

CENTRAL MUNICIPAL OFFICE BUILDINGS
5, S.N. BANERJEE ROAD, KOLKATA-700 013.

Municipal Commissioner's Office.

Dated: 30/08/2016

Municipal Commissioner's Circular No. 30 of 2016 – 17

Kolkata Municipal Corporation had adopted a generic Government e-Procurement system, developed by National Informatics Centre. At present, all the tenders estimated value above INR 5 lakh are being mandatorily published on e-Tender site of NIC. The Earnest Money Deposit (EMD) and Tender Paper cost are accepted manually in the form of Demand Drafts/Pay Orders during a time period specified between "Closing" of bid submission and "Opening" of technical Bid.

In modification of the existing arrangement and in pursuance of the Memorandum No. 3975-F(Y) dated 28th July, 2016 the following changes are made regarding submission and refund of EMD and Tender Paper Cost:

- All payments made towards EMD and Tender Paper cost will be either through Net Banking or through RTGS/NEFT. Payments will be deposited in the pooling account.
- After completion of the Financial Evaluation against specific e-tenders Award of Contract (AOC) should be mandatorily be uploaded in the system against the successful bids.
- The EMD of the successful bidder and all tender paper costs will be transferred to the KMC Account from the pooling Account. Concerned departments will send the transfer report to Treasury regularly for entry in common collection system
- EMDs of the technically disqualified as well as unsuccessful bids will be refunded automatically to bidder's bank account from the pooling account once the AOC is uploaded in the system.

With effect from 01/09/2016 all EMD and tender paper cost will be collected and refunded through online mode only in the e-procurement portal.

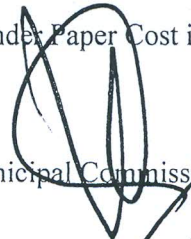
G.O. No. 3975-F(Y) dated 28/07/2016 issued by the Finance Department, Government of West Bengal is attached along with this circular. It clarifies the Detailed Procedure regarding the online submission and refund of the EMD and Tender Paper cost in the e-procurement portal.

D.G. (IT) is to implement the online submission and refund of EMD and Tender Paper Cost in the state e-procurement portal.

Municipal Commissioner

Distribution:-

- 1) OSD to Hon'ble Mayor/P.A. to Hon'ble MMICs
- 2) Jt. Municipal Commissioner (G&D)
- 3) Jt. Municipal Commissioner (Revenue)
- 4) All Controlling Officers
- 5) All Heads of the Departments


30/8/16

