



**Government of West Bengal**  
**Irrigation & Waterways Department**  
**Jalasangraha Bhavan, 3rd Floor, Western Block**  
**Bidhannagar, Salt Lake City, Kolkata 700091**

Memo No. 144 – IB  
IW/O/IB-Misc-38/2011(Pt.III)

Dated, 12<sup>th</sup> August, 2016

**ORDER**

Finance Department, Audit Branch, vide their 'Memorandum' No. 3975-F(Y), dated 27.08.2016 with effect from the 1<sup>st</sup> August 2016 has introduced the on-line receipt and refund of Earnest Money Deposit (EMD) relating to e-procurements (including e-tender of all works above value ₹ 5.00 lakh) through the State Government e-procurement portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

On-line Earnest Money Deposit (EMD) payment is to be made by interested bidders by 'Net Banking' (having their account in any listed bank with such facility) through **ICICI Bank Payment Gateway**, and also through **RTGS/NEFT**, using on-line pre-filled challans generated in the system of State Government e-procurement portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

A pooling account would be maintained in the Focal point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata 700 001 for collection of the deposited EMD/Tender fees (pooling account designated exclusively for State Government Departments ).

Out of all the EMD/tender fees etc. deposited in the pooling account of ICICI Bank, the EMD of the L1 bidder would be transferred electronically / automatically to the State Government deposit head '8443-00-103-001-07' through GRIPS along with Bank details of L1 bidder and unsuccessful bids refunded to their accounts. Tender fees, if any would be transferred electronically to the Government Revenue Receipt head '0070-60-800-013-Receipt on Sale of Tender Documents-27-Other Receipts' through GRIPS.

The presently followed existing system of Earnest Money submission (EMD) will continue till 31.08.2016 together with this newly introduced on-line system of Net Banking/RTGS/NEFT to make a smooth transaction into the new system.

However, from 01.09.2016 onwards, all the EMD/Tender fees etc. in respect of all e-tenders of this Department will mandatorily be received and refund/settlements made as per the procedure stated above.

This order is to be implemented in supersession of Finance Department earlier Memorandum No. 1526-F(Y) dated 18.03.2014 in the same subject.

First phase of training for tender inviting authorities and prospective bidders in this regard has already been imparted through the e-tender help desk & Nodal officer of e-tender of this Department. Further trainings would be continuously given by the same authorities till the new system is made fully operational.

Photocopy of the Finance Department, Audit Branch G.O No. 3975-F(Y) dated 28.07.2016 containing all relevant details are also being annexed.

Encl: As stated

*Sd/-*  
**(A. Ghosh)**  
Deputy Secretary to the  
Government of West Bengal

*[Handwritten signature]*

Copy forwarded for information to:

1. P.S to Hon'ble Minister-in-Charge  
Irrigation & Waterways Department
2. Secretary  
Finance (Audit) Department, Group-T  
NABANNA  
325, Sarat Chatterjee Road  
Howrah 711 102
3. Executive Engineer attached to Principal Secretary  
Irrigation & Waterways Department
4. Financial Advisor  
Irrigation & Waterways Department

*Sd/-*  
(A. Ghosh)  
Deputy Secretary to the  
Government of West Bengal

Memo No. 144 /2(8) –IB

Dated, 12<sup>th</sup> August, 2016

Copy with of copy of enclosure forwarded for information to:

1. Executive Engineer  
DVC Study Cell & Nodal officer e-tender  
Irrigation & Waterways Directorate

He is further requested to arrange for **bidders training** with exclusive time slots, daily, till the newly adopted procedure is made full proof and fully operational.

2. Officer-in-Charge  
NIC Centralised Help Desk,  
Unnayan Bhawan, Salt Lake, Kolkata
3. Chief Engineer \_\_\_\_\_  
Irrigation & Waterways Directorate
4. Superintending Engineer  
\_\_\_\_\_ Circle  
Irrigation & Waterways Directorate
5. Executive Engineer  
\_\_\_\_\_  
Irrigation & Waterways Directorate
6. Chief Manager, ICICI Bank  
R.N Mukherjee Road Branch  
Kolkata 700 001
7. Executive Engineer & Nodal officer e-Tender  
Irrigation & Waterways Directorate
- ✓ 8. Shri Sujoy Saha  
Executive Engineer

-He is requested to upload this order in the Order with Annexure in the Departmental website  
[www.wbiwd.gov.in](http://www.wbiwd.gov.in).

Encl: As stated.

*Sd/-*  
(A. Ghosh) 12-8-16  
Deputy Secretary to the  
Government of West Bengal



302  
Government of West Bengal  
Finance Department  
Audit Branch

No. 3975-F(Y)

Dated, 28<sup>th</sup> July, 2016

**MEMORANDUM**

**Sub: Online receipt and refund of EMD of e-procurement through State Government e-procurement portal**

The State Government procurement portal has already been integrated with the Payment Gateway of ICICI Bank for deposit of EMD and other fees by the bidders participating in e-procurement.

Now, in cancellation of this Department Memorandum No. 1526-F(Y) dated 18.03.2014, the Governor is pleased to prescribe the following procedure to be adopted for deposit of EMD / Bid Security related to e-procurement of the State Government Departments and its subordinate offices, PSUs, Autonomous and Local Bodies, PRIs, etc

**1. Login by bidder:**

- a) A bidder desirous of taking part in a tender invited by a State Government Office/PSU/Autonomous Body/Local Body/ PRIs, etc shall login to the e-Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.
- b) He will select the tender to bid and initiate payment of pre-defined EMD / Tender Fees for that tender by selecting from either of the following payments modes:
  - i) Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI Bank Payment Gateway;
  - ii) RTGS/NEFT in case of offline payment through bank account in any Bank.

**2. Payment procedure:**

- a) Payment by Net Banking (any listed bank) through ICICI Bank Payment Gateway:
  - i. On selection of net banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with a string containing a Unique ID) where he will select the Bank through which he wants to do the transaction.
  - ii. Bidder will make the payment after entering his Unique ID and password of the bank to process the transaction.
  - iii. Bidder will receive a confirmation message regarding success/failure of the transaction.
  - iv. If the transaction is successful, the amount paid by the bidder will get credited in the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
  - v. If the transaction is failure, the bidder will again try for payment by going back to the first step.

b) Payment through RTGS/NEFT:

- i. On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction.
- ii. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using his Bank account.
- iii. Once payment is made, the bidder will come back to the e-Procurement portal after expiry of a reasonable time to enable the NEFT/RTGS process to complete, in order to verify the payment made and continue the bidding process.
- iv. If verification is successful, the fund will get credited to the respective Pooling account of the State Government /PSU/Autonomous Body/Local Body/PRIs, etc maintained with the Focal Point Branch of ICICI Bank at R.N. Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
- v. Hereafter, the bidder will go to e-Procurement portal for submission of his bid.
- vi. But if the payment verification is unsuccessful, the amount will be returned to the bidder's account.

3. Refund/Settlement Process:

- i. After opening of the bids and technical evaluation of the same by the tender inviting authority through electronic processing in the e-Procurement portal of the State Government, the tender inviting authority will declare the status of the bids as successful or unsuccessful which will be made available, along with the details of the unsuccessful bidders, to ICICI Bank by the e-Procurement portal through web services.
- ii. On receipt of the information from the e-Procurement portal, the Bank will refund, through an automated process, the EMD of the bidders disqualified at the technical evaluation to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of bid is uploaded to the e-Procurement portal by the tender inviting authority.
- iii. Once the financial bid evaluation is electronically processed in the e-Procurement portal, EMD of the technically qualified bidders other than that of the L<sub>1</sub> and L<sub>2</sub> bidders will be refunded, through an automated process, to the respective bidders' bank accounts from which they made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on rejection of financial bid is uploaded to the e-Procurement portal by the tender inviting authority. However, the L<sub>2</sub> bidder should not be rejected till the LOI process is successful.
- iv. If the L<sub>1</sub> bidder accepts the LOI and the same is processed electronically in the e-Procurement portal, EMD of the L<sub>2</sub> bidder will be refunded through an automated process, to his bank account from which he made the payment transaction. Such refund will take place within T+2 Bank Working Days where T will mean the date on which information on Award of Contract (AOC) to the L<sub>1</sub> bidder is uploaded to the e-Procurement portal by the tender inviting authority.



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- v. As soon as the L<sub>1</sub> bidder is awarded the contract (AOC) and the same is processed electronically in the e-Procurement portal –
- a) EMD of the L<sub>1</sub> bidder for tenders of State Government offices will automatically get transferred from the pooling account to the State Government deposit head "8443-00-103-001-07" through GRIPS along with the bank particulars of the L<sub>1</sub> bidder.
  - b) EMD of the L<sub>1</sub> bidder for tenders of the State PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will automatically get transferred from the pooling account to their respective linked bank accounts along with the bank particulars of the L<sub>1</sub> bidder.
- In both the above cases, such transfer will take place within T+1 Bank Working Days where T will mean the date on which the Award of Contract (AOC) is issued.
- vi. The Bank will share the details of the GRN No. generated on successful entry in GRIPS with the E-Procurement portal for updation.
- vii. Once the EMD of the L<sub>1</sub> bidder is transferred in the manner mentioned above, Tender fees, if any, deposited by the bidders will be transferred electronically from the pooling account to the Government revenue receipt head "0070-60-800-013-27" through GRIPS for Government tenders and to the respective linked bank accounts for State PSU/Autonomous Body/Local Body/PRIs, etc tenders.
- viii. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD & Tender Fees ( if any ) were initiated.

#### 4. Accounting and Monitoring Process:

- i. The ICICI Internet Banking will communicate to the State Government e-Procurement portal all details of transactions on daily basis.
- ii. The Tender Inviting Authority of the Government Offices/PSUs/ Autonomous Bodies/Local Bodies/PRIs, etc will be using their respective e-procurement User ID and Password to view the EMD and Tender Fees deposited by the bidders in the pooling accounts.
- iii. The nodal officer of the Finance Department, Government of West Bengal will be able to view the Department-wise EMD and Tender Fees deposited by the bidders to the pooling accounts and fund transferred downstream at various stages of the tender process to the Government accounts and bidders' accounts, as applicable by using user access as provided by NIC.
- iv. The details of NIC E-Procurement Help Desk and toll free numbers of ICICI Bank are given in annexure.

+ } The system will become effective from 01/08/2016 and can be used by any Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc. with effect from that date. However, with effect from 01/09/2016, all the EMD/Tender fees in respect of e-tender of all State Government Offices/PSUs/Autonomous Bodies/Local Bodies/PRIs, etc will mandatorily be received and refunds/settlements made as per the procedure stated above.

(P A Siddiqui)


Secretary to the  
Government of West Bengal  
Finance Department

No. 3975/1(500)-F(Y)

Dated, 28<sup>th</sup> July, 2016.

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Govt. Place (West), Kolkata-700 001.
3. Principal Accountant General (RW & LBA), 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 this Order to all subordinate offices, PSUs, Local Bodies, Autonomous Bodies, PRIs under their control.
5. Commissioner, \_\_\_\_\_ Division
6. District Magistrate / District Judge / Superintendent of Police, \_\_\_\_\_
7. Financial Advisor, \_\_\_\_\_ Department, Government of West Bengal.
8. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department, for uploading this Order in the Finance Department website.
9. SIO & Director General, National Informatics Centre (NIC), West Bengal, Bidyut Bhavan, Salt Lake, Kolkata-700091.
10. Assistant General Manager, PAD, RBI, Kolkata-700001.
11. Sri Saptarshi Chandra, Chief Manager, Government Banking Group, WB, ICICI Bank Limited, 3A, Gurusaday Road, Kolkata – 700019.
12. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3<sup>rd</sup> Floor, Kolkata - 700 001.
13. Sub-Divisional Officer, \_\_\_\_\_
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office -I, 81/2/2, Phears Lane Kolkata - 700012.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-I, Hyde Lane, Kolkata -700 012.
16. Pay & Accounts Officer, Kolkata Pay & Accounts Office -III, IB Market, 1st Floor, Salt Lake, Sector -III, Kolkata - 700106.
17. Treasury Officer, \_\_\_\_\_
18. \_\_\_\_\_ Branch / Group \_\_\_\_\_, Finance Department.

  
Assistant Secretary to the  
Government of West Bengal



NIC & ICICI BANK E-PROCUREMENT

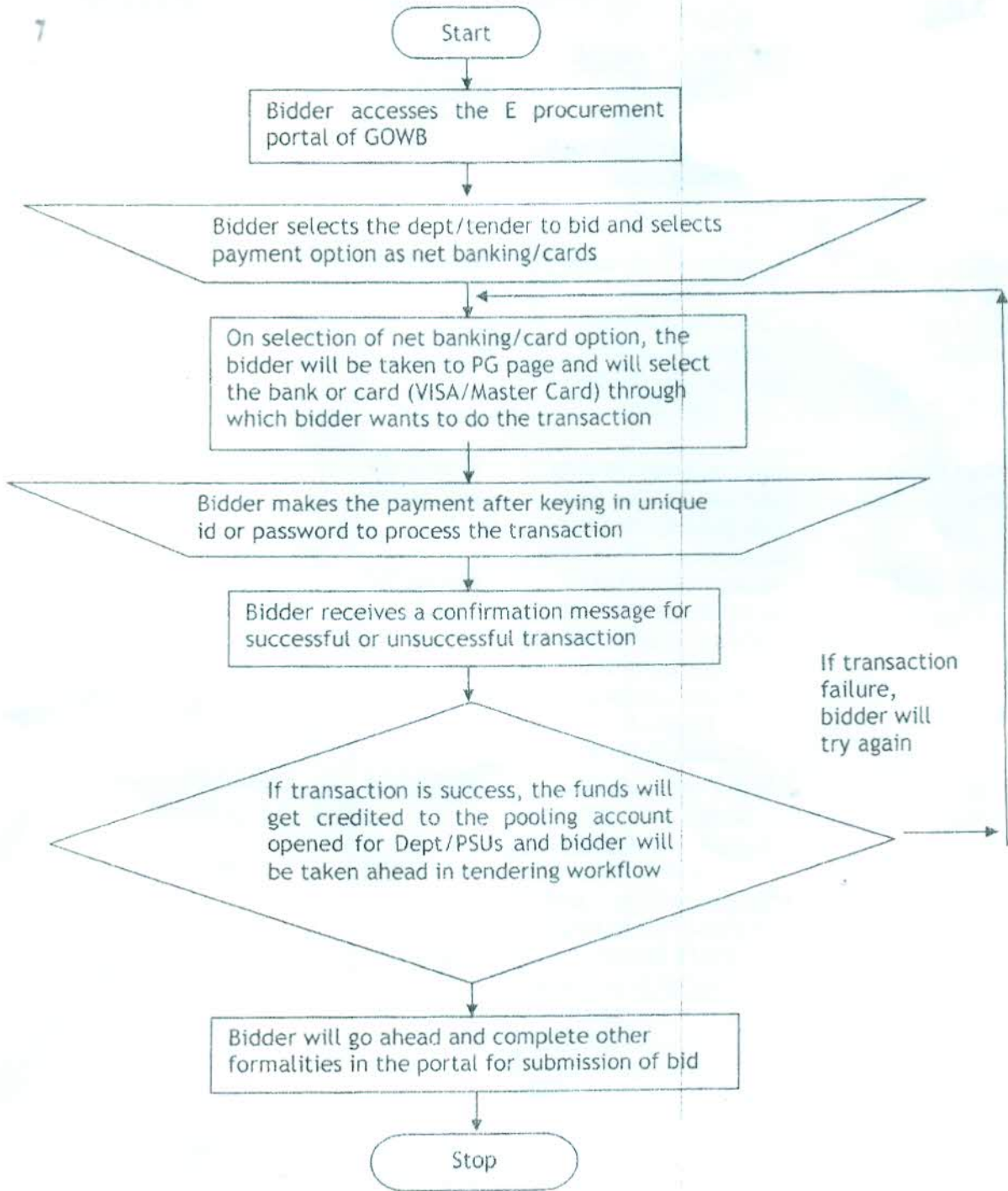
HELP DESK

<u>NAME</u>	<u>LOCATION</u> <u>NIC HELP DESK</u>	<u>CONTACT</u> <u>NO.</u>	<u>MAIL-ID</u>
Mr. ATANU BHUNIYA TANMOY LAHIRI NAZMUS SAHADAT MOLLA JAYANTA SAMANTA NILADRI HEMBRAM	WBPWD guest house,pranjali 3/2 st. Georgers gate road hasting more	033-22236236	wbehelpdesk@gmail.com
Mr. Habibulla Rahaman Mr. Bhaskar Rao Mr. CHANDAN DEY Mr. ROBIN DAS	Irrigation & Waterways dept Jalsampad bhavan, Jalsampad bhavan, Salt lake GROUND floor, Salt lake	9874961136	habibnic@gmail.com b.bhaskarrao30@gmail.com
CHINMAOY MANDAL (Murshidabad Helpdesk)	Office of Superintending Engineer, C.R. Das Road, P.O-Berhampore, Dist.-Murshidabad, Pin-742101	8158999869 9641902796	hripwdmsd@gmail.com
Mr. ARINDAM BERA (Midnapore Helpdesk)	MIDNAPUR HIGHWAY DIVISION NO.II PUBLIC WORKS(ROADS) DTE SAHEED MANGAL PANDEY SARANI PASCHIM MEDINIPUR:721101	9641951710	hripwdmed@gmail.com
DINESH MAHATO (Burdwan Helpdesk)	P.W.D. Burdwan Division, Aftab Club Court Compound, Burdwan	9932302439	hripwd.burdwan.helpdesk@gmail.com
Mr. RAJU DAS (Malda Helpdesk)	MALDA PWD HIGH DIVISION,SINGTALA BUS STOP-HANTA KALIBARI	9800262930	hripwdmld@gmail.com
Mr. NIRUPAM NAG (Siliguri Helpdesk)	PWD NORTH BENGAL CONSTRUCTION DIVISION AIR VIEW MORE (NEAR 2 <sup>ND</sup> MAHANANDA BRIDGE) HILL CART ROAD SILIGURI - 734001	7501483711	hripwddjq@gmail.com
ICICI Bank Help desk	NA	033-40267512 033-40267513	saptarshi.chandra@icicibank.com

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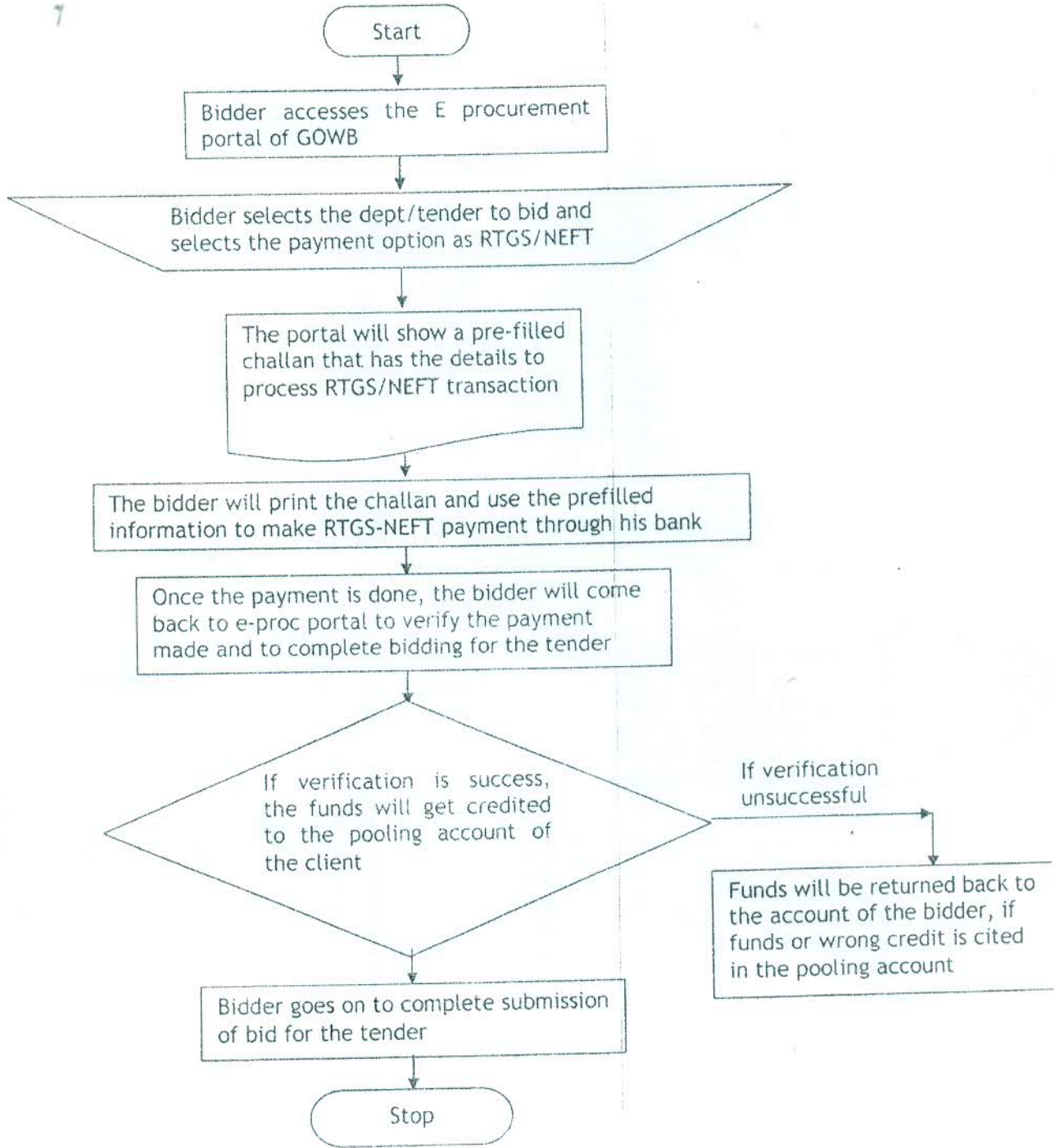
Process for payment through Payment gateway (PG) (Annexure I)

7





Process for payment through RTGS/NEFT (Annexure II)



Process of refund/settlement (Annexure III)

