

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.

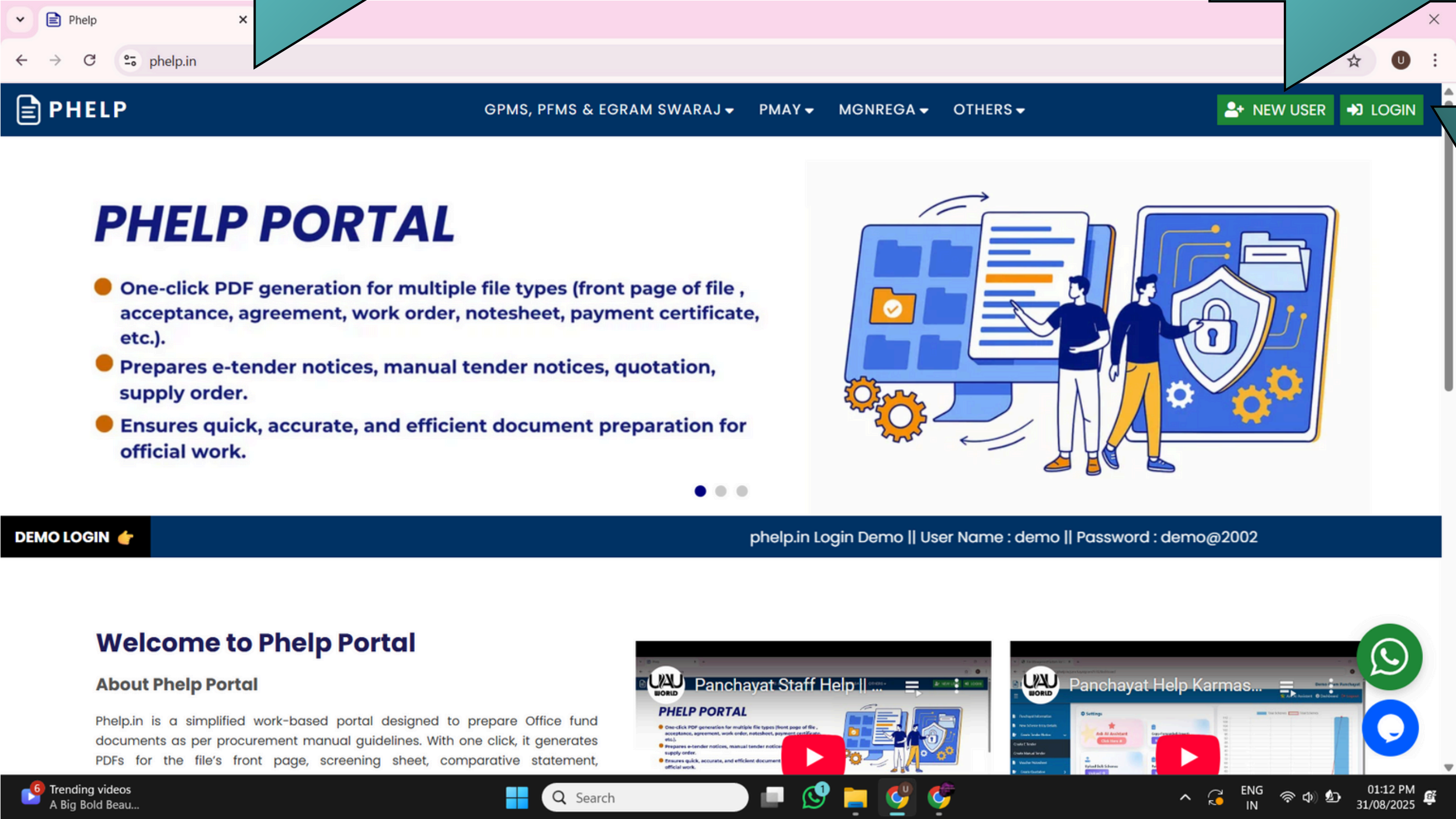
The platform not only saves time but also stores documents for future reference. A customizable report generation system is also available, allowing Panchayat staff to prepare reports as per specific requirements.

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**



Create Account & Login Procedure

Phelp Portal

Home

Create Account

Block Name *

GP Name *

District Name *

Phone Number *

Username *

Password *

Confirm Password *

[Register](#)

[Already have an account? Login](#)

30°C Clear

Search

ENG IN 07:15 PM 07/09/2025

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

Phelp Portal

Home

Login

Username *

Password *

[Change Password](#)

[Login](#)

[New User? Register](#)

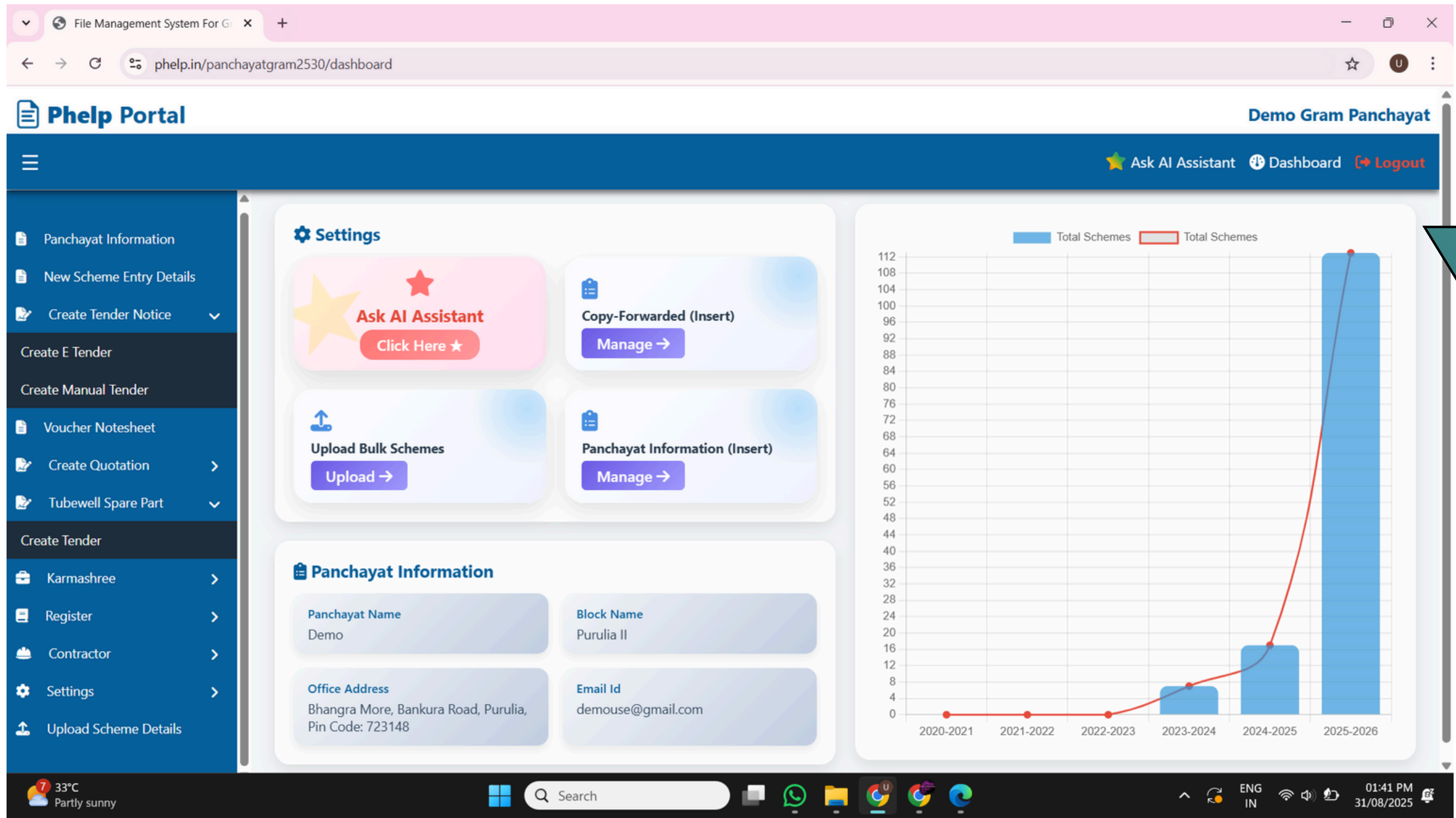
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Search

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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

Dashboard



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

File Management System For G x +

phelp.in/panchayatgram2530/gram530front

Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Panchayat Information

Name of the Panchayat (First Letter Capital) Demo Name of the Block Purulia II Address of Office Bhangra More, Bankura Road, Purulia, Pin Code: 72

Email Id demouse@gmail.com Contact No. 8101589566 Division Name Purulia Sadar District Name Purulia

Earnest Money Account Details

Account No. 56896xxxxxxx IFSC ABCD0123456 Bank Name State Bank of India Branch Name Purulia Main Branch

Tender Fee Account Details

Account No. IFSC Bank Name Branch Name

Save

31°C Haze 06:02 PM 31/08/2025

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.

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

File Management System For G x +

phelp.in/panchayatgram2530/copyforward

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Import Default Copy Forwarded Details

Acceptance/Work Order (Copy Forwarded Details)

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.

E Tender (Copy Forwarded Details)

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.

Manual Tender (Copy Forwarded Details)

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.

Quotation/Supply Order (Copy Forwarded Details)

1. The Executive officer Harsura Panchayat Samity.
2. The Sabhapati, Harsura Panchayat Samity.

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New Scheme Entry Details

File Management System For G x +

phelp.in/panchayatgram2530/showgram530

Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

For New Scheme Entry

Financial Year: Select Activity Code: Name of the Work: Source of Fund: Select Address: Estimate Cost:

Submit

Pages: 1 2 > Filter by Financial Year: Show All Financial Year Search: Search Activity Code / Work Name

Sl No.	Financial Year	Activity Code	Name of the work	Source of Fund	Address	Estimate Cost	Action
150	2024-2025	13235	PCC road at Kalabani	XV Finance Commission(Tied Fund)	Kalabani	200000	Action
149	2024-2025	98339734	Construction of Drain from jhargoria to Tisley	XV Finance Commission(Tied Fund)	Gonpur	349344	Action
148	2024-2025	115975711	Repairing and mentence cement Concrete road 39 to 45 No Sansad Area at Tilkhoja Gram Panchayat-15TH CFC	XV Finance Commission(Untied Fund)	Tilkhoja	238623	Action
147	2024-2025	125223	PCC Road	XV Finance Commission(Untied Fund)	bhangra	200000	Action
146	2025-2026	555554	CONSTR OF CC ROAD	XV Finance Commission(Tied Fund)	Kholta	4582699	Action
145	2025-2026	44AAA	CONSTRUCTION OF CC ROAD AT SALU	XV Finance Commission(Tied Fund)	Durikuri	80000	Action

30°C Haze

Search

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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

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.

File Management System For G x +

phelp.in/panchayatgram2530/update?id=67617120

Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Scheme Entry

Activity Code: 67617120 Name of the work: swapan house to tapan house CC ROAD Source of Fund: 4th State Finance Commission

Address: Malthore Estimate Cost: 450000 Estimate Cost without GST(Uncheck to manually put up): 450000

Earnest Money(In Rupees): 9000.00 Tender Id/NIT No.: 1/DGP/22-23 Cost of Tender Document: 1000 Tender/NIT Date: 07/03/2025

Tender Opening Date: 10/03/2025 Work completion period: 45 days Financial Year: 2024-2025 Tender/NIT sl no.: 1

Bidder Information

Sl No.	Name of the Bidder	Address of the Bidder	Document submitted with the Tender	Tender percent	Bid Less Amount	Bid Amount
1	azahar	Damda	Yes	2	9000.00	441000.00
2	Dilip	Sidpur	Yes	1	4500.00	445500.00
3	Paltan	Amchira	Yes	0.5	2250.00	447750.00

Work Completion & Payment Details

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Search

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File Management System For G

phelp.in/panchayatgram2530/update?id=67617120

Phelp Portal

Demo Gram Panchayat

Ask AI AssistantDashboardLogout

Panchayat Information

New Scheme Entry Details

Create Tender Notice

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Karmashree

Register

Contractor

Settings

Upload Scheme Details

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.
R.A 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	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, Sheme photo, Bill paper (Each file size should be below 1 MB)

Choose FileNo file chosen

Choose FileNo file chosen

Choose FileNo file chosen

Choose FileNo file chosen

phelp.jpg

Save

Generate PDF

Front Page of fileScreening SheetComparative StatementAcceptanceAgreementWork OrderMemorandum PaymentNote SheetPayment/Credential CertificateCompletion work

Payment VoucherExtension Of TimeCompensationFinal ActionShow Cause NoticeSite Inspection Certificate

Generate Sell Tender Form

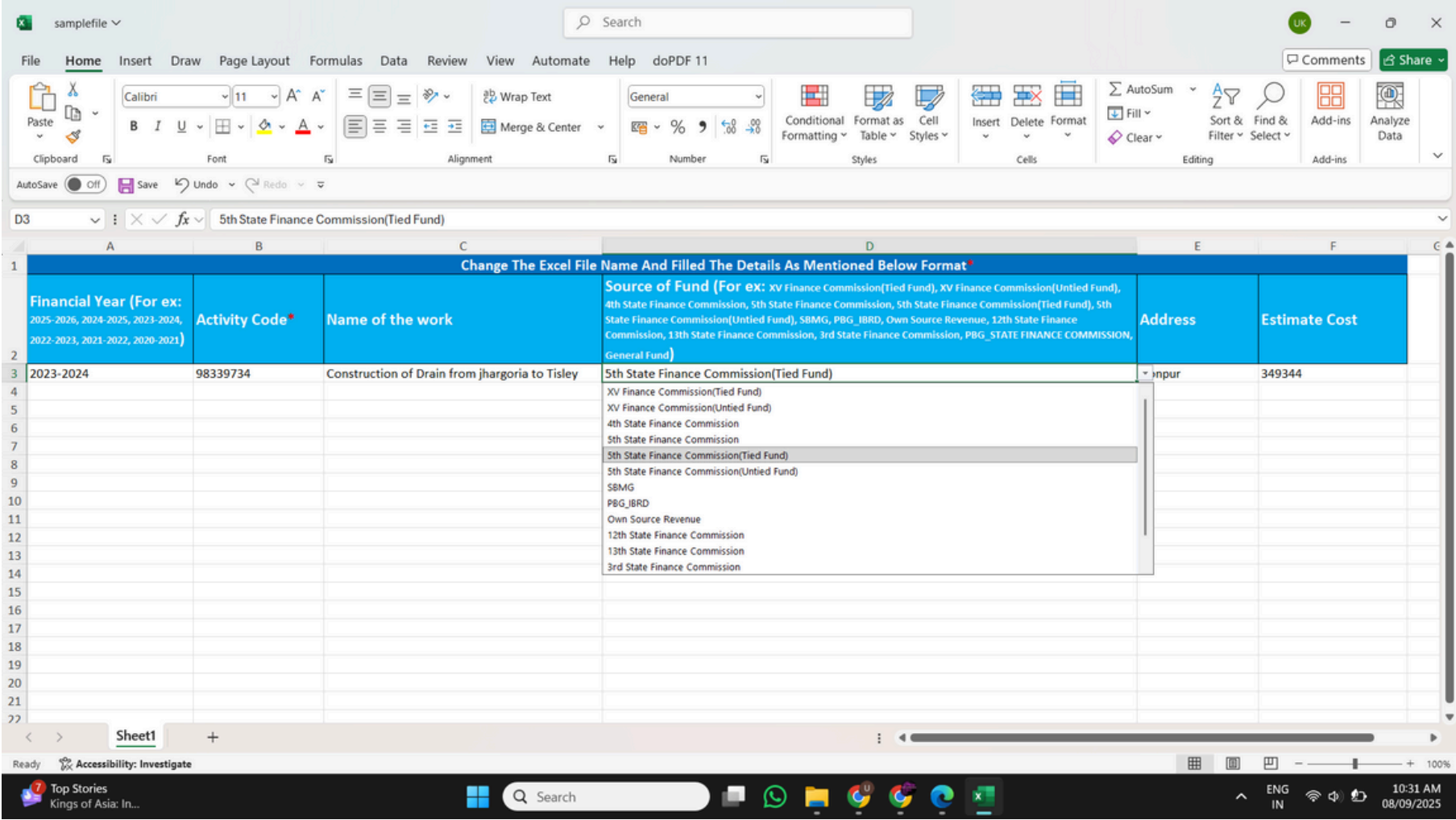
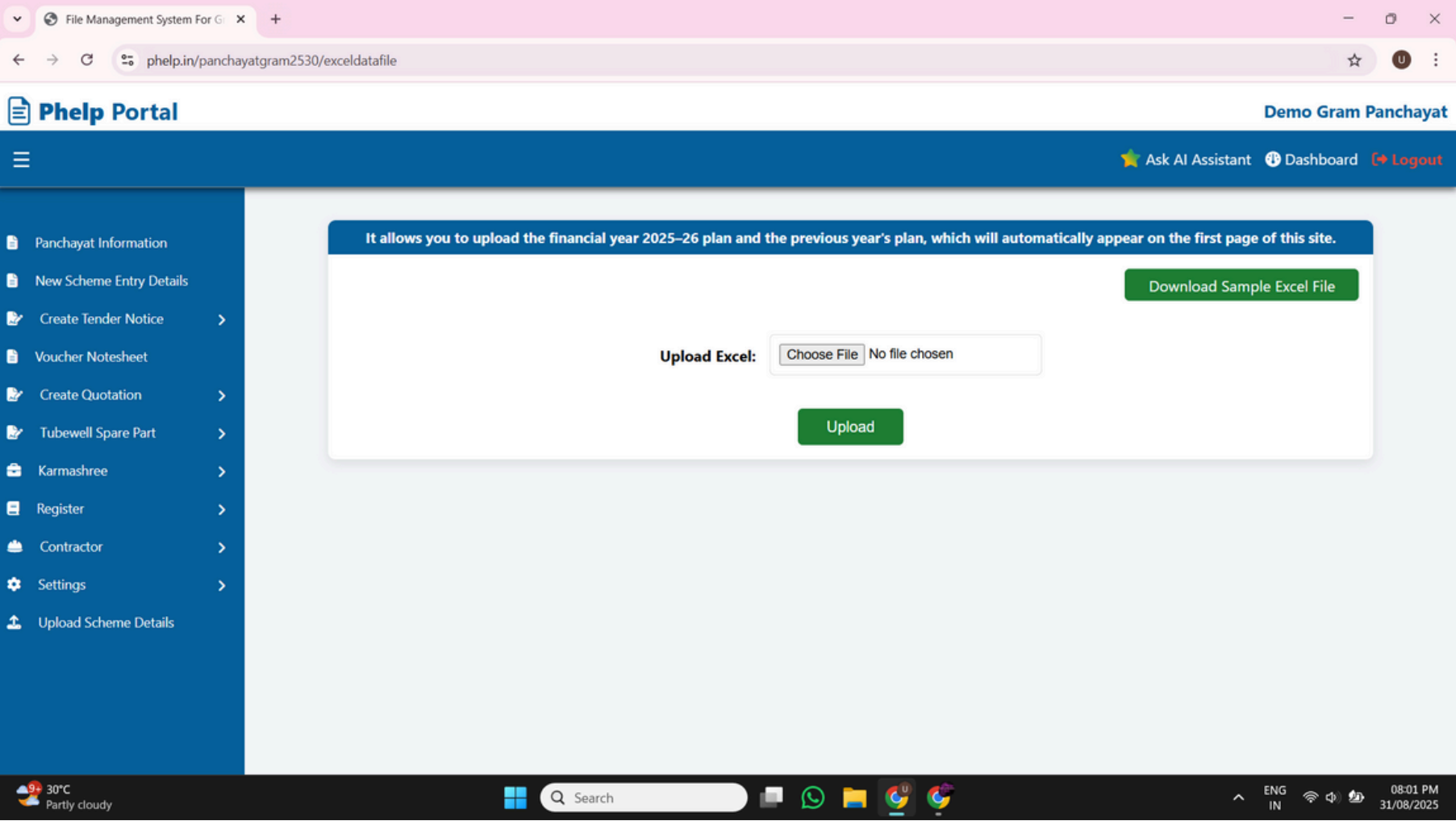
SI No. 1SI No. 2SI No. 3

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.**

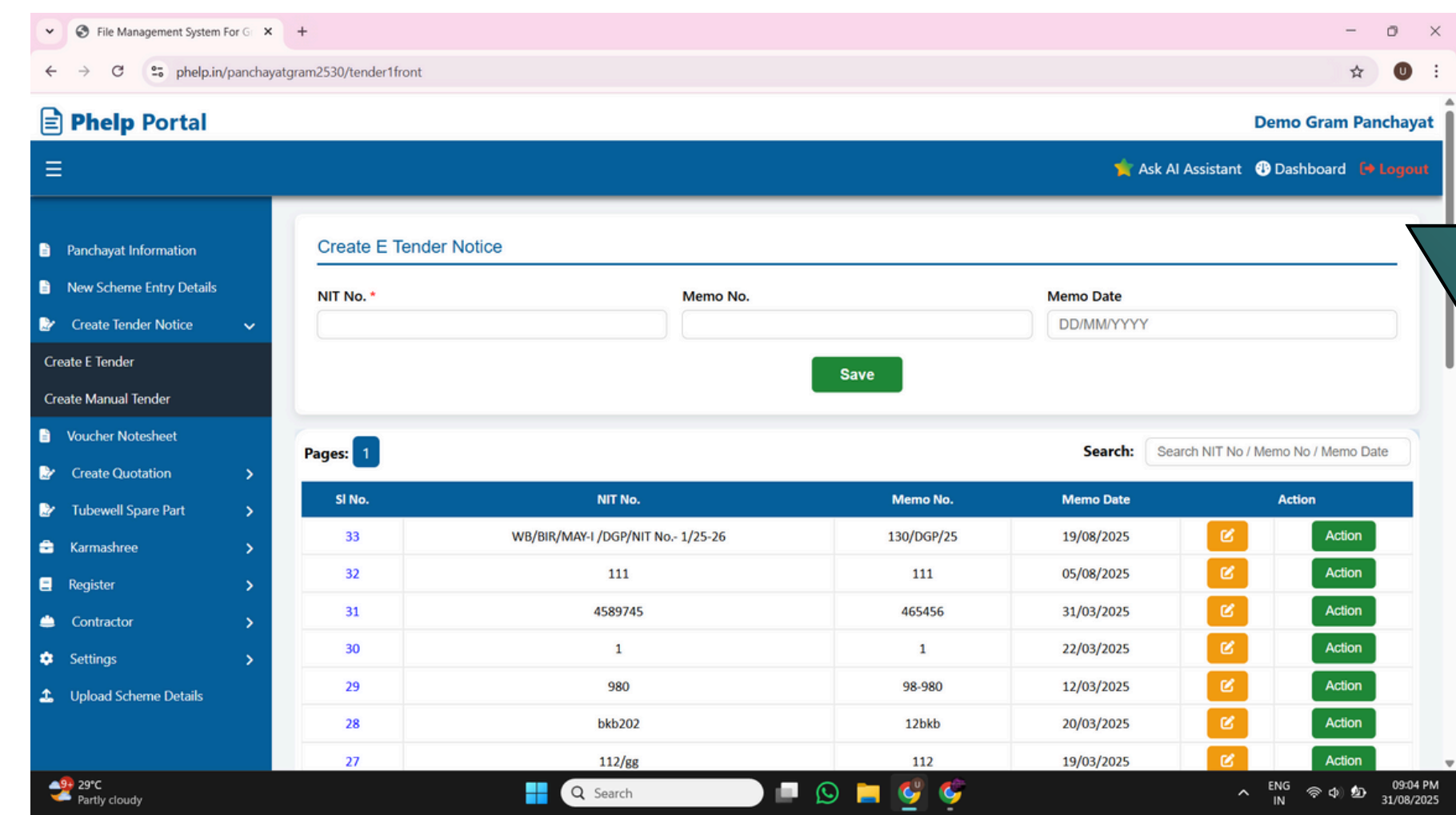
Finally, click the **Save** button to save the entire record. Users can also update records by saving individual sections as needed. Once the data is saved, the user can generate the required PDFs.

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**.

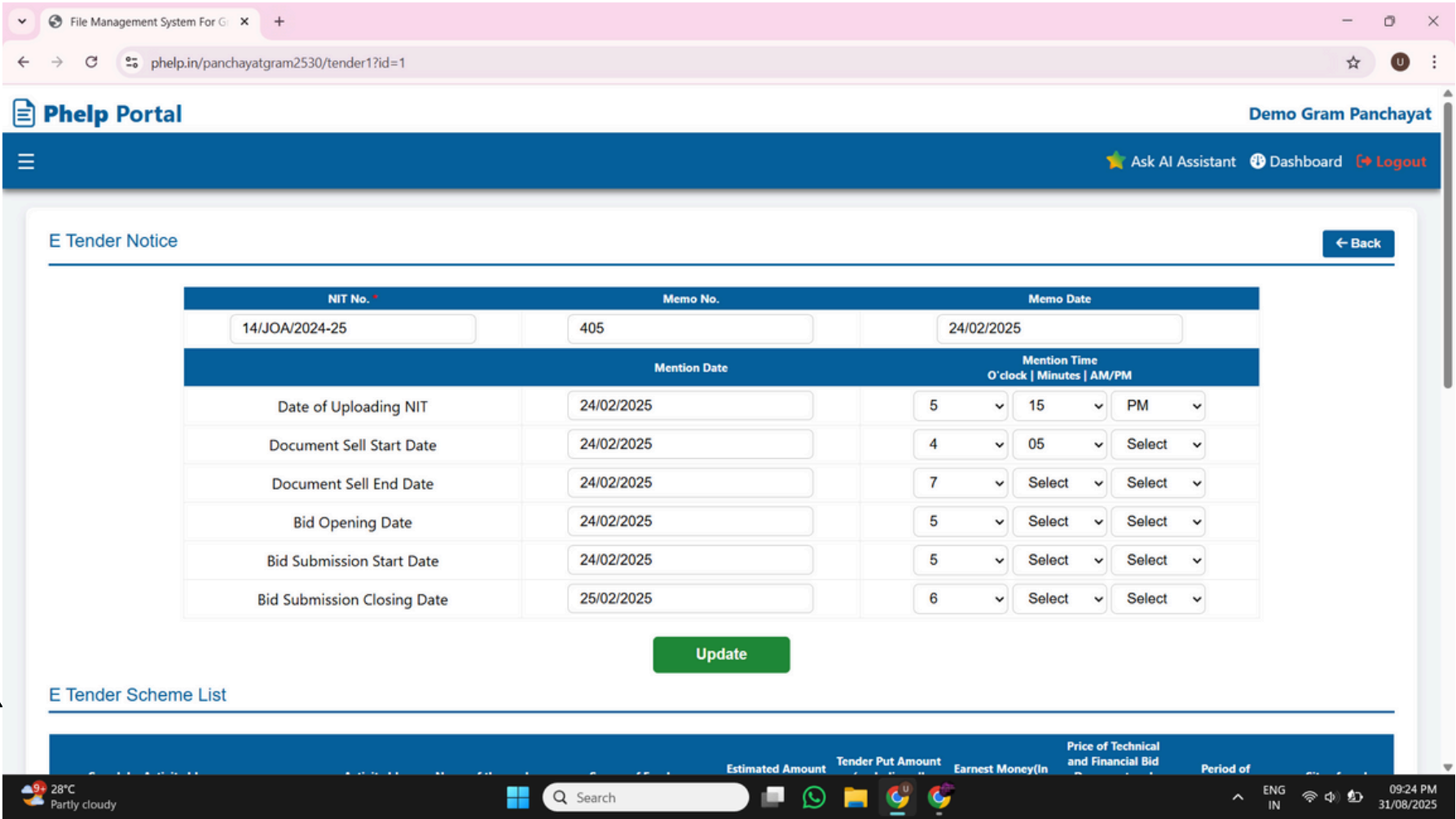


Create E Tender Notice



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

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.

File Management

phelp.in/panchayatgram2530/tender1?id=1

Phelp Portal

Demo Gram Panchayat

Ask AI AssistantDashboardLogout

E Tender Scheme List

Search by Activity Id

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

Select

Search

Select

Eligibility of Contractor (Credential)

Select

Save

Generate E Tender Notice PDF

Generate ENIT PDFGenerate ENIT Type 2 PDFGenerate ENIT Type 3 PDFGenerate ENIT Type 4 PDFGenerate Customized ENIT PDF

Search: Search...

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

Action

File Management System For G

phelp.in/panchayatgram2530/tender1?id=1

Phelp Portal







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Generate E Tender Notice PDF

Generate ENIT PDFGenerate ENIT Type 2 PDFGenerate ENIT Type 3 PDFGenerate ENIT Type 4 PDFGenerate Customized ENIT PDF

Search: Search...

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	Action
1	67617120	swapan house to tapan house CC ROAD	4th State Finance Commission	450000	900	18.00	500	45 days	Malthore	The Bonafide contractor Having sufficient experience in execution of Similar Type work value not less then 60% of work in a single contract within last 3 years.	 
2	67621241	CONSTRUCTION OF PCC CHAND BAURI HOUSE TO SAYER BANDHAT MALTHORE	5th State Finance Commission(Untied Fund)	169901	100	2.00	500	3 month	MALTHORE	The Bonafide contractor Having sufficient experience in execution of Similar Type work value not less then 60% of work in a single contract within last 5 years.	 
3	67621480	CONSTRUCTION OF PCC ROAD KALIPADA RAJAK DUAR TO GUYAL PARA AT MALTHORE	5th State Finance Commission(Untied Fund)	169901	100	2.00	1000	30	MALTHORE	The Bonafide contractor Having sufficient experience in execution of Similar Type work value not less then 50% of work in a single contract within last 3 years.	 
The Bonafide contractor Having											

28°CPartly cloudy

Search

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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.

File Management System For G... x +

phelp.in/panchayatgram2530/tender2front

Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

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

Create Manual Tender Notice

NIT No. * Memo No. Memo Date

DD/MM/YYYY

Save

Pages: 1 Search: Search NIT No / Memo No / Memo Date

Sl 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

Light rain In the morning

Search

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File Management System For G... x +

phelp.in/panchayatgram2530/tender2?id=1

Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

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

Manual Tender Notice

NIT No. * Memo No. Memo Date

01/NIQ/23-24 123 16/01/2025

Mention Date Mention Time

O'clock | Minutes | AM/PM

Document Sell Start Date 17/02/2025 11 00 AM

Document Sell End Date 27/02/2025 3 00 PM

Last Date of Dropping of Sealed Tender Form 28/03/2025 11 00 AM

Date of Opening of Tender 28/02/2025 2 00 PM

Update

Manual Tender Scheme List

Search by Activity Id 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 annexures(Rs.) Period of Completion

Select Search

Eligibility of Contractor (Credential)

Select

Save

Generate Manual Tender Notice PDF

Generate NIT PDF

Trending videos A Big Bold Beau...

Search

ENG IN 07:10 AM 01/09/2025

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 G

phelp.in/panchayatgram2530/showvoucher

Phelp Portal

Demo Gram Panchayat

Ask AI AssistantDashboardLogout

Panchayat Information

New Scheme Entry Details

Create Tender Notice

Voucher Notesheet

Create Quotation

Tubewell Spare Part

Karmashree

Register

Contractor

Settings

Upload Scheme Details

Voucher Notesheet

Voucher No.

Date

Name (To Whom Paid)

Amount

Source of Fund

Cheque No./PPA No.

Payment Details

Submit

Pages: 123>

Search: Search Voucher No / Name / Date

SI 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	<div>Generate Payment Voucher Pdf</div>
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	<div>Generate Payment Voucher Pdf</div>

DEMO GRAM PANCHAYAT

Under Purulia II Panchayat Samity

Bhangra More, Bankura Road, Purulia, Pin Code: 723148

PAYMENT VOUCHER

Date: 21/12/2025VOUCHER 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

Create Quotation 1

Memo No. Memo Date Source of Fund Name of the Material

Pages: 1 Search:

Sl 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)	<input type="button" value="Action"/>
13	42	11/03/2025	DISPLAY BORAD		<input type="button" value="Action"/>
12	13/2025	07/03/2025	ABC		<input type="button" value="Action"/>
11	231	04/03/2025	Brick bats		<input type="button" value="Action"/>
10	121	27/02/2025	8888		<input type="button" value="Action"/>
9	41	16/02/2025	HOMEO MEDICINE		<input type="button" value="Action"/>
8	03/RGP/2025	22/02/2025	COMPUTER AND OTHRS		<input type="button" value="Action"/>

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

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.

Quotation 1 Information

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

Supplier Information

Supply Order Memo No. Supply Order Memo Date Supplier Name Supplier Address

Quotation 1 Material List

Name of Materials	Unit	Estimated Cost of Materials as per Plan	Site of Delivery	Maximum time allowed for delivery
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

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phelp.in/panchayatgram2530/quotation1?id=1

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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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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	<div><div></div><div></div></div>
2	channel files	2	200	Belma Gram Panchayet	1 Days	<div><div></div><div></div></div>
3	Furniture	2	1000	OFFICE	3	<div><div></div><div></div></div>
4	Furniture	3	800	Bhogali I Gram Panchayet	2	<div><div></div><div></div></div>

Temps to drop Tomorrow

Search

ENG IN 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

- 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.
- The Quotation/Tender should be submitted in sealed cover.
- The suppliers should quote the rates in figures as well as in words.
- A sample of the material proposed to be supplied should be given with the tender paper (If unnecessary may be omitted)
- The suppliers should submit Income Tax, Sales Tax and Profession Tax and Panchayat Tax or Municipal Tax (as may be applicable) clearance certificate.
- Incomplete Quotation/ Tender will be summarily rejected.
- 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.
- The undersigned also reserves the right to distribute the Supply Order among as many Suppliers as may be considered.

SI 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 I Gram Panchayet	5 Days
2	channel files	2	200	Belma Gram Panchayet	1 Days

Pradhan
Demo Gram Panchayat

Memo No: 01/NIQ/23-24

Date: 25/03/2025

Copy forwarded for information to:-

- The Executive officer Harsura Panchayat Samity.
- The Sabhapati, Harsura Panchayat Samity.
- Secretary Harsura GP.
- 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 –

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

- The Executive officer Harsura Panchayat Samity.
- The Sabhapati, Harsura Panchayat Samity.
- Secretary Harsura GP.
- 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.

File Management System For G

phelp.in/panchayatgram2530/quotation2front

Phelp Portal

Demo Gram Panchayat

Panchayat Information

New Scheme Entry Details

Create Tender Notice

Voucher Notesheet

Create Quotation

Quotation 1

Quotation 2

Tubewell Spare Part

Karmashree

Register

Contractor

Settings

Upload Scheme Details

Create Quotation 2

Memo No. *

NIQ No. *

Memo Date

Name of the Material

DD/MM/YYYY

Save

Pages: 1

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

SI 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

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Search

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01/09/2025

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

SI 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
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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

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Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Panchayat Information

New Scheme Entry Details

Create Tender Notice >

Voucher Notesheet

Create Quotation >

Tubewell Spare Part >

Create Tender

Karmashree >

Register >

Contractor >

Settings >

Upload Scheme Details

Tubewell Information

Insert Tubewell Notice Format (Top) Insert Tubewell Notice Format (Bottom)

NIT No. * Memo No. Memo Date DD/MM/YYYY Source of Fund Select Name of the Scheme

Save

Pages: 1 Search: Search NIT No / Memo No / Memo Date /

Sl No.	NIT No.	Memo No.	Memo Date	Name of the Scheme	Source of Fund	Action
3	01/BGP/25-26	458/k2gp/25	16/08/2025	Tubewell spare parts	XV Finance Commission(Tied Fund)	Action
2	02/BGP/24-25	420/k2gp/25	17/07/2025	Tubewell spare parts	5th State Finance Commission	Action
1	01/BGP/24-25	450/k2gp/25	16/03/2025	Tubewell spare parts	XV Finance Commission(Tied Fund)	Action

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Search

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

File Management System For G x +

phelp.in/panchayatgram2530/tubewell1front

Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Tubewell Information

NIT No. *

Pages: 1 Search: Search NIT No / Memo No / Memo Date /

Sl No.	NIT No.
3	01/BGP/25-26
2	02/BGP/24-25
1	01/BGP/24-25

Customized Tubewell Details (Top)

Import Default Tubewell Terms

Sealed Tenders are hereby invited from reliable and bonafide suppliers for supplying the materials as specified below for the Scheme namely Tubewell spare part Under Programme.

1. The Tender should be submitted in sealed cover.
2. The suppliers should quote the rates in figures as well as in words.
3. A sample of the material proposed to be supplied should be given with the tender paper (If unnecessary may be omitted)
4. The suppliers should submit Income Tax, GSTand Profession Tax and Panchayat Tax or Municipal Tax (as may be applicable) clearance certificate.
5. The suppliers will have to deposit EARNEST MONEY @ 2% of the quoted / tendered amount accompanied with the Tender positively failing which the Quotation / Tender will be rejected.
6. Incomplete Tender will be summarily rejected.
7. Acceptance of lowest tender is not obligatory and the undersigned reserves the right to accept or reject any or all the 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.

Save

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Tubewell Information

← Back

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		

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.

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.

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Phelp Portal

Demo Gram Panchayat

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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		
				Mohit kumar r	Anil Mahato	Sohan kumar	Nikhil Kumar	Uttam Paul		Insert Row
1	¼ Dia 10 ft lor	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 Assemt	1	360	360						

Save

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.

File Management System For G

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Phelp Portal

Demo Gram Panchayat

Generate Tubewell Notice PDF

Generate Tubewell Notice PDF

Generate Supply Order PDF

Comparative Statement PDF

Tubewell Notice Type 1

Manual Tubewell Notice

Search:

Search...

SI No	Name of Materials	Unit	Estimated Cost of Materials as per Plan	Total	Bidder Name with address & Offered Rate(Rs)					Work Order Unit	Action
					L1	L2	L3	L4	L5		
					Mohit kumar mahato	Anil Mahato	Sohan kumar	Nikhil Kumar	Uttam Paul		
1	¼ Dia 10 ft long (GI) Pipe TATA/Bansal	1	1095	1095	230	125	20	523	201	2	<div></div> <div></div>
2	Head with Handle complete (BJH)	1	3850	3850							<div></div> <div></div>
3	Head only (BJH)	1	1750	1750							<div></div> <div></div>
4	Handle only (BJH)	1	1450	1450							<div></div> <div></div>
5	Cylinder Assembly (BJH)	1	2250	2250							<div></div> <div></div>
6	18 Plunger Rod (BJH)	1	145	145	200	300	400	500	600	1	<div></div> <div></div>
Total					430	425	420	1023	801		

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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	¼ 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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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.	Aadhaar 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.	Aadhaar 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	Malthor	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	

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Search

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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.

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

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Phelp Portal Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Karmashree Scheme Details

Search by Activity Id

Activity Code	Name of the work	Source of Fund	Address	Estimate Cost
92129986	pandua road	Own Source Revenue	pandua	350000
Tender Id/NIT No.	Tender/NIT Date	Work completion period	Financial Year	Work Order No.
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	
5	109782022	Installation of submersible pump Dakshin Pairachali Majh Para Mouza Daskhin Pairachali JL 77 PLOT 5		Raghunathpur	210000		22/02/2025		2025-2026		

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Search

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Karmashree Scheme Details

← Back

Activity Code	Name of the work	Source of Fund	Address	Estimate Cost
67621934	CONSTRUCTI55ON OF PCC I	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

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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.

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.

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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/YYY)	Name	Gender	Age	Father's/ Husband's Name	Address	Gram Sansad No. & Name	Mobile No.	Aadhaar No. (Not mandatory)	Total Wage Paid (Rs.)
Select	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

Search: Search...

Sl 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	Malthor	265465546	465646858585	600	
2	WB-14-002-002-003/155	Anil Mahato	Male	30	Sunil Mahato	Belma	Malthore iv	8226265653	465454858525		
3	WB-14-002-002-003/120	Mukti Mahato	Female	26	Swarup	Belma	Malthor	2654655465	465646858585	2000	

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User can generate all Karmashree (Annexure PDFs)

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Annexure-I

FORM-I

Karmashree : Work Demand Form

(to be submitted by wage-seekers)

To

The Pradhan,
DEMO GRAM PANCHAYAT
Purulia II Block
Dist: Purulia

Subject : Application for providing employment under Karmashree

Sir,
I am a resident of West Bengal and I want to get work under the Karmashree scheme. My address, Job Card No. and other details are given below. Please accept my application and provide work under the scheme.

1. Name	Mukti Mahato
2. Gender	Female
3. Age	26
4. Father's / Husband's Name	Swarup
5. Address	Belma
6. Gram Sansad No & Name	Malthore
7. Mobile No.	265465546
8. Job Card No.(Full)	WB-14-002-002-003/120
9. Aadhaar No(Not mandatory)	465646858585
10. No. of days for which employment is demanded	From 01/10/2024 To 10/10/2024 (10 Days)

Date:Signature/LTI of the Applicant

(Cut here)

Receipt of Application for Work

(to be given to the applicant at the time of receiving application)

Application No.:Date of receipt of application:

Received application from Smt Mukti Mahato of Belma (address) with Job Card No WB-14-002-002-003/120 for employment under Karmashree

Name & Designation of the OfficerSignature of the GP Official

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Annexure-V

Karmashree: Intimation to wage-seekers on assignment of work

(to be submitted to wage-seekers by BDO)

Memo No.:Date:

To

Sri/Smt Mukti Mahato

Job Card No.: WB-14-002-002-003/120

Village: Belma

Gram Panchayat: DEMO

Sub:- Intimation on allotment of works: CONSTRUCTI55ON OF PCC ROAD SHANTIRAM MAHATO HOUSE TO BEDANI MAHATO HOUSE AT MALTHORE

Ref: Application No. of Application:.....

Date of Application: 09/09/2024

With reference to your above application, you are hereby noticed to report for work to the worksite as per following description:

1. Name of work:	CONSTRUCTI55ON OF PCC ROAD SHANTIRAM MAHATO HOUSE TO BEDANI MAHATO HOUSE AT MALTHORE						
2. Work Order No:	WBPUR/BGP/P-II/NIT(e)-05/23-24						
3. Village:	Belma						
4. Gram Sansad:	Belma						
5. Gram-Panchayat:	Demo						

Dates of assignment of work	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				

Date:Signature of BDO with Office Seal

Annexure-III

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:	CONSTRUCTI55ON 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-14-002-002-003/120	265465546	465646858585	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	Anil Mahato	WB-14-002-002-003/155	8262626565	465454858525	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-14-002-002-003/120	265465546	465646858585	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				

Memo No.

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

Signature of Officer with Office Seal

Date:

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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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Phelp Portal

Demo Gram Panchayat

Ask AI Assistant Dashboard Logout

Panchayat Information

New Scheme Entry Details

Create Tender Notice >

Voucher Notesheet

Create Quotation >

Tubewell Spare Part >

Karmashree >

Register >

Security Money Register

Scheme-Wise Detailed Report

Tax Detailed Report

APA Report

Contractor >

Settings >

Upload Scheme Details

Security Money Register

Pages: 1 2 >

Filter: All Financial Year

Search: Search...

Export to Excel

Sl 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 GUYAL 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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Search

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01/09/2025

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New Scheme Entry Details

Create Tender Notice >

Voucher Notesheet

Create Quotation >

Tubewell Spare Part >

Karmashree >

Register >

Security Money Register

Scheme-Wise Detailed Report

Tax Detailed Report

APA Report

Contractor >

Settings >

Upload Scheme Details

APA Report

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Search: Search...

Filter by Financial Year: All Records

Export to Excel

Sl No.	Financial Year	Work/Activity ID	Source of Fund (SFC, CFG, OSR)	Work/Activity Name	Work Order Issue Date	Work Order Value (INR)	Payment Made	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(Untied Fund)	CONSTRUCTION OF PCC CHAND BAURI HOUSE TO SAYER BANDHAT MALTHORE		166502.98	141590.00		
3	2023-2024	67621480	5th State Finance Commission(Untied Fund)	CONSTRUCTION OF PCC ROAD KALIPADA RAJAK DUAR TO GUYAL 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(Untied Fund)	CONSTRUCTION OF PCC ROAD AAM TAL TO BAIRANG BALI MANDIR AT DUBRAIPUR					
7	2024-2025	25242552	5th State Finance Commission(Untied Fund)	CONSTRUCTION OF PCC ROAD BATTAL TO MASZIO AT DUBRAIPUR		199940.00	103168.00	18/11/2024	
8	2024-2025	92128416	XV Finance Commission(Untied 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 tubewell at					
10	2024-2025	92129986	Own Source Revenue	pandua road		349982.50			
11		02	XV Finance Commission(Tied Fund)						
12		c							
13		E							
14		W							
15		D							
16		1							
17		A							
18		o							
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01/09/2025

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 queries 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