

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

No. 6989-F(Y)

Dated 19<sup>th</sup> November, 2018

**MEMORANDUM**

**Sub: Revised Norms for acceptance of tenders with less than 3 qualified bids on 2<sup>nd</sup> or subsequent calls**

The State Government in order to facilitate expeditious implementation of development and welfare programmes of the State Government, the Finance Department introduced the Financial Adviser (FA) System in the year 2012 vide Finance Department Memo. No. 152-FB dated 27.04.2012 through which the Administrative and Financial Powers were decentralised and delegated to the Administrative Departments by incorporating an FA Setup as a specialised integrated branch of Finance Department within each Administrative Department.

2. Now in order to delegate higher financial power for acceptance of tenders with less than 3 qualified bidders in 2<sup>nd</sup> or subsequent calls, para II B and II C of FD Memo No. 925-F(Y) dated 14.02.2017 is revised as follows:

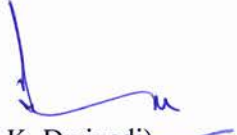
**Para II B:** Where the delegated power of the Additional Chief Secretary/Principal Secretary/Secretary-in-Charge (HoD) for according administrative approval is Rs. 10 crores, the HoD will be able to accept tenders with less than 3 bidders up to Rs 5 crores after verifying all the details as per the checklist (Annexure I) provided with this Memorandum. Similarly, for Departments having delegated financial power for according administrative approval up to Rs. 20 crores, tenders with less than 3 bidders can be accepted by the HoD up to Rs. 10 crores.

**Para II C:** Beyond the limits specified above, the files should be referred to Finance Department for acceptance along with specific recommendations of the FA and HoD in the Annexure I.

3. However, prior to such acceptance of tenders, the HoD shall examine:
- i. Whether there was sufficient publicity given to the Tender in adequate no. of newspapers having appropriate territorial coverage and readership, Departmental Website (if any) and e-Tender Portal;
  - ii. Whether the EMD was received online through the e-Tender Portal;
  - iii. Whether the minimum mandatory period for submission of bids as per Financial Rules was available to bidders from the date of publication in newspapers, Departmental Website (if any) and e-Tender Portal;
  - iv. Whether the Tender Inviting Authority (TIA) has provided sufficient reasons justifying and recommending acceptance of the selected bid and finds the quoted rate reasonable;
  - v. Whether the Technical Criteria were reviewed and revised by the TIA, if necessary, before 2<sup>nd</sup> or subsequent calls of the Tender;
  - vi. Whether the Eligibility Criteria like Minimum Average Annual Turnover, Net Worth, Packages Tendered, Credentials, etc. did not restrict fair competition among the prospective bidders;
  - vii. Whether in case of Non-Schedule Item(s) market rates have been suitably assessed by the TIA to ascertain reasonability of quoted rate(s);
  - viii. Whether the Departmental Tender Committee has examined the Tender and recommended acceptance and found the quoted rate reasonable;
  - ix. Whether the Financial Adviser Setup has recommended acceptance or re-tender;
  - x. Any other aspects and factors as required and deemed fit.

4. Accordingly, Annexure-I of FD Memo No. 925-F(Y) dated 14.02.2017 as revised vide FD Memo No. 4378-F(Y) dated 13.07.2017 has been suitably modified and enclosed herewith.

5. This order comes into operation with immediate effect.

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

**Annexure-1: Checklist for Accepting tenders with less than 3 bids on 2<sup>nd</sup> or subsequent calls  
FD Memo No. 6989-F(Y) dated 19<sup>th</sup> November, 2018**

Estimated amount	
Amount put to tender	
<b><u>In case of First Call</u></b>	
Eligibility Criteria (Technical) <i>(For procurement of services under QCBS/CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	
Eligibility Criteria (Financial) <i>(For procurement of services under QCBS/CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	
<u>Details of Publications of NIT</u> Date of NIT: Minimum Period for submission of tender as per Rules: Minimum Period for submission actually allowed: No. of Newspapers where publication is to be made as per Rules: Names of Newspapers in which publicity was actually made: Whether e-Tender: Whether Earnest Money has been received online through e-Procurement Portal (wbtenders.gov.in): If Extension of dates have been done, whether: 1. The period of extension is reasonable as per rules. 2. Corrigendum Notice has been published in at least one newspaper.	 7/14/21/.....  1/2/3  Yes / No Yes / No  Yes / No Yes / No
<u>No. of Bidders:</u> 1. Total no. of Bidders who responded: 2. No. of technically qualified Bidders: <i>(For procurement of services under QCBS / CQCCBS methods the details of scores are to be mentioned)</i>	
<b><u>In case of 2<sup>nd</sup> / Subsequent Call</u></b>	
<u>Whether Technical Criteria were reviewed before inviting 2<sup>nd</sup>/Subsequent Call to ensure that the eligibility criteria were not restrictive:</u> 1. If yes, whether revised or not: 2. If no, why not revised:	
Revised Eligibility Criteria (Technical) <i>(For procurement of services under QCBS/CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	
Revised Eligibility Criteria (Financial) <i>(For procurement of services under QCBS/CQCCBS methods the details of marks, weightage, etc. are to be mentioned)</i>	

<p><u>Details of Publications of NIT</u> Date of NIT:</p> <p>Minimum Period for submission of tender as per Rules:</p> <p>Minimum Period for submission actually allowed:</p> <p>No. of Newspapers where publication is to be made as per Rules:</p> <p>Names of Newspapers in which publicity was actually made:</p> <p>Whether e-Tender:</p> <p>Whether Earnest Money has been received online through e-Procurement Portal (wbtenders.gov.in):</p> <p>If Extension of dates have been done, whether:</p> <p>1. The period of extension is reasonable as per rules.</p> <p>2. Corrigendum Notice has been published in at least one newspaper.</p>	<p>7/14/21/(Any other).....</p> <p>1/2/3</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p><u>No. of Bidders:</u></p> <p>1. Total no. of Bidders who responded:</p> <p>2. No. of technically qualified Bidders:</p> <p><i>(For procurement of services under QCBS/QCCBS methods the details of marks, weightage, etc. are to be mentioned)</i></p>	
<p>Details of Financial Bids of <u>only the technically qualified bidders</u></p>	
<p>In case of lowest financial bid based tender, whether and by what % the L<sub>1</sub> Bid is:</p> <p>1. Below/At par with/Beyond the amount put to tender:</p> <p>2. Below/At par with/Beyond prevalent market rates (for procurement of goods and services):</p>	
<p><b>Specific comments of TIA:</b></p> <p>1. Reasons justifying and recommending acceptance of L<sub>1</sub> bid:</p> <p>2. Whether the quoted rate is reasonable:</p>	
<p><b>Specific recommendation of the Departmental Tender Committee:</b></p> <p>1. Views on the submission of TIA:</p> <p>2. Whether the quoted rate is reasonable:</p>	
<p><b>Specific recommendation of the FA regarding acceptance/re-tender:</b></p>	
<p>Acceptance of the Head of the Administrative Department / Order for Re-tender:</p>	

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.

**He is requested to circulate this Memo to all Directorates/Regional Offices/ Societies / PSUs / Statutory Organisations / Autonomous Bodies/Parastatals under the administrative control of his Department.**

5. Financial Advisor, \_\_\_\_\_ Department.
6. Commissioner, \_\_\_\_\_ Division, \_\_\_\_\_  
\_\_\_\_\_
7. Director, \_\_\_\_\_  
\_\_\_\_\_
8. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata – 700001.
9. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_  
\_\_\_\_\_
10. Sub-Divisional Officer, \_\_\_\_\_
11. Block Development Officer, \_\_\_\_\_
12. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, IB Market, 1<sup>st</sup> Floor, Block IB, Sector III, Salt Lake, Kolkata – 700106.
15. Treasury Officer, \_\_\_\_\_  
\_\_\_\_\_
16. Group \_\_\_\_ / \_\_\_\_\_ Branch, Finance Department.
17. 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