



# KERALA INFRASTRUCTURE INVESTMENT FUND BOARD

(A Statutory Body under Finance Department, Government of Kerala)

Finance and Administration Division

website: [www.kiifb.kerala.gov.in](http://www.kiifb.kerala.gov.in)

*Defining the Future*

**FA-5/352/2018/KIIFB**

**Dated 18.06.2018**

## CIRCULAR

**Sub : KIIFB (Finance & Administration) - Submission of documents/details in the KIIFB portal for release of payment - Avoidance of delay -Instructions for strict compliance-reg**

It is noticed that the invoices for release of payment submitted in the KIIFB online payment portal by the SPVs are often rejected by KIIFB due to some common errors/deficiencies found in the details/documents uploaded. This leads to unnecessary delay in verifying the claims and release of payment. Hence the following instructions are issued for strict compliance by the SPVs while submitting the invoices in the online payment portal of KIIFB:-

- The project name, project code, phase number, package number, etc should be invariably specified in the details/documents uploaded.
- All the documents should be duly authenticated with date.
- Statutory deductions (including GST) should be specified clearly with rate.
- In the contractors bill copy, bill date, gross bill amount, deductions, previous bill amount and net amount should be clearly specified. *All relevant columns should be properly filled up. The bill shall be duly authenticated by the competent authority with date, name and designation.*
- Accepted Schedule and Breakup of the payment with rate and quantities should be uploaded.
- The payment should be within the payment milestones as in the approved WBS.
- Contract agreement should be attached with the contract document.
- Proper pass orders should be issued for the amount sanctioned.

Prior to submission of claims for release of payment SPVs shall ensure that the following documents have been uploaded in the KIIFB web portal pursuant to obtaining funding approval of KIIFB for the Project /Sub-project:-

- Sanction orders issued by KIIFB for funding.
- Administrative sanction and Technical Sanction with duly authenticated full estimate
- Work-Breakdown-Structure Baseline 0
- Notice Inviting Tender
- Selection Notice given to Contractor
- Full set of Agreement including supplementary agreements with Accepted Schedule authenticated by both contractor and agreement authority.

- Certificates in prescribed format in respect of measurements, check measurements and verification of calculation against rates and estimate and completion certificate in case of final bills.
- Also ensure that the contractor has signed the work bill and accepted the measurements.

*SPVs should properly verify/recheck all the documents for any deficiencies/errors before uploading in the payment portal.* For timely updation of the Tripartite Agreement, documents for inclusion in Schedule II thereof pertaining to all the sub projects should be submitted to KIIFB soon after the issue of relevant Technical Sanctions, failing which, payments may be withheld at the discretion of KIIFB. SPVs shall also clearly display the phrase "KIIFB Funded Project" and specify the KIIFB project code in all displays and advertisements related to KIIFB funded projects.

The general Checklist for bill scrutiny and procurement proforma to be enclosed with proceedings are enclosed as Annexure.

To

1. The Secretaries of Administrative Departments concerned
2. All SPVs
3. The Nodal Officer, Finance Department.
4. All Divisions/Officers of KIIFB
5. The Stock File/OC

Approved for Issue



Section Officer



### General Checklist for Bill Scrutiny-KIIFB

<b>Sl no.</b>	<b>Description</b>
1	Check whether the work(as per the bill) is incorporated in the approved DPR
2	Check whether the total value of work and payment milestones match with accepted schedule in approved WBS baseline1
3	Check whether the items in bill module and WBS match
4	Check whether the claim is within the approved WBS baseline1 payment milestone
5	Check Time of completion of work( whether within the approved Time of Completion)
6	Check whether the Accepted schedule/Agreement schedule/ breakdown schedule is duly signed by the competent authority and contractor on all pages.
7	Check whether the approved TS estimate is duly signed by competent authority
8	Check for any mismatch in TS estimate and accepted schedule
9	The bill module should be prepared w.r.t Accepted schedule/Agreement schedule/ breakdown schedule
10	The bill module should be duly signed by the competent authority in Total amount section and other necessary pages
11	A pass order by the competent authority should be present in the bill module
12	NIT norms should be studied
13	All necessary Calculations and statutory deductions as per norms should be checked
14	Excess quantity, extra items etc must be approved by the TS committee of SPV. (Check the KIIFB guidelines for the same)

