

AIRPORTS AUTHORITY OF INDIA
O/o Member (Planning)

No. AAI/MPLG/Tech. Inst./2020/1-158/47

Date: 05 October 2020

Technical Instruction No. – 10 (Revised)

**Subject: - Payment Gateway Integration on CPP Portal for collection /
refund / settlement of Tender Processing Fee and EMD.**

1. AAI has implemented acceptance of Tender Processing Fee and Earnest Money Deposit (EMD), if paid through online, through Payment Gateway on CPP Portal. The settlement of Tender Processing Fee, forfeiture / refund of EMD as per the case, will be executed through online mode except if EMD submitted in the form of Bank Guarantee (BG)-Paper Form.
2. State Bank of India (SBI) has been authorized as a Nodal Bank and its payment gateway has been integrated / mapped with CPP Portal for the collection of Tender Processing Fee and EMD through e-procurement portal from various bidders participating in e-Tendering / e-Procurement process.
3. SOP for online payment, refund and settlement of Tender Fee/EMD is enclosed as **Annex-I**.
4. All concerned are instructed to take necessary action to incorporate the Online Payment option in the fresh NITs/RFP/Rfq for procurement of Goods/ Works/ Services so that collection of Tender Fee/EMD (if paid through online mode), refund of EMDs to unsuccessful bidders, settlement of Tender Processing Fee and forfeited EMD, Refund of Tender Processing Fee & EMD in case of cancellation/ re-tender before opening or Refund of EMD after opening of Tender could be done through online mode with immediate effect.
5. The existing provisions of offline submission of Tender Fee /Earnest Money Deposit (EMD) shall not be accepted in fresh NITs / Tenders. Contractors may have the option to submit EMD in the form of Bank Guarantee (BG) -paper form, if EMD amount is more than Rs.10.00 Lacs. The relevant clauses of NIT's/ Tender Document's may also be amended accordingly.
6. The above instructions may be brought to the notice of all the concerned for strict compliance.

Signature Not Verified

Digitally signed by RAKESH KUMAR
SHAMI
Date: 2021.07.30 16:45:13 IST
Location: eProcurement System for Central
PSUs