User Manual
for
Online Tender Decision System
for
IREPS (Works)

Version 1.0

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Revision History:

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FROM	TO					

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1. General Information

1.1. Application Overview

Indian Railway Electronic Procurement System (IREPS) is the Application Software of Indian Railways for online activities 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 application allows users to capture data at various levels of the procurement process in a secure manner using various security features like digital signature, digital encryption certificate for encryption and decryption of data etc. The application can be accessed with valid user ID and Password in combination with a Digital Signing Certificate. The application is divided in different work areas depending upon the nature of activity viz. Supply and Services, Works, Leasing, Auction Sale etc. **This document describes processes related to Online Tender Decision for Tenders issued through IREPS – Works module.**

1.2. Purpose & Scope

Purpose of this document is to guide the railway users on the processes related to Online Evaluation of Bids, Preparation/Digital Signing/Submission of Tender Committee Minutes and Acceptance of TC recommendations for TC cases, Preparation of Acceptance Notes for Non TC cases, Preparation and Issue of Negotiation Letters, and Letters of Acceptance and all processes related to finalization of tenders.

1.3. Points of Contact

For clarification about any specific process of IREPS application the contact point is Help Desk.

2. My Tenders

Any railway user who has to deal with tenders as Convenor, TC member, or as Accepting authority shall find his tender in one of the folders under the heading **My Tenders** on his Home page.

These folders are described below:

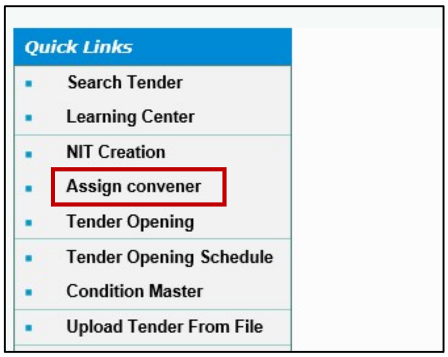
- **Under Finalization (as Convenor/ Acc. Authority):** Tenders assigned to the logged in user as convenor (for TC cases) or as accepting authority (for Direct Acceptance cases).
- **TC Minutes Pending (I'm Not Convenor):** Tenders marked to the user by another official, for his role as member of tender committee.
- **TCRs Pending for My Acceptance:** TC Recommendations submitted to a user by any other official for acceptance of tender committee recommendations.
- **Tender Cases Referred to Me for Assistance:** TC Cases shared with the user by a superior authority for assistance in preparation of draft TC minutes.
- **My Finalized Tenders:** Tender Cases that have been finalized by the user.

Apart from these main folders, there are some more links in the My Tenders section for supporting activities as described below:

- **My Upcoming TC Minutes:** This folder shows the details of TC meetings that the user is scheduled to attend as convenor, or as a TC member.
- **Search My Tender:** This link provides functionality for searching tenders currently pending with the user, or previously finalized by him.
- **My Finalized Tenders – Refunds Pending**: This link lists the tender which the user has finalized, but for refund process for EMD / TDC has not been completed.
- **Refunds Awaiting My Approval:** This folders displays the tender for which the proposal has been marked to the user for approval of EMD / TDC refunds.

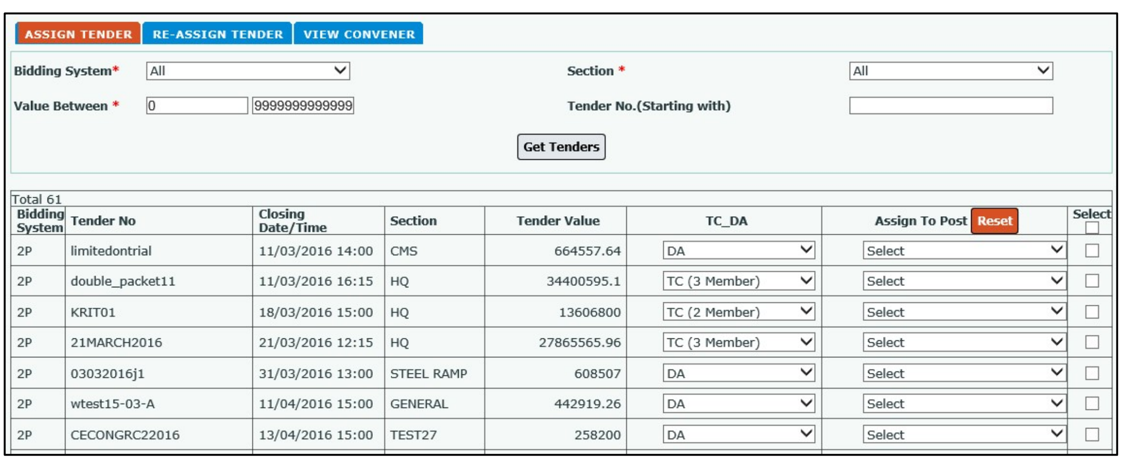
3. Assignment of Tenders to Officers

3.1. The process of tender finalization starts with assignment of the tender to the concerned officer [Convenor of TC (for TC cases) or Accepting Authority (for DA cases)]. Assigning of tender cases to the respective officers is done through the **Assign Convenor** link on Home page of the Railway User as shown below.



Clicking on this link opens the following interface:

This interface has three tabs for Assigning Tenders, Re-Assigning Tenders, and Viewing Convenor By default the **Assign Tender** tab is opened. The user can view all unassigned tenders by clicking on Get Tenders button. The user is also allowed to apply various filters, if desired, like Bidding System (Single Packet, Two Packet, All), Tendering Section, Value Range or Tender Number to narrow down the search. Clicking on the Get Tenders button lists all the tenders which meet the selected criteria.

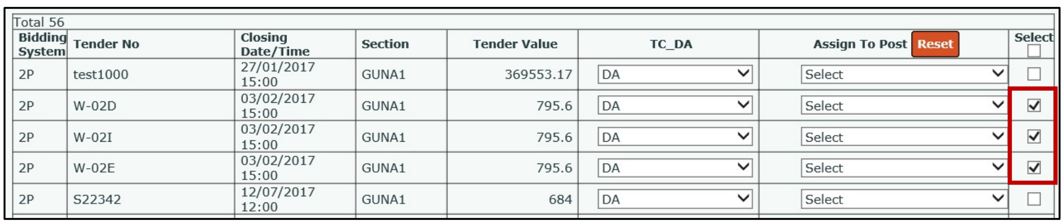


Bidding System	Tender No	Closing Date/Time	Section	Tender Value	TC_DA	Assign To Post Reset	Select
2P	limitedontrial	11/03/2016 14:00	CMS	664557.64	DA	Select	
2P	double_packet11	11/03/2016 16:15	HQ	34400595.1	TC (3 Member)	Select	
2P	KRIT01	18/03/2016 15:00	HQ	13606800	TC (2 Member)	Select	
2P	21MARCH2016	21/03/2016 12:15	HQ	27865565.96	TC (3 Member)	Select	
2P	03032016j1	31/03/2016 13:00	STEEL RAMP	608507	DA	Select	
2P	wtest15-03-A	11/04/2016 15:00	GENERAL	442919.26	DA	Select	
2P	CECONGRC22016	13/04/2016 15:00	TEST27	258200	DA	Select	

As can be seen, depending on the value of tender, and the tendering section, the system suggests the mode of tender decision (TC (3 member), TC (2 member), DA). The user is allowed to change the Tender Mode.

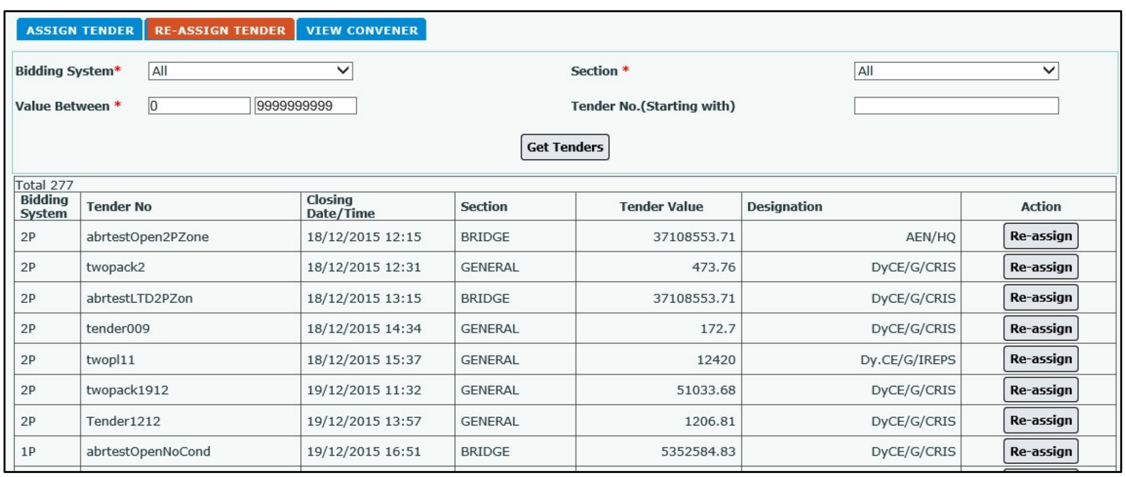
The user has to select the post to whom the tender is to be assigned from the dropdown list in the Assign to Post field.

- Names of only those officials will be shown in the dropdown list against the Select Post field whose post has been assigned the function **Deal with Tender Cases**.
- The user has the assign tenders for all/ some of the tenders listed on the page.
- If same official is to be selected for multiple rows, select the check box for all such tenders as shown below. Thereafter select official in any of the selected rows, and the same value will be inserted in all the selected rows. Click on **Submit to Assign** button to complete the process.


Total 56

Bidding System	Tender No	Closing Date/Time	Section	Tender Value	TC_DA	Assign To Post Reset	Select
2P	test1000	27/01/2017 15:00	GUNA1	369553.17	DA	Select	☐
2P	W-02D	03/02/2017 15:00	GUNA1	795.6	DA	Select	☑
2P	W-02I	03/02/2017 15:00	GUNA1	795.6	DA	Select	☑
2P	W-02E	03/02/2017 15:00	GUNA1	795.6	DA	Select	☑
2P	S22342	12/07/2017 12:00	GUNA1	684	DA	Select	☐

Re-Assigning of a tender to a different post can be done through **Re-Assign Tender** tab as shown below. Clicking on the Get Tenders button lists all the assigned tenders. The user can apply various filters available on the page to narrow down the search.



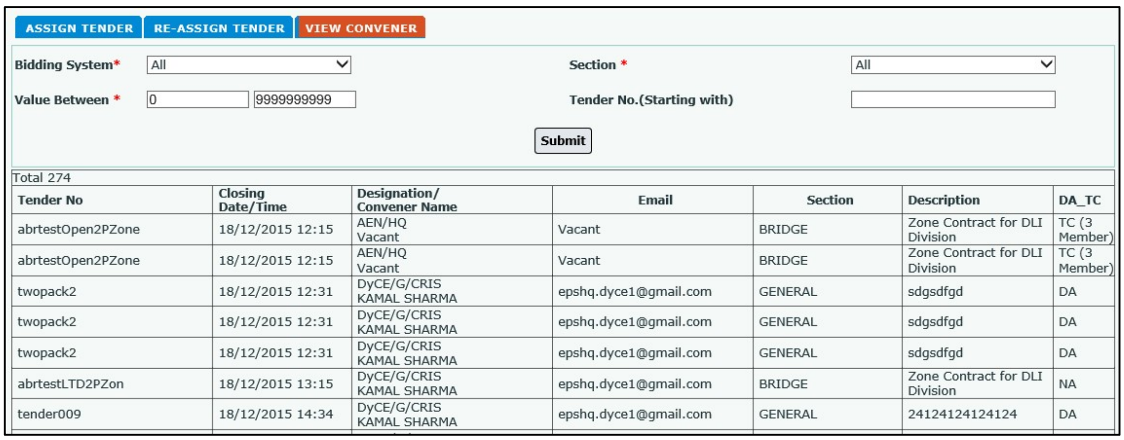
Total 277

Bidding System	Tender No	Closing Date/Time	Section	Tender Value	Designation	Action
2P	abrtestOpen2PZone	18/12/2015 12:15	BRIDGE	37108553.71	AEN/HQ	Re-assign
2P	twopack2	18/12/2015 12:31	GENERAL	473.76	DyCE/G/CRIS	Re-assign
2P	abrtestLTD2PZon	18/12/2015 13:15	BRIDGE	37108553.71	DyCE/G/CRIS	Re-assign
2P	tender009	18/12/2015 14:34	GENERAL	172.7	DyCE/G/CRIS	Re-assign
2P	twopl11	18/12/2015 15:37	GENERAL	12420	Dy.CE/G/IREPS	Re-assign
2P	twopack1912	19/12/2015 11:32	GENERAL	51033.68	DyCE/G/CRIS	Re-assign
2P	Tender1212	19/12/2015 13:57	GENERAL	1206.81	DyCE/G/CRIS	Re-assign
1P	abrtestOpenNoCond	19/12/2015 16:51	BRIDGE	5352584.83	DyCE/G/CRIS	Re-assign

The user has to click on Re-assign button against any of the tender to reassign the tender. The post to whom the case is to be transferred can be selected from the dropdown list against **Select Post** button at the bottom of the page.

The user has to click on Sign & Submit button to complete the process. **Reassignment of tenders can be done by the officer to whom the tender is currently assigned, or by the department admin of the unit.**

The post to whom a tender is currently assigned can be viewed through **View Convener** tab. Clicking on the Submit button lists all the assigned tender along with the name of the official to whom the tenders are assigned. The search can be narrowed down by applying the various filters available on the page.



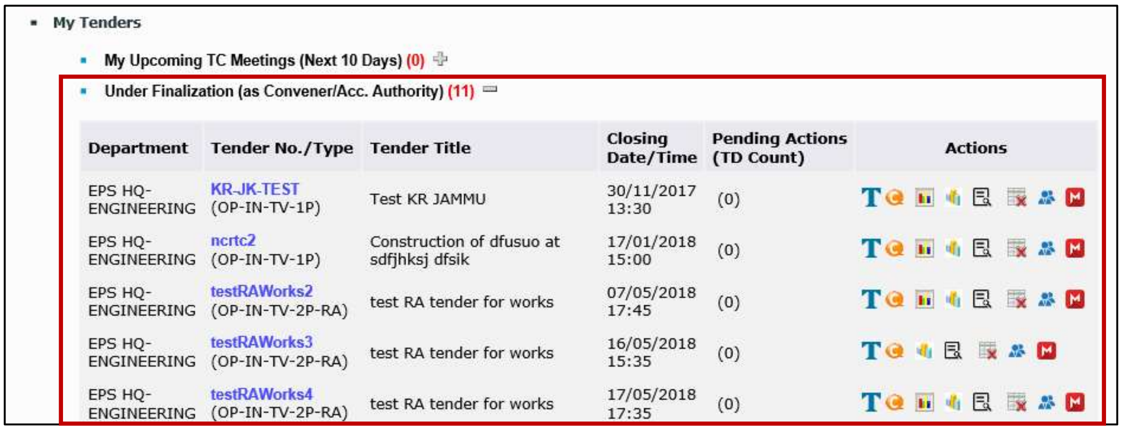
Tender No	Closing Date/Time	Designation/ Convener Name	Email	Section	Description	DA_TC
abrtestOpen2PZone	18/12/2015 12:15	AEN/HQ Vacant	Vacant	BRIDGE	Zone Contract for DLI Division	TC (3 Member)
abrtestOpen2PZone	18/12/2015 12:15	AEN/HQ Vacant	Vacant	BRIDGE	Zone Contract for DLI Division	TC (3 Member)
twopack2	18/12/2015 12:31	DyCE/G/CRIS KAMAL SHARMA	epshq.dyce1@gmail.com	GENERAL	sdgsdfgd	DA
twopack2	18/12/2015 12:31	DyCE/G/CRIS KAMAL SHARMA	epshq.dyce1@gmail.com	GENERAL	sdgsdfgd	DA
twopack2	18/12/2015 12:31	DyCE/G/CRIS KAMAL SHARMA	epshq.dyce1@gmail.com	GENERAL	sdgsdfgd	DA
abrtestLTD2PZon	18/12/2015 13:15	DyCE/G/CRIS KAMAL SHARMA	epshq.dyce1@gmail.com	BRIDGE	Zone Contract for DLI Division	NA
tender009	18/12/2015 14:34	DyCE/G/CRIS KAMAL SHARMA	epshq.dyce1@gmail.com	GENERAL	24124124124124	DA

Auto Assignment of Tenders: A feature is under development whereby, if the tender is not assigned by the tendering department within 24 hours of opening, the same shall be assigned automatically by the system based on the value of the lowest offer received, and the tendering section.

4. Tender Decision

4.1. My Tenders – Under Finalization

All the tenders assigned to an officer appear in the folder named **Under Finalization (as Convenor/ Acc. Authority)** in the **My Tenders** section on the home page of the official, as shown below.


- My Tenders
  - My Upcoming TC Meetings (Next 10 Days) (0)
  - Under Finalization (as Convener/Acc. Authority) (11)

Department	Tender No./Type	Tender Title	Closing Date/Time	Pending Actions (TD Count)	Actions
EPS HQ-ENGINEERING	KR-JK-TEST (OP-IN-TV-1P)	Test KR JAMMU	30/11/2017 13:30	(0)	
EPS HQ-ENGINEERING	ncrtc2 (OP-IN-TV-1P)	Construction of dfusuo at sdfjhksj dfsik	17/01/2018 15:00	(0)	
EPS HQ-ENGINEERING	testRAWorks2 (OP-IN-TV-2P-RA)	test RA tender for works	07/05/2018 17:45	(0)	
EPS HQ-ENGINEERING	testRAWorks3 (OP-IN-TV-2P-RA)	test RA tender for works	16/05/2018 15:35	(0)	
EPS HQ-ENGINEERING	testRAWorks4 (OP-IN-TV-2P-RA)	test RA tender for works	17/05/2018 17:35	(0)	

The folder shows the department to which the tender pertains, Tender No. and Type, Tender Title, Closing Date/Time of the tender, Pending Actions & TD count, and Action icons for Tender document (T), Corrigenda issued against the tender ( ), Financial tabulation statement ( ), Techno Commercial tabulation statement ( ), Bids received against the tenders ( ), Payment report for payments made by the bidders towards Tender document cost and Earnest Money ( ), Online Tender Decision Icon ( ) and Manual Tender Decision ( ).

The abbreviations used on the page for tender type are as under:

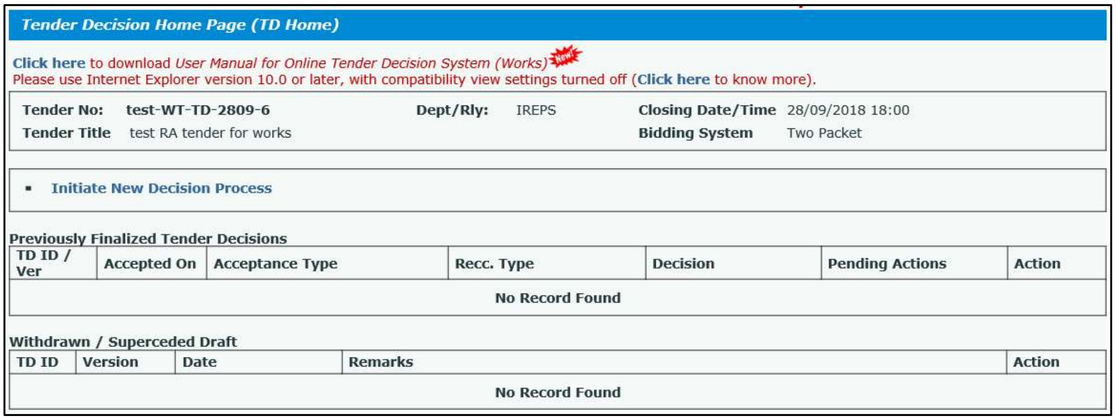
1st & 2nd digits	OP- Open Tender, LT- Limited Tender, ST- Single Tender, BT- Bulletin Tender, PT- PAC Tender, XT- Special Limited Tender
3rd & 4th digits	IN- Indigenous Tender, GT- Global Tender
5th & 6th digit	IC- Itemwise- Consigneewise, IT- Itemwise, GR- Groupwise, TV- Total Valuewise evaluation criteria
7th & 8th digits	1P- Single Packet Tender, 2P- Two Packet Tender
9th & 10th digits	RA- Reverse Auction, Non-RA tenders will not have 9th / 10th digits

Pending actions are shown when issue of LOAs, Negotiation letters, Counter Offer Letters is pending, after a tender decision has been finalized.

TD Count refers to the number of TCs or Direct Acceptance decisions that have been finalized against the tender case.

4.2. Tender Decision Home Page (TD Home)

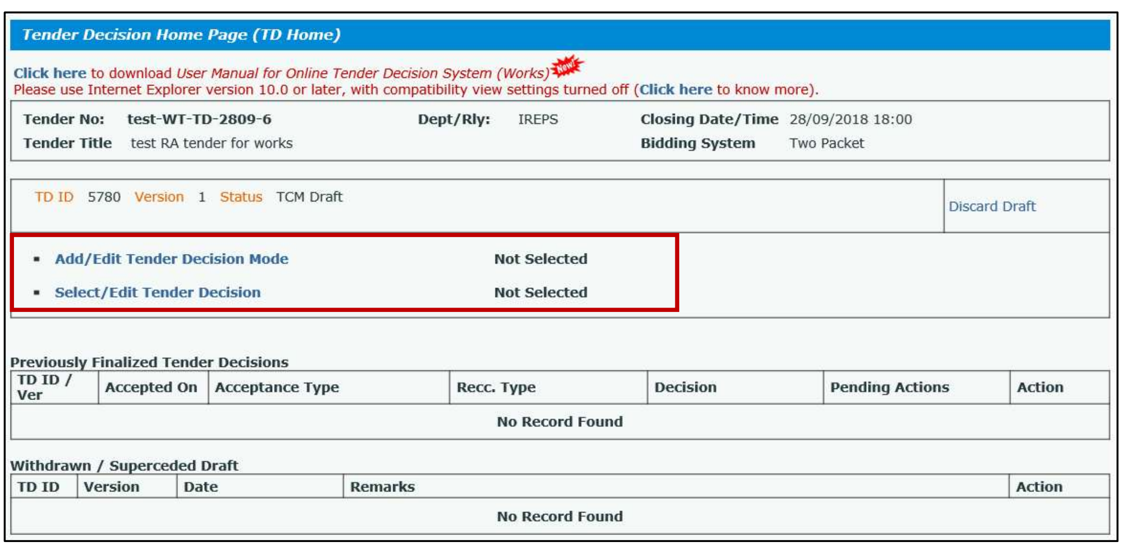
Clicking on the Online Tender Decision Icon ( ) in the under finalization folder opens the following interface:



This is Home Page for tender decision processes, and is called Tender Decision Home Page (TD Home in short). This page contains the links for different actions, and also shows the progress made so far in finalizing the tender.

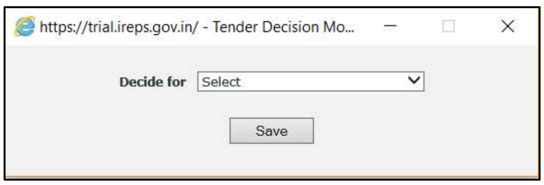
The links/ sections on TD Home page are explained below:

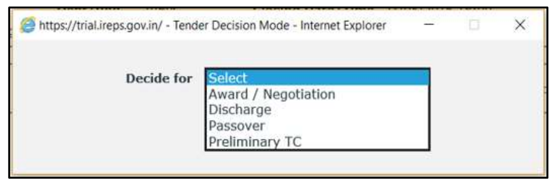
4.2.1. **Initiate New Decision Process:** This link is meant for initiating the process of preparation of new TC minutes (for TC cases) or Acceptance Note (for DA cases). Clicking on this link brings up the following page:



4.2.2. After the tender decision process is initiated, the user has to select the Tender **Decision Mode** by clicking on Add/ Edit Tender Decision Mode link.

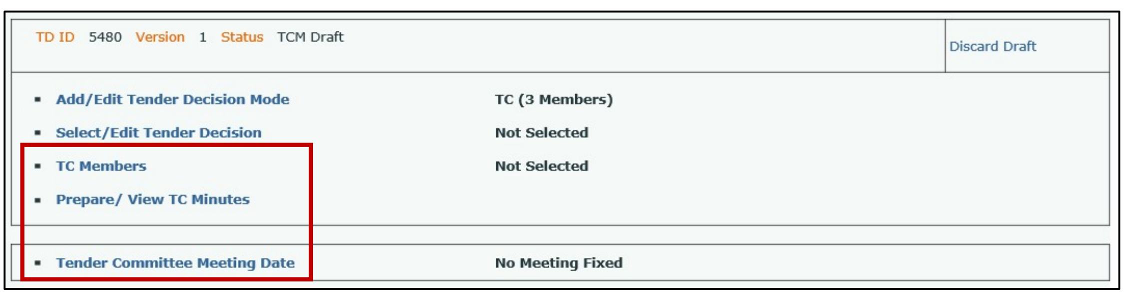
4.2.3. The user also has to select the **Decision type** by clicking on click on Select / Edit Tender Decision link, and choosing the one of the available options.



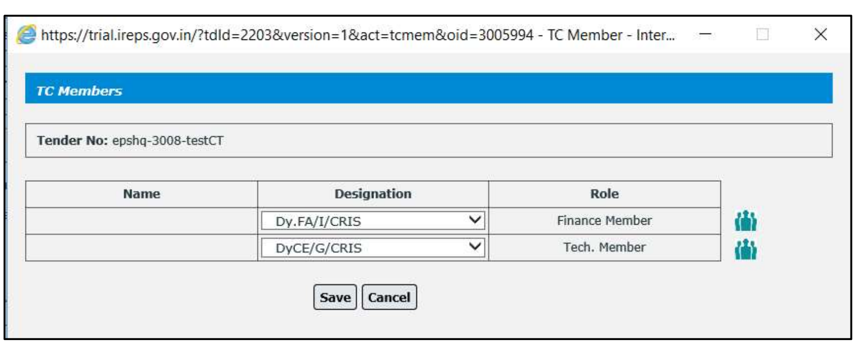


The options available in for decision type are discussed in detail in subsequent para.

In case decision mode Tender Committee is selected, some additional options also become available, as shown below:

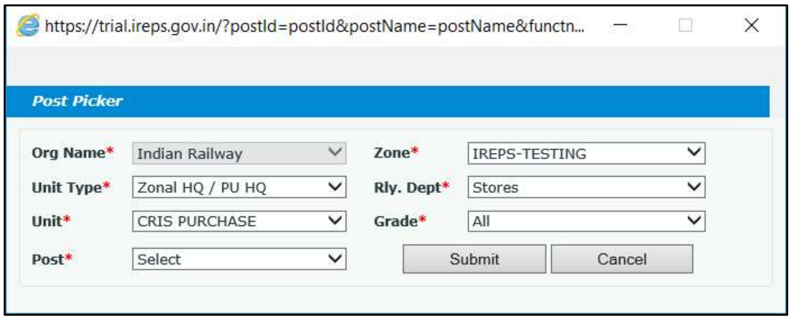


4.2.4. Clicking on **TC Members** link brings up the following page for selection of TC members:

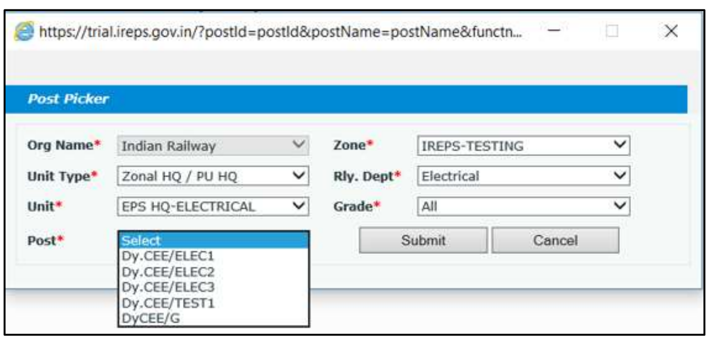


The members can be selected either from the dropdown under the Designation field, or by using the Post Picker tool. The dropdown shows those officials that have been added by the user as Favourites for the purpose of Finance or Technical/ 3rd member.

Post Picker Tool- To select a post using the post picker tool, click on the post picker icon ( ), which brings the following pop up:

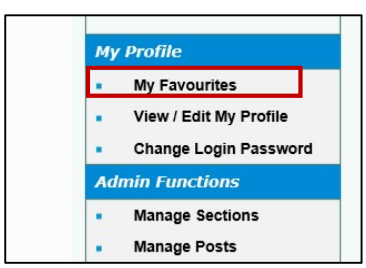


After the filters for Zone, Unit Type, Rly Department, Unit, Grade have been applied, the posts meeting all the selected criteria are shown in the drop down list against the Post field.

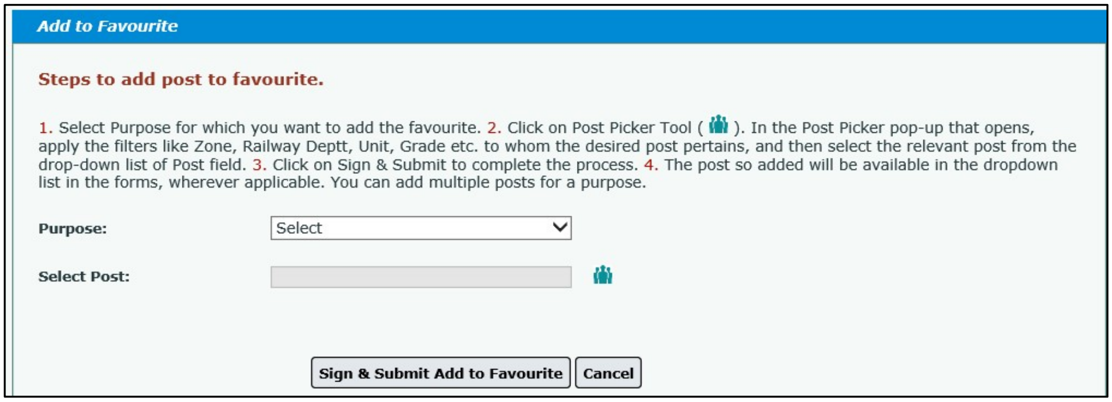


Click on the post that you want to select, and then click on the Submit button to insert the post in the relevant field.

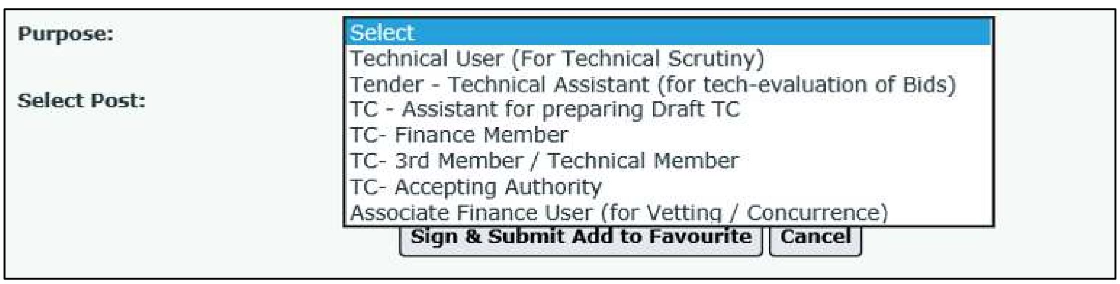
Adding Favourites: Favourites can be added for a purpose through **My Favourites link** in the My Profile Section on the **Home Page**.



Clicking on this link brings up the following interface:



Please follow the steps mentioned on the page to add a favourite. Favourites can be added for various purposes as shown below:

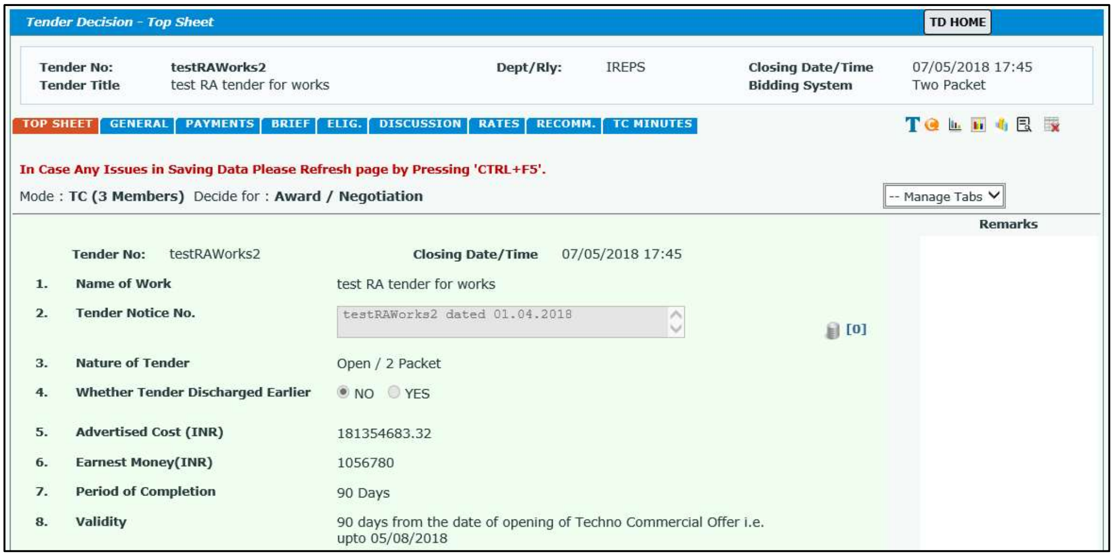


The user has to select the purpose, and then click on the Sign & Submit button to add the selected post as favourite.

Posts added to My Favourites as 3rd Member / Technical Member appear in the dropdown list against 3rd member in the TC members selection page.

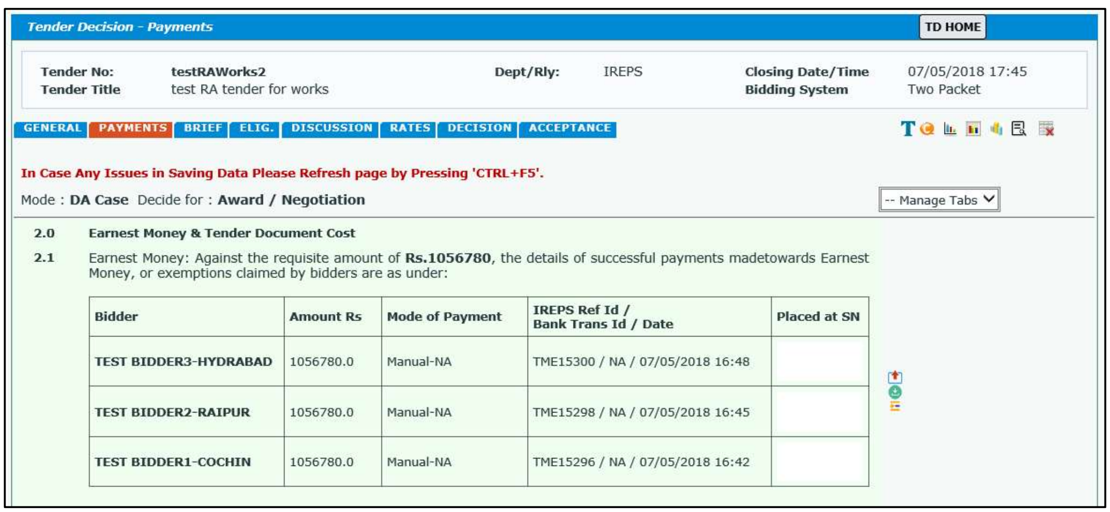
Similarly, the posts added to My Favourites as Finance Member appear in the dropdown list against Finance member in the TC members selection page.

4.2.5. After the Decision Mode, Decision and TC members are selected for a TC case, clicking on the **TC minutes** link brings up the Draft TC minutes, as shown below:



Draft TC Minutes

Similarly, after selection of Decision Mode, and Decision, clicking on **Tender Acceptance** link brings up the draft Acceptance Note.

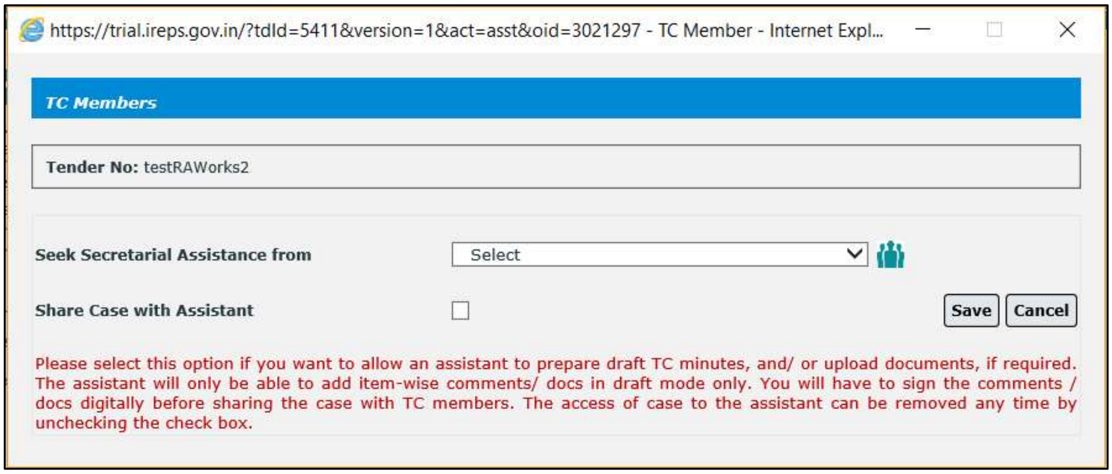


Draft Acceptance Note

The detailed procedure to prepare TC minutes or Acceptance Note (for DA Cases) is explained in subsequent paras.

4.2.6. **Seek Secretarial Assistance:** This feature allows the convenor of tender committee to select an assistant who can then view the tender, and prepare draft

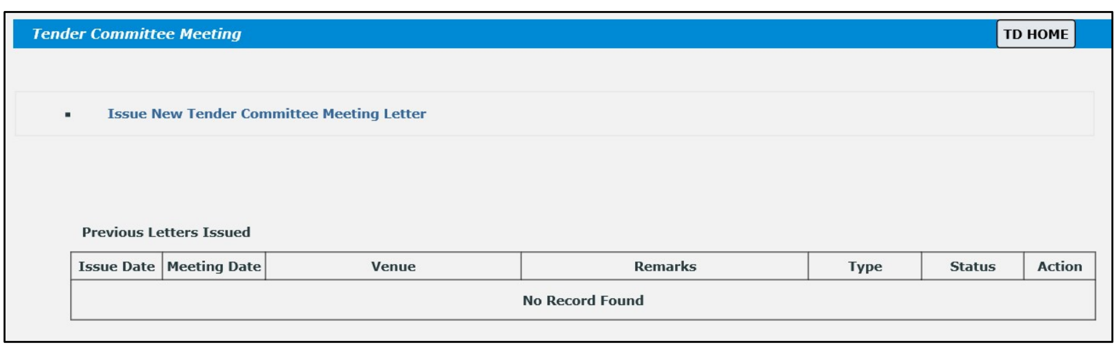
TC minutes. The assistant will not be able to sign/ publish TC minutes or any other document.



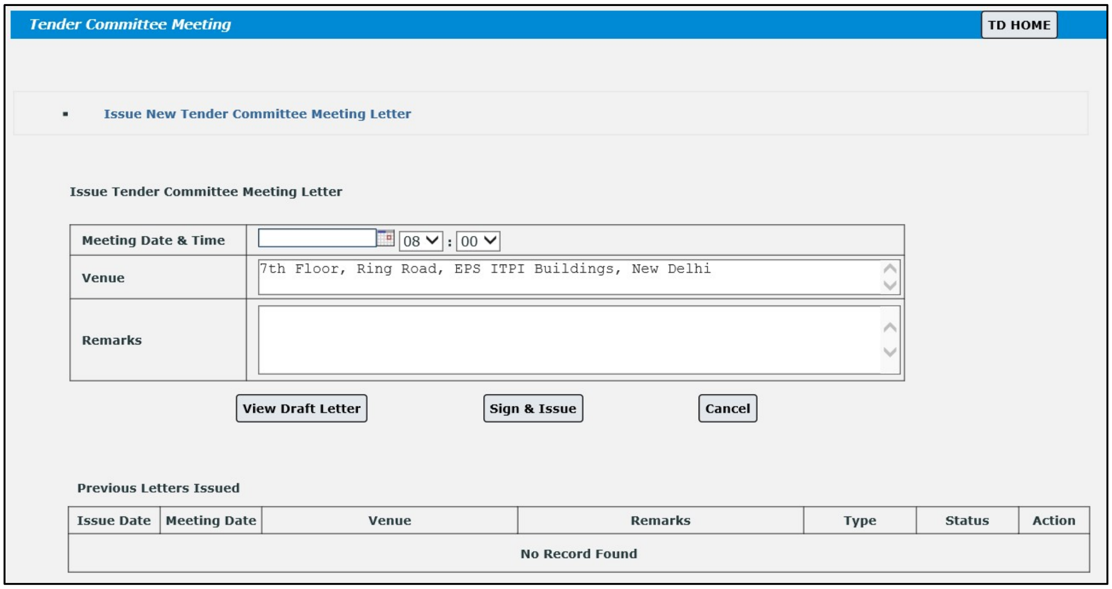
The assistant with whom the tender is to be shared can be selected from the drop down list against **Seek Secretarial Assistance from** field. The access of the assistant can be provided / withdrawn at any point of time by selecting / removing the check box against **Share Case with Assistant** field and clicking on Save button.

Even when the tender case is shared with an assistant, the same can always be accessed by the convenor, who can also see all the changes made by the assistant.

4.2.7. **Tender Committee Meeting Date:** This link allows the convenor of the Tender Committee to issue TC meeting letter. Clicking on this link opens the following interface:



The meeting letters issued previously are displayed under the heading Previous Letters Issued. The user has to click on the link Issue New Tender Committee Meeting Letter to prepare and issue a new TC meeting letter. Clicking on this link brings up the following interface:



The user has to pick a date using date tool, and select the time (Hours/ Minutes) for the TC meeting. By default the address associated with the post of the convenor is displayed in the Venue field, and the same can be edited. Remarks, if any can be entered in the Remarks field.

- Please keep the address associated with your Post updated to avoid repeated editing of this field. This can be done by admin through Manage Posts menu.

The user can view the draft letter before publishing the same. The user is required to click on the Sign & Issue button to complete the process of digital signing and publishing of the letter. As soon as the letter is published the details of the same are shown on the interface, as shown below:

The letter can be viewed by clicking on icon. The screenshot below shows a published letter.

IREPS

EPS HQ-ENGINEERING
DY C E C -I BPL, HABIBGANJ
BHOPALI, 457003
Madhya Pradesh , India

Ref. No. EPS HQ-ENGINEERING / testRAWorks2 / 996 Dated: 25-09-2018

Dy.FA/II **Finance Member**
FINANCE

Dy.CMM/G/1 **Third Member**
CRIS PURCHASE

Sub: **Tender Committee Meeting Letter**
Ref: **1.** This office Tender No.testRAWorks2 closing date 07-05-2018 17:45 for test RA tender for works

Tender Committee Meeting for the subject tender is proposed to be held on 25-09-2018 15:05:00 Hrs.

Venue: 7th Floor, Ring Road, EPS ITPI Buildings, New Delhi

tesfsef

Please make it convenient to attend the meeting.

KAMAL SHARMA
DyCE/G/CRIS
Digitally Signed
View Signature Details

Published letter can be edited, or withdrawn by clicking of the respective icons displayed against the letter. Multiple TC meeting dates can be fixed against a tender.

- System generated SMS is sent to the TC members advising them the post of the convenor, tender number and the meeting date and time.

- Draft TC minutes cannot be signed, or shared with TC members unless at least one TC meeting has been fixed, and TC meeting time is over.

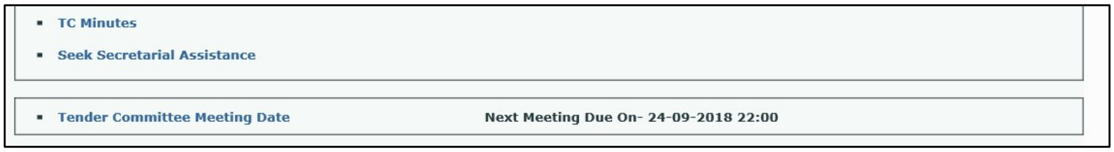
All the upcoming TC meetings of a user (Convenor and other TC members) are shown in My Upcoming TC meetings folder as shown below

- **My Tenders**
  - **My Upcoming TC Meetings (Next 10 Days) (1)**

Convener	Meeting Date	I am	Tender No./Type	Tender Title	Closing Date/Time	Actions
DyCE/G/CRIS	24/09/2018 22:45	Convener	KR-JK-TEST (OP-IN-TV-1P)	Test KR JAMMU	30/11/2017 13:30	

  - **Under Finalization (as Convener/Acc. Authority) (11)**

The status of TC meetings is also shown on TD Home Page:



4.2.8. **Previously Finalized Tender Decisions:** This part of the Tender Decision Home Page (TD Home) shows all the TCs finalized (accepted by accepting authority), and/ or the Direct Acceptance (DA cases) recorded against the tender. There is one separate row for each instance of DA or TC finalized.

TD ID / Ver	Accepted On	Acceptance Type	Recc. Type	Decision	Pending Actions	Action
5723 / 1.1	26-09-2018 09:52:00	Modified Terms and Condition	Award / Negotiation	Award		
5723 / 1	25-09-2018 15:18:07	TCR Accepted with Modification Instructions	Award / Negotiation			
5716 / 1	25-09-2018 14:18:26	TCR Accepted	Award / Negotiation	Award		

Each row in the section shows the following details:

Acceptance date- The date on which DA was signed and finalized, or the date on which the TC recommendations were accepted by the accepting authority.

Acceptance type- Whether TC or DA, and in case of TC whether the TC recommendations were accepted without any change, or accepted with modifications, or accepted for Discharge, or TC recommendations were rejected etc.

Recommendations Type: Indicates the decision type that was chosen by the Tender Committee or the Accepting authority (for DA cases) i.e. Award / Negotiation, or Discharge, or Evaluation of Technical Bids etc.

Decision: This indicates the specific decisions that were accepted by the accepting authority in DA cases, or were recommended by the TC in case of TC cases. For e.g., in case of Recommendation type Award / Negotiation, the Decision could be either Award only, or Negotiation only.

Pending Actions: In case it has been decided to award the work, this field will show LOAs Pending until the Letters of Acceptance are signed and published. Similarly in case of Negotiations, the field would show Nego. Letters Pending until these letters are signed and published.

Actions: The purpose and associated action of icons appearing in this column in the **Previously Finalized Tender Decisions** section on TD Home Page is as under:

- **View TC Minutes/ Acceptance Note ( ):** Clicking on this icon brings up the finalized acceptance note (for DA Cases) or Accepted TC Minutes (for TC Cases).

- **TCR Actions ( ):** This icon is meant for the post tender decision actions. These actions are described in detail in subsequent sections.

- **Supplementary Tender Decision ( ):** This icon is meant for supplementary tender decisions i.e. supplementary TC minutes, or supplementary Acceptance Note (for DA Cases). This link also provides the functionality of cloning TC Minutes or Acceptance Note.

4.2.9. **Withdrawn / Superceded drafts:** This part of the Tender Decision Home Page (TD Home) shows all the superseded draft versions of TCs. A version of draft TC minutes cannot be edited after it has been shared with TC members. If further editing is required, a new version is created as a duplicate of the existing version. The new version can then be edited. The new draft can be shared only after the previous shared version is withdrawn by clicking on Withdraw this draft. All the withdrawn versions are available for reference till the TC minutes are accepted by the Accepting Authority. Once the TC minutes are accepted, all the draft versions are removed, and are no longer available.

4.2.10. **Mark Case as Finalized:** A tender case may have multiple tender committee or direct acceptance decisions. After all the decisions have been taken against the case, the tender has to be marked as finalized by the Convenor (TC cases) or the Accepting Authority (DA cases), and only then the case is removed from the Under Finalization folder.

A tender can be marked as finalized only after either a decision has been taken for Award or Discharge, and not otherwise. Once such a decision has been taken, Mark Case as Finalized link becomes available on TD Home page, as shown in the screenshot below:

Tender Decision Home Page (TD Home)

Click here to download User Manual for Online Tender Decision System (Works)
Please use Internet Explorer version 10.0 or later, with compatibility view settings turned off (Click here to know more).

Tender No:	Test-TD-Works-2908	Dept/Rly:	IREPS	Closing Date/Time	29/08/2018 12:20
Tender Title	Construction of Tunnel between rty and iuy			Bidding System	Single Packet

- Initiate New Decision Process
- Mark Case as Finalized

Previously Finalized Tender Decisions

TD ID / Ver	Accepted On	Acceptance Type	Recc. Type	Decision	Pending Actions	Action
5745 / 1	27-09-2018 23:22:25	TCR Accepted	Award / Negotiation	Award	LOA Letters Pending	
5469 / 1	30-08-2018 10:50:29	TCR Accepted	Award / Negotiation	Negotiation		

Clicking on this link brings up the following page on which all the tender decisions are listed.

Tender No:	Test-TD-Works-2908	Dept/Rly:	IREPS	Closing Date/Time	29/08/2018 12:20
Tender Title	Construction of Tunnel between rty and iuy			Bidding System	Single Packet

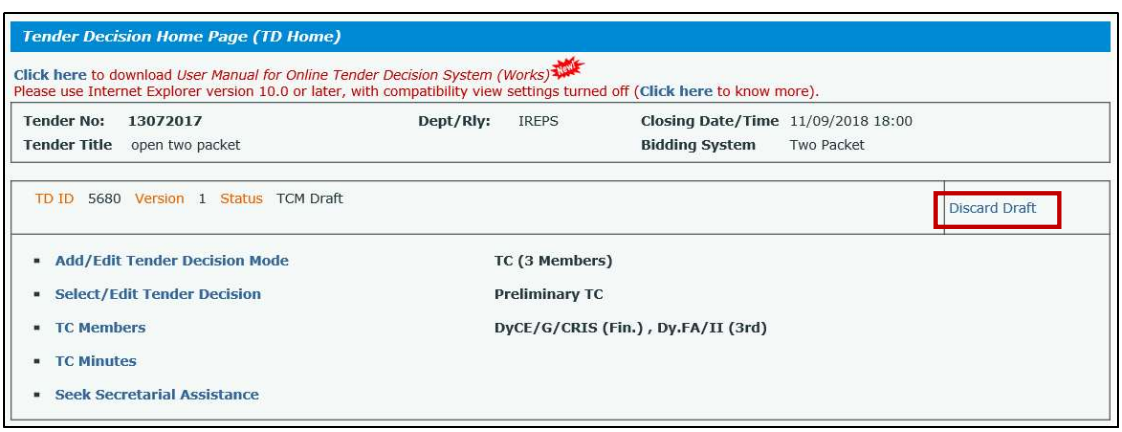
Finalized Tender Decisions

TD ID / Ver	Accepted On	Acceptance Type	Decision	Pending Actions
5745 / 1	27-09-2018 23:22:25	TCR Accepted	Award	LOA Letters Pending
5469 / 1	30-08-2018 10:50:29	TCR Accepted	Negotiation	

Sign & Submit | TD Home

The user has to click on the Sign & Submit button to apply his digital signature, and mark the tender case as finalized.

4.2.11. **Discard Draft:** Any TC or DA Draft can be discarded by clicking on the Discard Draft link on the TD Home page.



Tender Decision Home Page (TD Home)

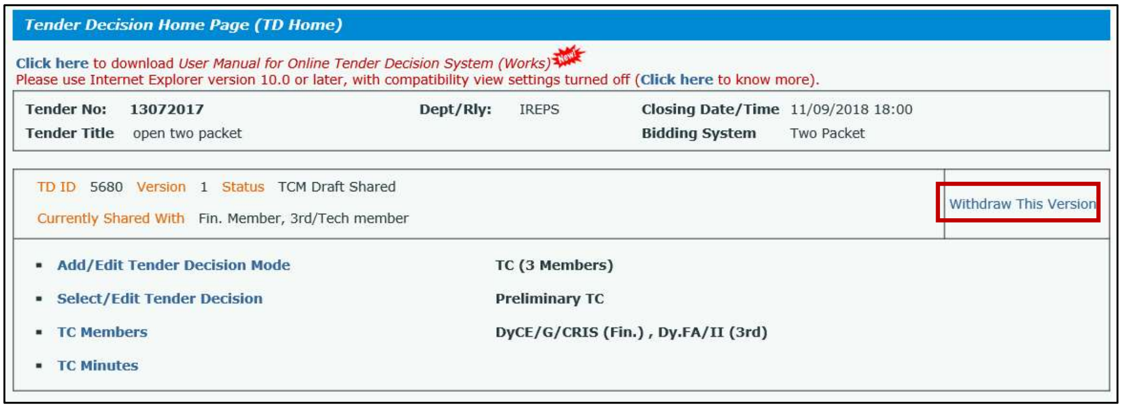
Click here to download User Manual for Online Tender Decision System (Works)
Please use Internet Explorer version 10.0 or later, with compatibility view settings turned off (Click here to know more).

Tender No:	13072017	Dept/Rly:	IREPS	Closing Date/Time	11/09/2018 18:00
Tender Title	open two packet			Bidding System	Two Packet

TD ID 5680 Version 1 Status TCM Draft — Discard Draft

- Add/Edit Tender Decision Mode — TC (3 Members)
- Select/Edit Tender Decision — Preliminary TC
- TC Members — DyCE/G/CRIS (Fin.) , Dy.FA/II (3rd)
- TC Minutes
- Seek Secretarial Assistance

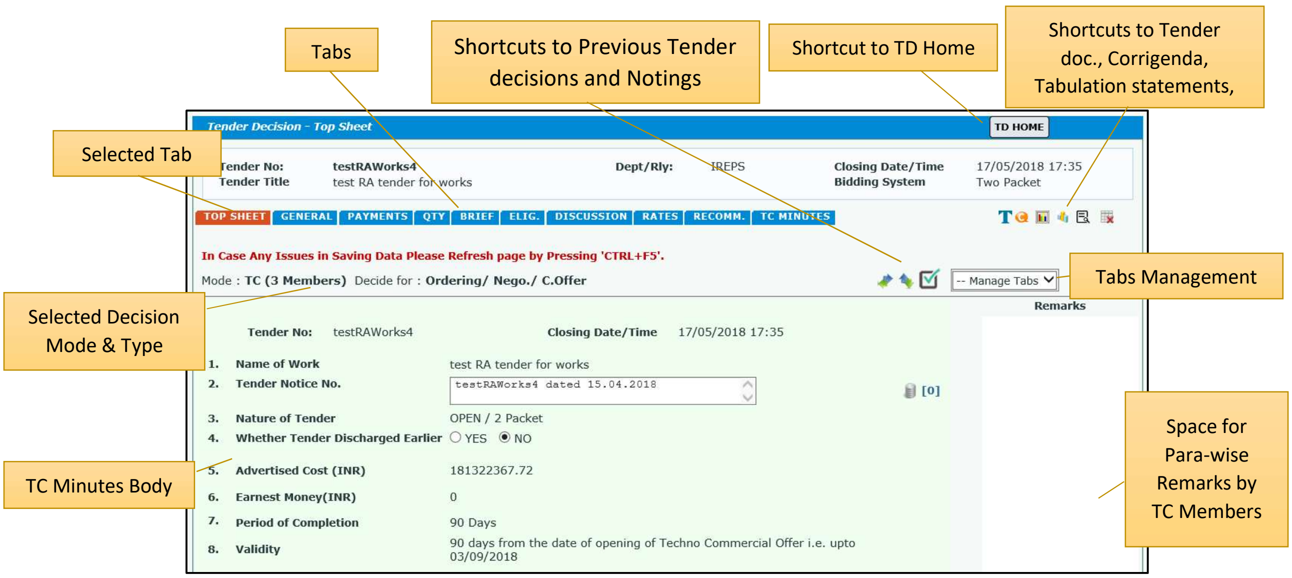
4.2.12. **Withdrawal of TC minutes Version**: Any TC Minutes draft that has been shared with TC members can be withdrawn by clicking on **Withdraw This Version** link available on TD Home page.



The withdrawn version gets discarded and cannot be shared again. A duplicate copy of the withdrawn TC minutes can be created through the cloning icon provided in the Withdrawn / Superceded draft section on TD Home page.

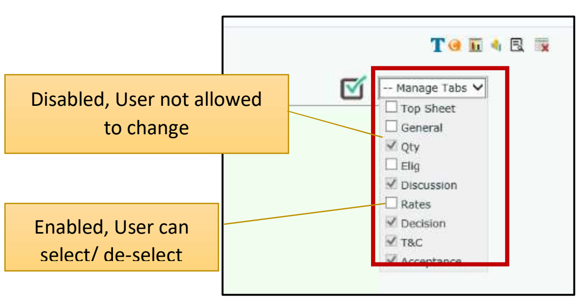
4.3. Preparation of TC Minutes/ Acceptance Note

The user has to click on **Initiate New Decision Process** link on TD Home Page, Select Decision Mode, and for TC cases select TC members as explained in preceding para. Clicking on TC Minutes link (for TC cases) or Tender Acceptance link (for DA Cases) thereafter brings up the interface for preparation of TC minutes/ Acceptance Note. The screenshot below shows all the tabs that are available on this interface:



The combination of tabs that are displayed on the screen depends on the Tender Type (Open/ Limited etc.), Decision Mode (TC/ DA), Decision (Award / Negotiation, Retender, Evaluation of Tech. Bids etc.), Bidding System (Single/ Two Packet), Decision stage (Original or Supplementary decision) and several other factors.

Manage Tabs: The user has, in some cases, the option to remove one or more tabs, or to add some tabs that are not visible by default. This option is exercised by clicking on the Manage Tabs dropdown.



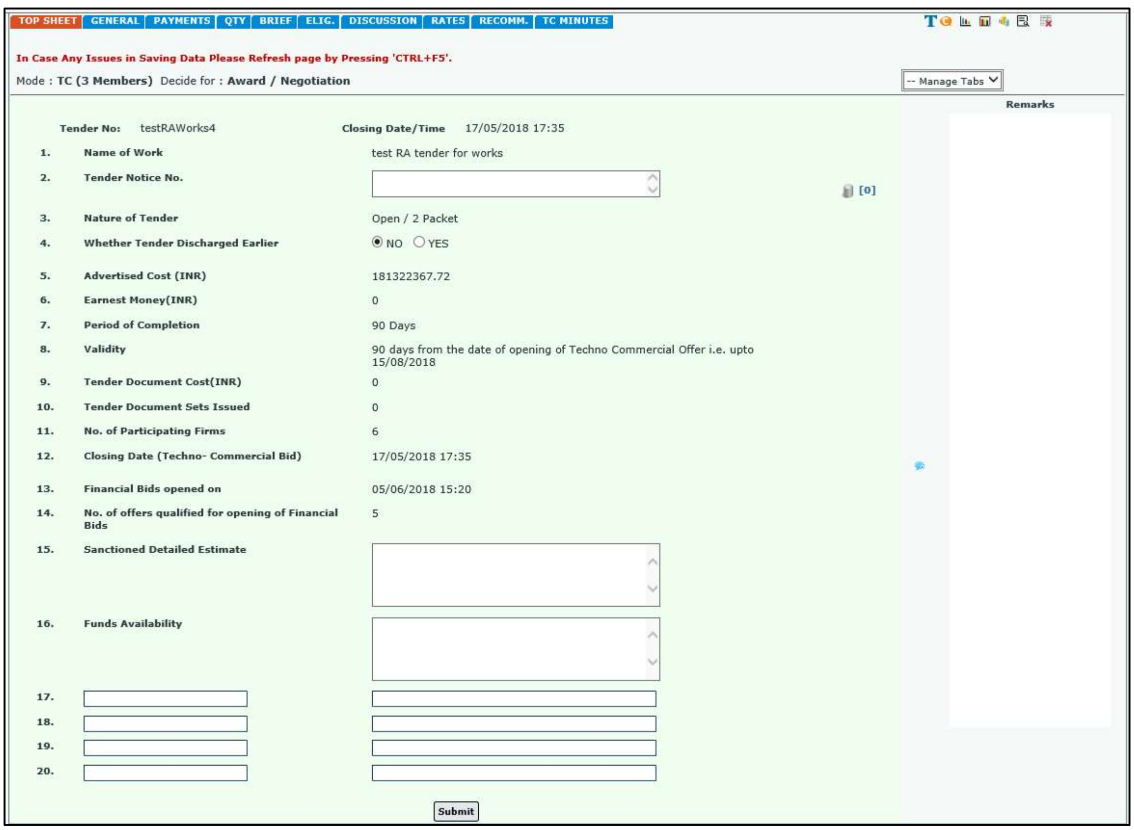
The tabs with check box ticked are already selected and are displayed on the page. The check boxes that are enabled (white background) can be selected/ de-selected by the user. The checkboxes that are disabled (grey background) cannot be selected/ de-selected by the user.

- Please exercise caution in deselecting tabs, as the data saved on the tabs shall be lost.

There are a lot of added features and functionalities for each tab, which are described below.

4.3.1. Top Sheet

By default this tab is selected/ displayed and is mandatory for Original TC cases. The tab is not displayed by default and is not mandatory for supplementary TC cases, or for DA cases, but can be selected through Manage Tabs option.



The format of Top Sheet is pretty standard one that is used on Indian Railways, and is self-explanatory. The details entered on the tab can be saved by clicking on the Submit button at the bottom of the page.

The Convenor or Accepting Authority (for DA cases) has the option to upload context specific documents for some of the fields by clicking on **Upload/ View** link ( ). The count of the documents uploaded will be displayed on the Top Sheet. Other members of the Tender committee, or the Accepting Authority (for TC cases) can only view the uploaded documents.

Some blank fields (Sl. No. 17 to 20) have been provided for entering additional information.

- These are optional fields, and the user can leave these blank.
- Only those fields will appear in the final TC minutes, which have been filled in.
- If context/ title is entered in any of these field in the left column, it is mandatory to enter the value in the corresponding right column, and vice versa.

The **Remarks** field is available for TC cases only.

- There is a single remarks field for the entire Top sheet tab, however, on other tabs there is a separate remarks field for every para of the tender committee minutes.
- The remarks so entered are not part of tender committee, and have only been provided to facilitate exchange of suggestions/ objections etc. by the members of the Tender Committee. These are visible to the TC members only.
- The remarks can be accessed only as long as the TC recommendations have not been finalized (i.e. TC recommendations have not been accepted by the accepting authority). Thereafter the remarks are permanently deleted.

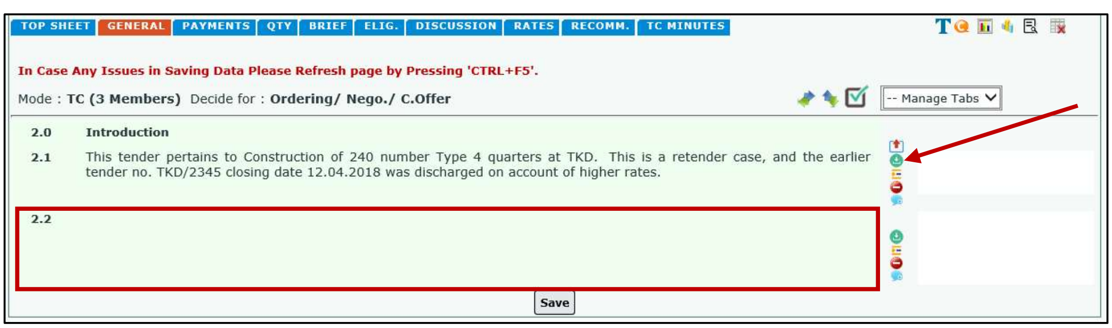
4.3.2. General

This tab is mandatory, and is selected/ displayed by default for Original TC recommendations. The tab is not mandatory and is not displayed by default for supplementary TC recommendations, or for DA cases, but it can be selected through Manage Tabs option.

This tab is meant for adding introductory comments about the tender. **Remarks** field which is meant for exchange of suggestions, modifications etc. amongst TC members as explained in detail para 3.3.1 above is available for TC cases only. There is a separate remarks field for each para. Several action icons are available against each para, whose usage is explained below.

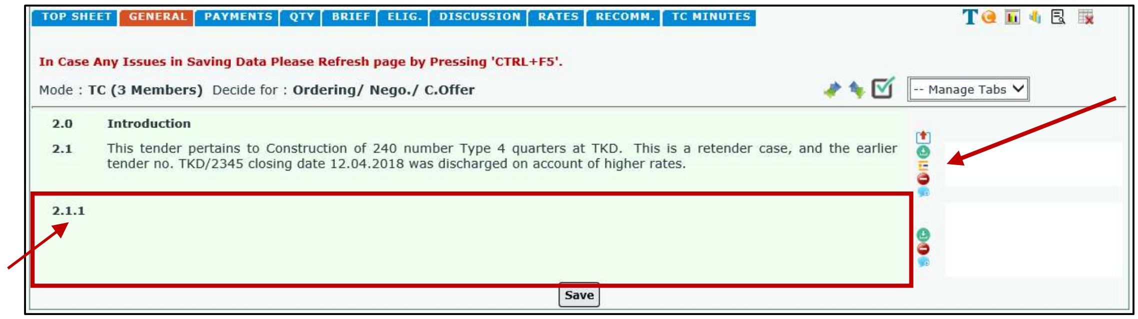
Insert Para Above ( ) – This icon is available against the 1st para only, and is meant for adding a blank para above the 1st para.

Insert Para Below ( ) – Clicking on this icon creates a blank para just below the para against which the icon is clicked. The para / sub para numbering is automatic.



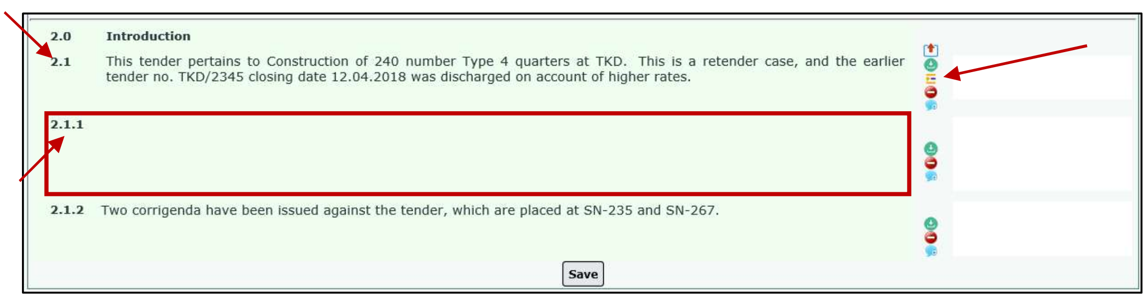
This icon can be used to add a new para at the bottom of the page, or add a new para between two paragraphs.

Insert Sub Para Below ( ) - Clicking on this icon creates a blank sub para just below the para against which the icon is clicked.



- To create another sub para below a sub para, click on the icon against the sub para.

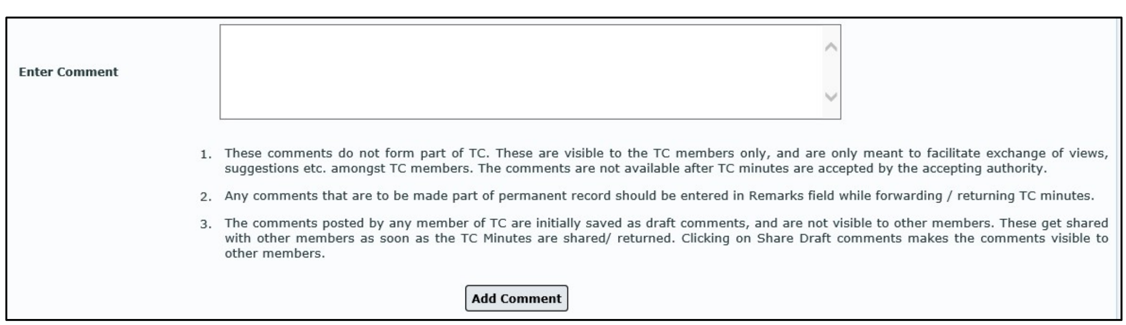
- To insert a new sub para between an existing main para and the first sub para, click on the icon against the main para as shown below.



Delete Para ( ) - To delete a para or sub para, click on this icon against the respective para or sub para.

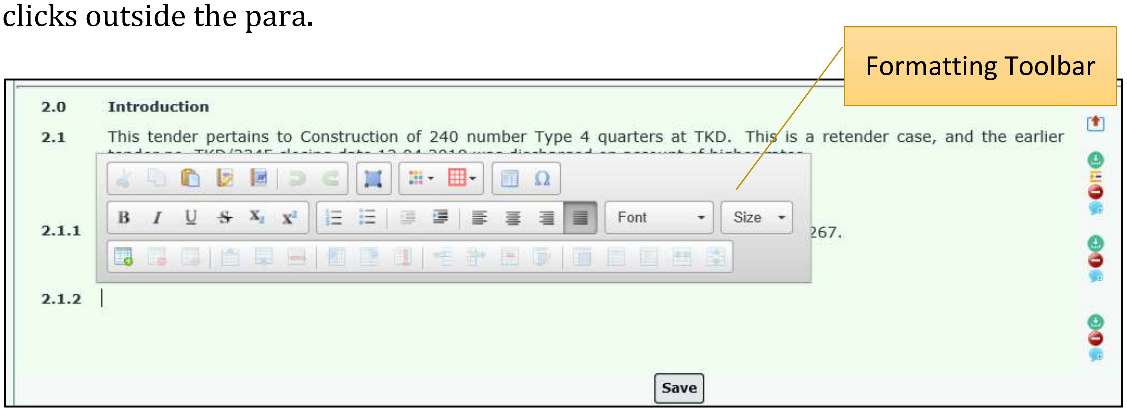
- Deleting a main para will automatically delete all its sub paras.

Add Comment ( ) - This icon is meant for adding a comment in the remarks field. Clicking on this icon brings up a window for adding comment as shown below:



By default the comments are added in draft mode. These get shared when the TC minutes are shared by the convenor after adding comments, or when the other members return the TC Minutes to the convenor. Draft comments are shown in red color. The comments can also be shared by clicking on the share comments link on top of any page. Any draft comments added on any tab will get shared. Till a comments is shared, a comment added against a para can be edited by clicking on the add comment icon against the para.

The content to be added to a para or sub para in any of the tabs can be typed directly by clicking in the para/ sub para. As soon as a para is activated by clicking anywhere in it, a formatting tool bar pops up, and remains available till the user clicks outside the para.



The toolbar has standard formatting features for Bold, Italics, Underline, Strikethrough, Left align, Justify, Font Color, Background color, Font, Font Size etc. Tooltips are provided on all icons of the toolbar, which are displayed when the cursor is placed over an icon.

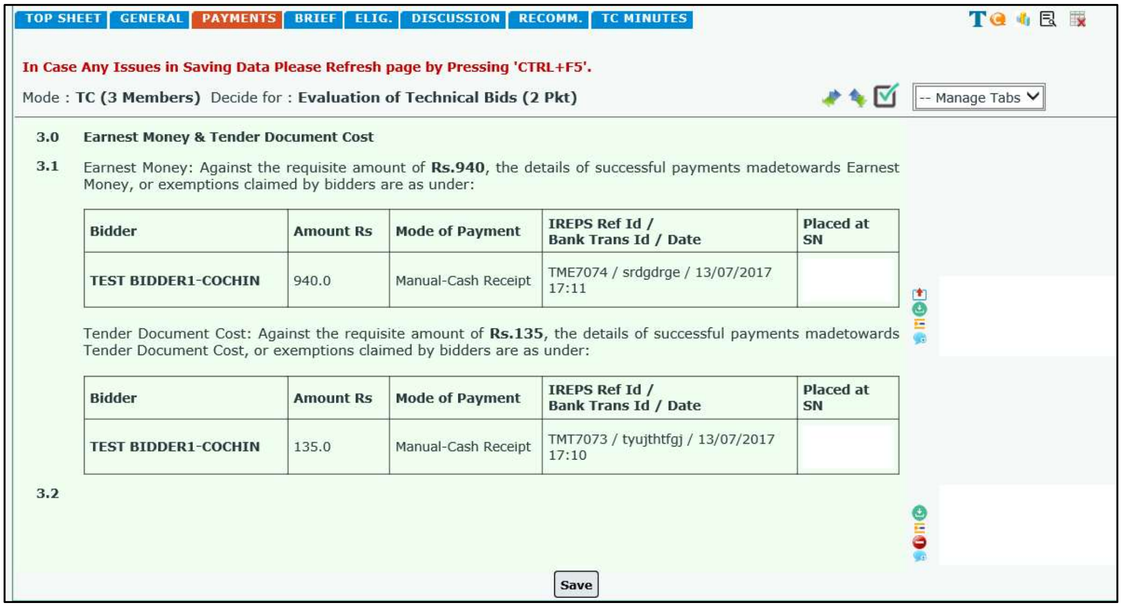
The bottom row of the formatting bar is meant for formatting tables, and becomes active when a table is created or inserted in the para.

Standard keyboard shortcuts like Ctrl B for Bold, Ctrl U for Underline etc. can also be used.

Clicking on the **Save** button at the bottom of the page saves the draft.

4.3.3. Payments

This tab is meant for discussion on the eligibility of offers from the point of view of submission of Earnest Money and Tender Document cost.



TOP SHEET | GENERAL | PAYMENTS | BRIEF | ELIG. | DISCUSSION | RECOMM. | TC MINUTES

In Case Any Issues in Saving Data Please Refresh page by Pressing 'CTRL+F5'.

Mode : **TC (3 Members)** Decide for : **Evaluation of Technical Bids (2 Pkt)** -- Manage Tabs

3.0 **Earnest Money & Tender Document Cost**

3.1 Earnest Money: Against the requisite amount of **Rs.940**, the details of successful payments madetowards Earnest Money, or exemptions claimed by bidders are as under:

Bidder	Amount Rs	Mode of Payment	IREPS Ref Id / Bank Trans Id / Date	Placed at SN
TEST BIDDER1-COCHIN	940.0	Manual-Cash Receipt	TME7074 / srdgdrge / 13/07/2017 17:11	

Tender Document Cost: Against the requisite amount of **Rs.135**, the details of successful payments madetowards Tender Document Cost, or exemptions claimed by bidders are as under:

Bidder	Amount Rs	Mode of Payment	IREPS Ref Id / Bank Trans Id / Date	Placed at SN
TEST BIDDER1-COCHIN	135.0	Manual-Cash Receipt	TMT7073 / tyujthtfgj / 13/07/2017 17:10	

3.2

Save

As can be seen, 1st para of this page displays the Earnest Money and Tender Document cost stipulated in the tender, and the successful payment transactions made by various bidders against the tender, along with the payment details. There is a column available against each transaction wherein the page number can be mentioned where the physical document is placed. This is not a mandatory field.

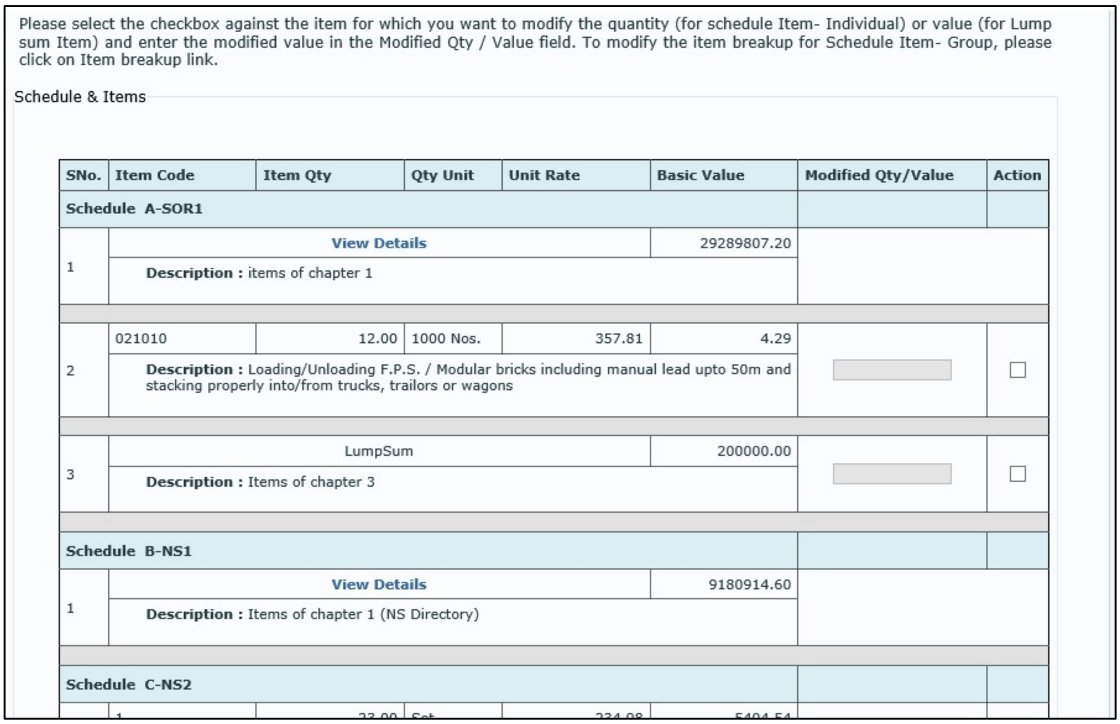
Any further discussion on Earnest Money and Tender Document cost can be done by adding new para / sub para on the page.

4.3.4. Quantity

This tab is meant for modifying the quantity to the accepted vis-à-vis the tender quantity. This is not a mandatory tab, and is not displayed by default. If this tab is required for incorporating changes in schedule quantities, the same can be activated through **Manage Tabs** dropdown.

Clicking on the tab name brings up the following page:

When the page is opened for the 1st time, only a link named Modify Quantity is shown on the page. Clicking on this link opens up the following interface:



The page displays the schedule of requirements included in the tender. It shows a checkbox against every Schedule Item (Individual) and Schedule Item (Lump Sum). Selecting any of these check box enables the Modified Qty / Value field against the corresponding item. The modified quantity (in quantity unit) in case of Schedule Item (Individual), or the modified basic value (in Rs.) in case of Schedule Item (Lump Sum) can then be entered in the Modified Qty / Value field. The system allows increase as well as decrease in the quantity.

- No changes are allowed against Schedule Item (Group), and therefore check box is not shown against such items.

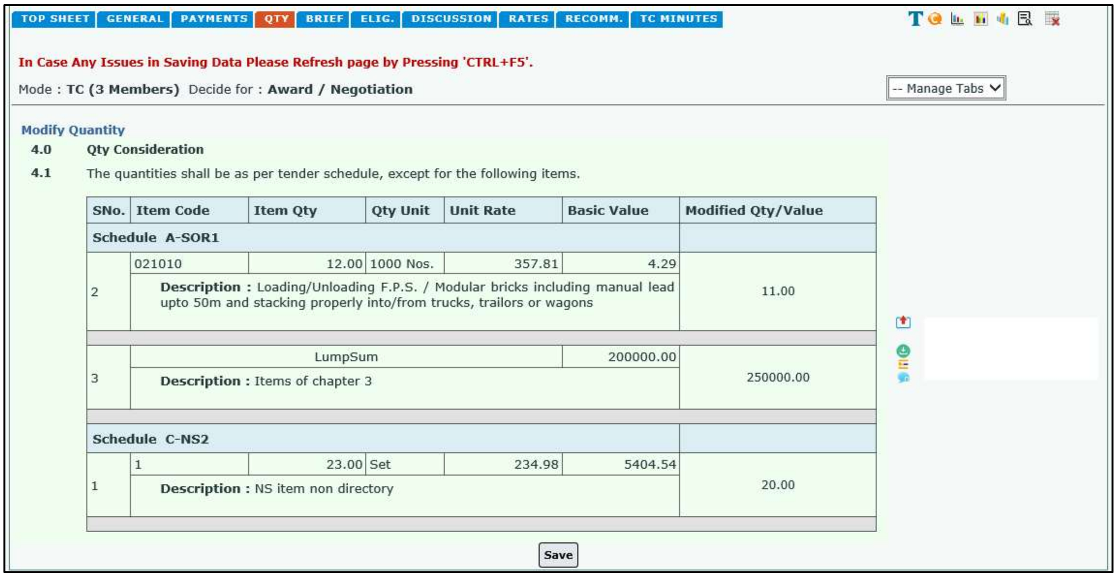
SNo.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Modified Qty/Value	Action
Schedule A-SOR1							
1	View Details				29289807.20		
	Description : items of chapter 1						
2	021010	12.00	1000 Nos.	357.81	4.29	13.00	☑
	Description : Loading/Unloading F.P.S. / Modular bricks including manual lead upto 50m and stacking properly into/from trucks, trailors or wagons						
3	LumpSum				200000.00	250000.00	☑
	Description : Items of chapter 3						
Schedule B-NS1							
1	View Details				9180914.60		
	Description : Items of chapter 1 (NS Directory)						
Schedule C-NS2							
1	1	23.00	Set	234.98	5404.54	20.00	☑
	Description : NS item non directory						
Schedule D-SOR2							

After making the required changes, the user has to click on the Save button at the bottom of the page, as shown below.

Schedule C-NS2							
1	1	23.00	Set	234.98	5404.54	20.00	☑
	Description : NS item non directory						
Schedule D-SOR2							
1	View Details				24351813.25		
	Description : Items of chapter 13						
2	View Details				101964598.39		
	Description : Items of chapter 14						

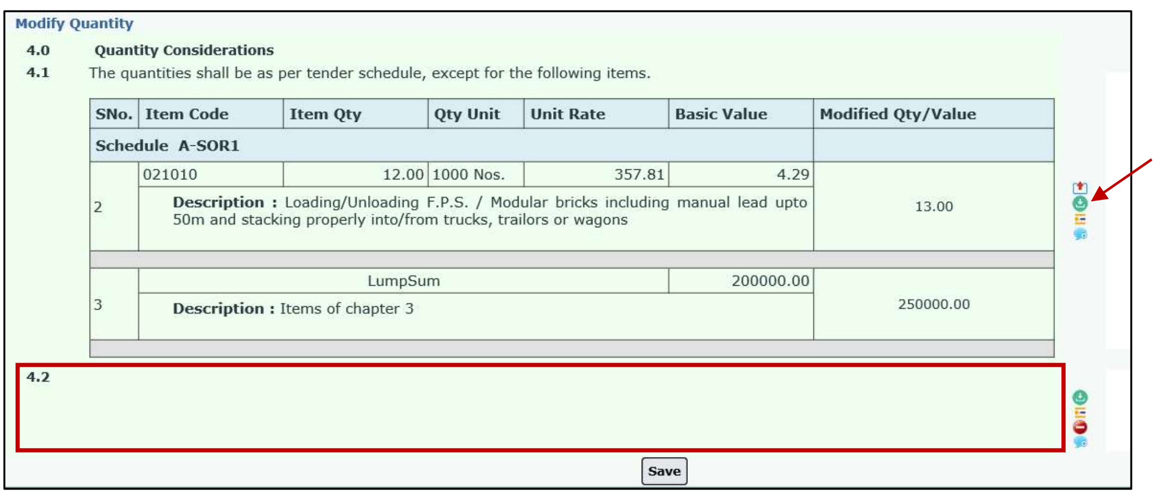
Save

The modifications get saved, and these become part of the TC minutes (or acceptance note in DA cases), as shown in the screenshot below:



The modifications so made can be corrected / edited by clicking on the Modify Quantity link again. This will again open the schedule of requirements, displaying the modifications made earlier, which can be edited. A modification made earlier can be deleted altogether by removing the check box against the item.

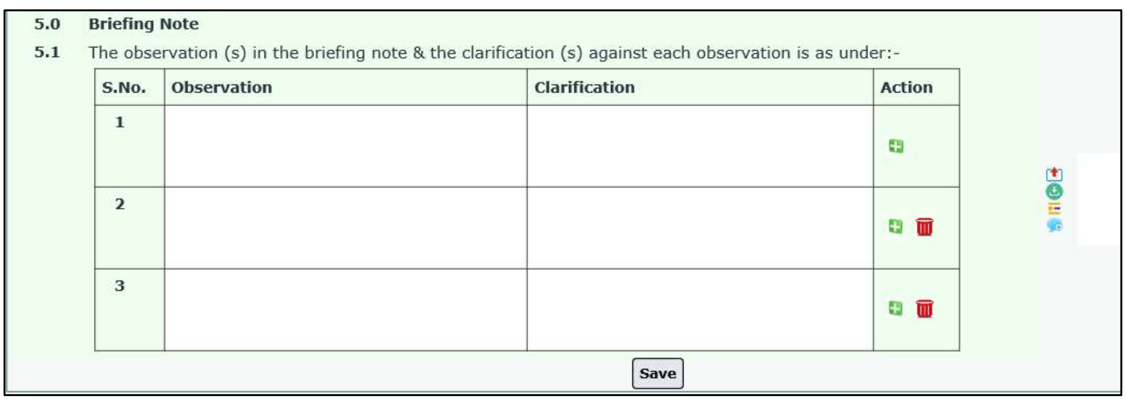
Any further discussion regarding these modifications can be done by adding new para or sub para using the relevant icons.



4.3.5. Brief

This tab is meant for discussion on the observations made in the **briefing note**. This tab is displayed by default in the original tender decisions, however, if the same is not required, it can be removed through Manage Tabs dropdown. Clicking on the tab name brings up the following interface.

As can be seen, the 1st para on the page has a table for writing the briefing note observation, and the clarification by the tender committee on the same. If more than one observations are to be entered, additional rows can be added by clicking on the icon.



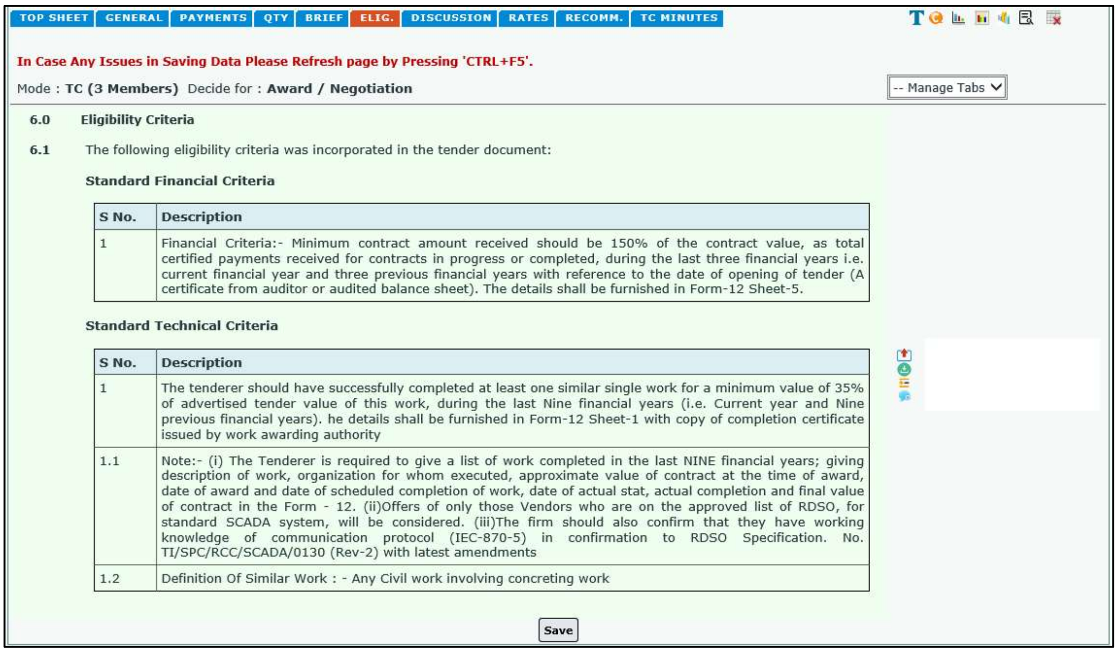
Any such new row can be deleted by clicking on the delete button.

- No row (observation cell as well as clarification cell) can be left blank. If no briefing note observation is to be discussed, please remove the briefing note tab through Manage Tabs dropdown.

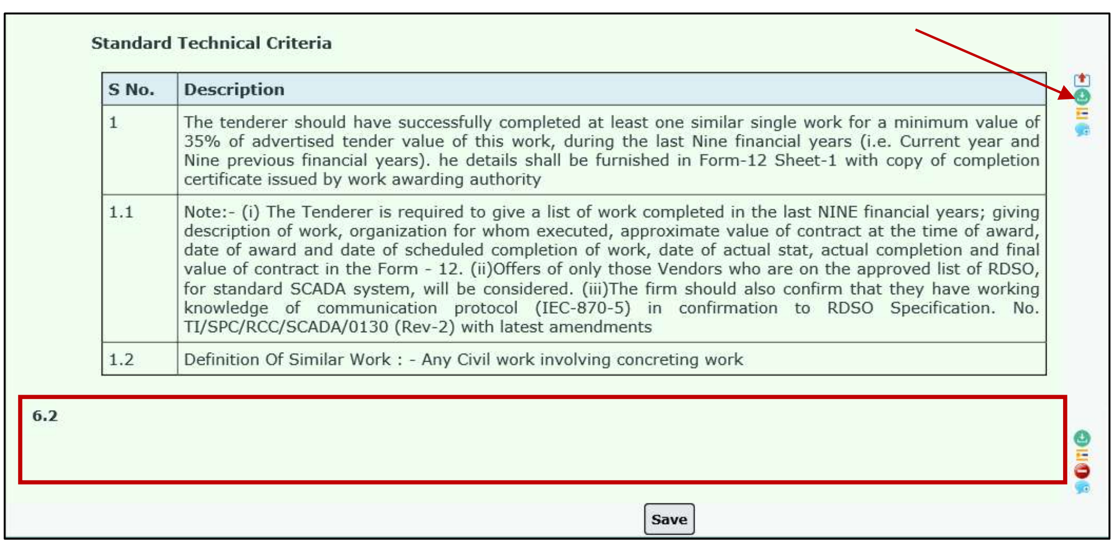
New para or sub para can be added, if required, by using the relevant icons on the page.

4.3.6. Eligibility

This tab is meant for discussion on the eligibility conditions. This tab is mandatory for Original tender decision (TC or DA). The tab is not mandatory and is not displayed by default for supplementary TC recommendations, but it can be selected through Manage Tabs dropdown. The eligibility conditions incorporated in the tender are inserted automatically in 1st para of the tab as shown below.

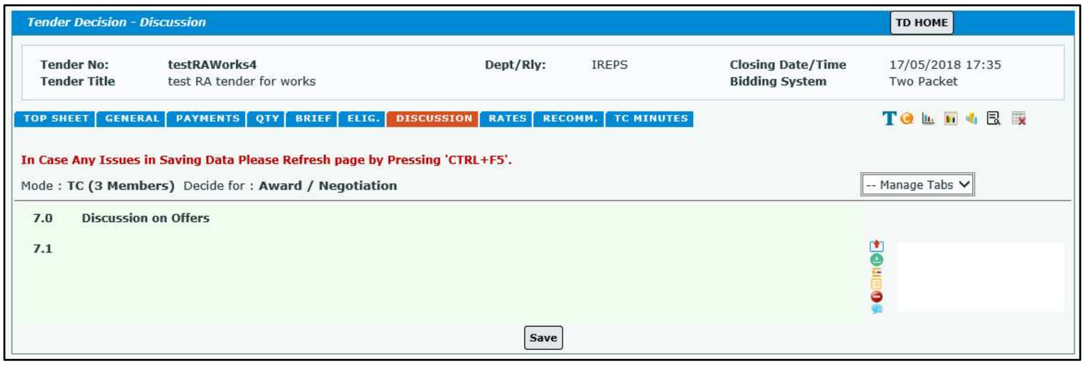


Any further discussion regarding these modifications can be done by adding new para or sub para using the relevant icons.

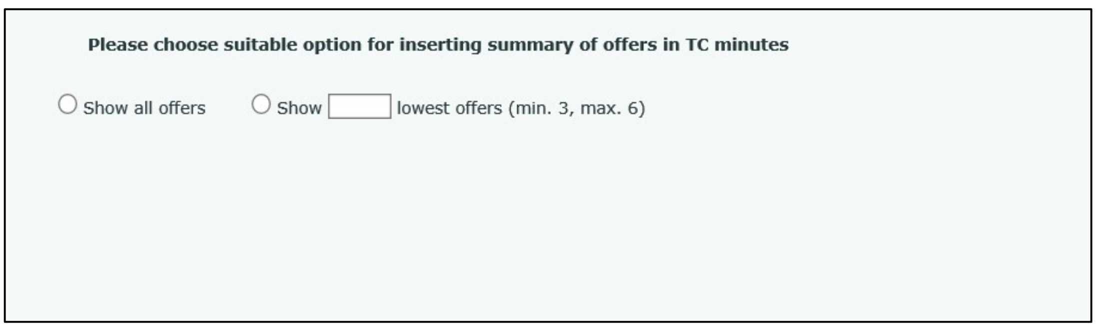


4.3.7. Discussion on Offers

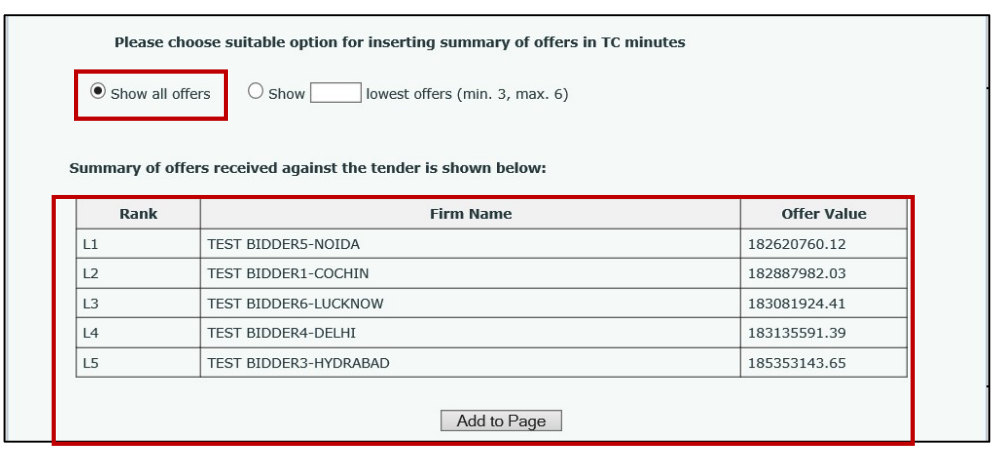
This tab is meant for discussion regarding the offers received against the tender. This tab is mandatory for Award / Negotiation decision.



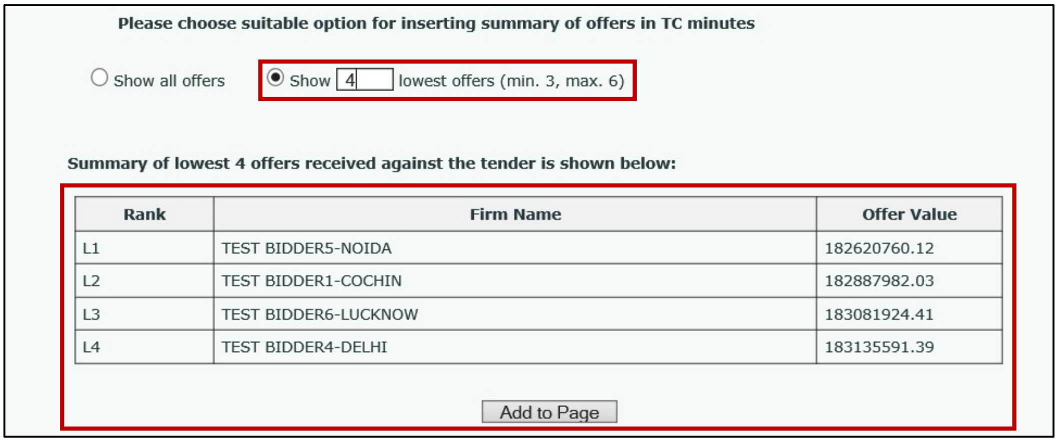
The functionalities for adding content, adding para and sub para on Discussion tab are the same as explained for General tab above except that an additional icon has been provided on this tab for automated insertion of summary of offers on the tab. Clicking on this icon brings up the following interface:



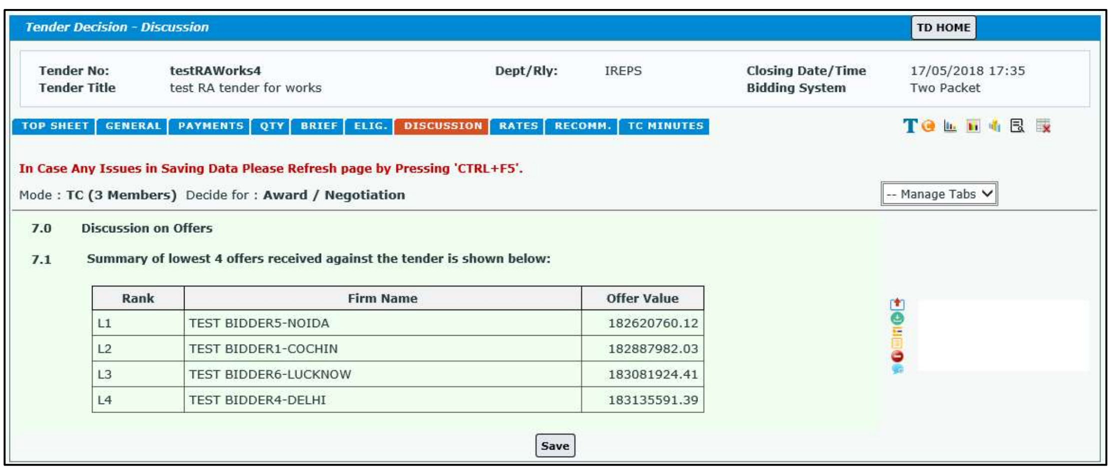
The user can choose to insert the summary for all the offers received against the tender, or for fewer offers by selecting the appropriate radio button. If Show All Offers option is selected, the summary of all the offers is shown on the page:



If summary of limited number of offers is to be displayed, the user has to choose the 2nd radio button option, and then enter the number of offers required to be displayed.



After the selection has been made, the user has to click on Add to Page button and the summary shall be inserted in the Discussion Tab



Detailed discussion on offers in the zone of consideration can be done by adding new para or sub para using the relevant icons available on the page.

4.3.8. Rate Reasonableness

As the name suggests, this tab is meant for discussion on reasonableness of rates. This is a mandatory tab for original tender committee minutes when Award / Negotiation decision mode is selected.

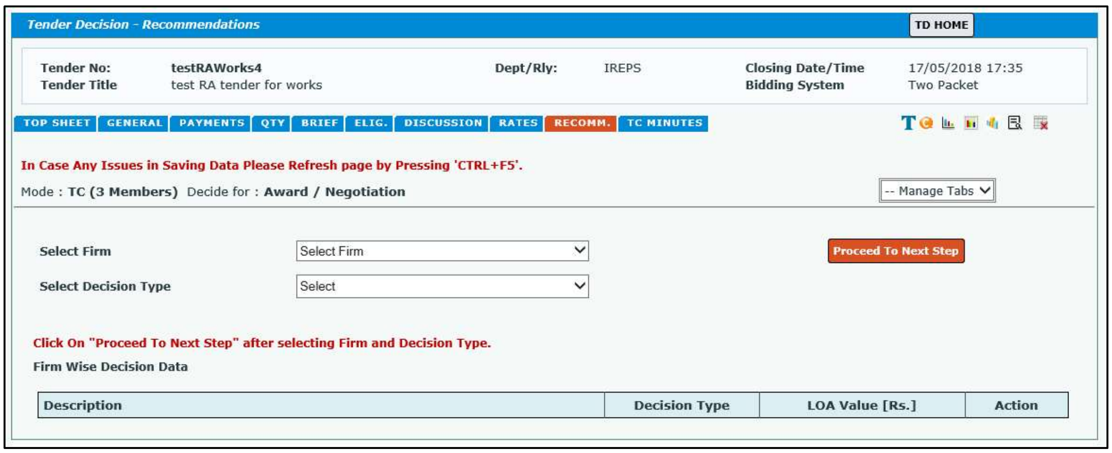
This tab is not mandatory and is not displayed by default for supplementary TC recommendations, or for DA cases, however, if required the page can be selected through Manage Tabs option.

The functionalities for adding content, adding para and sub para on this tab are the same as explained for General tab above.

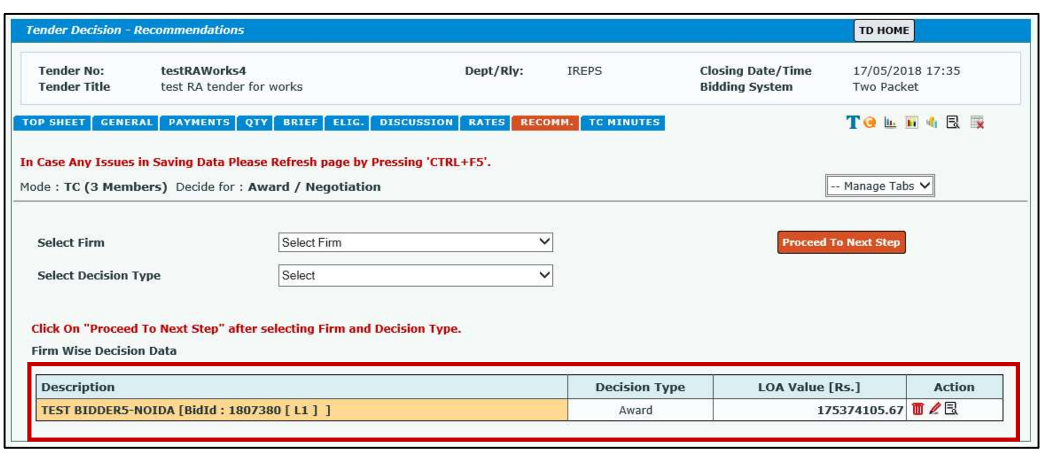
4.3.9. Recommendations / Decision

This tab is called Recommendations tab for TC cases and Decision tab for DA cases, and is meant for input of TC recommendations (TC cases) or Decision of Accepting Authority (DA cases) in a structured form. The tab has several variations depending on the Decision type, which are discussed below.

4.3.9.1. **Award / Negotiation**: The interface for this decision type is as shown below:



The Select Firm field dropdown displays all the firms whose bids have been received against the tender, and the user has to select one of these. Similarly, Select Decision Type field displays various options like Award, Negotiation, and Passover. Award option shall be selected if it has been decided to award the work. If an offer is to be passed over for any reason, then Passover option shall be selected. If it has been decided to conduct negotiations with the firm, negotiation option shall be selected. After selecting the firm and decision type, the user has to click on Save button to save the selected details.



The saved details will be displayed in the lower portion of the page. The details can be edited or deleted by clicking on the edit or delete button on the page. In case of decision type Award, the awarded quantities, rates and value of contract can be seen by clicking on icon.

Awarded Quantities And Rates

Item Sno.	Item Desc	Item Code	Item Qty	Qty Unit	Unit Rate (Rs)	Escl. (%)	Advt.Value (Rs)	Bid Rate/ Unit Rate		Bid Amount (Rs)
Schedule A-SOR1 (Item Directory - EPSHQ-USSOR-2010-Ver-16)							**32462792.72**	12.00	% Above	36358327.85
1	items of chapter 1	View Details				10.00	32218787.92			
2	Loading/Unloading F.P.S. / Modular bricks including manual lead upto 50m and stacking properly into/from trucks, trailors or wagons	021010	12	1000 Nos.	357.81	12.00	4.80			
3	Items of chapter 3	Lump Sum				22.00	244000.00			
						Schedule Totals				**36358327.85**
Schedule B-NS1 (Item Directory - EPS-HQ-NS-Ver-2012)							**8262823.14**			
1	Items of chapter 1 (NS Directory)	View Details				(-) 10.00	8262823.14	17.00	% Above	9667503.07
						Schedule Totals				**9667503.07**
Schedule C-NS2 (Item Directory - Not Applicable)							**5296.45**			

The process of selection of firms and decision type can be repeated for other firms subject to the following conditions:

- There cannot be more than one Award decision i.e. the entire quantity shall be awarded to one firm only, and the system is not designed for splitting of quantities amongst multiple firms.

- In case of negotiations the system will permit selection of more than one firms for negotiations.

A few examples of different decisions are shown below:

Select Firm: Select Firm

Select Decision Type: Select

Proceed To Next Step

Click On "Proceed To Next Step" after selecting Firm and Decision Type.

Firm Wise Decision Data

Description	Decision Type	LOA Value [Rs.]	Action
TEST BIDDER5-NOIDA [BidId : 1807380 [L1]]	Passover	--	
TEST BIDDER1-COCHIN [BidId : 1807375 [L2]]	Passover	--	
TEST BIDDER6-LUCKNOW [BidId : 1807381 [L3]]	Award	181310955.73	

Example 1

Select Firm: Select Firm

Select Decision Type: Select

Proceed To Next Step

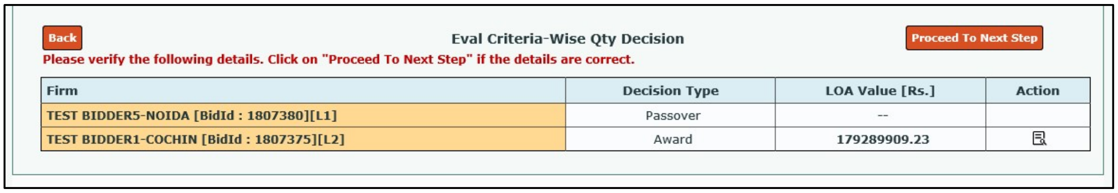
Click On "Proceed To Next Step" after selecting Firm and Decision Type.

Firm Wise Decision Data

Description	Decision Type	LOA Value [Rs.]	Action
TEST BIDDER5-NOIDA [BidId : 1807380 [L1]]	Passover	--	
TEST BIDDER1-COCHIN [BidId : 1807375 [L2]]	Negotiation	--	
TEST BIDDER6-LUCKNOW [BidId : 1807381 [L3]]	Negotiation	--	

Example 2

After entering all the decisions, the user has to click on Proceed to Next Step button. This brings up the following page.



As can be seen from the screenshot above, this page shows the decision taken on previous page. In case a lower offer is ignored on previous page and decision has been taken for a higher offer, this page will automatically include such lower offer, with decision type Passover.

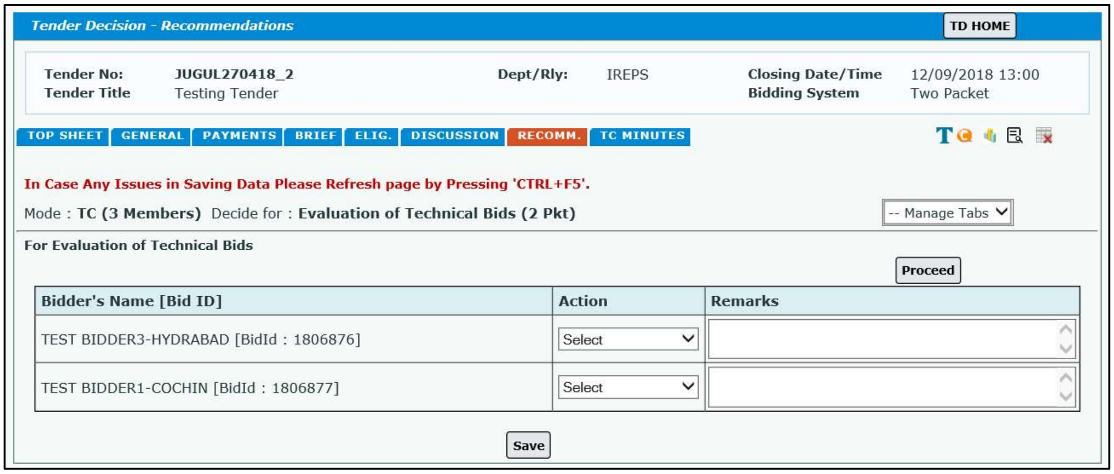
The user has to verify the details shown on the page. If any error is found, the user can use Back button to go back to the previous page for making corrections. If everything is in order, the user has to click on Proceed to Next Step button. If Proceed to Next Step button is clicked, the decision taken gets inserted in the TC minutes, as shown below:

Even at this stage if any change is required in the tender decision, the same can be done by clicking on Edit Firm Wise Decision link.

The user can add additional para, sub- para by using the relevant icons on the page, as explained in the preceding para.

4.3.9.2. **Evaluation of Technical Bids:** There are multiple variations for this decision type depending on the tender type. All possible variations are discussed below.

Two Packet Normal Tender (Non Reverse Auction)


Tender Decision - Recommendations TD HOME

Tender No: JUGUL270418_2 Dept/Rly: IREPS Closing Date/Time 12/09/2018 13:00
Tender Title Testing Tender Bidding System Two Packet

TOP SHEET | GENERAL | PAYMENTS | BRIEF | ELIG. | DISCUSSION | RECOMM. | TC MINUTES

In Case Any Issues in Saving Data Please Refresh page by Pressing 'CTRL+F5'.

Mode : TC (3 Members) Decide for : Evaluation of Technical Bids (2 Pkt) -- Manage Tabs

For Evaluation of Technical Bids

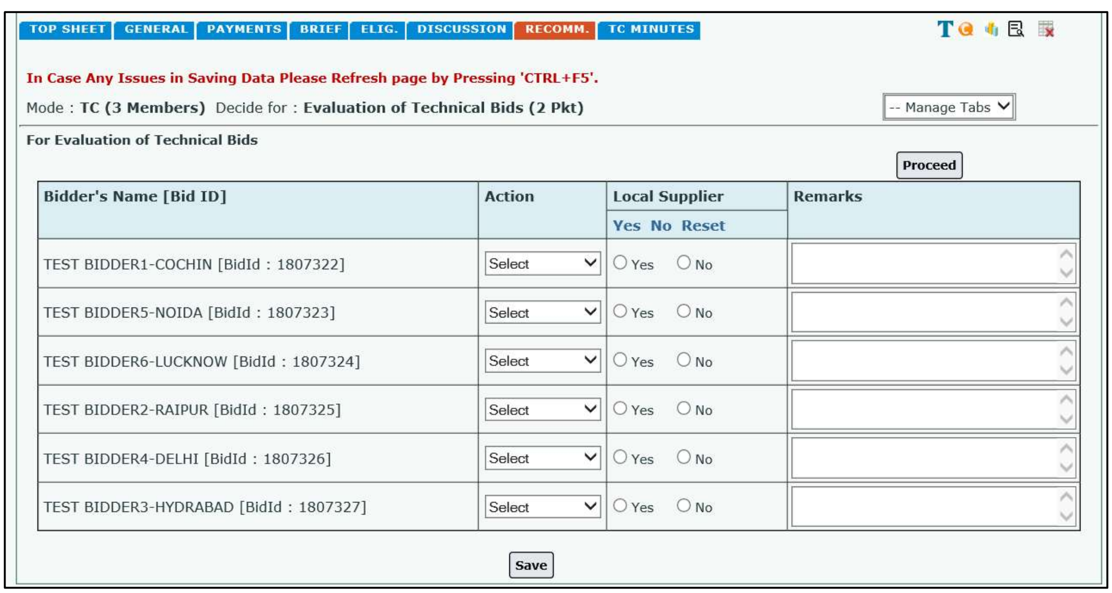
Proceed

Bidder's Name [Bid ID]	Action	Remarks
TEST BIDDER3-HYDRABAD [BidId : 1806876]	Select	
TEST BIDDER1-COCHIN [BidId : 1806877]	Select	

Save

As can be seen from the screenshot above, all the bidders who have submitted their bids against the tender are listed on the page. Acceptance / Rejection of the technical bids has to be selected for each firm through the dropdown list in the Action column. If the technical bid of as firm is rejected, it is mandatory to enter reason for rejection in the Remarks field. These remarks shall be communicated to the bidder. Remarks field is optional if the technical offer is accepted.

Two Stage Reverse Auction tender, Contract Category – Works


TOP SHEET | GENERAL | PAYMENTS | BRIEF | ELIG. | DISCUSSION | RECOMM. | TC MINUTES

In Case Any Issues in Saving Data Please Refresh page by Pressing 'CTRL+F5'.

Mode : TC (3 Members) Decide for : Evaluation of Technical Bids (2 Pkt) -- Manage Tabs

For Evaluation of Technical Bids

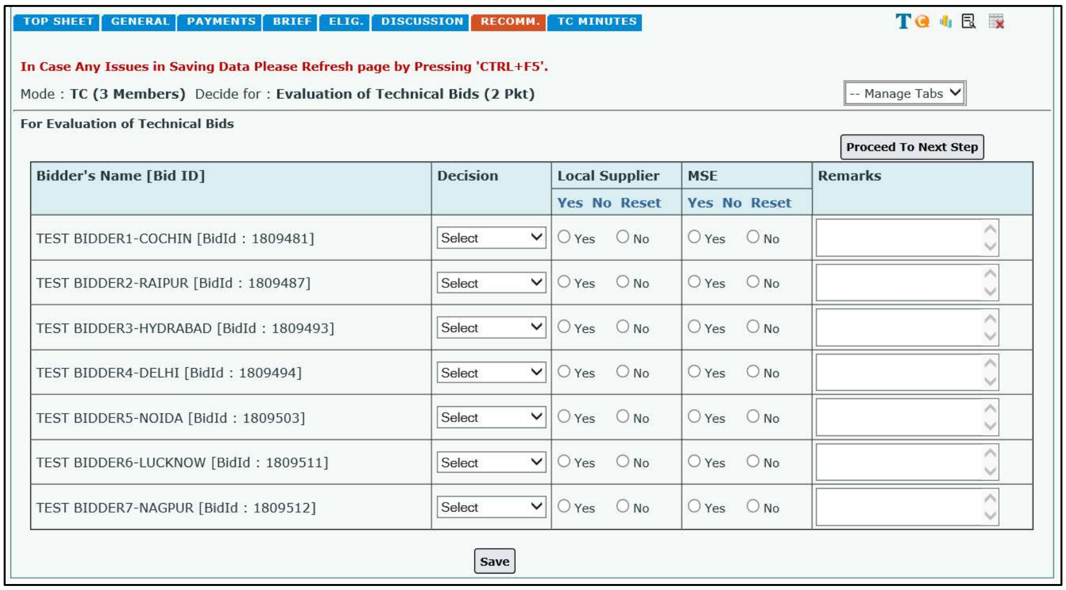
Proceed

Bidder's Name [Bid ID]	Action	Local Supplier Yes No Reset	Remarks
TEST BIDDER1-COCHIN [BidId : 1807322]	Select	Yes No	
TEST BIDDER5-NOIDA [BidId : 1807323]	Select	Yes No	
TEST BIDDER6-LUCKNOW [BidId : 1807324]	Select	Yes No	
TEST BIDDER2-RAIPUR [BidId : 1807325]	Select	Yes No	
TEST BIDDER4-DELHI [BidId : 1807326]	Select	Yes No	
TEST BIDDER3-HYDRABAD [BidId : 1807327]	Select	Yes No	

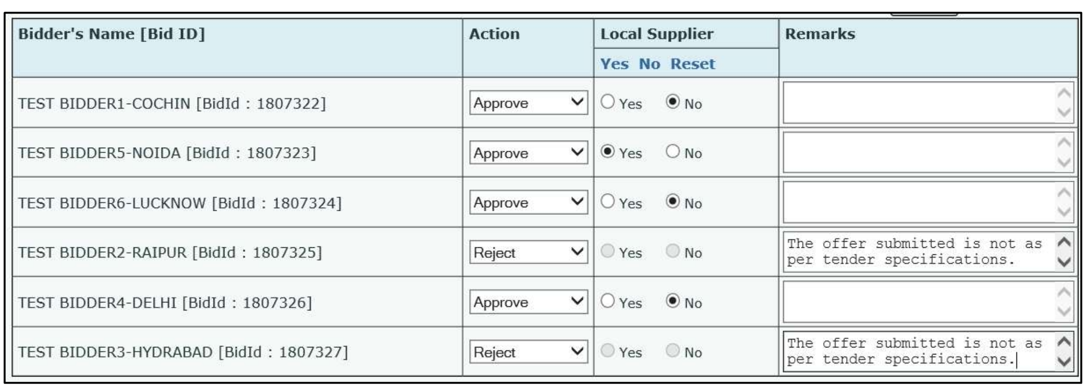
Save

This page is similar to the page for normal two packet tender except that an additional column is available for confirming whether the firm qualifies as a local supplier in terms of Make in India policy of Govt. of India. This decision is taken on the basis of the local content declared by the bidder in his offer. It is mandatory to select Yes or No option for each approved bid for Local Supplier field.

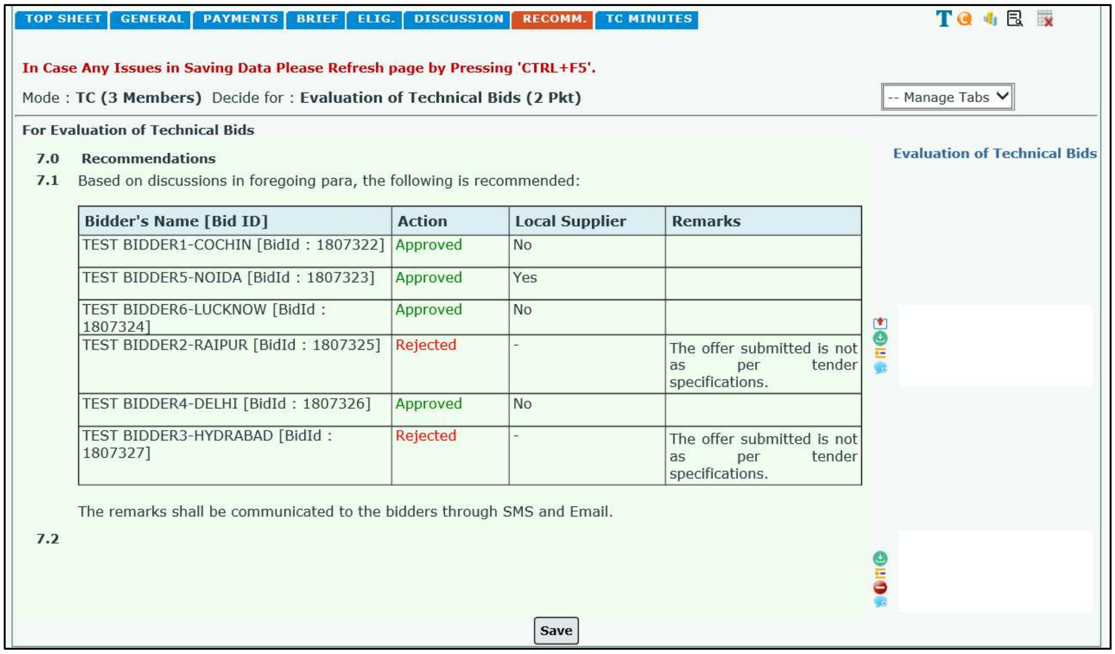
Two Stage Reverse Auction tender, Contract Category – Service



This page is similar to the page for Two Stage Reverse Auction tenders for contract category – Works, except that there is an additional column named for confirming whether the firm qualifies as a MSE firm in accordance with MSE policy of Govt. of India. It is mandatory to select Yes / No option for MSE field for each approved bid.



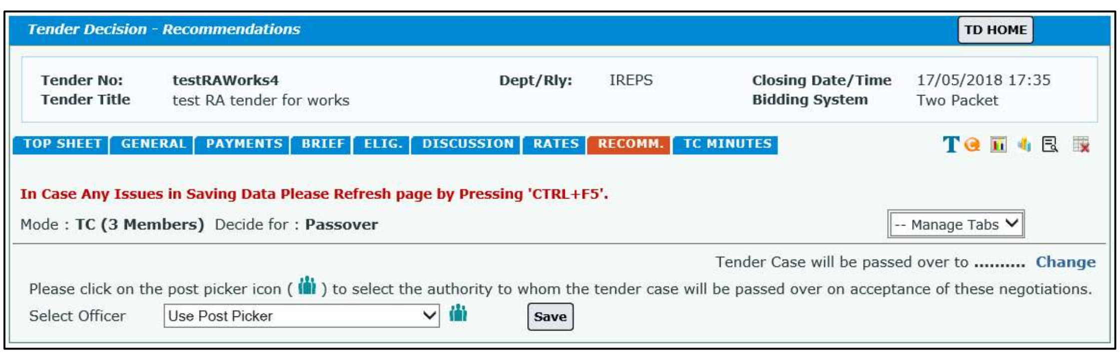
After entering the required details for all firms, user has to click on **Save** button to save the details. Once details are saved, the user has to click on **Proceed** button, and the saved details become part of TC minutes, as shown below.



The user can add additional para, sub- para on the page, if required, by using the relevant icons on the page, as explained in the preceding para.

4.3.9.3. **Passover:** This decision mode is selected if the tender is to be passed over by a lower authority to a higher authority on account of the lowest acceptable bid being beyond the competence of the authority to which the tender is currently assigned.

The interface for Recommendation / Decision tab for this decision type is shown below.



As can be seen, the user is required to select the higher grade officer to whom the tender shall to be passed over after the tender decision is accepted. After the official is selected, the user has to click on the Save button.

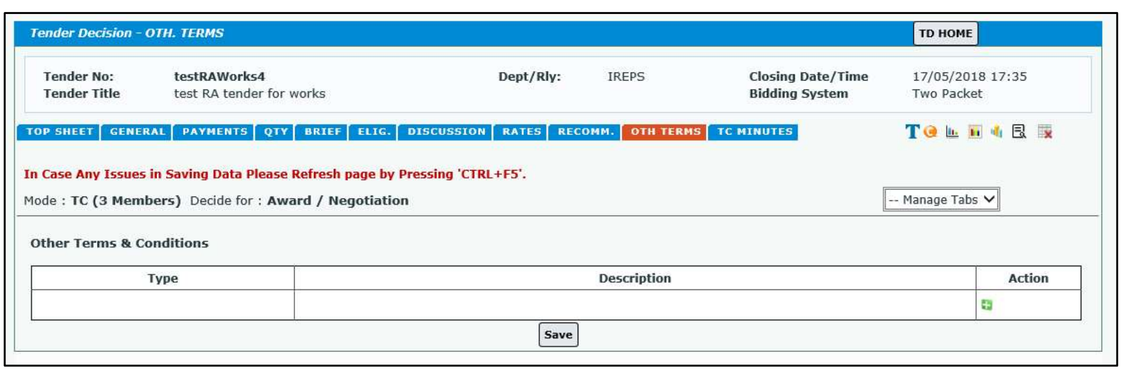
The saved details are inserted in the TC minutes, as shown below.

The selected official can be changed anytime by clicking on the **Change** button. After the process of selection of officer is completed, the recommendations/ decision page is available wherein detailed Recommendations/ Decision can be entered. On Digital Signing & finalization of the acceptance note (for DA cases), or on acceptance of the Tender committee recommendations by the accepting authority, the case is automatically reassigned to the selected officer.

4.3.9.4. **Other Decision Types:** For decision types other than those described above the user is presented with a blank recommendations/ decision page wherein the recommendations / decision can be typed.

4.3.10. Other Terms

This page is meant for entering additional conditions, and the conditions so added will become part of the Letter of Acceptance. This is not a mandatory tab, and is not shown by default. It can be activated through the Manage Tabs dropdown.

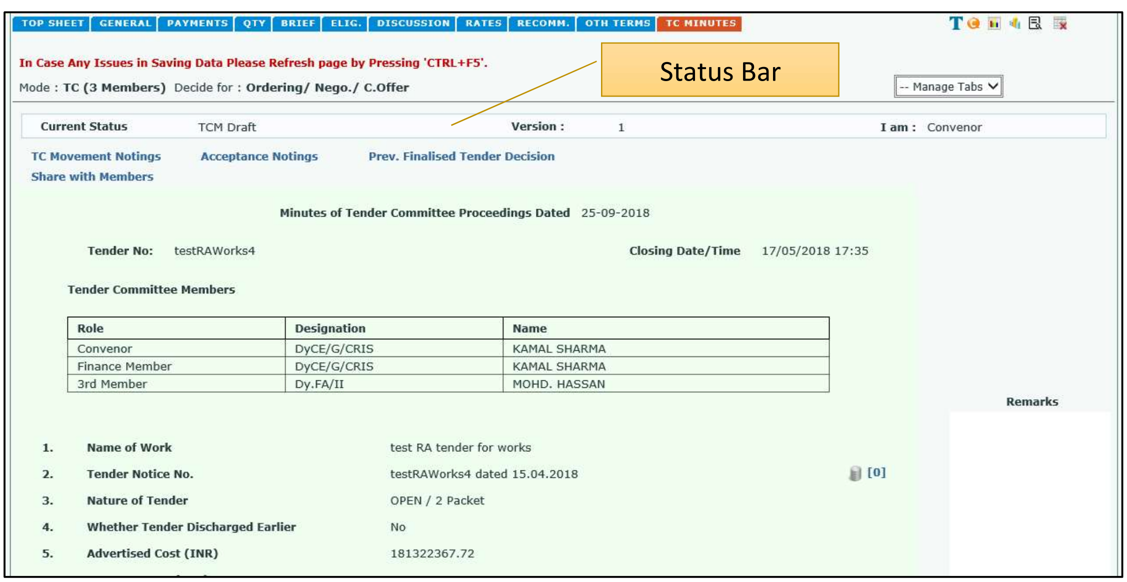


More & More conditions can be added by clicking on icon. Any row can be deleted by clicking on the delete icon.

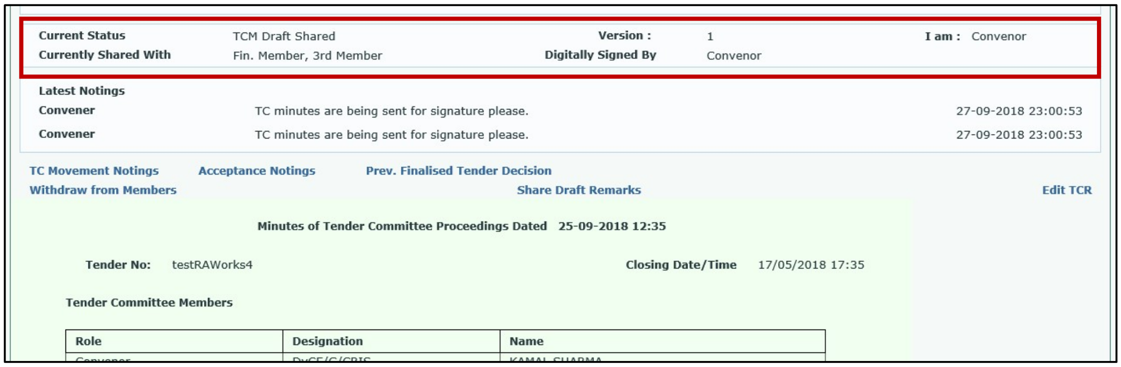
A save button has been provided at the bottom of the page to save the entered details. Saved details are lost if this button is not clicked before leaving the page.

4.3.11. TC Minutes / Acceptance Note

This tab displays the complete Tender Committee minutes or Acceptance note by compiling all the details entered by the user in all other tabs discussed above. This is the only page which is visible to the other TC members or to the accepting authority. The page contains all the links for sharing of TC minutes with TC members, for withdrawing the TC minutes from any TC member, for submitting of TC minutes to the accepting authority, for modifying the accepting authority, and for signing and finalizing the acceptance note for DA cases. The links for returning without signature, or signing and returning the case are also visible to the TC members on this page only. Similarly, the link for acceptance options available to the accepting authority are also displayed on this page.



A status bar has been provided on top of the page. The display on the status bar changes with the progress of the tender finalization. Another view of the status bar is shown below:



As can be seen, the status bar displays the current stage of finalization, the version of the TC Minutes, the role of the logged in user, the officials with whom the TC minutes are currently shared, and the officials who have digitally signed the TC minutes.

The different values for Current Status, and actions associated with these status are explained below.

- **TCM Draft**: This status denotes that the draft TC minutes have not yet been shared with the TC member, or the Acceptance Note for DA case has not yet been digitally signed and finalized.

- **TCM Shared**: TC minutes have already been shared with the TC members. A version of TC minutes that has been shared with TC members cannot be edited. After TC minutes are shared with TC members, a link named **Edit TCR** becomes available to the convenor, however this links creates a new version of the TC minutes in draft mode, which can be edited and shared again. The convenor has to withdraw previously shared TC Minutes through a link available on TD Home page before sharing a new draft with the TC members.

- **TCM Partially Signed**: TC minutes have been signed by one member other than the convenor

- **TCM Signed**: TC minutes have been signed by all the members of the tender committee.

- **TCR Under Acceptance:** TC recommendations have been submitted to the accepting authority for acceptance.

- **TCR Under Clarification:** The tender has been returned by the accepting authority to the convenor for clarifications.

4.4. Finalization of Acceptance Note (DA Cases)

After filling in all the required details in the various tabs, the accepting authority can finalize the acceptance note by clicking on the **Sign & Finalize** button at the bottom of the Acceptance tab, and digitally signing the accepting note.

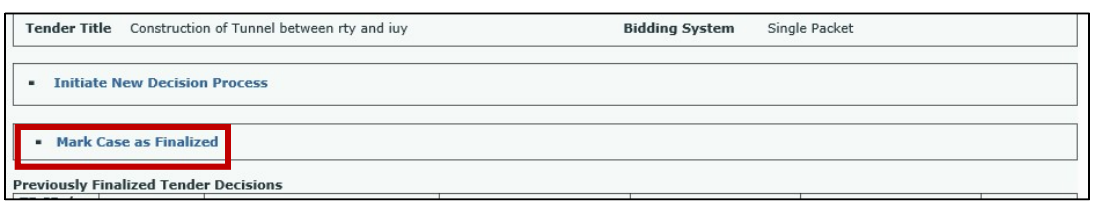

7.0 RECOMMENDATIONS
7.1 Based on discussions in foregoing para, the following is recommended:

Firm	Decision Type	LOA Value [Rs.]	Action
TEST BIDDER1-COCHIN [BidId : 1807095][L1]	Order	175880999.99	

Sign & Finalize | Home

- In case the 1st tender decision is for Negotiations or Evaluation of Technical bids, additional tenders decisions may be required after finalization of the 1st tender decision. A new decision can be initiated either by clicking on the Initiate New Tender Decision link on TD Home page as explained in preceding para, or by clicking on supplementary Tender Decision icon appearing against a finalized tender decision in the Previously Finalized Tender Decisions section on TD Home page.

- The tender doesn't get closed automatically after a tender decision. It is shown as pending with the accepting authority till it is marked as finalized through the **Mark Case as Finalized** link on TD Home Page as explained in foregoing para.


Tender Title Construction of Tunnel between rty and iuy Bidding System Single Packet

- Initiate New Decision Process

- Mark Case as Finalized

Previously Finalized Tender Decisions

Clicking on this link brings up the following page:


Tender No:	Test-TD-Works-2908	Dept/Rly:	IREPS	Closing Date/Time	29/08/2018 12:20
Tender Title	Construction of Tunnel between rty and iuy			Bidding System	Single Packet

Finalized Tender Decisions

TD ID / Ver	Accepted On	Acceptance Type	Decision	Pending Actions
5745 / 1	27-09-2018 23:22:25	TCR Accepted	Ordering	LOA Letters Pending
5469 / 1	30-08-2018 10:50:29	TCR Accepted	Negotiation	

Sign & Submit | TD Home

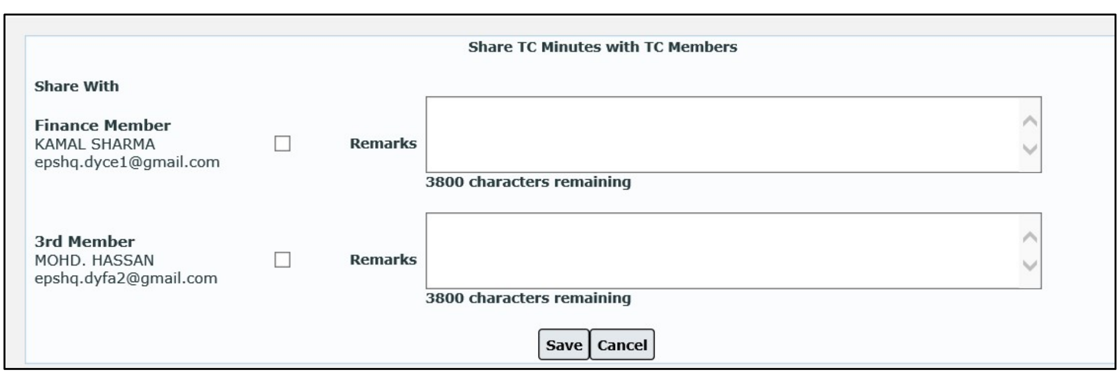
As can be seen from the screenshot above, the page displays the details of decisions taken against the tender, and also the pending actions, if any. If tender decision activity has been completed, the tender can be marked as finalized by clicking on Sign & Submit button and applying digital signature.

4.5. Sharing & Signing of TC Minutes

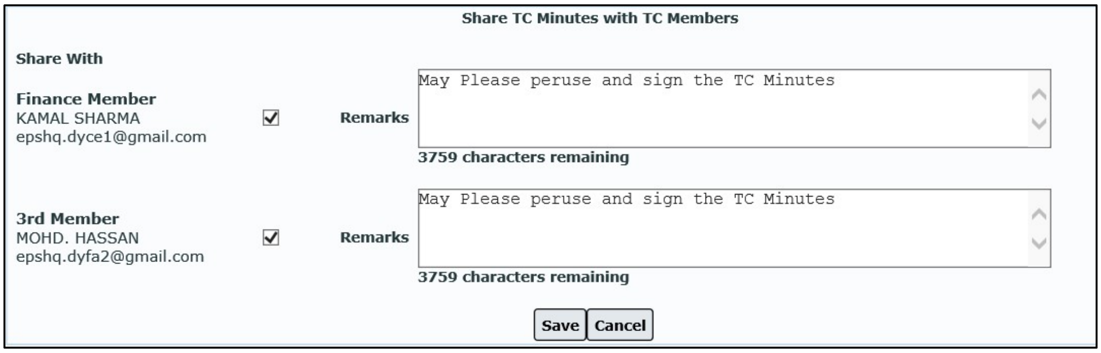
After preparing the TC minutes, the convenor of the tender committee can share the TC minutes with the TC members by clicking on **Share with Members** link on the TC Minutes tab.

Share with Members link is not visible if the TC minutes are already shared with all the members. TC Minutes can be shared with members only if all the required details have been filled in on all the active tabs, and there is no blank para on any of the tabs, and at least one TC meeting has been held, i.e. there should be at least one TC meeting record with date and time prior to the date / time of sharing of TC minutes.

Clicking on **Share with Members** link brings up the following page:

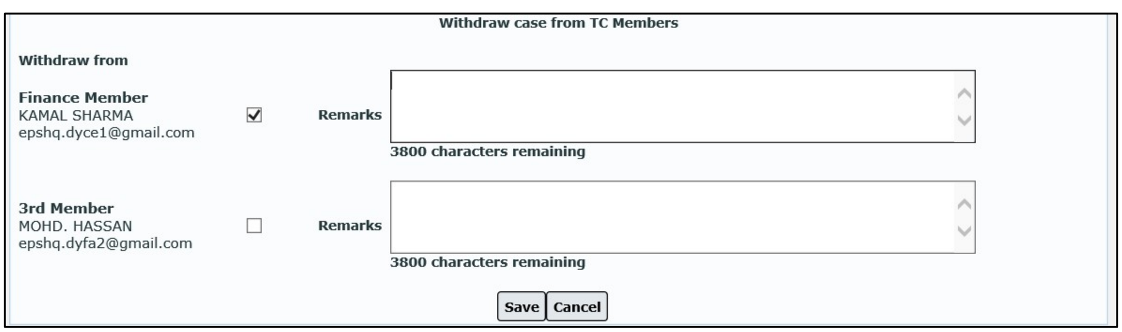


The members with whom the TC minutes are to be shared can be selected by selecting the relevant check boxes. Remarks for each member can be entered separately.



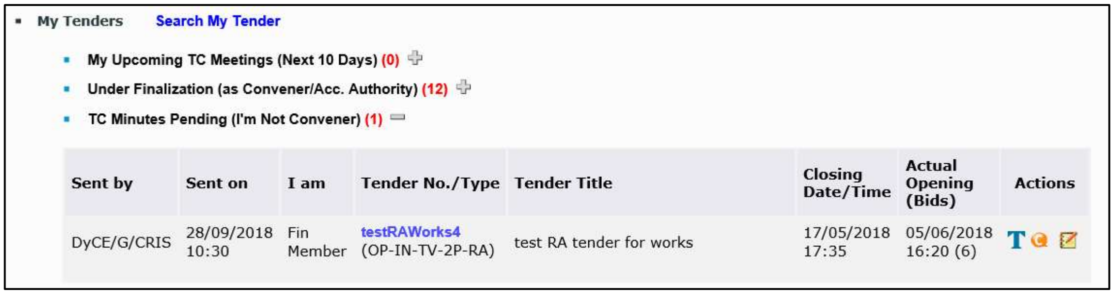
The process is completed by clicking on the Save button at the bottom of the page. The members with whom the TC minutes are shared is displayed in Status bar on TC Minutes, and the remarks are shown in the notings panel.

TC Minutes can be withdrawn by the convenor from any member by clicking on the Withdraw from Members link as shown above. This link is available only if the TC minutes are currently shared with any of the members of the tender committee. The tender case can be withdrawn from one or both members by selecting the member and recording the reason for withdrawing the case as shown below.



4.5.1. Signing/ Returning of the TC Minutes by TC members

TC minutes shared with a TC member are visible to him in **TC Minutes Pending (I'm Not Convenor** folder in under **My Tenders** section on Home Page.

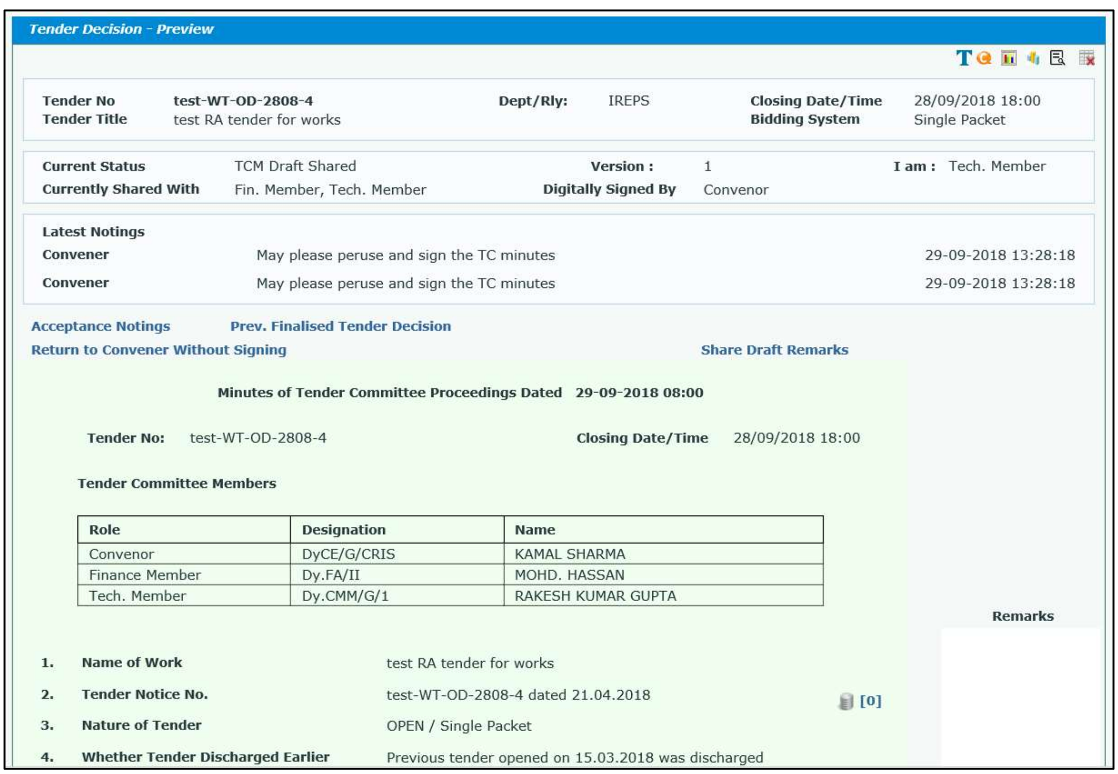


- My Tenders   Search My Tender
  - My Upcoming TC Meetings (Next 10 Days) (0)
  - Under Finalization (as Convener/Acc. Authority) (12)
  - TC Minutes Pending (I'm Not Convener) (1)

Sent by	Sent on	I am	Tender No./Type	Tender Title	Closing Date/Time	Actual Opening (Bids)	Actions
DyCE/G/CRIS	28/09/2018 10:30	Fin Member	testRAWorks4 (OP-IN-TV-2P-RA)	test RA tender for works	17/05/2018 17:35	05/06/2018 16:20 (6)	T

TC minutes are accessible across work areas. For e.g. a **Works** module tender marked to a member who has access to Goods & Services module only will be visible even in Goods & Services module. The TC members are not required to have **Works** module assigned to them to deal with Works tenders.

The TC member can access the TC Minutes by clicking on icon. The screenshots below show the TC minutes as seen by the Members.



Tender Decision - Preview

Tender No	test-WT-OD-2808-4	**Dept/Rly:**	IREPS	**Closing Date/Time**	28/09/2018 18:00
Tender Title	test RA tender for works			**Bidding System**	Single Packet

Current Status	TCM Draft Shared	**Version :**	1	**I am :**	Tech. Member
Currently Shared With	Fin. Member, Tech. Member	**Digitally Signed By**	Convenor		

Latest Notings

Convener	May please peruse and sign the TC minutes	29-09-2018 13:28:18
Convener	May please peruse and sign the TC minutes	29-09-2018 13:28:18

Acceptance Notings   Prev. Finalised Tender Decision
Return to Convener Without Signing   Share Draft Remarks

Minutes of Tender Committee Proceedings Dated 29-09-2018 08:00

Tender No: test-WT-OD-2808-4   **Closing Date/Time** 28/09/2018 18:00

Tender Committee Members

Role	Designation	Name
Convenor	DyCE/G/CRIS	KAMAL SHARMA
Finance Member	Dy.FA/II	MOHD. HASSAN
Tech. Member	Dy.CMM/G/1	RAKESH KUMAR GUPTA

Remarks

1.	**Name of Work**	test RA tender for works	
2.	**Tender Notice No.**	test-WT-OD-2808-4 dated 21.04.2018	[0]
3.	**Nature of Tender**	OPEN / Single Packet	
4.	**Whether Tender Discharged Earlier**	Previous tender opened on 15.03.2018 was discharged	

Top Portion of TC Minutes


10.0 OTHER TERMS & CONDITIONS

Type	Description
Time Preference Clause	Time Preference Clause shall be applicable against this contract.
Price Variation Clause	Price Variation clause shall be applicable for Steel items in accordance with the tender conditions

Undertaking by TC Members: None of the Tender Committee members have any personal interest in any companies/ agencies participating in the tender process.

Convenor	3rd Member	Finance Member
KAMAL SHARMA DyCE/G/CRIS 27/09/2018 Digitally Signed	Not Signed By 3rd Member	Not Signed By Finance Member

Sign & Return to Convener | Home

Bottom portion of TC Minutes

The member can return the case to the convenor without signing the TC minutes by clicking on the **Return to Convenor without Signing** link at the top of the page. It is mandatory for the member to record reason for returning the case without signing.

The member can return the TC minutes after signing the TC minutes by clicking on the **Sign & Return to Convenor** button at the bottom of the page.

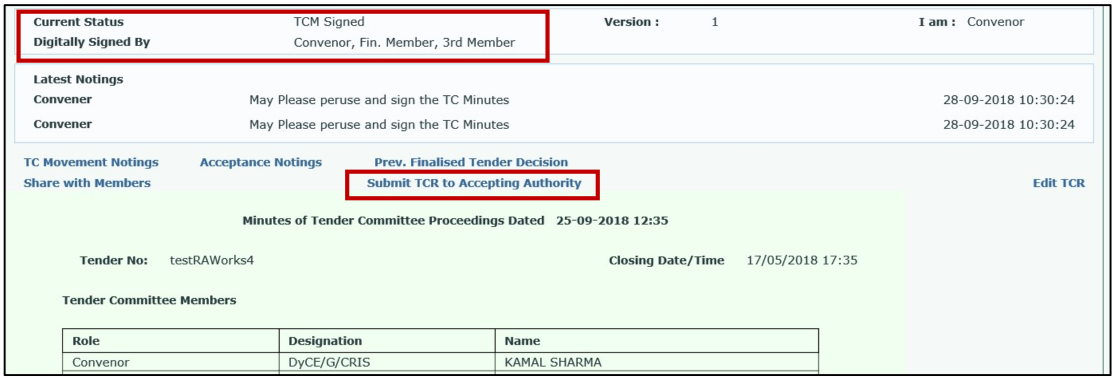
TC members can record their observations, suggestions or objections pertaining to any para of the TC minutes in the remarks field against the para. The remarks made in the remarks field are not part of the TC minutes. These can be viewed by the TC members only, and are no longer available after the TC recommendations are accepted/ Rejected by the accepting authority.

Dissent note, if any, should be added in the body of the TC minutes. If a TC member intends to add his dissent note to the TC minutes, he can return the case to the convenor by clicking on the **Return to Convenor without Signing** link, and recording his dissent note in the remarks field. Convenor can add the dissent note to the TC minutes, along with the views of the other members, by creating a new version of the TC minutes.

TC minutes, once shared cannot be edited. If any further changes are to be incorporated, the same can be done by clicking on **Edit TCR** link, which creates a new version of the TC minutes in draft mode. The new version can be modified and shared with the TC members. However, before sharing a new version the old version shall be withdrawn from the Members.

4.6. Submission of TC Recommendations to Accepting Authority

After TC minutes have been signed by all TC members, the status in the status bar changes to TCM Signed, and a link **Submit TCR to Accepting Authority** appears on top of the page.

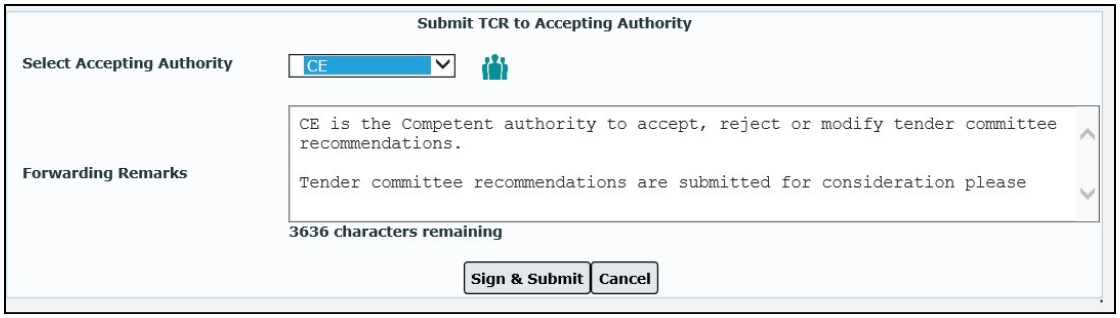


The digitally signed TC recommendations can be submitted to the Accepting authority by clicking on the **Submit TCR to Accepting Authority** link. Clicking on this link opens the following interface:

The accepting authority can be selected from the dropdown list, or by clicking on the post picker icon. The drop down shows only those officials who have been added by the user as favourites for the purpose Accepting Authority through the My Favourites link on Home Page.

The use of post picker has already been explained in a foregoing sections of this manual.

The Forwarding Remarks field is enabled only after the accepting authority has been selected. The remarks as shown in the screenshot below are added by default in the Forwarding Remarks field. The convenor can edit these remarks.

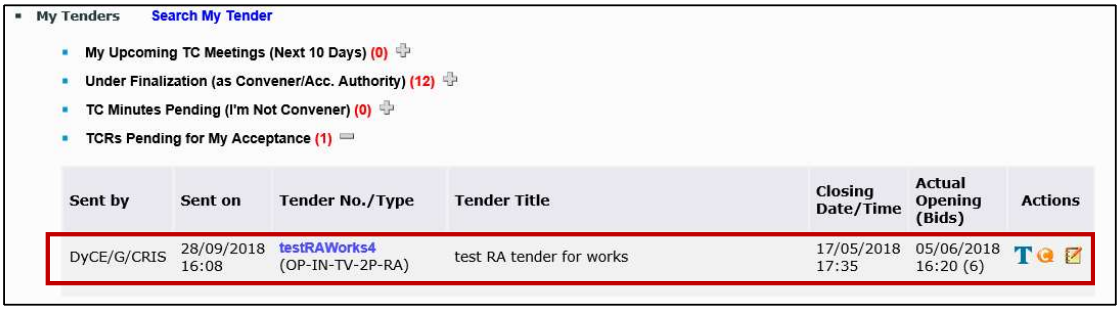


The convenor has to click on Sign & Submit button to mark the case to accepting authority after digital signing.

After the case is successfully submitted to the accepting authority, the status of tender changes to TCR under acceptance, and a link Modify Accepting Authority becomes available on the page, which can be used to mark the case to a different official for acceptance, if required for any reason.

4.7. Acceptance of TC Recommendations

TC minutes shared with a TC member are visible to him in **TCRs Pending for My Acceptance** folder in under **My Tenders** section on Home Page.

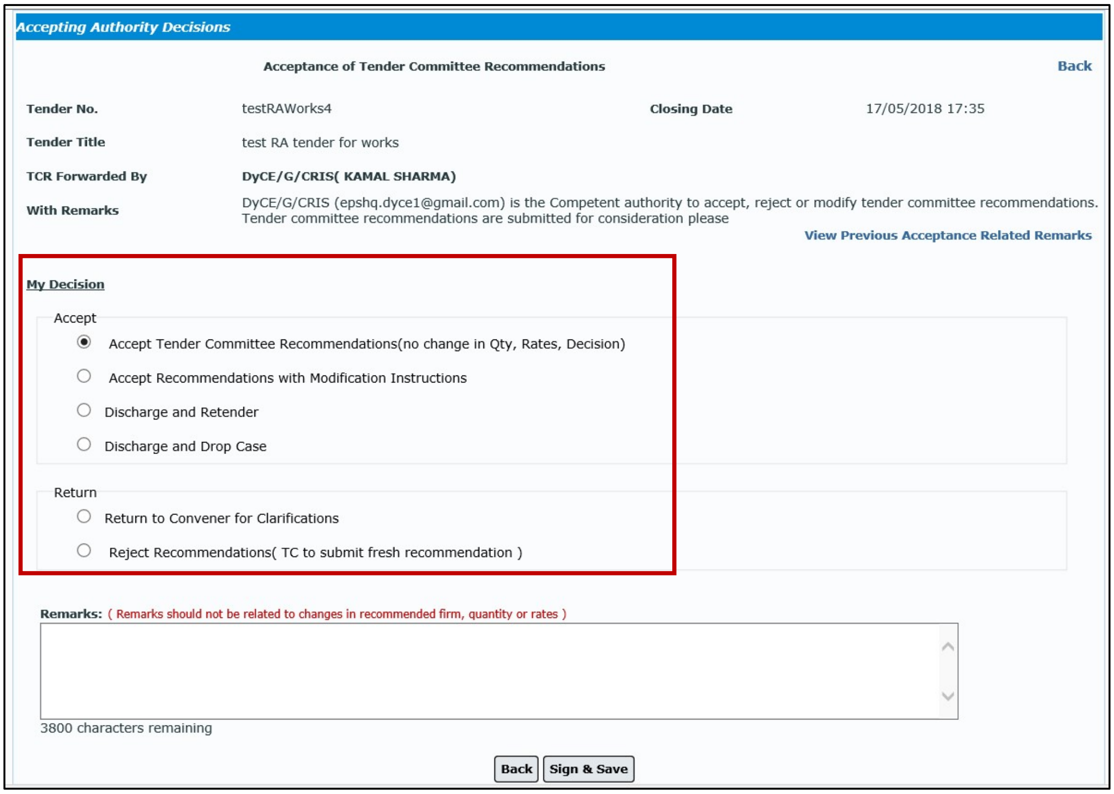


Accepting Authority can access the TC Minutes by clicking on icon in the folder. The screenshots below show the TC minutes as seen by the Accepting Authority.

Top portion the TC Minutes page

Bottom portion of TC Minutes Page

The accepting authority can exercise various options available to him for acceptance/ Rejection / Modification of TC minutes by clicking on the **Acceptance Options** link at the top of the page. Clicking on this link brings up the following interface:



The details about the tender and the convenor are displayed at the top of the page. The options available to the accepting authority are listed under the heading **My Decision**. The repercussions of choosing these options are explained below:

- **Accept Tender Committee Recommendations:** The tender committee recommendations shall be accepted as proposed, without any change in item quantities, rates, recommended firms, recommendation decision type, etc. Once acceptance is completed with this option, the tender committee recommendations will be implemented in toto, and neither the accepting authority, nor the convenor of the tender committee will have the option to make any changes to the TC recommendations, irrespective of any remarks entered by the Accepting Authority in the remarks field.

- **Accept Recommendations with Modification Instructions:** Accepting authority does not intend to accept part or whole of the tender committee recommendations in respect of item quantities, rates, recommended firms, recommendation type (award, negotiations, retender, discharge etc.) etc. The desired changes shall be detailed by the accepting authority in the remarks field. After the decision of accepting authority is saved, the convenor will be provided with an interface to incorporate the changes as per the instructions of accepting authority.

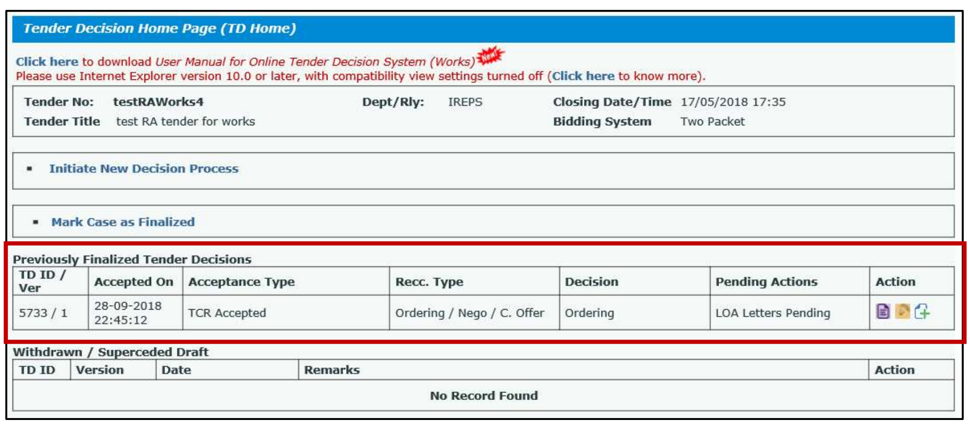
- **Discharge & Retender:** Accepting authority has decided to discharge the tender, and issue fresh tender for the work.

- **Discharge & Drop Case:** Accepting authority has decided to discharge the tender, and drop the work altogether.

- **Return to Convenor for Clarifications:** Accepting authority intends to seek clarifications from the Convenor. The clarifications desired should be detailed by the accepting authority in the remarks field. Convenor will be able to re-submit the same TC recommendations with the required clarifications. In such cases the tender committee cannot modify the TC recommendations.

- **Reject Recommendations (TC to submit fresh recommendations):** Accepting authority intends to reject the tender committee recommendations, and desires that fresh recommendations be put up by the tender committee. The reasons for rejecting the TC recommendations should be mentioned in the remarks field.

After selecting suitable radio button option, the accepting authority has to click on the **Sign & Save** button to complete the process of acceptance by applying his digital signature. Once this is done, for all options except Return to Convenor for Clarifications, this specific tender decision is marked as finalized.



An entry is added in the Previously Finalized Tender Decisions section on the TD Home page for each finalized tender decision.

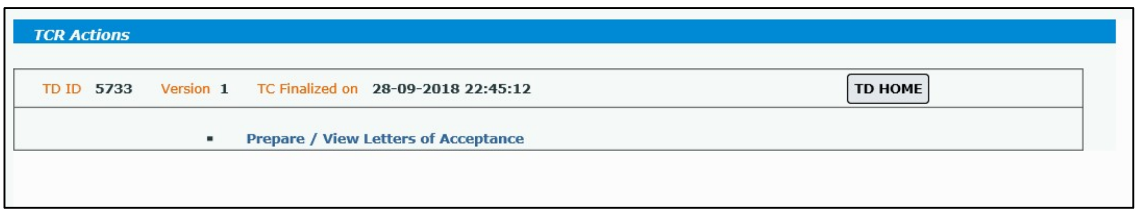
- Even if final decision on entire quantity has been taken through one or more tender decisions, the case still remains pending with the convenor unless it is marked as finalized by following the process described in the foregoing para.

5. TCR Actions ( )

This icon on TD Home page in **Previously Finalized Tender Decisions** section is meant for the post tender decision actions like:

- Issue of Letter of Acceptance
- Issue of Negotiation Letters,
- Opening of revised / negotiated bids submitted by the bidder,
- Viewing of tabulation statement for negotiated bids,
- Fixing of date of opening of financial bids (for 2 packet tenders),
- Incorporating the modification instructions as per the acceptance of TCR by the accepting authority.

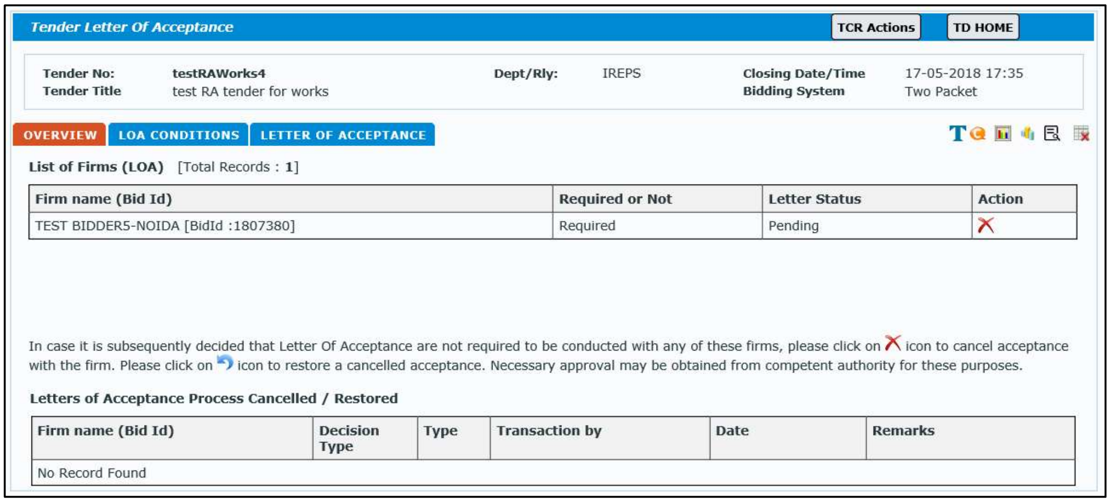
Clicking on this icon brings up the TCR Actions page, which may contain various links for performing different actions in accordance with the accepted TC recommendations / acceptance note (for DA cases). The screenshot below shows one such page where the decision has been taken to award the work.



Various links that may appear on this page, and the actions associated with these links are described below:

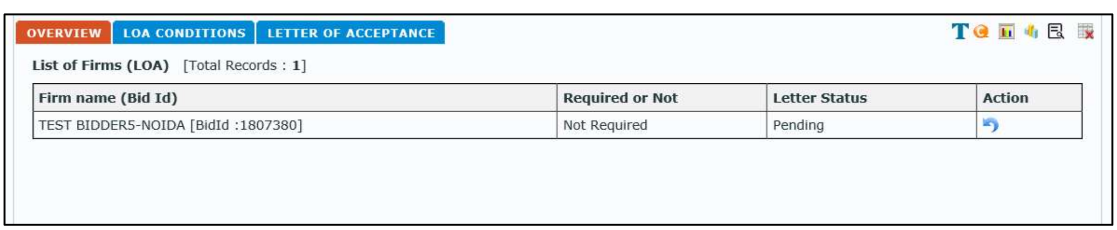
5.1. Prepare/ View Letters of Acceptance:

This link appears on TCR actions page when the decision is for award of work. Clicking on this link brings up the following interface:

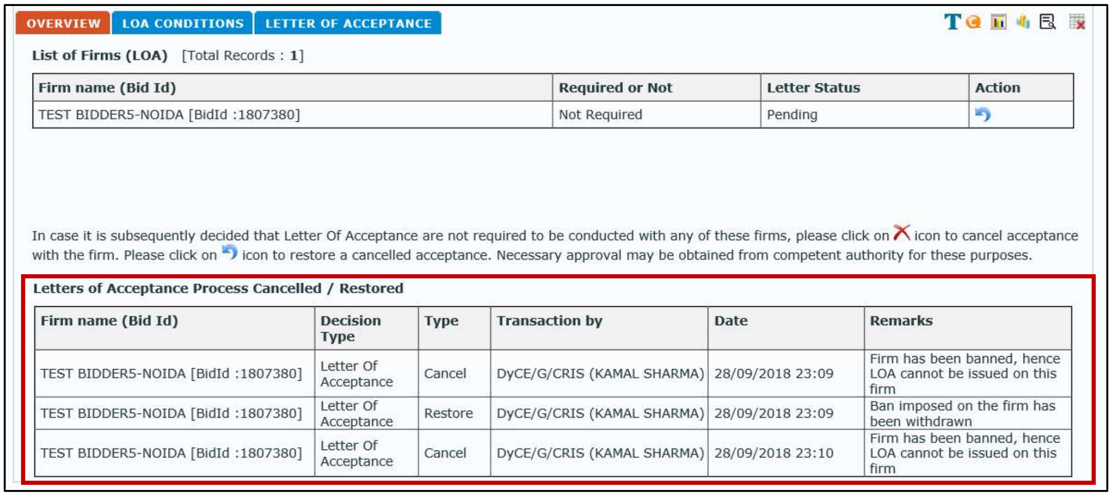


The overview tab displays the firm (s) to whom LOA is to be issued as per tender decision. The tab also displays whether LOA has been issued or not.

Once decision has been taken by the competent authority to award the work to a bidder, the system does not allow supplementary tender decision for award of work to a different firm. However, to cater to the possibility of change in circumstances after tender decision (for e.g. banning of a firm), an option has been provided whereby the convenor/ accepting authority can update the LOA status as **Not Required** by clicking on the icon. If the cancellation has been made by mistake, the original status can be restored by clicking on icon that appears against a cancelled LOA. It may be noted that if the letter has already been published, the cancellation can be done only after the LOA is withdrawn.



The system records all instances of cancellation or restoring of the status described above, and the same are displayed on the page as shown below


OVERVIEW | LOA CONDITIONS | LETTER OF ACCEPTANCE

List of Firms (LOA) [Total Records : 1]

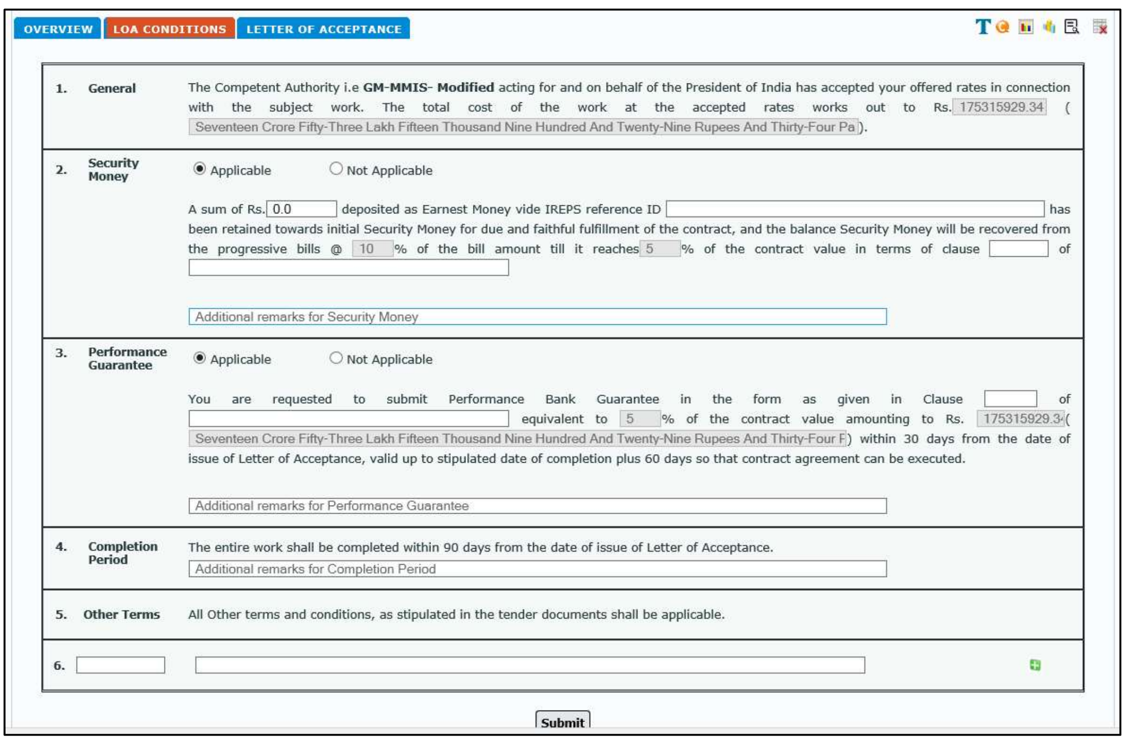
Firm name (Bid Id)	Required or Not	Letter Status	Action
TEST BIDDER5-NOIDA [BidId :1807380]	Not Required	Pending	

In case it is subsequently decided that Letter Of Acceptance are not required to be conducted with any of these firms, please click on icon to cancel acceptance with the firm. Please click on icon to restore a cancelled acceptance. Necessary approval may be obtained from competent authority for these purposes.

Letters of Acceptance Process Cancelled / Restored

Firm name (Bid Id)	Decision Type	Type	Transaction by	Date	Remarks
TEST BIDDER5-NOIDA [BidId :1807380]	Letter Of Acceptance	Cancel	DyCE/G/CRIS (KAMAL SHARMA)	28/09/2018 23:09	Firm has been banned, hence LOA cannot be issued on this firm
TEST BIDDER5-NOIDA [BidId :1807380]	Letter Of Acceptance	Restore	DyCE/G/CRIS (KAMAL SHARMA)	28/09/2018 23:09	Ban imposed on the firm has been withdrawn
TEST BIDDER5-NOIDA [BidId :1807380]	Letter Of Acceptance	Cancel	DyCE/G/CRIS (KAMAL SHARMA)	28/09/2018 23:10	Firm has been banned, hence LOA cannot be issued on this firm

The 2nd tab on the interface named **LOA Conditions** is meant for framing the conditions that are to be incorporated in the Letter of Acceptance.

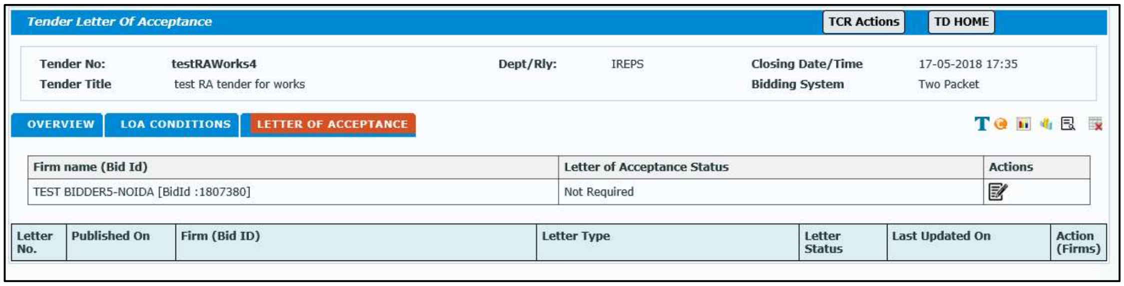

OVERVIEW | LOA CONDITIONS | LETTER OF ACCEPTANCE

1.	General	The Competent Authority i.e **GM-MMIS- Modified** acting for and on behalf of the President of India has accepted your offered rates in connection with the subject work. The total cost of the work at the accepted rates works out to Rs. 175315929.34 (Seventeen Crore Fifty-Three Lakh Fifteen Thousand Nine Hundred And Twenty-Nine Rupees And Thirty-Four Pa).
2.	Security Money	Applicable / Not Applicable. A sum of Rs. 0.0 deposited as Earnest Money vide IREPS reference ID has been retained towards initial Security Money for due and faithful fulfillment of the contract, and the balance Security Money will be recovered from the progressive bills @ 10 % of the bill amount till it reaches 5 % of the contract value in terms of clause of. Additional remarks for Security Money
3.	Performance Guarantee	Applicable / Not Applicable. You are requested to submit Performance Bank Guarantee in the form as given in Clause of equivalent to 5 % of the contract value amounting to Rs. 175315929.3 (Seventeen Crore Fifty-Three Lakh Fifteen Thousand Nine Hundred And Twenty-Nine Rupees And Thirty-Four F) within 30 days from the date of issue of Letter of Acceptance, valid up to stipulated date of completion plus 60 days so that contract agreement can be executed. Additional remarks for Performance Guarantee
4.	Completion Period	The entire work shall be completed within 90 days from the date of issue of Letter of Acceptance. Additional remarks for Completion Period
5.	Other Terms	All Other terms and conditions, as stipulated in the tender documents shall be applicable.
6.		

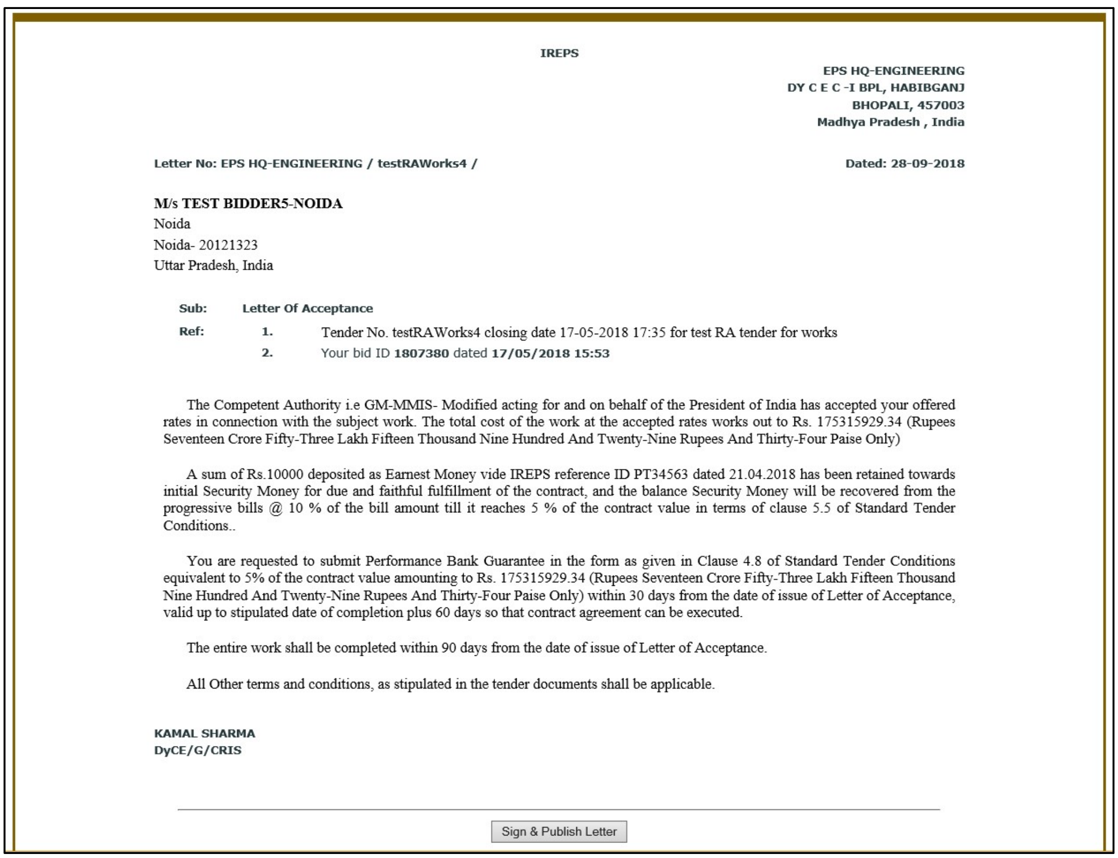
Submit

There are certain predefined conditions on the page like Security Money, Performance Guarantee, Completion Period etc. Apart from that there is a blank cell for adding new conditions. Additional blank cells can be created by clicking on icon. Blank spaces have also been provided for additional remarks in respect of completion period, security money etc.

The third tab on the interface namely Letter of Acceptance is meant for signing and publishing of Letters of Acceptance. Clicking on the tab opens the following page:



LOA can be published by clicking on icon. Clicking on this icon brings up the draft letter of acceptance:



IREPS

EPS HQ-ENGINEERING
DY C E C -I BPL, HABIBGANJ
BHOPALI, 457003
Madhya Pradesh , India

Letter No: EPS HQ-ENGINEERING / testRAWorks4 / Dated: 28-09-2018

M/s TEST BIDDER5-NOIDA
Noida
Noida- 20121323
Uttar Pradesh, India

Sub: Letter Of Acceptance
Ref: 1. Tender No. testRAWorks4 closing date 17-05-2018 17:35 for test RA tender for works
2. Your bid ID **1807380** dated **17/05/2018 15:53**

The Competent Authority i.e GM-MMIS- Modified acting for and on behalf of the President of India has accepted your offered rates in connection with the subject work. The total cost of the work at the accepted rates works out to Rs. 175315929.34 (Rupees Seventeen Crore Fifty-Three Lakh Fifteen Thousand Nine Hundred And Twenty-Nine Rupees And Thirty-Four Paise Only)

A sum of Rs.10000 deposited as Earnest Money vide IREPS reference ID PT34563 dated 21.04.2018 has been retained towards initial Security Money for due and faithful fulfillment of the contract, and the balance Security Money will be recovered from the progressive bills @ 10 % of the bill amount till it reaches 5 % of the contract value in terms of clause 5.5 of Standard Tender Conditions..

You are requested to submit Performance Bank Guarantee in the form as given in Clause 4.8 of Standard Tender Conditions equivalent to 5% of the contract value amounting to Rs. 175315929.34 (Rupees Seventeen Crore Fifty-Three Lakh Fifteen Thousand Nine Hundred And Twenty-Nine Rupees And Thirty-Four Paise Only) within 30 days from the date of issue of Letter of Acceptance, valid up to stipulated date of completion plus 60 days so that contract agreement can be executed.

The entire work shall be completed within 90 days from the date of issue of Letter of Acceptance.

All Other terms and conditions, as stipulated in the tender documents shall be applicable.

KAMAL SHARMA
DyCE/G/CRIS

Sign & Publish Letter

The quantities and rates also form part of the Letter of Acceptance, as shown below:

Awarded Quantities And Rates

Item Sno.	Item Desc	Item Code	Item Qty	Qty Unit	Unit Rate (Rs)	Escl. (%)	Advt.Value (Rs)	Bid Rate/ Unit Rate	Bid Amount (Rs)
Schedule A-SOR1 (Item Directory - EPSHQ-USSOR-2010-Ver-16)							**32462792.33**	0.50 % Above	32625106.29
1	items of chapter 1	View Details				10.00	32218787.92		
2	Loading/Unloading F.P.S. / Modular bricks including manual lead upto 50m and stacking properly into/from trucks, trailors or wagons	021010	11.00	1000 Nos.	357.81	12.00	4.41		
3	Items of chapter 3	Lump Sum				22.00	244000.00		
						Schedule Totals			**32625106.29**
Schedule B-NS1 (Item Directory - EPS-HQ-NS-Ver-2012)							**8262823.14**		
1	Items of chapter 1 (NS Directory)	View Details				(-) 10.00	8262823.14	0.25 % Above	8283480.20
						Schedule Totals			**8283480.20**
Schedule C-NS2 (Item Directory - Not Applicable)							**5296.45**		
1	NS item non directory	1	23	Set	234.98	(-) 2.00	5296.45	2.00 % Above	5402.38
						Schedule Totals			**5402.38**
Schedule D-SOR2 (Item Directory - EPSHQ-USSOR-2010-Ver-16)							**140591455.41**		
1	Items of chapter 13	View Details				At Par	24351813.25	1.00 % Above	24595331.38
2	Items of chapter 14	View Details				14.00	116239642.16	0.75 % Above	117111439.48
						Schedule Totals			**141706770.86**
						Total Value	**181322367.33**		**182620759.73**
							Rebate on Total Value (%)		**4.00**
							Net Bid Value		**175315929.34**

Item Breakup

Schedule	A-SOR1					
Item - 1	items of chapter 1					
S No.	**Item No**	**Description of Item**	**Unit**	**Qty**	**Rate**	**Amount**
		Extra for lead of earth work above initial lead of 50m, in all kind of soils and rocks :				
1	011051	for every 50 m or part thereof - lead over 50m and upto 150m	cum	34	10.74	365.16
2	011052	for every 50m or part thereof - lead over 150m and upto 500m	cum	523	8.50	4445.50

The letter of acceptance can be published by clicking on the **Sign & Publish Letter** button on the 1st page. The letter of acceptance is delivered to the firm in real time. The status is also updated on the LOA interface.

Tender Letter Of Acceptance TCR Actions TD HOME

Tender No:	testRAWorks4	**Dept/Rly:**	IREPS	**Closing Date/Time**	17-05-2018 17:35
Tender Title	test RA tender for works			**Bidding System**	Two Packet

OVERVIEW | LOA CONDITIONS | LETTER OF ACCEPTANCE

Firm name (Bid Id)	Letter of Acceptance Status	Actions
TEST BIDDER5-NOIDA [BidId :1807380]	Letter Issued	

Letter No.	Published On	Firm (Bid ID)	Letter Type	Letter Status	Last Updated On	Action (Firms)
00319050000236	28/09/2018 23:35:17	TEST BIDDER5-NOIDA [BidId :1807380]	Letter Of Acceptance	Published	28/09/2018 23:35:17	

Letters already issued can be viewed by clicking on icon. Published Letter of Acceptance can be withdrawn by clicking on icon. Users are advised to examine the legal aspects involved in such withdrawal before taking such action. icon shows whether the firm has viewed the List of LOAs issued in their name, read the contents of LOA, and acknowledged the letter using his digital signature:

Document delivery acknowledgement activity done by following users

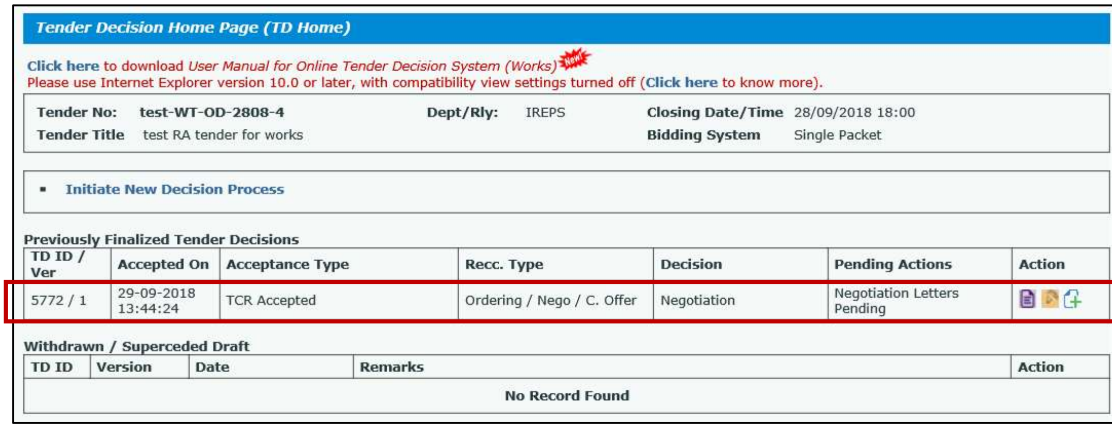
Letter No. : 2955

Action	By	On
Document List Seen (1st Viewing)	--	--
Document Read (1st Reading)	--	--
Document Acknowledged	--	--

Email Sent To	--

5.2. Prepare/ View Negotiation Letters:

This link is on TCR Actions page is meant for issuing letters to firms calling them for negotiation meeting, as well as for opening of Negotiated bids. After a TCR / Tender decision (for DA cases) is approved for negotiations, the previously finalized tender decisions section of TD Home page has an entry to this effect.


Tender Decision Home Page (TD Home)

Click here to download User Manual for Online Tender Decision System (Works)
Please use Internet Explorer version 10.0 or later, with compatibility view settings turned off (Click here to know more).

Tender No:	test-WT-OD-2808-4	Dept/Rly:	IREPS	Closing Date/Time	28/09/2018 18:00
Tender Title	test RA tender for works			Bidding System	Single Packet

- Initiate New Decision Process

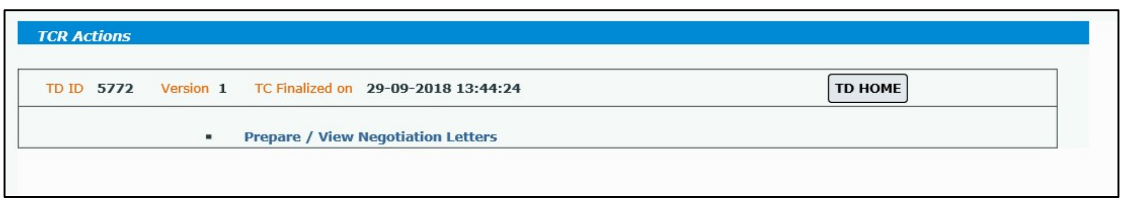
Previously Finalized Tender Decisions

TD ID / Ver	Accepted On	Acceptance Type	Recc. Type	Decision	Pending Actions	Action
5772 / 1	29-09-2018 13:44:24	TCR Accepted	Ordering / Nego / C. Offer	Negotiation	Negotiation Letters Pending	

Withdrawn / Superceded Draft

TD ID	Version	Date	Remarks	Action
No Record Found				

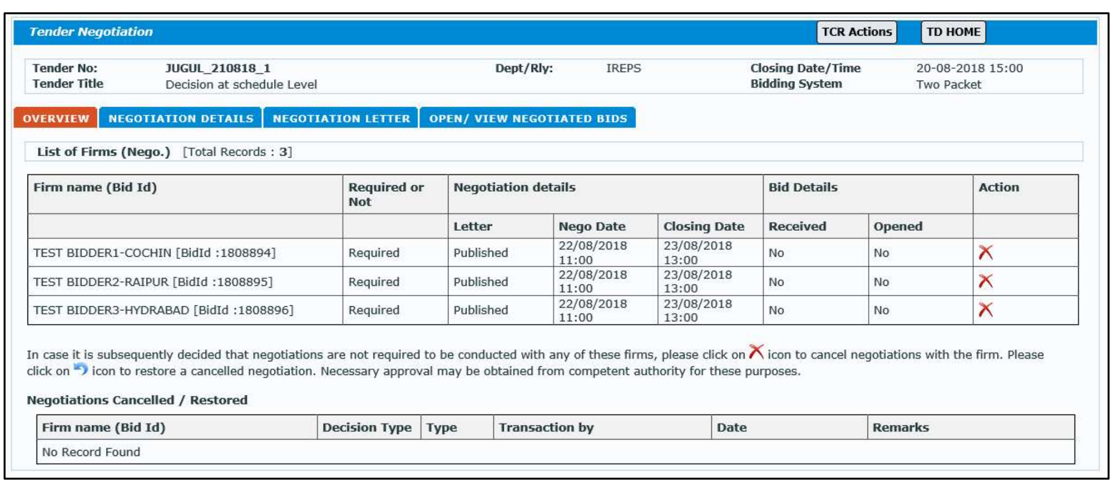
Pending Actions column of this entry shows Negotiation Letters Pending. Clicking on TCR Actions icon opens up TCR Actions page.


TCR Actions

TD ID 5772 Version 1 TC Finalized on 29-09-2018 13:44:24 TD HOME

- Prepare / View Negotiation Letters

Clicking on this Prepare View Negotiation Letters link brings up the following interface:


Tender Negotiation TCR Actions TD HOME

Tender No:	JUGUL_210818_1	Dept/Rly:	IREPS	Closing Date/Time	20-08-2018 15:00
Tender Title	Decision at schedule Level			Bidding System	Two Packet

OVERVIEW | NEGOTIATION DETAILS | NEGOTIATION LETTER | OPEN/ VIEW NEGOTIATED BIDS

List of Firms (Nego.) [Total Records : 3]

Firm name (Bid Id)	Required or Not	Negotiation details			Bid Details		Action
		Letter	Nego Date	Closing Date	Received	Opened	
TEST BIDDER1-COCHIN [BidId :1808894]	Required	Published	22/08/2018 11:00	23/08/2018 13:00	No	No	
TEST BIDDER2-RAIPUR [BidId :1808895]	Required	Published	22/08/2018 11:00	23/08/2018 13:00	No	No	
TEST BIDDER3-HYDRABAD [BidId :1808896]	Required	Published	22/08/2018 11:00	23/08/2018 13:00	No	No	

In case it is subsequently decided that negotiations are not required to be conducted with any of these firms, please click on icon to cancel negotiations with the firm. Please click on icon to restore a cancelled negotiation. Necessary approval may be obtained from competent authority for these purposes.

Negotiations Cancelled / Restored

Firm name (Bid Id)	Decision Type	Type	Transaction by	Date	Remarks
No Record Found					

As can be seen from the above screenshot, the negotiation interface has four tabs, which are described below:

Overview: The overview tab which opens by default shows the list of the firms with whom negotiations are to be conducted as per tender decision. The overview tab also displays the current status regarding issue of negotiation letters, receipt of bid against the letter, and opening of negotiated bids.

An option has been provided whereby the convenor/ accepting authority can update the negotiation status as Not Required by clicking on the icon. This functionality is already described in detail in previous section i.e. Letter of Acceptance interface. If the cancellation has been made by mistake, the original status can be restored by clicking on icon that appears against a cancelled row. It may be noted that if the letter has already been published, the cancellation can be done only after the negotiation letter is withdrawn.

Negotiation Details: This tab is meant for entering various mandatory details for conduct of negotiations. The details include:

- **Date of Negotiations:** i.e. the Negotiation Meeting Date. The system allows date and time at least one hour later than the current date and time.

- **Closing Date for Bid Submission:** i.e. the last date and time by which the bidder can submit his revised bid. This should be at least one hour later than the date/ time of negotiations.

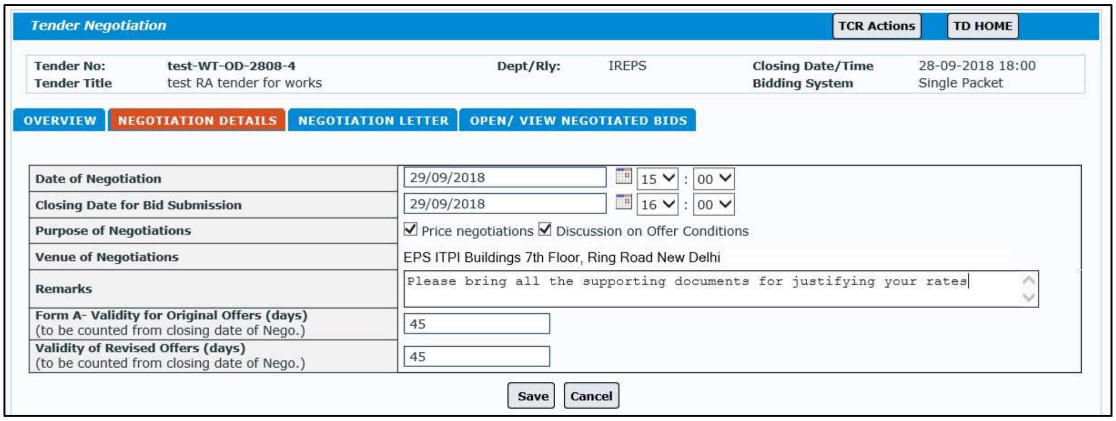
- **Purpose of Negotiations**: The allowed values are Price Negotiations and Discussion on Offer Conditions.

- **Venue of Negotiations**: The default value is the address associated with the post of the Convenor, which can be edited.

- **Remarks**: Remarks to be displayed in the negotiation letters of all firms included in the stage.

- **Validity of Original Offer**: The period for which the bidder has to agree to keep his original offer valid. The bidder will have to necessarily choose a period equal to or more than the stipulated period while submitting his bid.

- **Validity of Revised Offer:** The period for which the bidder has to agree to keep his revised offer valid. The bidder will have to necessarily choose a period equal to or more than the stipulated period while submitting his bid.



Users are required to click on **Save** button to save these details. These details can be modified as long as the negotiation letters are not published. An entry for the saved details is shown in Saved Data panel. The details can be viewed, or edited through the corresponding icons on the page.

Negotiation Letters: After the negotiation details have been saved, negotiation letters can be published through the Negotiation letters tab. Clicking on this tab brings up the following interface:

If more than one bidder is to be called for negotiations, the meeting date/time of any firm can still be changed by clicking on icon in the Action (Firms) Column. The closing date i.e. the date and time by which the bidders will be able to submit their offers can be changed by clicking on the same icon in the Action (stage) column. The closing date / time shall be the same for all the firms included in the stage.

The negotiation letters for all firms shall be published in one go by clicking on icon in the Action (Stage) column. Clicking on this icon displays all the letters in draft mode in a single document, one after the other.

IREPS

EPS HQ-ENGINEERING
DY C E C -I BPL, HABIBGANJ
BHOPALI, 457003
Madhya Pradesh , India

Letter No. :**EPS HQ-ENGINEERING / test-WT-OD-2808-4 /......** Dated: 29-09-2018

M/s TEST BIDDER4-DELHI
Delhi
Delhi- 110001
Delhi , India

Sub: **Negotiations**

Ref:
1. This office Tender No.test-WT-OD-2808-4 closing date 28-09-2018 18:00 for test RA tender for works
2. Your bid ID 1809502 dated 28/09/2018 17:16

The competent authority has accorded approval to conduct one round of negotiation with you **to explore the possibility of reduction in rates and to discuss the conditions quoted by your in your offer**.

You are requested to come for negotiations on **29/09/2018 15:00 Hrs** at the following venue .

Venue: EPS ITPI Buildings 7th Floor, Ring Road New Delhi

Please bring all the supporting documents for justifying your rates

Please depute your authorized representative fully conversant with the tender case technically and commercially to attend the negotiation with authorization certificate. **You will have to submit your revised bid online before Closing time on closing date i.e. 29/09/2018 16:00 Hrs.**

Your Original and Revised offers should be kept open for acceptance for the periods stipulated in the declaration form below.

Please make it convenient to attend the meeting.You should, however, come for negotiations only in case you are prepared to furnish before such date the declaration form appended herewith.

KAMAL SHARMA
DyCE/G/CRIS

Declaration to be submitted by the bidder

I .... for and on behalf of **M/s TEST BIDDER4-DELHI** do hereby declare that in the event of failure of the contemplated negotiations relating to Tender No. **test-WT-OD-2808-4** Closing Date **28-09-2018 18:00** my/our original offer against the tender shall remain open for acceptance on its original terms and conditions for **45** days from Closing Date for Negotiated bids i.e. upto **13/11/2018** . My Negotiated/Revised bid shall remain valid for **45** days from the closing date i.e. upto **13/11/2018**.

All the letters can be published in one go by clicking on the **Sign & Publish Letter** button at the bottom of the document. The screenshot below shows the Negotiation Letter tab after publishing of negotiation letters.

OVERVIEW | NEGOTIATION DETAILS | NEGOTIATION LETTER | OPEN/ VIEW NEGOTIATED BIDS

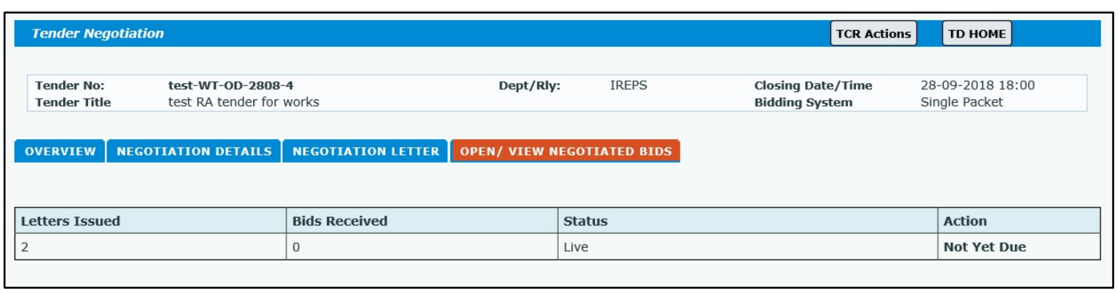
Firm (Bid ID)	Negotiation Date	Closing Date	Letter Status	Action(Firms)	Action (Stage)
TEST BIDDER6-LUCKNOW [BidId :1809517]	29/09/2018 15:00	29/09/2018 16:00	Published		
TEST BIDDER4-DELHI [BidId :1809502]	29/09/2018 15:00	29/09/2018 16:00	Published		

Letters Issued / Withdrawn/ Modified

Letter No.	Published On	Firm (Bid ID)	Type	Last Updated On	Letter Status	Action (Firms)
4502	29/09/2018 14:12:33	TEST BIDDER6-LUCKNOW [BidId :1809517]	Negotiation Letter	29/09/2018 14:12:33	Published	
4501	29/09/2018 14:12:33	TEST BIDDER4-DELHI [BidId :1809502]	Negotiation Letter	29/09/2018 14:12:33	Published	

Any published letter issued in favour of a firm can be withdrawn by clicking on the icon against the firm's name. It can be re-published by clicking on the icon. Letters for extension of closing date can be issued to all firms by clicking on icon. The contents of any letter issued to firms for negotiation/ withdrawal/ extension of closing date can be viewed by clicking on icon against the respective row.

Open/ View Negotiated Bids: This is the last tab in the Negotiation interface, and is meant for opening the negotiated bids, as well as viewing the tabulation statement for negotiated bids. The screenshot below shows a case where the closing date for submission of negotiated bids is not yet over.



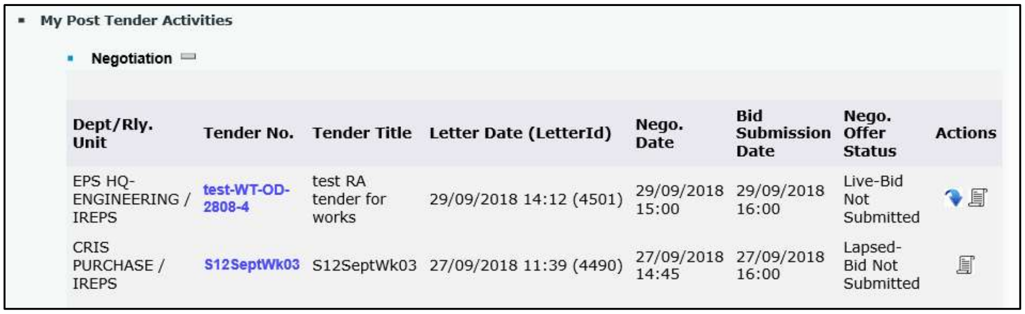
Tender Negotiation | TCR Actions | TD HOME

Tender No:	test-WT-OD-2808-4	Dept/Rly:	IREPS	Closing Date/Time	28-09-2018 18:00
Tender Title	test RA tender for works			Bidding System	Single Packet

OVERVIEW | NEGOTIATION DETAILS | NEGOTIATION LETTER | OPEN/ VIEW NEGOTIATED BIDS

Letters Issued	Bids Received	Status	Action
2	0	Live	Not Yet Due

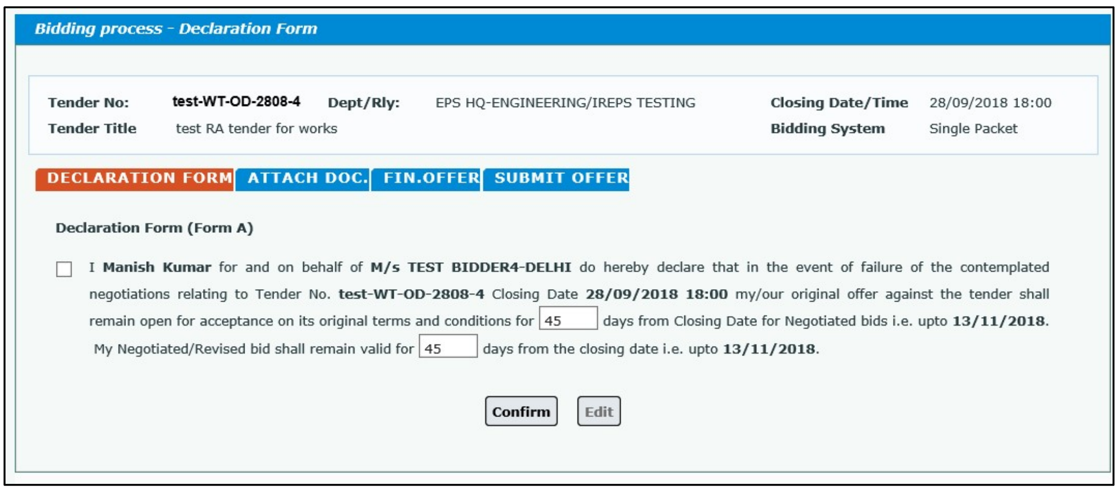
Submission of Negotiated bids by the bidders: The negotiation letter issued in the name of any bidder is shown to him in My Post Tender Activities – Negotiation folder on his Home Page, as shown in the screenshot below:



- My Post Tender Activities
  - Negotiation

Dept/Rly. Unit	Tender No.	Tender Title	Letter Date (LetterId)	Nego. Date	Bid Submission Date	Nego. Offer Status	Actions
EPS HQ-ENGINEERING / IREPS	test-WT-OD-2808-4	test RA tender for works	29/09/2018 14:12 (4501)	29/09/2018 15:00	29/09/2018 16:00	Live-Bid Not Submitted	
CRIS PURCHASE / IREPS	S12SeptWk03	S12SeptWk03	27/09/2018 11:39 (4490)	27/09/2018 14:45	27/09/2018 16:00	Lapsed-Bid Not Submitted	

The bidder can view the negotiation letter by clicking on icon. The bidder has to click on icon to submit his revised/ negotiated offer. Clicking on this link brings up the following interface.



Bidding process - Declaration Form

Tender No:	test-WT-OD-2808-4	Dept/Rly:	EPS HQ-ENGINEERING/IREPS TESTING	Closing Date/Time	28/09/2018 18:00
Tender Title	test RA tender for works			Bidding System	Single Packet

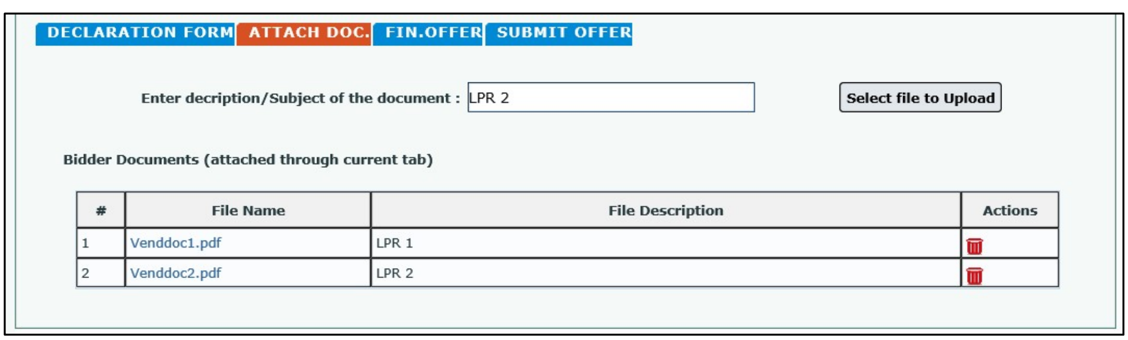
DECLARATION FORM | ATTACH DOC. | FIN.OFFER | SUBMIT OFFER

Declaration Form (Form A)

☐ I **Manish Kumar** for and on behalf of **M/s TEST BIDDER4-DELHI** do hereby declare that in the event of failure of the contemplated negotiations relating to Tender No. **test-WT-OD-2808-4** Closing Date **28/09/2018 18:00** my/our original offer against the tender shall remain open for acceptance on its original terms and conditions for 45 days from Closing Date for Negotiated bids i.e. upto **13/11/2018**. My Negotiated/Revised bid shall remain valid for 45 days from the closing date i.e. upto **13/11/2018**.

Confirm | Edit

It is mandatory for the bidder to select the check box against the declaration form before submitting his bid. The validity offered by the firm cannot be less than the validity period demanded in the letter for negotiation issued to the firm. The bidder can upload supporting documents through the Attach doc. interface:



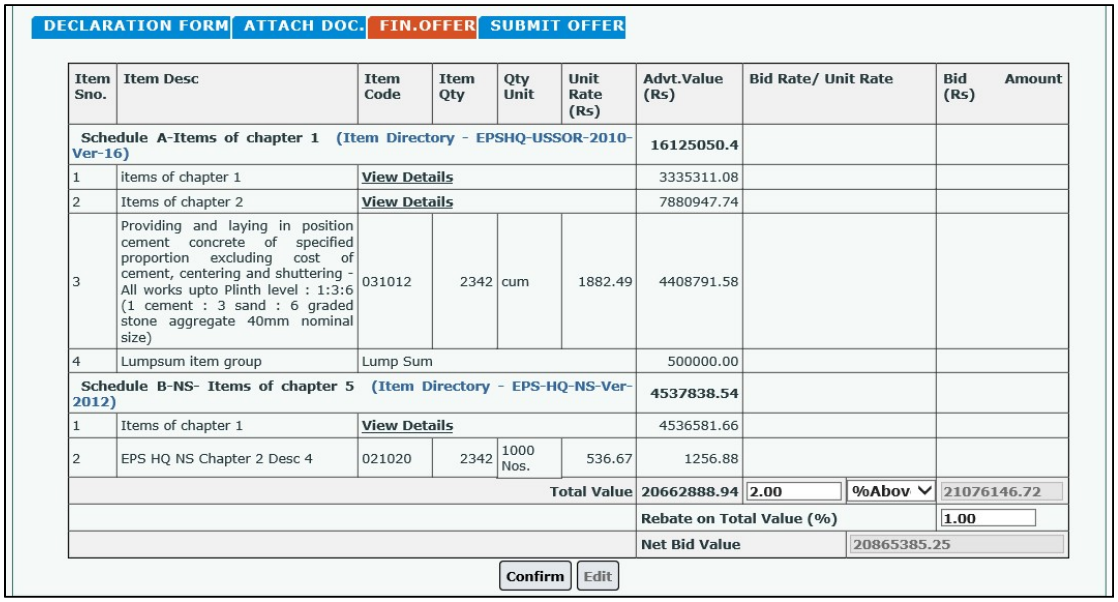
DECLARATION FORM | ATTACH DOC. | FIN.OFFER | SUBMIT OFFER

Enter decription/Subject of the document : LPR 2 | Select file to Upload

Bidder Documents (attached through current tab)

#	File Name	File Description	Actions
1	Venddoc1.pdf	LPR 1	
2	Venddoc2.pdf	LPR 2	

The revised rates have to be filled in through the Fin. Offer tab, as shown below:


DECLARATION FORM | ATTACH DOC. | FIN.OFFER | SUBMIT OFFER

Item Sno.	Item Desc	Item Code	Item Qty	Qty Unit	Unit Rate (Rs)	Advt.Value (Rs)	Bid Rate/ Unit Rate	Bid Amount (Rs)
Schedule A-Items of chapter 1 (Item Directory - EPSHQ-USSOR-2010-Ver-16)						**16125050.4**		
1	items of chapter 1	View Details				3335311.08		
2	Items of chapter 2	View Details				7880947.74		
3	Providing and laying in position cement concrete of specified proportion excluding cost of cement, centering and shuttering - All works upto Plinth level : 1:3:6 (1 cement : 3 sand : 6 graded stone aggregate 40mm nominal size)	031012	2342	cum	1882.49	4408791.58		
4	Lumpsum item group	Lump Sum				500000.00		
Schedule B-NS- Items of chapter 5 (Item Directory - EPS-HQ-NS-Ver-2012)						**4537838.54**		
1	Items of chapter 1	View Details				4536581.66		
2	EPS HQ NS Chapter 2 Desc 4	021020	2342	1000 Nos.	536.67	1256.88		
					Total Value	**20662888.94**	2.00 %Abov	21076146.72
						Rebate on Total Value (%)		1.00
						Net Bid Value	20865385.25	

Confirm | Edit

This page brings up the same page that was presented to the bidder at the time of submission of original bids. After filling up all the details in all the tabs, the bidder can encrypt and submit his bid through Submit Offer tab:

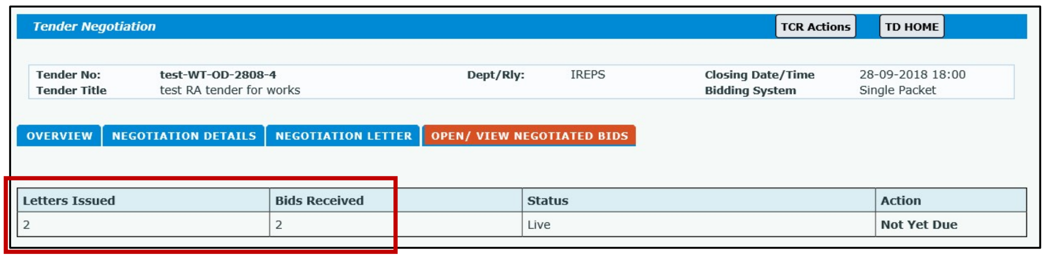
The bidder is allowed to revise his bid before the closing date and time.

Opening of Negotiated Bids: As soon as the negotiated offer is submitted by any bidder, the same immediately reflects in the Negotiation interface of the railway user in overview tab as well as Open / View Negotiated Bids tab as shown below:

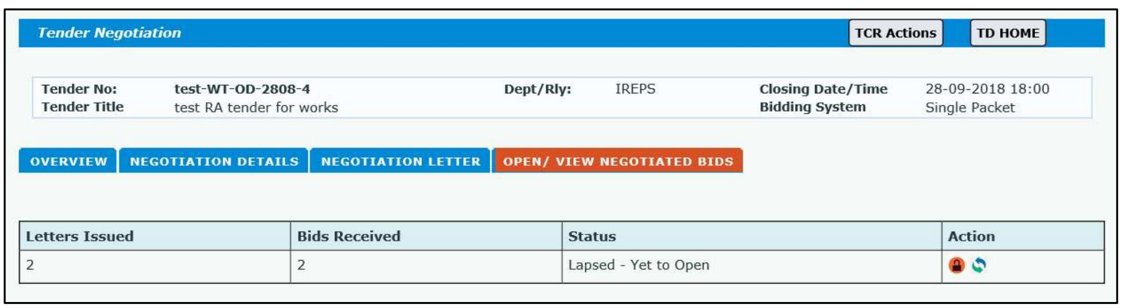

OVERVIEW | NEGOTIATION DETAILS | NEGOTIATION LETTER | OPEN/ VIEW NEGOTIATED BIDS

List of Firms (Nego.) [Total Records : 2]

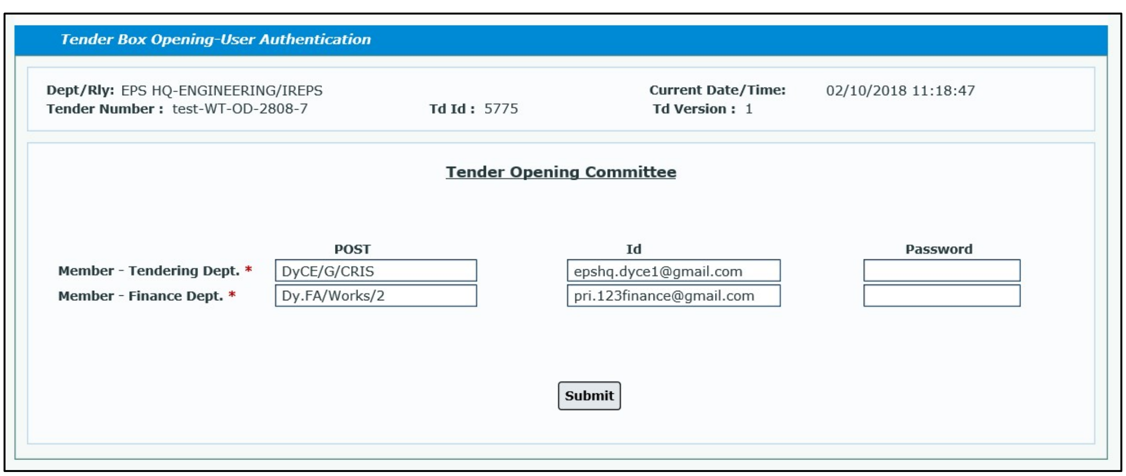
Firm name (Bid Id)	Required or Not	Negotiation details			Bid Details		Action
		Letter	Nego Date	Closing Date	Received	Opened	
TEST BIDDER4-DELHI [BidId :1809502]	Required	Published	29/09/2018 15:00	29/09/2018 16:00	Yes	No	✗
TEST BIDDER6-LUCKNOW [BidId :1809517]	Required	Published	29/09/2018 15:00	29/09/2018 16:00	No	No	✗



After the closing date and time of bid submission is over, icon becomes available on the bidding page for opening of bids.

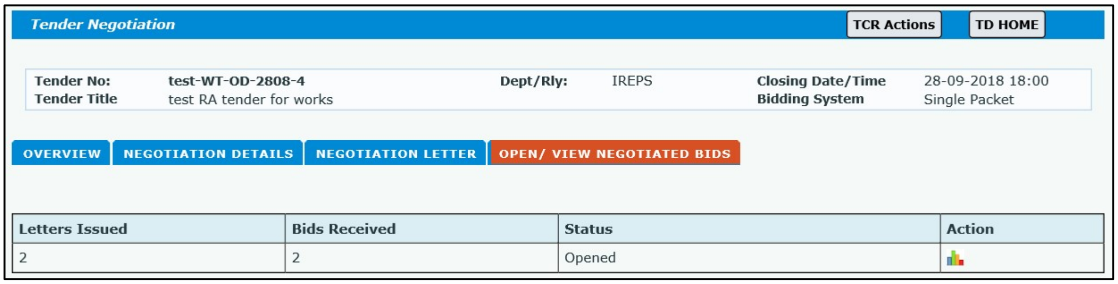


Clicking on the tender opening icon brings up the Tender Box Opening – User Authentication page as shown below:



The negotiated bids are opened by the Convenor and Finance Member jointly.

If for some reason the tender opening officials have to be changed, the same can be done through icon on the Open / View Negotiated Bids tab. The tender opening officials have to authenticate by entering their passwords, and by using their DSCs. Once the tender opening process is complete, the tabulation statement of negotiated bids can be viewed by clicking on icon.



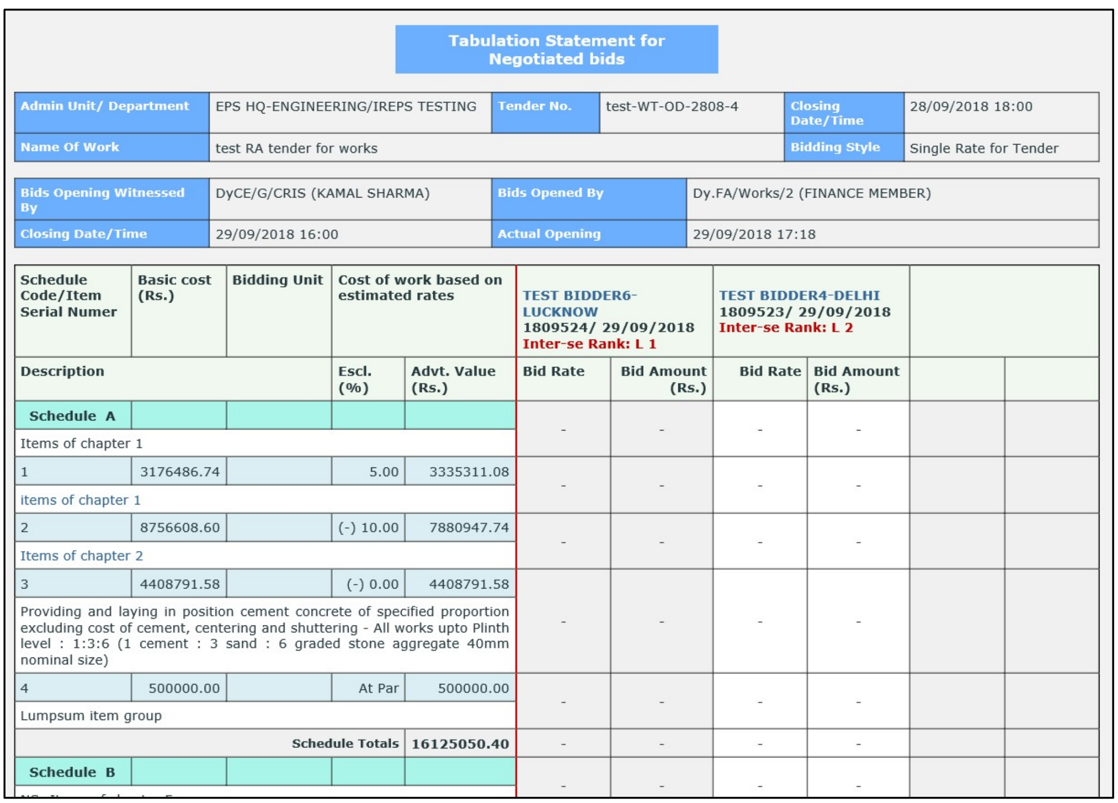
Tender Negotiation TCR Actions TD HOME

Tender No:	test-WT-OD-2808-4	**Dept/Rly:**	IREPS	**Closing Date/Time**	28-09-2018 18:00
Tender Title	test RA tender for works			**Bidding System**	Single Packet

OVERVIEW | NEGOTIATION DETAILS | NEGOTIATION LETTER | OPEN/ VIEW NEGOTIATED BIDS

Letters Issued	Bids Received	Status	Action
2	2	Opened	

Some screenshots for tabulation statement of negotiated bids are displayed below.



Tabulation Statement for Negotiated bids

Admin Unit/ Department	EPS HQ-ENGINEERING/IREPS TESTING	**Tender No.**	test-WT-OD-2808-4	**Closing Date/Time**	28/09/2018 18:00
Name Of Work	test RA tender for works			**Bidding Style**	Single Rate for Tender

Bids Opening Witnessed By	DyCE/G/CRIS (KAMAL SHARMA)	**Bids Opened By**	Dy.FA/Works/2 (FINANCE MEMBER)
Closing Date/Time	29/09/2018 16:00	**Actual Opening**	29/09/2018 17:18

Schedule Code/Item Serial Numer	Basic cost (Rs.)	Bidding Unit	Cost of work based on estimated rates		TEST BIDDER6-LUCKNOW 1809524/ 29/09/2018 Inter-se Rank: L 1		TEST BIDDER4-DELHI 1809523/ 29/09/2018 Inter-se Rank: L 2			
Description			**Escl. (%)**	**Advt. Value (Rs.)**	**Bid Rate**	**Bid Amount (Rs.)**	**Bid Rate**	**Bid Amount (Rs.)**		
Schedule A					-	-	-	-		
Items of chapter 1										
1	3176486.74		5.00	3335311.08	-	-	-	-		
items of chapter 1										
2	8756608.60		(-) 10.00	7880947.74	-	-	-	-		
Items of chapter 2										
3	4408791.58		(-) 0.00	4408791.58	-	-	-	-		
Providing and laying in position cement concrete of specified proportion excluding cost of cement, centering and shuttering - All works upto Plinth level : 1:3:6 (1 cement : 3 sand : 6 graded stone aggregate 40mm nominal size)										
4	500000.00		At Par	500000.00	-	-	-	-		
Lumpsum item group										
			Schedule Totals	**16125050.40**	-	-	-	-		
Schedule B					-	-	-	-		

	Rebate on Gross Value	5.00 (%)	Rebate on Gross Value	1.05 (%)		
	Net Offer Value	20022339.38	Net Offer Value	20445928.61		

Declaration (Form A)

All the bidders while submitting their negotiated bids have declared that in the event of failure of the contemplated negotiations relating to Tender No. **test-WT-OD-2808-4** Closing Date 28/09/2018 18:00 their original offer against the tender shall remain open for acceptance on its original terms and conditions upto the date/period mentioned in the table below. The validity date/ period quoted by the bidder (s) for their revised/ negotiated bids is also mentioned in the table below.

Firm (Bid Id)	Validity Date (Period)		Signed/ Submitted by
	Original Offer	Negotiated Offer	
TEST BIDDER4-DELHI (1809523)	13/11/2018 (45 days)	13/11/2018 (45 days)	Manish Kumar
TEST BIDDER6-LUCKNOW (1809524)	13/11/2018 (45 days)	13/11/2018 (45 days)	Lalit Kumar

Docs Attached By Bidders

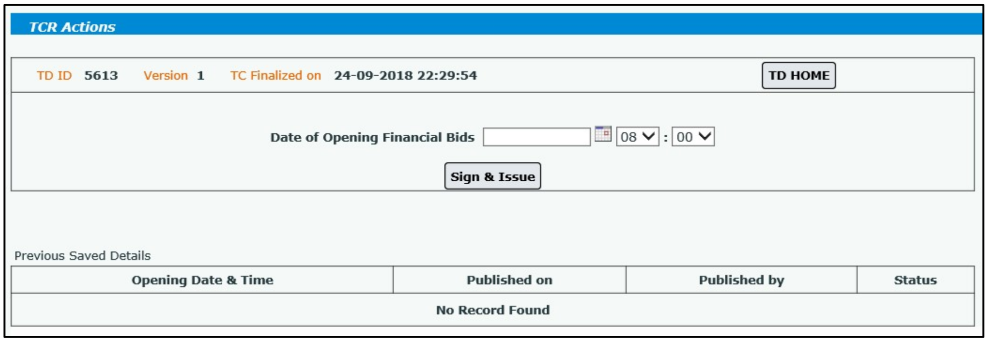
Firm (Bid Id)	File Description	File Name
TEST BIDDER6-LUCKNOW[1809524]	test bidder 6 supporting doc 1	Testdoc2.pdf
TEST BIDDER4-DELHI[1809523]	LPR 1	Venddoc1.pdf
TEST BIDDER4-DELHI[1809523]	LPR 2	Venddoc2.pdf

Digital Certificates Used

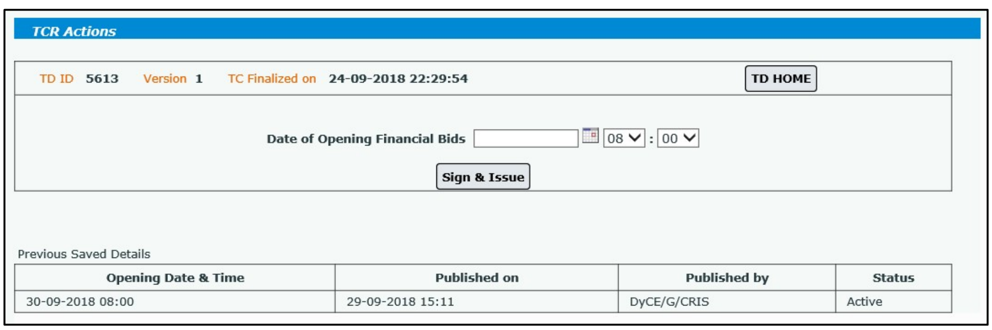
Bidder's Name	Bidder User Details	Certificate Details	Issuer Details	Expiry Date
TEST BIDDER4-DELHI (31889)	Name: Manish Kumar , Email:test.bidder4@gmail.com , Cell No:9953001994 , Phone No:9145445454 , 91545454545454	SERIAl NUMBER= B69BC168728B66CFC6D5509CB93BB5773AE4038E, CN=CRIS test 2018 Sign, SERIALNUMBER=81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, ST=Karnataka, OID.2.5.4.17=560103, OU=test, O=cris test, C=IN	CN=e-Mudhra Sub CA for Class 3 Organisation 2014, OU=Certifying Authority, O=eMudhra Limited, C=IN	Apr 18, 2019
TEST BIDDER6-LUCKNOW (31904)	Name: Lalit Kumar , Email:test.bidder6@gmail.com , Cell No:919112544552 , Phone No:91345543534 , 3453453535345353	SERIAl NUMBER= B69BC168728B66CFC6D5509CB93BB5773AE4038E, CN=CRIS test 2018 Sign, SERIALNUMBER=81d7cc69d57a8e8ecff8704f13a1a4650260f3ec4aa25d03556e473b4e03333d, ST=Karnataka, OID.2.5.4.17=560103, OU=test, O=cris test, C=IN	CN=e-Mudhra Sub CA for Class 3 Organisation 2014, OU=Certifying Authority, O=eMudhra Limited, C=IN	Apr 18, 2019

---End Of Report---

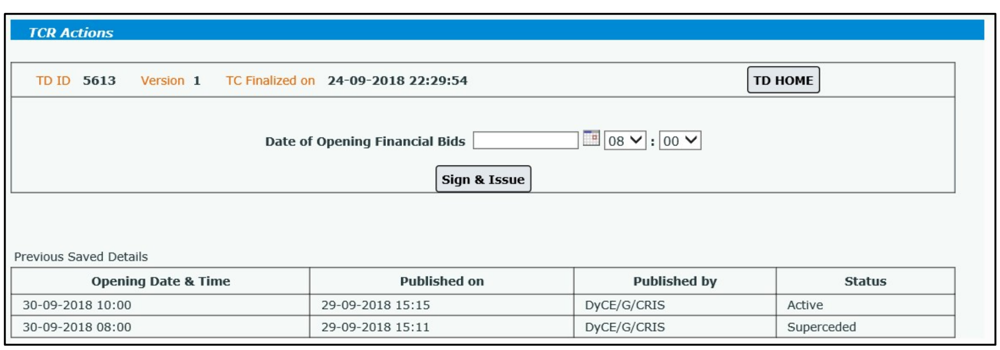
5.3. **Financial Bid Opening Date:** In case of Two Packet tenders, after the tender decision has been finalized wherein the bids have been marked as technically suitable/ unsuitable, the date of opening of financial bids can be fixed by clicking on the TCR actions icon ( ) , which will bring up the following interface:



The date of opening of financial bids can be selected from the date tool, and the time (hours & minutes) can be selected from the dropdown options. Clicking on Sign & Issue button, and applying digital signature will complete the process.

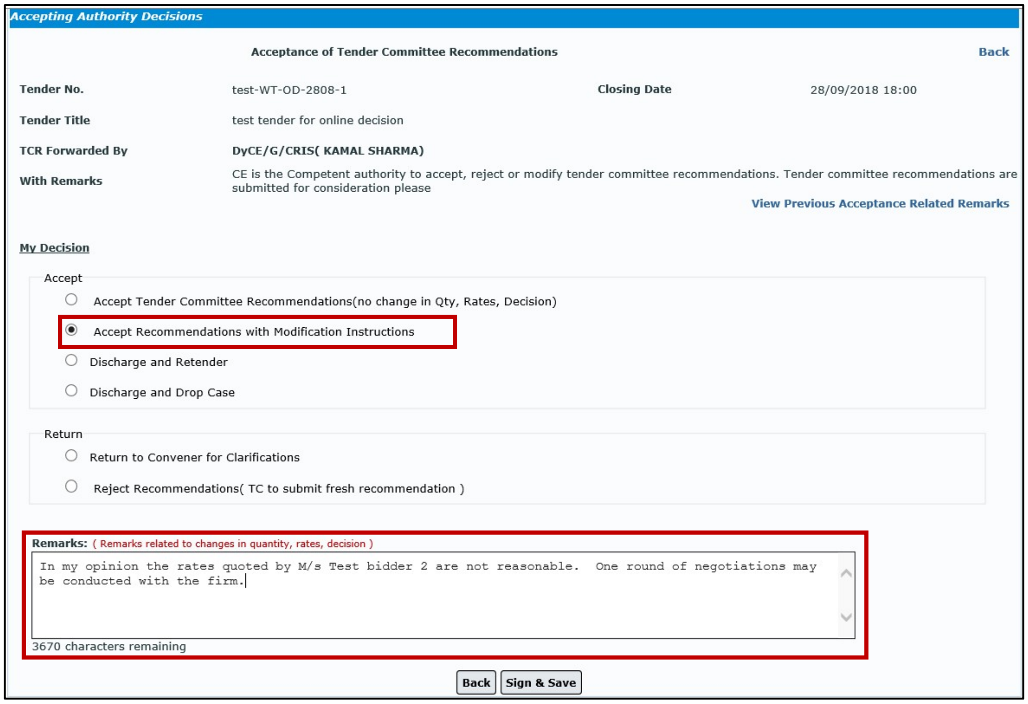


The date can be modified any time till the financial bids are opened. All the modifications are displayed on the page as shown below:



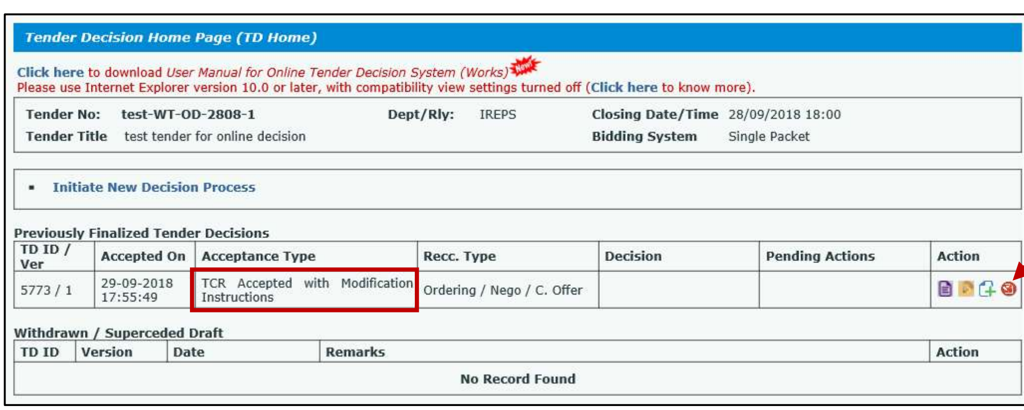
The financial bids can be opened any time after the date/ time so fixed, in the same manner in which the techno commercial bid is opened.

5.4. Modified Terms & Conditions (as per TCR acceptance) : - Whenever TC recommendations are accepted by the acceptance authority with modification instructions, the convenor is required to translate the instructions of the accepting authority, which is in the form of unstructured data, into a structured form which the system can understand. This is done by convenor by preparing an acceptance note with modified Terms and Conditions in the same manner as is done in a DA case, albeit with some differences. Although this process also comes under TCR actions, this is handled slightly differently.

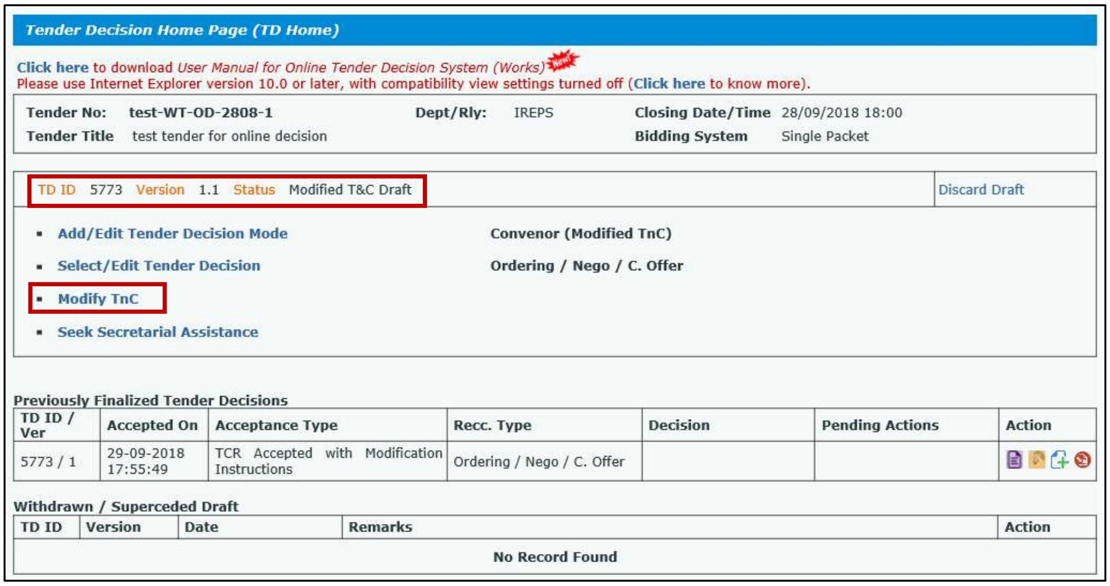


Acceptance with Modification Instructions

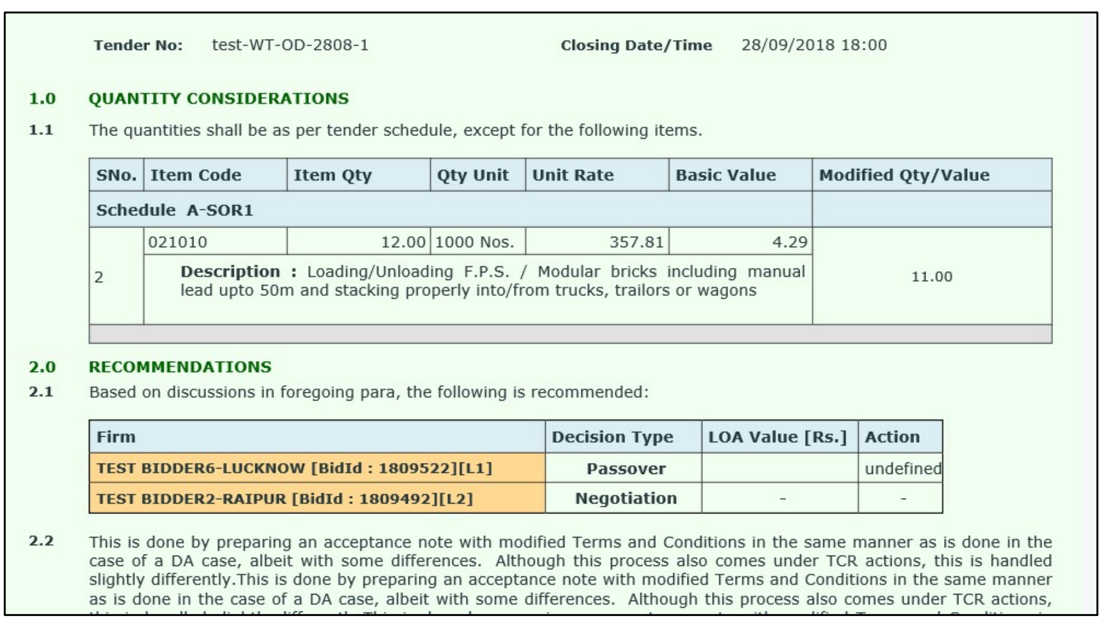
Whenever such an acceptance is made by the accepting authority, an icon appears against the row in the Previously Finalized Tender Decisions panel on TD Home page as shown below:



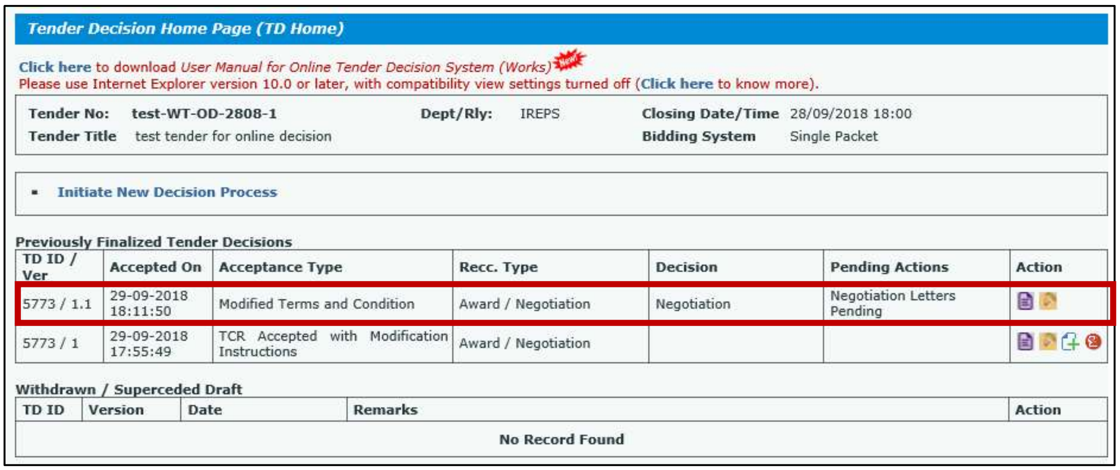
Clicking on this icon creates a new draft on TD home page with version x.1, where x is the version of the TC recommendations against which the acceptance was made. The tender decision mode for this is Convenor (Modified TnC), which cannot be changed.



The convenor is at liberty to make changes to the Tender Decision type. Clicking on the **Modify TnC** link brings up the interface similar to the one used for DA/ TC case, and depending on the tender decision the convenor can modify the quantity requirement, recommendation or terms and conditions in accordance with the instructions of Accepting authority. A screenshot of Modified TnC prepared by th convenor is shown below:



After making all the required modifications, the convenor has to click on the Sign & Finalize button at the bottom of the page, to apply his digital signature, and finalize the process.



Tender Decision Home Page (TD Home)

Click here to download *User Manual for Online Tender Decision System (Works)* New

Please use Internet Explorer version 10.0 or later, with compatibility view settings turned off (Click here to know more).

Tender No:	test-WT-OD-2808-1	**Dept/Rly:**	IREPS	**Closing Date/Time**	28/09/2018 18:00
Tender Title	test tender for online decision			**Bidding System**	Single Packet

- Initiate New Decision Process

Previously Finalized Tender Decisions

TD ID / Ver	Accepted On	Acceptance Type	Recc. Type	Decision	Pending Actions	Action
5773 / 1.1	29-09-2018 18:11:50	Modified Terms and Condition	Award / Negotiation	Negotiation	Negotiation Letters Pending	
5773 / 1	29-09-2018 17:55:49	TCR Accepted with Modification Instructions	Award / Negotiation			

Withdrawn / Superceded Draft

TD ID	Version	Date	Remarks	Action
No Record Found				

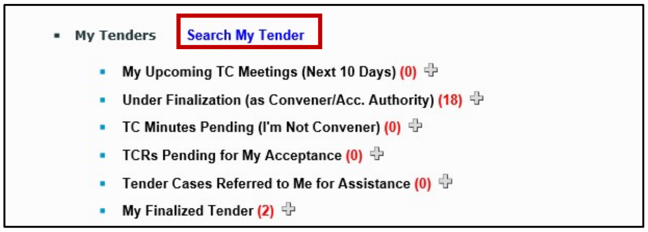
The previously finalized Tender Decision section on the TD home page now displays an entry for the Modified Terms and Conditions so prepared, along with the pending actions.

Any actions like Issue of LOA, Issue of Negotiation letters etc. against Modified TnC can be taken through TCR Actions icon ( ) against Modified TnC row on TD Home.

6. Miscellaneous

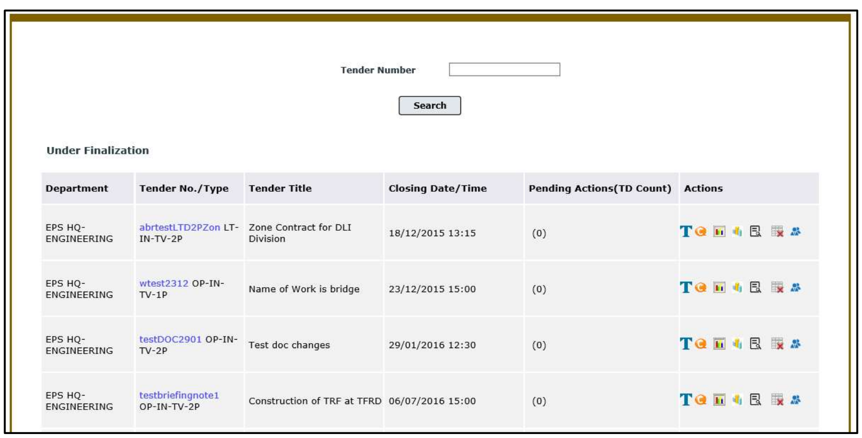
6.1. Search My Tenders:

Search My Tenders: This functionality allows the railway user to search tenders assigned to him.



Clicking on Search My Tender link in the My Tenders section opens up the following page.

The user has to enter 4 or more letters of the tender number to search the tender. The results are displayed in two different blocks, one for **Tenders Under Finalization**, and another for **Finalized tenders** as shown below.

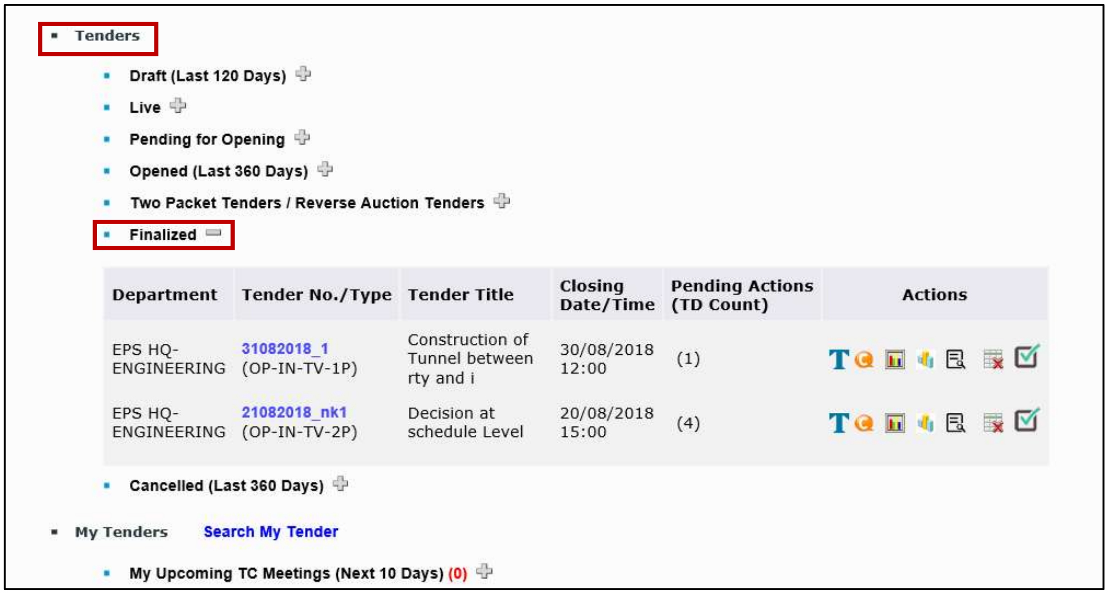


Department	Tender No./Type	Tender Title	Closing Date/Time	Pending Actions(TD Count)	Actions
EPS HQ-ENGINEERING	abrtestLTD2PZon LT-IN-TV-2P	Zone Contract for DLI Division	18/12/2015 13:15	(0)	
EPS HQ-ENGINEERING	wtest2312 OP-IN-TV-1P	Name of Work is bridge	23/12/2015 15:00	(0)	
EPS HQ-ENGINEERING	testDOC2901 OP-IN-TV-2P	Test doc changes	29/01/2016 12:30	(0)	
EPS HQ-ENGINEERING	testbriefingnote1 OP-IN-TV-2P	Construction of TRF at TFRD	06/07/2016 15:00	(0)	

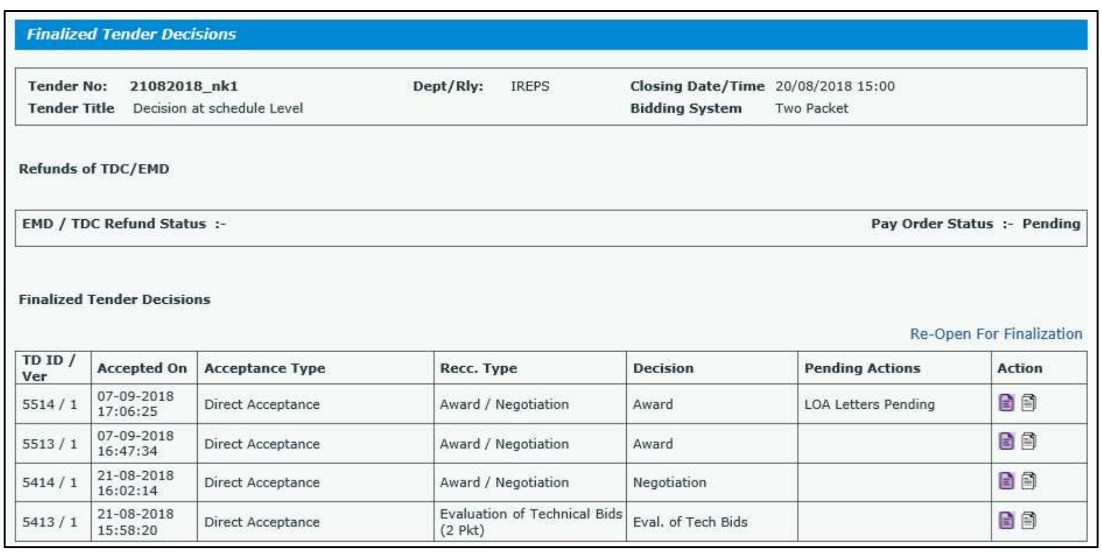
Department	Tender No./Type	Tender Title	Closing Date/Time	Pending Actions(TD Count)	Actions
EPS HQ-ENGINEERING	31082018_1 OP-IN-TV-1P	Construction of Tunnel between rty and i	30/08/2018 12:00	(1)	

Clicking on the Tender decision icon ( ) in the Tenders Under Finalization block opens TD Home page for the selected tender. Clicking on the Finalized Tenders icon ( ) in the Finalized Tenders block brings up details of all tender Decisions finalized against the tender.

6.2. Finalized Tenders: All the finalized tenders pertaining to all the sections assigned to a user, whether finalized by him, or any other user of that section appear in the **Finalized** folder under **Tenders** section on Home page of the user.



Apart from all other tender and offer related details, this folder has an icon ( ) for viewing all the tender decisions taken against the tender. Clicking on this icon brings up the following page.

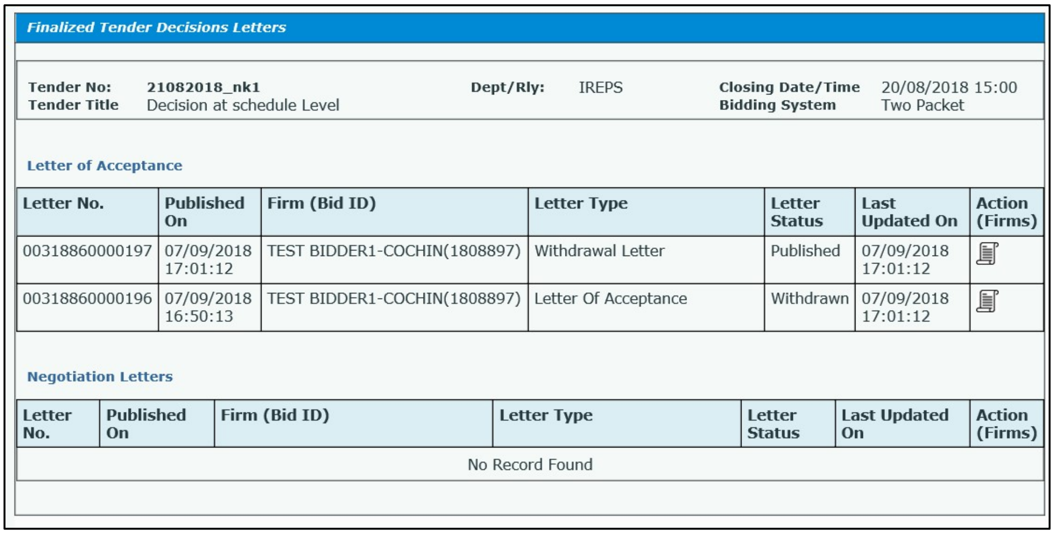


As can be seen, this page contains details related to all tender decisions. The action column of the page contains the following icons.

View TC Minutes/ Acceptance Note ( ): Clicking on this icon brings up the Accepted Tender Committee minutes (for TC cases) or Acceptance Note (for DA cases).

View Published Letters ( ): This icon is meant for viewing all the letters received against the tender decision (Letters of Acceptance, Counter Offer Letters, Negotiation letters) and the responses against these letters (wherever applicable).

A screenshot of the page that is opened on clicking of this icon is shown below:



Finalized Tender Decisions Letters

Tender No:	21082018_nk1	**Dept/Rly:**	IREPS	**Closing Date/Time**	20/08/2018 15:00
Tender Title	Decision at schedule Level			**Bidding System**	Two Packet

Letter of Acceptance

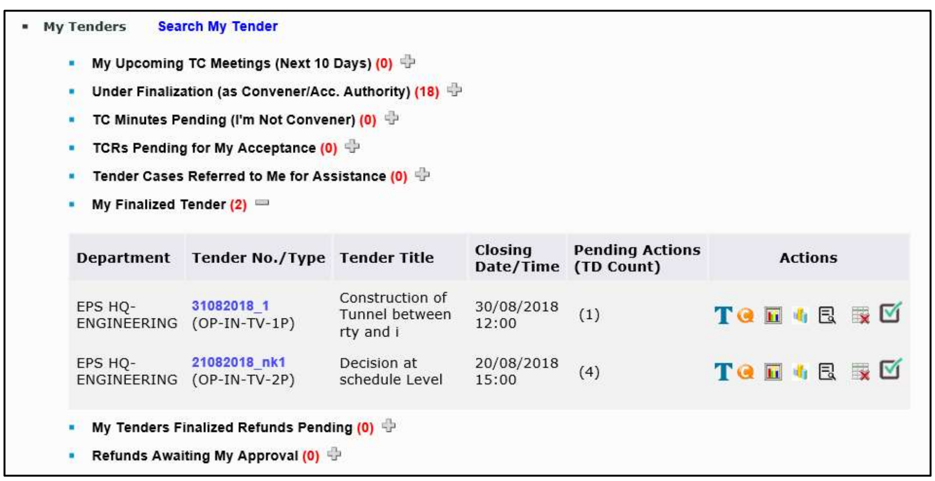
Letter No.	Published On	Firm (Bid ID)	Letter Type	Letter Status	Last Updated On	Action (Firms)
00318860000197	07/09/2018 17:01:12	TEST BIDDER1-COCHIN(1808897)	Withdrawal Letter	Published	07/09/2018 17:01:12	
00318860000196	07/09/2018 16:50:13	TEST BIDDER1-COCHIN(1808897)	Letter Of Acceptance	Withdrawn	07/09/2018 17:01:12	

Negotiation Letters

Letter No.	Published On	Firm (Bid ID)	Letter Type	Letter Status	Last Updated On	Action (Firms)
No Record Found						

All letters issued against the tender are displayed on this page. Any such letter can be viewed by clicking on icon against the letter number.

6.3. My Finalized Tenders: All the tender finalized by a user himself as Convenor (for TC cases) or as Accepting Authority (for TC Cases) appear in the **My Finalized Tenders** folder under My Tenders section on Home page of the user.



- My Tenders **Search My Tender**
  - My Upcoming TC Meetings (Next 10 Days) (0)
  - Under Finalization (as Convener/Acc. Authority) (18)
  - TC Minutes Pending (I'm Not Convener) (0)
  - TCRs Pending for My Acceptance (0)
  - Tender Cases Referred to Me for Assistance (0)
  - My Finalized Tender (2)

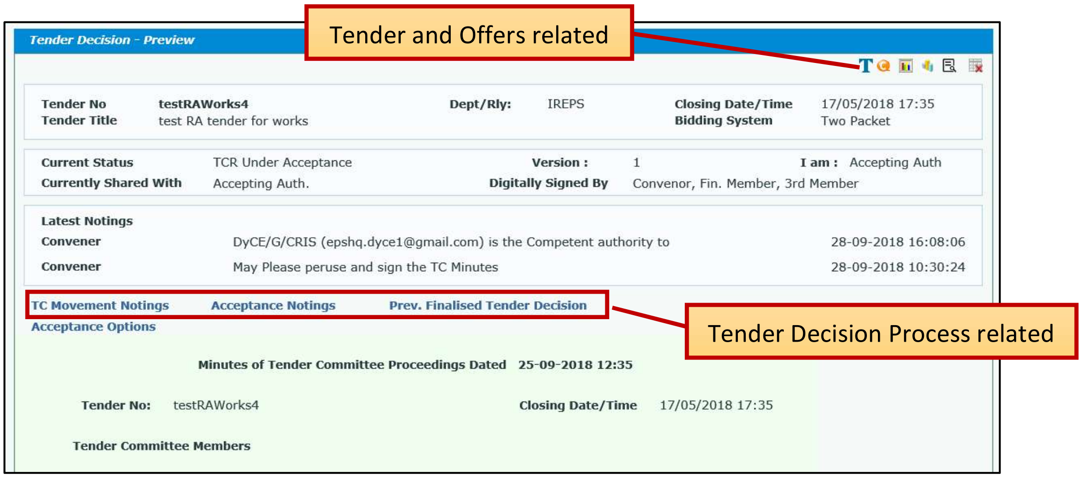
Department	Tender No./Type	Tender Title	Closing Date/Time	Pending Actions (TD Count)	Actions
EPS HQ-ENGINEERING	31082018_1 (OP-IN-TV-1P)	Construction of Tunnel between rty and i	30/08/2018 12:00	(1)	
EPS HQ-ENGINEERING	21082018_nk1 (OP-IN-TV-2P)	Decision at schedule Level	20/08/2018 15:00	(4)	

  - My Tenders Finalized Refunds Pending (0)
  - Refunds Awaiting My Approval (0)

The icons in this folder have same meaning and functionality as explained above for Finalized tenders folder.

6.4. Icons / Links on TC Minutes/ Acceptance Note Page

The TC minutes / Acceptance Note interface displays several icons for providing all the information related to the tender to anyone involved in the tender decision process.



Some of these icons / links are meant for display of data related to tender and offers, whereas some others are meant for data generated opening process.

6.4.1. Tender decision process related links

- **TC Movement Notings**: This link shows the remarks made by the convenor while sharing/ withdrawing the case to/ from other TC members, and the remarks made by other TC members while returning the case to the convenor.
- **Acceptance Notings**: This icon shows the remarks made by the convenor while submitting the case to the accepting authority, and the remarks made by the accepting authority while returning the case to the convenor.
- **Previously Finalized Tender Decisions**: This icon brings up a page that lists all the previously accepted TC recommendations/ Acceptance notes against the tender in hand, and also contains links for viewing these TC minutes/ Acceptance Notes.

6.4.2. Tender and Offer related icons

- T Clicking on this icon brings up the tender document
- This icon is meant for viewing all the corrigenda issued against the tender
- This icon brings up the financial tabulation of offers received against the tender
- This icon is meant for viewing techno-commercial tabulation statement
- This icon brings up list of offers received against the tender, and also the links for viewing the offers, and other documents uploaded by the bidders
- This icon is meant for viewing the details of payments made by the bidders towards tender document cost and earnest money.

7. Disclaimer

7.1. IREPS software is continuously being upgraded and the Pages/ Forms shown or referred to in this manual may be subject to changes. Please keep themselves updated with the latest changes, by referring to the latest versions of user manuals available on the website, 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 immediately.

--- End of Document ---