

भारतीय राश्ट्रीय राजमार्ग प्राधिकरण
(पोत परिवहन, सड़क परिवहन और राजमार्ग मंत्रालय)
National Highways Authority of India

(Ministry of Shipping, Road Transport and Highways)

जी-5 एवं 6, सेक्टर-10, द्वारका, नई दिल्ली-110 075

G-5 & 6, Sector-10, Dwarka, New Delhi-110075

दूरभाष / Phone: 91-11-25074100/25074200
फैक्स / Fax: 91-11-25093507 / 25093514
एक्स. / Extn.: 2223 / 2318 / 2468 / 2553

No. 11041/217/2007-Admn.

27th August 2008

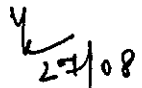
POLICY MATTERS- ADMINISTRATION/FINANCE (40 /2008)

[Decision taken on Finance Division file No. NHAI/F&A/IA-Guideline]

Sub: Banking of receipt on sale of tenders and deposit of earnest money in the form of DD/Bankers cheque.

Internal Auditors have pointed out that tenders are sold to prospective bidders on deposit of demand drafts / banker's cheque and in the case bid documents are downloaded from website, the demand drafts / banker's cheques are deposited separately at the time of submission of tenders. Similarly, earnest money is also taken in the form of demand drafts / banker's cheque as per tender conditions. It has been observed that there were delays in sending the demand drafts / banker's cheque to Finance Division. To streamline the procedure it is proposed that a register is to be maintained by Technical Division / PIUs / CMUs for sale of tender documents and receipt of earnest money giving details of contractor / supplier, amount & reference of demand drafts / banker's cheque, separately for each tender.

2. Immediately after tender submission date demand drafts / banker's cheques shall be sent to Finance Division, by giving the details of tender, reference of contractor/supplier, amount & reference of demand drafts / banker's cheque.
3. This issues with the approval of Competent Authority.


(V. K. Sharma)
General Manager (Admn)

To:

PS to Chairman
All Members
All CGMs/CVO/GMs
All DGMs/Managers
All PIUs/CMUs/SPVs

Copy to: -

Librarian/Hindi Officer