Reminder - I

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/ Dated: 27/11/2026

10190-10249

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.

27/11/26

(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.