

E-TENDER DOCUMENTS OF WCR - ANNEXURE-A

WEST CENTRAL RAILWAYS, JABALPUR INSTRUCTIONS FOR SUBMITTING E-BIDS ON IREPS SITE

- 10 Please read carefully all Instructions to tenderers, IRS Conditions of Contract, General Conditions & instructions to tenderers for supply contracts i.e. Annexure-B and Electronic Tender Schedule of Requirement as available on Organization's (West Central Railway) page on the web site www.ireps.gov.in. before submitting their offer.
- 20 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 requirement, 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.
- 21 Firms, which are not registered on IREPS may refer to Annexure A-1 in which *instructions* of registration procedure on IREPS site are provided. They are also advised to refer to Annexure A-2 in which procedure for obtaining Class-III Digital signature is indicated.
- 30 All mandatory fields marked with (*) have to be filled in by the bidders.
- 40 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 West Central Railway. **The tenderers exempted from depositing tender document cost i.e. the firms registered as MSEs with any of the agencies for the tendered item (as per para 2.3.2 and 2.9 of E-TENDER DOCUMENTS OF WCR-ANNEXURE-B) have to declare the same specifying the clause/category under which they are exempted. They shall upload a scanned copy of the proof of their being registered as MSEs as above to avail the exemption. In this regard please also refer para 4.0 of E-TENDER DOCUMENTS OF WCR-ANNEXURE-B.**
- 4.1 Since Electronic payment system is not started in this railway, therefore, tender cost submitted by tenderers must be received in this office within 10 working days from the date of tender opening through courier/post, otherwise offer will be summarily rejected. The Demand Draft for tender cost should remain valid for minimum period of 30 days, on its receipt in COS/WCR/JBP office.
- 50 E-Tender document consists of -
- i. Instructions for submitting E-bids on IREPS site-Annexure A.
 - ii. General Conditions & instruction to tenderers for supply contract- Annexure-B.
 - iii. IRS Conditions of contract.
 - iv. Special condition as per e-tender SOR.
 - v. Techno-commercial offer Form including attached documents, if any. Financial offer Form.
- 60 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 summarily rejected.

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- 7.0 West Central Railways have shortly started making payments through NEFT system for quick money transfer to the tenderers account. For payment through EFT, tenderers are required to submit the following along with their offer.
- (i) Tenderer to give consent in a mandate form for receipt of payment through EFT / (or RTGS) & must submit the Annexure-8, duly filled up in all respect.
 - (ii) Tenderer to provide the detail of Bank account in line with RBI guidelines for the same. These details will include Bank name, branch name and address, account type, Bank account No. and Bank and branch code as appearing on MICR cheque issued by Bank.
 - (iii) Tenderer to attach certificate from their bank, certifying the correctness of all above mentioned information (as mentioned in para (ii) above).
 - (iv) In case of non payment through EFT/RTGS or where EFT/RTGS 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 as available on IREPS site i.e. 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 tenderer. The unit of rate shall be as indicated in the tender schedule and can not be changed or altered by the tenderer. In case tenderer wishes to change any rate, terms or conditions then a fresh offer has to be submitted. 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 inter-se 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 repared automatically by the EPS system. (please also refer Para 8.0 of annexure-B)

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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 inter-se 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.
120. EARNEST MONEY DEPOSIT: FOR OPEN TENDERS:
121. The Earnest Money Deposit (E.M.D.) shall be taken from all tenderers against advertised tenders subject to exemptions as detailed in condition No.5 of Important terms and conditions of E-Tender given in. Annexure-B.
122. The amount of E.M.D. has been as specified in condition No.5 of Important terms and conditions of E-tender SOR i.e. Annexure-B.
- 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 SOR will have to be paid manually (i.e. off line) as DD/ Cash Receipt /FDR etc.
123. All other terms and conditions shall be as per Annexure-B.
130. Drawings and Specifications:
131. Unless Drawings and Specifications as mentioned in the e-tender SOR are provided with the tender documents or made available on Railway's website for downloading by the tenderers, these may be obtained in the manner shown below:

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- (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 the concerned authority of West Central Railway may be obtained from office of the Controller of Stores, West Central Railway, Core Building, 1 Floor, Indira Market, Jabalpur-482002.. However, in these cases, the tenderers shall have to:-
- (a) Produce the documentary evidence for having paid the applicable cost, if any by them unless they are registered with NSIC which entitles them for Drawings & Specs free of cost. In the latter case, the tenderer will have to produce documentary evidence that they have valid NSIC certificate as on date of tender opening for the item. Railways shall not in any way be held responsible for delay in receipt of the supply of Drawings & Specs, it shall be the sole responsibility of the tenderer to ensure the availability of the same from Railways.
- 132 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 attached, failing which the offer is liable to be rejected.
- 140 E-Tender Opening:
- 141 No Tenderer shall be required to be present in the Railways office for any e-tender opening to know the comparative position. They can obtain totally transparent tender tabulation statement by logging on to the ireps website after the tender has been opened.
- 142 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. System automatically ensures that no bids are submitted after tender closing Date and Time. Tenderer cannot submit any offer or attach any file after the tender closing date and time as given in the tender notice.
- 150 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 the bid conditions as specified in bid documents i.e. Annexure-A & Annexure-B shall have to be uploaded, along with their electronic offer.
- 160 Rate, Taxes and Duties:
- 161 Each tenderer shall fill in rate and submit the Financial Offer Form, encrypt his offer on his client machine with the secure encryption key available with the tenderer and digitally sign using his Digital Signature Certificate.
- 162 Tenderers shall clearly indicate separately ex-works basic price, packing charges, forwarding

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charges, the applicable percentage of Excise Duty in exact percentage, 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. Any other cost/charges or levies, if applicable, like installation, commissioning entry tax etc must be entered in the field of "other charges". Qualification of the some can be provided in remarks column of techno commercial form. 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.

163 Tenderers should quote the rate in the same unit (i.e. Number, set etc.) as given in the e-tender SOR. Any deviation in this aspect will make the offer liable to be ignored.

164 All other terms and conditions shall be as per instructions to tenderers given in Annexure-B.

170 Excise Duty:

171 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.

172 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.

173 If ED is not claimed in the offer and nothing is mentioned about Excise duty, then no ED will be payable.

174 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.

175 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.

176 All other terms and conditions shall be as per Annexure-B on the subject matter.

180 Sales tax/VAT:

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- 181 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.
- 182 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/tenderer.
- 183 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.
- 184 All other bid terms and conditions shall be as per Annexure-B on the subject matter.
- 190 Price Variation Clause:

The present EPS designed system does not have a provision to make tabulation statement with different types of Price Variation Clauses automatically. Therefore, a standard Price Variation Clause (as being followed by WCR at present), wherever applicable/permitted shall be incorporated in bid conditions indicating the base price & base date of a specific agency, with the formula of increase and decrease in prices etc. In that case, vendors shall be asked categorically to quote exactly as per PVC formula as given in the tender document or otherwise in case of any deviation with respect to Price Variation Clause formula as specified in bid conditions, their offer shall be considered null and void and shall be summarily rejected.
- 200 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.
- 210 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. West Central 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/WCR/JBP shall not entertain any complaint for not giving opportunity to the tenderer to quote against this E-tender.
- 220 The vendors are also requested to read the Vendor user manual available on IREPS website and familiarize themselves with the electronic tender process.

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ANNEXURE 'A-1'

Important information to Vendors 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.
2. 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.
3. Following officers and staff are nominated for assisting the vendors willing to participate in e-procurement process:

Sr. No.	Name & Designation	Telephone No.	e-mail ID
1.	Shri Ashok Kumar Singh DY.CMM/EP/JBP	09752415752	akseps@sify.com
2.	Shri Subodh Hande AMM/MMIS/JBP	09752415777	subodhhande@gmail.com

4. 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/WCR/Jabalpur

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

1. Vendors desirous of Registration on IREPS website 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.
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 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.
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:

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I 011-24105180

II 011-24102855

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

01.

helpdesk.eps@cris.org.in ,

02. _____

helpdesk.eps@gmail.com _____

Contacts details of officials of CRIS are as under:

I.Shri V.K. Shrivastava , 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/WCR/Jabalpur.