

The Kolkata Municipal Corporation
CMO Buildings,
5, S.N. Banerjee Road, Kolkata- 700 013

Date: 27/06/2020

Municipal Commissioner's Circular No.....⁰⁹.....of 2020-21

Sub: Reconstitution of Tender Committee and Works Committee in KMC.

1. The existing circular of Municipal Commissioner vide No. 30 of 2005-2006 dated 24.11.2005 will be in function as usual.
2. Total number of members will be same i.e. 11 (eleven) as per circular of Sri Alapan Bandopadhyay the then Municipal Commissioner of KMC.
3. Functioning of Tender Committee and Works Committee will run under the same Circular of Municipal Commissioner vide No. 30 of 2005-06 dt. 24.11.2020 and the Circular vide No. 68 of 2019-20 dt. 29.8.2019.
4. Regarding e-tendering Municipal Commissioner Circular vide No. 82 of 2019-20 dated 21.09.2019 shall be followed as usual.
5. In case any member is not able to attend the meeting, he may depute an officer not below the rank of Dy. Ch. Engineer or Spl. CMF&A.
6. PWD schedule will be followed as usual for scheduled item and market rate would be adopted for non scheduled item as usual and the market survey report shall have to be submitted to the Tender Committee.
7. It is reported in the meeting that Sri Ashok Roy Choudhury, the present Chairman of Tender Committee has expressed his inability to continue his job as chairman of Tender Committee. Hence, it's felt for taking a decision for engagement of new Chairman to the committee.
8. The Quorum of the Meeting of the Tender Committee shall be five.
9. In absence of the Chairman of the Tender Committee, senior most Director General will chair the meeting.
10. No file need to be placed to Municipal Commissioner for placing it to the Works Committee. Before placing the file to Municipal Commissioner for issue of Work Order, it

should be routed through CMF&A for confirmation of fund and confirmation of compliance with the Finance and Tender rules.

11. It has been noted that valuable time and money is lost if the tender has to be cancelled due to insufficient bids. It is imperative that the Tender Inviting Authority (TIA) takes extra steps to ascertain eligible players in the field. Thus, to encourage sufficient number of participants in the tender process, the concerned departments shall inform the prospective tenderers (having dealt with similar nature of works) prior to the publication of NIT. For all tenders where pre-bid is called, TIA should bring it to the immediate notice of TC and Municipal Commissioner, if the number of participants is less than three to allow corrective measures to increase participation.
12. Special Municipal Commissioner (Revenue) has been designated as the Chairperson of the Tender Committee, Works Committee and Waterbody Management Board.

This has the approval of the Hon'ble Chairperson, Board of Administrators, KMC.

Be
27/6/20
Municipal Commissioner

Copy to:

1. OSD to Hon'ble Chairperson, BoA, KMC
2. P.A to Hon'ble Members, BoA, KMC (ALL)
3. Special Municipal Commissioner (G,D,S and P)
4. Special Municipal Commissioner (Revenue)
5. Municipal Secretary
6. All Controlling Officers
7. All HoDs

Municipal Commissioner
The Kolkata Municipal Corporation