**B)** Every Tender Fee payment will generate a receipt with a unique Reference No. The print out of the receipt will replace those instruments (DDs/ BCs) currently in use. After the End Date of a particular Tender, Head Office, can provide related MIS having details of the Vendor's Name, GST No., Contact No. etc along with the above-stated transaction Reference No., so that the reconciliation will become easier.

C) The undernoted will be the process flow for the online payment, which may be shared with the Vendors for their convenient use:
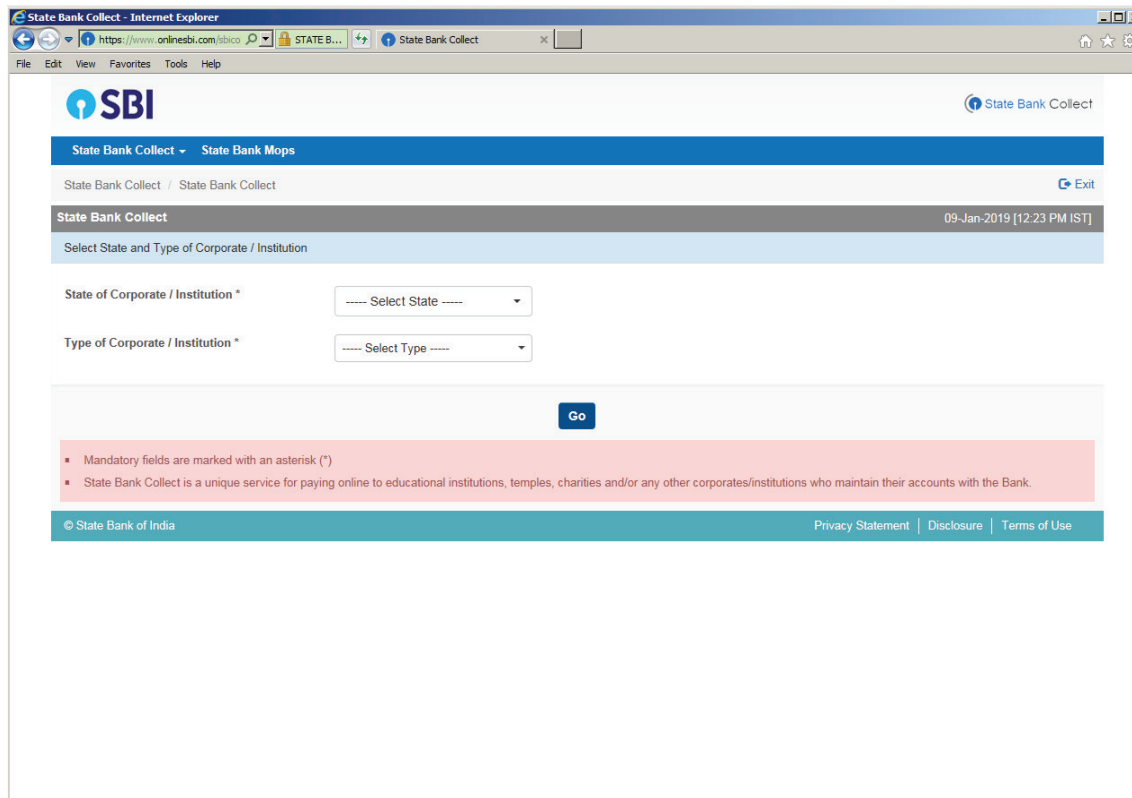
The Vendor needs to use SBI internet banking site https://www.onlinesbi.com/.
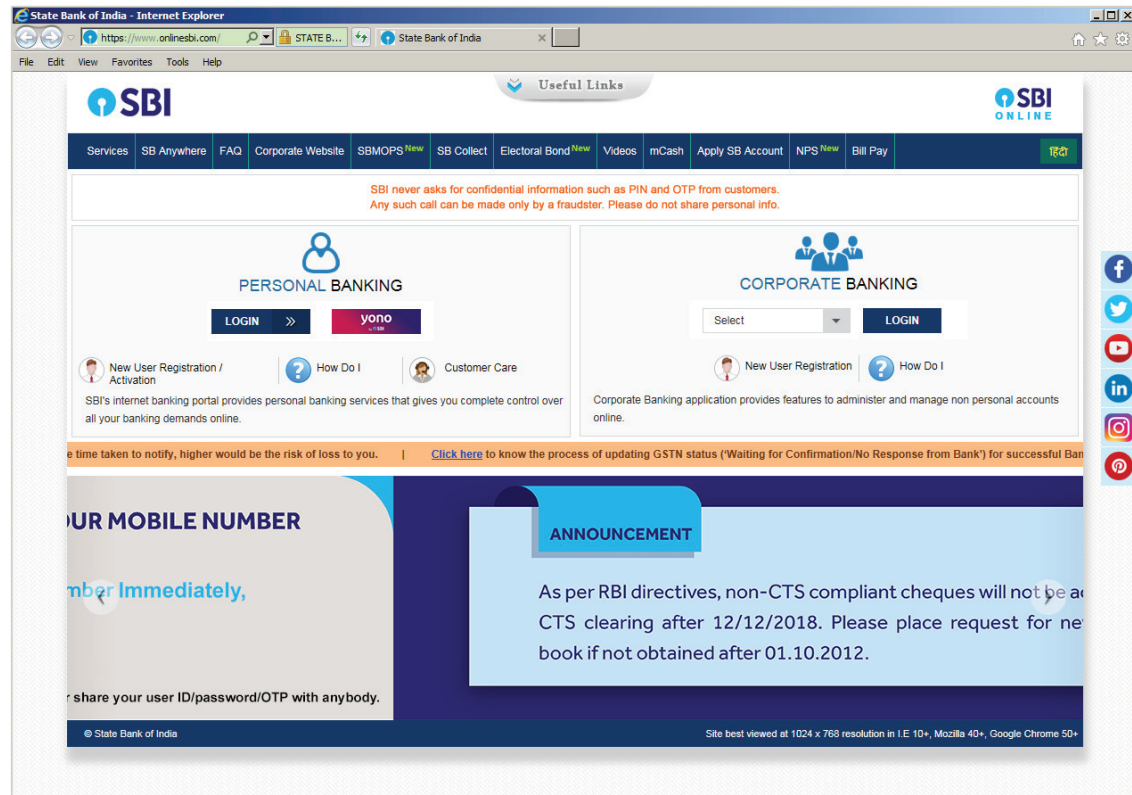
Select **"SB Collect"** from Top Menu, that will lead to the next page:
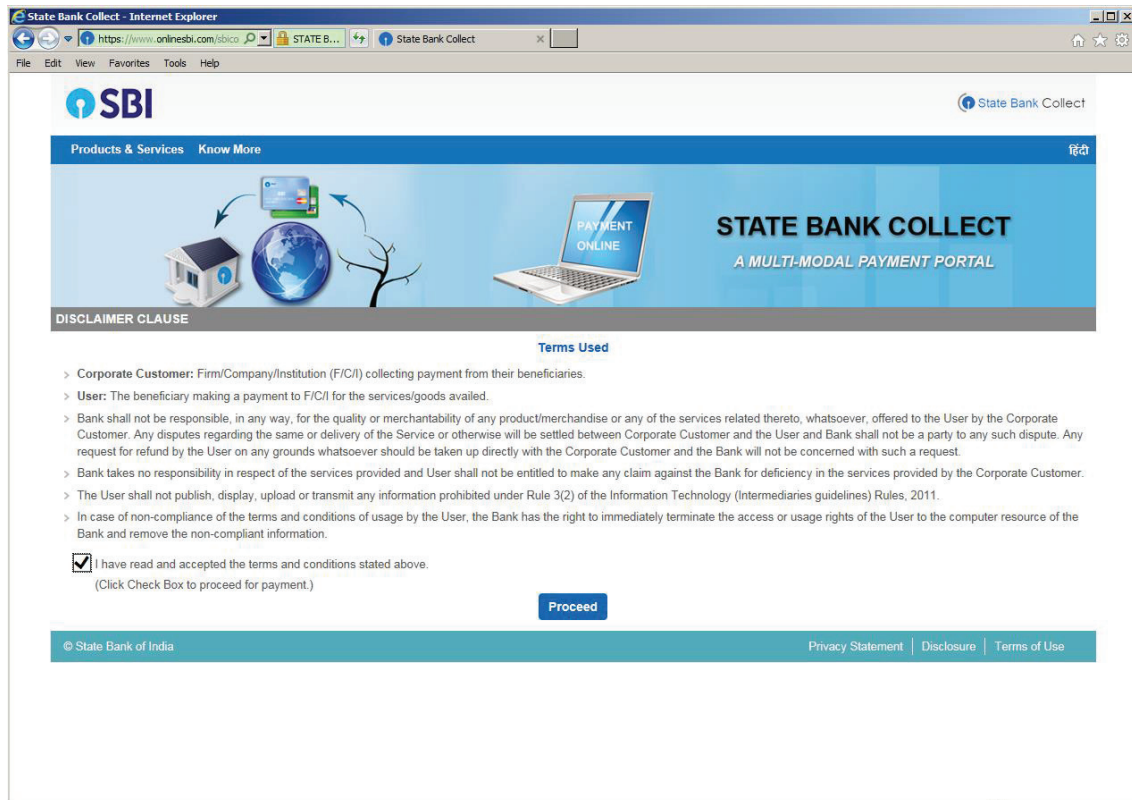
"Proceed" will lead to the next page:

Select **"All India"** in "State of Corporate / Institution " & Select **"Commercial Services"** in "Type of Corporate / Institution".

"Go" will lead to the next page:

Select **"SBI Infra Management Solutions"** in Commercial Services Name and **"Submit"**

Select **"Tender Application Fee"** in "Payment Category" and enter the **"Tender ID"** exactly as we preloaded with characters in Uppercase only in place of Circle Codes.

The next Page will be ready with few of the Preloaded Tender Details:

The Vendor will have to fill up the fields properly and upon making the payment a receipt will be generated with a Reference No.

The MIS information made available to circle authorities at the end of every Tenders will also contain this unique Reference No. along with all fields shown in the above Page.