

**GOVERNMENT OF PUDUCHERRY**

(Abstract)

CVO, Chief Secretariat – Introduction of e-Payment facility in the e-Procurement portal of U.T. of Puducherry - Process flow, Roles & Responsibilities – Order issued.

**CONFIDENTIAL AND CABINET DEPARTMENT  
CHIEF VIGILANCE OFFICE**

G.O. Ms. No.3

Puducherry, the 2.7.2015

- READ: i) G.O Ms. No.1 dt.21/2/2013 of the Chief Vigilance Office, Puducherry.
- ii) G.O. Ms. No.3 dt. 24/10/2013 of the Chief Vigilance Office, Puducherry.
- iii) G.O. Ms. No.1 dt.13/1/2015 of the Chief Vigilance Office, Puducherry.

**ORDER:**

In the. G.O. 1<sup>st</sup> read above, e-Procurement has been made mandatory for tendering of goods, works and services costing Rs.10 lakh & above through the Government e-Procurement portal of U.T of Puducherry viz. <https://pudutenders.gov.in>, complying the guidelines of Ministry of Commerce & Industry, Department of Commerce(Supply Division), New Delhi, which is monitoring and funding this Mission Mode Project(MMP) under National e-Governance Plan(NeGP). In the G.O. 2<sup>nd</sup> read above, orders were issued reducing the threshold limit of e-Tendering from Rs.10 lakh & above to Rs.5 lakh & above, in order to scale up the volume of procurement through e-Tendering mode.

2. At present the payment towards Tender Fee and Earnest Money Deposit(EMD) are collected from the bidders through Demand Drafts by the Tendering Department. The scanned copy of the Demand Drafts are uploaded by the bidders in the Tendering portal and the Original Demand Drafts are sent to the tendering Departments before tender closing date. The tender fee is non-refundable and credited to Government account. After award of contract to the successful bidder(L1), the EMD of other bidders are returned and the EMD of successful bidder (L1) alone is retained till the completion of contract.

3. In order to ensure complete confidentiality and anonymity in tendering process and to simplify the payment/refund procedure, payment towards E.M.D and tender fee shall be collected online by integrating the e-Procurement portal of U.T of Puducherry with the Payment Gateway aggregation services of State Bank of India viz. SBlePay. A Memorandum of Understanding (MoU) with State Bank of India has been executed in this connection on 15/5/2015. This facility will be introduced by this administration during the launch of Digital India Week, planned from 1<sup>st</sup> - 7<sup>th</sup> July, 2015.

4. The following are the features and process for the online payment mechanism for e-Procurement system of U.T. of Puducherry.

**Payment mode:**

The bidders shall make payments only through Internet banking mode. A bidder shall make online payments using his/her internet Banking enabled account with any of the 30 banks as per the Annexure "B" enclosed. To facilitate the bidders having account with other banks which are not included in the list, State Bank of India shall open a Zero Balance Current account and issue Net Banking Login Credentials to enable the bidders to make payment.

*9/7*  
*0207*



As the Payment amount is high and problems of charge-back transactions are to be handled, it is recommended to remove debit credit/credit card payments in this system. Payments through other bank accounts through NEFT/RTGS mode is currently not available in SBlePay. Hence, SBI will develop this functionality in due course, so as to have hassle-free payment on the part of bidders who do not have account in the banks listed in the Annexure "B".

**Pooling account :**

The amount towards tender document fee and EMD of a respective tender shall be collected in a pooling/collection account of e-Procurement portal. To enable this provision, U.T. of Puducherry has authorized State Bank of India, Puducherry Main branch to open a common pooling account for collecting Tender documents fees & EMD amount vide G.O. Ms. No 1 dated 13/01/2015. Accordingly, State Bank of India, Puducherry Main Branch has opened a Common Pooling Account bearing Number **34805026965** in the name & style of "Govt. of Puducherry eTender SBlePay". The amount of EMD of all unsuccessful bidders shall be refunded automatically to the bidder's account by the e-Procurement system during stage-wise evaluation of bids.

**Payment/ Collection process through internal Routing accounts :**

A bidder desirous of taking part in a bid, shall login to U.T. of Puducherry e-Tender web site, <https://pudutenders.gov.in>, selects the required tender, initiates payment. He will be directed to the payment gateway page of SBlePay where he will have the option to make payment through Internet banking. Payments made by the bidders will be credited to the Pooling account - A/c. No 34805026965 on T+1 basis, "T" being the date of transaction in the eTender Portal.

**Routing of Tender Fees and EMD amount to respective Government Department/ PSU.**

Based on the Government department code/ PSU code provided by NIC, SBlePay will bifurcate the payment received from a bidder, into four components viz.,

- (a) Government Department – EMD
- (b) Government Dept – Tender Fees
- (c) PSUs/Autonomous bodies – EMD and
- (d) PSUs/Autonomous bodies – Tender Fees

The parameters sent by NIC shall be in such a manner that SBlePay can identify whether the payment relates to :

- (a) Government Department or PSU
- (b) If Government Dept, the department code/Office Code/any relevant treasury code to identify the respective Tender Inviting Authority (TIA)
- (c) If PSU, the PSU code/ Account number.

Based on the above parameters, SBlePay shall generate a MIS file. Login Credentials for the SBlePay portal will be provided by SBlePay to the Directorate of Accounts & Treasuries, Puducherry. Further, Dte. of Accounts & Treasuries, Puducherry shall create a user for SBI, Puducherry to enable them to login and download the MIS file. State Bank of India, Puducherry will login to the SBlePay portal and download the MIS file and reconcile the balance in the Pooling account.

*Handwritten signature and date: 20/02/2017*



**Refunds:**

As directed by U.T. of Puducherry, processing of refunds will be carried out in the following stages.

- a) After opening of Bid (Incomplete bid or withdrawal of bid)
- b) After Technical Bid evaluation (Rejected bids)
- c) After Financial Bid Evaluation (All bids other than L1)

As an end-of-day (EOD) activity, NIC e-Procurement system shall generate an encrypted XML file for outward transactions, as per the format mutually agreed upon by SBlePay and NIC, considering all the tenders opened on that particular day, indicating

- a) The list of bidders whose bids are incomplete/withdrawn.
- b) The list of bidders whose bids have been rejected following Technical/financial evaluation of bids.
- c) The list of bidders other than L1.

SBlePay treats all the above cases as "Refund request" and processes the XML file and make available the processed file to SBI, Puducherry Branch through a secure mode, downloaded from SBlePay Server. SBI, Puducherry Branch is authorized to debit the Pooling account with the total amount mentioned in the MIS file and sends the funds to SBlePay by way of internal transfer i.e. Debiting Pooling A/c. at SBI, Puducherry and Crediting Nodal A/c. at SBlePay, Mumbai. SBlePay upon receipt of funds from SBI, Puducherry shall process the refunds to the same bidder account through which it was debited/received. This refund shall be made within 2 working days from the date of generation of the MIS/XML files, by NIC e-Procurement system.

After award of contract, the EMD amount of L1 bidder shall be remitted online to the District Treasury/respective PSUs account from the pooling account of State Bank of India, Puducherry which is opened for e-procurement portal of Govt. of Puducherry. However, State Bank of India Puducherry/SBlePay shall process the refunds, solely on the basis of refund files generated by NIC e-Procurement system.

**Refunds due to cancellation of tenders :-**

Refunds due to cancellation of Tenders will be done as per the file generated by the NIC e-Procurement system. For SBlePay it is a "refund request" and will be processed as enumerated above.

**Settlement of funds with Government treasury/PSUs.**

As an EOD activity, the NIC e-Procurement system shall generate an encrypted file for inward transactions, as per the format mutually agreed by SBlePay and NIC considering all the tenders opened on that particular day. SBlePay shall make use of this file for verification purpose and for generation of final MIS report for settlement with Government departments and PSUs.

- **Government Departments:** On the next bank working day of tender opening, SBlePay shall provide an MIS to SBI, Puducherry Main Branch in a secure manner, which is downloadable by SBI, Puducherry from SBlePay Server. This MIS shall contain the Tender Fees as well as the EMD details. The MIS pertaining to tenders of Government Department will be included in the "Puducherry Govt. Receipt Scroll" already being sent by SBI, Puducherry to the Government Treasury as per department code-wise/TIA-wise. However no challans will be made available to the Treasury for these e-Payments received from the bidders.

  
 0207



- **PSUs/Autonomous bodies:** On the next working day of tender opening, SBlePay shall provide an MIS to SBI Puducherry, downloadable by SBI, Puducherry from SBlePay Server. This MIS shall contain the Tender Fees as well as the EMD details. SBI, Puducherry Branch shall settle the funds with Individual PSUs/Autonomous bodies, by crediting the tender proceeds to the bank accounts of PSUs/Autonomous bodies provided in the MIS of SBI. NIC e-Procurement system is required to pass the PSUs/Autonomous bodies bank account details viz., account number, IFSC Code details in the XML file to SBlePay system.

#### **Reconciliation and Balancing of Pooling Account of e-Procurement portal:**

Pooling Account (A/c. No. 3480502965) is an escrow account, account held by the Director, Directorate of Accounts & Treasuries, Puducherry. SBI, Puducherry Main Branch maintains the escrow account in trust for the U.T. of Puducherry. U.T. of Puducherry authorizes SBI, Puducherry Main Branch to debit the pooling account towards the settlement with Treasury and PSUs/Autonomous bodies as per the XML/MIS files generated from NIC e-Procurement system and by SBI-Payment Gateway(SBlePay) system. U.T. of Puducherry further authorizes SBI, Puducherry Main Branch to debit the pooling account towards refund of EMD to the bidders as per the XML/MIS files received from NIC e-Procurement system and by SBI Payment Gateway system (SBlePay).

In this background, it is imperative to reconcile the balance available in the Pooling account. The balance in the pooling account should always be equal to the amount collected from the bidders in respect of opened tenders.

Hence NIC, Chennai shall also provide MIS file containing the details of opened tenders along with details of amount collected towards EMD/Tender Fees. The balance in the pooling account shall be equal to the total amount of the opened tenders as generated by NIC e-Procurement system.

SBlePay will process the MIS file and make it available to the Director, Directorate of Accounts & Treasuries and SBI, Puducherry Branch which is downloadable from SBlePay Server.

It is the responsibility of the Directorate of Accounts & Treasuries, Puducherry and SBI Puducherry Main branch to reconcile and balance the pooling account. The e-Payment process flow is illustrated in Annexure "A".

#### **5. Roles and Responsibilities:**

The following shall be the broad roles & responsibilities of stakeholders:

##### **Role of National Informatics Centre:**

- a) Customize e-Procurement software and web-pages of Government of Puducherry (<https://pudutenders.gov.in>) to enable the provision for online payment.
- b) Coordinate with SBlePay for integration of the online payment system with e-Procurement system.
- c) Make necessary arrangements for redirecting the bidders from e-Procurement website to SBlePay payment page and provide/pass necessary details/parameters to the banker during online payment process for identifying details of department, tender fee, EMD etc.

*Handwritten signature and date:*  
 0207



- d) National Informatics Centre shall make available all necessary reports to the respective Tender Inviting Authority detailing the amount received towards Tender document fees and EMD for each tender enabling the Tender Inviting Authority to qualify the bidders.
- e) Enable automatic generation of daily MIS files (irrespective of whether there is tender opening or not) from e-Procurement system as per the terms and conditions of the tender and government directives and ensure delivery of the same to SBlePay for enabling automatic refunds/settlement of funds.
- f) Map necessary bank accounts on e-Procurement system for enabling transfer of funds from bidders to routing/pooling/settlement accounts.
- g) Providing alerts through SMS/e-mail as an acknowledgement of receipt of payments made by bidders through payment gateway.
- h) Training to Departmental users and bidders regarding e-Payment system.
- i) Publish/update the list of banks included in the Payment gateway service of SBlePay in the e-Procurement portal of this U.T.

**Role of SBlePay :**

- a) Make necessary provision/customizations at their end to enable online payments/refunds.
- b) Coordinate with National Informatics Centre for integration of Payment Gateway/Aggregation System with e-Procurement portal.
- c) Provide necessary real-time message to bidders regarding successful or unsuccessful transactions during online payment processes and redirect them to e-Procurement website with necessary transaction reference details enabling them to submit their bids.
- d) SBlePay shall ensure providing required MIS to enable SBI, Puducherry to transfer funds from pooling account to the bank account of Treasury/PSUs/Autonomous bodies on the next bank working day of opening of bids.
- e) SBlePay should provide timely reports and reference details to NIC, enabling them to carry out their role as stated above.
- f) Refund of EMDs to bidders as per the MIS files provided by NIC e-Procurement system within 2 working days from the date of generation of MIS file and also provide a confirmation to NIC e-Procurement system on the same.
- g) Make provision for Help Desk for resolution of problems encountered by bidders and for other unforeseen circumstances faced by the stakeholders.
- h) Providing list of banks included in the Payment Gateway system to NIC, from time to time, for publishing in the e-Procurement portal of U.T of Puducherry.

**Role of SBI, Puducherry :**

- a) Download the MIS files with respect to Collection/Refund/Settlement files on a daily basis.
- b) Debit the Pooling Account with the total amount to be refunded to the bidders as per the MIS file and Credit the Nodal account of SBlePay to enable SBlePay to process the refunds.
- c) Debit the Pooling account with the total amount to be settled with Treasury for Government Departments and credit the Treasury account. Necessary scroll in this connection to be provided to Treasury.
- d) Debit the Pooling account with the total amount to be settled with PSUs/Autonomous bodies and credit the respective bank accounts of the PSUs/Autonomous bodies. Bank Account Numbers of the PSUs/Autonomous bodies will be available in the settlement file
- e) Download the MIS file containing the details of the outstanding transactions for the opened tenders and reconcile the balance with the Pooling Account.

*23/02/07*



**Role of Core-Committee(e-Procurement), Puducherry :**

- a) Communicate online payment requirements of Government departments/ PSUs/ Autonomous Bodies to National Informatics Centre/ SBlePay for mapping/customization.
- b) Facilitate necessary structure of MIS to National Informatics Centre/ SBlePay in consultation with participating Government departments/ State PSUs/ Autonomous Bodies and Government Treasury.

**Role of Government Treasury:**

- a) Provide details of Head of account in respect of Tender fee, VAT on Tender fee, EMD to National Informatics Centre to enable them to include the same in the MIS file for settlement.
- b) Settle the transactions head-wise, department-wise as per the scroll provided by SBI, Puducherry.
- c) Provide the treasury transaction details to the concerned Government departments.

**Role of Government Departments/PSUs/Autonomous bodies:**

- a) Sensitize the bidders regarding introduction of e-Payment facility in e-Procurement portal.
- b) Amend the tender documents incorporating the details of e-Payment.
- c) Provide the e-mail IDs of Government departments/ State PSUs/ Autonomous Bodies to National Informatics Centre for sending MIS.

Training on e-payment to Departmental users and to bidders shall be conducted by NIC, Puducherry in the e-Procurement Cell, Chief Secretariat, Puducherry. All the heads of Departments, Boards, Corporations, Societies, Autonomous/Statutory bodies of Government of Puducherry shall henceforth adopt e-Payment system for the tenders floated through the Government e-procurement portal in respect of procurement of goods, services and works with estimated value of Rs.5 lakh & above.

For any clarification, the helpline may be contacted at Ph:(0413)-2220225, email-id: support-eproc.pon@nic.in

**CHANDRAKER BHARTI**

Secretary to Govt.(Finance)-cum-  
Chairman, Core Committee (e-Procurement)


To

The Director of Stationery & Printing, Puducherry. *For publication in the next official Gazette (copy of the Notification may be sent to this Department for record.)*

Copy to:

- i) The Nodal Officer (e-Procurement MMP), Dept. of Commerce, Govt. of India, New Delhi.
- ii) The Secretaries/Special Secretaries/Joint Secretaries/Under Secretaries to Govt.
- iii) All the Head of Departments.
- iv) The Director, Dte. of Accounts & Treasuries, Puducherry.
- v) The Sr.Technical Director/e-Procurement Project Head (Shri.K. Srinivasa Raghavan)
- vi) The State Informatics Officer, NIC, Puducherry.
- vii) The Chief Manager(Shri.T.R. Subramanian), SBI-Aggregator Module, Navi Mumbai.
- viii) The Assistant General Manager, Govt. Banking Unit, Local Head Office, Chennai.
- viii) The Assistant General Manager, State Bank of India, Puducherry Main Branch.

/ Forwarded by Order /

  
(M. KANNAN) 020715

Under Secretary to Govt.(Vigilance)-cum-  
Member Secretary, Core Committee (e-Procurement)

## Annexure "B"

### **List of Banks available in SBlePay**

1. State Bank of India
2. State Bank of Bikaner & Jaipur
3. State Bank of Hyderabad
4. State Bank of Mysore
5. State Bank of Patiala
6. State Bank of Travancore
7. Bank of Maharashtra
8. Corporation Bank
9. Dena Bank
10. Indian Bank
11. Oriental Bank of Commerce
12. United Bank of India
13. Vijaya Bank
14. City Union Bank
15. Catholic Syrian Bank
16. Federal Bank
17. ING Vysya Bank
18. Jammu & Kashmir Bank
19. KarurVysya Bank
20. South Indian Bank
21. Tamilnadu Mercantile Bank
22. DCB Bank
23. Lakshmi Vilas Bank
24. Punjab & Sind Bank
25. IDBI Bank
26. Indusind Bank
27. Syndicate Bank
28. UCO Bank
29. Andhra Bank
30. Bank of India

ANNEXURE -A

e-PAYMENT PROCESS FLOW

