

GOVERNMENT OF TRIPURA  
FINANCE DEPARTMENT

NO.F.10 (SAB 1)/FIN (EXPDT-1)/2019/956 - 1107 Dated: 17<sup>th</sup> August, 2019

**MEMORANDUM**

**Sub: Collection of Online Tender Fee and Earnest Money Deposit Management.**

It has been observed that most of the Departments are publishing Tenders in Tripura Tenders Portal at <https://tripuratenders.gov.in> and collecting Tender Fee (TF) & Earnest Money Deposit (EMD) in physical form. Tripura eProcurement portal has been integrated with a Payment Gateway, and Departments shall publish tenders with online payment option which enables the Bidders to pay TF and EMD through online mode.

The amount (TF and EMD amount) collected through online mode will reside in the Collection Pooling account of the Finance Department, till the day of tender opening. The TF will be settled to the single centralized TF Settlement Account, opened and operated by the Finance Department, on the day of tender opening (**SBI IFSC Code: SBIN0016355, Bank A/C No. 38615064794**).

**It has been decided that all the EMD submitted by the bidders, including the L1 Bidder, shall be Refunded.**

The Bidders' EMD amount shall be refunded to the bidder, after the "Award of Contract (AoC)" event is completed in the Tripura eProcurement Portal, and only on receipt of "Performance Bank Guarantee" from the L1 Bidder in Physical Form. For that, the Departments shall undertake to do the following in the stated order:

1. Complete the "Financial Bid Evaluation and uploading of "Financial Evaluation Summary" and at that stage the Department has already decided on the L1 Bidder.
2. Shall intimate the L1 Bidder in writing to deposit "Performance Bank Guarantee" by a closing date, as indicated in their DNIT.
3. On receipt of the "Performance Bank Guarantee" from the L1 Bidder, Department shall scrutinize the received instrument for its authenticity and validity, for the Amount and Period, and as detailed in their related DNIT document.
4. Department shall complete the AoC event in the Tripura eProcurement Portal, only after receipt of "Performance Bank Guarantee" from the L1 Bidder as stated above, which will enable automatic refund of the EMD to all the Bidders.

In case the Department wants to forfeit the EMD amount submitted by bidder because of any default, the department can use the "Forfeit Menu" in the

Portal. However, this can be done only till EMD is not refunded to the bidder. Forfeited EMDs will be settled in the centralised Tender fee settlement account.

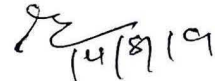
All Departments may take the help of NIC Tripura to get it on-boarded in the Portal, for online payment of TF and EMD. Since the TF and EMD are no longer intended to be collected in Department's Bank Account, it will not be necessary for the Departments to make any Cash Book entries on this aspect.

Departments will also maintain a separate Register to record details of all such receipts of "Performance Bank Guarantee" (Tender ID & Reference No., Issuer Bank, Instrument No. and Date, Amount, Expiry and Claim Validity), and get the validity period of such "Performance Bank Guarantee" extended, as and when required.

PSUs shall also on-board themselves in the Portal for online payment of TF and EMD, and settle both TF & EMD in their own Settlement Bank Account(s), and manage them as per prevailing procedure.

These order come into force with immediate effect.

Enclo: As stated.



**(Manoj Kumar)**  
Additional Chief Secretary  
Govt. of Tripura

To  
All Additional CS/ Principal Secretary/ Secretary/ Special Secretary

.....  
All Head of Departments  
.....

**Indicative "Letter of Intent (LOI)" to the L1 Bidder for depositing "Performance Bank Guarantee" in lieu of EMD Refund**

---

No. \_\_\_\_\_  
GOVERNMENT OF TRIPURA  
Department of \_\_\_\_\_

Dated: The \_\_\_\_\_ August' 2019

To  
M/s ABC Private Limited,  
Agartala.

Sub: Your bid submitted to this office vide Tender ID No. .... Reference  
No..... Dated ..... for the construction/ supply of  
.....

Madam/ Sir,

This is to inform you that the bid submitted as stated above is under consideration by the appropriate authority, subject to your fulfilment of the Tender's terms and conditions and all codal procedures.

You are therefore, requested to immediately deposit the "Performance Bank Guarantee" for an amount of Rs..... (Rupees.....only) vide Tender Clause No..... at Page ....., by 5PM of 20/07/2019 (July 20th, 2019 )for completion of Pre-Award codal procedures.

Failure to comply with the same shall result to your Bid being cancelled and the EMD deposited with respect to the stated tender will be forfeited. Further, your submission of "Performance Bank Guarantee" does not entail you with any right to get the order, unless all the other Tender conditions are satisfied with due verification.

Yours faithfully,