

## PROCEDURE TO PAY EMD/TENDER FEES ONLINE

As you all are aware an initiative to deposit and refund of EMD/SD/ Tender Fees through online system was initiated by Finance and IT Team to comply with Works Policy norms.

Preliminary demonstration of the system was made to all concern dealing officials of work contract with request to educate and implement this system as soon as possible.

However, due to issuance of revised Works Policy in Sep-2016, some of the changes are to be made in the program which necessitates postponement of the implementation. Subsequently, due to circular issued by DHI on 8<sup>th</sup> Dec-2016 for promotion of Digital Transaction, it is now imperative to implement and enforce the system to avoid any cash/ cheque transaction.

The procedure of depositing EMD/SD/Tender Fee is reiterated below:

1. For depositing amount online , depositor has to open SB-Collect through Online E-Payment option available on Internet ([www.bhelbpl.co.in](http://www.bhelbpl.co.in) under caption new link)
2. After reading the instruction for depositing the amount; EMD & Tender Fee amount shall be deposited. EMD and Tender Fee may please be deposit together under EMD module where the EMD & Tender Fee both are applicable
3. After the successful payment DU No shall be generated from the banking system
4. After depositing the amount, Depositor has to fill Deposit slip available on Internet ([www.bhelbpl.co.in](http://www.bhelbpl.co.in) under caption new link) by selecting required Enquiry number. Tender Fee and EMD may please be enter separately
5. As and when credit received in BHEL account, automatic mail sent to the depositor

Note :- After submitting the Deposit Slip a control number will be generated through system which

can be used for getting print out from the system

To ensure and facilitate this Digital Transaction of all NIT/RFQ/Enquiry should have suitable clause and same is to be vetted by finance before issuing. A model of NIT Clause is given below of which may be changed accordingly to the specific need of the department / users.

øEMD/SD/Tender Fee will be accepted only in electronic Mode, which can be deposited on line through following link as mentioned below :

<https://www.bhelbpl.co.in/qcins/iccs.htm>

Where the NIT/Enquiry has been issued and tender opened on or after 16th January 2017, all bidders to be informed to deposit EMD & Tender Fee online.

øSB Collect facilityø is very user friendly and already in use in various application of Township, Scrapyard etc. Same may please be promoted among the depositors.

For any clarification undersigned or any of the following officials may be contacted:

Smt Suman Ekka Dixon, Sr.Manager/ITS (07552505214) ø For system related issue

Smt Seema Satish, Sr.AO (07552503239) ø Cash Planning

Shri Ishwar Chandra Pathak, Sr.AO (07552505081) - Cash Planning