



**Computerization of JMC (Heritage & Greater) by
Jaipur Smart City Limited, Jaipur**

USER MANUAL FOR WORKS INFORMATION MANAGEMENT SYSTEM (WIMS)

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Revision and Sign-off Sheet

Change Record

Date	Author	Version	Change reference
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Client Review

Name	Version approved	Position	Date

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1 Roles and Responsibility

1.1 Administrative and Financial Sanction:

1.1.1 Roles

Module	Role	Processes
A&F Sanction	Mayor	Review Comments in Note sheet Send Forward/Back / Approve
	Commissioner	Review Comments in Note sheet Send Forward/Back / Approve
	Add. Commissioner	Review Comments in Note sheet Send Forward/Back / Approve
	Chief Accounts Officer	Review Comments in Note sheet Send Forward/Back
	Assistant Accounts Officer	Budget details Assign Internal Review Comments in Note sheet Send Forward/Back
	Chief Engineer	Review Comments in Note sheet Send Forward/Back
	Add. Chief Engineer	Review Comments in Note sheet Send Forward/Back

A&F Sanction	Superintendent Engineer	Review Comments in Note sheet Send Forward/Back
	Executive Engineer	Review Comments in Note sheet Send Forward/Back
	Assistant Engineer/Junior Engineer	Create Assign Review Prepare Cost Estimate – Rough/Detail Internal Review Comments in Note sheet Attachments Send Forward

1.1.2 Responsibility

Functional Domain	Preparation & Approval of Administrative & Financial Approval
Script name	Create Work & Estimate
Purpose	The User Manual document is prepared for the JMC Engg., Accounts & Administrative Department. It covers the standard process of preparation of A&F: - Create A&F work and maintain the records in system
Environment	JMC – Staging Environment
Data requirements	Location details, Technical Checklist, BSR, Non-BSR items
Dependencies	NA
Scenario	Create, Edit, Estimate – Rough/Detail, Attachment of A&F project

1.2 Technical Sanction

1.2.1 Roles

Module	Role	Process
Technical Sanction	CE	Review Assign Send Forward/Back Approve
	ACE	Review Assign Send Forward/Back Approve
	SE	Review Assign Send Forward/Back Approve
	EE	Assign Review Send Forward/Back Approve
	AE/JE	Prepare estimate Edit Internal Review Send Forward Send for Approval

1.2.2 Responsibilities

Functional Domain	Technical Sanction
Script name	Prepare Technical Sanction
Purpose	<p>The User Manual document is prepared for the JMC Engg., Accounts & Administrative Department. It covers the following: -</p> <ol style="list-style-type: none"> 1. Create Technical Sanction
Environment	JMC – Staging Environment
Data requirements	Approved A&F, Detail Estimate
Dependencies	Estimate, Tender, Billing
Scenario	Preparation of Technical Sanction

1.3 Tender Document (DTP):

1.3.1 Roles

Module	Role	Processes
Tender Document (DTP)	EE	Review, Approve
	AE/JE	Create, Edit, Send for Approval

1.3.2 DTP: Responsibilities

Functional Domain	Tender Document (DTP – Draft Tender Paper)
Script name	Preparation of Tender Document
Purpose	The User Manual document is prepared for the JMC Engg., Accounts & Administrative Department. It covers the following: - 1. Create Tender/E-BID document
Environment	JMC – Staging Environment
Data requirements	Approved TS.
Dependencies	Tender, Billing
Scenario	Preparation of Tender Document / Draft Tenders Papers.

1.4 Contract Management:

1.4.1 Roles

Module	Role	Processes
Contract Management	Mayor	Review Comments in Note sheet Send Forward/Back / Approve
	Commissioner	Review Comments in Note sheet Send Forward/Back / Approve
	Add. Commissioner	Review Comments in Note sheet Send Forward/Back / Approve
	Chief Accounts Officer	Review Comments in Note sheet, Send Forward/Back
	Assistant Accounts Officer	Internal Review Comments in Note sheet Send Forward/Back
	Chief Engineer	Review Comments in Note sheet Send Forward/Back
	Add. Chief Engineer	Review Comments in Note sheet Send Forward/Back
	Superintendent Engineer	Review Comments in Note sheet Send Forward/Back

Contract Management	Executive Engineer	Review Comments in Note sheet Send Forward/Back
	Assistant Engineer/Junior Engineer	Create Letter of Acceptance Upload/Download Agreement Create Work Order Internal Review Comments in Note sheet Attachments Send Forward

1.4.2 Responsibilities

Functional Domain	Contract Management
Script name	Preparation of Tender Document
Purpose	The User Manual document is prepared for the JMC Engg., Accounts & Administrative Department. It covers the following: - <ol style="list-style-type: none"> 1. Create Letter of Acceptance 2. Create Work Order
Environment	JMC – Staging Environment
Data requirements	Tendering, L1 Bidder details, BID Checklist
Dependencies	Tender, Billing
Scenario	Preparation of LOA & Work Order

1.5 Billing Management:

1.5.1 Roles

Module	Role	Processes
Billing Management	Commissioner	Review Comments in Note sheet Send Forward/Back / Approve
	Add. Commissioner	Review Comments in Note sheet Send Forward/Back / Approve
	Chief Accounts Officer	Review Comments in Note sheet, Send Forward/Back
	Assistant Accounts Officer	Internal Review Prepare Running/Final Bill Comments in Note sheet Send Forward/Back
	Chief Engineer	Review Comments in Note sheet Send Forward/Back / Approve
	Add. Chief Engineer	Review Comments in Note sheet Send Forward/Back / Approve
	Superintendent Engineer	Review Comments in Note sheet Send Forward/Back / Approve
	Executive Engineer	Review Comments in Note sheet Send Forward/Back / Approve

Billing Management	Assistant Engineer/Junior Engineer	Create Record Entry Prepare Measurement Abstract Create Running/ Final Bill Create Time Extension Create Work Completion Internal Review Comments in Note sheet Attachments Send Forward
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1.5.2 Responsibilities

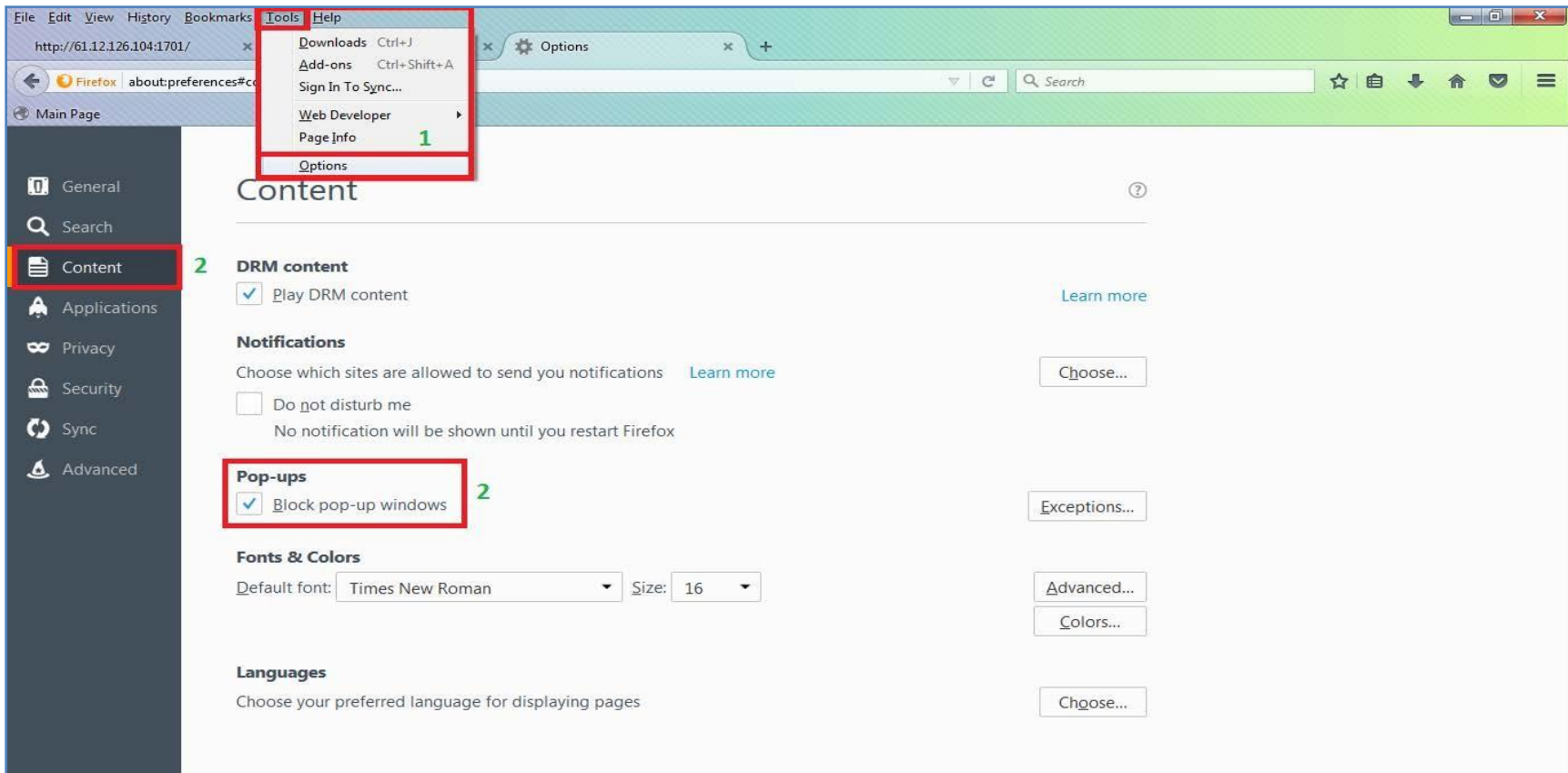
Functional Domain	Billing Management
Script name	Preparation of RE, Measurement Abstract, Running/ Final Bills, Time Extension, Work Completion
Purpose	The User Manual document is prepared for the JMC Engg., Accounts & Administrative Department. It covers the following: - <ol style="list-style-type: none"> 1. Prepare Measurements 2. Prepare Running/Final/Advance payment/ Mobilization bills 3. Issue Completion Certificate 4. Issue Work Extension
Environment	JMC – Staging Environment
Data requirements	Approved WO, Item Measurements, Payment Checklist
Dependencies	Tender, Billing
Scenario	Preparation of Tender Document / Draft Tenders Papers.

2 How to Login WIMS Application

Step 1: Open Internet Explorer or Chrome or any other Browser on your machine and “Turned off the Pop-Up Blocker”.

To turn off pop up blocker follow the below steps:

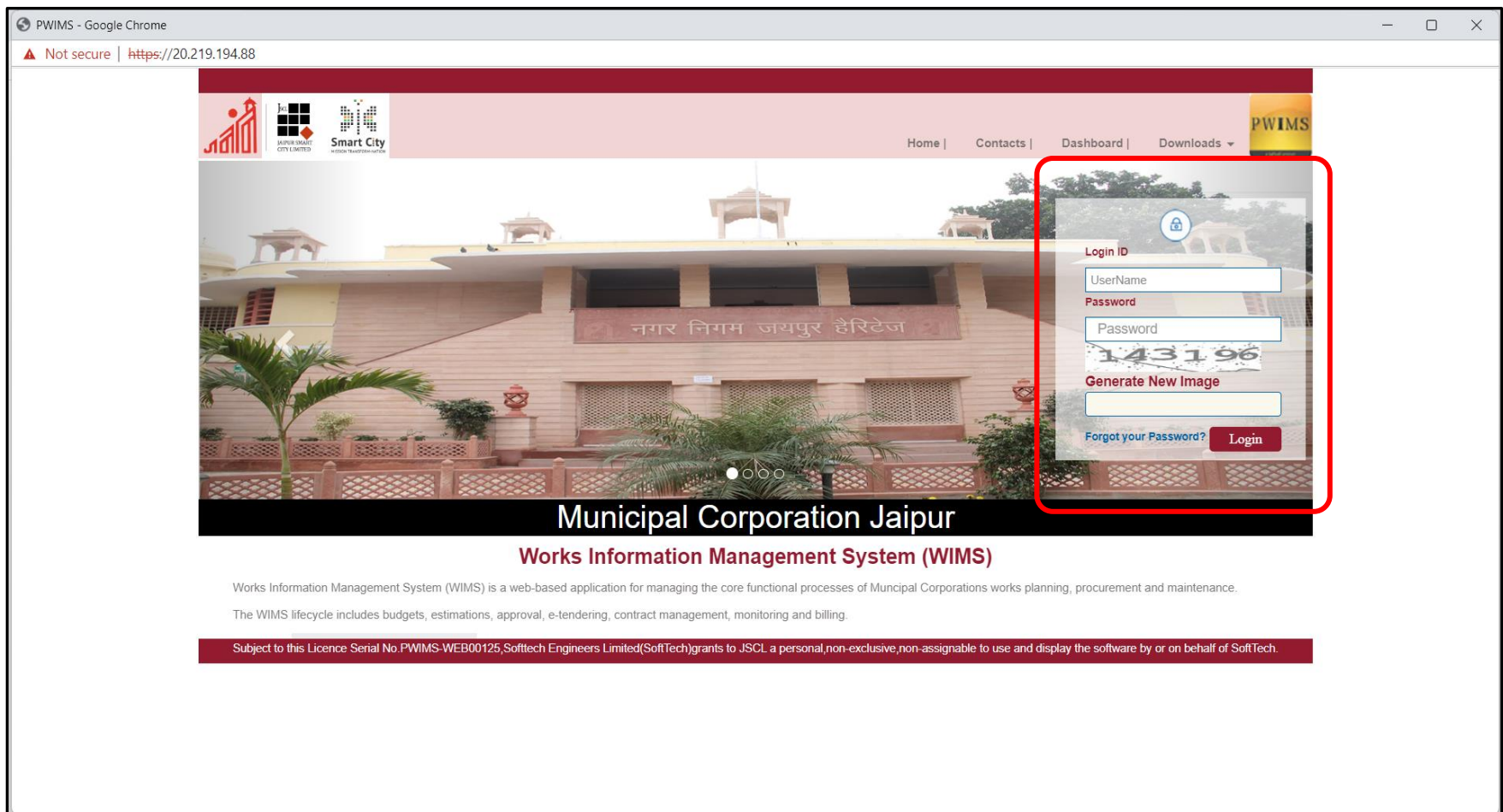
- i) From the Tools menu, select Options.
- ii) From the Content tab, uncheck Block Popup Windows and click "OK".



Step 2: Enter URL in address bar of browser - <https://20.219.194.88/Index.aspx>



Step 3: Login Page will be displayed as below.



Step 4: Enter User Name.

Step 5: Enter the password (the password that you use to login into system).

Step 6: Enter Captcha Code.

Step 7: If you want the browser to remember your password, please select remember my credentials and then click on Login button.

3 Administrative & Financial Sanction Draft Proposal

3.1 Create & Assign A&F Sanction

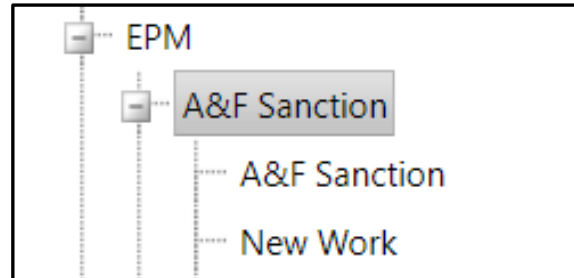
3.1.1 Create A&F

Administrative & Financial Sanction (Creation of Administrative & Financial Sanction Draft Proposal) is the process to get the financial sanction that begins with the creation of work. Administrative & Financial Sanction allows you to initiate and monitor how the works for Administrative & Financial Sanction are progressing in your jurisdiction.

Let us see how A&F documents are created along with the cost estimate. A work has to be created to prepare the cost estimate and the A&F.

Please follow the below steps to prepare the A&F:

Step 1: Once logged in with your credentials, click on the A&F Sanction → New Work.



Step 2: Code will be auto generated by the system.

Step 3: Select the Financial Year for the A&F to be created.

Step 4: Enter the A&F – Work Name.

Step 5: Select Work Category & Sub-Category & Nature of Work. A drop down as shown below will be available for the selection and user should select the appropriate type.


Add New Work / Work Details Save Work List

* Reference No. : AnF/0021/23-24 * Financial Year: 2023-2024

* Name of the Work : Nigam Building Construction work

* Work Type/Category : 2 - Building Work Sub-Category: 1 - Office Building

* Nature : Maintenance

GEO Code : 

Step 6: Select the 'Blue Mesh' to enter the Geographical location of the Work.

The steps of selecting a Geographical Location of a work as follows:

- i) After clicking on 'Blue Mesh' and popup will open. Inside the popup, select the 'Add' button to get no's of row.
- ii) Enter the 'Latitude' and 'Longitude' of the specific Location/Locations.
- iii) User can enter the remarks in the remark column.
- iv) 'Show Map' will show the Geological Location by the Google map.
- v) Once the exact location mentioned, click on 'Save' button.

GEO Code Detail Add Delete Save ShowMap

<input type="checkbox"/>	Latitude	Longitude	Remark	E
<input type="checkbox"/>	26.89160848782554	75.80572829754261	ABC	0

Step 7: Select Is Budgetary a “Yes” or “No” (as per budget provision.)

Step 8: If yes, then select the budget details from mesh.

Step 9: Click on Save Button to save the data and proceed to enter the further information related to A&F (Location details).

Add New Work / Work Details
Save Work List

* Reference No.	: AnF/0021/23-24	* Financial Year:	: 2023-2024
* Name of the Work	: Nigam Building Construction work		
* Work Type/Category	: 2 - Building	Work Sub-Category:	: 1 - Office Building
* Nature	: Maintenance		
GEO Code	:		

General

Location Details

Check List

Cost Estimate

General Details

Budget Provision

Source Of Fund : Select

* Budgetary Details : Yes No

Work Owner Details

* Initiated Office : MUNICIPAL CORPORATION JAIPUR HERITAGE

* Initiated By : JEN - NNJHHQ - 4 - KULDEEP

Remarks :

Dockets
Select Revision : Rev No. 0 - Rs. 0
ByPass
Send Forward
Internal Review
Attachment

3.1.2 Assigning A&F

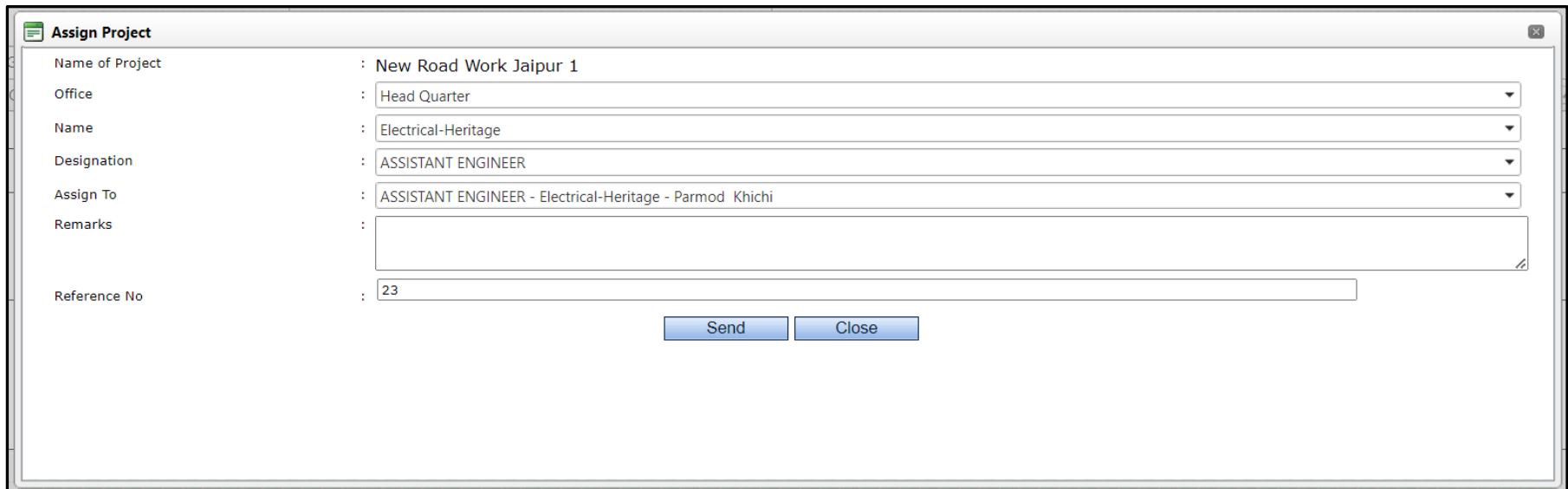
Step 1: After you have saved the details, let us consider a case where the A&F is prepared by higher authority and wants to assign it to his assistant or junior post entering the further details.

Step 2: On the below screen use the Assign button to assign the work to the appropriate employee.



Note: Assign functionality will be available only for those authorities who have role of assigning the A&F which has to be configured in the Administration Part under the Approval Process for the A&F.

Step 3: Assigning the A&F will involve a few steps which are detailed out below



Step 4: Office Type Selection

Assign Project

Name of Project : New Road Work Jaipur 1

Office : Head Quarter

Name : Self Govt

Designation : MUNICIPAL CORPORATION

Assign To : Head Quarter

Remarks : Zonal Office

Reference No : 23

Send Close

Step 5: Appropriate Office Selection:

Assign Project

Name of Project : New Road Work Jaipur 1

Office : Head Quarter

Name : Electrical-Heritage

Designation : Electrical-Heritage

Assign To : Garage-Heritage

Remarks : Garden - Heritage

Headquarter - Heritage

Health - Heritage

MUNICIPAL CORPORATION JAIPUR HERITAGE

Reference No : Project - Heritage

Sewer Project - Heritage

Store - Heritage

Step 6: Designation Selection for the selected Office Attributes in previous step

Designation	:	ASSISTANT ENGINEER
Assign To	:	ASSISTANT ENGINEER
Remarks	:	EXECUTIVE ENGINEER
		JUNIOR ENGINEER

Step 7: As you select the Designation, the “Assign to” drop down list will display the employees for the selected Office having selected Designation. Select the appropriate Employee.

Step 8: Enter Remarks.

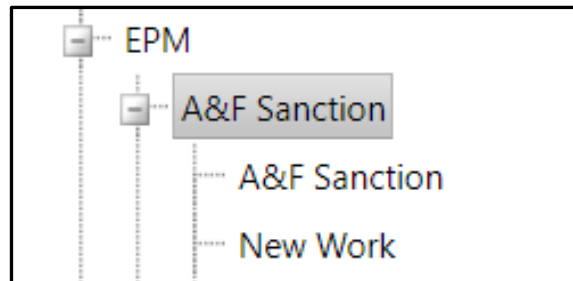
Step 9: Click on Send button and the work will get assigned to the Employee based on your selection.

3.2 Prepare Cost Estimate & Other details for the A&F

3.2.1 Preparing Cost Estimate

We just understood the functionality of creating the Sub Works. Cost Estimation process which allows the user to arrive at a cost, breaking the work into any number of sub estimates. Now we will create the Cost Estimate. The cost estimate can be created for the Sub Works as well as the Main work. Let us create the Cost Estimate for the Main Work.

Step 1: Click on the ENGINEERING PROJECT MANAGEMENT → A&F Sanction → A&F Sanction → New Work



Step 2: Select the work from the list for which Cost Estimate must be prepared.

The screenshot displays the WIMS interface for an Executive Engineer. The header includes the user name 'KISHAN LAL MEENA', position 'EXECUTIVE ENGINEER - Municipal Corporation Jaipur Heritage Head Quarter', and system title 'Works Information Management System'. The left sidebar shows a navigation tree with 'A&F Sanction' selected. The main area contains filter fields for Reference No., Name of the Work, Position, Work Type/Category, Financial Year, and Is Budgetary. Below these are tabs for 'Pending With Me', 'Pending With Others', 'Approved', 'Order Issued', and 'My AnF'. A table lists work items with columns for Sr.No., Reference No., Name, Estimate Amount (Rs.), Type, and Owner. The table shows one item with Sr.No. 1, Reference No. AnF/0053/22-23, Name 'New Road Work Jaipur 1', Estimate Amount of 4,92,000.00, Type '1 - Roads', and Owner 'JEN - NNJHHQ - 4-KULDEEP SHARMA'.

Step 3: Follow the below Steps to Prepare Cost estimate.

Step 4: Either you can create the Cost Estimate by selecting the work from the list or immediately after Saving A&F.

Step 5: Click on Cost Estimate Tab. Below screen will be loaded. As you can see, the basic cost is 0 since we have not yet created the Cost Estimate. Click on the icon.

Works Information Management System Powered By **SoftTech** & Supported by **SAP**

Welcome **KULDEEP SHARMA** JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE Language : English Home | HelpDesk | About Us | Logout

JE Add New Work / Work Details Work List

Reference No. : AnF/0019/23-24 Financial Year: 2023-2024
 Name of the Work : Road work
 Work Type/Category : 1 - Roads Work Sub-Category: 1 - CC Road
 Nature : Maintenance
 GEO Code :

General | Location Details | Check List | Cost Estimate

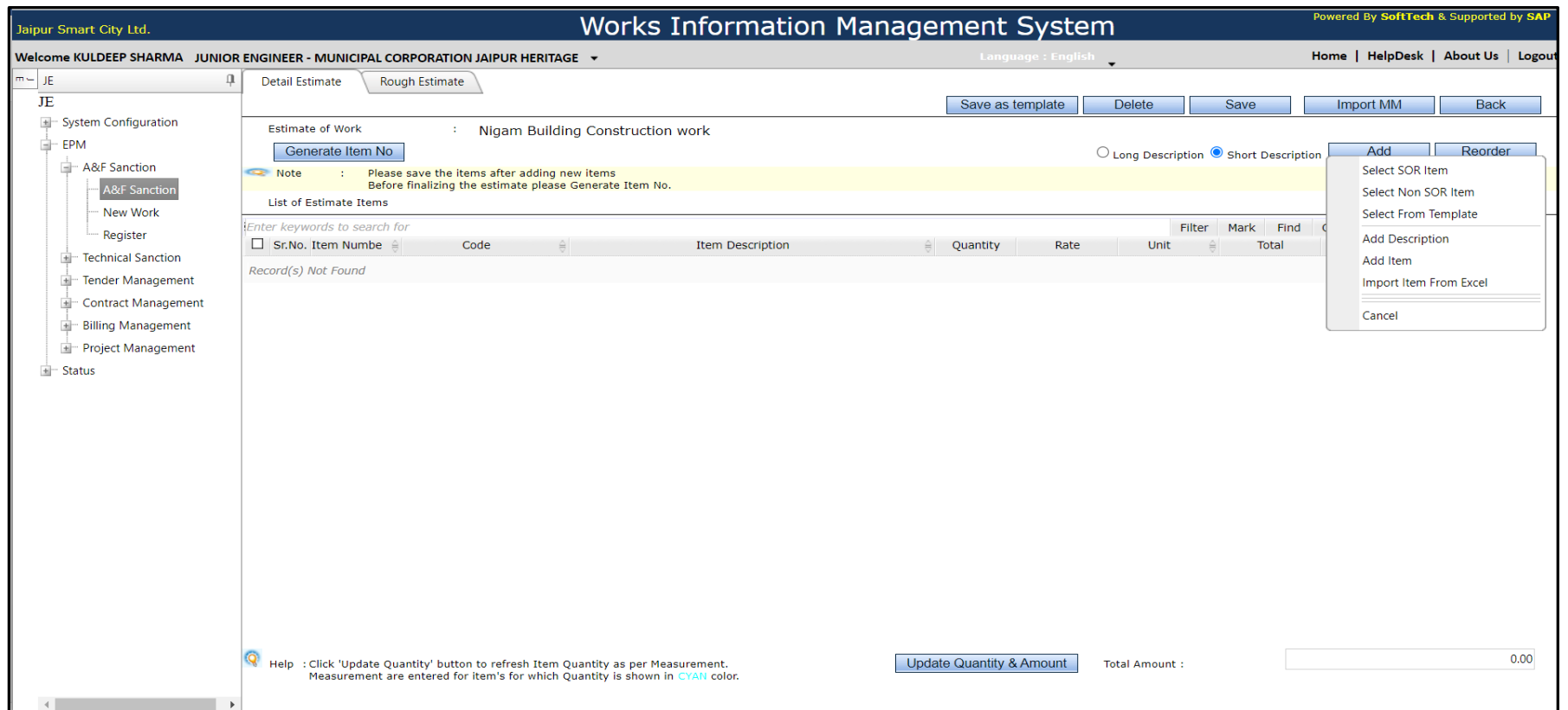
Estimate Summary Reference Measurement | Sub Estimate | Make Revision | Reports | Lead Calculation | Resource Rate

Enter keywords to search for Filter | Mark | Find | Clear

Sr.No.	Description	Type	Active Version
1	Road work	Roads	0.00
		Basic Cost	0.00
		Overhead Cost	0.00
		Total Cost	0.00
		Say	0.00

The Items for a Cost Estimate can be added from various sources like

- Step 6:** BSR Items (Rates entered into Masters),
- Step 7:** Non-BSR Item (not a part of the Schedule of Rates),
- Step 8:** From Template (from one of the estimates created earlier)
- Step 9:** Add direct addition of items which will become the part of Master data etc.



3.2.2 Add BSR Items

Step 1: Let us see how to add the items from BSR: Click on the menu “Select BSR Item” as shown in the belowScreen and follow the below mentioned steps:

Item List

Select Item from Ok Close

Select SOR : RUIDP ISOR 2022 Select Year : 2022-2023-12/05/2022

Select Chapter : 4-EARTH WORK

Description :

Code : Search

Show Item Description as : Long Short

<input type="checkbox"/>	Code	Description	Unit	Rate	Final Rate
<input type="checkbox"/>	4-1	Dressing of earth work in surface excavation including cutting and filling upto 30cm depth including	sqm	37.80	37.80
<input type="checkbox"/>	4-2	Earth work in excavation for roadway, including trimming bottom and side slopes in accordance with r		0.00	0.00
<input type="checkbox"/>	4-2-1	In all type of soil	cum	214.50	214.50
<input type="checkbox"/>	4-2-2	In ordinary rock	cum	324.50	324.50
<input type="checkbox"/>	4-2-3	In Hard Rocks		0.00	0.00
<input type="checkbox"/>	4-2-3-1	Using blasting (including blasting material) (considering serviceable material)	cum	576.00	576.00
<input type="checkbox"/>	4-2-3-2	Blasting prohibited (considering serviceable material)	cum	920.00	920.00
<input type="checkbox"/>	4-3	Earth work in excavation in soil unsuitable for road construction such as marshy soil including pump	cum	201.00	201.00
<input type="checkbox"/>	4-4	Construction of embankment with approved material obtained from borrow pit with all lifts and leads,	cum	184.50	184.50
<input type="checkbox"/>	4-5	Construction of embankment with approved materials deposited at site available from roadway cutting	cum	77.50	77.50
<input type="checkbox"/>	4-6	Construction of subgrade and earthen shoulders with approved material obtained from borrow area with	cum	210.00	210.00
<input type="checkbox"/>	4-7	Construction of Embankment with Fly ash/Pond ash available from coal or lignite burning Thermal Plan	cum	82.30	82.30
<input type="checkbox"/>	4-8	Compacting original ground		0.00	0.00
<input type="checkbox"/>	4-8-1	Loosening upto a level of 500 mm below the subgrade level watered, graded and compacted in layers by	cum	48.30	48.30
<input type="checkbox"/>	4-8-2	Loosening and recompacting original ground below embankment including Loosening levelling and recomp	cum	23.80	23.80
<input type="checkbox"/>	4-9	Earth work in excavation in open area, STP, WTP, Pumping station with mechanical means including dre		0.00	0.00
<input type="checkbox"/>	4-9-1	In all kind of soil		0.00	0.00

1 / 2 1 2

Step 2: Select the BSR from the list of BSR list.

Step 3: Select/Search the Chapter.

Step 4: Enter description to search a particular item (if you wish to search any item).

Step 5: A list of Items based on the parameters selected will be displayed. Select the items which you wish to add for this estimate and click on the OK button at the top.

Step 6: All the selected Items will be added to the cost estimate of your work.

Step 7: Click on Save, to save the items.

Step 8: If you need to Edit, delete any item, carry out the rate analysis, enter measurements please click on the Meshicon in front of the item. A menu will be displayed as shown below and you can select the appropriate functionality.

The screenshot displays the WIMS interface for a user named KULDEEP SHARMA. The main window shows the 'Detail Estimate' tab for a project titled 'Nigam Building Construction work'. A table lists the estimate items, and a context menu is open over the second item, providing options like 'Add Child Description', 'Add Item', 'Edit Item', 'Delete Item', 'Rate Analysis', 'Measurements', and 'Cancel'.

Table: List of Estimate Items

Sr.No.	Item Numbe	Code	Item Description	Quantity	Rate	Unit	Total
1		4	EARTH WORK				
1	1.1	4-3	Earth work in excavation in soil unsuitable for road construction such as marshy soil including pump	0.000	201.00	cum	0.00
2	1.2	4-4	Construction of embankment with approved material obtained from borrow pit with all lifts and leads,	0.000	184.50	cum	0.00
3	1.3	4-5	Construction of embankment with approved materials deposited at site available from roadway cutting	0.000	77.50	cum	0.00

Context Menu Options:

- Add Child Description
- Add Item
- Edit Item
- Delete Item
- Rate Analysis
- Measurements
- Cancel

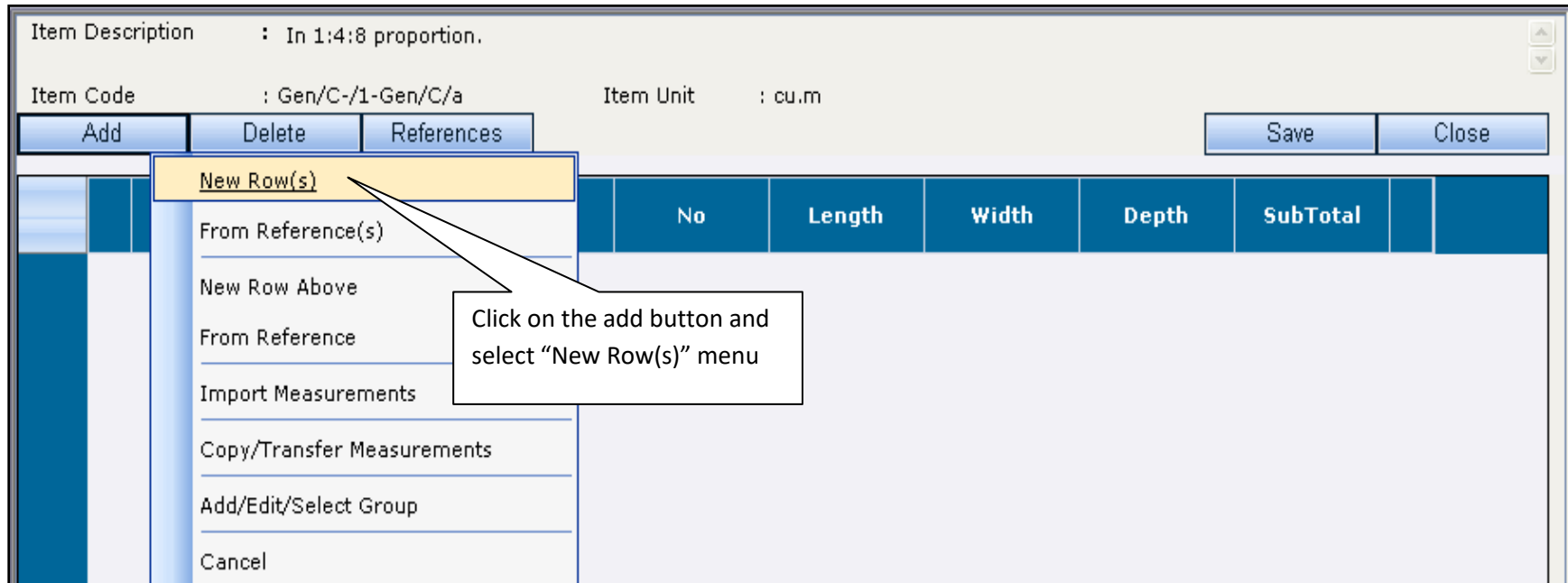
Footer Information:

Help : Click 'Update Quantity' button to refresh Item Quantity as per Measurement. Measurement are entered for Item's for which Quantity is shown in **CYAN** color.

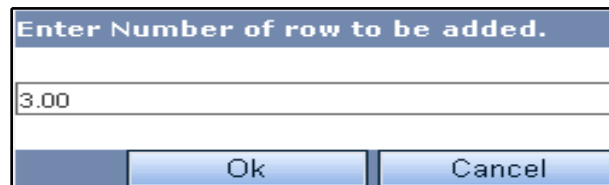
Update Quantity & Amount Total Amount : 0.00

3.2.3 Measurements

Step 1: Let us see how the measurements can be entered for an item. Click on the Measurements menu. Below screen will be displayed, click on the add button and select “New Row(s)” menu.



Step 2: You will be asked to enter the no. of rows, let us enter 3 (you can enter as per your requirement).



Step 3: Click Ok and those many rows will get added as shown in the below screen.

Step 4: Enter Description, No, Length, Width & Depth. Click on Save the data and close the window.

Item Description : In 1:4:8 proportion.

Item Code : Gen/C-/1-Gen/C/a Item Unit : cu.m

Add Delete References Save Close

	Description	No	Length	Width	Depth	SubTotal
1	<input type="checkbox"/> For First floor	1.00	1.54	2.76	1.20	5.09
2	<input type="checkbox"/> For Second floor	2.00	3.25	4.46	1.20	34.75
3	<input type="checkbox"/> For Third floor	1.00	1.26	$=(5.7+3.21)/2$	1	5.6133

Enter Description, Nos., Length, and Width & Depth.

Help : For update sub,group and total quantity click on Update Quantity button.

Click Here for [Standard Formulas](#)

Update Quantity

Say Quantity :

Step 5: You will come back to the below screen, click on Save and then click on the Update Quantity to update the Quantity as per the entries you made on the above screen.

Step 6: You can repeat the same procedure to enter the measurements. If you do not want to enter the details of measurements, then you can directly enter/ edit the Quantity.

Jaipur Smart City Ltd. Works Information Management System Powered By SoftTech & Supported by SAP

Welcome KULDEEP SHARMA JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE Language : English Home | HelpDesk | About Us | Logout

JE Detail Estimate Rough Estimate

Save as template Delete Save Import MM Back

Estimate of Work : Nigam building Renovation work

Generate Item No

Note : Please save the items after adding new items Before finalizing the estimate please Generate Item No.

List of Estimate Items

Sr.No.	Item Numbe	Code	Item Description	Quantity	Rate	Unit	Total
1	1.1	13-4	FOUNDATIONS				
1	1.1.1	13-4-1	Providing, laying and compacting plain/ reinforced cement concrete of specified grade in foundation/	240.000	4,080.00	cum	9,79,200.00
2	1.1.2	13-4-2	PCC Grade M -20	23.000	4,550.00	cum	1,04,650.00
3	2	123	Non BSR Item - 1	86.000	120.00	cm	10,320.00
3	3.1	4-2	EARTH WORK				
4	3.1.1	4-2-1	Earth work in excavation for roadway, including trimming bottom and side slopes in accordance with r	12.000	214.50	cum	2,574.00
5	3.1.2	4-2-2	In all type of soil	10.000	324.50	cum	3,245.00
	3.1.3	4-2-3	In ordinary rock				
	3.1.3.1	4-2-3-2	In Hard Rocks				
6	3.1.3.1	4-2-3-2	Blasting prohibited (considering serviceable material)	2.000	920.00	cum	1,840.00
7	3.2	4-3	Earth work in excavation in soil unsuitable for road construction such as marshy soil including pump	0.000	201.00	cum	0.00
4	4.1	8-5	ROAD WORKS (Bituminous Bases)				
8	4.1.1	8-5-2	Providing and laying bituminous macadam in 50/75 mm compacted thickness on prepared surface with spe	0.000	5,490.00	cum	0.00
9	4.1.2	8-5-3	With Bitumen VG-grade 30 @ 3.4% (percentage by weight of total mix)	0.000	4,965.00	cum	0.00
10	4.1.3	8-5-4	With CRMB 60 grade @ 3.3% (percentage by weight of total mix)	0.000	5,060.00	cum	0.00
			With CRMB 60 grade @ 3.4% (percentage by weight of total mix)				

Help : Click 'Update Quantity' button to refresh Item Quantity as per Measurement. Measurement are entered for item's for which Quantity is shown in CYAN color.

Update Quantity & Amount Total Amount : 1,101,829.00

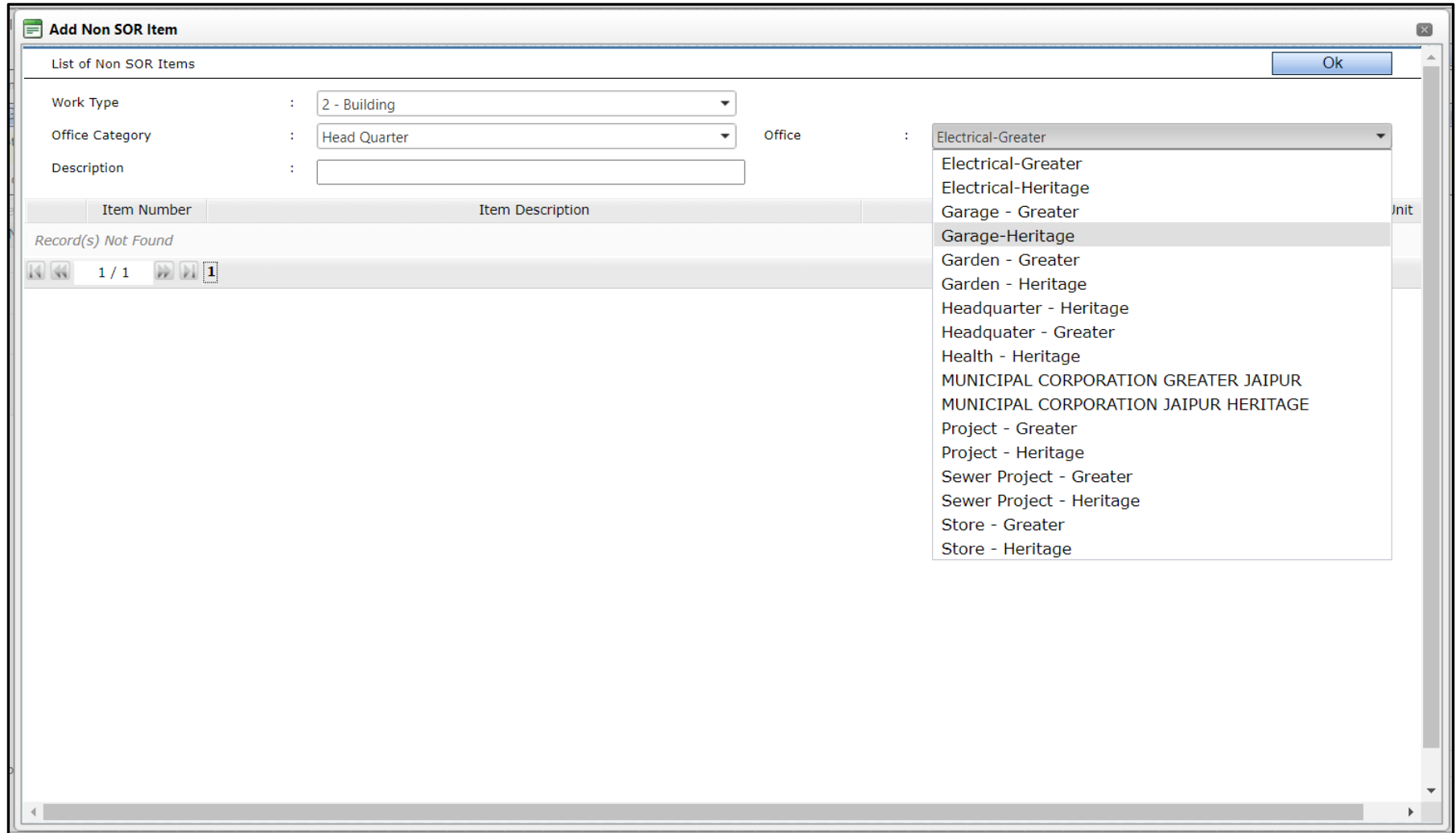
Step 7: The block rate items can also be added the same way. Let us see how the Non-BSR Items can be added to an estimate.

3.2.4 Add Non-BSR Items

Step 1: Click on the add button and click the menu “Select Non-SOR Item”.

The screenshot displays the WIMS interface for a user named KULDEEP SHARMA, JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE. The main window is titled 'Detail Estimate' and 'Rough Estimate'. The current estimate is for 'Nigam Building Construction work'. A yellow note states: 'Please save the Items after adding new items Before finalizing the estimate please Generate Item No.' Below the note is a table for 'List of Estimate Items' with columns: Sr.No., Item Number, Code, Item Description, Quantity, Rate, Unit, and Total. The table currently shows 'Record(s) Not Found'. A context menu is open over the 'Add' button, listing options: Select SOR Item, Select Non SOR Item, Select From Template, Add Description, Add Item, Import Item From Excel, and Cancel. At the bottom, there is a 'Help' icon and text: 'Click 'Update Quantity' button to refresh Item Quantity as per Measurement. Measurement are entered for item's for which Quantity is shown in CYAN color.' A button 'Update Quantity & Amount' is visible next to a 'Total Amount' field showing '0.00'.

Step 2: Below window will be opened, select the Work Type, Office category and Office from the drop-down list.



Step 3: Enter Description to search a specific Non-BSR Item / you can leave this blank if you wish to see all the Non-CSR Items without the Description Filter.

Step 4: Click on Search button.

Step 5: The items matching of your search criteria will be displayed, you can select and click on Ok, these items will get added into your cost estimate.

Add Non SOR Item

List of Non SOR Items Ok

Work Type : 2 - Building

Office Category : Head Quarter Office : Headquarter - Heritage

Description : Search

Item Description	Rate	Unit
<input checked="" type="checkbox"/> Item for Electrical Work	2,73,895.00	Nos.
<input checked="" type="checkbox"/> New Building	28,500.00	sqm
<input type="checkbox"/> D	200.00	cum
<input type="checkbox"/> F	300.00	cum
<input type="checkbox"/> Earth filling under floors with surplus ordinary soil or soil containing gravel	371.46	Cubic Mete
<input type="checkbox"/> Extra item 05	100.00	cum
<input type="checkbox"/> v	100.00	cum
<input type="checkbox"/> Electrical Work	2,73,895.00	job
<input type="checkbox"/> Test Item	3,500.00	cum
<input type="checkbox"/> Extra Added Item	3,767.40	cum
<input type="checkbox"/> Test Item	23,490.40	cum
<input type="checkbox"/> Non CSR Item	500.00	cum
<input type="checkbox"/> Item 1	17,988.30	cum
<input checked="" type="checkbox"/> Non DSR ITEM - 1	100.00	cum
<input type="checkbox"/> 23	23.00	cum
<input type="checkbox"/> 23	23.00	cum
<input type="checkbox"/> 23	23.00	cum
<input type="checkbox"/> Construciton of Brick masonry Plat form for over head water tanks mansory wall.	1,750.00	Nos.
<input type="checkbox"/> Construciton of Brick masonry Plat form for over head water tanks	1,750.00	each
<input type="checkbox"/> Providing and fixing dry brick bats inside the soakage pit alongwith carriage to site of work.	2,500.00	cum
<input type="checkbox"/> Earth filling under floors with surplus ordinary soil or soil containing gravel or kankar upto 40%	371.46	cum
<input type="checkbox"/> Earth filling under floors with surplus ordinary soil or soil containing gravel	371.46	Cubic Mete

3.2.5 Add Non-BSR Item in estimate

Step 1: Click on the add button and click the menu “Add Item”.

The screenshot shows the WIMS software interface. The user is logged in as KULDEEP SHARMA, JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE. The language is set to English. The interface displays a sidebar with navigation options like System Configuration, EPM, A&F Sanction, New Work, Register, Technical Sanction, Tender Management, Contract Management, Billing Management, Project Management, and Status. The main area shows an 'Estimate of Work' for 'Nigam Building Construction work'. A 'Generate Item No' button is visible. A note states: 'Please save the items after adding new Items Before finalizing the estimate please Generate Item No.' Below this is a table titled 'List of Estimate Items' with columns for Sr.No., Item Number, Code, Item Description, Quantity, Rate, Unit, and Total. The table contains three rows of earthwork items. An 'Add' button is highlighted, and a context menu is open over it, showing options: Select SOR Item, Select Non SOR Item, Select From Template, Add Description, Add Item, Import Item From Excel, and Cancel.

Sr.No.	Item Number	Code	Item Description	Quantity	Rate	Unit	Total
1	1.1	4-3	Earth work in excavation in soil unsuitable for road construction such as marshy soil including pump	0.000	201.00	cum	0.00
2	1.2	4-4	Construction of embankment with approved material obtained from borrow pit with all lifts and leads,	0.000	184.50	cum	0.00
3	1.3	4-5	Construction of embankment with approved materials deposited at site available from roadway cutting	0.000	77.50	cum	0.00

Step 2: Below screen will be displayed which will capture the various details for adding an item.

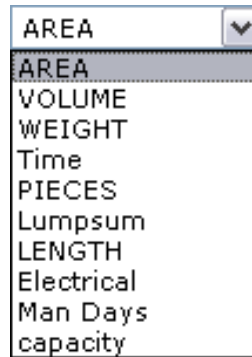
Add/Edit Item
Language : English

Save Rate Analysis Close

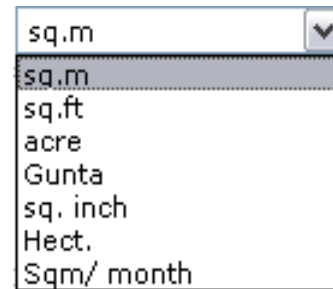
* Item Code	:			Unique No.	:	0
* Item Number	:	<input type="text"/>				
* Unit Group	:	<input type="text" value="Length"/>	* Unit Master	:		<input type="text" value="cm"/>
* Description	:	<input style="width: 100%;" type="text"/>				
		(upto 8000 characters only)				
* Short Description	:	<input style="width: 100%;" type="text"/>				
		(upto 100 characters only)				
Page No	:	<input type="text" value="0"/>				
Specification Code	:	<input type="text"/>	Specification Page No.	:		<input type="text"/>
Based on	:	<input checked="" type="radio"/> Rate <input type="radio"/> Labour Rate <input type="radio"/> RA Rate				
Rate	:	<input type="text" value="0.00"/>		RA Rate	:	0
Labour Rate	:	<input type="text" value="0.00"/>				
Measurement Template	:	<input type="text" value="Length"/>				
Lead Type	:	<input type="text" value="CSR"/>				
Lead For	:	<input type="text" value="Site"/>				

Step 3: Enter Item Number.

Step 4: Select Unit Group from the drop-down list.



Step 5: Select Unit master from the drop-down list.



Step 6: Enter Description of Item.

Step 7: Enter Short Description of Item.

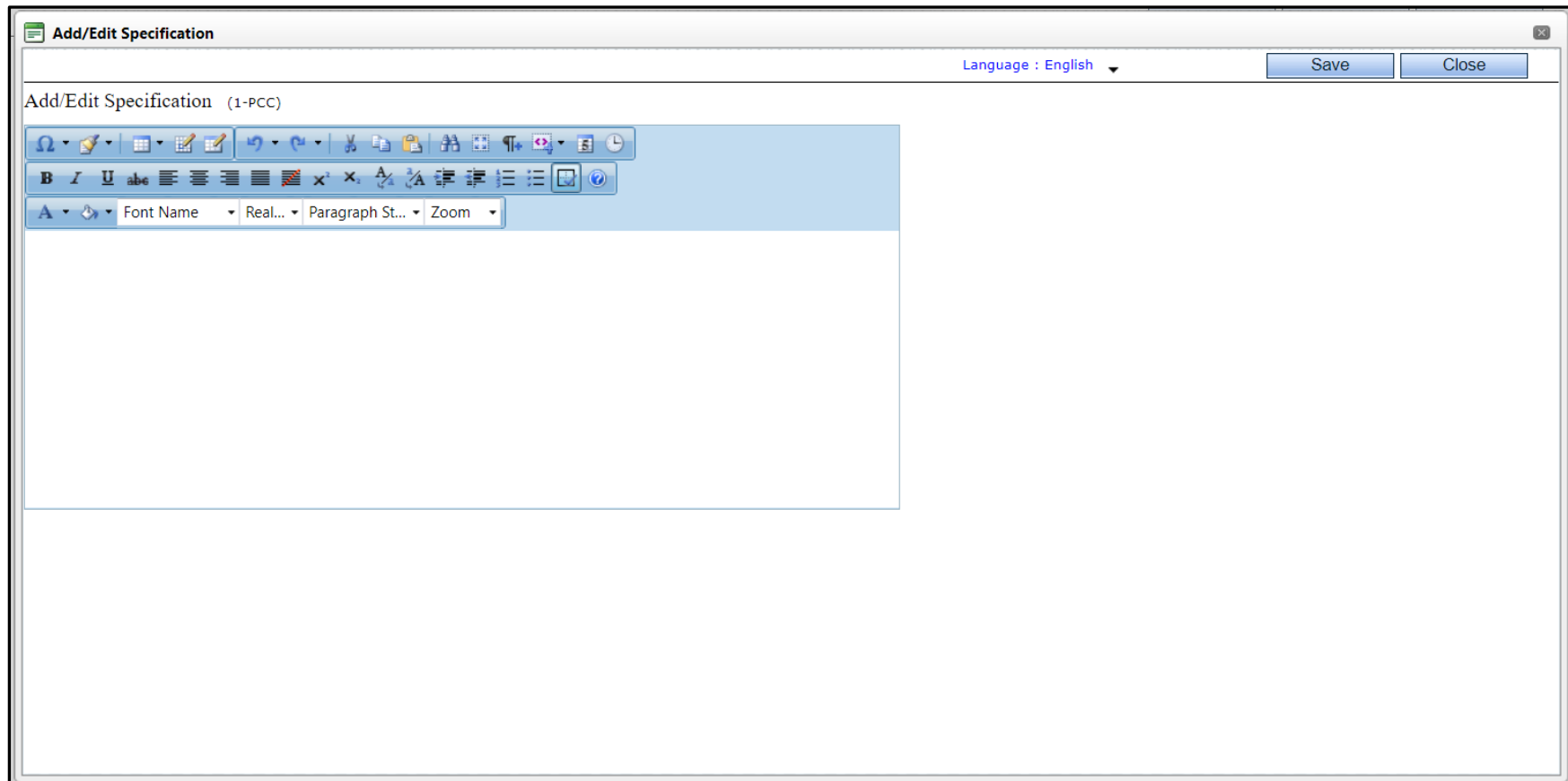
Step 8: Enter the Specification Code.

Step 9: Save the item, after saving you will be able to add the Specifications for that item.

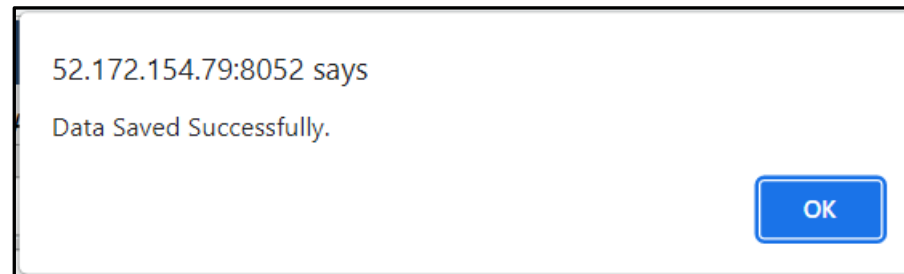
Step 10: Click on Blue Mesh in front of the Specification Code, to Add Specification.

Step 11: Enter Specifications.

User can format the data if he/she wishes to use by the available tools.



Step 12: Save the specifications a message will be displayed that the data is saved. Click on OK and close the box.



Step 13: Enter the Rate of Item and save the data.

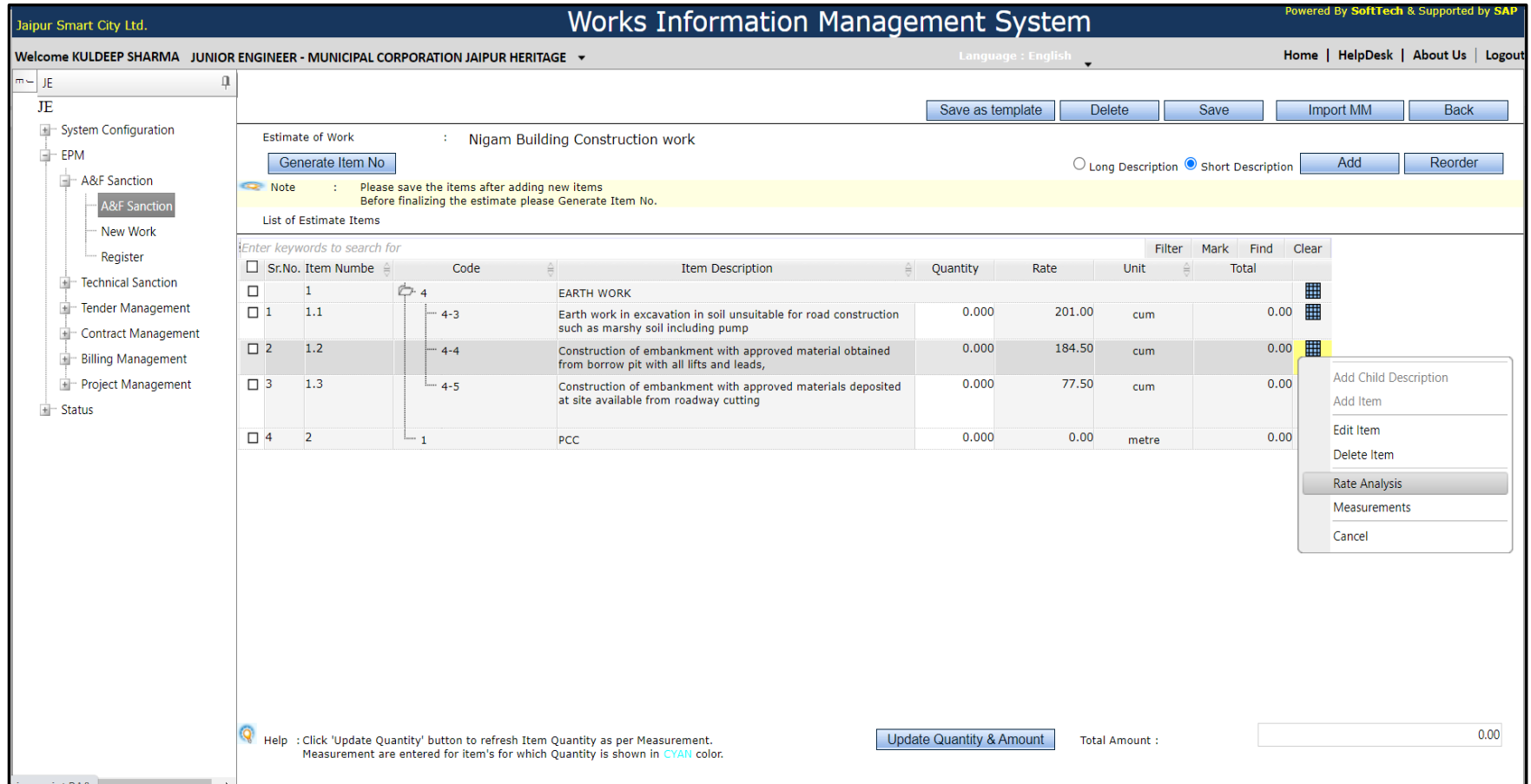
Add/Edit Item
Language : English ▼

Save Rate Analysis Close

* Item Code	:		Unique No.	:	0
* Item Number	:	<input type="text"/>			
* Unit Group	:	Length ▼	* Unit Master	:	cm ▼
* Description	:	<input type="text"/>			
		(upto 8000 characters only)			
* Short Description	:	<input type="text"/>			
		(upto 100 characters only)			
Page No	:	<input type="text" value="0"/>			
Specification Code	:	<input type="text"/>	Specification Page No.	:	<input type="text"/>
Based on	:	<input checked="" type="radio"/> Rate <input type="radio"/> Labour Rate <input type="radio"/> RA Rate			
Rate	:	<input type="text" value="0.00"/>	RA Rate	:	0
Labour Rate	:	<input type="text" value="0.00"/>			
Measurement Template	:	Length ▼			
Lead Type	:	CSR ▼			
Lead For	:	Site ▼			

3.2.6 Rate Analysis - Adding Resources

Step 1: Click on the Mesh image  and click the menu "Rate Analysis".



The screenshot displays the WIMS interface for a user named KULDEEP SHARMA. The main window shows the 'Estimate of Work' for 'Nigam Building Construction work'. A 'List of Estimate Items' table is visible, containing four items related to earthwork and PCC. A context menu is open over the table, with 'Rate Analysis' selected. The table data is as follows:

Sr.No.	Item Number	Code	Item Description	Quantity	Rate	Unit	Total
1	1.1	4-3	Earth work in excavation in soil unsuitable for road construction such as marshy soil including pump	0.000	201.00	cum	0.00
2	1.2	4-4	Construction of embankment with approved material obtained from borrow pit with all lifts and leads,	0.000	184.50	cum	0.00
3	1.3	4-5	Construction of embankment with approved materials deposited at site available from roadway cutting	0.000	77.50	cum	0.00
4	2	1	PCC	0.000	0.00	metre	0.00

The context menu includes options: Add Child Description, Add Item, Edit Item, Delete Item, **Rate Analysis**, Measurements, and Cancel. At the bottom right, there is an 'Update Quantity & Amount' button and a 'Total Amount' field showing 0.00.

Step 2: Click on Resource button – Select the “Select Resource” Button.

The screenshot shows the 'Rate Analysis' window. At the top, there are buttons for 'Save', 'Attachment', 'Assumption', and 'Close'. The form contains the following fields:

- Item Code: 4-4
- Item Description: Construction of embankment with approved material obtained from borrow pit with all lifts and leads,
- * Turn Out Quantity for: 1.00 cum

There is a 'Copy RA' button and tabs for 'Resources', 'Items', and 'Over Heads'. A dropdown menu is open over the 'Resources' tab, showing 'Select Resource' and 'Remove Resources' options.

Below the form is a table with columns: Sr.No., Code, Name, Unit, RA Unit, Coefficient, Rate. The message 'Record(s) Not Found' is displayed below the table.

At the bottom, there is a 'Summary' section with a table:

Resource	Amount	Summary	Amount
	0.00	Resource	0.00
	0.00	Child Item	0.00
	0.00	Overhead	0.00
	0.00	Total	0.00
	0.00	Rate Per Unit	0.00

At the bottom left, there is an 'Update Rate' button and a 'Complete Rate' field with the value 184.50. At the bottom right, there is a 'Foot Note' button.

Various filtering options are made available in order to search a particular resource.

Step 3: Select the group if you wish to filter the resources from a particular group.

The screenshot shows the 'Resource Search' dialog box. The 'In Group' dropdown menu is open, displaying four options: 'Labour Group - Labour Group', 'Machine Group - Machine Group', 'Material Group - Material Group', and 'Miscellaneous Group - Miscellaneous Group'. The 'In SOR' dropdown is set to 'All'. There are buttons for 'Ok', 'Add Resource', and 'Close' at the top right. At the bottom right, there are buttons for 'New Search' and 'Find Now'. A red text note says '(You can provide multiple Resource codes with comma separated for search operation.)'.

Step 4: If you wish to filter a particular resource / resources by its code, enter it.

The screenshot shows the 'Resource Search' dialog box. The 'In Group' dropdown is set to 'Labour Group - Labour Group'. The 'For Code' field contains the text '132'. The 'In SOR' dropdown is set to 'All'. A red text note below the 'For Code' field says '(You can provide multiple Resource codes with comma separated for search operation.)'. Buttons for 'Ok', 'Add Resource', 'Close', 'New Search', and 'Find Now' are visible.

Step 5: If you wish to filter a particular resource by its code, enter it. Leave these filters blank if you do not want to search any specific item.

The screenshot shows the 'Resource Search' dialog box. The 'In Group' dropdown is set to 'Labour Group - Labour Group'. The 'For Code' field contains '132'. The 'Name' field contains 'Mason'. The 'In SOR' dropdown is set to 'All'. A red text note below the 'For Code' field says '(You can provide multiple Resource codes with comma separated for search operation.)'. Buttons for 'Ok', 'Add Resource', 'Close', 'New Search', and 'Find Now' are visible.

Step 6: Click on Find Now Button.

Resource Search

Search Resources Ok Add Resource Close

In Group : Labour Group - Labour Group In SOR : All

For Code : 132
 (You can provide multiple Resource codes with comma separated for search operation.)

Name : Mason Start With

Resource List New Search Find Now

Step 7: The list of resources will be loaded as per the search criteria (if you have specified it)

Resource Search

Search Resources Ok Add Resource Close

In Group : Labour Group - Labour Group In SOR : All

For Code :
 (You can provide multiple Resource codes with comma separated for search operation.)

Name : Mason Start With

Resource List New Search Find Now

	Code	Description	Unit	Rate
<input type="checkbox"/>	203	Mason (1st class)	Days	625.00
<input type="checkbox"/>	204	Mason (for plaster of paris work) 1st class	Days	740.00
<input type="checkbox"/>	205	Mason (for ornamental stone work) 1st class	Days	760.00
<input type="checkbox"/>	206	Mason (brick layer) 2nd class	Days	510.00
<input type="checkbox"/>	207	Mason (for plain stone work) 2nd class	Days	620.00
<input type="checkbox"/>	208	Mason (IInd class)	Days	500.00

1 / 1

Note: The selected resources will get added to the resource list of that item when clicked OK.

Step 8: Select the RA Unit, Enter the coefficient, Rate Factor.

Rate Analysis
Save Attachment Assumption Close

Rate Analysis

Item Code : 4-4
 Item Description : Construction of embankment with approved material obtained from borrow pit with all lifts and leads,

* Turn Out Quantity for : cum Copy RA

Resources
Items
Over Heads

Resources
Copy Resource From

Sr.No.	Code	Name	Unit	RA Unit	Coefficient	Rate	Rate Factor	Amount
<input type="checkbox"/>	1	Labour Group						
<input type="checkbox"/>	2	204 Mason (for plaster of paris work) 1st class	Days	Days	1.00000	740.00	100.00%	74000.00
<input type="checkbox"/>	3	203 Mason (1st class)	Days	Days	2.00000	625.00	50.00%	62500.00

Summery

Resource	Amount	Summary	Amount
Labour Group	136500.00	Resource	136500.00
	0.00	Child Item	0.00
	0.00	Overhead	0.00
	0.00	Total	136500.00
	0.00	Rate Per Unit	136500.00

Update Rate
Complete Rate
Foot Note

Step 9: Remarks and Measurements can be entered. Documents also can be attached.

The screenshot shows the 'Rate Analysis' window. At the top, there are buttons for 'Save', 'Attachment', 'Assumption', and 'Close'. Below these, the 'Item Code' is '4-4' and the 'Item Description' is 'Construction of embankment with approved material obtained from borrow pit with all lifts and leads,'. The 'Turn Out Quantity for' is set to '1.00 cum'. There are tabs for 'Resources', 'Items', and 'Over Heads'. A table lists resources with columns for Sr.No., Code, Name, Unit, RA Unit, Coefficient, Rate, Rate Factor, and Amount. A context menu is open over the table, showing options: 'Add Remark', 'Add Measurement', and 'Attach Document'.

Sr.No.	Code	Name	Unit	RA Unit	Coefficient	Rate	Rate Factor	Amount
1		Labour Group						
2	204	Mason (for plaster of paris work) 1st class	Days	Days	1.00000	740.00	100.000	74000.00
3	203	Mason (Ist class)	Days	Days	2.00000	625.00		

Step 10: For each Resource, you can attach a separate document.

3.2.7 Rate Analysis - Adding Overheads

Step 1: Click on the Overheads tab

Step 2: Click on the Add OH button.

Step 3: A row will be added to the table, click on the Overhead column in the added row and a list of Overheads from the Overhead Master will be listed. Select the Appropriate Overhead(s).

The screenshot shows the 'Rate Analysis' window with the following details:

- Item Code:** 4-4
- Item Description:** Construction of embankment with approved material obtained from borrow pit with all lifts and leads,
- Turn Out Quantity for:** 1.00 cum
- Buttons:** Save, Attachment, Assumption, Close, Copy RA, Add OH, Insert OH, Delete OH, Update RA, Foot Note
- Overheads List:**
 - Select
 - Contractor Profit
 - Water charges
 - Wastage @ 5%
 - WCT
 - Service Charge
 - LABOUR CHARGES @ 25%
 - Sundries @ 1%
 - Freight charges
 - Labour charges @ 30%
 - Labour charges
 - Wastage
 - Labour cess
 - Contingency
 - Sundries
 - Laboratory testing charges
 - Overhead charge
 - VAT
 - Escalation
 - Incidentals
 - Development Charges & scrutiny fees
 - Development Charges
 - Energy connections deposits
 - Road Reinstatement charges
 - Water supply connection deposits
 - Consultancy Charges
- Summary Table:**

Summary	Amount
	136500.00
	0.00
	0.00
	136500.00
	136500.00

Step 4: Click on the Type column in the added row and select the appropriate value.

Sr.No.	Overhead	Type	Based On	Value	Amount
<input type="checkbox"/>	1 LABOUR CHAGRES @ 25%	<ul style="list-style-type: none"> Percentage Lumsum Cumulative Custom 		0.00	0.00

Step 5: Click on the Based-on column in the added row and select the appropriate value.

Sr.No.	Overhead	Type	Based On	Value	Amount
<input type="checkbox"/>	1 LABOUR CHAGRES @ 25%		<ul style="list-style-type: none"> All Resources Labour Group Mason (for plaster of paris work) 1st class Mason (1st class) All Sub Items 	0.00	0.00

Note: Users can apply overheads on either of the following:

All resources

- Resource group
- Resource in particular resource group

Step 6: Enter Percentage / Lump sum value.

Rate Analysis

Item Code : 4-4

Item Description : Construction of embankment with approved material obtained from borrow pit with all lifts and leads,

*Turn Out Quantity for : cum

Sr.No.	Overhead	Type	Based On	Value	Amount
<input type="checkbox"/>	1 LABOUR CHAGRES @ 25%	Lumsum		500.00	500.00

Summery

Resource	Amount	Summary	Amount
Labour Group	136500.00	Resource	136500.00
	0.00	Child Item	0.00
	0.00	Overhead	500.00
	0.00	Total	137000.00
	0.00	Rate Per Unit	137000.00

Complete Rate

3.2.8 Rate Analysis - Item Reference

Step 1: User can also add the Item Reference in Rate analysis as below

Rate Analysis

Item Code : 4-4
 Item Description : Construction of embankment with approved material obtained from borrow pit with all lifts and leads,

* Turn Out Quantity for : 1.00 cum

Copy RA

Resources Items Over Heads

Sr.No.	Code	Name	Unit	Quantity	Rate	Rate Factor
Record(s) Not Found						

Note : Apply Overheads on Child Item? Check "AO" to Apply the Overheads, on this Item.
 Consider Overheads of Child Item? Check "CO" to consider the Overheads of this Item. Uncheck to consider only the "Base Rate".

Summary

Resource	Amount	Summary	Amount
Labour Group	136500.00	Resource	136500.00
	0.00	Child Item	0.00
	0.00	Overhead	500.00
	0.00	Total	137000.00
	0.00	Rate Per Unit	137000.00

Update Rate Complete Rate 184.50

Foot Note

Step 2: Go to the 'Items' tab and Click on the Item button. Above screen will be displayed to select the Item(s)

Step 3: Select BSR Item, Non-BSR Item and Add Item. Select BSR, Chapter, Office from which item is to be added.

Step 4: Click on search button.

Step 5: Select the item which is to be added as reference in rate analysis, Click on Ok button.
 This process is same as adding the Items into an Estimate detailed in “Add BSR Items”

The screenshot shows the 'Item List' window with the following details:

- Select Item from:** [Empty]
- Select SOR:** RUIDP ISOR 2022
- Select Year:** 2022-2023-12/05/2022
- Select Chapter:** 7-ROAD WORKS (Sub-base/ Bases)
- Description:** [Empty]
- Code:** [Empty]
- Search:** [Button]
- Show Item Description as:** Long (radio), Short (radio, selected)

Code	Description	Unit	Rate	Final Rate
7-1	Providing, laying, spreading and compacting of granular sub-base by providing close graded Material,		0.00	0.00
7-1-1	Grading - I Material	cum	1,324.00	1,324.00
7-1-2	Grading - II Material	cum	1,324.00	1,324.00
7-1-3	Grading - III Material	cum	1,310.00	1,310.00
7-2	Providing, laying, spreading and compacting of granular sub-base by providing close graded material		0.00	0.00
7-2-1	Grading - I Material	cum	1,129.00	1,129.00
7-2-2	Grading - II Material	cum	1,128.00	1,128.00
7-2-3	Grading - III Material	cum	1,114.00	1,114.00
7-3	Providing, laying and spreading of granular sub-base by providing coarse graded Material (Table 400-		0.00	0.00
7-3-1	Grading - I Material	cum	1,086.00	1,086.00
7-3-2	Grading - II Material	cum	1,062.00	1,062.00
7-3-3	Grading - III Material	cum	1,065.00	1,065.00
7-4	Providing laying, spreading and compacting inverted choke by providing, laying, spreading and compac	cum	1,806.00	1,806.00
7-5	Providing laying, spreading and compacting stone aggregates of specific sizes as per Table 400-7 to		0.00	0.00
7-5-1	Hand broken - Grade-I (90-45mm)	cum	1,682.00	1,682.00
7-5-2	Hand broken - Grade-II (63-45mm)	cum	1,640.00	1,640.00
7-5-3	Crusher broken - Grade-II (63-45mm)	cum	1,838.00	1,838.00

Step 6: The selected Item will be added to the list of Items as shown below.

Rate Analysis

Item Code : 4-4

Item Description : Construction of embankment with approved material obtained from borrow pit with all lifts and leads,

* Turn Out Quantity for : cum

		Item					Remove Item				
Sr.No.	Code	Name	Unit	Quantity	Rate	Rate Factor	Amount	AO	CO	CI	
<input type="checkbox"/>	1	7-1-2 Grading - II Material	cum	0.0000	1324.00	1.00%	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>
<input type="checkbox"/>	2	7-1-3 Grading - III Material	cum	0.0000	1310.00	1.00%	0.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value=""/>

Note : Apply Overheads on Child Item? Check "AO" to Apply the Overheads, on this Item.
 Consider Overheads of Child Item? Check "CO" to consider the Overheads of this Item. Uncheck to consider only the "Base Rate".

Summary		Resource	Amount	Summary	Amount
		Labour Group	136500.00	Resource	136500.00
			0.00	Child Item	0.00
			0.00	Overhead	500.00
			0.00	Total	137000.00
			0.00	Rate Per Unit	137000.00

Complete Rate

Step 7: For each item you have the various functionalities available like Add Quantity, Add Rate factor, Show RA, Add Remarks and Add Specifications.

Sr.No.	Code	Name	Unit	Quantity	Rate	Rate Factor	Amount	AO	CO	CI
<input type="checkbox"/>	1	7-1-2	Grading - II Material	cum	0.0000	1324.00	1.00%			
<input type="checkbox"/>	2	7-1-3	Grading - III Material	cum	0.0000	1310.00	1.00%			

Show RA

Add Remark

Add Measurement

Specification

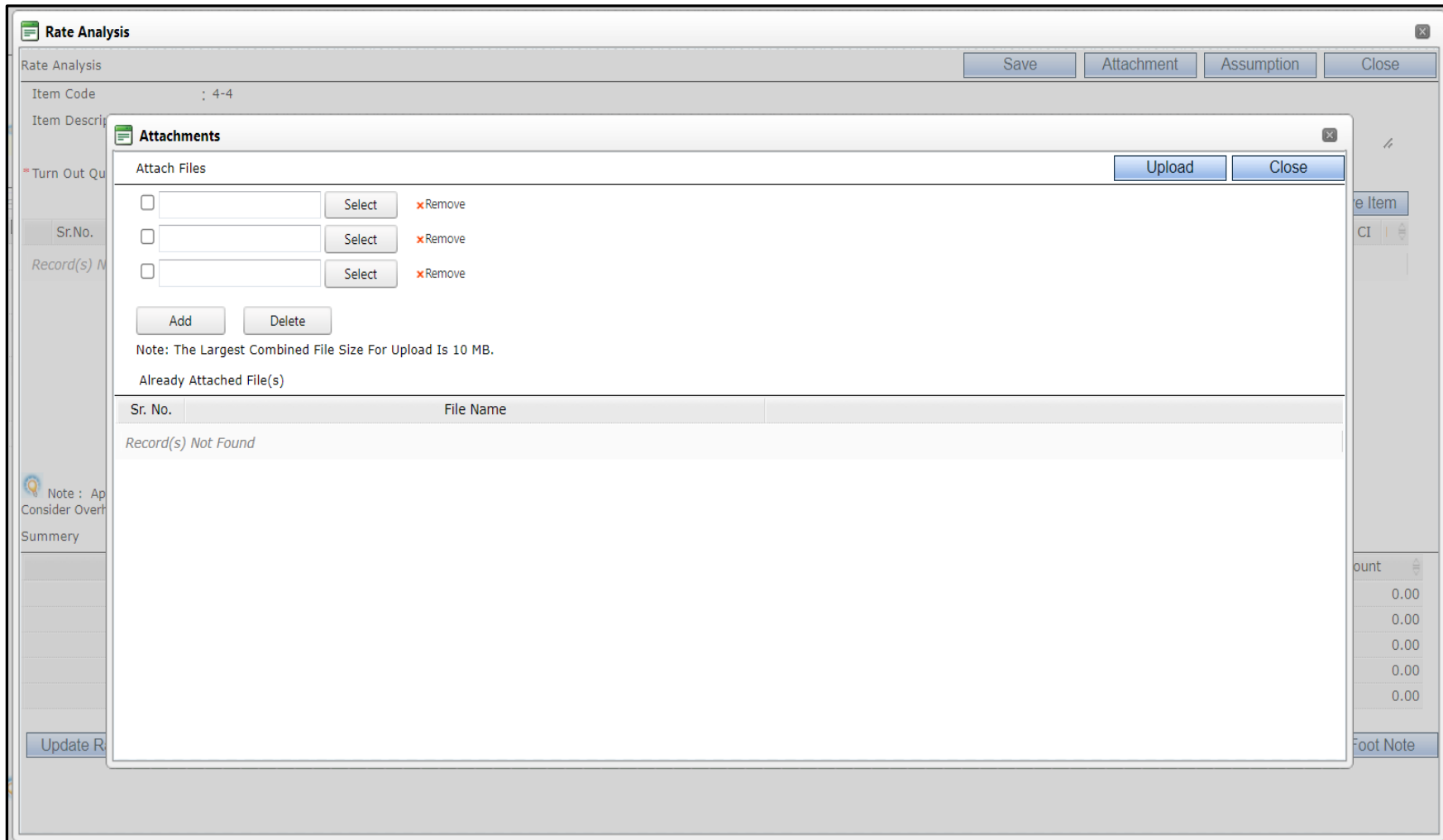
Step 9: The Remarks can be entered as shown below by selecting the “Add Remark” option.

Step 10: Enter the remarks and click on save to Save the remarks.

Remarks
✕

3.2.9 Rate Analysis: Additional Features

3.2.9.1 Attachments: For the Item, also you can attach a list of documents as shown below. A pop will be displayed and you can select the file to be attached. The list of attached documents will also be available under the “Already Attached Files” Section.



3.2.9.2 Assumptions: While calculating the RA, if any assumption are made then it can be documented using the below screen.

The screenshot displays the 'Rate Analysis' window with the following details:

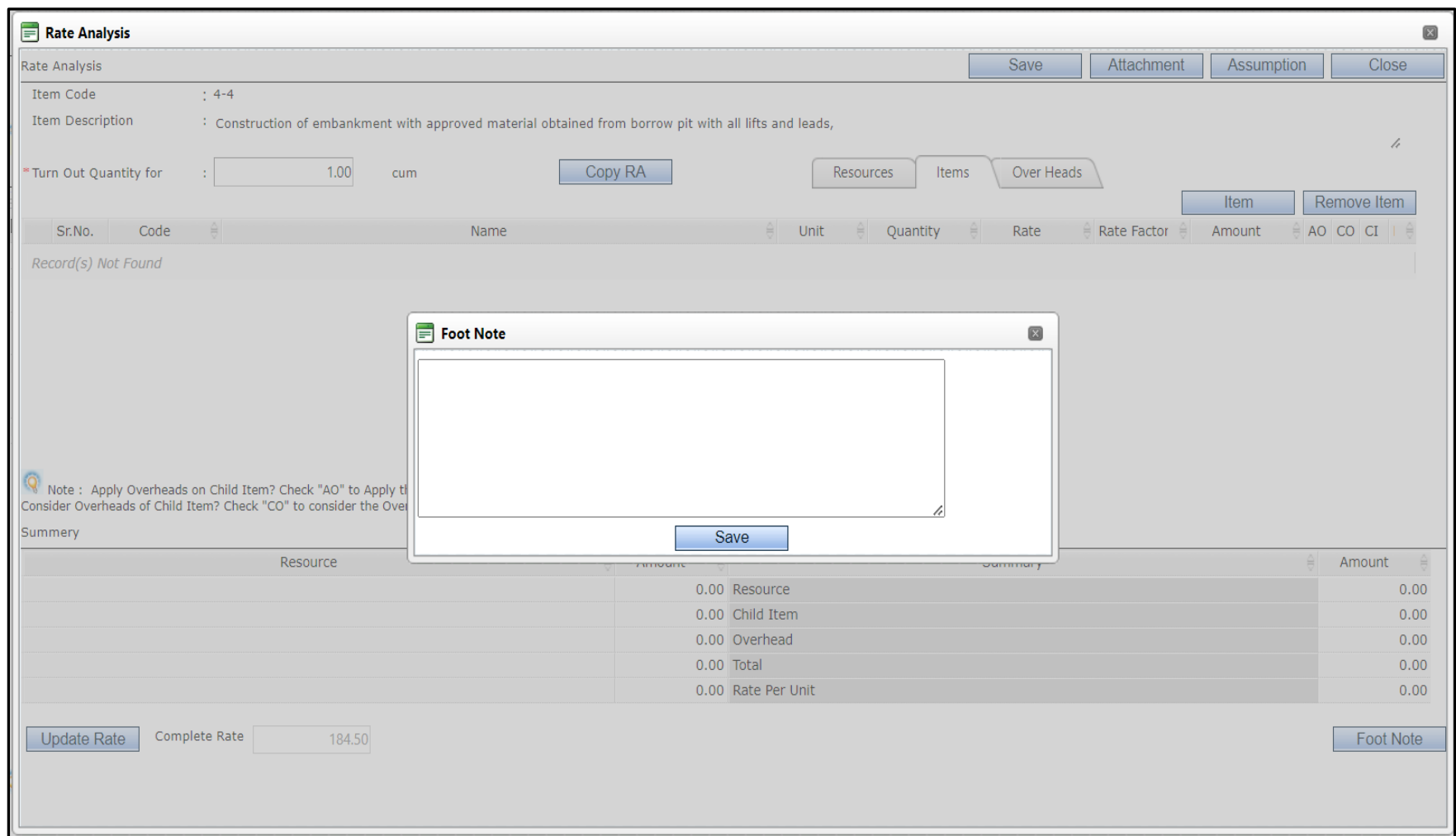
- Item Code:** 4-4
- Item Description:** Construction of embankment with approved material obtained from borrow pit with all lifts and leads,
- Turn Out Quantity for:** 1.00 cum
- Buttons:** Save, Attachment, Assumption, Close, Copy RA, Resources, Items, Over Heads, Item, Remove Item.
- Table Headers:** Sr.No., Code, Name, Unit, Quantity, Rate, Rate Factor, Amount, AO, CO, CI.
- Status:** Record(s) Not Found
- Note:** Apply Overheads on Child Item? Check "AO" to Apply the Overhead. Consider Overheads of Child Item? Check "CO" to consider the Overhead.
- Assumption Dialog:** A dialog box titled 'Assumption' is open, containing a text area and a 'Save' button.
- Summary Table:**

Resource	Amount	Summary	Amount
	0.00	Resource	0.00
	0.00	Child Item	0.00
	0.00	Overhead	0.00
	0.00	Total	0.00
	0.00	Rate Per Unit	0.00
- Update Rate:** Complete Rate 184.50
- Buttons:** Update Rate, Foot Note.

3.2.9.3 Foot Note: Foot Note functionality is provided in order to add additional information which will be printed on the Rate Analysis Report. Follow the below steps to avail the Foot Note feature.

Step 1: Refer to the screen below. Click on Foot Note button

Step 2: A pop up will be opened, enter the foot note, save the foot note.



3.2.9.4 Copy RA: The “Copy RA” feature provides the functionality of reusing the Rate Analysis already completed for an item by copying the RA and making the changes into it in order to complete the Rate Analysis in a faster and better way. Follow the below steps to utilize this feature:

Step 1: Click on Copy RA button.

Step 2: A pop up will be displayed.

Step 3: Select BSR, Year, Chapter and search the item whose Rate Analysis is to be copied. Follow the same steps for searching the items (detailed in “Add CSR Items”).

Step 4: Select the item using the check box and Click on Ok button.

Step 5: The whole Rate Analysis from the selected will get copied into the current item. Make the required changes and save the Rate Analysis of the current item.

Item List

Select Item from Ok Close

Select SOR : RUIDP ISOR 2022 Select Year : 2022-2023-12/05/2022

Select Chapter : 7-ROAD WORKS (Sub-base/ Bases)

Description :

Code : Search

Show Item Description as : Long Short

<input type="checkbox"/>	Code	Description	Unit	Rate	Final Rate
<input type="checkbox"/>	7-1	Providing, laying, spreading and compacting of granular sub-base by providing close graded Material,		0.00	0.00
<input type="checkbox"/>	7-1-1	Grading - I Material	cum	1,324.00	1,324.00
<input checked="" type="checkbox"/>	7-1-2	Grading - II Material	cum	1,324.00	1,324.00
<input checked="" type="checkbox"/>	7-1-3	Grading - III Material	cum	1,310.00	1,310.00
<input type="checkbox"/>	7-2	Providing, laying, spreading and compacting of granular sub-base by providing close graded material		0.00	0.00
<input type="checkbox"/>	7-2-1	Grading - I Material	cum	1,129.00	1,129.00
<input type="checkbox"/>	7-2-2	Grading - II Material	cum	1,128.00	1,128.00
<input type="checkbox"/>	7-2-3	Grading - III Material	cum	1,114.00	1,114.00
<input type="checkbox"/>	7-3	Providing, laying and spreading of granular sub-base by providing coarse graded Material (Table 400-		0.00	0.00
<input type="checkbox"/>	7-3-1	Grading - I Material	cum	1,086.00	1,086.00
<input type="checkbox"/>	7-3-2	Grading - II Material	cum	1,062.00	1,062.00
<input type="checkbox"/>	7-3-3	Grading - III Material	cum	1,065.00	1,065.00
<input type="checkbox"/>	7-4	Providing laying, spreading and compacting inverted choke by providing, laying, spreading and compac	cum	1,806.00	1,806.00
<input type="checkbox"/>	7-5	Providing laying, spreading and compacting stone aggregates of specific sizes as per Table 400-7 to		0.00	0.00
<input type="checkbox"/>	7-5-1	Hand broken - Grade-I (90-45mm)	cum	1,682.00	1,682.00
<input type="checkbox"/>	7-5-2	Hand broken - Grade-II (63-45mm)	cum	1,640.00	1,640.00
<input type="checkbox"/>	7-5-3	Crusher broken - Grade-II (63-45mm)	cum	1,838.00	1,838.00

3.2.9.5 Copy Resource from: In the above section, we understood how the whole RA can be copied for the current item. Another feature provides the functionality of copying only the resources from Items whose RA has been already been done. Follow the below steps to utilize this feature:

Step 1: Click on Copy Resource from button

Step 2: A pop up will be displayed

Step 3: Select BSR, Year, Chapter and search the item whose Rate Analysis is to be copied. Follow the same steps for searching the items (detailed in “Add BSR Items”).

Step 4: Select the item using the check box and Click on Ok button.

Note: As the name suggests, please note that only the resources will get copied using this feature.

The screenshot displays the 'Rate Analysis' window. At the top, there are buttons for 'Save', 'Attachment', 'Assumption', and 'Close'. Below these, the 'Item Code' is '4-4' and the 'Item Description' is 'Construction of embankment with approved material obtained from borrow pit with all lifts and leads,'. The 'Turn Out Quantity for' is set to '1.00 cum'. A 'Copy RA' button is visible. Below this, there are tabs for 'Resources', 'Items', and 'Over Heads'. Under the 'Resources' tab, there are buttons for 'Resources' and 'Copy Resource From'. At the bottom, a table header is visible with columns: Sr.No., Code, Name, Unit, RA Unit, Coefficient, Rate, Rate Factor, and Amount. The table currently shows 'Record(s) Not Found'.

3.2.10 Save as Template

Why? In the above sections we understood how we prepare the Cost Estimate by adding items from various sources. There are many cases where in for the same kind of work, the items in an estimate match.

Let us understand a feature which will address creating the estimates using the items from an estimate created earlier. The pre-requisite to use this feature is to save the estimate which you feel might be reusable while creating the estimates for the same kind of works.

Step 1: Follow the below steps to create templates:

Step 2: Click on the “Save as Template” button.

The screenshot displays the WIMS interface for a user named KULDEEP SHARMA. The main content area shows an 'Estimate of Work' for 'Nigam Building Construction work'. A yellow note highlights the instruction: 'Please save the items after adding new Items Before finalizing the estimate please Generate Item No.' Below the note is a table titled 'List of Estimate Items' with the following data:

Sr.No.	Item Number	Code	Item Description	Quantity	Rate	Unit	Total
1	1.1	4-3	EARTH WORK	200.000	201.00	cum	40,200.00
2	1.2	4-4	Earth work in excavation in soil unsuitable for road construction such as marshy soil including pump	200.000	184.50	cum	36,900.00
3	1.3	4-5	Construction of embankment with approved material obtained from borrow pit with all lifts and leads,	200.000	77.50	cum	15,500.00
4	2	1	Construction of embankment with approved materials deposited at site available from roadway cutting	2,000.000	0.00	metre	0.00

Step 3: Below screen will be displayed to capture the Template Details

Step 4: Enter / select various parameters like Description, Type, Category, Search Keyword, Remarks.

Step 5: Search Keyword is useful at a later stage when you will import the items using the “Select from Template” feature.

- Step 6:** Select the items from the “List of Estimate Items” section which you want to be a part of the Template, use the “Select All” check box which will select all the items in that estimate.
- Step 7:** Use the arrow button which will get those selected items on the “List of Template Items” section.
- Step 8:** After you have entered all the details and confirmed the list from the “List of Template Items”, click on the save button to save the Template.

Detail Estimate
Rough Estimate

Template Details

* Description : * Type :

* Category : Search Keyword :

Remarks :

Help: Enter a comma separated "Search Keyword" that can be used for searching the template at a later stage.

Long Description
 Short Description

List of Estimate Items

Select All

- EARTH WORK
 - Earth work in excavation in soil unsuitable for road construction such as marshy soil including pumping out water, removal of the same and disposal with all lift and lead upto 1 km as per MoRT&H specification clause 301.
 - Construction of embankment with approved material obtained from borrow pit with all lifts and leads, transporting to site, spreading, grading to required slope and compacting by vibratory roller 8-10 tonne to meet requirement of table 300-2 including cost of compensation for earth taken from private land complete as per MoRT&H specification clause 305. (Lead taken upto 5 km)
 - Construction of embankment with approved materials deposited at site available from roadway cutting and excavation from drain and foundation of other structures, graded and compacting by vibratory roller 8-10 tonne to meet requirement of table 300-2 as per MoRT&H specification clause 305.
- PCC

List of Template Items

Enter keywords to search for

Sr.No.	Item Number	Code	Item Description
Record(s) Not Found			

Help : Click 'Update Quantity' button to refresh Item Quantity as per Measurement. Measurement are entered for item's for which Quantity is shown in **CYAN** color.

Total Amount :

3.2.11 Select from Template:

Use of the saved templates in previous section

Step 1: Follow the steps detailed in section “Preparing Cost Estimate”, to reach the list of items.

Step 2: Click on the add button and click the menu “Select from Template”

The screenshot displays the 'List of Estimate Items' section in the WIMS software. At the top, there are buttons for 'Save as template', 'Delete', 'Save', 'Import MM', and 'Back'. Below these, the 'Estimate of Work' is identified as 'Nigam Building Construction work'. A 'Generate Item No' button is visible, along with radio buttons for 'Long Description' and 'Short Description'. A yellow note box contains the text: 'Please save the items after adding new items. Before finalizing the estimate please Generate Item No.' The main area is a table with columns: Sr.No., Item Number, Code, Item Description, Quantity, Rate, Unit, and Total. The table contains four rows of items, including 'EARTH WORK' and 'PCC'. A context menu is open over the 'Add' button, listing options: 'Select SOR Item', 'Select Non SOR Item', 'Select From Template', 'Add Description', 'Add Item', 'Import Item From Excel', and 'Cancel'.

Sr.No.	Item Number	Code	Item Description	Quantity	Rate	Unit	Total
1	1.1	4-3	Earth work in excavation in soil unsuitable for road construction such as marshy soil including pump	200.000	201.00	cum	40,200.00
2	1.2	4-4	Construction of embankment with approved material obtained from borrow pit with all lifts and leads,	300.000	184.50	cum	55,350.00
3	1.3	4-5	Construction of embankment with approved materials deposited at site available from roadway cutting	300.000	77.50	cum	23,250.00
4	2	1	PCC	200.000	0.00	metre	0.00

Step 3: Below popup will be displayed, the “Select from Template” drop down list will display all the templates that you have created so far.

Item List
Ok Close

Select Item from Template

Select Template :

Description :

Code : Search

Show Item Description as : Long Short

<input type="checkbox"/>	Code	Description	Unit	Rate
<input type="checkbox"/>	BOQ/167912	Providing, laying, spreading and compacting graded HBG Crushed stone aggregate	cum	1,948.16
<input type="checkbox"/>	1	Earthwork in excavation of foundation of structure	cum	80.13
<input type="checkbox"/>	2	Filling with Crusher Stone dust finer than 3mm with not more than 10% passing 0.075 sieve, including	cum	889.76
<input type="checkbox"/>	4	Providing concrete for M10 plain/reinforced concrete in open foundations using 20mm nominal size Gr	cum	3,927.26
<input type="checkbox"/>	Item 2	Stone Crusher Dust Filling of foundation trenches	cum	1,040.89

1 / 1

Step 4: Select the template from which you wish to import the items. Specify the search criteria (if any) and click on the Search button.

Step 5: All the items from the selected template will be listed (with filtering based on Search parameters if specified).

You can select the desired items from the list or you can select all the items from that Template.

Step 7: Select the Template from List, Specify Filter (if any), and click on search button.

Step 8: Select the items, which is to be added in detail estimate.

Step 9: Click on ok button

Step 10: The selected Item will get added to your “Cost Estimate”, enter / change the quantity and save the cost estimate.

Detail Estimate Rough Estimate

Save as template
Delete
Save
Import MM
Back

Estimate of Work : Nigam Building Construction work

Generate Item No
 Long Description Short Description
Add
Reorder

Note : Please save the items after adding new items
Before finalizing the estimate please Generate Item No.

List of Estimate Items

Enter keywords to search for Filter Mark Find Clear

Sr.No.	Item Numbe	Code	Item Description	Quantity	Rate	Unit	Total
<input type="checkbox"/>	1	4	EARTH WORK				
<input type="checkbox"/>	1.1	4-3	Earth work in excavation in soil unsuitable for road construction such as marshy soil including pump	200.000	201.00	cum	40,200.00
<input type="checkbox"/>	1.2	4-4	Construction of embankment with approved material obtained from borrow pit with all lifts and leads,	300.000	184.50	cum	55,350.00
<input type="checkbox"/>	1.3	4-5	Construction of embankment with approved materials deposited at site available from roadway cutting	300.000	77.50	cum	23,250.00
<input type="checkbox"/>	2	1	PCC	200.000	0.00	metre	0.00
<input type="checkbox"/>	3	BOQ/167912	Providing, laying, spreading and compacting graded HBG Crushed stone aggregate	204.000	1,948.16	cum	3,97,424.64
<input type="checkbox"/>	4	1	Earthwork in excavation of foundation of structure	401.000	80.13	cum	32,132.13
<input type="checkbox"/>	5	2	Filling with Crusher Stone dust finer than 3mm with not more than 10% passing 0.075 sieve, including	80.000	889.76	cum	71,180.80
<input type="checkbox"/>	6	Item 2	Stone Crusher Dust Filling of foundation trenches	101.000	1,040.89	cum	1,05,129.89
<input type="checkbox"/>	7	4	Providing concrete for M10 plain/reinforced concrete in open foundations using 20mm nominal size Gr	405.000	3,927.26	cum	15,90,540.30

Help : Click 'Update Quantity' button to refresh Item Quantity as per Measurement. Measurement are entered for item's for which Quantity is shown in CYAN color.

Update Quantity & Amount

Total Amount : 2,315,207.76

3.3 Preparing Sub-Estimate

User can also create the sub estimates using the “Sub-Estimate” feature of PWIMS. Follow the steps mentioned in Preparing Cost Estimate or click on back button on the above screen to reach Cost Estimate page.

Add New Work / Work Details
Save
Work List

* Reference No. : * Financial Year:

* Name of the Work :

* Work Type/Category : Work Sub-Category:

* Nature :

GEO Code :

General
Location Details
Check List
Cost Estimate

Estimate Summary

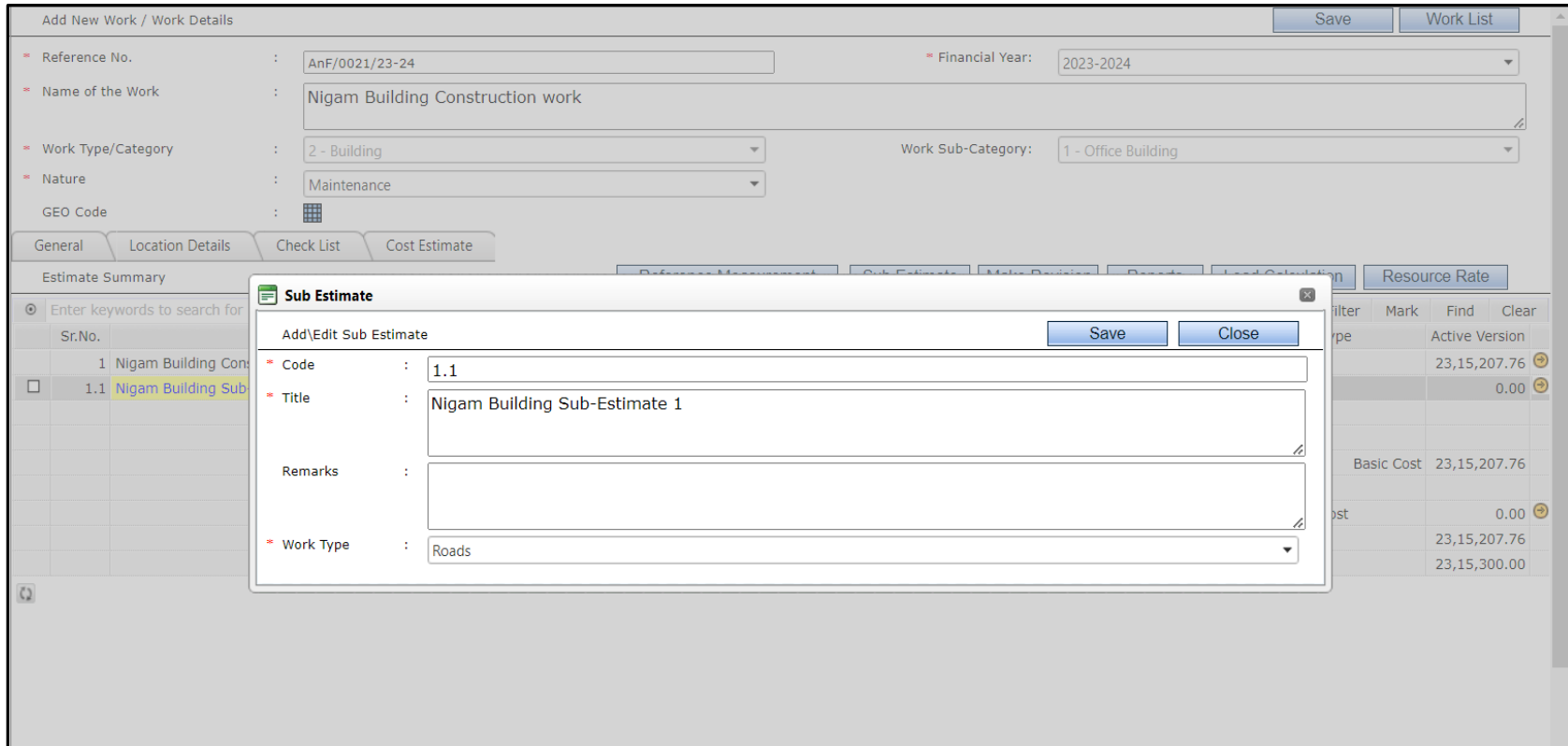
Reference Measurement
Sub Estimate
Make Revision
Reports
Lead Calculation
Resource Rate

Add Sub Estimate
 Save Sub Estimate as Template
 Import Sub Estimate
 Reorder Sub Estimate

Sr.No.	Description	Type	Active Version
1	Nigam Building Construction work	Building	23,15,207.76
		Basic Cost	23,15,207.76
		Overhead Cost	0.00
		Total Cost	23,15,207.76
		Say	23,15,300.00

Step 1: Click on the 'Add Sub-Estimate' button to create an add Sub Cost Estimate.

Step 2: A pop up screen will be opened, enter the title, and save the data. The sub estimate will be added to the list of estimates in the above screen.



Step 3: Click on 'Save Sub Estimate as Template' button for create a Sub Estimate Template & enter the Description & Remarks of the Template and save the data.

Step 4: Click on 'Import Sub-Estimate' button for import any sub estimates. Select any sub work & click on Ok button

	Code	SubWork	Amount
<input type="checkbox"/>	1.1	TEST1	3,63,386.24
<input type="checkbox"/>	1.2	TEST2	1,04,441.20

Step 5: Click on 'Reorder Sub Estimate' button for Reordering the Sub estimate.

Step 6: Click on 'Delete Sub Estimate' button for delete any selected sub estimate.

3.4 Preparing Technical Checklist

User need to provide the specific details of the work in the pre-defined checklist as follows:

Step 1: Go to Checklist tab.

Step 2: The series of question shall be displayed to provide the requisite details of the particulars.

Step 3: User can type in the specific details in the text boxes provided and select the appropriate selection from the dropdown for respective questions.

Step 4: Click on SAVE button to save the Checklist details.

Add New Work / Work Details

Save
Work List

Reference No. :

Name of the Work :

Work Type/Category :

Nature :

GEO Code :

Financial Year:

Work Sub-Category:

General
Location Details
Check List
Cost Estimate

Check List

Filter Mark Find Clear

Sr. No.	Particulars	Compliance
1	Name of Work	Nigam Building Construction work
2	Location	
3	Work Category	2 - Building
4	Starting Point for Road/Drain/Sewer/Footpath Work	
(a)	End Point for Road/Drain/Sewer/Footpath Work	
5	Ward Number	
(a)	Name of Ward Member	
6	Proposed by (NNJH/NNJG/MLA/MP/Ward Member)	▼ Select
(a)	Proposed by details if any	
(b)	Proposal/ Direction (details if any)	
7	Area pertains to (NNJH/NNJG/JDA/RHB)	▼ Select
8	If area pertains to NNJH/NNJG and work constructed by JDA/RHB	▼ No
9	If existing construction/work available	▼ No
(a)	Existing condition of Work	
(b)	Existing type of Work	
(c)	If road (Road Katcha/damaged/CC/Bitumen/other)	
(d)	Year of construction	
(e)	Defect liability period of existing work (in months)	

10	Necessity of Work	
11	Scope of Work (Type of Works included in the estimate such as Road , Drain , Sewer , Footpath , etc.)	
12	Brief Description	
13	Basis of Rates	SOR For : RUIDP ISOR 2022-2022-2023NonSOR Item
(a)	(BSR Adopted)	
14	Proposed period for completion of work (months and days)	▼ Days <input type="text" value="0"/>
15	Estimated Cost (in Rs)	23,15,300.00
16	Abstract of Cost (in Rs)	23,15,300.00
17	Source of Funds (NNJH/NNJG/GOR/GOI/MP-MLA Lad)	▼ Select
18	Site Report (Detailed)	▼ No
19	Digital photographs showing location	▼ No
20	Location Map	▼ No
21	Site Plan of Proposed work with measurement duly shown in different colors and map of ward/scheme showing proposed work	▼ No
22	Drawing, sections, cross sections and L-sections	▼ No

3.5 Location Details

- Step 1:** Click on Location Details tab.
- Step 2:** Select Constituency Area by clicking on mesh and select the respective Constituency Area
- Step 3:** Select Assembly (Vidhan Sabha) by clicking on mesh and select the respective Assembly (Vidhan Sabha)
- Step 4:** Select District from drop down list.
- Step 5:** Select City from drop down list.
- Step 6:** Select District from drop down list.
- Step 7:** After that click on 'Save Button' to save the location details.

Add New Work / Work Details

* Reference No. :

* Name of the Work :

* Work Type/Category :

* Nature :

GEO Code :

* Financial Year:

Work Sub-Category:

Location Details

Constituency Area :

Assembly (Vidhan Sabha) :

District :

City :

Ward :

3.6 Editable Forward Note (Notesheet)

Step 1: Click on Notesheet in Dockets section (Follow the steps again from the above section, select the A&F if needed)

Step 2: Enter the Forward Note.

Step 3: Use the tool bar if you wish to format the text to emphasize any section / words and save the details.

Step 4: Save the details.

Add New Work / Work Details
Save Work List

Reference No. : AnF/0021/23-24 Financial Year: 2023-2024

Name of the Work : Nigam Building Construction work

Work Type/Category : 2 - Building Work Sub-Category: 1 - Office Building

Nature : Maintenance

GEO Code :

General

Location Details

Check List

Cost Estimate

Budget Provision

Source Of Fund : Select

Budgetary Details : Yes No

Work Owner Details

Initiated Office : MUNICIPAL CORPORATION JAIPUR HERITAGE

Initiated By : JEN - NNJHHQ - 4 - KULDEEP

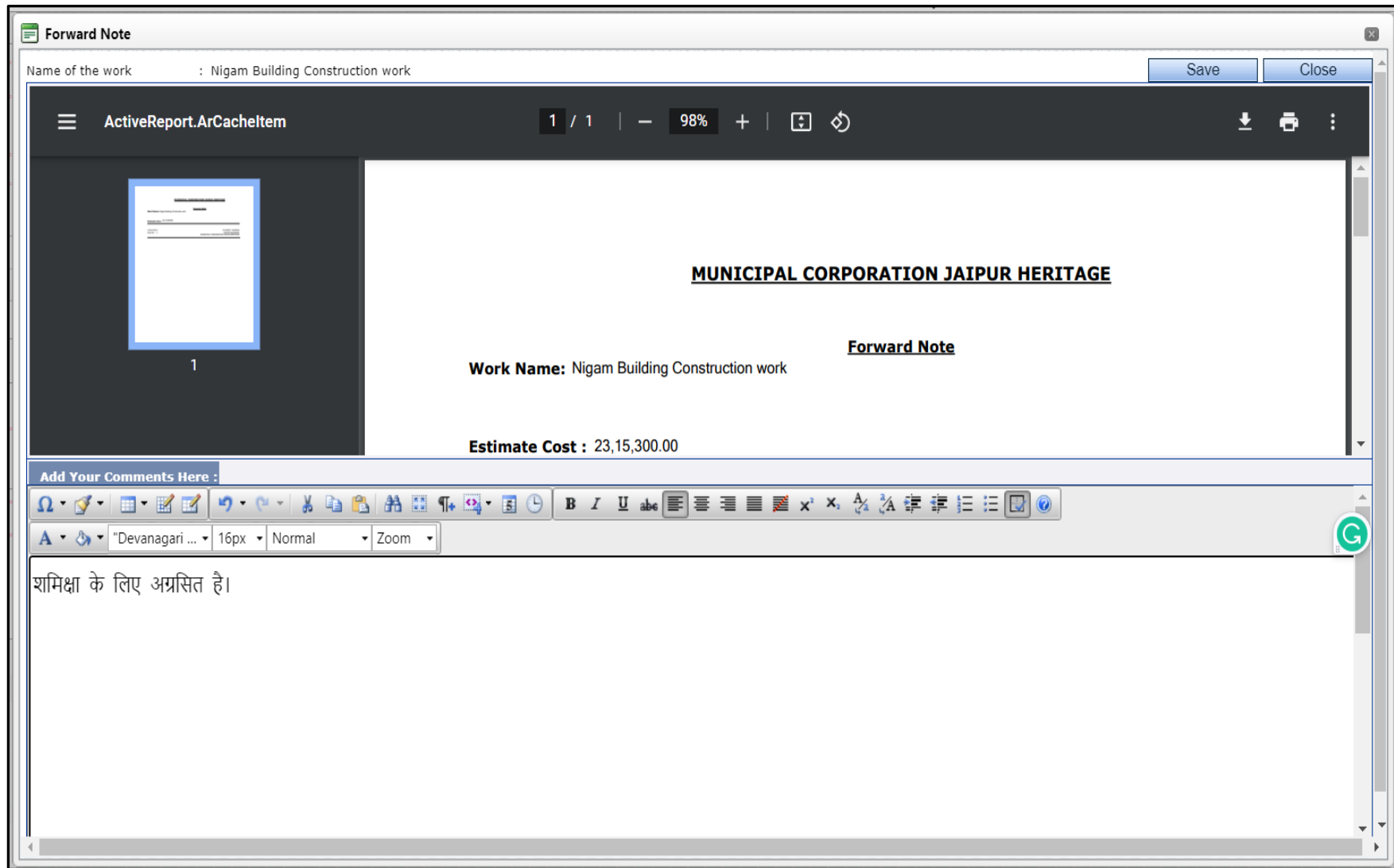
Remarks :

Dockets

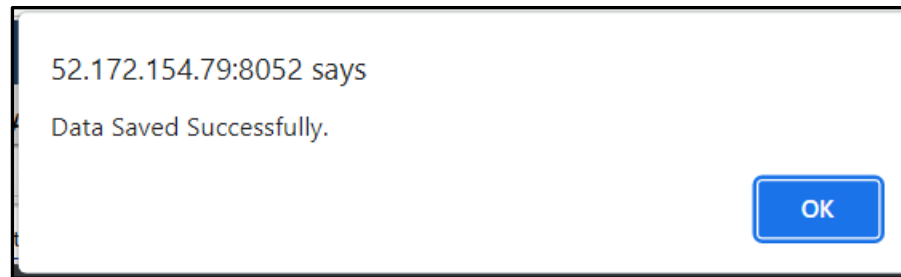
Select Revision : Rev No. 0 - Rs. 2315300

ByPass Send Forward Internal Review Attachment

1	Administrative & Financial Sanction Order	>>
2	Notesheet	>>
3	Cost Estimate	>>
4	Checklist Technical Report	>>
5	Additional CC	>>
6	Estimate Report	>>



Step 5: A message will be displayed that the details are saved successfully.



4 A&F Sanction : Attachments & Review Features

4.1 Attachments

Step 1: Click on Attachment button on General Tab and elect the File using the Browse functionality.

Add New Work / Work Details
Save Work List

* Reference No. : * Financial Year:

* Name of the Work :

* Work Type/Category : Work Sub-Category:

* Nature :

GEO Code :

General Location Details Check List Cost Estimate

Budget Provision

Source Of Fund :

* Budgetary Details : Yes No

Work Owner Details

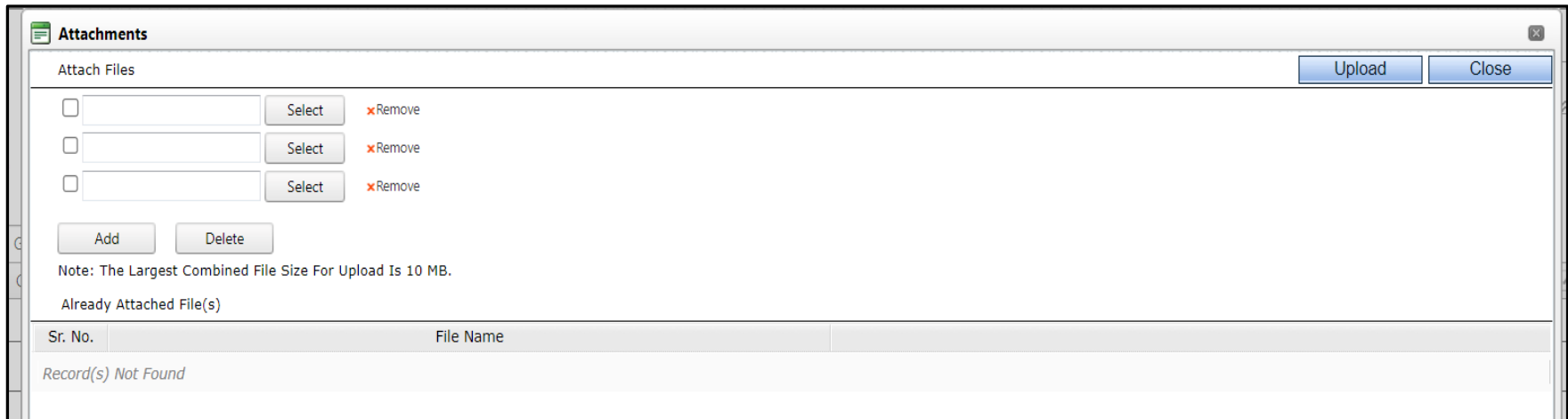
* Initiated Office :

* Initiated By :

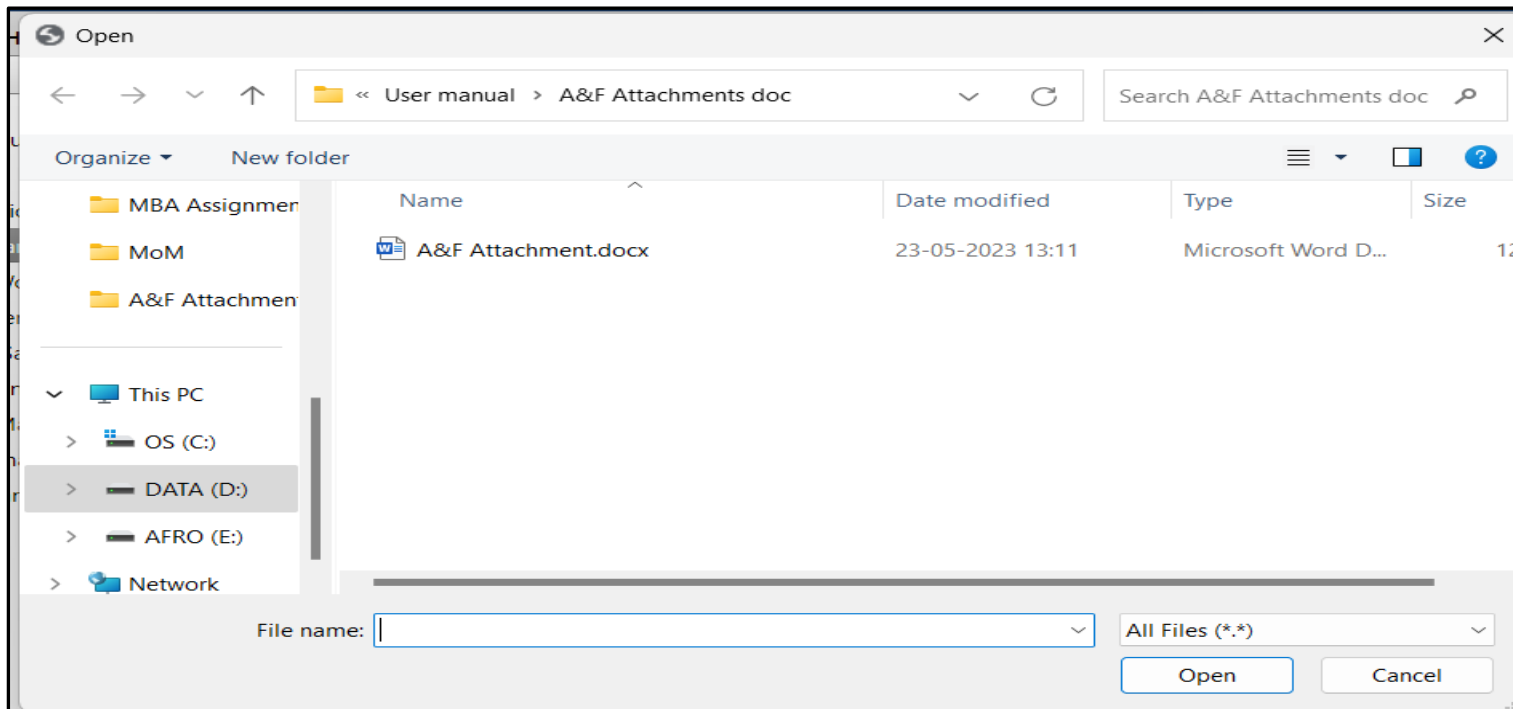
Remarks :

Dockets Select Revision : ByPass Send Forward Internal Review Attachment

1	Administrative & Financial Sanction Order	>>
2	Notesheet	>>
3	Cost Estimate	>>
4	Checklist Technical Report	>>
5	Additional CC	>>
6	Estimate Report	>>



Step 2: Select the desired file from desired location and click on Open button.



Step 3: The attached file will be added to the list of Dockets as shown below

Dockets		Select Revision					
		:	Rev No. 0 - Rs. 2315300	ByPass	Send Forward	Internal Review	Attachment
1	Administrative & Financial Sanction Order						»»
2	Notesheet						»»
3	Cost Estimate						»»
4	Checklist Technical Report						»»
5	Additional CC						»»
6	Estimate Report						»»
7	A&F Attachment.docx						»»

Note: Documents can be attached at any hierarchical level before approval of the A&F

4.2 Review and Approval of A&F

4.2.1 Send Forward

Step 1: Click on the Send Forward button to send the A&F for review.

Step 2: All these dockets will be available for the Authority to whom you are sending the A&F.

Add New Work / Work Details

Save
Work List

Reference No. : AnF/0021/23-24

Name of the Work : Nigam Building Construction work

Work Type/Category : 2 - Building

Nature : Maintenance

GEO Code :

Financial Year: 2023-2024

Work Sub-Category: 1 - Office Building

General

Location Details

Check List

Cost Estimate

Budget Provision

Source Of Fund : Select

Budgetary Details : Yes No

Work Owner Details

Initiated Office : MUNICIPAL CORPORATION JAIPUR HERITAGE

Initiated By : JEN - NNJHHQ - 4 - KULDEEP

Remarks :

Dockets

Select Revision : Rev No. 0 - Rs. 2315300

ByPass
Send Forward
Internal Review
Attachment

1	Administrative & Financial Sanction Order	▶▶
2	Notesheet	▶▶
3	Cost Estimate	▶▶
4	Checklist Technical Report	▶▶
5	Additional CC	▶▶
6	Estimate Report	▶▶

Step 3: Below pop up will be displayed. The “Send To” drop down list will display the Authorities who are configured in the Administration module based on Nature of work, type of work and the financial powers.

Send Forward

Name Of Work : Nigam Building Construction work

Send To : BHARAT LAL MEENA-ASSISTANT ENGINEER - Municipal Corporation Jaipur Heritage Head Quarter

Reference No :

Dated: 23/05/2023

Flow Remarks :

Font Name Real... Paragraph St... Zoom

Send Close

Step 4: Enter the Reference No. (if any) and Date.

Step 5: Enter the Remarks; use the tool bar if you wish to format the text to emphasize any section / words.

Step 6: Click on Send to send the A&F for approval to the selected “Send To” authority.

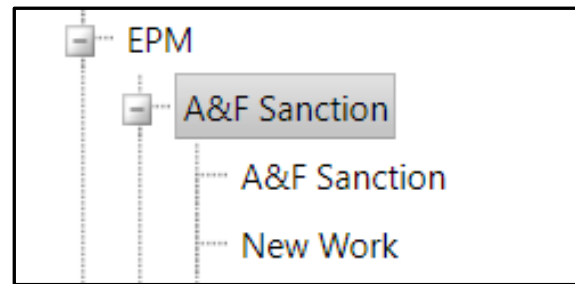
4.2.2 Review the forwarded A&F

Briefing: User can review all the documents of the A&F and take appropriate action like sending it back, sending it forward or approve it if he has the approval rights configured in the Admin Module.

In the above section we've forwarded the A&F to the Assistant Engineer. Let us see how the A&F can be reviewed by the concerned approval authority (in our case Commissioner).

Step 1: The Commissioner will login into the system and follow the below steps

Step 2: Click on the A&F Sanction → A&F Sanction → New Work



Step 3: The work will be available in the Pending with me list.

Jaipur Smart City Ltd.

Works Information Management System

Powered By **SoftTech** & Supported by **SAP**

Welcome **VISHRAM MEENA** COMMISSIONER - Municipal Corporation Jaipur Heritage Head Quarter
Language : English
Home | HelpDesk | About Us | Logout

Commissioner

- Commissioner
- EPM
 - A&F Sanction
 - A&F Sanction Register
 - Technical Sanction
 - Tender Management
 - Contract Management
 - Billing Management
 - Project Management
 - Status

Work List Filter On

Reference No. :

Name of the Work : Starts With

Financial Year :

Work Type/Category :

Is Budgetary :

Enter keywords to search for						Filter	Mark	Find	Clear
Sr.No.	Reference No.	Name	Estimate Amount (Rs.)	Type	Owner				
1	5/23/2023 AnF/0017/23-24	Test Work	2,80,200.00	1 - Roads	JEN - NNJHHQ - 4-KULDEEP SHARMA				

Step 4: Select the work by clicking on the name of the work.

Add New Work / Work Details
Save Work List

Reference No. : AnF/0017/23-24 Financial Year: 2023-2024

Name of the Work : Test Work

Work Type/Category : 1 - Roads Work Sub-Category: 1 - CC Road

Nature : Maintenance

GEO Code :

General | Location Details | Check List | Cost Estimate

Budget Provision

Source Of Fund : Select

Budgetary Details : Yes No

Work Owner Details

Initiated Office : MUNICIPAL CORPORATION JAIPUR HERITAGE

Initiated By : JEN - NNJHHQ - 4 - KULDEEP

Remarks :

Dockets Select Revision : Rev No. 0 - Rs. 280200

Concurrence Approve Assign Send Back Attachment

1	Administrative & Financial Sanction Order	▶▶
2	Notesheet	▶▶
3	Cost Estimate	▶▶
4	Checklist Technical Report	▶▶
5	Additional CC	▶▶
6	Estimate Report	▶▶

Step 5: All the documents which were a part of the A&F, along with the Attachments (if any) will be visible to the concerned authority (in our case Commissioner) as shown

Step 6: Click on Arrow in front of the document which you want to review.

The screenshot shows a software interface with a header bar containing the text 'Dockets' and 'Select Revision : Rev No. 0 - Rs. 280200'. To the right of the header are five buttons: 'Concurrence', 'Approve', 'Assign', 'Send Back', and 'Attachment'. Below the header is a table with six rows, each representing a docket item. The items are: 1. Administrative & Financial Sanction Order, 2. Notesheet, 3. Cost Estimate, 4. Checklist Technical Report, 5. Additional CC, and 6. Estimate Report. Each row has a double arrow icon on the right side.

Dockets		Select Revision : Rev No. 0 - Rs. 280200	Concurrence	Approve	Assign	Send Back	Attachment
1	Administrative & Financial Sanction Order						»»
2	Notesheet						»»
3	Cost Estimate						»»
4	Checklist Technical Report						»»
5	Additional CC						»»
6	Estimate Report						»»

Step 7: Send Back: After reviewing the documents the user can either send it back using the “Send Back” if he finds some changes are required.

Step 8: He can send it forward to the appropriate approval hierarchy if he has reviewed it.

Step 9: The process of sending back or sending forward will be the same as described in the above (section 4.2.1 Send Forward).

4.2.3 Approval of the forwarded A&F

We just saw how an A&F can be sent forward for approval or sent back if any changes are required. Now let us see how the A&F is approved in the system.

Step 1: Click on the ‘Approve button’.

This screenshot is identical to the one above, showing the same list of docket items and action buttons. The 'Approve' button is highlighted with a blue background, indicating it is the active step in the process.

The “Approved By” will display the name of the Approval Authority.

Step 2: Enter the Date of Approval.

Step 3: Enter the remarks; use the tool bar if you wish to format the text to emphasize any section/words. These remarks will become a part of the Notesheet.

Step 4: Click on the 'Approve Button'.

The screenshot shows a window titled "Approve" with the following fields and content:

- Approved By:** CO - VISHRAM MEENA
- Approval No.:** AnF/OFF/*****
- Date of Approval:** 23/05/2023
- Estimated Cost:** 280,200.00
- Remarks:** Proceed as per RTTP Act.

The "Remarks" field includes a rich text editor toolbar with options for font color, background color, bold, italic, underline, text color, text background color, bulleted list, numbered list, indent, outdent, link, unlink, and print. Below the toolbar, the font face is set to "-apple-system...", font size to "16px", and style to "Normal".

At the bottom of the dialog box, there are two buttons: "Approve" and "Close".

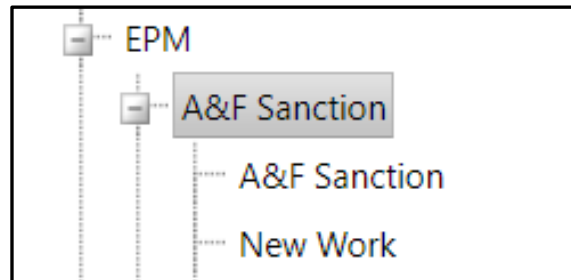
5 **Revise Cost Estimate**

Make Revision Feature: When an estimate is prepared by an authority and send it for review to the person in the JMC hierarchy, he can create a revised cost estimate by using the “Make Revision” feature.

Note: - This is not a mandatory Process.

Follow the below steps to make the revision of the Cost Estimate.

Step 1: Select the work from the Click on the ENGINEERING PROJECT MANAGEMENT → A&F Sanction → New Work



Step 2: After selecting the work, click on Cost Estimate Tab.

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JE Add New Work / Work Details [Work List](#)

Reference No. : AnF/0019/23-24 Financial Year: 2023-2024

Name of the Work : Road work

Work Type/Category : 1 - Roads Work Sub-Category: 1 - CC Road

Nature : Maintenance

GEO Code :

General Location Details Check List Cost Estimate

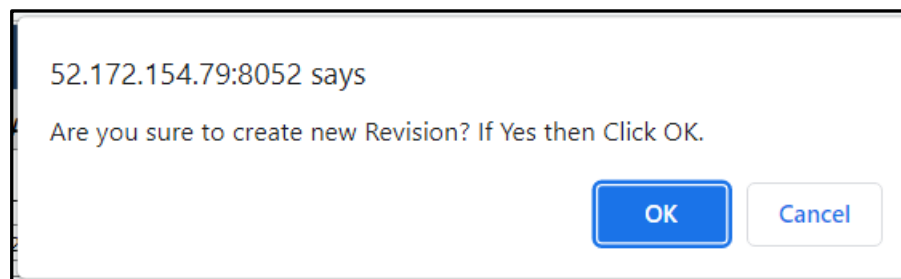
Estimate Summary [Reference Measurement](#) [Sub Estimate](#) [Make Revision](#) [Reports](#) [Lead Calculation](#) [Resource Rate](#)

Enter keywords to search for Filter Mark Find Clear

Sr.No.	Description	Type	Active Version
1	Road work	Roads	0.00
		Basic Cost	0.00
		Overhead Cost	0.00
		Total Cost	0.00
		Say	0.00

Step 3: Click on the “Make Revision” button.

Step 4: A confirmation will be asked.



Step 5: The original estimate items will be copied as is into the Revised Copy of estimate. The estimated amount as shown below will be the same unless you make any changes in the Revised Estimate.

Add New Work / Work Details
Save
Work List

* Reference No. :

* Name of the Work :

* Work Type/Category :

* Nature :

GEO Code :

* Financial Year:


Work Sub-Category:

General
Location Details
Check List
Cost Estimate

Estimate Summary
Reference Measurement
Sub Estimate
Make Revision
Reports
Lead Calculation
Resource Rate

Filter
Mark
Find
Clear

Sr.No.	Description	Type	Active Version	Rev No. 0
1	Nigam building Renovation work	Building	11,01,829.00	11,01,829.00
		Basic Cost	11,01,829.00	11,01,829.00
		Overhead Cost	0.00	0.00
		Total Cost	11,01,829.00	11,01,829.00
		Say	11,01,900.00	11,01,900.00

- Step 6:** Click on the  icon in the column Active Version next to basic cost.
- Step 7:** The procedure for creating / modifying the revised estimate is the same as described in (3.2.1 Preparing Cost Estimate)
- Step 8:** Since the user has created the revised estimate, while forwarding the A&F for approval, user has to make sure that the correct version of cost estimate is selected. Both the estimates (original as well as revised) will be made available to you while forwarding the A&F and you will have to select the desired one from the drop-down list.
- Step 9:** Selection of the correct revision while sending forward for the approval.


Add New Work / Work Details
Save Work List

Reference No. : AnF/0018/23-24

Name of the Work : Nigam building Renovation work

Work Type/Category : 2 - Building

Nature : Maintenance

GEO Code : 

Financial Year: 2023-2024

Work Sub-Category: 1 - Office Building

General
Location Details
Check List
Cost Estimate

General Details

Budget Provision

Source Of Fund : MLA Fund

Budgetary Details : Yes No

Work Owner Details

Initiated Office : MUNICIPAL CORPORATION JAIPUR HERITAGE

Initiated By : JEN - NNJHHQ - 4 - KULDEEP

Remarks :

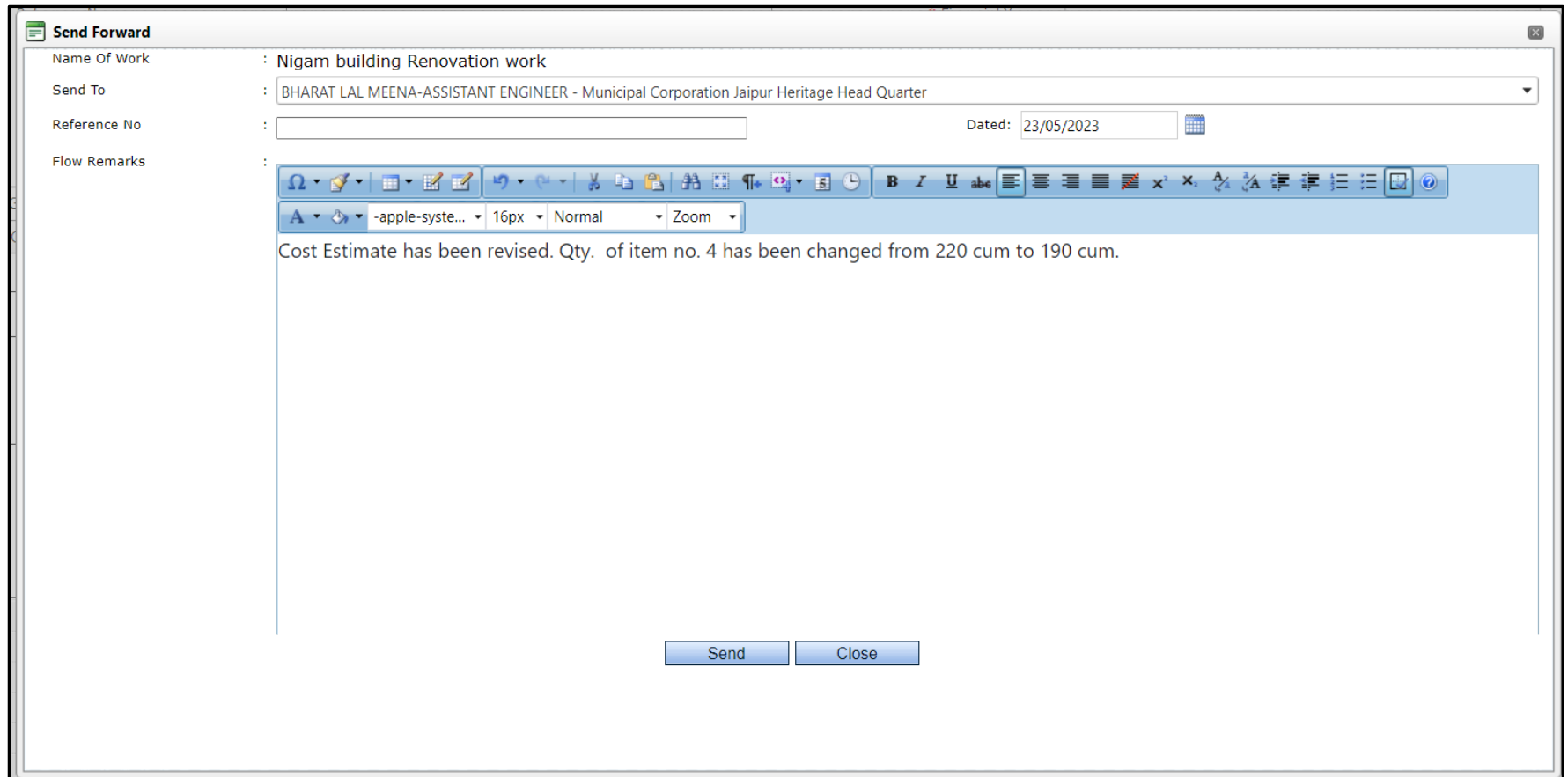
Dockets

Select Revision : Rev No. 1 - Rs. 1101900

ByPass
Send Forward
Internal Review
Attachment

1	Administrative & Financial Sanction Order	Rev No. 0 - Rs. 1101900	▶▶
2	Notesheet	Rev No. 1 - Rs. 1101900	▶▶
3	Cost Estimate		▶▶
4	Checklist Technical Report		▶▶
5	Additional CC		▶▶
6	Estimate Report		▶▶

Step 10: Rest of the functionality of sending it forward will remain the same as described in 4.2.1 Send Forward



6 Bypass A&F (Old works)

Bypassing the A&F is bypassing the process required for Approval of an A&F.

This process is not recommended by the PWIMS application, but to handle some exceptional cases, this feature is provided. Using the Bypass, A&F feature, you can **avoid the A&F Cost estimate preparation** and approval and directly go for Technical Sanction Process in which you can directly create the detailed estimate. Basically, you will bypass those A&Fs where only Technical Sanction is needed.

The Bypass A&F feature will be available to those authorities configured in the Administration Part under the Approval Process for the A&F.

Follow the below steps to use the Bypass A&F feature.

Step 1: Create an A&F using as described in the section A&F.

Step 2: Once the A&F is created, click on the “ByPass” button

The screenshot displays the 'Works Information Management System' interface for Jaipur Smart City Ltd. The user is logged in as KULDEEP SHARMA, JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE. The system is powered by SoftTech and supported by SAP.

The main form is titled 'Add New Work / Work Details'. It contains the following fields and options:

- Reference No.:** AnF/0018/23-24
- Financial Year:** 2023-2024
- Name of the Work:** Nigam building Renovation work
- Work Type/Category:** 2 - Building
- Work Sub-Category:** 1 - Office Building
- Nature:** Maintenance
- GEO Code:** [Grid icon]

Below the form, there are tabs for 'General', 'Location Details', 'Check List', and 'Cost Estimate'. The 'General' tab is active, showing 'General Details'.

The 'Budget Provision' section includes:

- Source Of Fund:** MLA Fund
- Budgetary Details:** Yes No

The 'Work Owner Details' section includes:

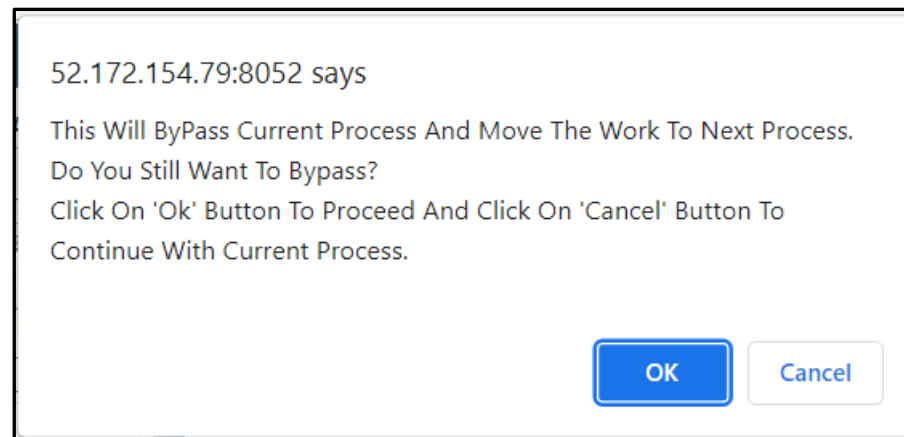
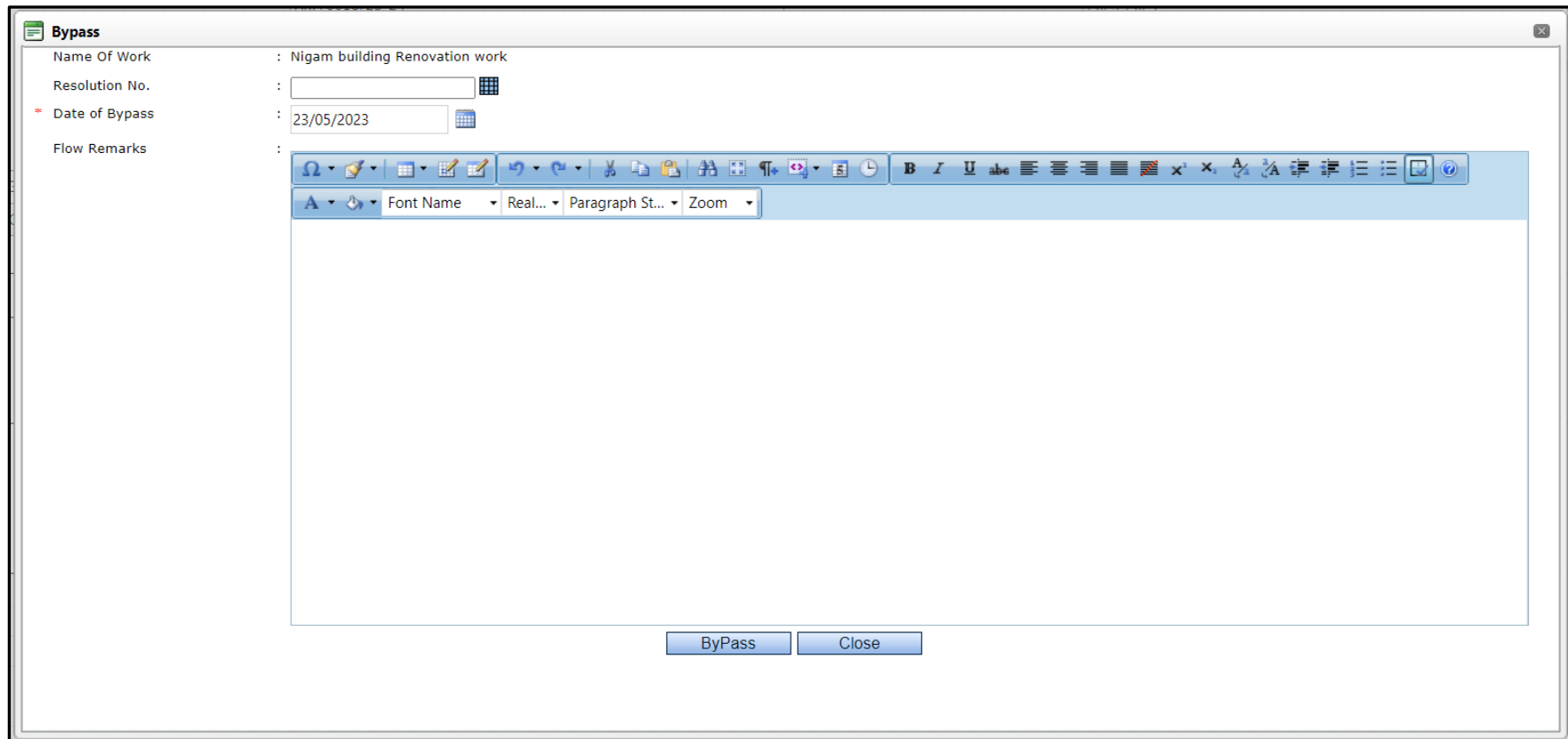
- Initiated Office:** MUNICIPAL CORPORATION JAIPUR HERITAGE
- Initiated By:** JEN - NNJHHQ - 4 - KULDEEP
- Remarks:** [Empty text area]

At the bottom, there is a 'Dockets' section with a 'Select Revision' dropdown set to 'Rev No. 0 - Rs. 1101900'. To the right of this dropdown are buttons for 'ByPass', 'Send Forward', 'Internal Review', and 'Attachment'.

On the left side, there is a navigation menu with the following items:

- System Configuration
- EPM
- A&F Sanction
 - A&F Sanction (highlighted)
 - New Work
 - Register
- Technical Sanction
- Tender Management
- Contract Management
- Billing Management
- Project Management
- Status

Step 3: Confirmations will be taken since once bypassed the A&F, the work will directly become eligible for the Technical Sanction Process, click on OK to proceed.



Step 4: Once the A&F is bypassed, the workflow will be stopped with the bypassing details. Please refer to the screen below:

The screenshot displays the WIMS interface for a user named KULDEEP SHARMA, JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE. The main window is titled 'Add New Work / Work Details' and contains the following information:

- Reference No.:** AnF/0022/22-23
- Financial Year:** 2022-2023
- Name of the Work:** Jaipur Road 2
- Work Type/Category:** Select
- Nature:** Maintenance
- Work Sub-Category:** (Empty)
- GEO Code:** (Grid icon)

Below the form, there are tabs for 'General', 'Location Details', 'Check List', 'Cost Estimate', and 'Error Details'. A table lists the workflow steps:

Step	Description	Action
3	Cost Estimate	▶▶
4	Checklist Technical Report	▶▶
5	Estimate Report	▶▶
6	Additional CC	▶▶

The 'Work Flow Details' section shows a bypass action:

- Bypass By:** KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE
- Bypass Date:** 16/Jan/2023
- Cost:** Rs1,97,600.00 (Rev No.-0)
- Reference No.:** AnF/NNJHHQ/12
- Action:** ByPass
- Remarks:** approved

Step 5: Once the A&F is bypassed, the work will directly become eligible for the Technical Sanction Process and it will be available in Technical Sanction which we will see in detail in the below section.

7 Technical Sanction

7.1 Preparing Technical Sanction

7.1.1 Preparing Technical Sanction – Detailed Estimate

Follow the below steps to prepare the technical sanction (will be referred as TS).

Step 1: Login → ENGINEERING PROJECT MANAGEMENT → Technical Sanction → Technical Sanction



Step 2: Select work from the list to prepare Technical Sanction

Step 3: To start preparing the Detailed Estimate, click on the Technical Sanction Menu

Step 4: The list of works will be displayed. Tabs indicating the Status of the Technical Sanctions can be used for Searching the Works under TS.

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JE Work List Filter On

Reference No. : Name of the Work : Starts With

Status : All

Financial Year : 2023-2024 Work Type/Category : All

Pending With Me Pending With Others Approved My TS

case sensitive individual cells Enter keywords to search for Filter Mark Find Clear Help

Sr. No.	Reference No.	Name	TS Amount (Rs.)	Type	Owner
1	05/01/2023 AnF/0011/23-24	Renovation work of Nigam building Headquarter Phase II	0.00	Building	JEN - NNJHHQ - 4-KULDEEP SHARMA
2	04/12/2023 AnF/0009/23-24	Maintenance and Repair of Foopath at hawa mahal	0.00	Roads	JEN - NNJHHQ - 4-KULDEEP SHARMA
3	AnF/0011/23-24	Renovation work of Nigam building Headquarter	0.00	Building	JEN - NNJHHQ - 4-KULDEEP SHARMA

1 / 1

Step 5: Once the work is selected, click on the Mesh symbol to proceed.

Back

Technical Sanction

Work Details

Reference No. : AnF/0009/23-24 Financial Year : 2023-2024

Name of the Work : Maintenance and Repair of Foopath at hawa mahal

Work Type/Category : Roads Work Nature : Maintenance

A&F Sanction Details

Status : Order Issued Order Issued By : SAFIK AHAMAD-ASSISTANT ACCOUNTS OFFICER - Municipal Corporation
Jaipur Heritage Head Quarter

Ref No. & Date : 53 / Date:13/04/2023 Estimated Amount : Rs.6,07,600.00

Technical Sanction Details

Estimate Prepared : Rs. 0.00 Estimate Sanctioned : Rs. 0.00

TS Revised TS

Sub Works
Add
Delete

	Name	WorkType	Estimated Cost (Rs.)	Owner	Pending With / Approved By
<input type="checkbox"/>	Maintenance and Repair of Foopath at hawa mahal	Roads	0	JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	Pending With KULDEEP SHARMA-5246325

Step 6: Below screen will be displayed with the various details along with the list of dockets required for Technical Sanction. Detailed Estimate is one of the dockets for TS for which the user has to prepare the Detailed Estimate from Detail Estimate tab.

Technical Sanction		Save	Back
Work Details			
Name	Maintenance and Repair of Foopath at hawa mahal		
Status	Order Issued	Order Issued By	SAFIK AHAMAD-ASSISTANT ACCOUNTS OFFICER - Municipal Corporation Jaipur Heritage Head Quarter
Ref No. & Date	53 / Date:13/04/2023	Estimated Amount	Rs. 6,07,600.00
Technical Sanction Details			
Estimate Prepared	Rs. 0.00	Estimate Sanctioned	Rs. 0.00
Sub Work Details			
Code	TS/FY/*****	Type	1 - Roads
Name	Maintenance and Repair of Foopath at hawa mahal		
General		Detail Estimate	
General Section			
Dockets	Select Revision :	Rev No. 0 - Rs. 0	ByPass Send Forward Internal Review Attachment
1	Notesheet	▶▶	
2	Detail Estimate	▶▶	
3	Additional CC	▶▶	
4	Technical Sanction Order	▶▶	
Work Flow Details			

Step 7: Click on the “Detail Estimate” tab.

Back

Technical Sanction

Work Details

Name : Maintenance and Repair of Foopath at hawa mahal

Status : Order Issued Order Issued By : SAFIK AHAMAD-ASSISTANT ACCOUNTS OFFICER - Municipal Corporation Jaipur Heritage Head Quarter

Ref No. & Date : 53 / Date:13/04/2023 Estimated Amount : Rs. 6,07,600.00

Technical Sanction Details

Estimate Prepared : Rs. 0.00 Estimate Sanctioned : Rs. 0.00

Sub Work Details

* Code : TS/FY/***** * Type : 1 - Roads

* Name : Maintenance and Repair of Foopath at hawa mahal

General
Detail Estimate

Estimate Summary
Reference Measurement
Sub Estimate
Make Revision
Reports
Lead Calculation
Resource Rate
Import AS

Enter keywords to search for Filter Mark Find Clear

Sr.No.	Description	Type	Active Version
1	Maintenance and Repair of Foopath at hawa mahal	Roads	0.00
		Basic Cost	0.00
		Overhead Cost	0.00
		Total Cost	0.00
		Say	0.00

Step 8: To Prepare a Technical Sanction, system provides below options to the user.

Step 9: Prepare a new cost estimate from scratch using the same steps as for A&F.

Step 10: Directly import the sanctioned A&F’s cost estimate.

Step 11: Importing the items from an already created Template.

7.1.2 Import A&F Sanction

Step 1: Click on the “Import AS” button to import the items from the Approved A&F Sanction.

Step 2: As you can see the Basic cost is 0 before we’ve imported the A&F.

The screenshot shows a software interface with a tabbed window. The 'Detail Estimate' tab is active. Below the tabs, there are several buttons: 'Reference Measurement', 'Sub Estimate', 'Make Revision', 'Reports', 'Lead Calculation', 'Resource Rate', and 'Import AS'. Below the buttons is a search bar with the text 'Enter keywords to search for'. Below the search bar is a table with the following data:

Sr.No.	Description	Type	Active Version
1	Maintenance and Repair of Foopath at hawa mahal	Roads	0.00
		Basic Cost	0.00
		Overhead Cost	0.00
		Total Cost	0.00
		Say	0.00

Step 3: A pop up window will be opened, follow the below steps to Import the items into the Technical Sanction.

Copy AS Sub Estimates

Copy AS Sub Estimates Import

Select Work Name : Maintenance and Repair of Foopath at hawa mahal

Select Revision : Rev No. 0 - Rs 0

Replace existing Sub Estimate If Already added

	Description	Amount
<input type="checkbox"/>	Maintenance and Repair of Foopath at hawa mahal	6,07,600.00

Step 4: Select Work Name.

Step 5: Select Revision.

Step 6: Select/Tick the Cost Estimate.

Step 7: Click on Import Button.

Step 8: After successful import, the items will get imported and you can see the change in the “Basic cost”

General		Detail Estimate	
Estimate Summary		<input type="button" value="Reference Measurement"/> <input type="button" value="Sub Estimate"/> <input type="button" value="Make Revision"/> <input type="button" value="Reports"/> <input type="button" value="Lead Calculation"/> <input type="button" value="Resource Rate"/> <input type="button" value="Import AS"/>	
Enter keywords to search for		Filter	Mark
		Find	Clear
Sr.No.	Description	Type	Active Version
1	Maintenance and Repair of Foopath at hawa mahal	Roads	6,07,600.00
		Basic Cost	6,07,600.00
		Overhead Cost	0.00
		Total Cost	6,07,600.00
		Say	6,07,600.00

7.1.3 Import the Items for the TS from an existing Template

The process for importing the items is same as detailed out in case of A&F in the section.

7.2 Multiple Technical Sanctions

Multiple Technical sanctions might be required in some cases, let us see how Multiple TS can be created using the system.

Step 1: Login → ENGINEERING PROJECT MANAGEMENT → Technical Sanction → Technical Sanction



Step 2: The list of works will be displayed.

Step 3: Select work from the list to prepare Technical Sanction.

Step 4: Click on the “Add” button

Back

Work Details

Reference No.	: AnF/0009/23-24	Financial Year	: 2023-2024
Name of the Work	: Maintenance and Repair of Foopath at hawa mahal		
Work Type/Category	: Roads	Work Nature	: Maintenance

A&F Sanction Details

Status	: Order Issued	Order Issued By	: SAFIK AHAMAD-ASSISTANT ACCOUNTS OFFICER - Municipal Corporation Jaipur Heritage Head Quarter
Ref No. & Date	: 53 / Date:13/04/2023	Estimated Amount	: Rs.6,07,600.00

Technical Sanction Details

Estimate Prepared	: Rs. 0.00	Estimate Sanctioned	: Rs. 0.00
-------------------	------------	---------------------	------------

TS Revised TS

Sub Works
Add
Delete

	Name	WorkType	Estimated Cost (Rs.)	Owner	Pending With / Approved By
<input type="checkbox"/>	Maintenance and Repair of Foopath at hawa mahal	Roads	0	JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	Pending With KULDEEP SHARMA-5246325

Step 5: Select the Work Type, Work Name and Save the data.

Technical Sanction				Save	Back
Work Details					
Name	:	Maintenance and Repair of Foopath at hawa mahal			
Status	:	Order Issued	Order Issued By	:	SAFIK AHAMAD-ASSISTANT ACCOUNTS OFFICER - Municipal Corporation Jaipur Heritage Head Quarter
Ref No. & Date	:	53 / Date:13/04/2023	Estimated Amount	:	Rs. 6,07,600.00
Technical Sanction Details					
Estimate Prepared	:	Rs. 6,07,600.00	Estimate Sanctioned	:	Rs. 0.00
Sub Work Details					
* Code	:	TS/FY/*****	* Type	:	1 - Roads
* Name	:	Maintenance and Repair of Foopath at hawa mahal			
General		Detail Estimate			
General Section					

Step 6: The sub work will get added to the list as shown below.

Back

Work Details

Reference No.	: AnF/0009/23-24	Financial Year	: 2023-2024
Name of the Work	: Maintenance and Repair of Foopath at hawa mahal		
Work Type/Category	: Roads	Work Nature	: Maintenance

A&F Sanction Details

Status	: Order Issued	Order Issued By	: SAFIK AHAMAD-ASSISTANT ACCOUNTS OFFICER - Municipal Corporation Jaipur Heritage Head Quarter
Ref No. & Date	: 53 / Date:13/04/2023	Estimated Amount	: Rs.6,07,600.00

Technical Sanction Details

Estimate Prepared	: Rs. 6,07,600.00	Estimate Sanctioned	: Rs. 0.00
-------------------	-------------------	---------------------	------------

TS
Revised TS

Add
Delete

	Name	WorkType	Estimated Cost (Rs.)	Owner	Pending With / Approved By
<input type="checkbox"/>	Maintenance and Repair of Foopath at hawa mahal	Roads	607600	JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	Pending With KULDEEP SHARMA-5246325
<input type="checkbox"/>	Maintenance and Repair of Foopath at hawa mahal	Roads	0	JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	Pending With KULDEEP SHARMA-5246325

Step 7: For the newly added Technical Sanction, follow the same steps as mentioned in the section 7.1.1 Preparing Technical Sanction – Detailed Estimate.

Step 8: The user can enter the data for the different tabs for any TS as shown below which are General (List of Dockets along with the selection of Revision – Note sheet (External), Detail Estimate and Technical Sanction Order) and Detail Estimate.

The screenshot displays the 'Works Information Management System' interface for a user named KULDEEP SHARMA. The main form is titled 'Technical Sanction' and contains the following data:

- Work Details:**
 - Name: Maintenance and Repair of Foopath at hawa mahal
 - Status: Order Issued
 - Ref No. & Date: 53 / Date: 13/04/2023
 - Order Issued By: SAFIK AHAMAD-ASSISTANT ACCOUNTS OFFICER - Municipal Corporation Jaipur Heritage Head Quarter
 - Estimated Amount: Rs. 6,07,600.00
- Technical Sanction Details:**
 - Estimate Prepared: Rs. 6,07,600.00
 - Estimate Sanctioned: Rs. 0.00
- Sub Work Details:**
 - Code: TS/FY/*****
 - Type: 1 - Roads
 - Name: Maintenance and Repair of Foopath at hawa mahal
- Dockets Table:**

1	Notesheet	▶▶
2	Detail Estimate	▶▶
3	Additional CC	▶▶
4	Technical Sanction Order	▶▶

At the bottom of the form, there is a 'General Section' with a 'Dockets' dropdown menu set to 'Rev No. 0 - Rs. 607600'. Action buttons include 'ByPass', 'Send Forward', 'Internal Review', and 'Attachment'. The left sidebar shows a navigation menu with 'Technical Sanction' selected.

7.3 Review and Approval of TS

Once all the information related to TS is entered, let us see how the approval for the TS can be taken which is same as the Approval process of A&F. The attachments functionality is same as described in 4.1 – Attachments

Step 1: Go to the General Tab, click on the Send Forward button

Technical Sanction		Save		Back	
Work Details					
Name	:	Maintenance and Repair of Foopath at hawa mahal			
Status	:	Order Issued	Order Issued By	:	SAFIK AHAMAD-ASSISTANT ACCOUNTS OFFICER - Municipal Corporation Jaipur Heritage Head Quarter
Ref No. & Date	:	53 / Date:13/04/2023	Estimated Amount	:	Rs. 6,07,600.00
Technical Sanction Details					
Estimate Prepared	:	Rs. 6,07,600.00	Estimate Sanctioned	:	Rs. 0.00
Sub Work Details					
Code	:	TS/FY/*****	Type	:	1 - Roads
Name	:	Maintenance and Repair of Foopath at hawa mahal			
General		Detail Estimate			
General Section					
Dockets	Select Revision :	Rev No. 0 - Rs. 607600	ByPass	Send Forward	Internal Review
1	Notesheet				
2	Detail Estimate				
3	Additional CC				
4	Technical Sanction Order				

Step 2: Below pop up will be displayed. The “Send To” drop down list will display the Authorities who are Configured in the Administration module based on Nature of work, type of work and the financial powers.

Step 3: You can enter the Remarks and click on Send button to send the Technical Sanction to the selected authority.

The screenshot shows a software window titled "Send Forward". It contains the following elements:

- Name Of Work:** Maintenance and Repair of Foopath at hawa mahal
- Send To:** BHARAT LAL MEENA-ASSISTANT ENGINEER - Municipal Corporation Jaipur Heritage Head Quarter
- Reference No:** (Empty text box)
- Dated:** 24/05/2023
- Flow Remarks:** A rich text editor area with a toolbar containing various icons for text formatting (bold, italic, underline, font color, background color, text color, font size, bullet points, numbered list, indent, outdent, link, unlink, print, etc.) and a "Send" button at the bottom.

Step 4: Once the work is sent, you can see the details in the Work Flow section as below

Technical Sanction		Save		Back	
Work Details					
Name	Maintenance and Repair of Foopath at hawa mahal				
Status	Order Issued	Order Issued By	SAFIK AHAMAD-ASSISTANT ACCOUNTS OFFICER - Municipal Corporation Jaipur Heritage Head Quarter		
Ref No. & Date	53 / Date:13/04/2023	Estimated Amount	Rs. 6,07,600.00		
Technical Sanction Details					
Estimate Prepared	Rs. 6,07,600.00	Estimate Sanctioned	Rs. 0.00		
Sub Work Details					
Code	TS/FY/*****	Type	1 - Roads		
Name	Maintenance and Repair of Foopath at hawa mahal				
General		Detail Estimate			
Work Flow Details					
Send By	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	→ Pending With	BHARAT LAL MEENA-ASSISTANT ENGINEER - Municipal Corporation Jaipur Heritage Head Quarter		
Send On	24/May/2023				
Amount	Rs6,07,600.00 (Rev No.-0)				
Reference No.					
Action	Send Forward				
Remarks	Review for any changes				

Step 5: The Technical Sanction will be made available to the concerned authority in the list of works for Technical Sanctions. Rests of the functionalities are similar to the 4.2 Review and Approval flow as described in A&F.

8 Tender Document (DTP)

8.1 Draft Tender Document (DTP)

We will now proceed for the procurement of works through the Tender Process. Tender Process includes Creation of Draft Tender Document.

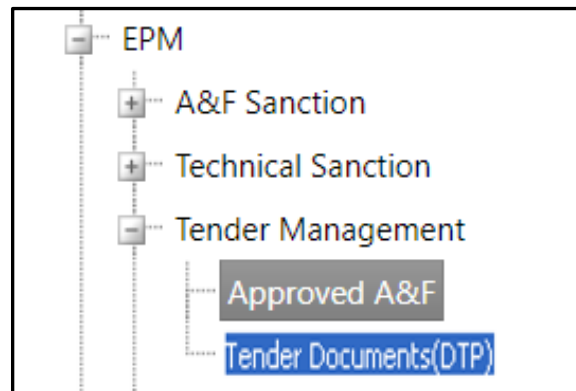
If Technical Sanction Amount is > Rs.50000 then Tenders are invited.

8.1.1 Create Draft Tender Document

Creation of Draft Tender Document (DTP) involves capturing of various information required to create the Tender Document.

Follow the below steps to create the Draft Tender Papers.

Step 1: Login → Engineering Project Management → Tender Management → Approved A&F



Step 2: There are 2 tabs as displayed below and contains the A&Fs as per the name of the tab i.e., “Works Approved Tender Not Started” and “Works Approved Tender Started”.

Step 3: Select a work from “Works Approved Tender Not Started”.

Step 4: You can also use the search criteria to search a particular Approved A&F.

The screenshot displays the 'Works Information Management System' interface. At the top, it shows the user 'KULDEEP SHARMA' and the role 'JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE'. The system is powered by SoftTech and supported by SAP. The interface includes a navigation menu on the left with options like System Configuration, EPM, A&F Sanction, Technical Sanction, Tender Management (with 'Approved A&F' highlighted), DNIT, Contract Management, Billing Management, Project Management, and Status.

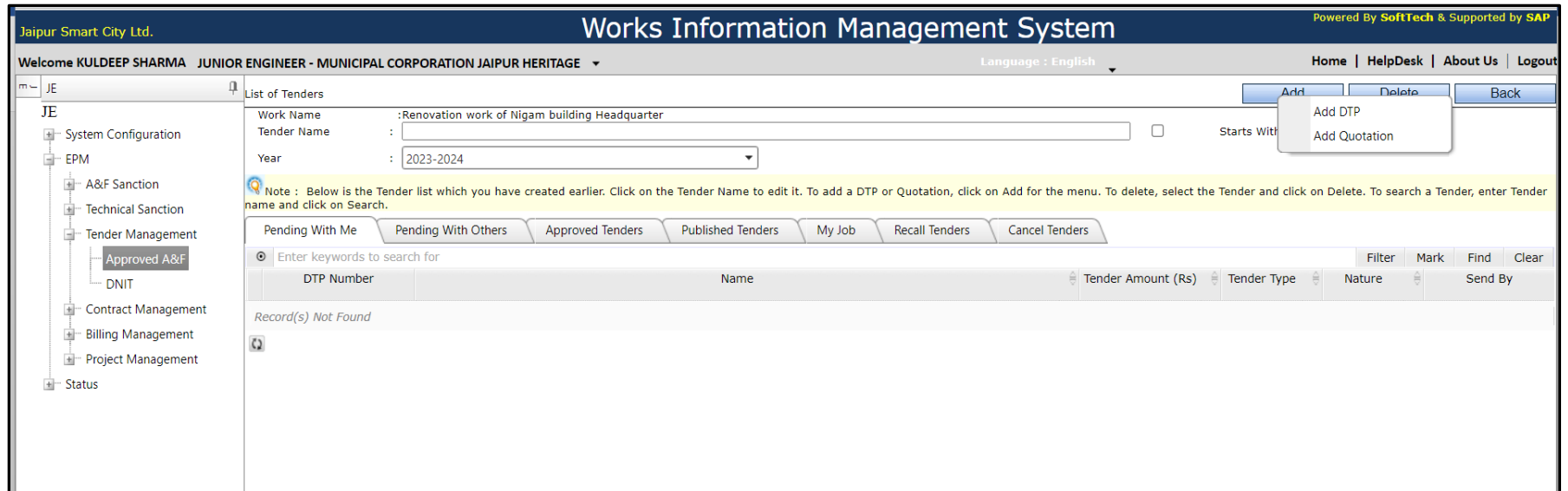
The main area features search filters: Code, Name, Year (2023-2024), Type (All), and Status (ALL). There are two tabs: 'Works Approved Tender Not Started' (active) and 'Works Approved Tender Started'. A search bar is present with the text 'Enter keywords to search for'. Below the tabs is a table with columns: Work Number, Work Name, Administrative & Financi., and Send By. The table lists several works, including 'Renovation work of Nigam building Headquarter' and 'Building Construction work near hawa mahal'.

Work Number	Work Name	Administrative & Financi.	Send By
4/12/2023		0.00	
AnF/0011/23-24	Renovation work of Nigam building Headquarter	192100.00	ACO - NNJHHQ - 1-SATTAR KHAN
AnF/0010/23-24	Building Construction work near hawa mahal	5459500.00	CO - NNJHHQ - 1-VISHRAM MEENA
AnF/0009/23-24	Maintenance and Repair of Foopath at hawa mahal	607600.00	CO - NNJHHQ - 1-VISHRAM MEENA
4/7/2023		0.00	
AnF/0001/23-24	Road construction for testing subestimate details in report.	0.00	

At the bottom of the table, there are navigation controls showing '1 / 1' pages and a 'Page Size' of 15.

Step 5: Select the Approved A&F Work whose Tender Document (DTP) is to be Prepared.

Step 6: Click Add button and select the menu Add DTP.



Step 7: It will open up a new page where you will have to select enter attributes of Tender Document DTP.

Step 8: Complete the information as shown below to create a Tender Document DTP:

Step 9: Enter DTP Name, DTP Number (E-BID Number).

Step 10: Select Tender Calling Type as applicable i.e., Tender/EOI.

Step 11: Select Tender type as Open Tender and Limited Tender.

The screenshot shows the 'Draft Tender Details' form. The form contains the following fields and values:

- Work Name : Renovation work of Nigam building Headquarter
- * Draft Tender Papers Name : Renovation work of Nigam building Headquarter
- Draft Tender Papers Number : [Empty text box]
- * Tender Calling Type : Tender (dropdown)
- Tender Type : Open Tender Limited Tender
- Estimated Cost of Technical Sanction (Rs) : 0.00
- Work Category : Select (dropdown)
- Payment Mode : Online (dropdown)
- Work Process Type : Normal (dropdown)
- To go to EPROC Rajasthan Portal : [Click here](#)

At the bottom of the form, there is a navigation bar with the following tabs: General Information, BID Forms, Standard Clauses, Tender Document(s), Opening Authority, Technical Evaluation Criteria, Fee And Deposits, DTP Approval, and Select Bidders.

Step 11: Select Work Category as applicable.

This image shows a close-up of the 'Work Category' dropdown menu. The menu is open, showing the following options:

- Select (highlighted in blue)
- Civil
- Electrical
- Supply of Manpower
- Supply of Other Items
- Other

Step 11: Select Work Process Type as Normal work type or ARC work type.

Step 12: To go to e-Proc Rajasthan portal, click on 'click here' link.

Step 13: Click on save button and the DTP will get saved successfully.

The screenshot shows a success message dialog box with the following text:

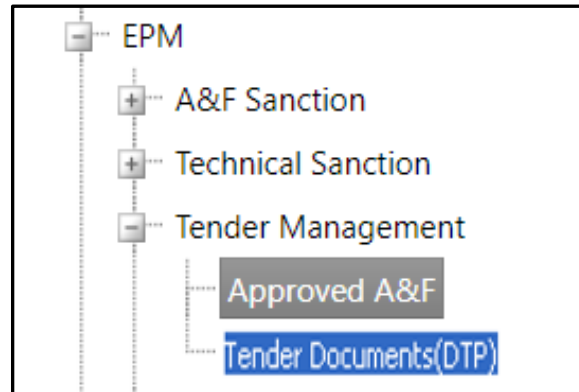
52.172.154.79:8052 says
DTP Saved Successfully.

At the bottom right of the dialog box, there is an 'OK' button.

8.1.2 Draft Tender Document – General Information

In the above section, the DTP is assigned to the Concerned Authority (in our case AE), so the Concerned Authority will login into the system and follow the below steps to prepare the Draft Tender Papers.

Step 1: Login → Engineering Project Management → Tender Management → Approved A&F



Step 2: Select the DTP by clicking on Name of DTP.

Jaipur Smart City Ltd.

Works Information Management System

Powered By **SoftTech** & Supported by **SAP**

Welcome **KULDEEP SHARMA** JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE
Language : English
Home | HelpDesk | About Us | Logout

JE

- System Configuration
- EPM
 - A&F Sanction
 - Technical Sanction
 - Tender Management
 - Approved A&F
 - Tender Documents(DTP)
 - Contract Management
 - Billing Management
 - Project Management
- Status

List of Tenders
Delete

Tender Name :

Year :

Note : Below is the Tender list which you have created earlier. Click on the Tender Name to edit it. To add a DTP or Quotation, click on Add for the menu. To delete, select the Tender and click on Delete. To search a Tender, enter Tender name and click on Search.

Pending With Me Pending With Others Approved Tenders Published Tenders My Job Recall Tenders Cancel Tenders

Enter keywords to search for Filter Mark Find Clear

DTP Number	Name	Tender Amount (Rs)	Tender Type	Nature	Send By
	30 Apr 2023 Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.	11,03,400.00	PercentRate	TENDER	-
<input type="checkbox"/> 12	01 May 2023 Road construction for order issue 13 april	6,85,900.00	PercentRate	TENDER	-
<input type="checkbox"/> 17/2022	05 May 2023 MBP..Resurfacing of existing roads in MBP at Sec I,II & III.2022	6,99,000.00	PercentRate	TENDER	-
<input type="checkbox"/> 123	24 May 2023 Renovation work of Nigam building Headquarter	0.00		TENDER	-


8.1.3 Draft Tender Document – Standard Clauses

Let us define the Standard Clauses.

Step 1: Click on Standard Clauses Tab.

The screen is divided into 2 sections, the Master Documents and the List of documents for the work.

First time the list of documents for the work would be empty since you have not yet selected any document from the Masters.

Step 2: Select the documents from the Master Documents to be added into the DTP and click on the  Arrow.

Step 3: User can change the Sr. No. so as to organize the documents serially.

Step 4: User can add/delete the documents from the List of documents as needed.

Draft Tender Details
Save Back

Work Name : Renovation work of Nigam building Headquarter

Draft Tender Papers Name : Renovation work of Nigam building Headquarter

Draft Tender Papers Number : 123

Tender Calling Type : Tender

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : 0.00 Work Category : Civil

Payment Mode : Online

Work Process Type : Normal

To go to EPROC Rajasthan Portal : [Click here](#)

General Information
BID Forms
Standard Clauses
Tender Document(s)
Opening Authority
Technical Evaluation Criteria
Fee And Deposits
DTP Approval
Select Bidders

Document(s) Save

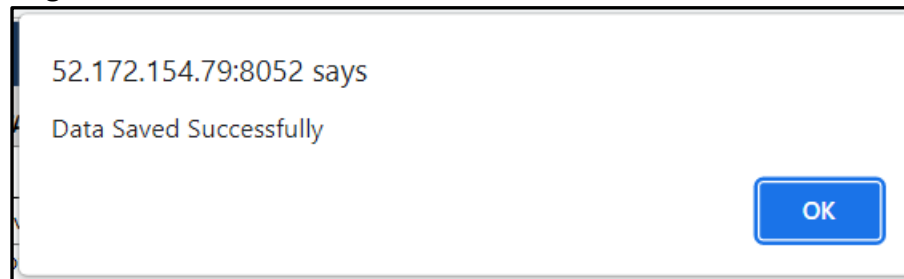
Master Document(s) Select All

- APPENDIX XI (Contd.) GENERAL RULES AND DIRECTIONS FOR THE
- Tender for work
- Memorandum
- Clause 1 : Security deposit:
- Clause 2 : Compensation for delay:
- Clause 3 : Risks & Cost Clause:
- Clause 4 : Contractor remains liable to pay compensation, if action r
- Clause 5 : Extension of Time:
- Clause 6 : Final Certificate:
- Clause 7 : Payment on Intermediate Certificate to be regarded as ad
- Clause 7 A : Time Limit for payments of Final Bills:
- Clause 8 : Bills to be submitted monthly:
- Clause 8 A : Contractor to be given time to file objection to the Mea
- Clause 8 B : Recovery of cost preparation of the bill.

List of Document(s) Add Document Delete Document

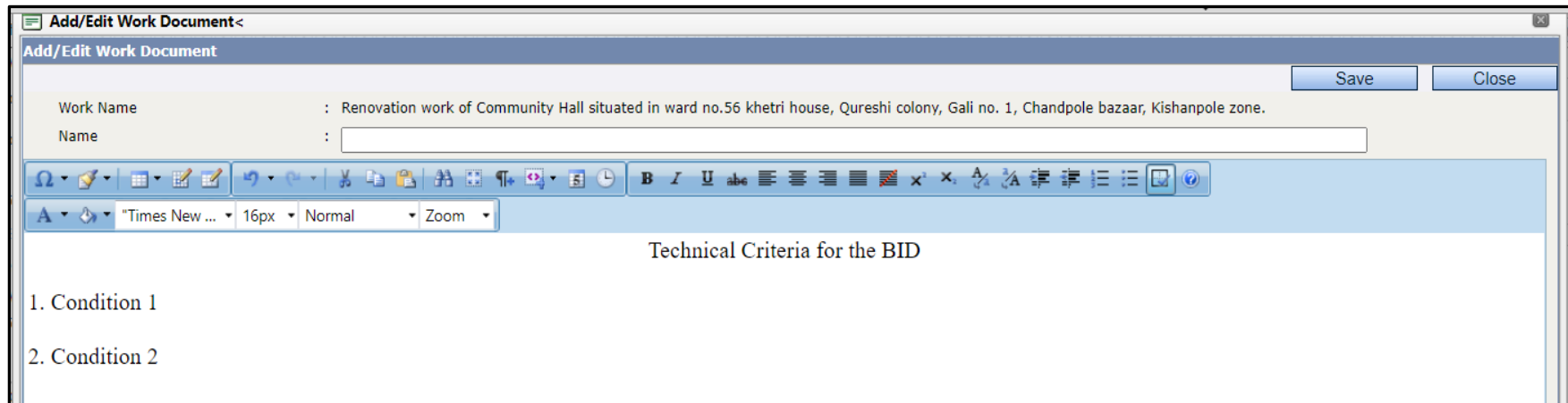
	Description	Sr No
<input type="checkbox"/>	APPENDIX XI (Contd.) GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS	1
<input type="checkbox"/>	Tender for work	2
<input type="checkbox"/>	Memorandum	3
<input type="checkbox"/>	Clause 1 : Security deposit:	4
<input type="checkbox"/>	Clause 2 : Compensation for delay:	5
<input type="checkbox"/>	Clause 3 : Risks & Cost Clause:	6
<input type="checkbox"/>	Clause 4 : Contractor remains liable to pay compensation, if action not taken under clause 3:	7
<input type="checkbox"/>	Clause 5 : Extension of Time:	8

Step 5: Save the details by clicking on the Save button.



8.1.3.1 Add Document (specific to this DTP)

Step 1: Click on Add Document button (refer to the above screen) to add new document specific to this DTP which is not a part of the master documents.



8.1.4 Draft Tender Document – Tender Document(s) Amendments of Documents

Let us now see how to edit and preview of the Tender Documents that we've selected and a consolidated view of all the documents. Please follow the below steps:

Step 1: Click on the Tender Document(s) Tab

Step 2: This screen is also divided into 2 sections, "List of the Tender Documents of Work" which we've selected and the "Edit Work Document" window which allows you to edit the document.

Step 3: User can amend any document as required by them

Step 4: The amendments which are made by User will appear after finishing the tender documents.

Step 5: These amendments will appear after the page on which user has suggested amendments.

Step 6: Also, user can see the list of documents on which amendments has done.

Step 7: Please refer to below screen for more details of amendment cases.

Draft Tender Details

Work Name : Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.

* Draft Tender Papers Name : Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.

Draft Tender Papers Number : 12

* Tender Calling Type : Tender

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : 1,103,400.00 Work Category : Select

Payment Mode : Online

Work Process Type : Normal

To go to EPROC Rajasthan Portal : [Click here](#)

General Information
BID Forms
Standard Clauses
Tender Document(s)
Opening Authority
Technical Evaluation Criteria
Fee And Deposits
DTP Approval
Select Bidders

Document(s)

List of Document(s)

- APPENDIX XI (Contd.) GENERAL RULES AND DIRECTIO
- Tender for work
- Memorandum
- Clause 1 : Security deposit:
- Clause 2 : Compensation for delay:
- Clause 3 : Risks & Cost Clause:
- Clause 4 : Contractor remains liable to pay compensa
- Clause 5 : Extension of Time:
- Clause 6 : Final Certificate:
- Clause 7 : Payment on Intermediate Certificate to be i
- Clause 7 A : Time Limit for payments of Final Bills:
- Clause 8 : Bills to be submitted monthly:
- Clause 8 A : Contractor to be given time to file object
- Clause 8 B : Recovery of cost preparation of the bill.

Edit Work Document

APPENDIX XI (Contd.)

GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS

1. All works, proposed for execution by Contract, will be notified in a form of invitation to tender pasted on public places and on a board hung up in the office of and signed by the Chief Engineer or other duly authorized Engineer.

The form of invitation to tender will state the work to be carried out, as well as the date of submitting and opening of tenders and the time allowed for carrying out the work, also the amount of Earnest Money to be deposited with the tender and the amount of the Security Deposit to be deposited by the successful tendered and the percentage, if any, to be deducted from bills. Copies of the specifications, designs and drawings and estimated rates/scheduled rates and any other documents required in connection with the work signed for the purpose of identification by the Executive Engineer shall be

8.1.5 Creating Price Schedule (BOQ) in DTP

- Step 1:** Click on Bid Forms Tab.
- Step 2:** Click on Schedule G Tab.

Draft Tender Details
Save Back

Work Name : Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.

* Draft Tender Papers Name : Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.

Draft Tender Papers Number : 12

* Tender Calling Type : Tender

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : 1,103,400.00 Work Category : Select

Payment Mode : Online

Work Process Type : Normal

To go to EPROC Rajasthan Portal : [Click here](#)

General Information
BID Forms
Standard Clauses
Tender Document(s)
Opening Authority
Technical Evaluation Criteria
Fee And Deposits
DTP Approval
Select Bidders

Schedule G
Save
Add
Delete
Update Tender Parameters

List Of Schedule G Items

Note : 1. Please click on Update Tender Parameters button, if any changes are made in any of the BOQ added, else the changes will not be reflected further.
 2. If Change in Schedule G Revision and saved then please Generate Tender Document before approve DTP, else the changes will not be reflected in Item Specification.

Enter keywords to search for Filter Mark Find Clear

Schedule G Name	Estimated Cost(Rs)
Record(s) Not Found	

Step 3: Click on Add Button to add BOQ.

Step 4: On click of Add button, you will be displayed estimates created for that work in TS.

Schedule G
Save Close

Schedule G Name :

Tender Type : PercentRate Variation Factor:

Currency : INR - Indian Rupee

Merge Similar Item
 De Merge

(If Merge option is selected, System will Merge Similar Item recored in diffrent selected Sub Estimate(s) in to one Schedule G.
 If De Merge option is selected, System will Copy selected Sub Estimate(s) in to Schedule G.)

List of Estimates

Description	TS Approved	Amount	Filter	Mark	Find	Clear
Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.	Yes					
<input type="checkbox"/> Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.		11,03,350.00				

List of Schedule G Sub Estimates Delete

Description	Filter	Mark	Find	Clear
Record(s) Not Found				

52.172.154.79:8052 says

You have selected De Merge option for Schedule G creation.
 System will Copy selected Sub Estimate(s) in to Schedule G.
 Are you sure to Continue creation of Schedule G with De Merge Option.

OK
Cancel

Step 3: In case of multiple TS for the work, if you want to merge similar items from both estimates to prepare BOQ, select” Merge Similar Items” as screen below.

Schedule G

Schedule G Name : Renovation work of Nigam Building Headquarter

Tender Type : PercentRate Variation Factor: 1.5

Currency : INR - Indian Rupee

Merge Similar Item De Merge

(If Merge option is selected, System will Merge Similar Item recored in different selected Sub Estimate(s) in to one Schedule G.
If De Merge option is selected, System will Copy selected Sub Estimate(s) in to Schedule G.)

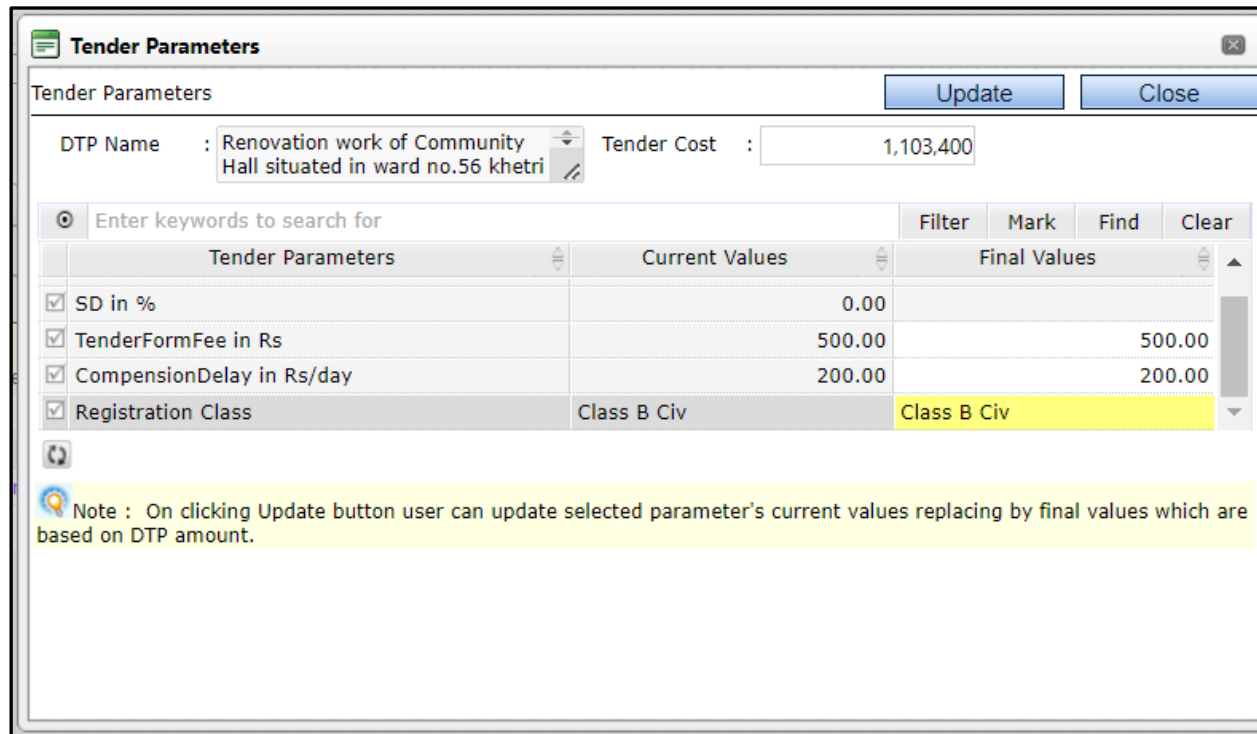
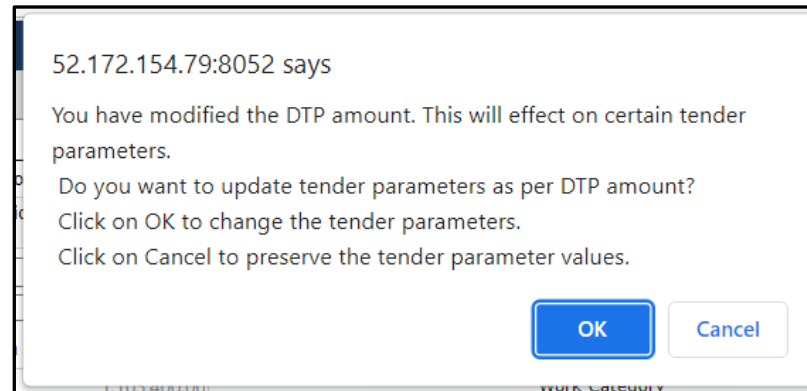
Description	TS Approved	Amount
Renovation work of Nigam building Headquarter	Yes	
<input type="checkbox"/> Renovation work of Nigam building Headquarter		1,77,562.50
Renovation work of Nigam building Headquarter Phase II	Yes	
<input type="checkbox"/> Renovation work of Nigam building Headquarter Phase II		3,780.00

Description	Amount
Record(s) Not Found	

Step 4: Click on Right Arrow -> and save it.

Step 5: System will show you pop up message for updating tender parameters.

Step 6: Click on OK and Update button.



Step 7: On updating the Tender parameters, Schedule-G Estimate shall be added in the DTP as below screen will be displayed:

Draft Tender Details
Save Back

Work Name : Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.

Draft Tender Papers Name : Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.

Draft Tender Papers Number : 12

Tender Calling Type : Tender

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : 1,103,400.00 Work Category : Select

Payment Mode : Online

Work Process Type : Normal

To go to EPROC Rajasthan Portal : [Click here](#)

General Information
BID Forms
Standard Clauses
Tender Document(s)
Opening Authority
Technical Evaluation Criteria
Fee And Deposits
DTP Approval
Select Bidders


Schedule G

List Of Schedule G Items
Save
Add
Delete
Update Tender Parameters

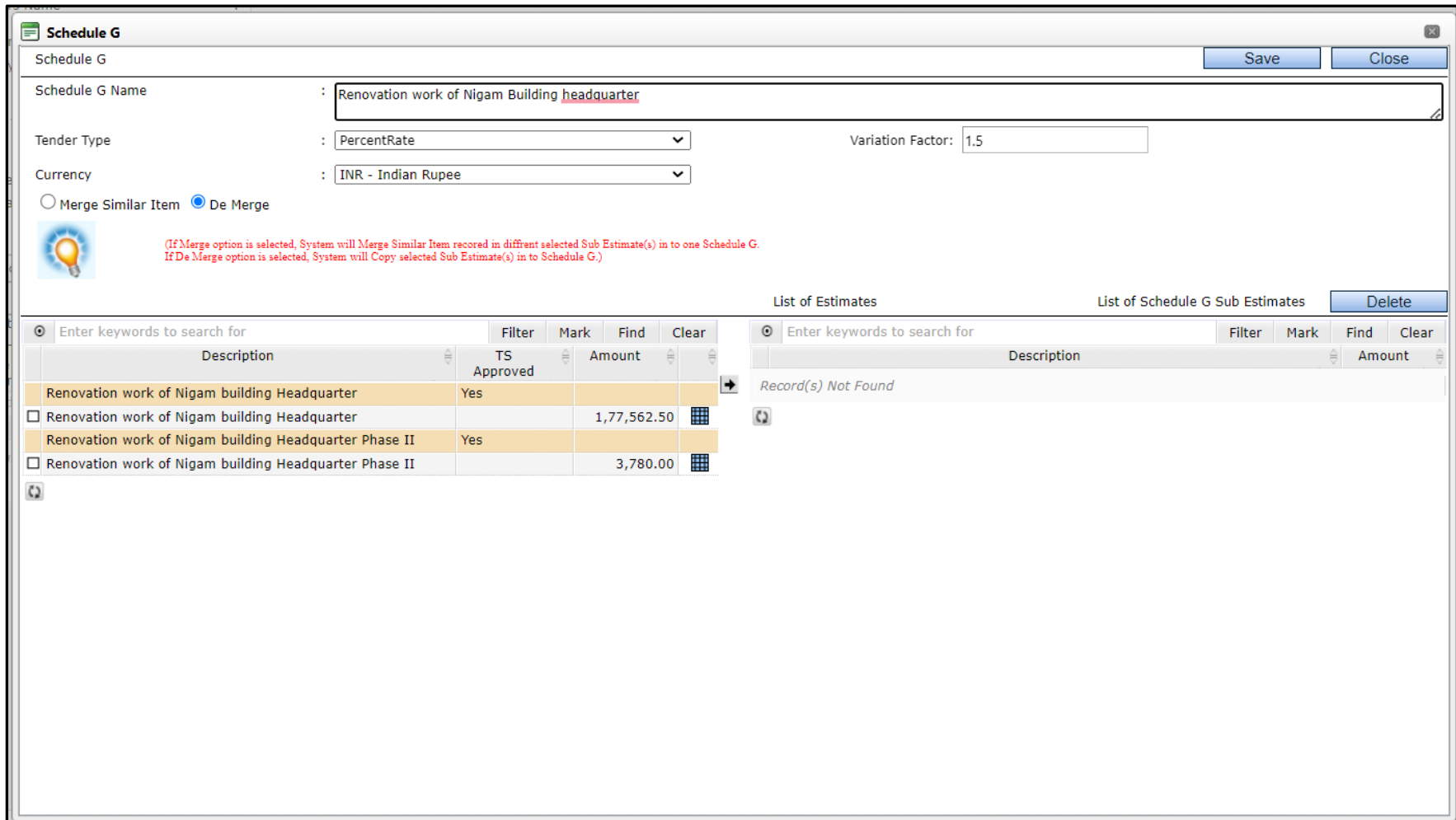
Note : 1. Please click on Update Tender Parameters button, if any changes are made in any of the BOQ added, else the changes will not be reflected further.
 2. If Change in Schedule G Revision and saved then please Generate Tender Document before approve DTP, else the changes will not be reflected in Item Specification.

Filter Mark Find Clear

Schedule G Name	Estimated Cost(Rs)
Renovation work of Community Hall situated in ward no.56 khetri house, Qureshi colony, Gali no. 1, Chandpole bazaar, Kishanpole zone.	Rev No. 0 - Rs 11,03,400.00

Step 8: On Click of Mesh  you will find single estimate combined from above 2 estimates. In this estimate, if any same items exist in above 2 estimates will get combined in Qty.

Step 9: If you want to keep estimates as it were created in TS, i.e., separate then select Demerge Option as shown below:




Schedule G





Schedule G Name : Renovation work of Nigam Building headquarter

Tender Type : PercentRate Variation Factor: 1.5

Currency : INR - Indian Rupee

Merge Similar Item De Merge

 (If Merge option is selected, System will Merge Similar Item recored in diffrent selected Sub Estimate(s) in to one Schedule G. If De Merge option is selected, System will Copy selected Sub Estimate(s) in to Schedule G.)

List of Estimates			
Enter keywords to search for			
Description	TS Approved	Amount	
Renovation work of Nigam building Headquarter	Yes		
<input type="checkbox"/> Renovation work of Nigam building Headquarter		1,77,562.50	
Renovation work of Nigam building Headquarter Phase II	Yes		
<input type="checkbox"/> Renovation work of Nigam building Headquarter Phase II		3,780.00	

List of Schedule G Sub Estimates			
Enter keywords to search for			
Description	Amount		
Record(s) Not Found			

Step 10: On click of mesh in Step 7, if there are multiple TS prepared for single work, you will see multiple different estimates as below:

Draft Tender Details Save Back

Work Name : Renovation work of Nigam building Headquarter

* Draft Tender Papers Name : Renovation work of Nigam building Headquarter

Draft Tender Papers Number : 123

* Tender Calling Type : Tender

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : 3,800.00 Work Category : Civil

Payment Mode : Online

Work Process Type : Normal

To go to EPROC Rajasthan Portal : [Click here](#)

General Information | BID Forms | Standard Clauses | Tender Document(s) | Opening Authority | Technical Evaluation Criteria | Fee And Deposits | DTP Approval | Select Bidders

Schedule G

Estimate Summary Reference Measurement Sub Estimate Make Revision Reports Lead Calculation Resource Rate Resources

Enter keywords to search for

Sr.No.	Description	Type	Rev No.	Filter	Mark	Find	Clear
<input type="checkbox"/> 0.1	Renovation work of Nigam building Headquarter	Building	1,77,562.50				
<input type="checkbox"/> 0.2	Renovation work of Nigam building Headquarter Phase II	Building	3,780.00				
			Basic Cost			1,81,342.50	
			Total Cost			1,81,342.50	
			Say			1,81,342.50	

Step 11: Here no items will be grouped.

Step 12: Click on Resource Button and select the Schedule A.

Draft Tender Details Save Back

Work Name : Renovation work of Nigam building Headquarter

* Draft Tender Papers Name : Renovation work of Nigam building Headquarter

Draft Tender Papers Number : 123

* Tender Calling Type : Tender

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : 3,800.00 Work Category : Civil

Payment Mode : Online

Work Process Type : Normal

To go to EPROC Rajasthan Portal : [Click here](#)

General Information | BID Forms | Standard Clauses | Tender Document(s) | Opening Authority | Technical Evaluation Criteria | Fee And Deposits | DTP Approval | Select Bidders

Schedule G

Estimate Summary Reference Measurement Sub Estimate Make Revision Reports Lead Calculation Resource Rate

Enter keywords to search for

Sr.No.	Description	Filter Type	Rate
<input type="checkbox"/> 0.1	Renovation work of Nigam building Headquarter	Building	1,77,302.50
<input type="checkbox"/> 0.2	Renovation work of Nigam building Headquarter Phase II	Building	3,780.00
Basic Cost			1,81,342.50
Total Cost			1,81,342.50
Say			1,81,342.50

Step 13: Select the schedule A resource either from “Part of Schedule G” or “Not A Part of Schedule G”.

Step 14: Click on Add resources. Select Resource Group, then select

Tender Resources Add Resources Delete Resources Save Close

Schedule A Resources

Part Of Schedule G | Not A Part Of Schedule G

Enter keywords to search for

Resource Code	Resource name	Rate	Quantity	Unit
Record(s) Not Found				

Resource Search

Search Resources Ok Add Resource Close

In Group : Material Group - Material Group In SOR : All

For Code :

(You can provide multiple Resource codes with comma separated for search operation.)

Name : Start With

Resource List New Search Find Now

	Code	Description	Unit	Rate
<input type="checkbox"/>	1035	Stainless steel butt hinges (heavy weight) 125x64x2.5 mm IS : 12817 marked	Nos.	335.00
<input type="checkbox"/>	1036	Stainless steel butt hinges (heavy weight) 100x60x2.5 mm IS : 12817 marked	Nos.	260.00
<input type="checkbox"/>	1037	Stainless steel butt hinges (heavy weight) 75x50x2.5 mm IS : 12817 marked	Nos.	215.00
<input checked="" type="checkbox"/>	1053	Bright finished or black enamelled mild steel bolts and nuts 50x6 mm	each	5.00
<input checked="" type="checkbox"/>	1069	Oxidised mild steel single acting spring hinges 150 mm	cum	95.00
<input checked="" type="checkbox"/>	1070	Oxidised mild steel single acting spring hinges 125 mm	each	85.00
<input type="checkbox"/>	1071	Oxidised mild steel single acting spring hinges 100 mm	each	70.00
<input type="checkbox"/>	1072	Oxidised mild steel double acting spring hinges 150 mm	each	100.00
<input type="checkbox"/>	1073	Oxidised mild steel double acting spring hinges 125 mm	each	90.00
<input type="checkbox"/>	1074	Oxidised mild steel double acting spring hinges 100 mm	each	80.00
<input type="checkbox"/>	1075	Oxidised mild steel sliding door bolt 300x16 mm	each	70.00
<input type="checkbox"/>	1076	Oxidised mild steel sliding door bolt 250x16 mm	pair	55.00
<input type="checkbox"/>	1077	Oxidised mild steel door latch 300x20x6 mm	pair	37.00
<input type="checkbox"/>	1078	Oxidised mild steel door latch 250x20x6 mm	each	30.00
<input type="checkbox"/>	1079	Oxidised mild steel tower bolt (barrel type) 250x10 mm	each	32.00
<input type="checkbox"/>	1080	Oxidised mild steel tower bolt (barrel type) 200x10 mm	each	26.00
<input type="checkbox"/>	1081	Oxidised mild steel tower bolt (barrel type) 150x10 mm	each	23.00
<input type="checkbox"/>	1082	Oxidised mild steel tower bolt (barrel type) 100x10 mm	each	18.00
<input type="checkbox"/>	1083	Oxidised mild steel handles 125 mm	each	12.00

1 / 99 2 3 4 5 6 7 8 9 10 20 30 40 50 99

Step 15: Decide Schedule A rates while selecting resources from labour, materials, machine and miscellaneous groups.

Step 16: Click on Ok button to add to Tender Resources.

Tender Resources

Schedule A Resources

Part Of Schedule G
Not A Part Of Schedule G

Filter Mark Find Clear

	Resource Code	Resource name	Rate	Quantity	Unit
<input type="checkbox"/>	Material Group				
<input type="checkbox"/>	1053	Bright finished or black enamelled mild steel	5.00	100	each
<input type="checkbox"/>	1069	Oxidised mild steel single acting spring hing	95.00	100	cum
<input type="checkbox"/>	1070	Oxidised mild steel single acting spring hing	85.00	100	each
<input type="checkbox"/>	Labour Group				
<input type="checkbox"/>	203	Mason (1st class)	625.00	50	Days
<input type="checkbox"/>	204	Mason (for plaster of paris work) 1st class	740.00	50	Days
<input type="checkbox"/>	205	Mason (for ornamental stone work) 1st class	760.00	50	Days

Step 17: Click on save button.

Step 18: Click on Close Button/Symbol (x).

8.1.6 Defining the Technical Evaluation Criteria:

Step 1: Select the Tender Criteria as L1 Type/ H1 Type/ Weighted. Click on save button.

Draft Tender Details

Work Name : Renovation work of Nigam building Headquarter

* Draft Tender Papers Name : Renovation work of Nigam building Headquarter

Draft Tender Papers Number : 123

* Tender Calling Type : Tender

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : 3,800.00 Work Category : Civil

Payment Mode : Online

Work Process Type : Normal

To go to EPROC Rajasthan Portal : [Click here](#)

General Information | BID Forms | Standard Clauses | Tender Document(s) | Opening Authority | **Technical Evaluation Criteria** | Fee And Deposits | DTP Approval | Select Bidders

Conditions for Post Qualification

Tender Criteria : L1Type
L1Type
Weighted
H1Type

Tender Cost : Rs 181,400

Save

8.1.7 Defining the Fees and Deposits: -

Save
Back

Draft Tender Details

Work Name : Renovation work of Nigam building Headquarter

Draft Tender Papers Name : Renovation work of Nigam building Headquarter

Draft Tender Papers Number : 123

Tender Calling Type : Tender

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : 3,800.00 Work Category : Civil

Payment Mode : Online

Work Process Type : Normal

To go to EPROC Rajasthan Portal : [Click here](#)

General Information
BID Forms
Standard Clauses
Tender Document(s)
Opening Authority
Technical Evaluation Criteria
Fee And Deposits
DTP Approval
Select Bidders

Fees and related details

Fees & EMD Calculate Type : Automatic

Cost of Tender (Without GST Rs) : 500.00 GST (in %) : 0.00

Cost of Tender (Rs) : 0.00

In favour of : Payable at :

Prescribed printed form and price per copy : Processing Fees : 0.00

Depositing of asphalt fees : Select

Payment Terms and Conditions

Note : IF calculated EMD Amount is less than minimum value of EMD then EMD Amount is set to the minimum value of EMD that is defined in the application configuration.

Estimated Cost : 181,400.00 EMD Required :

Earnest Money Deposit- for Reg. Contractor (in % of Estimated cost) : 0.50 Earnest Money Deposit -Reg. Contractors (Rs) : 907.00

Earnest Money Deposit - for Non Reg. Contractor (in % of Estimated cost) : 2.00 Earnest Money Deposit - Non Reg. Contractor(Rs.) : 0.00

In favour of : Commissioner, Nagar Nigam Jaipur Heritage Payable at : Nagar Nigam Jaipur Heritage

Compensation for Delay (Rs/Day) : 200.00 Maximum Compensation Delay (in %) : 10.00

Instructions (Refundable By DD/BG) : Refundable By DD/BG Interim Value :

Interest Rate of Mobilization : 0.00 Maximum Mobilization Advance (in %) : 25.00

Defect Liability Period :

Percentage apply on Employer's additional cost (in %) : 0.00

Enter keywords to search for Filter Mark Find Clear

Description	Mode	Total	Initial	Through RA Bill
<input checked="" type="checkbox"/> Security Deposit	Percentage	3.00	1.00	2.00

- Step 1:** Select the Fees and EMD Type as Automatic/Manual. Automatic as per system and if user want to change the fees , user shall select manual and enter the required values.
- Step 2:** Enter the name of Authority in the tender is In Favour of text box. Enter the office name at which the fees and payable at.
- Step 3:** Enter the name of Authority in the tender is In Favour of text box. Enter the office name at which the fees and payable at. Whether Depositing of Asphalt fees is required or not.
- Step 4:** User shall provide the required Payment Terms and Conditions.

8.2 Review and Approval of Tender Document (DTP)

- Step 1:** To send for review and approval, go to DTP Approval Tab.

Save
Back

Draft Tender Details

Work Name : Road construction for order issue 13 april

* Draft Tender Papers Name :

Draft Tender Papers Number :

* Tender Calling Type :

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : Work Category :

Payment Mode :

Work Process Type :

To go to EPROC Rajasthan Portal : [Click here](#)

General Information
BID Forms
Standard Clauses
Tender Document(s)
Opening Authority
Technical Evaluation Criteria
Fee And Deposits
DTP Approval
Select Bidders

If Change in Schedule G then please Generate Tender Document before approve DTP, else the changes will not be reflected in Item Specification.

List of Item in which Schedule Gis changed. Report

Enter keywords to search for Filter Mark Find Clear

BOQ Name	Sub Estimate Code	Item Code	Short Description	Changed In
Record(s) Not Found				

List of Items in which Tender Clauses is changed. +

Dockets Bypass Send Forward Assign Internal Review

1	Tender Documents	>>
2	Notesheet	>>
3	Item Specifications	>>
4	Schedule G	>>
5	Attachments	>>
6	Schedule-G (Excel)	>>

Step 2: Click on Send Forward button.

Send Forward

Name Of Work : Road construction for order issue 13 april

Send To : BHARAT LAL MEENA-ASSISTANT ENGINEER - Municipal Corporation Jaipur Heritage Head Quarter

Reference No : 28344 Dated: 25/05/2023

Flow Remarks :

Sent for review

Send Close

Step 3: Enter the Reference Number (if any) & Date.

Step 4: Enter Remarks.

Step 5: Click on the send button

8.2.1 Assign DTP

Let us assign this DTP to another authority and that authority will enter the details required for the DTP.

Step 1: Go to the “DTP Approval” tab and click on Assign button.

Save Back

Draft Tender Details

Work Name : Renovation work of Nigam building Headquarter

* Draft Tender Papers Name : Renovation work of Nigam building Headquarter

Draft Tender Papers Number : 123

* Tender Calling Type : Tender

Tender Type : Open Tender Limited Tender

Estimated Cost of Technical Sanction (Rs) : 0.00 Work Category : Civil

Payment Mode : Online

Work Process Type : Normal

To go to EPROC Rajasthan Portal : [Click here](#)

General Information
BID Forms
Standard Clauses
Tender Document(s)
Opening Authority
Technical Evaluation Criteria
Fee And Deposits
DTP Approval
Select Bidders

List of Items in which Tender Clauses is changed.

ByPass Send Forward Assign Internal Review

Dockets	Item	
1	Tender Documents	▶▶
2	Notesheet	▶▶
3	Item Specifications	▶▶
4	Schedule G	▶▶
5	Attachments	▶▶
6	Schedule-G (Excel)	▶▶

Attach Drawings

Work Flow Details

Step 2: Follow the below steps to select the Authority to whom the DTP is to be assigned. Refer 3.1.2 Assigning A&F for more details.

The screenshot shows a software window titled "Assign Project". It contains the following fields and values:

- Name of Project : Renovation work of Nigam building Headquarter
- Office : Head Quarter
- Name : MUNICIPAL CORPORATION JAIPUR HERITAGE
- Designation : ASSISTANT ENGINEER
- Assign To : ASSISTANT ENGINEER - Municipal Corporation Jaipur Heritage Head Quarter - BHARAT LAL MEENA
- Remarks : Assign Remarks
- Reference No : 28347

At the bottom of the window, there are two buttons: "Send" and "Close". A green circular icon with a white 'G' is visible on the right side of the window.

Step 3: Select the Office category.

Step 4: After that select the Office Name from the 'Name' option.

Step 5: Select the Designation (To Whom DTP is to be Assigned).

Step 6: Select 'Assign to' by the name of the employee.

Step 7: Enter Internal Remarks into the remarks option.

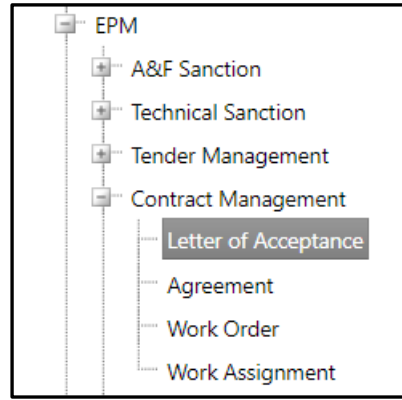
Step 8: Put the Reference No into the 'Reference No' option.

Step 9: Click on Send Button to send the DTP to the selected Authority.

9 Letter of Award/Acceptance

The Award Process is followed by the shortlisting of the vendors in the-tendering process. Follow the below steps to create Letter of Award/Acceptance.

Step 1: Login → Engineering Project Management → Tender Management → Approved A&F



Step 2: Work will be available in the “Pending with Me” list.

Step 3: Select the work by clicking on the name of the work.

The screenshot displays the 'Works Information Management System' interface. The user is logged in as 'KULDEEP SHARMA' with the role of 'JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE'. The system is powered by SoftTech and supported by SAP. The main content area shows a 'List of Tenders for Acceptance' for the year 2022-2023. The tender type is set to 'All'. The table below lists three tenders:

Tender Number	Title	Estimated Cost (Rs)	Tender Type
17-Jan-2023 TS/FY/*****122	Jaipur Industrial Area...Final asphaltting to internal roads in Jaipur I/A.	125700.00	PercentRate
21-Dec-2022 DTP/21/12	Construction of CC Road on MG Road	39900.00	PercentRate
04-Nov-2022 123	MBP...Resurfacing of existing roads in MBP at Sec I,II & III.2022	699000.00	PercentRate

Step 4: Below screen will be displayed to add the details of short-listed vendors.

User Manual for Works Information Management System (WIMS) of Jaipur Municipal Corporation (Heritage & Greater)

Work Details

BID Checklist
Acceptance Letter
Save
Add Contractor
Delete Contractor

Name of the Work : jaipur Industrial Area...Final asphaltting to internal roads in jaipur I/A.
 Estimated Cost : Rs 1,25,700.00 Tender Criteria : L1Type Tender Type : PercentRate

DNIT Details

Tender Publish Date : 17/01/2023 12:00 AM NIT Number :
 Last Date Submission Of Tender : 01/12/2022 12:00 AM Bid Opening Date And Time : 02/12/2022 12:00 AM
 NewsPaper :

Awarded Contractor Details

Earnest Money Deposit(Registered) : Rs 2,514.00 Earnest Money Deposit(Non Registered) : 0.00

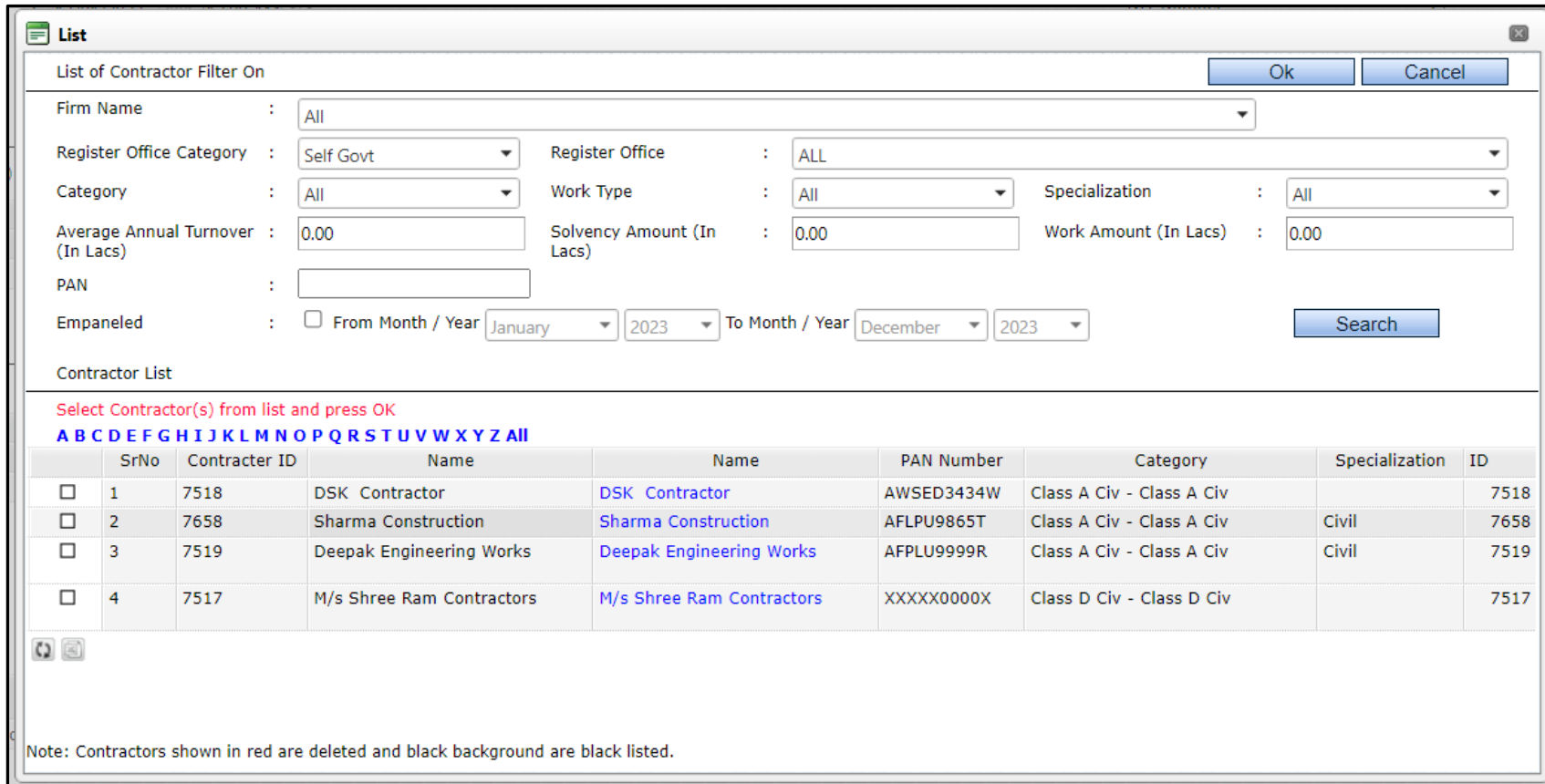
	Name	Submission Date	EMD Details				EMD Exemption		
			Payment Mode	No.	Bank Name	Date	Amount (Rs)	Ref. No.	Amount (Rs)
<input type="checkbox"/>	Deepak Engineering Works	15/05/2023	Select				2,514.00		0

Bid Details

List Of Schedule G : Schedule G Estimated Cost : Rs 125,700.00

	Contractor Name	Percentage	Amount (Rs)			Representative	Amount (Rs)	
			Amount	Negotiated (%)	Net Amount		Amount	Net Amount
<input type="checkbox"/>	Deepak Engineering Works	Select	0.00	1,25,700.00	0.00	1,25,700.00	0.00	0.00

Step 5: Click on “Add Contractor” button to select the vendor from vendor list.



List of Contractor Filter On

Ok Cancel

Firm Name : All

Register Office Category : Self Govt Register Office : ALL

Category : All Work Type : All Specialization : All

Average Annual Turnover (In Lacs) : 0.00 Solvency Amount (In Lacs) : 0.00 Work Amount (In Lacs) : 0.00

PAN :

Empaneled : From Month / Year January 2023 To Month / Year December 2023 Search

Contractor List

Select Contractor(s) from list and press OK

ABCDEFGHIJKLMNOPQRSTUVWXYZ

	SrNo	Contractor ID	Name	Name	PAN Number	Category	Specialization	ID
<input type="checkbox"/>	1	7518	DSK Contractor	DSK Contractor	AWSED3434W	Class A Civ - Class A Civ		7518
<input type="checkbox"/>	2	7658	Sharma Construction	Sharma Construction	AFLPU9865T	Class A Civ - Class A Civ	Civil	7658
<input type="checkbox"/>	3	7519	Deepak Engineering Works	Deepak Engineering Works	AFPLU9999R	Class A Civ - Class A Civ	Civil	7519
<input type="checkbox"/>	4	7517	M/s Shree Ram Contractors	M/s Shree Ram Contractors	XXXXX0000X	Class D Civ - Class D Civ		7517

Note: Contractors shown in red are deleted and black background are black listed.

Step 6: Add the following EMD details in Awarded Contractor Details against the added contractor in the open window of Award:

- i. **Submission Date:** Enter the EMD submitted date.
- ii. **Payment Mode:** : Select the EMD payment mode from the dropdown list.
- iii. **Receipt No.** : The sr. number of the paid receipt
- iv. **Bank Name** : Enter the Bank Name
- v. **Date:** : Enter the payment date.
- vi. **Amount** : Enter the EMD Amount.

vii. EMD Exemption details : Ref no. and Amount in Rs.

Step 7: Add the submitted bid details.

Bid Details

List Of Schedule G : jaipur Industrial Area...Final asphaltting to internal roads in jaipur I/A. (PercentRate Type) Schedule G Estimated Cost : Rs 125,700.00

	Contractor Name	Percentage	Amount (Rs)			Representative	Amount (Rs)	
			Amount	Negotiated (%)	Net Amount		Amount	Net Amount
<input type="checkbox"/>	Deepak Engineering Works	Select	0.00	1,25,700.00	0.00	1,25,700.00	0.00	0.00

Ranking	Contractor Name	Quoted Amount
L1	Deepak Engineering Works	Rs 0.00

Add the following bid details in the open window of Award:

- i. Percentage** : Select the Above/below/At per from drop down list and enter the percentage value.
- ii. Amount** : Auto calculates as per percentage entered.
- iii. Negotiated** : Add the percentage if rebates is applicable.
- iv. Net/Quoted Amount** : Auto Calculated as per negotiation percentage and quoted Amount

Step 8: Click on “BID Checklist” button, to review/update the “BID Checklist”. Click on Save button to save the changes made in the checklist.

Work Details

Name of the Work : jaipur Industrial Area...Final asphaltting to internal roads in jaipur I/A.

Estimated Cost : Rs 1,25,700.00 Tender Criteria : L1Type Tender Type : PercentRate

BID Checklist

Save Close

Enter keywords to search for Filter Mark Find Clear

Sr. No.	Particulars	Compliance
1	Office Name	MUNICIPAL CORPORATION JAIPUR HERITAGE
2	Name Of The Work	jaipur Industrial Area...Final asphaltting to internal roads in jaipur I/A.
3	A&F Sanction No	AnF/NNJHHQ/19
4	A&F Sanction Dated	17/Jan/2023
5	A&F Sanction Amount	1,25,700.00
6	Technical Sanction No	TS/23/0010
7	Technical Sanction Dated	17/Jan/2023
8	Technical Sanction Amount	1,25,700.00
9	NIT No	
10	Name of the Newspapers	Rajashtan patrika
11	Tender Publish Date	17/Jan/2023
12	Whether Bid Submission Date is Extended	▼ No
13	Bid Opening Date	02/Dec/2022
14	No of Bids received	1
15	Name of Successful Bidder	Deepak Engineering Works

Step 9: Click on “Acceptance Letter” button, to generate the “Acceptance Letter”.

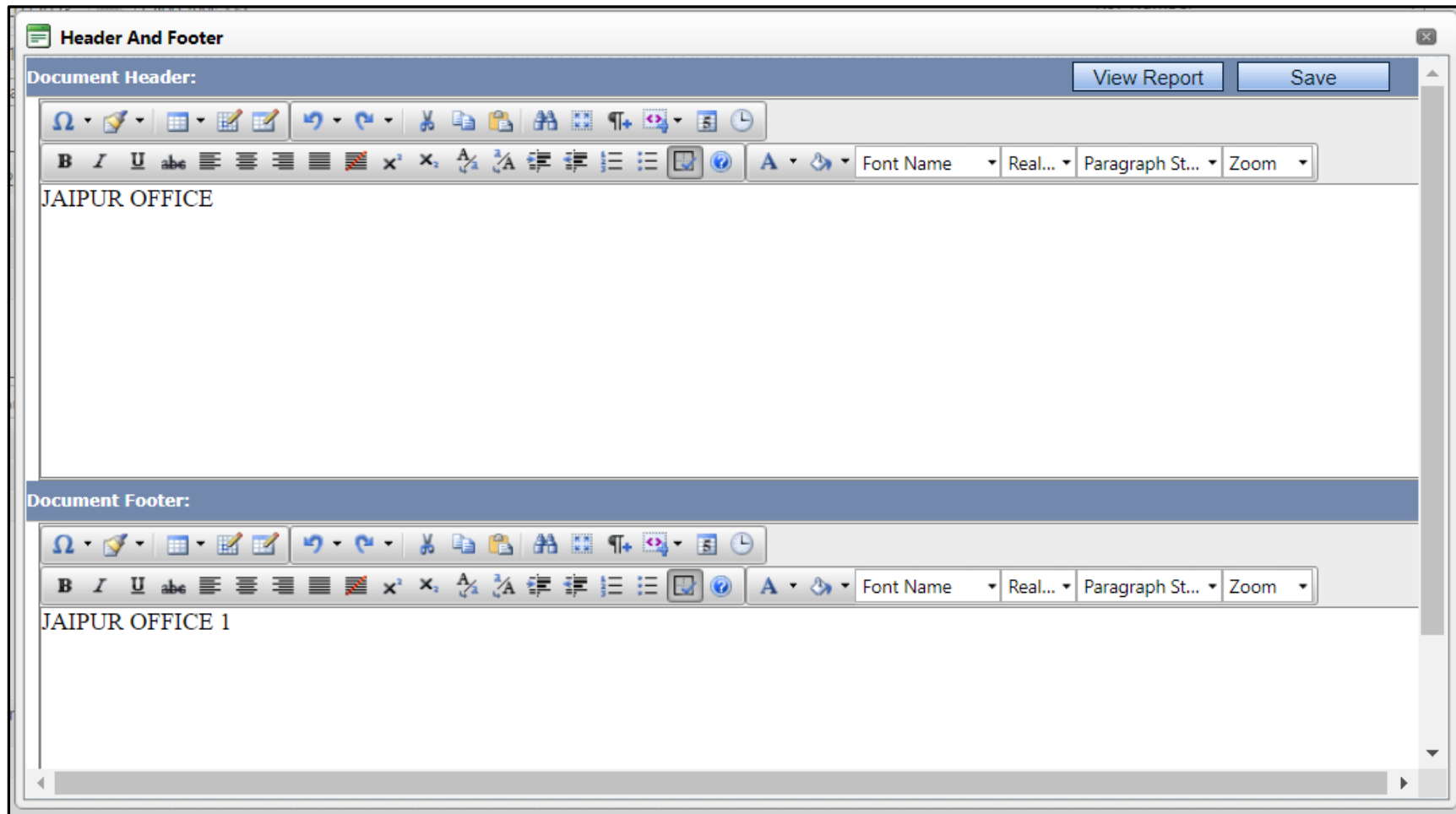
Work Details

BID Checklist Acceptance Letter Save Add Contractor Delete Contractor

Name of the Work : jaipur Industrial Area...Final asphaltting to internal roads in jaipur I/A.

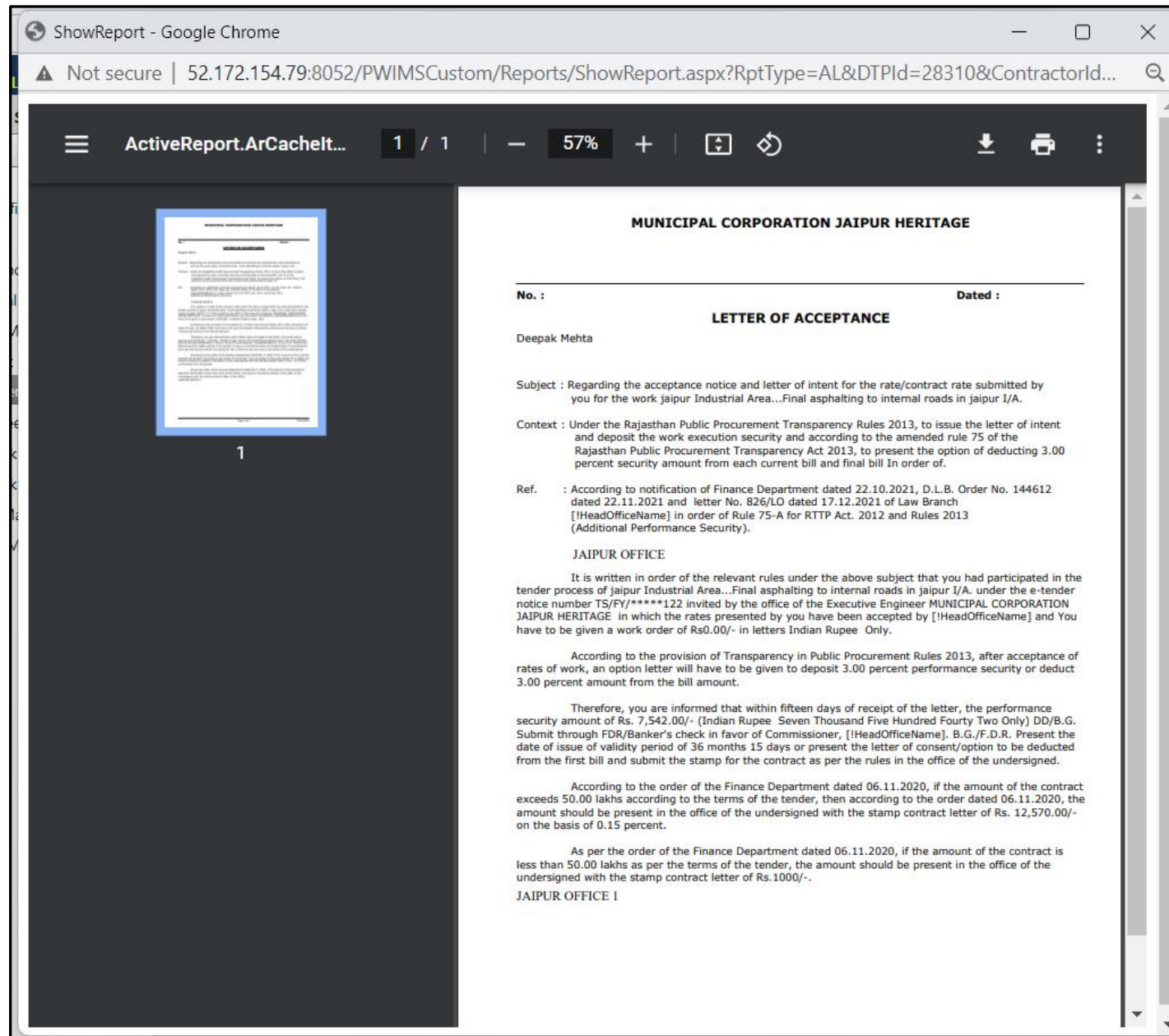
Estimated Cost : Rs 1,25,700.00 Tender Criteria : L1Type Tender Type : PercentRate

Step 10: Once Click on “Acceptance Letter” header footer window shall be opened to add the reference and conditions.



Step 11: Click on “Save” button to save the data.

Step 12: Click on “View Report” to view the Acceptance Report.



Step 13: Send the letter for approval through the approval flow.

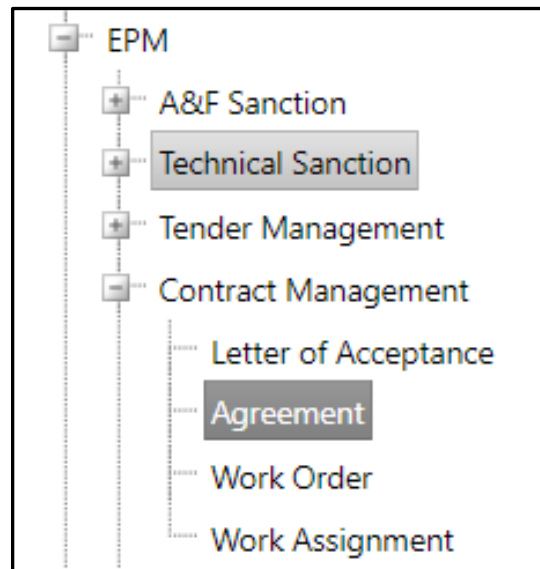
10 Work Order

10.1 Prepare Work Order

Upon Acceptance of the bidder and on submission of the Agreement and Security Deposit, Work Order can be issued through the system. Follow the below steps to prepare the work order.

10.1.1 Upload Agreement

Step 1: Login → Engineering Project Management → Contract Management → Agreement



Step 2: Select work from the list to download and upload the Agreement

Jaipur Smart City Ltd. **Works Information Management System** Powered By SoftTech & Supported by SAP

Welcome KULDEEP SHARMA JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE Language : English Home | HelpDesk | About Us | Logout

JE List of Work Order Filter On

Work Order Status : All Work Type : All
 Post : JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE Work Order No. :
 Budget Year : 2022-2023
 Tender Type : All [Get Works](#)

Pending With Me Pending With Others Approved My Jobs

Sr.No.	WIN Number	Work Order No.	Description	NIT Number	Agreement Status	Tender Ty
1	2/13/2023 AnF/0059/22-23	WO/23-24/3	Maintenance and repair CC road at Hawa mahal		Agreement Done WorkOrder Pending	PercentRat
2	1/11/2023 AnF/0021/22-23	WO/22-23/15	Rode jaipur 1		Agreement Done WorkOrder Pending	PercentRat
3	1/4/2023 AnF/0019/22-23	WO/22-23/11	M&R Office Building at Aadarshnagr		Agreement Done WorkOrder Pending	ItemRate
4	12/19/2022 AnF/0008/22-23		Building Construction at Aadarshnagr		Agreement Pending WorkOrder Pending	PercentRat
5	12/13/2022 0018/22-23		New road construction at Adarsh Nagar jaipur		Agreement Pending WorkOrder Pending	PercentRat
6	12/7/2022 0005/22-23	JNN/22-23/9	Regradation of 6 Nos.of filter beds in stage IV filter house		Agreement Pending WorkOrder Pending	PercentRat
7	12/2/2022 F-11/0013/F-11/22-23		Providing Final Asphaltng Treatment to roads in jaipur		Agreement Pending WorkOrder Pending	PercentRat
8	11/18/2022 F-11/0002/F-11/22-23		Water Supply Scheme....Construction of 1000 CuM capacity R.C.C. ESR		Agreement Pending WorkOrder Pending	PercentRat
9	11/4/2022 WIN/0047/22-23	JNN/22-23/6	Construction Of road		Agreement Done WorkOrder Pending	PercentRat

Step 3: Enter the required Agreement details as below screen:

Work Order Details [Download Tender Document](#) [Download Agreement](#) [Save](#)

Work Name : Maintenance and repair CC road at Hawa mahal
 Contractor Name : Deepak Engineering Works

Agreement Details

Agreement Status : Done Pending

Agreement Number : 156 Agreement Date : 31/01/2023

Agreement Stamp Duty Amount : 0.02 Agreement Stamp No. :

Estimated Amount : 11,17,200.00 Accepted Date : 31/01/2023

Accepted Rate : Below 2.50 (%) Accepted Amount : 1,089,270.00

Date of Commencement : 01/02/2023 Time Limit : 45 Months Including Monsoon

Date of Completion : 31/10/2026 Date of Handing Over :

[Attachment](#)

Note : For downloading tender document please click on "Download Tender Documnet" button and for uploading document please click on "Attachment".

Add the following details in the open window of Agreement

- i. **Agreement No.** : Enter Agreement No.
- ii. **Agreement Date** : Select the Agreement Date.
- iii. **Stamp Duty Amount** : Enter the Stamp Duty Amount as mentioned in Agreement.
- iv. **Agreement Stamp No.** : Enter the Agreement Stamp no.

Step 4: Click on “Save” button to save the entered details.

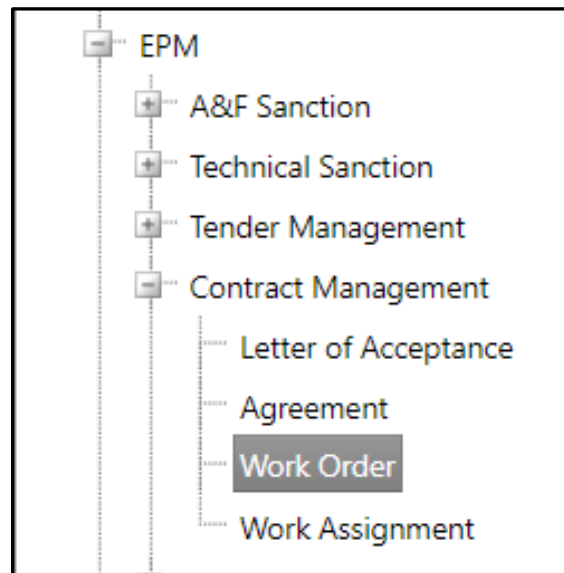
Step 5: Click on “Download Tender Document” button to download the Tender Document.

Step 6: Click on “Attachment” button to upload the scanned signed copy of Agreement.

Step 7: Click on “Download Agreement” button to download the uploaded signed copy of Agreement.

10.1.2 Prepare Work Order

Step 1: Login → Engineering Project Management → Contract Management → Work Order



Step 2: Click on Work Order Menu

Step 3: The works are categorized into the tabs as shown

Step 4: The Work you are looking for will be display on Pending with me Tab

Step 5: Click on the Work name

Sr.No.	WIN Number	Work Order No.	Description	NIT Number	Aggrement Status	Tender Ty
1	2/13/2023 AnF/0059/22-23	WO/23-24/3	Maintenance and repair CC road at Hawa mahal		Agreement Done WorkOrder Pending	PercentRat
2	1/11/2023 AnF/0021/22-23	WO/22-23/15	Rode jaipur 1		Agreement Done WorkOrder Pending	PercentRat
3	1/4/2023 AnF/0019/22-23	WO/22-23/11	M&R Office Building at Aadarshnagr		Agreement Done WorkOrder Pending	ItemRate
4	12/19/2022 AnF/0008/22-23		Building Construction at Aadarshnagar		Agreement Pending WorkOrder Pending	PercentRat
5	12/13/2022 0018/22-23		New road construction at Adarsh Nagar jaipur		Agreement Pending WorkOrder Pending	PercentRat
6	12/7/2022 0005/22-23	JNN/22-23/9	Regradation of 6 Nos.of filter beds in stage IV filter house		Agreement Pending WorkOrder Pending	PercentRat
7	12/2/2022 F-11/0013/F-11/22-23		Providing Final Asphaltting Treatment to roads in jaipur		Agreement Pending WorkOrder Pending	PercentRat
8	11/18/2022 F-11/0002/F-11/22-23		Water Supply Scheme.....Construction of 1000 CuM capacity R.C.C. ESR		Agreement Pending WorkOrder Pending	PercentRat
9	11/4/2022 WIN/0047/22-23	JNN/22-23/6	Construction Of road		Agreement Done WorkOrder Pending	PercentRat

10.1.2.1 Work Order Details

Step 1: Once you click on the Work Name, you will see the screen displayed below:

Save

Work Order Name : Maintenance and repair CC road at Hawa mahal

Draft Work Order

Work Order Details

* Work Order Number : WO/23-24/3 UBN Number : 561

* Dated : 01/02/2023

Agreement Details (All Amount's are in Rs)

* Agreement Status : Done Pending

* Agreement Number : 156 * Agreement Date : 31/01/2023

Estimated Amount : 11,17,200.00 Rs * Accepted Date : 31/01/2023

Accepted Rate : Below 2.50 (%) * Accepted Amount : 1,089,270.00 Rs

* Date of Commencement : 01/02/2023 Time Limit : 45 Months Including Monsoon

Remark :

* Date of Completion : 31/10/2026 Project Plan : Not Required

Receivable Deposit Details

SrNo	Description	Mode	Total To Be Recoverd		Initial To Be Recoverd		Final To Be Recoverd		Total Recoverd Amount	Recovery Mode
			Percent	Amount	Percent	Amount	Percent	Amount		
1	Security Deposit	1	5	56,000.00	3	33,516.00	2	22,344.00	0	

Send Forward
Internal Review
Attachment

Dockets

1	Notesheet
2	Work Order
3	Additional CC

erOpening/addWO.aspx?access=31&ContractorId=751...

Add the following details in the open window of Award

- i. Work Order No** : Work order no. will be system generated.
- ii. Dated** : Select the Work Order Date.
- iii. UBN Number** : Work order no. will be system generated.
- iv. Agreement Status** : Select the agreement Status from Dropdown list.
- v. Agreement No.** : Enter the Agreement Number.
- vi. Agreement Date** : Select the Agreement date.
- vii. Commencement Date** : Select Date of Commencement.

- viii. **Completion Date** : Select Date of Completion.
- ix. **Project Plan** : Project plan is required/not required.

10.1.2.2 Work Order – Receivable Deposit Details

Step 1: Click on Receivable Deposit Details bar.

SrNo	Description	Mode	Total To Be Recoverd		Initial To Be Recoverd		Final To Be Recoverd		Total Recoverd Amount	Recovery Mode
			Percent	Amount	Percent	Amount	Percent	Amount		
1	Security Deposit	1	5	56,000.00	3	33,516.00	2	22,344.00	0	

Step 2: Click on Mesh to add the details as below.

Step 3: Click on “Add” to add the details as below.

Security Deposit Details

BOQ:
To Be Deposited:

case sensitive individual cells Enter keywords to search for

	Purpose	Amount	NO.	Validity	BankName	Attachment
<input type="checkbox"/>	Bank Guarantee	33,516.00	123	29/09/2023	SBI Bank	

Add the following details in the Receivable Deposit Details window:

- i. **Purpose** : Select the option from dropdown list purpose of the recovery.
- ii. **Amount** : Enter the Amount to be recovered.
- iii. **No.** : Enter the BG no.
- iv. **Validity** : Enter the BG validate date.
- v. **Bank Name** : Enter the bank Name.

vi. **Attachment** : Click on mesh to upload the document

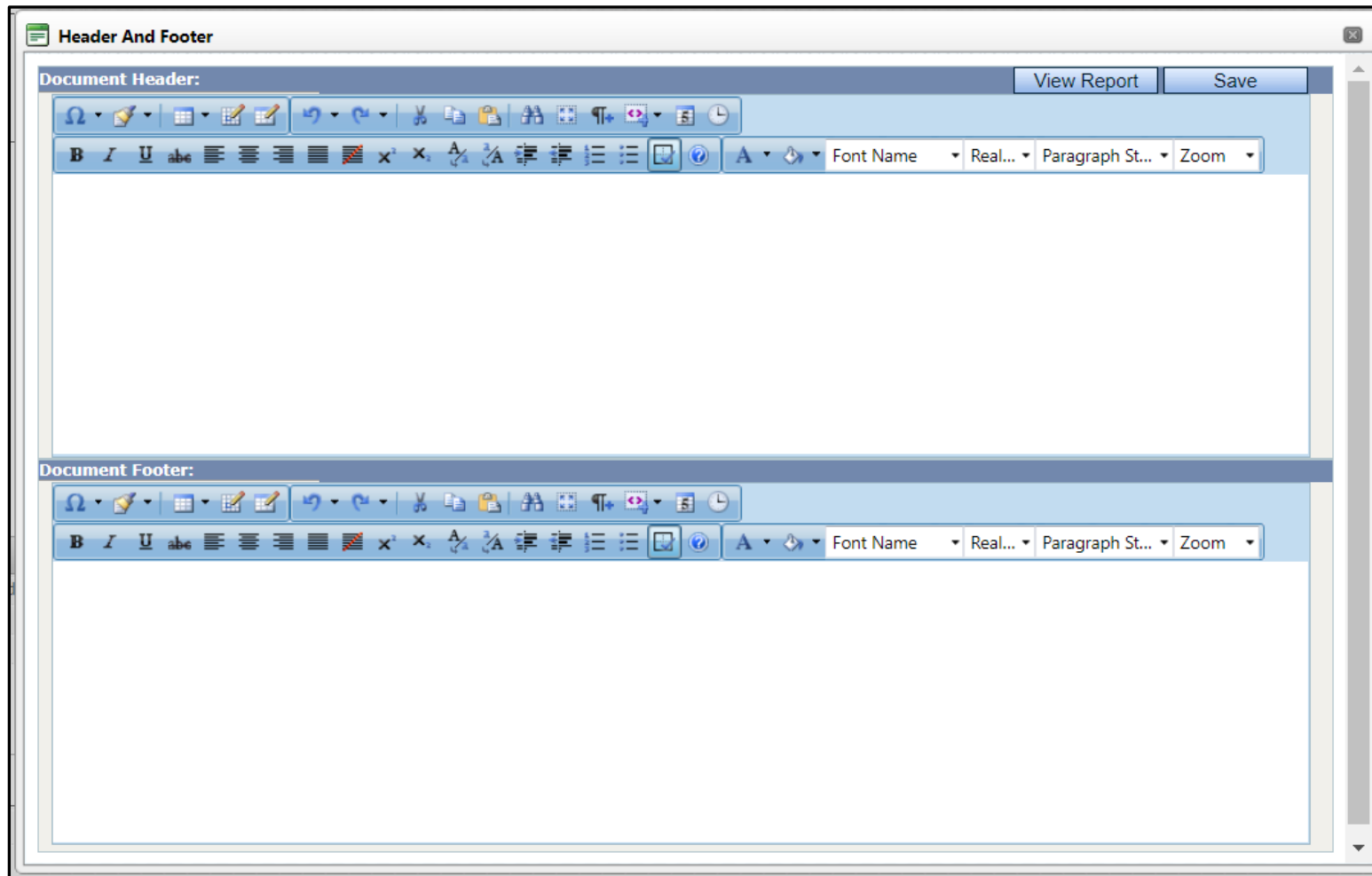
Step 4: Click on “Save” button to save the recovery data.

10.1.2.3 Work Order – Draft

Step 1: The Draft Work order report can be seen by clicking the Draft Work Order Button

Work Order Details				Save	
Work Name	: Maintenance and repair CC road at Hawa mahal				
Work Order Details		Draft Work Order			
* Work Order Number	: WO/23-24/3	UBN Number	:	561	
* Dated	: 01/02/2023				
Agreement Details		(All Amount's are in Rs)			
* Agreement Status	: <input checked="" type="radio"/> Done <input type="radio"/> Pending				
* Agreement Number	: 156	* Agreement Date	:	31/01/2023	
Estimated Amount	: 11,17,200.00 Rs	* Accepted Date	:	31/01/2023	
Accepted Rate	: Below 2.50 (%)	* Accepted Amount	:	1,089,270.00 Rs	
* Date of Commencement	: 01/02/2023	Time Limit	:	45 Months Including Monsoon	
* Date of Completion	: 31/10/2026	Remark	:		
		Project Plan	:	Not Required	

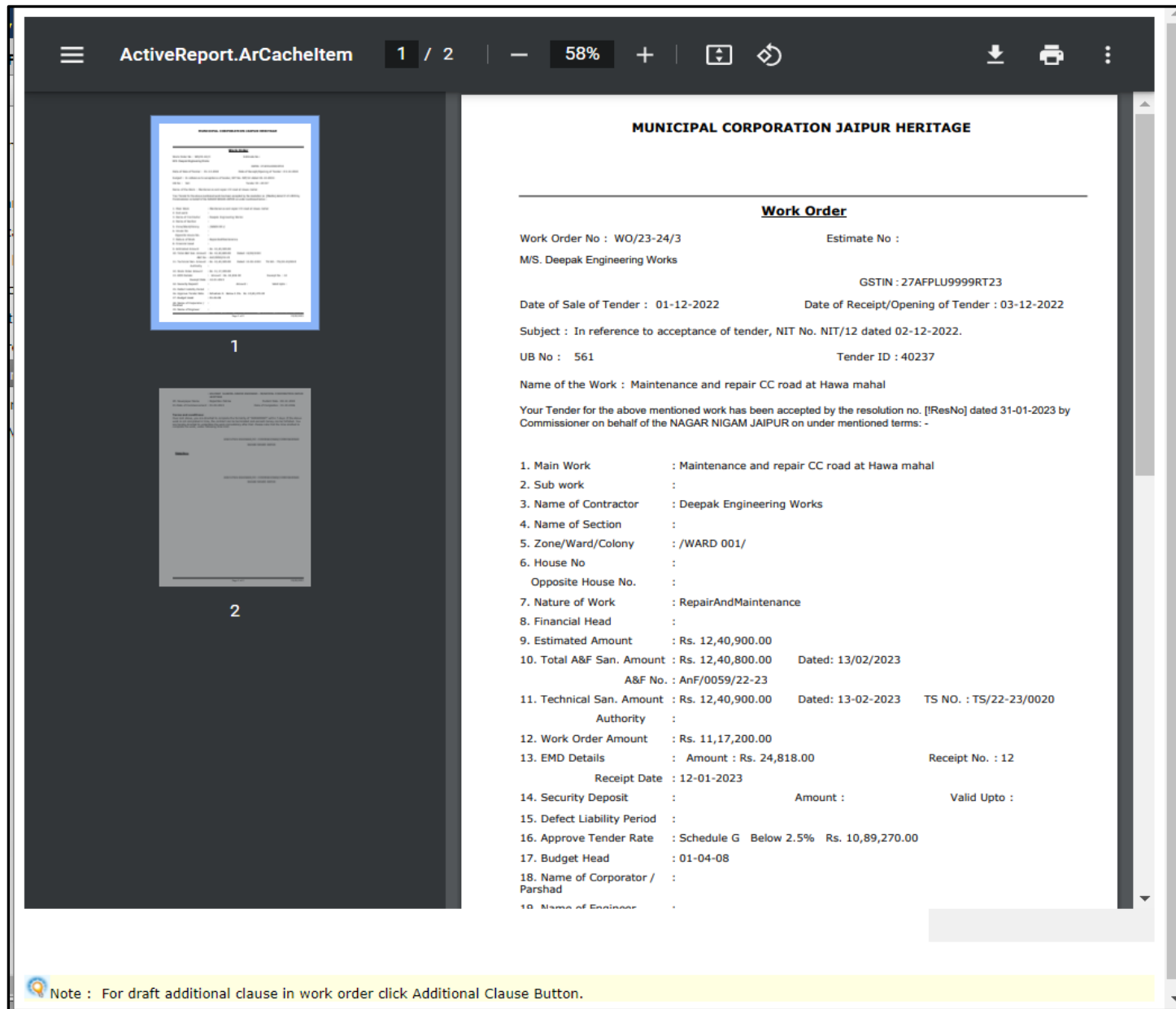
Step 2: Add the header Footer for the Work Order.



Document Header: Header provided to enter the references of letter one by one. These references will be displayed on the Work order letter in front of Ref: section.

Document Footer: Footer section is provided to enter additional information / comments related to the work order. This will display after first paragraph of work order.

Step 3: Click on “Save”, then click on “View Report” to view the final Work Order.



ActiveReport.ArCacheItem 1 / 2 | 58% | [Icons]

MUNICIPAL CORPORATION JAIPUR HERITAGE

Work Order

Work Order No : WO/23-24/3 Estimate No :
M/S. Deepak Engineering Works GSTIN : 27AFPLU9999RT23

Date of Sale of Tender : 01-12-2022 Date of Receipt/Opening of Tender : 03-12-2022

Subject : In reference to acceptance of tender, NIT No. NIT/12 dated 02-12-2022.

UB No : 561 Tender ID : 40237

Name of the Work : Maintenance and repair CC road at Hawa mahal

Your Tender for the above mentioned work has been accepted by the resolution no. [ResNo] dated 31-01-2023 by Commissioner on behalf of the NAGAR NIGAM JAIPUR on under mentioned terms: -

1. Main Work : Maintenance and repair CC road at Hawa mahal
2. Sub work :
3. Name of Contractor : Deepak Engineering Works
4. Name of Section :
5. Zone/Ward/Colony : /WARD 001/
6. House No :
Opposite House No. :
7. Nature of Work : RepairAndMaintenance
8. Financial Head :
9. Estimated Amount : Rs. 12,40,900.00
10. Total A&F San. Amount : Rs. 12,40,800.00 Dated: 13/02/2023
A&F No. : AnF/0059/22-23
11. Technical San. Amount : Rs. 12,40,900.00 Dated: 13-02-2023 TS NO. : TS/22-23/0020
Authority :
12. Work Order Amount : Rs. 11,17,200.00
13. EMD Details : Amount : Rs. 24,818.00 Receipt No. : 12
Receipt Date : 12-01-2023
14. Security Deposit : Amount : Valid Upto :
15. Defect Liability Period :
16. Approve Tender Rate : Schedule G Below 2.5% Rs. 10,89,270.00
17. Budget Head : 01-04-08
18. Name of Corporator / Parshad :
19. Name of Engineer :

Note : For draft additional clause in work order click Additional Clause Button.

Step 4: Send the Work Order for approval through the approval flow.

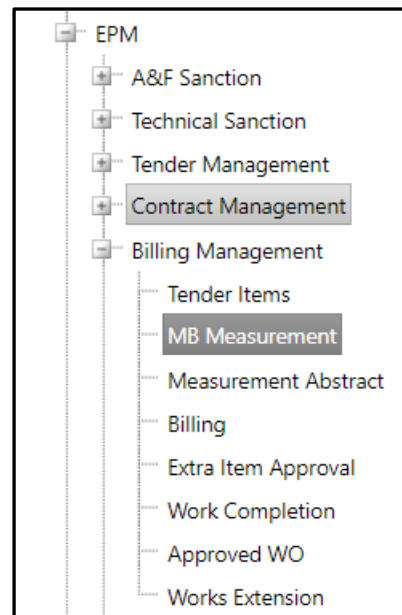
11 Measurements & Measurement Abstract

11.1 Preparing Measurements & Measurement Abstract

Following are the steps involved in preparing measurements and abstract. It is very important process to be done in System.

11.1.1 Add Record Entry – MB Measurement (Web Application)

Step 1: Login → Engineering Project Management → Billing Management → MB Measurement



Step 2: Go to “My Jobs” tab to create a record entry for a new work or “Pending With Me” tab for ongoing works.

Step 3: Click on any Work Order to add the record entry.

Jaipur Smart City Ltd. Works Information Management System Powered By SoftTech & Supported by SAP

Welcome KULDEEP SHARMA JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE Language : English Home | HelpDesk | About Us | Logout

List of Work Filter On

Work Order Status : All Work Type : All

Office Category : ALL Office : ALL

Post : ALL Work Order No. :

Budget Year : 2022-2023

Get Works

Pending With Me Pending With Others Approved My Jobs

case sensitive individual cells Enter keywords to search for Filter Mark Find Clear Help

Sr. No.	Work Order No.	WIN No.	Description	Agreement Status
1	WO/22-23/8	AnF/0017/22-23	Jaipur Industrial Area...Final asphaltting to internal roads in Jaipur.	Agreement Done WorkOrder Issued
2	WO/22-23/14	AnF/0033/22-23	Renovation work of various road junctions and circles etc. of civil line zone area	Agreement Done WorkOrder Issued
3	WO/22-23/23	AnF/0050/22-23	Jaipur Road Work 5	Agreement Done WorkOrder Issued
4	WO/22-23/25	AnF/0059/22-23	Maintenance and repair CC road at Hawa mahal	Agreement Done WorkOrder Issued

Step 4: Click on “Add Record Entry” Button.

Work Details

Work Name : JMC Heritage office maintenance and repair 11 May 2023

Contractor Name : Deepak Engineering Works Contract Type : ItemRate

A&F No. date : No. Dated 11/05/2023

T.S. No. date : No.TS/23/0040 Dated 11/05/2023

Tender Amount(in Rs.) : Rs8,54,300.00 Work Type : Building

Accepted Amount(in Rs.) : Rs7,78,000.00 Work Order No. : WO/23-24/5 Dated : 10/Mar/2023

Date of Commencement : 10/Mar/2023 Agreement No : AG/11MAY2023 Dated : 09/Mar/2023

Date of completion : 09/02/2026 Actual date of completion: Work In Progress Date of Billing : 25/05/2023

MB Entries Details Back Add Record Entry Reference Measurement Delete RE Detail

case sensitive individual cells Enter keywords to search for Filter Mark Find Clear Help

RE No.	RE Date	Book No.	Page No.	Created By.	RE Items
Record(s) Not Found					

Step 5: Click on mesh to select Record Entry Date, Measurement From Date, Measurement To Date. Enter MB No., Page No. from and Page No. To and the Description for the record entry.

Step 6: Click on save button.

Add/Update Record Entry

Record Entry Details Save

* Record Entry No. : 1 * Record Entry Date : 25/05/2023

* Measurement From Date : 10/05/2023 * Measurement To Date : 24/05/2023

MB No. : 1

Page No. From : 1 Page No. To : 10

Description :

Step 7: Click on Blue mesh to add RE items.

Work Details

Work Name : JMC Heritage office maintenance and repair 11 May 2023

Contractor Name : Deepak Engineering Works Contract Type : ItemRate

A&F No. date. : No. Dated 11/05/2023

T.S. No. date. : No.TS/23/0040 Dated 11/05/2023

Tender Amount(in Rs.) : Rs8,54,300.00 Work Type : Building

Accepted Amount(in Rs.): Rs7,78,000.00 Work Order No. : WO/23-24/5 Dated : 10/Mar/2023

Date of Commencement : 10/Mar/2023 Agreement No : AG/11MAY2023 Dated : 09/Mar/2023

Date of completion : 09/02/2026 Actual date of completion: Work In Progress Date of Billing : 25/05/2023

MB Entries Details Back Add Record Entry Reference Measurement Delete RE Detail

case sensitive individual cells Filter Mark Find Clear Help

RE No	RE Date	Book No.	Page No.	Created By.	RE Items
<input type="checkbox"/> 1	25/May/2023	1	1-10	JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE-KULDEEP SHARMA	

Step 9: Click on “Select items” button.

Record Entry Details
Save
Report
Back

Work Name : JMC Heritage office maintenance and repair 11 May 2023

Item Measurement Details

Tender
Extra
Deviated Item

Long Description
 Short Description
 Select Items

case sensitive
 individual cells
 Enter keywords to search for

Sr.No.	Item Description	BOQ Quantity	Current MB Quantity	Rate	Unit	Total	Filter	Mark	Find	Clear	Help
Record(s) Not Found							Total RE Amount : 0.00				

Step 10: Click on check box to select tender items for the respective record entry.

Step 11: Click on select button.

Tender Items

Tender Items Select Close

BOQ Items Extra Items Long Description Short Description

Enter keywords to search for Filter Mark Find Clear

SrNo	Code	Item Description	Quantity	Unit	Rate	
1	Chapter : E-01	Electrical Wiring in PVC Conduit				
1.1	Chapter : E-01-1	Wiring of light point/ fan point/ exhaust fan point/ call bell point with 1.5 sq. mm nominal size FR				
<input type="checkbox"/>	1.1.1	Chapter : E-01-1-1	Short point (up to 3 mtr.)	100	p. point	400.00
<input type="checkbox"/>	1.1.2	Chapter : E-01-1-2	Medium point (up to 6 mtr.)	100	p. point	600.00
<input type="checkbox"/>	1.1.3	Chapter : E-01-1-3	Long point (up to 10 mtr.)	100	p. point	800.00
2	5	SURVEY, TESTING, INVESTIGATION AND SITE OFFICE				
2.1	5-1	Topographic Survey				
2.1.1	5-1-1	Topographic Survey with a grid area of 15MX15M, includes all features such as structures (bridges, c				
<input type="checkbox"/>	2.1.1.1	5-1-1-1	For preparation of plans of built-up areas Upto 10 Hectare	100	hectare	1,700.00
<input type="checkbox"/>	2.1.1.2	5-1-1-2	For preparation of plans of built-up areas beyond 10 hectare	100	hectare	1,400.00
<input type="checkbox"/>	2.1.1.3	5-1-1-3	For preparation of plans of open areas Upto 10 Hectare	100	hectare	1,300.00
<input type="checkbox"/>	2.1.1.4	5-1-1-4	For preparation of plans of open areas beyond 10 hectare	100	hectare	100.00
3	13	FOUNDATIONS				
3.1	13-1	Brick masonry work in cement mortar with mechanical mixer with First class bricks (min. 10.5 Mpa) in				
<input type="checkbox"/>	3.1.1	13-1-1	In cement mortar 1:3 (1 cement : 3 coarse sand)	10	cum	4,000.00
<input type="checkbox"/>	3.1.2	13-1-2	In cement mortar 1:4 (1 cement : 4 coarse sand)	10	cum	3,900.00
3.2	13-2	Random rubble stone masonry work in cement mortar with mechanical mixer in foundation (at any level)				
<input type="checkbox"/>	3.2.1	13-2-1	In cement mortar 1:3 (1 cement : 3 coarse sand)	10	cum	3,600.00
<input type="checkbox"/>	3.2.2	13-2-2	In cement mortar 1:4 (1 cement : 4 coarse sand)	5	cum	3,500.00

1 / 1

Step 12: Click on save of selected items. Selected items will display as given below:

Record Entry Details Save Report Back

Work Name : JMC Heritage office maintenance and repair 11 May 2023

Item Measurement Details

Tender: Extra Deviated Item Long Description Short Description Select Items

case sensitive individual cells Enter keywords to search for Filter Mark Find Clear Help

Sr.No.	Item Description	BOQ Quantity	Current MB Quantity	Rate	Unit	Total	Measurement Book		Update Progress Qty
							Book No.	Page No.	
1	Electrical Wiring in PVC Conduit								
1.1	Wiring of light point/ fan point/ exhaust fan point/ call bell point with 1.5 sq. mm nominal size FR								
1.1.1	Short point (up to 3 mtr.)	100.000	0.000	400.00	p. point	0.00		0	Update Progress Qty
1.1.2	Medium point (up to 6 mtr.)	100.000	0.000	600.00	p. point	0.00		0	Update Progress Qty
1.1.3	Long point (up to 10 mtr.)	100.000	0.000	800.00	p. point	0.00		0	Update Progress Qty
Total RE Amount : 0.00									

11.1.2 Add measurements of each tender item

Step 1: Click on 'Magnifying glass image' to add measurements.

Tender: Extra Deviated Item Long Description Short Description Select Items

case sensitive individual cells Enter keywords to search for Filter Mark Find Clear Help

Sr.No.	Item Description	BOQ Quantity	Current MB Quantity	Rate	Unit	Total	Measurement Book		Update Progress Qty
							Book No.	Page No.	
1	Electrical Wiring in PVC Conduit								
1.1	Wiring of light point/ fan point/ exhaust fan point/ call bell point with 1.5 sq. mm nominal size FR								
1.1.1	Short point (up to 3 mtr.)	100.000	0.000	400.00	p. point	0.00		0	Update Progress Qty
1.1.2	Medium point (up to 6 mtr.)	100.000	0.000	600.00	p. point	0.00		0	Update Progress Qty
1.1.3	Long point (up to 10 mtr.)	100.000	0.000	800.00	p. point	0.00		0	Update Progress Qty
Total RE Amount : 0.00									

Measurements

Delete Item

Cancel

Step 2: Click on measurement tab

Step 3: Click on Add Button.

The screenshot shows the 'Measurement Sheet' application window. At the top, there are fields for 'Item Description' (Short point (up to 3 mtr.)), 'Item Code' (Chapter : E-01-1-1), and 'Item Unit' (p. point). A 'Default Group Group Measurement Unit' dropdown is set to 'p. point'. Below these are buttons for 'Add', 'Delete', 'References', 'Standard Measurement', 'Site Photos', 'Save', 'Close', and 'Report'. A context menu is open over the 'Add' button, listing options: 'New Row(s)', 'From Reference(s)', 'New Row Above', 'From Reference', 'Import Measurements', 'Copy/Transfer Measurements', 'Add/Edit/Select Group', and 'Cancel'. The main data table has columns: 'Sr. No.', 'No.', 'Length', 'Width', 'Depth', 'Sub Total', 'To Pay Quantity', 'To Be Deleted', 'Last Verified By', 'Verified', and 'Remark'. The table contains two rows with 'No.' values of 1.000 and 1.000, and 'Sub Total' values of 1.000. Below the table, there are 'Group Quantit' (2.000), 'Quantity' (2.000), and 'GroupMMQty' (2.000) fields. A 'MMQty' field shows 2.000. At the bottom, there is a 'Help' section with instructions: 'Help : For update total quantity click on Update Quantity button.' and '* To record measurement in unit other than Item unit. * Kindly do not use blank spaces and characters while entering numerical data.' There is also an 'Update Quantity' button and a 'Certificate Qty:' field with a value of 0.000.

Step 4: Select new row.

Step 5: Enter the Nos., Length, Width & Depth.

Item Description : Short point (up to 3 mtr.)
Item Code : Chapter : E-01-1-1
Default Group Group Measurement Unit : p. point

Add
Delete
References
Standard Measurement
Site Photos
Save
Close
Report

Default Group	Sr. No.	Description	No	Length	Width	Depth	Sub Total	To Pay Quantity	To Be Deleted	Last Verified By	Verified	Remark
<input type="checkbox"/>	1	Intallation	1.000				1.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>	2	Paint	1.000				1.000	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

	Default Group	Total
Group Quantity	2.000	2.000
Quantity	2.000	2.000
GroupMMQty	2.000	2.000
MMQty	2.000	2.000

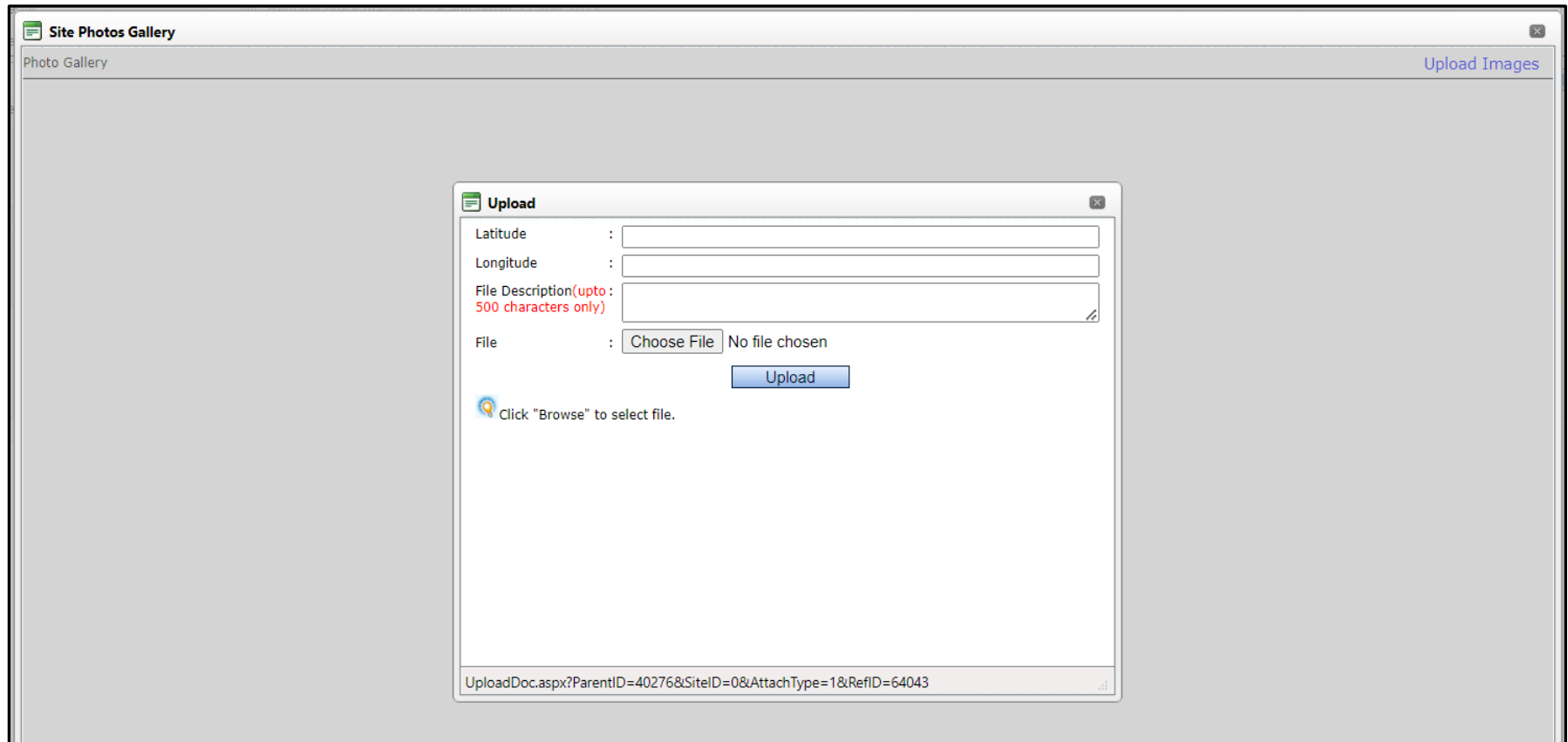
Help : For update total quantity click on Update Quantity button.

* To record measurement in unit other than Item unit.
 * Kindly do not use blank spaces and characters while entering numerical data.

Update Quantity

 Certificate Qty:

Step 6: Click on “Site Photos” button to enter Latitude/ Longitude and view/upload the site images from the system gallery.



Step 6: Close the Site Photos window and click on save button.

Step 7: Click on close button.

Record Entry Details

Save Report Back

Work Name : JMC Heritage office maintenance and repair 11 May 2023

Item Measurement Details

Tender Extra Deviated Item

Long Description Short Description Select Items

case sensitive individual cells Enter keywords to search for

Filter Mark Find Clear Help

Sr.No.	Item Description	BOQ Quantity	Current MB Quantity	Rate	Unit	Total	Measurement Book			
							Book No.	Page No.		
1	Electrical Wiring in PVC Conduit									
1.1	Wiring of light point/ fan point/ exhaust fan point/ call bell point with 1.5 sq. mm nominal size FR									
1.1.1	Short point (up to 3 mtr.)	100.000	2.000	400.00	p. point	800.00	1	1	3	Update Progress Qty
1.1.2	Medium point (up to 6 mtr.)	100.000	2.000	600.00	p. point	1,200.00	1	4	6	Update Progress Qty
1.1.3	Long point (up to 10 mtr.)	100.000	3.000	800.00	p. point	2,400.00	1	7	10	Update Progress Qty
Total RE Amount :						4,400.00				

- Step 8:** Repeat the process for other items for measurements.
- Step 9:** Click on “Save” button to save the record entry.
- Step 10:** Click on “Report” button to view/download the record entry details.
- Step 11:** Click on “Back” button to go to MB Entry Details.
- Step 12:** Click on “RE Date” to go review and send the RE in the approval flow.

Work Details

Work Name : JMC Heritage office maintenance and repair 11 May 2023

Contractor Name : Deepak Engineering Works Contract Type : ItemRate

A&F No. date. : No. Dated 11/05/2023

T.S. No. date. : No.TS/23/0040 Dated 11/05/2023

Tender Amount(in Rs.) : Rs8,54,300.00 Work Type : Building

Accepted Amount(in Rs.) : Rs7,78,000.00 Work Order No. : WO/23-24/5 Dated : 10/Mar/2023

Date of Commencement : 10/Mar/2023 Agreement No : AG/11MAY2023 Dated : 09/Mar/2023

Date of completion : 09/02/2026 Actual date of completion: Work In Progress Date of Billing : 25/05/2023

MB Entries Details

case sensitive individual cells Enter keywords to search for

Filter Mark Find Clear Help

RE No	RE Date	Book No.	Page No.	Created By.	RE Items
<input type="checkbox"/> 1	25/May/2023	1	1-10	JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE-KULDEEP SHARMA	

Step 13: Click on Attachment to upload any document. Refer section 4.1 for more details

Step 14: Click on “Send Forward” to send the RE in the approval flow.

Add/Update Record Entry

Record Entry Details

Record Entry No. : 1 Record Entry Date : 25/05/2023

Measurement From Date : 10/05/2023 Measurement To Date : 24/05/2023

MB No. : 1

Page No. From : 1 Page No. To : 10

Description :

Site Photos Save

Send To Contractor

Dockets

Send Forward Assign Internal Review Attachment

Docket No	Description
1	Notesheet

Work Flow Details

11.1.3 Measurement Abstract – Running/Final Bill

Step 1: Click on Measurement Abstract from left menu, under Billing management.

The screenshot displays the WIMS interface for a user named KULDEEP SHARMA. The left-hand navigation menu is expanded to show 'Billing Management' and 'Measurement Abstract'. The main area contains a 'List of Work Filter On' section with various dropdown filters: Work Code No., Work Order Status (All), Office Category (ALL), Post (ALL), Budget Year (2023-2024), and Bill Unique No. There are also filters for Work Type (All), Office (ALL), and Work Order No. A 'Get Works' button is located below these filters. Below the filters, there are tabs for 'Pending With Me', 'Pending With Others', 'Approved', and 'My Jobs'. A search bar with 'case sensitive' and 'individual cells' checkboxes is present. The main table displays one work item:

Sr. No.	Work Order No.	WIN No.	Description	Agreement Status
1	WO/23-24/5	AnF/0020/23-24	JMC Heritage office maintenance and repair 11 May 2023	Agreement Done WorkOrder Issued

Step 2: Click on Work Name, to enter the measurements.

Step 3: Click on “Open New Bill” button. Once open new bill, enter the Running Bill No.

Step 4: Enter the New Bill Details. Click on Save.

Add New Work Done Bill

Save

* Bill Number : 1

* Is Bill ? : Running Final

Bill From Date : 10/03/2023

Add the following details in the open window

- i. **Bill Number** : Enter the Bill no.
- ii. **Is Bill** : Select the type of Bill.
- iii. **Bill from Date** : Enter the Bill from date

Step 5: Select the REs for the added bill. Click on Save.

UnBilled Record Entry(s) List

Save Close

Select Record Entry(s) From List And Click On Save Button.

	RE Date	Book No.	Page No.
<input type="checkbox"/>	10/Dec/2022	23	20-50

Step 5: Click on mesh to view the RE items.

Work Details					Report
Work Name : Renovation work of various road junctions and circles etc. of civil line zone area					
Record Entries Details For Running Bill No-2				Add Un-Billed REs Reference Measurement Abstract Remove Back	
<input checked="" type="checkbox"/> case sensitive	<input type="checkbox"/> individual cells	<input type="text" value="Enter keywords to search for"/>		<input type="button" value="Filter"/> <input type="button" value="Mark"/> <input type="button" value="Find"/> <input type="button" value="Clear"/> <input type="button" value="Help"/>	
RE No.	RE Date	Book No.	Page No.	Created By	RE Items
<input checked="" type="checkbox"/> 3	28/Dec/2022	23	20 - 50	JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE-KULDEEP SHARMA	

Step 5: Click on mesh to view the RE items. Click “Select items” to add new items from the BOQ. Click on magnifying glass to view the existing items measurements.

Record Entry Details Of RE No. : 3 RE Date : 28/12/2022 Bill No. : Running Bill No-2								Save Import MM Report Back
Work Name : Renovation work of various road junctions and circles etc. of civil line zone area								
Item Measurement Details								
Tender	Extra	Deviated Item				<input type="radio"/> Long Description <input checked="" type="radio"/> Short Description Select Items		
<input checked="" type="checkbox"/> case sensitive	<input type="checkbox"/> individual cells	<input type="text" value="Enter keywords to search for"/>		<input type="button" value="Filter"/> <input type="button" value="Mark"/> <input type="button" value="Find"/> <input type="button" value="Clear"/> <input type="button" value="Help"/>				
Sr.No.	Item Description	Tender Quantity	Quantity	Rate	Unit	Total	Measurement Book	
							Book No.	Page No.
2	SITE CLEARANCE							
2.4	Dismantling of kilometre stone including cutting of earth, foundation and disposal of dismantled mat							
2.4.1	5th KM stone	985.000	30.000	609.00	each	18,270.00		0
3	CEMENT CONCRETE PAVEMENTS							
3.4	Providing and fixing of 60mm thick precast cement concrete interlocking paver block casted with rubb	87.000	36.000	737.00	sqm	26,532.00		0
5	WATER SUPPLY (Building)							
5.1	Providing and fixing Polyethelene-Aluminium-Polyethelene (PE-AL-PE) Composite Pressure Pipes conform							
5.1.2	1620 (20 mm OD) pipe	66.000	6.000	270.00	metre	1,620.00		0
5.1.5	3240 (40 mm OD) pipe	67.000	12.000	597.00	metre	7,164.00		0
5.2	Providing and fixing Polyethelene-Aluminium-Polyethelene (PE-AL-PE) Composite Pressure Pipes conform							
5.2.2	2025 (25 mm OD) pipe	42.000	12.000	505.00	metre	6,060.00		0
Total RE Amount :						59,646.00		

Step 5: Click on “Back” button and then click on “Abstract” button to view the below measurement abstract for the bill.

Abstract Measurement Book For Running Bill No-2 Save Site Photos Report Back

Work Name : Renovation work of various road junctions and circles etc. of civil line zone area

* Bill Date : 28/12/2022 * Bill From Date : 17/12/2022 * Bill To Date : 28/12/2022

Bill MB No. : 12 MB Page From : 33 MB Page To : 544

Work Done Variation Item Extra Item(BSR) Deviated Item Non BSR Extra Item Long Description Short Description

Sr.No.	Item Description	Unit	Quantity				Rate	Amount		
			Tender	Previous	Current	Cummlative		Cummlative	Previous	Current
2	SITE CLEARANCE									
2.4	Dismantling of kilometre stone including cutting of earth, foundation and disposal of dismantled mat									
2.4.1	5th KM stone	each	985.000	0.000	30.000	30.000	609.00	18,270.00	0.00	18,270.00
3	CEMENT CONCRETE PAVEMENTS									
3.1	Providing and laying lean cement concrete 1:4:8 in Sub- base over a prepared sub-grade with coarse a	cum	45.000	24.000	0.000	24.000	2,825.00	67,800.00	69,360.00	-1,560.00
3.2	Providing and laying un-reinforced, dowel jointed, plain cement concrete mix With Concrete Mixer & v									
3.2.1	PCC M-20	cum	3.000	2.000	0.000	2.000	5,550.00	11,100.00	11,100.00	0.00
3.2.2	PCC M-25	cum	4.000	4.000	0.000	4.000	5,870.00	23,480.00	23,480.00	0.00
3.3	Providing and laying Base/sub-base using cement, sand, fly ash and coarse aggregates proportioned as	cum	5.000	4.000	0.000	4.000	2,635.00	10,540.00	10,540.00	0.00
3.4	Providing and fixing of 60mm thick precast cement concrete interlocking paver block casted with rubb	sqm	87.000	48.000	36.000	84.000	737.00	61,908.00	35,376.00	26,532.00
5	WATER SUPPLY (Building)									
5.1	Providing and fixing Polyethelene-Aluminium-Polyethelene (PE-AL-PE) Composite Pressure Pipes conform									
5.1.2	1620 (20 mm OD) pipe	metre	66.000	0.000	6.000	6.000	270.00	1,620.00	0.00	1,620.00
5.1.5	3240 (40 mm OD) pipe	metre	67.000	0.000	12.000	12.000	597.00	7,164.00	0.00	7,164.00
Total Amount :								2,07,942.00	1,49,856.00	58,086.00
Quoted Amount :								1,64,274.00	1,18,386.00	45,888.00
Bidder Rate 21 % Below										

Abstract Summary Update Amount

	Current Bill	Till Last Bill	Cumulative		Current Bill	Till Last Bill	Cumulative
1. Tender Item	45,888.00	1,18,386.00	1,64,274.00	5. Work Done Amount = (1 + 2 + 3 + 4 + 5)	45,888.00	1,18,386.00	1,64,274.00
2. Variation Item	0.00	0.00	0.00	6. Not Measured Item Advance	0.00	0.00	0.00
3. Extra Item	0.00	0.00	0.00	7. Gross Amount	45,888.00	1,18,386.00	1,64,274.00
4. Deviated Item	0.00	0.00	0.00				
5. Non BSR Extra Item	0.00	0.00	0.00				

Step 5: Click on “Back” button to go to the Bill and send in the approval flow.

11.1.4 Procedure for Part Rate / Reduced Rate.

Step 1: On below Abstract Measurement screen, click on “Rate” of the item.

Abstract Measurement Book For Running Bill No-2

Save Site Photos Report Back

Work Name : Renovation work of various road junctions and circles etc. of civil line zone area

* Bill Date : 28/12/2022 * Bill From Date : 17/12/2022 * Bill To Date : 28/12/2022

Bill MB No. : 12 MB Page From : 33 MB Page To : 544

Work Done Variation Item Extra Item(BSR) Deviated Item Non BSR Extra Item

Long Description Short Description

Sr.No.	Item Description	Unit	Quantity				Rate	Amount		
			Tender	Previous	Current	Cummlative		Cummlative	Previous	Current
2	SITE CLEARANCE									
2.4	Dismantling of kilometre stone including cutting of earth, foundation and disposal of dismantled mat									
2.4.1	5th KM stone	each	985.000	0.000	30.000	30.000	609.00	18,270.00	0.00	18,270.00
3	CEMENT CONCRETE PAVEMENTS									
3.1	Providing and laying lean cement concrete 1:4:8 in Sub- base over a prepared sub-grade with coarse a	cum	45.000	24.000	0.000	24.000	2,825.00	67,800.00	69,360.00	-1,560.00
3.2	Providing and laying un-reinforced, dowel jointed, plain cement concrete mix With Concrete Mixer & v									
3.2.1	PCC M-20	cum	3.000	2.000	0.000	2.000	5,550.00	11,100.00	11,100.00	0.00
3.2.2	PCC M-25	cum	4.000	4.000	0.000	4.000	5,870.00	23,480.00	23,480.00	0.00
3.3	Providing and laying Base/sub-base using cement, sand, fly ash and coarse aggregates proportioned as	cum	5.000	4.000	0.000	4.000	2,635.00	10,540.00	10,540.00	0.00
3.4	Providing and fixing of 60mm thick precast cement concrete interlocking paver block casted with rubb	sqm	87.000	48.000	36.000	84.000	737.00	61,908.00	35,376.00	26,532.00
5	WATER SUPPLY (Building)									
5.1	Providing and fixing Polyethelene-Aluminium-Polyethelene (PE-AL-PE) Composite Pressure Pipes conform									
5.1.2	1620 (20 mm OD) pipe	metre	66.000	0.000	6.000	6.000	270.00	1,620.00	0.00	1,620.00
5.1.5	3240 (40 mm OD) pipe	metre	67.000	0.000	12.000	12.000	597.00	7,164.00	0.00	7,164.00
Total Amount :								2,07,942.00	1,49,856.00	58,086.00
Quoted Amount :								1,64,274.00	1,18,386.00	45,888.00

Bidder Rate 21 % Below

Abstract Summary
Update Amount

	Current Bill	Till Last Bill	Cumulative		Current Bill	Till Last Bill	Cumulative
1. Tender Item	45,888.00	1,18,386.00	1,64,274.00	5. Work Done Amount = (1 + 2 + 3 + 4 + 5)	45,888.00	1,18,386.00	1,64,274.00
2. Variation Item	0.00	0.00	0.00	6. Not Measured Item Advance	0.00	0.00	0.00
3. Extra Item	0.00	0.00	0.00	7. Gross Amount	45,888.00	1,18,386.00	1,64,274.00
4. Deviated Item	0.00	0.00	0.00				
5. Non BSR Extra Item	0.00	0.00	0.00				

- Step 2:** Click on “Add” button to add the new row for Part rate details as below screen.
- Step 3:** Enter “Quantity”, “Current Rate” and Reason for part rate. Click on “Save” button.
- Step 4:** Click on “Attachment” button to upload any document in reference to part rate.
- Step 5:** Click on “Close” button to close the window.

Payment By Full/Part/Reduce Rate
x

Save Attachment Close

Running Bill No-2 Item Part Rate Detail

Description : Providing and laying lean cement concrete 1:4:8 in Sub- base over a prepared sub-grade with coarse and fine aggregate conforming to IS: 383, the size of coarse aggregate not exceeding 25 mm, aggregate cement ratio not to exceed 15:1, aggregate gradation after blending to be as per table 600-1, cement content not to be less than 150 kg/ cum, optimum moisture content to be determined during trial length construction, concrete strength not to be less than 10 Mpa at 7 days, mixed in a batching plant, transported to site, laid with a paver with electronic sensor, compacting with 8-10 tonnes vibratory roller, finishing and curing complete as per clause 601, 112 of MoRT&H specification including all material, labour, machinery, lighting, guarding and maintenance of diversion.

Tender Rate (Rs)(B) :

Rate (Rs) :

Cummulative Quantity : (cum)

Reduce Rate :

Part Rate Details (All Amount's are in Rs) Add Delete

	Quantity.	Current Rate	Amount	Reason
<input type="checkbox"/>	4.000	2,500.00	10,000.00	Poor work
<input type="checkbox"/>	20.000	2,890.00	57,800.00	dksfksl
Cumulative Amount			67,800.00	
Previous Paid Amount			69,360.00	
Current Amount			-1,560.00	

Note: The part/reduced rate item rate box shall be highlighted as per given screen

Step 6: On Abstract Measurement screen, click on “Update amount” button.

Step 7: Close window.

11.1.5 Approval of Abstract

Step 1: Go to Left Menu -> Billing Management -> Measurement Abstract.

Step 2: Click on Work Name.

Step 3: Click on “Running/Final bill” which are not approved.

List of Bill Forms							
Work Name : Renovation work of various road junctions and circles etc. of civil line zone area							
Bill Detail List							
<input type="button" value="Back"/> <input type="button" value="Open New Bill"/> <input type="button" value="Delete"/> <input type="button" value="RE Detail"/>							
Bill Number	Bill Date	Amount (Rs.)	Approve Status	Created By	Pending With		
<input type="checkbox"/> Running Bill No-2	28/Dec/2022	45,888.00	NotInitalized --> MB Check	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE		
<input type="checkbox"/> Running Bill No-1	16/Dec/2022	1,18,386.00	Approved --> MB Check	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE		

Step 4: Click on “Send Forward” button.

Step 5: Follow the same procedure as followed in A&F Approval, for approval of Abstract Bill.

Abstract Details		<input type="button" value="Site Photos"/>	<input type="button" value="Back"/>
Work Name	: Renovation work of various road junctions and circles etc. of civil line zone area		
Abstract Amount	: 45,888.00		
To go to IFMS Rajasthan Portal	: Click here		
Dockets		<input type="button" value="Send Forward"/>	<input type="button" value="Assign"/>
1	Notesheet	▶▶	
2	Checklist for Payment of Works	▶▶	
3	RA Bill	▶▶	
4	Check List	▶▶	
Work Flow Details			

Step 6: After Approval of Abstract Bill Go Billing Management -> Abstract -> My jobs.

Step 7: Click on blue mesh.

Step 8: Select the record entry.

Step 9: Click on Abstract button.

Step 10: Click on reports button to verify the reports before generating bill.

Note: Once bill is generated, you will not be able to make changes in measurements.

List of Bill Forms								
Work Name		: Renovation work of various road junctions and circles etc. of civil line zone area						
Bill Detail List				Back		Open New Bill	Delete	RE Detail
Bill Number	Bill Date	Amount (Rs.)	Approve Status	Created By	Pending With			
<input type="checkbox"/> Running Bill No-2	28/Dec/2022	45,888.00	NotInitialized --> MB Check	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE			
<input type="checkbox"/> Running Bill No-1	16/Dec/2022	1,18,386.00	Approved --> MB Check	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE			

- Abstract Bill Form
- Excess/Saving Statement
- RA Bill
- Check Slip WorkBill

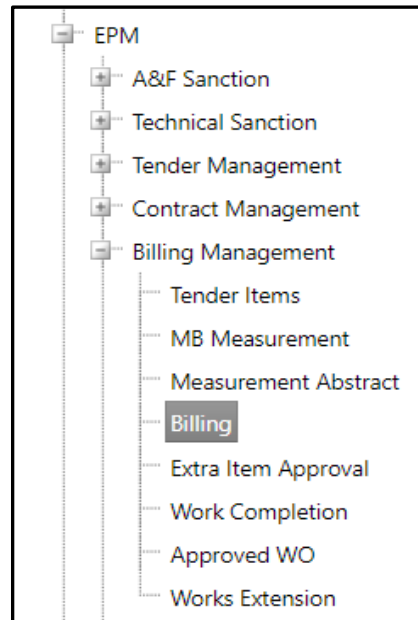
Abstract Details		Site Photos	Back
Work Name	: Renovation work of various road junctions and circles etc. of civil line zone area		
Abstract Amount	: 1,18,386.00		
To go to IFMS Rajasthan Portal	: Click here		
Dockets			
1	Notesheet	▶▶	
2	Checklist for Payment of Works	▶▶	
3	RA Bill	▶▶	
4	Check List	▶▶	
Work Flow Details			
Send By	: KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	→ Send By	: BHARAT LAL MEENA-ASSISTANT ENGINEER - Municipal Corporation Jaipur Heritage Head Quarter
Send On	: 18/Jan/2023	→ Approved By	: KISHAN LAL MEENA-EXECUTIVE ENGINEER - Municipal Corporation Jaipur Heritage Head Quarter
Amount	: Rs1,18,386.00 (Rev No.--1)	Approval Date	: 18/Jan/2023
Reference No.	: 17/2022	Approved Cost	: Rs1,18,386.00 (Rev No.--1)
Action	: Send Forward	Approval No.	: 17/2022
Remarks	: for approval	Action	: Approved
		Remarks	: Apprvd

12 Running/Final Bill

12.1 Preparing Running/Final Bill

Following are the steps involved in preparing Running/Final Bill. It is very important process to be done in System.

Step 1: Login → Engineering Project Management → Billing Management → Billing



Step 2: Click on Work name.

List of Bill Forms										
Work Name		: Jaipur Road Work 1111								All Amount In Rs
Bill Detail List										All Amount In Rs
Bill Detail of		: All								Add Bill Form
	Bill Number	Bill Form Type	Gross Amount	Net Amount	Bill Status	Approve Status	Created By	Pending With		
<input type="checkbox"/>	Running Bill No-1	WorkDone Bill	7,75,185.00	15,50,370.00	DraftBill	NotInitialized--> Billing	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE		

Step 3: Click on Blue Mesh.

Step 4: In “Recoveries” tab, click on “Update Material Recovery” button.

Bill Details For Running Bill No-1

Site Photos Save Report Back

Work Name : Jaipur Road Work 1111

Contractor Name : M/s Shree Ram Contractors Contract Type : PercentRate

A&F No. date. : No.AnF/NNJHQ/42 Dated 02/03/2023

T.S. No. date. : No.TS/23/0030 Dated 02/03/2023

Tender Amount(in Rs.) : Rs2,63,08,000.00 Work Type : Roads()

Accepted Amount(in Rs.) : Rs2,55,18,760.00 Work Order No. : WO/22-23/27 Dated : 24/Nov/2022

Date of Commencement : 24/Nov/2022 Agreement No : 52 Dated : 24/Nov/2022

Date of completion : 23/11/2025 Actual date of completion: Work In Progress Date of Billing : 31/12/2022

* Bill Date :

Bill MB No. :

* Bill From Date :

MB Page From :

* Is Bill ? : Running Final

* Bill To Date :

MB Page To :

Recoveries

Reimbursement / Adjustment / Escalation

Recurring Recovery/Taxes

Material Advanced

CheckList

All Amount In(Rs.)

Update Material Recovery

Code	Name	Unit	Cumulative		Till Last Bill		Current Bill	
			Quantity	Amount	Quantity	Amount	Quantity	Amount
Record(s) Not Found								

Add Delete

Delete	Select	No.	Description	Till Last Bill	Till Last Bill			Current	Payment Nature	Remark
					Paid	Recovered	Mode			
Record(s) Not Found										

Add Delete

Delete	Select	No.	Description	Till Last Bill	Current			Payment Nature	Remark
					Mode	%	Amount		
Record(s) Not Found									

- Step 5:** In “Advance recoveries” tab, select the mode of payment of Mobilization (as we had provided the Mobilization bill, so it needs to be recovered).
- Step 6:** Select Mode percentage or Lumpsum. If lumpsum then enter the amount to be recovered.
- Step 7:** Enter Mobilization Interest rate to calculate mobilization interest.
- Step 8:** Enter compensation delay charges if any.
- Step 9:** Click on save button.

Step 10: Click on Recurring/recovery taxes tab.

Step 11: Enter the Security deposit amount in percentage or lumpsum.

Step 12: Enter the MB no., MB Page From, To No. & Mobilization Interest Rate.

Step 13: Enter taxes amount as like security deposit.

Step 14: Click to Save.

Bill Details For Running Bill No-1

Work Name : Jaipur Road Work 1111

Contractor Name : M/s Shree Ram Contractors Contract Type : PercentRate

A&F No. date. : No.AnF/NNJHHQ/42 Dated 02/03/2023

T.S. No. date. : No.TS/23/0030 Dated 02/03/2023

Tender Amount(in Rs.) : Rs2,63,08,000.00 Work Type : Roads()

Accepted Amount(in Rs.) : Rs2,55,18,760.00 Work Order No. : WO/22-23/27 Dated : 24/Nov/2022

Date of Commencement : 24/Nov/2022 Agreement No : 52 Dated : 24/Nov/2022

Date of completion : 23/11/2025 Actual date of completion: Work In Progress Date of Billing : 31/12/2022

* Bill Date :

Bill MB No. :

* Bill From Date :

MB Page From :

Is Bill ? : Running Final

* Bill To Date :

MB Page To :

All Amount In(Rs.)

Recurring Recovery

Delete	Select	No.	Description	Till Last Bill	To Be Recovered	Total	Current			Payment Nature	Remark
							Mode	%	Amount		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	Security Deposit	0	26,30,900.00	0.00	Percentage	3.00	7,75,185.00	<input checked="" type="checkbox"/> Payable	

Taxes

Delete	Select	No.	Description	Till Last Bill	Current			Payment Nature	Based On	Remark
					Mode	%	Amount			
<input type="checkbox"/>	<input type="checkbox"/>	1	EPF	0.00		0.00		0.00	<input type="checkbox"/> Deductible	Work_Done
<input type="checkbox"/>	<input type="checkbox"/>	2	ESI	0.00		0.00		0.00	<input type="checkbox"/> Deductible	Work_Done
<input type="checkbox"/>	<input type="checkbox"/>	3	GST - Deductible	0.00		0.00		0.00	<input type="checkbox"/> Deductible	Work_Done
<input type="checkbox"/>	<input type="checkbox"/>	4	Income Tax	0.00		0.00		0.00	<input type="checkbox"/> Deductible	Work_Done
<input type="checkbox"/>	<input type="checkbox"/>	5	Labour Cess	0.00		0.00		0.00	<input type="checkbox"/> Deductible	Work_Done

Bill Summary				Part Payment Update Amount View Abstract			
	Current Bill	Till Last Bill	Cumulative		Current Bill	Till Last Bill	Cumulative
1. Work Done Amount	7,75,185.00	0.00	7,75,185.00	8. Gross Amount = (4+5+6+7)	7,75,185.00	0.00	7,75,185.00
2. Adjustment	0.00	0.00	0.00	9. Advance Recoveries	0.00	0.00	0.00
3. Escalation	0.00	0.00	0.00	10. Retention Recoveries	7,75,185.00	0.00	7,75,185.00
4. Total Work Done = (1+2+3)	7,75,185.00	0.00	7,75,185.00	11. Material Recovered	0.00	0.00	0.00
5. Not Measured Advance	0.00	0.00	0.00	12. Taxes	0.00	0.00	0.00
6. Secure Advance	0.00	0.00	0.00	13. Recovery	0.00	0.00	0.00
7. Reimbursement	0.00	0.00	0.00	14. Net Amount = (8- (9+10+11+12+13))	15,50,370.00	0.00	15,50,370.00

In “Reimbursement/Adjustment/Escalation” tab, now for the reimbursement follow the below steps:

- Step 1:** Click on reimbursement/ Adjustment/Escalation
- Step 2:** Click on ADD
- Step 3:** Enter the description
- Step 4:** Click on “Select”
- Step 5:** Click on close
- Step 6:** Enter the amount
- Step 7:** Click on Save.

Bill Details For Running Bill No-1

[Site Photos](#)
[Save](#)
[Report](#)
[Back](#)

Work Name : Jaipur Road Work 1111

* Bill Date : 31/12/2022

Bill MB No. : 0

* Bill From Date : 24/11/2022

MB Page From : 0

* Is Bill ? : Running Final

* Bill To Date : 31/12/2022

MB Page To : 0

[Recoveries](#)

[Reimbursement / Adjustment / Escalation](#)

[Recurring Recovery/Taxes](#)

[Material Advanced](#)

[CheckList](#)

All Amount In(Rs.)
[Select](#)

Select	No.	Description	Pre Amount	Current Amount	Cumulative Amount
Record(s) Not Found					

Manual Escalation Process :

Name	Till Last Bill	Current Bill	Type
Either Escalation/De-Escalation	0.00	0.00	Escalation

[Part Payment](#)
[Update Amount](#)
[View Abstract](#)

	Current Bill	Till Last Bill	Cumulative		Current Bill	Till Last Bill	Cumulative
1. Work Done Amount	7,75,185.00	0.00	7,75,185.00	8. Gross Amount = (4+5+6+7)	7,75,185.00	0.00	7,75,185.00
2. Adjustment	0.00	0.00	0.00	9. Advance Recoveries	0.00	0.00	0.00
3. Escalation	0.00	0.00	0.00	10. Retention Recoveries	7,75,185.00	0.00	7,75,185.00
4. Total Work Done = (1+2+3)	7,75,185.00	0.00	7,75,185.00	11. Material Recovered	0.00	0.00	0.00
5. Not Measured Advance	0.00	0.00	0.00	12. Taxes	0.00	0.00	0.00
6. Secure Advance	0.00	0.00	0.00	13. Recovery	0.00	0.00	0.00
7. Reimbursement	0.00	0.00	0.00	14. Net Amount = (8-(9+10+11+12+13))	15,50,370.00	0.00	15,50,370.00

Step 8: Go to “Material Advance” tab.

Step 9: Click on Add resource Button.

Step 10: Select the resources.

Step 11: Click on OK Button.

Step 12: Enter the Qty. brought to site.

Step 13: Enter deduction qty.

Step 14: Enter the advance Rate.

Step 15: Same procedure for other resource.

Step 16: Click on save button.

Step 17: Click on report button to view Running Bill related reports

Step 18: Click on Back button.

Step 19: Go to “Checklist” tab.

Step 20: Enter Observation details (if any) in the provided text box in the payment checklist.

Step 21: Click on “Save” button to save the checklist details.

Bill Details For Running Bill No-1 Site Photos Save Report Back

Work Name : Jaipur Road Work 1111

* Bill Date : 31/12/2022 * Bill From Date : 24/11/2022 * Bill To Date : 31/12/2022

Bill MB No. : 0 MB Page From : 0 MB Page To : 0

Is Bill ? : Running Final

Recoveries Reimbursement / Adjustment / Escalation Recurring Recovery/Taxes Material Advanced Checklist All Amount In(Rs.)

Check List Save

Enter keywords to search for Filter Mark Find Clear

Sr. No.	Particulars	Compliance
1	Name of the Work	Jaipur Road Work 1111
2	Name of the Contractor M/s	M/s Shree Ram Contractors
3	Tender Accepted by	JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE - KULDEEP SHARMA
4	Work Order Amount	2,55,18,760.00
5	A&F Sanction Sr. No	AnF/NNJHHQ/42
(a)	A&F Sanction Dated	02/Mar/2023
6	Work Order No	WO/22-23/27
7	Work Order Dated	24/Nov/2022
8	Office Name	MUNICIPAL CORPORATION JAIPUR HERITAGE
9	Amount of Proposed Bill (Rs.)	15,50,370.00
10	Amount of Proposed Bill (Rs.) in Words	Rupees Fifteen Lac Fifty Thousand Three Hundred Seventy Only
11	Kind of Bill	Running
12	Total Expenditure upto this Bill (Rs.)	15,50,370.00
13	MB No	0

Step 22: Click on “Save” button to save the Bill details.

Step 23: Click on “Back” button and click on Running bill no.

Step 24: Click on “Send Forward” button.

List of Bill Forms

Work Name : Jaipur Road Work 1111 All Amount In Rs

Bill Detail List Add Bill Form

Bill Detail of : All

	Bill Number	Bill Form Type	Gross Amount	Net Amount	Bill Status	Approve Status	Created By	Pending With
<input type="checkbox"/>	Running Bill No-1	WorkDone Bill	7,75,185.00	15,50,370.00	DraftBill	NotInitailized--> Billing	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE

Bill Details		Site Photos	Back
Work Name	: Jaipur Road Work 1111		
Bill Amount	: 15,50,370.00		
To go to IFMS Rajasthan Portal	: Click here		
Dockets		ByPass	Send Forward
		Internal Review	Attachment
1	Notesheet	»»	
2	Mobilization Advance	»»	
3	Checklist for Payment of Works	»»	
4	RA Bill	»»	
Work Flow Details			

Step 25: Follow the same procedure followed in Approval.

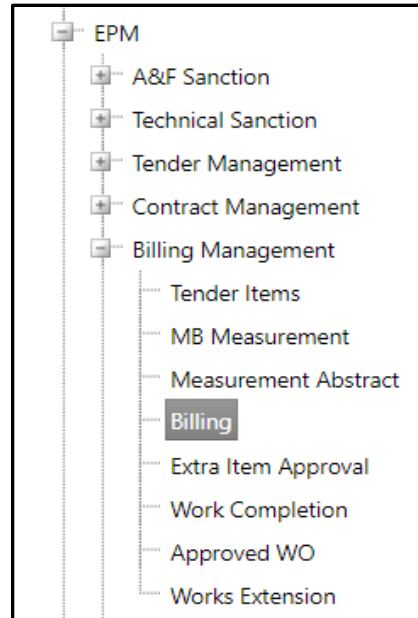
Step 26: Follow the above steps for subsequent Running Bills.

13 Mobilization/Advance Bills

13.1 Preparing Mobilization/Advance Bill

Following are the steps involved in preparing mobilization/advance bill payment.

Step 1: Login → Engineering Project Management → Billing Management → Billing



Step 2: Click on Work name.

Step 3: Select Bill Detail of 'Mobilization/Advance Payment'.

Step 4: Click on "Add bill form" button.

List of Bill Forms									
Work Name		Jaipur Road Work 1111							
Bill Detail List All Amount In Rs									
Bill Detail of		All Add Bill Form							
	Bill Number	Bill Form Type	Gross Amount	Net Amount	Bill Status	Approve Status	Created By	Pending With	
<input type="checkbox"/>	Running Bill No-1	WorkDone Bill	7,75,185.00	15,50,370.00	DraftBill	NotInitialized--> Billing	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE	

Step 5: Enter the bill details as below.

Mobilization Advance Bill Details Save Back									
Work Name		Jaipur Road Work 1111							
Bill Number		2			Bill Date		01/05/2023		
WO Amount		25,518,760.00			Already Paid (Amt & %)		0.00 0.00		
<input checked="" type="radio"/> Lumpsum <input type="radio"/> Percentage		0.00 %			Amount		500,000.00		
Remark		for material							

Add the following details in the open window

- i. Bill Number** : Enter the Bill no.
- ii. Bill Date** : Enter the Bill date
- iii. WO Amount** : Shown as per WO approved.
- iv. Already Paid Amount** : Shown the amount if already paid
- v. Lumpsum /Percentage** : Select the type
- vi. Amount** : Enter the Amount to be paid
- vii. Remark** : Enter the remark if any.

Step 6: Click on “Save” button.

Step 7: Click on “Back” button.

Step 8: Click on “Advance bill no.”

Step 9: Click on Send Forward button.

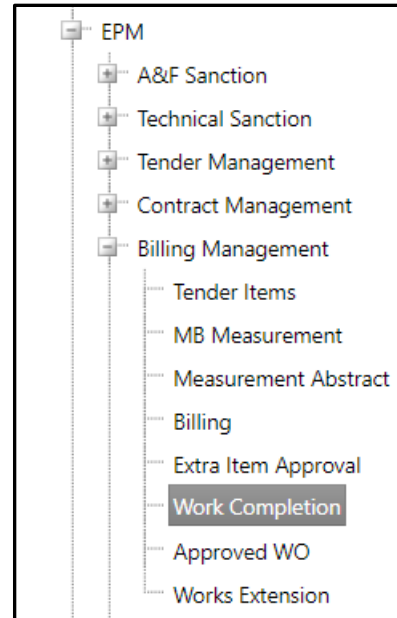
Note: Follow the process for Approval of bills same as other modules.

14 Work Completion Certificate

14.1 Preparing Work Completion Certificate

Following are the steps involved in preparing mobilization/advance bill payment.

Step 1: Login → Engineering Project Management → Billing Management → Work Completion → My Jobs



Step 2: Click on Work name.

Step 3: Select Completion Date.

Step 4: Click on >> toward “Completion Report” in dockets to view the Completion Certificate.

Step 5: Click on >> toward “Notesheet” in dockets to enter the note.

Step 6: Click on “Save” button to save the details.

Save
Back

Work Details
Remarks

Work Name : Renovation work of various road junctions and circles etc. of civil line zone area

WO Completion Date : 30/11/2024 Paid Amount till Date : Rs2,82,660.00 Final Bill Paid : No

Final Measurement Date : 16/12/2022 Completion Date : 16/12/2022

Deposit Details

Sr.No.	Description	Amount	Recovered	Refunded	Balance
1	Security Deposit	46,400.00	92,800.00	0.00	92,800.00

Dockets

Send Forward
Assign
Internal Review
Attachment

1	Notesheet	▶▶
2	Work Completion Report	▶▶

Work Flow Details

Step 9: Click on Send Forward button.

Note: Follow the process for Approval of Work Completion same as other modules.

15 Work Time Extension

15.1 Preparing Work Time Extension

Following are the steps involved in preparing work time extension report.

Step 1: Login → Engineering Project Management → Billing Management → Approved WO → My Jobs

Step 2: Click on Work name.

The screenshot displays the WIMS interface for a user named KULDEEP SHARMA, JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE. The system is powered by SoftTech and supported by SAP. The user is logged in as 'JE'.

The 'List of Work Filter On' section includes the following filters:

- Work Order Status: All
- Office Category: Self Govt
- Post: ALL
- Budget Year: 2023-2024
- Work Type: All
- Office: ALL
- Work Order No.:
- Work Order Name:

A 'Get Works' button is located below the filters. Below the filters, there are checkboxes for 'case sensitive' and 'individual cells', and a search bar with the text 'Enter keywords to search for'. To the right of the search bar are buttons for 'Filter', 'Mark', 'Find', 'Clear', and 'Help'.

The table below shows the list of work orders:

Sr. No.	Work Order No.	Description	Agreement Status
1	WO/23-24/5	JMC Heritage office maintenance and repair 11 May 2023	Agreement Done WorkOrder Issued

The navigation menu on the left includes the following items:

- System Configuration
- EPM
- A&F Sanction
- Technical Sanction
- Tender Management
- Contract Management
- Billing Management
- Tender Items
- MB Measurement
- Measurement Abstract
- Billing
- Extra Item Approval
- Work Completion
- Approved WO
- Works Extension
- Project Management
- Status

Step 3: Click on “Add” button to add the work extension request.

Extension Register						Report
Work Name : JMC Heritage office maintenance and repair 11 May 2023						
Extension List						Add Delete
Sr. No.	List of Extension(s)	Original Date of Completion	Extended Date of Completion	Report	Status	
Record(s) Not Found						

Step 4: Provide the below details to New Extension.

Add New Extension
Save Attachments Report

Extension Details

Extension Number :

* Reason For Extension :

Present Work Condition :

Approve Number : Approve Date :

Apply Date : Delay On Part :

Last Completion Date : New Completion Date :

From Date : * To Date :

Extension Applied For Days : * Recommended Days :

Escalation Payment : Indexes Based On :

Compensation :

Remarks :

Step 5: Click on “Attachments” to upload any document from the local machine.

Step 6: Click on “Report” button to view the extension report with provided details.

Step 7: Click on “Save” button to save the details.

Extension Register							Report	
Work Name		: JMC Heritage office maintenance and repair 11 May 2023						
Extension List						Add	Delete	
	Sr. No.	List of Extension(s)	Original Date of Completion	Extended Date of Completion	Report	Status		
<input type="checkbox"/>	1	Abv	09/02/2026	28/02/2026		Pending With - KULDEEP SHARMA-JUNIOR ENGINEER - MUNICIPAL CORPORATION JAIPUR HERITAGE MUNICIPAL CORPORATION JAIPUR HERITAGE		

View/Update Extension
Save Attachments Report

Extension Number :

* Reason For Extension :

Present Work Condition :

Approve Number :

Apply Date :

Last Completion Date : 09/02/2026

From Date : 10/02/2026

Extension Applied For Days :

Escalation Payment :

Compensation :

Remarks :

Approve Date :

Delay On Part :

New Completion Date : 28/02/2026

* To Date :

* Recommended Days :

Indexes Based On :

Dockets
ByPass Send Forward Assign Internal Review Attachment

1	Work Extension	▶▶
---	----------------	----

Work Flow Details

Step 9: Click on Send Forward button.

Note: Follow the process for Approval of work extension same as other modules.

16 Project Scheduling

16.1 Preparing Project Schedule

Following are the steps to schedule milestones and activities for a project to track the project physical progress.

Step 1: Login → Engineering Project Management → Project Management → Project Scheduling

Step 2: Click on Work name.

The screenshot displays the WIMS interface for a user named KULDEEP SHARMA. The navigation menu on the left shows the path: JE → EPM → Project Management → Project Scheduling. The main content area is titled 'Work Assignment' and features a search bar for 'Work Code No.' with a 'Get Works' button. Below the search bar are tabs for 'Pending With Me', 'Pending With Others', and 'Assigned'. A table lists work orders with columns for Sr. No., Work Order No., WIN Number, Description, and Status. The table contains one entry: Sr. No. 1, Work Order No. WO/22-23/1, WIN Number AnF/0002/22-23, Description Maintenance and repair Head office building of JMC, and Status Pending With: KULDEEP SHARMA.

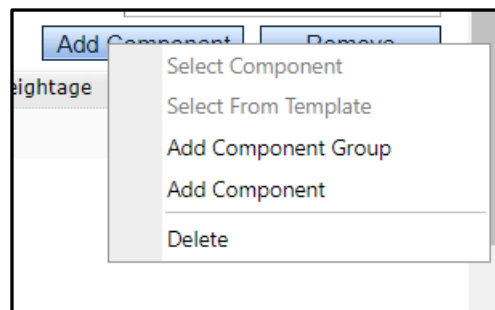
Sr. No.	Work Order No.	WIN Number	Description	Status
1	WO/22-23/1	AnF/0002/22-23	Maintenance and repair Head office building of JMC	Pending With: KULDEEP SHARMA

Step 3: Click on “Add” button to add the Milestones, its Compensation Delay (in %) and Weightage (in %).

Step 4: Click on “Project Schedule” button for the components of Project Plan.

Work Details			
Work Name	:	Maintenance and repair Head office building of JMC	
Contractor Name	:	Deepak Engineering Works	
Agreement Details			
Agreement Status	:	Done	Agreement Date : 15/10/2022
Agreement Number	:	AG/16	Agreement Stamp No. : -
Agreement Stamp Duty Amount	:	0	Accepted Date : 12/10/2022
Estimated Amount	:	5,69,500.00	Accepted Amount : 555262.5
Accepted Rate	:	Below 2.5 (%)	Time Limit : 90 Months
Date of Commencement	:	20/10/2022	Date of Handing Over : -
Date of Completion	:	19/04/2030	
Project Scheduling Details			<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Project Schedule"/>
	Milestone Name	Compensation Delay(in %)	Weightage(in %)
<input type="checkbox"/>	Milestone 1	1.00	60.00
<input type="checkbox"/>	Milestone 2	2.00	30.00
<input type="checkbox"/>	Milestone 3	3.00	10.00
<input type="button" value="Add"/>			
Dockets			
			<input type="button" value="Send Forward"/> <input type="button" value="Assign"/> <input type="button" value="Send Back"/> <input type="button" value="Internal Review"/> <input type="button" value="Attachment"/>
1	Project Plan Report		▶▶
2	Notesheet		▶▶

Step 5: Double-click on “Milestone” to add the components to it.



Step 8: Enter Component Group name, Weightage and Quantity.

Step 9: Click on “Add Component”, then “Select Component”.

Add/Edit Component Group

Component Group Details Save Close

*Name (upto 500 characters only) :

Compensation Delay : %

Weightage : % Quantity :

Add Component Remove

Code	Component Name	Weightage	Quantity
Record(s) Not Found			

NewComponentGroup.aspx?WOld=40177&ParentID=41&ComponentType=2&MilestoneId=-1&IsMilestone=1

Add/Edit Component Group

Component Group Details Save Close

*Name (upto 500 characters only) :

Compensation Delay : %

Weightage : % Quantity :

Add Component

Code	Component Name	Weightage	Quantity
Record(s) Not Found			

NewComponentGroup.aspx?WOld=40177&ParentID=41&ComponentType=2&MilestoneId=-1&IsMilestone=1

- Select Component
- Select From Template
- Add Component Group
- Add Component
- Delete

Step 10: Enter Component name, Quantity. Select Start Date, end Date.

Step 11: Click on “Select Item”.

Add/Edit Component

Component Details Save Close

*Component Name: Component 1
(upto 500 characters only)

Weightage : 0.00 % Quantity : 10.00

*Start Date : 26/05/2023 *End Date : 27/05/2023

*Is Measurable : Measurable Not Measurable

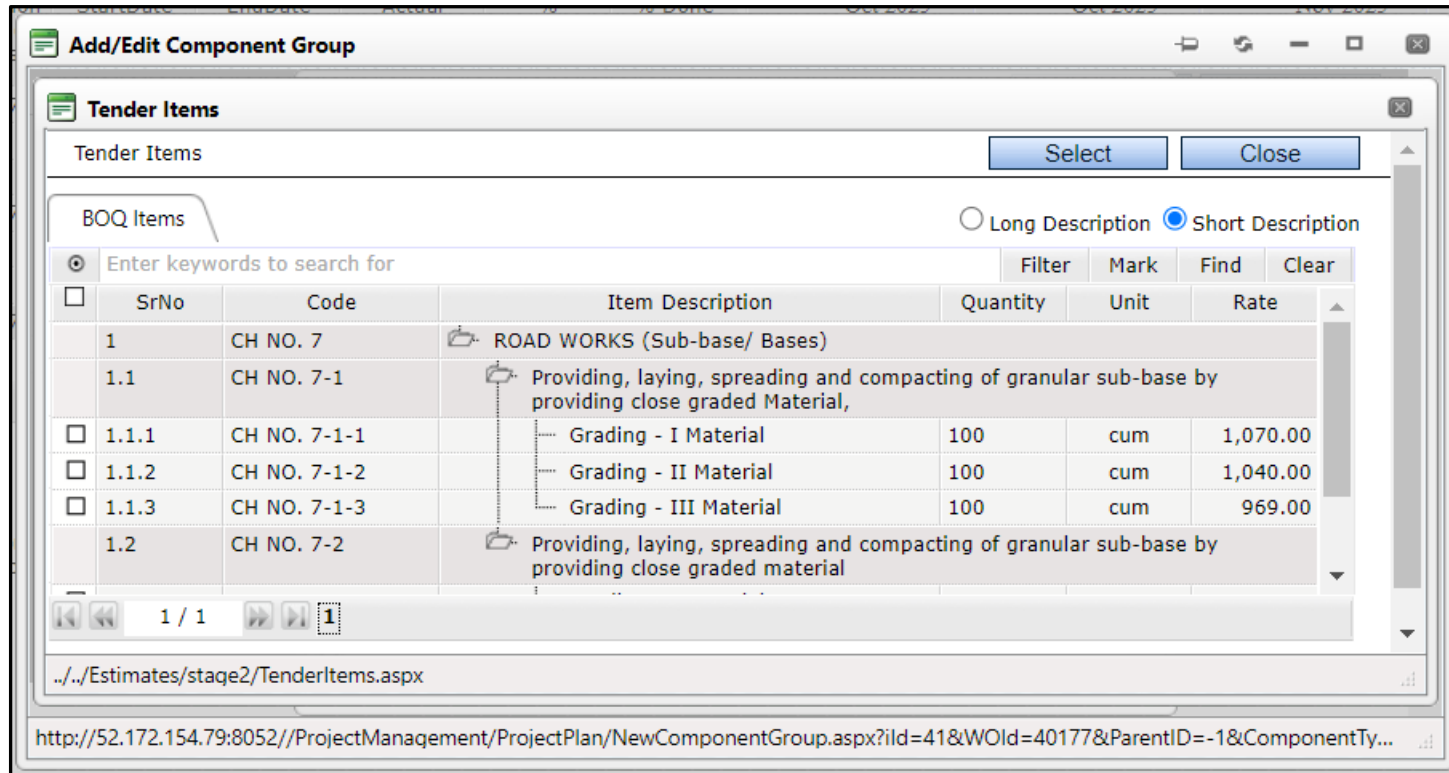
Item(s) Monthwise Cost Distribution

Item - Component Mapping Select Item Remove Item

Code	Item	Unit	Tender Quantity	Balance Quantity	Plann Quant	Rate	Cost
Record(s) Not Found							

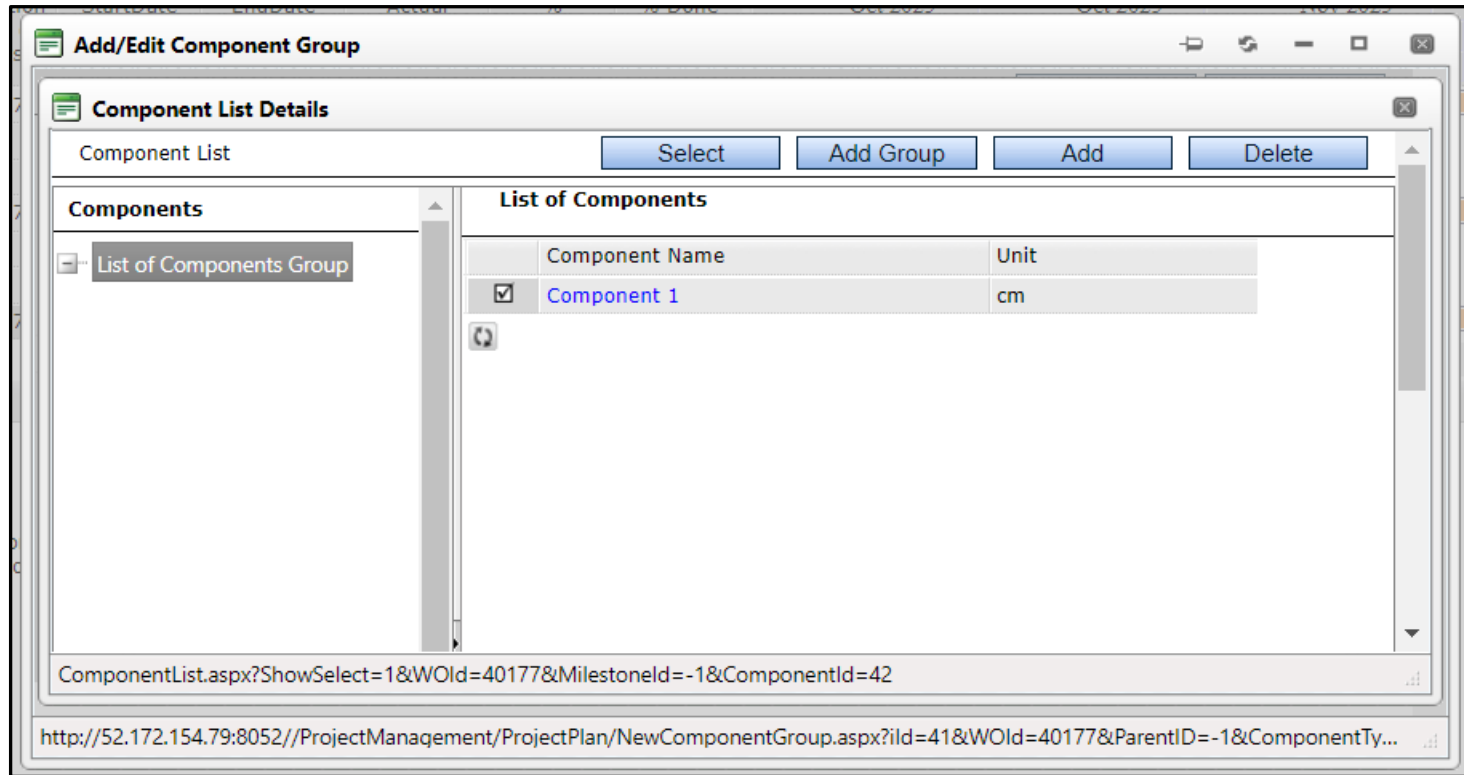
NewComponent.aspx?ComponentType=1&iid=0&ParentID=-1

Step 12: Select the items from BOQ for respective component group.



Step 13: Select the component from respective component group.

Step 14: Click on “Select” button to add the component to Component group.



Step 13: Enter the component weightage.

Step 14: Click on “Save” button, then close button.

Add/Edit Component Group

Component Group Details Save Close

*Name (upto 500 characters only) : Milestone 3

Compensation Delay : 3.00 %

Weightage : 10.00 % Quantity : 50.00

Add Component Remove

	Code	Component Name	Weightage	Quantity
<input type="checkbox"/>	3.1	Component 1	1	10

http://52.172.154.79:8052//ProjectManagement/ProjectPlan/NewComponentGroup.aspx?id=41&Woid=40177&ParentID=-1&ComponentTy...

Note: The Activity /Component shall be added to the respective milestone as below.

Work Details			
Work Name	:	Maintenance and repair Head office building of JMC	
Contractor Name	:	Deepak Engineering Works	
Agreement Details			
Agreement Status	:	Done	Agreement Date : 15/10/2022
Agreement Number	:	AG/16	Agreement Stamp No. : -
Agreement Stamp Duty Amount	:	0	Accepted Date : 12/10/2022
Estimated Amount	:	5,69,500.00	Accepted Amount : 555262.5
Accepted Rate	:	Below 2.5 (%)	Time Limit : 90 Months
Date of Commencement	:	20/10/2022	Date of Handing Over : -
Date of Completion	:	19/04/2030	
Project Scheduling Details			<input type="button" value="Add"/> <input type="button" value="Delete"/> <input type="button" value="Save"/> <input type="button" value="Project Schedule"/>
	Milestone Name	Compensation Delay(in %)	Weightage(in %)
<input type="checkbox"/>	Milestone 1	1.00	60.00
<input type="checkbox"/>	Milestone 2	2.00	30.00
<input type="checkbox"/>	Milestone 3	3.00	10.00
<input type="button" value="Add"/>			
Dockets			
1	Project Plan Report	<input type="button" value="Send Forward"/> <input type="button" value="Assign"/> <input type="button" value="Send Back"/> <input type="button" value="Internal Review"/> <input type="button" value="Attachment"/>	
2	Notesheet		

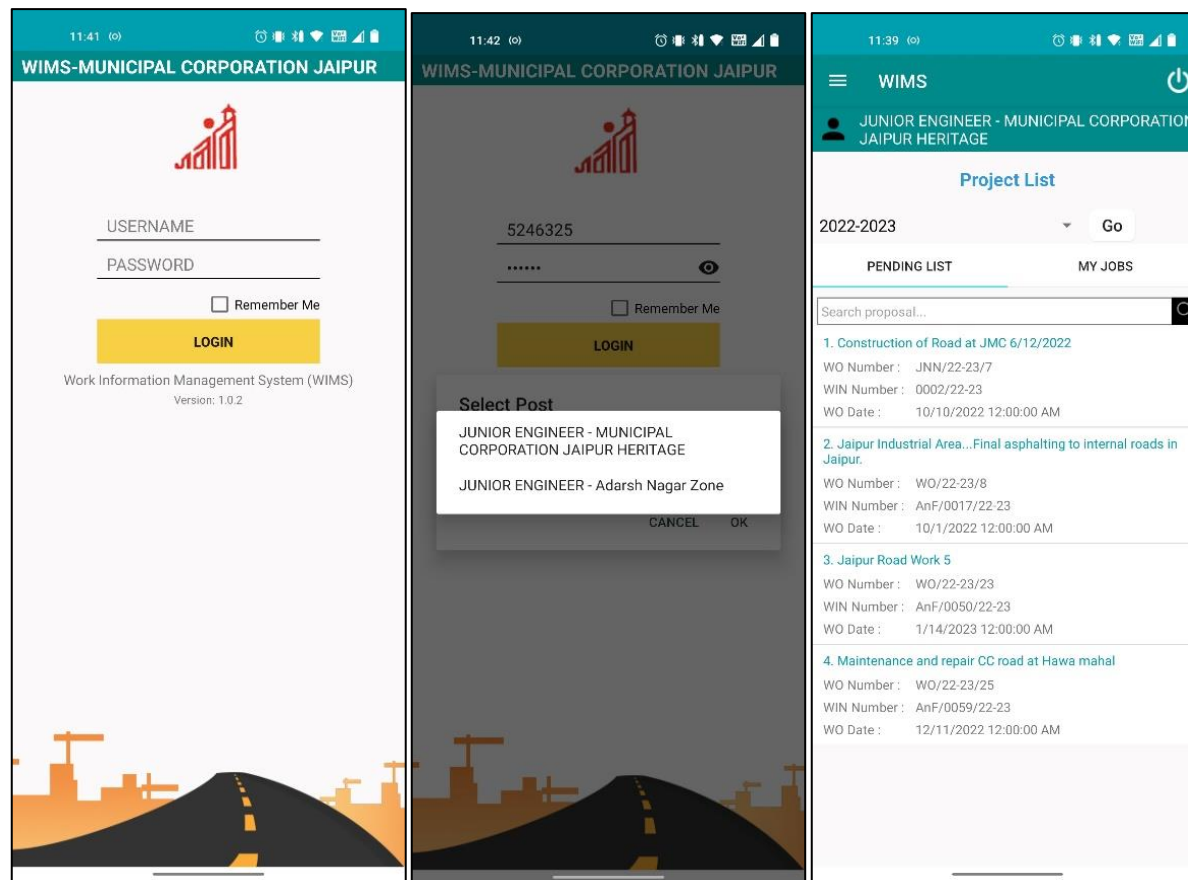
17 E-MB through Mobile Application

17.1 Preparing Measurements

Following are the steps involved in preparing measurements through mobile app.

17.1.1 Add Record Entry – MB Measurement (Mobile Application)

Step 1: Login → Select Post → Select Year → GO

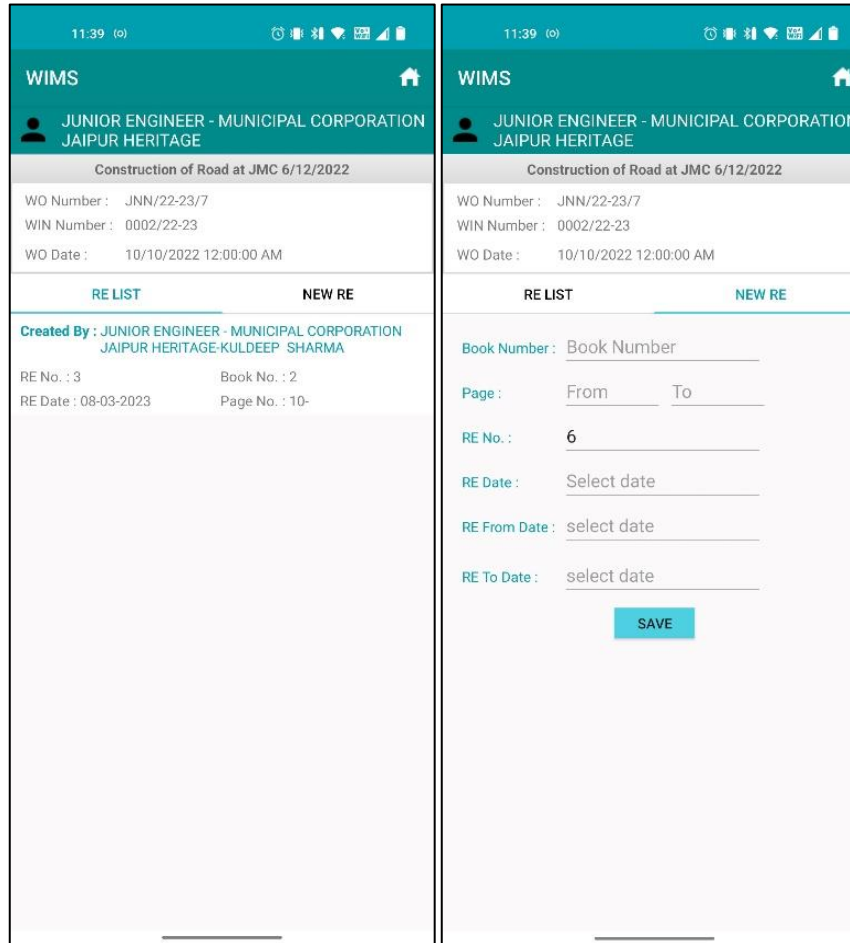


Step 2: Go to Pending List, click on Work Name.

Step 3: Go to NEW RE tab.

Step 4: Enter Book Number, Page from- to, RE Date, RE From Date and RE To Date.

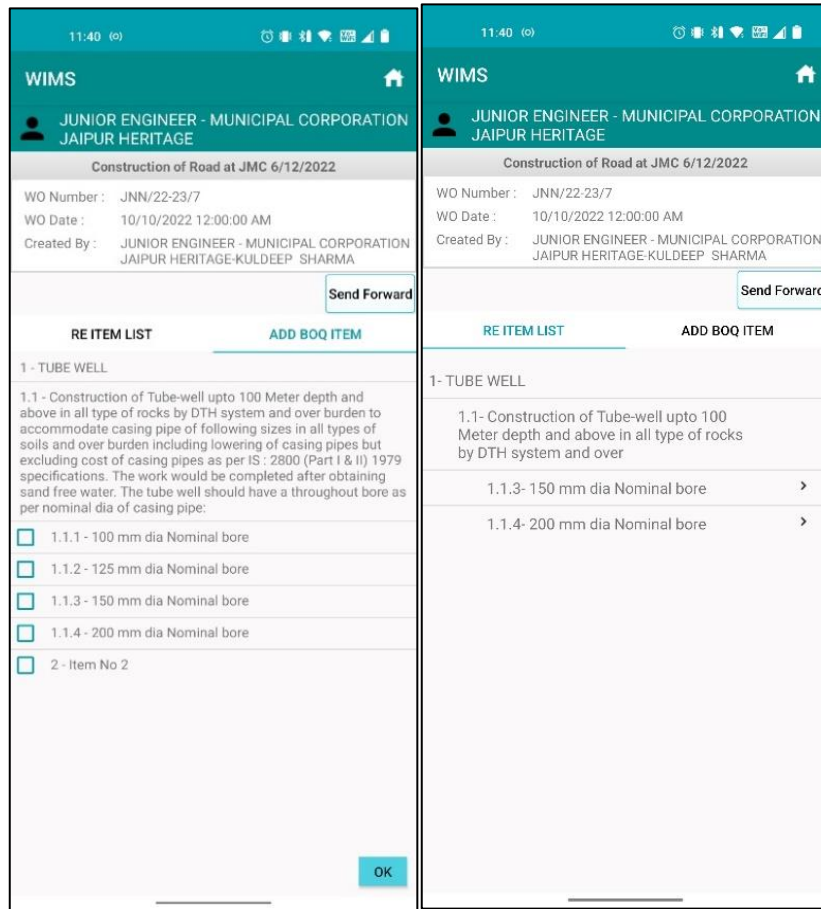
Step 5: Click on Save Button.



Step 6: Go to ADD BOQ ITEM tab.

Step 7: Select the items to add to the RE. Click on OK to add the selected items to RE ITEM List.

Step 8: Click on the items to add to the measurements.



- Step 9:** Enter MB Description, No., Length, Depth, Width of the item. Click on Save MM. The measurement shall be added in the row below.
- Step 10:** Click on Site Photo to capture/ upload the Site images.
- Step 11:** Click on Take Photo to capture the Site images by mobile camera.
- Step 12:** Click on From Gallery to upload the Site images from the mobile picture gallery.
- Step 13:** Add remark and click on Upload.

