

**GOVERNMENT OF WEST BENGAL  
FINANCE DEPARTMENT  
AUDIT BRANCH  
'NABANNA', HOWRAH**

No. 903-F(Y)

Date : 17.02.2014

**MEMORANDUM**

The undersigned is directed to forward a copy of the minutes of the meeting of State Level Core Committee on e-tender held on the 5<sup>th</sup> of February, 2014 at the Conference Hall in the 12<sup>th</sup> Floor of Nabanna, Howrah for necessary action of all concerned.


Sd/- S.P.Zaheer,  
**Secretary, Finance Department  
&  
Chairman, State Level Core  
Committee on e-tender**

No. 903(8)-F(Y)

Date : 17.02.2014

Copy forwarded for information to :-

1. Sri P.K.Pramanik, Senior Technical Director, National Informatics Centre[NIC], West Bengal State Unit, Bidyut Bhaban, Ground Floor, DJ Block, Sector-II, Salt Lake, Kolkata-700091.
2. Sri Amitava Bose, Technical Director, National Informatics Centre[NIC], West Bengal State Unit, Bidyut Bhaban, Ground Floor, DJ Block, Sector-II, Salt Lake, Kolkata-700091.
3. Sri Paul Varghese Mathal, Scientist-C, National Informatics Centre[NIC], West Bengal State Unit, Bidyut Bhaban, Ground Floor, DJ Block, Sector-II, Salt Lake, Kolkata-700091.
4. Sri Kanakendu Sinha, Executive Engineer, City Division, Public Works Department & Nodal Officer of e-procurement, Public Works Department, 'Nabanna', 8<sup>th</sup> Floor, Howrah-711102.
5. Sri Rajkapur Sharma, Executive Engineer, DVC Cell & Nodal Officer of e-procurement, Irrigation & Waterways Department, Jalasampad Bhavan, Salt Lake, Kolkata-700091.
6. Sri Uttam Pahari, Law Officer, Law Department, Writers' Buildings, Kolkata-700001.
7. Sri Gautam Samanta, Joint Secretary ~~Secretary~~ to the Government of West Bengal, Finance Department, 'Nabanna', 12<sup>th</sup> Floor, Howrah-711102.
- ✓ 8. Sri Gautam Chatterjee, Joint Secretary ~~Secretary~~ to the Government of West Bengal, Finance Department, 'Nabanna', 12<sup>th</sup> Floor, Howrah-711102.

  
**Joint Secretary to the  
Government of West Bengal  
Finance Department.**

Minutes of the meeting of State-level core committee on e-tender held on 5<sup>th</sup> February, 2014 at  
NABANNA 12<sup>th</sup> floor Conference Hall

The officers named in the **Annexure-A** attended the meeting.

The meeting was chaired by Sm S.P. Zaheer, Secretary, Finance Department.

1. The resolutions taken in the last meeting held on 8<sup>th</sup> November, 2012 and actions taken by the various authorities on the resolutions have been discussed. Following actions were already taken.
  - i. Order issued from FD vide memo. no. 9701-F(Y) dt.30.11.2012 setting up help desks and Training Centres at various locations;
  - ii. Manpower provided by GOI for MMP and by the state Government has been deployed according to the resolution;
  - iii. Order is yet to be issued for providing a vehicle to the NIC to supervise and monitor e-tender facilities;
  - iv. Rs.63,99,231/- has already been provided to I&W Department vide FD memo. no. 8699-F(Y) dt.9.12.2013 and no. 1949-F(Y) dt.06.03.2013;
  - v. As informed by Sri Rajkapur Sharma, Executive Engineer, I&W Dptt., in the meeting the Training hall in Jalasampad Bhavan is almost ready as Training Hall and accommodate the Digital Signature Registration Authority office of NIC. It is expected to be opened and inaugurated in the last week of February, 2014.
  - vi. Digital Signature Registration Authority has already been set up by the West Bengal Centre of NIC at Bidyut Bhavan to cater to the need of DG of the State Government offices as intimated by the NIC vide their letter no. nil dt.17.12.2013. Accordingly all the departmental authorities have been informed vide Principal Secretary, Finance letter no. FS-33/2014 dt. 30.01.14. It will be shifted to Jalasampad Bhavan once it is ready.
  - vii. Sale price is not required for e-tender forms and papers downloaded by the bidders from the e-tender portal of the state Government, vide memo. no. 9701-F(Y) dt.30.11.2012.
2. Some of the resolutions taken on 8<sup>th</sup> November, 2012 are yet to be acted upon. Immediate necessary action is to be taken to implement all the resolutions. The following resolutions have been adopted after deliberations in the meeting:-
  - i. In the interest of making Digital Signature Certificate secured, official e-mail address to be given by NIC should be used as user ID for DSC. Sri G. Chatterjee, Joint Secretary, Finance Department to circulate the application form for official e-mail address.  
**(Action – NIC & Sri G. Chatterjee, Joint Secretary, Finance Department)**

- ii. All the departments are requested not to insist on collection of sale price for e-tender documents downloaded by the bidders from the e-tender portal of the Government.  
**(Action – letter to be issued from FD)**
- iii. Temporary DSC registration authority set up at Vidyut Bhavan to be shifted to Jalasampad Bhavan earlier identified for the Digital Signature Certificate registration centre. The Jalasampad Bhavan centre to be inaugurated sometime between 15<sup>th</sup> and 20<sup>th</sup> February, 2014 as intimated by Sri Rajkapur Sharma of I&WD.  
**(Action – NIC & I&WD)**
- iv. NIC to furnish fresh requirement for ID proof as received by them from CCA for circulation.  
**(Action – NIC)**
- v. Address certified by the employer is not included in the documents acceptable as address proof of the employee in whose favour DSC is to be issued; NIC, West Bengal Centre is to take up with their higher authorities so that employer's certificate is also admitted for the purpose.  
**(Action-NIC)**
- vi. DSC renewal should be applied for at least 45 to 90 days before date of expiry to ensure timely delivery of the DSC.  
**(Action – letter to be issued from FD)**
- vii. NIC, West Bengal Centre has been requested to pursue with their higher authorities to make DSC valid for 3 years instead of 2 years as at now.  
**(Action – NIC)**
- viii. In case of emergency such as, natural calamities, when situation may not exist for tender, e-tendering may be waived. Existence of emergency situation for the purpose will be decided by the departmental secretary.  
**(Action – order to be issued from FD)**
- ix. Letter to be issued to the 28 departments (**Annexure-B**) of the state Government who have not yet implemented e-tendering procedure.  
**(Action – letter to be issued from FD)**
- x. NIC, West Bengal centre to write to Finance Department for sanction of one vehicle for their official use.  
**(Action – NIC & FD)**

- xi. NIC informed in the meeting that the e-auction module is ready for launching. They have been requested to inform FD officially so that a convenient date may be fixed for presentation of the module before the e-tender committee.
- (Action – NIC)**
- xii. NIC to prepare a e-tendering standard format for all and arrange for demo of the latest e-tender module before the e-tender core committee to check and verify (a) MIS report generated through the system; (b) audit-trails, etc. The presentation is scheduled on 28<sup>th</sup> February, 2014 at the 12<sup>th</sup> floor conference hall at NABANNA.
- (Action – NIC)**
- xiii. NIC to ensure that Digital Signature Certificates (DSC) are issued within 3 to 4 days from the date of application. All the backlog applications should be cleared within a month.
- (Action-NIC)**
- xiv. NIC to review their stand on receipt of EMD / Bid security online through GRIPS portal and repayment of the same to the unsuccessful bidders through GRIPS as per resolution adopted on 8<sup>th</sup> November, 2012.
- (Action – NIC)**
- xv. Necessary order to be issued from FD to implement the following resolution adopted in the e-tender core committee meeting held on 8<sup>th</sup> November, 2012.


"7. At present codal provisions exist for period of submission of tender from the date of floating / publication of NIT. This is applicable for the first time tender. In case of need of re-tender because of insufficient response to the first tender, the time of submission of tender / bid may be reduced in the following manner for second and third bids:-

Sl no.	Minimum period of submission of tender from final publication of NIT	Minimum period of submission in case of 2 <sup>nd</sup> and 3 <sup>rd</sup> re-tender
1	7 days	4 days
2	14 days	7 days
3	21 days	10 days

Finance Department may issue necessary order amending the codal provisions in this respect early."

**(Action – FD)**

Next meeting of the committed will be held on 28<sup>th</sup> February, 2014.

  
 (S.P. Zaheer)  
 Secretary  
 Finance Department  
 &  
 Chairman,  
 State Level core committee on e-tender

## Annexure-A

List of officers who attended the state level core committee meeting on e-tender on 5<sup>th</sup> February, 2014 at Finance Department conference hall at 12<sup>th</sup> floor of NABANNA.

Sl.no.	Name	Designation	Mobile no.
1	S.P. Zaheer	Secretary, Finance Dptt.	8017044550
2	G. Samanta	Joint Secretary, Finance Dptt	9433102435
3	P.K. Pramanik	Dy Director General, NIC	9432341691
4	Amitava Bose	Technical Director, NIC-WBSC	9830610378
5	Kanakendu Singha	Executive Engineer, PWD	9830045929
6	Rajkapur Sharma	Executive Engineer, I&W Dptt	9433141749
7	Goutam Chatterjee	Joint Secretary, Finance Dptt	9433123844
8	N. Paul Varghese Mathai	Scientist-'C' NIC	9433230135

## Annexure-B

The following departments have not yet adopted e-tendering procedure

Sl no.	Name of department
1	Agriculture
2	Backward classes welfare
3	Bio-technology
4	Consumer affairs
5	Correctional administration
6	Environment
7	Excise
8	Food & Supplies
9	Food Processing industries & horticulture
10	Higher Education
11	Hill affairs
12	Home
13	Industrial Reconstruction
14	Information and Cultural Affairs
15	Information Technology
16	Judicial
17	Labour
18	Law
19	Mass Education Extn. & Library Services
20	Minority Affairs and Madrasah Education
21	Personnel & Administrative Reforms
22	Planning
23	Refugee Relief and Rehabilitation
24	School Education
25	Science & Technology
26	Self-help Group & Self Employment
27	Sports
28	Tourism