

**PARADIP PORT TRUST  
VIGILANCE DEPARTMENT**

No. VIG(F)10/82-III/ 473

Date : 11<sup>th</sup> Nov 2014

**CIRCULAR**

Sub : Effecting Transparency in e-Tendering process in Paradip Port Trust.

The Vigilance Department has received time and again complaints regarding various flaws in the present e-tendering system in PPT. In order to enhance the transparency in e-tender system in PPT, the deposit of tender paper cost and EMD by the participating bidders will be made by National Electronic Fund Transfer (NEFT)/ Real Time Gross Settlement (RTGS), only to a specific account, details of which are mentioned below.

**Account No. : 34390705999**  
**In favour of Paradip Port Trust**  
**Type of Account SAVING**  
**Branch : State Bank of India, Bank Street, Paradeep**  
**IFSC : SBIN0003945**

2. For effecting any bid, the Bidder will deposit the Tender paper cost and EMD separately to the above account number and obtain the acknowledgment of the above transaction. A self signed copy of these acknowledgments should be uploaded by the bidder while submitting the tender in respect of documents regarding EMD and Tender Paper cost.

The bidder should ensure that the transaction will be within stipulated bidding period for that tender. No previous dues of the bidder shall be adjusted towards the above transaction of tender paper cost and EMD. The bidder shall not use the same transaction in more than one tender, otherwise his bid will be rejected.

The account from which the tender paper cost and EMD will be deposited should be in the name of Contractor/authorized person of the firm who have digitally signed the bid. Refund of EMD in respect of unsuccessful bidders will also be made to that specific account of the bidder.

3. In the e-tender system, after uploading the bid, the bidder need not to send any documents (Hard copy) to the tender inviting authority before opening of technical bid (incase of two stage bid) or price bid (incase of single stage bid). After opening of the bid, the authenticity of the up-loaded documents will be verified by the tender inviting authority.

14.11.14

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4. Extra Additional Security Deposit (EASD) wherever applicable will be collected from the successful bidder along with the initial security deposit (ISD) after issuing the letter of intent. Back -out from the offer by the participating bidder after opening of technical bid (incase of two stage bid) or price bid (incase of single stage bid) **OR** non deposit of EASD by the successful bidder will liable for forfeiture of EMD and debarment of the bidder from participating in any future tender of PPT. EASD may be accepted in form of Demand draft, Bankers Cheque, Bank Guarantee. In favor of FA&CAO,Paradip Port Trust.


5. The self signed acknowledgment uploaded by the bidder in respect of tender paper cost and EMD should be verified by the tender inviting authority and confirmation of the same may be obtained from the Finance Department of PPT. This verified acknowledgement will be a part of agreement in case of the successful bidder and will be used for refund of EMD in case of unsuccessful bidders.

6. A standard form for refund of EMD may be uploaded in the tender document/ Port website so as to facilitate the bidder for applying refund of EMD without visiting to the PPT office. Refund of EMD in respect of unsuccessful bidders will only be made to that Account from which it was deposited by the bidder.

7. In order to promote use of technology for combating corruption, the bidders may be asked to upload a bidder communication details comprising at least two phone numbers, fax numbers, email address while submitting the bids. Tender inviting authorities are encouraged to communicate with the bidder via their official fax or email (published in the tender document) with the bidders with proper acknowledgement.

The conditions in the existing e-tender may be modified in order to accommodate the above points. The above provisions may be implemented for all future e-tender with immediate effect.

This supersedes all other circulars issued by this office, in respect of above points of e-Tender system adopted in PPT..

  
Chief Vigilance Officer,  
Paradip Port Trust

To

All Heads of Departments/ Head of Offices/ P.S. to Chairman, Paradip Port Trust.