

**The Kolkata Municipal Corporation  
Municipal Commissioner's Office  
Central Municipal Office Buildings  
5, S. N. Banerjee Road ZKolkata – 700 013**

**Mpl. Commissioner's Circular No 178 of 2019-20 Dated 05.03.2020**

It has been decided by the KMC Authority to adopt the Memorandum Number IM-66/18/71/1-R/PL dated 15/01/2019 circulated by Planning Branch , Public Works Department, GoWB, which has been issued with the concurrence of Gr-T of Finance Department vide their UO No Group T/2018-2019/1115 dated 26/12/2018 (copy enclosed)

All Controlling Officers are hereby directed to follow the above guideline in strict compliance of the said memo.

This order will take immediate effect.

This circular is issued with the approval of Hon'ble Mayor vide order dated 05/03/2020

  
MUNICIPAL COMMISSIONER

**Distribution:**

1. OSD to Hon'ble Mayor
2. PA to Hon'ble Deputy Mayor/ Hon'ble MMICs
3. Spl. Municipal Commissioners
4. Municipal Secretary
5. CMF&A
6. All Controlling Officers
7. All HODs

Government of West Bengal  
Public Works Department  
Planning Branch  
Nabanna, 8th floor  
Howrah - 711 102

No. IM-66/18/77-R/PL

Dated: 15/01/2019

MEMORANDUM

Sub: Procurement of Contracts as well as Consultancy Services - Transparency in Evaluation of Bids.

Procurement for contracts as well as consultancy services is being done by e - Procurement system of Government of West Bengal for transparency in procurement procedure.

It has been observed that in the bidding process and system of Qualifying / Disqualifying the bids based on bidding documents uploaded by the bidder in e - portal some tenders are being rejected in pre - qualification stage due to minor clerical / rectifiable deficiencies in the uploaded documentations of bidders, which do not make any material difference in the technical / financial capacity of bidder. It has also been noted that authorities reject these tender / bids without giving any opportunity to the bidders.

In order to make the whole bid examination process transparent, all authorities implementing the work on behalf of the Public Works Department, Govt. of West Bengal are hereby directed to give an opportunity to the bidders whose technical bids are found defective to explain their position within seven working days either through e - mail or sending hard copy through any messenger. After receiving the clarification on deficiency, the authorities would be justified in taking appropriate decision on the admission / rejection of the bid considering the merit of each case.

This Memorandum issues with the concurrence of Group-T of Finance Department vide their U.O. No. Group T/2018-2019/1115 dated 26.12.2018.

This order will take immediate effect.

All concerned are being informed.

(Sanah Roy)  
Principal Secretary  
to the Government of West Bengal  
Public Works Department