

WBFR with special emphasis on Purchase Policy and Government e Market Place (GeM)

by

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Essential conditions governing expenditure from Public Funds (WBFR-I Rule-34)

- A) Expenditure has to be sanctioned by general or special orders of the governor or by an authority to which power has been duly delegated in this behalf

- b) Expenditure is within delegated powers of the authority who is incurring such expenditure(viz- DFPR 1977)

- c) Expenditure has been provided for in the authorised grants and appropriations for the year

Standards of Financial Propriety (Rule-35 OF WBFR- PT-I)

- Every officer incurring or authorising expenditure from public fund should be guided by high standards of financial propriety and emphasis is laid on the following principles:-
- A) Every officer is expected to exercise same vigilance in respect of expenditure incurred from public moneys as a man of ordinary prudence would exercise in spending his own money
- B) The expenditure should not be more than the occasion demands
- C) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage

Amendment of Purchase Policy

Notification No. 5400 –F(Y) Dt. 25th
June ,2012 of Finance (Audit) Deptt
amended W.B.Financial Rules ,
Volume –I and in partial modification
of Notification No. 10500-F dated 19th
November ,2004

New Purchase Policy

<p>Purchase upto Rs 10,000/-</p>	<p>Without any tender and quotation. The purchasing authority shall certify that the purchase has been made at reasonable market price.</p>
<p>Purchase Rs 10,001 -99,999/-</p>	<p>Inviting Quotation from at least 4 (four) reliable firms.</p>
<p>Purchase Rs 1,00,000/- and above FD Notification No.3103-F(Y) Dt 27.07.2022</p>	<p>E- Tender at least 3 (three) firms</p>

Tender

✓ An offer to execute certain work, service and supplying goods at a given price (estimated).

Objective of Tender

- Transparency
- Competition
- Economy
- Accountability

Publication of Tender

- Notice Board

- Website

- Newspaper

Local Purchase Committee: - Purchase by invitation of quotation, procurement shall be finalised on recommendation of Local Purchase Committee to be constituted in each office.

Brief referral advertisement: - It will contain only certain title information such as name and location of the scheme, last date for submission of tender and name of the website where details are available.

Publication Procedure :-

SI No.	Item	Manner of Tender
1.	For Supply of articles or stores or execution of works and services with estimated value exceeding Rs 10,000 –Rs 1 lakh	Publication of works in the Notice Board and Official website of administrative department if maintained.
2.	For execution of works exceeding Rs 1 lakh – upto Rs 5 lakh	Publication of works in the Notice Board ,on the website of administrative department and brief referral advertisement in at least one daily Bengali newspaper(Nepali in case of hilly areas of Darjeeling and Kalimpong District) and E-tender portal of Govt of West Bengal (https://wbtenders.gov.in) mandatorily.

3. For execution of works exceeding Rs 5 lakh – upto Rs 10 lakh	Publication of works in the Notice Board ,on the website of administrative department and brief referral advertisement in at least one in Bengali (Nepali in case of hilly areas of Darjeeling and Kalimpong District) and one English News paper and E-tender portal of Govt of West Bengal (https://wbtenders.gov.in) mandatorily. FD Memo No. 2391-F(Y) Dt 10.08.2020- Revised provision for publication of brief referral advertisement in daily newspaper.
4. For execution of works exceeding Rs 10 lakh	Publication of works in the Notice Board ,on the website of administrative department , official website of Govt. of West Bengal and brief referral advertisement in atleast one Bengali (Nepali in case of hilly areas of Darjeeling and Kalimpong Districts) and one English and one Hindi newspaper and E-tender portal of Govt of West Bengal(https://wbtenders.gov.in) mandatorily.

Minimum period allowed for submission of tender:-

Sl No	Item	Minimum period for submission of tender from the last date of publication
1.	For supply of articles or stores or for execution of works and services with estimated value not exceeding Rs 10 lakh	7 days
2.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs 10 lakh to Rs 1 crore	14 days
3.	For supply of articles or stores or for execution of works and services with estimated value exceeding Rs 1 crore	21 days

Government of West Bengal
Finance Department
Audit Branch

No. 4328-F(Y)

Dated 6th July, 2018

MEMORANDUM

Sub: Revised list of Agencies to execute Government works under Rule 47D of WBFR

In partial modification of FD Memo No. 2867-F(Y) dated 11.05.2017 and other orders issued in this regard, the Annexure C under Rule 47D of WBFR will consists of only the following organizations:

- i. Development Authorities under Urban Development & Municipal Affairs Department.
 - ii. Other State Organizations/Corporations to be selected by the Finance Department on case-to-case basis.
2. This order will take immediate effect. However, the projects where the work orders have already been issued by organizations who were in Annexure C of Rule 47D of WBFR earlier before issuance of this order, they may continue said works till completion of such projects.


(H.K. Dwivedi)

Additional Chief Secretary to the
Government of West Bengal

Tender Acceptance and Technical Sanction

FD Memo No. 30-F(Y) Dated 05.01.2021

**Acceptance of Tender FD Memo
No. 2320-F(Y) Dt 07.06.2022**

Agency Function (Rule 47D) Annexure –D of Central PSU

Annexure D regarding engagement of Central PSU under Rule 47D as mentioned in FD No.5400-F(Y) Dt 25.06.2012 is discontinued vide FD Memo No. 479-F(Y) Dt 28.01.2016. However, central PSU may participate in State Govt tenders, and execute works if selected through e-tender process.

Materials for which the **Director General of Supplies and Disposals (DGS& D)** and National Informatics Centre Services Incorporated (NICSI) rate contracts are available can be purchase directly from the enlisted agencies of DGS&D and NICSI at approved rate contracts.

- For works exceeding Rs 10 lakh or for purchasing plant, machinery etc of complex and technical nature bid may be invited in two parts in two bid system.
- Selection of agency should be made on the basis of at least three tenders which shall be opened in presence of willing agent. If the number of tender received is less than three then tender should be invited afresh.
- In case of invitation of tender under two bid system, if the number of tenderers/bidders are qualified in the technical bid is less than three tender should be invited afresh.

Applicability of WBFR for all procurement and works in all State Government Offices and State owned PSUs, Local Bodies, Statutory and Autonomous Bodies, Societies, Commissions, Samitis, Authorities, Boards, Universities, Federations and other Parastatals, Grants-in-Aid Institutions including the procurement and work funded from their own source of fund.

FD Memo No. 7415-F(Y) Dt 04th Dec, 2017

Tender Inviting Authority shall have to maintain a **Tender Register** in the prescribed proforma as mentioned in Memo No. 9754-F(Y) Dt 03.12.2012

Revised norms for acceptance of L1 / H1 bid / Single bid when the no. of qualified bidders during 2nd call is less than 3 as per **FD Memo No 925-F(Y) Dt 14.02.2017 read with FD Memo no. 3661-F(Y) Dt 07.06.2018 AND FD Memo No.6989-F(Y) Dated 19.11.18**

Acceptance of Tender FD Memo No. 2320-F(Y) Dt 07.06.2022

Role of Departmental Tender Committee

FD Memo No. 5965-F(Y) Dt 14.09.2018

3. The Departmental Tender Committee shall be responsible for evaluation and recommendation of tender related works including **but not limited to** the following:

- i. Scrutinize all the tender related documents to ascertain whether all the basic principles of public procurement have been followed;
- ii. Ensure that the necessary formalities as per guidelines issued by Finance Department from time to time have duly been observed by the Tender Inviting Authority;
- iii. Check the technical criteria including the necessary credentials in order to ensure that the technical criteria were not too restrictive and not fixed at a higher level than required for the project;
- iv. In case of Non-Schedule Items, the market rate of similar items or substitute items may also be compared. And after evaluation, if it is revealed that the discovered rate is unreasonably higher than the prevalent market rate/estimated cost then the Committee shall take a view on the reasonableness of the discovered rate; and
- v. Place the matter for approval of the appropriate authority in the Department after doing due diligence on the tenders.

Additional Performance Security when the bid rate is 80% or less of the Estimate put to tender and no increase in scope of work of projects during execution phase as per FD Memo No. 4608-F(Y) Dt 18.07.2018

Necessary provision shall be incorporated in all Notice Inviting Tenders and shall be part of the Contract Agreement.

Splitting of works and/or Increase
in scope of work of projects during
execution phase should be
avoided as per FD Memo No.
4609-F(Y) Dt 18.07.2018 read
with FD Memo No. 284-F(Y) Dt
16.01.2020
FD Memo no. 465-F(Y) dt 07.02.22

Online receipt and refund of EMD
of e-procurement through State
Government e- procurement portal
vide FD Memo No 3975-F(Y) Dt
28.07.2016

E - Procurement

Objective of e-tender

- Accountability
- Transparency
- Uniformity in the system in a centralized manner

NIC developed a portal exclusively for uploading the tender related documents of the State Govt

<https://wbtenders.gov.in>



Tenders West Bengal

The West Bengal Government eProcurement System



15-Aug-2015

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« eProcurement Team Wishes All Users A Very Happy Independence Day

« IN THE NEW VERSION OF THE SOFTWARE OFFICERS SHOULD MANDATORILY SELECT THE REQUIRED OID (OTHER IMPORTANT DOCUMENTS) DOCUMENTS WHILE PUBLISHING THE TENDERS OTHERWISE BIDDERS WILL NOT BE ABLE TO UPLOAD THE SAME WHILE BIDDING.

« The 24x7 Telephonic Help Desk - Toll Free No. 1800 3070 2232 and Mobile Nos 91-7878007972 /91-7878007973

MIS Reports

Tenders by Location

Tenders by Organisation

Tenders by Classification

Tenders in Archive

Tenders Status

Cancelled Tenders

Downloads

Announcements

10012031 Recognitions

Welcome to eProcurement System

The eProcurement System of West Bengal enables the Tenderers to download the Tender Schedule free of cost and then submit the bids online through this portal.

Latest Tenders

Tender Title	Reference No	Closing Date	Bid Opening Date
under PUP fund for the year 2015-2016			
3. Construction of Khamarberia-III I.C.D.S with Tube well at mouja- Khamarberia , JL no-227, Plot-2444 (Centre no-172) under Onda-I G.P of Onda Panchayat	NIeT14 of 2015-16	25-Aug-2015 11:00 AM	25-Aug-2015 02:00 PM

[More...](#)

Latest Corrigendums

Corrigendum Title	Reference No	Closing Date	Bid Opening Date
1. BOQ PROBLEM	NIeT-05/2015-16 of EE/NAD-1	17-Aug-2015 02:00 PM	18-Aug-2015 02:00 PM
2. Tender Value	002/2015-16	17-Aug-2015 04:00 PM	21-Aug-2015 04:00 PM

Certifying Agency

User Login

Login ID *

Password *

Login

[Online Bidder Enrollment Generate / Forgot Password?](#)

Search with ID/Title/Reference no

Tender Search

Advanced Search

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Benefit of e-tender

- Both Govt. buyers & suppliers will be benefitted to reduce cycle time
- To reduce unnecessary paper work
- To stop waiting in long queues
- Enhance the transparency in the entire process.
- It is an easy to use.
- Web based solution for conducting dynamic exchanges in an online environment.

E-Tender mandatory for

- ✓ All State Govt. Deptt.
- ✓ Subordinate offices
- ✓ All Autonomous Bodies
- ✓ Local Bodies
- ✓ Corporation
- ✓ PSU





Consequent upon abolition of DGS&D system, Government e-Marketplace (GeM) was introduced and now procurement in West Bengal by Govt / Semi Govt /Govt aided offices is allowed as per FD Memo No. 3876-F(Y) Dt 14.06.2018

Procurement of Goods and Services through Government e Marketplace(GeM) has been introduced vide FD Memo No. 3876-F(Y) Dt 14.06.2018 for voluntary purchase by Administrative Departments/Govt Offices/ Public Sector Undertakings/Statutory Bodies/ Local Bodies etc. under the administrative control of the State Government.

Guideline for creation of Organisational Hierarchy and Selection of Primary/ Secondary users in GeM vide FD Memo No. 4949-F(Y) Dt 03.08.18

Revised provision for procurement through Government e-Marketplace vide FD Memo No. 5430-F(Y) Dt 23.08.18

Revised manner of procurement through GeM vide FD Memo No. 4262-F(Y) Dated 26.07.2019

In order to procure goods and services through GeM, Buyer Registration is required by the respective organisation on the GeM Portal (<https://gem.gov.in>)

1.	Up to Rs 25000/-	Purchase / Procurement value upto Rs 25,000/- may be made directly through GeM, meeting the requisite quality, specification and delivery period. However, in case of procurement other than through GeM, the ceiling for direct purchase will remain Rs 10,000/- as stipulated in FDs Memo No. 5400-F(Y) Dt 25.06.2012
2.	Rs 25,001 – 1,00,000/-	Through the GeM, Seller having lowest price amongst at least three available sellers meeting the requisite quality, specification and delivery period. The tools for online bidding and online reverse auction available on GeM can be used by the buyer if decided by the Competent authority.
3.	Above Rs 1,00,000/-	Through the supplier having lowest price meeting the requisite quality, specification and delivery period after mandatorily obtaining bids, using online bidding or reverse auction tool provided on Gem.

If the number of qualified vendors/sellers is less than three for L1 Purchase / Bidding in GeM, then the Administrative Deptt shall take a decision based on the following situations:-

Case 1:- If the no. of qualified bidders is 2, the Procuring Authority should mandatorily use online Reverse Auction available on GeM.

Case 2:- If the no. of qualified vendor/ seller is 1, the relevant provision of FD Memo No.6989-F(Y) Dated 19.11.2018 read with FD Memo No. 925-F(Y) Dt 14.02.17 are to be followed.

Primary User :-

Primary User shall be responsible for registering the organisation on GeM, for creating Secondary Users., assigning them roles and responsibilities on GeM and for supervision of all transactions performed by Secondary Users under him/her. Any individual entity who has been assigned the duty of Primary User can never function as Secondary User unless he/she relinquish his/her charge as Primary User.

Secondary Users :-

Secondary Users are officials responsible for doing certain procurement transaction on GeM including Placement of Contracts, Receipt of Stores and Payment to the Sellers etc.

The Secondary User with assigned role of making payment (DDO) to the Sellers shall be separate entity from the entity who has been assigned the role of buyer or consignee.

Consignee Module

Consignee Action :- Consignee's
Receipt and Acceptance
Certificate (CRAC)

For purchase of Branded Articles and Proprietary items through GeM, concurrence of FD shall mandatorily be obtained as per FD Memo No. 1956-F(Y) Dt 04.04.2014 before placing the Order on GeM.

The procurement of vehicles, computers & peripherals, printers, scanners, photocopier Machines etc. may be made only through GeM. For other articles ,procurement through GeM is voluntary.

In all cases, before placing an order in Gem, the Procuring Authority shall satisfy itself about the reasonability of the rates of the items to be procured and ensure that the items usually procured together have not been split into multiple orders to avoid cellings defined in Financial Rules.

(Name and address of the Office)

SANCTION ORDER for procurement through GeM

Memo No.

Date:

Products/Services to be procured	
Quantity	
Amount Sanctioned by the competent authority as per DFPR for this Order (in Rs.)	
Name of the appropriate Sanctioning Authority as per DFPR	
Head of Account/Scheme ID (if applicable)	
Whether fund has been blocked / kept aside for timely payment	(Yes/No)
U.O. No. & Date (if available)	
Remarks	

This is to certify that sanction of appropriate authority as per DFPR and other extant rules in force has been obtained for procuring items as mentioned above and the fund in relevant Head of Account/Deposit Account/Bank Account has been kept aside for making timely payment to the Seller.

SIGNATURE OF HEAD OF OFFICE :

DESIGNATION WITH SEAL :

Memo No. / 1(3)

Date:

Copy forwarded to:

- i) Buyer
- ii) Drawing & Disbursing Officer/Paying Authority
- iii) Consignee(s)

SIGNATURE OF HEAD OF OFFICE :

DESIGNATION WITH SEAL :

Ordinary Auction / Forward Auction

- Buyers compete to obtain goods or services by offering increasingly higher prices



Reverse Auction

- The sellers compete to obtain business from the buyer and prices will typically decrease as the sellers underbid each other.



The interim payment procedure for procurement through GeM till integration of GeM with IFMS is as follows:-

a. The DDO will submit bill to concerned Treasury within 2 days of generation of Consignee's Receipt and Acceptance Certificate (CRAC) with copy of the printout(s) of the invoice for the GeM purchase along with bank details of the concerned supplier(s).

b. The bill will be processed in the concerned Treasury on priority basis and after passing of the bill the proceeds would be credited to the bank account of the supplier.

c. The DDO will obtain the UTR (Unique Transaction Reference) against the payment made from the DDO interface of IFMS and update the same in the GeM Portal to complete the process.

**Introduction of IFMS-GeM integration vide FD
Memo No. 834-F(Y) Date 01.03.2021**

The total time limit for payment to the vendor being 10 days from the generation of CRAC. Procuring offices should scrupulously follow the timeline for submission of bills in the Treasury and Treasury Officers should make payments within 2 days of receipts of bills from the DDO provided all other provisions like allotment, DFPR etc. have been properly followed by the concerned Procuring Authority.

Thank You!

