

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

No.9754-F(Y)

Kolkata, 3rd December, 2012

MEMORANDUM

Laying down the procedure of re-tender has been engaging attention of the Government for some time past since the existing Tender rule of the State Government does not stipulate any such procedure. Various Government Departments and offices are frequently enquiring about the same. In these circumstances, it is felt necessary to prescribe the re-tender procedure and number of times it may be resorted to in case of the number of qualified bidders falling below three. Now, therefore, the Governor is pleased to prescribe the following procedure of re-tender :

1. If the response to Tender (including e-Tender) is less than three, then Tender should be invited afresh in terms of note 1 below rule 47(8) of West Bengal Financial Rules as amended by this department notification no. 5400-F(Y) dt.25.6.2012 . Such Re-Tender notice shall be published in widely circulated dailies for conventional Notice Inviting Tender' (NIT) and also through e-Tender portal in case of e-Tender. Prior to invitation of Re-Tender or fresh Tender the eligibility criteria and other terms & conditions as contained in the first 'Notice Inviting Tender' shall have to be reviewed by the Tender Inviting Authority to ascertain whether (i) it was too much restrictive, say, specifications and qualifications were fixed at higher standard than required, (ii) advertisements in the widely circulated Newspapers were properly published and (iii) other related procedural matters were observed in its entirety. Even if, after taking appropriate steps, the response to the Re-Tender is less than three, that tender may be accepted without reference to the Finance Department, provided the rates do not exceed the estimated or the schedule rates beyond 5% in case of works estimate and reasonable prevailing market price for goods and service in other cases. Otherwise, such cases should be referred to the Finance Department for decision.
2. The Tender Inviting Authority shall maintain a 'Tender Register' in the proforma as enclosed in Annexure-I.

This order shall take immediate effect.

West Bengal Financial Rules will be amended to incorporate the above provisions in due course.

Sd/- H. K. Dwivedi.
Secretary to the
Government of West Bengal
Finance Department.

No. 9754/1 (100) -F(Y).

Dated :03.12.2012

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 Additional Chief Secretary/Principal Secretary/Secretary ,
..... Department.
5. The Director of Treasuries & Accounts, West Bengal, The New India Assurance Building, 4, Lyons Range, Kolkata - 700 001.
6. The Commissioner, _____
7. The District Magistrate, _____
8. The Sub-Divisional Officer, _____
9. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - I, 81/2/2, Phears Lane, Kolkata - 700 012.
10. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - II, P-1, Hyde Lane, Kolkata - 700 012.
11. The Pay & Accounts Officer, Kolkata Pay & Accounts Office - III, IB Market, 1st Floor, Salt Lake, Sector -III, Kolkata - 700 106.
12. The Treasury Officer, _____
13. _____
14. The Principal Accounts Officer & Ex-Officio Deputy Secretary, Finance (Budget) Department, for uploading this Notification in the Finance Department website.



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

TENDER REGISTER

Tender no.	Item/nature of work	Mode of tender enquiry	Date of publication of NIT	Type of Bidding (single/two bid system)	Last date of receipt of tender	Nos of tenders received	Nos & names of parties not qualified after technical evaluation	Nos & names of parties not qualified after Financial evaluation	Whether contract awarded to lowest tenderer evaluated L1; if not, reason thereof	Contract no. & date	Name of contractor	Value of contract	Scheduled date of completion
1	2	3	4	5	6	7	8	9	10	11	12	13	14

Signature of the officer-in-charge