Government of NCT of Delhi

Information Technology Department

9th Level, B-Wing, Delhi Secretariat

https://it.delhi.gov.in/

File No.: E-DIT/6/2026-Development-ITD/340144/9833-92 Dated:06/11/2026

Circular

Subject: System of Online Receipt, Refund and Forfeiture of EMD for Tenders on the Delhi Government eProcurement Portal.

Department of Information Technology through DeGS and NIC has developed and integrated the process of Earnest Money Deposit (EMD) in online mode through Delhi Government e-Procurement portal. Departments may access this online system through e-Procurement portal (https://govtprocurement.delhi.gov.in).

This online system of EMD has been developed and formulated with the objective of establishing a **uniform, transparent, secure and auditable mechanism** for handling Earnest Money Deposit (EMD) in GNCTD tenders. It covers the complete lifecycle of EMD, including:

a. Online payment of EMD by bidders.
b. Automated digital refund of EMD to unsuccessful bidders (without interest).
c. Retention, refund or settlement of EMD for successful bidders.
d. Forfeiture of EMD, wherever applicable, strictly in accordance with tender conditions and financial rules.

Further, this procedure of integration shall apply to:

a. All vendors/contractors participating through the GNCTD e-Procurement Portal with the requisite tender fee, if any.
b. All online EMD payments shall be credited to the pooling account through payment sources viz. NEFT/RTGS/Net Banking only, for the purpose of e-tendering.
c. All GNCTD Departments, PSUs, Statutory Bodies, Local Bodies and Autonomous Organizations.

Also, EMD collection for existing ongoing tenders (already floated on Delhi eProcurement Portal) shall be in either online or offline mode (whichever is feasible). However, No EMD shall be taken up in offline and EMD shall be collected in **online mode only w.e.f. 01.12.2026 (Tuesday)**.

Therefore, all Departments shall ensure their readiness and preparedness to adopt an online system in accordance with the aforesaid timeline. Manual, UO note of PAO and PPT are enclosed herewith as Annexure-A, B and C respectively.

In this regard, the details of the eProcurement Helpdesk is as under:

Email ID: support-eproc@nic.in,

Tel: 011-23392722 (Monday to Friday, 09:30 AM to 06:00 PM).

This issues with the approval of the Competent Authority.

Encl: As above.

6/11/26

(K Murugan)
Director, DeGS
IT Department

To:

All Departments/Local/Autonomous Bodies/PSUs/Universities/ Academic Institutions of Govt of NCT of Delhi.

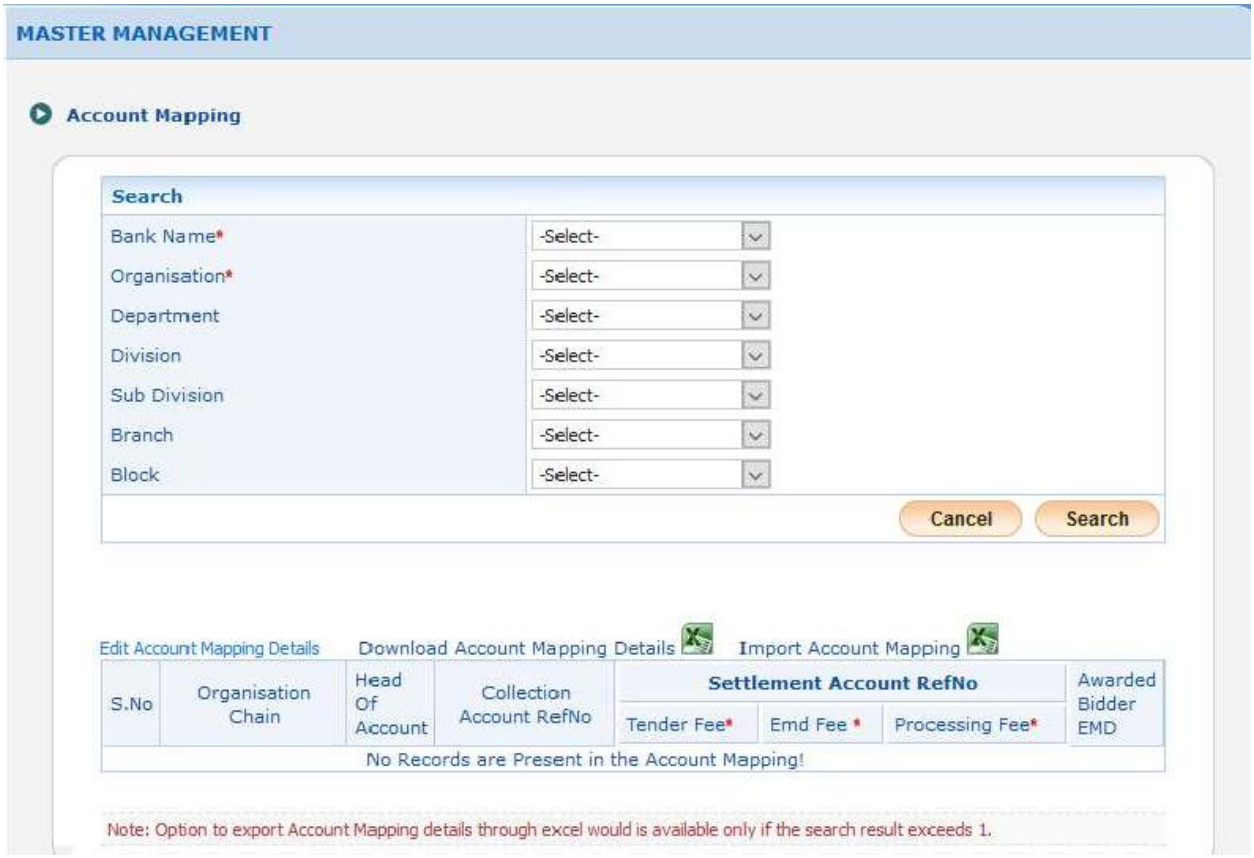
Copy for information to:

1. Secretary to the Hon'ble Chief Minister, GNCTD.
2. Secretary to Hon'ble Minister (IT), GNCTD.
3. Staff Officer to Chief Secretary, GNCTD.
4. Controller of Accounts, Principal Accounts Office (PAO), Delhi.
5. DDG, eProcurement Division, NIC, Delhi.
6. State Informatic Officer (SIO), NIC, Delhi State Unit.
7. PS to Principal Secretary (Finance), Finance Dept., GNCTD.
8. PS to Secretary (IT), Dept. of IT, GNCTD
9. PS to Special Secretary (IT), Dept. of IT, GNCTD
10. Sh. Sanjeev Sharma, Coordinator, Delhi eProcurement, NIC to ensure that timeline implementation of the same.
11. Website In charge to upload the circular on the official DIT Website.
12. Guard File.

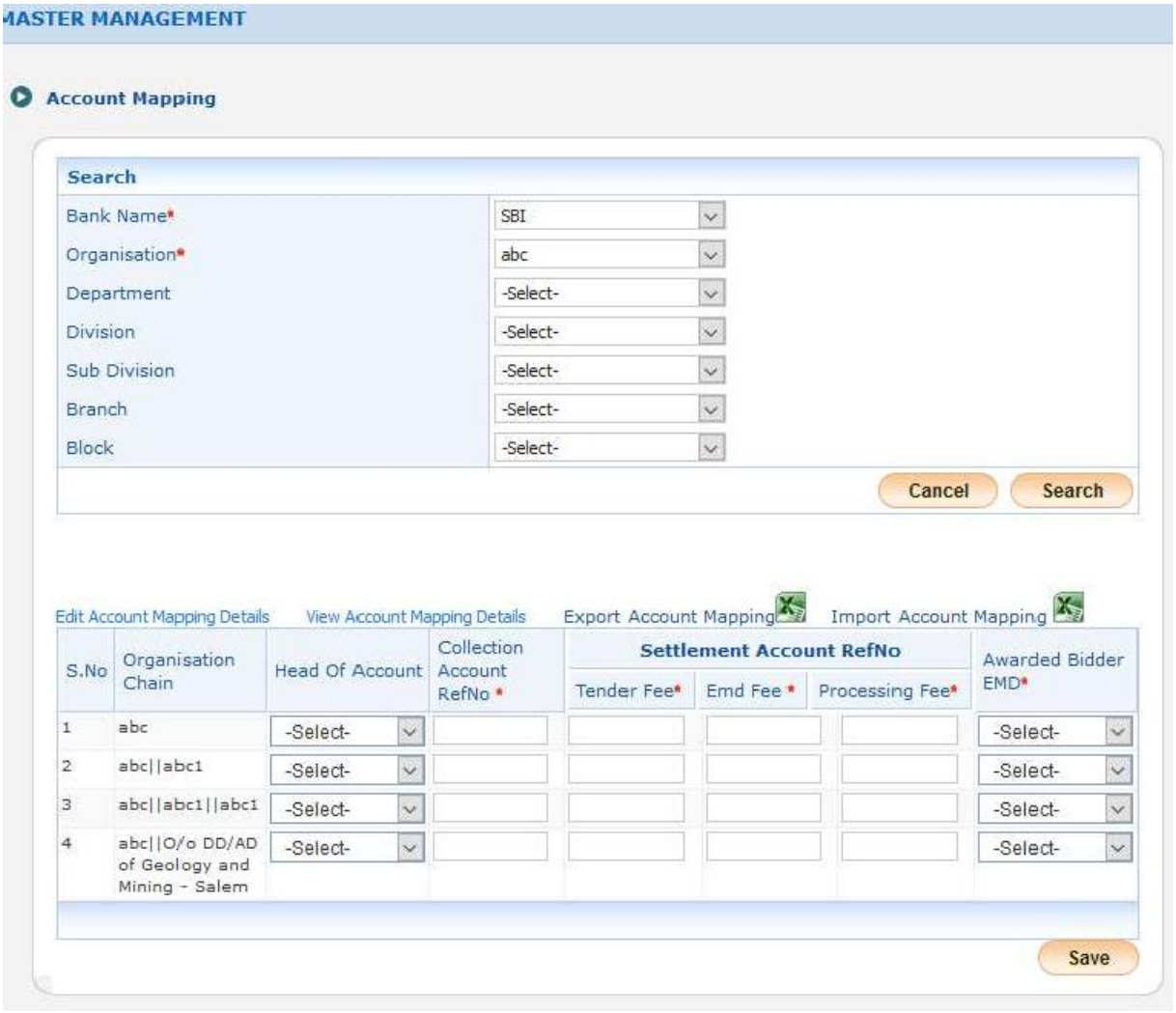
Government eProcurement System of National Informatics Centre

Portal Manager Manual for Online Payment Gateway

Click the "**Account Mapping**" menu available after logging in.



This menu enables configuring account mapping against any organization chain after clicking the **Search** button, if not configured already. The **Download Account Mapping Details** has to be clicked to download Account Mapping details for the particular chain, the Excel icon near the **Import Account Mapping** has to be clicked to download the empty Excel sheet before configuring Account Mapping details. **Edit Account Mapping Details** button is clicked to edit the existing Account Mapping details against the chain.



The following values should be configured while creating new orgchain

Collection Account RefNo – **DELEA**

Tender Fee – **DELAA**

Emd Fee – **DELAA**

Processing Fee – **DELAA**

Awarded Bidder EMD – **Refund**

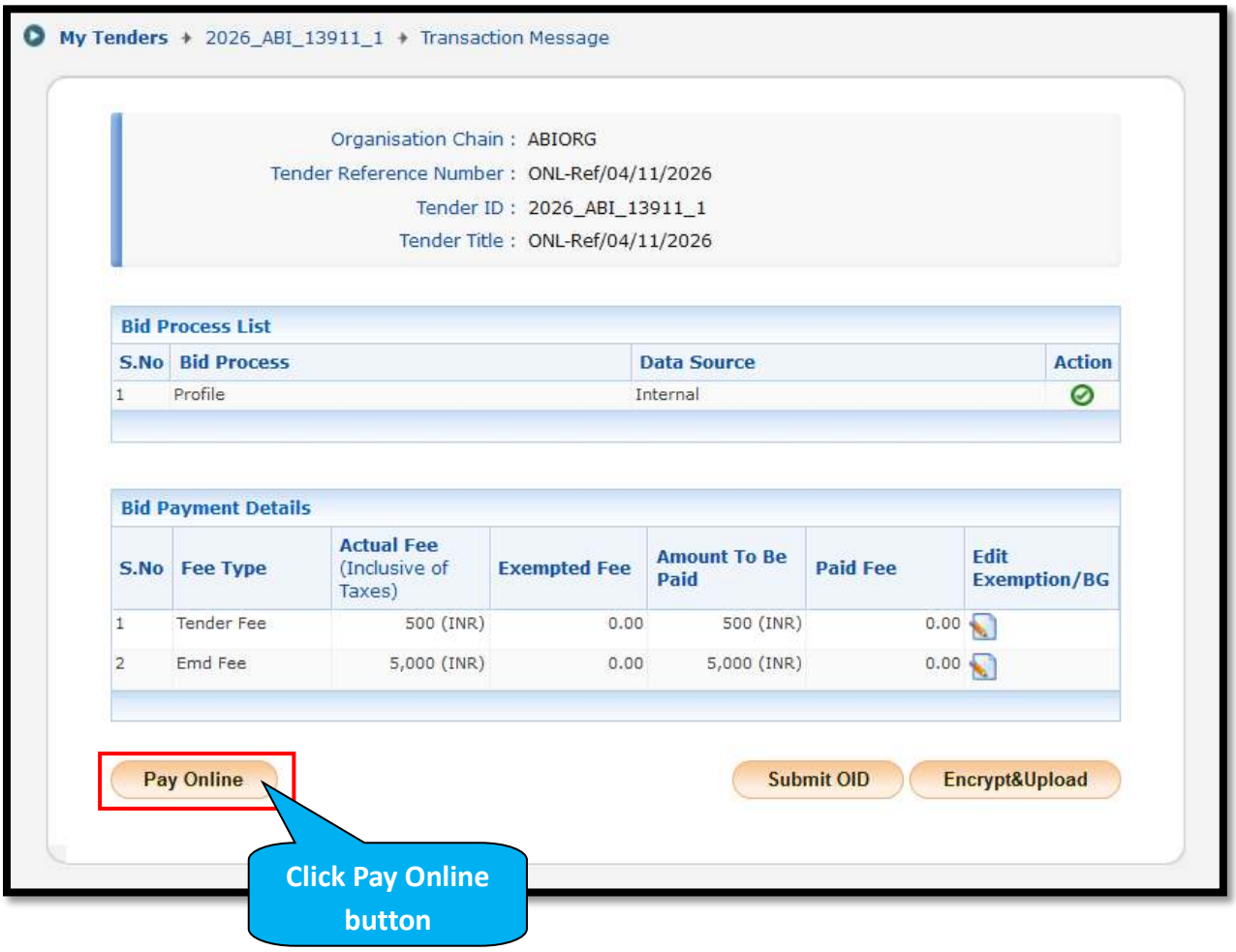
After completing account mapping process, the TIA can create tenders with online payment gateway

Government eProcurement System of National Informatics Centre

Bidder Manual for Online Payment Gateway

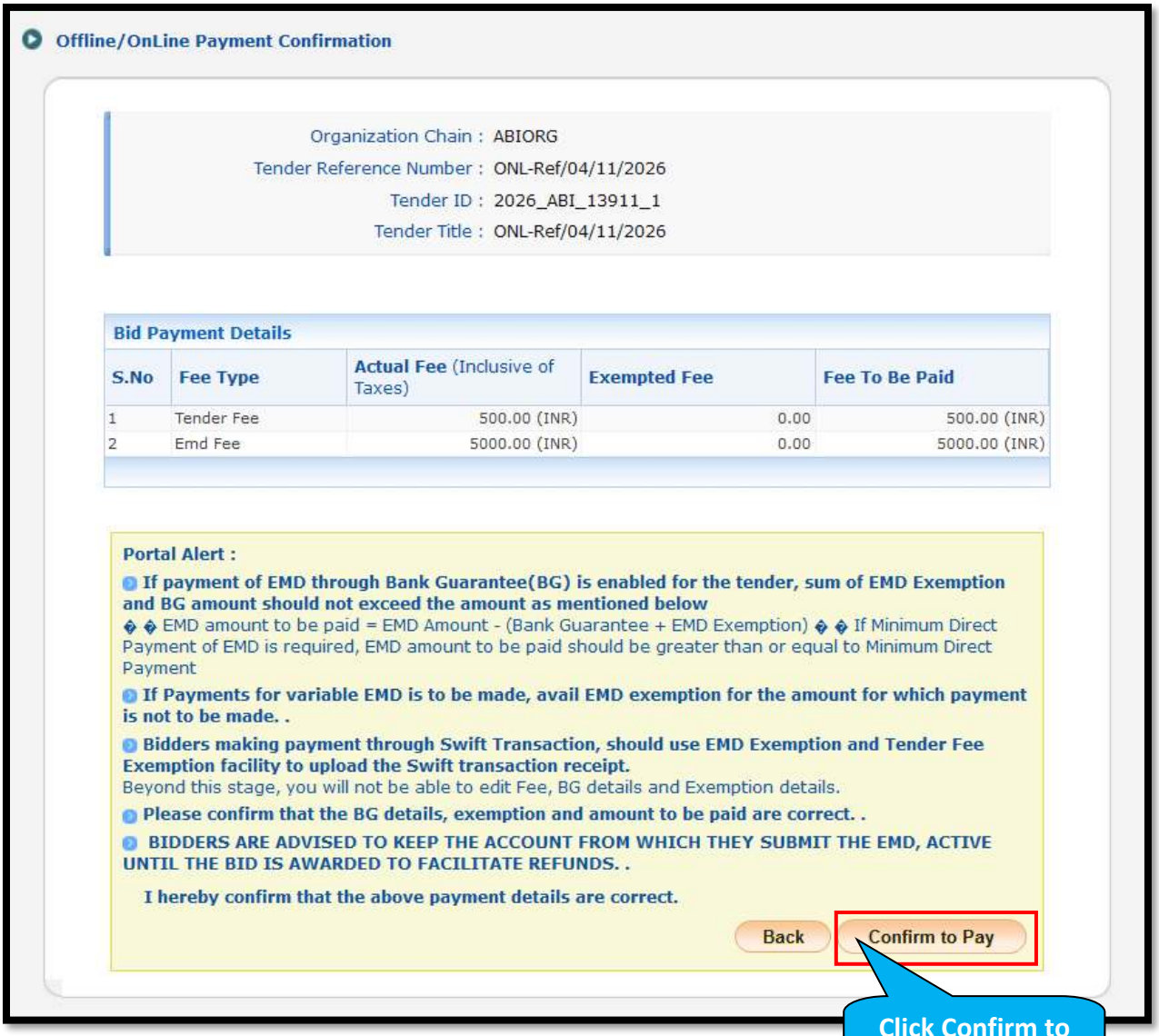
Steps for Making Online Payments in eProcurement Portal via SBI Payment Gateway

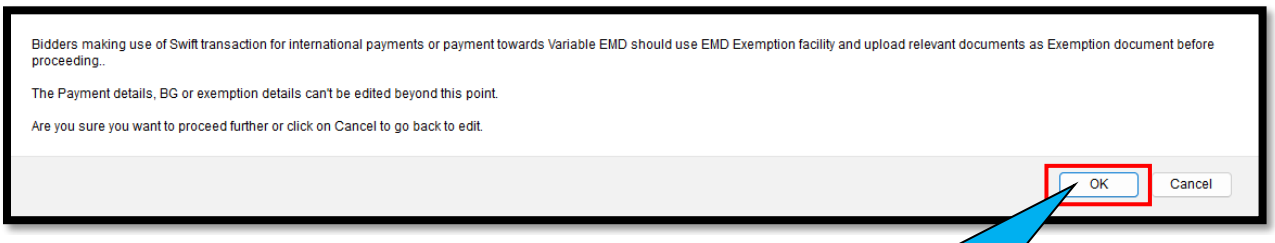
Step 1) Click the "**Pay Online**" button when you reach the relevant page during the online bid submission process.



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

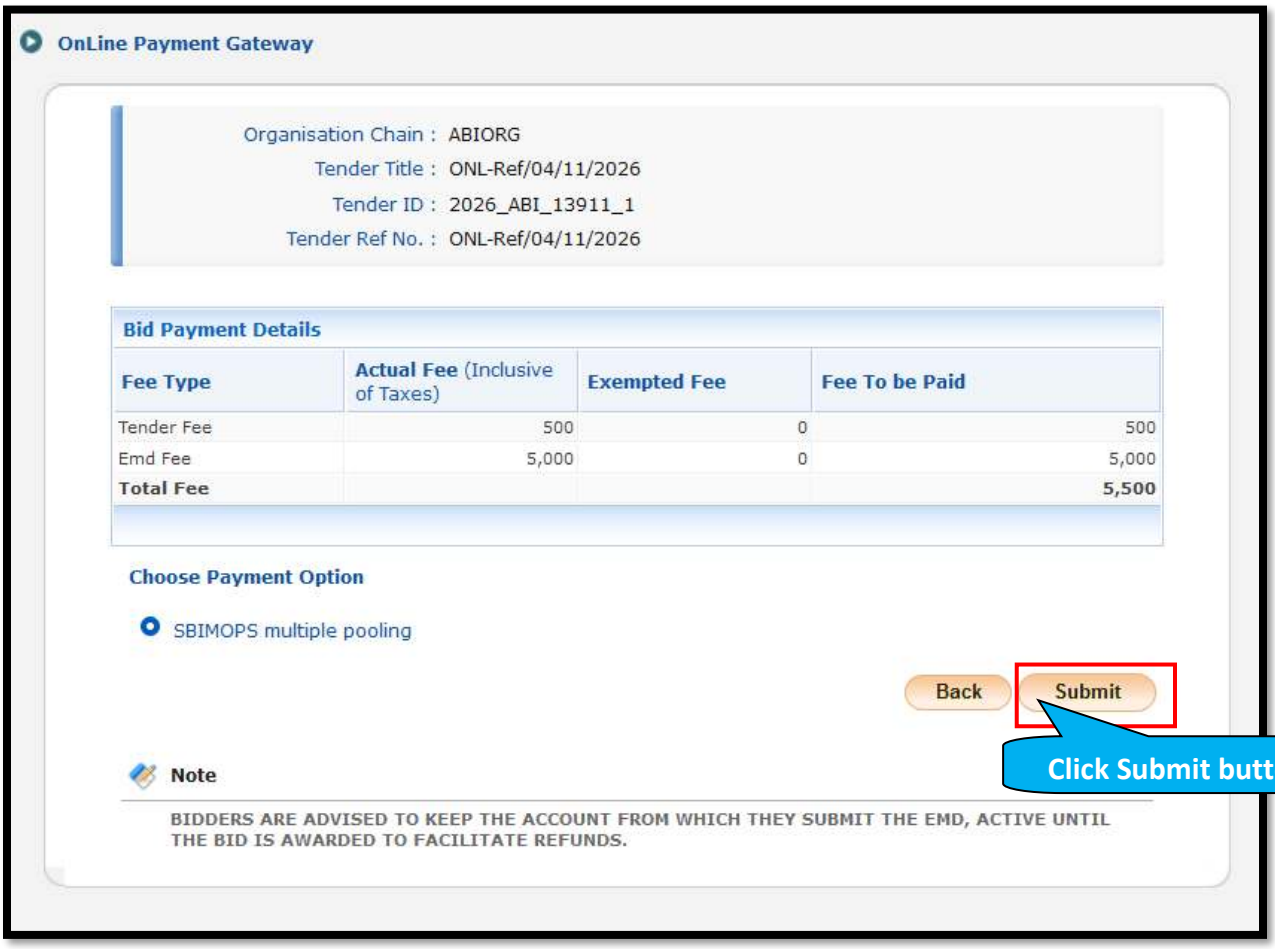
Note: Please ensure that you have availed Tender Fee / EMD Exemption, if eligible. Further, there would not be any provision to change back, under any circumstances.



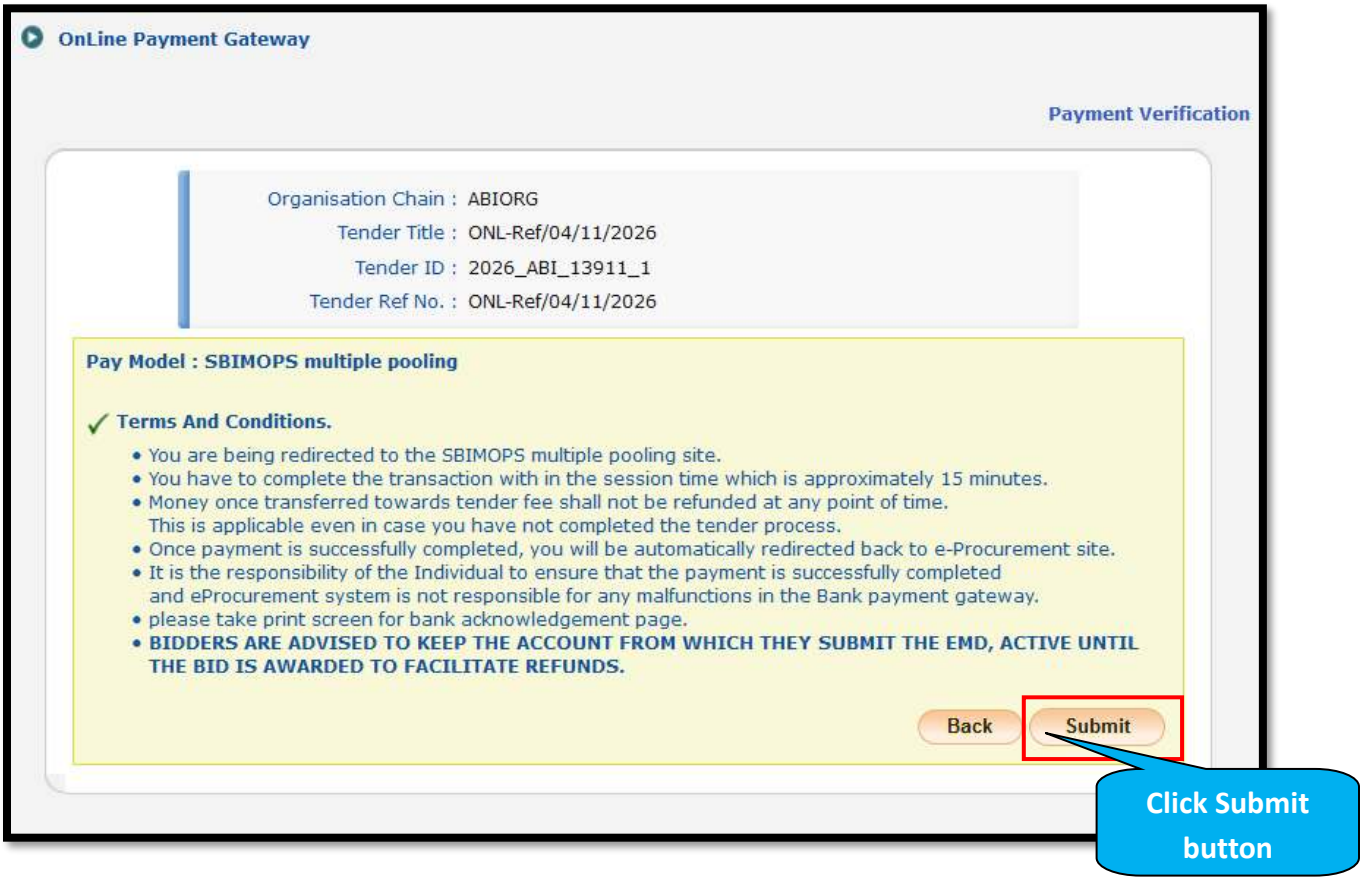


Step 3) Verify that the Tender fee and EMD shown are correct, as per tender document. Then, select the payment option SBIMOPS option and click '**Submit**' button, as below.

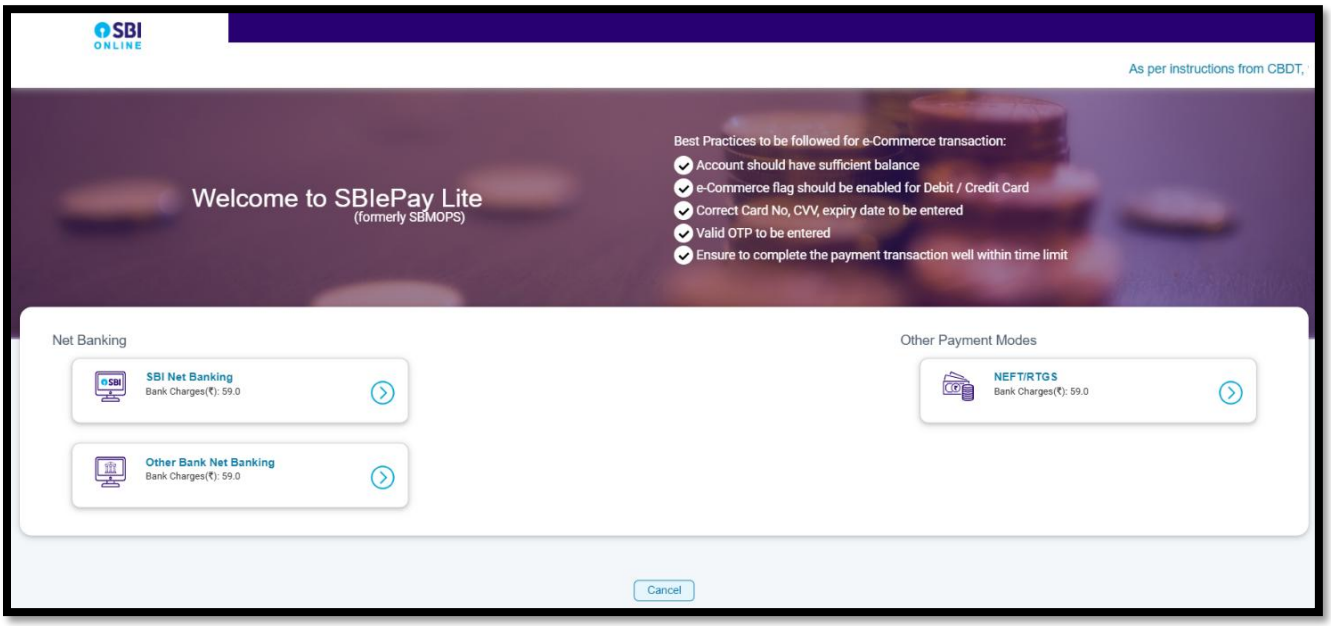
Note: In case of any mismatch in tender payments, with reference to tender documents, please contact TIA for clarifications.



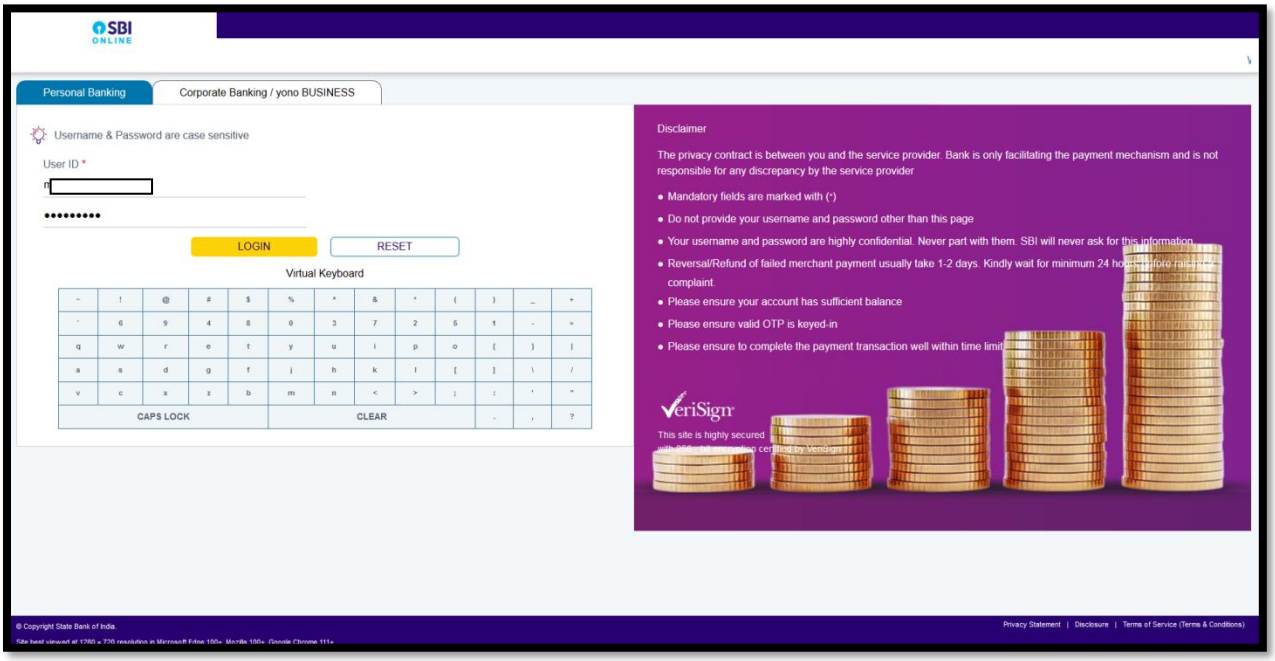
Step 4) Check and Follow the Terms and Conditions, and then click '**Submit**' button, as below.



Step 5) Bidders may choose the type of transaction and proceed for payment. Bidders can use any of the payment methods mentioned on the screen

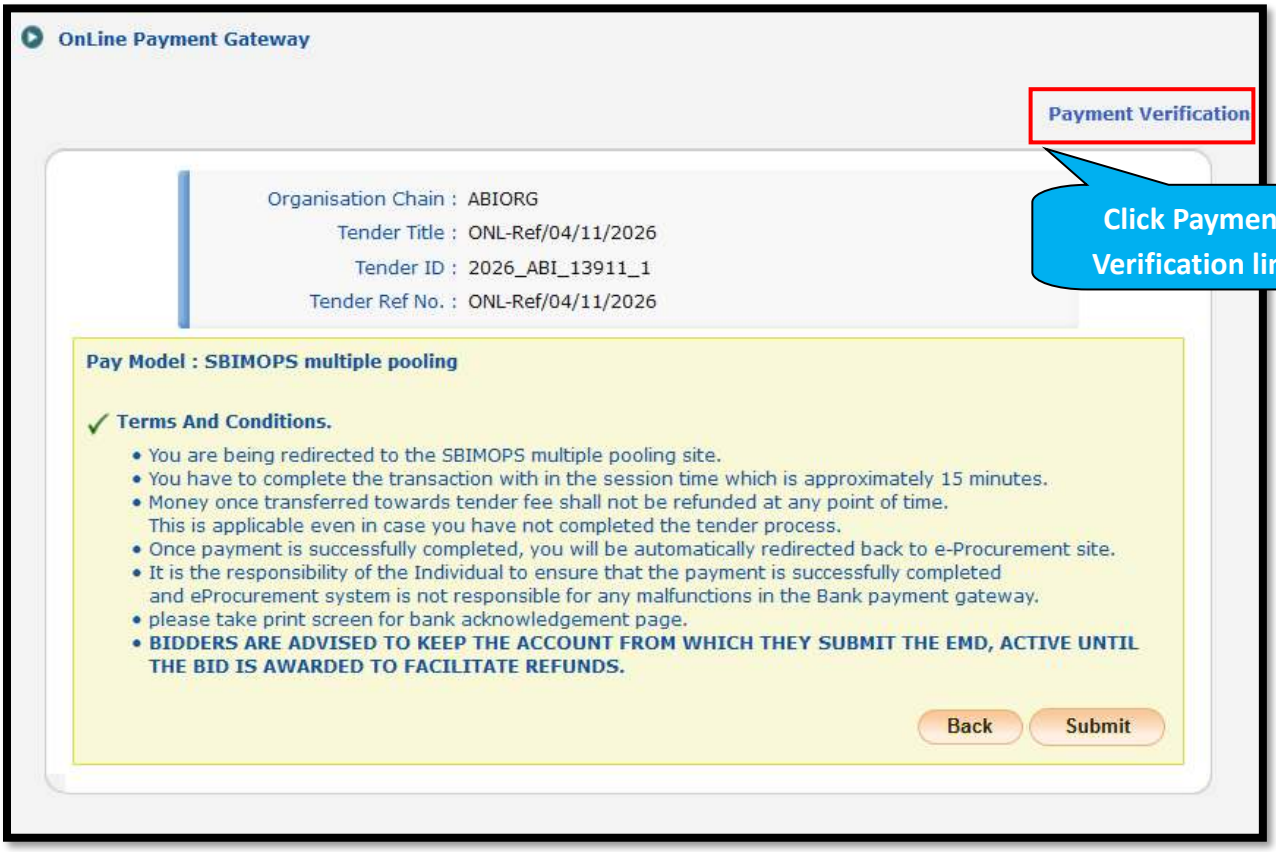


Step 6) For the purpose of this document, we have selected SBI netbanking option. The system redirects the bidder to the respective landing page, where they must enter their User ID and Password to proceed with the login.

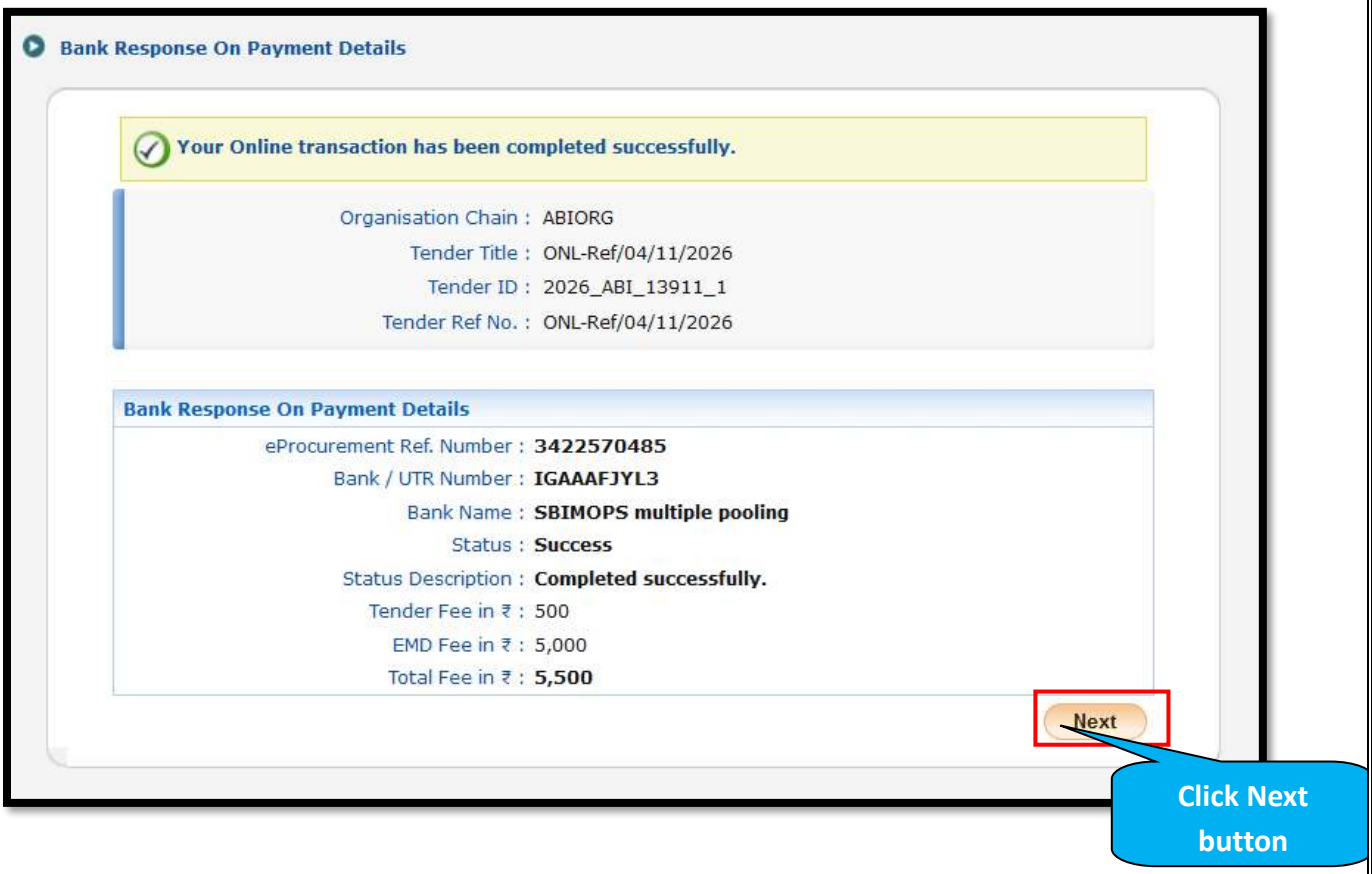


Complete the payment process by following the on-screen instructions and entering the required security credentials.

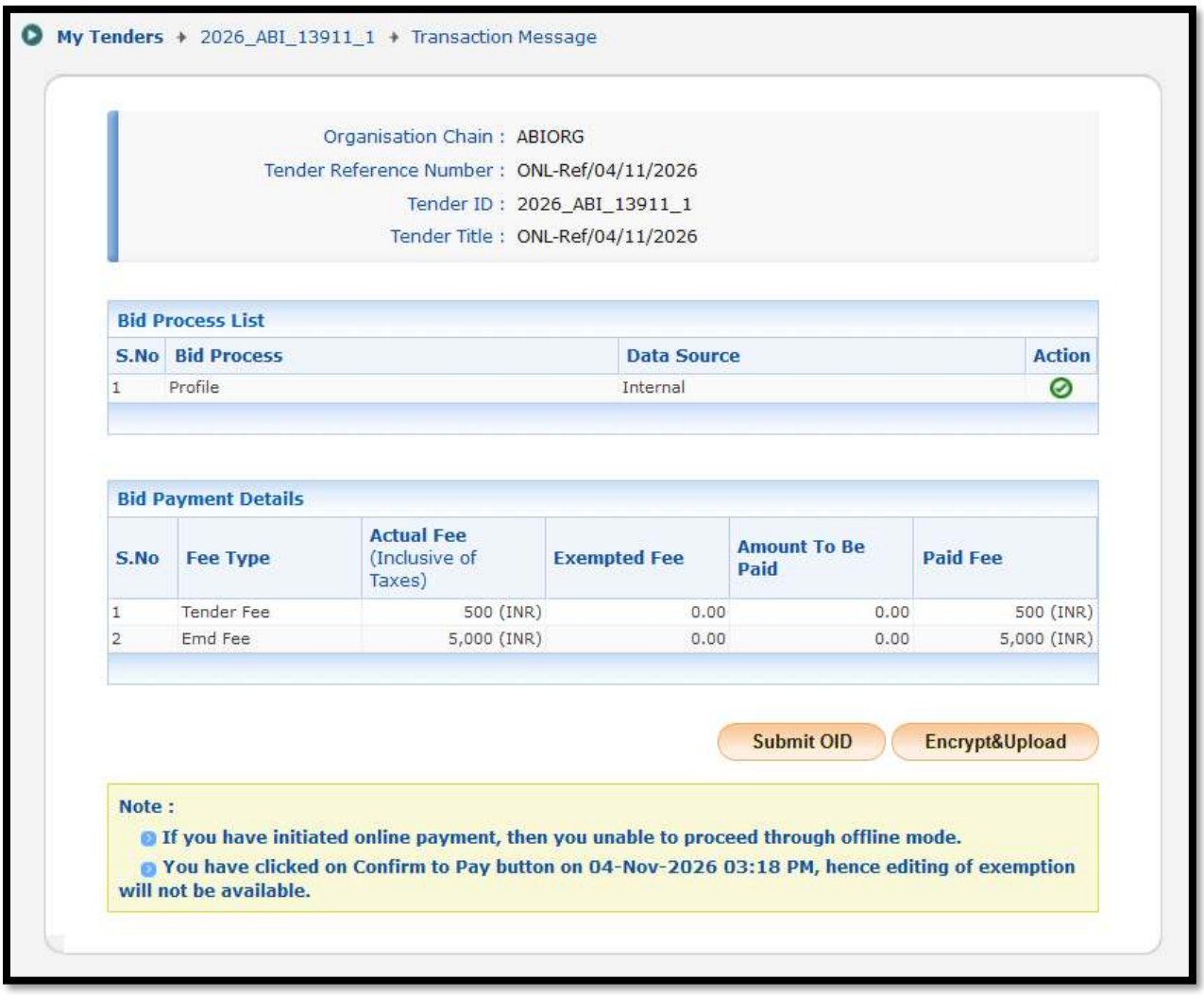
If the bidder encounters any issues while making the payment, they must log in again to the GePNIC portal and click on the 'Payment Verification' link to verify the payment status based on the response received from the bank.



Once the bidder has successfully completed the payment, the SBI system redirects the user to GePNIC portal. Then, click the 'Next' button to proceed to the landing page for the subsequent steps.



Once the payment is completed successfully, the '**Pay Online**' button will be disabled.



716/C

GOVERNMENT OF NCT OF DELHI

PRINCIPAL ACCOUNTS OFFICE

A-BLOCK, VIKAS BHAWAN, IP ESTATE NEW DELHI-110002

This Office is in receipt of file bearing no. 6/(290)/IT/2013 (C.D No.042246674) received from Department of Information Technology, Govt. of NCT of Delhi regarding payment gateway integration for EMD in Delhi Government e-Procurement Portal.

In this context, it is submitted as under:

(i) Principal Accounts Office vide letter No. 3(19)/2016/T-I/Pr.AO dated 26.12.2026 has issued instructions regarding opening of Pooling Account in favour of various offices of GNCTD of Delhi, wherein departments are allowed to open pooling account in SBI branches attached with their concerned PAO for receiving the receipts through e-Payment Gateway and POS Machines only. The receipts of the said Pooling Accounts are rendered by the Department concerned through physical challan in the Bank Account of their attached PAO.

(ii) As per Receipts & Payments Rules, 2022 - Rule 2(a) "authorised mode for receipts into Government Account" means electronic mode (namely using internet banking, debit or credit cards, Real Time Gross Settlement, National Electronic Fund Transfer or in such other form as recognised by Government) or cheque or demand draft or postal order or money order or cash (namely in coins and notes) or in such other form as may be specified by Government from time to time; and (b) "authorised mode for payments from Government Account" means Payment advice or Cheque or Demand Draft or Postal Order or Money Order or Cash (namely in coins and notes) or in such other form as may be specified by Government from time to time.

(iii) Further, As per Subsidiary Instruction 2.71 of R&P Rules 2022, Credit deposits into Government Account. — (1) Deposits must be paid into the Government Account either through departmental officers and or through the accredited bank, along with the appropriate challan (R.P.R.7 or any other specially prescribed form) by the Ministry or Department concerned. The procedure relating to credit of receipts prescribed in Part II of these rules will be applicable. (2) In respect of earnest money deposits made by intending tenderers of Civil and Defence Departments which are creditable as revenue deposits, the depositor must indicate the designation of the officer in whose accounts the deposit should enter. As per Subsidiary Instruction 2.72 of R&P Rules 2022, Refund of deposits. — (1) Refunds of deposits shall be made only on the receipt of application from the persons entitled to receive such refund in prescribed form (R.P.R. 43: Part-A). Bill in form R.P.R. 43: Part-C shall be used for the purpose.

(iv) In view of above, as per the provisions of Rule 2.71 of R&P Rules, 2022, the receipt must be deposited by the concerned Department (i.e. Tendering Department) through challan in the Bank Account of their attached Pay & Accounts Office. Further, as per the provisions of Rule 2.72 of R&P Rules, 2022, the refund of deposits can be made by the concerned Department by raising Bill in Form RPR 43 through their attached PAO.

Hence, it is advised to adhere to the aforesaid and other relevant provisions of Civil Accounts Manual and General Financial Rules while finalizing the instant proposal. As regards, the comments sought regarding feasibility of EMD retention, forfeiture, and refund processes, examination of Draft MOU and Draft SOP, it is intimated that as per provisions of Para 1.2.4(d) of CAM, Pr. Accounts Office only renders technical advice to PAOs and does not vet the proposals.

Accordingly, the file bearing no.6/(290)/IT/2013 (C.D No.042246674), is returned herewith for information and necessary action.

This issues with the approval of Chief Controller of Accounts.

Encl: As above.

Dy. Controller of Accounts (Tech).

Spl. Secretary (IT),
Department of Information Technology,
Govt. of NCT of Delhi,
9th Floor, B-Wing, Delhi Secretariat,
New Delhi-110002.

U.O.No.F. 3(02)/T-I/2025/Pr. AO/482 **Dated:** 28/01/2026