

Signature Not Verified	Signature Not Verified	Signature Not Verified
Digitally signed by Anant Bhargava	Digitally signed by Anant Bhargava	Digitally signed by Choudhary Ashok Kumar
Date: 2011.03.18 12:05:53 GMT+05:30	Date: 2011.03.18 12:11:32 GMT+05:30	Date: 2013.03.21 16:05:56 IST

**E-TENDER DOCUMENTS OF NWR - ANNEXURE-A**

**NORTH WESTERN RAILWAYS, JAIPUR  
INSTRUCTIONS FOR SUBMITTING E-BIDS ON IREPS SITE**

- 1.0 Please read carefully all Instructions to tenderers, IRS Conditions of Contract, General Conditions, E-tender guidelines and Special & Important Conditions of Contract i.e. Annexure-B and Electronic Tender Schedule of Requirement (SOR) i.e. Annexure-C, as available on Organizations (North Western Railway) page on the web site [www.ireps.gov.in](http://www.ireps.gov.in) before submitting their offer.
- 2.0 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 E-tender documents referred in para 1.0 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.
- 2.1 Firms, which are not registered on IREPS may refer to Annexure A-1 in which details of registration procedure on IREPS site are mentioned. They are also advised to refer to Annexure A-2 in which procedure for obtaining Class-III Digital signature is indicated.
- 3.0 All mandatory fields marked with (\*) have to be filled in by the bidders.
- 4.0 Tenderers can download E-Tender form only.
  - (i) After payment of tender cost either online through payment gateway facility provided on the web site. or
  - (ii) After submitting the details of tender cost paid offline in the form of Demand Draft, Cash Receipt (for payment made to Chief Cashier of the North Western Railway). In case of offline payment, the tenderers shall attach and upload a scanned copy of the demand draft/ cash receipt for the tender fees along with the tender bid. The demand draft/cash receipt should reach in this office of controller of stores within 10 working days of the tender closing date. Railway shall not be responsible for any postal delay in such cases. The tenderers are advised to ensure compliance of the above for consideration of their offers. **It may be noted that the tenders not accompanied with the tender cost shall be summarily rejected.**

The tenderers exempted for deposit of tender 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 NSIC certificate showing the item of registration and registration period validity) in support of their claim or submit the same within 10 working days of tender closing date, failing which the offers of such firms shall be summarily rejected. In view of non deposition of cost of tender without any further reference to them. Railways shall not be responsible for any postal delays in such cases.
- 5.0 E-Tender document consists of –
  - i. Instructions to Tenderers for E-Tenders
  - ii. E-Tender Guidelines
  - iii. General Conditions of Tenders for Supply Contract
  - iv. IRS Conditions of Contract

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- v. Special & Important Conditions of Contract
  - vi. Techno-commercial offer Form including attached documents, if any. 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 Firms 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 „8 of General Conditions of Tenders for Supply Contract, 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, check list & special conditions etc.), financial offer form and attach scanned copy of all the documents needed as per Annexure-A, Annexure-B & Annexure-C as available on IREPS site i.e. [www.ireps.gov.in](http://www.ireps.gov.in).
- 9.0 All the mandatory fields of the Techno-commercial Offer Form and Financial Offer Form (i.e. Rate page) including basic rate, all taxes & duties (including maximum percentage of Sales Tax/VAT, and E.D, or any other taxes/duties which may become applicable during the currency of Contract), freight and any other charges shall have to be filled up by the vendor. The unit of rate shall be as indicated in the tender schedule and can not be changed or altered by the vender. Thereafter, all inclusive unit rates on FOR destination basis shall be automatically calculated by the system and shown to the vendor before submission of offer.

**Important Note :** - All tenderers should note carefully that the entries for rate, taxes & duties, freight and any other levy shall have to be made by them only in the relevant fields as provided in the financial offer form. In case, any entry made by tenderer outside the relevant field, same shall be ignored by the system while evaluating the offers for the reason that the comparative statement is prepared automatically by the system on the basis of the entries as made by tenderer in the relevant & respective field only. This computer generated comparative statement forms the basis for evaluation of offers, deciding the interse ranking of offers and further deciding the tender accordingly.

For example, if freight charges are mentioned extra and are not quantified in exact amount in the appropriate column/field, then freight charges shall be taken as nil in the comparative statement prepared automatically by the EPS system.

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Similarly if the Excise Duty, Sales Tax/VAT, Entry Tax, packing charges, forwarding charges etc. are not quantified in exact %age, then these elements like taxes/duties etc. shall also be taken as nil by the system in the comparative statement prepared automatically by the EPS system.

It is therefore, in the interest of the vendors to enter the exact %age or Amount in the relevant fields in the financial offer form, failing which any entry made by the tenderer

outside the relevant field shall be ignored and considered the same with impact as nil while deciding the interse ranking of the offers irrespective of the fact whether the tenderer has mentioned specific rates at some other place in its offer instead of the nominated field.

Therefore, it is quite essential for the vendor to note that the entries for rate, taxes/duties, freight and any other levy should not be made anywhere else except in the appropriate field/column provided in the financial offer form.

10. The E-bid system 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.
11. E-Tender form is not transferable and the same is to be submitted with digital signatures by the pre-authorized personnel of the vendor, already registered with the site.
- 12.0 EARNEST MONEY DEPOSIT: FOR OPEN TENDERS:
  - 12.1 The Earnest Money Deposit (E.M.D.) shall be taken from all tenderers against advertised tenders subject to exemptions as detailed in condition No.14 of Important terms and conditions of E-Tender SOR i.e. Annexure-C
  - 12.2 The amount of E.M.D. has been as specified in condition No.14 of Important terms and conditions of E-Tender SOR i.e. Annexure-C.
  - 12.3 If a tenderer does not furnish the earnest money & is seeking waiver or exemption from payment of EMD he/she shall have to attach scanned copy of requisite documentary evidence in support of their claim and he/she should clearly indicate the category under which the firm is exempted. Failure to do so will be taken as unwillingness on his/her part to deposit the earnest money and such offers are liable to be ignored. For the other tenderers, Earnest Money as stipulated in the Notice for Invitation of Tenders (NIT) will have to be paid either manually (i.e. off line) as Bank Guarantee (as per enclosure at Sr.No.6 of Annexure-B)/ DD/ Cash Receipt etc or online through Payment Gateway link (Hyperlink).
  - 12.3 All other bid terms and conditions shall be as per Annexure-B & C.
- 13.0 Drawings and Specifications:

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13.1 Unless Drawings and Specifications as mentioned in the tender schedule/enquiry / offer form are provided with the tender documents or made available on Railways website for downloading by the tenderers, these may be obtained in the manner shown below:

- (i) Specification/STR/Drawing of RDSO/ICF/DLW/CLW/ CORE etc may be obtained from the concerned authorities who have issued these, on payment.
- (ii) Drawings and Specifications framed by Railways may be obtained from the office of the purchaser such as Controller of Stores, North Western Railway, Jaipur. However, in these cases, the tenderers shall have to:-
  - (a) Produce the documentary evidence for having paid the cost of tender documents by them unless they are provided with these documents free of cost because of their entitlement/ eligibility. In the later case, the tenderer will have to produce documentary evidence that they have been provided tender documents free.
  - (b) For such tenderers who download the tender documents, they have to produce the proof of such download while asking for such drawings and specifications.

13.2 If any tenderer happens to quote with their own Drawing No./Part No./Specification, then, they shall have to, necessarily, submit copy of all the requisite documents and information in support of their offer being in conformity with the tender Drawing/ Specification. Furthermore, copies of such drawings/specifications/catalogue are also to be enclosed, failing which the offer will be liable to be rejected.

14.0 E-Tender Opening:

14.1 No Vendor shall be required to be present in the Railways office for any E-Tender opening Process to know the comparative position. They can obtain totally transparent bid tabulation statement by logging on to the website.

14.2 Railways do not guarantee opening of tenders at the specified Date and Time due to reasons beyond control and unavoidable circumstances hence tenders can be opened even after due date and time. It shall, however, be ensured that no bids are submitted after tender closing Date and Time. Vendors cannot submit any offer or attach any file after the stipulated due date and time as given in the tender notice.

15.0 Documents to be attached/uploaded along with electronic offer by the tenderer :

Scanned copies of all the documents, which are required to be submitted by the tenderer in reference to our bid conditions as specified in bid documents i.e. Annexure-A, Annexure-B & Annexure-C shall have to be uploaded, along with their electronic offer.

16.0 Rate, Taxes and Duties:

with E-tender, encrypt his offer on his client machine with the secure encryption key available with the tender and digitally sign using his Digital Signature Certificate.

- 16.2 Tenderers shall clearly indicate separately ex-works basic price, packing charges, forwarding charges, the applicable percentage of Excise Duty in exact %age, Educational Cess, Sales Tax/VAT and also specific amount of Freight charges up to destination etc, in the respective field of the Financial Offer Form for each unit tendered. Tenderer should note that Duties and Taxes are not payable on freight charges and forwarding charges. Therefore, if the tenderer happens to quote a composite rate, due break-up is to be given by them showing freight and forwarding charges separately in the field of the Financial Offer Form.
- 16.3 Tenderers are required to quote in the same rate unit (i.e. Number, set etc.) as given in the Tender Schedule. Any deviation in this aspect will make the offer liable to be ignored.
- 16.4 All other terms and conditions shall be i.e. as per instructions to tenderers i.e. Annexure-B and also as per E-Tender SOR i.e. Annexure-C.

17.0 Excise Duty:

- 17.1 Tenderers are advised to refer to important note given above in para 9 for filling up of Excise Duty in the financial offer form.

In case the Excise Duty is shown as “inclusive” by the tenderer, then the offer will be taken as inclusive of ED assuming that the tenderer has included highest prevailing rate of ED in their offer.

In such cases no increase in ED rate after placement of purchase order on account of statutory variation shall be allowed to the tenderer, but however the railway shall have the right to claim benefit of any such downward variation in ED in favour of railways.

- 17.2 If Excise Duty (ED) is being charged extra, then the tenderers shall clearly indicate the maximum percentage of statutory ED as may be applicable during the currency of contract for the tendered stores in the appropriate field of the Financial Offer Form.
- 17.3 If ED is not claimed in the offer and nothing is mentioned about Excise duty, then no ED will be payable. If ED is claimed in the offer with exact rate and no statutory variation is claimed by the firm in the offer, then the same will be considered duly evaluating the offers with their quoted rate of ED, but without giving statutory upward variation in ED rate after placement of purchase order.
- 17.4 In no case the variation in ED (beyond the statutory maximum rate of ED applicable at the time of submission of offer due to increase in turnover during the currency of contract) will be admissible.

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- 17.5 If the tenderer misclassifies the goods under relevant excise tariff rules, the Railway will not pay increased Excise Duty due to such misclassification. ED will be paid subject to documentary evidence and government notifications only.
- 17.6 All other terms and conditions shall be as per Annexure-B & C on the subject matter.
- 18.0 Sales Tax/Value Added Tax:
- 18.1 Sales tax/ Value Added Taxes shall be quoted „extra in Percentage (%) if applicable or quote “Zero” if exempted in the appropriate input box on the Financial Offer Form.
- 18.2 Issue of Form „D towards CST on inter-state purchase by Railways is withdrawn. Consequent upon the withdrawal of „D Form, the rate of CST on inter-state sale to Railways shall be the rate of VAT/State Sales Tax applicable in the state of the selling dealer/vendor.
- 18.3 Provincial or inter-state central sales tax where leviable and intended to be claimed from purchaser should be separately indicated along with the quoted price. The tenderer should quote the exact percentage of VAT that they will be charging extra.
- 18.4 All other bid terms and conditions shall be as per Annexure-B & C on the subject matter.
- 19.0 Price Variation Clause: Please refer to Para 6.8 of Annexure ‘B’ of tender documents.
- 20.0 Tenderers are advised to refer to “Instruction to tenderers” i.e. Annexure-B, E-tender SOR i.e. Annexure-C and E-Tender Guidelines for detailed Terms and Conditions as available on IREPS site i.e. [www.ireps.gov.in](http://www.ireps.gov.in)

# E-TENDER DOCUMENTS OF NWR - ANNEXURE-A

ANNEXURE 'A-1'

## **Important notice to Vendors not registered on IREPS for Participation in E tenders floated on IREPS site**

Tender case no. \_\_\_\_\_ due on \_\_\_\_\_ at \_\_\_\_\_ hrs.

Brief Description of stores \_\_\_\_\_

1. Please note that the bids/offers against above tender case of this Railway have been invited electronically to be submitted in Electronic format available on website [www.ireps.gov.in](http://www.ireps.gov.in).
2. The bid submitted manually shall not be accepted at all. So, all the prospective bidders are requested to submit their offer electronically only in the format available on website [www.ireps.gov.in](http://www.ireps.gov.in).
3. For submitting the offer electronically, the tenderers are required to have their class III Digital Signatures Certificate and registration on Indian Railways E Procurement (IREPS) website [www.ireps.gov.in](http://www.ireps.gov.in).
4. It may be noted that it shall be the sole responsibility of prospective bidders to get themselves registered on IREPS website and to submit their bid electronically prior to due date. North Western Railway shall not extend due date of tender opening for any delay on part of the bidder in obtaining digital signature and registration on IREPS site and later on COS/NWR/JP shall not entertain any complaint for not giving opportunity to the tenderer to quote against this E-tender.
5. The vendors are also requested to read the Vendor user manual available on IREPS website and familiarize themselves with the electronic tender process.
6. Vendors are also requested to attend the familiarization program being regularly conducted at 1600 Hours, every Friday in the Tender Room of the office of Controller of Stores, North Western Railway, Jaipur.
7. Following officers are nominated for assisting the vendors willing to participate in e-procurement process:

Sr. No.	Name & Designation	Telephone No.	e-mail ID
1.	Shri Manoj Kumar	0141-2725955	dycmm@nwr.railnet.gov.in
	DY.CMM/I	9001195755	
2.	Shri C.S. Tyagi	0141-2725961	C_tyagi@rediffmail.com
	SMM/I	9001195769	

8. The procedure in brief for obtaining digital signatures and registration on IREPS site are available in Annexure-B for the guidance of bidders.

For COS/NWR/Jaipur



**Procedure for obtaining Class III digital signatures for participation in tender of NWR through e-procurement.**

1. Vendors desirous of Registration on IREPS website [www.ireps.gov.in](http://www.ireps.gov.in), have to obtain class III digital signatures as a prerequisite for registration.
2. The digital signature is a tool required for authentication of person who is signing and submitting the document electronically on the website.
3. The type of digital signature required for participation in the tenders of IREPS is a "Class III digital certificate".
4. The digital certificate can be purchased by vendor from any of the Certifying Agencies authorized by Controller of Certifying Agencies (CCA) on payment of charges.
5. The details of the Certifying Agencies for selling of digital signatures are available on website of CCA --- [www.cca.gov.in](http://www.cca.gov.in).
6. Vendors are requested to contact any of the Certifying Agencies for purchase of digital signature and then submit its request for registration on website of IREPS.
7. After having obtained class III Digital Signatures, the vendors may click on the "new vendors" link on IREPS website [www.ireps.gov.in](http://www.ireps.gov.in) which will open a form for registration on the website. Vendors are requested to fill the complete details along with details of digital certificate on this registration form and submit.
8. The registered vendors shall be sent their "user name" and "password" in their e-mail by CRIS for logging on the website of IREPS.
9. Thereafter, new registered vendors can submit their offers after logging on the website using their digital signatures certificate.

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10. In case any problem is faced during registration on IREPS website then help can be obtained from help desk CRIS(Centre for Railway Information System) which is being maintained at IREPS website by contacting at following telephone numbers:

- I. 011-24105180
- II. 011-24102855

Alternatively an e-mail can be sent to help desk of CRIS at following e-mail address:

[helpdesk.eps@cris.org.in](mailto:helpdesk.eps@cris.org.in)

Contacts details of officials of CRIS are as under:

- |                                     |                       |
|-------------------------------------|-----------------------|
| I. Shri Rajaram Prasad , GM/Project | Tel. No. 011-23379934 |
| II. Shri S.S. Mathur, DGM/Project   | Tel. No. 011-24104525 |

11. Further help can be taken from the officers mentioned in Annexure-“A” in regard to any problem related to purchase of digital signatures, registration on IREPS website and submission of offers for e-procurement tenders.

For COS/NWR/Jaipur.

