

**Government of West Bengal**  
Finance Department  
(Audit Branch)  
Nabanna, Howrah-711102.  
**Email ID : [finreceipt-wb@bangla.gov.in](mailto:finreceipt-wb@bangla.gov.in)**

**No. 6770-F(Y)**

**Dated, Howrah, the 26<sup>th</sup> December, 2023**

**MEMORANDUM**

Certain measures were introduced by this Department under Memorandum No. 3481-F(Y) dated 25.05.2023 to facilitate timely submission of bids by the bidders pending upgradation of the capacity of the e-procurement portal of the State Government.

It has now been reported by National Informatics Centre (NIC) that the e-procurement portal is running slow and is unavailable at times due to unprecedented increase in load. While measures are being taken by NIC to upgrade the back-end infrastructure, the following steps are advised to be followed at the Tender Inviting Authority level as far as practicable for seamless operation of the portal :

1. Tender/bid documents need not be signed, stamped and scanned for upload. The pdf of the document may be uploaded directly and digitally signed.
2. Other Important Documents (OID) may be restricted to a maximum of only 4 documents per tender.
3. Unnecessary documents need not be uploaded.
4. Scanning of documents should be done at 150 dpi.
5. File extension type .rar may be discontinued except for World Bank and Asian Development Bank tenders.
6. Only .pdf files should be uploaded with minimum file size.
7. Bid closing may be planned for all Saturdays also.
8. Tender closing may be planned in a staggered way as per availability of slots. The portal has now been configured with a parameter 'Maximum Allowed Tender Closings per Slot' which indicates maximum number of tender closings allowed during a particular time slot. Once the maximum number of tender closings allowed per slot has been published, the system will show an error message and force the Department user to choose the next available slot. TIAs may accordingly select the next available slot/date.
9. Users should put a proper Tender Title.
10. The number of Corrigendum may be minimized to reduce the load on the portal.
11. Users should check the portal regularly for announcements and notifications, especially regarding corrigendum.

**Sd/- Dr.M.Pant**  
**Additional Chief Secretary to the**  
**Government of West Bengal**

P.T.O

No. 6770/1(300)-F(Y)

Dated, Howrah, the 26<sup>th</sup> December, 2023

**Copy forwarded for information and necessary action to:-**

- 1) The Principal Accountant General (A&E), West Bengal, Treasury Buildings, Kol.-700 001.
- 2) The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kol.-700 001.
- 3) The Accountant General (Receipts, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 3<sup>rd</sup> M.S.O., Buildings, 5<sup>th</sup> Floor, Block-DF, Sector-I, Salt Lake, Kolkata – 700 064.
- 4) The Principal Secretary to the Hon'ble Chief Minister, Government of West Bengal.
- 5) The Chief Secretary to the Government of West Bengal.
- 6) The P.S to Hon'ble Minister-of-State (IC), Finance Department, Government of West Bengal.
- 7) The Resident Commissioner, Government of West Bengal, A/2, State Emporia Buildings, Baba Kharak Singh Marg, New Delhi- 110 001.
- 8) The Additional Chief Secretary/Principal Secretary/Secretary  
\_\_\_\_\_ (All Departments).
- 9) The Commissioner \_\_\_\_\_ Division (All).
- 10) The Special Secretary/Additional Secretary/Joint Secretary/Deputy Secretary, Finance Department.
- 11) The \_\_\_\_\_ Department / Directorate.
- 12) The Director of Treasuries & Accounts, West Bengal, The New India Assurance Buildings, 4, Lyons Range, Kolkata – 700 001.
- 13) The District Magistrate/District Judge/Superintendent of Police \_\_\_\_\_ (All)
- 14) The Sub-Divisional Officer \_\_\_\_\_ (All).
- 15) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700 012.
- 16) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawahar Buildings, Kolkata – 700 073.
- 17) The Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, SGO Complex, 5<sup>th</sup> and 6<sup>th</sup> Floor, Plot No. 9, DF Block, Sector 1, Bidhannagar, Kol-700 064.
- 18) The Section & D.D.O., Finance (Accounts) Department, West Bengal Secretariat, Nabanna, Howrah 711 102.
- 19) The Accounts Officer, West Bengal Secretariat, Bikash Bhawan, Salt Lake, Kolkata-700 091
- 20) Treasury Officer, \_\_\_\_\_
- ✓ 21) Sri Sumit Mitra, Network Administrator, Finance Department, for uploading this Notification in the Finance Department Website.
- 22) Office copy.

  
**Deputy Secretary to the  
Government of West Bengal.**