

**GOVERNMENT OF TRIPURA  
PUBLIC WORKS DEPARTMENT**

No.F. 28(1)/MC/PWD/2011/1019-27

Dated, Agartala, 04.05, 2019

**MEMORANDUM**

It has been decided for training of master trainers on application viz. WAMIS, developed by C-DAC, Pune regarding works and accounts systems. To start with the process of billing and also for physical progress of works through online system, training programme of master trainers will be held during May 13<sup>th</sup> to 16<sup>th</sup> at ITCC, Netaji Chowmuhani, PWD, Agartala, Tripura. All Superintending Engineers of PWD (R&B) with field jurisdiction (SE-I, II,III,IV & V) are requested to nominate 3(three) Junior Engineers under their Circle or Divisions to attend the said training programme, who on completion of training will be attached with responsibilities for implementation of the same under all Divisions of the concerned Circle. While nominating the engineers, it may please be ensured that the officials are having basic knowledge of computer.

The same officials may also be advised to carry data /details related to minimum three works including bills as per details given in the link <https://pwd.tripura.gov.in/pwd/index.php/circulars> so as to complete the same assignment during their training programme as pilot projects. The officials will be entitled for their TA/DA as per prevailing rules of the state government.

All SEs are further advised to nominate the officials accordingly with instruction to all concern to report to ITCC, PWD, Netaji Chowmuhani on 13.05.2019 at 11.00 am. For any further query, the nominated officials may contact the project officials of C-DAC Pune posted at Agartala ( Mr. Binoy Debnath- 9436951115/ Sri Sudip Datta- 7005275915).

  
(Susanta Dutta)  
Dy. Secretary, PWD

To:

Superintending Engineer, PWD(R&B), 1<sup>st</sup> Circle, Kumarghat /2<sup>nd</sup> Circle, Agartala/3<sup>rd</sup> Circle, Udaipur/ 4<sup>th</sup> Circle Agartala/ 5<sup>th</sup> Circle Ambassa

Copy to:

1. P.S. to Principal Secretary, PWD.
2. Chief Engineer, PWD (R&B)
3. Chief Engineer, PWD (Buildings)
4. ITCC, PWD, Netaji Chowmuhani, PWD

**WORKS MANAGEMENT SYSTEM, DATA FORMAT****NAME OF WORK:-**

| <b>ADMINISTRATIVE APPROVAL</b>    |                                    |    |                                 |
|-----------------------------------|------------------------------------|----|---------------------------------|
| 1.                                | Approval Number                    | :- |                                 |
| 2.                                | Approval Date                      | :- |                                 |
| 3.                                | Approving Authority                | :- |                                 |
| 4.                                | Approving Office                   | :- |                                 |
| <b>ES APPROVAL</b>                |                                    |    |                                 |
| 5.                                | ES Approval Number                 | :- |                                 |
| 6.                                | ES Approval Date                   | :- |                                 |
| 7.                                | ES Approving Authority             | :- |                                 |
| 8.                                | ES Office                          | :- |                                 |
| 9.                                | ES Amount                          | :- |                                 |
| 10.                               | Head of Account with Demand Number | :- |                                 |
| <b>TECHNICAL SANCTION DETAILS</b> |                                    |    |                                 |
| 11.                               | TS No/Work Order Number            | :- |                                 |
| 12.                               | TS Date                            | :- |                                 |
| 13.                               | TS Office                          | :- |                                 |
| 14.                               | TS Authority                       | :- |                                 |
| 15.                               | TS Amount                          | :- |                                 |
| 16.                               | TSR Year                           | :- |                                 |
| 17.                               | Specification                      | :- | MORD/MORTH/CPWD/STATE PWD       |
| 18.                               | Time Period In                     | :- | Month/Days                      |
| 19.                               | Time Period                        | :- |                                 |
| 20.                               | Land                               | :- | Yes/No                          |
| 21.                               | Tools & Plant                      | :- | Yes/No                          |
| 22.                               | Method                             | :- | By Contractor/By Departmentally |

| <b>TENDER DETAILS</b> |                  |    |  |
|-----------------------|------------------|----|--|
| 23.                   | PNIT No          | :- |  |
| 24.                   | Tender Type      | :- |  |
| 25.                   | Estimate Amount/ | :- |  |

|                             |                            |    |                       |
|-----------------------------|----------------------------|----|-----------------------|
| 26.                         | Tender Opening Date        | :- |                       |
| 27.                         | Approving Authority        | :- |                       |
| 28.                         | Contractor Class           | :- |                       |
| 29.                         | Bid Type                   | :- | Single Bid/Double Bid |
| 30.                         | Technical Bid Opening Date | :- |                       |
| 31.                         | Price Bid Opening Date     | :- |                       |
| <b>PBC DETAILS (IF ANY)</b> |                            |    |                       |
| 32.                         | Conference Date            | :- |                       |
| 33.                         | Venue                      | :- |                       |
| 34.                         | PWD Attendees              | :- |                       |
| 35.                         | Contractor Representatives | :- |                       |
| 36.                         | Tender Condition Modified  | :- | Yes/No                |
| 37.                         | Changed NIT Conditions     | :- |                       |
| 38.                         | Minutes Issue Date         | :- |                       |

|                          |                                    |    |                             |
|--------------------------|------------------------------------|----|-----------------------------|
| <b>QUOTATION DETAILS</b> |                                    |    |                             |
| 39.                      | Contractor Name                    | :- |                             |
| 40.                      | Estimated Cost                     | :- |                             |
| 41.                      | Quotation in Amount/<br>Percentage | :- | Amount (Rs.)/Percentage (%) |
| 42.                      | Total Quoted Amount                | :- |                             |
| 43.                      | Quoted% (Above Below/At<br>Par)    | :- | Above /Below/At Par         |
| 44.                      | Quoted Percent                     | :- |                             |

#### **AWARDING OF CONTRACT DETAILS**

|     |                                           |    |                                 |
|-----|-------------------------------------------|----|---------------------------------|
| 45. | Contractor Name                           | :- |                                 |
| 46. | Agreement No                              | :- |                                 |
| 47. | Work Order No                             | :- |                                 |
| 48. | Accepting Authority                       | :- |                                 |
| 49. | PWD Sub-Division Name                     | :- |                                 |
| 50. | PWD Section Office Name                   | :- |                                 |
| 51. | Date of Commencement As<br>Per Work Order | :- |                                 |
| 52. | Time Period In                            | :- | Month/Days                      |
| 53. | Work Period                               | :- |                                 |
| 54. | Stipulated Date of<br>Completion          | :- |                                 |
| 55. | Agreement Type                            | :- | Percent Rate /Auction/Item Rate |
| 56. | Estimated Cost                            | :- |                                 |
| 57. | Quoted Amount                             | :- |                                 |

|     |                                    |    |  |
|-----|------------------------------------|----|--|
| 58. | Is Rebate Allowed                  |    |  |
| 59. | Accepted Tender Other Than Lowest? | :- |  |
| 60. | Final Quoted Amount                | :- |  |
| 61. | Is Work Advance Applicable         | :- |  |
| 62. | Is Secure Advance Applicable       | :- |  |
| 63. | Accepted Percent                   | :- |  |

**Works Execution Details**

|    |                             |  |  |
|----|-----------------------------|--|--|
| 65 | Works Completed (In %)      |  |  |
| 66 | Present Status Of Work      |  |  |
| 67 | Expected Date Of Completion |  |  |

The User should bring the data of each work in above mentioned format. To prepare the bills through the system application the followings are required, which are also to be carried by each participant.

1. Abstract of MB Pages of last RA/First& Final bill with payment details (including the pages showing the payment against Hand Receipt and recovery details).
2. The BoQ of each work should be As per the bellow format **in MS excel worksheets**

| Item Code | Item Description | Quantity | Rate | Unit | SOR Year |
|-----------|------------------|----------|------|------|----------|
|           |                  |          |      |      |          |
|           |                  |          |      |      |          |
|           |                  |          |      |      |          |