

Features of IREPS (Indian Railway Electronic Procurement System)

This is the official portal of Indian Railways for procurement of Goods, Works & Services, Sale of Materials and Leasing of Assets through the process of E- Auction or Reverse Auction.

The site is developed and maintained by CRIS using the latest technology and security features.

Salient security features deployed include asymmetric cryptography (also known as public key cryptography) , PKI (Public Key

Infrastructure) enablement, digital signature, 256 bit 'VeriSign' Extended SSL (Secure Sockets Layer), apart from standard security features like name, password, digital authentication, role based access and privileges, audit, trail time, synchronization for all Production servers with IST (Indian Standard Time) (acquired from NPL) [National Physical Laboratory of India] etc. The data centre has been designed to be fully secure using various hardware and software utilities like firewall, Load Balancer, IPS (Instruction Prevention System), Antivirus etc.

The site is compliant to IT Act 2000 and follows the instructions/guidelines issued by Ministry of Railways from time to time for procurement, sale and leasing. Security aspects of IREPS website are regularly tested by third party viz. M/s STQC, under department of IT (DIT), GOI. The site provides a secure platform to users for online transactions for procurement and sale. The site caters to requirements of all Zonal Railways and production Units of IR and is also being used by PSUs like Konkan Railway Corporation Limited (KRCL) and Delhi Metro Rail Corporation (DMRC) etc.

#Public Key Infrastructure (PKI) is a technology for authenticating users and devices in the digital world. The basic idea is to have one or more trusted parties digitally sign documents certifying that a particular cryptographic key belongs to a particular user or device.

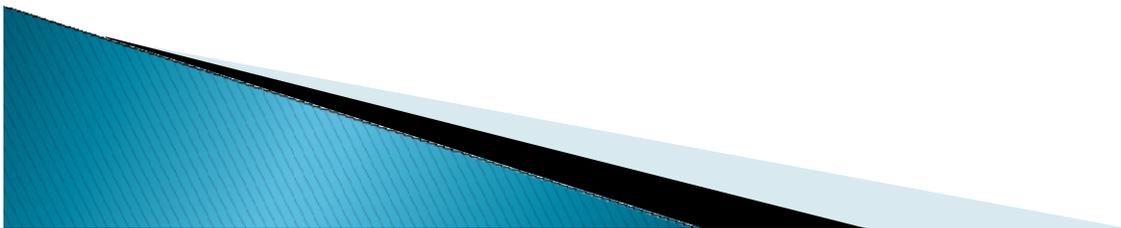
##Asymmetric cryptography, also known as public-key cryptography, is a process that uses a pair of related keys -- one public key and one private key -- to encrypt and decrypt a message and protect it from unauthorized access or use. A public key is a

cryptographic key that can be used by any person to encrypt a message so that it can only be deciphered by the intended recipient with their private key.

****NPL is the custodian of “National Standards” with a responsibility of realization, establishment, up gradation, maintenance and dissemination of standards at par to international level through R and D and latest technology.**

******An Intrusion Prevention System (IPS) is a network security/threat prevention technology**

that examines network traffic flows to detect and prevent vulnerability exploits.



Opening & Scrutiny of Tenders

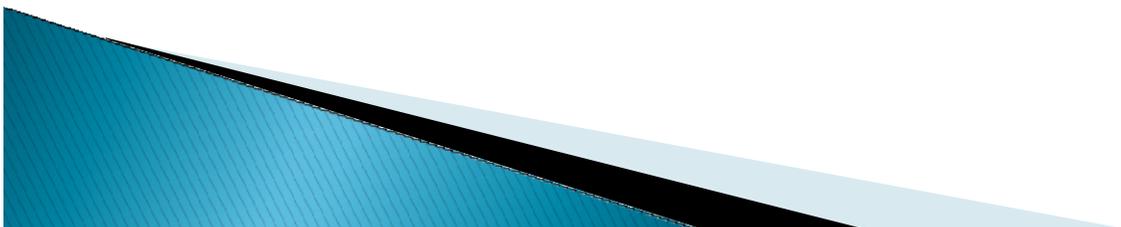
- Tenders should be opened at the specified time, date and place by the Officer nominated for the purpose. The presence of Accounts representative at the time of opening of tenders is required, if the tender value is over Rs. 10,000/- in the presence of the intending tenderers . The sale of tender papers should be stopped four hours before opening of tenders .

Opening & Scrutiny of Tenders

- The officer, who opens the tenders and the Accounts representative witnessing the tender opening, should:
- Initial (with date) the cover containing the tender, front cover page of the tender every page of the tender on which the rates or special tender conditions are quoted.
- Initial (with date) all corrections in the schedule of quantities, schedule of materials, to be issued and specification and other essential parts of the contract documents.
- Clearly indicate on each page of schedule attached to the tender, any ambiguities in rates quoted by the tenderers in words or figures.

Opening & Scrutiny of Tenders

- Mark and initial all over writing in red ink. The corrections, over writing and omissions should be serially numbered and the total number of such corrections etc. should be clearly mentioned at the end of each page of the schedule attached to the tender paper and attested with date.
- Should specifically record whether samples have been supplied or not along with tender

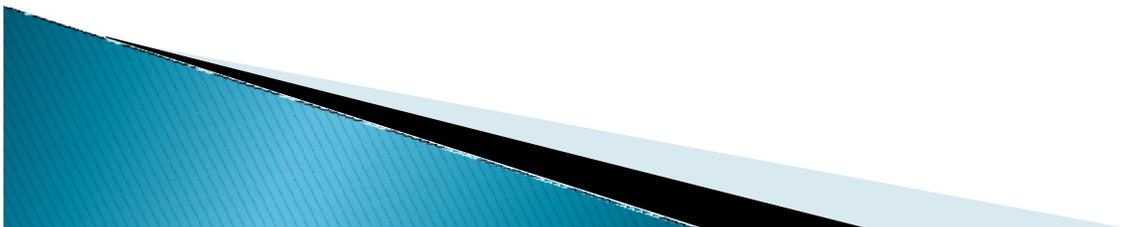


TENDER REGISTER

- Particulars of tenders should be noted in a register which should include the following information
 - **Name of work**
 - **Tender notice no.**
 - **Nature of tender**
 - **Date of opening of tender**
 - **Earnest money required**
 - **Serial number**
 - **Name of tenderers**
 - **Date of application**
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TENDER REGISTER

- Cash received
- **Tender forms no.**
- Signature of issuing officer
- Signature of tenderer
- Remarks
- The tender register should be signed by the representative of the Executive and Accounts who open the tenders. The original tenders should always be kept in the custody of a Gazetted Officer till tabulation chart is prepared and got signed by the tender opening committee.



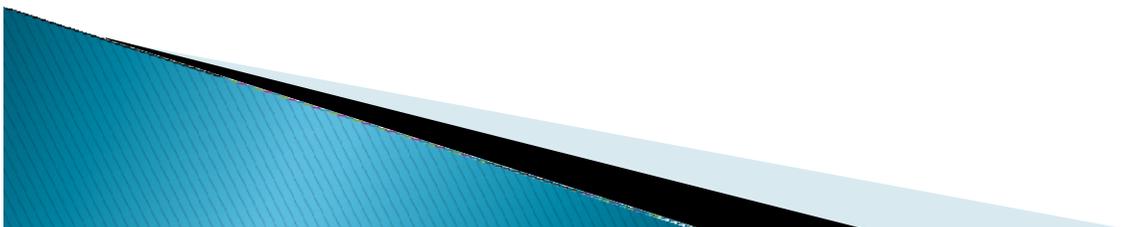
COMPARATIVE STATEMENT

- After the tenders are opened, the tender documents should be in the custody of a Gazetted Officer till the tender is finalised. A comparative Statement of rates, amounts, quantities and other important tender conditions should be prepared by a responsible staff in presence of the executive Officer who opens the tenders for which necessary office order fixing responsibility of the staff concerned should be issued prior to giving the work to him.



COMPARATIVE STATEMENT

- Each and every page of the comparative statement must be signed by the staff preparing it and checked and signed by the section in charge.
- The Executive Officer and the Accounts Officer associated with Opening of tender should carry out 100% check of the comparative statement and sign each and every page thereof and not the last page only.



COMPARATIVE STATEMENT

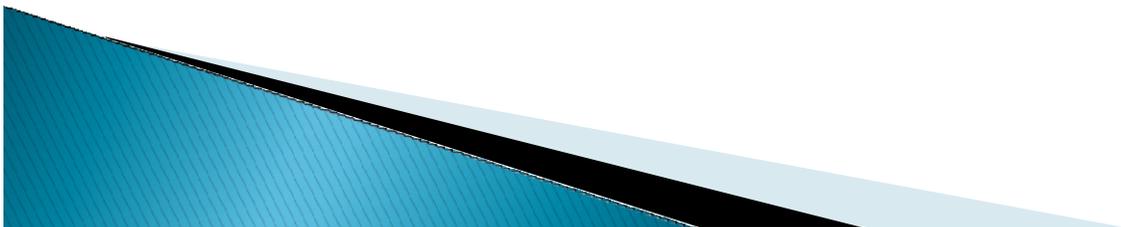
- It must be ensured that all tenders received are tabulated in the comparative statement and put up to the Tender Committee for their consideration without any screening by any other official.
- The briefing notes shall be prepared under the direction of the concerned Executive Officer. He will ensure that all aspects enumerated above are included in the briefing note and sign each page of the briefing notes.

COMPARATIVE STATEMENT

- The financial evaluation will be done by the Estimator assigned for the job and shall be checked by Head of Chief Estimator. They will be responsible to the correctness of the comparative statement and the briefing note and sign each page of the same.
- The section in charge dealing with the tenders shall ensure that all special conditions have been accounted for and that comparison has been made with prevailing rates of the area and sign on each page of the briefing note.
- Only the signed and vetted copies of briefing note shall be circulated amongst the T. C. members in advance preferably along with T. C. Meeting notice.

CONSTITUTION OF TENDER COMMITTEE

- Tender Committee should be generally constituted by the authority competent to accept the tenders when the tender value involves more than Rs. 25,000/-. When the G. M. is authority competent to accept the tender, the HOD concerned should
- The Tender Committee should consist of a minimum 3 members of whom one should be from the Accounts department and one from the concerned executive department. The third member should be from another department, which also deals with such contract matters.

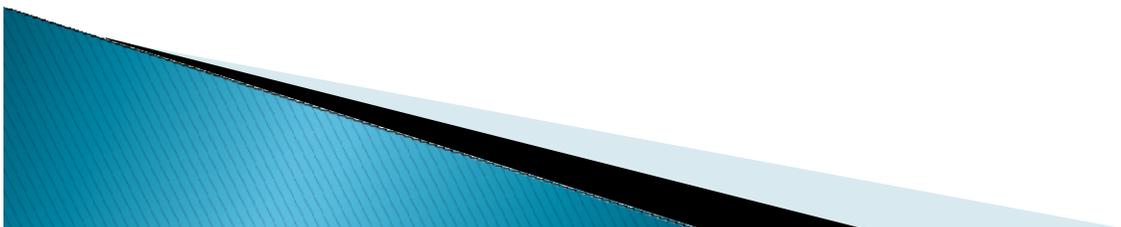


TENDER COMMITTEE

- On basis of value of tender following authorities are decided Tender inviting authority, Tender Opening Committee, Members of Tender Committee, Tender accepting authority, Contract Signing authority.
 - The tender Committee should be so constituted that an officer recommending acceptance of a tender in his capacity as a member of Tender Committee shall not be also the accepting authority of the same tender.
 - The proceedings of the Tender Committee will be put up by convenor member of tender Committee direct to the accepting authority.
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RESPONSIBILITY OF TENDER COMMITTEE

- Tender should be considered without delay
- Tenders should be finalised within the period of validity of offers.
- Clarification should not be sought in piece meal from the tenderers. All the information necessary for consideration of offers should be called for at one time, leaving no occasion for seeking further extension of time.
- In all cases where the lowest or lower tenders are rejected, full reasons for the rejection should be recorded, so that reasons for such rejection would be available on files.



RESPONSIBILITY OF TENDER COMMITTEE

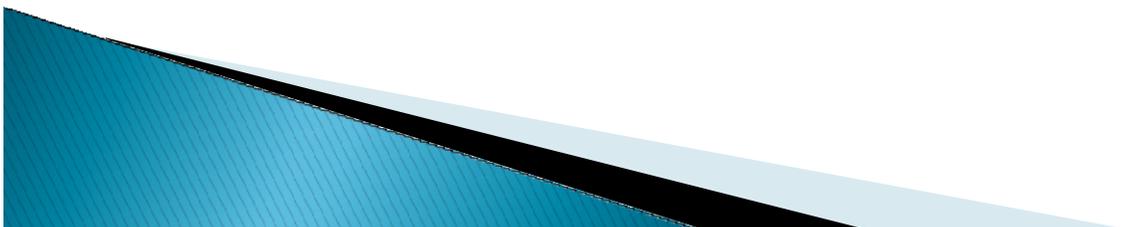
- In case of 'Open' tenders, if the lowest tenderer is not on approved contractor, he should be asked to produce evidence of his capacity of execution and financial position. If he fails to produce such credentials this fact should be kept place on record
 - The capacity, credentials and financial status of the tenderer should be investigated and only if these are found satisfactory the contract should be awarded .
 - In addition to the generally known responsibility of the Tender Committee, they have a special responsibility to scrutinise carefully the rates.
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NEGOTIATIONS

- Where all the tenders are considered to be unreasonably high in value and it is felt that re-tendering would not secure better advantage to the Railway and/or
- Where the lowest tender is technically not acceptable or is rejected because of unsatisfactory credentials, inadequacy of capacity or unworkable rates and next higher offer to be considered in accordance with the established procedure is found to be unreasonably high.
- **The decision whether to invite fresh tenders or to negotiation should be taken by the competent authority after obtaining the recommendations of the Tender Committee.**

NEGOTIATIONS

- After the competent authority has decided to call specific tenderer for negotiation, the following procedure should be adopted
- The lowest tenderer to be called in for negotiations should be addressed as laid down by Board, so that the rates originally quoted by them shall remain open for acceptance in the event of failure of negotiation .
- In case, however, the selected tenderer prefers to send a revised bid instead of being present at the negotiation, the offer should be taken into account.

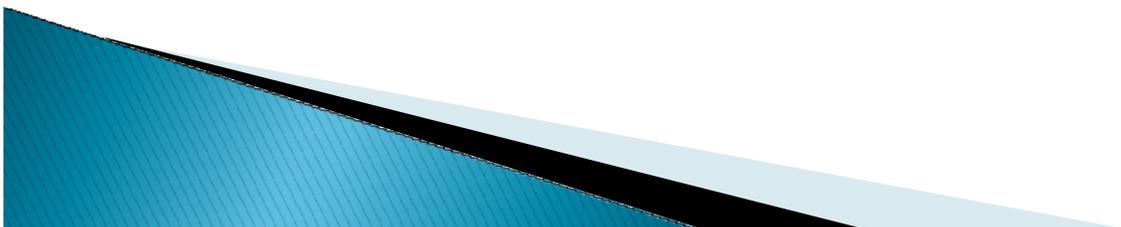


NEGOTIATIONS

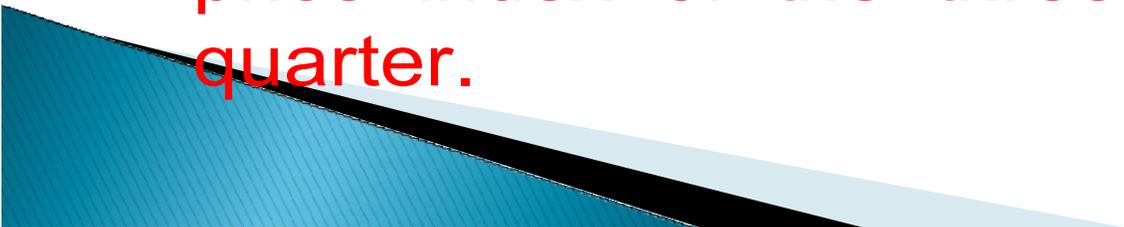
- While conducting negotiations with tenderer and obtaining revised rates and recommending the same for acceptance, the tender committee should ensure that the fundamental requirements of safeguarding Railway's financial interest have been fully observed.
- In no case, including where a ring is suspected, should negotiation be extended to those who had either not tendered originally or whose tender was rejected because of unsatisfactory credentials, inadequacy of capacity or unworkable rates or (in the case of other than stores tenders only) whose tender was not accompanied by requisite earnest money.

PRICE VARIATION CLAUSE

- Price variation clause will not apply if the price variation is up to 5%. Reimbursement/recovery due to variation in prices shall continue to be made only for the amount in excess of 5% of the amount payable to the contractor, as hitherto (in other words price variation up to 5% is to be absorbed by the contractor). The escalation is to be worked out as per given formula taking into consideration the price index prevalent at the time of calculating the price variation.



PRICE VARIATION CLAUSE

- Price variation will be calculated once every quarter for the on account payments made in that quarter if more than one on account payment is made, calculation for payment towards price variation will be made in each
 - No maximum value for the price variation is to be prescribed.
 - Calculation of payment, on account of price variation should be based on the average price index of the three months of the quarter.
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PRICE VARIATION CLAUSE

- If the rates quoted in negotiated tender are accepted it is logical that the base month for price variation clause is the month in which negotiation are held. This may, however, is required to be clarified on the tender conditions or in negotiation.
- **The fixed cost of the contract value on which no price variation would be permissible may be kept at 15% of the value of the contract.**
- **The demand for escalation of the cost may be allowed on the basis of provisional indices made available by Reserve Bank of India. Any adjustment needed to be done based on jointly published indices is to be made as and when they become available.**