

The Kolkata Municipal Corporation  
Office of the Municipal Commissioner  
Central Municipal Office Buildings  
5, S.N. Banerjee Road  
Kolkata – 7000 13

Date: 06/02/2023

Municipal Commissioner's Circular No. 47 of 2022-23

**Sub: Introduction of 30<sup>th</sup> June and 31<sup>st</sup> December as cut off dates for O&M Contracts/Labour Contracts/ Work Orders.**

Operation and maintenance Contracts/ Labour Contracts / Work Orders are executed for O&M works by various departments for varying periods of time, ranging from six months to three years or even more. These labour contracts expire on different months of the financial year and fresh tenders need to be floated for continuation of the services. Since these contracts expire on different months in the financial year, often the Tender Inviting Authority fails to monitor and end up by proposing extension of the existing contract due to lack of adequate time for inviting fresh tender. Further it has been observed that multiple tenders are being floated for exactly similar nature of works due to different dates of expiry of existing work orders. After careful consideration of the matter it has been felt necessary to fix cut off dates for expiry of existing Contracts/ Work Orders so that multiplicity of floating tenders for similar nature of work due to different dates of expiry of the existing work orders can be avoided.

To obviate the above inconsistency, and to introduce uniformity in the date of expiry of the Contracts/ Work Orders it is felt necessary

- (1) to fix **30<sup>th</sup> June as the expiry date** for the O&M Contracts / Labour Contracts / Work Orders having expiry date of existing **Work Orders before 30<sup>th</sup> June.**
- (2) to fix **31<sup>st</sup> December as the expiry date** for the O&M Contracts / Labour Contracts/ Work Orders having expiry date of existing **Work Orders after 30<sup>th</sup> June but before 31<sup>st</sup> December.**

In order to keep parity with the above cut off dates i.e. **30<sup>th</sup> June and 31<sup>st</sup> December**, the existing Contracts/ Work Orders which will expire before 30<sup>th</sup> June shall be extended to 30<sup>th</sup> June and contracts / work orders which will expire before 31<sup>st</sup> December shall be extended to 31<sup>st</sup> December. All extension of work orders to 30<sup>th</sup> June and 31 December shall follow usual process for approval according to norms.

All Controlling Officers / Director Generals are requested to abide by the cut off dates strictly so that preparations for inviting fresh tenders may be taken in advance. No deviation from the earmarked cut off dates shall be allowed.

This has the approval of Hon'ble Mayor.

*Be...*  
*6/1/23*

Municipal Commissioner

*Municipal Commissioner*  
*The Kolkata Municipal Corporation*

Copy to:

1. Spl. MC (G & D)
2. Municipal Secretary
3. CMF&A
4. All Controlling Officers / Director Generals
5. OSD to Hon'ble Mayor
6. P.A to MMICs (All)