

झारखण्ड सरकार
सूचना प्रौद्योगिकी एवं ई-गवर्नेंस विभाग
झारखण्ड मंत्रालय, धुर्वा, राँची-4

आदेश

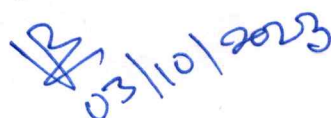
विषय: **e-Procurement Portal (jharkhandtenders.gov.in)** में **Tender Fee** एवं **Earnest Money Deposit (EMD)** के ऑनलाईन भुगतान के संबंध में।

झारखण्ड राज्य के गठन के पश्चात् राज्य सरकार के विभिन्न कार्य विभागों द्वारा विभिन्न परियोजनाओं के कार्यान्वयन हेतु निविदाओं का निष्पादन PWD Code के प्रावधानों के अनुरूप offline पद्धति के द्वारा कराया जा रहा था। इन निविदाओं के निष्पादन में कतिपय अनियमितताओं तथा अस्वस्थ क्रिया-कलापों यथा सक्षम/इच्छुक निविदाकारों को परिमाण पत्र बिक्री नहीं करना, निविदाकारों के साथ पक्षपात व्यवहार अपनाना, निविदाकार को निविदा डालने से बलपूर्वक रोका जाना तथा निविदा निष्पादन में पारदर्शिता का अभाव होने की शिकायतें समय-समय पर प्राप्त होती रही है।

2. इन समस्याओं के समाधान हेतु सूचना प्रौद्योगिकी एवं ई-गवर्नेंस विभाग के संकल्प संख्या- 1244 दिनांक-30.12.2009 द्वारा निविदा के आमंत्रण तथा निष्पादन हेतु e-Procurement नामक Online Portal की शुरुआत की गई और इसी portal के माध्यम से निविदाओं का निष्पादन किया जा रहा है। इस परियोजना हेतु भारत सरकार की संस्था राष्ट्रीय सूचना विज्ञान केन्द्र (NIC) द्वारा GePNIC सॉफ्टवेयर विकसित किया गया है। इसका क्रियान्वयन NIC, Jharkhand द्वारा किया जा रहा है।

3. समीक्षा के क्रम में यह बात प्रकाश में आई है कि लगभग 14 वर्ष पूर्व मंत्रिपरिषद् द्वारा स्वीकृत प्रस्ताव के अनुरूप निविदा आमंत्रण तथा निष्पादन की प्रक्रिया अभी भी पूर्ण रूपेण online नहीं हो पाई है। आज भी निविदाकार द्वारा Tender Fee तथा Earnest Money Deposit (EMD) से संबंधित Draft offline पद्धति के द्वारा जमा किये जाते हैं। अतः जिन उद्देश्यों हेतु Online Tender System की व्यवस्था लागू की गई थी, उनकी पूर्ति आज भी पूर्ण रूपेण नहीं हो पाई है। फलस्वरूप आज भी समय-समय पर निविदा निष्पादन में अनियमितता बरतने की शिकायतें प्राप्त होती रहती है। अतः यह जरूरी हो गया है कि वर्ष 2009 में मंत्रीपरिषद् द्वारा स्वीकृत Online Tender प्रणाली के जो अंश आज भी offline व्यवस्था से निष्पादित हो रहे हैं, उन्हें बिना किसी विलम्ब के online किया जाय।

4. अतः आवश्यकता इस बात की है कि Online Tender व्यवस्था में Tender Fee तथा EMD का भुगतान भी online पद्धति से सम्पन्न हो। समय-समय पर इस विषयक सम्पन्न बैठकों में इस कार्य को पूर्ण करने का निर्देश सूचना प्रौद्योगिकी एवं ई-गवर्नेंस विभाग को दिया गया जिसके

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फलस्वरूप एक Payment Gateway विकसित किया गया है । State Bank of India से Payment Gateway Integration का कार्य भी पूर्ण हो गया है। इस क्रम में State Bank of India द्वारा Common Collection Pooling Account खोला गया है। इसके आलोक में jharkhandtenders.gov.in पर निविदादाता से Tender Fee तथा EMD ऑनलाईन प्राप्त करने तथा वापस करने की सम्पूर्ण कार्रवाई online पद्धति से सम्पन्न होगी।

5. इसका क्रियान्वयन मुख्यतः JAP-IT, Nodal Agency, NIC, Jharkhand Unit एवं Payment Gateway Integrator, SBI द्वारा किया जायेगा। राज्य के सभी सरकारी कार्य विभागों/संस्थानों/निदेशालयों के उपयोग हेतु यथावश्यक Standard Operating Procedure (SoP) संलग्न है।

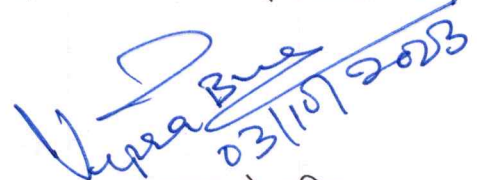
6. संकल्प संख्या 1244 दिनांक 30.12. 2009 की कंडिका 5(viii) में यह प्रावधान है कि e-Procurement परियोजना के विभिन्न प्रावधानों तथा पूर्व में निर्गत विभागीय प्रक्रियाओं/नियमावलियों में भिन्नता होने की स्थिति में e-Procurement के प्रावधान प्रभावकारी माने जायेंगे। इसलिए इस व्यवस्था को लागू करने के लिए तत्काल वर्तमान में लागू किसी नियम/कोड/परिपत्र में संशोधन की आवश्यकता नहीं है।

7. यह व्यवस्था दिनांक 16.10.2023 से लागू होगी। इस तिथि के पश्चात् Tender Fee तथा EMD का भुगतान offline पद्धति से स्वीकार्य नहीं होगा।

अनुलग्नक—यथोक्त।

ज्ञापांक— 120

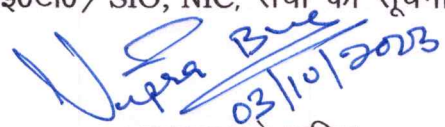
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ज्ञापांक— 120

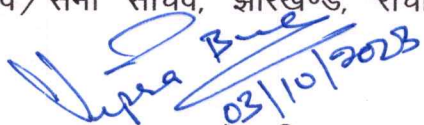
प्रतिलिपि:— सभी अपर मुख्य सचिव/प्रधान सचिव/सभी सचिव, झारखण्ड, राँची को सूचनार्थ एवं आवश्यक कार्यार्थ प्रेषित।


03/10/2023
सरकार के सचिव


राँची, दिनांक— 03.10.2023

ज्ञापांक— 120

प्रतिलिपि:— मुख्य सचिव, झारखण्ड सरकार को सूचनार्थ प्रेषित।


03/10/2023
सरकार के सचिव

राँची, दिनांक— 03.10.2023


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GOVERNMENT OF JHARKHAND
Information Technology & e-Governance Department

Standard Operating Procedure

A. Standard Operating Procedure for Online Collection of Tender Fee and Earnest Money Deposit through jharkhandtenders.gov.in.

1. The State Government hereby defines Standard Operating Procedure (SoP) and reporting of the receipt of Tender Fee, Earnest Money Deposit on submission of bids through the e-procurement portal of Government of Jharkhand i.e. <https://jharkhandtenders.gov.in>.
2. Electronic receipt of Tender Fee has been successfully tested by NIC through State Bank of India payment gateway. Now it has been decided to introduce electronic receipt of **Cost of Tender Paper and Earnest Money Deposit** (Bid Security) on submission of bids using payment gateway of designated banks i.e., SBI for all Government Departments, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies etc. as per ANNEXURE-I within State. The process outlines as well as accounting and reporting structure is indicated below:
 - (a) It will be carried out through a single banking transaction by the bidder for multiple payments like Tender Fee and Earnest Money Deposit as applicable.
 - (b) Various payment modes like Internet banking/NEFT/RTGS of Designated Banks and their Aggregator Banks as well can be accessed by the intending bidders.
 - (c) Reporting and accounting of the e-receipts will be made from a single source.
 - (d) Credit of receipts into the Government accounts and to the designated Bank account of the participating Tender Inviting Authority (TIA) indicated in (b) above would be faster.
3. Only those bidders who successfully remit their **Cost of Tender Paper/Tender Fee and Earnest Money Deposit** while submission of bids would be eligible to participate in the tender/bid process. The bidders with pending or failure payment status shall not be able to submit their bid. Tender inviting authority, Nodal Agency, JAP-IT, NIC, Jharkhand Unit and the designated Banks shall not be held responsible for such pendency or failure.

4. Banking arrangement:

- (a) Designated Banks (SBI) payment gateway has been integrated with e-Procurement portal of Government of Jharkhand (<http://jharkhandtenders.gov.in>)
- (b) The Designated Banks participating in **electronic receipt, accounting and reporting of Cost of Tender Paper/Tender Fee and Earnest Money Deposit** on submission of bids will nominate a Focal Point Branch called e-FPB at SBI, Project Building Branch who is authorized to collect and collate all e-Receipts. Branch will act as the Receiving branch and Focal Point Branch notwithstanding the fact that the bidder might have debited his account at any of the bank's branches while making payment.

5. Procedures of bid submission using electronic payment of tender paper cost and EMD by bidder:

- (a) **Log on to e-Procurement Portal:** The bidders have to log onto the Jharkhand e-Procurement portal (<https://jharkhandtenders.gov.in>) using his/her digital signature certificate and then search and then select the required active tender from the "Search Active Tender" option. Now, submit button can be clicked against the selected tender so that it comes to the "My Tenders" section.
- (b) **Uploading of Prequalification/Technical/Financial bid:** The bidders have to upload the required prequalification/Technical/Financial bid, as mentioned in the bidding document.
- (c) **Electronic payment of tender paper cost/Tender Fee and EMD:** Then the bidders have to select and submit the bank name as available in the payment options
 - i. A bidder shall make electronic payment using his/her internet banking enabled account with designated Banks or their aggregator banks.
 - ii. A bidder having account in other Banks can make payment using NEFT/RTGS facility of designated Banks.
 - iii. Online NEFT/RTGS payment using internet banking of the bank in which the bidder holds his account by adding the

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account number as mentioned in the challan as an interbank beneficiary. Alternatively, Bidder can pay the challan through his Bank using NEFT/RTGS.

(d) **Bid submission:** Only after receipt of intimation at the e-Procurement portal regarding successful transaction by bidder the system will activate the 'Freeze Bid Submission' button to conclude the bid submission process.

(e) **System generated acknowledgement receipt for successful bid submission:** System will generate an acknowledgement receipt for successful bid submission. The bidder should make a note of 'Bid ID' generated in the acknowledgement receipt for tracking their bid status.

6. Settlement and Refund of Cost of Tender Paper/Tender Fee:

- (a) **Cost of Tender Paper:** In respect of Government receipts on account of **Cost of Tender Paper**, the e-Procurement portal shall generate a MIS for Nodal Agency, JAP-IT. The MIS will contain an abstract of the cost of tender paper and reference to **Bid Identification Number**. The Nodal department will advise SBI to generate Bank-wise-head-wise challans separately for **Cost of Tender Paper** from e-GRAS portal and instruct the designated Bank to remit the money to the State Government account under different receipt heads. In respect of the cost of tender paper received through the e-procurement portal, the remittance to the Cyber Treasury account will be made in the respective receipt head of the Government Department.
- (b) Similarly, in case of State PSU/ Autonomous bodies and Local Bodies, etc. of the State Government, the cost of Tender Paper, the e-Procurement portal shall generate a MIS for the Nodal Agency, JAP-IT. The MIS shall contain the abstract of the cost of Tender Paper collected with reference to the BID Id number. The Nodal Agency, JAP-IT shall advise bank to generate Challans and instruct designated bank to remit the money to the registered Bank Account of the concerned State PSU/ Autonomous bodies and Local Bodies, etc. of the State Government.
- (c) Bank will refund (in case the Tender Inviting Authority (TIA) issues such instructions) the tender fee to the bidder, in case the tender is

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cancelled before opening of Bid as per direction received from TIA through e-Procurement system.

- (d) Bank-end Transaction Matrix of Electronic receipt of Cost of Tender Paper and Earnest Money Deposit on submission of bids is enclosed in the Annexure -I.

7. Settlement and Refund of Earnest Money Deposit on submission of bids:

- (a) The Bank will remit the **Earnest Money Deposit** on cancellation of bids to respective bidder's accounts as per direction received from TIA through e-procurement system.
- (b) The Bank will remit the **Earnest Money Deposit** of unsuccessful bidders to respective bidder's accounts as per direction received from TIA through e-procurement system.
- (c) The Bank will remit the **Earnest Money Deposit** to the bank account of successful bidders on submission of Performance Bank Guarantee by him/her as per direction received from TIA through e-procurement system.

8. Forfeiture of EMD:

Forfeiture of Earnest Money Deposit on submission of bid of defaulting bidder as per the conditions mentioned in the respective tender.

- a. In case the EMD on submission of Bid is forfeited, the e-Procurement portal will direct the bank to transfer the EMD value from the Collection Pooling account to the registered account of Tender Inviting Authority.
- i. In case of Government Departments, it will be credited through the e-GRAS portal to the authorized Government account.
- ii. In case of the State PSU/ Autonomous bodies and Local Bodies, etc. of the State Government, it will be credited to respective bank account.

9. Role of the Banks:

- (a) Make necessary provision/ customizations at their end to enable the provision for online payments/ refunds.
- (b) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and

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redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.

- (c) The bank shall ensure transfer of funds from the collection pooling account to the Government Head/Current account of PSUs/ULBs etc. within the next bank working day as per the directions generated from e-Procurement portal.
- (d) Bank should provide timely reports and reference details to NIC, Jharkhand Unit & Nodal Agency, JAP-IT enabling them to carry out their role.
- (e) Refund of amount to bidders as per the XML file provided by e-Procurement system on the next bank working day from the date of generation of the XML file and also provide a confirmation to NIC on the same.

10. Role of Nodal Agency, JAP-IT :

- (a) Communicate requirements of Government Departments/ State PSUs/ Autonomous Bodies/ ULBs online payment requirements to JAP-IT/ National Informatics Centre/ the authorized Banks for mapping/ customization.
- (b) On every working day, the Nodal Agency, JAP-IT shall generate MIS from the e-Procurement portal to ascertain the tender paper cost received in the e-Tendering process separately bank-wise for the Government Department and the PSUs/ULBs. The nodal Agency, JAP-IT shall advise bank to generate separate online challans from the e-GRAS portal available and issue instruction to the bank for remittance of the receipt to the State Government account using the NEFT/RTGS option as available on e-GRAS portal.
- (c) Nodal Agency, JAP-IT shall monitor the progress of e-Tendering by different Government departments/ State PSUs/ Autonomous Bodies/ ULBs etc. through an MIS. Nodal Agency, JAP-IT shall monitor and send monthly progress reports to the Information Technology & e-Governance Department, Government of Jharkhand.
- (d) The e-Procurement system will generate a consolidated refund & settlement XML file at the end of the day.

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- (e) E-Procurement system will provide a web service for payment gateway (PG) provider to pull the encrypted refund and settlement details in XML file against a day.
- (f) Similarly, payment gateway (PG) provider will provide a web service to pull the refund and settlement status against a particular day.
- (g) e-Procurement system will update the status accordingly in the reconciliation report.

11. Role of National Informatics Centre, Jharkhand Unit:

- (a) Customize e-Procurement software and web-pages of Government of Jharkhand (<https://jharkhandtenders.gov.in>) to enable the provision for electronic payment.
- (b) The NIC will modify/ rectify the errors in electronic data relating to the Chart of Account.
- (c) NIC will provide an interface to organizations to download the electronic receipt data.
- (d) Enable automatic generation of daily XML files from e-Procurement system and ensure delivery of the same to the authorized Banks for enabling automatic refund/settlement of funds.
- (e) NIC shall enable the e-Procurement portal to generate MIS as required for the Nodal Agency, JAP-IT in order to make remittance of tender paper cost to the State Government account using the e-GRAS Portal and other fees.

12. Role of Cyber Treasury:

- (a) The cost of the tender paper deposited by the Bank using the e-GRAS Portal will be accounted for by the Cyber Treasury and it shall submit the accounts to A.G (Jharkhand) as per the established process.
- (b) The Cyber Treasury will provide MIS as required to the Department of Finance, Government of Jharkhand for information & record of the electronic remittances made to the State Government account by designated Bank.

13. Redressal of Public grievances:

- (a) The Nodal Agency, JAP-IT, National Informatics Centre, Jharkhand Unit and the State Bank of India will have an effective process for dealing with, public complaint for e-Receipt related matters. In case, any mistake is detected by any of the stakeholders in reporting of

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receipt of tender paper cost /EMD, either suomoto or on being brought to its notice, the Nodal Agency, JAP-IT, National Informatics Centre, Jharkhand unit, Cyber Treasury and the State Bank of India will promptly take steps for rectification. The e-Focal Point Branch of the participating Banks, National Informatics Centre, Jharkhand Unit, the Nodal Agency, JAP-IT will notify the details of the Help Desk for resolution of any dispute regarding e-Receipt.

14. Applicability and modification of existing rules/ orders:

The modalities prescribed in this Standard Operating Procedure (SoP) for downloading of tender paper, submission and rejection of bid, acceptance of Bids as well as refund and forfeiture of earnest deposit will be applicable for electronic submission of bids through e-procurement portal.

15. This issues with the approval of Competent Authority.

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ANNEXURE-I**Back-end Transaction Matrix of Electronic receipt and remittance of Cost of Tender Paper and Earnest Money Deposit on submission of bids.**

	Cost of Tender Paper	Earnest Money Deposit on submission of bids
Government Department, State PSUs, Statutory Corporations, Autonomous Bodies and Local Bodies	<p>I. The payment towards the cost of Tender Paper, shall be collected in pooling accounts opened in Focal Point Branch called e-FPB of the Bank</p> <p>II. With reference to the Notice Inviting Tender/ Bid Identification Number, the amount so realized is to be remitted to Government Account through e-GRAS Portal after opening of the bid by designated Bank (e-FPB) in T+1 Day</p>	<p>I. In case of tenders of Government Departments, amount towards Earnest Money Deposit on submission of bids shall be collected in collection pooling account opened for this purpose at Focal Point Branch called e-FPB of bank and the banks will remit the amount to respective bidder's account within two working days on receipt of instruction from TIA regarding refund and settlement of e-Procurement system.</p> <p>II. In case of forfeiture of Earnest Money Deposit on submission of bids, the e-Procurement portal will direct the Bank to transfer the EMD value from the Collection Pooling Account at e-FPB to the registered account of the tender inviting authority within two working days of receipt of instruction from TIA.</p>

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