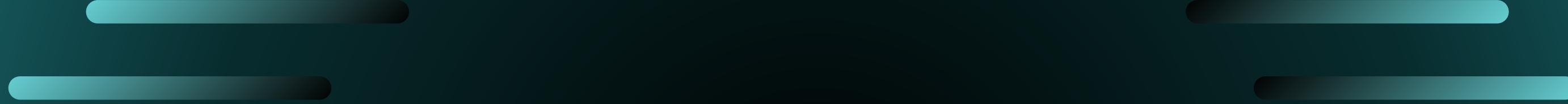


PHELP PORTAL



Website link: www.phelp.in

Demo Credentials For Login

Username: demo

Password: demo@2002

User Manual For Staff

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User Manual For Staff

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Why phelp.in is useful for Gram Panchayat?

phelp.in is a unique and powerful platform designed specifically for Gram Panchayat . Unlike any other website, it provides a one-click solution to generate all essential documents related to file management and government procedures.

With just a single click, staff can instantly generate ready-to-use PDF documents (as per procurement manual guidelines of gram panchayat) such as:

- File front page , Screening sheet , Comparative statement, Acceptance letter , Agreement , Work order, Memorandum of payment, Note sheet , Payment certificate , Completion report, Payment voucher, Extension of time, Show cause Notice, Final action report Notice.
- Additionally, it enables the creation of e-tender notices, manual tender notices, quotation notices, quotation work orders, supply orders, and payment vouchers, Tubewell Spare Part Notice, etc., ensuring quick, accurate, and efficient documentation.

The platform not only saves time but also stores documents for future reference. A customizable report generation system is also available, allowing Panchayat staff to prepare reports as per specific requirements.

Phelp Portal Home Page

Visit
www.phelp.in or <https://phelp.in>

For new user, click on **NEW USER** button to create an account

If you already
have an account,
click on **Login**

Welcome to Phelp Portal

About Phelp Portal

Phelp.in is a simplified work-based portal designed to prepare Office fund documents as per procurement manual guidelines. With one click, it generates PDFs for the file's front page, screening sheet, comparative statement,

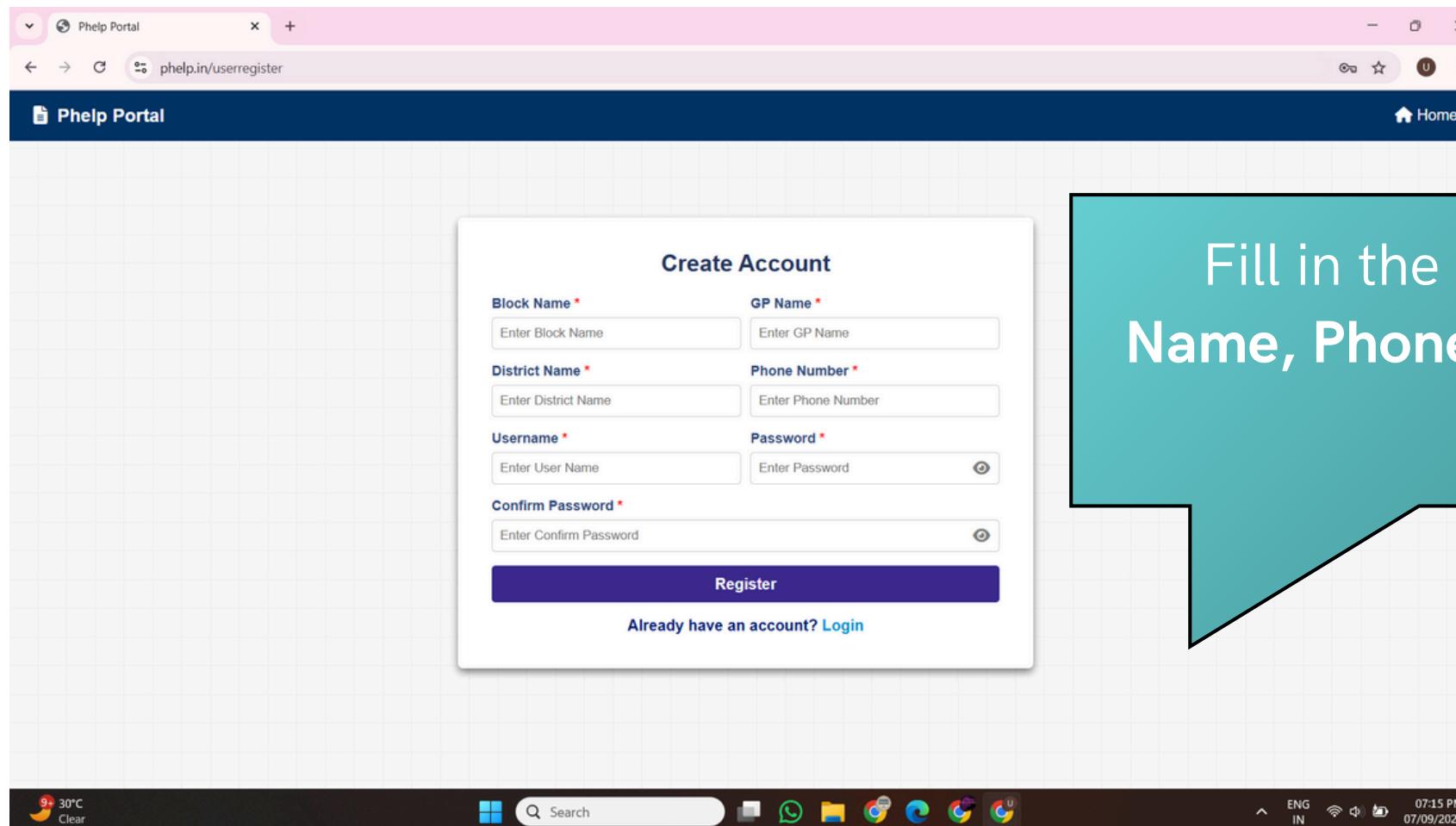
6 Trending videos
A Big Bold Beau...

Search

01:12 PM
31/08/2025

Page 2

Create Account & Login Procedure



Phelp Portal

phelp.in/userregister

Home

Create Account

Block Name * Enter Block Name

GP Name * Enter GP Name

District Name * Enter District Name

Phone Number * Enter Phone Number

Username * Enter User Name

Password * Enter Password

Confirm Password * Enter Confirm Password

Register

Already have an account? [Login](#)

Fill in the required fields: **Block Name, GP Name, District Name, Phone Number, Unique Username, and Password.** Then click on Register button



Phelp Portal

phelp.in/userlogin

Home

Login

Username * demd

Password *

Change Password

Login

New User? [Register](#)

After registration, use the created Username and Password to login to the dashboard. You can also use the demo credentials — Username: **demo** and Password: **demo@2002** to login to the dashboard



30°C Clear

Search

File Explorer

WhatsApp

Google Chrome

Microsoft Edge

Google Sheets

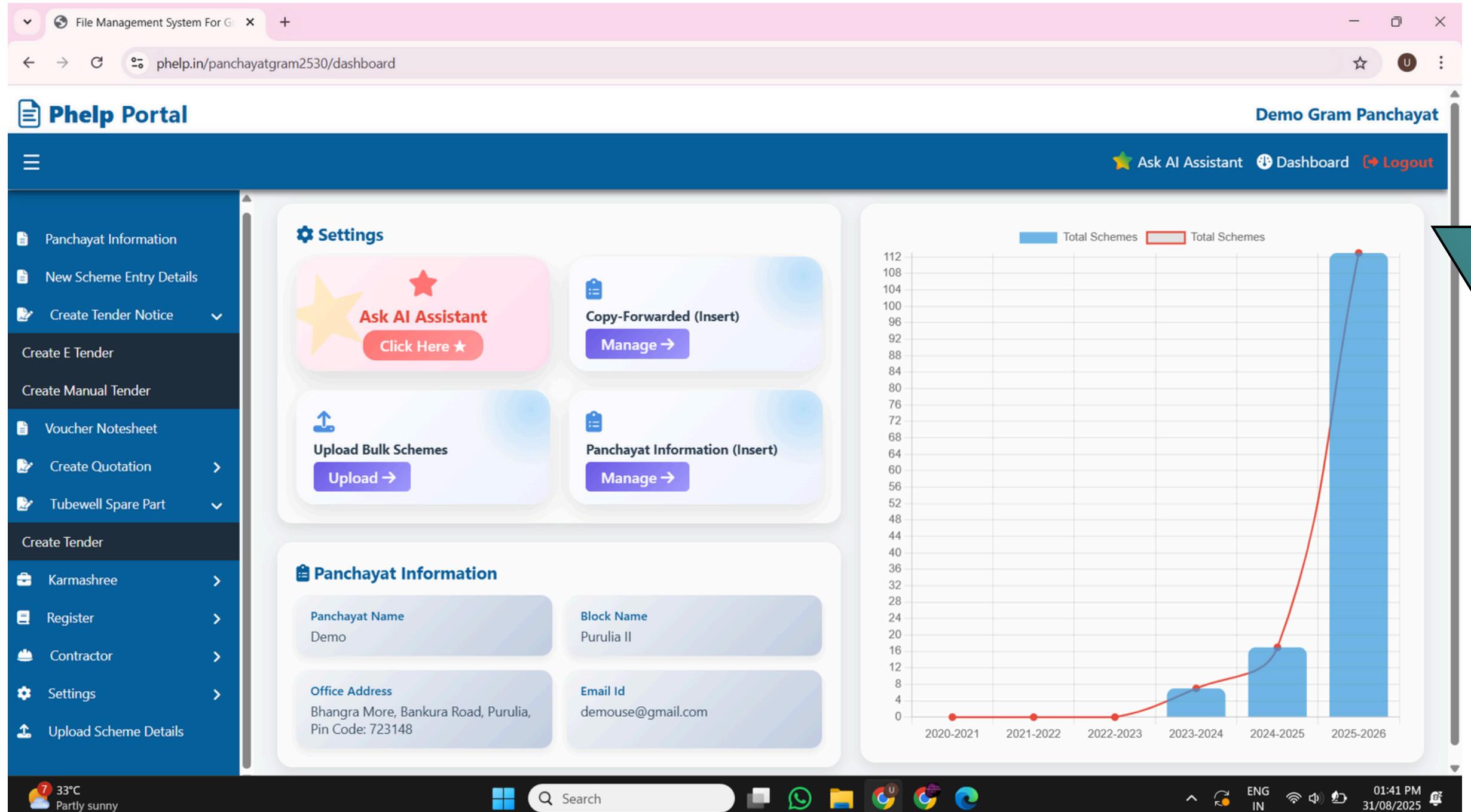
Google Slides

Google Forms

Windows Taskbar

ENG IN 07:16 PM 07/09/2025

Dashboard

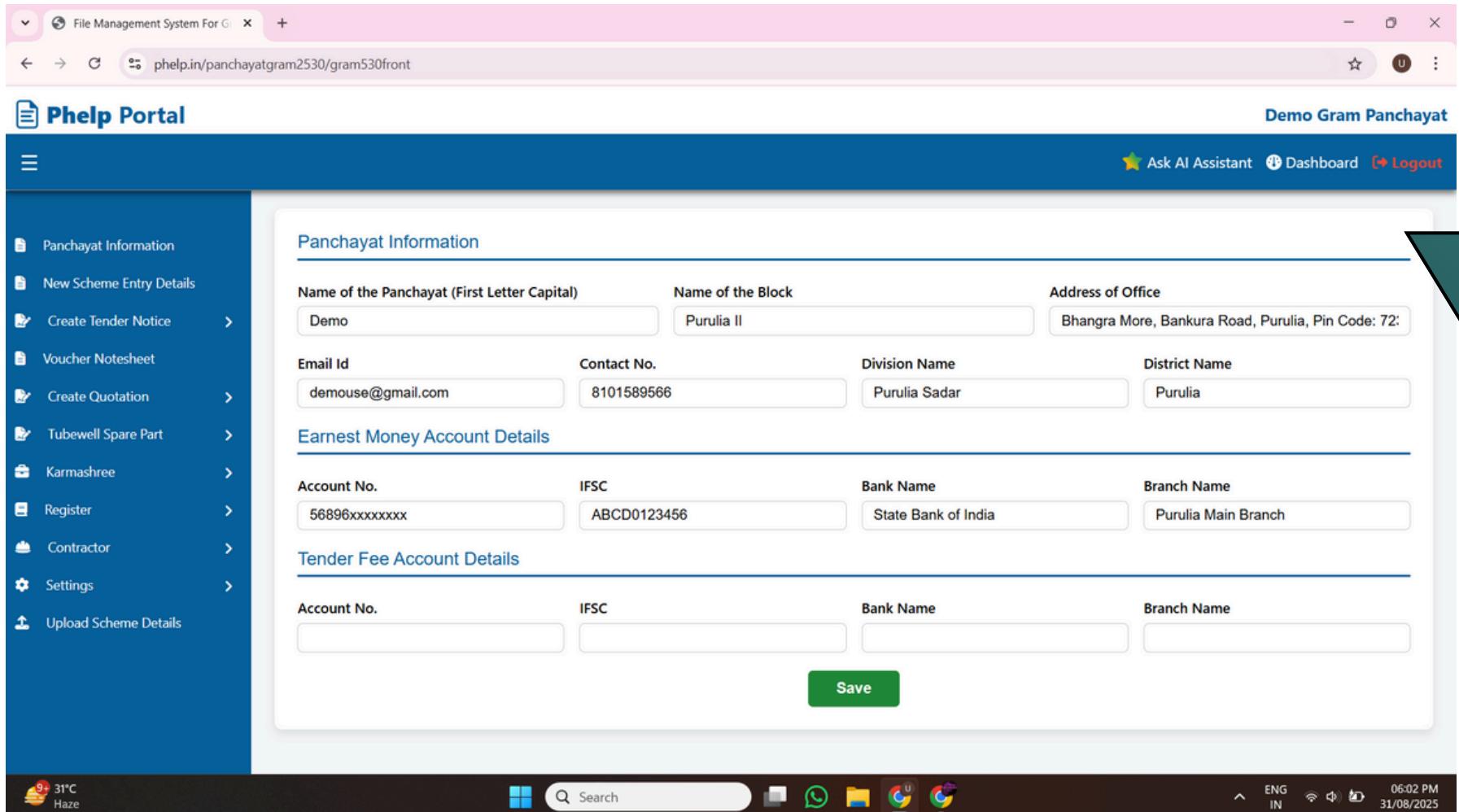


The screenshot shows the Phelp Portal dashboard for Demo Gram Panchayat. The left sidebar contains navigation links for Panchayat Information, New Scheme Entry Details, Create Tender Notice, Create E Tender, Create Manual Tender, Voucher Notesheet, Create Quotation, and Tubewell Spare Part. The main area features an 'Ask AI Assistant' button, a 'Copy-Forwarded (Insert)' section, an 'Upload Bulk Schemes' section, and a 'Panchayat Information (Insert)' section. The 'Panchayat Information' section displays details for Demo Panchayat in Purulia II, with an office address in Bhangra More, Bankura Road, Purulia, Pin Code: 723148. To the right is a chart titled 'Total Schemes' showing a sharp increase in the number of schemes from 2020-2021 to 2025-2026. The chart has a blue bar for 'Total Schemes' and a red line for 'Total Schemes'.

Year	Total Schemes (Blue Bar)	Total Schemes (Red Line)
2020-2021	0	0
2021-2022	0	0
2022-2023	0	0
2023-2024	4	4
2024-2025	16	16
2025-2026	112	112

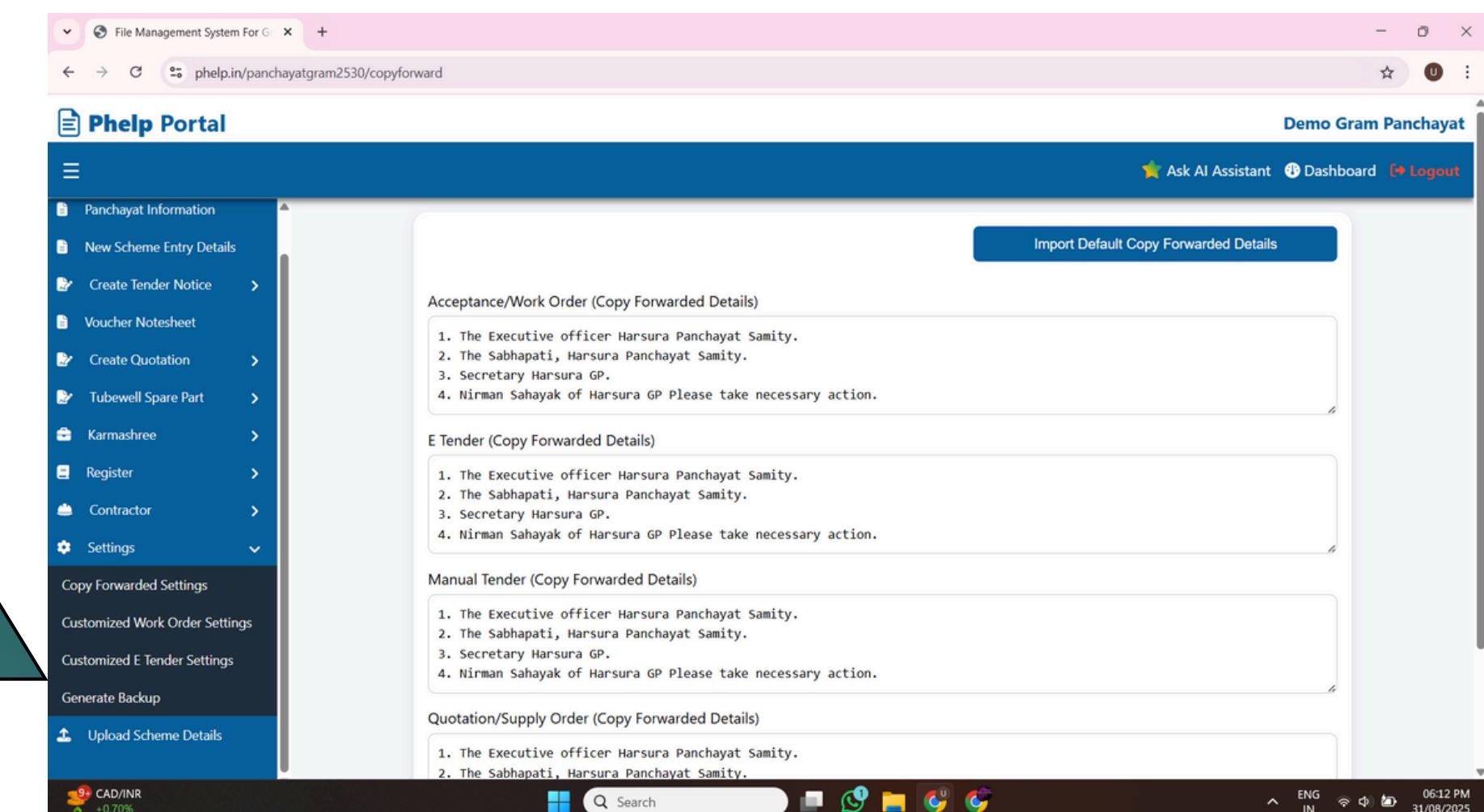
This dashboard provides a simplified interface for managing Panchayat operations. It includes AI assistance, bulk scheme uploads, and options to manage copy-forwarded data and Panchayat information. A dynamic chart on the right visualizes the total number of schemes inserted across years.

Panchayat Information & Settings

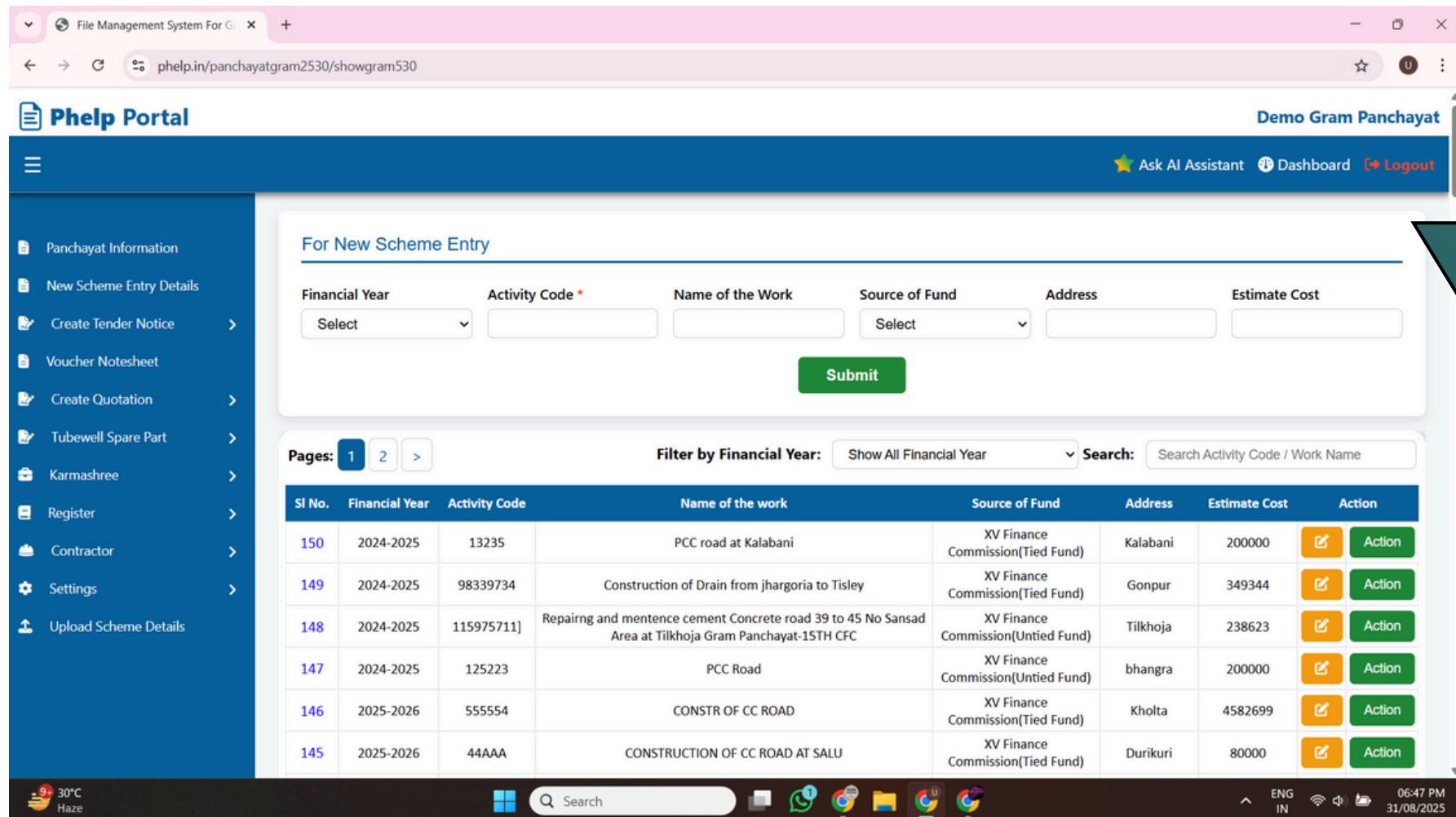


Settings tab includes **Copy Forwarded Settings**, which allows users to import default **Copy Forwarded Details**. When user click on **Import Default Copy Forwarded Details** button, it automatically inserts forwarding details for Acceptance/Work Order, E-Tender, Manual Tender, Quotation/Supply Order. These entries will then use during PDF generation

In **Panchayat Information** tab insert Panchayat details such as **Office Information**, **along with Earnest Money and Tender Fee account details**. The provided information is used for PDF document generation.

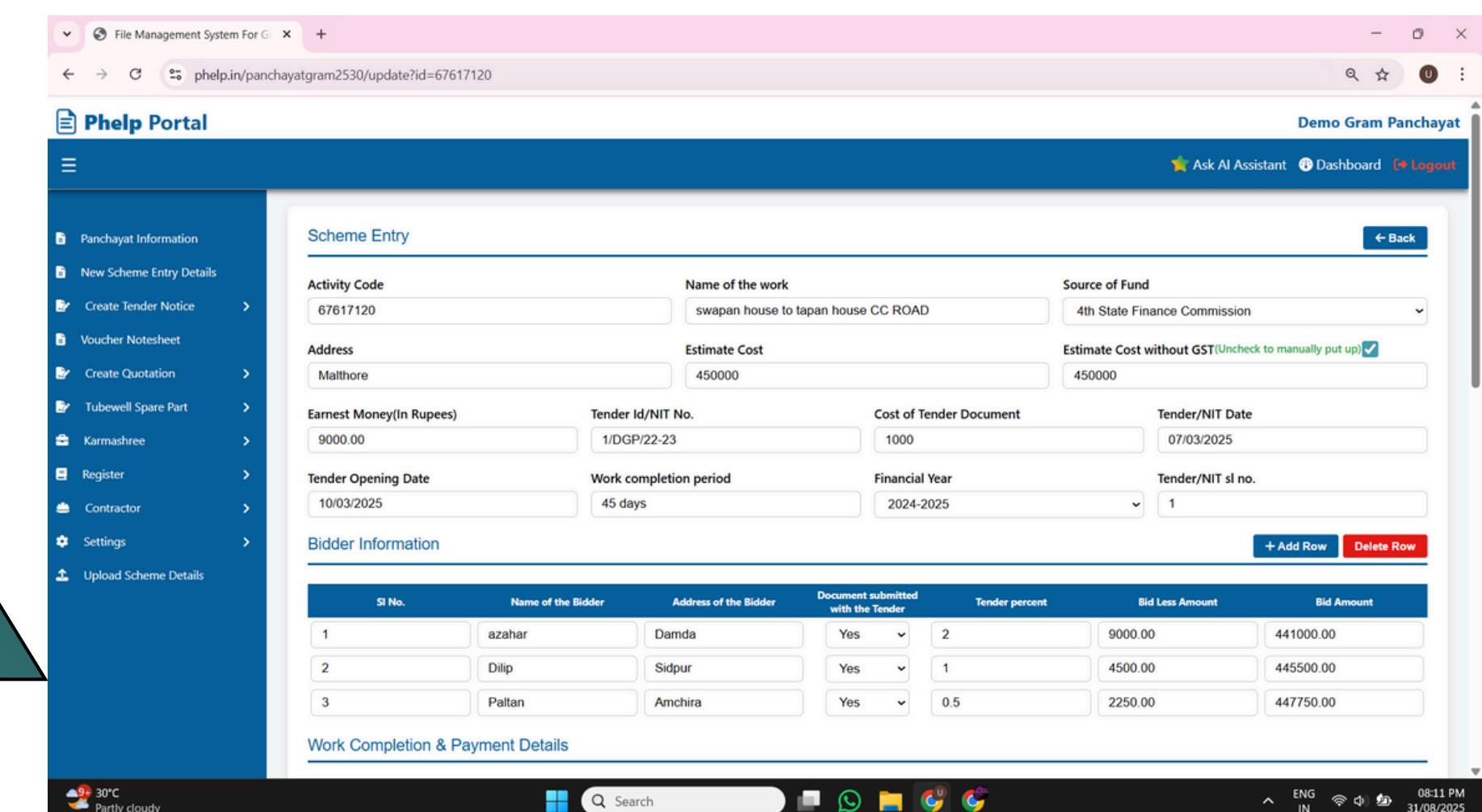


New Scheme Entry Details



In the **New Scheme Entry section**, click on the **Action** button to begin. Fill in the blank fields in the scheme entry section, then proceed to the **bidder information section**. When you enter the **Tender Percent** and press the **Tab key**, the **Bid Less Amount** and **Bid Amount** are calculated automatically.

In the **New Scheme Entry Details tab**, you can add new scheme by entering the Financial Year, Activity Code, Name of the work, Source of Fund, Address, and Estimated Cost



File Management System For Gram Panchayat

phelp.in/panchayatgram2530/update?id=67617120

Help Portal

Demo Gram Panchayat

Ask AI Assistant | Dashboard | Logout

Memorandum Of Payments

	Payment Date	Gross Bill Amount	Tender Less	Total Amount	Add: CGST	Add: SGST	Gross Value	Labour Cess	Gross Value With GST	Less: ITDS	TDS under GST (Less: CGST)	TDS under GST (Less: SGST)	Less: Labour Cess (LC)	Less: Security Deposit (SD)	Payable Amt.
RA Bill	01/12/2024	210100	5253.00	204847.00	18531.00	18531.00	242960.00	2430.00	245390.00	2059.00	0	2048.00	2430.00	24296.00	216605.00
Final Bill	19/12/2024	380000	7600.00	372400.00	33516.00	33516.00	439432.00	4394.00	443826.00	3724.00	3724.00	4394.00	43943.00	384317.00	
Total Bill	20/12/2024	590100.00	12853.00	577247.00	52047.00	52047.00	682392.00	6824.00	689216.00	5783.00	3724.00	3724.00	6824.00	68239.00	600922.00

Upload Estimate, MB, Scheme photo, Bill paper (Each file size should be below 1 MB)

Choose File No file chosen

phelp.jpg

Save

Generate PDF

Front Page of file Screening Sheet Comparative Statement Acceptance Agreement Work Order Memorandum Payment Note Sheet Payment/Credential Certificate Completion work

Payment Voucher Extension Of Time Compensation Final Action Show Cause Notice Site Inspection Certificate

Generate Sell Tender Form

SI No. 1 SI No. 2 SI No. 3

9+ 30°C Partly cloudy

Search

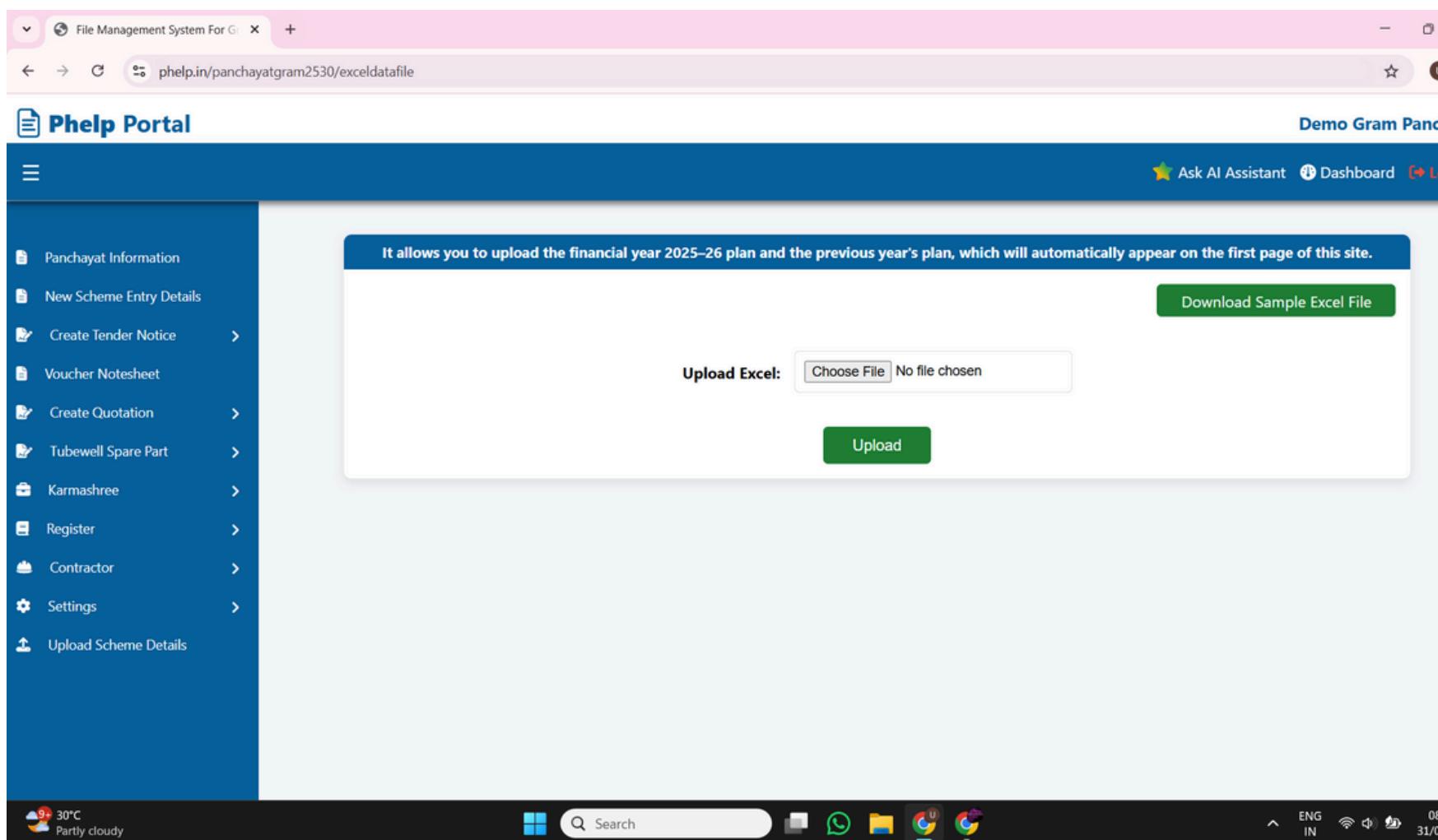
ENG IN 08:14 PM 31/08/2025

Next, in the **Memorandum of Payments section**, when the user enters the **Gross Bill Amount** and press the **tab key**, the system automatically calculates the following: **Tender Less, Total Amount, Add: CGST, Add: SGST, Gross Value, Labour Cess, Gross Value with GST, Less: ITDS, TDS under GST (CGST), TDS under GST (SGST), Less: Labour Cess (LC), Less: Security Deposit (SD), and Payable Amount.**

Finally, click the **Save** button to save the entire record. Users can also update records by saving individual sections as needed. Once the data is saved, the user can generate the required PDFs.

Upload Scheme Details

Upload Scheme Details tab allows users to upload bulk scheme information. First, download the **Sample Excel file** to view the required format. Enter the **scheme details in the Excel sheet**, then return to this tab and **upload the completed file by selecting it through the Choose File option**.



It allows you to upload the financial year 2025–26 plan and the previous year's plan, which will automatically appear on the first page of this site.

Download Sample Excel File

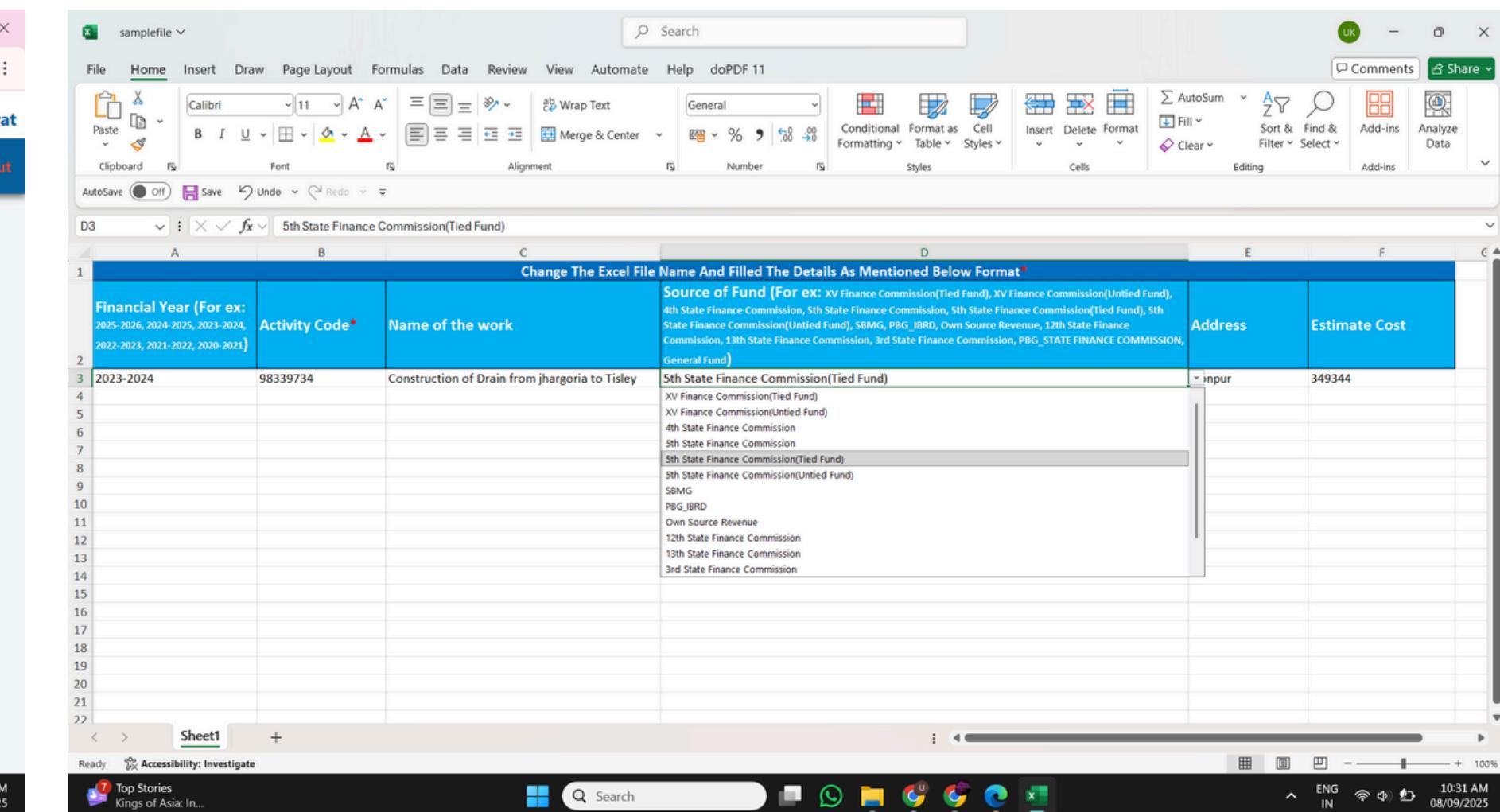
Upload Excel: Choose File No file chosen

Upload

Panchayat Information
New Scheme Entry Details
Create Tender Notice
Voucher Notesheet
Create Quotation
Tubewell Spare Part
Karmashree
Register
Contractor
Settings
Upload Scheme Details

30°C Party cloudy

ENG IN 08:01 PM 31/08/2025



Change The Excel File Name And Filled The Details As Mentioned Below Format*

Source of Fund (For ex: xv Finance Commission(Tied Fund), XV Finance Commission(Untied Fund), 4th State Finance Commission, 5th State Finance Commission, 5th State Finance Commission(Tied Fund), 5th State Finance Commission(Untied Fund), SBMG, PBG_JBRD, Own Source Revenue, 12th State Finance Commission, 13th State Finance Commission, 3rd State Finance Commission, PBG_STATE FINANCE COMMISSION, General Fund)

5th State Finance Commission(Tied Fund)

XV Finance Commission(Tied Fund)

XV Finance Commission(Untied Fund)

4th State Finance Commission

5th State Finance Commission

5th State Finance Commission(Tied Fund)

5th State Finance Commission(Untied Fund)

SBMG

PBG_JBRD

Own Source Revenue

12th State Finance Commission

13th State Finance Commission

3rd State Finance Commission

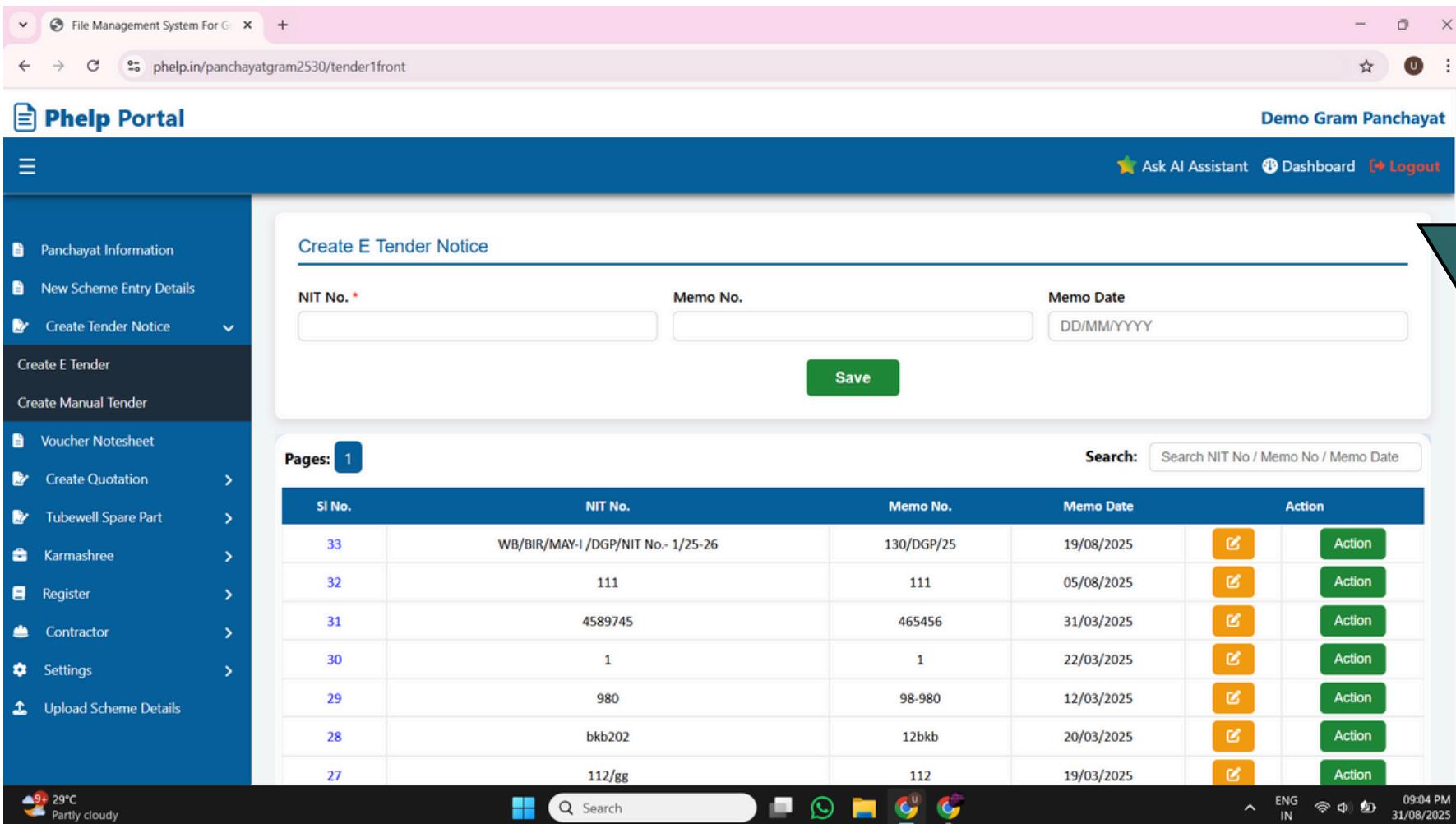
Sheet1

Ready Accessibility: Investigate

Top Stories Kings of Asia: In...

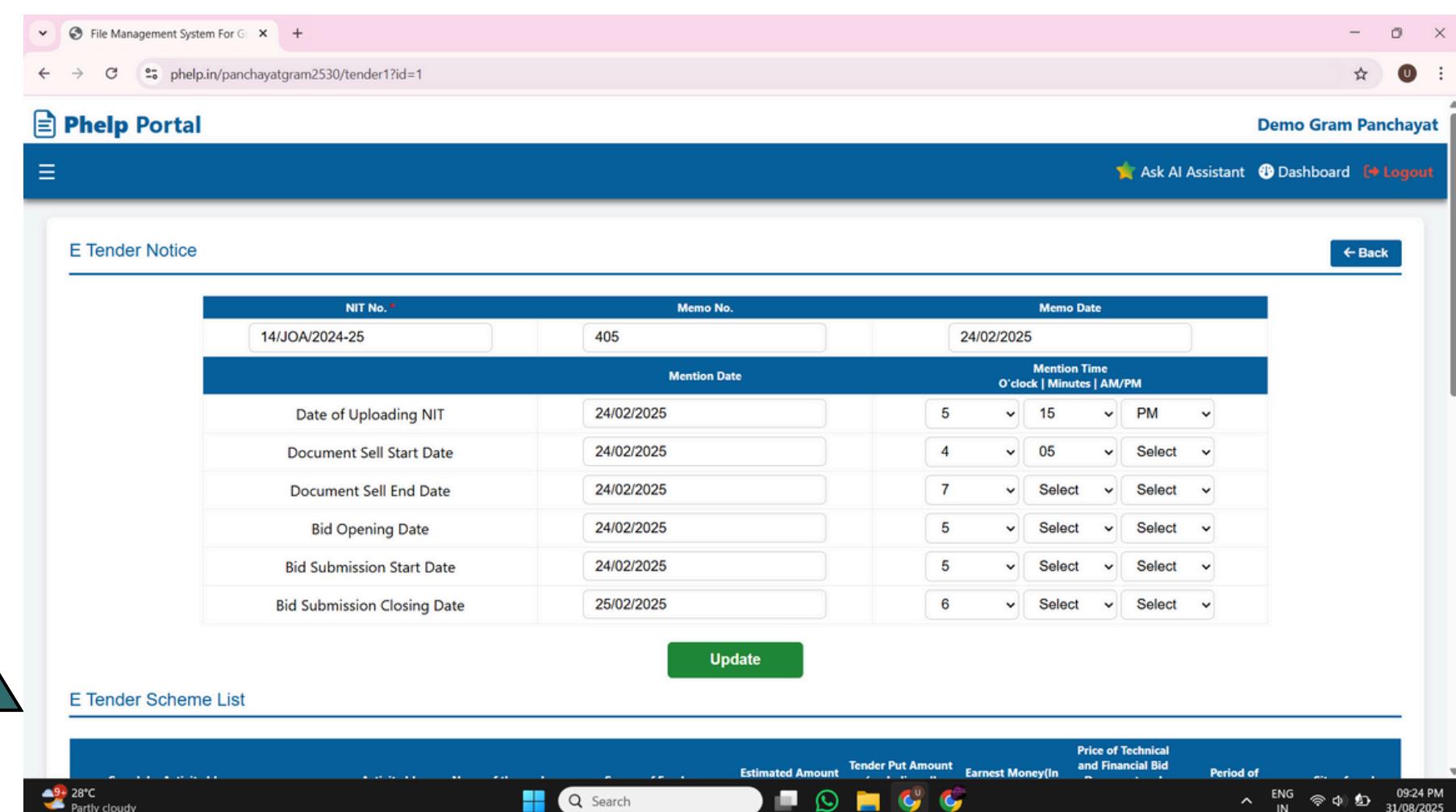
ENG IN 10:31 AM 08/09/2025

Create E Tender Notice



The screenshot shows the 'Create E Tender Notice' tab in the Phelp Portal. At the top, there are fields for 'NIT No.', 'Memo No.', and 'Memo Date'. Below these is a 'Save' button. The main area contains a table with columns: 'SI No.', 'NIT No.', 'Memo No.', 'Memo Date', and 'Action'. The table lists several entries. At the bottom of the page, there is a search bar and a date/time indicator.

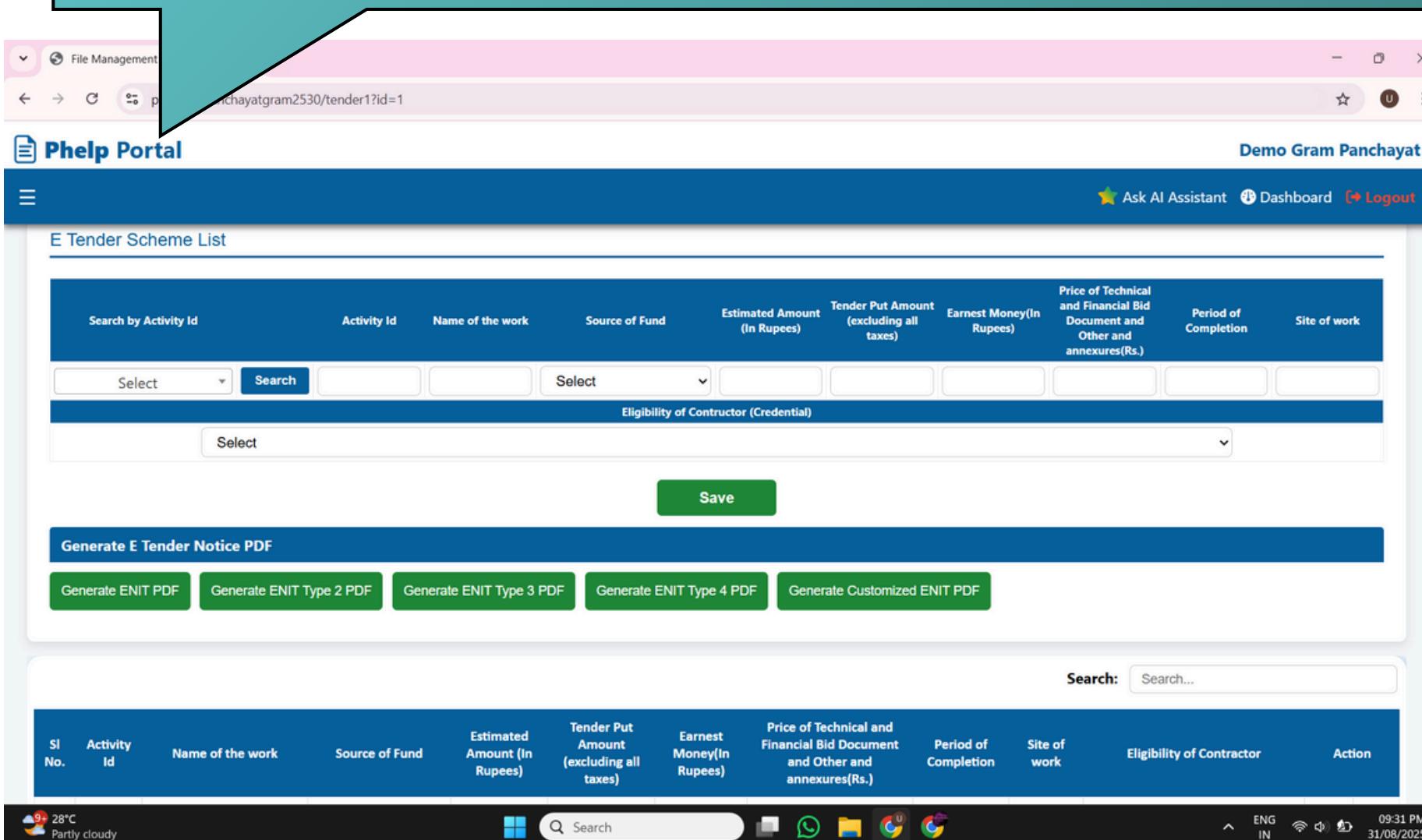
In the **Create E Tender Notice** tab, users can insert new E Tender information by entering **NIT No., Memo No., Memo Date**



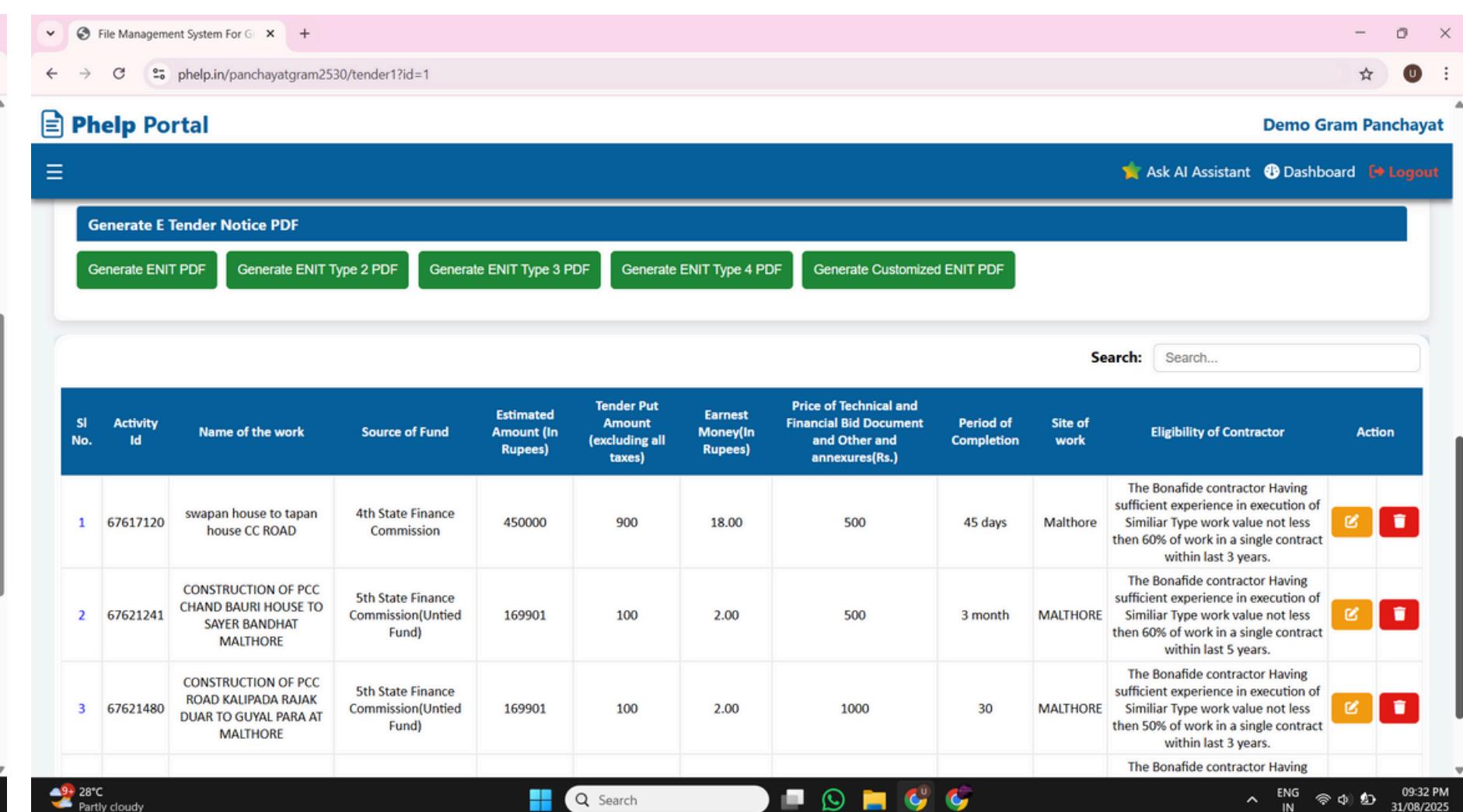
The screenshot shows the 'E Tender Notice' tab in the Phelp Portal. The form includes fields for 'NIT No.', 'Memo No.', 'Memo Date', 'Mention Date', and 'Mention Time'. Below the form is a section titled 'E Tender Scheme List'.

In the **E Tender Notice** section, click on the **Action** button to begin. Fill in the blank fields **Dates (Date of Uploading NIT, Document Sell Start Date, Document Sell End Date, Bid Opening Date, Bid Submission Start Date, Bid Submission Closing Date)**. Also select the **Mention Time** and click on **Update** button for save the record.

In the **E-Tender Scheme List** section, search by **Activity ID** and click the **Search** button. The corresponding details - **Activity ID, Name of the Work, Source of Fund, and Estimated Amount (in Rupees)** - will be automatically loaded based on the entered **Activity ID**. Next, enter the **Tender Put Amount (excluding all taxes)** and press tab, the **Earnest Money (in Rupees)** will be auto-calculated. Then, provide details for **Price of Technical and Financial Bid Document and Other Annexures (Rs.)**, **Period of Completion**, **Site of Work**, and **Eligibility of Contractor (Credential)**. Finally, click the **Save** button to save the record. Once the data is saved, the user can generate the required PDFs.



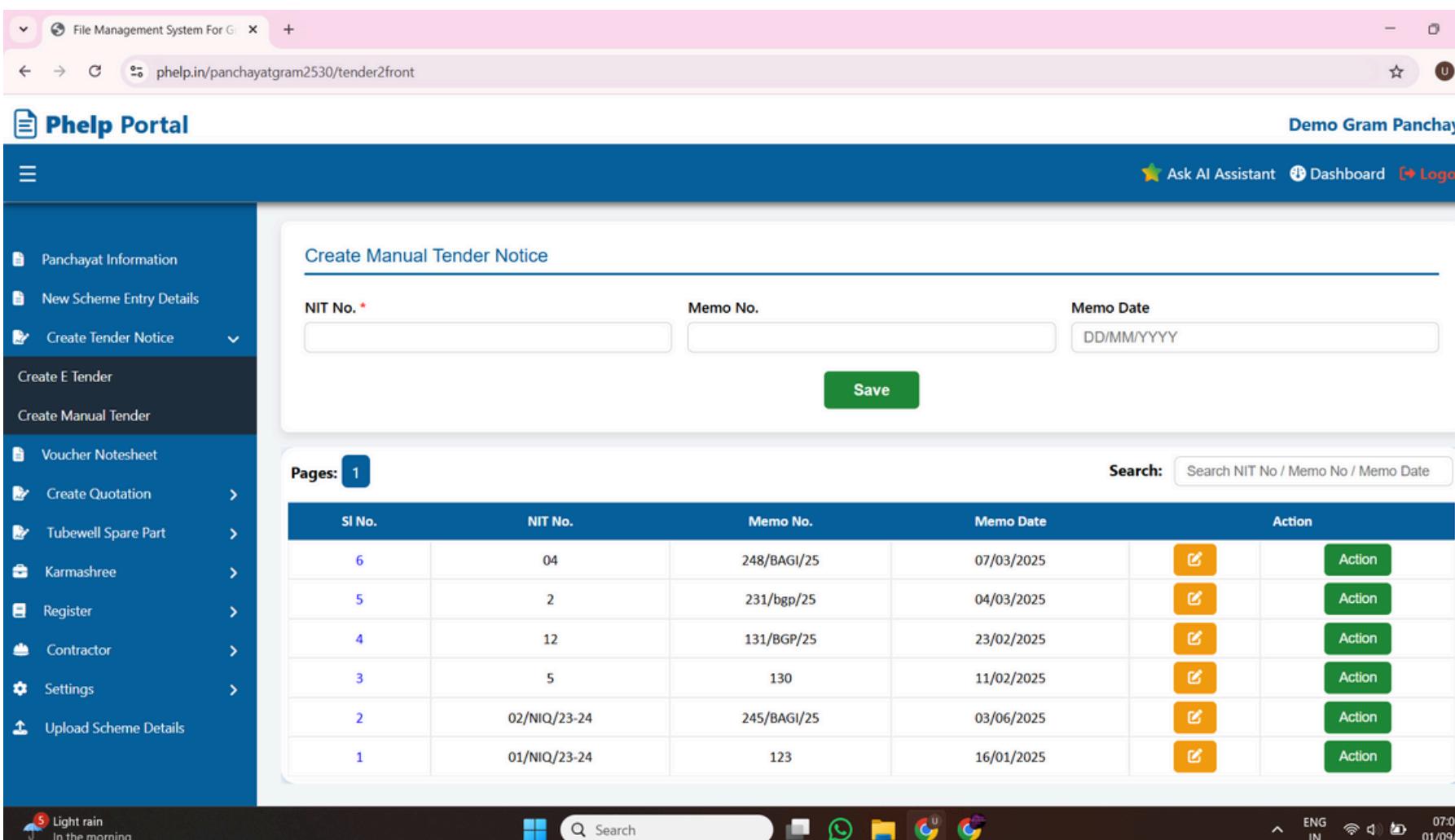
The screenshot shows the 'E Tender Scheme List' section of the portal. At the top, there is a search bar for 'Activity Id' with a dropdown for 'Source of Fund' and a 'Search' button. Below the search bar is a table with columns: Activity Id, Name of the work, Source of Fund, Estimated Amount (In Rupees), Tender Put Amount (excluding all taxes), Earnest Money(In Rupees), Price of Technical and Financial Bid Document and Other and annexures(Rs.), Period of Completion, and Site of work. A 'Select' dropdown is shown for the first two columns. Below the table is a section for 'Eligibility of Contractor (Credential)' with a 'Select' dropdown. A 'Save' button is located at the bottom of this section. At the bottom of the page, there are buttons for generating PDFs: 'Generate E Tender Notice PDF', 'Generate ENIT PDF', 'Generate ENIT Type 2 PDF', 'Generate ENIT Type 3 PDF', 'Generate ENIT Type 4 PDF', and 'Generate Customized ENIT PDF'. A search bar for 'Search...' is also present. The bottom of the page includes a table with columns: Sl. No., Activity Id, Name of the work, Source of Fund, Estimated Amount (In Rupees), Tender Put Amount (excluding all taxes), Earnest Money(In Rupees), Price of Technical and Financial Bid Document and Other and annexures(Rs.), Period of Completion, Site of work, Eligibility of Contractor, and Action. The status bar at the bottom shows '28°C Partly cloudy' and the date '31/08/2025'.



The screenshot shows the 'Generate E Tender Notice PDF' section. At the top, there is a header 'Generate E Tender Notice PDF' with buttons for 'Generate ENIT PDF', 'Generate ENIT Type 2 PDF', 'Generate ENIT Type 3 PDF', 'Generate ENIT Type 4 PDF', and 'Generate Customized ENIT PDF'. Below this is a search bar 'Search: Search...'. The main area displays a table of tender records with columns: Sl. No., Activity Id, Name of the work, Source of Fund, Estimated Amount (In Rupees), Tender Put Amount (excluding all taxes), Earnest Money(In Rupees), Price of Technical and Financial Bid Document and Other and annexures(Rs.), Period of Completion, Site of work, Eligibility of Contractor, and Action. Each record has a 'Generate PDF' button and a delete icon. The bottom of the page includes a table with columns: Sl. No., Activity Id, Name of the work, Source of Fund, Estimated Amount (In Rupees), Tender Put Amount (excluding all taxes), Earnest Money(In Rupees), Price of Technical and Financial Bid Document and Other and annexures(Rs.), Period of Completion, Site of work, Eligibility of Contractor, and Action. The status bar at the bottom shows '28°C Partly cloudy' and the date '31/08/2025'.

Create Manual Tender Notice

Follow the same **Create E Tender Notice section** PDF generation process in the **Create Manual Tender Notice section** for generating Manual Tender Notice PDFs.



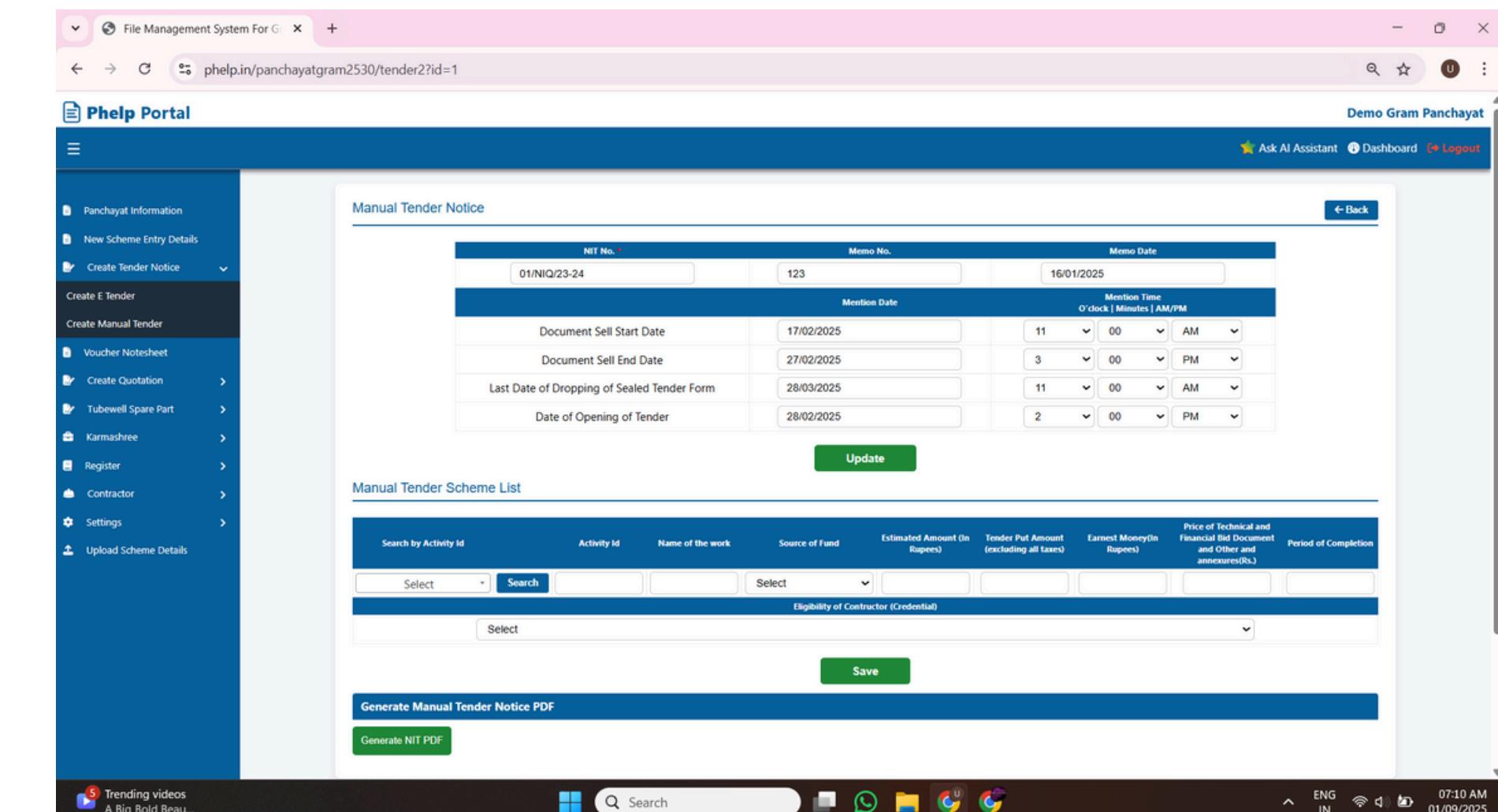
Create Manual Tender Notice

NIT No. * Memo No. Memo Date DD/MM/YYYY

Save

Pages: 1

SI No.	NIT No.	Memo No.	Memo Date	Action
6	04	248/BAGI/25	07/03/2025	Action
5	2	231/bgp/25	04/03/2025	Action
4	12	131/BGP/25	23/02/2025	Action
3	5	130	11/02/2025	Action
2	02/NIQ/23-24	245/BAGI/25	03/06/2025	Action
1	01/NIQ/23-24	123	16/01/2025	Action



Manual Tender Notice

NIT No.	Memo No.	Memo Date
01/NIQ/23-24	123	16/01/2025

Document Sell Start Date: 17/02/2025, Document Sell End Date: 27/02/2025, Last Date of Dropping of Sealed Tender Form: 28/03/2025, Date of Opening of Tender: 28/02/2025

Manual Tender Scheme List

Activity Id	Name of the work	Source of Fund	Estimated Amount (in Rupees)	Tender Put Amount (excluding all taxes)	Ernest Money(in Rupees)	Price of Technical and Financial Bid Document and Other and annexures(Rs.)	Period of Completion
Select	Select	Select	Select	Select	Select	Select	Select

Eligibility of Contractor (Credential): Select

Save, Generate Manual Tender Notice PDF, Generate NIT PDF

Phelp Portal

- Panchayat Information
- New Scheme Entry Details
- Create Tender Notice
- Create E Tender
- Create Manual Tender
- Voucher Notesheet
- Create Quotation
- Tubewell Spare Part
- Karmashree
- Register
- Contractor
- Settings
- Upload Scheme Details

Voucher Notesheet

In the **Voucher Notesheet tab**, users can insert new voucher information by entering **Voucher No., Date, Name (To Whom Paid), Amount, Source of Fund, Cheque No./PPA No., Payment Details**. Finally, click the Submit button to save the entire record. Users can also update records as needed. Once the data is saved, the user can generate the required PDFs.

File Management System For Gram Panchayat

phelp.in/panchayatgram2530/showvoucher

Phelp Portal

Demo Gram Panchayat

Ask AI Assistant | Dashboard | Logout

Voucher Notesheet

Voucher No.	Date	Name (To Whom Paid)	Amount	Source of Fund	Cheque No./PPA No.	Payment Details
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<button>Submit</button>						

Pages: 1 2 3 >

Search:

Sl No.	Voucher No.	Date	Name (To Whom Paid)	Source of Fund	Amount	Cheque No./PPA No.	Payment Details and Particulars	Action
250	597	29/03/2025	Bank Charge, Address :A/C No- 3618894586 CFCG ACCOUNT LATAGURI GP	XV Finance Commission(Untied Fund)	0.45		Bank Charges GST	 
249	596	29/03/2025	Bank Charge, Address :A/C No- 3618894586 CFCG ACCOUNT	XV Finance Commission(Untied Fund)	2.50		Bank Charges BANK COMM	 

27°C
Partly sunny

Search

ENG IN 07:26 AM 01/09/2025

DEMO GRAM PANCHAYAT
Under Purulia II Panchayat Samity
Bhangra More, Bankura Road, Purulia, Pin Code: 723148

PAYMENT VOUCHER

Date: 21/12/2025

VOUCHER NO:-

Name (To Whom Paid): Nivas Ray

NOTE SHEET FOR PAYMENT DETAILS & PARTICULARS	Amount Rs.
Supply of bamboo	5520
TOTAL	5520

Word in **Five Thousand Five Hundred Twenty Rupees Only**
Checked & Fund Correct.
Payment may be made from **Own Source Revenue** fund Rs. **5520** Word in **Five Thousand Five Hundred Twenty Rupees Only**

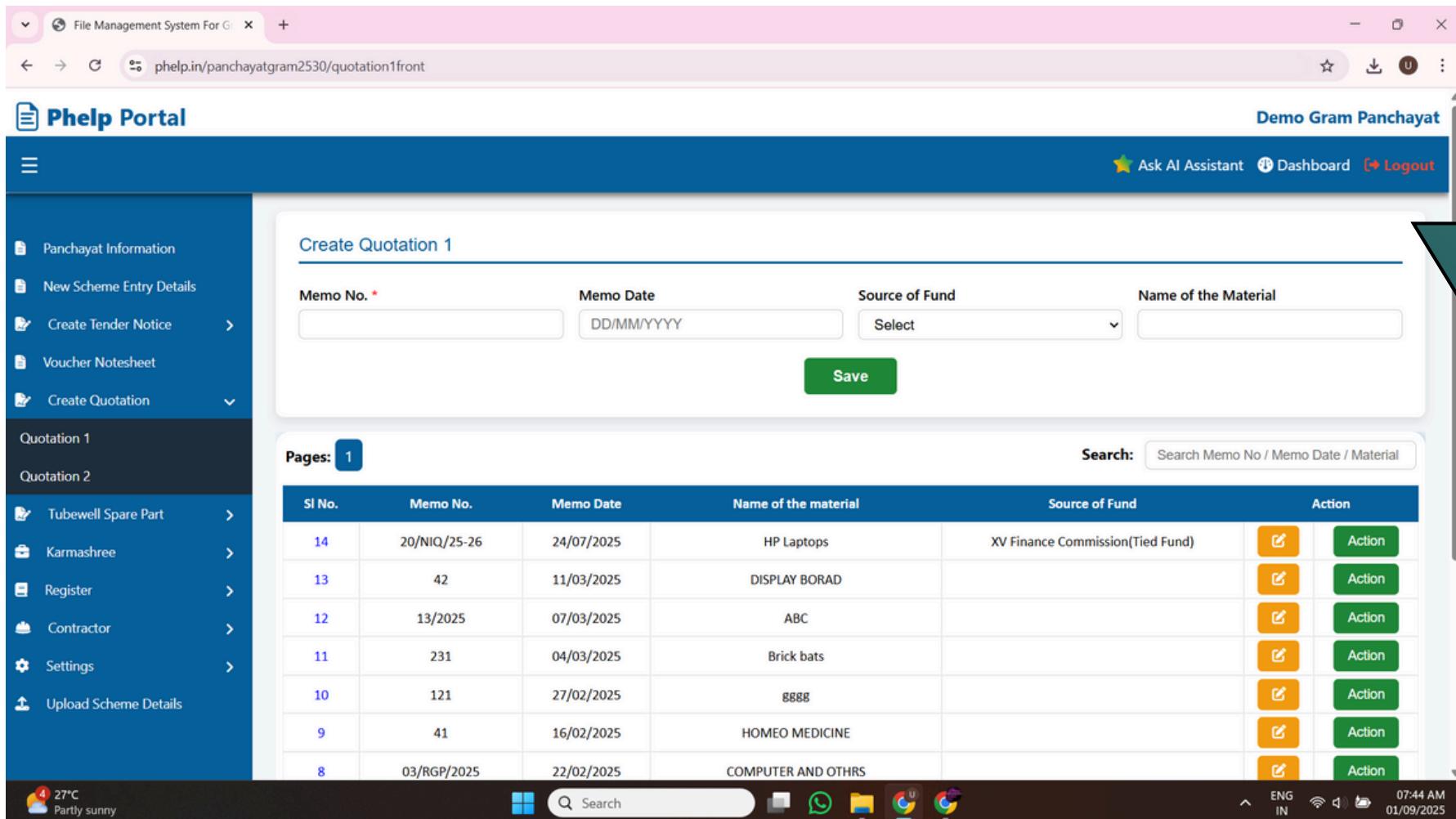
Passed for Payment
from **Own Source Revenue** fund Rs.
5520 Word in **Five Thousand Five Hundred Twenty Rupees Only**

.....
Signature of Secretary/Executive Assistant

.....
Signature of Pradhan

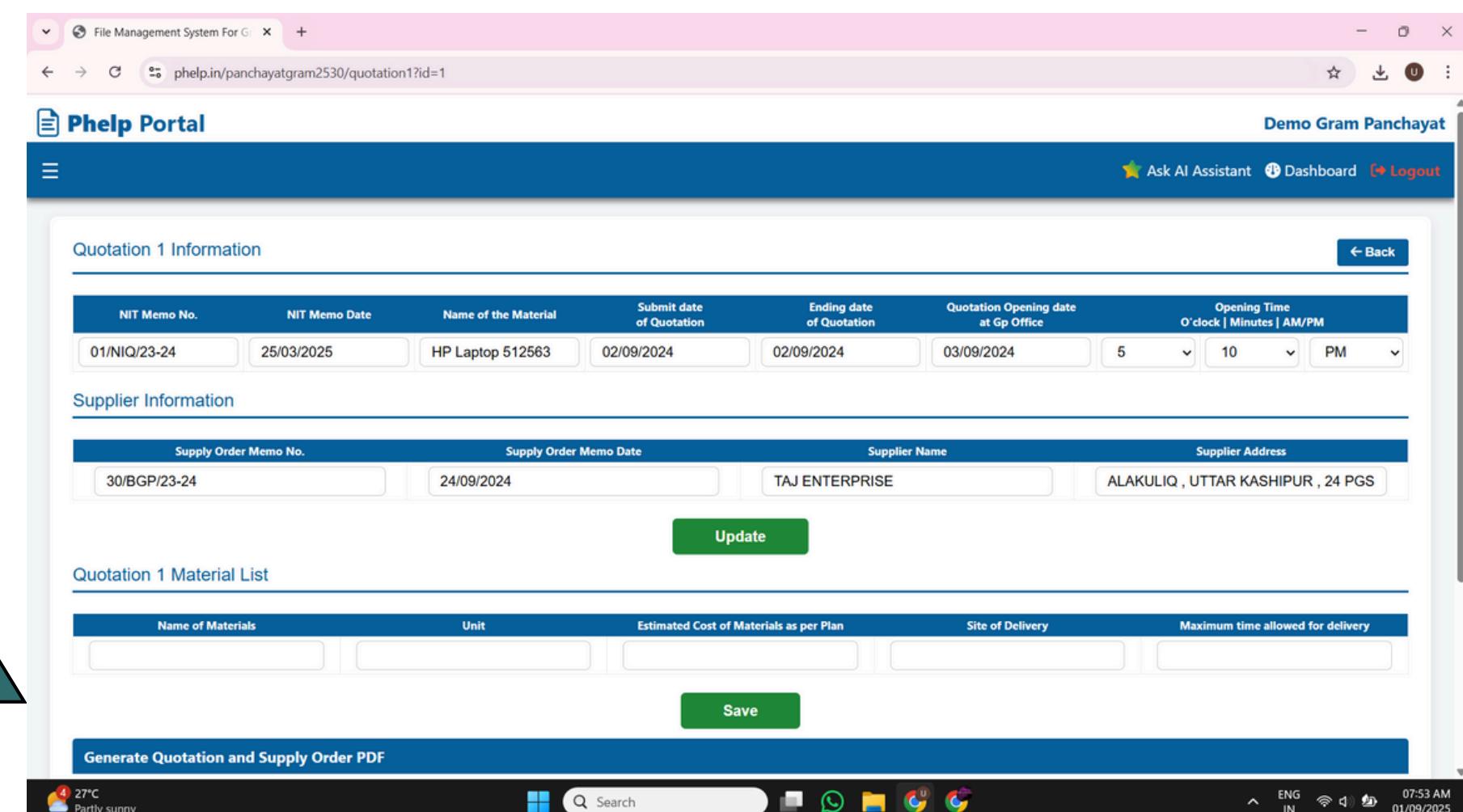
Received in full Rs. 5520 Cheque No./PPA No.
Word in **Five Thousand Five Hundred Twenty Rupees Only**

Create Quotation 1 Format



File Management System For G x +
phelp.in/panchayatgram2530/quotation1front
Help Portal Demo Gram Panchayat
Ask AI Assistant Dashboard Logout
Create Quotation 1
Pages: 1 Search: Search Memo No / Memo Date / Material
SI No. Memo No. Memo Date Name of the material Source of Fund Action
14 20/NIQ/25-26 24/07/2025 HP Laptops XV Finance Commission(Tied Fund) Action
13 42 11/03/2025 DISPLAY BORAD Action
12 13/2025 07/03/2025 ABC Action
11 231 04/03/2025 Brick bats Action
10 121 27/02/2025 gggg Action
9 41 16/02/2025 HOMEO MEDICINE Action
8 03/RGP/2025 22/02/2025 COMPUTER AND OTHRS Action
27°C Partly sunny Search ENG IN 01/09/2025 07:44 AM

In the **Create Quotation 1** tab, users can insert new Quotation information by entering Memo No., Memo Date, Source of Fund, Name of the Material



File Management System For G x +
phelp.in/panchayatgram2530/quotation1?id=1
Help Portal Demo Gram Panchayat
Ask AI Assistant Dashboard Logout
Quotation 1 Information Back
NIT Memo No. NIT Memo Date Name of the Material Submit date of Quotation Ending date of Quotation Quotation Opening date at Gp Office Opening Time
01/NIQ/23-24 25/03/2025 HP Laptop 512563 02/09/2024 02/09/2024 03/09/2024 5 10 PM
Supplier Information
Supply Order Memo No. Supply Order Memo Date Supplier Name Supplier Address
30/BGP/23-24 24/09/2024 TAJ ENTERPRISE ALAKULIQ , UTTAR KASHIPUR , 24 PGS
Update
Quotation 1 Material List
Name of Materials Unit Estimated Cost of Materials as per Plan Site of Delivery Maximum time allowed for delivery
Save
Generate Quotation and Supply Order PDF
27°C Partly sunny Search ENG IN 01/09/2025 07:53 AM

In the **Quotation 1 Information** section, click the **Action** button to begin. Fill in the blank fields **Submit date of Quotation, Ending date of Quotation, Quotation Opening date at Gp Office, Opening Time, Supplier Information** and click on **Update** button for save the record.

In the **Quotation 1 Material List** section, users can insert **Name of Materials, Unit, Estimated Cost of Materials as per Plan, Site of Delivery, Maximum time allowed for delivery**. Finally, click the **Save** button to save the entire record. Users can also update records as needed. Once the data is saved, the user can generate the required PDFs.

File Management System For G ... +

phelp.in/panchayatgram2530/quotation1?id=1

Phelp Portal

Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Quotation 1 Material List

Name of Materials	Unit	Estimated Cost of Materials as per Plan	Site of Delivery	Maximum time allowed for delivery

Save

Generate Quotation and Supply Order PDF

Generate Quotation PDF Generate Supply Order PDF

Search:

SI No	Name of Materials	Unit	Estimated Cost of Materials as per Plan	Site of Delivery	Maximum time allowed for delivery	Action
1	HP Laptop 512689	1	62000	Bhogali I Gram Panchayet	5 Days	 
2	channel files	2	200	Belma Gram Panchayet	1 Days	 
3	Furniture	2	1000	OFFICE	3	 
4	Furniture	3	800	Bhogali I Gram Panchayet	2	 

4 Temps to drop Tomorrow

Search

08:12 AM 01/09/2025

NOTICE INVITING QUOTATION/TENDER FOR SUPPLY OF GOODS, MATERIAL OR EQUIPMENT
Office of the Demo Gram Panchayat

Memo No: 01/NIQ/23-24

Date: 25/03/2025

NOTICE FOR INVITING QUOTATION

Sealed Quotations / Tenders are hereby invited from reliable and bonafide suppliers for supplying the materials as specified below for the Scheme namely Purchasing Under General Fund

1. The Quotation/ Tender will be received in the office of the Gram Panchayat from 02/09/2024 to 02/09/2024 during office hours and will be opened on 03/09/2024 at 5:10 PM in the GP Office.
2. The Quotation/Tender should be submitted in sealed cover.
3. The suppliers should quote the rates in figures as well as in words.
4. A sample of the material proposed to be supplied should be given with the tender paper (If unnecessary may be omitted)
5. The suppliers should submit Income Tax, Sales Tax and Profession Tax and Panchayat Tax or Municipal Tax (as may be applicable) clearance certificate.
6. Incomplete Quotation/ Tender will be summarily rejected.
7. Acceptance of lowest quotation/tender is not obligatory and the undersigned reserves the right to accept or reject any or all the Quotations/Tenders without assigning any reason whatsoever.
8. The undersigned also reserves the right to distribute the Supply Order among as many Suppliers as may be considered.

Sl No.	Name of Materials	Unit	Estimated Cost of Materials as per Plan	Site of Delivery	Maximum time allowed for delivery
1	2	3	4	5	6
1	HP Laptop 512689	1	62000	Bhogali Gram Panchayat	5 Days
2	channel files	2	200	Belma Gram Panchayat	1 Days

Pradhan
Demo Gram Panchayat

Memo No: 01/NIQ/23-24

Date: 25/03/2025

Copy forwarded for information to:-

1. The Executive officer Harsura Panchayat Samity.
2. The Sabhapati, Harsura Panchayat Samity.
3. Secretary Harsura GP.
4. Nirman Sahayak of Harsura GP Please take necessary action.

Pradhan
Demo Gram Panchayat

DEMO GRAM PANCHAYAT
Under Purulia II Panchayat Samity
Bhangra More, Bankura Road, Purulia, Pin Code: 723148

Memo No: 30/BGP/23-24

Date: 24/09/2024

Subject: Supply Order

To

TAJ ENTERPRISE

ALAKULIQ , UTTAR KASHIPUR , 24 PGS (S)

Dear Sir/Madam,

This letter serves as a formal order for the supply of the following items for the

SI No.	Name of Materials	Unit	Site of Delivery	Maximum time allowed for delivery
1	2	3	4	5
1	HP Laptop 512689	1	Bhogali I Gram Panchayet	5 Days
2	channel files	2	Belma Gram Panchayet	1 Days

You have to follow the terms are mentioned below –

1. The work/supply should be completed as per within 20/30/45 days after issue of this letter.
2. The earnest money release work from the date of satisfactory completion of the work.
3. The payment should be made on the basis of measurement supply quantity.
4. The accepted rate is including all (viz. Carrying, loading , unloading, short carriage, , materials, GST, income tax, labour cess, royalty etc.) complete.
5. Necessary deductions for applicable taxes (if applicable) should be made from your bill.
6. No payment should be made for the work not confirming to specification.
7. Part payment is not the right of agency it will depended on the decision of the undersigned.

Pradhan
Demo Gram Panchayat

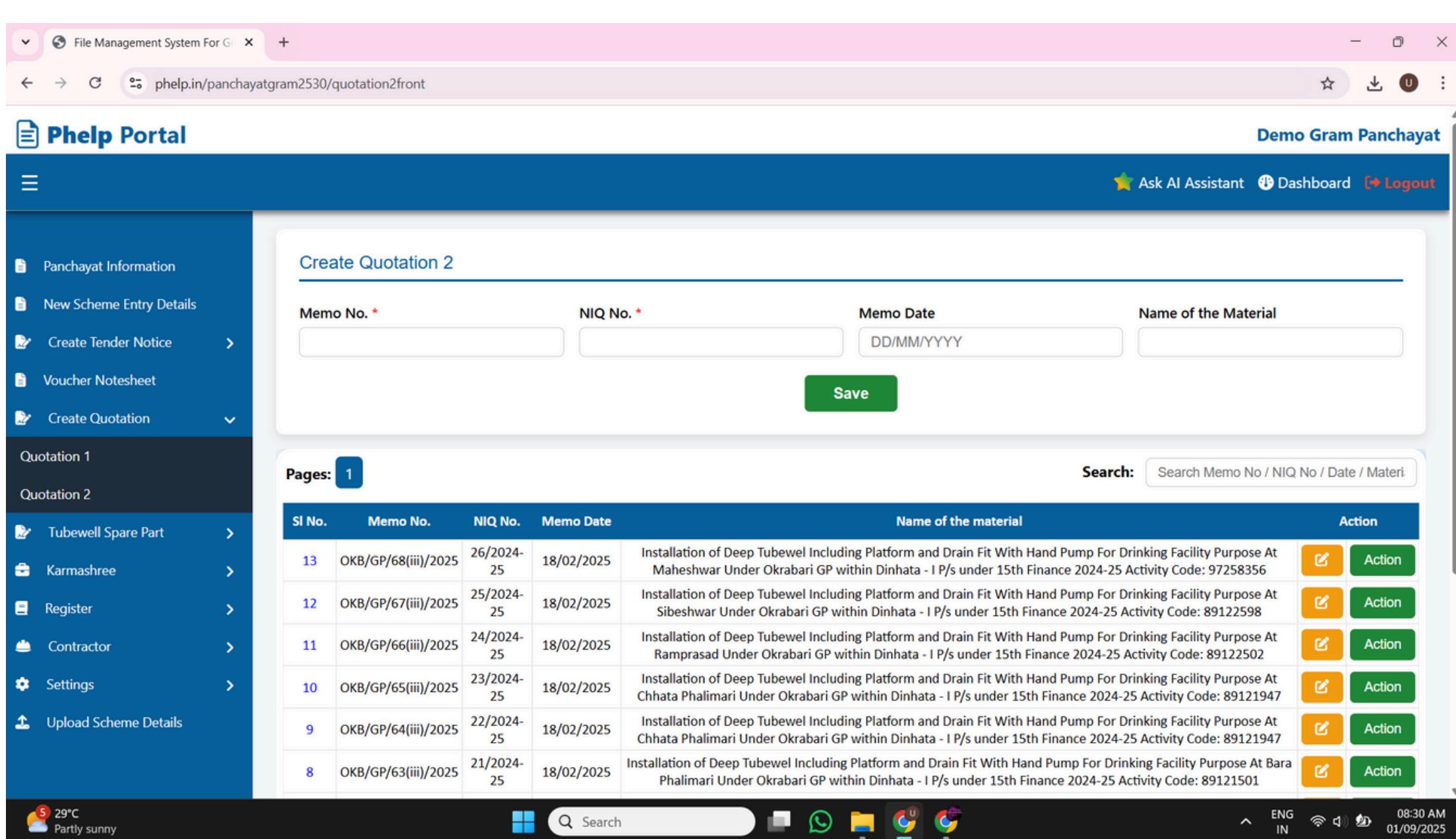
Copy forwarded for information to:-

1. The Executive officer Harsura Panchayat Samity.
2. The Sabhapati, Harsura Panchayat Samity.
3. Secretary Harsura GP.
4. Nirman Sahayak of Harsura GP Please take necessary action.

Pradhan
Demo Gram Panchayat

Create Quotation 2 Format

Follow the same **Quotation 1 format section** PDF generation process in the **Quotation 2 format section** for generating Quotation 2 format type PDFs.



Create Quotation 2

Memo No. * NIQ No. * Memo Date Name of the Material

Save

Pages: 1 Search: Search Memo No / NIQ No / Date / Materi

Sl. No.	Memo No.	NIQ No.	Memo Date	Name of the material	Action
13	OKB/GP/68(iii)/2025	26/2024-25	18/02/2025	Installation of Deep Tubewel Including Platform and Drain Fit With Hand Pump For Drinking Facility Purpose At Maheshwar Under Okrabari GP within Dinhata - I P/s under 15th Finance 2024-25 Activity Code: 97258356	Action
12	OKB/GP/67(iii)/2025	25/2024-25	18/02/2025	Installation of Deep Tubewel Including Platform and Drain Fit With Hand Pump For Drinking Facility Purpose At Sibeshwar Under Okrabari GP within Dinhata - I P/s under 15th Finance 2024-25 Activity Code: 89122598	Action
11	OKB/GP/66(iii)/2025	24/2024-25	18/02/2025	Installation of Deep Tubewel Including Platform and Drain Fit With Hand Pump For Drinking Facility Purpose At Ramprasad Under Okrabari GP within Dinhata - I P/s under 15th Finance 2024-25 Activity Code: 89122502	Action
10	OKB/GP/65(iii)/2025	23/2024-25	18/02/2025	Installation of Deep Tubewel Including Platform and Drain Fit With Hand Pump For Drinking Facility Purpose At Chhata Phalimari Under Okrabari GP within Dinhata - I P/s under 15th Finance 2024-25 Activity Code: 89121947	Action
9	OKB/GP/64(iii)/2025	22/2024-25	18/02/2025	Installation of Deep Tubewel Including Platform and Drain Fit With Hand Pump For Drinking Facility Purpose At Chhata Phalimari Under Okrabari GP within Dinhata - I P/s under 15th Finance 2024-25 Activity Code: 89121947	Action
8	OKB/GP/63(iii)/2025	21/2024-25	18/02/2025	Installation of Deep Tubewel Including Platform and Drain Fit With Hand Pump For Drinking Facility Purpose At Bara Phalimari Under Okrabari GP within Dinhata - I P/s under 15th Finance 2024-25 Activity Code: 89121501	Action

OFFICE OF THE DEMO GRAM PANCHAYAT
Bhangra More, Bankura Road, Purulia, Pin Code: 723148

Memo No: OKB/GP/56(iii)/2025 Date: 18/02/2025

ANNEXURE-2
SEC SECTION-9.4

NOTICE INVITING QUOTATION FOR Installation of Deep Tubewel Including Platform and Drain Fit With Hand Pump For Drinking Facility Purpose At Dakshin Dighaltari

NIQ NO- 14/2024-25

Sealed Quotations are hereby invited from reliable and bonafidod service provider for supplying the services as specified below for the Scheme- Installation of Deep Tubewel Including Platform and Drain Fit With Hand Pump For Drinking Facility Purpose At Dakshin Dighaltari

1. The Quotation will be received in the office of the Gram Panchayat from 18/02/2025 to 27/12/2024 during office hours and will be opened on 27/12/2024 at 3:00 PM in the GP Office.
2. The Quotation should be submitted in sealed cover.
3. The suppliers should quote the rates in figures as well as in words.
4. The mode and duration of service to be given in quotation.
5. The service provider should submit Income Tax, Sales Tax and Profession Tax and Panchayat Tax or Municipal Tax (as may be applicable) clearance certificate.
6. All rates should be quoted along with the prevalent rate/Tender positively failing which the Quotation / Tender will be rejected.
7. Incomplete Quotation will be summarily rejected.
8. Acceptance of lowest quotation is not obligatory and the undersigned reserves the right to accept or reject any or all the Quotations without assigning any reason whatsoever.
9. This NIQ notification will be follow the guideline of Govt. of West Bengal vide Memorandum No- OKB/GP/56(iii)/2025 Dated 18/02/2025

Sl. No.	Name of Supplied Materials	Unit	Estimated Cost of Materials as per Plan	Site of Delivery	Maximum time allowed for delivery
1	2	3	4	5	6
1	Tubewell parts	2	5000	Office	2 Days

Pradhan
Demo Gram Panchayat

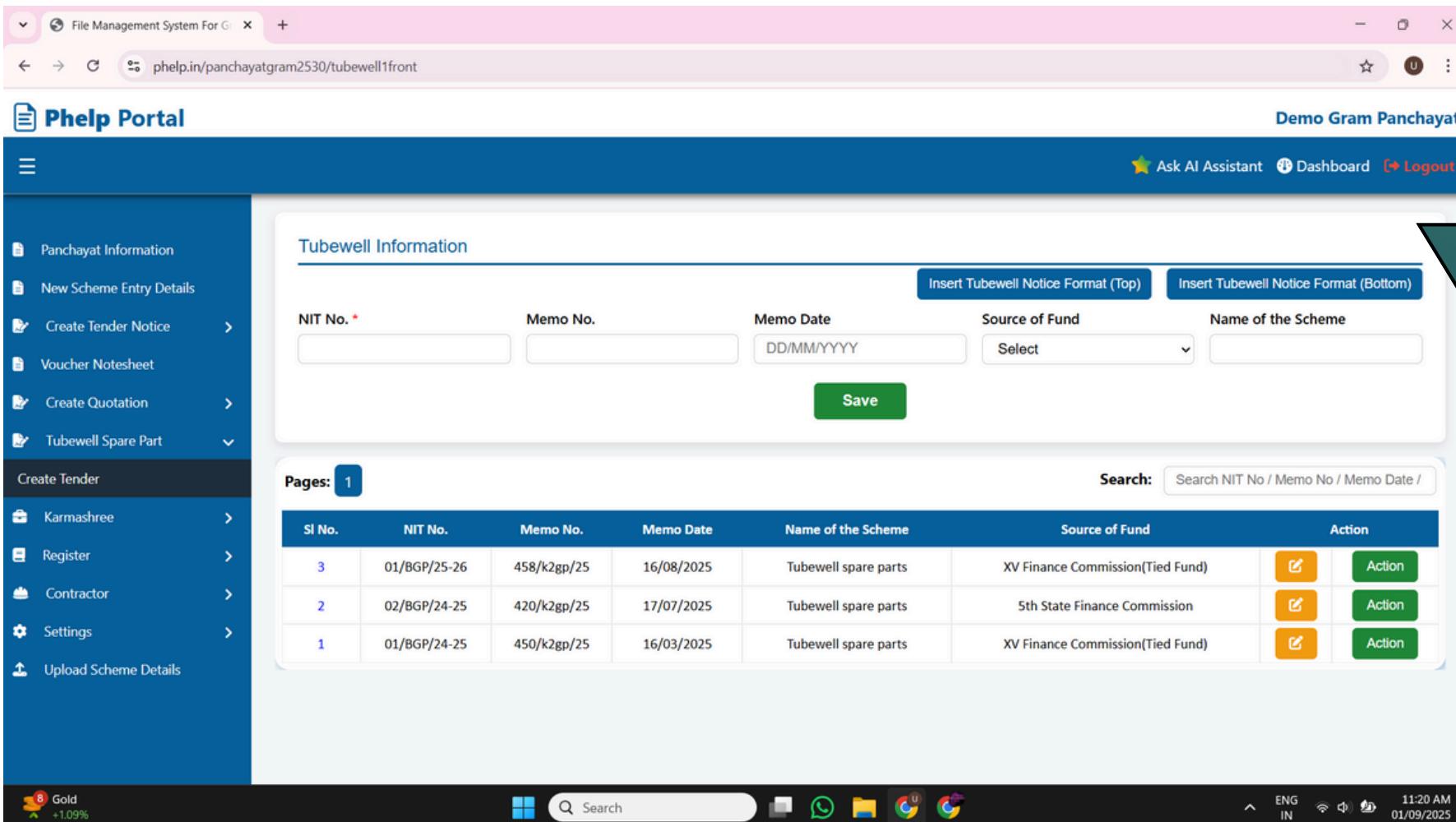
Memo No: OKB/GP/56(iii)/2025 Date: 18/02/2025

Copy forwarded for information to:-

1. The Executive officer Harsura Panchayat Samity.
2. The Sabhapati, Harsura Panchayat Samity.
3. Secretary Harsura GP.
4. Nirman Sahayak of Harsura GP Please take necessary action.

Pradhan
Demo Gram Panchayat

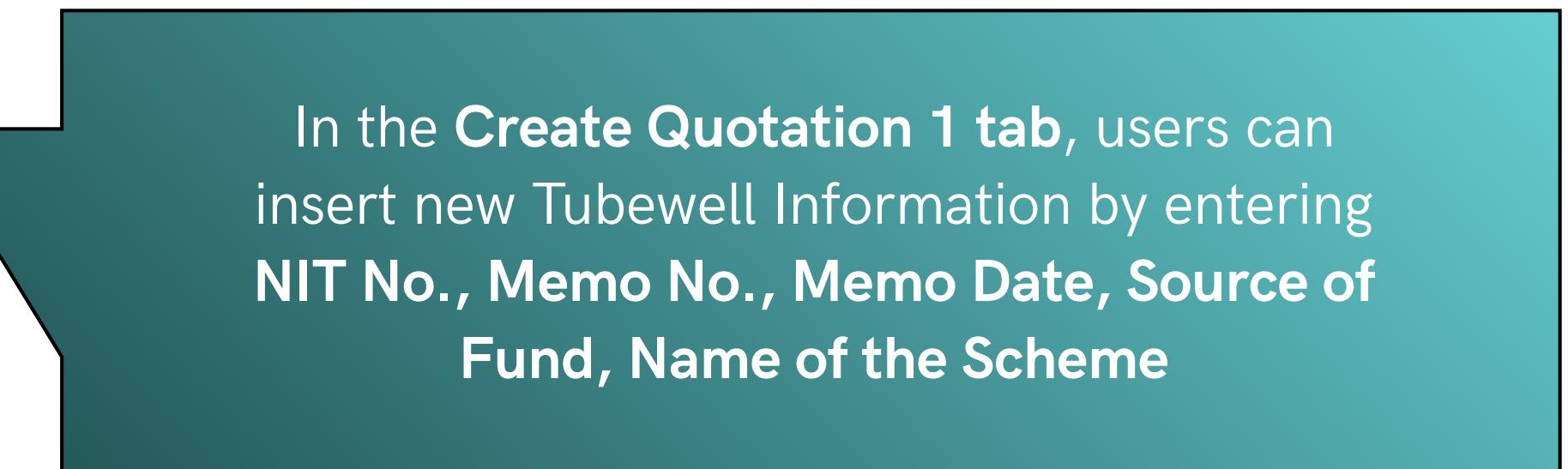
Tubewell Spare Part



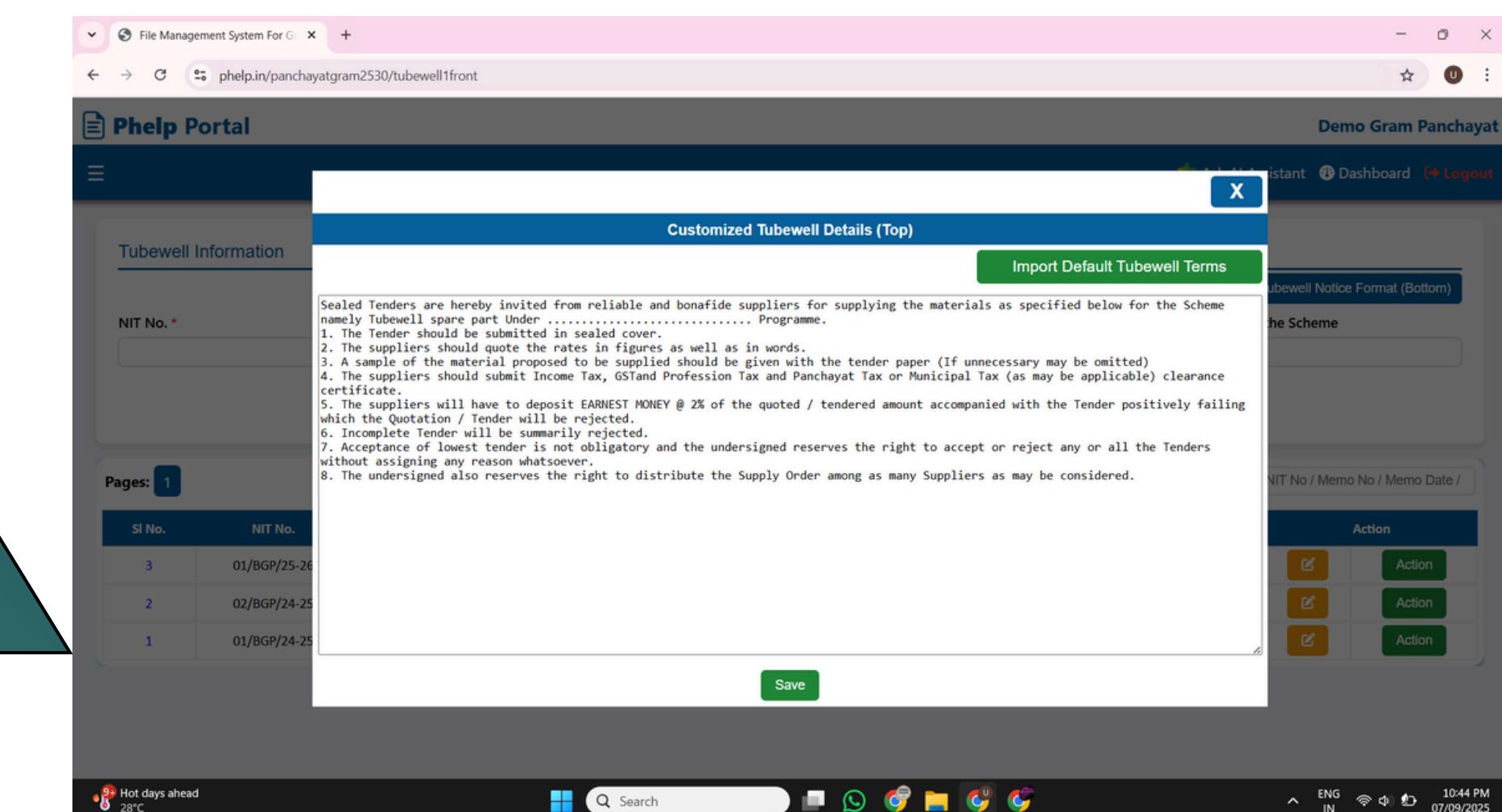
The screenshot shows the 'Tubewell Information' section of the Help Portal. It features a form with fields for NIT No., Memo No., Memo Date, Source of Fund, and Name of the Scheme. There are buttons for 'Save', 'Insert Tubewell Notice Format (Top)', and 'Insert Tubewell Notice Format (Bottom)'. Below the form is a table of existing tubewell information. The table has columns: SI No., NIT No., Memo No., Memo Date, Name of the Scheme, Source of Fund, and Action. A search bar and a table of pages are also present.

The user can insert the default **Tubewell Notice Format terms** by clicking **Insert Tubewell Notice Format (Top)** and **Insert Tubewell Notice Format (Bottom)** button.

In the **Create Quotation 1** tab, users can insert new Tubewell Information by entering **NIT No., Memo No., Memo Date, Source of Fund, Name of the Scheme**



The screenshot shows the 'Create Quotation 1' tab of the Help Portal. It features a form with fields for NIT No., Memo No., Memo Date, Source of Fund, and Name of the Scheme. There are buttons for 'Save', 'Insert Tubewell Notice Format (Top)', and 'Insert Tubewell Notice Format (Bottom)'. Below the form is a table of existing tubewell information. The table has columns: SI No., NIT No., Memo No., Memo Date, Name of the Scheme, Source of Fund, and Action. A search bar and a table of pages are also present.



The screenshot shows the 'Create Quotation 1' tab of the Help Portal. It features a form with fields for NIT No., Memo No., Memo Date, Source of Fund, and Name of the Scheme. There are buttons for 'Save', 'Insert Tubewell Notice Format (Top)', and 'Insert Tubewell Notice Format (Bottom)'. Below the form is a table of existing tubewell information. The table has columns: SI No., NIT No., Memo No., Memo Date, Name of the Scheme, Source of Fund, and Action. A search bar and a table of pages are also present.

File Management System For G... phelp.in/panchayatgram2530/tubewell1?id=34

Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Tubewell Information

NIT No.*	Memo No.	Memo Date	Cost of Tender Paper	Earnest money
01/BGP/25-26	458/k2gp/25	16/08/2025	500	6000
Supply order Memo No.	Supply order Date	Name of the Scheme	Source of Fund	
358/k2gp/25	12/08/2025	Tubewell spare parts	XV Finance Commission(Tied Fund)	
Mention Date		Mention Time O'clock Minutes AM/PM		
Date of Application	01/09/2025	1	10	PM
Date of Sale of Tender Form	03/09/2025	6	20	PM
Date of dropping of Sealed Tender Form	05/09/2025	11	10	AM
Date of Opening of Tender	16/09/2025	9	30	AM

Update

Tubewell Material List

Name of Materials	Unit	Estimated Cost of	Total	Bidder Name with address & Offered Rate(Rs)					Work Order Unit	Click Here Insert All
				L1	L2	L3	L4	L5		
9+ Temp to drop Tomorrow										

Search

11:40 AM 01/09/2025

In the **Tubewell Material List section**, users can insert **Name of Materials, Unit, Estimated Cost of Materials as per Plan, Total will automatically calculated, Bidder Name with address & Offered Rate(Rs) (L1, L2, L3, L4, L5), Work Order Unit**. And user can insert **default Spare Part Items** by clicking **Insert All Spare Part Item** button.

In the **Tubewell Information section**, click the **Action** button to begin. Fill in the blank fields **Cost of Tender Paper, Earnest money, Supply order Memo No., Supply order Date, Date (Date of Application, Date of Sale of Tender Form, Date of dropping of Sealed Tender Form, Date of Opening of Tender) and Mention Time** and click on **Update** button for save the record.

File Management System For G... phelp.in/panchayatgram2530/tubewell1?id=34

Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Tubewell Material List

Name of Materials	Unit	Estimated Cost of Materials as per Plan	Total	Bidder Name with address & Offered Rate(Rs)					Work Order Unit	Click Here Insert All Spare Part Item
				L1	L2	L3	L4	L5		
1 1/4 Dia 10 ft ltr	1	1095	1095							
2 Head with Ha	1	3850	3850							
3 Head only (B.	1	1750	1750							
4 Handle only (I	1	1450	1450							
5 Cylinder Asse	1	2250	2250							
6 Water Tank or	1	1450	1450							
7 Pedestal only	1	2450	2450							
8 Plunger Assei	1	760	760							
9 Valve Assem:	1	360	360							

Save

9+ 31°C Partly sunny

11:45 AM 01/09/2025

Finally, click the **Save** button to save the entire record. Users can also update **Bidder Name with address & Offered Rate(Rs) (L1, L2, L3, L4, L5)** records as needed. Once the data is saved, the user can generate the required PDFs.

Help Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Generate Tubewell Notice PDF Generate Supply Order PDF Comparative Statement PDF

Tubewell Notice Type 1 Manual Tubewell Notice

Search: Search...

Bidder Name with address & Offered Rate(Rs)

SI No	Name of Materials	Unit	Estimated Cost of Materials as per Plan	Total	L1 L2 L3 L4 L5					Work Order Unit	Action
					Mohit kumar mahato	Anil Mahato	Sohan kumar	Nikhil Kumar	Uttam Paul		
1	1/2 Dia 10 ft long (GI) Pipe TATA/Bansal	1	1095	1095	230	125	20	523	201	2	 
2	Head with Handle complete (BJH)	1	3850	3850						2	 
3	Head only (BJH)	1	1750	1750						3	 
4	Handle only (BJH)	1	1450	1450						4	 
5	Cylinder Assembly (BJH)	1	2250	2250						5	 
6	18 Plunger Rod (BJH)	1	145	145	200	300	400	500	600	1	 
Total				430	425	420	1023	801			

31°C Partly sunny 11:46 AM 01/09/2025 ENG IN

tubewell3pdf

1 / 2 100% 100% |      

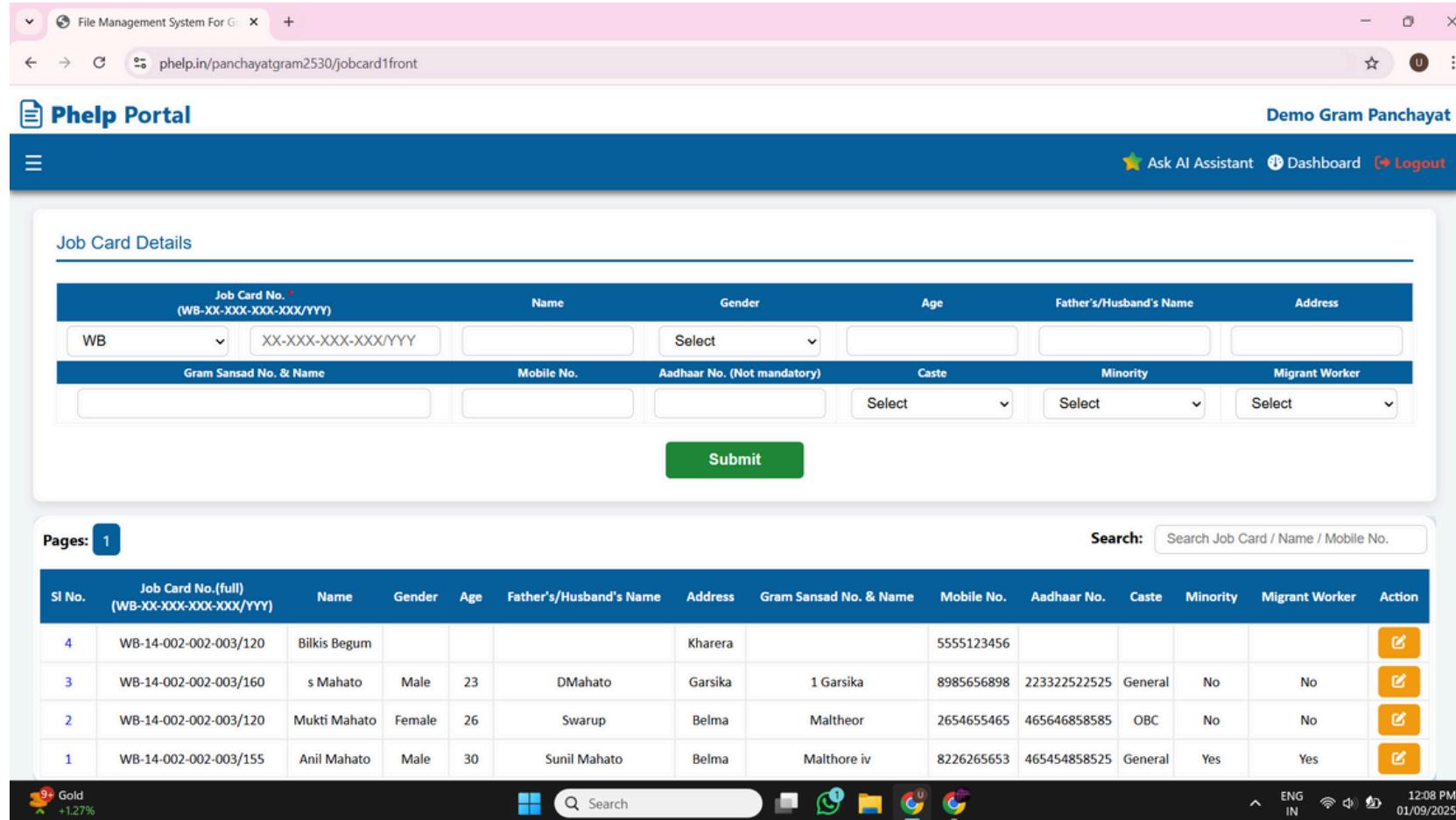
Annexure - 9
See Section-10.1.2
COMPARATIVE STATEMENT OF QUOTATION / TENDER RECEIVED FOR SUPPLY OF GOODS, MATERIALS OR EQUIPMENT
Office of the Demo Gram Panchayat

1. Name of the scheme (Work): Tubewell spare parts under XV Finance Commission(Tied Fund) programme
2. Quotation/Tender Notice No: 01/BGP/25-26 Dated: 16/08/2025
3. Date of opening of sealed Quotation/Tender: 16/09/2025

SI No.	Name of Materials	Unit	Estimated Cost of Materials	Total	Bidder & Offered Rate (Rs)					
					Mohit kumar mahato	Anil Mahato	Sohan kumar	Nikhil Kumar	Uttam Paul	
1	1/2 Dia 10 ft long (GI) Pipe TATA/Bansal	1	1095	1095	230	125	20	523	201	
2	Head with Handle complete (BJH)	1	3850	3850						
3	Head only (BJH)	1	1750	1750						
4	Handle only (BJH)	1	1450	1450						
5	Cylinder Assembly (BJH)	1	2250	2250						
6	18 Plunger Rod (BJH)	1	145	145	200	300	400	500	600	
					Total:	430	425	420	1023	801

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Karmashree



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Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Job Card Details

Job Card No. * (WB-XX-XXX-XXX-XXX/YYY) Name Gender Age Father's/Husband's Name Address

WB XX-XXX-XXX-XXX/YYY Select

Gram Sansad No. & Name Mobile No. Aadhar No. (Not mandatory) Caste Minority Migrant Worker

Select Select Select

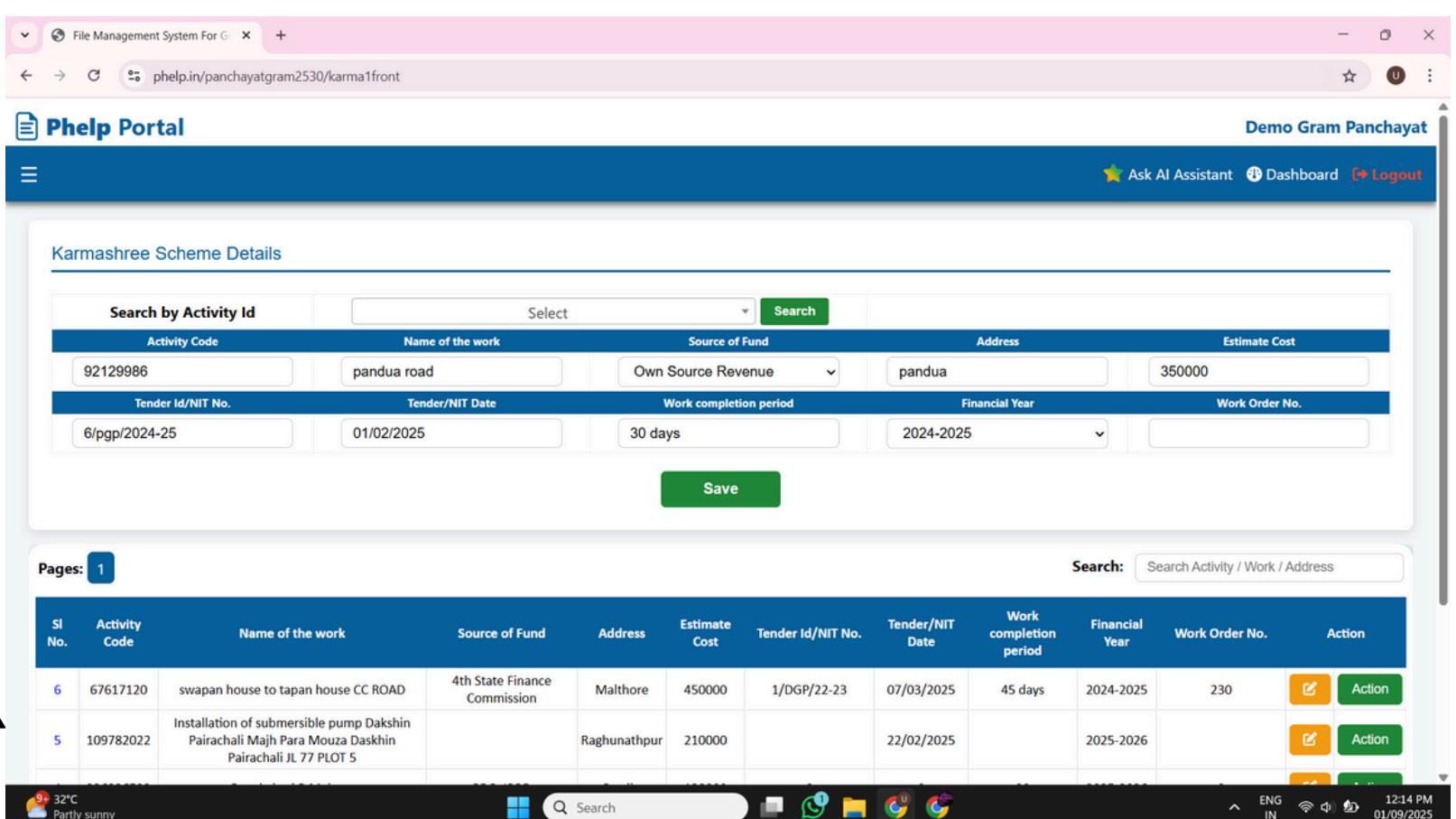
Submit

Pages: 1 Search: Search Job Card / Name / Mobile No.

Sl No.	Job Card No.(full) (WB-XX-XXX-XXX-XXX/YYY)	Name	Gender	Age	Father's/Husband's Name	Address	Gram Sansad No. & Name	Mobile No.	Aadhar No.	Caste	Minority	Migrant Worker	Action
4	WB-14-002-002-003/120	Bilkis Begum				Kharera		5555123456					
3	WB-14-002-002-003/160	s Mahato	Male	23	DMahato	Garsika	1 Garsika	8985656898	223322522525	General	No	No	
2	WB-14-002-002-003/120	Mukti Mahato	Female	26	Swarup	Belma	Maltheor	2654655465	465646858585	OBC	No	No	
1	WB-14-002-002-003/155	Anil Mahato	Male	30	Sunil Mahato	Belma	Malthore iv	8226265653	465454858525	General	Yes	Yes	

Gold +127% Search    12:08 PM ENG IN 01/09/2025

Application (Providing employment)
In the **Job Card Details**, users can insert new Job Card Information by entering **Job Card No., Name, Gender, Age and rest of the details.**



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phelp.in/panchayatgram2530/karma1front

Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Karmashree Scheme Details

Search by Activity Id Select Search

Activity Code	Name of the work	Source of Fund	Address	Estimate Cost
92129986	pandua road	Own Source Revenue	pandua	350000
6/pgp/2024-25	01/02/2025	30 days	2024-2025	

Save

Pages: 1 Search: Search Activity / Work / Address

Sl No.	Activity Code	Name of the work	Source of Fund	Address	Estimate Cost	Tender Id/NIT No.	Tender/NIT Date	Work completion period	Financial Year	Work Order No.	Action
6	67617120	swapan house to tapan house CC ROAD	4th State Finance Commission	Malthore	450000	1/DGP/22-23	07/03/2025	45 days	2024-2025	230	 Action
5	109782022	Installation of submersible pump Dakshin Pairachali Majh Para Mouza Dakshin Pairachali JL 77 PLOT 5		Raghunathpur	210000		22/02/2025		2025-2026		 Action

32°C Partly sunny Search    12:14 PM ENG IN 01/09/2025

Generate All Form (Karmashree Scheme Details)

In the **Karmashree Scheme Details** section, search by **Activity ID** and click the **Search** button. The corresponding details - **Activity ID, Name of the Work, Source of Fund, Address, Estimate Cost, Tender Id/NIT No., Tender/NIT Date, Work completion period, Financial Year, Work Order No.** auto loaded then save the records by clicking **Save** button. After saving the record click on Action button for next process

File Management System For G x + phelp.in/panchayatgram2530/karma1?id=1

Phelp Portal Demo Gram Panchayat Ask AI Assistant Dashboard Logout

Karmashree Scheme Details

Activity Code	Name of the work	Source of Fund	Address	Estimate Cost
67621934	CONSTRUCTI55ON OF PCC f	XV Finance Commission(Un	Malthore	200000
Tender Id/NIT No.	Tender/NIT Date	Work completion period	Financial Year	Work Order No.
WBPUR/BGP/P-II/NIT(e)-05/23	15/01/2025	3 MONTH	2025-2026	WBPUR/BGP/P-II/NIT(e)-05/23
Date of application of work	Funding Department	Implementing Department	Implementing Agency	Department
09/09/2024	15th FC	P&RD	Belma Gram Panchayat	Panchayat
Contact No. of Implementing Agency	Contractor/ Agency Name	Contact No. of Contractor/ Agency	Gram Sansad	Village
8265626526	Rasaraj mahato	8265622656	Belma	Belma
Date of from which worker will be required	Work Code (system-generated)	Work Sector	Worksite Location	
03/09/2024		Road	Belma	
Demand/Allocation Start Date	Demand/Allocation Days	Demand/Allocation End Date	Date of payment	No. of unskilled workers required(Per Day)
01/10/2024	10	10/10/2024	21/02/2025	7

Update

Job Card List

32°C Partly sunny Search ENG IN 12:23 PM 01/09/2025

In the **Job Card List section**, search by Search by **Job Card No.** and click the **Search** button. The corresponding details - **Job Card No.(full)**, **Name**, **Gender**, **Age**, **Father's/Husband's Name**, **Address**, **Gram Sansad No. & Name**, **Mobile No.**, **Aadhaar No.**, auto loaded and insert **Total Wage Paid (Rs.)** amount and then save the records by clicking **Save** button.

In the **Karmashree Scheme Details section** fill details in the blank fields and when user insert value in **Demand/Allocation Start Date** and **Demand/Allocation Days** and press **tab key** then **Demand/Allocation End Date** auto calculated basis of the days inserted and click on **Update** button for save the record.

File Management System For G x + phelp.in/panchayatgram2530/karma1?id=1

Phelp Portal Demo Gram Panchayat Ask AI Assistant Dashboard Logout

Job Card List

Search by Job Card No.	Job Card No.(full) (WB-XX-XXX-XXX-XXX/YY)	Name	Gender	Age	Father's/Husband's Name	Address	Gram Sansad No. & Name	Mobile No.	Aadhaar No.(Not mandatory)	Total Wage Paid (Rs.)																																																
Select	Search WB XX-XXX-XXX-XXX/Y	Select								save																																																
Generate Karmashree PDF																																																										
Annexure-I	Annexure-II	Annexure-III	Annexure-IV	Annexure-V	Annexure-VI(Page-1)	Annexure-VI(Page-2)	Annexure-VII																																																			
<table border="1"> <thead> <tr> <th>SI No.</th> <th>Job Card No.(full) (WB-XX-XXX-XXX-XXX/YY)</th> <th>Name</th> <th>Gender</th> <th>Age</th> <th>Father's/Husband's Name</th> <th>Address</th> <th>Gram Sansad No. & Name</th> <th>Mobile No.</th> <th>Aadhaar No.(Not mandatory)</th> <th>Total Wage Paid (Rs.)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>WB-14-002-002-003/120</td> <td>Mukti Mahato</td> <td>Female</td> <td>26</td> <td>Swarup</td> <td>Belma</td> <td>Maltheor</td> <td>265465546</td> <td>465646858585</td> <td>600</td> <td></td> </tr> <tr> <td>2</td> <td>WB-14-002-002-003/155</td> <td>Anil Mahato</td> <td>Male</td> <td>30</td> <td>Sunil Mahato</td> <td>Belma</td> <td>Maltheor iv</td> <td>8226265653</td> <td>465454858525</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>WB-14-002-002-003/120</td> <td>Mukti Mahato</td> <td>Female</td> <td>26</td> <td>Swarup</td> <td>Belma</td> <td>Maltheor</td> <td>2654655465</td> <td>465646858585</td> <td>2000</td> <td></td> </tr> </tbody> </table>											SI No.	Job Card No.(full) (WB-XX-XXX-XXX-XXX/YY)	Name	Gender	Age	Father's/Husband's Name	Address	Gram Sansad No. & Name	Mobile No.	Aadhaar No.(Not mandatory)	Total Wage Paid (Rs.)	Action	1	WB-14-002-002-003/120	Mukti Mahato	Female	26	Swarup	Belma	Maltheor	265465546	465646858585	600		2	WB-14-002-002-003/155	Anil Mahato	Male	30	Sunil Mahato	Belma	Maltheor iv	8226265653	465454858525			3	WB-14-002-002-003/120	Mukti Mahato	Female	26	Swarup	Belma	Maltheor	2654655465	465646858585	2000	
SI No.	Job Card No.(full) (WB-XX-XXX-XXX-XXX/YY)	Name	Gender	Age	Father's/Husband's Name	Address	Gram Sansad No. & Name	Mobile No.	Aadhaar No.(Not mandatory)	Total Wage Paid (Rs.)	Action																																															
1	WB-14-002-002-003/120	Mukti Mahato	Female	26	Swarup	Belma	Maltheor	265465546	465646858585	600																																																
2	WB-14-002-002-003/155	Anil Mahato	Male	30	Sunil Mahato	Belma	Maltheor iv	8226265653	465454858525																																																	
3	WB-14-002-002-003/120	Mukti Mahato	Female	26	Swarup	Belma	Maltheor	2654655465	465646858585	2000																																																

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User can generate all Karmashree (Annexure PDFs)

Annexure-II

Karmashree : Worker Requirement Form

(to be sent by Implementing Agency to DNO (MGNREGS))

1. District:	Purulia
2. Block:	Purulia II
3. Name of work where unskilled workers are required:	CONSTRUCTI55ON OF PCC ROAD SHANTIRAM MAHATO HOUSE TO BEDANI MAHATO HOUSE AT MALTHORE
4. Funding Department:	15th FC
5. Implementing Department	P&RD
6. Implementing Agency:	Belma Gram Panchayat
7. Department:	Panchayat
8. Work Order No.	WBPUR/BGP/P-II/NIT(e)-05/23-24
9. Contact No. of Implementing Agency:	8265626526
10. Contractor/ Agency:	Rasaraj mahato
11. Contact No. of Contractor/ Agency:	8265622656
12. Gram Panchayat where work is to be implemented:	Demo
13. Gram Sansad:	Belma
14. Village:	Belma

Date-wise requirement of Workers:

Date:	01/10/2024	02/10/2024	03/10/2024	04/10/2024	05/10/2024	06/10/2024	07/10/2024
No. of unskilled workers required:	7	7	7	7	7	7	7
Date:	08/10/2024	09/10/2024	10/10/2024				
No. of unskilled workers required:	7	7	7				

Date of intimation:

(Implementing Agency)

Memo No.

Copy forwarded to:

1. DNO (MGNREGS), Purulia District

2. BDO, Purulia II Block

Signature of Officer with Office Seal

Date:

Annexure-IV

Karmashree: Intimation to Implementing Agency by the BDO on arrangement of workers

(to be sent by the Block Development Officer to the Implementing Agency)

1. District:	Purulia
2. Block:	Purulia II
3. Name of work where unskilled workers are required:	CONSTRUCTION OF PCC ROAD SHANTIRAM MAHATO HOUSE TO BEDANI MAHATO HOUSE AT MALTHORE
4. Date of from which worker will be required:	03/09/2024
5. Implementing Agency:	Belma Gram Panchayat
6. Funding Department:	15th FC
7. Implementing Department:	P&RD
8. Work Order No.:	WBPUR/BGP/P-II/NIT(e)-05/23-24
9. Contact No. of Implementing Agency:	8265626526
10. Contractor/Agency:	Rasaraj mahato
11. Contact No. of Contractor/Agency:	8265622656
12. Gram Panchayat where work is to be implemented:	Demo

Workers assigned for the works:

Sl No.	Name of Applicant	Job Card No.	Mobile No.	Aadhaar No.	Dates on which assigned for work												
					Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
1	Mukti Mahato	WB-14-002 -002-003/1 20	265465546 465646858 585	01/10/2024	02/10/2024	03/10/2024	04/10/2024	05/10/2024	06/10/2024	07/10/2024	08/10/2024	09/10/2024	10/10/2024				
2	Anii Mahato	WB-14-002 -002-003/1 55	822626565 3 525	01/10/2024	02/10/2024	03/10/2024	04/10/2024	05/10/2024	06/10/2024	07/10/2024	08/10/2024	09/10/2024	10/10/2024				
3	Mukti Mahato	WB-14-002 -002-003/1 20	265465546 5 585	01/10/2024	02/10/2024	03/10/2024	04/10/2024	05/10/2024	06/10/2024	07/10/2024	08/10/2024	09/10/2024	10/10/2024				

Signature of Officer with Office Seal

Memo No.

Date:

Copy forwarded to.....(implementing agency)

Register

In the Register tab, users can view and Download in Excel Format - Security Money Register, Scheme-Wise Detailed Report, Tax Detailed Report, APA Report.

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Security Money Register

Pages: 1 2 > Filter: All Financial Year Search: Search... Export to Excel

SI No.	Financial Year	Name of the Contractor/Supplier	Inviting Tender No.	Name of the work	Work contract value	Bill Amount deducted from R.A Bill	Bill Amount deducted from Final Bill	Bill Amount deducted from Total Bill	Security Money Release Date	Amount Released	PPA No./Cheque No.
1	2024-2025	azahar	1/DGP/22-23	swapan house to tapan house CC ROAD	441000.00	24296.00	43943.00	68239.00	18/03/2025	68239.00	ddfd54
2	2023-2024	Sunil		CONSTRUCTION OF PCC CHAND BAURI HOUSE TO SAYER BANDHAT MALTHORE	166502.98		16190.00	16190.00		16190.00	
3	2023-2024			CONSTRUCTION OF PCC ROAD KALIPADA RAJAK DUAR TO GUVAL PARA AT MALTHORE							
4	2023-2024			CONSTRUCTION OF PCC ROAD MALTHORE KENDA TAIR AT MALTHORE							
5	2023-2024	BIJAY KUMAR MAHATO	06/23-24	CONSTRUCTION OF PCC ROAD SHANTIRAM MAHATO HOUSE TO BEDANI MAHATO HOUSE AT MALTHORE	169660.00		33445.00	33445.00		33445.00	

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APA Report

Pages: 1 2 > Search: Search... Filter by Financial Year: All Records Export to Excel

SI No.	Financial Year	Work/Activity ID	Source of Fund (SFC, CFC, OSR)	Work/Activity Name	Work Order Issue Date	Work Order Value (INR)	Payment Mode	Work Physically Completion Date	Remarks, If any
1	2024-2025	67617120	4th State Finance Commission	swapan house to tapan house CC ROAD	20/09/2024	441000.00	600922.00	19/09/2024	
2	2023-2024	67621241	5th State Finance Commission(United Fund)	CONSTRUCTION OF PCC CHAND BAURI HOUSE TO SAYER BANDHAT MALTHORE		166502.98	141590.00		
3	2023-2024	67621480	5th State Finance Commission(United Fund)	CONSTRUCTION OF PCC ROAD KALIPADA RAJAK DUAR TO GUVAL PARA AT MALTHORE					
4	2023-2024	67621703	5th State Finance Commission(Tied Fund)	CONSTRUCTION OF PCC ROAD MALTHORE KENDA TAIR AT MALTHORE					
5	2023-2024	67621934	5th State Finance Commission	CONSTRUCTION OF PCC ROAD SHANTIRAM MAHATO HOUSE TO BEDANI MAHATO HOUSE AT MALTHORE		169660.00	298167.00	03/09/2024	
6	2023-2024	67617125	XV Finance Commission(United Fund)	CONSTRUCTION OF PCC ROAD AAM TAL TO BAURANG BALI MANDIR AT DUBRAJIPUR					
7	2024-2025	25242552	5th State Finance Commission(United Fund)	CONSTRUCTION OF PCC ROAD BATTAL TO MASZID AT DUBRAJIPUR		199940.00	103168.00	18/11/2024	
8	2024-2025	92128416	XV Finance Commission(United Fund)	CONSTRUCTION OF COMMUNITY LEACH PIT NEAR PRIMARY AT CHAMURUBERA		218413.46	336597.00		
9	2024-2025	92128990	XV Finance Commission(Tied Fund)	Installation of tube well at					
10	2024-2025	92129986	Own Source Revenue	pandus road					349982.50
11		02	XV Finance Commission(Tied Fund)						
12		c							
13		E							
14		W							
15		D							
16		1							
17		A							
18		0							
19		*							
20		q							

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Contractor

In the Contractor tab, users can download Contractor Application Format. Such as - Earnest Money Application, Prayer For Bill, Tender Participate Application, Application For Measurement, Security Prayer.

To
The Pradhan
Demo Gram Panchayat

Subject: Application for Earnest Money

Respected Sir/Madam,
This application is submitted to express my interest in the [Name of Scheme]
.....
.....
scheme offered by the Gram Panchayat NIT No SL
NO I understand that the scheme requires an earnest money deposit
of amount to be considered for participation.

I am hereby willing to deposit the aforementioned earnest money amount. Please find the details of
the payment below:

- **Amount:**
- **Payment Mode:**
- **Transaction ID/Cheque Number:**

I am confident that I possess the necessary qualifications and experience to successfully participate
in the scheme. I am eager to contribute to the development of our village and believe that this
scheme presents a valuable opportunity.

Thank you for your time and consideration. I look forward to your positive response.

Sincerely,

To
The Pradhan
Demo Gram Panchayat

Subject: Application for Bill Prayer for Scheme

Respected Sir/Madam,
This application is submitted to request a bill prayer for the work done under the scheme
.....
.....
in NIT No SL NO

I have successfully completed the work for the aforementioned scheme. I kindly request you to
process the bill payment for the completed work at the earliest possible convenience. Please find
attached the following documents for your reference:

- **Copy of the work order**
- **3 stage photo copy**

Thank you for your time and consideration. I/We look forward to your positive response.

Sincerely,

Signature

To
The Pradhan
Demo Gram Panchayat

Subject: Request for Release of Security Deposit for the NIT NO

SL NO.....

Respected Sir/Madam,
I am writing to kindly request the release of the security deposit for the work of
.....
.....

The work has been completed successfully on, and all
required documentation, including the completion report, has been submitted for verification. As per
the terms of the agreement, I am now eligible for the refund of the security deposit amount.

I kindly request you to process the refund at the earliest. Your support and prompt action in this
regard will be greatly appreciated.

Thanking You,
Your Sincerely,

Contact Us

If you have any type of quries related to phelp portal, you can contact us. It's our pleasure to help you.

Phone No. 8250112450 / 9002555973

Email ID:
phelpteam1@gmail.com

Thank You