

Government of West Bengal
Finance Department
Audit Branch

Memo. No.: 441-F(Y)

Date: 27th January, 2020

Sub: Schedule for Refund of Earnest Money Deposit received online through e- procurement portal

Finance Department had earlier issued memorandum vide No. 3975-F(Y) dated 28.07.2016 detailing the procedures for Receipt and Refund of Earnest Money Deposit (EMD) online through e-procurement portal of West Bengal Government. However, some references have been received from different stake holders of e-tender portal of the Govt. of west Bengal regarding late refund of earnest money of unsuccessful bidders.

Now, after careful consideration, it has been decided that the earnest money of all unsuccessful bidders except L1 & L2 bidder are to be refunded automatically as per the following schedule and after following the below mentioned procedures:

- a. Within 5 working days from the date of opening of technical bids, the TIA should upload the list of qualified bidders in e-procurement portal and "Reject" the bids of technically disqualified bidders in the system to ensure early refund of their Earnest money.
- b. Within 3 working days from the date of opening of financial bids, the TIA should upload the comparative statement in the portal and "Reject" the bids of all qualified bidders except the L1 and L2 bidders in the system to ensure early refund of their Earnest money.

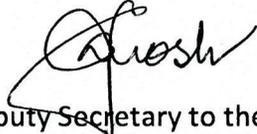
Earnest money L2 bidder is to be refunded after the Work order is issued in favour of L1 bidder. EMD of L1 bidder will continue to be converted to Security Deposit and the same will be refunded as refund of security after the expiry of Defect Liability period observing usual procedures.

In case any excess time is required at any stage, the Administrative Department should approach the Finance department.


(H.K. Dwivedi)
Additional Chief Secretary to
Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department. **He is requested to circulate the same to all Directorates / Regional Offices / Societies / PSUs / Statutory Organisations / autonomous Bodies / Parastatals under the administrative control of his Department.**
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Commissioner, _____ Division, _____.
8. Director, _____.
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Superintendent of Police, _____.
11. Sub-Divisional Officer, _____.
12. Block Development Officer, _____.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata – 700012.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Kolkata – 700073.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Suvanna, SGO Complex, Sector I, Salt Lake, Kolkata – 700064.
16. Treasury Officer, _____.
17. Group ____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.


Deputy Secretary to the
Government of West Bengal