



# **Balance EMD payment**

## **USER Manual**



The Application can be accessed through the following URL

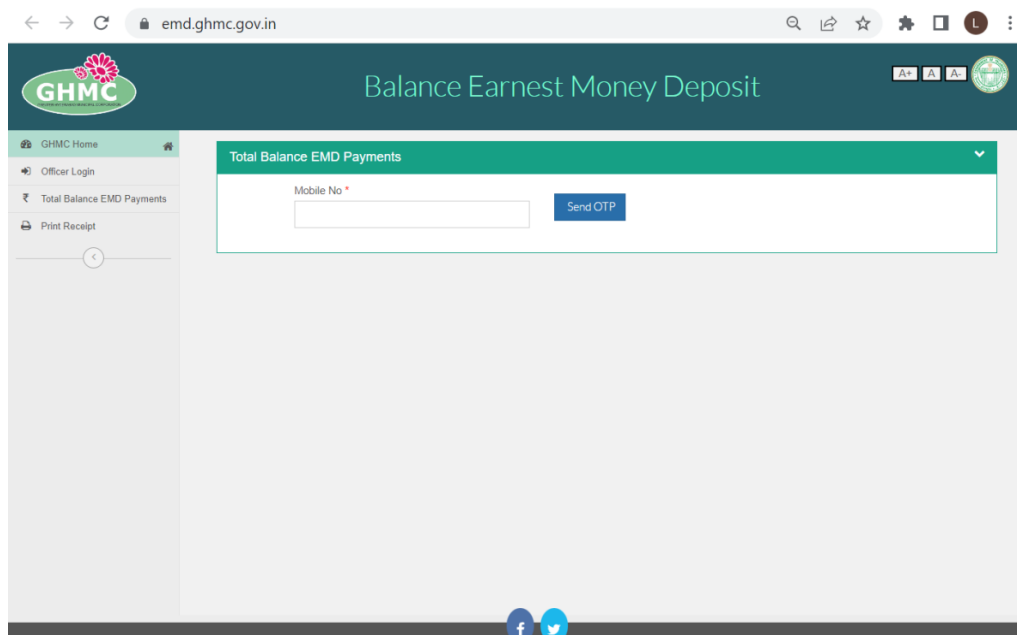
<https://emd.ghmc.gov.in/>

Users can visit the GHMC website (<https://ghmc.gov.in> ) and select Balance EMD option under online payments. Or can visit to <https://emd.ghmc.gov.in/> to access the application.



**FOR MAKING EMD & ASD PAYMENTS AGENCIES SHALL FOLLOW THE BELOW STEPS:**

1. **OTP Verification** - On Selection of the concerned option, the following page requesting for Mobile Number appears. Agencies should enter their mobile numbers to which an OTP will be sent for verification.



OTP verification screen as below appears after keying in the Mobile Number. OTP sent through message shall be entered here.

The screenshot shows a web browser at the URL [emd.ghmc.gov.in](http://emd.ghmc.gov.in). The page title is "Balance Earnest Money Deposit". The main content area is titled "Total Balance EMD Payments" and contains a form with the following fields and buttons:

- Enter OTP\* (text input field)
- Submit OTP (blue button)
- Resend OTP (red text link)

The footer of the page includes the text "Copyright © 14.06.2022 Designed and Developed by" and social media icons for Facebook and Twitter.

2. **Entering tender details** - After successful OTP verification the following application form appears. The agency should enter all the details.

The screenshot shows a web browser at the URL [emd.ghmc.gov.in/EMD/TenderEntry](http://emd.ghmc.gov.in/EMD/TenderEntry). The page title is "Balance Earnest Money Deposit". The main content area is titled "EMD Fee Payment (Tender Details)" and contains a form with the following fields and buttons:

Tender ID*	Tender Notice Number*
12345678	TDIN 0020
Zone*	Circle*
Charminar Zone	7-Santoshnagar
Name of the work*	Agency Name*
Laying of Roads	test
Estimated Contract Value (INR)*	Tender Percentage*
550500	-4%
Tender Contract Value(INR)*	1.5% Balance EMD(INR)*
302775	4542
ASD to be paid(INR)*	Total Balance EMD amount to be paid*
60555	66097

Pay Now (blue button)

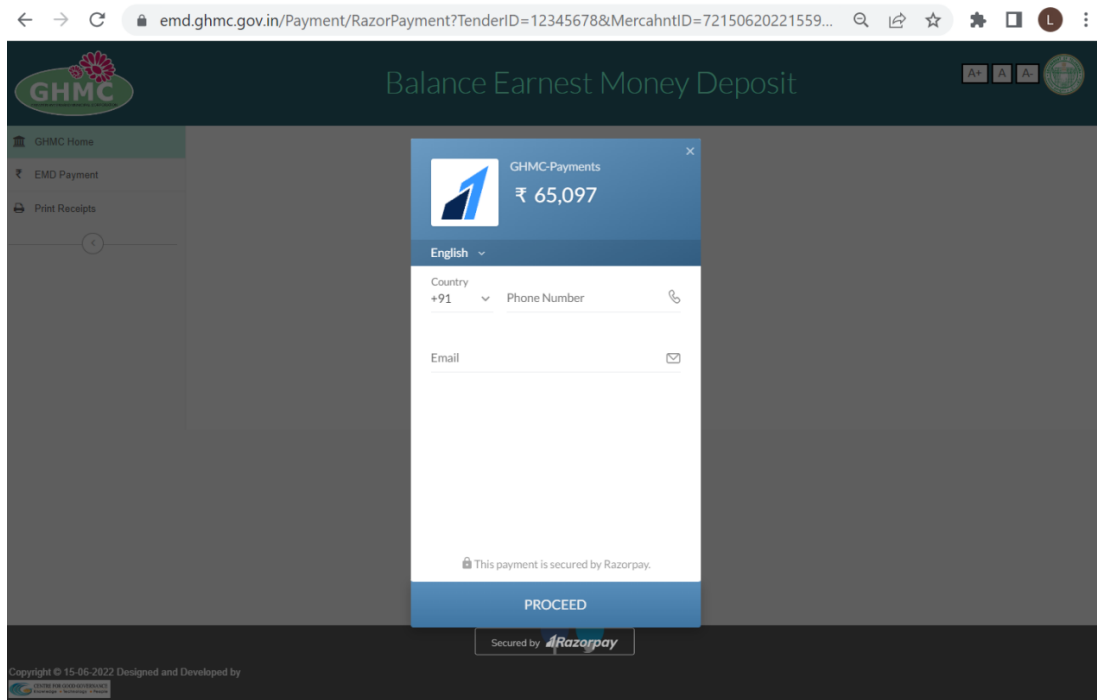
The footer of the page includes the text "Copyright © 15.06.2022 Designed and Developed by" and social media icons for Facebook and Twitter.

**NOTE** - It should be noted here that tender Percentage is by default taken as (+) i.e. as an excess tender. In case of less tender, please enter (-) before the tender percentage. For example for a 5% excess tender, kindly enter T.P as "5" directly. Whereas for a 5% less tender enter T.P. as "-5" and tender contract value will be calculated accordingly.

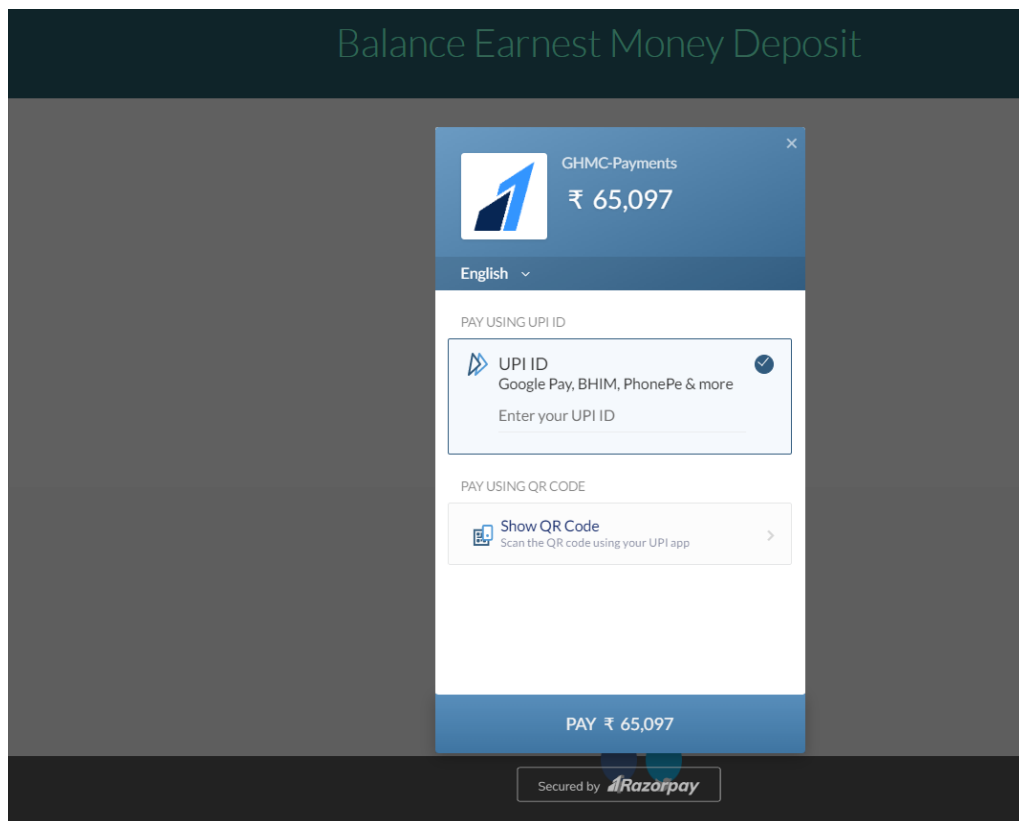
**IMPORTANT** - Utmost care must be taken to check all the fields and ensure the details given are as per the tender details in the e-procurement platform before proceeding to payment.

The user has to click on “Pay Now” after filling the details and checking to ensure the details match with e-procurement platform tender details.

3. **Making payment** - After that the agency is redirected to Razor Pay Payment Gateway wherein the agency should enter his mobile number and email id and register in the payment gateway to view the payment options.




The agency can select from the payment options available as per his convenience and click on “Make Payment” to complete the payment process.




4. **Download and print receipt** - On successful payment a confirmation message with receipt number will be sent to the agency's mobile number and a receipt will be generated in the website.

The receipt can be downloaded by clicking the Download Receipt as shown in below screen. The copy of the receipt can be submitted to the respective agreement concluding authority of GHMC to entering into agreement.



## Greater Hyderabad Municipal Corporation Administration Department





### Balance EMD payment Receipt

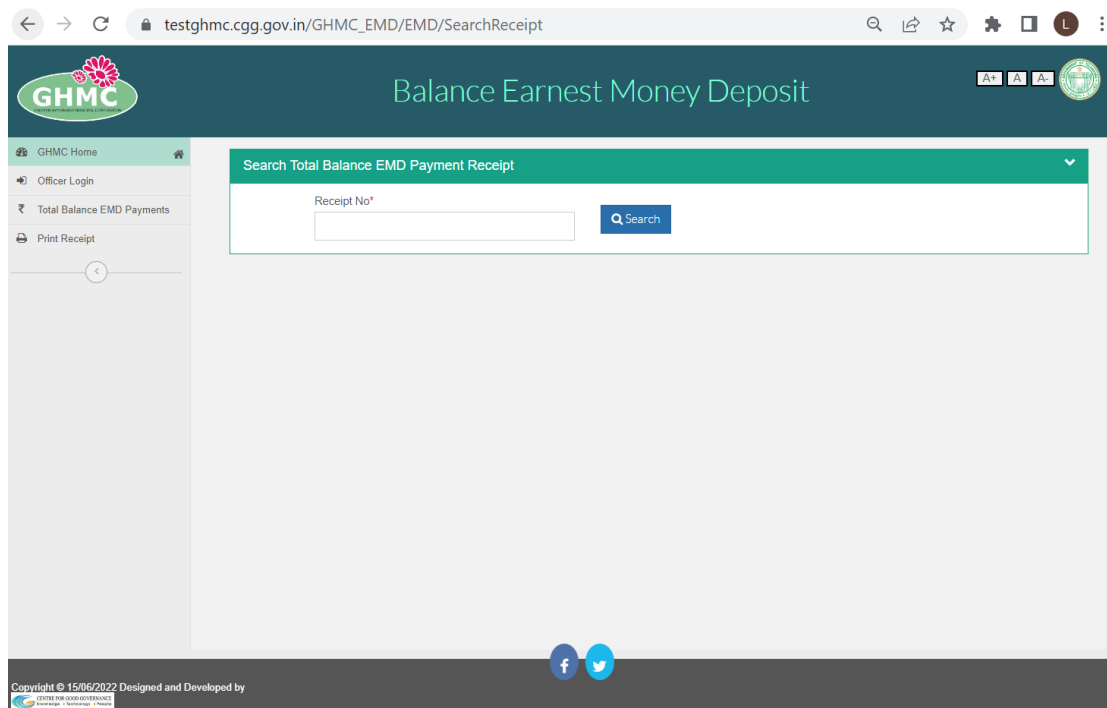
Receipt No.:	13915062022161236227
TenderID:	12345678
Tender Notice No.:	TDIN 0020
Zone Name:	Khairtabad Zone
Circle Name:	13-Karwan
Name of the work:	Laying of Roads
Name of the Agency:	test
In Favour of:	GHMC
Estimated Contract Value:	₹ 5,00,000.00
Tender Percentage:	-45%
1.5% Balance EMD:	₹ 4,125.00
ASD:	₹ 55,000.00
Total Amount:	₹ 59,125.00
Payment ID:	pay_Jhk1z3z3ggL453
Date of Payment:	15-06-2022
Transaction Status:	SUCCESS

*\*It is a computerized Receipt, signature not required.*

[Download Receipt](#)

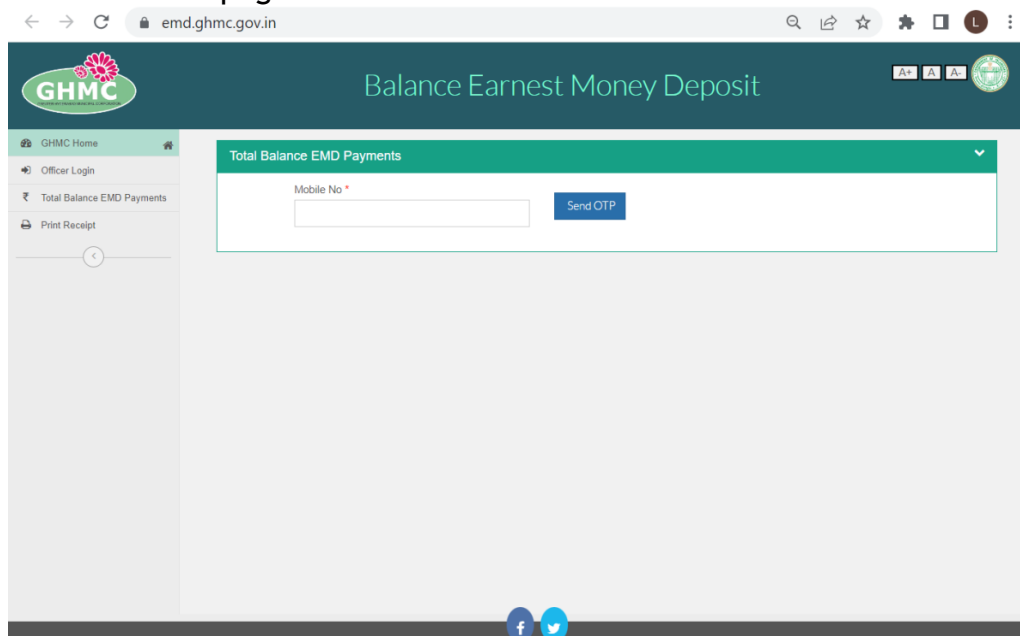


5. **Print receipt** - At any time after making payment the agency the download receipt of the payment made by clicking on “Print Receipt” option shown in left side menu bar. After entering the receipt No., click on “search”, thereby receipt will be shown and the same can be downloaded by clicking on “Download”

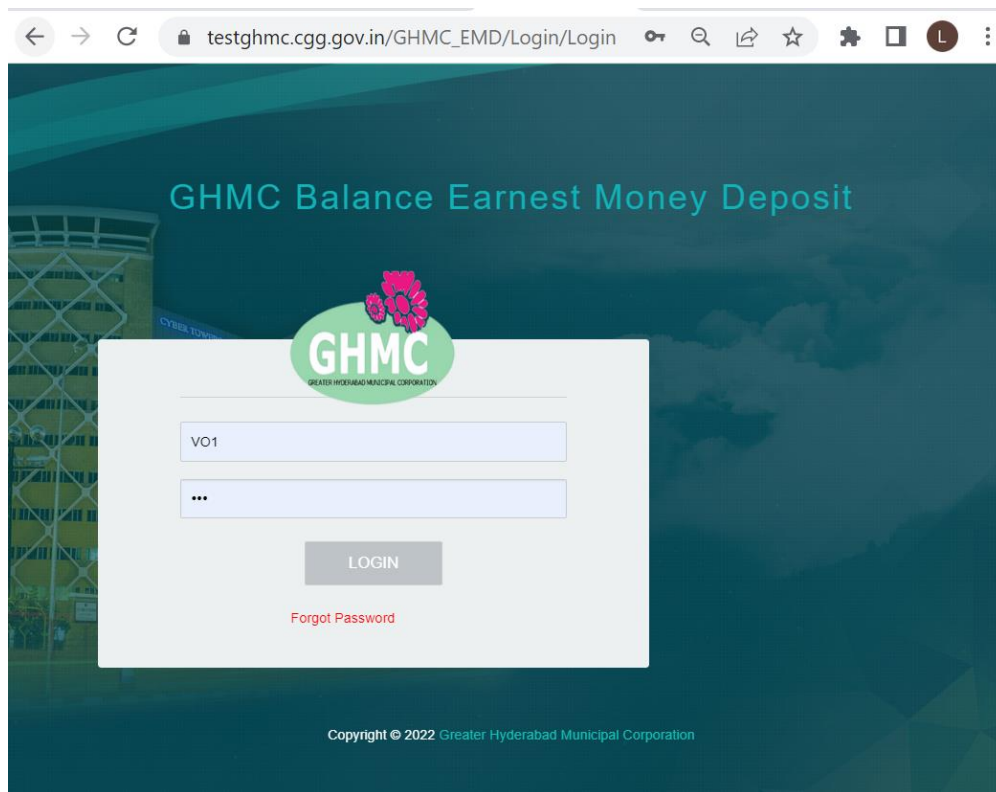


### FOR GHMC OFFICIALS TO LOGIN AND VERIFY RECIEPTS AND REPORTS:

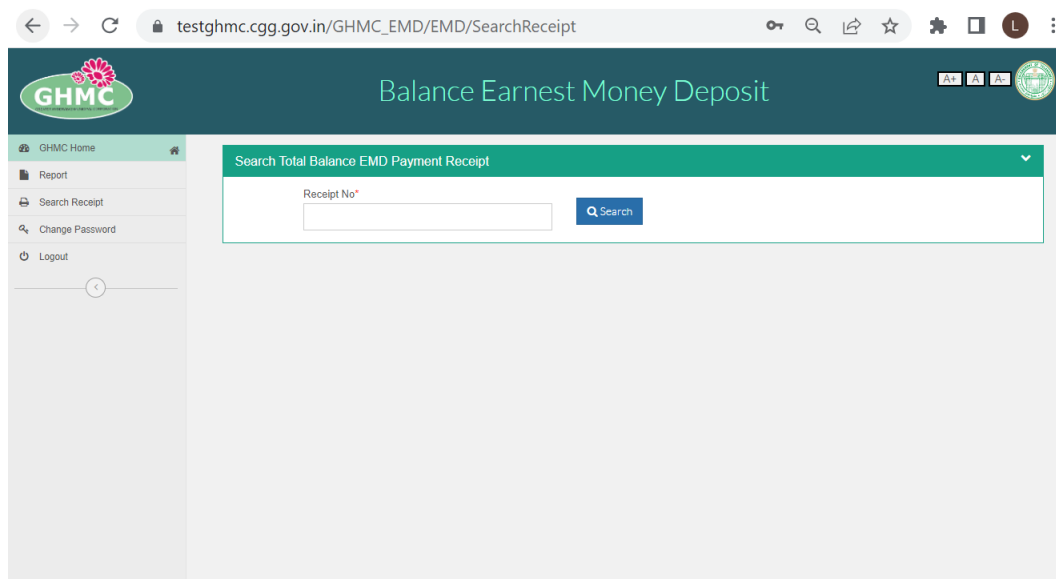
1. **Login** - Officers of GHMC can login by clicking on Officer login in the left side menu bar in the main page.



Officers can login with the user id and password credentials provided to them.



2. To verify receipt submitted by agency - After Successful login, Officer can search for receipt by clicking on “Search receipt”. On click of Search Receipt, Officer will be asked to enter receipt no.



After entering the receipt No. & click on search and receipt details will be shown so that the agencies can check the details and verify the receipt.

testghmc.cgg.gov.in/GHMC\_EMD/EMD/SearchReceipt

S.No	TenderID	Name Of Work	Tender Notice Number	Name of the Agency	Mobile No	Estimated Contract Value(INR)	Tender Percentage	Tender Contract Value(INR)	1.5% Balance EMD(INR)	ASD (INR)	Total Amount Paid (INR)	Receipt No.
1	12345678	Laying of Roads	TDIN 0020	Komsani	9676192595	550500	-45	302775	4542	60555	65097	1352705202213540

3. **View Reports** - After Successful login, Officer can view the details of all payments made in the portal by clicking on Report shown in the left side menu bar.

testghmc.cgg.gov.in/GHMC\_EMD/EMD/TenderReport

From Date\*  To Date\*

Excel Print Search:

No of Tenders	Total Estimated Contract Value(in Lakhs)	Total Tender Contract Value	1.5% Balance EMD(INR)	ASD(INR)	Total Amount Paid(INR)
55	76553256	67301710	1009527	740025	1749552

Showing 1 to 1 of 1 entries

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