

Government of West Bengal
Finance Department
Audit Branch

No. 1235-F(Y)

Date: 12th March, 2020

MEMORANDUM

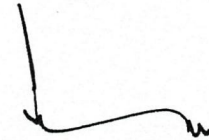
Sub : Selection of agencies centrally for providing similar nature Services

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

