

INSTRUCTIONS TO TENDERERS FOR E-TENDERS FOR DEPOTS/ DIVISIONS

1.0. Bid Submission

a) E-bid along with the relevant documents must be uploaded and digitally signed with the digital signature of the pre-authorized personnel of the Tenderer already registered with the IREPS web site. Digital signature used must be “Class IIIB with Company Name” obtained from G.O.I. approved Certifying Authority.

b) Firms are advised to ensure that address furnished by them for getting digital signature from accredited agencies are same as that furnished to and available with the centralized source approving authorities such as RDSO/CLW/DLW/ICF etc.

They are further advised that while registering themselves in the IREPS website for participation in E-procurement system, the same address as above is filled up, to avoid any vitiation of information and consequent impairment in their credentials

c) Tenderers must look out for NIT as soon as it is available in IREPS website and upload their offer well in advance without waiting for closing date and time, to avoid last minute hassles in their own computer system or communication line. South Central Railway is not responsible for non-participation of vendors due to any technical problems on the day of tender closing time.

d) Only bids received in the Electronic tender box available on the web site www.ireps.gov.in will be considered.

e) The e-procurement system does not permit submission of any offer after the closing date and time of that e-Tender. Hence there is no scope of any Late / Delayed offers in the online bidding process.

1.1 All mandatory fields marked with (*) have to be filled in by the bidders.

2.0 Please read carefully Instructions to Tenderers, IRS Conditions of Contract, General Tender Conditions, E-Tender guidelines and Special Conditions of Contract available on S.C.Railway page on the web site www.ireps.gov.in.

3.0 Your digital signature on the E-Tender form will be considered as your confirmation that you have read and accepted all the conditions laid down in the documents referred in Para 2.0 above as well as schedule of tender, consisting of techno- commercial offer form (including special conditions attached to E-Tender) and Financial offer form, unless specific deviation is quoted in the techno commercial offer form.

4.0 Tenderers can download E-Tender form only after payment of tender document cost either online through payment gateway facility provided on the web site or after submitting the details of tender document cost paid offline in the form of Demand Draft, Cash Receipt (for payment made to Chief Cashier of the Railway/ Production Unit) etc. The Tenderers exempted for deposit

of tender document cost have to declare the same specifying the clause under which they are exempted. They must upload a scanned copy of relevant document (such as MSE certificate) in support of their claim.

5.0 E-Tender document consists of

- i. Instructions to Tenderers for E-Tenders
- ii. General Tender Conditions
- iii. IRS Conditions of Contract
- iv. Special Conditions of Contract
- v. Techno-commercial Offer Form Including Attached Documents, if any.
- vi. Financial Offer Form

6.0 No Manual offers sent by post/Fax or in person shall be accepted against such E-tenders even if these are submitted on the Firm's letter head and received in time.

All such manual offers shall be considered as invalid offers and shall be rejected summarily without any consideration.

7.0 Railways have started making payments through NEFT system for quick money transfer to the Tenderers account.

i. Tenderers must give their consent in the mandate form provided at Annexure 'B' of General Tender Conditions, for receipt of payment through NEFT.

ii. In case of non-payment through NEFT or where NEFT facility is not available payment will be released through cheque.

8.0 The Tenderers must fill in the techno-commercial offer form (consisting of eligibility criteria, terms & conditions, performance statement, deviation statement, checklist & special conditions etc.), financial offer form and attach scanned copy of

- i. Authorization letter from OEM in case of an agent.
- ii. Documents in support of proven supply performance uploading copies of I/Cs,R/Notes and P.Os etc.
- iii. Manufacturing capacity and details of technical & non-technical man power employed by the vendor.
- iv. Details of machinery and plant in their manufacturing unit.
- v. Quality assurance plan (QAP) and details of testing equipments including details of technical man power engaged in testing of inward and outward material.

9.0 E-Tender form is not transferable and the same is to be submitted with digital signature of the pre- authorized personnel of the vendor, already registered with the site.

10.0 The Application does not permit submission of any offer after closing date & time of the e-tender.

Hence there is no scope of any late or delayed offer in the online bidding process.

