken promptly for all works by the concerned Assistant Engineer or Assistant Executive Engineer along with contractor and make the entries into the MB book within first week of next month. The AE/AEE would check the measurements and preparation of abstract and certify within 5 working days of the joint measurement and submit to the AEE/Executive Engineer.

The work shall be certified by the concerned user department.

The concerned engineer shall ensure all terms and conditions of the tender/agreement/contract are followed. Port internal auditors to check the contract bills as per the scope or internal audit.

- IV. The Executive Engineer/superintending Engineer (Civil) shall countersign the measurements and forward the bills with MB books within 4 working days to the Finance Department. In total within 9 working days from the date of submission of the bill or invoice of the contractor in complete shape shall be submitted to Finance Department by Executive Engineer office.
- V. The concerned Engineers may ensure that contractor has to make payment to all workers as per minimum wages act on or before 7th day of each month through electronic mode to the bank accounts of workers.

Finance Department shall process the bill and pay within 5 working days from the date of receipt of the bill complete in all respect. In case any deficiency the bill shall be returned to the concerned engineer immediately.

For running accounts bills of other work as detailed below.

- VI. The bills for other Construction/Renovation/Miscellaneous works which are not paid on monthly basis the Contractor has to submit the bill within 7 days of joint measurement taken along with the concerned Engineer. The Engineer has to ensure that joint measurement to be completed within 7 days of completing of part work / running work. The concerned Engineer i/c shall check and make entries into bill/M.B within 10 days of submission of the interim bill and submit to Executive Engineer/ Superintending Engineer (Civil). The Executive Engineer/ Superintending Engineer (Civil) shall check the bills and after certification of the quantities as per manual shall forward to the Finance Department within 3 working days. The Contractor and Assistant Engineer both jointly complete the measurements, if Contractor due to any reason does not attend/avoid joint survey/measurements the Executive Engineer shall give notice to the contractor to be present at the site for joint measurement within 7 days notice. If the contractor fails to attend the joint measurement second notice shall be issued to the contractor to attend the joint measurement within 3 days failure to attend the site for joint measurement the Assistant Engineer and AEE or EE would record the reason and complete the measurements in a transparent manner departmentally and submit the bill.

VII. Entries shall be made into the Bill Register maintained at the office of the Executive Engineer and would contain details viz., bill/invoice number, date of submission of the invoice, name of the Contractor, name of the work, date of the bill forwarded to Finance Dept., If bill is in order the concerned Executive Engineer will forward the bill to the Finance Dept., with a concurrence of Superintending Engineer (Civil) within 9 working days from the date of receipt of the bill **(both hard copy and through ERP)**. In case the bill received in Executive Engineer's office is not in full shape the same has to be returned to the contractor within 3 days by recording the reasons for rejection. If the error in the bill is of minor correction, instead of delaying the payment, the contractor can be allowed to correct the bill on the spot with recorded reasons.

VIII. **Final Bill payment**

1. The contract shall submit the final bill/invoice within 60 days from the date of completion of the work with all the enclosures viz., PF/ESI contribution, and detail measurements with any recoveries. The Contractor and Assistant Engineer both jointly complete the measurements: if Contractor due to any reason does not attend/avoid joint survey/measurements the Executive Engineer shall give notice to the contractor to be present at the site for joint measurement within 7 days. If the Contractor fails to attend the joint measurement second notice shall be issued to the contractor to attend the joint measurement within 3 days. Failure to attend the joint measurement the Assistant Engineer/Assistant Executive Engineer (Civil)/EE(C) would record the reason and complete the measurement in a transparent manner departmentally and submit the bill within 60 days.

Finance Department shall process the bill and pay within 5 working days from the date of receipt of the bill complete in all respect. In case any deficiency the bill shall be returned to the concerned engineer immediately.