

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

Dated: 10/05/2019

Municipal Commissioner's Circular No. ...17... of 2019-20

Of late, it has been observed that some departments take long time to finalize the tender process. As a result execution of works is getting delayed.

It has been decided that henceforth all tender formalities up to issuance of work order, in case of successful tender, will have to be completed within 2 (two) months from the date of publication of tender notice. In case of unsuccessful tender, the fact must be informed by the concerned Director General to the MMIC within 3 (three) days from the date of opening of the tender.

Any deviation from the above guidelines will be viewed seriously and responsibility will be fixed up on the concerned officer.



MUNICIPAL COMMISSIONER

Distribution:

- 1) OSD to Hon'ble Mayor
- 2) P.A. to Hon'ble Dy. Mayor
- 3) P.A. to Hon'ble MMICs(all)
- 4) All Borough Chairpersons
- 5) P.A. to Municipal Commissioner
- 6) Spl. Mpl. Commissioner (Rev.)
- 7) Spl. Mpl. Commissioner (Gen. , Dev. & Supply)
- 8) Mpl. Secretary
- 9) CMF&A
- 10) All Director Generals
- 11) All Controlling Officers / HODs