

Government of West Bengal
Finance Department
Audit Branch (Group T)
Nabanna, Howrah
(e- 278443)

Memo No: 3904 - F(Y)

Date: 10/11/2025

SUB: Streamlining documents upload to the e-tenders portal

It has been reported by NIC that the Tender Inviting Authority (TIA) and bidders often download the tender documents, sign each page manually, and then scan and upload them to the etenders portal. Further, the Schedule/Estimate/SoQ are being scanned and uploaded instead of placing the same in the BoQ.

These actions are unnecessary in a digital process and result in redundant tasks that consume valuable resources and significantly increase server load.

In view of the above, all concerned parties are hereby directed to upload only those documents to the etenders portal that are strictly necessary, in order to ease the strain on NIC servers.

This is in continuation of Memo. No. 3481-F(Y) dated 25/05/2023.



Additional Chief Secretary
to the Government of West Bengal

Copy forwarded for information and necessary action to:

1. Pr. A.G. (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
2. Pr. A.G. (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata-700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3" MSO Building, 5" Floor, Block DF, Sector I, Salt Lake, Kolkata - 700064.
4. Additional Chief Secretary / Principal Secretary/ Secretary,.....Department requesting to circulate concerned offices/autonomous bodies/Parastatals under the administrative control of his Department.
5. Special Secretary / Additional Secretary / Commissioner/ Joint Secretary / Deputy Secretary, Finance Department.
6. The General Manager, Reserve Bank of India, Banking Department, 15-N.S. Road, Kolkata-1.
7. Financial Advisor, _____ Department.
8. Director, _____
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3" Floor, Kolkata - 700001.
10. Pay & Accounts Officer, Kolkata Pay & Accounts Office-1, Old Khadya Bhavan, 3rd Floor (East side), 11A Mirza Ghalib Street, Kolkata - 700 087.
11. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Old Khadya Bhavan, 2nd & 3rd Floor, (West side), 11A Mirza Ghalib Street, Kolkata - 700 087.
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, Salt Lake, Kolkata - 700064.
13. Commissioner, _____ Division,
14. District Magistrate/District Judge/ Superintendent of Police, Commissionerate of Police
15. Sub-Divisional Officer, _____
16. Treasury Officer, _____
17. Block Development Officer, _____
18. Group _____ / _____ Branch, Finance Department.
19. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.


**Deputy Secretary to the
Government of West Bengal**