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**Government of West Bengal**  
**Department of Panchayats & Rural Development**  
**Joint Administrative Building (6<sup>th</sup> to 9<sup>th</sup> Floors) HC-07, Sector III**  
**Bidhannagar, Kolkata – 700 106**

No. 3349/PN/O/I/4P-2/2012

Dated: 05.08.2014

**M E M O R A N D U M**

Whereas, the Panchayats and Rural Development had earlier introduced the e-procurement process in respect of the PMGSY works and also for all procurements above Rs. 5 lakhs in respect of works implemented out of funds managed by the Zilla Parishads (vide no.481/PN/O/III/2E-05/10 dated 29.01.2010) with a view to ensuring greater transparency:

And whereas, the Finance Department in terms of their notification no. 6932-F(Y) dated 29.08.2013 read with Notification No. 5400-F(Y) dated 25.06.2012 and memorandum No.1160-F(Y) dt.28.02.2014 & 1177-F(Y) dt.28.02.2014 made the e-tendering procedure mandatory for all procurements above Rs.5 lakh for all State Government Departments including their subordinate offices that includes the 3 tier Panchayati Raj Institutions:

Now, therefore, the Governor is pleased to issue the following instruction for introduction of the process of e-tendering in all cases of works/schemes/procurement implemented by the Department and its subordinate offices including the three tier Panchayat Bodies with value over and above Rs.5 lakh-

1. The system of enlistment of contractors under Zilla Parishads, Panchayat Samitis and Gram Panchayats is hereby abolished with an immediate effect.
2. All tenders for procurement of and above Rs. 5 Lakh shall be published in the e-tender portal of the State Government namely <https://wb.tenders.gov.in> and also in the website of the Panchayats & Rural Development Department and all works for the said value shall be awarded through open e-tender without any reservation for any particular class.
3. The previously framed Standard Bidding Document (SBD) available at the Zilla Parishad level customized to suit the respective PR bodies is to be used (a copy of the same is attached).
4. The following officials of the Gram Panchayat & Panchayat Samiti tiers may be assigned to perform the precise roles like 1) Creator 2) Bid Publishers 3) Bid Opener & 4) Bid Evaluator etc.-

- A. GP tier – 1.Executive Assistant  
2. Nirman Sahayak  
3. Secretary

- B. PS tier- 1. Joint BDO & Joint Executive Officer, Panchayat Samiti  
2. Concerned SAE  
3. Additional SAEs posted in the Block

An official may be assigned role for all the items or one/two/three roles as per decision of the concerned Body. For each category there should be at least two officials assigned.

5. The Zilla Parishad concerned will take steps to prepare digital signature in respect of official above either from NIC (NICCA) or any other authorized private agency approved by the Controller of Certifying Authorities (CCA). [for approved agency list, the portal <https://cca.gov.in> is to be consulted]
6. There will be a district level Nodal Officer identified for each tier who would register the DSCs and make the role assignments. The Nodal Officer cannot participate in the tendering activities.
7. Role of the existing tender committee or a body already functional for finalization of tender (say the Artha. Sanstha. Unnayan O-Parikalpana Sthayee Samiti or Artha O Parikalpana Upa Samiti) may continue.
8. All the offices will ensure availability of tender documents free of cost in the departmental website (even for works valued below the base level of e-tender) and also in the e-tender portal namely <https://wbtenders.gov.in>.
9. In case of e-tendering, EMD/Bid security shall be collected as soft copies for instruments (cheques/Bank Draft/Bank Guarantee etc). In case of cash deposits, scanned copies of receipts for such deposit should be submitted by the bidders before the tender opening date.
10. The Zilla Parishad concerned will form an **e-tendering Cell** to extend necessary assistance to the Gram Panchayats and Panchayat Samitis within the district. The Cell may arrange training for the officials of Gram Panchayat & Panchayat Samiti level who will be associated with the work of e-tendering.
11. The Engineering Cell and the Computerisation Cell of the Department may jointly organize a training for selected Zilla Parishad officials who may in turn arrange training of officials of sub-district level and also of the prospective Bidders/ agencies who will generally participate in e-tendering process at Gram Panchayat and Panchayat Samiti level, if necessary.
12. The process of e-tendering for all works above Rs. 5 lakh must commence w.e.f. 01.10.2014. The conventional procedure of open tender for works valued below Rs. 5 Lakh shall remain applicable.
13. The provisions enumerated under clause (e) of sub-rule (2) of rule 11, sub-rule (4) and clause (b) of sub-rule (5) of rule 17 of the West Bengal Panchayat (Gram Panchayat Accounts, Audit and Budget) Rules, 2007 and Rule 88, 89, 90 and sub-rule (2), (3) & (4) of Rule 91 of the West Bengal Panchayat (Zilla Parishad and Panchayat Samiti) Accounts and Finance Rules, 2003 have been kept in abeyance and same along with other follow up provisions, if any, will be amended in due course.

Sd/  
Principal Secretary  
to the Government of West Bengal



Copy forwarded for information and necessary action to :-

1. The Principal Accountant General (A & E). West Bengal. Treasury Buildings. 2. Government Place (West). Kolkata-700001
2. The Principal Accountant General (Audit) West Bengal. Treasury Buildings. 2. Government Place (West). Kolkata-700001
3. The Sabhadhipati.....Zilla Parishad
4. The Commissioner. Panchayats & Rural Development. West Bengal
5. The Director. State Institute of Panchayats & Rural Development. SIPRD. Kalyani. Nadia
6. The District Magistrate & Executive Officer.....
7. The Administrative Secretary. CADC
8. The Chief Executive Officer. SRLM
9. The Mission Director. PBRSSM
10. ~~Shri/Smt. N. I. Dasgupta~~ *Nilanjana Dasgupta* Joint Secretary/Deputy Secretary. Panchayats & Rural Development Department
11. The Additional Executive Officer. ....Zilla Parishad/Siliguri Mahakuma Parishad
12. Financial Controller. West Bengal State Rural Development Agency
13. Kolkata Pay & Accounts Office-III. 1<sup>st</sup> Floor. 1B Market. Sector-III. 1B Block. Bidhannagar. Kolkata-700106
14. PA to Chief Secretary
15. PA to Principal Secretary. Finance Department. Government of West Bengal

*5/8/2014*  
 OSD & Ex-officio Special Secretary  
 to the Government of West Bengal