

**AIRPORTS AUTHORITY OF INDIA
O/o Member (Planning)**

No. AAI/MPLG/Tech. Inst./2020/P-158/47

Date:05 October 2020

Technical Instruction No. – 10 (Revised)

**Subject: - Payment Gateway Integration on CPP Portal for collection /
refund / settlement of Tender Processing Fee and EMD.**

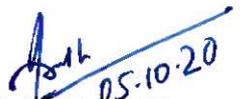
1. AAI has implemented acceptance of Tender Processing Fee and Earnest Money Deposit (EMD), if paid through online, through Payment Gateway on CPP Portal. The settlement of Tender Processing Fee, forfeiture / refund of EMD as per the case, will be executed through online mode except if EMD submitted in the form of Bank Guarantee(BG)-Paper Form.
2. State Bank of India (SBI) has been authorized as a Nodal Bank and its payment gateway has been integrated / mapped with CPP Portal for the collection of Tender Processing Fee and EMD through e-procurement portal from various bidders participating in e-Tendering / e-Procurement process.
3. SOP for online payment, refund and settlement of Tender Fee/EMD is enclosed as **Annex-I**.
4. All concerned are instructed to take necessary action to incorporate the Online Payment option in the fresh NITs/RFP/RFQ for procurement of Goods/ Works/ Services so that collection of Tender Fee/EMD (if paid through online mode), refund of EMDs to unsuccessful bidders, settlement of Tender Processing Fee and forfeited EMD, Refund of Tender Processing Fee & EMD in case of cancellation/ re-tender before opening or Refund of EMD after opening of Tender could be done through online mode with immediate effect.
5. The existing provisions of offline submission of Tender Fee /Earnest Money Deposit (EMD) shall not be accepted in fresh NITs / Tenders. Contractors may have the option to submit EMD in the form of Bank Guarantee (BG) -paper form, if EMD amount is more than Rs.10.00 Lacs. The relevant clauses of NIT's/ Tender Document's may also be amended accordingly.
6. The above instructions may be brought to the notice of all the concerned for strict compliance.

7. This Technical Instruction will supersede earlier issued Technical Instruction No-10 vide Ref. No. AAI/Member (Plg)/CPPP/2019 Dated 23rd March, 2019

All Technical Instructions/ Circulars issued are available on AAI website under following path:

www.aai.aero/en => Emp Login => Circulars & Orders (Double click) => Check Circulars only => Department type (Engg.) → check all 3 options => Circular Type (Technical) → check all 3 options => Search

. Encl: As above


(A.K. Pathak)
Member (Planning)

Distribution: As per standard list

Standard Operating Procedure
for
Online payment, refund and settlement of EMD and Tender Fee through CPP Portal

e-Tendering brings in economy, efficiency and transparency in the procurement of goods, works and services. CVC are inclined to force implementation of e-Tendering in all Govt. departments & PSUs. Online payment gateway for payment, refund and settlement of EMD and Tender Fee is part of the implementation of e-Tendering system i.e. CPPP <https://etenders.gov.in> .

Stakeholders:

1. **Tender Floating Department:** Airports Authority of India (AAI)
2. **The Technical Service Providers (TSP)** - NIC to facilitate CPP Portal with entire back end process and providing technical support to the Government Dept.
3. **Bank** - AAI has authorized State Bank of India as nodal bank provides payment gateway services and receives Tender fees and Earnest Money Deposits (EMDs) from various bidders participating in e- Tendering/ e-procurement process, holds the amount in Current/Savings Bank account till the time of finalization of tendering process. Bank will settle the Tender Fee of all bidders, Bank will refund EMD to unsuccessful bidders and the EMD of L 1 bidder will remain in the pooling account and after AOC completion on the portal, the L 1 bidders EMD amount will be refunded to their source account. This will be happened as per instruction received from TIA through online portal. Customized MIS will be provided to the Tender Floating Department i.e. AAI.
4. **The Bidders** - The bidders are organizations/corporate/individuals who apply for the tender floated by the tender floating department and participate in the tendering process.
Bidders are directly involved in making the use of this e-System for making payments and getting refunds into their accounts.

Eligibility (Prerequisite for e-Tendering)

1. Tender Inviting Authorities (TIA) & the bidders should enroll on CPP Portal <https://etenders.gov.in> to carry out the procurement activities.
2. Portal login will be through two factor authentication i.e. User id & password followed by the login through DSC.
 - TIA must have Digital Signature Certificate (DSC) with Signing and Encipherment feature
 - Bidders must have DSC with Signing feature

Bank Account Details

- a. Common Pooling A/C for EMD and Tender Fee Collection
- b. Tender Fee Settlement A/c for Settlement of Non-refundable Tender Fee amounts
- c. Forfeited EMD Settlement A/c for Settlement of forfeited EMD amounts

Payment gateway for End to End Procedures:

1. **Collection Process:**
 - a. **Online collection of EMD and Tender Fee:** As per current provision in the portal, TIA will allow the option of **Online Mode** for collection of EMD and Tender Fee while publishing

tender, so that the bidders can deposit these fees through **Net Banking** (SBI and Other Banks) and **NEFT/RTGS**.

- b. **Collection of EMD through Bank Guarantee(BG):** During the tender creation TIA will allow the option of “**EMD through BG or EMD Exemption**” so that bidders will be able to upload the copy of BG or Exemption certificate as per tender terms and condition.

Note: Keeping in the view of running tender status, the portal currently has both online and offline payment options for next few days, after which the offline mode will be disabled.

2. During the collection process the amount will be debited from the bidder account and credited to the collection pooling account of the AAI.
3. Till the tender opening all the collected amount will be residing in the collection pooling account of AAI.
4. **Refund and Settlement process:**
 - a. **Step-I:** After opening the tender, bid submitted successfully along with the online payment, the tender fee settled to 'Tender Fee Settlement Account' and EMD amount will remain in 'Pooling Account'.
 - b. **Step-II: On Technical Evaluation:** After submission of technical evaluation report on the CPP portal, the 'EMD of Technically Qualified bidders will remain in the pooling account' and EMD amount of rejected bidders will be refunded to their source account.
 - c. **Step-III: On Financial Evaluation:** After submission of financial evaluation report on the CPP portal, the 'EMD of L1 bidder will remain in the pooling account' and EMD amount of rejected bidders will be refunded to their source account.
 - d. **Step-IV: EMD Refund of L1:** After AOC completion on the portal, the L1 bidders EMD amount will be refunded to their source account and for this Bid managers are advised to complete the AOC process:
 - Only after receiving the PBG and its confirmation from the bank.
 - or**
 - Adjustment of Security Deposit (SD) as per NIT Condition.
5. **In the case of "Cancellation of tender" before opening and "Re-Tender":**
 - All the submitted amount will be refunded to the bidders.
6. **In the case of "Cancellation of tender" after opening and "Re-Tender":**
 - The tender fee has already settled to the AAI's tender fee settlement account at the EoD of tender opening.
 - Now only EMD residing in the collection pooling account, the EMD will be refunded to the bidders.
7. **In case of 'Withdraw of bid' by the vendor:**
 - Procurement system allows the bidder to withdraw till the bid submission closing date, assume that the bidder has paid the amount and withdrawn the bid, eProcurement system will initiate the refund of EMD on the day of tender opening.

8. **In case of Revocation Corrigendum:**

- If TIA publishes revocation corrigendum to accept the rejected bidder than TIA must ask EMD again via offline mode before publishing the revocation corrigendum because EMD amount has already been refunded or refund initiated to the rejected bidders A/c.

9. **Procedure for Forfeiture of EMD through CPP Portal:**

Forfeiture activity can be performed at the time of rejection of the bidder.

Step I: Rejected the bidder during the Technical or Financial Evaluation process.

Step II: On the same day, use the menu “Forfeiture Menu” to Forfeit the EMD.

Step III: Select the tender and then the bidder to forfeit the EMD

Step IV: At the end of the day System will settle the Forfeited EMD to “Forfeited EMD Settlement A/c”

Note: *Forfeiture of EMD will have to be claimed on same day of rejection otherwise it will not be available in the system because at the end of the day CPPP will initiate refund to the rejected bidders.*

10. **Following procedures are attached on subsequent pages:**

- a. Procedure to allow the online **Payment Option** in CPP Portal by TIA
- b. Procedure for checking the **Payment Status** by TIA
- c. Procedure for **Online Collection** of EMD and Tender Fee from Bidders

Procedure to allow the Online Payment Option in CPP Portal by TIA

1. TIA/Bid Manager will login to the portal <https://etenders.gov.in/> with valid User ID (i.e. User ID mapped with Digital Signature Certificate) and follow the process of tender creation.
2. After completion of Basic and Cover Details go to next stage for Fee Details and select the option as per below screen:

The screenshot displays the 'TENDER MANAGEMENT' interface. The left sidebar contains navigation menus for 'Master Management', 'User Management', 'Tender Management', and 'Corrigendum'. The main content area is titled 'TENDER MANAGEMENT' and shows the 'Fee Details' stage for a tender with reference number 'AAI/Test'. The 'Fee Payment Mode' is set to 'Online', which is highlighted by a callout box with the text 'Allow Online mode for EMD and Tender Fee Payment'. Other fields include 'Tender Fee in ₹', 'Exemption Allowed' (Yes/No), 'EMD Fee' (Fixed/Percentage), 'EMD Amount in ₹', 'EMD ECV %', 'EMD through BQ/ST or EMD Exemption Allowed' (Yes/No), 'EMD Fee Payable To' (GH AAI), and 'EMD Fee Payable At' (New Delhi). The 'Online Banks' section has 'SBI Bank' selected.

Government eProcurement System

Welcome Last login : 05-Aug-2020 11:56 AM

Server Time 05-Aug-2020 13:58:29 Home Logout

Government eProcurement System

TENDER MANAGEMENT

Tender List AAI/Test Fee Details

Work/Item Details Fee Details Critical Dates Bid Openers Work/Item Documents

Tender Reference Number : AAI/Test

Fee Payment Mode* Offline Online Not Applicable

Tender Fee Details

Tender Fee in ₹

Exemption Allowed Yes No

Earnest Money Deposit (EMD) Details

EMD Fee Fixed Percentage

EMD Amount in ₹ *

EMD ECV %

EMD through BQ/ST or EMD Exemption Allowed Yes No

EMD Fee Payable To *

EMD Fee Payable At *

Online Banks *

SBI Bank

Note



TENDER MANAGEMENT

Master Management

- Org Hierarchy Master
- View Internal Documents

User Management

- Debar User
- My Organisation Hierarchy
- My Accounts

Tender Management

- Create Tender / Tender List
- Publish Tender
- Published Tenders
- Seek Clarifications
- Pre-bid Meeting
- Downloaded Tenders
- Tender Status
- Archived Tenders
- Archived Clarification
- Stage 2 Create Tender / Tender List
- NDA Documents
- Stage 2 Publish Tender
- NDA Documents History
- Stage 2 Published Tender

Corrigendum

- Create Corrigendum
- Publish Corrigendum

Tender List > AAI/Test > Fee Details

Work/Item Details Fee Details Critical Dates Bid Openers Work/Item Documents

Tender Reference Number : AAI/Test

Fee Payment Mode* Offline Online Not Applicable

Tender Fee Details

Tender Fee in ₹

Exemption Allowed Yes No

Earnest Money Deposit (EMD) Details

EMD Fee Fixed Percentage

EMD Amount in ₹ *

EMD ECV %

EMD through BG/ST or EMD Exemption Allowed Yes No

EMD Fee Payable To * GH AAI

EMD Fee Payable At * New Delhi

Online Banks *

SBI Bank

Choose Yes option for EMD payment through Bank Guarantee or for EMD Exemption

Note

Procedure for checking the Payment Status by TIA

1. Payment confirmation can be find out at the time of Tender Opening process.
2. TIA/Bid Manager will login to the portal <https://etenders.gov.in/> with valid User ID (i.e. User ID mapped with Digital Signature Certificate) and follow the process of tender opening.
3. After opening of tender, click on **first cover** (i.e. Fee Cover) and select Bid Opening or Quick Bid Opening option against each Bidder.
4. Payment status will be checked/verified for Individual Bidders.
5. Click on View Paid Information link and get the bidder details along with Payment detail.
6. If Status is seen as “**Success**” it means that bidder has successfully paid for Tender Fee/EMD Successfully. Screen shot is attached herewith for the reference.

	Government eProcurement System	Government eProcurement System Bid Submission Confirmation	Date : 30-Jul-2020 06:20 PM  Print
Bid Information			
Bid ID :	181504		
Bidder Name :			
Organisation Chain :	Airports Authority of India Western Region - AAI AHMEDABAD - AAI ENGG ELECT-VAAH - AAI		
Tender Ref No :	AAI_AH_COMML_112_PPE OUTLET		
Tender ID :	2020_AAI_52772_1		
Tender Title :	PPE Equipment Outlet		
Bid Submitted Date & Time :	19-Jul-2020 05:36 PM		
Corporate Tenderer Details			
Login ID:	satyatraders94@gmail.com	User Type:	Corporate/Bidder
Company Name:	SATYA TRADERS	Registration Number:	AS03E0003466
Registered Address :	Ground Floor, Intuc Complex, K.C. Sen Road, Opp. Tribeni Lodge, Paltan Bazar, Rehabari, Guwahati	Name of Partners / Directors :	SATYANARAYAN ROY
City :	GUWAHATI	State :	Assam
Postal Code :	781008	PAN Number:	ARXPR8246F
Company's Establishment Year (YYYY):	2009	Company's Nature of Business:	TRADING AND SERVICES
Company's Legal Status:	Others	Company Category :	Micro Unit as per MSME
Title :	Mr	Contact Name:	SATYANARAYAN ROY
DOB (Date Of Birth):	12-Apr-1985	Designation :	PROPRIETOR
Correspondence Email:	satyatraders94@gmail.com	Phone :	91 - 0 - 9864036333
Mobile:	91-9864036333		
Bank Response On Payment Details			
eProcurement Ref. Number :	56707181504		
PRN Number :	56707181504		
Bank / UTR Number :	CPAAFAKS08		
Bank Name :	SBI Bank		
Status :	Success		
Tender Fee in ₹ :	2,000		
EMD Fee in ₹ :	50,000		
Total Fee in ₹ :	52,000		

EMD and Tender Fee both paid successfully

Procedure for Online Collection of EMD and Tender Fee from Bidders

1. Bidder will login to the portal <https://etenders.gov.in/> with valid User ID (i.e. User ID mapped with Digital Signature Certificate) and follow the process of participation to the tender.
2. After Login search the tender in “Search Active Tender” tab with different criteria after that click on “set as favorite” to move on “My Tender”. Then click on “My tender” and view the tender details and click on proceed for Bid Submission.
3. For submission of online Tender Fee and EMD, click on Button as “Pay Online”
4. **In case of Tender Fee:** If the Bidder is exempted from the tender fee payment, then select the option to “Yes” other wise “NO” as per below screenshot:

5. **In case of EMD:** If Bidder is paying EMD through any of below options, Select the option “Yes” (as per below screenshot) and provide the details and upload copy as a proof.
 - **Bank Guarantee (BG)/Swift Transfer (ST)**
 - **Exempted from EMD Payment,**

*Note: For submitting “EMD through BG/ST” or “Exemption from EMD payment” bidder must select “Yes” otherwise bidders will not have the option to pay EMD through **Bank Guarantee**. Once proceeded it is not possible to revert the option.*

6. Select option “NO” (as per below screenshot) for proceeding for Online EMD payment.

After selecting the option, click on “Next” Button as per above screenshot. Further process to be followed as per subsequent screen.

STEPS FOR MAKING TENDER PAYMENTS IN ETENDERS SYSTEM VIA SBI BANK GATEWAY*(SBI AND NON SBI ACCOUNT HOLDERS)*

Home Page.

Login as a bidder into etenders.gov.in to proceed for payment.

The screenshot displays the homepage of the Central Public Procurement Portal (ePROCUREMENT). The header includes the Government of India logo and the portal name. The main content area is divided into several sections:

- Latest Tenders:** A table listing recent tenders with columns for Tender Title, Reference No, Closing Date, and Bid Opening Date.
- Latest Corrigendums:** A table listing recent corrigendums with columns for Corrigendum Title, Reference No, Closing Date, and Bid Opening Date.
- User Login:** A section for users to log in, including fields for Login ID and a Captcha.
- Tender Search:** A search bar with a 'Go' button and an 'Advanced Search' link.

The left sidebar contains various navigation options such as 'Tenders by Location', 'Tenders by Organisation', 'Tenders by Classification', 'Tenders in Archive', 'Tenders Status', 'Cancelled/Retendered', 'Downloads', 'Announcements', 'Awards', and 'Site compatibility'. The right sidebar includes links for 'Help For Contractors', 'Information About OSC', 'FAQ', 'Feedback', and 'Bidders Manual ER'.

Step 1) Click "Pay Online" when you reach below page while Online Bid Submission.

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a navigation menu with categories like 'User Management', 'Auction Management', and 'Bid Management'. The main content area shows details for a specific tender (2018_LSGD_204397_1) and includes two tables: 'Bid Process List' and 'Bid Payment Details'. At the bottom of the main area are two buttons: 'Pay Online' and 'Encrypt&Upload'.

BID MANAGEMENT

My Tenders • 2018_LSGD_204397_1 • Transaction Message

Organization Chain : NIC|NIC Contracts
 Tender Reference Number : PW3/23401/18
 Tender ID : 2018_LSGD_204397_1
 Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Bid Process List

S.No	Bid Process	Action
1	Profile	

Bid Payment Details

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	2500.00 (INR)	0.00	2500.00 (INR)	0.00
2	Emd Fee	37500.00 (INR)	0.00	37500.00 (INR)	0.00

Pay Online Encrypt&Upload

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Step 2) Click “**Confirm to Pay**” to proceed with the payment gateway, as below.

Note: Please ensure that you have availed Tender Fee / EMD Exemption, if eligible. Further, there would not be any provision to change back, under any circumstances.

The screenshot displays the 'BID MANAGEMENT' interface. On the left is a navigation menu with categories: User Management (My Accounts, My Documents), Auction Management (My Auctions, Live Auctions, View Auction History), and Bid Management (Search Active Tenders, My Tenders, Clarification, My Active Bids, Bid Opening (Live), Short fall Documents, Online Payment Status, My Bids History, Short Fall Documents History, Archived Clarification, Tender Status, My Withdrawn Bids). The main content area is titled 'Offline/OnLine Payment Confirmation' and shows the following details:

Organization Chain : NIC|NIC Contracts
Tender Reference Number : PW3/23401/18
Tender ID : 2018_LSGD_204397_1
Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Bid Payment Details

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid
1	Tender Fee	2128.00 (INR)	0.00	2128.00 (INR)
2	Emd Fee	23100.00 (INR)	0.00	23100.00 (INR)

Portal Alert :

- Beyond this stage, you will not be able to edit Fee or Exemption details.
- Please confirm that the exemption and amount to be paid are correct.

I hereby confirm that the above payment details are correct.

Buttons: Back, Confirm to Pay

Version:1.09.06 04-Feb-2018 (c) 2008 Tenders NIC, All rights reserved.

Step3) Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option **SBI MOPS** and Submit, as below.

Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.

BID MANAGEMENT

OnLine Payment Gateway

Organization Chain : NIC||NIC Contracts
Tender Reference Number : PW3/23401/18
Tender ID : 2018_LSGD_204397_1
Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Fee Type	Actual Fee	Exempted Fee	Fee To be Paid
Tender Fee	2,500	0	2,500
Emd Fee	37,500	0	37,500
Total Fee			40,000

Choose Payment Option

SBI MOPS

Back Submit

Version:1.09.06 04-Feb-2018 (c) 2008 Tenders NIC, All rights reserved.

Step 4) Check and Follow the **Terms and Conditions**, and then **Submit**, as below.

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a navigation menu with categories: User Management (My Accounts, My Documents), Auction Management (My Auctions, Live Auctions, View Auction History), and Bid Management (Search Active Tenders, My Tenders, Clarification, My Active Bids, Bid Opening (Live), Short fall Documents, Online Payment Status, My Bids History, Short Fall Documents History, Archived Clarification, Tender Status, My Withdrawn Bids). The main content area is titled 'OnLine Payment Gateway' and includes a 'Payment Verification' section. It shows the following details:

- Organization Chain : NIC||NIC Contracts
- Tender Reference Number : PW3/23401/18
- Tender ID : 2018_LSGD_204397_1
- Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING

Below this, the 'Pay Model' is 'SBI MOPS'. A 'Terms And Conditions' section is checked, listing:

- You are being redirected to the SBI MOPS site.
- You have to complete the transaction with in the session time which is approximately 15 minutes.
- Money once transferred towards tender fee shall not be refunded at any point of time. This is applicable even in case you have not completed the tender process.
- Once payment is successfully completed, you will be automatically redirected back to e-Procurement site.
- It is the responsibility of the Individual to ensure that the payment is successfully completed and eProcurement system is not responsible for any malfunctions in the Bank payment gateway.
- please take print screen for bank acknowledgement page.

At the bottom right of the terms section are 'Back' and 'Submit' buttons. The footer of the page reads: 'Version:1.09.06 04-Feb-2018 (c) 2008 Tenders NIC, All rights reserved.'

Step 5) Bidders may choose the type of transaction and proceed for payment.

The screenshot shows the 'SBI ONLINE' payment gateway interface. At the top, it says 'STATE BANK MULTI OPTION PAYMENT SYSTEM' and 'Please Select Appropriate Card Type To Avoid Failures (C-Credit Card Options/D For Debit Card)'. The interface is divided into sections:

- Net Banking:**
 - SBI:** Bank Charges: 11.8, with a 'Click Here' button.
 - Other Banks:** Bank Charges: 132.5, with a 'Click Here' button.
- Card Payments:**
- Other Payments Modes:**
 - NEFT/RTGS:** Bank Charges: 133.0, with a 'Click Here' button.

A 'Cancel' button is located at the bottom center. The footer contains '© State Bank of India' and 'Site best viewed in I.E. 10 +, Mozilla 30 +, Google Chrome 30 +'.

Step 6) Once the Payment type is selected it navigates to the respective landing page.

a) SBI

i. Bidders with SBI account may click **SBI** option to proceed to its Net Banking Page

File Edit View History Bookmarks Tools Help

State Bank of India - Intern... x +

https://merchant.onlinesbi.com/merchant/merchantpreloginbanking.htm

Search

SBI **SBI ONLINE**

Login to Online SBI Welcome to Internet Banking

(CARE: Username and password are case sensitive.)

Please select the customer Segment

PERSONAL BANKING CORPORATE BANKING

Username*

Password*

[New User? Register here](#)

[Forgot Login Password](#)

[Forgot Username](#)

For better security use the Online Virtual Keyboard to login. [FAQ](#) | [About Phishing](#)

- ✓ Mandatory fields are marked with an asterisk (*)
- ✓ Do not provide your username and password anywhere other than in this page
- ✓ Your username and password are highly confidential. Never part with them. SBI will never ask for this information.
- ✓ Please do not call Contact Centre or try to raise CMS complaint on the day of transaction.

[Privacy Statement](#) | [Disclosure](#) | [Terms of Service\(Terms & Conditions\)](#)

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Site best viewed at 1024 x 768 resolution in IE 7 or above, Mozilla 3.5 or above, Google Chrome 3 or above, Safari 5.0 +

ii. Bidders may enter SBI Net banking user ID and Password and Click on **Login** to proceed.

https://meham.onlinesbi.com/ - Identified by ... State Bank of India - Intern... X

SBI **SBI ONLINE**

Login to OnlineSBI **Welcome to Internet Banking**

(CARE: Username and password are case sensitive.)

Please select the customer segment: PERSONAL BANKING CORPORATE BANKING

Username*

Password*

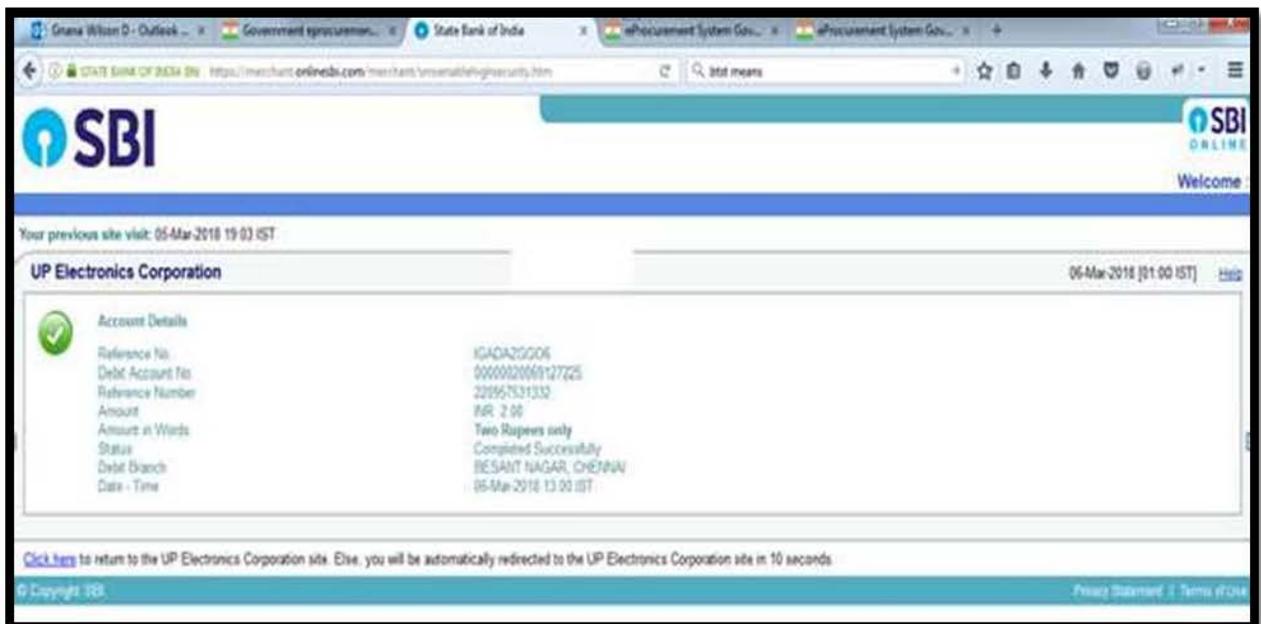
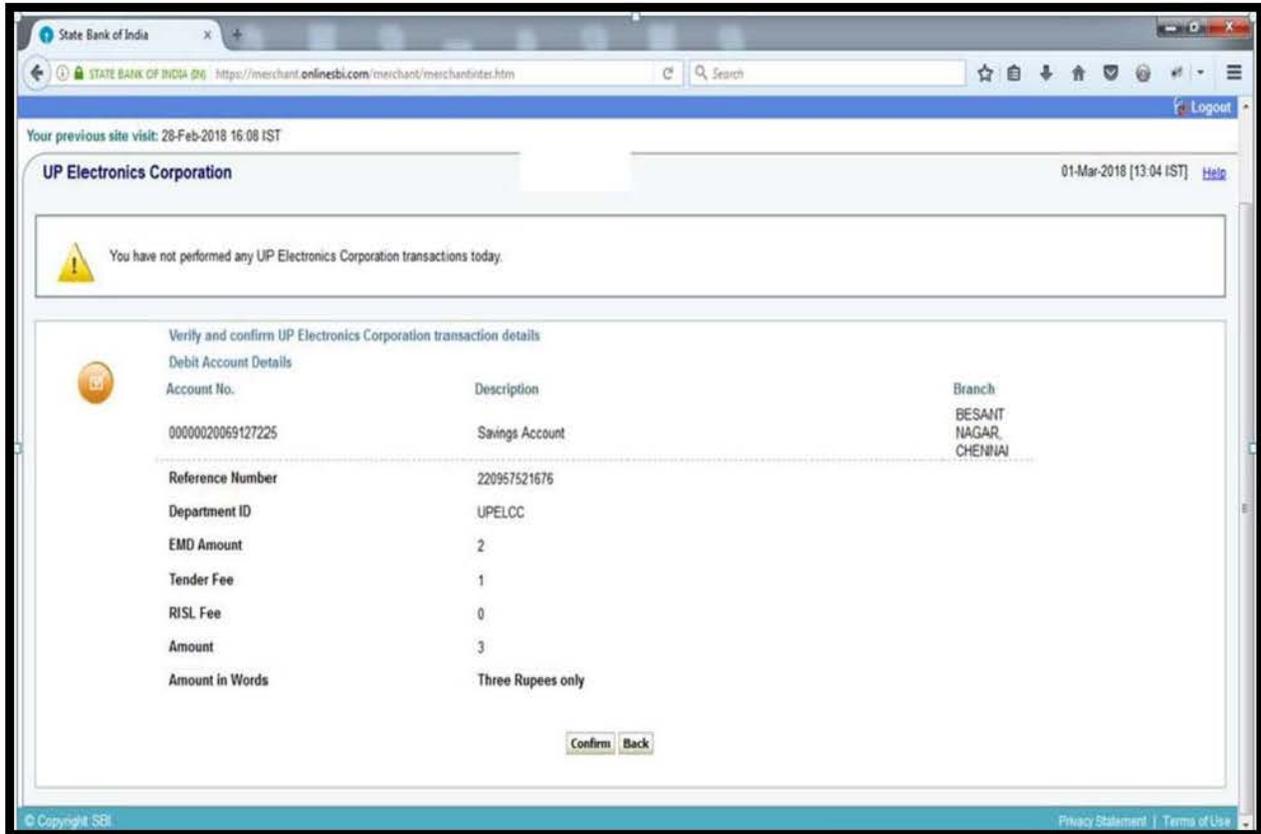
New User? Register here
Forgot Login Password
Forgot Username

For better security use the Online Virtual Keyboard to login. [FAQ](#) | [About Pftesting](#)

- ✓ Mandatory fields are marked with an asterisk (*)
- ✓ Do not provide your username and password anywhere other than in this page
- ✓ Your username and password are highly confidential. Never part with them. SBI will never ask for this information.
- ✓ Please do not call Contact Centre or try to raise CMS complaint on the day of transaction.

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iii. Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click **Confirm** button as below, to transfer payment. After account debit, MOPS gateway will automatically re-redirect to the eProcurement System, with the Success transaction.



iv. As in below, you will receive bank response immediately by verifying the payment status, whether **Success** or not. In case, payment was debited from account and further, **Payment Failure** is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.

Click **Next** to go to Bid Preparation details, as in screenshot.

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a navigation menu with categories: 'User Management' (My Accounts, My Documents), 'Auction Management' (My Auctions, Live Auctions, View Auction History), and 'Bid Management' (Search Active Tenders, My Tenders, Clarification, My Active Bids, Short fall Documents, Online Payment Status, My Bids History, Short Fall Documents History, Archived Clarification, Tender Status, My Withdrawn Bids). The main content area is titled 'BID MANAGEMENT' and contains a sub-section 'Bank Response On Payment Details'. A yellow banner at the top of this section reads 'Your Online transaction has been completed successfully.' Below this, a box contains the following details: Organization Chain : NIC||NIC Contracts; Tender Reference Number : PW3/23401/18; Tender ID : 2018_LSGD_204397_1; Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING. A second box titled 'Bank Response On Payment Details' lists: eProcurement Ref. Number : 220957531332; PRN Number : 220957531332; Bank / UTR Number : IGADAZGG06; Bank Name : SBI Bank; Status : Success; Status Description : Completed successfully. It also shows fees: Tender Fee in ₹ : 1; EMD Fee in ₹ : 1; Total Fee in ₹ : 2. A 'Next' button is located at the bottom right of the main content area.

v. Please ensure that the **Pay Online** option is not shown after successful payment, as below, for confirmation. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

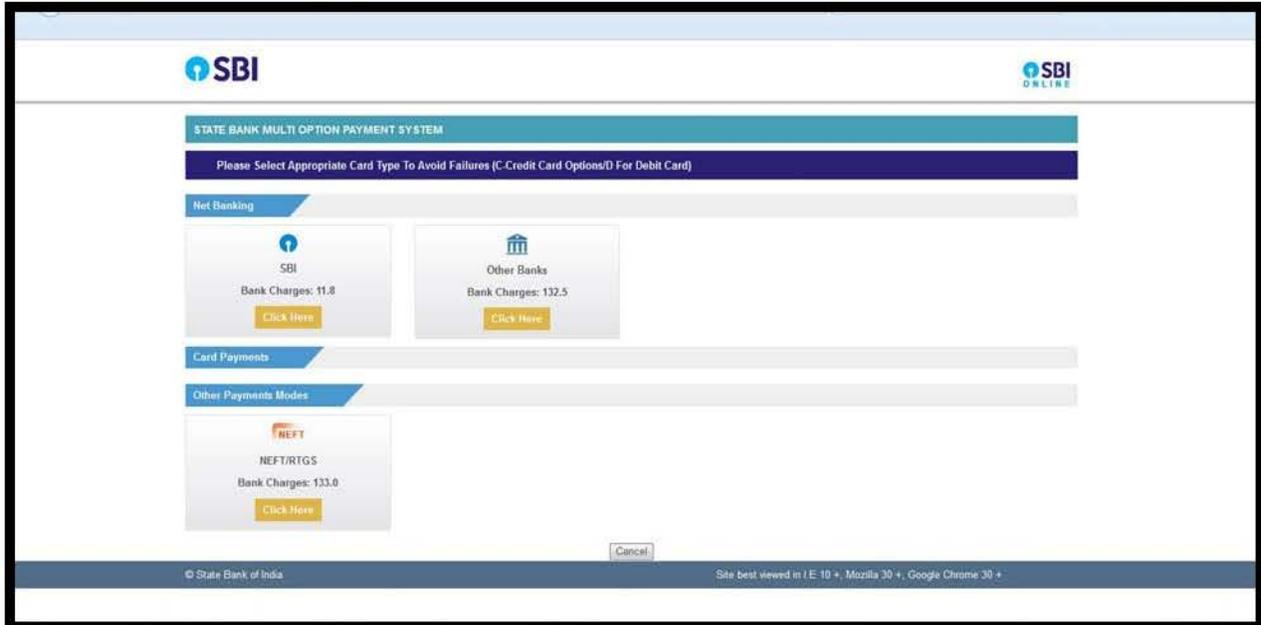
The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a navigation menu with categories: User Management (My Accounts, My Documents), Auction Management (My Auctions, Live Auctions, View Auction History), and Bid Management (Search Active Tenders, My Tenders, Clarification, My Active Bids, Bid Opening (Live), Short fall Documents, Online Payment Status, My Bids History, Short Fall Documents History, Archived Clarification, Tender Status, My Withdrawn Bids). The main content area shows 'My Tenders' for tender '2018_KSITHM_203916_2'. It includes details for 'Organization Chain : NIC||NIC Contracts', 'Tender Reference Number : PW3/23401/18', 'Tender ID : 2018_LSGD_204397_1', and 'Tender Title : PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING'. Below this is a 'Bid Process List' table with one entry: S.No 1, Bid Process Profile, and an Action icon. A 'Bid Payment Details' table shows two rows: 1. Tender Fee (Actual Fee: 1.00 INR, Exempted Fee: 0.00, Fee To Be Paid: 0.00, Paid Fee: 1.00 INR); 2. End Fee (Actual Fee: 2.00 INR, Exempted Fee: 0.00, Fee To Be Paid: 0.00, Paid Fee: 2.00 INR). An 'Encrypt&Upload' button is located at the bottom right of the main content area.

S.No	Bid Process	Action
1	Profile	

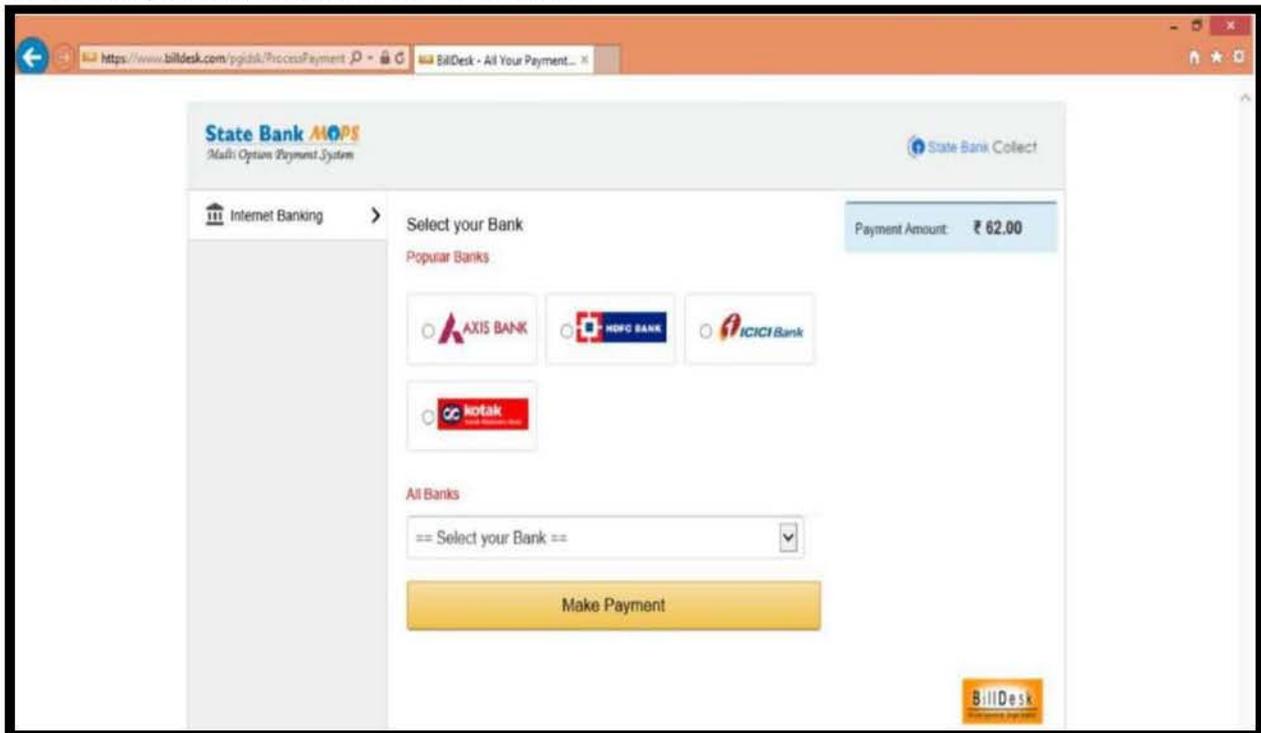
S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	1.00 (INR)	0.00	0.00	1.00 (INR)
2	End Fee	2.00 (INR)	0.00	0.00	2.00 (INR)

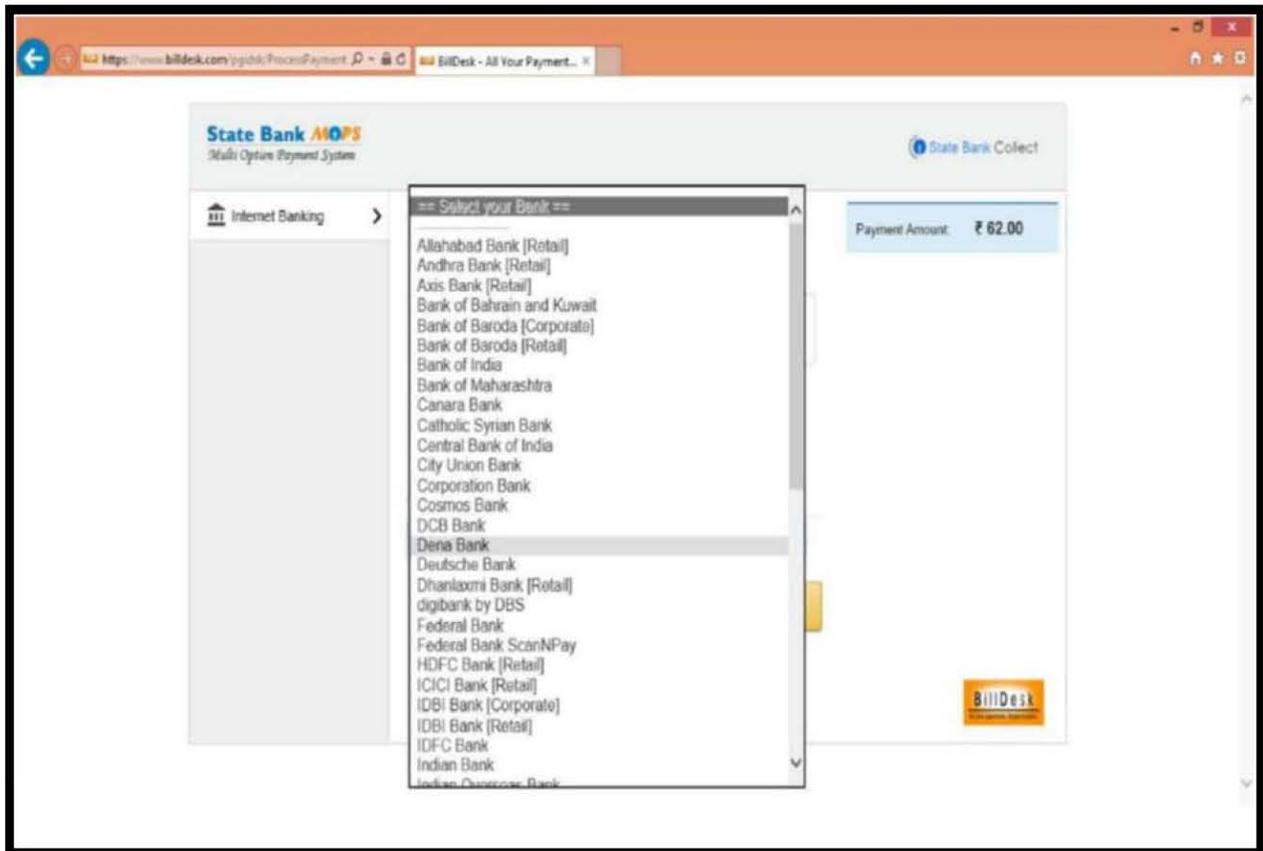
b) OTHER BANKS :

- i. Bidders with other bank account may click **Other Banks** option to proceed to SBI Net Banking Page

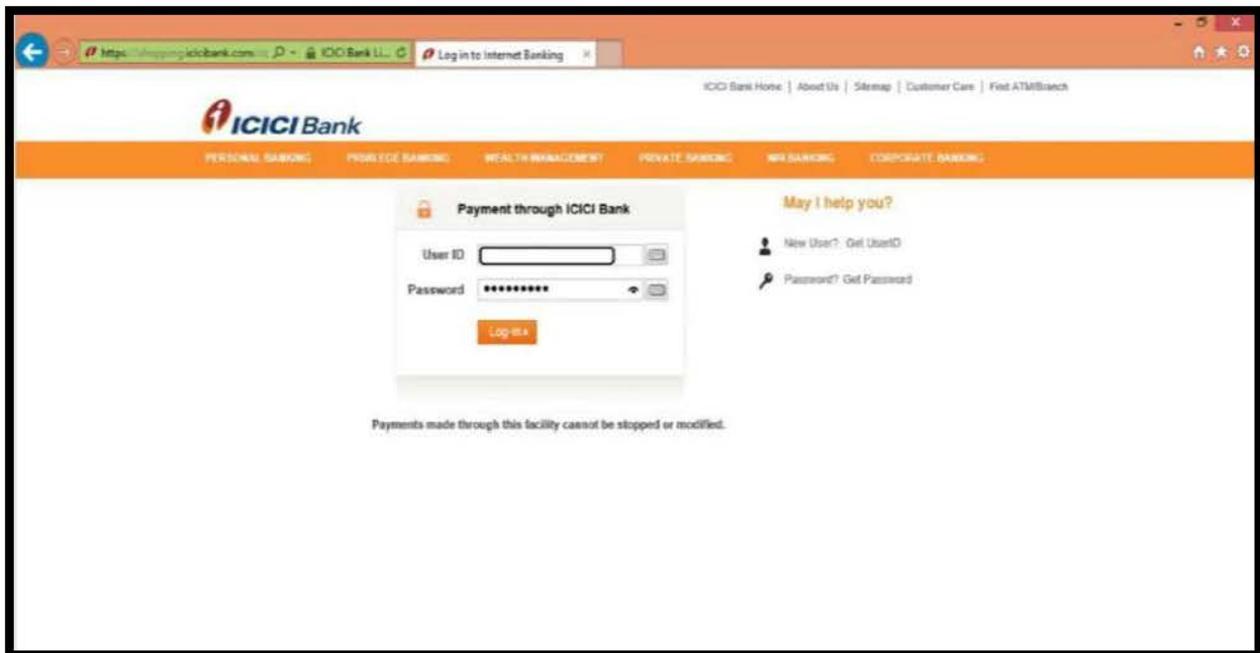
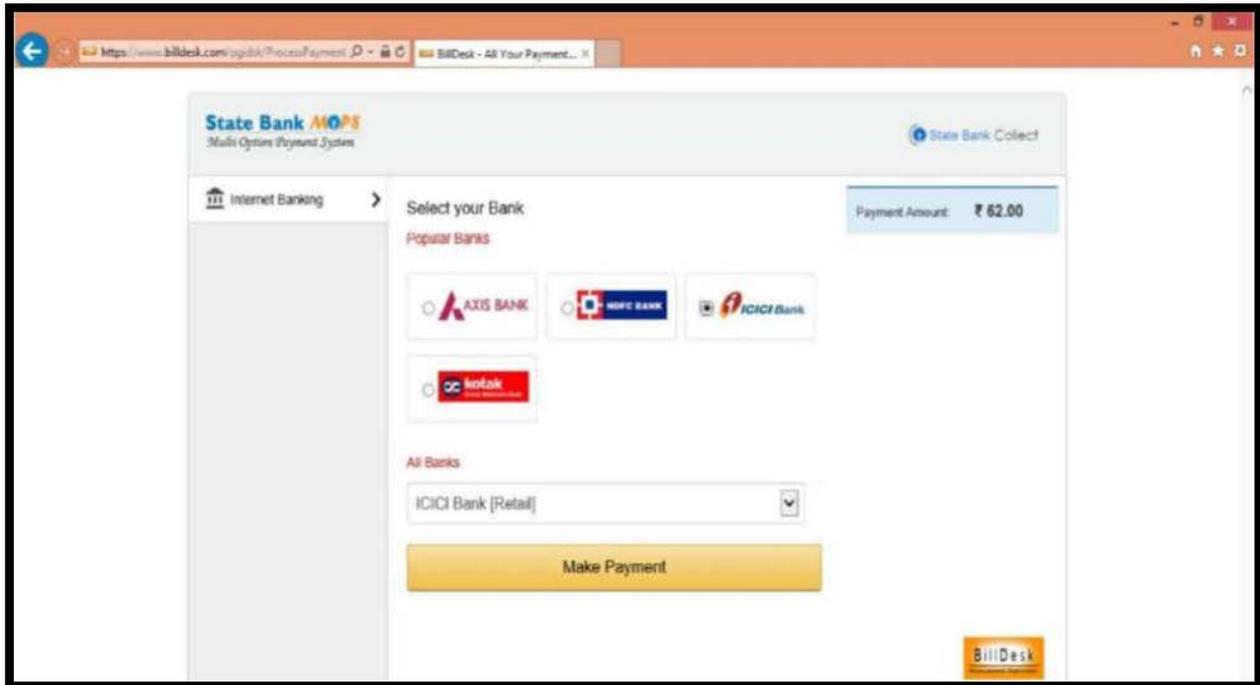


You may select the appropriate Bank from selection page. As an example, we are proceeding with ICICI Bank in the provided dropdown box of **All Banks**.





- ii. After selecting ICICI Retail Banking, Click **Make Payment** Button to proceed to its internet banking page. Further steps may depend on the Bank Procedure.



PRIVILEGE **ICICI Bank** [About Us](#) | [Customer Care](#) | [Find ATM/Branch](#)

Make a Payment

You now have the option of paying from either your savings account or Pockets wallet.

Payment Details

Pay From

Pay To

Amount (INR)

Remarks

[Click here to view terms & conditions.](#)

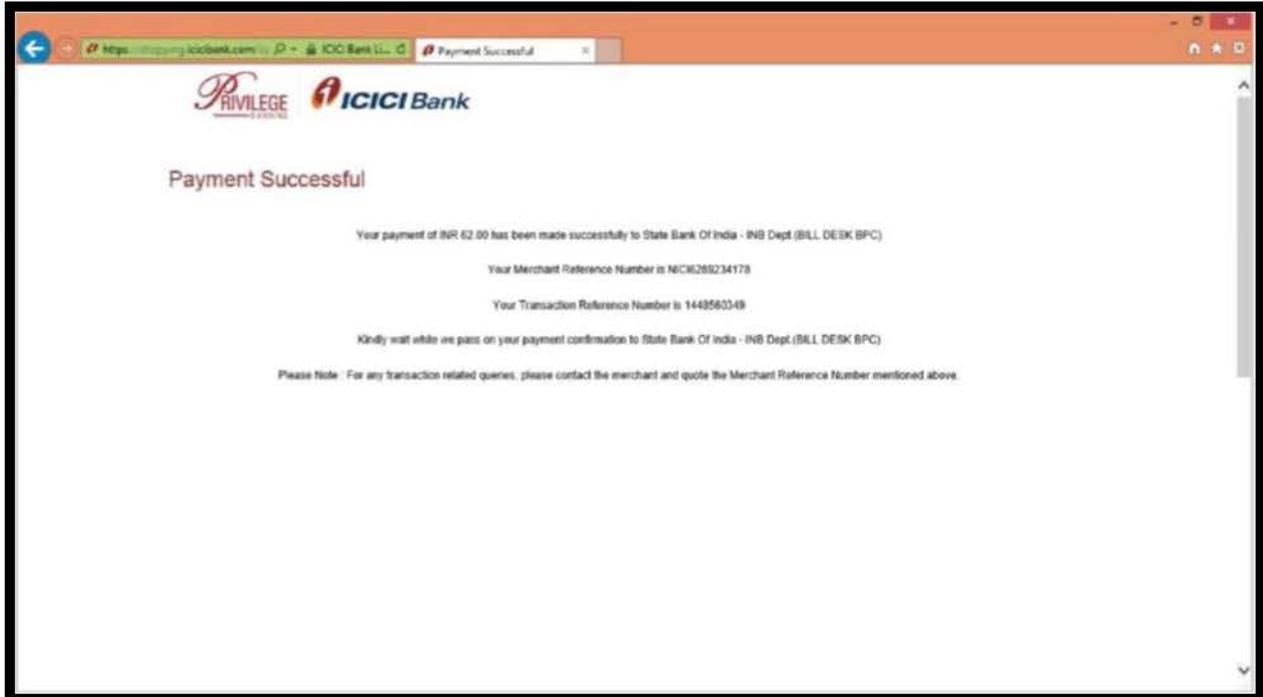
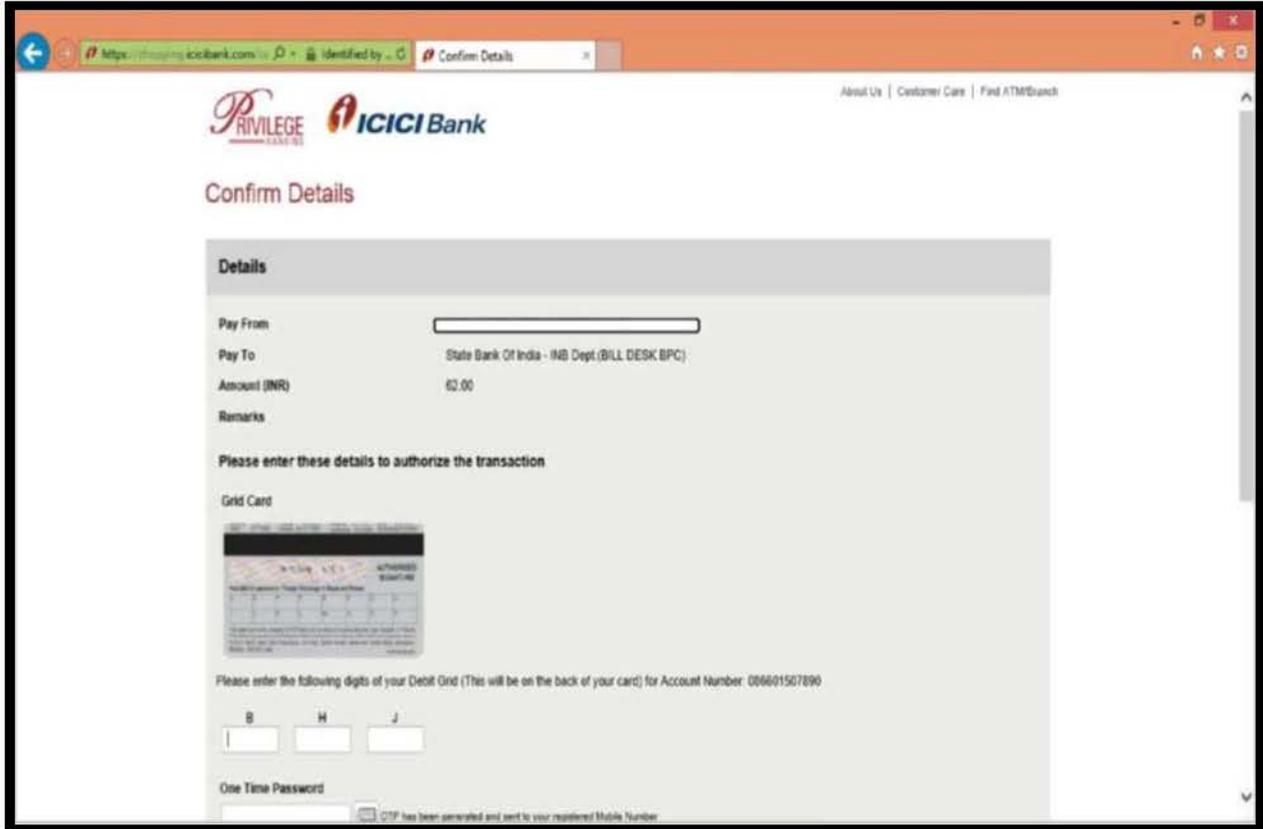
Notes:

1. By clicking on the 'Pay' button, you are agreeing to the terms and conditions as given above.
2. After clicking the 'Pay' button, please wait for sometime while we pass on your payment details to the biller.
3. Please do not refresh or close the browser window.
4. Please check the status of the payment with the merchant after 7 days of transaction date. In case the merchant does not update the payment with in 7 days, please contact our [24-hour Customer Care](#) for further assistance.

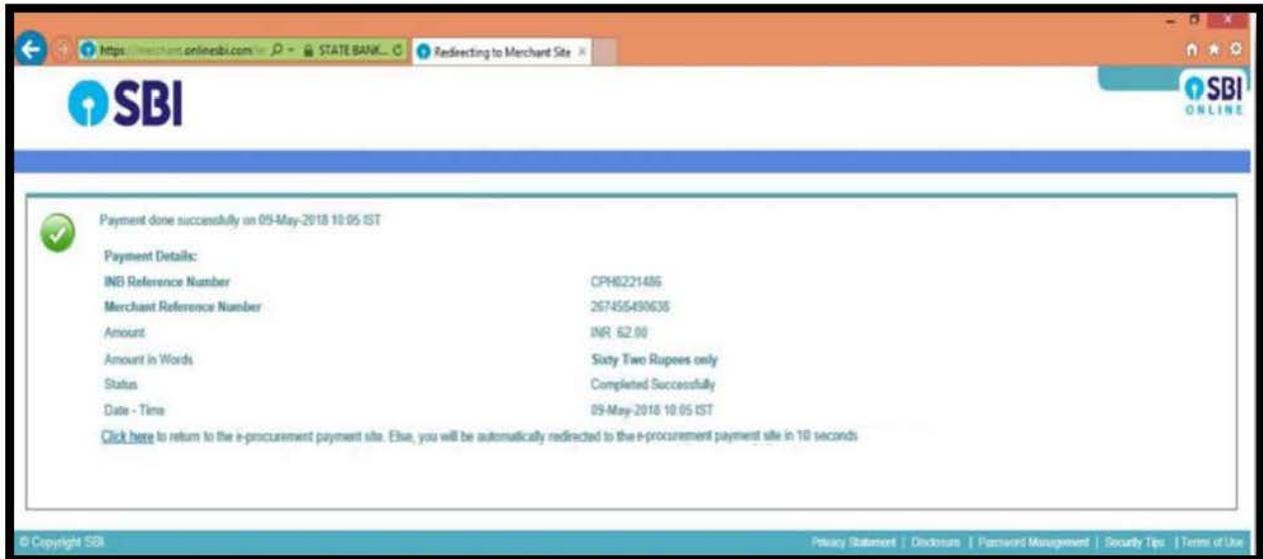
Customer Service
[Customer Care Numbers](#)

Useful Links
[Get User ID](#) | [How To Bank](#) | [Online Banking](#) | [Savings Accounts](#) | [PPP](#) | [Personal Finance Tools](#) | [Phone Center](#) | [Gold Rush Toolbar](#) | [Media Gallery](#) | [Credit](#)

Visit Other ICICI Bank Sites
[ICICI Group](#) | [ICICI Foundation](#) | [ICICI Lombard General Insurance](#) | [ICICI Securities](#) | [ICICI Prudential Life Insurance](#) | [ICICI Prudential AMC](#) | [ICICI Ventures](#) | [ICICI Direct](#) | [ICICI Financial Consulting](#) | [ICICI Home Finance](#) | [Delumia The Bank of Professionals](#) | [Careers](#) | [S Bahrain](#) | [Canada](#) | [Germany](#)

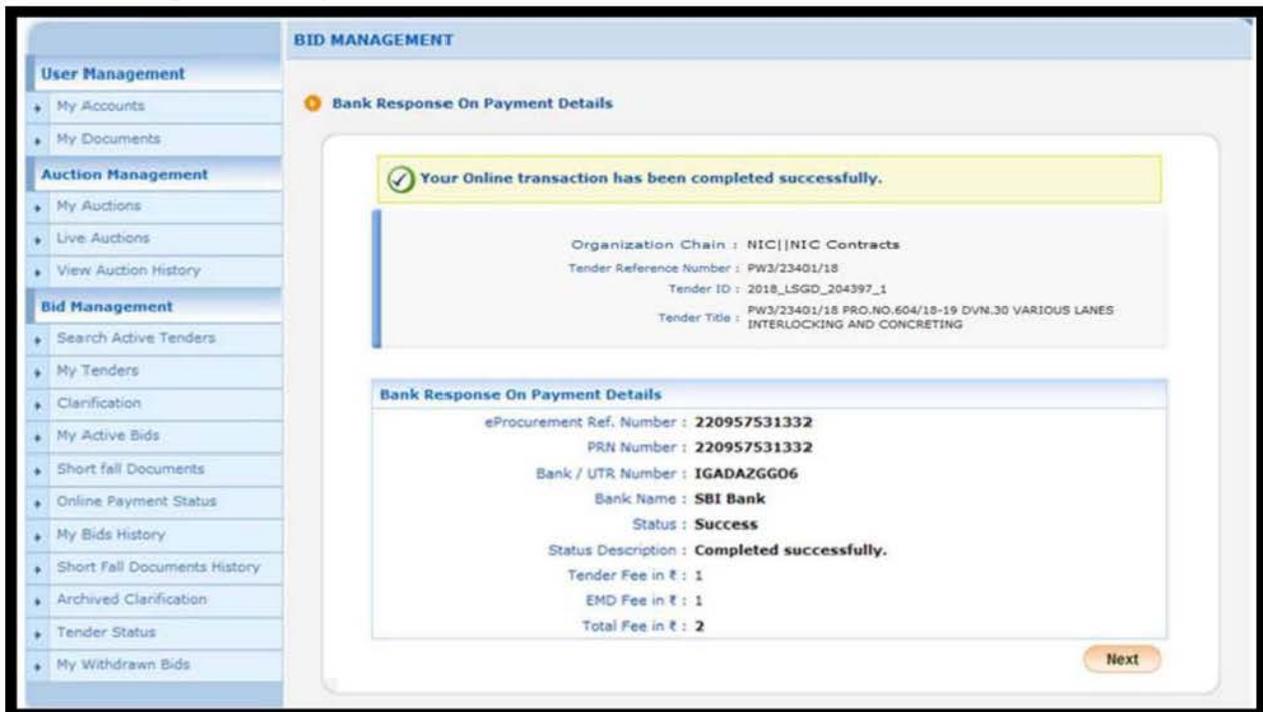


- iii. After, successful payment, system will direct you to payment confirmation page.



- iv. As in below, you will receive bank response immediately by verifying the payment status, whether Success or not. In case, payment was debited from account and further, **Payment Failure** is shown, immediately contact the eProcurement helpdesk, for resolution, before tender closing time.

Click **Next** to go to Bid Preparation details, as in screenshot.



v. Please ensure that the **Pay Online** option is not shown after successful payment, as below, for confirmation. From here, you may proceed with **Encrypt and Upload** to upload tender documents, and further submission process.

The screenshot displays the 'BID MANAGEMENT' section of a web application. On the left is a navigation menu with categories like 'User Management', 'Auction Management', and 'Bid Management'. The main content area shows details for a tender: Organization Chain: NIC|NIC Contracts, Tender Reference Number: PW3/23401/18, Tender ID: 2018_LSGD_204397_1, and Tender Title: PW3/23401/18 PRO.NO.604/18-19 DVN.30 VARIOUS LANES INTERLOCKING AND CONCRETING. Below this is a 'Bid Process List' table with one entry: S.No 1, Bid Process Profile, and an Action button. A 'Bid Payment Details' table follows, listing fees: Tender Fee (1.00 INR) and End Fee (2.00 INR). At the bottom right, there is an 'Encrypt&Upload' button.

S.No	Bid Process	Action
1	Profile	

S.No	Fee Type	Actual Fee	Exempted Fee	Fee To Be Paid	Paid Fee
1	Tender Fee	1.00 (INR)	0.00	0.00	1.00 (INR)
2	End Fee	2.00 (INR)	0.00	0.00	2.00 (INR)

C) NEFT/RTGS

(i) Bidders may choose the type of transaction and proceed for payment.

The screenshot shows the SBI Online payment gateway interface. It features the SBI logo and 'SBI ONLINE' text. The main heading is 'STATE BANK MULTI OPTION PAYMENT SYSTEM'. Below this is a message: 'Please Select Appropriate Card Type To Avoid Failures (C-Credit Card Options/D For Debit Card)'. The interface is divided into sections: 'Net Banking' with options for 'SBI' (Bank Charges: 0.0) and 'Other Banks' (Bank Charges: 59.0); 'Card Payments'; and 'Other Payments Modes' with 'NEFT' (NEFT/RTGS, Bank Charges: 0.0). Each option has a 'Click Here' button. At the bottom, there is a 'Cancel' button and footer text: '© State Bank of India' and 'Site best viewed in IE 10 +, Mozilla 39 +, Google Chrome 30 +'.

(ii) Please click the check Box to proceed to the payment and click on the Confirm Button.

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I have read and accepted the terms and conditions stated above.
(Click Check Box to proceed for payment)

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- (iii) Please ensure that your account has sufficient balance, before proceeding further. After checking the same, Click **Confirm** button as below, to transfer payment.

Your site visit: 18-Sep-2018 [11:45 IST]

e-procurement payment

Payment details	
Reference Number	117725193159
Department ID	AAA
EMD Amount	3
Tender Fee	2
RISL Fee	0
Amount	5
Amount in words	Five Rupees only

[Click here](#) to abort this transaction and return to the e-procurement payment site

> Mandatory fields are marked with an asterisk (*)

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- (iv) Click **Confirm** button as below, to transfer payment.

Your site visit: 18-Sep-2018 [11:45 IST]

e-procurement payment

Payment details	
Reference Number	117725193159
Department ID	AAA
EMD Amount	3
Tender Fee	2
RISL Fee	0
Amount	5
Amount in words	Five Rupees only

> Mandatory fields are marked with an asterisk (*)

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- (v) The challan is generated after successful transaction.

Your site visit: 18-Sep-2018 [11:45 IST]

e-procurement payment NEFT/RTGS Form

Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	PSBE04CP0822047
Amount	Rs. 5
Amount in Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0017676
Name & Address	e-procurement payment
Beneficiary Reference Number	117725193159

Note for Bidder:

- The receiver should be within the prescribed time and as per the terms and conditions specified in tender.
- Please ensure the correctness of basic financial data entered through RTGS/NEFT. SBI will not be responsible for the transactions rejected due to incorrect details inputted.
- For RTGS/NEFT transactions, Date and time at which payment is received in SBI would be relevant for the purpose of determining the issue as to whether payment was received in time or not. Therefore, bidders should make transactions well in advance so as to ensure that the payment reaches SBI before date and time for submission of tender.
- Bank for which payment is received after closing date time for submission of tender bid would be rejected and would not be considered for further processing. The payment would be returned back to the bank account from which the transaction was made.
- Bidders should verify/check the payment status on e-procurement portal. The transaction for which payment is received before bid tender closing date and time would be displayed as SUCCESSFUL in the portal. Otherwise bidders may contact their bank from which the transaction was made.
- Bidder should ensure that tender document fees and EMD are received as one single transaction and not separate.
- Bidder should ensure that account no. entered during RTGS/NEFT transactions at any bank counter or internet banking site is the same as it appears in e-procurement reference form. Bidder should not provide this account number.
- No additional information like Bidder's name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT transactions.
- Check or Double check the receiver in SBI and Account Number: not allowed and the payment may be treated as invalid and the respective bid is liable to be rejected.
- Please obtain ITR no. from your receiving bank for your reference reference.
- Please note that this is only a reference information form and not an acknowledgment of transaction.

In case the above points are not followed, the payment may be treated as invalid and the respective bid is liable to be rejected.

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[Click here to print the Transaction Form](#)
[Click here to Download in pdf](#)
[Click here to return to the Tender/e-procurement payment site.](#)

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(vi) The Downloaded challan of the e-procurement RTGS/NEFT Remittance Information

e-procurement payment RTGS/NEFT Remittance Information Form	
Beneficiary Details	
Beneficiary Details	
Beneficiary Account Number (to be entered as it appears)	PSEGACPJ8923167
Amount	Rs. 5
Amount In Words	Five Rupees only
Beneficiary Bank	State Bank of India
Beneficiary IFSC Code	SBIN0017676
Name and Address	e-procurement payment
Beneficiary Reference No	117725193159
Instructions for remitting Bank:	
<p>a. This form is valid for remittance through non-SBI branches. b. Beneficiary account no. is alpha-numeric and case sensitive. It should be entered as it appears above. c. Amount to be remitted should not be higher or lesser and should be the same as shown above.</p>	
Note for Bidders:	
<p>a. Bidder should ensure that account no. entered during RTGS/NEFT remittance at any bank counter or Internet banking site is the same as it appears in this remittance form. Bidder should not truncate or add any other detail to the above account number. b. No additional information like bidder name, company name, etc. should be entered in the account no. column along with account no. for RTGS/NEFT remittance. c. Account to Account transfers or Cash payments are not allowed and are invalid mode of payments. Hence, this remittance form is to be used only for RTGS or NEFT payment. d. Bidder should ensure that tender document fees and EMD are remitted as one single transaction and not separate. The remittance should be within the prescribed time and as per the terms and conditions specified in tender. e. Please ensure the correctness of details inputted while remittance through RTGS/NEFT. Please also ensure that your banker keys in the Account Number (which is case sensitive) as displayed in this form. SBI and Merchant should be relevant for Therefore, bidders should make before date and f. For RTGS the purpos should ma time for submission of tender. g. Bids for which Payment is received after closing date/time for submission of tender/bid would be rejected</p>	