

17
OFFICE OF THE CHIEF VIGILANCE OFFICER
DELHI JAL BOARD: GOVT. OF NCT OF DELHI
VARUNALAYA, PH-II, KAROL BAGH, DELHI-05

No. DJB/CVO/2010/

42504 to 42661

Dated: 11/5/10

ADVISORY

Subject: Implementation of e-deposit of Earnest Money in DJB- req.

Vigilance department has been receiving complaints of firms not being allowed to physically deposit their Earnest Money in the divisions on the event of tender participation. In a number of cases, there are complaints about deliberate efforts being made by the officials of division to prevent Earnest Money submission by the intended bidders while depositing their bids and Earnest Money in the form of Demand Draft in the Tender Box of the division. There appears to be a tendency to restrain the bidders from participation in the tendering process which certainly defeats the purpose of open tenders and limits the competition.

In order to curb such practices, there is a need to bring transparency and accountability in the tendering procedures. An e-deposit system for the Earnest Money has therefore been developed. In a consultation with Corporation Bank it has been ascertained that it is feasible to open a DJB Earnest Money deposit account. Any firm who wish to deposit the Earnest Money as e-deposit can go to any Core Banking Branch of the Bank and make their deposit after filling the e-deposit Form which contain the following details -

9

1. Name of the work:
2. Name of division issuing the tender:
3. Tender number :
4. Date of closing of the tender:
5. Name of contractor:
6. Amount of Earnest Money to be deposited:
7. Date and time of tender opening:
8. Other details (if any):

The amount will be deposited by the tenderer in any core banking branch of the bank through a deposit slip and a DJB tender e-deposit form. The normal procedure is that the right portion of the deposit slip submitted to the Bank is retained by the bank and the other part duly stamped by Bank is returned to the depositor i.e. the bidder in this case. The bidder will scan this receipt and attach the same to the e-Bid documents on e-Platform as a proof of Earnest Money deposit. The e-deposit form has been designed with two copies; one will be retained by the bank and second will be sent to DJB accounts.

The Engineering Division will be allowed "read only" access to the e-deposit made in respect of the Division's tender on the day of opening of tender so that they can verify the e-deposit of Earnest Money for the purpose of bid qualification. The necessary software for limited access on tender opening day only to the Division will be discussed by Director (F&A) with the bank's software developer. The receipt of e-deposit of Earnest Money shall be kept blocked in the bank software for access till the closing day of tender.

Regarding refund of Earnest Money, this will be done on the basis of a list prepared by the Engineering Division of tenders other than L-1 and passed on to the Bank through the finance division.

The assistance of NIC (Delhi) or NIC (Headquarter) in this exercise may be taken. The DJB Earnest Money deposit account should be put into force by Director (F&A) within two months of issue of this advisory.

All the EEs/SEs may please ensure compliance of the aforesaid advisory from the date of issue of e-deposit operating instructions by Director (F&A).

All CEs/SEs/EEs


CHIEF VIGILANCE OFFICER

Copy to:

1. P.S to CEO for kind information.
2. CVO for kind information.
3. M(A)/F/WS/Dr./Secy. DJB for kind information
4. Director (A&P)/F&A/Revenue/Vigilance for kind information.
5. PD (SAP)/CCR for kind information.


CHIEF VIGILANCE OFFICER