

Important Points for the Bidders for on-line Payment

The payment Gateway Integration for receiving Tender Fee and Earnest Money has been implemented. As part of the Payment Gateway, bidders will be able to pay through Credit Card/ Debit Card as well as through Net banking. With this features Vendors having User Id/Password for e-tender portal can go to the respective tenders of their interest and can pay tender fee within the stipulated time and can participate against the tenders.

Although the online payment gateway is to be implemented, the current practice of receipt of tender fee through DD etc. continues as per the present practice.

A new vendor may obtain User ID and Password through online vendor registration system and can pay on-line subsequently using their User ID and Password. However, bidders who don't have User Id in oil's e-tender portal and wish to participate in any particular tender, they should complete all User Id registration formalities at least 10 days before Bid Closing Date.

In case of a failed transaction for tender fee payment [vendor failed to get the create response button, although payment deducted from the card/bank account], the vendor will have to initiate the payment process again. However, in case of multiple failed transactions the vendor should bring it to OIL's notice. The vendor will be required to quote the transaction id generated by the system [will also get that on the email from OIL] while informing about the failed transaction to OIL. Similarly, in case of online EMD payment also, failure of transaction should be brought to OIL's notice by the vendor along with the transaction id.

- ✓ If the tender fee amount debited is deducted from vendor's account and credited to OIL's account then the vendor will be allowed to participate manually and advise Finance to realize the amount.

- ✓ In case the tender fee amount is not debited from the vendor's account and not credited to OIL's account then the vendor will be asked to pay tender fee again through any mode within Bid Closing Date.
- ✓ In case of EMD, on receipt of request, OIL admin (F&A) shall verify whether the claimed failure is true or not and also whether the EMD amount has been credited to OIL's account or not. In case the amount is credited but not updated in the system the same shall be updated manually in the portal and informed Finance to realize the amount. However, if the amount is not credited the same will be communicated to the vendor. If this happens after closing time date and time it will be treated that EMD not submitted on-line.

Commissioning Charges towards the on-line Payment applicable are as under:

- Net Banking Charges @ INR 8.00 per Transaction.
- Credit Card/International Credit Card @ 0.9% of the volume of Transaction
- Debit Card @ 0.75% for amount Less than INR 2000.00 and @ 1% above INR 2000.00

Note: In case of any Refunded, Commissioning charges already deducted will not be refunded.

For the procedural part of Tender Fee and EMD Payment On-line, please refer to user Manual.