

Special Requirements for Bidders for Catering Lots

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This document describes the special provisions for e-auction on IREPS: E-Auction Leasing module, for catering lots, from bidders' perspective. It should be read in conjunction with the User Manual for Contractors for E-Auction Leasing module, which is available in Learning Centre section of IREPS portal.

1. Auction Catalogue

The changes in auction catalogue for catering vis-à-vis other asset categories are pointed out below:

Auction Catalogue

Auction Catalogue Header

Admin Unit/Zone	EPS-DIVN-COMMERCIAL/IREPS TESTING	Auctioning Authority	Sr.DCM/I/EPS
Auction Catalogue No.	eps-cat-2	Auction Type	Close Ended
Auction Start (All Lots)	27-09-22 12:00:00	Initial Cooling Off Period	30 Minutes
Auction Close Date/Time	18-10-22 11:10:00	Successive Lots Closing Interval	10 Minutes
Auto Extensions Zone	120 Seconds	Maximum Auto Extensions	10 Times
Auto Extension Duration	120 Seconds	Catalogue Published On	21/09/2022 14:44
Standard Conditions of Contract (Version 2)	View Corrigendum		
Page Last refreshed on	07/10/2022 11:32:46 (9 secs since last refresh)		

Urgent Attention Required

You have not linked your Bank Account with your IREPS Account. [Click Here](#) to Link Bank Account.

Your current unblocked lien balance is Rs. 14645. [Click Here](#) to lienmark additional amount.

Important: Pre-bidding information is required to be submitted for all lots where icon is appearing. Please click on this icon to fill up the details. You cannot submit your bid without submitting this information.

Lot Details

Category/ Sub Category: All Filter Lots

(Click on **Enter** against lot to submit bid, on **Not Eligible** to view reasons for non-eligibility)

Seq No	Lot No. / Category	Description	Rate Unit	Trips/ Days	Close Date/Time	Min. Incr(%)	EMD (%)	Turnover Required	Lot Status	Actions
AA/1	Catg-EPS-EPSC-SMU-1-22-4 (Catering - Special Minor Unit (SMU))	Reserved for Women belonging to S chedule. Unreserved - Open to all	Full Contract value	31	18-10-22 10:30:00	0.2	5	5000000	Live	 Enter
AA/2	Catg-EPS-EPSC-SMU-18-22-2 (Catering - Special Minor Unit (SMU))	asdf ahdsfahsldkjfh asdjkfth Reserved. Click Here For Details	Full Contract value	122	18-10-22 10:40:00	0.2	5	2000000	Live	 Enter
AA/3	Catg-EPS-EPSC-SMU-1-22-2 (Catering - Special Minor Unit (SMU))	Reserved for Women belonging to S chedule. Reserved. Click Here For Details	Full Contract value	31	18-10-22 10:50:00	0.2	5	0	Live	 Enter

- a) **Reservation Policy:** A catering lot may be either be open to all bidders for participation, or it may be reserved for a specific set of people, in accordance with the Catering Policy of Indian Railways. Only the entities qualifying for a lot in accordance with the catering policy can submit their bids against the lot.

The reservation category of the lot is indicated in the Description field of the auction catalogue. The category for which the lot is reserved can be viewed by clicking on *Click Here For Details* link in the Description field, which brings up a pop-up similar to the one shown below:

Lot Reservation Details


Lot No	Catg-EPS-EPSC-SMU-55-22-1
Reserved for Women belonging to People below Poverty Line (BPL)	

Close

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. In case of GMU lots, other types of entities are also allowed to submit their bids, if they are eligible as per the reservation criteria stipulated for the lot.

✚ Under certain circumstances a lot pertaining to Special Minor Units may be auctioned as General Minor Unit. In such cases, the rules as applicable for General Minor Units will be applicable.

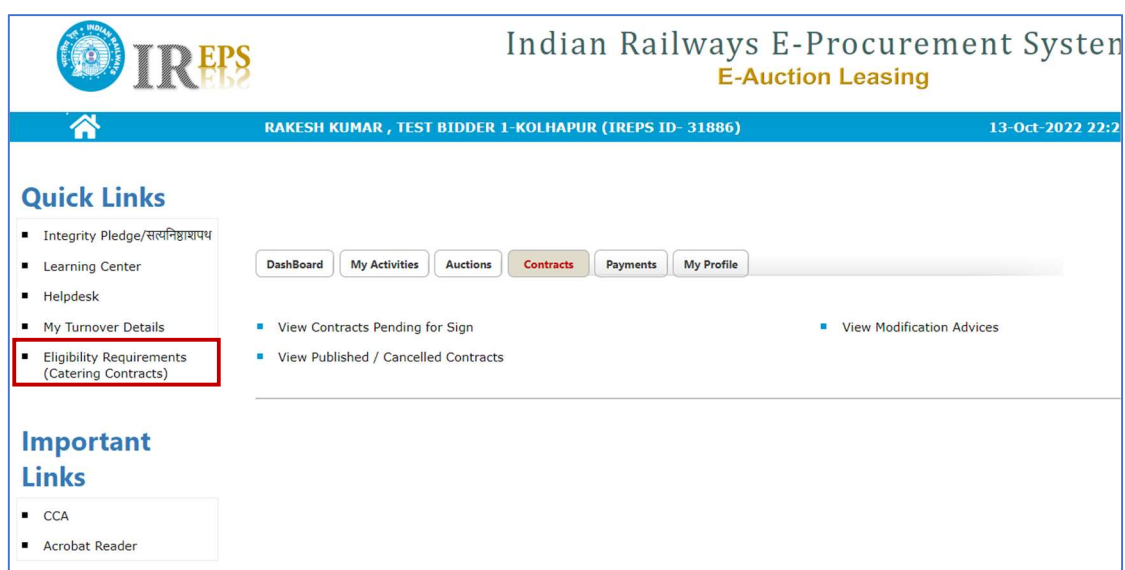
- c) **Pre-bidding information:** The bidders have to provide pre-bidding information for each catering lot. Bidders are not allowed to enter the bidding page for a lot unless pre-bidding information has been entered. This can be done by clicking on  icon against the lot in the auction catalogue. This 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) interface. At the top, the IREPS logo and the text 'Indian Railways E-Procurement System E-Auction Leasing' are visible. Below this, a blue header bar shows the user's name 'RAKESH KUMAR, TEST BIDDER 1-KOLHAPUR (IREPS ID- 31886)' and the date '13-Oct-2022 22:2'. The main content area is divided into several sections. On the left, there is a 'Quick Links' section with a list of links: 'Integrity Pledge/सत्यनिष्ठाप्रमाण', 'Learning Center', 'Helpdesk', 'My Turnover Details', and 'Eligibility Requirements (Catering Contracts)'. The 'Eligibility Requirements (Catering Contracts)' link is highlighted with a red rectangular box. To the right of this list, there are several buttons: 'Dashboard', 'My Activities', 'Auctions', 'Contracts', 'Payments', and 'My Profile'. Below these buttons, there are two links: 'View Contracts Pending for Sign' and 'View Modification Advices'. At the bottom left, there is an 'Important Links' section with links for 'CCA' and 'Acrobat Reader'.

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.

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 same will have to be submitted to the auction conducting authority before start of the contract.


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.

[Sign & Submit](#) [Home](#)

- 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 such modification is made.

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

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

Experience in Catering Business

Minimum 3 Years 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.			
Years of Experience	<input type="text"/> Years	<input type="text"/> Months	Click Here to Upload Document (s) / Delete Uploaded Document (s)
Documents Uploaded	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.

Lot No	Catg-DLI-NDLS-SMU-3-22-1	Category	Catering - Special Minor Unit (SMU)
Category of Station	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).

Lot No	Catg-EPS-EPD-SMU-37-22-1	Category	Catering - Special Minor Unit (SMU)
Category of Station	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, 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.