

**GOVERNMENT OF WEST BENGAL
FINANCE DEPARTMENT
AUDIT BRANCH.**

No. 3876-F

Date : 02.05.2005

MEMORANDUM

*Subject : Policy for procurement, installation and maintenance of
I.T. products by Government Departments.*

With the introduction of Information Technology in Government functioning, the Departments & organisations under their administrative control are required to make procurement of I.T. products and also to arrange their installation and maintenance. Difficulties are often faced in the matter of determination of specifications, inviting tenders for procurement, installation and maintenance of IT products and evaluating such tenders as individual Departments do not always have necessary expertise in such matters. To overcome these problems appointment of a nodal agency to assist the Departments in procurement, installation and maintenance of IT products is considered necessary.

2. Under these circumstances, the undersigned is directed by order of the Governor to say that the Governor has been pleased to appoint Webel Technology Limited, a Government of West Bengal Undertaking as the Agency to assist the individual Departments for the purposes mentioned above, on their request, in the manner and subject to the conditions laid down hereunder :-

- (i) Webel Technology Limited (WTL) shall prepare approved "Vendors' list" which shall be updated at least once every six months by selection through open advertisement.
- (ii) The Departments, which want to engage WTL for procurement, installation and maintenance of IT related products will place necessary requisition with WTL. WTL will determine the specifications of the products to be purchased having regard to the particular needs of the Department. It will hold limited tender among the Vendors of approved list when the estimated cost of procurement is upto Rs.25 lakh and invite open Tender when the estimated cost exceeds Rs.25 lakh after giving wide circulation through advertisement in leading dailies as per existing tender policy and also in Govt. portals, whenever possible. The concerned Department will bear cost of such advertisement.

3. The evaluation of the tenders shall be made by a duly constituted Selection Committee in two parts, technical evaluation and financial evaluation. The representative of the Requiring Department would be invited to remain present during the evaluation.

4. After selection of Vendor on the basis of the lowest responsive bid, orders will be placed by WTL with the successful bidder with appropriate terms and conditions. The WTL will ensure delivery and installation of the product by the Vendor/Vendors and make sure that the delivered product conforms to the specifications as asked for in the bid. The WTL will also arrange maintenance and day-to-day support to the Department in the use of the IT products. On the whole, the WTL will provide 'single window service' to the department so that the department need not have to chase the Vendors.

5. For rendering these services, WTL will recover a service charge of 5 per cent of the value of the products procured, including the charges, if any, for maintenance, wherever applicable.

6. If any Government office requires other services like system integration, networking, etc. it will place requisition with Webel Technology Limited and the company will execute the job for which it will charge separately from the requiring body.

7. Necessary agreements will have to be entered into between WTL and the requisitioning department.

8. The Government reserves the right to modify or withdraw the policy at any time. Such modification or withdrawal will not affect the subsisting agreements.

9. This memorandum is issued in terms of Note 1 below rule 47*8) of WBFR Part-I, published under Finance Deptt. Notification No.10500-F dated the 19th November, 2004.

Sd/- Samar Ghosh
Principal Secretary

No.3876/1(500)-F

Kolkata, the 2nd May, 2005.

Copy forwarded for information to :

1. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata-700 001.
2. The Principal Accountant General (Audit), West Bengal, Treasury Buildings, Kolkata-700 001.
3. The Accountant General (Local Bodies Audit), West Bengal, CGO Complex, 3rd USO Building, 5th Floor, DF Block, Salt Lake, Kolkata-700 069.

4. The Commissioner,

5. The Principal Secretary/Secretary,

6. The Director,

7. The Collector, Kolkata, 11, N.S. Road, Kolkata-700 001.

8. The District Magistrate,

9. The District Judge,

10. The Financial Adviser,

11. The Superintendent of Police,

12. The Sub-Divisional Officer,

13. The Accounts Officer, West Bengal Secretariat, Writers' Buildings, Kolkata-700001.

14. The Accounts Officer, West Bengal Secretariat, Bikash Bhavan, Bidhannagar, Kolkata-700 091.

15. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, Civil Defence Building, 81/2/2, Phears Lane, Kolkata-700 012.

16. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Jahar Building, P-1, Hyde Lane, Kolkata-700 073.

17. The Superintendent, West Bengal Government Press, Alipore, Kolkata-700 027.

18. The Treasury Officer,

19. The Principal,
Industrial Training Institute,

20. _____ Branch / Group _____ of Finance Department.

Sd/ P.K. Guha Roy
Special Secretary
to the Govt. of West Bengal.