

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

Date:- 20/02/2021

Municipal Commissioner's Circular No. 47 of 2020-21

In modification of Municipal Commissioner's Circular No. 91 of 2018-19, dated 01/12/2018, the modified format for obtaining approval for Municipal Commissioner towards issuance of work order shall be as given below:

Details of Publications of NIT:		Norms Followed (Yes/No)
1) Date of NIT; Which call (1 st , 2 nd , 3 rd ,.....)		
2) Estimate value in figures & words		
3) Recommended bid is what % below/above estimate; quoted rate		
4) Minimum Period for submission of tender as per Rules		
5) Minimum Period for submission actually allowed:		
6) No. of Newspapers in where publication is to be made as per Rules:		
7) Names of Newspapers in which publicity was actually made:		
8) Whether e-Tender:		
9) Whether Earnest Money has been received online through e-Procurement Portal (webtenders.gov.in):		
<u>No. of Bidders:</u>		
1) Total no. of Bidders who responded:		
2) No. of technically qualified Bidders (#)		

*In case of non 1st call, date of previous calls to be mentioned and proposed to be dealt in the same file with running note-sheet.

#If anyone is technically disqualified, the grounds of disqualification with particular reference to the relevant para of the tender document should be noted here.

Comparative statement to be flagged or noted here.

All Controlling officers/HoDs are hereby requested to follow the above guidelines strictly.

Ba
20/2/2021
Municipal Commissioner

Distribution:-

1. OSD to Hon'ble Chairman, BoA, KMC
2. PA to Hon'ble Member Coordinator (All) BoA, KMC
3. Spl. Mpl. Commissioner (G/D/S)
4. Spl. Mpl. Commissioner (Rev)
5. Mpl. Secretary
6. CMF&A
7. CMA
8. All DGs
9. All Controlling Officers
10. Spl. CMF&A (All)
11. All HoDs

Ba
20/2/2021
Municipal Commissioner