Guidelines for depositing tender fee online through Bharatkosh portal

1. Tender fee shall be deposited ONLY online through the NTRP portal (Non-tax receipt payment) of the Government of India (bharatkosh.gov.in)
2. **Tender fee paid through any other mode shall not be accepted and any such bid shall be summarily rejected.**
3. **Contractor/Consultant should have to pay applicable amount of GST @18% on tender document fee under head reverse charge Mechanism under GST act and same copy of challan should be attached with bid document before opening of technical bid in favour of the concerned Executive Engineer.**

4. **The steps to be followed for online payment of tender fee** –

(i) Visit www.bharatkosh.gov.in
(ii) Click on Non-Registered Users
(iii) On the next page – fill the following details:
(a) Depositor's category – ***Individual / Corporates as applicable***
(b) Click on the search icon in "**PURPOSE**"
(c) In the page that follows –
(i) Select – ***Road Transport & Highways*** for Ministry
(ii) Then click on "SEARCH" button in the bottom of the page
(iii) In the page that follows – for selecting "**PURPOSE**", look for and click on "***Sale of Tender Documents***" on page 2 of the list.
(iv) Fill of rest of the form as follows –
(a) Pay & Account Office (PAO) – ***034650 – PAO(NH), Mumbai***
(b) Drawing & Disbursing Office (DDO) – ***234652 – S.E.***
(c) Amount – Rs.10,000/-
(d) Remarks – ***Name of the Project & Name of NH Division***

(v) Click on "**ADD**"
(vi) On the next page, after verifying details, click on "**NEXT**".
(vii) On the next page, fill up Bidder details, and mode of payment – Either "**ONLINE**" or "**SWIFT/NEFT/RTGS**" as applicable.
(viii) Click on "**NEXT**" to make payment & enter payment details.
(ix) Save a copy of the payment receipt to enclose with bid.