



THE KOLKATA MUNICIPAL CORPORATION
Office of the Municipal Commissioner
Central Municipal Office Buildings
5, S.N. Banerjee Road, Kolkata-700 013

Date: 12/04/2024

Municipal Commissioner's Circular no. 02 of 2024-25

Sub: Implementation of UDIN

Unique Document Identification Number (UDIN) is a key Project initiated by Information Technology & Electronics Department, GoWB. KMC Authority has decided to implement UDIN integrated with e-Tender portal as an optional method of application.

Key features of the UDIN system are as follows:

1. The bidders will have the provision to upload all necessary documents on the UDIN Portal and generate a Unique UDIN number on payment of fees as determined by GoWB from time to time.
2. KMC will check & validate the documents uploaded in the UDIN portal which have been submitted by the bidders.
3. KMC Engineering & Finance Department will have the provision to view the uploaded documents by searching UDIN numbers.
4. UDIN Certificate will be required to be uploaded by the bidders on the West Bengal e-tender portal for the tendering purpose. The necessary documents, which are included in the uploaded UDIN Certificate, will not be required to be uploaded separately on e-tender site.

A Communiqué from Special Municipal Commissioner, dated 22.01.2024 regarding Unique Document Identification Number (UDIN) was issued to all Controlling Officers of Kolkata Municipal Corporation. Information as sought in the said communiqué is still pending.

Now, it is requested that all Controlling Officers of the Engineering Departments of K.M.C. may send the required data within 30th April, 2024, positively, in the format given below. A softcopy in Excel Format may be sent on uday_basu@kmcgov.in and sroyc@kmcgov.in.

Sl. No.	Name	EID	Phone No.	Department	Designation	Email Address
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Please note that UDIN is an optional method for participating e-Tenders of KMC bids. Information Technology & Electronics Department, GoWB has developed a customized portal for this purpose url: (<https://kmcudin.wb.gov.in>). Bidders participating in any KMC Tender may register at UDIN portal. Necessary training and support for implementation of UDIN will be imparted by Information Technology Department, KMC.

Janu 17/4/24
Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

Distribution:

1. Addl. Mpl. Commissioner
2. Jt. Mpl. Commissioner
3. Mpl. Secretary
4. CMF&A
5. All Controlling Officers/ Director Generals
6. OSD to Hon'ble Mayor
7. All HoDs