

## **Step-2: VERIFICATION LETTER FROM THE DEPARTMENT**

2.1 Upon receipt of request letter from the bidder, department must verify stringently following details of the bidder;

2.1.1 Request letter is submitted only by an authorised signatory of the company for the tender.

2.1.2 Revised bank account details provided by the bidder are correct enough by verifying the details provided in the request letter against copy of cheque/bank passbook provided by the bidder.

2.2 Upon verification, Department must issue a duly signed and sealed verification letter to ICICI Bank.

**2.3 Request Letter issued by the department;**

2.3.1 It should be prepared on Department's letter head,

2.3.2 It should mention outward number,

2.3.3 It should be duly signed and sealed by both the officers of department who are authorized signatories for operation of ICICI eTendering bank account and

2.3.4 It should be addressed to **The Manager, ICICI Bank.**

2.4 Kindly note, ICICI bank will take appropriate action over this request only upon successful verification of both these signatures against signatures available in their banking database.

**2.5 Proforma of Department's Verification Letter is enclosed with this document as Annexure – B.**

**Step-3: SUBMIT ALL THE DOCUMENTS THROUGH E-MAIL TO ICICI BANK**

3.1 Final set of documents to be scanned and submitted by the Department/Division through email to ICICI Bank;

- a) Bidder's Request Letter
- b) Cheque OR Passbook of bidder's bank account
- c) Verification Letter from the Department as per proforma Annexure B

3.2 Scanned copies of the aforementioned set of documents should be submitted by the Department/Division through e-mail to following IDs;  
Kindly note that all email ids mentioned below must be entered while sending mail

**To:**

01	etendering@icicibank.com
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**Cc:**

01.	<a href="mailto:ashish.gangwani@icicibank.com">ashish.gangwani@icicibank.com</a> , <a href="mailto:nitin.dedhia@icicibank.com">nitin.dedhia@icicibank.com</a> ,
02.	ICICI Commercial Banking Group Representative: in your case (Name: _____) (Email ID: _____@ icicibank.com)
03.	Representative from Local ICICI Bank branch where current account held: in your case (Name: _____) (Email ID: _____@ icicibank.com)
04.	epayments@nextenders.com
05.	Sify-NexTenders Local/Regional Representative in your case (Mr _____) (Email ID: _____@nextenders.com) or (Email ID: _____@sifycorp.com)

**(Annexure B) – To be submitted by Department on his letter head with stamp and signature of authorised signatories responsible for eTendering account operations**

Reference No: -

Date: -

To  
The Manager,  
ICICI Bank Ltd.,  
<Address of Bank 1>  
<Address of Bank 2>  
<Address of Bank 3>  
<Address of Bank 4>

Sub: - EMD Refund to bidder(s) <name(s) of the bidder(s)> for system e-Tender No(s) < System e-Tender No(s)>

Name of the Organisation/ULB: <mention name of Organisation/ULB>

Name of Department/Division: <mention name of department/division of your Organisation/ULB>

Our Office Current Account Number: <mention current account number of department/division of your Organisation/ULB registered with ICICI>

Sir,

Following bidder(s), as per details given in the table below, has/have not received EMD refund due to incorrect bank account details provided by him/them during online bid preparation process.

Sr. No.	Tender Number	Company ID	Bidder's Company Name	EMD Amount	Bank Name	Name of Bank Account Holder	Correct Bank Account Number	Correct IFSC Code	Details verified by the Department Officer (Yes/No)
1									
2									

Now, bidder(s) has/have submitted a request letter, along with supporting documents, with us mentioning correct bank account details, copies of which are enclosed herewith for your reference.

We would like to inform you that we have thoroughly verified revised bank account details provided by the bidder(s) and we have found those to be very much correct.

Hence, you are requested to transfer the above EMD amount in the name of the bidder(s) at the earliest as per aforementioned correct bank account details.

Thanking you,

<Name and Designation of officers authorised to perform eTendering account operations>

<Signature of officers authorised to perform e-Tendering account operations>

<Seal of the Organisation/ULB>