



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR
(formerly Bengal Engineering and Science University, Shibpur)
HOWRAH – 711 103

No.23F/2017-18/121

Date : 23.10.2017

C I R C U L A R

It is observed that the Departments and other offices send the EMDs of both successful and unsuccessful parties to the Accounts Section with the instruction to return the Demand Drafts to the unsuccessful bidders, and to keep the EMDs of the successful bidders as Security Deposit.

Vendors / suppliers are regularly informing that they are facing difficulties in getting return their EMDs when their tenders/quotations are found to be unsuccessful.

In order to ease out the difficulties, the following action is prescribed :

- (1) The EMDs of the unsuccessful bidders be returned immediately to the vendors/tenderers from the respective departments/offices ~~only~~.
- (2) The EMDs of the successful bidders be sent to the Accounts Section to Somnath Das to deposit to our bank.

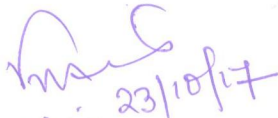
At the time of release of such EMDs, please issue an instruction letter clearly mentioning to release it.

This will be effective immediately.

Sd/- S. N. Datta
Finance Officer (Actg.)

Copy forwarded for information and necessary action to :

1. All Deans
2. All Heads of Department / Schools / Centres
3. All Officers
4. Institute Website
5. File Copy


23/10/17
(S. N. Datta)
Finance Officer (Actg.)