

**Government of India
Central Public Works Department
Directorate General of Works
CSQ Organization
Contracts & Manual Unit**

No. DGW/MAN/ 22

Dated, Nirman Bhawan, New Delhi, the 8th March, 1999

OFFICE MEMORANDUM

Sub: Deposit of Earnest Money with Tenders

Para 21.4.1 of CPWD Manual Vol. II, 1988 prescribes the mode of deposit of earnest money with tenders. It, however, does not lay down the procedure for enclosing the earnest money with the tender. DG(W), CPWD has now approved the following procedure for depositing earnest money with tenders.

The contractor shall be required to place the earnest money and the tender in separate sealed envelopes marked "Earnest Money" and "Tender" respectively. Both the envelopes shall then be placed in another sealed envelope and submitted to the tender inviting authority in the usual manner. In case the earnest money is deposited in cash, the copy of receipt shall be placed in envelope meant for earnest money. The officer opening the tenders shall first open the envelope containing the earnest money. If the earnest money is found to be in order, only then the officer shall proceed further with opening that tender. In case the earnest money is not deposited or is not in order, the tender shall be returned to the tenderer unopened either on the spot, if the tenderer is present, or later by post. Only a mention to this effect shall be made in the tender opening register.

Any deviation from this procedure considered necessary by the NIT approving authority in individual cases shall be referred with full justification to DG(W) for a decision.

Amendment to Form CPWD-6 of General Conditions of Contract, 1998 is being issued separately. CPWD Manual Vol. II shall be amended in due course.



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