

Government of West Bengal  
Finance Department  
Audit Branch

No.4370 -F(Y)

Date: 01.08.2019

MEMORANDUM

**Sub : Revised guidelines for procurement of goods/services from WTL**

Webel Technology Ltd. (WTL) was designated as the agency to assist the State Government Departments in procurement, installation and maintenance of I.T. products vide this Department Memorandum no. 3876-F dated 02.05.2005. The manner of placing requisition by the Departments and procurement of the products by WTL has been laid down in the aforesaid Memorandum which was later partially modified under Memorandum No. 1782-F dated 01.03.2006.

Now procurement of computers and peripherals, printers, scanners, photocopiers etc. through Government e-Marketplace (GeM) has been made mandatory vide this Department Memorandum no. 5430-F(Y) dated 23.08.2018. Manner of procurement of goods and services through GeM has been laid down in Memorandum No. 3876-F(Y) dated 14.06.2018 read with Memorandum No. 4262-F(Y) dated 26.07.2019.

In the revised scenario, procurement of I.T. products and services can be made by the State Government Departments through Webel Technology Ltd. in the following manner in partial modification of this Department Memorandum No. 3876-F dated 02.05.2005 and Memorandum No. 1782-F dated 01.03.2006:

- i) Procurement of I.T. products like computers and peripherals, printers, scanners, photocopiers etc. can be made through WTL only if the product is not available in GeM. For this WTL will be allowed a commission of 2% on the value of the products procured.
- ii) For software development jobs implemented through WTL, a commission of 2% on the value of work will be allowed;
- iii) For selection of vendor, WTL should follow the extant tender rules of the State Government;
- iv) For deployment of manpower through WTL, a commission of 1% on the cost of manpower may be allowed;

This order shall take immediate effect.



Additional Chief Secretary to the  
Government of West Bengal

No. 4370/1(500)–F(Y).

Dated, 1<sup>st</sup> August, 2019.

Copy forwarded for information and necessary action to :-

- 1) The Principal 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 (Receipt, Works and Local Bodies Audit), West Bengal, C.G.O. Complex, 3rd M.S.O. Building, 5<sup>th</sup> Floor, Block DF, Sector–I, Salt Lake, Kolkata–700 064.
- 4) The Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department.
- 5) The Special Secretary / Additional Secretary(s) / Commissioner / Joint Secretary / Deputy Secretary, Finance Department.
- 6) The Financial Advisor, \_\_\_\_\_ Department.
- 7) The Commissioner, \_\_\_\_\_ División, \_\_\_\_\_  
\_\_\_\_\_
- 8) The Director, \_\_\_\_\_  
\_\_\_\_\_
- 9) The Director of Treasuries and Accounts, West Bengal, Mitra Building, 8, Lyons Range, Kolkata–700 001.
- 10) The District Magistrate / District Judge / Superintendent of Police \_\_\_\_\_  
\_\_\_\_\_
- 11) The Sub–Divisional Officer, \_\_\_\_\_  
\_\_\_\_\_
- 12) The Block Development Officer, \_\_\_\_\_  
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- 13) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–I, 81/2/2, Phears Lane, Kolkata–700 012.
- 14) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–II, P–1, Hyde Lane, Kolkata–700 073.
- 15) The Pay and Accounts Officer, Kolkata Pay and Accounts Office–III, Subhanna, DF–9, Sector–I, 5<sup>th</sup> & 6<sup>th</sup> Floor, Salt Lake, Kolkata–700 064.
- 16) The Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
- 17) The Group \_\_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
- 18) Shri Sumit Mitra, Network Administrator, Finance (Budget) Department.  
— He is requested to upload copy of this order in the website of Finance Department.

  
Joint Secretary to the  
Government of West Bengal.