

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

Dated: 01.11.2018

**Municipal Commissioner's Circular No. 81 of 2018-19**

**Sub: Revised norms for extension of dates for getting more bids when the nos. of bids received is less than three or insufficient**

In partial modification of Municipal Commissioner's Circular No. 74 of 2016-17 dated 18/02/2017 [Finance Department Memo No. 925 – F(Y), dated 14/02/2017]. It may be noted by all concerned that the Finance Department's Memo No. 925 – F(Y), dated 14/02/17 is amended vide Finance Department's Memo No. 3661 – F(Y), dated 7<sup>th</sup> June, 2018. The amended provisions are as follows:-

- i) The tender process is to be initiated well in advance keeping in mind that there may be a situation for extension of last date and/or re-tender.
- ii) The last date of submission may be extended (for both e-tender and offline tender processes) if notice of extension is issued before opening of the technical bids. However, such extension may generally be made for at least 5 days which would be counted from the date of publication of the corrigendum notice for such extension in at least one widely circulated newspaper.
- iii) After opening of the technical bids, the date cannot be extended, however re-tender may be invited.
- iv) Extension of dates cannot be treated as 2<sup>nd</sup> or subsequent call.

All other provisions of Finance Department's Memo No. 925 – F(Y), dated 14/02/2017 shall continue to apply.

MUNICIPAL COMMISSIONER

Encl:

- 1) Finance Department Memo No. 925 – F(Y), dated 14/02/2017
- 2) Finance Department Memo No. 3661 – F(Y), dated 07/06/2018

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) Spl. CMF&A – I, Spl. CMF&A – II, Addl.CMF&A (A/cs.), Addl.CMF&A(W/B), Addl.CMF&A (Audit)
- 12) All HoDs

