



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

Date: June 1, 2022

Municipal Commissioner's Circular No. 08 of 2022-23

Sub: Owning-up the e-Tendering Processes by the Departments of the KMC

It is almost 10 years that a Help-Desk manned by external agency is providing assistances to the users of the KMC Departments in the following routine jobs related to e-Tendering:

- ☛ Preparation of BOQ
- ☛ Uploading and publishing e-Tender
- ☛ Uploading Corrigendum
- ☛ Extension of "Bid Submission Closing Date"
- ☛ Downloading the Technical and Financial Bids
- ☛ Releasing EMDs to unsuccessful Bidders
- ☛ Cancellation of an e-Tender
- ☛ Obtaining reports from the System etc.

Now it has been decided that the concept of existing Help-Desk will not be there anymore. Instead, the Departmental Users will carry out the above listed routine jobs related to e-Tendering by themselves within their Departments. HOD/Controlling Officer of a Department shall see that new Users get appropriate trainings/assistances from the older Users of that Department.

A new cell will be formed in I.T. Department comprising the following officers in order to provide technical supports related to e-Tendering, apart from the routine jobs as listed in the first paragraph, to the Departmental Users:

<u>Name</u>	<u>Designation</u>	<u>Mobile No.</u>	<u>Mail Id.</u>
1. Smt Triparna Mondal (Nodal Officer)	Dy. Manager (Systems)	+91 94770 63859	triparna_mondal@kmcgov.in
2. Sri Uday Basu	Dy. Manager (Systems)	+91 94772 00150	uday_basu@kmcgov.in
3. Smt Lipi Mandi	Dy. Manager (Systems)	+91 94342 17459	lipi.mandi@kmcgov.in
4. Sri Ranjan Dutta	Inspector (IT)		

Moreover, any user can also obtain support from WB NIC e-Tender Helpdesk. Controlling Officer of a department, interested in providing training to its departmental users, may e-mail the user names to the Nodal Officer.

It is, therefore, directed that all Departmental Users to own the e-Tendering Processes latest by 30th June, 2022 so that the routine jobs get done within the Department itself independently from 1st July, 2022.

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Municipal Commissioner

Distribution:

1. Special Municipal Commissioner (G&D)
2. Project Director (KEIP)
3. Special Municipal Commissioner (R&S)
4. Municipal Secretary
5. Controller of Municipal Finance & Accounts
6. Chief Municipal Law Officer
7. Chief Municipal Auditor
8. Chief Municipal Health Officer
9. Chief Municipal Engineer (SWM)
10. All Director Generals
11. All Chief Managers
12. O.S.D. to Hon'ble Mayor

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Municipal Commissioner