

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

Dated: July 24, 2018

Municipal Commissioner's Circular No. 48 of 2018-19

Sub: Additional Performance Security and splitting up of works and/or increase in scope of work of projects during execution phase.

In continuation of Municipal Commissioner's Circular No. 24 of 2018-19 dated 07/05/2018 all Controlling Officers / HoDs are hereby informed that the Finance Department (Audit Branch), Government of West Bengal has issued Memo No. 4508 – F(Y) dated 18th July, 2018 and 4609 – F(Y) dated 18/07/2018 in connection with the above subject (copies enclosed).

Memorandum No. 4608-F(Y) dated 18/07/2018 stipulates that bids are sometimes received at a much lower rate than the Estimated Amount put to tender. In such cases, to ensure the quality and proper execution of the work in public interest, it has been decided that Additional Performance Security @ 10% of the tendered amount shall be obtained from the successful bidder if the accepted bid value is 80% or less of the Estimate put to tender. Detailed procedures are also prescribed in the said memo.

Memorandum No. 4609-F(Y) dated 18th July, 2018 stipulates that splitting of works, in general, is not allowed as per Rule 102 of WBFR. However, **under exceptional circumstances**, works are sometimes required to be splitted after taking express approval of the Administrative Department where the primary consideration of splitting is expediting the execution thereof. Detailed guidelines are also prescribed in the said memo.

All Controlling Officers and HoDs are directed to strictly follow the instructions/guidelines of the aforesaid Memorandum of the Finance Department, Government of West Bengal.

This circular is issued with the approval of the Hon'ble Mayor vide order dated 24/07/2018.

Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

Enco: Memorandum as stated above.

Copy to:

1. OSD to Hon'ble Mayor
2. P.A. to Hon'ble Dy. Mayor
3. P.A. to Hon'ble MMICs(All)
4. Spl. Mpl. Commissioner (Rev. & Supply)
5. Spl. Mpl. Commissioner (Gen.& Dev.)
6. Mpl. Secretary
7. CMF&A
8. CMA
9. All DGs
10. All Controlling Officers
11. All HoDs

