

Government of West Bengal
Finance Department
(Audit Branch)
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No. 6770-F(Y)

Dated, Howrah, the 26th 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

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