

Government of West Bengal
Finance Department
Audit Branch

No. 4068-F(Y)

25th May, 2015

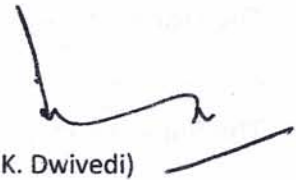
MEMORANDUM

Establishments under the State Government have to undertake sale of materials and assets owned by the Government by invitation of bids either through tender process or by auction. In either process of sale, H1 responsive bidder, i.e., the bidder quoting the highest price is selected. However, the highest bid needs to be compared with the reserve price below which the bids are not considered.

At present there is no standard guideline regarding fixation of reserve price and its disclosure. The State Government has examined the issues and decided to prescribe a standard procedure in respect of fixation and disclosure of reserve price.

Therefore, the undersigned is directed to lay down the procedure outlined below regarding reserve price.

1. The departmental authority will fix and approve the reserve price;
2. The reserve price approved by the Departmental will be kept confidential in sealed packet under custody of the officer in charge of the tender/auction, till opening of the financial bids.
3. The financial bids shall be opened and evaluated following the provisions of WBFR, as amended from time to time.
4. After completion of the bid evaluation for sale, the tender/auction committee will recommend the H1 bid to the officer in charge of the tender/auction without declaring the result.
5. After receipt of the recommendation of the tender/auction committee, the officer in charge of tender/auction will open the sealed packet containing the reserve price, compare it with the H1 bid and declare the H1 bidder if the bid is equal to or higher than the reserve price.
6. If the H1 bid falls below the reserve price, the same shall be rejected and bid process initiated afresh.



(H.K. Dwivedi)
Principal Secretary to the
Government of West Bengal

No. 4068/1(500)–F(Y).

Dated, Howrah the 25th May, 2015.

Copy forwarded for information and necessary action to :—

- 1) The Principal Accountant General (A & E), West Bengal,
Treasury Buildings, 2, Government Place (West), Kolkata–700 001.
- 2) The Principal Accountant General (Audit), West Bengal,
Treasury Buildings, 2, Government Place (West), Kolkata–700 001.
- 3) The Accountant General (Receipt, Works and Local Bodies Audit), West Bengal,
C.G.O. Complex, 'C' East Wing, 5th Floor, Sector–I, Salt Lake, Kolkata–700 064.
- 4) The Chief Secretary to the Government of West Bengal.
- 5) The Resident Commissioner, Government of West Bengal, A/2, State Emporia
Buildings, Baba Kharak Singh Marg, New Delhi–110 001.
- 6) The Additional Chief Secretary / Principal Secretary / Secretary, _____
_____ Department, Government of West Bengal .
- 7) The Secretary, Finance (Audit) Department, Government of West Bengal.
- 8) The Commissioner, _____ Division,

- 9) The Special Secretary / Additional Secretary / Joint Secretary / Deputy Secretary,
Finance Department, Government of West Bengal.
- 10) The O.S.D. & Ex–Officio Joint Secretary, Finance (Budget) Department.
— He is requested to upload this order in the Finance Department's website.
- 11) The _____ Department / Directorate


- 12) The Director of Treasuries and Accounts, West Bengal,
New India Assurance Buildings (2nd and 3rd Floor), 4, Lyons Range, Kolkata–700 001.
- 13) The Director, _____

- 14) The District Magistrate / District Judge, Superintendent of Police,

- 15) The Sub–Divisional Officer, _____

- 16) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–I,
81/2/2, Phears Lane, Kolkata–700 012.
- 17) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–II,
P–1, Hyde Lane, Jawahar Building, Kolkata–700 073.
- 18) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–III,
I.B. Market, First Floor, Sector–III, Salt Lake, Kolkata–700 106.
- 19) The Treasury Officer, _____

- 20) The Group _____ / _____ Branch, Finance Department.


Joint Secretary to the
Government of West Bengal.