

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

Municipal Commissioner's Circular No...⁷⁶...of 2016-17.

Dated: 20.02.2017

Municipal Commissioner's Circular No. 30 of 2016-17 dt. 30/08/2016 and 64 of 2016-17 dt. 22/12/2016 have chalked out a detailed procedure for submission of EMD and Tender paper cost for e-tenders whose estimated value is above INR 5 lakhs.

To ease the reconciliation process in partial modification of the said arrangement and in pursuance of the Memorandum No. 3975-F(Y) dt. 28/07/2016 issued by Audit Branch, Finance Department, Govt. Of W.B., a new format of "Annexure B" is hereby attached.

Concerned department will send the requisition of EMD payment details to the Treasury department in the refurbished format "Annexure B" along with a copy of the Refund and Settlement details.

The other terms and conditions of Municipal Commissioner's Circular No. 30 & 64 of 2016-17 will remain unchanged.

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Municipal Commissioner

Municipal Commissioner
The Kolkata Municipal Corporation

Distribution:-

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

" ANNEXURE B "

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

Re: e-Tendering EMD Payment Details

Please make an arrangement to record the following in Treasury System under B.I. Code 00-9310-940 and provide a Treasury Receipt for the same.

Party Name with Party Code & Address	Name of the Work & e-tender Reference No.	NEFT/e-Payment Details
		e-Proc. Ref. No.: Payment Confirmation Date: Refund/Settlement Requested Date: Amount:

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Signature of CO/HOD

