

**CENTRAL MUNICIPAL OFFICE BUILDINGS  
5, S.N. BANERJEE ROAD, KOLKATA- 700013.**

**Municipal Commissioner's Office.**

**Municipal Commissioner's Circular No. 64.....of 2016-17. Dated: 22/12/2016**

Kolkata Municipal Corporation has already started to accept payment towards EMD and Tender paper cost either through Net Banking or through RTGS/NEFT w.e.f 01/09/2016 for E-Tenders whose estimated value is above INR 5 lakh. This is with reference to Municipal Commissioner's Circular No. 30 of 2016-17 dated 30/08/2016.

Now in continuation of the said arrangement, following clarifications are made regarding submission of EMD and Tender paper cost:

- 1) On successful transfer of Tender paper cost of all the bidders to the KMC Account from the Pooling Account, concerned department will send the Tender fees payment details to the Treasury Department in the attached format "Annexure A" along with a copy of the Bidder payment details duly signed by HOD/CO, after downloading it from e-procurement system of Government of West Bengal.
- 2) After receiving the same, the Treasury Department will enter it in Common Collection System and generate the Treasury Receipts of Tender fees for all the bidders .
- 3) Concerned department will then attach with the file those Treasury Receipts of Tender fees for all the bidders as well as the copy of the bidder payment details duly signed by HOD/CO, after downloading it from e-procurement system of Government of West Bengal before sending the file to Finance & Accounts Department for vetting. Concerned IFU will process the file on the basis of these documents.
- 4) Once work order is issued, concerned department will send the requisition of EMD payment details to the Treasury Department in the attached format "Annexure B" along with a copy of the Refund and Settlement details after AOC stage duly signed by HOD/CO, after downloading it from e-procurement system of Government of West Bengal.
- 5) Again the Treasury Department will enter it in common collection system and generate the Treasury Receipt of EMD payment for the successful bidder . Concerned IFU is to verify it before processing the bill.

This Circular is issued with the approval of Hon'ble Mayor vide his order dated 21/12/2016.

Municipal Commissioner

Distribution:

1. OSD to Hon'ble Mayor/PA to Hon'ble MMICs
2. Jt. Municipal Commissioner(G&D)
3. Jt. Municipal Commissioner(Revenue)
4. All Controlling Officers
5. All Heads of the Departments

21/12/16  
Municipal Corporation  
Kolkata

"ANNEXURE - A"

**Treasurer**  
**The Kolkata Municipal Corporation**  
**5, S.N.Banerjee Road, Kolkata - 700013**

***Re: e-Tendering Tender Fees Payment details***

Please make an arrangement to record the following in Treasury System under **B.I. Code 00-8220-261** and provide a Treasury Receipt for the same.

<b>Party Name with Party Code &amp; Address</b>	<b>Name of the Work &amp; e-Procurement Ref. No.</b>	<b>NEFT/e-Payment Details</b>
		e-Proc. Ref. No.:  Payment Confirmation Date :  Amount :

**Signature of C.O./H.O.D.**

