

GOVERNMENT OF ASSAM  
FINANCE (ESTABLISHMENT- B) DEPARTMENT  
DISPUR, GUWAHATI-6

No.FEB.269/2017/27

Dated Dispur the 21<sup>st</sup> August, 2019

OFFICE MEMORANDUM

**Subject: Online receipt of Tender Processing Fees, Bid Security and refund of Bid Security of e-Tenders**

**1. Online Tender Processing Fee and Bid Security instead of DD/BC**

In order to make the implementation of the e-Procurement process simpler and transparent, the Government of Assam has decided to **abolish the Tender Fees** for e-Tenders and instead collect **online Tender Processing Fees** centrally. Further, the Government of Assam has decided to start accepting online Bid Security from bidders in place of Demand Draft (DD)/Banker's Cheque(BC).

Consequent to the above, all Administrative Departments of the Government of Assam and their subordinate Directorates/Offices/Agencies, PSUs, Autonomous Bodies, Local Bodies etc. (including Institutions receiving Grants-in-aids from Government of Assam) are directed to

- i. Stop taking Tender Fees and start collecting **Tender Processing Fees**.  
and
- ii. Start using **online Bid Security/Ernest Money Deposit(EMD)** facility at <https://assamtenders.gov.in> with immediate effect, in place of physical copies of DD/BC.

**2. Rate Slabs for Online Tender Processing Fees**

- i. For tenders with estimated values of up to **Rs. 50.00 cr**, **0.02%** of on estimated value rounded off to its nearest 10s/100s/1000s with an upper limit of **Rs. 20,000.00** is to be collected as Tender Processing Fee.
- ii. For tenders with estimated value **above Rs. 50.00 cr**, **Rs. 30,000.00** is to be collected as Tender Processing Fee.

**3. Methods of Paying Online Tender Processing Fees and Bid Security/Ernest Money Deposit(EMD)**

- i. **Option 1: Internet banking** through State Bank of India(SBI) or any other Banks listed at **State Bank Multi Option Payment System(SBMOPS)** on <https://assamtenders.gov.in>.
- ii. **Option 2:** In case of non-availability of Net Banking facility, bidders may submit Tender Processing Fees and Bid Security using **NEFT/RTGS** option from any Bank against system generated prefilled challan.
- iii. Detailed processes are given in **Annexure I**, including process flow diagram in **Annexure II** for easier understanding of the concerned entities.



4. All Administrative Departments of the Government of Assam and their subordinate Directorates/Offices/Agencies, PSUs, Autonomous Bodies, Local Bodies etc. (including Institutions receiving Grants-in-aids from Government of Assam) further may contact e-Procurement Cell, Finance Department in case of any clarification, contact details are mentioned at Annexure III.
5. The Heads of the Departments are requested to circulate this Office Memorandum to the Subordinate Offices and the Autonomous Bodies/Local Bodies/Corporations/PSUs under their administrative control.
6. This Office Memorandum shall come into force with immediate effect and the Departments shall take all steps to ensure compliance.
7. This issues with the approval of the Hon'ble Finance Minister, Government of Assam.

Sd/- Samir K. Sinha, IAS

Principal Secretary

Govt. of Assam

Finance Department.

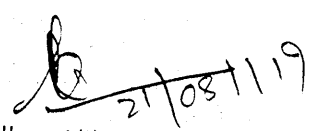
Dated Dispur the 21<sup>st</sup> August, 2019

Memo. No.FEB.269/2017/27-A

Copy forwarded for information and necessary action to :

1. The Accountant General (A&E), Assam, Maidamgaon, Beltola, Guwahati- 29.
2. The Principal Secretary to Hon'ble Chief Minister, Assam
3. P.S to Honble Finance Minister, Assam
4. S.O. to the Chief Secretary, Assam.
5. All Additional Chief Secretaries/Principal Secretaries/ Commissioner & Secretaries/Secretaries to the Govt. of Assam.
6. All Administrative Departments.
7. All Heads of Department Govt. of Assam.
8. All Divisional Commissioners of the Divisions.
9. All Deputy Commissioners.
10. Director, Accounts and Treasuries, Assam.
11. All Sr. F A/ FAO of Administrative Department / Heads of Department
12. All Treasuries / Sub-Treasuries.
13. Finance (e.GU) Department for uploading in the website.

By order etc.,

  
(Fulbar Ali)

Deputy Secretary to the Govt. of Assam  
& Finance (Estt.-B) Department.

## Annexure I

The Government of Assam is pleased to prescribe the following procedure to be adopted for deposit of Tender Processing Fees and Bid Security/EMD related to e-Procurement of the All Administrative Departments of the Government of Assam and their subordinate Directorates/Offices/Agencies etc. (including Institutions receiving Grants-in-aids from Government of Assam)

### I. Payment procedure:

- a) Bidder shall login to <https://assamtenders.gov.in> using his/her login ID and password.
- b) At the time of bid submission process, bidder shall initiate payment of pre-defined Tender Processing Fees &/or Bid Security/EMD for that tender by selecting "Pay Online" option, and choose payment option as SBI Bank.
- c) After accepting Terms & conditions, system will redirect to **State Bank Multi Option Payment System(SBMOPS)** to choose mode of online payment from either of the following payments mode:  
**Option 1: Internet banking** from State Bank of India(SBI) or any other Banks listed at SBMOPS on <http://assamtenders.gov.in>;  
**Option 2: NEFT/RTGS** in case of offline payment from any Bank.
- d) **Option 1: Internet banking from any Banks listed at (SBMOPS);**  
**Step I:** After selecting the desired Bank for online fund transfer under Net Banking section at SBMOPS on e-Procurement portal, bidder shall be redirected to the login page of the selected Bank to complete the payment procedure.  
**Step II:** Bidder shall receive a confirmation message regarding success/failure of the transaction.  
**Step III:** If the transaction is successful, system will allow that bidder to submit his/her bid.  
**Step IV:** If the transaction is failure, the bidder shall have to try again for payment from Step I.
- e) **Option 2: NEFT/RTGS in case of offline payment from any Bank;**  
**Step I:** After selecting the NEFT/RTGS option under Other Payment Mode section at SBMOPS on e-Procurement portal, the bidder shall get NEFT/RTGS form with beneficiary details.  
**Step II:** Bidder has to transfer fund according to the information available in the system generated NEFT/RTGS form under his/her login against any particular tender. Transfer of fund to any other account details will not be considered.  
**Step III:** Once payment is made, the bidder should go back to e-Procurement portal (<https://assamtenders.gov.in>) after sufficient time (generally 4 hours after actual transaction) to reflect the NEFT/RTGS information from the issuer Bank to e-Procurement portal, in order to verify the payment made and complete the bidding process.  
**Step IV:** If verification is successful, the system will provide confirmation and allow to submit the bid.  
**Step V:** If the payment verification is unsuccessful even after sufficient time has elapsed, it indicates that the transaction has failed in which case the amount will be returned to the source account from where it was debited.

### II. Refund/Settlement Process:

- a) E-Procurement portal of Government of Assam has five stages (for two cover system) after bid submission closing i.e. Technical Opening, Technical Evaluation, Financial Opening, Financial Evaluation and Award of Contract (AOC). After completion of every stage, Tender Inviting Authority (TIA) will declare the status of every participated bidder as successful or unsuccessful. Every unsuccessful bidder will get back his/her EMD within **T+4** Bank working



days where T will mean the date on which information on rejection of bid is uploaded in the e-Procurement portal by the TIA.

In any other methods, whenever TIA rejects any bidder and uploads the reason for rejection online, every unsuccessful bidder will get back his/her EMD within T+4 Bank working days.

- b) If TIA forfeit any bidder's EMD on the same day of rejection, that amount will be transferred to specified treasury head for Government Departments and to the specific Bank account provided by the State PSU/Autonomous Body/Local Body, etc.
- c) After submission of Performance Bank Guarantee (PBG), if applicable, by the **Selected Bidder/Bidders**, TIA will upload the Award of Contract (AOC) on <https://assamtenders.gov.in>. EMD submitted by the **Selected Bidder/Bidders** shall also be refunded within T+4 Bank working days.

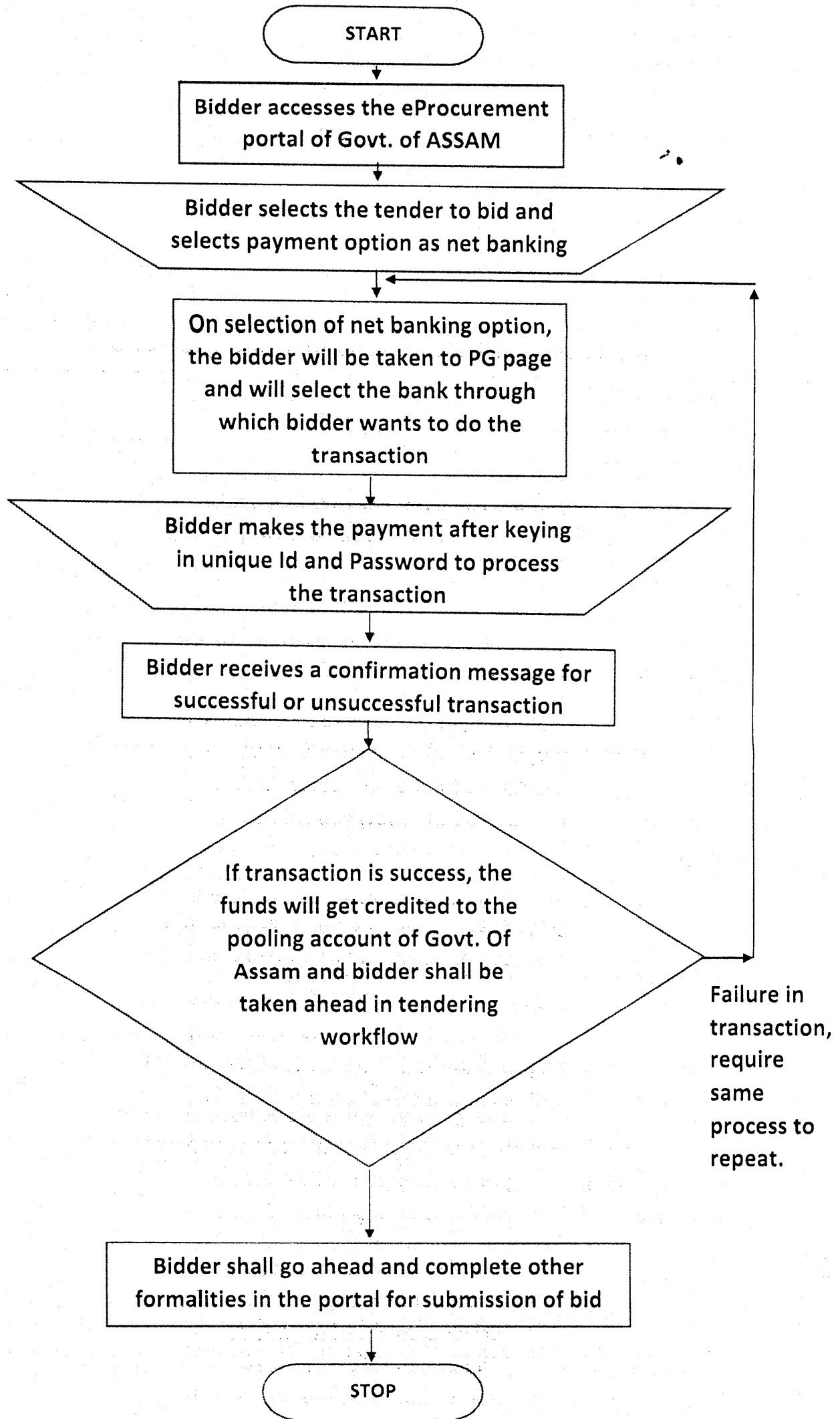
### III. Accounting and Monitoring Process:

- a) After opening of any Tender, TIA will be able to get the details of online transactions related to that particular Tender (through the MIS report generated on <https://assamtenders.gov.in>).
- b) The Nodal officer of the Finance Department, Government of Assam will be able to fetch all online fund transfer related information from e-Procurement portal for the tenders already opened by the respective TIAs.
- c) State Bank of India, as the aggregator Bank, will also submit all transaction related report to the Nodal officer of the Finance Department, Government of Assam, while maintaining the transparency and spirit of the online bidding process.
- d) **The contact details of the e-Procurement Help Desk are given in Annexure III.**

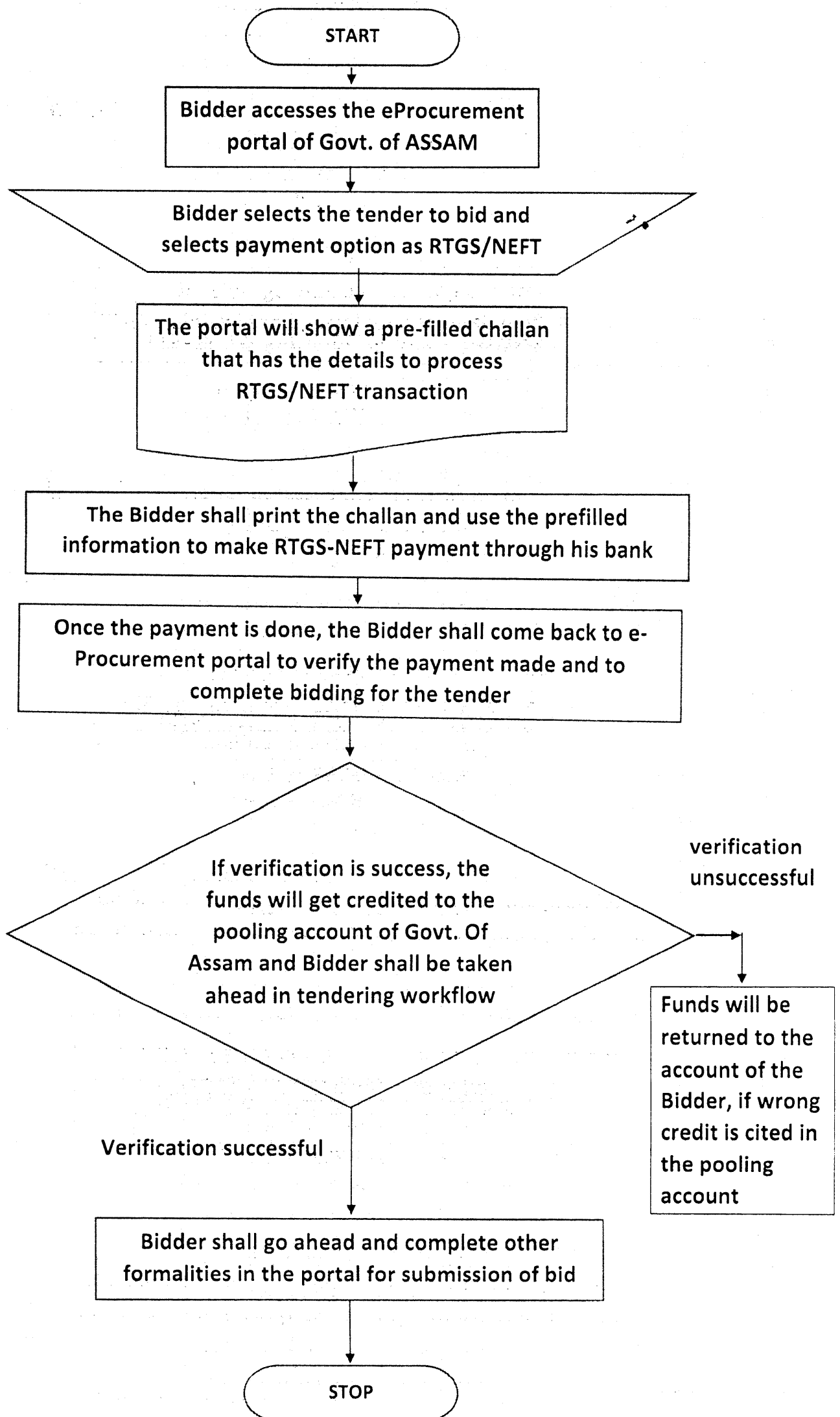


ANNEXURE II

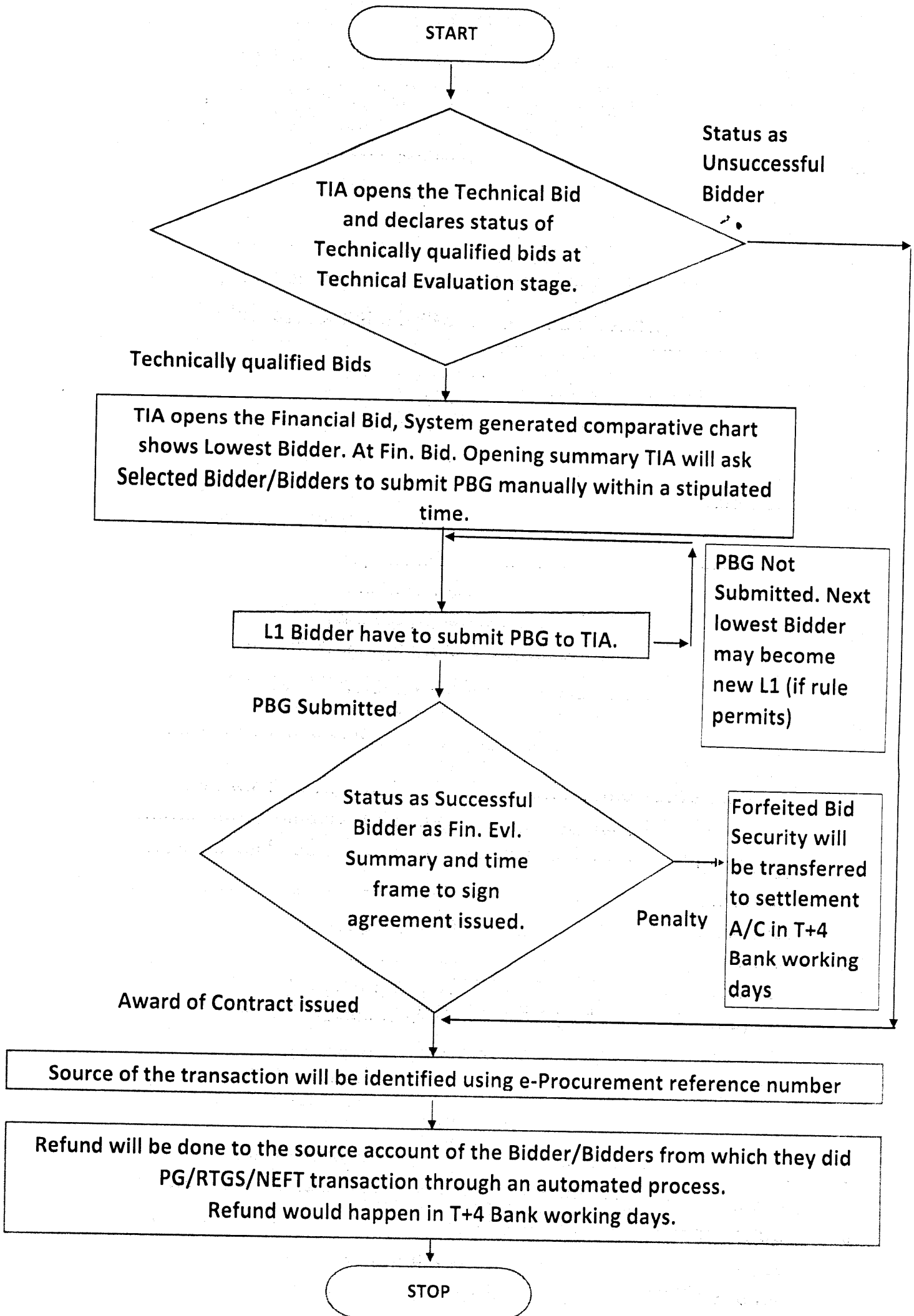
Process for payment through SBMOPS Internet Banking



**Process for payment through RTGS/NEFT**



Process for Refund / Forfeiture of Bid Security



## Annexure III

Name	Office Address	Contact Number	Mail ID
Mr. Abhirup Ghosh, e-Procurement Project Manager	8 <sup>th</sup> Floor, Sri Kamakhya Tower, Mahatma	6901007390	abhirup.ghosh@gov.in
Mr. Apurba Kr. Sarma, Ms. Narzina Ahmed, Mr. Hirannya Kakati, Mr. Chittaranjan Bora	Gandhi Path, Dispur, Ganeshguri, Guwahati, Assam 781006	(0361)- 234 7144 / 234 7188	eprocurementassam@gmail.com

