

Government of West Bengal
Finance Department
Audit Branch (Group -T)
(File No. e-486890)

No. 3481 -F(Y)

Date:25.05.2023


MEMORANDUM

Of late there has been a substantial increase in the number of e-tenders published in the e-procurement portal due to decrease in the threshold limit of e-tendering from ₹5 lakh to ₹1 lakh. Besides, majority of the bidders have the tendency to submit their bids in the closing hours of the bid submission period. This is resulting in slowing down of the e-procurement portal causing problems in submission of bids by the bidders.

In order to ensure seamless operation of the e-procurement portal, it has been decided by the Government to upgrade the capacity of the portal. Till such upgradation is completed, the following measures are introduced to facilitate timely submission of bids by the bidders:

1. The bid closure time of each day has been divided into 10 slots of 55 minutes each starting from 10.00 AM and ending at 06.55 PM to prevent accumulation of bid submission at a particular time. The Tender Inviting Authority will select a particular slot of bid closure for each tender from the available slots in the portal to be allotted on 'first come first serve' basis.
2. The number of other Important Documents (OID) to be submitted by the bidders should be restricted to only 4 per tender.
4. File extension type .rar should be discontinued except for World Bank and Asian Development Bank tenders.
5. Only .pdf files should be uploaded with minimum file size.
6. Bid closing may be planned for all Saturdays and, if required, on other holidays as well.

This system shall take immediate effect and shall continue till the capacity of the e-procurement portal is permanently upgraded.


Additional Chief 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.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Commissioner, _____ Division, _____
8. Director, _____
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Bidhannagar, Kolkata – 700064.
13. District Magistrate / District Judge / Commissioner of Police / Superintendent of Police _____
14. Sub-Divisional Officer, _____
15. Treasury Officer, _____
16. Block Development Officer, _____
17. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.



Deputy Secretary to the
Government of West Bengal