

**Malda Zilla Parishad
Malda**

ORDER

In reference to the P & R.D Dept. Memo No. 101/SPRD/2011 dated 21-10-2011 regarding the Implementation of E-tender Process in Malda Zilla Parishad following online and offline activities are involved:

1. Invitation of Tenders – online
2. Creation of Tender – offline
3. Publishing of NITs / Bids – online
4. Release / sale of Tender / Bid documents – online
5. Receipt of Tenders / Bids – online
6. EMD / Bid Security / Cost of Tender Documents etc. – offline
7. Evaluation of Tenders / Bids – online
8. Evaluation & Scrutinization of Non-Statutory Documents of Bidder with the originals – offline
9. Release of work / execution order – offline
10. Cataloguing Data / Information, also in hard copies as an audit trail – offline.

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In this regard, following Officers/persons are being authorised to perform their duties as mentioned hereunder:

Sl. No.	E-Tender Job	Officer(s) Engaged	Remarks
1	Invitation of Tenders	Dr. Amal Kanti Ray, Additional Executive Officer	
2	Creation of Tender	1. Kausik Kumar Das, Assistant Engineer 2. Ujjal Misra, Draftsman 3. Pulakesh Mondal, District Information Analyst 4. Paritosh Tewari, Computer Assistant	
3	Publishing of NITs / Bids	1. Dr. Amal Kanti Ray, Additional Executive Officer 2. Purnendu Sinha, Executive Engineer and / or 3. Pradip Saha, District Engineer	
4	Release / sale of Tender / Bid documents	Dr. Amal Kanti Ray, Additional Executive Officer	
5	Receipt of Tenders / Bids – EMD / Bid Security etc.	Dr. Amal Kanti Ray, Additional Executive Officer	
6	Checking and Scrutinization of Non-Statutory Documents of Bidder with the originals	1. Nanda Dulal Bhakat, Assistant Engineer 2. Kausik Kumar Das, Assistant Engineer 3. Ujjal Misra, Draftsman	
7	Evaluation of Tenders / Bids	1. Dr. Amal Kanti Ray, Additional Executive Officer 2. Purnendu Sinha, Executive Engineer and / or 3. Pradip Saha, District Engineer	
8	Release of work / execution order	Dr. Amal Kanti Ray, Additional Executive Officer	
9	Cataloguing Data / Information, also in hard copies as an audit trail	1. Ujjal Misra, Draftsman 2. Madhu Sudan Das, Lower Division Assistant	

The order will remain in effect until further order.

G Kanti Ray
Executive Officer, 10/5/13
Malda Zilla Parishad, Malda
Date: 13-05-13

Memo No.: 927 (1A)/20-13

Copy forwarded for information to:

1. Sabhadhipati, Malda Zilla Parishad
2. Sri Shekhar Sengupta, Jt. Secretary, P & R.D Dept., Govt. of West Bengal
3. Dr. Amal Kanti Ray, Additional Executive Officer, Malda Zilla Parishad
4. Smt. Nilanjana Dasgupta, SCWD, P & R.D Dept., Govt. of West Bengal
5. Executive Engineer, Malda Zilla Parishad
6. District Engineer, Malda Zilla Parishad
7. Secretary, Malda Zilla Parishad
8. Financial Controller & Chief Accounts Officer, Malda Zilla Parishad
9. Nanda Dulal Bhakat, Assistant Engineer
10. Sri Kausik Kumar Das, Assistant Engineer
11. Sri Ujjal Misra, Draftsman
12. Sri Pulakesh Mondal, District Information Analyst
13. Sri Paritosh Tewari, Computer Assistant
14. Sri Madhu Sudan Das, ~~Lower~~ Division Assistant

G Kanti Ray
Executive Officer, 10/5/13
Malda Zilla Parishad, Malda