

Government of West Bengal
Finance Department
Audit Branch

No. 2592 -F(Y)

Date: 27.04.17.

MEMORANDUM

Sub: e-Tender: Selection of numbers of authorised officers

Of late it is being observed that the State Government offices are facing difficulties in processing e-Tenders due to transfer, retirement, etc. of one or more of the members of the Tender Committee of the Departments / offices. The problem arises due to technical restriction in the e-Procurement portal which allows only the officers who uploaded the e-tender to evaluate/open that particular tender. If due to any reason an officer ceases to be in the post due to transfer, retirement, etc. after an e-tender was floated, the new officer in spite of having joined the post and having a DSC, is not able to take part in the tender evaluation process of the e-tender already uploaded as a result of which the tender process gets stalled.

In order to minimize such interruptions in the tender evaluation process due to non availability of any officer on the date of opening of an e-tender, all Tender Committees are hereby advised to upload the e-tender document by using 3 or 4 members DSC by selecting either (a) 2 of 4 or (b) 2 of 3 out of the options available in the e-Procurement portal.

However, the officer who has joined in place of any existing member shall be required to sign on the physical papers wherever required as newly inducted member of tender committee.

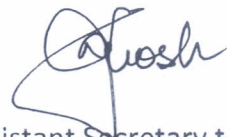


Secretary to the

Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department. **He is requested to circulate this Memo among all Local Bodies/Statutory Bodies/PSUs/Parastatals, etc under the administrative control of his department.**
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. _____ Department.
7. Commissioner, _____ Division, _____
8. Director, _____
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Superintendent of Police, _____
11. Sub-Divisional Officer, _____
12. Block Development Officer, _____
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1st Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
16. Treasury Officer, _____
17. Group ____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Assistant Secretary to the
Government of West Bengal