

# Special Requirements for Bidders for Catering Lots


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In case the lot is unreserved, the description will indicate '*Unreserved-Open to all*'.

- b) In case of SMU lots only **Individuals** and **Proprietary** firms are allowed to submit their bids against the lot.

✚ Under certain circumstances a lot pertaining to Special Minor Units may be auctioned as General Minor Unit. In such cases, all entities that are allowed to participate against General Minor Units will be allowed to participate against the lot.

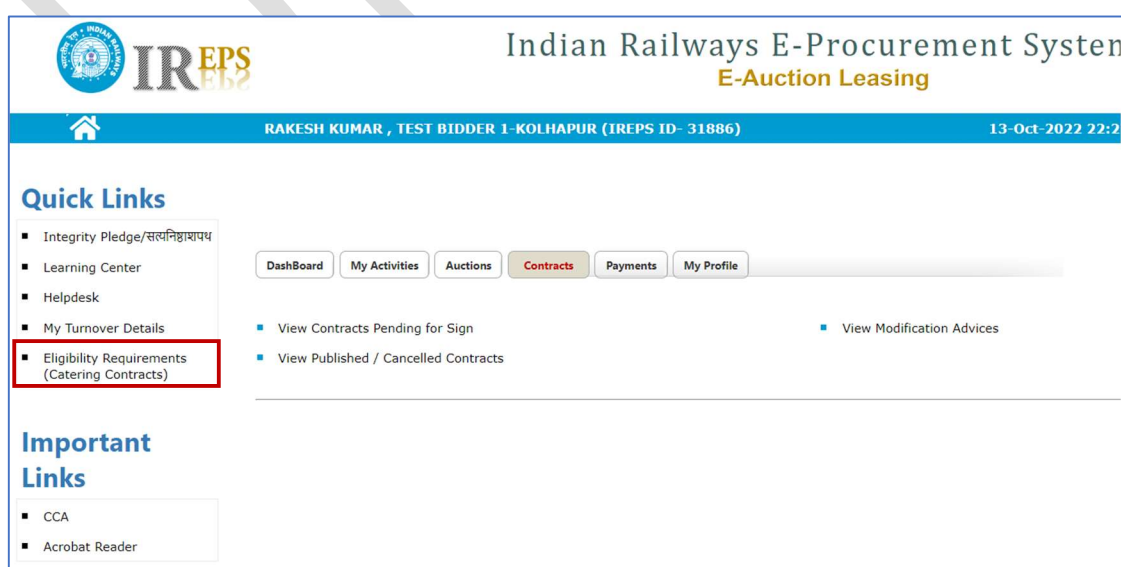
- c) **Pre-bidding information:** The bidders have to provide pre-bidding information for each catering lot. Bidders are not allowed to enter the bidding page for a lot unless pre-bidding information has been entered. This can be done by clicking on  icon against the lot in the auction catalogue. This is explained in detail in subsequent paragraphs.

## 2. Eligibility Requirements

Bidders are required to update their turnover details for all categories of lots through *My Turnover Details* link), and this shall be done for catering lots also.

In case of catering lots, the bidders are also required to submit additional information to enable the auction conducting units to adjudge their eligibility for catering lots.

This is done through *Eligibility Requirements (Catering Contracts)* link on bidder's home page, as shown below:



The screenshot displays the Indian Railways E-Procurement System (IREPS) E-Auction Leasing interface. The header includes the IREPS logo and the text 'Indian Railways E-Procurement System E-Auction Leasing'. The user's name and ID are shown as 'RAKESH KUMAR, TEST BIDDER 1-KOLHAPUR (IREPS ID- 31886)' and the date/time is '13-Oct-2022 22:2'. The 'Quick Links' section contains a list of links, with 'Eligibility Requirements (Catering Contracts)' highlighted in a red box. Other links include 'Integrity Pledge/सत्यनिष्ठाशपथ', 'Learning Center', 'Helpdesk', 'My Turnover Details', 'View Contracts Pending for Sign', 'View Modification Advices', 'View Published / Cancelled Contracts', 'CCA', and 'Acrobat Reader'. The 'Important Links' section is also visible at the bottom.

Clicking on this link brings up the following interface

### Eligibility Requirements (Catering Contracts)

1. Ownership Proof: **Proprietor**

Ownership Proof

2. Category of Bidder

Please select suitable option

Category

Please select all the options that are applicable to you

Sub Category	Select, if Applicable	Document Uploaded	Action
Women	<input type="checkbox"/>		
Minorities (Muslims/Christians/Sikhs/Buddhists/Zoroastrians (Parsis)/Jain)	<input type="checkbox"/>		
Freedom Fighters, War Widows, Widows of Railway Employees	<input type="checkbox"/>		
People who have been dislocated / displaced due to their land having been taken over by the Railways for its own use	<input type="checkbox"/>		
Physically / Mentally Challenged/ Divyang	<input type="checkbox"/>		
People below Poverty Line (BPL)	<input type="checkbox"/>		

3. Identity Proof

Select document type  Supporting Document

4. FSSAI Certificate

FSSAI Certificate

5. Solvency Certificate

Solvency Certificate

**Declaration:** I / We hereby declare that the information provided by me / us on this page is correct and complete to the best of my / our knowledge. I / We am / are aware that if any of this information is found to be false, misleading or incomplete, or if any of the uploaded document is found to be false or invalid, the Railway administration may take appropriate punitive action against me / us, including but not limited to termination of the awarded/ running contracts along with forfeiture of the Security Deposit, or cancellation of allotted lots with forfeiture of Earnest Money, without any further notice.

**Saved Details**

#	Updated By	Updated On	Version	Status	View Details
1	RAKESH KUMAR	14/10/2022 15:34	58	Live	

- The ownership type of the bidder as available in IREPS database is shown in para 1 of the page. In case the entity is other than Proprietary firm or an Individual, it is mandatory for it to upload the applicable ownership document like partnership certificate, certificate of registration with registrar of companies or registrar of firms etc. Uploading of this document is optional in case of individual firm/ proprietary firm.
- The firm has to select the caste category (General, OBC, SC, ST) from the dropdown field provided in para 2.
  - Important:** This selection can be made by individuals and proprietary firms only. For other types of entities, the value against the field is automatically set to *General*.
- The firm can also choose one or more of the following options available in Para 2 for capturing the status of the firms (Women, Minorities, Freedom fighters etc.) by selecting the check box against the particular row.
  - If a check box is selected for any row, it is mandatory for the firm to upload documentary evidence for the same.

Please select all the options that are applicable to you

Sub Category	Select, if Applicable	Document Uploaded	Action
Women	<input checked="" type="checkbox"/>		
Minorities (Muslims/Christians/Sikhs/Buddhists/Zoroastrians (Parsis)/Jain)	<input type="checkbox"/>		
Freedom Fighters, War Widows, Widows of Railway Employees	<input type="checkbox"/>		
People who have been dislocated / displaced due to their land having been taken over by the Railways for its own use	<input checked="" type="checkbox"/>		
Physically / Mentally Challenged/ Divyang	<input type="checkbox"/>		
People below Poverty Line (BPL)	<input type="checkbox"/>		

**Important:** These selections can be made by individuals and proprietary firms only. These options are disabled for other types of entities.

- The firm has to provide a valid document for establishing its identity. Users have the option to upload Aadhaar card, Voter ID card or Pan Card.

3. Identity Proof

Select document type:  Supporting Document:

4. FSSAI Certificate

FSSAI Certificate:

5. Solvency Certificate

Solvency Certificate:

*Note: A dropdown menu for 'Select document type' shows options: Aadhaar Card, Voter ID Card, Pan Card.*

**Important:** It is mandatory for individuals and proprietary firms to select the option and upload the required document. It is not mandatory for other types of firms.

- It is mandatory for firms, to upload *FSSAI certificate*, and *Solvency Certificate*. Entities belonging to BPL category will be able to submit the form without submitting FSSAI certificate, and in cases where a BPL entity has not provided the form before bidding, the divisions will obtain the same before start of the contract.

4. FSSAI Certificate

FSSAI Certificate:

5. Solvency Certificate


Solvency Certificate:

I / We hereby declare that the information provided by me / us on this page is correct and complete to the best of my / our knowledge. I / We am / are aware that if any of this information is found to be false, misleading or incomplete, or if any of the uploaded document is found to be false or invalid, the Railway administration may take appropriate punitive action against me / us, including but not limited to termination of the awarded/ running contracts along with forfeiture of the Security Deposit, or cancellation of allotted lots with forfeiture of Earnest Money, without any further notice.

- The firms are required to tick the check box for the declaration displayed on the page, before they submit the information, as shown in the screenshot below.

Bidders are not allowed to participate against auctions for catering lots, unless and until all the required information related to eligibility is submitted through this interface. Bidders can modify the information at any point of time, and the modified details become applicable for bids submitted after the modification.

### 3. Pre-Bidding Information

Bidders are required to submit pre-bidding information for each catering lot before entering the bidding page for the lot. Pre-bidding information can be entered by clicking on  icon against the lot on the auction catalogue. If the bidder is eligible for participation against the lot, based on the reservation criteria, the following page is displayed.

**Pre-Bidding Information Submission**

<b>Lot No</b>	Catg-DLI-NZM-SMU-4-22-1	<b>Category</b>	Catering - Special Minor Unit (SMU)
<b>Category of Station</b>	A1		
Reserved for anyone belonging to Scheduled Caste (SC)			

Experience in Catering Business

Minimum <b>3 Years</b> of Experience required in Catering Business			
The bidder shall be required to upload the certificate/letter of experience/allotment from concerned agencies for the last three years to be appropriately verified by Railways.			
<b>Years of Experience</b>	<input type="text"/> Years	<input type="text"/> Months	<a href="#">Click Here to Upload Document (s) / Delete Uploaded Document (s)</a>
<b>Documents Uploaded</b>	No document (s) uploaded		

**Important :** You cannot modify this information after submitting bid for this lot.

**Important :** You have made the following declarations on **Eligibility Requirements (Catering Contracts)** interface. It is your responsibility to keep this information current and updated, and verify the same every time you enter the bidding room.

Subject	Selected Option	Document Uploaded
Bidder Category	Scheduled Caste (SC)	Testdoc2.pdf
Identity Proof	Voter ID Card	Testdoc2_3.pdf
FSSAI Certificate	--	Testdoc2_2.pdf
Solvency Certificate	--	Testdoc2_1.pdf
Ownership Proof	Proprietor	--

(As declared by you in Eligibility Requirements (Catering Contracts) interface. [Click Here to modify](#))

**Declaration:** I / We hereby declare that the information provided by me / us on this page is correct and complete to the best of my / our knowledge. I / We am / are aware that if any of this information is found to be false, misleading or incomplete, or if any of the uploaded document is found to be false or invalid, the Railway administration may take appropriate punitive action against me / us, including but not limited to termination of the awarded/ running contracts along with forfeiture of the Security Deposit, or cancellation of allotted lots with forfeiture of Earnest Money, without any further notice. It is also declared that there are no pending dues against us, and there is no conviction against us in any criminal case in a court of law.

Sign And SubmitClose

The years of experience required for participation against the lot is mentioned on the page. The bidder has to enter the years / months of experience in catering business that it possesses, and upload supporting documents by clicking on the [Click Here](#) link against the field. Multiple documents can be uploaded, one after the other, through the same link. An uploaded document can be deleted by clicking on the cross.

#### **Important**

- Bidders have to ensure that all required documents as mentioned on the page are uploaded through this interface, else the awarded lot shall be cancelled, and their EMD shall be forfeited.

- The system will not allow submission of this page if the years of experience entered by the bidder is less than the required years of experience, as mentioned on the page.
- **Lots reserved for BPL category:** In case of D, E & F category stations, if a lot is reserved for BPL category, the years of experience entered can be less than that mentioned on the page, or even zero. Document uploading is required in such cases only if the value entered is greater than 0.

All the information entered by the firm on the Eligibility Criteria (Catering Contracts) page is shown on the Pre-Bidding Information Submission page again, so as to enable the bidder to re-check the same.

The bidder has to select the Declaration check box at the bottom of the page and then click on the **Sign & Submit** button to digitally sign and save the information.

In case the firm does not qualify the eligibility criteria mentioned for a lot, as mentioned in the auction catalogue, a message to this effect is displayed on the Pre-Bidding Information Interface, and the bidder is not allowed to submit this page, nor allowed to submit bid against the lot.

Pre-Bidding Information Submission

**You are not eligible to participate in this lot.**  
This lot is a reserved lot and as per details entered by you in Eligibility Requirements (Catering Contracts) you are not eligible.

<b>Lot No</b>	Catg-DLI-NDLS-SMU-3-22-1	<b>Category</b>	Catering - Special Minor Unit (SMU)
<b>Category of Station</b>	A1		
Reserved for Women belonging to Scheduled Caste (SC)			

**Important :** You have made the following declarations on **Eligibility Requirements (Catering Contracts)** interface. It is your responsibility to keep this information current and updated, and verify the same every time you enter the bidding room.

Subject	Selected Option	Document Uploaded
Bidder Category	Scheduled Caste (SC)	Testdoc2.pdf
Identity Proof	Voter ID Card	Testdoc2_3.pdf
FSSAI Certificate	--	Testdoc2_2.pdf
Solvency Certificate	--	Testdoc2_1.pdf
Ownership Proof	Proprietor	--

(As declared by you in Eligibility Requirements (Catering Contracts) interface. [Click Here](#) to modify)

Close

In case of SMU lots, *which are being auctioned as SMU and not GMU*, only Individuals and Proprietary firms are allowed to submit their bids against the lot. Other categories of bidders will get the following message:

**Pre-Bidding Information Submission**

**You are not eligible to participate in this lot.**  
Only Individuals and Proprietary firms are eligible to participate for Special Minor Units (SMU).

<b>Lot No</b>	Catg-EPS-EPD-SMU-37-22-1	<b>Category</b>	Catering - Special Minor Unit (SMU)
<b>Category of Station</b>	D		

Reserved for Physically / Mentally Challenged/ Divyang belonging to Minorities (Muslims/Christians/Sikhs/Buddhists/Zoroastrians (Parsis)/Jain)

**Important :** You have made the following declarations on **Eligibility Requirements (Catering Contracts)** interface. It is your responsibility to keep this information current and updated, and verify the same every time you enter the bidding room.

Subject	Selected Option	Document Uploaded
Bidder Category	General	--
Identity Proof	--	--
FSSAI Certificate	--	acceptance.pdf
Solvency Certificate	--	aggt_1.pdf
Ownership Proof	Public Ltd.	aggt.pdf

(As declared by you in Eligibility Requirements (Catering Contracts) interface. [Click Here](#) to modify)

Close

#### 4. Bidding

Once the Pre-Bidding information is submitted for a lot, the bidder can enter the bidding room for that lot and submit its bid in the same manner, as is done for lots pertaining to other categories, as described in detail in User Manual for Contractors for E-Auction Leasing module.

#### 5. Disclaimer

IREPS software is being upgraded continuously and the Pages/ Forms shown or referred to in this manual may be subject to changes. Users are advised to keep themselves abreast with the latest changes, and by taking note of the messages sent by the IREPS administrator from time to time.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk.