

User Manual *for* Vendors *for* IREPS (Goods & Services)

Release Date: 31.07.2017

	AUTHOR	APPROVED BY
NAME	Rajesh Abrol	Rajaram Prasad
DESIGNATION	CM/MMIS/CRIS	GM/MMIS/CRIS
SIGNATURE		

Revision History:

VERSION NO.		RELEASE DATE	AUTHOR	SECTION/ PAGE CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					

Table of Contents

Sl. No.	Topic	Page No.
1.	General Information	4
1.1	Application Overview	4
1.2	Purpose & Scope	4
1.3	Points of Contact	5
2.	Getting Started	6
2.1	General	
2.1.1	Software & Hardware Requirements	6
2.1.2	Internet Basics	6
2.2	URL of the Application	8
3.	Login into the application	9
3.1	Anonymous User	9
3.2	Registration of New Vendors	9
3.3	Login by Registered Vendor	14
4.	Bidder Home Page	17
4.1	Links in Right Navigation Block of Bidder Home Page	
4.1.1	View / Edit My Profile	17
4.1.2	View My Account Profile	19
4.1.3	Change Password	20
4.1.4	Add/Edit Bank A/c Details	20
4.1.5	Add/ Remove Authorized Signatories	21
4.2	Links in the Middle Body	
4.2.1	My Payments (TDC/ EMD etc.)	23
4.2.2	My Tenders - Live	25
4.2.3	My Tenders - Closed	25
4.2.4	My Post Tender Activities- Negotiations	26
4.2.5	My Post Tender Activities- Counter Offers	27
4.2.6	My Contracts	27
4.2.7	My Messages- Inbox	28
4.2.8	My Messages- Deleted	28
4.3	Links in Left Navigation Block	
4.3.1	Search Tender	29
4.3.2	Learning Center	31
4.3.3	Help Desk	32
4.3.4	FAQ	33
4.3.5	E-Tendering Guidelines	33
4.3.6	CCA	33
4.3.7	Acrobat Reader	33

	4.3.8	Upload / View My Documents	34
	4.3.9	View IREPS Documents	35
5.		Action Icons and their Associated Actions	36
	5.1	View Tender Document	36
	5.2	Corrigendum List	37
	5.3	Make / View Payments- TDC & EMD	38
	5.3.1	Online Payments	38
	5.3.2	Payment through SBlePay Payment Gateway	40
	5.3.3	Payment through SBI Net Banking	41
	5.3.4	Online Transaction Confirmation Failure	41
	5.3.5	Manual Payment	42
	5.3.6	Claim Exemption	44
	5.4	Bid Preparation and Submission	45
	5.4.1	General Tab	46
	5.4.2	T&C Tab	48
	5.4.3	Eligibility Tab	49
	5.4.4	Compliance Conditions Tab	51
	5.4.5	Deviations Tab	53
	5.4.6	Performance Tab	54
	5.4.7	Documents Tab	54
	5.4.8	Responsiveness Tab	55
	5.4.9	Financial Offer Tab	56
	5.4.10	Submit Offer Tab	66
	5.4.11	Submission of Revised Offer	68
	5.5	View My Offer	68
	5.6	View Financial Tabulation	68
	5.7	View Techno-Commercial Tabulation	68
	5.8	View Negotiation Letter	68
	5.9	Submit Negotiated Bid	68
	5.10	View Counter Offer Letter	71
	5.11	Submit Reply to Counter Offer	71
	5.12	View Letter of Acceptance	71
6.		Miscellaneous	72
	6.1	Reset Password using Digital Signing Certificate (DSC)	72
	6.2	Change Digital Signing Certificate	74
7.	7.1	Disclaimer	77

1. General Information

1.1. Application Overview

Indian Railway Electronic Procurement System (IREPS) is the Application Software of Indian Railways for online activities for procurement of Goods, Works & Services, Sale of Materials, and Leasing of Assets through the process of E-Tendering, E-Auction or Reverse Auction. The application allows users to capture data at various levels of the procurement process in a secure manner using various security features like digital signature, digital encryption certificate for encryption and decryption of data etc. The application can be accessed with valid user ID and Password in combination with a Digital Signing Certificate. The application is divided in different work areas depending upon the nature of activity viz. Goods and Services, Works, Leasing, Auction Sale etc. **This document describes processes related to Goods & Services Tenders.** The application is divided in the following modules:

NIT: The NIT module contains the process of NIT (Notice Inviting Tender), Tender Document Creation and Publishing, Corrigendum Creation and Publishing, Pre-Bid Queries and Responses against these Queries.

BID (Bidding, Evaluation, etc.): The Bid module contains the process of Payments for Tender Document Cost (TDC) and Earnest Money Deposit (EMD), Submission of Techno-Commercial and Financial Bids, Uploading of Documents by Bidders, Tender Box Opening, Generation of Comparative Statements and Automatic Ranking of Bids. All firms who get themselves registered on the IREPS website through an online registration process, and who are authorized to bid against a tender can submit their bid against the tender through the IREPS application.

ADMIN: IREPS application calls for extensive administration responsibilities to be handled by registered administrators from railways. These administrators have roles divided amongst them based on their location and authority. EPS Administrator and Department Administrators are two types of administrators who look after all the administrative functions and also maintain the application on an ongoing basis.

Help Desk: The Help Desk is the module of the EPS application which provides the facility to Vendors, Railway users and others to get help if they face any problem at the time of using the application, or if they have any query regarding the application. This module tracks the log of all queries raised by different users and log of replies sent by help desk users to the raisers.

1.2. Purpose & Scope

Purpose of this document is to guide bidders/ Vendors who intend to participate in the Works Tenders published on the IREPS website on how to operate the E-Procurement

Application. This manual will help them to familiarize with various forms/pages provided in the application.

1.3. Points of Contact

For clarification about any specific process of IREPS application the contact point is Help Desk. For further details about Helpdesk functionality, **Helpdesk** section of this manual may be referred to.

2. Getting Started

2.1. General

2.1.1. Software & Hardware Requirements

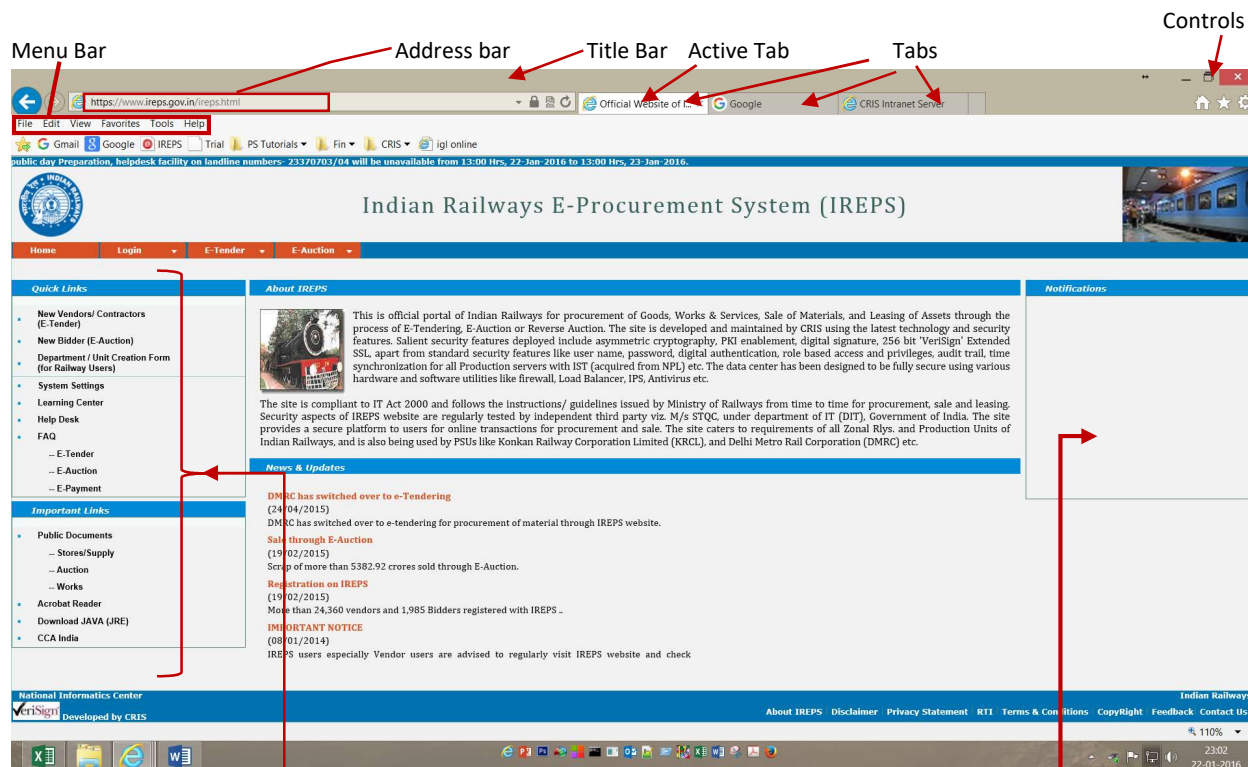
The detailed guidelines regarding software & Hardware requirements are laid down in a separate manual titled **Getting Your System Ready for IREPS Application**. This manual can be downloaded through the **Learning center** link available in the left navigation bar of the home page of IREPS application. Users are advised to go through the above mentioned manual before reading the current manual.

2.1.2. Internet Basics

The Internet is a worldwide system of computer networks facilitating access to information and people. Using the Internet to access and use EPS Application requires an Internet connection, and an internet browser application (Internet Explorer or Mozilla Firefox). A browser application allows access to Web pages on the World Wide Web (www or the Web).

Web Page

The image below shows the different elements of a web page, which include Title bar, Tool bar, Menu Bar, Address bar, Tabs, Left navigation block, Right navigation Block etc.



The users may familiarize themselves with these elements and their notations, as these will be repeatedly used in the following pages. Some of these elements are described in detail below:

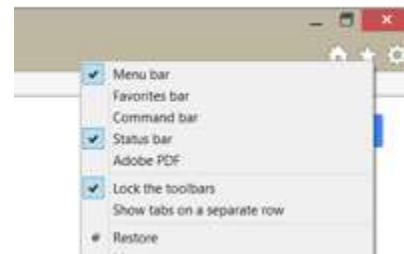
Menu bar:

The menu bar provides drop-down menus for browser functions. Placing the cursor over a menu item and clicking on it with the left mouse button opens the drop-down menu. Click on the appropriate menu option to make a selection.



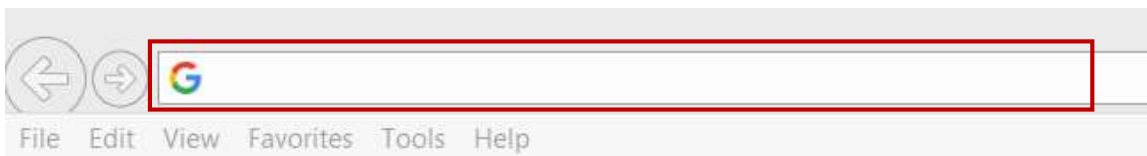
Menu Bar

✚ If you are not able to see the menu bar in your browser, right click on any empty area in the title bar and click on the Menu bar option in the options panel as shown in the picture:



Address bar:

Address bar is the area where the user has to type the address of the website (also known as Uniform Resource Locator, or URL in short). To access the IREPS website, the user has to type the **URL of the Website** i.e. www.ireps.gov.in in the address bar and press the Enter Key.



Address Bar

Tabs:

Multiple Pages can be opened in an Internet Browser window. The contents of only one of these pages is displayed on the screen. The titles of the opened pages are displayed on top of the Browser window. The contents of the page whose contents are being displayed is called active tab. Clicking on the title of any page makes the tab active.

Left Navigation Block:

This is the area on the left side of the web page containing various links. The left navigation block of the IREPS home page is divided into two sections namely Quick Links and Important Links. These are described in detail in subsequent sections.

Right Navigation Block:

This is the area on the right side of the web page. The right navigation block of the IREPS home page is divided contains the notifications area, which is described in detail in subsequent paras.

2.2. URL of the Application

The URL to access the home page of the application is <https://www.ireps.gov.in>.

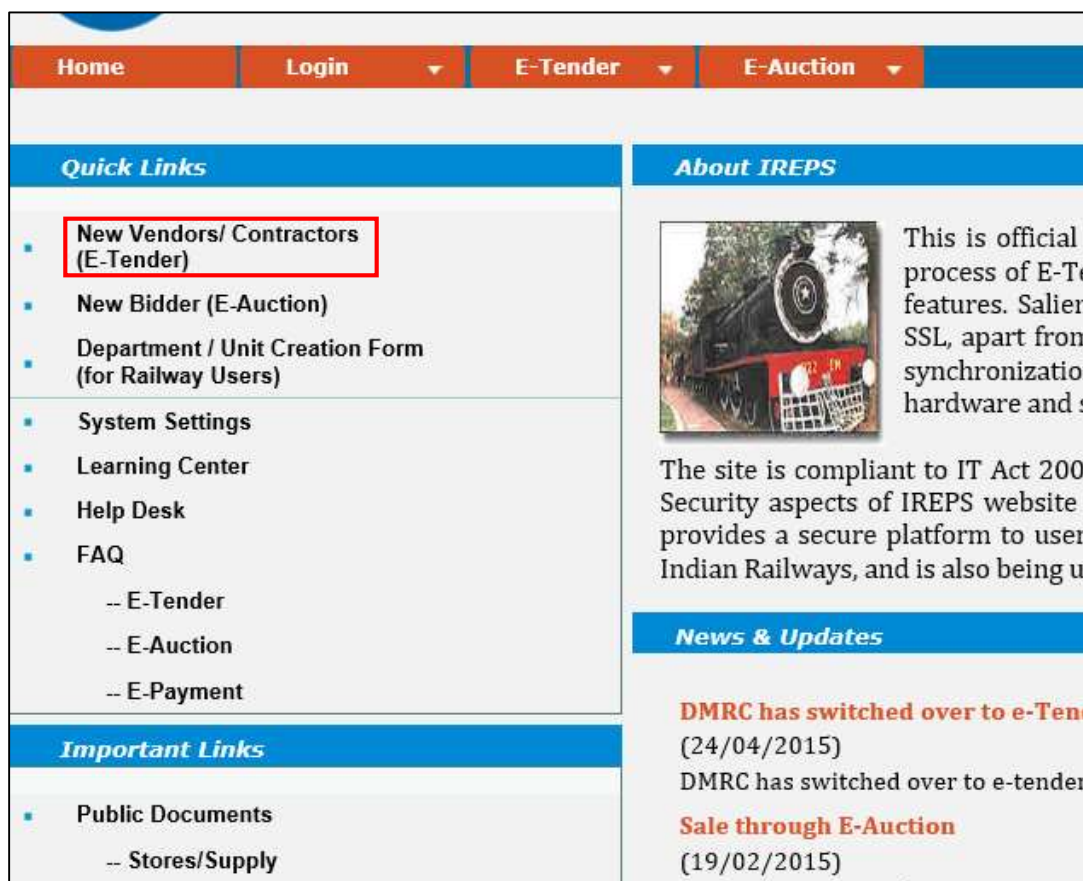
3. Login into the Application

- 3.1. Anonymous User:** To access all the resources/features of the IREPS application the users are required to login into the application. Several of the critical features like bidding against the tenders, viewing reports etc. can be accessed only after logging in. Logging into the application requires a username and password provided by the EPS administrator.

Users who have not logged into the system are categorized as **Anonymous user**. Some of the functions/resources of the application like searching tenders, viewing public documents, user manuals etc. can be accessed by anonymous users.

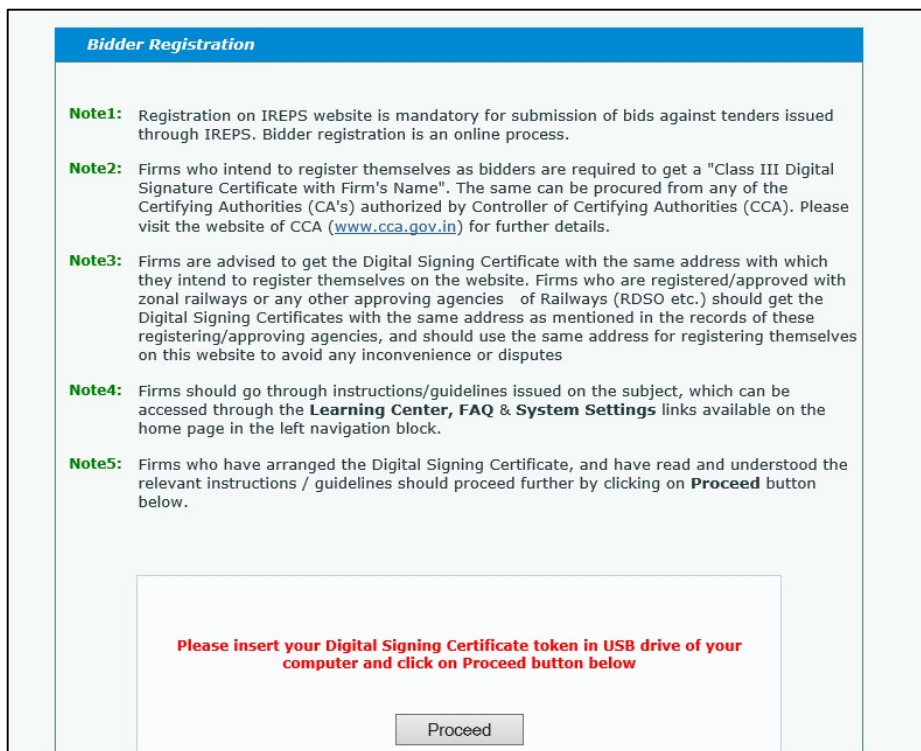
3.2. Registration of New Vendors

If you are already registered for Supply/ Stores module of IREPS, you do not have to get yourself registered again. New Vendors can get themselves registered by filling up the registration form which can be accessed through the link **New Vendors/Contractors (E-Tender)** available in the **Quick Links** section in the left navigation bar of the home page (shown below).



Clicking on this link opens the Vendor registration interface. The subsequent steps are described below:

Step 1: Read and Comply with the instructions as shown in the Bidder registration interface (see screenshot below) and hit **Proceed** button. Please note that you are required to arrange the Digital Signing Certificate before proceeding further. Detailed guidelines in this regard are available in the user manual titled **Getting Your System Ready for IREPS Application** available in **Learning Center** link on **IREPS Home Page**.



Bidder Registration

Note1: Registration on IREPS website is mandatory for submission of bids against tenders issued through IREPS. Bidder registration is an online process.

Note2: Firms who intend to register themselves as bidders are required to get a "Class III Digital Signature Certificate with Firm's Name". The same can be procured from any of the Certifying Authorities (CA's) authorized by Controller of Certifying Authorities (CCA). Please visit the website of CCA (www.cca.gov.in) for further details.

Note3: Firms are advised to get the Digital Signing Certificate with the same address with which they intend to register themselves on the website. Firms who are registered/approved with zonal railways or any other approving agencies of Railways (RDSO etc.) should get the Digital Signing Certificates with the same address as mentioned in the records of these registering/approving agencies, and should use the same address for registering themselves on this website to avoid any inconvenience or disputes

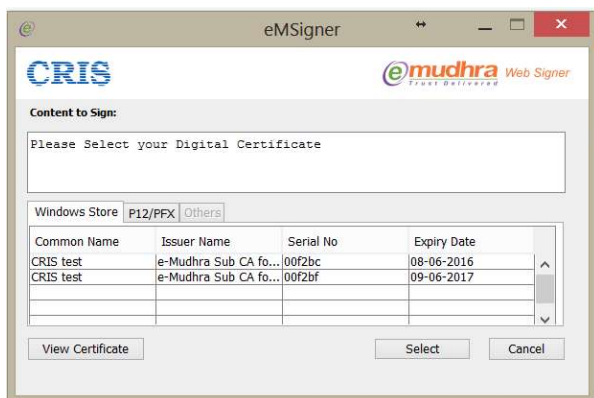
Note4: Firms should go through instructions/guidelines issued on the subject, which can be accessed through the **Learning Center**, **FAQ** & **System Settings** links available on the home page in the left navigation block.

Note5: Firms who have arranged the Digital Signing Certificate, and have read and understood the relevant instructions / guidelines should proceed further by clicking on **Proceed** button below.

Please insert your Digital Signing Certificate token in USB drive of your computer and click on Proceed button below

Proceed

Step 2: Insert your Digital Signing Certificate (DSC) in USB drive of your computer, and click on the Proceed button shown in the above image, which will bring up the web signer.



eMSigner

CRIS eMudhra Web Signer

Content to Sign:

Please Select your Digital Certificate

Windows Store P12/PFX Others

Common Name	Issuer Name	Serial No	Expiry Date
CRIS test	e-Mudhra Sub CA fo...	00f2bc	08-06-2016
CRIS test	e-Mudhra Sub CA fo...	00f2bf	09-06-2017

View Certificate Select Cancel

Click on the DSC of your firm, and click on Select button. This will open the registration form (see next page). Please choose the option **Stores/ Supply Tenders** in the field named **Type of tenders in which you are interested**. **Please note that if you choose Works**

Tenders option in this field you will not be able to participate in the Goods and Services tenders.

Fill up the other details in the forms (please see the screen shots below) and click on **Sign & Submit** button.

IMPORTANT MESSAGE

Note : E-Mail ID entered herein will be the User Name for the purpose of logging into the website. This user name cannot be changed or modified after successful registration. The login password and all important messages will be sent to you on this E-Mail ID only. Please use only a valid and regularly used E-Mail ID, and enter the E-Mail ID carefully to avoid any inconvenience.

Login Registration Form

(Field marked **(*)** are mandatory)
 (Fields marked **(**)** Either of these fields is mandatory)
 (Fields marked **(***)** Either of these fields is mandatory)

Type of tenders in which you are interested * Stores/Supply Tenders

For registration for Stores/Supply Tenders it is mandatory to have VAT / CST / Service Tax Number and to upload the certificate issued by the concerned authority.)

Note : Firms choosing the option **Works Tenders** in above field will allow the bidders to participate in Works Tenders only. Similarly, choosing the option **Supply/Stores Tenders** will allow the firms to participate in Supply/Stores tenders only. Please choose carefully to avoid any inconvenience.

Firm Details

Firm Name *: M/S cris test	
Nature of Business/Firm *: Select Nature Of Business	Country *: India
State Of Registration *: Select State	Year of Registration/Incorporation *:
Proprietor/Partner Name *: 	
Firm URL: 	
Address Line 1 *: 	Address Line 2:
State *: Select State	District/City *:
Pin/Zip Code *: 	
Phone Number1 *: 91 	Phone Number2: 91
<small>(ISD) (Area Code) (Phone No.)</small>	
Fax: 	

User Details

E-Mail/User Id *: gm.ireps@gmail.com
Confirm E-Mail/User Id *:

Name *: cris test	
Address Line 1 *: 	Address Line 2:
District/City *: 	Country *: India
State *: Select State	Pin/Zip Code *: 560103
Phone Number1 *: 91 	Phone Number2: 91
<small>(ISD) (Area Code) (Phone No.)</small>	
Cell Number: 91 	
<small>(ISD) (Mobile No.)</small>	

Note: Please enter your cell number to get alerts from IREPS.

Statutory Details

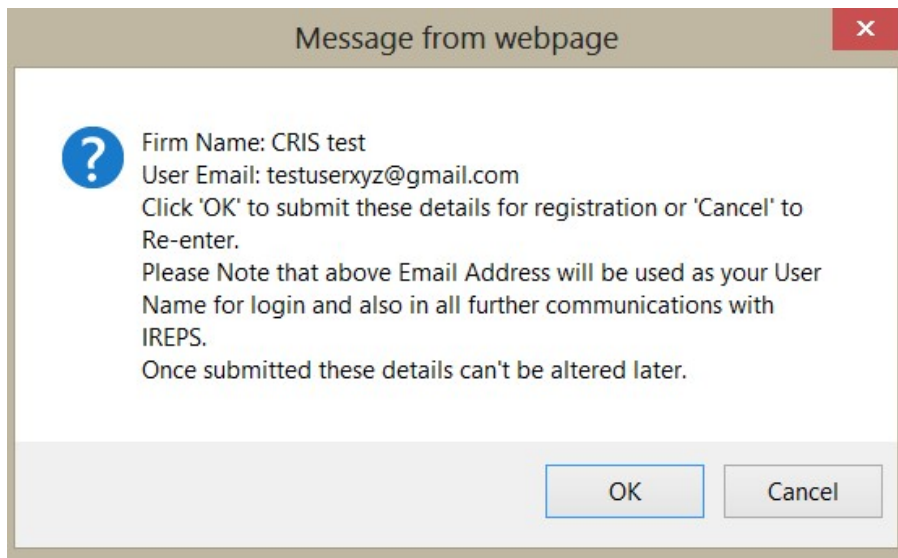
TAN No: 	CST No.***:
VAT No.***: 	Service Tax No.***:
PAN No. of Proprietor/Partners **: 	
PAN No. of Firm **: 	

Verification Code

Verification Code: 1f3089	Enter Verification Code *:
---	---

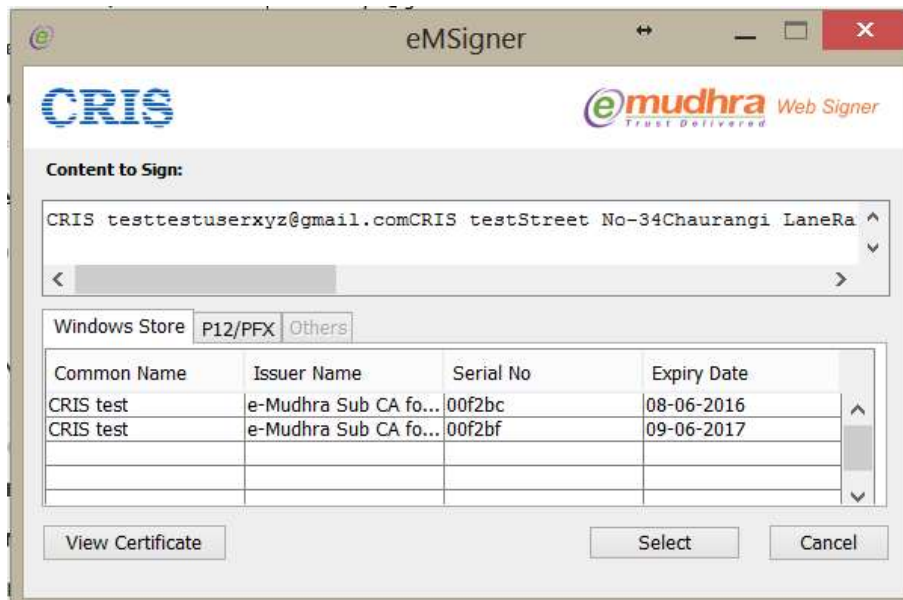
Sign & Submit
Reset
Cancel

Please check the details in the pop up message that opens, and click on OK button.



- ✚ E-Mail ID provided by the vendor will be used as user name. Once the registration is done it is not possible to change the user name.

On the web signer page that opens (see below), choose your DSC and click on Select button



If the details have been correctly filled in, you will get a confirmation message as shown in the screenshot below:

Your request has been successfully submitted.
Your Firm Name is : CRIS test
Your request id is : 437786
Additionally you can propose to associate your firm with other registered offices/units by selecting and submitting any one of the available firm's offices/units shown below.

Proposed Firms Offices/Units Page

Please Select Firms Offices/Units to be associated With

Firms Offices/Units matching with Name	
☐ 436319	Show Associated Firms
☐ 437357	Show Associated Firms
☐ ALACRITY UNLIMITED	Show Associated Firms
☐ CRIS TEST..	Show Associated Firms
☐ CRIS TEST...	Show Associated Firms
☐ CRIS TEST....	Show Associated Firms
☐ CRITI CARE	Show Associated Firms
☐ M. S. TRADING COMPANY	Show Associated Firms
☐ SACRIA ENGINEERING PRIVATE LIMITED	Show Associated Firms
☐ SUPERCRITICAL SOLUTIONS	Show Associated Firms

Firms Offices/Units matching with Sales Tax(CST, VAT, LST)

No Firms Offices/Units matched with your Sales Tax(CST, VAT, LST)

Firms Offices/Units matching with PAN No ,TAN No

No Firms Offices/Units matched with your PAN No,TAN No

Firms Offices/Units matching with Firm Reg No

No Firms Offices/Units matched with your Firm Reg No

[Submit Selected](#) [Skip & Finalize](#)

If you have any other associated unit / office shown in the list you can associate the same with your account. Otherwise click on **Skip & Finalize** button, and you will get confirmation message as shown below.

Login Registration Request

Your Registration Request submission process has been completed. You will get further intimation about your registration request shortly on your email.

Your Firm Name is : CRIS test

Please note down your request Id no. : 437786

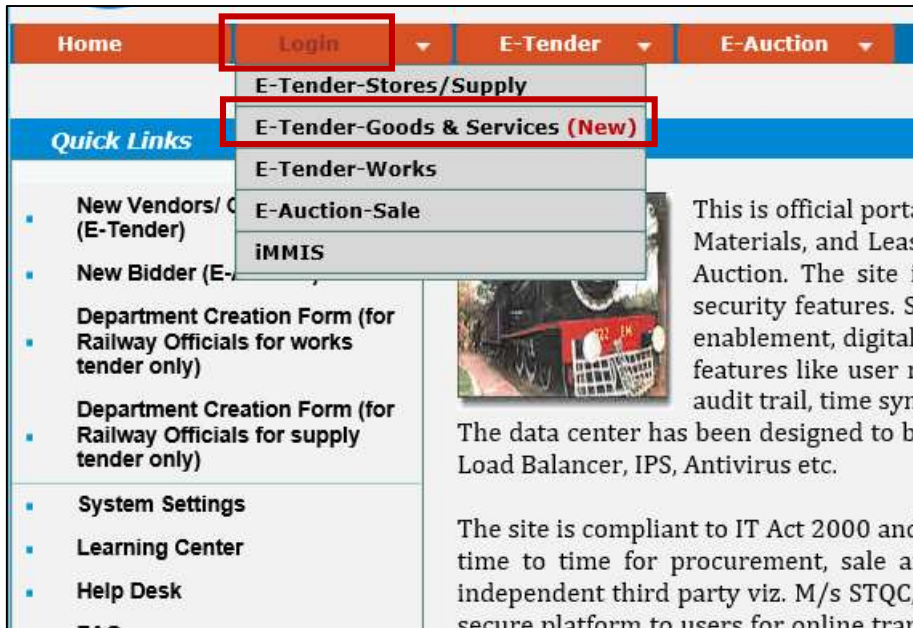
Please quote the same to the Help Desk for any further query related to your registration.

[Home](#)

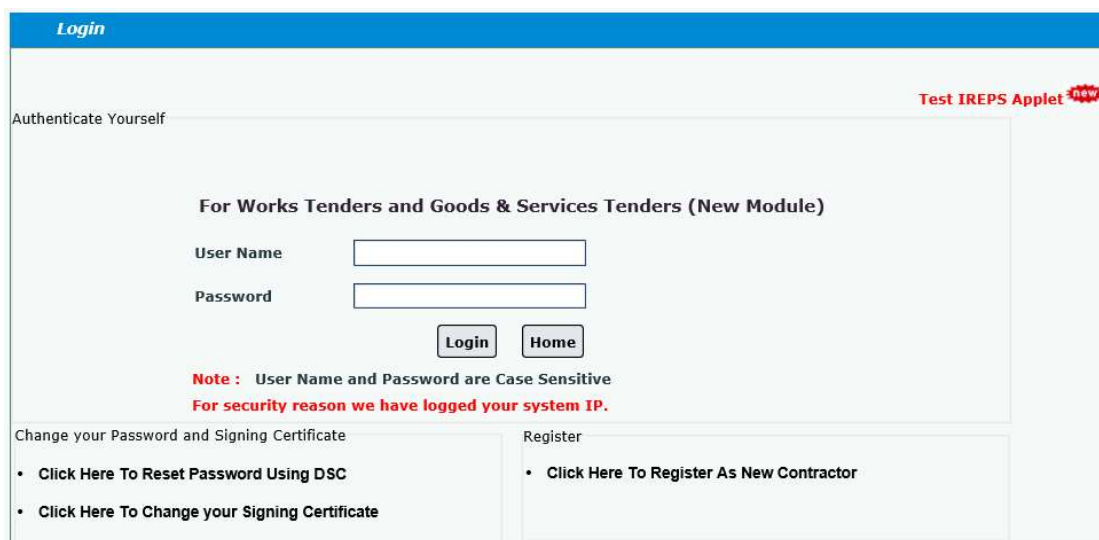
If the details are found in order, you will be sent an E-Mail (normally within 3-4 working days) confirming your registration and providing you the password for logging in.

3.3. Login by Registered Vendor

Vendors who have already registered themselves, and have got the E-Mail for Username / Password from EPS Admin can login by clicking on the Login button on the Home page and choosing the option E-Tender Works as shown below:



Clicking on this link brings up the **Login** page as shown below.

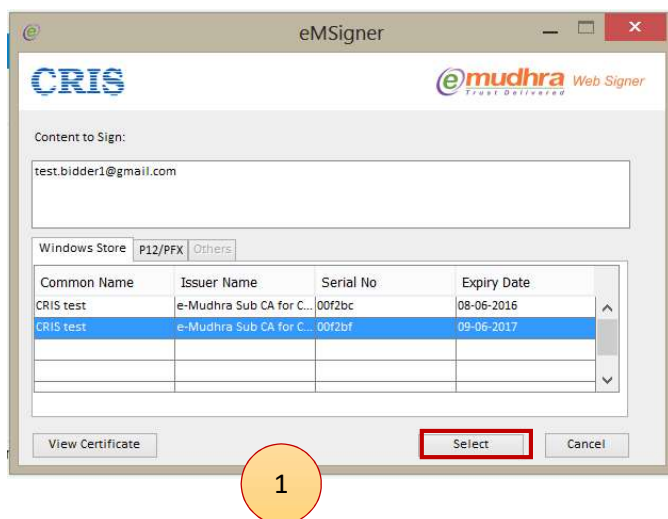


✚ If Java Security warning pop up opens, please click on **Continue** button. If **Cancel** button is clicked, the user will not be able to login, and the browser window will have to be closed and re-opened.



Please insert your Digital Signing Certificate (DSC) USB token in USB drive of your computer, enter your Username and Password (sent by EPS admin through E-Mail) on the Login page, and click on **Login** button.

This will open the web signer applet as shown below:



Please select your digital certificate by clicking on it (which will be listed in the web signer only if the DSC token is already inserted into USB drive of the computer), and click on **Select** button. You will be asked to enter the DSC token password (provided by the DSC supplier) as shown in step 2 above.

At this point the Vendors who are logging in for the first time will be presented with the **Change Login Password screen** as shown below. It is mandatory to change password when you are logging in for the first time.

Please follow the steps mentioned on the screen (see next page), and click on the **Save** button to change your password

Change Login Password

(Field Marked * are mandatory)

Password Policy

- User Password should be minimum of 6 characters and maximum of 12 characters.
- Password will get expire in 60 days.
- The new password has to be different from the previous one.
- The password cannot be the same as userId and should not contain User-Id.
- Password must contain atleast one special character and numeric character.

Enter Old Password *:

Enter New Password *:

Password Strength: Too Short

Re Enter New Password *:

Save Cancel

Message from webpage

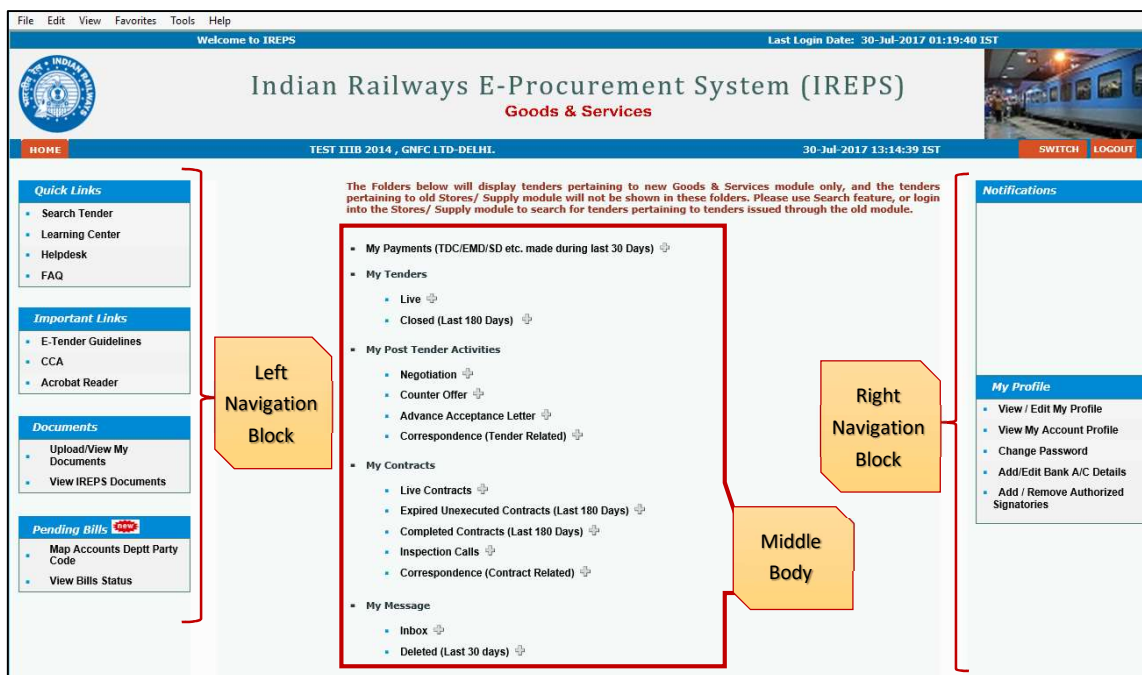
It is advised to keep your contact details specifically cell number updated in order to keep you informed regarding important events pertaining to your tenders through SMS alerts.

OK

After change of password, the Bidder Home page will open. The change password page will not be opened during subsequent logins. However, in accordance with the password policy the change password page will again be displayed to the user if user password is more than 60 days old.

4. Bidder Home page

After successful login, the Bidder Home page opens as shown below.



The Bidder Home Page is divided into three blocks namely Left Navigation Block, Middle Body, and Right Navigation Block. The links available in these blocks are described in detail below:

4.1. Links in Right Navigation Block of Bidder Home Page

The Right Navigation Block consists of two sections namely Notifications and My Profile.

Notifications Section

The notifications issued by EPS administrator from time to time for Bidders will appear in the Notifications Section.

My Profile section

My Profile Sections contains various links whose functionality is described below:

- 4.1.1. **View/ Edit My Profile-** The profile details of the currently logged in user can be accessed through this link. Clicking on this link opens the User Profile page. On this page the logged in user can view his profile details like E-Mail ID, Firm's Name, User Name, User's Address and Contact details, Assigned Work Areas (i.e. the types of tenders for which the firm is

registered with same account name), Default work area (i.e. the work area that will open by default after login) etc.

View User profile

Firm Name :	TEST BIDDER1-BOKARO		
E-Mail/User Id:	test.bidder1@gmail.com	First Name:	RAKESH
Middle Name:		Last Name:	KUMAR
Address Line 1 :	87, Jump Street456	Address Line 2 :	
City :	Bokaro	Pin/Zip Code :	12345678
Country :	India	State :	Jharkhand
Phone Number1 :	1223333334455666	Phone Number2 :	6387678765
Cell Number :			

Work Area

Assigned Work Areas:	Supply Tender, Works Tender	Default Work Area:	Supply Tender
----------------------	-----------------------------	--------------------	---------------

Edit Home

Signature Thumbprint Details

Thumbprint	1F4C9BCFF822905F65124EA241CE70613A7002A3
------------	--

View User Profile Page

The logged in user is also allowed to update some of these details like Address and Phone numbers, Default work areas etc. by clicking on the Edit button on this page.

Clicking on the Edit button opens the Edit Profile Interface as shown below:

Edit User Profile

(Fields Marked * are mandatory)

Firm Name :	TEST BIDDER1-BOKARO		
E-Mail/User Id:	test.bidder1@gmail.com	First Name:	RAKESH
Middle Name:		Last Name:	KUMAR
Address Line 1* :	87, Jump Street456	Address Line 2 :	
City* :	Bokaro	Pin/Zip Code* :	12345678
Country :	India	State :	Jharkhand
Phone Number1* :	1223333334455666	Phone Number2 :	6387678765
Cell Number :			

Change Certificate
☐

Assigned/Default Work Area

Select Default Work Area:

☒ Supply Tender
☐ Works Tender
☐ None

Sign & Update Cancel

Edit User Profile Interface

After making the required changes, the user has to click on **Sign & Update** button. This will open the web signer window. After the user signs the modified data using his DSC, the user profile is updated.

- 4.1.2. **View My Account Profile-** The profile details of the user's account (i.e. Firm) can be accessed through this link. Clicking on this link opens the View Account Profile page which shows the details of the Account like Firm's name, address and contact details etc.

View Account Profile			
Account Details			
Account Name:	GNFC		
Account Type:	Vendor	Website:	
Nature of Business/Firm:	Pvt. Ltd.		
State Of Registration:	Delhi	Year of Registration/ Incorporation:	2015
Proprietor/ Partner Name			
Proprietor/ Partner Name1:		Proprietor/ Partner Name2:	
Proprietor/ Partner Name3:		Proprietor/ Partner Name4:	
Enterprise Category:			
Registration No.:			
Registering / Approving Agency:			
Primary User Details			
First Name:	TEST	Middle Name:	IIIB
Last Name:	2014	E-Mail Id:	tb1.testbidder@gmail.com
Contact Person Details			
Contact Name :	TEST IIIB 2014	E-Mail Id:	tb1.testbidder@gmail.com
Address Line 1:	ITPI	Address Line 2:	
City:	Delhi.	Country:	
State:		Pin/Zip Code:	380054
Phone Number1:	9101123370704	Phone Number2:	
Cell Number:	09717394007		
Account Address Details			
Address Line 1:	ITPI	Address Line 2:	
City:	Delhi.	Country:	India
State:	Delhi	Pin/Zip Code:	110002
Phone Number1:	9101123370704	Phone Number2:	91
Fax:			
Statutory Details			
TAN No.:		CST No.:	
VAT No.:		LST No.:	
PAN No. of Proprietor/ Partner7s :			
PAN No. of Firm:	dfgdf4435645		
Signature Details			
Serial Number	1393855184		
Subject	CN=TEST IIIB 2014, SERIALNUMBER=dc5b7a5ba1fdb1767e139bdb2a6b20cd513fb24f69627e22a6c1e2e56a60f62, ST=GUJARAT, O=D.2.5.4.17=380054, OU=CID - 9999996, O=GNFC LTD, C=IN		
Issuing Authority	CN=(n)Code Solutions CA 2014, O=D.2.5.4.51="301, GNFC Infotower", STREET="Bodakdev, S G Road, Ahmedabad", ST=Gujarat, O=D.2.5.4.17=380054, OU=Certifying Authority, O=Gujarat Narmada Valley Fertilizers and Chemicals Limited, C=IN		
Not Before	Mar 10, 2014		
Not After	Mar 11, 2016		
Edit Account Profile Home			

View Account Profile page

The users in a bidder account are categorized as Primary users and Secondary users. The details of the Primary user can also be seen from this page.

There can be only one primary user in an account, who is allowed to update some of the Account details such as Address, and Phone Numbers etc. by clicking on the Edit Account Profile button, which opens the Edit Account Interface as shown below.

Edit Account Profile page

4.1.3. Change Password- The user can change his login password by clicking on the **Change Password** link.

Clicking on this link opens the Change Login Password page as shown above. The user is required to enter his old/existing password, and the new password in the relevant fields on this page to change his password.

4.1.4. Add/Edit Bank A/c Details- Bank Details associated with the Account can be added/ edited/ viewed clicking on this link. Users are advised to keep this information updated as the

tendering department may use this information for making payments to the bills, and for other statutory purposes.

Add/Edit Bank A/C Details

(Field marked (*) are mandatory)

Bank Details

Beneficiary's Name:	GNFC LTD-DELHI.		
Bank Name*:	ICICI	Branch*:	ITO
Bank/Branch Code*:	300009	Address Line 1*:	ito
Address Line 2:		City*:	New Delhi
Country*:	India	State*:	Delhi
Pin/Zip Code:		Account Type*:	Savings
Account Number*:	123456789	MICR Code:	
IFSC Code:			
Whether bank branch has NEFT facility or not*:	☐ Yes ☒ No		
Whether bank branch has RTGS Facility or not*:	☐ Yes ☒ No		

Sign & Update
Cancel

The user has to sign the modified details with his DSC for saving the changes.

4.1.5. Add/Remove Authorized Signatories- The list and details of the authorized signatories can be viewed / edited through this link. Clicking on this link opens the following page:

Add / Remove Authorized Signatories

Users

Name	Tel/Fax No.	Cell No.	Email	Actions
TEST IIIB 2014	Not Provided	9101123370704	tb1.testbidder@gmail.com	 

Home

[Add Authorized Signatories](#)

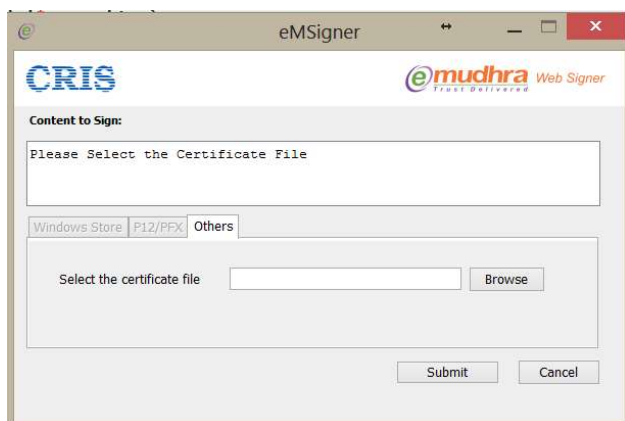
The details of an existing user listed on the page can be modified by clicking on the Edit () action icon.

A member can be deleted by clicking on the delete () action icon. The logged in user cannot remove himself from the list.

New signatories can be added by clicking on the **Add Authorized Signatories** link on the page. Clicking on this link brings up the Create Authorized Signatories interface as shown below:



Please fill in all the required details (fields marked * are mandatory) and click on **Sign & Submit** button. You will be asked to select the public key of the Digital Signing Certificate of the new user being added (please see image below). Please refer to the document **Procedure for Public Key Export from E-Token** for further details. This document is available in the Learning center, which can be accessed through the **Learning Center** link available on IREPS Home page.



Please click on the Browse button to locate the public key to be added to the new user profile, and click on Submit button. This will add a new signatory and a message to this effect will be displayed on screen.

- ✚ Please note that the signatories so added can submit bids on behalf of the Firm. The Firm/Company/Individual Owner/Proprietor etc. will be legally liable and accountable for all activities performed by the authorized signatories through the IREPS website. Please keep the list and details of the authorized signatories updated at all times. Please remove the name of the authorized signatory immediately if he/she leaves the company. In case of failure to do so, the Firm/Company/Individual Owner/ Proprietor will be held liable for actions of such signatory.

4.2. Links in the Middle Body

The links in the middle body pertain to different folders for viewing Payment details, Tender details, Contract Details and Messages. These links are described below:

4.2.1. My Payments (TDC/EMD etc.)- This page shows details of payments made by the user towards Tender Document Cost (TDC) and Earnest Money Deposit (EMD) during the last 30 days.

My Payments (TDC/EMD/SD etc. made during last 30 Days)						
Dept/Rly. Unit	Tender No.	Closing Date/Time	Type of Payment	Amount	TransactionID - Date/Time	Actions
EPS HQ-ENGINEERING / IREPS	Test001	24/01/2016 14:30	TDC	100	23/01/2016 13:19	
BANGALORE DIVISION-ENGINEERING / SOUTH WESTERN RLY	1/SBC/2016	15/02/2016 08:00	TDC	6000000	22/01/2016 21:26	
EPS HQ-ENGINEERING / IREPS	22012015AAA	27/01/2016 15:00	TDC	2000	22/01/2016 11:32	
EPS HQ-ENGINEERING / IREPS	twopacket22	22/01/2016 12:00	TDC	150	22/01/2016 11:23	
EPS HQ-ENGINEERING / IREPS	TEST210116	29/01/2016 15:00	TDC	1200	22/01/2016 10:56	
EPS HQ-ENGINEERING / IREPS	TWO22012016	22/01/2016 11:00	TDC	150	22/01/2016 10:42	

The page shows the Tendering Department, Tender Number, Tender Closing date, Type of payment (EMD, TDC etc.), Amount paid, Transaction date/time and the actions that can be performed by the user.

The Action column of this page contains Action Icons for Viewing / Making payments, and Bid Preparation/ Submission. The actions that can be performed through these icons are described in detail in sub-section **Action Icons and their Actions** of this manual.

If the tender has not lapsed i.e. if the tender closing date/time has not already passed, the user gets the Bid preparation & Submission icon (📄) in the Actions column. The View / Make Payments (💰) action icon always appears in this folder to either make payments, or to view payments made (if payments for TDC and EMD have been made). **The bidder is required to pay the Tender document cost as well as Earnest Money before he can prepare and submit his bid.**

- ✚ If any payment towards TDC or EMD is pending, clicking on the Bid preparation icon takes the bidder to the payment page.
- ✚ Clicking on the Tender number of any tender opens the Tender dash board. Depending on the status of the tender (live/opened etc.), the dashboard shows various buttons to view tender document, Attached documents, corrigenda (if any), Techno-commercial tabulation, Financial tabulation etc.

Tender No: epshq-0707	Dept/Rly: CRIS PURCHASE/IREPS	Closing Date/Time: 07/07/2017 16:00	
Tender Title: Itemwise Consignee wise: Procurement of Partition Frames an.....		Tender Type: Open Indigenous	
Tender Status Published			
<div style="background-color: #007bff; color: white; padding: 5px; display: inline-block;">Download Tender Doc. (Pdf)</div>			
List of documents attached with the tender			
S.No	File Name	Document Description	
1	IRS-Conditions-of-ContractRlyBd.pdf	IRS Conditions of Contract- 2017	
2	TEST2.pdf	fgsfgs	
Corrigenda			
Details of corrigendum are shown below. However, data/details in NIT/Tender document is updated duly incorporating all corrigenda issued.			
S.No	Name	Date/Time	Action
No Corrigendum Issued			

Tender dash board

4.2.2. My Tenders- Live- This link displays the details of the tenders for which tender enquiry has been addressed to the Vendor by the department, or the tenders for which the vendor has paid the TDC, and the tender is still open for bidding.

My Tenders				
Live				
Dept/Rly. Unit	Tender No.	Tender Title	Closing Date/Time	Actions
CRIS PURCHASE / IREPS	epshq-0707	Itemwise Consignee wise: Procurement of	07/07/2017 16:00	   
CRIS		Tender for Testing Two Packet	07/07/2017	   

The page shows the Tendering Department, Tender Number, Name of Work, Tender Closing date & time, and the actions that can be performed by the user.

The Action column of this page contains Action Icons for viewing tender document (), viewing corrigenda issued against the tender (), Making / Viewing Payments () and Bid Preparation & Submission (). The actions that can be performed through these icons are described in detail in sub-section **Action Icons and their Actions** of this manual.

4.2.3. My Tenders- Closed- This link shows the tenders against which the user has submitted bid, and the tender is not yet finalized.

Dept/Rly. Unit	Tender No.	Tender Title	Closing Date/Time	Actions
NR HQ-STORES / NORTHERN RLY	18170004	COPPER BRG.SHEET, 10MM	31/05/2017 13:45	   
NR HQ-STORES / NORTHERN RLY	18168141	DUPLO INK	25/05/2017 16:45	   
NR HQ-STORES / NORTHERN RLY	18168142	HP ALL IN PRINTER LASERJET PRO 400	25/05/2017 16:45	   
NR HQ-STORES / NORTHERN RLY	06025002	COPPER BRG.SHEET, 5MM	25/05/2017 16:45	   

The page shows details like Tendering Department, Tender Number, Name of Work, Tender Closing date & time, and the actions that can be performed by the user.

The Action column of this page contains Action Icons for viewing tender document (), viewing corrigenda issued against the tender (), viewing the offer submitted by the user (), viewing Techno-Commercial Tabulation statement () and Viewing Financial

Tabulation Statement (). The actions that can be performed through these icons are described in detail in sub-section **Action Icons and their Actions** of this manual.

4.2.4. My Post Tender Activities – Negotiations- This link shows the details of negotiation letters issued by tendering departments in favour of the bidder.

Negotiation 							
Dept/Rly. Unit	Tender No.	Tender Title	Letter Date	Nego. Date	Bid Submission Date	Nego. Offer Status	Actions
CRIS PURCHASE / IREPS	TESTING01	ITEMWISE/CONSIGNEEWISE TENDER WITH 2-2 ITEM & 	05/07/2017 17:28	06/07/2017 11:00	07/07/2017 13:00	Withdrawn	
CRIS PURCHASE / IREPS	TESTING01	ITEMWISE/CONSIGNEEWISE TENDER WITH 2-2 ITEM & 	06/07/2017 11:01	19/07/2017 11:00	31/07/2017 13:00	Withdrawn	
CRIS PURCHASE / IREPS	TESTING01	ITEMWISE/CONSIGNEEWISE TENDER WITH 2-2 ITEM & 	06/07/2017 12:11	19/07/2017 11:00	31/07/2017 13:00	Live-Bid Not Submitted	 
CRIS PURCHASE / IREPS	epshq-0806-1	Tender for testing IC	29/06/2017 09:57	27/06/2017 11:00	29/06/2017 10:45	Lapsed-Bid Not Submitted	
CRIS PURCHASE / IREPS	epshq-0806-1	Tender for testing IC	29/06/2017 10:24	27/06/2017 11:00	29/06/2017 10:45	Lapsed-Bid Not Submitted	

The page shows the Tendering Department, Tender Number, Tender Title, date of issue of negotiation letter, date on which negotiation meeting is scheduled, the last date and time for submission of negotiated bids by the bidder, the status of negotiation letter and submission of bids, and action icons for performing various actions.

The Action column of this page contains Action Icons for viewing of negotiation letter () and submission of negotiated bid (). The actions that can be performed through these icons are described in detail in sub-section **Action Icons and their Actions** of this manual.

4.2.5. My Post Tender Activities – Counter Offer - This link shows the details of Counter Offer letters issued by tendering departments in favour of the bidder.

Counter Offer						
Dept/Rly. Unit	Tender No.	Tender Title	Letter Date	Response Date	Counter Offer Status	Actions
CRIS PURCHASE / IREPS	JUGUL06072017B	Tender for Testing counter IC	06/07/2017 17:48	07/07/2017	Lapsed-	 
CRIS PURCHASE / IREPS	epshq-0806-2	Procurement of Partition Frames and Frame Assembl....	13/06/2017 11:45	15/06/2017	Lapsed-	 
CRIS PURCHASE / IREPS	epshq-0806-2	Procurement of Partition Frames and Frame Assembl....	13/06/2017 12:10	25/06/2017	Lapsed-	 
CRIS PURCHASE / IREPS	TESTING01	ITEMWISE/CONSIGNEEWISE TENDER WITH 2-2 ITEM &	28/06/2017 15:12	30/06/2017	Lapsed-	 

The page shows details like Tendering Department, Tender Number, Tender Title, date of issue of counter offer letter, Response date (i.e. date by which the bidder is required to submit his response to the counter offer, the status of counter offer letter/ submission of response by bidder, and action icons for performing various actions.

The Action column of this page contains Action Icons for viewing of counter offer letter () and submission of response to counter offer (). The actions that can be performed through these icons are described in detail in sub-section **Action Icons and their Actions** of this manual.

4.2.6. My Contracts- The links in these categories are under development, and users will be notified as and when these links are activated.

4.2.7. My Messages- Inbox- This link displays the messages sent to the users by EPS administrator, or the messages related to issue of tenders/ corrigenda for tenders which are addressed to the user, or for which he has paid TDC.

Inbox				
Note: Messages older than 3 months will not be shown here and such messages will automatically move to the deleted messages folder.				
Total Messages:3 Unread Messages:2				
Msg Id	Sent Date/Time	From	Subject	Action
1374920	28/01/2016 22:16	EPS Admin	NIT for EPS HQ-ENGG/IREPS, Tender Number: Pro....	 
1364865	20/01/2016 11:59	EPS Admin	IREPS: Account with name "GNFC LTD-DELHI." wa....	 
1364863	20/01/2016 11:58	EPS Admin	User Creation	 

The Action column in this page contains view details () and Delete Message () icons.

 Please check your message box regularly as it may contain important and urgent messages regarding publication of tender or corrigendum etc. requiring your immediate attention.

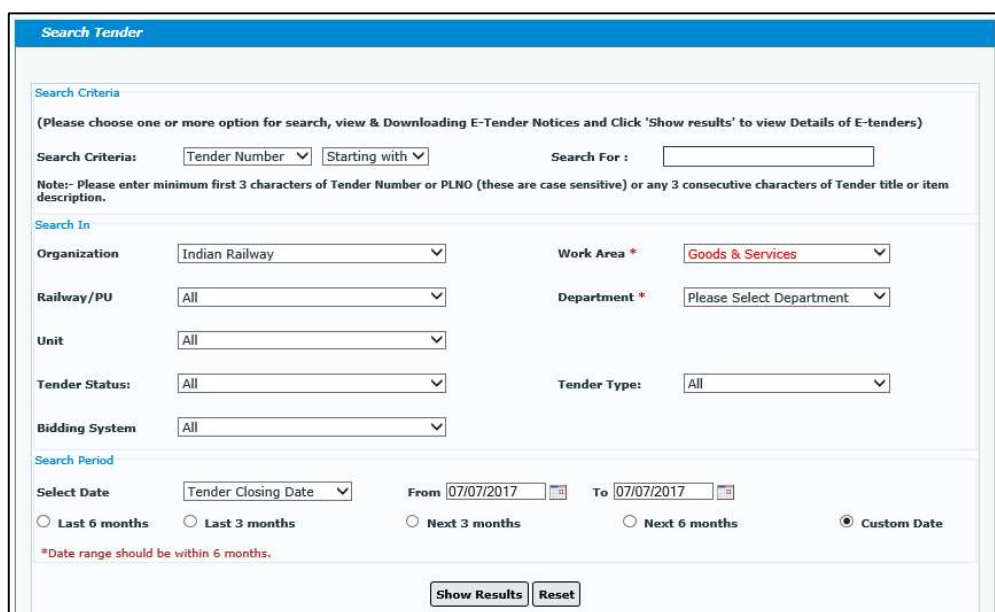
4.2.8. My Messages- Deleted- This link shows the messages that the user has deleted from his Inbox during the last 30 days.

4.3. Links in the Left Navigation Block

The left navigation block has been divided into various sections namely Quick Links, Important Links, Documents and Pending Bills. The links provided in each of these sections are described below:

Quick Links section

- 4.3.1. Search Tender** - This link allows the users to search tender conforming to a criteria defined by the user.



The screenshot shows the 'Search Tender' form with the following sections:

- Search Criteria:** Includes a dropdown for 'Tender Number', a dropdown for 'Starting with', and a text field for 'Search For'. A note states: 'Please enter minimum first 3 characters of Tender Number or PLNO (these are case sensitive) or any 3 consecutive characters of Tender title or item description.'
- Search In:** Includes dropdowns for 'Organization' (Indian Railway), 'Railway/PU' (All), 'Unit' (All), 'Tender Status' (All), 'Bidding System' (All), 'Work Area *' (Goods & Services), 'Department *' (Please Select Department), and 'Tender Type' (All).
- Search Period:** Includes a 'Select Date' dropdown (Tender Closing Date), 'From' and 'To' date pickers (both set to 07/07/2017), and radio buttons for 'Last 6 months', 'Last 3 months', 'Next 3 months', 'Next 6 months', and 'Custom Date' (selected). A note states: '*Date range should be within 6 months.'
- Buttons:** 'Show Results' and 'Reset'.

The user has the option to search tenders based on **Tender No, Name of Work, Item Code, or Item Description** by choosing the appropriate option from the drop down field of the field **Search Criteria**. The user shall specify the search parameter in the **Search For** field. The user can also specify whether the Tender Number or Name of work etc. should be Starting with the given parameter, or should be exact match of the given parameter by choosing one of the options from **Starting with/ Equals** in the **Search Criteria** Field.

 It is not mandatory to specify search criteria. Tenders can also be searched based on parameters defined in **Search In** and **Search Period** blocks.

Users can also choose to search tenders pertaining to a particular Railway Zone/Production Unit, a specific unit under a Zone or a specific Railway Department (Engineering/ S&T/ Electrical/ Mechanical etc.) by choosing the appropriate options from the fields provided for the same.

Users can also search tenders based on the status (Published/ Tender Box Opened/ Under Evaluation etc.) by choosing suitable option in the Tender Status field.

Users can also refine the search based on the Tender type (Open/ Limited/ Special Limited/ Single etc. by selecting appropriate option in the Tender Type field. Users can also choose to search tenders based on bidding system (Single packet/ Two packet) through Bidding System field.

The search can be done based on Tender Issue date or Tender Uploading date, and between any two given dates to be specified by the user.

After selecting the various options, the user has to click on the Show Results button, and the tenders meeting the search criteria are displayed as shown in the screenshot below:

The search results show details of Tendering Department, Tender Number, Name of Work, Status of Tender, Tender uploading date/time, Tender Closing Date/Time, Due Days remaining for submission of bids, and the Action icons.

Tender search results 6

Deptt./Rly. Unit	Tender No	Tender Title	Status	Uploading Date Time	Due Date/Time	Due Days	Actions
EPS HQ-ENGG/IREPS	22012015A	fasd fsdaf asdf sd fsd	Published	22/01/16 10:15	28/01/16 15:00	5	   
EPS HQ-ENGG/IREPS	Bridge012342_15	Construction of suspension bridge over river Hubli between RFD and UGR	Published	23/01/16 22:42	24/01/16 14:00	1	   
EPS HQ-ENGG/IREPS	epshqA2101Open-A	Construction of Sports Complex	Published	21/01/16 22:32	22/01/16 15:30	LAPSED	
EPS HQ-ENGG/IREPS	TEST210116A	Test tender for testing	Published	22/01/16 13:15	22/01/16 15:00	LAPSED	
EPS HQ-ENGG/IREPS	21012016Z	Construction For Bridge At AGR	Tender Box Open	21/01/16 18:03	22/01/16 11:00	LAPSED	
EPS HQ-ENGG/IREPS	epshqA2101Open	Construction of Sports Complex	Published	21/01/16 21:52	21/01/16 15:30	LAPSED	

Depending on the status of tender, and also depending on whether the bidder is eligible to bid against the tender or not different action icons may be shown for viewing tender document (), viewing corrigenda issued against the tender (), viewing Techno-Commercial Tabulation statement (), viewing Financial Tabulation Statement (), Making / Viewing Payments () and Bid Preparation & Submission (). The actions that can be performed through these icons are described in detail in sub-section **Action Icons and their Actions** of this manual.

4.3.2. Learning Center- The learning center link gives the user access to the repository of the manuals, guidelines and suggestions to make the user familiar with the various functionalities and process flows of IREPS application. The links to general documents/procedures/instructions etc. are available in the General section, and the links to manuals specifically related to Goods & Services Tenders are available in the section titled E-Tender (Goods & Services). The General section also contains the link to the Trial site of IREPS application.

Learning Center

General

1. Trial Site
2. **Security Aspects for use of E-tokens**
3. **Procedure for Public Key Export from E-token**
4. **List of Special Characters Not Allowed as Input / Upload**
5. **IREPS Security Tips**

E-Tender (Supply)

1. MultiMedia Module for E-Tender
2. **Power Point Presentation for Vendors**
3. **Vendor User Manual**

E-Tender (Works) 

4.3.3. Help Desk- This link opens the Help Desk interface from where the user can access the various options to get in touch with the Help Desk. A screen shot of the Helpdesk page is shown below:

Suggestion

It is advisable that you may go through our
Learning Center
and
E-Auction/E-Payment FAQ
before approaching Helpdesk. If problem still persists, please approach "Helpdesk"
We are here for you

Help Desk

1. Raise a Query 
(For tender specific queries, please contact concerned railway officials)

2. Email: helpdesk.eps@cris.org.in
(For IREPS related assistance , Please use 'Raise a Query' option.)

3. Phone: 011-24105180 (Four lines; 24102855, 24100746 and 24671469)

4. Railway phone: 030-54835

IREPS expert help is just a phone call away. Our Help Desk team operates Monday to Saturday (8:00 a.m. to 8:00 p.m.), except on 'CRIS Gazetted Holidays.'

Note 1: For a list of 'CRIS Gazetted Holidays' Click Here

Note 2: Please make sure to take QueryId /Request ID for your queries raised over the telephone to helpdesk if the issue is not resolved on the telephone

The user can reach out to Help Desk in the following ways:

1. Raise a Query

The user can submit his query through an online electronic form as shown below. The user can also upload a document through this form.

Query Form

Subject*:

Description *:

Attach PDF file(1MB)

Verification Code:

f57b16



Enter Verification Code*

On successful submission of the form the user will be provided with a Query ID which he can use to view reply to his query through the same interface. The user also gets an E-Mail as and when his query is replied to by the department.

2. Send E-Mail

Users can send their queries to the Help desk through E-Mail. E-Mail ID of Help Desk is mentioned on the Help desk page (helpdesk.eps@cris.org.in). The reply to the query will be sent to the E-Mail ID of the user.

3. Call on Helpdesk Telephone Numbers

Users can contact the Helpdesk officials through the Telephone Numbers provided on the Helpdesk Page. Railway users can also contact Helpdesk officials through the Railway Telephone Number mentioned on the helpdesk page.

4.3.4. FAQ

Questions that are frequently asked by the users are compiled and answered in this section.

Important Links section

4.3.5. E-Tender Guidelines

This link opens the PDF document which contains guidelines for vendors pertaining to E-Tendering.

4.3.6. CCA

This link opens the site of **Controller of Certifying Authorities** i.e. <http://cca.gov.in/>. Please refer to the manual **Getting Your System Ready for IREPS Application** for more details.

4.3.7. Acrobat Reader

This link opens the site of <http://www.adobe.com/downloads/>. From here user can download Acrobat Reader, which is required to open the Tender document, Tabulations etc. in the IREPS application. Please refer to the manual **Getting Your System Ready for IREPS Application** for more details.

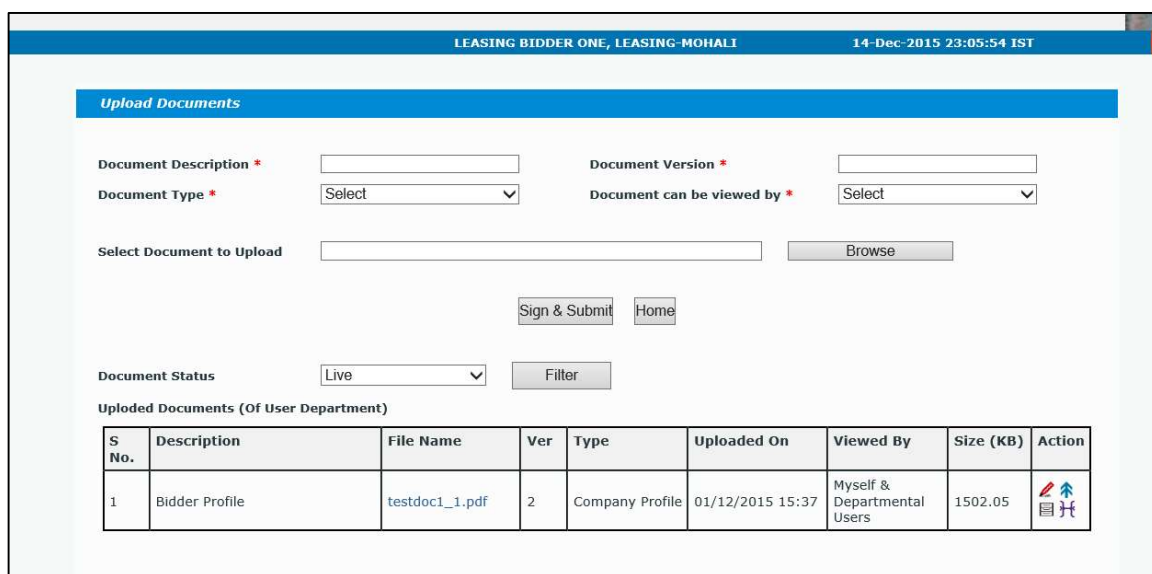
Documents section

This section provides the link to the user to upload/view his Public/ Private documents and to view Public Documents uploaded by the Departmental users and EPS admin. These processes are described below.

4.3.8. Upload/View My Documents

Vendors are allowed to upload their public documents through this link. The user can upload his public documents like Company profile, Approval Exemption Certificates, List of M&P/Personnel etc. The user can also upload and store such documents which he has to attach with tender documents repeatedly (private documents).

Clicking on the Upload/ View My Documents link in the Documents section in the left navigation bar opens the upload documents interface as shown below:



S No.	Description	File Name	Ver	Type	Uploaded On	Viewed By	Size (KB)	Action
1	Bidder Profile	testdoc1_1.pdf	2	Company Profile	01/12/2015 15:37	Myself & Departmental Users	1502.05	   

Users are required to enter the Document description, and Document Version. The category of document can be defined in the Document Type field. The permitted categories are Company Profile, Approval/ Exemption Certificates/ List of M&P/ Personnel and Others. The user also has to specify whether the access to the document restricted to himself (**Private Documents**) or users of tendering departments will have access to the document (**Public Documents**). If 'Myself only' option is selected, such documents cannot be seen by the users of the tendering department till these documents are attached by the Vendor with his bid against a tender. The user has to select and sign the document to be uploaded by clicking on the Browse option. The file to be uploaded will be shown in the text box against the label **Select Document to Upload**. After the name of the selected file appears in the text box, the user has to click on the **Sign & Submit** button to complete the process. The uploaded documents and other relevant details are shown in the lower pane.

The user can Edit document attributes () , Upgrade the document () , Archive the document () or view document history for upgraded documents () by clicking on the appropriate icon in the Action column. Archived public documents are no longer visible to the users of tendering department, and cannot be attached by the user with his bids. Upgrading the document archives the current version of the document and the new document uploaded takes its place.

4.3.9. View IREPS Documents

This link gives the user access to the public documents uploaded by the EPS administrator and Railway Users. The user is required to select the Organization, Zone and Department to view the relevant public documents. Users can refine the search further by selecting the Railway unit, and Document status. On clicking the Filter button the documents meeting the specified criteria are shown in the lower pane. The document can be opened and downloaded by clicking on the file name of the document.

IREPS Documents

Organization *
Indian Railway

Zone *
Western Railway

Department *
Engineering

Admin Unit *
All

Document Type
Public

Document Status
Live

Filter

Documents

#	Doc Description	File Name	Ver	Document Type	Uploaded On	File Size (KB)
---	-----------------	-----------	-----	---------------	-------------	----------------

5. Action Icons and their Associated Actions

The action icons appear in the various folders in the middle body of the Bidder Home Page, Search Tender Page, Upload Documents Page etc. The user can perform various actions through these action icons. The actions that can be performed through various action icons are described below:

- 5.1. View Tender Document (T):** This icon is displayed in **My Tenders – Live** and **My Tenders – Closed** Folders in Middle body of the Bidder Home Page and in the Search Tender page for all published tenders, for all tender types. Clicking on this icon opens the complete tender document in PDF format.

 You should have PDF reader installed on your system to open tender document. Please refer to the manual **Getting Your System Ready for IREPS Application** in learning center for further details.

The tender document consists of various sections which are described below:

Tender No: sak07jul01		Closing Date/Time: 08/07/2017 13:00	
<p>COS/CRIS/ITPI acting for and on behalf of The President of India invites E-Tenders against Tender No sak07jul01 Closing Date/Time 08/07/2017 13:00 Hrs. Bidders will be able to submit their original/revised bids upto closing date and time only. Manual offers are not allowed against this tender, and any such manual offer received shall be ignored.</p>			
1. NIT HEADER			
Contract Type	Goods	Contract Category	Expenditure
Tender No	sak07jul01	Tender type	Open - Global
Evaluation Criteria	Itemwise-Consigneewise	Bidding System	Single Packet System
Pre-Bid Conference Required	No	Pre-Bid Conference Date Time	Not Applicable
Tendering Section	PURCHASE1		
Inspection Agency	CONSIGNEE	Publishing Date / Time	07/07/2017 10:00
Procure From Approved Sources	No	Approved Agency	
Estimated Value (INR)	4000.00	Closing Date Time	08/07/2017 13:00
Validity Of Offer (Days)	120	Ranking Order For Bids	Lowest to Highest
Tender Doc. Cost (INR)	120.00	Earnest Money (INR)	10000.00

Snapshot of Tender Document

NIT Header: This section contains general details related to tender like Name of Work, Closing Date & Time, Advertised value, Earnest Money, Tender Document Cost etc.

Items: This section contains the Schedule of Requirements. It shows all the Groups (if applicable), items & Consignees included in the tender along with other relevant details.

Item Breakup: If the Schedule contains any Set of Items, the details of the items contained in the set can be seen in the item breakup section.

Terms & Conditions: The governing terms and conditions like payment terms, inspection agency etc. applicable to the tender are detailed in this section.

Eligibility Conditions: The eligibility conditions included in the tender are shown in this section.

Compliance Conditions: This section shows the General Instructions, Special Conditions, Technical/ Commercial Compliance Conditions, Undertakings, Checklists and other miscellaneous conditions included by the tender issuing department in the tender document. It is also indicated against each condition whether the bidder is required to confirm whether he complies or not with the requirements of the condition (by clicking on the yes/no buttons), whether the bidder is allowed to enter his comments/remarks against the clause, and whether documents uploading against the condition is Allowed (Mandatory), Allowed (Optional) or Not Allowed.

Documents: The documents section lists all the documents related to the tender which have been uploaded by the tendering department for the tender.

Responsiveness: Responsiveness section contains the responsiveness clauses included in the tender. The bidder is required to confirm acceptance to the responsiveness conditions before submission of bids, and before making payment for EMD and TDC.

- 5.2. **Corrigendum list** (): This icon is displayed in **My Tenders – Live** and **My Tenders – Closed** Folders in Middle body of the Bidder Home Page and in the Search Tender page for all published tenders, for all tender types. Clicking on this icon opens the Corrigendum page, whereby the users can view the list of all the corrigenda that have been issued after publication of the tender. Clicking on the View Corrigendum details icon () in Action Column of this page opens the individual corrigendum letter.

A Corrigendum is divided into three parts for showing conditions which have been modified, deleted or added. If the advertised value of the tender is changing due to the corrigendum, the same along with the revised Earnest Money and Tender document cost are also shown in the corrigendum.

-  The online bidding page shown to the bidder for preparation / submission of bid includes all the changes made through issue of corrigenda.

- 5.3. Make / View Payment - TDC & EMD (₹):** This icon is displayed in **My Tenders – Live** and **My Payments** folders in Middle body of the Bidder Home Page and in the Search Tender page for all published tenders for all live tenders only to those Vendors who are authorized to bid against the tender. For open tender this icon is shown to all the bidders, and for Limited, Special Limited and Single tender it is available only to those firms who have been sent the tender enquiry for the tender.

Clicking on this icon opens the Payments page which is the interface for making payments towards Tender Document Cost (TDC) and Earnest Money Deposit (EMD). If Tender document cost (TDC) is not yet paid, the page for payment of TDC is opened. If TDC has already been paid, payment page for payment of Earnest Money is opened. The payments already made by the bidders are listed at the bottom of the page. For Tender Document cost the entire payment has to be made in one go, whereas for Earnest Money the payment can be made in multiple installments.

Submit Payment Details

Tender No: W-362-13-Tender-42-15-16

Dept/Rly: VARANASI DIVN.-ENGG/NORTH EASTERN RLY

Closing Date/Time: 18/03/2016 14:30

Tender Title: Varanasi Division : Complete Track Renewal with 60 Kg, 90 UT.....

Tender Type: Open

Type of Payment: **Tender Document Cost**

Total Amount: 5000.00 INR

View Bank/Statutory Information

Mode of Payment :

☒ Online
 ☐ Manual Payment

Amount *

5000.00

Remarks

Submit

Cancel

To View/Print e-Receipt click on the IREPS Ref. No. link

List of Payments already made

IREPS Ref. No / Bank Txn ID	Payment Mode	Type of Payment	Validity Date	Date (DD/MM/YYYY)	Issuer Bank Name	Amount	IREPS Remarks	Bank Status	Doc.
-----------------------------	--------------	-----------------	---------------	-------------------	------------------	--------	---------------	-------------	------

5.3.1. Online Payments: The bidder can choose to make online payment by choosing the Online option in Mode of Payment.

The amount to be paid, and the purpose (TDC or EMD) are displayed on the payments page. Clicking on the submit button with online payment option selected opens the Online Payment options screen as shown below.

IREPS - Goods & Services: User Manual for Vendors

38 | Page

Online Payment - Select Payment Mode

Net Banking Payment :

☐ 
State Bank of India
 (Transaction charges: NIL)

Select Payment Gateway: NetBanking of multi banks, Credit/Debit Cards and IMPS

☐ 

PG001 For Rs. 3000.00 Charges are # Net Banking SBI=10.00 #
 Net Banking Other Banks=15.00 # Debit Card=30.00 # Credit
 Card=45.00 # IMPS=10.00"

Refund Policy

1. The transaction once done cannot be cancelled.
2. Even in case of duplicate payment by the firm, refund request will have to be made by the firm to the respective tendering authority for manual refund. No request for online refund including chargeback for card payments shall be entertained.
3. If status of transaction is being shown as Failed on IREPS portal but the bank account of the firm has been debited, such transactions will be reverted and the corresponding amount shall be credited to the source account by the concerned bank automatically.

[Click Here for refund policy and terms & Conditions](#)

(For any payment related clarification/ assistance you may contact our helpdesk executives (Email- ireps.pg@cris.org.in, Telephone- 011-23370703/04)

Firm's Consent :

I have read and understood the complete Terms & Conditions (including refund policy), and I agree to the same.

After clicking on the Proceed button you will have to complete the transaction within 7 minutes otherwise the transaction may fail and you may have to claim refund from the tendering department, if not refunded by bank automatically.

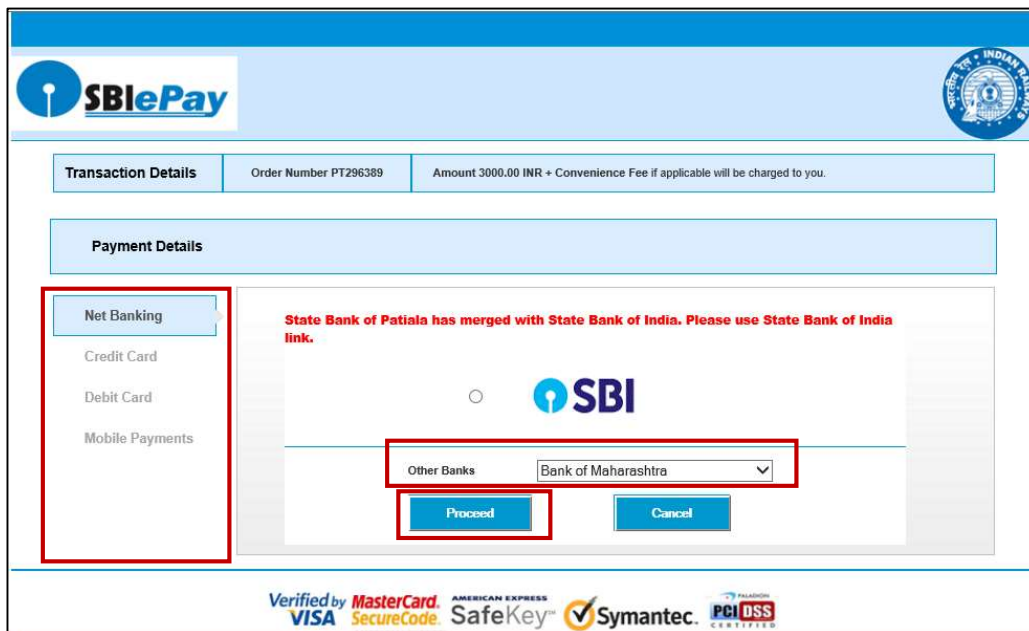
☐ Agreed ☐ Not Agreed

At the moment two payment options namely SBI payment gateway, and SBI Net Banking are available. Some more payment options are likely to be added shortly.

Before proceeding to the selected bank's/ payment gateway's website the bidder is required to confirm by selecting the Agreed radio button that he has read the refund policy and terms and conditions applicable to the online transactions. The link for the same is available on the

same page. Clicking of the Proceed button redirects the bidder to the relevant payment gateway.

5.3.2. Payment through SBlePay Payment Gateway: Choosing SBI PG option opens the SBlePay Payment gateway as shown below:



The screenshot displays the SBlePay payment gateway interface. At the top, the SBlePay logo and the Indian Railways logo are visible. Below the header, the 'Transaction Details' section shows the Order Number PT296389 and the Amount 3000.00 INR, with a note that a convenience fee may be charged. The 'Payment Details' section is active, showing a list of payment options on the left: Net Banking, Credit Card, Debit Card, and Mobile Payments. The 'Net Banking' option is selected, and a dropdown menu for 'Other Banks' is open, displaying 'Bank of Maharashtra'. A 'Proceed' button is highlighted. A message states: 'State Bank of Patiala has merged with State Bank of India. Please use State Bank of India link.' The bottom of the page features logos for Visa, MasterCard, American Express, SafeKey, Symantec, and PCI DSS.

The bidder can make payment through various options like Credit Card, Debit Card, Net Banking etc. by choosing the appropriate option in the left pane. The bank for Net Banking payments can be selected from the dropdown list of Other Banks field. Please click on the Proceed button after making the appropriate choices, and follow the on-screen instructions to complete the payment process. After the payment is made the user is redirected to the IREPS website where the details of transaction made are shown at the bottom of the payment page.

5.3.3. Payment through SBI Net Banking: Choosing the SBI Net Banking Options on the Online Payment page opens the SBI Merchant site as shown below:

Please Login into your SBI account and follow the on-screen instructions to complete the payment process. After the payment is made you will be taken back to the payment page of IREPS website where the details of transaction made are shown at the bottom of the page.

5.3.4. Online transaction confirmation failure: If the online transaction is successful and confirmation regarding the same is received by IREPS from the bank, the Status field will show Success message. Retry message in the Status column indicates that the confirmation is still pending from the bank. The user should click on the Retry link to initiate confirmation process. If success message is received from the bank, the status of transaction will change to Success. If the transaction has failed, the status will change to Failed, and the user will have to make another attempt for payment. If the confirmation is still not received the status will remain as Retry. The user can hit the Retry button again to initiate confirmation process.

List of Payments already made										
IREPS Ref. No	Payment Mode	Type of Payment	Instrument Type	Instrument No.	Validity Date	Date (DD/MM/YYYY)	Issuer Bank Name	Amount	Remarks	Status
003172602	Manual	TDC	NA	fgsgs	NA	24/12/2015	dfadfa	1.0	dfadfafa	Success
PT1286	Online Payment	TDC	Net Banking	NA	NA	2015-12-26 15:56:11	SBI	1.0		Transaction Aborted By User
NT1287	Online Payment	TDC	Net Banking	NA	NA	2015-12-26 16:12:43	SBI	1.0		Retry

Retry option is available only seven minutes after the transaction is made. If the transaction is not getting updated even after three retry attempts, the user has a choice to make another payment. This option should be used only if the tender is about to close. If more than one transaction is successful, refund will be made as per the refund policy. Please see terms and conditions for online payments for more details.

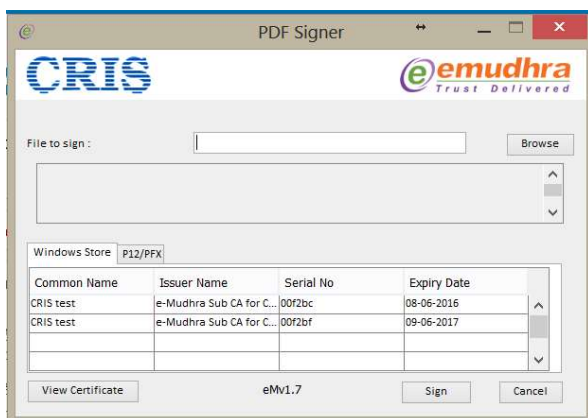
- | | | | |
|---|----------------------|---|--|
| Type of Payment: Tender Document Cost | | Total Amount: 300.00 INR | |
| Mode of Payment : | | ☐ Online ☒ Manual Payment ☐ Claim Exemption | |
| Instrument Type * | Instrument No. * | Date(DD/MM/YYYY) * | |
| Cash Receipt ▼ | <input type="text"/> | <input type="text"/> | |
| Issuer Bank Details/ Cash Office Details * | | Amount * | |
| <input type="text"/> | | 300.00 | |
| Remarks
<input type="text"/> | | | |
| <p>Click Here to upload scanned copy of the Payment Instrument (DD, Bankers Cheque etc.). Uploading of incorrect / incomplete document shall render your offer liable to be rejected.</p> | | | |
| <input type="button" value="Sign & Submit"/> | | <input type="button" value="Cancel"/> | |

To View/Print e-Receipt for successful transactions click on the IREPS Ref. No. link

Payment Transactions Details									
IREPS Ref. No / Bank Txn ID	Payment Mode	Type of Payment	Validity Date	Date (DD/MM/YYYY)	Issuer Name	Amount	IREPS Remarks	Bank Status	Doc.

Please select the Instrument type (Banker's cheque, DD etc.) through which manual payment has been made, enter the instrument number (Banker's cheque number, DD number etc.), the date of instrument (Banker's cheque date, DD date etc.), Issuer Bank/Cash office details etc. in the relevant fields.

Please click on the [Click Here](#) link to upload a scanned copy of the instrument (Cash receipt, Banker's Cheque, DD). This will bring up the document selection and PDF signer window as shown below:



Click on the **Browse** button to locate and select the scanned copy of the document on your computer, then click and select your signing certificate in the lower pane (your DSC token should be inserted in the USB drive of your computer for your certificate to appear in the signer window), and click on **Sign** button. If the document is uploaded successfully, the document name will be shown on the page as shown below:

Mode of Payment :
☐ Online
☒ Manual Payment
☐ Claim Exemption

Instrument Type *
Instrument No. *
Date(DD/MM/YYYY) *

DD
fqsdqfs343
07/07/2017

Issuer Bank Details/ Cash Office Details *
Amount *

State Bank of India
300.00

Remarks

Document (Paymentdoc1.pdf) uploaded. [Change Uploaded Document](#)
Please Click on Sign & Submit to proceed.

Sign & Submit
Cancel

If wrong document has been uploaded by mistake, the bidder has the option to change the document by clicking on the **Change Uploaded Document** link. After uploading of document, the bidder has to click on the **Sign & Submit** button to submit the payment details. The bidder has to apply his digital signature to submit the payment details.

The bidder has to ensure that the original documents like DD, Cash receipt, Banker's Cheque mentioned in the payment details (the same document which has been uploaded) reaches the office of the tender inviting authority within the period specified in the tender document.

If the transaction is successful, confirmation message regarding recording of payment details is displayed along with transaction ID as shown below:

Tender Number : Dont_publish due on 22/07/2017

Payment details recorded successfully with Transaction Id: 3002708

Payment details submitted on: 07/07/2017 23:52

Manual Payment receipt

The bidder can now proceed for EMD payment by clicking on **Submit EMD** button. The details of all previous payment transactions are shown in the bottom pane of the page. The uploaded document, if any, can be viewed by clicking on the () icon.

Type of Payment: Earnest Money Deposit **Total Amount:** 600.00 INR

Mode of Payment : ☐ Online ☒ Manual Payment ☐ Claim Exemption

Instrument Type * **Instrument No. *** **Date(DD/MM/YYYY) ***

Cash Receipt

Issuer Bank Details/ Cash Office Details * **Amount ***

600.00

Remarks

[Click Here](#) to upload scanned copy of the Payment Instrument (DD, Bankers Cheque etc.). Uploading of incorrect / incomplete document shall render your offer liable to be rejected.

To View/Print e-Receipt for successful transactions click on the IREPS Ref. No. link

Payment Transactions Details									
IREPS Ref. No / Bank Txn ID	Payment Mode	Type of Payment	Validity Date	Date (DD/MM/YYYY)	Issuer Name	Amount	IREPS Remarks	Bank Status	Doc.
TMTG982/fgsdfgs343	Manual-DD	TDC	NA	07/07/2017 23:52	State Bank of India	300.0		Success	

- 5.3.6. **Claim Exemption:** Several categories of vendors like MSME firms, Firms registered with the zonal railway for the tendered item, Firms approved by RDSO/ PUs etc. for the tendered item etc. are exempt from payment of either Earnest Money or Tender Document Cost. Such bidders can claim exemption by selecting the Claim Exemption option on the payments page.

Bidders are advised to read the tender documents carefully and satisfy themselves about their eligibility for such exemption as is being claimed, as claiming exemption wrongly may render their offer liable to be ignored.

Selecting Claim Exemption option brings up the following interface:

Mode of Payment : ☐ Online ☐ Manual Payment ☒ Claim Exemption

Vendors are advised to be careful in claiming exemption from payment of Earnest Money or Tender Document Cost as claiming exemption wrongly may render their offer liable to be ignored.

Exemption Category *
---Select Exemption Category---

Exemption Sub Category *
---Select Exemption Sub Category---

Amount *
600.00

Remarks

Click Here to upload scanned copy of the supporting document (registration/ approval certificate etc., along with the relevant annexures) for claiming exemption. Uploading of incorrect / incomplete document shall render your offer liable to be rejected.

Sign & Submit Cancel

Please select the applicable exemption category / subcategory and then click on the Click Here link to upload the supporting document for claiming exemption. The process of uploading document and then submitting the other details is the same as explained for uploading of documents and submission of details for manual payments.

- 5.4. **Bid Preparation and Submission** (): This icon is displayed only to those Vendors who are authorized to bid against the tender. If any responsiveness clause has been added by the tendering department, clicking on the bid submission icon opens the **Responsiveness** page. The responsiveness page lists tender conditions in respect of which the bidder is not allowed to quote any deviation. **Quoting of deviation in respect of any of these clauses shall lead to summary rejection of the offer.** The bidder is required to tick the check box at the bottom of the page as a mark of acceptance of the conditions mentioned on the page.

Bidding process - Responsiveness

Tender No: epshq-1207 Dept/Rly: CRIS PURCHASE/IREPS Closing Date/Time: 13/07/2017 10:15
Tender Title: Total Value wise: Procurement of Partition Frames and Frame..... Tender Type: Open [Indigenous]

Responsiveness of Offer

IMPORTANT

- The following clauses of the tender shall be deemed to be responsiveness clauses. No deviation in respect to any of these tender conditions is permitted.
- In case any deviation is quoted by the bidder in respect of any of these conditions, or any other condition is quoted which contravenes these tender conditions, the bid shall be treated as un-responsive, and shall be summarily rejected.
Please download the complete tender document and go through the relevant tender responsiveness conditions. Please proceed for payment of tender document cost and earnest money only if you agree to these conditions. You will not be able to withdraw or modify your consent hereafter.
-

Responsiveness Clause

#	Description
1	Validity of Offer: No deviation from the offer validity period stipulated in the tender is permitted.
2	Payment Terms: No deviation from the Payment Terms stipulated in the tender is permitted.
3	Delivery Period: No deviation from the Delivery Period stipulated in the tender is permitted.
4	Price Variation Clause: No deviation from the Price Variation Clause stipulated in the tender is permitted.

☐ I have read and understood the tender conditions in respect of the responsiveness conditions mentioned above, and I agree to abide by these conditions. I am aware that quoting any deviation in respect of any of these conditions in Deviation tab, or in any remarks or other fields on any tab, or quoting any condition which is in contravention of the above clauses shall lead to summary rejection of my offer.

Submit Home

Bidders are allowed to access the payments page for making payments towards Tender document cost and Earnest Money only after he accepts the responsiveness clauses. The bidding page can only be accessed after acceptance of the responsiveness clauses, and after making payments for TDC and EMD. The page is not displayed if no responsiveness condition has been added by the tendering department.

After the payments towards EMD and TDC have been made (or exemptions have been claimed) by the bidder, the bidder is redirected to the bid preparation and submission interface as shown below:

Bidding process - General Goods & Services

Tender No.	epshq-1207	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	13/07/2017 10:15
Tender Title	Total Value wise: Procurement of Partition Frames and Frame Assemblies			Tender Type	Open [Indigenous]

Bid data Save & Prefill Options

☒ Save my bid on my computer (will be encrypted before saving) [Click here](#) to copy details from my previously saved bid

GEN. T&C ELIGIBILITY COMPLIANCE DEVIATION PERFORM. DOCS. RESPONSIVE FIN.OFFER SUBMIT

COS/CRIS/ITPI, acting for and on behalf of The President of India invites E-Tenders against Tender No **epshq-1207** Closing date 13/07/2017 10:15 Hrs. Please [Click Here](#) to view/download complete tender document, Documents attached with tender and Corrigenda, if any. Manual offers are not allowed against this tender, and any such manual offer received shall be ignored

Tender Title Total Value wise: Procurement of Partition Frames and Frame Assemblies

General Instructions

S.No	Description
No General Instruction Added	

Special Conditions

S.No	Description
1	Test special condition 2
2	Test Global Special condition added by Stores depts. railway board

☐ I have read and understood the General Instructions, Special Conditions and all other conditions displayed on this page, and I agree to abide by all these Instructions, except for those for which I have quoted a deviation in the Deviations tab. I have also downloaded, read and understood the complete tender document, Corrigenda (if any), and all the documents attached with this tender.

Save As Draft **Edit**

As can be seen from the above screenshot the page consists of **Tabs bar** containing various tab names viz. **General**, **T&C**, **Eligibility**, **Compliance**, **Deviations**, **Perform.**, **DOCs.**, **Responsive.**, **Fin. Offer** and **Submit**. Users can switch between the tabs by clicking on the tab name in the Tabs bar.

5.4.1. General Tab

This is the tab that opens when the bidder clicks on **Bid Preparation and Submission** icon (please see screenshot in preceding para).

The General Tab has a panel named **Bid data Save & Prefill Options**. The check box against the label **Save my bid on my computer** should be ticked if the user intends to save a copy of his offer on his computer while filling up the various forms of bidding page, or if he wants to keep a copy of the submitted bid. For security purposes the bid is encrypted by the user's Digital Signing Certificate before saving. This is an optional facility, and may be helpful in the following situations:

- If the bidder is not in a position to prepare the bid and submit the same in a single sitting, and wants to save the partially prepared bid for later use.
- If there is a possibility of power failure or internet connection failure during the process of preparing bid.
- If the bidder intends to save a copy of the submitted bid for his reference.
- If the bidder intends to submit a revised bid.



Internet Explorer Version 9 or later (with compatibility settings removed), or Mozilla Firefox latest version should be installed on the computer to avail this facility.

If the bidder has saved a copy of draft or submitted bid, next time he can load details from the saved file by clicking on the link [Click Here](#) mentioned in the label Click Here to copy details from my previously saved bid.

The **General tab** displays details like Tender Calling Authority, Tender Title, General Instructions and Special Conditions.

The [Click Here](#) link provided on the page opens tender dashboard for the selected tender which contains links to the tender document, documents uploaded by the tendering authority, and corrigenda issued against the tender, if any.

Tender No:	epshq-0907	Dept/Rly:	CRIS PURCHASE/IREPS	Closing Date/Time:	20/07/2017 11:00
Tender Title:	Procurement of Partition Frames and Frame Assemblies			Tender Type:	Open Indigenous
Tender Status Published					
Download Tender Doc. (Pdf)					
List of documents attached with the tender					
S.No	File Name	Document Description			
1	IRS-Conditions-of-ContractRlyBd.pdf	IRS Conditions of Contract- 2017			
2	TEST2.pdf	fgsfgs			
Corrigenda					
Details of corrigendum are shown below. However, data/details in NIT/Tender document is updated duly incorporating all corrigenda issued.					
S.No	Name	Date/Time	Action		
No Corrigendum Issued					

The bidder is required to tick on the check box available at the bottom of the **General** tab as a mark of acceptance of the conditions displayed on this tab, and also for confirming that he has downloaded, read and understood the complete tender document, documents attached with the tender, and corrigenda issued, if any.

Clicking on the **Save as Draft** button at the bottom of the page (or **Confirm** button if **Save my bid my computer** option has not been selected) freezes the user inputs. However, the user has the option to change the entered data by clicking on the Edit button (which becomes active only after **Confirm/ Save as Draft** button has been clicked).

- The bidder is prompted to choose the folder on his computer where he intends to save the encrypted bid, and after saving of the file a confirmation is displayed on the computer screen.

Clicking on the T&C Tab name in the Tabs Bar opens the Terms & Conditions Tab, which displays the terms and conditions applicable for the tender/ contract. A screenshot of the T&C tab is shown below:

Bidding process - Terms & Condition

Goods & Services

Tender No.	epshq-1207	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	13/07/2017 17:45	
Tender Title	Total Value wise: Procurement of Partition Frames and Frame Assemblies				Tender Type	Open [Indigenous]

GEN.
T&C
ELIGIBILITY
COMPLIANCE
DEVIATION
PERFORM.
DOCS.
RESPONSIVE
FIN.OFFER
SUBMIT

The following Terms and Conditions shall be applicable: -

Validity of Offer (Days) 90 FOR - Destination

Payment Terms (Please select one of the following payment terms)

S.No.	Description
☐	95% payment against inspection certificate issued by the nominated inspection agency as specified in the contract, and proof of dispatch/delivery of the material to consignee, and balance 5% after receipt, inspection and acceptance of the goods by the consignee. In case of despatch by rail, unqualified Railway Receipt/Parcel Way Bill will be taken as the proof of despatch. In case of despatch by other means such as road transport, receipted challan signed by the gazetted officer at consignee's end will be taken as proof of delivery.
☐	100% payment against R/Note.

Delivery Period Non-Severable

Description	Delivery / Completion	Rate of Supply
For all items	Commencement : Within 90 Days of issue of Contract , Completion : Within 180 Days	In three equal installments

Inspection by

RTES

Statutory Variation Clause

S.No.	Description
1	Statutory Variation in taxes and duties, or fresh imposition of taxes and duties by State/ Central Governments in respect of the items stipulated in the contract (and not the raw materials thereof), within the original delivery period stipulated in the contract; or last unconditionally extended delivery period shall be to Railways' account. Only such variation shall be admissible which takes place after the submission of bid. No claim on account of statutory variation in respect of existing tax/duty will be accepted unless the tenderer has clearly indicated in his offer the rate of tax/duty considered in his quoted rate. No claim on account of statutory variation shall be admissible on account of misclassification by the supplier/ contractor.

Option Clause

S.No.	Description
1	The purchaser shall be entitled to vary the order quantity upto +/- 30% anytime within the delivery period (including extended delivery period) on the same terms and conditions. The increase in quantity with respect to the tender quantity can be done even at the time of ordering and the tenderer shall be bound to accept the quantity so ordered on the basis of his original offer. The purchaser shall be entitled to exercise +/- 30% option clause in one or more than one instalment as long as the total variation in quantity does not exceed the limit of 30% of ordered quantity.

Railway Standard Fall Clause

S.No.	Description
1	Railway Standard Fall Clause shall be applicable.

Save As Draft

Edit

As can be seen, the T&C tab displays Validity of Offer, F.O.R Condition, Payment Terms, Delivery Period, Statutory Variation Clause, Option Clause etc. The conditions shown on the screenshot are indicative only, and may vary from tender to tender depending on the conditions added by the tendering department.

 The bidder is required to select one of the payment terms mentioned on the payments page. In case of Global tenders, if the bidder has chosen to submit indigenous offer, he is required to select one of the payment terms applicable for indigenous offer, and if he chooses Import offer option, he has to select one of the payment terms applicable for Import offers.

5.4.3. Eligibility Tab

Clicking on the Eligibility Tab name in the Tabs Bar opens the Eligibility Tab.

The eligibility tab shows the eligibility conditions that have been included in the tender by the tendering department. A screenshot of the eligibility tab is shown below:

Bidding process – Eligibility Criteria
Goods & Services

Tender No. epshq-1207
Tender Title Total Value wise: Procurement of Partition Frames and Frame Assemblies

Dept/Rly CRIS PURCHASE/IREPS
Tender Type Open [Indigenous]

Closing Date/Time 13/07/2017 17:45

GEN. **T&C** **ELIGIBILITY** **COMPLIANCE** **DEVIATION** **PERFORM.** **DOCS.** **RESPONSIVE** **FIN.OFFER** **SUBMIT**

Icon  indicates that uploading of document is mandatory against this condition. Icon  indicates that uploading of document is optional. Please click on these icons to upload documents.

S.No	Description	Complied	Remarks	Actions
1	Test special eligibility criteria	☐ Yes ☐ No	<input type="text"/>	
2	Purchaser reserves the right to procure bulk or entire quantity from RDSO approved sources. The status of approval will be reckoned as on the date of approval and not thereafter, unless it is a case of downgrading/ removal/ suspension / banning.	☐ Yes ☐ No	<input type="text"/>	
3	The procurement shall be made from OEM or their authorized dealer only. Please upload documentary evidence to establish that you are Manufacturer, or authorized dealer of a manufacturer.	NA	NA	

Bidders may please note that uploading wrong documents may render their offer liable to be ignored.

If confirmation of the bidder is sought on any of the eligibility conditions has been sought by the tendering department, the bidder has to select Yes / No radio button as a mark of compliance. If such confirmation has not been sought, the radio buttons will not be available to the bidder (as is the case in the screenshot above).

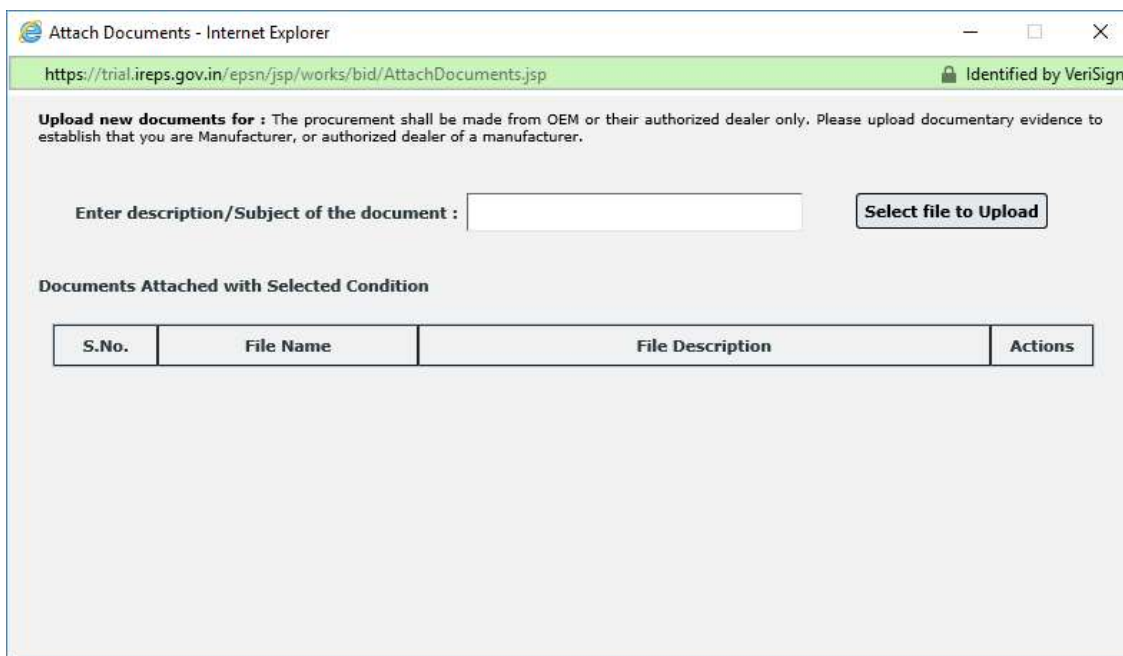
If the tendering department while creating tender document has allowed to bidder to submit remarks against any of the conditions, text input box will be available against the condition. However, if the tenderer has not allowed remarks against the condition, such input box will not be available to the user (as is the case in the screenshot above). Remarks are mandatory if no option is selected by bidder in complied column.

Depending on the choice exercised by the tenderer while preparing tender the document uploading icons will appear in the Action column. (📎) icon shows that uploading of document against the condition is Mandatory, (📎) button indications that document uploading is optional. If the tender has not allowed document uploading against the condition, the document uploading button will not be available to the bidder.

After choosing the compliance radio option (if allowed by tenderer), entering the remarks and uploading the documents the user shall click on the Confirm / Save as Draft button.

Uploading of documents

To upload the a document the user has to click on the document upload icon which opens the Attach Documents page as shown below:



Attach Documents - Internet Explorer

https://trial.ireps.gov.in/epsn/jsp/works/bid/AttachDocuments.jsp Identified by VeriSign

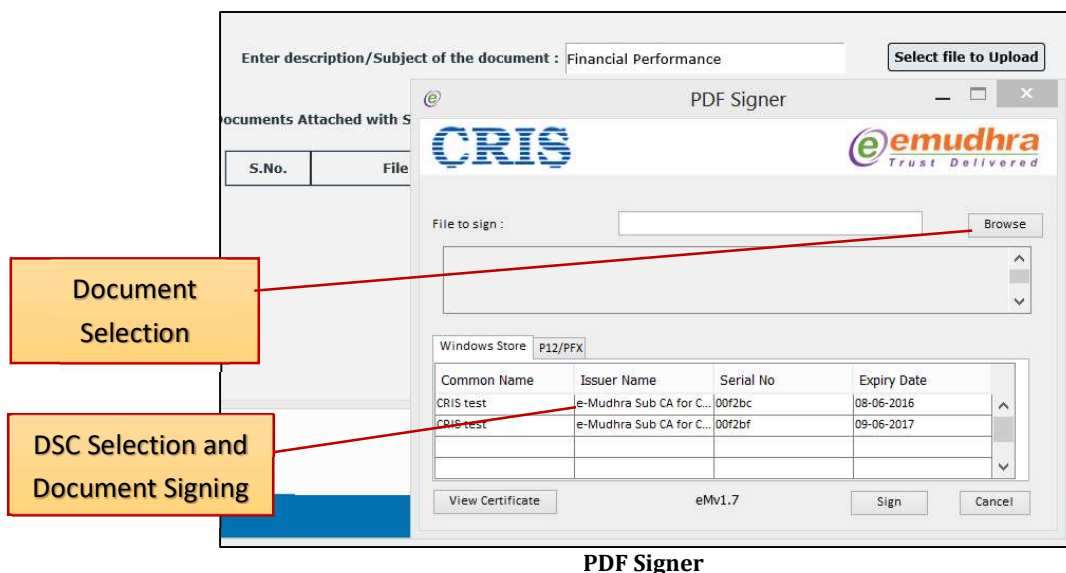
Upload new documents for : The procurement shall be made from OEM or their authorized dealer only. Please upload documentary evidence to establish that you are Manufacturer, or authorized dealer of a manufacturer.

Enter description/Subject of the document :

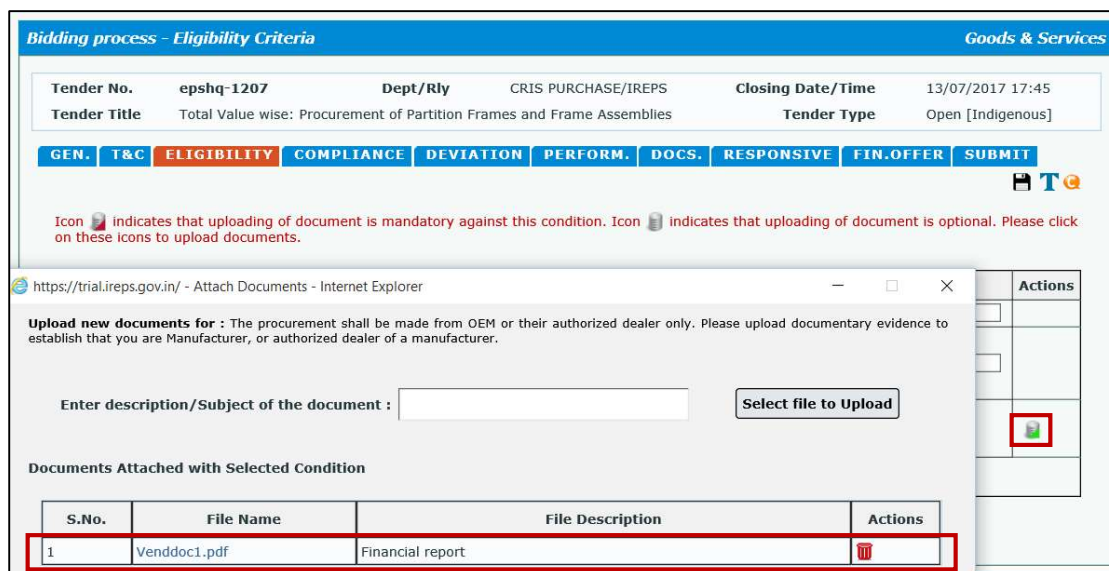
Documents Attached with Selected Condition

S.No.	File Name	File Description	Actions
-------	-----------	------------------	---------

At the top of the page the condition against which the document is going to be uploaded is mentioned. The user has to enter the description / subject of the document in the space provided for the same (Min. 5 characters, Max. 35 characters), and click on the **Select file to Upload** button. This opens PDF signer as shown below:



The PDF signer consists of two parts, the upper part for selection of document to be uploaded, and the lower part for selection of Digital signature for signing of the document. The document can be selected by clicking on the Browse button in the upper path, browsing through the computer and selecting the file to be uploaded. After selecting the desired document, the user has to select his signature in the lower part (the DSC token should be inserted in the computer beforehand). Clicking on the Sign signature button thereafter signs and uploads the document as shown below. (📎) symbol indicates that at least one file has been uploaded against the condition.



All the documents uploaded against the condition are listed at the bottom of the page. The bidder can delete any of these documents by clicking on the delete button (). Multiple documents can be uploaded against a tender condition. The document upload icon in the Action column turns green if at least one document is uploaded against the tender condition.

5.4.4. Compliance Conditions Tab

Clicking on the Compliance Tab name in the Tabs Bar opens the Compliance Conditions Tab as shown below:

Bidding process - Compliance Conditions

Goods & Services

Tender No.

epshq-1207

Dept/Rly

CRIS PURCHASE/IREPS

Closing Date/Time

13/07/2017 17:45

Tender Title

Total Value wise: Procurement of Partition Frames and Frame Assemblies

Tender Type

Open [Indigenous]

GEN.

T&C

ELIGIBILITY

COMPLIANCE

DEVIATION

PERFORM.

DOCS.

RESPONSIVE

FIN.OFFER

SUBMIT

Icon indicates that uploading of document is mandatory against this condition. Icon indicates that uploading of document is optional. Please click on these icons to upload documents.

Technical Compliance

S.No	Description	Complied	Remarks	Actions
1	Test technical compliance 1	NA	NA	
2	test technical compliance condition	NA	NA	

Others

S.No	Type	Description	Complied	Remarks	Actions
1	Time Preference	Time Preference Clause	NA	NA	

Save As Draft

Edit

Bidders may please note that uploading wrong documents may render their offer liable to be ignored.

The Compliance tab shows the Technical Compliance, Commercial Compliance and Miscellaneous compliance conditions that have been included in the tender by the tendering department.

If confirmation of the bidder on any of the eligibility conditions has been sought by the tendering department, the bidder has to select Yes / No radio button as a mark of compliance. If such confirmation has not been sought, the radio buttons will not be available to the bidder.

If the tendering department while creating tender document has allowed to insert remarks against any of the condition, text input box will be available against the condition. However, if the tenderer has not allowed remarks against the condition, such input box will not be available to the user. Remarks are mandatory if no option is selected by bidder in complied column.

Depending on the choice exercised by the tenderer while preparing tender the document uploading icons will appear in the Action column. () icon shows that uploading of document against the condition is Mandatory, () button indications that document

uploading is optional. If the tender has not allowed document uploading against the condition, the document uploading button will not be available to the bidder.

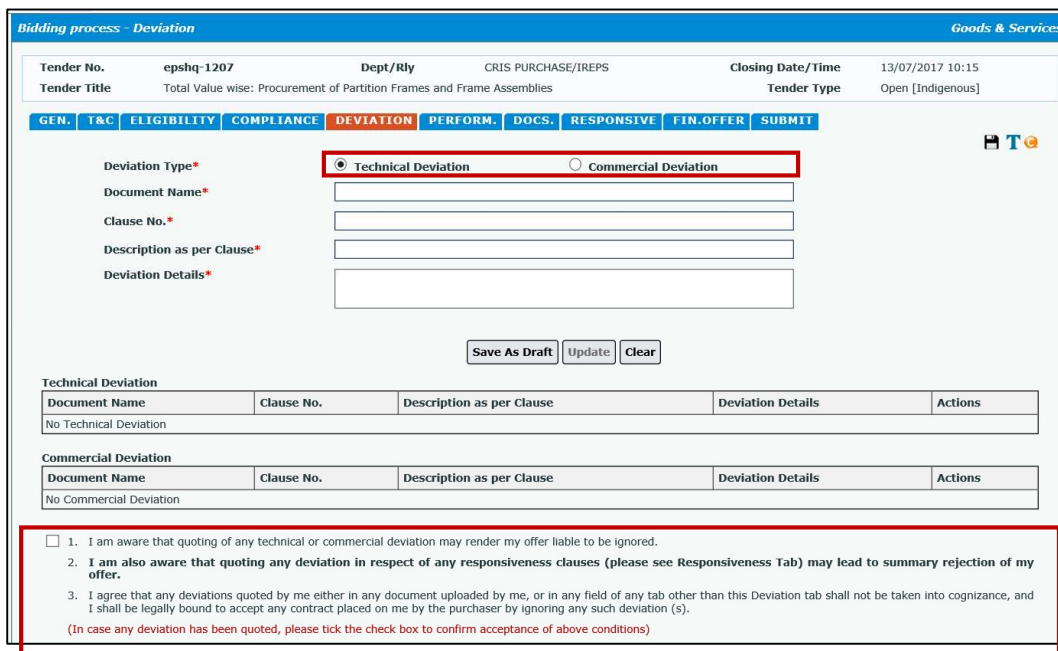
After choosing the compliance radio option (if allowed by tenderer), entering the remarks and uploading the documents the user shall click on the Confirm / Save as Draft button.

Uploading of documents

The procedure to upload the documents is described in para 5.4.4 above.

5.4.5. Deviations Tab

Clicking on the Deviations Tab name in the Tabs Bar opens the interface for submission of deviations from the tender conditions



Bidding process - Deviation Goods & Services

Tender No. epshq-1207 Dept/Rly CRIS PURCHASE/IREPS Closing Date/Time 13/07/2017 10:15
Tender Title Total Value wise: Procurement of Partition Frames and Frame Assemblies Tender Type Open [Indigenous]

GEN. T&C ELIGIBILITY COMPLIANCE **DEVIATION** PERFORM. DOCS. RESPONSIVE FIN.OFFER SUBMIT

Deviation Type* ☒ Technical Deviation ☐ Commercial Deviation
Document Name*
Clause No.*
Description as per Clause*
Deviation Details*

Technical Deviation

Document Name	Clause No.	Description as per Clause	Deviation Details	Actions
No Technical Deviation				

Commercial Deviation

Document Name	Clause No.	Description as per Clause	Deviation Details	Actions
No Commercial Deviation				

☐ 1. I am aware that quoting of any technical or commercial deviation may render my offer liable to be ignored.
2. I am also aware that quoting any deviation in respect of any responsiveness clauses (please see Responsiveness Tab) may lead to summary rejection of my offer.
3. I agree that any deviations quoted by me either in any document uploaded by me, or in any field of any tab other than this Deviation tab shall not be taken into cognizance, and I shall be legally bound to accept any contract placed on me by the purchaser by ignoring any such deviation (s).
(In case any deviation has been quoted, please tick the check box to confirm acceptance of above conditions)

The bidder can submit Technical deviations (related to specifications, drawings or any technical requirements) or Commercial deviations (related to any commercial condition of tender) by choosing the suitable radio button against the Deviation Type field. After filling in the details in various fields, the bidder has to click on the **Save As Draft** button to save the details.

If a deviation is quoted by the bidder, he has to tick the check box at the bottom of the page.



Bidders are advised to read the clauses mentioned at the bottom of deviations page carefully before ticking the check box, as quoting deviations against certain conditions may lead to summary rejection of their offer.

5.4.6. Performance Tab

Clicking on the Perform. Tab name in the Tabs Bar opens the interface for adding performance details as shown below.

Bidding process - Performance Statement Goods & Services

Data Saved Successfully

Tender No.	epshq-1207	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	13/07/2017 17:45
Tender Title	Total Value wise: Procurement of Partition Frames and Frame Assemblies			Tender Type	Open [Indigenous]

GEN. | T&C | ELIGIBILITY | COMPLIANCE | DEVIATION | **PERFORM. | DOCS. | RESPONSIVE | FIN.OFFER | SUBMIT**

Contract Number

Contract Desc

Quantity Ordered

Contractual Date of Completion

Contract Value

Contract Date

Measurement Unit

Quantity Executed

Actual Date of Completion

Contract Placed by

Please click on to upload Contract Document. Please click on to upload proof of execution of contract. Uploading of both these documents is mandatory.

Contract No/Date /Desc.	Qty. Ordered/Executed	Contract Cmpl. Dt.	Actual Cmpl. Dt.	Contract Value	Placed By	Upload Docs	Actions
4563748.8674563/ 01/07/2017/ Supply of Seats & Berths for AC3T Coaches	50/ 48 (Sets)	31/07/2017	28/07/2017	453453453	Rail Coach Factory Kapurthala	[0] [0]	

Bidders are required to fill in all the required details in the fields provided and click on the Save button. After the details have been saved in, the bidders have to upload copy of Contract document / Purchase order as well as the proof of execution of the contract (Receipt Note or Completion report issued by the consignee) by clicking on the () and () respectively. Uploading of both these documents is mandatory. The bidder can edit the saved details or delete any record by clicking on the () or () icons respectively.

5.4.7. DOCS Tab

The DOCS. Tab allows the user to upload miscellaneous documents against the tender.

Bidding process - Attach Documents Goods & Services

Tender No.	epshq-1207	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	13/07/2017 17:45
Tender Title	Total Value wise: Procurement of Partition Frames and Frame Assemblies			Tender Type	Open [Indigenous]

GEN. | T&C | ELIGIBILITY | COMPLIANCE | DEVIATION | **PERFORM. | **DOCS.** | RESPONSIVE | FIN.OFFER | SUBMIT**

Enter description/Subject of the document :

Bidder Documents (attached through current tab)

#	File Name	File Description	Actions
---	-----------	------------------	---------

Bidder Documents (attached through other tabs)

S.No.	Context Type	Property Description	File Name	File Description
1	Eligibility	The procurement shall be made from OEM or their authorized d	Findoc1.pdf	fgs fgsfgs
2	Other	Time Preference Clause	Venddoc1.pdf	gasdfa dfa
3	Technical Compliance	test technical compliance condition	Findoc1.pdf	dfa sdfadfa

The bidders should only upload those tenders through this tab which are relevant to the tender in hand.

- Bidders should refrain from attaching general documents like Company profile etc. through this tab unless the tender conditions specifically seek these documents. Such general document like company profile etc. should be uploaded only once through the View / Upload documents link in the Documents section in the left navigation block of the Home page as public documents. All such public documents uploaded by the bidder can be seen by the tendering authority.**

Please enter the description for the document in the relevant field, and click on the **Select file to Upload** button. This will open PDF Signer window. The rest of the procedure is the same as described in Para 5.4.3 above.

The documents uploaded through this page will appear under the heading **Bidder's documents (attached through current tab)**. All the documents attached by the bidder through other tabs (Eligibility, Compliance etc.) can be seen by clicking on the link **Bidder Documents (attached through other tabs)** at the bottom of this page. The uploaded documents can be viewed / downloaded by clicking on the file name of the document. The delete icon in the Actions column allows the bidder to delete any uploaded document.

5.4.8. Responsiveness Tab

This tab shows the responsiveness conditions applicable to the tender, as described in detail in Para 5.4 above.

Bidding process - Responsiveness

Goods & Services

Tender No.

epshq-1207

Dept/Rly

CRIS PURCHASE/IREPS

Closing Date/Time

13/07/2017 17:45

Tender Title

Total Value wise: Procurement of Partition Frames and Frame Assemblies

Tender Type

Open [Indigenous]

GEN.

T&C

ELIGIBILITY

COMPLIANCE

DEVIATION

PERFORM.

DOCS.

RESPONSIVE

FIN.OFFER

SUBMIT

Responsiveness of Offer

#	Description
1	Validity of Offer: No deviation from the offer validity period stipulated in the tender is permitted.
2	Payment Terms: No deviation from the Payment Terms stipulated in the tender is permitted.
3	Delivery Period: No deviation from the Delivery Period stipulated in the tender is permitted.
4	Price Variation Clause: No deviation from the Price Variation Clause stipulated in the tender is permitted.

☒ I have read and understood the tender conditions in respect of the responsiveness conditions mentioned above, and I agree to abide by these conditions. I am aware that quoting any deviation in respect of any of these conditions in Deviation tab, or in any remarks or other fields on any tab, or quoting any condition which is in contravention of the above clauses shall lead to summary rejection of my offer.

Responsiveness Clauses Accepted & Signed By : Sunil Kumar

The page also displays the name of the user who accepted the responsiveness conditions before accessing the bidding page.

5.4.9. Fin. Offer Tab (Financial Offer)

Clicking on Fin. Offer tab brings up the Financial Offer Page where the bidder can submit his rates against the items included in the tender as shown below:

Bidding process - Financial Rate Page Goods & Services

Tender No. epshq-1207 Dept/Rly CRIS PURCHASE/IREPS Closing Date/Time 13/07/2017 17:45
Tender Title Total Value wise: Procurement of Partition Frames and Frame Assemblies Tender Type Open [Indigenous]

GEN. T&C ELIGIBILITY COMPLIANCE DEVIATION PERFORM. DOCS. RESPONSIVE **FIN.OFFER** SUBMIT

Selection Panel
{ 56564564 , 75365463 }

1	Item Code : 56564564 (Goods, GST -Y) Description: PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPFAC3TUL VERSION 33	All Incl. Rate (Rs.)	Not Quoted	
Basic Rate (Rs./Unit)		Unconditional Discount, if any (%)	Packing Charges (Rs./Unit)	
Excise Duty Type		E.D Rate Including cess	Present E.D Rate	
Forwarding Charges (Rs./Unit)				
Other Charges-I Desc., If any		Other Charges (I) Select	0.00	Make/ Brand (Self or OEM Name)
Consignee	Quantity (Numbers)	GST	Freight (Rs./Unit)	Other Chg.-II Select
	Tendered Offered	Type Rate (%)	Description	@
CONSIGNEE 1	1000.00 1000.00	Select		
CONSIGNEE 2	2000.00 2000.00	Select		
CONSIGNEE 3	3000.00 3000.00	Select		
CONSIGNEE 4	4000.00 4000.00	Select		
2	Item Code : 75365463 (Service, GST -Y) Description: PARTITION FRAME SET FOR AC2TSG COACH WITH FRP INLAY AS PER MPLPFAC2TUL VERSION 34	All Incl. Rate (Rs.)	Not Quoted	
Basic Rate (Rs./Unit)		Unconditional Discount, if any (%)	Packing Charges (Rs./Unit)	
Excise Duty Type		E.D Rate Including cess	Present E.D Rate	

As can be seen from the screenshot above, the page displays all the items included in the tender one after the other. There is also a selection panel which lists all the item codes for all the items. If the tender contains groups of items, the selection panel also contains the group codes. Clicking on any item code expands the rate panel for that item and collapses the rate panels for all other items as shown below:

Bidding process - Financial Rate Page Goods & Services

Tender No. epshq-1207 Dept/Rly CRIS PURCHASE/IREPS Closing Date/Time 13/07/2017 17:45
Tender Title Total Value wise: Procurement of Partition Frames and Frame Assemblies Tender Type Open [Indigenous]

GEN. T&C ELIGIBILITY COMPLIANCE DEVIATION PERFORM. DOCS. RESPONSIVE **FIN.OFFER** SUBMIT

Selection Panel
{ 56564564 , 75365463 }

1	Item Code : 56564564 (Goods, GST -Y) Description: PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPFAC3TUL VERSION 33	All Incl. Rate (Rs.)	Not Quoted	
Basic Rate (Rs./Unit)		Unconditional Discount, if any (%)	Packing Charges (Rs./Unit)	
Excise Duty Type		E.D Rate Including cess	Present E.D Rate	
Forwarding Charges (Rs./Unit)				
Other Charges-I Desc., If any		Other Charges (I) Select	0.00	Make/ Brand (Self or OEM Name)
Consignee	Quantity (Set)	GST	Freight (Rs./Unit)	Other Chg.-II Select
	Tendered Offered	Type Rate (%)	Description	@
CONSIGNEE 1	500.00 500.00	Select		
CONSIGNEE 2	800.00 800.00	Select		
2	Item Code : 75365463 (Service, GST -Y) Description: PARTITION FRAME SET FOR AC2TSG COACH WITH FRP INLAY AS PER MPLPFAC2TUL VERSION 34	All Incl. Rate (Rs.)	Not Quoted	

Collapsed Rate Panel (pointing to item 2)

Expanded Rate Panel (pointing to item 1)

icon in the selection panel collapses the rate panels for all the items (as shown below), whereas icon expands the all the rate panels.

The screenshot shows the 'Bidding process - Financial Rate Page' for Tender No. epshq-1207. The Selection Panel is visible, showing a list of items. The first item is 'Item Code : 56564564 (Goods, GST -Y) Description: PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPFAC3TUL VERSION 33'. The 'All Incl. Rate (Rs.)' is 'Not Quoted'. The 'FIN.OFFER' button is highlighted.

Similarly, icon against an item collapses the rate panel for the item, whereas icon expands the rate panel for the item.

icon against an item clears all the details that the user has filled in in a rate panel. The same icon in a group row (if the tender contains groups of items) clears all the details that the user has filled in for all the items of the group.

icon against an item validates whether all the mandatory details have been filled in by the user for the item. The same icon against a group validates whether all the mandatory details have been filled in by the user for all items of the group.

The screenshot below shows a rate panel for submission of Indigenous offer for Goods type item, covered under GST law, for evaluation criteria- Itemwise Consigneewise.

The screenshot shows the rate panel for Item Code : 56564564 (Goods, GST -Y) Description: PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPFAC3TUL VERSION 33. The panel includes fields for Basic Rate (Rs./Unit), Unconditional Discount, Packing Charges (Rs./Unit), Excise Duty Type, E.D Rate Including cess, Present E.D Rate, Forwarding Charges (Rs./Unit), Other Charges-I Desc., If any, Other Charges (I) Select, 0.00, Make/ Brand (Self or OEM Name), Consignee, Quantity (Numbers), GST, Freight (Rs./Unit), Other Chg.-II Select, All Inclusive Rate (Rs./Unit), and a table for Consignee details.

CONSIGNEE	Quantity (Numbers)		GST		Freight (Rs./Unit)	Other Chg.-II Select		All Inclusive Rate (Rs./Unit)
	Tendered	Offered	Type	Rate (%)		Description	@	
CONSIGNEE 1	1000.00		Select					Not Quoted
CONSIGNEE 2	2000.00		Select					Not Quoted
CONSIGNEE 3	3000.00		Select					Not Quoted
CONSIGNEE 4	4000.00		Select					Not Quoted

The rate panels vary depending on **item type** (Goods, Services or AMC items), **applicability of GST** for the item (GST - Y in the item row indicates that GST is applicable, whereas GST- N indicates that the item is not covered under GST Law), and **offer type** (Indigenous or Import offer).

The different types of rate panels have their own peculiarities which are described below:

Itemwise Consignee-wise evaluation Criteria

Goods Type Item- Indigenous Offer

The rate panel for this variation is shown above. The following important points may be kept in mind while dealing with this variation:

- The fields with red background indicate mandatory fields. The basic rate has to be entered before entering any other details. After entering the basic rate, other mandatory fields become available for entering details as shown below:

1 Item Code : 56564564 (Goods, GST -Y) Description: PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPAC3TUIL VERSION 33									
Basic Rate (Rs./Unit)		250654.98		Unconditional Discount, if any (%)		Packing Charges (Rs./Unit)			
Excise Duty Type		Nil		E.D Rate Including cess		Present E.D Rate			
Forwarding Charges (Rs./Unit)									
Other Charges-I Desc., If any				Other Charges (I) Select		Make/ Brand (Self or OEM Name)			
Consignee	Quantity (Numbers)		GST		Freight (Rs./Unit)		Other Chg.-II Select		All Inclusive Rate (Rs./Unit)
	Tendered	Offered	Type	Rate (%)			Description	@	
CONSIGNEE 1	1000.00		Select						Not Quoted
CONSIGNEE 2	2000.00		Select						Not Quoted
CONSIGNEE 3	3000.00		Select						Not Quoted
CONSIGNEE 4	4000.00		Select						Not Quoted

- After entering the basic rate, you have to click anywhere outside the basic rate input field to enable other fields. Similarly, after values have been entered for any parameter, please click outside the input cell to proceed further.

Consignee level fields like GST type and rate, freight charges and Other charges – II get enabled only after you enter the offer quantity for the consignee.

- If you intend to quote for full tender quantity for any consignee, just click on the tender quantity, and the same gets copied in the offered quantity field. If you want to quote for full tender quantities for all the consignees, click on the label 'Tendered' just above the tendered quantities, and the tender quantities for all the consignees get copied in the offered quantity fields.

- Other Charges-I:** These charges, if quoted, will be applicable for all consignees.

Other Charges I Description		Other Charges I Unit	
Other Charges-I Desc., If any	Other Charges (I) Select	Make/ Brand (Self or OEM Name)	
Consignee	Quantity (Numbers)	GST	%age of Discounted Basic Rate
Other Charges-I Desc., If any	Handling Charges	Other Charges (I) %age of Dis	2.50
		Make/ Brand (Self or OEM Name)	
		Other Charges I rate	

The bidder has to select Other Charges I Unit before entering the description or rate for such charges. These charges can be quoted either as %age of discounted basic rate, or in Rs./Unit.

- iii. **Other Charges-II:** These charges are applicable to the consignee against which these have been quoted.

Other Chg.-II %age ✓	
Description	@
Octroi	2.00
Not applicable	0.00
Entry tax	4.00

Other Charges-II Unit

Other Charges-II Description

Other Charges-II Rate

As in the case of Other Charges-I the unit (i.e. Rs/Unit or %age of discounted basic rate) has to be selected before adding the description or rate for these charges.

✚ If these charges are not to be quoted for one of the consignees, please add description Not applicable and the rate as 0.

- iv. In case of **Itemwise Consignee-wise** criteria bidders are allowed to quote for any quantity between 0 and the tendered quantity for the consignee. In such cases, the bidder may fill in 0 quantity if he doesn't intend to submit his offer for a particular consignee. If the bidder does not intend to submit his bid for all consignees of an item, nothing should be filled in in any fields in the rate panel for the item.

✚ If you have entered the basic rate or any other details in the rate panel, but later decide not to quote for the item, click on the ✕ icon against the item to clear the contents of the rate panel.

- v. In case of Itemwise Consignee-wise criteria the all-inclusive rate will be calculated and shown against each consignee. This is however shown only after the offered quantity other than 0 is entered.
- vi. If **GST is applicable** for the item, the Excise duty is set to Nil by default, and the bidder will not be able to change it. The bidder is allowed to quote Excise duty if the item is not covered under GST law.

Service type item- Indigenous as well as Import Offers

The rate panel for this category is similar to that for the goods type item described above, except that the bidder is not allowed to quote Packing Charges, Forwarding Charges, Freight Charges, as well as Excise duty as these are not applicable to service type items.

1 Item Code : 64345345 (Service, GST -Y) Description: Hiring of Mid size sedan Maruti SX4 or Hyundai Verna for one year															
Basic Rate (Rs./Unit)						Unconditional Discount, if any (%)						Packing Charges (Rs./Unit)			
Excise Duty Type			Nil			E.D Rate Including cess						Present E.D Rate			
Forwarding Charges (Rs./Unit)															
Other Charges-I Desc., If any						Other Charges (I) Select						Make/ Brand (Self or OEM Name)			
Consignee		Quantity (Numbers)		GST		Freight (Rs./Unit)		Other Chg.-II Select				All Inclusive Rate (Rs./Unit)			
		Tendered Offered		Type Rate (%)				Description		@					
LUCKNOW		20.00		Select										Not Quoted	
NEW DELHI		12.00		Select										Not Quoted	

1

1 Item Code : 64345345 (Service, GST -Y) Description: Hiring of Mid size sedan Maruti SX4 or Hyundai Verna for one year															
Basic Rate (Rs./Unit)			45000.00			Unconditional Discount, if any (%)			0.00			Packing Charges (Rs./Unit)			
Excise Duty Type			Nil			E.D Rate Including cess						Present E.D Rate			
Forwarding Charges (Rs./Unit)															
Other Charges-I Desc., If any			Misc. Charges			Other Charges (I) Rs./Unit			2000.00			Make/ Brand (Self or OEM Name)			
Consignee		Quantity (Numbers)		GST		Freight (Rs./Unit)		Other Chg.-II %age				All Inclusive Rate (Rs./Unit)			
		Tendered Offered		Type Rate (%)				Description		@					
LUCKNOW		20.00		20.00		GST Extra		22.00				ABC Charges		3.00	
NEW DELHI		12.00		12.00		NIL						XYZCharges		5.00	
														58250.0000	
														49250.0000	

2

AMC type item- Indigenous as well as Import Offers

The rate panel for AMC type items is shown below. Depending on the number of warranty years specified in the tender, a row is created for each AMC year for quoting the rate.

3 Item Code : 65463456 (AMC, GST -Y) Description: Maintenance of IPS equipment in DLI Division													
Consignee-DLI				Item Code- 65463456				Quantity: 40.00 Numbers					
Warranty Period : 2 Years				AMC Period : 3 Years				Rate of Discounting : 10 %					
Gst Tax Type			Select			Gst. Rate (Incl. Cess) (%)							
Other Charges-I Desc., If any						Other Charges (I) Select							
AMC Year		AMC Rate (Basic Rate)			Total AMC Cost (Rs.)			NPV (Rs.)					
1													
2													
3													
Total Net Present Value (Rs.)													

1

3	Item Code : 65463456 (AMC, GST -Y) Description: Maintenance of IPS equipment in DLI Division			
Consignee-DLI		Item Code- 65463456	Quantity: 40.00 Numbers	
Warranty Period : 2 Years		AMC Period : 3 Years	Rate of Discounting : 10 %	
Gst Tax Type		GST Extra	Gst. Rate (Incl. Cess) (%)	
Other Charges-I Desc., If any			Other Charges (I) Select	
AMC Year	AMC Rate (Basic Rate)	Total AMC Cost (Rs.)	NPV (Rs.)	
1		0.0000	0.0000	
2		0.0000	0.0000	
3		0.0000	0.0000	
Total Net Present Value (Rs.)			0.00	

2

As can be seen, each rate panel pertains to a consignee. Based on the rate of discounting specified in the tender, the Net Present Value (NPV) is calculated and shown on the page.

3	Item Code : 65463456 (AMC, GST -Y) Description: Maintenance of IPS equipment in DLI Division			
Consignee-DLI		Item Code- 65463456	Quantity: 40.00 Numbers	
Warranty Period : 2 Years		AMC Period : 3 Years	Rate of Discounting : 10 %	
Gst Tax Type		GST Extra	Gst. Rate (Incl. Cess) (%)	12.00
Other Charges-I Desc., If any		Misc. Charges	Other Charges (I) %age of A	4.00
AMC Year	AMC Rate (Basic Rate)	Total AMC Cost (Rs.)	NPV (Rs.)	
1	20000.00	928000.0000	697220.1352	
2	22000.00	1020800.0000	697220.1352	
3	25000.00	1160000.0000	720268.7347	
Total Net Present Value (Rs.)			2114709.01	

3

Goods Type Item- Import Offer

In case of Global tenders, after making payments the bidders has to first confirm whether he is going to submit Indigenous offer or Import offer.

Bidding process - Bid Type Selection Page For Global Tender				Goods & Services	
Tender No.	epshq-0907-GT-IC	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	20/07/2017 11:00
Tender Title	Procurement of Partition Frames and Frame Assemblies			Tender Type	Open [Global]
I WANT TO SUBMIT ☐ Indigenous Offer ☐ Import Offer					
[Please select Import Offer option if you intend to use any foreign currency (i.e. currency other than INR) for one or more of the items/groups included in the tender. This option can be changed at any time prior to submission of bid, however the financial bid data entered/ saved by you before such change will be lost].					
Proceed					

After making this selection, the bid submission interface opens exactly in the same manner as in case of indigenous offers. The bidder has to fill in all pages other than Financial Offer page in the same manner as in case of indigenous offer.

On Fin. Offer tab the bidder has to select all the foreign currencies which he intends to use in his offer (considering all items). Depending on the permissions granted by the tendering authority while creating tender, the bidder may be allowed to choose upto three foreign currencies. The currencies so selected can be modified later by clicking on the Edit (✎) icon in the currency row

The screenshot shows the 'FIN.OFFER' tab selected in the top navigation bar. Below the navigation bar, there are three currency selection fields: 'Currency 1' (set to INR), 'Currency 2' (set to USD - US Dollar), and 'Currency 3' (set to EUR - European Euro). There are 'Save', 'Edit', and 'Reset' buttons below these fields. A dropdown menu is open for 'Currency 3', showing a list of available currencies: THB - Thai Baht, DZD - Algerian Dinar, BHD - Bahraini Dinar, AUD - Australian dollar, CAD - Canadian Dollar, FJD - Fijian Dollar, HKD - Hong Kong dollar, NZD - New Zealand Dollar, SGD - Singapore Dollar, USD - US Dollar, and EUR - European Euro.

After saving the currency options, the Financial Offer interface comes up:

The screenshot shows the 'Bidding process - Financial Rate Page' for tender 'epshq-IC-GT-0907'. The 'FIN.OFFER' tab is selected. The interface displays a table of items with columns for 'Item Code', 'Goods', 'Service', 'Install', 'Currency', and 'Validate'. The first item is 'PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPFAC3TUL VERSION 33' with item code '56564564'. The second item is 'Maintenance of Plasma Cutting Machines' with item code '67674567'. A dropdown menu is open for the 'Currency' column of the first item, showing options: INR - Indian Rupee, USD - US Dollar, and EUR - European Euro. The 'Currency' column for the second item is set to 'Any 1 Currency'.

The bidder has to select currency (as shown above) before quoting other rate details for an item. Depending upon the permissions granted by the tendering authority the bidder may have the option to quote rate for an item in one or more (max. upto 4 currencies).

The rate for an item shall be the sum total of the rates quoted in various currencies after converting all of them in INR by applying the exchange rate.

The following screenshots shows the steps involved for filling up the rates for an item.

Item Code 56564564	Goods	PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPAC3TUL VERSION 33		INR+Any 2 Currency	Validate
Select Currency		USD - US Dollar			
FOB Price (USD/Unit)- Exclusive of Agency Commission			Basis of Offer	Select	
Agency Commission (%) Extra on FOB/FAS price			Mode of Shipment	Select	
Country of Origin		Select	Port of Shipment		
Consignment Weight (Kgs) (in packed condition)			Consignment Volume (Cu.m) (in packed condition)		
Port Consignee	Quantity (Numbers)		Transit Freight(USD/Unit)	Insurance Charges(%)	All Incl. Rate(USD/Unit) (Excl. Agency. Comm.)
	Tendered	Offered			
CONSIGNEE 1	1000.00				(=)
CONSIGNEE 2	15.00				(=)
Select Currency (Optional)		Select			

Currency selection

1

Item Code 56564564	Goods	PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPAC3TUL VERSION 33		INR+Any 2 Currency	Validate
Select Currency		USD - US Dollar			
FOB Price (USD/Unit)- Exclusive of Agency Commission		3456.00	Basis of Offer	CIF	
Agency Commission (%) Extra on FOB/FAS price			Mode of Shipment	Select	
Country of Origin		Select	Port of Shipment		
Consignment Weight (Kgs) (in packed condition)			Consignment Volume (Cu.m) (in packed condition)		
Port Consignee	Quantity (Numbers)		Transit Freight(USD/Unit)	Insurance Charges(%)	All Incl. Rate(USD/Unit) (Excl. Agency. Comm.)
	Tendered	Offered			
CONSIGNEE 1	1000.00	1000.00			3456.0000 (= 3456.00)
CONSIGNEE 2	15.00	15.00			3456.0000 (= 3456.00)
Select Currency (Optional)		Select			

Entering FOB Price per unit, Basis of offer and Offered quantity

2

Item Code 56564564	Goods	PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPAC3TUL VERSION 33		INR+Any 2 Currency	Validate
Select Currency		USD - US Dollar			
FOB Price (USD/Unit)- Exclusive of Agency Commission		3456.00	Basis of Offer	CIF	
Agency Commission (%) Extra on FOB/FAS price		5.00	Mode of Shipment	Sea	
Country of Origin		Australia	Port of Shipment	Perth	
Consignment Weight (Kgs) (in packed condition)		180.00	Consignment Volume (Cu.m) (in packed condition)	1.60	
Port Consignee	Quantity (Numbers)		Transit Freight(USD/Unit)	Insurance Charges(%)	All Incl. Rate(USD/Unit) (Excl. Agency. Comm.)
	Tendered	Offered			
CONSIGNEE 1	1000.00	1000.00	25.00	3.00	3585.4300 (= 3585.43)
CONSIGNEE 2	15.00	15.00	27.00	3.00	3587.4900 (= 3587.49)
Select Currency (Optional)		Select			

Entering all other details

3

Item Code 56564564	Goods PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPFAC3TUL VERSION 33	INR+Any 2 Currency	Validate
Select Currency		USD - US Dollar	
FOB Price (USD/Unit)- Exclusive of Agency Commission		3456.00	Basis of Offer CIF
Agency Commission (%) Extra on FOB/FAS price		5.00	Mode of Shipment Sea
Country of Origin		Australia	Port of Shipment Perth
Consignment Weight (Kgs) (in packed condition)		180.00	Consignment Volume (Cu.m) (in packed condition) 1.60
Port Consignee	Quantity (Numbers)	Transit Freight(USD/Unit)	Insurance Charges(%)
	Tendered	Offered	
CONSIGNEE 1	1000.00	1000.00	25.00
CONSIGNEE 2	15.00	15.00	27.00
Select Currency (Optional)		EUR - European Euro	
FOB Price (EUR/Unit)- Exclusive of Agency Commission			Basis of Offer Select
Agency Commission (%) Extra on FOB/FAS price			Mode of Shipment Select
Country of Origin		Select	Port of Shipment

Selecting another currency, if allowed (Optional step)

4

The rates and other details for 2nd currency (or subsequent currencies) can be filled in in the same manner as for the first currency.

- The rate for an item shall be the sum total of the rates quoted in various currencies after converting all of them in INR by applying the exchange rate.

Itemwise evaluation Criteria

The rate panels and the steps involved in quoting rates in case of Itemwise evaluation criteria are more or less same as in case of Itemwise-Consigneewise criteria, except for the following differences.

1	Item Code : 56564564 (Goods, GST -Y) Description: PARTITION FRAME SET FOR AC3TSG COACH WITH FRP INLAYAS PER MPLPFAC3TUL VERSION 33	All Incl. Rate (Rs.)	Not Quoted	
Basic Rate (Rs./Unit)		Unconditional Discount, if any (%)	Packing Charges (Rs./Unit)	
Excise Duty Type Nil		E.D Rate Including cess	Present E.D Rate	
Forwarding Charges (Rs./Unit)		Other Charges (I) Select	0.00	Make/ Brand (Self or OEM Name)
Other Charges-I Desc., If any				
Consignee	Quantity (Numbers)	GST	Freight (Rs./Unit)	Other Chg.-II Select
	Tendered	Offered	Type	Rate (%)
CONSIGNEE 1	1000.00	1000.00	Select	
CONSIGNEE 2	15.00	15.00	Select	
Description				@
All Inclusive Rate (Rs./Unit)				

- The bidders have to quote for full tender quantities and no change in quantities are permissible.
- The all-inclusive rate is not shown for individual consignee, but for the item as a whole {sum of (quantity * all inclusive rates) for all consignees of the item} in the item description row.

- iii. The bidder can choose not to quote for any item (if there are more than one items in the tender). If rate or any other details have been entered by mistake, just click on  icon to clear the details.

Groupwise evaluation Criteria

The rate panels and the steps involved in quoting rates in case of Groupwise evaluation criteria are more or less same as in case of Itemwise-Consigneewise criteria, except for the following differences.

- i. The bidders have to quote for full tender quantities for all the items in a group and no change in quantities are permissible.
- ii. The all-inclusive rate is not shown for individual consignee, but for the item as a whole {sum of (quantity * all inclusive rates) for all consignees of all the items} in the Group description row.
- iii. The bidder can choose not to quote for any Group (if there are more than one Groups in the tender). If rate or any other details have been entered by mistake in any item in the group, just click on  icon against the group description to clear the details.

M&P Tenders: This is a sub-type of Groupwise evaluation criteria in which the Goods, Service and AMC type items are further subdivided in the following Sub Types:

Item Type	Item Sub-type
Goods Type	Basic Machine
	Concomitant Accessory
	Optional Accessories
	Essential Spares
	Optional Spares
Service Type	Essential Services
	Optional Services
AMC	AMC

The rates of Optional Accessories, Optional Spares and Optional Services are not added to work out the rate for the group as a whole, neither are these rates considered for working out the inter-se ranking.

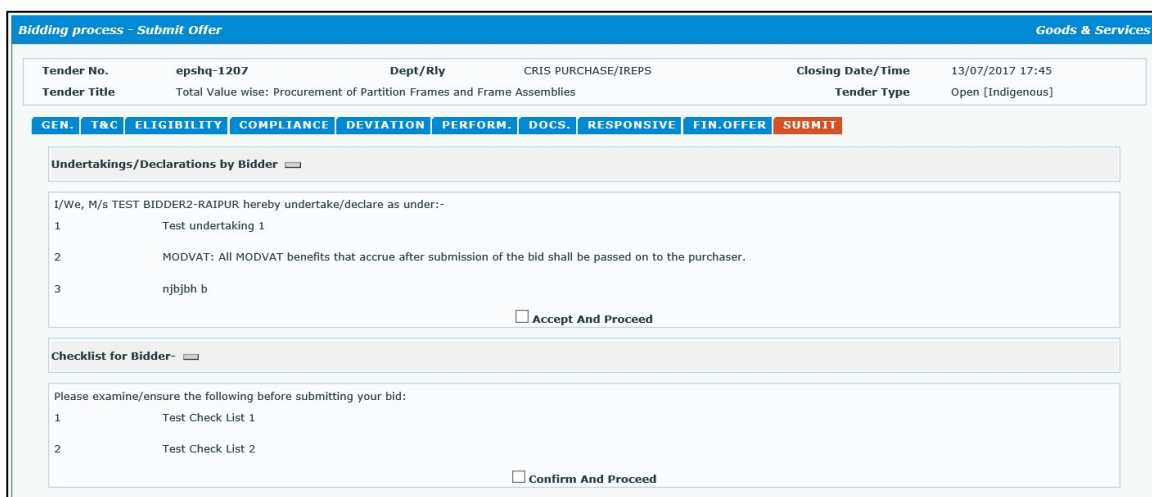
Total Valuewise evaluation Criteria

The rate panels and the steps involved in quoting rates in case of Groupwise evaluation criteria are more or less same as in case of Groupwise criteria, except for the following differences.

- The bidders have to quote for full tender quantities for all the items in the tender and no change in quantities are permissible.
- The all-inclusive rate is not shown for individual consignee, item or group but for the tender as a whole {sum of (quantity * all inclusive rates) for all consignees of all the items}.

5.4.10. Submit Offer Tab

Clicking on the Submit Offer Link in the Tabs Bar opens the last tab which is meant for final submission of the offer by the bidder as shown below:



Bidding process - Submit Offer Goods & Services

Tender No.	epshq-1207	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	13/07/2017 17:45
Tender Title	Total Value wise: Procurement of Partition Frames and Frame Assemblies			Tender Type	Open [Indigenous]

GEN. | T&C | ELIGIBILITY | COMPLIANCE | DEVIATION | PERFORM. | DOCS. | RESPONSIVE | FIN.OFFER | SUBMIT

Undertakings/Declarations by Bidder ☐

I/We, M/s TEST BIDDER2-RAIPUR hereby undertake/declare as under:-

- Test undertaking 1
- MODVAT: All MODVAT benefits that accrue after submission of the bid shall be passed on to the purchaser.
- njbj b

☐ Accept And Proceed

Checklist for Bidder ☐

Please examine/ensure the following before submitting your bid:

- Test Check List 1
- Test Check List 2

☐ Confirm And Proceed

On opening of this page the Undertakings/ Declarations to be given by the bidder are displayed. The bidder is required to click on the check box at the end of Undertakings/ Declarations as a mark of acceptance of these Undertakings/ Declarations.

A Checklist is also presented to the bidder listing out some of the critical parameters to be checked by bidder before submission of his offer.

The Undertakings/ Declarations and Checklist may vary from tender to tender, depending on the tendering department's requirements, and there is a possibility of there not being any Undertaking/ Declaration/ Checklist item for a tender.

- On ticking of the checkboxes the Undertakings/ Declarations & Checklist sections collapse as shown below. The sections can be expanded again by clicking on the + buttons shown on the page.

The Digital Signing Certificate Token of the bidder should be inserted in the USB drive of the computer before proceeding further. The bidder is required to enter his file reference (which may be used by the tendering department for correspondence) and click on Encrypt and Submit button to submit his bid. This will open up the Web signer for Digital Signing of the offer.

The bidder has to select his Digital Signing Certificate, and enter his DSC token password if prompted to do, and click on Select button. The bid of the bidder shall be encrypted, and then it shall be submitted to the IREPS database server. The bidder shall receive a confirmation regarding bid submission, and the list of data, documents submitted shall also be displayed as shown below.

This completes the bid submission process.

5.4.11. Submission of Revised Offer

Clicking on the bidding icon in the action column in the **My Tenders- Live** folder on the Home page opens the following page that shows the bid ID and other relevant details of the bid previously submitted by the bidder, as shown below:

Bids already submitted against this tender					
S No.	Bid Id	Bid Date	Bidder's File Reference	Remarks	Actions
1	1801448	09/07/2017	fgsdfgs	Live Bid	Submit Revised Bid

To submit revised bid the bidder has to click on Submit Revised Bid Button in the Action column. This will again open the Bidding interface, and the bidder has to follow the steps detailed in para 5.4.1 to 5.4.10 above to submit his revised bid. The revised bid submitted by the bidder supersedes the earlier bid. Only the last bid submitted by the bidder shall be considered for evaluation and the earlier bids shall be ignored.

5.5. View My Offer (). Through this icon the Vendors can view the bid submitted by them against the tender. This icon is visible only after the tender has been opened. The icon is available in the **My Tenders- Closed** folder in the Middle Body of the Bidder Home Page.

5.6. View Financial Tabulation (): Firms who have submitted their offer against an Open Tender can view Financial Tabulation Statement auto-generated by the system immediately after opening of the tender through this link. Financial Tabulation is a comparative statement of the financial terms (rates, taxes & duties etc.) quoted by various bidders.

5.7. View Techno-Commercial Tabulation (): Firms who have submitted their offer against an Open Tender can view Techno-Commercial Tabulation Statement auto-generated by the system immediately after opening of the tender through this link.

Techno-commercial Tabulation is a compilation of various Technical and Commercial Conditions quoted by various bidders.

5.8. View Negotiation Letter (): Firms who have been invited for negotiations can view the negotiation letter through this icon in the folder **My Post Tender Activities – Negotiations**.

5.9. Submit Negotiated Bid (): Clicking on this icon brings up the interface for submission of negotiated bids. This link is available in the **My Post Tender Activities- Negotiations folder**. The link is available only upto the closing date and time for submission of negotiated bids. The process for submission of negotiated bids is described below.

The negotiated bid submission interface has multiple tabs namely Declaration form, Fin. offer, Remarks and Submit Offer

Bidding process - Declaration Form				Goods & Services	
Tender No.	GOODS01	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	15/07/2017 14:15
Tender Title	GOODS OPEN SINGLE PACKET		Tender Type	Open [Indigenous]	
Bid data Save & Prefill Options ☒ Save data in Local File Click here to Prefill from Previously Saved data					
DECLARATION FORM FIN OFFER REMARKS SUBMIT OFFER					
Declaration Form (Form A)					
☐ I Rakesh Kumar for and on behalf of M/s TEST BIDDER1-BOKARO do hereby declare that in the event of failure of the contemplated negotiations relating to Tender No. GOODS01 Closing Date 15/07/2017 14:15 my/our original offer against the tender shall remain open for acceptance on its original terms and conditions upto <input type="text"/>					
<div>Confirm</div> <div>Edit</div>					

Declaration Form Tab

This tab is meant for submission of declaration by the bidder regarding validity of original offer in case of negotiations. The bidder has to select date upto which the original offer shall remain valid. The date selected should be at least 30 days from the closing date for submission of negotiated bids. The bidder has to tick the check box available on the page otherwise he will not be able to submit the negotiated offer.

Financial Offer Tab

This tab is meant for submission of revised rates, taxes and duties and other charges:

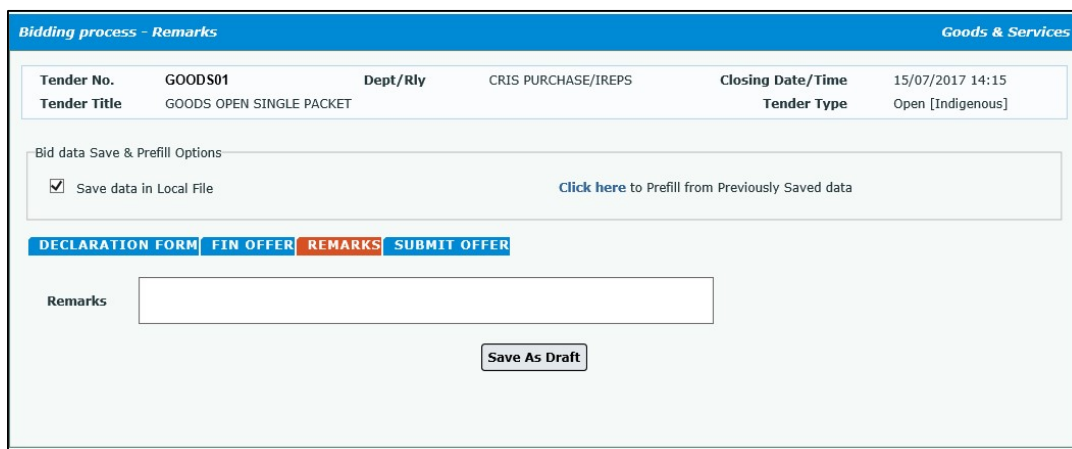
DECLARATION FORM FIN OFFER REMARKS SUBMIT OFFER											
Selection Panel											
(PL01 , PL02 , ITEM03)											
1	Item Code : PL01 (Goods, GST -N) Description: ITEM01 GST YES										
Basic Rate (Rs./Unit)		5000.00		Unconditional Discount, if any (%)		10.00		Packing Charges (Rs./Unit)		20.00	
Excise Duty Type		Maximum Applica		E.D Rate Including cess		10.00		Present E.D Rate		20.00	
Forwarding Charges (Rs./Unit)		100.00									
Other Charges-I Desc., If any		Other Charges-I		Other Charges (I) Rs./Unit		0.00		Make/ Brand (Self or OEM Name)		WSR	
Consignee		Quantity (Numbers)		Freight (Rs./Unit)		Other Chg.-II Selected		Sales Tax		All Inclusive Rate (Rs./Unit)	
		Tendered Offered				Description @		Type Rate (%)			
CONSIGNEE2		80.00		150.00		Other Charges-II 10.00		CST Extra 10.00		5739,2000	
2	Item Code : PL02 (Goods, GST -N) Description: ITEM02 GST NO										
Basic Rate (Rs./Unit)		7000.00		Unconditional Discount, if any (%)		15.00		Packing Charges (Rs./Unit)		30.00	
Excise Duty Type		Inclusive (%)		E.D Rate Including cess		10.00		Present E.D Rate			
Forwarding Charges (Rs./Unit)		150.00									
Other Charges-I Desc., If any		Other Charges-I		Other Charges (I) Rs./Unit		0.00		Make/ Brand (Self or OEM Name)		DDR	

The rate panels that are presented for submission of financial offer are the same as are applicable for submission of original bids, except that the last rates quoted/ accepted by the bidder (original rates, or rates quoted/ accepted in any previous round of negotiations, counter offers etc.) are already mentioned in the rate panel. Furthermore, the following restrictions are applicable:

- i. In case of indigenous offers, or in case of Service/ AMC item types for import offers the Basic rates, Packing Charges, Forwarding Charges, Freight Charges, Rates of Sales Tax/ GST/ Excise duty etc. (wherever applicable) cannot be increased.
- ii. Unconditional Discount cannot be decreased.
- iii. Type of charge i.e. ED Type, Sales Tax Type, Other Charges – I and Other Charges- II Unit and Description etc. cannot be changed.
- iv. Offered quantity cannot be modified.
- v. In case of import offers Basis of offer cannot be changed, FOB charges, Insurance Charges, Agency Commission and Transit freight charges cannot be increased.

Remarks Tab

This tab is meant for entering remarks for various purposes like withdrawal of deviations, clarifications etc. This tab is available only if the bidder has permitted the same while issuing the negotiation letter.



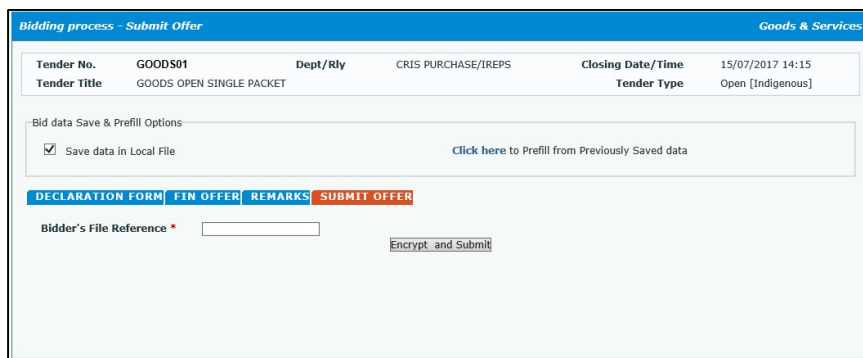
The screenshot shows the 'Remarks' tab selected in the 'Bidding process - Remarks' window. The window has a blue header with 'Bidding process - Remarks' and 'Goods & Services'. Below the header, there is a table with the following data:

Tender No.	GOODS01	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	15/07/2017 14:15
Tender Title	GOODS OPEN SINGLE PACKET		Tender Type	Open [Indigenous]	

Below the table, there is a section for 'Bid data Save & Prefill Options' with a checkbox 'Save data in Local File' and a link 'Click here to Prefill from Previously Saved data'. A navigation bar contains four tabs: 'DECLARATION FORM', 'FIN OFFER', 'REMARKS' (selected), and 'SUBMIT OFFER'. Below the tabs, there is a 'Remarks' text area and a 'Save As Draft' button.

Submit Offer Tab

This tab is meant for submission of the complete negotiated bid, and it works in the same manner as the submit offer tab for the original offer.



The screenshot shows the 'Submit Offer' tab selected in the 'Bidding process - Submit Offer' window. The window has a blue header with 'Bidding process - Submit Offer' and 'Goods & Services'. Below the header, there is a table with the following data:

Tender No.	GOODS01	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	15/07/2017 14:15
Tender Title	GOODS OPEN SINGLE PACKET		Tender Type	Open [Indigenous]	

Below the table, there is a section for 'Bid data Save & Prefill Options' with a checkbox 'Save data in Local File' and a link 'Click here to Prefill from Previously Saved data'. A navigation bar contains four tabs: 'DECLARATION FORM', 'FIN OFFER', 'REMARKS', and 'SUBMIT OFFER' (selected). Below the tabs, there is a 'Bidder's File Reference' text area and an 'Encrypt and Submit' button.

The bidder has to fill in the required details in all the tabs, and then click on the Encrypt and Submit button to submit negotiated offer.

5.10. View Counter Offer Letter (📄): Firms who have been issued counter offers can view the counter offer letter through this icon in the folder **My Post Tender Activities – Counter Offers**.

5.11. Submit reply to Counter Offer (👤): Clicking on this icon brings up the interface for submission of response against a counter offer issued by the tendering department. This link is available in the **My Post Tender Activities- Counter Offers**. The link is available only upto the response date stipulated by the tendering authority for submission of reply to counter offer. The bidder is required to choose acceptance or rejection of counter offer in the Response field. In case of rejection, it is mandatory for the bidder to give reasons for rejection of counter offer in the remarks column.

Counter Offer Response Page				Goods & Services	
Tender No.	TESTING01	Dept/Rly	CRIS PURCHASE/IREPS	Closing Date/Time	14/06/2017 12:00
Tender Title	ITEMWISE/CONSIGNEEWISE TENDER WITH 2-2 ITEM & CONSIGNEE			Tender Type	Open [Indigenous]
Status: Response Not Submitted					
Item Code : PL01 (Goods) Description : SHOES					
Consignee	Quantity (Numbers)	Response	Remarks		
NDLS-HQ	35.00	Yes ☐ No ☐			
Item Code : PL02 (Goods) Description : FURNITURE					
Consignee	Quantity (Numbers)	Response	Remarks		
PUNJAB-HQ	35.00	Yes ☐ No ☐			
<input type="button" value="Sign & Submit"/>					

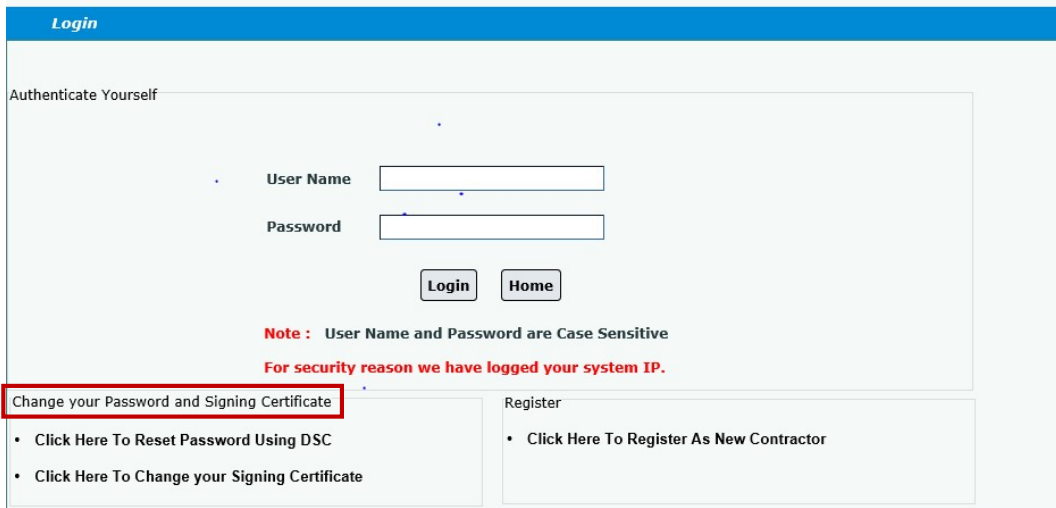
After entering all the required details the bidder is required to click on Sign & Submit button. This will bring up the signer window. After completing the digital signing process the response will be submitted to the tendering authority. **Bidders are advised to exercise due care and caution in submission of the response, as the same cannot be withdrawn or modified after submission.**

5.12. View Letter of Acceptance (📄): Firms who have been issued Letters of Acceptance (LOA) can view the same through this icon in the folder **My Post Tender Activities – Letters of Acceptance**.

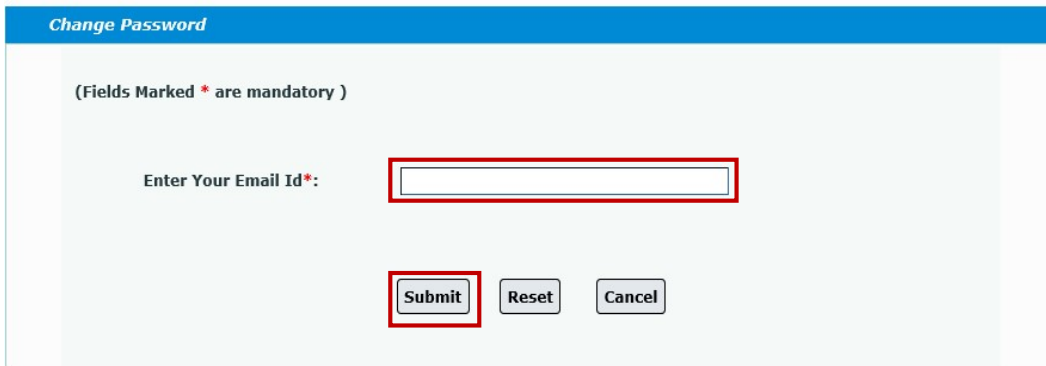
6. Miscellaneous

6.1. Reset Password using Digital Signing Certificate (DSC)

Users can reset their password (especially lost/ forgotten password) through the links available on the login page as shown below:



Clicking on the **Click Here to Reset Password Using DSC** brings up Change Password popup as shown below:



On entering his E-Mail ID (user name), and clicking on Submit button the user is presented with the Change Login Password Page.

At this point of time the DSC of the user should have been inserted in USB drive of the computer.

Change Login Password

(Fields Marked * are mandatory)

Password Policy

- User Password should be minimum of 6 characters and maximum of 12 characters.
- Password will get expired in 60 days.
- The new password has to be different from the present one.
- The password cannot be the same as userId and should not contain User-Id.
- Password must contain atleast one special character and one numeric character.

Enter New Password *:

Password Strength:

Re Enter New Password *:

Too Short

Sign & Submit

Reset

The user is required to Enter/ Re-Enter the new password and click on Sign & Submit button. This opens the web signer applet as shown below:




Content to Sign:

Please Select the Certificate

Windows Store
P12/PFX
Others

Common Name	Issuer Name	Serial No	Expiry Date
CRIS test	e-Mudhra Sub CA for C...	00f2bc	08-06-2016
CRIS test	e-Mudhra Sub CA for C...	00f2bf	09-06-2017

View Certificate

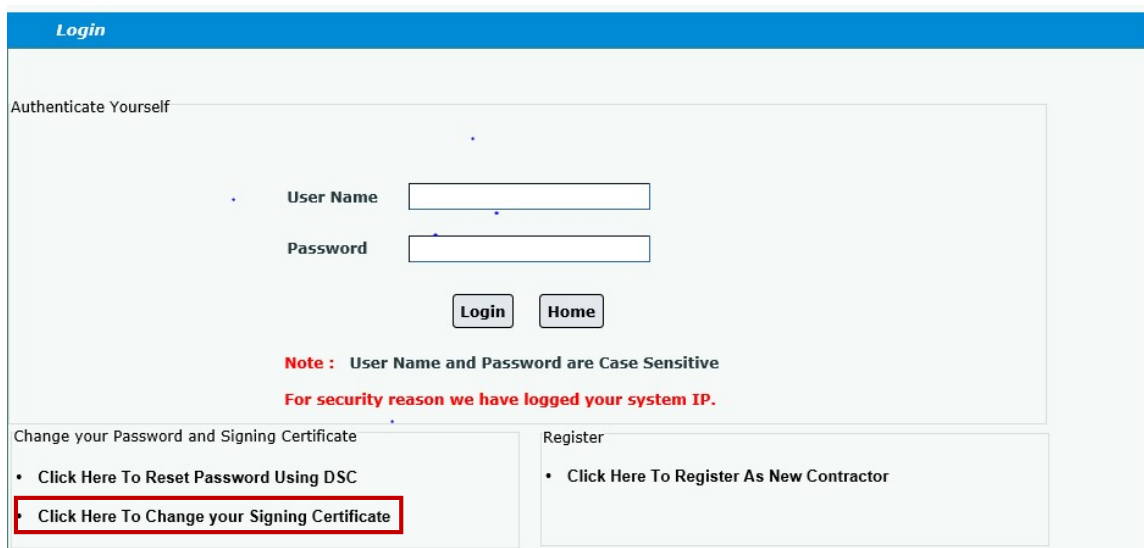
Select

Cancel

The user is required to select his DSC from the list and click on the Select button. If prompted to do so, the user is required to enter his DSC token password. This resets the user password. The user can login into the application using his username (Email ID) and the new password.

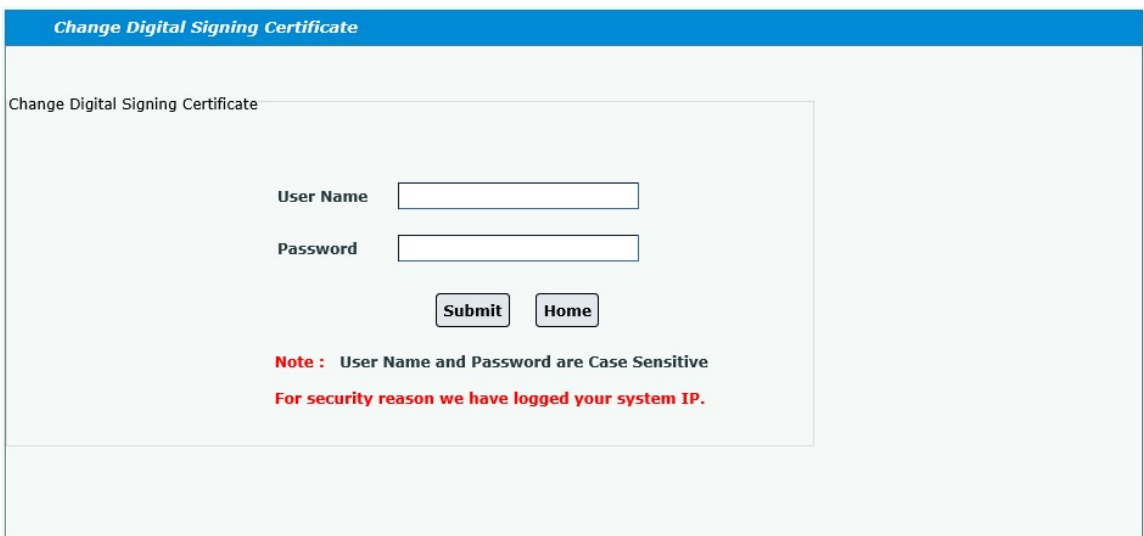
6.2. Change Digital Signing Certificate

Digital Signing Certificates have limited validity. Users may be therefore required to change their DSC. This can be done through the link available on the login page as shown below:



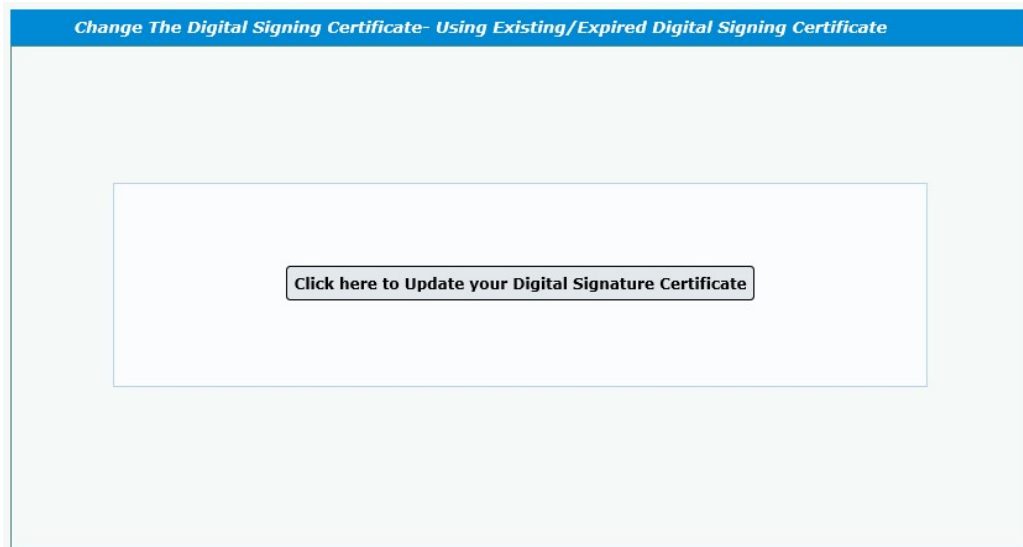
The screenshot shows the 'Login' page of the Indian Railways E-Procurement System. The page has a blue header with the word 'Login'. Below the header, there is a section titled 'Authenticate Yourself' containing two input fields for 'User Name' and 'Password', followed by 'Login' and 'Home' buttons. Below these fields, a red note states: 'Note : User Name and Password are Case Sensitive' and 'For security reason we have logged your system IP.' At the bottom of the page, there are two sections: 'Change your Password and Signing Certificate' and 'Register'. The 'Change your Password and Signing Certificate' section contains two links: 'Click Here To Reset Password Using DSC' and 'Click Here To Change your Signing Certificate', which is highlighted with a red border. The 'Register' section contains one link: 'Click Here To Register As New Contractor'.

Clicking on the **Click Here to Change your Signing Certificate** brings up Change Digital Signing Certificate page as shown below:

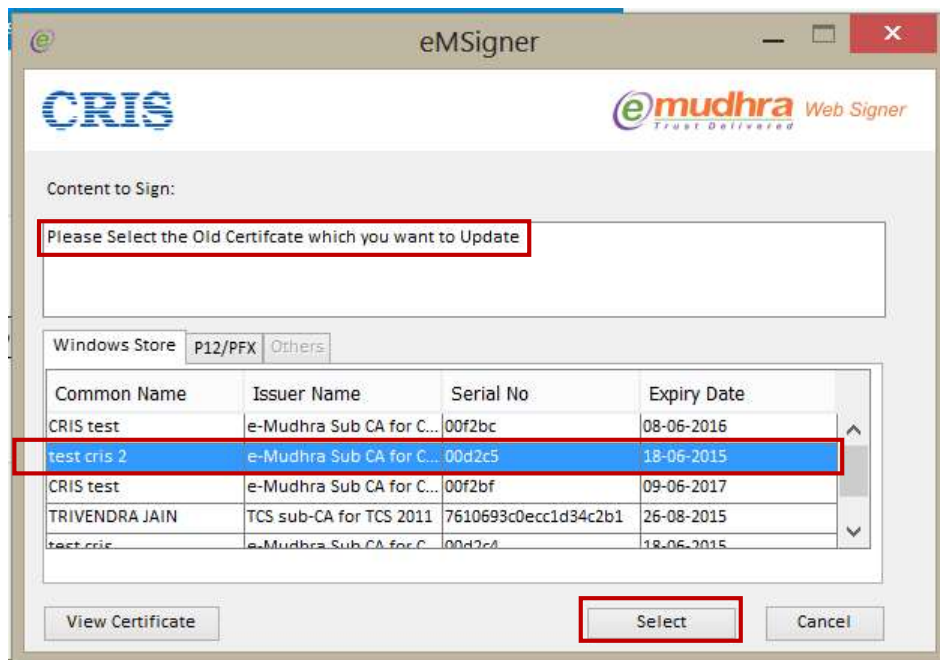


The screenshot shows the 'Change Digital Signing Certificate' page. The page has a blue header with the text 'Change Digital Signing Certificate'. Below the header, there is a section titled 'Change Digital Signing Certificate' containing two input fields for 'User Name' and 'Password', followed by 'Submit' and 'Home' buttons. Below these fields, a red note states: 'Note : User Name and Password are Case Sensitive' and 'For security reason we have logged your system IP.' The 'Submit' button is highlighted with a red border.

The user is required to enter his User Name and Password on this page and click on **Submit** button. This opens a new page as shown below.

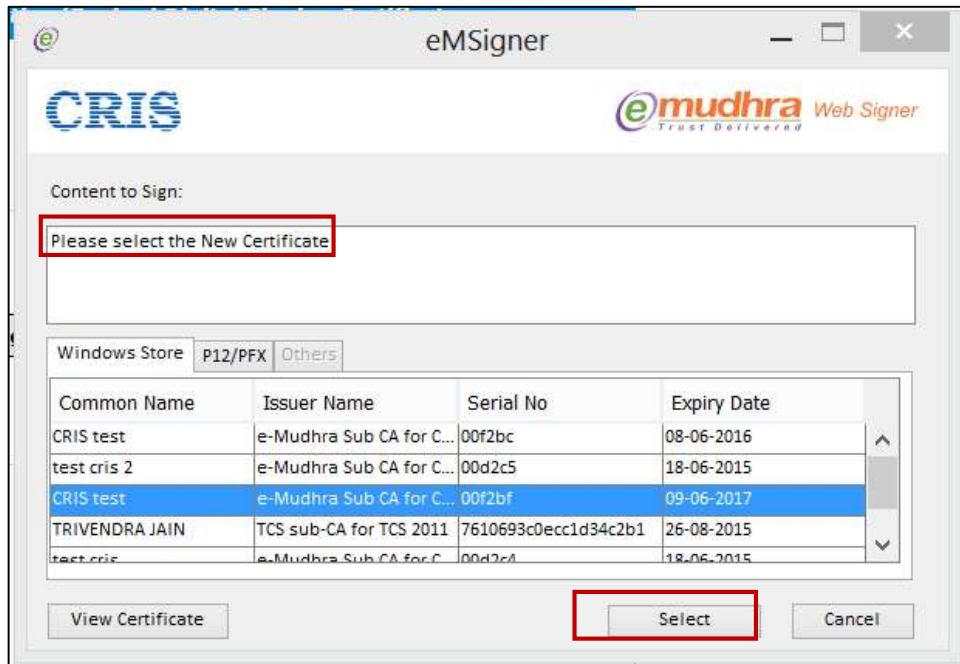


Hitting the **Click here to Update your Digital Signature Certificate** button opens the web signer applet as shown below:

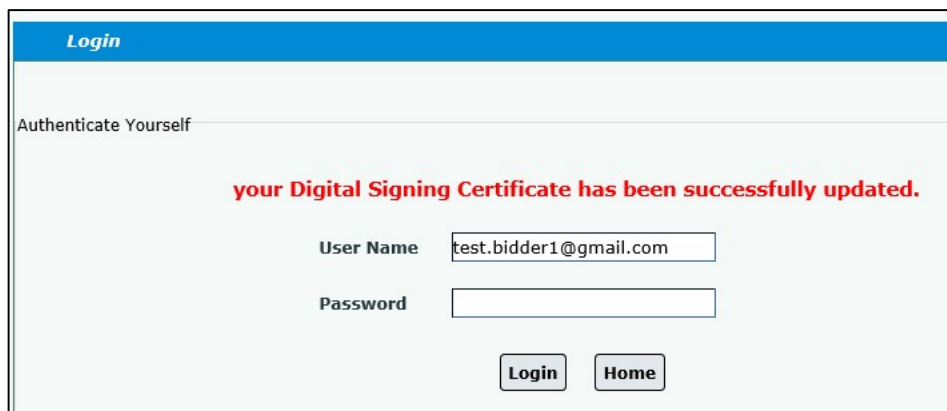


Please select the **Old Certificate** which the user wants to replace from the list of certificates (this will show up only if the DSC token is already inserted into USB drive of the computer), and click on **Select** button.

This opens another signer window on which you are now required to select your new certificate (which appears in the list if the DSC token is already inserted in USB drive of the computer), and click on the Select button as shown below



This changes the certificate and you will get a message to this effect as shown below:



This completes the process of changing DSC.

7. Disclaimer

- 7.1.** Bidders may please note that the IREPS software is continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Bidders are advised to keep themselves updated with the latest changes, by referring to the latest versions of user manuals available on the website, and by taking note of the messages sent by the IREPS administrator from time to time. Bidders should also make themselves fully acquainted with all the available templates/forms, before they submit their offer.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk immediately.

No claim shall be entertained from a bidder, on account of non-familiarity with the any of the templates and forms available on the IREPS website, or on account of any variation between the forms/ pages shown in this manual vis-à-vis the forms / pages available in the application.

--- End of Document ---