

607
05-9-16



The Kolkata Municipal Corporation

Central Municipal Office Buildings

5, S.N. Banerjee Road, Kolkata -700013

Municipal Commissioner's Office


Dated: 03/09/2016

Municipal Commissioner's Circular No. 33 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 tender document/RFQ along with NIT, any corrigendum published and any other document relevant to the tender are uploaded on the e-Tender portal and a softcopy of the response documents submitted by the bidders are downloaded from the e-Tender portal.

The departments will henceforth maintain a hard copy of all the documents uploaded and downloaded from the e-Tender portal and send it to the finance department along with the file at the time of Accounts Vetting.

The Controlling Officers of the concerned departments who have performed tender activities using the e-Tender portal are directed to arrange preservation of the uploaded tender documents and bid documents downloaded from the e-Tender portal in a softcopy (i.e. in Hard disk/ CD/ USB drive etc.) for future audit purposes.


Municipal Commissioner
2/9/16
Municipal Commissioner
The Kolkata Municipal Corporation

Distribution:-

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