

Government of West Bengal  
Department of Urban Development & Municipal Affairs  
NAGARAYAN, 6<sup>th</sup> Floor,  
DF-8, Sector – I, Salt Lake City, Kolkata – 700 064.

No.426/MA/C-10/Misc-13/2018

Dated, Kolkata, the 29<sup>th</sup> day of March, 2018

**Memorandum**

It is needless to mention that the expenditure on account of Government Funds as well as own fund by the Urban Local Bodies, development authorities etc. are guided by Financial Rules, Tender Rules, and Government Orders issued by Finance Department for time to time and this Department while sanctioning Government Grants takes into consideration of the observance of financial discipline by the Urban Local Bodies in regard to management of Government Funds;

Finance Department vide memo No. 7415-F(Y) dated 04/12/2017 has endorsed the applicability of West Bengal Financial Rules (WBFR) for all procurements and Works in all parastatals including the procurements and works funded from their own source of fund.

Finance Department vide memo No. 925-F(Y) dated 14/02/2017 has revised the norms of L1/H1 bid/Single bid when the no. of qualified bidders during 2<sup>nd</sup> call is less than 3.

Now, sometimes it is reported by the Urban Local Bodies/Development Authorities/Parastatals that received bids in a tender process exceed above 10 % of the Tender value irrespective of number of bidders participating in the tender. This scenario attracts provision of Para 2. (iii) of Memo No. 6427-F(Y) dated 25<sup>th</sup> July, 2012 of Finance Department wherein it is stated that such issues are to be referred to Finance Department before acceptance of such tenders, by the Administrative Department along with specific recommendation of the Government appointed Tender Committee.

This causes unnecessary delay in project execution. The Tender Inviting Authority often mentions that old Schedule of Rates is one of the reasons behind submission of high rates by the bidders.

Therefore all the Urban Local Bodies and Parastatals should mandatorily follow the latest Schedule of rates(SOR) published by Public Works Department during preparation of estimates to avoid unnecessary delay in tender acceptance and thereafter issuance of work orders.

Technical sanction authority while according technical sanctions/vetting of the estimates it should be ensured that estimates are framed as per latest PWD SOR/rates as applicable to the scheme/nature of works in terms of technical specifications and justification.

By order of the Governor,

  
Secretary to the  
Government of West Bengal.

No. 426/1(130)/ MA/C-10/Misc-13/2018

Dated, Kolkata, the 29<sup>th</sup> day of March, 2018

Copy forwarded for information and taking necessary action to, the:

1. Municipal Commissioner, Kolkata Municipal Corporation
2. Chief Executive Officer KMDA
3. Chairman/ Chairperson, \_\_\_\_\_ Municipality/Notified  
Area Authority, P.O. \_\_\_\_\_, District \_\_\_\_\_.
4. Joint Secretary, Finance (Audit) Department, Government of West Bengal.
5. District Magistrate, \_\_\_\_\_,  
P.O. \_\_\_\_\_, District \_\_\_\_\_.
6. Chief Executive Officer/ Executive Officer \_\_\_\_\_ Development  
Authority
7. Commissioner, Asansol/ Bidhannagar/ Chandernagore / Durgapur/ Howrah / Siliguri  
Municipal Corporation, P.O. \_\_\_\_\_, Dist.-  
\_\_\_\_\_.
8. Executive Officer, \_\_\_\_\_ Municipality,
9. P.O. \_\_\_\_\_, District \_\_\_\_\_..
10. The PS to Hon'ble M.I.C., UD & MA Department.
11. Sr. PA to the Secretary, UD & MA Department.

  
**Special Secretary**