

# HOW TO DRAW INDENT/MATERIAL

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SMRITI RAO  
AP(PROJ)/IRIMEE



# Stores

```
graph TD; Stores[Stores] --- Stock[Stock items]; Stores --- NonStock[Non-stock items];
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## Stock items

- Regular demand.
- Regular Drawl/consumption.
- Regular recoupment.

## Non-stock items

- Required occasionally.
- No regular consumption.


# STORES NOMENCLATURE AND PRICE LISTS

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- In Indian Railways, procurement of store items (stock) are required to be made by quoting the price ledger (PL) number for each item.

|            |           |            |             |
|------------|-----------|------------|-------------|
| **         | **        | ***        | *           |
| A          | B         | C          | D           |
| MAIN GROUP | SUB GROUP | SERIAL No. | CHECK-DIGIT |

# 90 35 058 3

- Part A -- First Two Digits
  - Part B -- Third and fourth digit
  - Part C-- Fifth , Sixth and seventh digit
  - Part D-- Last digit
- 
- *Part 'A'* consists of two digits representing the main group of stores to which the item belongs. in the present example main group is '90' which is for steel items.
  - *Part 'B'* consists of two digits representing sub-group. Each group has been further divided into sub-groups. Here '35' is the sub-group which is for various sizes of Mild Steel Flats. The sub-grouping for the most of rolling stock groups is on the basis of major assemblies of which the item is a part.
  - *Part 'C'* consists of 3 digits and is the serial number of the item within the sub-group. No significance is attached to this number. In the above example serial number is 58.
  - *Part 'D'* consists of one digit which has a special significance with reference to computerization. This is the check digit. This digit is unique to a given number and is intended to check the integrity of the code number.
- 

|       |                                     |
|-------|-------------------------------------|
| 00-09 | STEAM LOCO SPARES                   |
| 10-19 | DIESEL LOCO SPARES                  |
| 20-29 | ELECTRIC LOCO SPARES                |
| 30-39 | CARRIAGE & WAGON SPARES             |
| 40-49 | ELECTRICAL STORES                   |
| 50-59 | SIGNAL & TELE- COMMUNICATION STORES |
| 60-69 | PERMANENT WAY & ENGG. STORES        |
| 70-99 | GENERAL STORES                      |
| 98    | SCRAP                               |

- 1. WRITE 2 TO 8 BELOW EACH DIGIT OF CODE FROM RIGHT TO LEFT EXCEPT CHECK DIGIT
- 2. MULTIPLY THE DIGITS VERTICALLY &
- 3. ADD PRODUCTS OF MULTIPLICATION HORIZONTALLY,
- 4. DIVIDE THE SUM OF PRODUCTS BY 11,
- 5. THE REMAINDER OF DIVISION IS CHECK DIGIT
- Major group wise Nomenclature lists (popularly known as PL books) have been printed for all the items classified in a Major group.

2 5 1 6 1 0 4 ?

X X X X X X X

8 7 6 5 4 3 2 -

$$16 + 35 + 6 + 30 + 4 + 0 + 8 = 99$$

$$99/11 = 11 \times 9 + 0, \text{ i.e. Remainder} = 0$$

Therefore, Check digit = 0



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- **Methods of Recoupment:** There are three basic methods of Recoupment which are used on the Railway systems:
  - (i) Maxima- Minima System
  - (ii) Annual Estimate System
  - (iii) Fixing a level for emergency items and recouping the items to this level on every issue.



## Maximum- Minimum System:

**Maximum** is the quantity, which is most economical to order at a time. If we order large quantities at a time, large amount of money will be blocked and inventory carrying cost will be higher. As against this, if we order small quantity at a time we will have to order more frequently and ordering costs will go up. high value items this quantity has been fixed as 3 months requirements whereas for low value items it has been fixed as 12 months requirements.

**Minimum-** The time required from the point recoument is initiated till the point material is inspected and accepted is known as lead-time. At the time of recoument the stocks available (Physical stock plus quantities on order) should be sufficient to meet the requirement during the lead-time. This quantity of material is known as "Minimum". This is also known as "Re-order level" or "Re-order Point".

In the maximum minimum system, a perpetual record is required to be kept. As soon as the stocks plus dues touch the minimum level, Recoument is made for the quantity equal to one maximum. In the Railways shop manufactured items and a few typical depot stock items are recouped on this system. Majority of items follow annual recoument system. Buffer stock is provided to meet unforeseen fluctuations in leadtime as well as fluctuations in consumption patterns.

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- **Annual Estimate System:** In annual estimate system, a fixed timetable is followed for Recoupment of the items as against the maximum- minimum system where items are recouped as and when they touch the minimum level.
  - The period for which items are recouped is fixed and is called “Contract Period”. This contract period is generally 12 months. For the purpose of convenience, different contract periods are fixed for different groups of items so that some groups are recouped in January, some in February and so on. This system is advantageous in that it is possible to combine the demands of different depots and make one purchase.



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- **Recouplement of Emergency Stores:** The special characteristics of emergency stores is that the demand is not regular. An upper limit or emergency limit is fixed based on experience. This limit can also be rationally fixed with the use of statistical methods.
  - Every time there is an issue, the item is recouped to bring the stock to this predetermined level.

# STOCK ITEMS: WITHDRAWAL

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- Issue form – SI313
- Overwithdrawal: AAC may need to be revised.

# Non-Stock items

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- Non-Stock items are generally those items which do not have regular turnover. Planning of such items by Stores Department is difficult and therefore user departments plan for these items on the basis of various estimates for works and their programs for repairs and maintenance.
- As purchase always takes some time, advance planning even for non-stock items is also called for.
- After working out the requirements, user departments submit those requirements to their feeding stores depot on requisition form No.S 1302.
- This requisition should be prepared on the basis of "one item on one form" in duplicate. One copy will be retained by the Indenting officer as his office copy and the other copy will be submitted to the feeding Stores Depot through the officer competent to sanction the requirements.

Very Urgent

Date : 19/03/2020 Rail Wheel Factory, Yelahanka, Bangalore -560 064 Page : 1  
Time : 5:24:02PM N.S. INDENT - S.1302

Indent No. : 2019HHJG0039 Date : 19/03/2020 Imp/Ind : 2-Indigenous  
Designation: HHJG AME/Drawing Allocation : 20721804  
of Indentor  
Consignee : HDS Sr.Section Engineer/Drawing Work Order : HD3919  
Indent Type: LOCAL PURCHASE Mach. No. :  
Purpose : USE IN SHOP FLOOR Urgency : Most Urgent  
Trade Group 7849 Miscellaneous items not covered elsewhere  
PL Number 86NB9304 Unit : NUMBER Req.Date : 24/03/2020  
METAL SUGGESTION BOX (LETTER BOX)

Long Desc. :  
METAL SUGGESTION BOX (LETTER BOX) MATERIAL HIGH GRADE METAL POWDER COATED WITH LOCK  
SYSTEM SIZE: 295 X 250 X 75 MM

Quantity 8.00 EIGHT  
Rate 1935.00 RUPEES ONE THOUSAND NINE HUNDRED THIRTY-FIVE ONLY  
(including taxes)  
Est.Value 15480.00 RUPEES FIFTEEN THOUSAND FOUR HUNDRED EIGHTY ONLY  
(including taxes)  
Likely Supplier/Local agent of the OEM :

0  
Last PO Details : FIRST PURCHASE  
Last PO Date : Rate : Sup Cd:  
(Includes Taxes)

Encl- Budgetary Quotation in  
Item not available in M.

2020E/SMB/1000  
dt. 22/05/2020  
स.यां.इ./मुख्या  
AME/HQ

Summe  
Originating  
Official  
वरिष्ठ सेक्शन इंजीनियर /यौआरेकाया  
Senior Section Engineer / MDO  
रेल पहिया कारखाना (भारतीय रेल)  
Rail Wheel Factory (Indian Railways)  
यलहंका, बेंगलोर - 560 064.  
Yelahanka, Bangalore - 560 064.

24/4  
Approving  
Officer  
वरिष्ठ यांत्रिक इंजीनियर/डि  
Sr. MECHANICAL ENGINEER / D  
रेल पहिया कारखाना (भारतीय रेल)  
Rail Wheel Factory (Indian Railways)  
यलहंका, बेंगलुरु - 560 064.  
Yelahanka, Bengaluru - 560 064.



# THINGS TO KEEP IN MIND WHILE MAKING NSR

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- (a) As far as possible attempts should be made to draw **standard stock items from Stores Dept.** If the standard stock items cannot meet the requirements, then the quantity of non-stock items to be requisitioned should be assessed realistically, keeping Canons of Financial Propriety in mind. Many times there is temptation to over-indent the quantity and ultimately excess quantity may lie in Stores without any use.
- (b) **Description of items should be clear and detailed.** As the user is not going himself to purchase the material from the market, he should examine the description as a manufacturer or Inspecting officer and should visualize whether he will be able to make or inspect the material on the basis of given description as per user requirement.
- (c.) In our country Bureau of Indian Standards have standardized specifications for most of the products. These specifications are known as Indian Standard Specifications (ISS). If the **products to these specifications can meet our requirements**, we shall always prefer goods to these specifications. British Standard (BS), American Society of Testing Materials (ASTM) etc.

# Things to keep in mind while making NSR

- For some of the Railway items, RDSO have made the specifications which are known as Indian Railway Standards (IRS) Specifications. If our requirements can not be specified by any of these specifications, we should try to make our own specifications.
- In many cases user may receive the material matching to the description given by him in the requisition, but he may find the material not to his requirement and this may be due **to flaw in the description** or specification provided by him. Sometimes specification itself classify the particular material in various grades and if the grade is not specified in the description, supplier may try to supply the cheapest possible grade which may not serve the purpose of user.
- If the item being indented is not as per Standard Specifications (IRS or IS) and the Indenting Officer has made his own specification or drawing, then he should send sufficient copies (about 10-12) of these specifications or drawings so that the same may be sent to all the likely suppliers at the time of issue of tenders.



- (c) Head of allocation to which the expenditure is to be charged, should be clearly indicated.
  - (b) If the same material was received by the indenter in the past, then he should invariably indicate the last purchase particulars.. If the purchase is being made for the first time and if indenter knows some of the likely suppliers, he should give list of those suppliers.
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- (e) Administrative approval of competent authority is required. Assessment of rate for non-stock items is the basic requirement which is to be met by the user. The rate should, however, be assessed realistically and there should not be any deliberate attempt to assess the rate on lower side to either avoid finance concurrence or administrative approval at a particular level, following points should be kept in mind :
    - i) If the rate is assessed based on the last purchase rate, then due allowance should be provided for inflation. For this inquiries can be made from the market or in absence of any data, inflation at the rate of 6 to 10% per year may be allowed, depending upon the nature of the item and a remark to this effect may be given in the requisition.
    - ii) In the rate, various taxes such as Excise duty, Sales Tax and extras such as packing and forwarding charges and freight should also be taken into account.
    - iii) If the item is being indented for the first time, attempt should be made to inquire the rate from the market.
    - iv) In absence of any information, rate can be worked out by doing a cost analysis and details of cost analysis may be enclosed along with the requisition.





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- f) Availability of the funds should be clearly certified.
  - g.) The date by which the material is required should be clearly indicated. This date should normally be 6/8 months after date of submission of indent to Stores department, If, the item is required urgently, then full justification should be provided and concerned purchase officer should be addressed to arrange the material on out of turn priority.
  - h) Demand for the items which are required to be purchased from a single source only should be accompanied with a certificate known as Proprietary Article Certificate (PAC) or with an adequate justification for purchase on single tender basis. PAC is to be signed by the officers of user departments as under.



# CONVERSION OF NON-STOCK ITEMS INTO STOCK ITEMS

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If it is found that a non-stock item is regularly required, then attempt should be made by the Consuming department to get the item stocked in nearby Stores Depot.

- User department should submit stocking application on the prescribed proforma through the Stores Depot where it is desired to stock the item.
- Approval for stocking the item will be granted by COS.



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| S.No. | Nature of Powers   | C.O.S.                                | C.M.M.  | Dy. CMM  | S.M.M.  | AMM   | Other Officers | Remarks  |
|-------|--|---------------------------------------|---|--|---|---|----------------|--|
| 1     | 2  | 3                                     | 4   | 5  | 6   | 7   | 8              | 9  |
| 1.2   | (a) Signing of Non-stock requisitions by user department | <u>PHOD/CHOD</u><br>Above Rs.45 lakhs | <u>CWM/ADM/SAG</u><br>Above Rs.15 lakhs to Rs45 lakhs | <u>JAG/SG</u><br>Above Rs. 2 lakhs up to Rs.15 lakhs | <u>SS (JAG/SG in absence of SS)</u><br>Above Rs. 25,000 up to Rs. 2 lakhs | <u>JS (SS in absence of JS)</u><br>Up to Rs. 25,000 |                | <p>4. 2017/Trans/01/Policy dtd 18.10.2017</p> <ol style="list-style-type: none"> <li>The level of signing as approving officer in Non-stock requisitions which inter-alia also certifies essentiality of requirement.</li> <li>Level of signing as approving officer will also certify whether item is safety item</li> <li>Non-stock requisitions will require vetting as per extant instructions.</li> <li>In case JAG/SG officer not posted, then Non-stock requisition to be signed by ADRM/CWM/SAG officer of the user dept.</li> </ol> <p><i>Authority:</i></p> <ol style="list-style-type: none"> <li>Board's Lr. No.2005/RS(G)/779/7 dt. 06.05.2015.</li> <li>2017/Trans/01/Policy dtd 18.10.2017</li> </ol> |
| 1.2   | (b) Signing of PAC by user department                    | <u>PHOD/CHOD</u><br>Above Rs.25 lakhs | <u>CWM/ADM/SAG</u><br>Up to Rs. 25 lakhs              | <u>JAG/SG</u><br>Up to Rs. 15 lakhs                  | <u>SS (JAG/SG in absence of SS)</u><br>Up to Rs. 2 lakhs                  | <u>JS (SS in absence of JS)</u><br>Up to Rs. 75,000 |                | <ol style="list-style-type: none"> <li>The level of signing as approving officer in Non-stock requisitions which inter-alia also certifies essentiality of requirement.</li> <li>Non-stock requisitions will require vetting as per extant instructions.</li> <li>In case JAG/SG officer not posted, then Non-stock requisition to be signed by ADRM/CWM/SAG officer of the user dept.</li> </ol> <p><i>Authority:</i></p> <ol style="list-style-type: none"> <li>Board's Lr. No.2005/RS(G)/779/7 dt. 06.05.2015.</li> <li>2017/Trans/01/Policy dtd 18.10.2017</li> </ol>  |





| S.No. | Nature of Powers                      | C.O.S.  | C.M.M. | Dy. CMM | S.M.M. | AMM | Other Officers | Remarks |   |
|-------|---------------------------------------|---|--------|---------|--------|-----|----------------|---------|---|
| 1     | 2                                     | 3   | 4      | 5       | 6      | 7   | 8              | 9       |   |
| 1.3   | (a) Vetting of Non-Stock requisitions | 1. Safety items – above Rs. 10 lakhs<br>2. Other than safety items – above Rs. 2.5 lakhs  |        |         |        |     |                |         | <i>Authority:</i><br>1. 99/RS(IC)/165/SRC dtd. 25.02.03<br>2. 2007/Trans/01/Policy dtd. 18.10.17  |
|       | (b) Vetting of purchase orders        | 1. The limit for vetting of purchase orders is above Rs.15 lakhs for safety items as defined in Rly. Bd. Lr. No. 88/RS(G)/779/14Pt dt 06.01.2017 subject to 10% test check by Accounts and Rs.8 lakhs for other than safety items including Medicines<br>2. Powers of finance deptt: A) JAG above Rs. 5 Crores and B) Sr.Scale up to Rs. 5 Crores<br>3. However, all purchase orders, which do not require vetting, may also be got noted in the liability register for strict budgetary control<br>4. Funds availabilty register in imms should be regularly updated |        |         |        |     |                |         | <i>Authority:</i><br>1. 88/RS(G)/779/43Pt dt. 21.10.2002<br>2. Rly. BD. Lr. No. 2001/F/(S)/LPW/7/2 dated 09.01.2003;<br>3. Lr.No.2007/RS(G)/779/1 dated 28.07.08, 16.10.2008,16.02.2009;<br>4. 2014/F(S)1/Misc./12 dt. 24.12.2014<br>5. 88/RS(G)/779/14Pt dt 27.02.2015& 12.03.2015 & 88/RS(G)/779/14Pt dt 06.01.2017 |

**NORTH EAST FRONTIER RAILWAY**  
**PURCHASE ORDER (NON-STOCK)**

P.O.No.: GH205075100041 dated 10-APR-20

To, **KASHYAP ADVERTISING-INDORE**  
9/3, MAYA HOUSE BALAJI TULSIYANA INDUSTRIES KUMEDI  
INDORE - 452003  
(Tel: 918982612099) (V.Code: :1016235)  
( Industry type : Other Industries )

From, O/O THE GUWAHATI FORMS DEPOT, GUWAHATI  
Website: <https://www.ireps.gov.in/>

Digitally signed by MRIDUL KUMAR GOGOI  
Date: 2020.04.11 14:55:18  
Reason: Signed P.O.  
Location: IREPS-CRS

This is an auto-generated Purchase Order based on online tender decision.

With reference to your Bid Id No.11080610 dated 08/04/20 against this office Tender No.GH205075A opened on 09/04/20, please deliver to the Consignee(s) mentioned below, the under mentioned articles free of incidental charges subject to Indian Railways Standard Conditions of Contract (Latest Edition) and General Conditions of Contract for the Stores Department of this Railway and to the addendum to the same subject applicable to this Contract.

Total Order Value: **Rs.2,77,200.00** (Rupees Two Lakh Seventy-Seven Thousand Two Hundred only)

**SVC : APPLICABLE, PVC : NOT APPLICABLE, Safety : NO, Option Clause : NOT APPLICABLE, Time Preference : NOT APPLICABLE**

PL No : 7520N200      Item Qty : 7500 Pairs      Inspection agency : Consignee

**Description :** Anti cut hand Gloves Make:- Swaraj safety product,Pune,wallmount Enterprise or R.J Enterprise only  
Accepted Firms offer Make/Brand-Swaraj safety product

**Basic Rate:** Rs. 33.00 (Rupees Thirty-Three only)

| Consignee            | PO Sr. | DELIVERY SCHEDULE |          |              | S.Tax/VAT  | Freight Charges | Other Charges |
|----------------------|--------|-------------------|----------|--------------|------------|-----------------|---------------|
|                      |        | Commence          | Complete | Ordered Qty. |            |                 |               |
| SSE/C/IC/GHY (Assam) | 001    |                   | 25/04/20 | 7,500.000    | GST @ 12 % | --              | --            |

**Other Terms and Conditions**

- FOR Destination
- Mode of Despatch By Road/Rail
- Payment Terms 100% payment against Bill certified by the consignee
- Security Money Not Applicable
- Standard Governing Conditions IRS Conditions of Contract: The contract shall be governed by latest version (along with all correction slips) of IRS conditions of contract, and all other terms and conditions incorporated in the tender documents.
- Statutory Variation Clause Applicable
- Make/Brand Swaraj safety product
- Payment Mode: RTGS/NEFT  
Bank Account No: 912020004074731  
IFSC Code: UTIB0000043; Bank Name: AXIS BANK; Bank Address: INDORE , INDORE, Madhya Pradesh , India, 452003

Please acknowledge receipt of this purchase order.

**DEMAND DETAILS**

| PL No. | Consignee Bill Passing Officer | PO Sr. | Demand No. | Allocation | Pay Year | Value |
|--------|--------------------------------|--------|------------|------------|----------|-------|
|        |                                |        |            |            |          |       |

Digitally Signed by Mridul Kr. Gogoi, DAMM/GHY  
mridulgogoi2000@gmail.com  
for Principal Chief Materials Manager  
for and on behalf of the President of India

[PO.Key: 4789252; :Autogenerated PO(non-editable)]

**NORTH EAST FRONTIER RAILWAY**      **NON-STOCK DEMAND DETAILS**

|                              |                   |                            |          |                     |                  |                   |              |
|------------------------------|-------------------|----------------------------|----------|---------------------|------------------|-------------------|--------------|
| Demand-No.:                  | 35220017 (N)20-21 | Demand-Date                | 29/04/20 | Indentor Dem.Ref.   | 35220017(N)20-21 | Indentor          | SSE/C/IC/GHY |
| Fund Available in            | 2020-21           | Estimate No. Estimate Date |          | Estimate Item No.   |                  | Delivery Reqd. by |              |
| Bill-Passing-Officer         | Sr CDOGHY         |                            |          | Bill-Paying-Officer | A3001            |                   |              |
| Proposed Mode of Procurement |                   |                            |          |                     |                  | Pur.File No.      |              |

NOTE:-  
Required for Drying compressed Air & Air compressor Machine at PIT/GHY & PIT/NGC

**Schedule of Requirements**

| Item#                     | PLN/Consignee                            | Description  | Quantity | Rate/Unit | Value(Rs)         | Allocation |
|---------------------------|--|--|----------|-----------|-------------------|------------|
| 1                         | 7717N017<br>Cons Rly- 05<br>SSE/C/IC/GHY | Supply of Air Dryer model KRD500-C Brand- Kiroloskar. Capacity 8.49 m3/min, Supply Voltage-415 V AC, Working pressure-7-16 bar g Make:- Kiroloskar, Mahindra or Jackson only | 2 Nos    | 501500.00 | 1003000.00        | 0730028    |
| <b>TOTAL-VALUE: (Rs.)</b> |  |  |          |           | <b>1003000.00</b> |            |

**Special Conditions**

| Sr.No. | Condition                          |
|--------|------------------------------------|
| 1.     | Inspection, Testing and Acceptance |
| 1      | By Consignee                       |
| 2.     | Payment Terms                      |
| 2      | 100% Payment                       |
| 3.     | Delivery Schedule                  |
| 3      | within 7 DAYS                      |

**Likely Suppliers**

| Sr.No. | V.Code | Firm's Name & City                       |
|--------|--------|--|
| 1      | 108778 | PRANJAL ENTERPRISE-GUWAHATI              |
| 2      | 86278  | UNIVERSAL INDUSTRIAL EQUIPMENTS-GUWAHATI |
| 3      |        | M/S GALIBUDDIN AHMED,GUWAHATI            |

**LAR/Budgetary-Quote Details**

| Sr.No. | Type | L.P.O/B.Q.Ref    | Rate(Rs./Unit) All-Inclusive | Remarks                          |
|--------|------|------------------|------------------------------|----------------------------------|
| 1      | BQ   | NIL dt. 29/04/20 | 501500.00                    | M/s PRANJAL ENTERPRISE-GUWAHATI. |

**Documents Attached**

| Sr.No. | Type | Doc. Description              |
|--------|------|-------------------------------|
| 1      | OTH  | rgsn17                        |
| 2      | OTH  | quotation 1                   |
| 3      | OTH  | quotation2                    |
| 4      | OTH  | quotation3                    |
| 5      | OTH  | Fund Availability certificate |
| 6      | OTH  | Essential certificate         |

**Authentication Details**

| Auth.Seq. | Date                 | Action-by  | Auth.Action               | Forwarded-To                        | IP-Address     |
|-----------|----------------------|--|---------------------------|-------------------------------------|----------------|
| 9400962   | 01/05/20<br>13:05:23 | Hemanga Das, SSE/C/IC/GHY<br>ST = Assam, OID.2.5.4.20=df80922d7789920a09a1417198e<br>d9df6148b940186860923e5ec643f024e6bda, OID.2.5.4.17=781021, SERIAL<br>NUMBER=054c82165e4ea7a3ac1f1c555f2a667b58dafc0ba5b41f0766a49866b2c<br>53389_CN=HEMANGA DAS, OU=CONTRACT, O=NORTH EAST FRONTIER      | Forwarded/<br>Transferred | KAPIL<br>JAMBULKAR,<br>Sr.CDO/GHY   | 223.187.219.7  |
|           |                      |  |                           | Forwarded to your approval please   |                |
| 9401961   | 01/05/20<br>14:33:26 | KAPIL JAMBULKAR, Sr.CDO/GHY<br>ST = Assam, OID.2.5.4.20=7b6d4f15a9ab372c097c08a33<br>da1c24c3f8b7ba0ffa5103da3821a96d30a435, OID.2.5.4.17=781012, SERI<br>ALNUMBER=9fa1fd62140190fd160ce0324a7241efa16a682a840a6649a80f46bb4<br>ff7033f_CN=KAPIL JAMBULKAR, OU=CONTRACT, O=NORTH EAST FRONTIER | Approved                  | Sarjan<br>Upadhyay,<br>DFM/GHY      | 223.187.219.7  |
|           |                      |  |                           | Forwarded for urgent vetting please |                |
| 9744016   | 05/06/20<br>12:28:28 | SARJAN UPADHYAYA, Sr.CDO/GHY<br>CN=SARJAN UPADHYAYA, SERIALNUMBER=e1eace5e0206e9e9b9   | Returned<br>Back          |                                     | 112.133.245.73 |



# GeM: Government e-market place



PRODUCTS SERVICES CONTENT

Looking for something on GeM?

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|                       |                               |                            |                    |
|-----------------------|-------------------------------|----------------------------|--------------------|
| <b>Products</b>       | <b>Computers</b>              | <b>Office Machines</b>     | <b>Automobiles</b> |
| Services              | Desktops                      | Multifunction Machines     | Cars               |
| Browse all Categories | Laptops                       | Printers                   | Buses              |
| Browse all Products   | All in One                    | Paper Shredding Machines   | Utility Vehicles   |
|                       | Servers                       | Multimedia Projector (MMP) | Ambulance          |
|                       | <b>Office Supplies</b>        | <b>Appliances</b>          |                    |
|                       | Ball Point Pen                | Televisions                |                    |
|                       | Gel Pen                       | Air Conditioner            |                    |
|                       | Printer or Photo Copier Paper | Online UPS                 |                    |

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javascript:void(0);

Online Non Stock Demand  
Generation / Submission by  
Consignee for Procurement of  
Materials by Stores Dept.



# Pre-Requisites of the System

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- Digital Signature for each individual user.
- User Id for iMMS (Depot/Divisional Stores Officers to be contacted for generation of User ID subsequently to be approved by Zonal System Administrator at HQ)
- Desktop PC/Laptop
- Latest version of JRE
- Internet Connection with good bandwidth.




# Log in Screen of IREPS/iMMS

Browser address bar: <https://www.ireps.gov.in/> Centre for Railway Information Systems [IN] Search...

Indian Railways tenders for ...

File Edit View Favorites Tools Help

Welcome to IREPS



## Indian Railways E-Procurement System (IREPS)

Home Login E-Tender E-Auction Contracts

All vendors supplying common use goods are


### Quick Links

- Search E-Tenders
- High Value Tenders
- View Approved Vendors
- New Vendors/ Contractors (E-Tender)
- New Bidder (E-Auction)
- Department Creation Form (for Railway Officials)
- System Settings
- Learning Center
- Help Desk
- FAQ
  - E-Tender
  - E-Auction
  - E-Payment

### Important Links

- Public Documents
  - Goods & Services
  - Stores/Supply
  - Auction
  - Works

### About IREPS



This is official portal of Indian Railways for procurement of Goods, Works & Services, Sale of Materials, and Leasing of Assets through the process of E-Tendering, 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, PKI enablement, digital signature, 256 bit 'VeriSign' Extended SSL, apart from standard security features like user name, password, digital authentication, role based access and privileges, audit trail, time synchronization for all Production servers with IST (acquired from NPL) etc. The data center has been designed to be fully secure using various hardware and software utilities like firewall, Load Balancer, IPS, 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 independent third party viz. M/s STQC, under department of IT (DIT), Government of India. The site provides a secure platform to users for online transactions for procurement and sale. The site caters to requirements of all Zonal Rlys. and Production Units of Indian Railways, and is also being used by PSUs like Konkan Railway Corporation Limited (KRCL), and Delhi Metro Rail Corporation (DMRC) etc.

### News & Updates

IREPS Mobile App **आपूर्ति** is available on Google Play store for android users. The app provides information related to e-tenders and e-auction (Sale) pertaining to Indian Railways and other PSUs who are using IREPS portal. You may search the app on Google Play Store by entering keyword Apooriti or IREPS, or you may [Click here](#) to locate the app.

**E-Tender on IREPS**  
(01/01/2019)  
More than 21.1 Lacs tenders issued through IREPS site.

**Sale through E-Auction**  
(01/01/2019)  
Scrap of more than 15,890.26 crores sold through E-Auction.

**Registration on IREPS**  
(01/01/2019)

### Notifica

**Notice for**  
A new syst  
in place of  
catalogue i  
implement

Bidders can  
lot details  
auctions th  
**Upcoming**  
page.

Please [Click](#)  
user manua  
**Here** to vi  
on migrati  
Please [Click](#)  
for upcomi



# Log in by Indentor into iMMS

[Please login to start](#)

| Application Login   |  |
|---|--|
| User ID   | <input type="text" value="MO2SSEJ1"/>  |
| Password  | <input type="password" value="....."/> |
| <input type="button" value="Login"/> <input type="button" value="Exit"/>      |  |
| <input type="button" value="Change Password Using your Digital Certificate"/> |  |

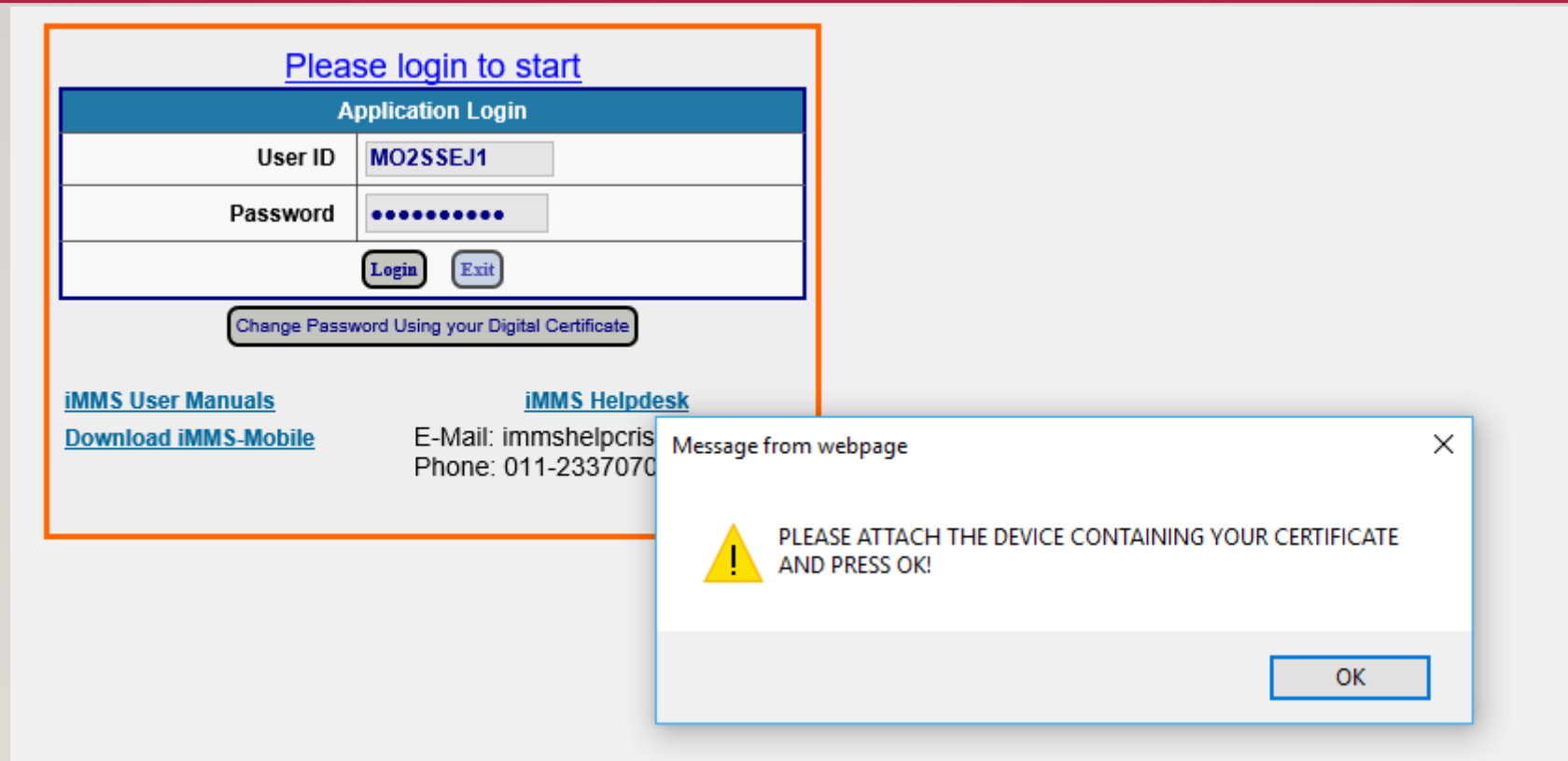
[iMMS User Manuals](#) [iMMS Helpdesk](#)  
[Download iMMS-Mobile](#) E-Mail: immshelpcris@gmail.com  
Phone: 011-23370703

[Please login to start](#)

| Application Login                               |                                       |
|---|---------------------------------------|
| User ID   | <input type="text" value="MO2SSEJ1"/> |
| <b>Attach your e-Token and Proceed</b>          |                                       |
| <input type="button" value="Proceed to Login"/> |                                       |
| <a href="#">Login without Certificate</a>       | <a href="#">Show all Options</a>      |

[iMMS User Manuals](#) [iMMS Helpdesk](#)  
[Download iMMS-Mobile](#) E-Mail: immshelpcris@gmail.com  
Phone: 011-23370703

# Prompt for Attaching Digital Signature Certificate of the User



The image shows a screenshot of a web application interface. At the top, there is a blue link that says "Please login to start". Below this is a form titled "Application Login" with a blue header. The form contains two input fields: "User ID" with the value "MO2SSEJ1" and "Password" with masked characters. Below the password field are two buttons: "Login" and "Exit". Underneath the form is a button labeled "Change Password Using your Digital Certificate". To the left of the form are links for "iMMS User Manuals" and "Download iMMS-Mobile". To the right are links for "iMMS Helpdesk", "E-Mail: immshelpcris", and "Phone: 011-2337070". A modal dialog box titled "Message from webpage" is overlaid on the bottom right. It features a yellow warning triangle icon and the text "PLEASE ATTACH THE DEVICE CONTAINING YOUR CERTIFICATE AND PRESS OK!". An "OK" button is located at the bottom right of the dialog box.

Please login to start

**Application Login**

|          |          |
|----------|----------|
| User ID  | MO2SSEJ1 |
| Password | .....    |

Login Exit

Change Password Using your Digital Certificate

[iMMS User Manuals](#) [iMMS Helpdesk](#)

[Download iMMS-Mobile](#) E-Mail: immshelpcris  
Phone: 011-2337070

Message from webpage

! PLEASE ATTACH THE DEVICE CONTAINING YOUR CERTIFICATE AND PRESS OK!

OK

# Selection of The Certificate of the User

Please login to start

**Application Login**



|          |          |
|----------|----------|
| User ID  | MO2SSEJ1 |
| Password | .....    |

Login Exit

Change Password

[iMMS User Manuals](#)  
[Download iMMS-Mobile](#)

CRIS pkiServer

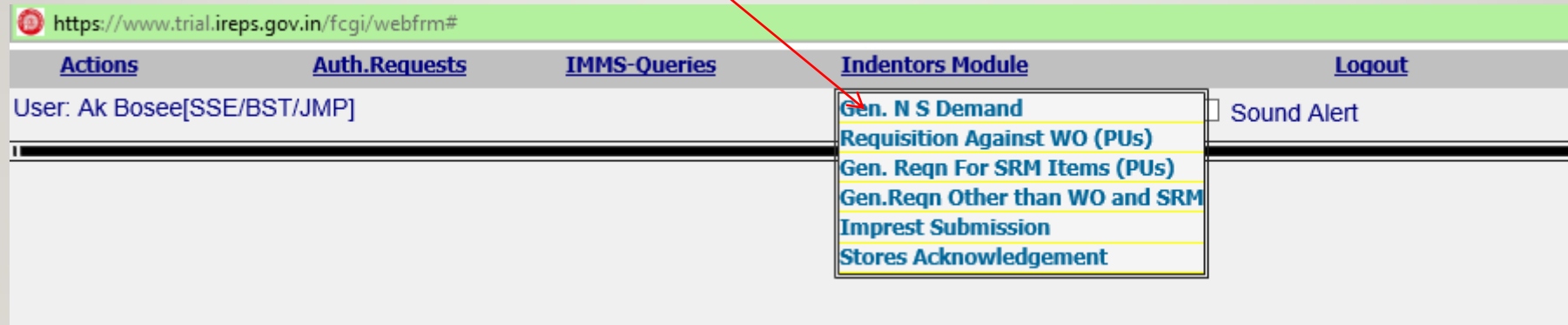
Select your Certificate to Sign

| Common Name           | Issuer Name                | Serial No        | Expiry Date       |
|-----------------------|----------------------------|------------------|-------------------|
| PRABAL KUMAR SENGUPTA | SafeScript sub-CA for R... | 200c1ef802005839 | 14-JUN-2019 12:10 |
| CRIS test 2019 Sign   | e-Mudhra Sub CA for Cl...  | 1748779a93       | 18-MAR-2020 10:51 |
|                       |                            |                  |                   |
|                       |                            |                  |                   |
|                       |                            |                  |                   |

Select Cancel



# INDENTOR USER'S MENU. CLICK ON GEN. N S DEMAND SUB MENU TO OPEN THE FORM



https://www.trial.ireps.gov.in/fcgi/webfrm#

[Actions](#)   [Auth.Requests](#)   [IMMS-Queries](#)   [Indentors Module](#)   [Logout](#)

User: Ak Bosee[SSE/BST/JMP]    Sound Alert

- Gen. N S Demand
- Requisition Against WO (PUs)
- Gen. Reqn For SRM Items (PUs)
- Gen.Reqn Other than WO and SRM
- Imprest Submission
- Stores Acknowledgement



# Fill up the Top Portion and Save to Proceed

| <span>Clear/Exit</span> <span>Conditions</span> <span>Documents</span> <span>Likely Suppliers</span> <span>Last Rates</span> <span>Preview/Print</span> <span>Drop-Demand</span> |                          |                     |   |  |  |                            |
|--|--------------------------|---------------------|---|--|--|----------------------------|
| *Dem.No.   | 234567891                | *Dem.Date           | 08/04/19  | Pur.File No                                  |  | *Pur.Div. 05 Pur. Sec.: 55 |
| User Dem.Ref.  | 234567891                | *Indentor           | 091169 SSE/BST J  | Ind. Signing Officer :                       | M5603  |                            |
| Whether Safety:  | <input type="checkbox"/> | Estimate No         |   | Estd. Date:                                  | Estimate Item No :   |                            |
| *Fund Year:  | 2019-20                  | *Bill Pass. Officer | AWM/JMP   | *Paying Officer                              | FA&CAO(S), Eastern Ra <input type="checkbox"/> P.A.C. Item |                            |
| Remarks  |                          | Status:             |   | Total Value:                                 | Rs.  | Vetted:                    |
| <span>Save Demand</span> <span>Clear/Exit</span>   |                          |                     | <span>Preview/Forward/Submit</span> <span>Auth.Trail</span> |  |  |                            |
| ITEM DETAILS   |                          |                     |   | <span>Save Item</span> <span>New-Item</span> |  |                            |
| *Item No.  | *PLNo:                   | *Item Descr.        |   | *Rate/Unit                                   |  |                            |
| *Unit  |                          |                     |   |  |  |                            |
| *Consignee   |                          | Reqd.at             |   | Delivery Reqd.by                             |  |                            |
| *Quantity:   |                          | Estd.Value:         |   | *Allocation                                  |  |                            |
| Item#  | PLNo                     | Consignee           | Description   | Quantity                                     | Rate/Unit  | Value(Rs)                  |
|  |                          |                     |   |  |  |                            |



# Filling up the Item Details

https://www.trial.ireps.gov.in/fcgi/runfrm#

[Clear/Exit](#)
[Conditions](#)
[Documents](#)
[Likely Suppliers](#)
[Last Rates](#)
[Preview/Print](#)
[Drop-Demand](#)

|                 |                          |                     |          |                 |              |                        |                          |             |                          |
|-----------------|--------------------------|---------------------|----------|-----------------|--------------|------------------------|--------------------------|-------------|--------------------------|
| *Dem.No.        | 234567891                | *Dem.Date           | 08/04/19 | Pur.File No     |              | *Pur.Div.              | 05                       | Pur.Sec.:   | 55                       |
| User Dem.Ref.   | 234567891                | *Indentor           | 091169   | SSE/BST         | J            | Ind. Signing Officer : | M5603                    |             |                          |
| Whether Safety: | <input type="checkbox"/> | Estimate No         |          | Estd. Date:     |              | Estimate Item No :     |                          |             |                          |
| *Fund Year:     | 2019-20                  | *Bill Pass. Officer | AWM/JMP  | *Paying Officer |              | FA&CAO(S), Eastern Ra  | <input type="checkbox"/> | P.A.C. Item | <input type="checkbox"/> |
| Remarks         |                          | Status:             | D        | Draft           | Total Value: | Rs.                    | Vetted:                  |             |                          |

[Save Demand](#)
[Clear/Exit](#)
[Preview](#)
[Auth.Trail](#)

### ITEM DETAILS

[Save Item](#)
[New-Item](#)

|            |   |             |    |                  |            |        |                          |
|------------|---|-------------|----|------------------|------------|--------|--------------------------|
| *Item No.  | 1 | *PLNo:      | 90 | *Item Descr.     |            | Supply | <input type="checkbox"/> |
| *Unit      |   |             |    |                  | *Rate/Unit |        |                          |
| *Consignee |   | Reqd.at     |    | Delivery Reqd.by |            |        |                          |
| *Quantity: |   | Estd.Value: |    | *Allocation      |            |        |                          |

| Item# | PLNo | Consignee | Description | Quantity | Rate/Unit | Value(Rs) |
|-------|------|-----------|-------------|----------|-----------|-----------|
|       |      |           |             |          |           |           |

# Selection of PL No from Drop Down List

| <span>Clear/Exit</span> <span>Conditions</span> <span>Documents</span> <span>Likely Suppliers</span> <span>Last Rates</span> <span>Preview/Print</span> <span>Drop-Demand</span> |  |             |             |             |           |  |       |                       |                                      |
|--|--|-------------|-------------|-------------|-----------|--|-------|-----------------------|--------------------------------------|
| *Dem.No.   | 234567891  | *Dem.Date   | 08/04/19    | Pur.File No |           | *Pur.Div.  | 05    | Pur.Sec.:             | 55                                   |
| User Dem.Ref.  | 234567891  | *Indentor   | 091169      | SSE/BST     | J         | Ind.Signing Officer :  | M5603 |                       |                                      |
| Whether Safety:  | <input type="checkbox"/>   | Estimate No |             | Estd. Date: |           | Estimate Item No :   |       |                       |                                      |
| *Fund Year:  |  | Maj.Grp.    | 90          | Sub.Grp     |           | Sr.No.   |       | PLNo                  | 90                                   |
| Remarks  | <div style="border: 1px solid black; background-color: #00FFFF; padding: 5px;"> <p style="text-align: center; color: #FFA500; font-weight: bold;">Specify PLNo/ItemNo for Non-Stock Item</p> <p style="text-align: center;"> <input type="button" value="Accept"/> <input type="button" value="Cancel"/> </p> </div> |             |             |             |           | *Paying Officer  |       | FA&CAO(S), Eastern Ra | <input type="checkbox"/> P.A.C. Item |
|  |  |             |             |             |           | Total Value:   |       | Rs.                   | Vetted:                              |
| *Item No.  | 1  |             |             |             |           | <input type="button" value="Save Item"/> <input type="button" value="New-Item"/> |       |                       |                                      |
| *Unit  |  | Descr.      |             |             |           | Supply   |       | *Rate/Unit            |                                      |
| *Consignee   |  | Reqd.at     |             |             |           | Delivery Reqd.by   |       |                       |                                      |
| *Quantity:   |  | Estd.Value: |             |             |           | *Allocation  |       |                       |                                      |
| Item#  | PLNo   | Consignee   | Description | Quantity    | Rate/Unit | Value(Rs)  |       |                       |                                      |
|  |  |             |             |             |           |  |       |                       |                                      |





# Finalising the PL No for NS Item by Adding Sr.No

[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item

Clear/Exit Conditions Documents Likely Suppliers Last Rates Preview/Print Drop-Demand

|                 |  |                 |  |                    |   |                     |                  |           |    |
|-----------------|--|-----------------|--|--------------------|---|---------------------|------------------|-----------|----|
| *Dem.No.        | 234567891                                      | *Dem.Date       | 08/04/19   | Pur.File No        |   | *Pur.Div.           | 05               | Pur.Sec.: | 55 |
| User Dem.Ref.   | 234567891                                      | *Indentor       | 091169   | SSE/BST            | J | Ind.Signing Officer | M5603            |           |    |
| Whether Safety: | <input type="checkbox"/>                       | Estimate No     |  | Est. Date:         |   | Estimate Item No    |                  |           |    |
| *Fund Year:     |  | *Paying Officer | FA&CAO(S), Eastern Ra <input type="checkbox"/> P.A.C. Item |                    |   |                     |                  |           |    |
| Remarks         | Maj.Grp. 90 Sub.Grp. 05 Sr.No. 001 PLNo. 9005N |                 | Total Value: Rs. Vetted:                                   |                    |   |                     |                  |           |    |
|                 |  | Accept Cancel   |  | Preview Auth.Trail |   | Save Item New-Item  |                  |           |    |
| *Item No.       | 1  | Supply          |  |                    |   |                     |                  |           |    |
| *Unit           |  | Descr.          |  |                    |   |                     |                  |           |    |
| *Consignee      |  | Reqd.at         |  |                    |   |                     | Delivery Reqd.by |           |    |
| *Quantity:      |  | Estd.Value:     |  |                    |   |                     | *Allocation      |           |    |

| Item# | PLNo | Consignee | Description | Quantity | Rate/Unit | Value(Rs) |
|-------|------|-----------|-------------|----------|-----------|-----------|
|       |      |           |             |          |           |           |

# Filled up NS Demand First Page/Tab

[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item

[Clear/Exit](#)
[Conditions](#)
[Documents](#)
[Likely Suppliers](#)
[Last Rates](#)
[Preview/Print](#)
[Drop-Demand](#)

|                 |                          |                     |          |                 |                       |                          |             |           |    |
|-----------------|--------------------------|---------------------|----------|-----------------|-----------------------|--------------------------|-------------|-----------|----|
| *Dem.No.        | 234567891                | *Dem.Date           | 08/04/19 | Pur.File No     |                       | *Pur.Div.                | 05          | Pur.Sec.: | 55 |
| User Dem.Ref.   | 234567891                | *Indentor           | 091169   | SSE/BST         | J                     | Ind. Signing Officer :   | M5603       |           |    |
| Whether Safety: | <input type="checkbox"/> | Estimate No         |          | Est. Date:      |                       | Estimate Item No :       |             |           |    |
| *Fund Year:     | 2019-20                  | *Bill Pass. Officer | AWM/JMP  | *Paying Officer | FA&CAO(S), Eastern Ra | <input type="checkbox"/> | P.A.C. Item |           |    |
| Remarks         |                          | Status:             | D        | Draft           | Total Value:          | 1000000.00               | Rs.         | Vetted:   |    |

[Save Demand](#)
[Clear/Exit](#)
[Preview & Authorise](#)
[Auth.Trail](#)

### ITEM DETAILS

[Save Item](#)
[New-Item](#)

|            |             |                  |           |
|------------|-------------|------------------|-----------|
| *Item No.  | *PLNo:      | *Item Descr.     | Supply    |
|            |             |                  | Rate/Unit |
| *Unit      |             |                  |           |
| *Consignee | Reqd.at     | Delivery Reqd.by |           |
| *Quantity: | Estd.Value: | *Allocation      | 08031127  |

| Item# | PLNo     | Consignee           | Description | Quantity           | Rate/Unit | Value(Rs)  |
|-------|----------|---------------------|-------------|--------------------|-----------|------------|
| 1     | 9005N001 | SSE/BST<br>JAMALPUR | Pig Iron    | 1000 Metric<br>Ton | 1000      | 1000000.00 |

# Uploading of Drawing/Other Doc.

[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item

[Clear/Exit](#)
[Conditions](#)
[Documents](#)
[Likely Suppliers](#)
[Last Rates](#)
[Preview/Print](#)
[Drop-Demand](#)

|                 |                          |                      |          |                        |              |                                      |       |           |    |
|-----------------|--------------------------|----------------------|----------|------------------------|--------------|--------------------------------------|-------|-----------|----|
| *Dem.No:        | 234567891                | *Dem.Date:           | 08/04/19 | Pur.File No:           |              | *Pur.Div.:                           | 05    | Pur.Sec.: | 55 |
| User Dem.Ref.:  | 234567891                | *Indentor:           | 091169   | SSE/BST                | J            | Ind. Signing Officer:                | M5603 |           |    |
| Whether Safety: | <input type="checkbox"/> | Estimate No:         |          | Estd. Date:            |              | Estimate Item No.:                   |       |           |    |
| *Fund Year:     | 2019-20                  | *Bill Pass. Officer: | AWM/JMP  | *Paying Officer:       |              | <input type="checkbox"/> P.A.C. Item |       |           |    |
| Remarks:        |                          | Status:              | F        | Forwarded to SSE/BST/J | Total Value: | 1000000.00                           | Rs.   | Vetted:   |    |

[Save Demand](#)
[Clear/Exit](#)
[Preview & Authorise](#)
[Auth.Trail](#)

### ITEM DETAILS

[Save Item](#)
[New-Item](#)

| *Item No.  | SI.No. | Doc. Type | Doc. Description | Upload | Clear/Exit Document |
|------------|--------|-----------|------------------|--------|---------------------|
|            |        | Select    |                  |        |                     |
| *Unit      | S.N.   | Type      | Doc. Description |        |                     |
| *Consignee | 1      | DRG       | Drawing          |        |                     |
| *Quantity: |        |           |                  |        |                     |

| Item# | P  |
|-------|----|
| 1     | 90 |



# Filling up of Conditions....

[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item

Clear/Exit Conditions Documents Likely Suppliers Last Rates Preview/Print Drop-Demand

\*Dem.No. 234567891 \*Dem.Date 08/04/19 Pur.File No. \*Pur.Div. 05 Pur.Sec.: 55

Sr.No. 5 Cond Type Select Select from Master

Save Clear/New-Cond. Exit Conditions

| S.N. | Code | Cond.Type | Condition  | Flag   |
|------|------|-----------|--|--|
| 1    |      | ELG       | Must have past performance for supplying same or similar ite | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 2    |      | INS       | Inspection by Consignee i.e AWM/JMP                          | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 3    |      | PAY       | 100% payment against R Note                                  | <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 4    |      | DPS       | Delivery to start after 4 months from generation of P.O      | <input type="checkbox"/> <input checked="" type="checkbox"/> |

P.A.C. Item

# Selecting Likely Suppliers

**Clear/Exit**   **Conditions**   **Documents**   **Likely Suppliers**   **Last Rates**   **Preview/Print**   **Drop-Demand**

\*Dem.No.    \*Dem.Date    Pur.File No.    \*Pur.Div.    Pur.Sec.:

Sr.No.    Vendor Code    Select Panel

Firm's Name    City    Pincode

Address

| S.N.   | V.Code   | Name                |                        |
|--|--|---------------------|------------------------|
| <b>Select Vendor</b> <input type="button" value="Exit"/> |  |                     |                        |
| V.Code   | V.Name   | City                | Address                |
| <a href="#">32204</a>                                    | CENTRAL RAILWAY-Delhi  | Delhi               | COS TEST...            |
| <a href="#">32220</a>                                    | CENTRAL RAILWAY-MUMBAI   | MUMBAI              | COS OFFICE...          |
| <a href="#">100306</a>                                   | CENTRE FOR RAILWAY INFORMATION SYSTEMS-DELHI                     | delhi               | cris office ...        |
| <a href="#">31962</a>                                    | CENTRE FOR RAILWAY INFORMATION SYSTEMS-DFADFAFA                  | dfadfafa            | dfadfafa...            |
| <a href="#">100322</a>                                   | CENTRE FOR RAILWAY INFORMATION SYSTEMS-SANT RAVIDASS NAGAR       | Sant RaviDass Nagar | dfg_dsgdg_dfgdf_gdf... |
| <a href="#">32101</a>                                    | CHITTARANJAN LOCOMOTIVE WORKS-CHITTARANJAN                       | Chittaranjan        | CLW...                 |
| <a href="#">32061</a>                                    | CRIS TEST-BBS  | BBS                 | ZASAsASfgdgd...        |
| <a href="#">32643</a>                                    | CRIS TEST-<br>BOKARO.-BOKARO.1-BOKARO-<br>BOKARO.2##_DLTD_187797 | bokaro.1            | 1234 itpi1...          |
| <a href="#">100298</a>                                   | CRIS TEST-CDG  | CDG                 | adress I1...           |
| <a href="#">32004</a>                                    | CRIS TEST-CHHATTISGARH   | CHHATTISGARH        | eps...                 |
| <a href="#">32341</a>                                    | CRIS TEST-CHHATTISGARH.  | Chhattisgarh.       | xdfgdfgdfgdfg...       |
| <a href="#">100252</a>                                   | CRIS TEST-DELHI  | Delhi               | itipi...               |
| <a href="#">100311</a>                                   | CRIS TEST-DELHI  | Delhi               | ABC...                 |
| <a href="#">100278</a>                                   | CRIS TEST-DELHI  | Delhi               | 25_jam Nagar...        |
| <a href="#">100323</a>                                   | CRIS TEST-DELHI  | delhi               | CRIS ITPI...           |
| <a href="#">100290</a>                                   | CRIS TEST-DELHI  | DELHI               | SSB...                 |
| <a href="#">100277</a>                                   | CRIS TEST-DELHI  | Delhi               | itipi...               |
| <a href="#">100276</a>                                   | CRIS TEST-DELHI  | DELHI               | SSB...                 |
| <a href="#">100279</a>                                   | CRIS TEST-DFGDFG45345  | dfgdfg45345         | dfgdfg...              |
| <a href="#">100279</a>                                   | CRIS TEST-DFGDFG45345  | dfgdfg45345         | dfgdfg...              |

# Filling up Details of L.P.O Reference

[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item

Clear/Exit Conditions Documents Likely Suppliers Last Rates Preview/Print Drop-Demand

|                            |                 |                       |                |  |         |                 |    |           |                                      |
|----------------------------|-----------------|-----------------------|----------------|--|---------|-----------------|----|-----------|--------------------------------------|
| *Dem.No.                   | 234567891       | *Dem.Date             | 08/04/19       | Pur.File No.                                       |         | *Pur.Div.       | 05 | Pur.Sec.: | 55                                   |
| Sr.No.                     | 1               | Lpo Type              | Purchase Order | Last P.O. Rate                                     | 1000.00 | (all-inclusive) |    |           |                                      |
| Last PO No.                | 123456789012345 | Dated                 | 01/09/18       | Quantity   | 5000    |                 |    |           | <input type="checkbox"/> P.A.C. Item |
| V.Code                     | 31961           | CRIS TEST-NEW DELHI   |                | Unit   |         |                 |    |           |                                      |
| Remarks                    |                 |                       |                | <input checked="" type="checkbox"/> P.O. Completed |         |                 |    |           |                                      |
| Save P.O./Estimate Details |                 | Clear/Exit Last Rates |                |  |         |                 |    |           |                                      |

| S.N. | Type | LPO-No. | LPO-Date | LPO-Rate | Remarks |
|------|------|---------|----------|----------|---------|
|------|------|---------|----------|----------|---------|



# Forwarding to C.A for Approval

[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item

Submit/Forward/Authorise Exit/Hide Print IREPS-Tender-Preview

**EASTERN RAILWAY NON-STOCK DEMAND DETAILS**

|                              |           |              |          |                   |           |                  |                  |
|------------------------------|-----------|--------------|----------|-------------------|-----------|------------------|------------------|
| Demand-No.:                  | 234567891 | Demand-Date  | 08/04/19 | Indentor Dem.Ref. | 234567891 | Indentor         | SSE/BST JAMALPUR |
| Fund Available in            | 2019-20   | Estimate-No. |          | Estimate Item No. |           | Delivery Req. by |                  |
| Bill-Passing-Officer         | AWM/JMP   |              |          |                   |           |                  |                  |
| Proposed Mode of Procurement |           |              |          |                   |           |                  |                  |
|                              |           |              |          |                   |           | Pur.File No.     |                  |

**Select your Desired Action**

Movement within Indenting Department

Forward to C.A. for Approval

| Item#        | PLNo/<br>Consignee              | Description | Rate/Unit | Value(Rs)  | Allocation |
|--------------|---------------------------------|-------------|-----------|------------|------------|
| 1            | 9005N001<br>SSE/BST<br>JAMALPUR | Pig Iron    | 00.00     | 1000000.00 | 08031127   |
| Total: (Rs.) |                                 |             |           | 1000000.00 |            |

**Schedule of Requirements**

**Special Conditions**

| Sr.No. | Condition |
|--------|-----------|
|        |           |

**Likely Suppliers**

| Sr.No. | V.Code | Firm's Name & City |
|--------|--------|--------------------|
|        |        |                    |

**LAR/Budgetary-Quote Details**

| Sr.No. | Type | L.P.O./B.Q.Ref | Rate(Rs./Unit) | All-Inclusive | Remarks |
|--------|------|----------------|----------------|---------------|---------|
|        |      |                |                |               |         |

**Documents Attached**

| Sr.No. | Type | Doc. Description |
|--------|------|------------------|
|        |      |                  |

Submit/Forward/Authorise Exit/Hide Print

# Forwarding to Approving Officer with Digital Signature

[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item

Submit/Forward/Authorise Exit/Hide Print IREPS-Tender-Preview

### EASTERN RAILWAY NON-STOCK DEMAND DETAILS

|                  |   |                    |          |                   |            |          |                  |
|------------------|---|--------------------|----------|-------------------|------------|----------|------------------|
| Demand-No.:      | 234567891   | Demand-Date        | 08/04/19 | Indentor Dem.Ref. | 234567891  | Indentor | SSE/BST JAMALPUR |
| Fund Available   | Authorize the Record with your Credentials              |                    |          |                   |            |          |                  |
| Bill-Passing-O   | Activity  | DM                 | SOP Para |                   | SOP Sr.No. |          |                  |
| Proposed Mod     | Resubmitted with all tabs duly filled up.               |                    |          |                   |            |          |                  |
| Schedule of P    | Remarks   |                    |          |                   |            |          | ...More...       |
| Item#            | PLNo/Consign  |                    |          |                   |            |          | tion             |
| 1                | 9005N00<br>SSE/BST<br>JAMALP                            |                    |          |                   |            |          | 27               |
| Action           | Forward to C.A. for Approval                            | Forward to:        | M02AW1   | M4501-A.W.O.      | JAMALPUR   |          |                  |
|                  |   | Authorize          | Cancel   |                   |            |          |                  |
| Special Cond     |   |                    |          |                   |            |          |                  |
| Sr.No.           | Conditio  |                    |          |                   |            |          |                  |
| 1.               | Conditio  |                    |          |                   |            |          |                  |
| 1                | Must hav  |                    |          |                   |            |          |                  |
| 2.               | Inspection, Testing and Acceptance                      |                    |          |                   |            |          |                  |
| 2                | Inspection by Consignee i.e AWM/JMP                     |                    |          |                   |            |          |                  |
| 3.               | Payment Terms   |                    |          |                   |            |          |                  |
| 3                | 100% payment against R Note                             |                    |          |                   |            |          |                  |
| 4.               | Delivery Schedule                                       |                    |          |                   |            |          |                  |
| 4                | Delivery to start after 4 months from generation of P.O |                    |          |                   |            |          |                  |
| Likely Suppliers |   |                    |          |                   |            |          |                  |
| Sr.No.           | V.Code  | Firm's Name & City |          |                   |            |          |                  |

# Selection of Digital Signature



[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item

Submit/Forward/Authorise Exit/Hide Print IREPS-Tender-Preview

## EASTERN RAILWAY NON-STOCK DEMAND DETAILS

|                             |  |                              |                |                   |            |          |                  |
|-----------------------------|--|------------------------------|----------------|-------------------|------------|----------|------------------|
| Demand-No.:                 | 234567891                                  | Demand-Date                  | 08/04/19       | Indentor Dem.Ref. | 234567891  | Indentor | SSE/BST JAMALPUR |
| Fund Available              | Authorize the Record with your Credentials |                              |                |                   |            |          |                  |
| Bill-Passing-Of             | Activity                                   | DM                           | SOP Para       |                   | SOP Sr.No. |          |                  |
| Proposed Mod                | Approval and onward submission to Stores   |                              |                |                   |            |          |                  |
| Schedule of P               | Remarks                                    |                              |                |                   |            |          |                  |
| Item#                       | PLNo/Consign                               |                              |                |                   |            |          |                  |
| 1                           | 9005N00<br>SSE/BST<br>JAMALPUR             |                              |                |                   |            |          |                  |
| Special Cond                | Action                                     | Forward to C.A. for Approval | Forward        | Authori           |            |          |                  |
| Sr.No./Conditio             |  |                              |                |                   |            |          |                  |
| Likely Supplie              |  |                              |                |                   |            |          |                  |
| Sr.No./V.Code               | Firm's Name & City                         |                              |                |                   |            |          |                  |
| LAR/Budgetary-Quote Details |  |                              |                |                   |            |          |                  |
| Sr.No.                      | Type                                       | L.P.O./B.Q.Ref               | Rate(Rs./Unit) | All-Inclusive     | Remarks    |          |                  |
| Documents Attached          |  |                              |                |                   |            |          |                  |
| Sr.No.                      | Type                                       | Doc. Description             |                |                   |            |          |                  |

emSigner

Content to Sign:

T|Submitted for approval and onward submission to Stores Department for procurement|b363f92E

Windows Store P12/PFX Others

| Common Name         | Issuer Name              | Serial No  | Expiry Date |
|---------------------|--------------------------|------------|-------------|
| CRIS test 2019 Sign | e-Mudhra Sub CA for C... | 1748779a93 | 18-03-2020  |
|                     |                          |            |             |
|                     |                          |            |             |

View Certificate Select Cancel

Submit/Forward/Authorise



# Authorisation Confirmation Alert by System

[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item


Submit/Forward/Authorise Exit/Hide Print IREPS-Tender-Preview

### EASTERN RAILWAY NON-STOCK DEMAND DETAILS

|                                    |   |                              |                                 |                   |            |          |                  |
|------------------------------------|---|------------------------------|---------------------------------|-------------------|------------|----------|------------------|
| Demand-No.:                        | 234567891   | Demand-Date                  | 08/04/19                        | Indentor Dem.Ref. | 234567891  | Indentor | SSE/BST JAMALPUR |
| Fund Available                     | Authorize the Record with your Credentials                          |                              |                                 |                   |            |          |                  |
| Bill-Passing-Of                    | Activity  | DM                           | SOP Para                        |                   | SOP Sr.No. |          |                  |
| Proposed Mode                      | Approval and onward submission to Stores Department for procurement |                              |                                 |                   |            |          |                  |
| Schedule of Payments               | Remarks   |                              |                                 |                   |            |          | ...More...       |
| Item#                              | PLNo/Consign  |                              |                                 |                   |            |          | tion             |
| 1                                  | 9005N00<br>SSE/BST<br>JAMALPUR                                      |                              |                                 |                   |            |          | 27               |
| Special Conditions                 | Action  | Forward to C.A. for Approval | Forward to:                     | M02AW1            |            |          |                  |
| Sr.No.   Condition                 |   |                              | Authorize                       | Cancel            |            |          |                  |
| Likely Suppliers                   |   |                              |                                 |                   |            |          |                  |
| Sr.No.   V.Code                    | Firm's Name & City  |                              |                                 |                   |            |          |                  |
| <b>LAR/Budgetary-Quote Details</b> |   |                              |                                 |                   |            |          |                  |
| Sr.No.                             | Type  | L.P.O./B.Q.Ref               | Rate(Rs./Unit)<br>All-Inclusive | Remarks           |            |          |                  |
| <b>Documents Attached</b>          |   |                              |                                 |                   |            |          |                  |
| Sr.No.                             | Type  | Doc. Description             |                                 |                   |            |          |                  |

Submit/Forward/Authorise Exit/Hide Print

Message from webpage

 Authorization Successful [Auth.Seq. 11267!]

OK

# Authorisation Request Screen of C.A

[02:ER:M02AW1] Request for Authorization of Proposals / Records ?

New Case for Me  Date From:  To:  Select Req.Type

| Id#  | Date/Time         | From        | To              | Subject                 | File/Ref.              | Value(Rs.) | Actions                          |
|------|-------------------|-------------|-----------------|-------------------------|------------------------|------------|----------------------------------|
| 9218 | 11/12/18 11:03:58 | SSE/BST/JMP | A.W.O. JAMALPUR | Authorization           |                        |            |                                  |
| 9221 | 11/12/18 16:29:57 | SSE/BST/JMP | A.W.O. JAMALPUR | Authorization           |                        |            |                                  |
| 9389 | 08/04/19 11:36:10 | SSE/BST/JMP | A.W.O. JAMALPUR | Authorization of Demand | 234567891 of SSE/BST J | 1000000    | <input type="button" value="v"/> |

# Action Buttons of C.A of Indentor

[02:ER:M02AW1] Request for Authorization of Proposals / Records ?

Exit Authorize/Forward Acknowledge Authorizations/Notings Print Edit Demand

**EASTERN RAILWAY**

|                              |           |
|------------------------------|-----------|
| Demand-No.:                  | 234567891 |
| Fund Available in            | 2019-20   |
| Bill-Passing-Officer         | AWM/JMP   |
| Proposed Mode of Procurement |           |

**Schedule of Requirements**

| Item#              | PLNo/<br>Consignee              | Description | Quantity | Rate/Unit | Value(Rs)  | Allocation |
|--------------------|---------------------------------|-------------|----------|-----------|------------|------------|
| 1                  | 9005N001<br>SSE/BST<br>JAMALPUR | Pig Iron    | 1000 MT  | 1000.00   | 1000000.00 | 08031127   |
| TOTAL-VALUE: (Rs.) |                                 |             |          |           | 1000000.00 |            |

**Special Conditions**

| Sr.No. | Condition |
|--------|-----------|
|        |           |

**Likely Suppliers**

| Sr.No. | V.Code | Firm's Name & City |
|--------|--------|--------------------|
|        |        |                    |

**LAR/Budgetary-Quote Details**

| Sr.No. | Type | L.P.O./B.Q.Ref | Rate(Rs./Unit)<br>All-Inclusive | Remarks |
|--------|------|----------------|---------------------------------|---------|
|        |      |                |                                 |         |

**Documents Attached**

| Sr.No. | Type | Doc. Description |
|--------|------|------------------|
|        |      |                  |

**Select your Desired Action**

Movement within own Department  
 Refer to Purchase for Opinion  
 Forward to Another Group  
 Cancel/Exit

**ILS**

|          |                  |                  |
|----------|------------------|------------------|
| 34567891 | Indentor         | SSE/BST JAMALPUR |
|          | Delivery Req. by |                  |
| 1001     |                  |                  |
|          | Pur.File No.     |                  |



# C.A May Refer Back to Dealer for Some Rectification/Modification

[02:ER:M02AW1] Request for Authorization of Proposals / Records

Exit Authorize/Forward Acknowledge Authorizations/Notings Print Edit Demand

**EASTERN RAILWAY** **NON-STOCK DEMAND DETAILS**

| Demand-No.:  | 234567891                    | Demand-Date        | 08/04/19                        | Indentor Dem.Ref. | 234567891 | Indentor | SSE/BST JAMALPUR |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
|--|------------------------------|--------------------|---------------------------------|-------------------|-----------|----------|------------------|--------|------------------|--------------------|---------------------------------|---------|--|--|--|---|------------------------------|--|--|--|--|--|--|
| Fund Availabl  |                              |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| Bill-Passing-O   |                              |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| Proposed Mod   |                              |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| <p align="center"><b>Authorize the Record with your Credentials</b></p> <p>Activity <b>DM</b> SOP Para <input type="text"/> SOP Sr.No. <input type="text"/></p> <p>Please fill up all the tabs and resubmit.</p> <p>Remarks <input type="text"/> <a href="#">...More...</a></p> <p>Action: Movement within own Department Forward to: <b>MO2SSEJ1</b> ↓ <b>SSE/BST/JMP [Ak Bosee]</b></p> <p align="center"><a href="#">Authorize</a> <a href="#">Cancel</a></p> |                              |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| <table border="1"> <thead> <tr> <th>Item#</th> <th>PLNo/<br/>Consign</th> <th colspan="6"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>9005N00<br/>SSE/BST<br/>JAMALP</td> <td colspan="6"></td> </tr> </tbody> </table>   |                              |                    |                                 |                   |           |          |                  | Item#  | PLNo/<br>Consign |                    |                                 |         |  |  |  | 1 | 9005N00<br>SSE/BST<br>JAMALP |  |  |  |  |  |  |
| Item#  | PLNo/<br>Consign             |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| 1  | 9005N00<br>SSE/BST<br>JAMALP |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| <p>Special Cond</p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Conditio</th> <th colspan="6"></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td colspan="6"></td> </tr> </tbody> </table>  |                              |                    |                                 |                   |           |          |                  | Sr.No. | Conditio         |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| Sr.No.   | Conditio                     |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
|  |                              |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| <p>Likely Suppli</p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>V.Code</th> <th>Firm's Name &amp; City</th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td colspan="5"></td> </tr> </tbody> </table>   |                              |                    |                                 |                   |           |          |                  | Sr.No. | V.Code           | Firm's Name & City |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| Sr.No.   | V.Code                       | Firm's Name & City |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
|  |                              |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| <p>LAR/Budgetary-Quote Details</p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Type</th> <th>L.P.O./B.Q.Ref</th> <th>Rate(Rs./Unit)<br/>All-Inclusive</th> <th>Remarks</th> <th colspan="3"></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td colspan="3"></td> </tr> </tbody> </table>  |                              |                    |                                 |                   |           |          |                  | Sr.No. | Type             | L.P.O./B.Q.Ref     | Rate(Rs./Unit)<br>All-Inclusive | Remarks |  |  |  |   |                              |  |  |  |  |  |  |
| Sr.No.   | Type                         | L.P.O./B.Q.Ref     | Rate(Rs./Unit)<br>All-Inclusive | Remarks           |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
|  |                              |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| <p>Documents Attached</p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Type</th> <th>Doc. Description</th> <th colspan="5"></th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td colspan="5"></td> </tr> </tbody> </table>  |                              |                    |                                 |                   |           |          |                  | Sr.No. | Type             | Doc. Description   |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
| Sr.No.   | Type                         | Doc. Description   |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |
|  |                              |                    |                                 |                   |           |          |                  |        |                  |                    |                                 |         |  |  |  |   |                              |  |  |  |  |  |  |

# APPROVAL AND SENDING TO ACCOUNTS FOR VETTING BY C.A AFTER RESUBMISSION BY DEALER (AUTOMATICALLY PROMPTED BY SYSTEM BASED ON VALUE OF THE N.S DEMAND/REQUISITION )

[02:ER:M02AW1]

Demand / Purchase Request for Non-Stock Item



Submit/Forward/Authorise

Exit/Hide

Print

IREPS-Tender-Preview

## EASTERN RAILWAY

## NON-STOCK DEMAND DETAILS

|                              |           |                               |          |                   |           |                  |                  |
|------------------------------|-----------|-------------------------------|----------|-------------------|-----------|------------------|------------------|
| Demand-No.:                  | 234567891 | Demand-Date                   | 08/04/19 | Indentor Dem.Ref. | 234567891 | Indentor         | SSE/BST JAMALPUR |
| Fund Available in            | 2019-20   | Estimate-No.<br>Estimate Date |          | Estimate Item No. |           | Delivery Req. by |                  |
| Bill-Passing-Officer         | AWM/JMP   |                               |          |                   |           |                  |                  |
| Proposed Mode of Procurement |           |                               |          |                   |           |                  |                  |
|                              |           | Pur.File No.                  |          |                   |           |                  |                  |

### Schedule of Requirements

| Item# | PLNo/<br>Consignee              | Description |
|-------|---------------------------------|-------------|
| 1     | 9005N001<br>SSE/BST<br>JAMALPUR | Pig Iron    |

**Select your Desired Action**

Movement within Indenting Department  
 **Approve Demand**  
 **Approve Demand and Send for Vetting**  
 Send to Finance for Concurrence

| Rate/Unit    | Value(Rs)  | Allocation |
|--------------|------------|------------|
| 00.00        | 1000000.00 | 08031127   |
| TOTAL: (Rs.) | 1000000.00 |            |

### Special Conditions

| Sr.No. | Condition  |
|--------|--|
| 1.     | <b>Conditions for Eligibility of Tenderer</b>                              |
| 1      | Must have past performance for supplying same or similar items to railways |
| 2.     | <b>Inspection, Testing and Acceptance</b>                                  |
| 2      | Inspection by Consignee i.e AWM/JMP  |
| 3.     | <b>Payment Terms</b>   |
| 3      | 100% payment against R Note  |
| 4.     | <b>Delivery Schedule</b>   |
| 4      | Delivery to start after 4 months from generation of P.O                    |

### Likely Suppliers

| Sr.No. | V.Code | Firm's Name & City |
|--------|--------|--------------------|
|        |        |                    |

Submit/Forward/Authorise

Exit/Hide

Print

C. Item

# Selection of Accounts Officer/Official

[02:ER:M02AW1] Demand / Purchase Request for Non-Stock Item

Submit/Forward/Authorise Exit/Hide Print IREPS-Tender-Preview

**EASTERN RAILWAY NON-STOCK DEMAND DETAILS**

| Demand-No.:      | 234567891   | Demand-Date   | 08/04/19 | Indentor Dem.Ref. | 234567891  | Indentor | SSE/BST JAMALPUR |            |         |                           |
|------------------|---|---|----------|-------------------|------------|----------|------------------|------------|---------|---------------------------|
| Fund Available   | Authorize the Record with your Credentials              |   |          |                   |            |          |                  |            |         |                           |
| Bill-Passing-O   | Activity  | DM  | SOP Para |                   | SOP Sr.No. |          |                  |            |         |                           |
| Proposed Mod     | Remarks   |   |          |                   |            |          |                  |            |         |                           |
| Schedule of P    | ...More...  |   |          |                   |            |          |                  |            |         |                           |
| Item#            | PLNo/ Consign   | Action  |          |                   |            |          | tion             |            |         |                           |
| 1                | 9005N00<br>SSE/BST<br>JAMALP                            | Approve and Send for Vetting  |          |                   |            |          | 27               |            |         |                           |
| Special Cond     | Forward to:   |   |          |                   |            |          |                  |            |         |                           |
| Sr.No.           | Conditio  | Authorize Cancel  |          |                   |            |          |                  |            |         |                           |
| 1.               | Conditio  | Select User to Forward Exit   |          |                   |            |          |                  |            |         |                           |
| 1                | Must hav  | <table border="1"> <thead> <tr> <th>UserId</th> <th>Desig/Name</th> </tr> </thead> <tbody> <tr> <td>A02WAO1</td> <td>W.A.O / JAMA [Sri K Bose]</td> </tr> </tbody> </table> |          |                   |            |          | UserId           | Desig/Name | A02WAO1 | W.A.O / JAMA [Sri K Bose] |
| UserId           | Desig/Name  |   |          |                   |            |          |                  |            |         |                           |
| A02WAO1          | W.A.O / JAMA [Sri K Bose]                               |   |          |                   |            |          |                  |            |         |                           |
| 2.               | Inspection, Testing and Acceptance                      |   |          |                   |            |          |                  |            |         |                           |
| 2                | Inspection by Consignee i.e AWM/JMP                     |   |          |                   |            |          |                  |            |         |                           |
| 3.               | Payment Terms   |   |          |                   |            |          |                  |            |         |                           |
| 3                | 100% payment against R Note                             |   |          |                   |            |          |                  |            |         |                           |
| 4.               | Delivery Schedule                                       |   |          |                   |            |          |                  |            |         |                           |
| 4                | Delivery to start after 4 months from generation of P.O |   |          |                   |            |          |                  |            |         |                           |
| Likely Suppliers | Submit/Forward/Authorise Exit/Hide Print                |   |          |                   |            |          |                  |            |         |                           |
| Sr.No.           | V.Code  | Firm's Name & City  |          |                   |            |          |                  |            |         |                           |



# N.S Demand Forwarded to Accounts Officer/Official

[02:ER:MO2SSEJ1] Demand / Purchase Request for Non-Stock Item

Submit/Forward/Authorise Exit/Hide Print IREPS-Tender-Preview

### EASTERN RAILWAY NON-STOCK DEMAND DETAILS

|                              |           |                               |          |                     |           |                    |                  |
|------------------------------|-----------|-------------------------------|----------|---------------------|-----------|--------------------|------------------|
| Demand-No.:                  | 234567891 | Demand-Date                   | 08/04/19 | Indentor Dem.Ref.   | 234567891 | Indentor           | SSE/BST JAMALPUR |
| Fund Available in            | 2019-20   | Estimate-No.<br>Estimate Date |          | Estimate Item No.   |           | Delivery Req'd. by |                  |
| Bill-Passing-Officer         | AWM/JMP   |                               |          | Bill-Paying-Officer | A1001     |                    |                  |
| Proposed Mode of Procurement |           |                               |          |                     |           | Pur.File No.       |                  |

#### Schedule of Requirements

| Item# | PLNo/<br>Consignee              | Description | Quantity | Rate/Unit | Value(Rs)  | Allocation |
|-------|---------------------------------|-------------|----------|-----------|------------|------------|
| 1     | 9005N001<br>SSE/BST<br>JAMALPUR | Pig Iron    | 1000 MT  | 1000.00   | 1000000.00 | 08031127   |

#### Special Conditions

| Sr.No. | Condition |
|--------|-----------|
|        |           |

#### Likely Suppliers

| Sr.No. | V.Code | Firm's Name & City |
|--------|--------|--------------------|
|        |        |                    |

#### LAR/Budgetary-Quote Details


| Sr.No. | Type | L.P.O./B.Q.Ref | Rate(Rs./Unit)<br>All-Inclusive | Remarks |
|--------|------|----------------|---------------------------------|---------|
|        |      |                |                                 |         |

#### Documents Attached

| Sr.No. | Type | Doc. Description |
|--------|------|------------------|
|        |      |                  |

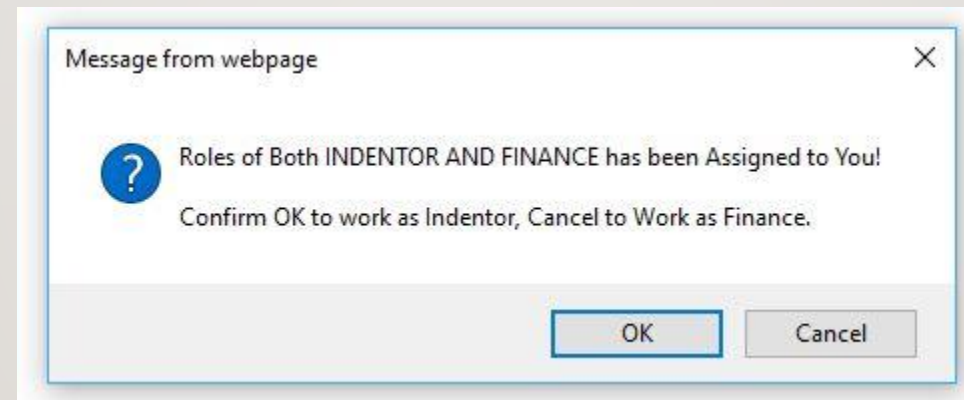
Submit/Forward/Authorise Exit/Hide Print

Message from webpage

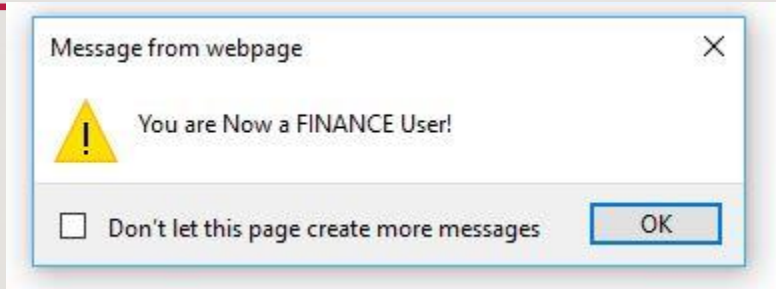
 Forwarded to A.W.O. JAMALPUR!

OK

# Once Accounts User Logs in and Clicks on Auth Requests Menu, System Will Prompt for Switch Over of Role



# After Selection of the Role of Finance User, Cases Under Auth Requests Menu will be Displayed to Finance User



[02:ER:A02WAO1] Request for Authorization of Proposals / Records

New Case for Me   Select Req.Type

| Id#  | Date/Time         | From            | To           | Subject                               | File/Ref.              | Value(Rs.) | Actions                         |
|------|-------------------|-----------------|--------------|---------------------------------------|------------------------|------------|---------------------------------|
| 9405 | 10/04/19 11:02:54 | A.W.O. JAMALPUR | W.A.O./ JAMA | Finance Concurrence/Vetting of Demand | 911612345 of SSE/BST J | 1000000    | <input type="button" value=""/> |



# Options to Finance Officer for Vetting/Return

[02:ER:A02WAO1] Request for Authorization of Proposals / Records

Exit Authorize/Forward Acknowledge **Authorizations/Notings** Print Edit-Record

**EASTERN RAILWAY**

|                              |           |
|------------------------------|-----------|
| Demand-No.:                  | 234567891 |
| Fund Available in            | 2019-20   |
| Bill-Passing-Officer         | AWM/JMP   |
| Proposed Mode of Procurement |           |

**Schedule of Requirements**

| Item#                     | PLNo/<br>Consignee              | Description | Quantity | Rate/Unit | Value(Rs)         | Allocation |
|---------------------------|---------------------------------|-------------|----------|-----------|-------------------|------------|
| 1                         | 9005N001<br>SSE/BST<br>JAMALPUR | Pig Iron    | 1000 MT  | 1000.00   | 1000000.00        | 08031127   |
| <b>TOTAL-VALUE: (Rs.)</b> |                                 |             |          |           | <b>1000000.00</b> |            |

**Special Conditions**

| Sr.No. | Condition  |
|--------|--|
| 1.     | <b>Conditions for Eligibility of Tenderer</b>                              |
| 1      | Must have past performance for supplying same or similar items to railways |
| 2.     | <b>Inspection, Testing and Acceptance</b>                                  |
| 2      | Inspection by Consignee i.e AWM/JMP  |
| 3.     | <b>Payment Terms</b>   |
| 3      | 100% payment against R Note  |
| 4.     | <b>Delivery Schedule</b>   |
| 4      | Delivery to start after 4 months from generation of P.O                    |

**Likely Suppliers**

**Select your Desired Action**

Movement within Finance  
 **Send to Indentor as Concurred**  
 Return to Indentor without Concurrence  
 **Vet Tender Conditions**  
 Vet and Send to Indentor  
 Cancel/Exit

LS

|           |                  |                  |
|-----------|------------------|------------------|
| 234567891 | Indentor         | SSE/BST JAMALPUR |
|           | Delivery Req. by |                  |
| 1001      |                  |                  |
|           | Pur.File No.     |                  |

# FORWARDING TO PURCHASE OFFICER FOR PROCUREMENT BY INDENTOR AFTER VETTING BY FINANCE.

[02:ER.M02AW1] Demand / Purchase Request for Non-Stock Item

Submit/Forward/Authorise Exit/Hide Print IREPS-Tender-Preview

### EASTERN RAILWAY NON-STOCK DEMAND DETAILS

|                              |           |              |          |                   |           |                   |                  |
|------------------------------|-----------|--------------|----------|-------------------|-----------|-------------------|------------------|
| Demand-No.:                  | 234567891 | Demand-Date  | 08/04/19 | Indentor Dem.Ref. | 234567891 | Indentor          | SSE/BST JAMALPUR |
| Fund Available in            | 2019-20   | Estimate-No. |          | Estimate Item No. |           | Delivery Reqd. by |                  |
| Bill-Passing-Officer         | AWM/JMP   |              |          |                   |           | Pur.File No.      |                  |
| Proposed Mode of Procurement |           |              |          |                   |           |                   |                  |

**Schedule of Requirements**

| Item#     | PLNo/<br>Consignee              | Description | Rate/Unit | Value(Rs)  | Allocation |
|-----------|---------------------------------|-------------|-----------|------------|------------|
| 1         | 9005N001<br>SSE/BST<br>JAMALPUR | Pig Iron    | 00.00     | 1000000.00 | 08031127   |
| JE: (Rs.) |                                 |             |           | 1000000.00 |            |

**Select your Desired Action**

- Movement within Indenting Department
- Approve Demand
- Approve Demand and Send to Purchase
- Send to Finance for Vetting of Demand
- Send to Finance for Concurrence

Proceed Cancel

**Special Conditions**

| Sr.No. | Condition  |
|--------|--|
| 1.     | Conditions for Eligibility of Tenderer                                     |
| 1      | Must have past performance for supplying same or similar items to railways |
| 2.     | Inspection, Testing and Acceptance   |
| 2      | Inspection by Consignee i.e AWM/JMP  |
| 3.     | Payment Terms  |
| 3      | 100% payment against R Note  |
| 4.     | Delivery Schedule  |
| 4      | Delivery to start after 4 months from generation of P.O                    |

**Likely Suppliers**

| Sr.No. | V.Code | Firm's Name & City |
|--------|--------|--------------------|
|        |        |                    |

Submit/Forward/Authorise Exit/Hide Print

# N.S DEMAND SUBMITTED ONLINE TO PURCHASE OFFICER FOR PROCUREMENT ACTION

[02:ER:M02AW1] Demand / Purchase Request for Non-Stock Item

Submit/Forward/Authorise Exit/Hide Print IREPS-Tender-Preview

### EASTERN RAILWAY NON-STOCK DEMAND DETAILS

|                      |  |   |  |  |                        |          |                  |    |
|----------------------|--|---|--|--|------------------------|----------|------------------|----|
| Demand-No.:          | 234567891                                  | Demand-Date   | 08/04/19                                     | Indentor Dem.Ref.                        | 234567891              | Indentor | SSE/BST JAMALPUR |    |
| Fund Available       | Authorize the Record with your Credentials |   |  |  |                        |          |                  |    |
| Bill-Passing-Officer | Activity                                   | DM  | SOP Para                                     |  | SOP Sr.No.             |          |                  |    |
| Proposed Mode        | Remarks                                    |   |  |  |                        |          |                  |    |
| Schedule of Receipt  | ...More...                                 |   |  |  |                        |          |                  |    |
|                      | Item#                                      | PLNo/Consign  | Action                                       |  |                        |          |                  | 27 |
|                      | 1  | 9005N00<br>SSE/BST<br>JAMALPUR                          | Approve and Send to Purchase for Procurement |  |                        |          |                  |    |
|                      |  |   | Forward to:                                  | D0205ADM                                 | Depot Admin/JMP [Test] |          |                  |    |
|                      |  |   | Authorize                                    |  | Cancel                 |          |                  |    |
| Special Conditions   | Sr.No.                                     | Condition   |  |  |                        |          |                  |    |
|                      | 1.   | Condition   |  |  |                        |          |                  |    |
|                      | 1  | Must have   |  |  |                        |          |                  |    |
|                      | 2.   | Inspection, Testing and Acceptance                      |  |  |                        |          |                  |    |
|                      | 2  | Inspection by Consignee i.e AWM/JMP                     |  |  |                        |          |                  |    |
|                      | 3.   | Payment Terms   |  |  |                        |          |                  |    |
|                      | 3  | 100% payment against R Note                             |  |  |                        |          |                  |    |
|                      | 4.   | Delivery Schedule                                       |  |  |                        |          |                  |    |
|                      | 4  | Delivery to start after 4 months from generation of P.O |  |  |                        |          |                  |    |
| Likely Suppliers     | Sr.No.                                     | V.Code  | Firm's Name & City                           | Submit/Forward/Authorise Exit/Hide Print |                        |          |                  |    |



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**Thank You.**