

Government of West Bengal  
Finance Department  
Audit Branch

Memo. No.: 441-F(Y)

Date: 27<sup>th</sup> 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

