

**THE KOLKATA MUNICIPAL CORPORATION**  
**Central Municipal Office Buildings**  
**Municipal Commissioner's Office**  
**5, S.N. Banerjee Road,**  
**Kolkata-700 013**

Date:- 19 /07/2019

**Municipal Commissioner's Circular No. 38 of 2019- 2020**

**Sub.: e-Tender and Procurement through GeM.**

1. It has been decided by the KMC Authority that henceforth all work files as well as procurement of goods above Rs.10,000/- will be done through e-tender process. All the extant rules and procedures for such e-tender shall be strictly complied with by all the concerned officials.
2. However, for all maintenance and repair work the tender procedure shall be followed as per existing norms.
3. In case of emergency, when the invitation of e-tender is not possible, permission for waiving e-tender will have to be obtained from Municipal Commissioner through Special Municipal Commissioner (G&D) on the recommendation of the concerned Controlling Officers/DGs of the department, if the value of work does not exceed Rs.5 Lakh.
4. In case of work which is emergency in nature, the clause of e-tender can be waived after taking approval of the authority even if the value of such work exceeds Rs.5 Lakh.
5. In cases where procurement is done through Government e-Market Place (GeM), approval of Tender Committee of KMC may not be necessary. However, approval of Single Departmental Tender Committee of Urban Development & Municipal Affairs Department, Govt. of West Bengal shall be necessary in cases where applicable.

This circular is issued with the approval of the Hon'ble Mayor.

  
**Municipal Commissioner**

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6. Municipal Secretary
7. All Controlling Officers/HoDs