

GUIDELINES FOR SUPPLIERS/VENDORS FOR ELECTRONIC TENDERS

CRIS, for Indian Railways, has developed fully secure and completely user friendly Application System which will permit vendors to Search, View, Download tenders directly from CRIS's secure website and also participate and submit Online offers in the E-tenders directly from the website in a fair, secure and transparent manner maintaining complete confidentiality and security throughout the tender download, bid submission and evaluation process. E-tenders pertaining to following Zonal Railways and Production Units etc. will be available on this website.

Northern Railway, Central Railway, Western Railway, Southern Railway, South Central Railway, South East Central Railway, North Central Railway, West Central Railway, East Coast Railway, East Central Railway, Eastern Railway, North Eastern Railway, Northeast Frontier Railway, North Western Railway, South Eastern Railway, South Western Railway.

Diesel Locomotive Works/Varanasi, Diesel Loco Modernization Works/Patiala, Rail Coach factory/ Kapurthala & Tilak Bridge, Integral Coach Factory/ Chennai, Rail Wheel Factory/ Bangalore, Chitaranjan Locomotive Works/Chitranjan and Calcutta.

Northeast Frontier Railway (Construction).

Center for Railway Information Systems (CRIS)/ New Delhi.

Guidelines for using E-tendering System on ireps.gov.in:

- 1.0 All E-tender notices pertaining to Zonal Railways/Production Units etc. specified above are uploaded and are available on the website www.ireps.gov.in.
- 2.0 Authorized vendor user must have Class III Digital Signature Certificate with Company Name issued by CCA licensed CA for registration as well as participation in E-Tenders. The same Digital Signature Certificate, within its validity, can be used for participation in all the E-Tenders for above buying organizations, 'FAQ' link available on homepage gives procedure for obtaining digital certificates.
- 3.0 Authorized vendor user must have an active e-mail account for submitting their log in registration request. They can submit their log in registration request on line by clicking to the link 'New Vendors' link available on Home Page, and after signing the same digitally using their own Digital Signature Certificate. Log in registration to the web site is available on free of charge basis. Their registration request, after due verification, will be accepted and details of their account such as Vendor ID, Log in ID, Password etc. will be sent to him through e-mail. Detailed instructions regarding registration process are available in 'Users Manual for Vendors', link for which is available on the [Home page, under the link "Learning Center"](#).
- 4.0 Vendors need not register for individual Railways/PU's i.e. vendor registered with IREPS site will be able to download tenders and submit bids for any of the above

Railways/PUs etc.

- 5.0 Detailed instructions regarding Payment process and Submission of Bids are available in '[Users Manual for Vendors](#)' link for which is available in Home page also.
- 6.0 Every online Bid submitted duly signed with a valid Digital Signature Certificate and received before closing date & time of tender shall be acknowledged by the system and html receipt will be generated indicating bid id as well as date and time of receipt of bid.
- 7.0 Vendors will not have access to such E-bids submitted by them. They can, however, submit a revised E-bid, superceding their original E-bid, before closing date and time of tender. Facility for submitting alternative offer (for different make, specification, slab discount etc.) is also available. Tender document cost is not required to be paid again for submitting revised/ alternative E-bids.
- 8.0 E-Tender box shall be date & time locked. It can only be accessed and opened after closing date & time by two nominated authorized Railway Officials (including one from Finance), after confirming their presence by authenticating themselves through their Digital Signature Certificate, user ID & password, as well as applying secure decryption key of buying organization for decryption of E-bids.
- 9.0 All venders who have submitted valid electronic bids for Open Tenders shall have the facility to view the tender tabulation of all the offers as generated by the Application online after the date and time of the tender opening.
- 10.0 Vendors and Railway Users have been given facility of HELPDESK wherein users can seek help of helpdesk staff through online Query/E-Mail/telephone. Link for Helpdesk is available on '[Homepage](#)'.
- 11.0 Link for '[FAQ](#)' i.e. frequently Asked Questions is also available for guidance of various users.
- 12.0 Vendors should go through the Terms and Conditions, Privacy statement, Disclaimer, Copyright by clicking on the Links provided in bottom of Home Page.
- 13.0 Only a digitally signed document sent on Internet will be considered as valid signed document as per law (I.T. Act 2000 with modifications) and can be verified by the receiver to verify the identity of sender as attached with that document. After a vendor obtains a digital certificate issued by C. A. in the name of authorized person and Company authorized for filing offers by his company/supplier, and the certificate is installed / stored in his computer or preferably received by him (his authorized person) in form as USB token, a vender can submit his commercial offers On-line using Commercial Rate Page link from vendors home page itself or other links available on the site.
- 14.0 To ensure confidentiality of rates and security, the Financial Rate Page, containing the Rate values as quoted and submitted under financial Rate Page will be

transmitted and stored in secured time locked data base in fully secured ENCRYPTED form before transmission on internet channels and shall remain encrypted till tender opening date / time using highest levels of data security standards as provided and tested and also approved by The Certification Authority and will be digitally signed using the valid digital certificate as selected by the vender for verification of Identity of the vender (as provided under law) who submits his electronic bid using the Railways EPS application. All such offers as submitted online will be stored directly into the time locked electronic tender box which can be opened only after the stipulated date and time as stipulated for tender opening by two authorized railway officials who are provided valid digital permissions through Digital Certificates issued by C.A. in their names and as verified by Railway.

- 15.0 Venders must use any computer having Windows 2000 or Windows XP or windows Vista versions of operating system and Internet Explorer 6.0/7.0 along with suitable Internet connections.**
- 16.0 All e-tender notices and tender documents are available only in PDF and can be opened using Adobe 6 software utility which can be installed free of cost from Venders home page link by any vendor.**