

Government of West Bengal  
Finance Department  
Audit Branch

No. 1235-F(Y)

Date: 12<sup>th</sup> March, 2020

MEMORANDUM


**Sub : Selection of agencies centrally for providing similar nature Services**

Presently, all the subordinate offices under the Administrative Departments invite tender / quotation individually for selection of agencies for providing different types of services in their respective offices. However, it has been observed that certain types of services are of similar or homogeneous nature and inviting tenders/ quotations by all subordinate offices for selecting agencies for providing such services tantamount to duplication of work and disparity of rates discovered. This also involves wastage of time, money and manpower.

Now in order to streamline the entire tender invitation, engagement and payment process, it has been decided that the concerned Administrative Department will centrally invite tender and engage agency for providing similar and homogeneous services to all the subordinate offices under their control, specifying the nature and scope of work for each individual units (in case it is different), after following the extant Rules and procedures.

After selection and engagement, the agencies will provide service at the required service locations. Payment of the agencies should also be done centrally by the concerned Administrative Department after getting necessary 'Work Done Certificates' from the concerned offices.

This order will take effect from 01.04.2020.

  
Additional Chief Secretary to the  
Government of West.Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt, Works & Local Bodies Audit), West Bengal, CGO Complex, 3<sup>rd</sup> MSO Building, 5<sup>th</sup> Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, \_\_\_\_\_  
\_\_\_\_\_ Department  
**with the request to circulate the same to all Directorates / Regional Offices / Societies / PSUs / Statutory Organisations / Autonomous Bodies / Parastatals under the administrative control of the Department.**
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, \_\_\_\_\_ Department.
7. Commissioner, \_\_\_\_\_ Division,  
\_\_\_\_\_
8. Director, \_\_\_\_\_  
\_\_\_\_\_
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_
11. Sub-Divisional Officer, \_\_\_\_\_
12. Block Development Officer, \_\_\_\_\_
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector-I, Salt Lake, Kolkata – 700064.
16. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
17. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department
- ✓ 18. Sri 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