

**Government of West Bengal
Finance Department
Audit Branch**

No.9701-F(Y)

Kolkata, 30th November, 2012

MEMORANDUM

E-Tender for Procurement of goods and services for the State Government has been made mandatory for goods and services valued at Rs.50 lakh and above vide Finance Department Notification no. 5400-F(Y) dt.25.6.2012.

E-Tender is a Mission Mode Project [MMP] approved by the Ministry of Commerce, Government of India. The Server for e-Tender Portal has been provided by the National Data Centre, New Delhi with all its application. Six manpower support has been provided by the Government of India for this purpose. As per guideline of the MMP and in order to implement the e-tender procedure a 'State Level Core Committee' [SLCC] was constituted to recommend to the Government the steps to be taken to switch over to the new method of purchase through e-tender.

The core committee has made some specific recommendation to facilitate e-Tender by the State Government Offices. It was decided that the infrastructure of the Public Works Department and Irrigation & Waterways Department shall be used for facilitation of e-Tender by the State Government Offices. At present for obtaining 'Digital Signature Certificate' from NIC the Application Form are to be submitted at their New Delhi Office. It takes a lot of time to obtain the Digital Signature Certificate. It has been decided to establish a Centre for Digital Signature Registering Authority of NIC in West Bengal, at the ground floor of the Jalasampad Bhavan, Salt Lake at the earliest.

After considering the recommendations of the State Level Core Committee on e-Tender the Governor has been pleased to take the following decisions in the interest of facilitation of switch-over from the existing procedure of tender to e-tender for procurement of the State Government.:

1. There shall be two Centralised Training Centre one at Kolkata and the other at Salt Lake, one at the Training Hall of the Public Works Department at Pranjali, Hastings, Kolkata and the other at the Training Hall of the Irrigation & Waterways Department at Jalasampad Bhavan, Salt Lake. The Officials of the State Government including the State Government Undertakings and Autonomous Bodies and the prospective Bidders can avail such Training Programme. All the trainings for orientation of e-tender will be organised centrally and imparted in the two training locations mentioned above. The names of the contact persons for availing such training is given in Annexure-I.

2. There shall be seven (7) Help Desks at following places in West Bengal:

Sl no.	Helpdesk in the district	May be availed by the offices in Kolkata and Districts
I	Kolkata at Pranjali, Hastings	(i) Kolkata (except Salt Lake), (ii) South 24-Parganas, (iii) Howrah.
II	Salt Lake at Jalasampad Bhavan	(i) Salt Lake, (ii) North 24-Parganas
III	Medinipore Town	(i) Purba Medinipore, (ii) Paschim Medinipore, (iii) Bankura,
IV	Burdwan Town	(i) Hoogly, (ii) Burdwan, (iii) Purulia
V	Berhampore Town	(i) Nadia, (ii) Murshidabad, (iii) Birbhum
VI	Malda Town	(i) Malda, (ii) Uttar Dinajpur, (iii) Dakshin Dinajpur
VII	Siliguri Town	(i) Darjeeling, (ii) Siliguri, (iii) Jalpaiguri, (iv) Cooch Behar

The Support Personal at the Help Desks shall provide necessary assistances to the Officials of the State Government including the State Government Undertakings and Autonomous Bodies and also to the prospective Bidders in smooth implementation of the e-Tender formalities. The detail list along with names of contact persons at such Help Desks is given at Annexure-I.

3. Sale price of bid documents is hereby dispensed with for e-tender / e-bid.
4. In case of re-tender no bid security / EMD is required for the bidders who responded to the first tender but did not get back the EMD deposited with the first bid.

This order shall take immediate effect.

Sd/- H. K. Dwivedi.

Secretary to the
Government of West Bengal
Finance Department.

No.9701/1(250)-F(Y)

Dated 30th November, 2012

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.

3. The Accountant General (R.W. & L.B. Audit), West Bengal, C.G.O. Complex, 'C' East Wing, 5th Floor, Salt Lake, Sector-I, Kolkata-700 064.
4. The Joint Secretary, Ministry of Commerce & Industry, Department of Commerce, Government of India, Udyog Bhawan, New Delhi-110011
5. The Additional Chief Secretary/Principal Secretary/Secretary ,
.....Department.
6. The Secretary, Public Works Department, Writers Buildings, Kolkata-700001.
7. The Secretary, Irrigation & Water Ways Department , Jalasampat Bhaban, Kolkata-700091
8. The State Information Officer, National Informatics Centre, Bidyut Bhaban, Ground Floor, D.J. Block, Sector-II, Salt Lake, Kolkata-700 091.
9. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
10. Sri P.K. Pramanik, Senior Technical Director, National Informatics Centre [NIC], West Bengal State Unit, , Bidyut Bhaban, Ground Floor, D.J. Block, Sector-II, Salt Lake, Kolkata-700 091.
11. Sri Amitava Bose, Technical Director, National Informatics Centre [NIC], West Bengal State Unit, , Bidyut Bhaban, Ground Floor, D.J. Block, Sector-II, Salt Lake, Kolkata-700 091. .
12. Sri Paul Varghese Mathai, Scientist – C, National Informatics Centre [NIC], West Bengal State Unit, , Bidyut Bhaban, Ground Floor, D.J. Block, Sector-II, Salt Lake, Kolkata-700 091.
13. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – I, 81/2/2, Phears Lane, Kolkata – 700 012.
14. The Pay & Accounts Officer, Kolkata Pay & Accounts Office – II, P-1, Hyde Lane, Kolkata – 700 012.
15. The Treasury Officer, _____.
16. Sr. P.A. to the Chief Secretary, Government of West Bengal.
17. Sr. P.A. to the Secretary, Finance Department, Govt. of West Bengal.
18. _____
19. Sri Sukumar Negel, Pr. Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, Writers Buildings, Kolkata-700001, for uploading the Notification in the Finance Department's website.



(Swapan Kumar Paul)
Special Secretary to the
Government of West Bengal.
Finance Department.

Annexure-IA. The names of the contact persons for **Training** on e-Tender:

Sl. No.	Name & Designation	Contact No.	e-mail
1	Sri Amitava Bose, Technical Director, NIC	09830610378	amitava.bose@nic.in,
2	Sri Paul Varghese Mathai, Scientist – C, NIC.	09433230135	paul.mathai@nic.in

B. The detail list along with names of contact persons at **Help Desks** for implementation of e-Tender:

Sl no.	Helpdesk in the district	Contact No.	e-mail
I	Kolkata at Pranjali, Hastings O/o. Executive Engineer, City Division, PWD	033-2223-6236	ee1ctdpwd@wb.gov.in
II	Salt Lake at Jalasampad Bhavan, O/o. Executive Engineer, DVC Cell, 7 th Floor, Irrigation & Water Ways Department,	033-2334-6098	irrigationhelpdesk@gmail.com irrigation.nic@gmail.com
III	Medinipore Town O/o. Executive Engineer, Midnapore Highway Division-II	03222-275672	hripwdmed@gmail.com
IV	Burdwan Town O/o. Executive Engineer-I, Burdwan Division, PWD.	0342-2662497	hripwd.burdwan.helpdesk@gmail.com
V	Berhampore Town O/o. Superintendent Engineer, SHC-III, P.W.D. (Roads).	03482-250627	hripwdmsd@gmail.com
VI	Malda Town O/o. Executive Engineer, Malda Division, PWD.	03512-252497	hripwdmld@gmail.com
VII	Siliguri Town O/o. Executive Engineer-I, PWD, NBCD.	0353-2431529	hripwddjg@gmail.com