

The Kolkata Municipal Corporation
Office of the Municipal Commissioner
Central Municipal Office Buildings
5, S. N. Banerjee Road,
Kolkata- 700 013.

Date : 11/10/2022

Municipal Commissioner's Circular No. 32 of 2022-23

Sub: Floating Tender three months earlier for works that are predetermined or considered to be annual events.

Instances have come to our notice where the Department concerned has initiated proposal for floating short tender on urgent basis due to paucity of time. In case of notable events like Durga Puja, Kali Puja, 15th August, 26th January, Kolkata Christmas Festival, celebrations of Birth and Death Anniversary of great personalities etc. where KMC traditionally undertakes the work; such instances are already known to the Department. In such cases delay in calling tender thus leading to artificial urgency should be avoided at all costs. The Controlling Officer/ Head of the Department need to sensitize his team to initiate proposal for tendering etc. around three months in advance so that normal financial rule can be followed and work can be executed in a regular fashion.

Needless to say that in the event of natural calamity or unforeseen circumstances, emergency provisions may be resorted to with due approval of Municipal Commissioner or Hon'ble Mayor.

This has the approval of Hon'ble Mayor.



Municipal Commissioner

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