CRIS

User Manual

for

Standard Railway Users

for

E-Auction Leasing Module

Version 1.0

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Table of Contents

Sl. No.		Topic	Page No.
1.		**General Information**	**4**
	1.1	Application Overview	4
	1.2	Purpose & Scope	4
	1.3	Points of Contact	4
2.		**Getting Started**	**5**
	2.1	General	5
	2.1.1	Software & Hardware Requirements	5
	2.2	URL of the Application	5
	2.3	Links on IREPS Home Page	5
3.		**Login**	**12**
	3.1	User Types	**12**
	3.2	Login by Standard Railway User	12
4.		**Railway User Home Page**	**15**
	4.1	**Links in Left Navigation Block**	**15**
	4.1.1	Learning Centre	15
	4.1.2	Help Desk	16
	4.1.3	Search Users	16
	4.1.4	Search Account	17
	4.2	**Notifications Area**	18
	4.3	**Tabs**	18
	4.3.1	General	18
	4.3.2	Dashboard	18
	4.3.3	My Activities	18
	4.3.4	**Assets Tab**	**19**
	4.3.4.1	Manage Assets	20
	4.3.4.2	Edit Asset Details	30
	4.3.4.3	Manage Asset Modifications	32
	4.3.4.4	View Asset Details	34
	4.3.4.5	View Asset History	34
	4.3.5	**Auctions Tab**	**36**
	4.3.5.1	Manage Lots	36
	4.3.5.2	View Idle Assets	45

	4.3.5.3	View Edit Free Lots	46
	4.3.5.4	Manage Lot Modifications	48
	4.3.5.5	View Lot History	48
	4.3.5.6	Add / Edit Auction Schedule	49
	4.3.5.7	View Auction Schedule	50
	4.3.5.8	Create Auction Catalogue	51
	4.3.5.9	Unpublished Auction Catalogues	61
	4.3.5.10	Live Auctions	62
	4.3.5.11	Scheduled Auctions (Yet to Start)	62
	4.3.5.12	Closed Auctions (Actions Pending)	62
	4.3.5.13	Closed Auctions (No Actions Pending)	63
	4.3.5.14	Decide Bids	64
	4.3.5.15	Pending Bid Sheets	66
	4.3.5.16	Awarded Lots	68
	4.3.5.17	Rejected Lots	68
	4.3.5.18	Published Bid Sheets	69
	4.3.6	**Contracts Tab**	**69**
	4.3.6.1	View Contracts	69
	4.3.6.2	View Modification Advices	71
	4.3.7	**Payments Tab**	**72**
	4.3.7.1	Payment Failures (Beyond Grace Period)	72
	4.3.7.2	View Overdue Payments (Within Grace Period)	72
	4.3.7.3	Payments Received	72
	4.3.8	**Admin Tab**	**73**
	4.3.8.1	Applicable Taxes and Duties	73
	4.3.8.2	Link IPAS Accounting Unit	74
	4.3.9	**My Profile Tab**	**76**
	4.3.9.1	View / Edit My Profile	76
	4.3.9.2	Change Login Password	77
5.	5.1	**Disclaimer**	**78**

1. General Information

1.1. Application Overview

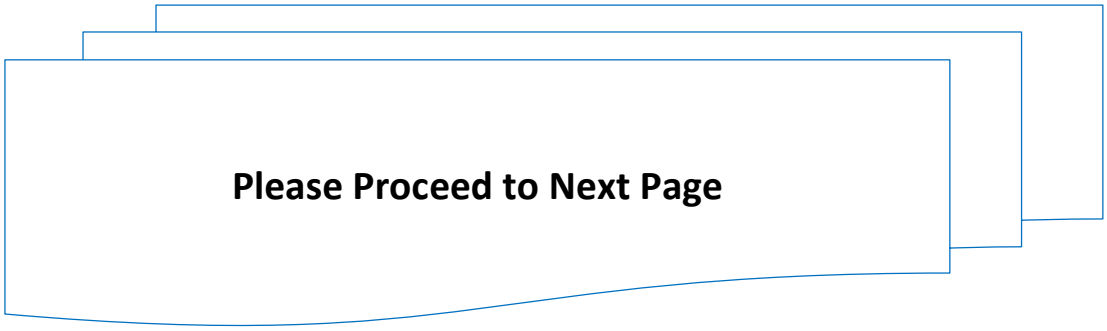
Indian Railway Electronic Procurement System (IREPS) is the web Portal of Indian Railways for online activities related to procurement of Goods, Works & Services, Sale of Materials, Leasing of Assets & Services, Vendor Approvals and Material Inspections. IREPS uses Tendering, Forward Auction and Reverse Auction methodologies for Procurement, Sale and Leasing. IREPS application can be accessed with a 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. Goods and Services, Works, Earning / Leasing-Tenders, E-Auction Sale, E-Auction Leasing etc.

1.2. Purpose & Scope

The purpose of this document is to familiarize the railway users with the functionalities and processes related to asset management, e-auction, contract management and payment management carried out through **E-Auction Leasing** module of IREPS.

1.3. Points of Contact

For clarification about any specific process of IREPS application the contact point is IREPS-Helpdesk. For further details about Helpdesk functionality, **Helpdesk** section of this manual may be referred to.



2. Getting Started

2.1. General

2.1.1. Software & Hardware Requirements

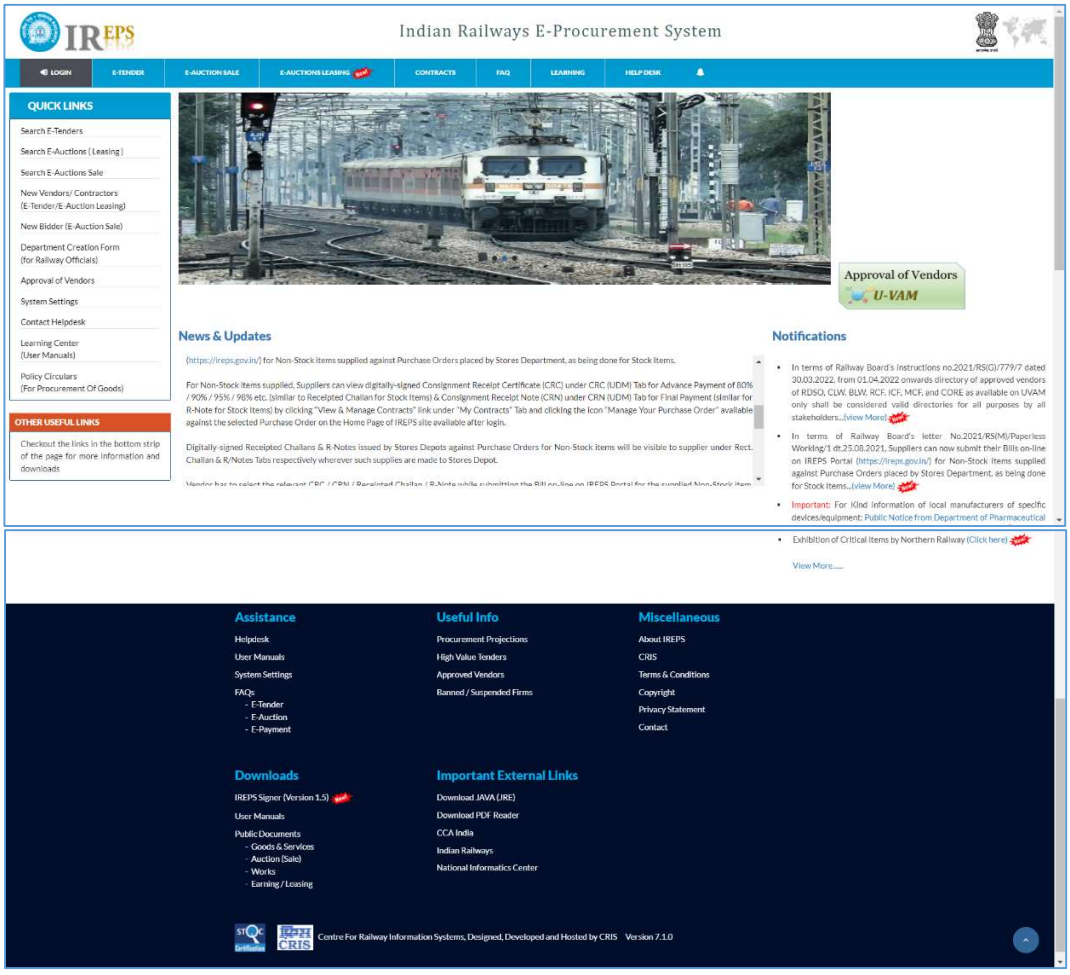
The detailed guidelines regarding software & Hardware requirements are laid down in a separate manual titled ***Getting Your System Ready for IREPS Application***. This manual can be downloaded through the ***Learning center (User Manuals)*** link available in the left navigation bar of the home page of IREPS application (www.ireps.gov.in). Users are advised to go through the aforesaid manual before reading the current manual.

2.2. URL of the Application

The URL to access IREPS application is **https://www.ireps.gov.in**

2.3. Links on IREPS Home Page

A snapshot of the IREPS Home Page is shown below:



The features associated with various links available on IREPS Home page are described below:

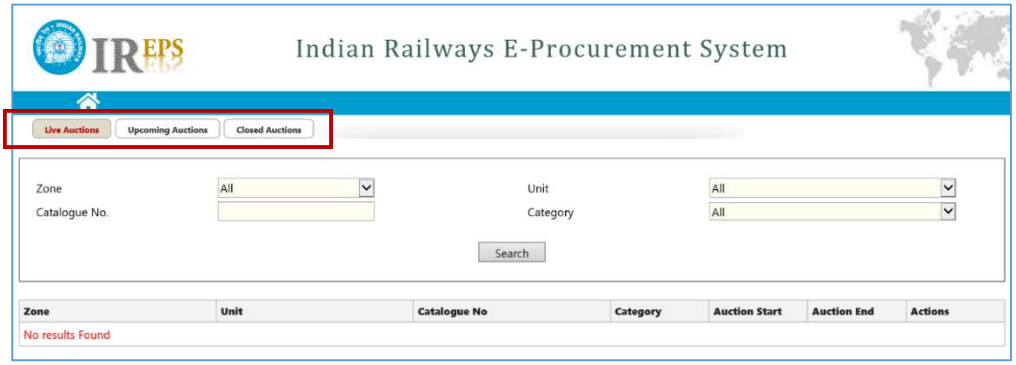
Top Menu Bar

The menu bar as shown above contains information related to various modules available on IREPS. The menu option named E-Auction Leasing is relevant to IREPS E-Auction Leasing module. This menu item contains links for searching the live / upcoming and closed leasing auctions. The user manuals for contractors viz. Pre-requisites for Contractors, and User Manual for Contractors can also be accessed and downloaded through this menu item. The user manuals for railway users are not available here, and the same can be accessed through the Learning Center Link after login.

Quick Links Section

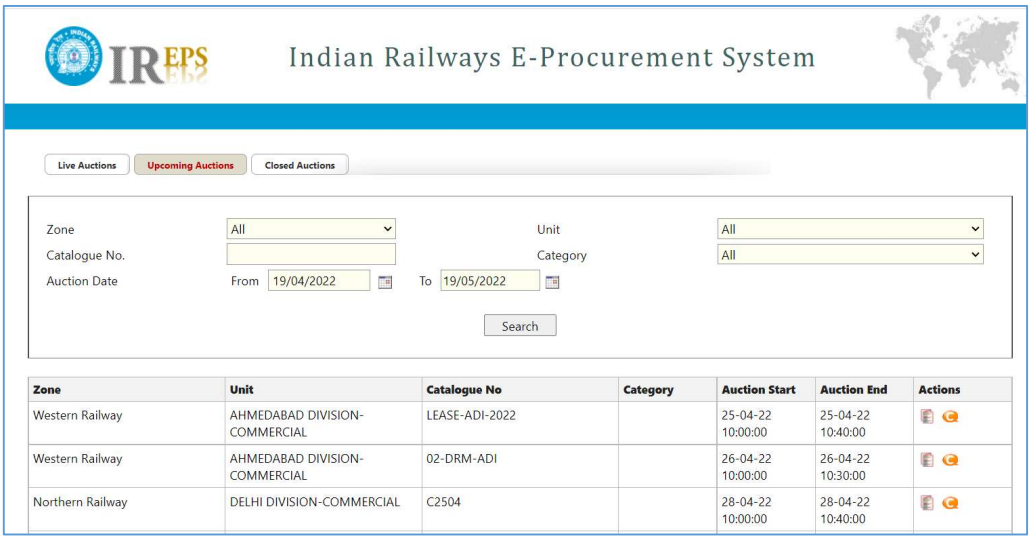
Search E-Tenders: This link allows the anonymous users (i.e. the users who are currently not logged in) to search tenders and reverse auctions related to procurement of Goods, Services, Works. *This link is not relevant for E-Leasing module.*

Search E-Auctions - Leasing: This link allows the users to view the details pertaining to live, upcoming and closed auctions pertaining to E-Auction Leasing module.

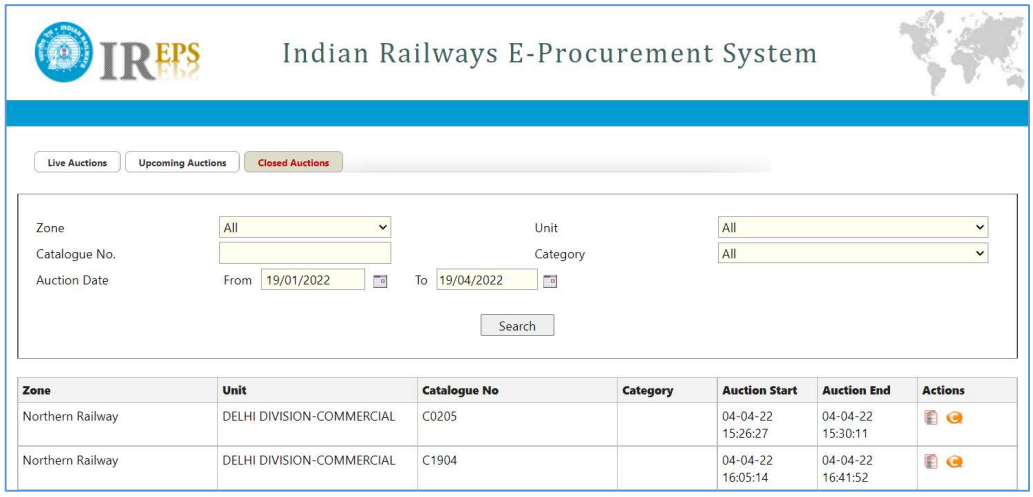


As can be seen from the above screenshot, there are separate tabs for viewing Live Auctions, Upcoming Auctions and Closed Auctions. Live Auctions tab is selected by default, and the E-Auctions for Commercial/Earning contracts which are currently live are shown on the page. Users can filter the results by selecting / entering suitable values in the filters provided for Zone, Auctioning Unit, Catalogue No. and Category.

The details pertaining to the Upcoming Auctions and the Closed Auctions can also be viewed in the same manner by clicking on the respective tabs. Sample screenshots of these tabs are shown below.



Upcoming Auctions



Closed Auctions

The auction catalogue and corrigenda issued against the auction catalogue, if any can be viewed in the Live Auctions tab, Upcoming Auctions tab, and Closed Auctions tab by clicking on the respective icons in the actions button.

Search E-Auctions - Sale: This link allows the users to view details related to auctions for sale of scrap. *This link is not relevant for E-Leasing module.*

New Vendors/ Contractors (E-Tenders / E-Auction Leasing): This link is meant for submission of online application by the Vendors / Contractors for creating IREPS account for E-tendering module as well as E-Auction Leasing module. The process for submission of application is described in detail in *User Manual for Registration of New Vendors & Contractors* which can be accessed through *Learning Center (User Manuals)* link available on IREPS Home Page.

Department Creation Form (for Railway Officials): This functionality is meant for registration of new railway / departmental units on IREPS. The procedure for carrying out this activity is described in detail in the *User Manual for Department Admins* which can be accessed through *Learning Center (User Manuals)* link available on IREPS Home Page.

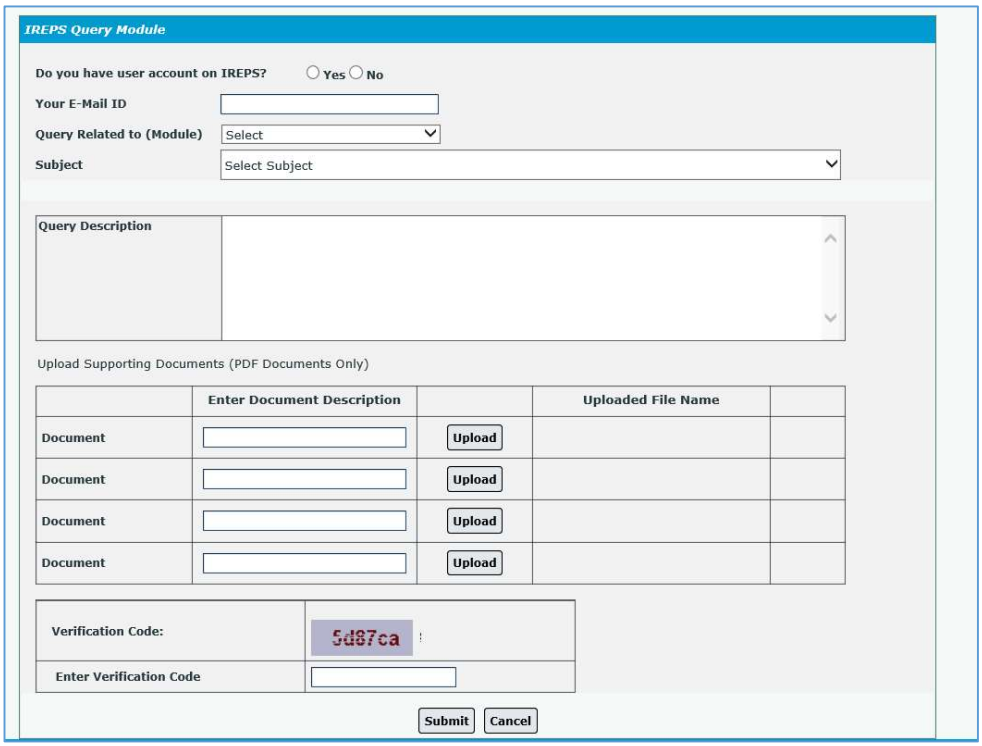
Approval of Vendors: This functionality is related to Approval of Vendors by vendor approving agencies of Indian Railways like RDSO, ICF, BLW etc. *This link is not relevant for E-Leasing module.*

System Settings: Clicking on this link brings up the user manual *Getting Your System Ready for IREPS Application.* This manual describes the hardware, as well as software requirements for working on IREPS portal.

Contact Helpdesk: This link brings up the Help Desk interface wherein the user can access the various options to get in touch with the Help Desk. A screen shot of the Helpdesk page is shown below. A user can reach out to Help Desk in the following ways:

Please Proceed to Next Page

1. **Ask A Question:** This link is meant for allowing a user to submit a web query to the IREPS Helpdesk officials. Clicking on this link brings up the following page:



This interface allows the user to submit his query online. The user can also upload documents / screenshots with his query.

Registered as well as unregistered users can use this interface to seek answers to their queries / doubts.

- If you are already registered with IREPS, please choose **Yes** radio button against the field provided for this purpose. This will save time and efforts as the system will automatically fill up the user details.

- Please enter the E-mail ID and mobile number carefully as these will be used to send response against the query.

Please choose the IREPS module to which your query pertains from the dropdown list in the **Query Related to** field.

Please choose the subject of your query from the dropdown list. You may choose Miscellaneous option if the subject of your query is not listed in the dropdown.

- It is advised that you choose the appropriate subject (if listed), as the help resources like FAQs, links to user guides etc. related to the subject, if available, will be displayed on the page.

Please enter the detailed description of your query in the description field. If you intend to upload any supporting document, you can do so through one of the Upload buttons provided on the page. You can upload upto four documents in support of your query.

After entering all the required details, and entering the verification code, please click on **Submit** button to submit your query. On successful submission of the form you will be provided with a Query ID.

You can view reply to your query by clicking on **View Reply to Question** link on Helpdesk page.

- Depending on the backlog, it may take the helpdesk personnel upto 2-3 working days to reply to your query.

2. Call on Helpdesk Telephone Numbers

Users can contact the Helpdesk officials through the Telephone Numbers provided on the Helpdesk Page. The timings during which the helpdesk executives can be contacted telephonically are also displayed on the page.

Learning Center (User Manuals): This link brings up a page on which all user manuals related to all work-areas are listed. Any manual can be opened by clicking on the name of the manual. The manuals listed in General section are relevant to all work-areas. The manuals pertaining to Earning / Leasing tenders are available in **E-Auction Leasing)** section.

- Not all manuals are available to anonymous users. Manuals which are meant for Railway users only can be accessed through Learning Center link only after Login.

Policy Circulars (For Procurement of Goods): This link redirects the user to an external page wherein the policy circulars related to procurement of goods can be downloaded. *This link is not relevant for E-Leasing module.*

Other Useful Links Section

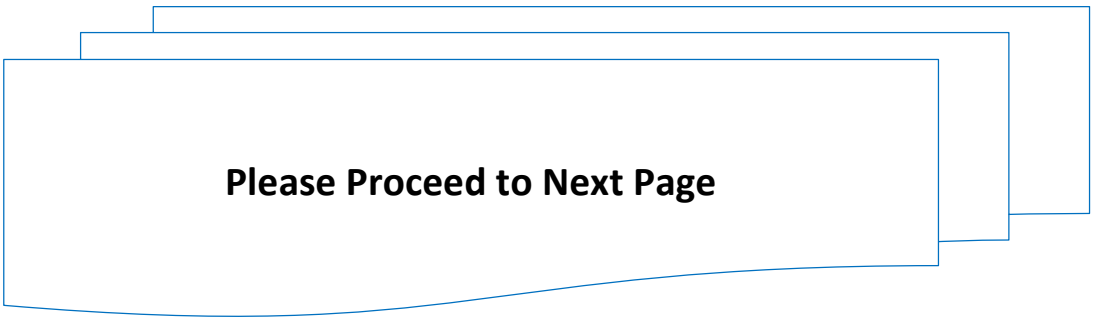
This part of IREPS home page provides the users various internal and external links for accessing resources that may help the users to make use of the IREPS portal in the most efficient manner. The links are self-explanatory, and the users can click on any of these links to access the associated resource.

News & Updates Section

This part of the IREPS Home Page displays the news / notices issued by Departmental users or IREPS admin for the benefit of departmental users as well as vendors / contractors.

Notifications

This part of the IREPS Home page displays the notifications issues by IREPS admin for departmental users as well as vendors / contractors.



3. Login

3.1. Many important features can be accessed by the users only after login. Login to the application requires a username and password (provided by the EPS administrator), and a Digital Signing Certificate (DSC). Users who are not logged in are categorized as **Anonymous users**.

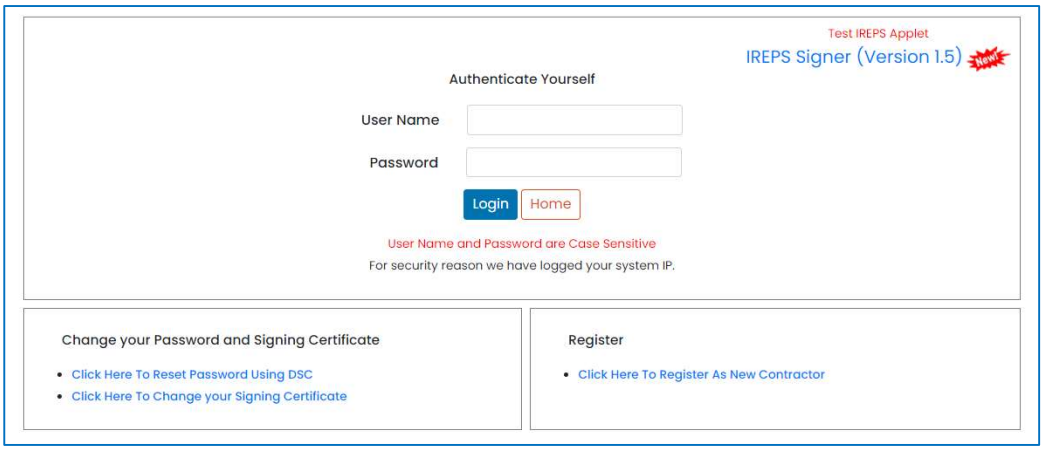
Depending on the Functions, Privileges and Responsibilities, Railway users are divided into two categories namely Department Administrators (Admins) and Standard Users. Management of Users, Sections, Posts, and User Functions etc. are some of the tasks that can be performed by Department Admins only. Creation of User Accounts for Standard Railway Users is also the responsibility of Department Admins.

Within the IREPS application all Functions, Sections and all other Privileges are assigned to Posts. Any user who is assigned a Post acquires all the privileges and responsibilities of the post. Assignment of Functions, Sections and other privileges to a post, and assignment of a post to a user is the responsibility of the Department Admins. Standard Railway Users can perform activities on IREPS portal within the bounds of Functions, Sections and other privileges assigned to his Post by the Department Admin.

3.2. Login by Standard Railway User

Standard Railway users whose user account has been created by the Department Admin, and who have got the E-Mail for system generated password can login by clicking on the **Login** button on the Home page (www.ireps.gov.in) and choosing the option **E-Auction - Leasing** as shown below:

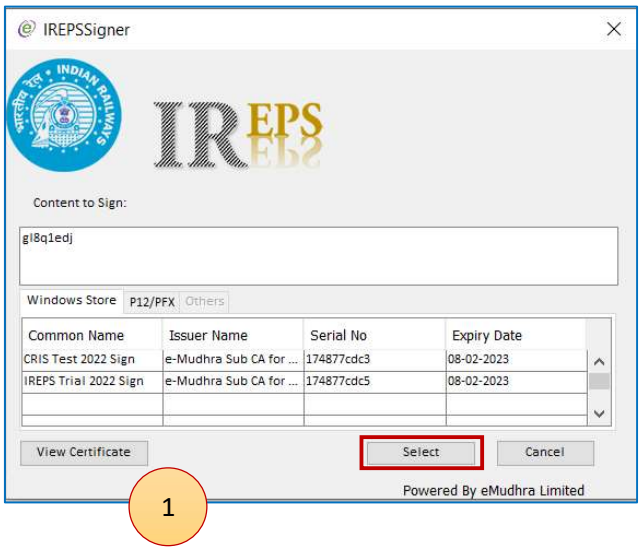
This will bring up the **Login** page as shown below

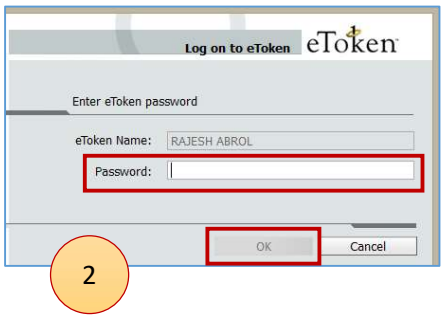


- If Java Security warning pop up opens, please click on **Continue** button. If Cancel button is clicked, the user will not be able to login, and the browser window will have to be closed and re-opened.

Please enter your Username and Password (sent by EPS admin through E-Mail) on the Login page and click on **Login** button. The following page will pop up on the screen.

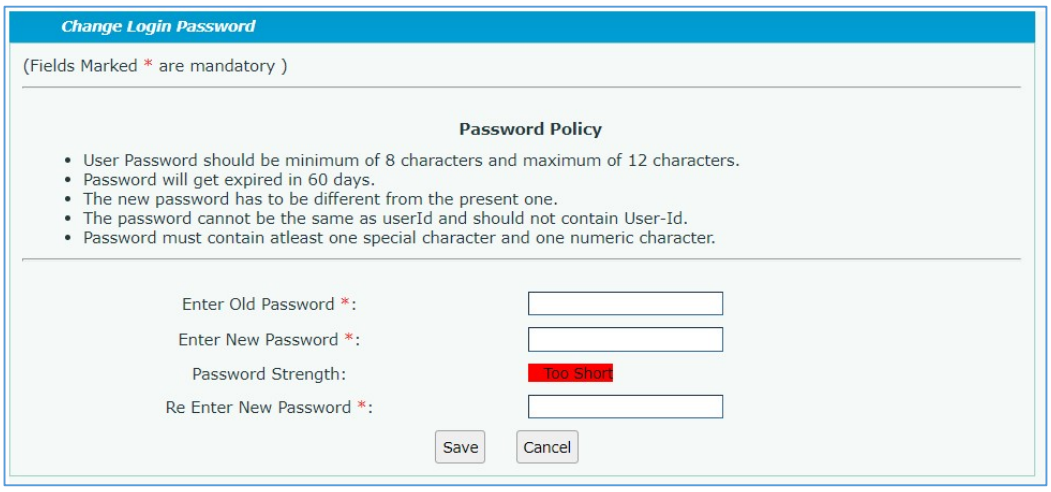
Please insert your Digital Signing Certificate (DSC) token in USB drive of your computer and click on the ***Attach Digital Signature Certificate and Login*** button. This will bring up the web signer window as shown below:





Please select your digital certificate in the signer window by clicking on it (which will be listed in the web signer only if the DSC token is already inserted into USB drive of the computer) and click on **Select** button. You will be asked to enter the DSC token password (provided by the DSC supplier) as shown in step 2 above.

At this point the users who are logging in for the first time will be presented with the **Change Login Password screen** as shown below. It is mandatory to change password when you are logging in for the first time.



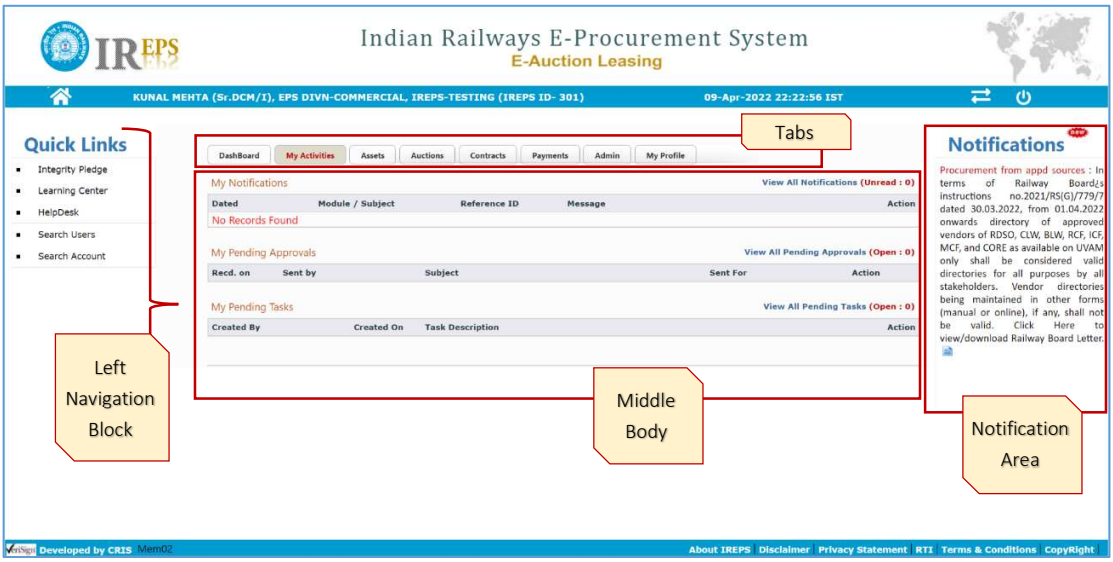
Please follow the steps mentioned on the screen and click on the **Save** button to change your password.

After change of password, the Railway User Home page will come up. The change password page will not be opened during subsequent logins. However, in

accordance with the password policy the change password page will again be displayed to the user if the password is more than 60 days old.

4. Railway User Home page

After successful login, the Railway User Home page opens, as shown in the screenshot below:



The Bidder Home Page is divided into four main blocks namely Left Navigation Block, Tabs, Middle Body, and Notification Area. The links / details available in these sections are described in detail below:

4.1. Links in the Left Navigation Block

The left navigation block has a Quick Links section. The functionalities associated with the links available in the Quick Links section are described below:

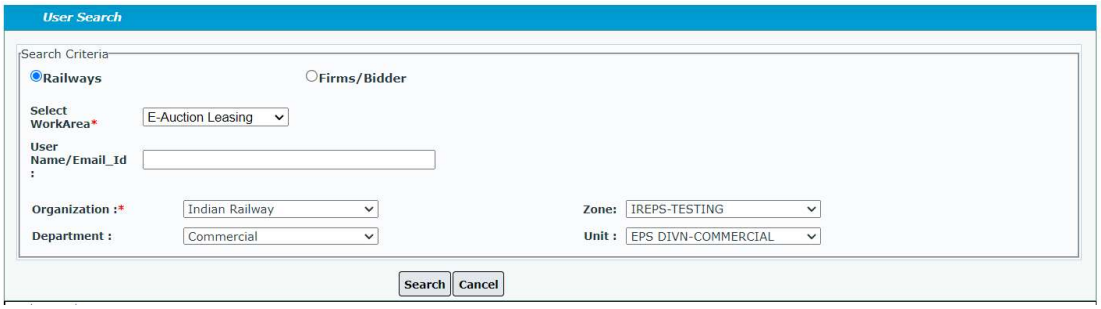
Quick Links section

4.1.1. **Learning Center-** The learning center link provides the users access to the repository of the user manuals / user guides, to familiarize the users with the functionalities and process flows of IREPS application.

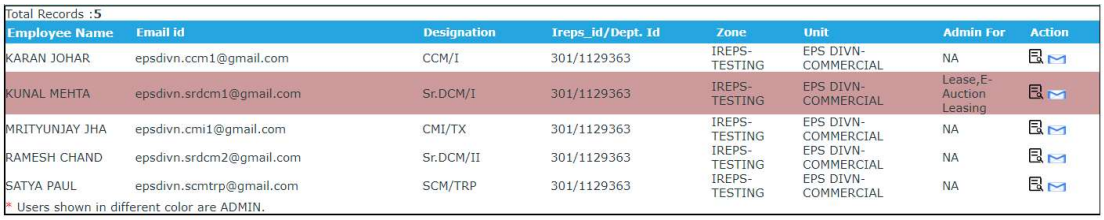
The links to user manuals and guides which are common to multiple modules of IREPS are available in the General section, and the links to user manuals specifically related to Earning / Leasing Auctions are available in the section titled **E-Auction -Leasing.**

4.1.2. **Help Desk-** This link provides the users access to the Help Desk interface wherein the user can access the various options to get in touch with the Help Desk. The functionalities available on this page are described in detail in para 2.3 above.

4.1.3. **Search Users:** Any user registered on IREPS can be searched by using this functionality.



Users can search other departmental users by choosing Railways radio button. Filters can be applied for searching the users pertaining to any specific organization, Zone, Department or Unit. To search the database as per the applied filters, the user has to click on Search button. Search results are displayed on the page as shown below:



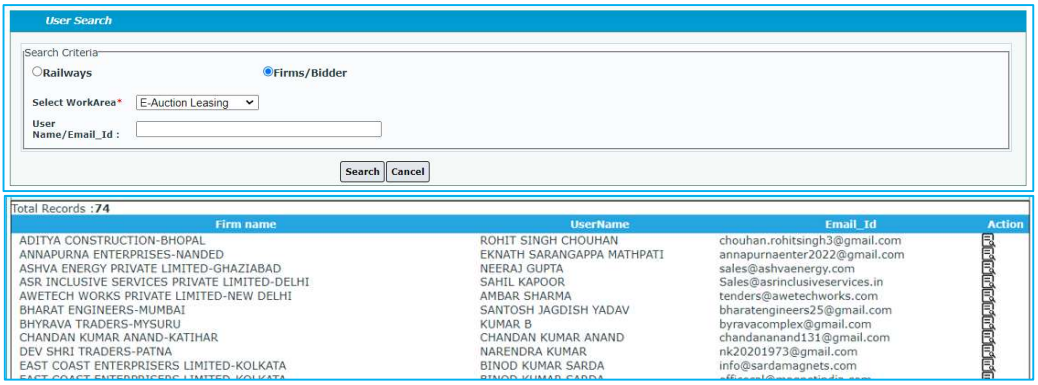
Total Records :5

Employee Name	Email id	Designation	Ireps_id/Dept. Id	Zone	Unit	Admin For	Action
KARAN JOHAR	epsdivn.ccm1@gmail.com	CCM/I	301/1129363	IREPS-TESTING	EPS DIVN-COMMERCIAL	NA	
KUNAL MEHTA	epsdivn.srdcm1@gmail.com	Sr.DCM/I	301/1129363	IREPS-TESTING	EPS DIVN-COMMERCIAL	Lease,E-Auction Leasing	
MRITYUNJAY JHA	epsdivn.cmi1@gmail.com	CMI/TX	301/1129363	IREPS-TESTING	EPS DIVN-COMMERCIAL	NA	
RAMESH CHAND	epsdivn.srdcm2@gmail.com	Sr.DCM/II	301/1129363	IREPS-TESTING	EPS DIVN-COMMERCIAL	NA	
SATYA PAUL	epsdivn.scmtrp@gmail.com	SCM/TRP	301/1129363	IREPS-TESTING	EPS DIVN-COMMERCIAL	NA	

* Users shown in different color are ADMIN.

The users whose details are shown in marron background are department admins of the unit.

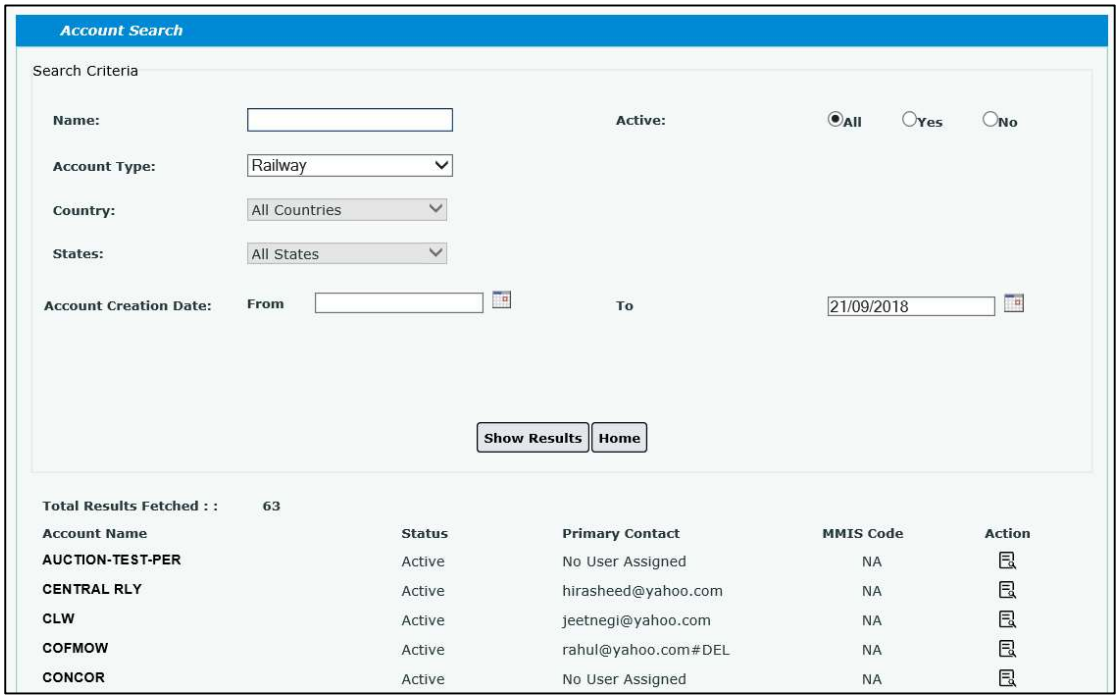
Vendors can also be searched through this interface by choosing Firms/ Bidders radio button.



In case of departmental users as well as vendors, the user attributes can be seen by clicking on icon. Department admins are allowed to modify the attributes of any railway user within their unit through this interface.

4.1.4. Search Account

The details of all the units / users within an account created on IREPS can be viewed by using this functionality. In case of Railways, Account signifies Zone, whereas in case of Vendors / Contractors, Account signifies the Firm. The units registered within an account, and other details can be viewed by clicking on icon.

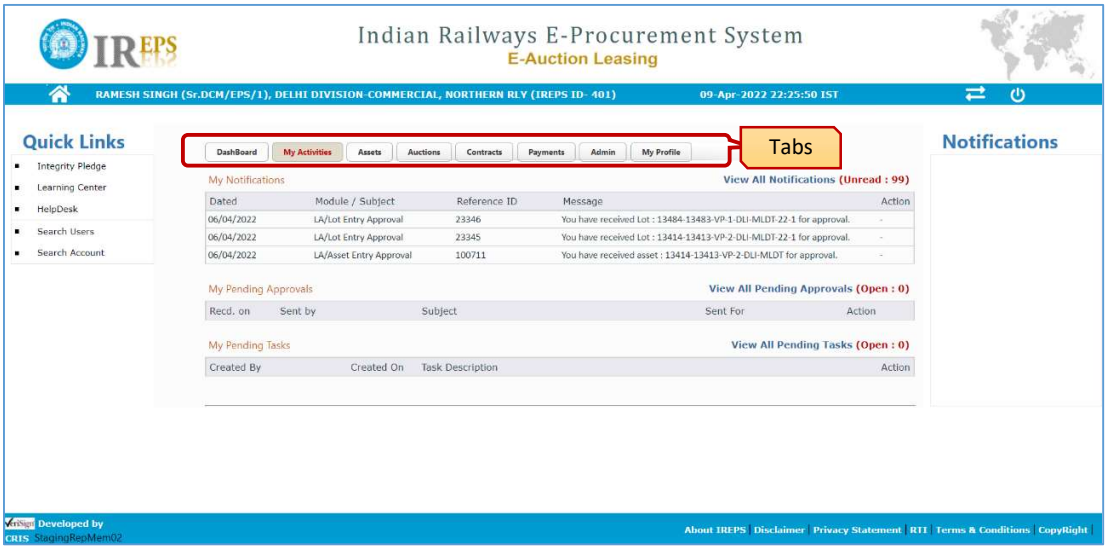


4.2. Notifications Area

The notifications issued by EPS administrator for Bidders from time to time will appear in the Notifications Section.

4.3. Tabs

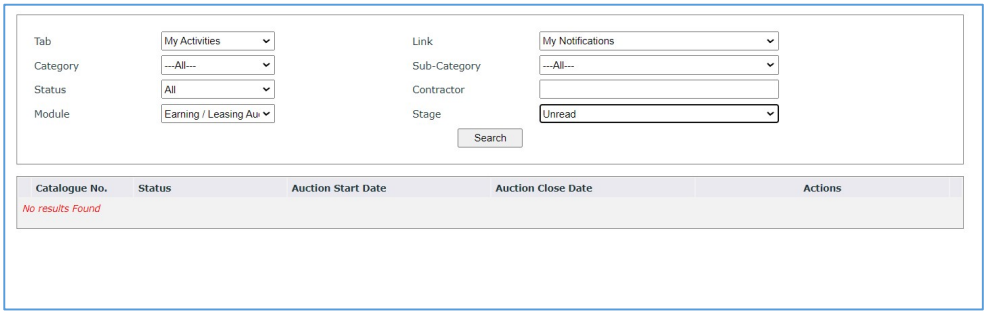
4.3.1. **General**: The Home page of a logged in departmental user contains multiple tabs. These tabs deal with various aspects of the application viz. asset management, contract management, payments management, auction management etc. Clicking on any of these tabs displays the associated information and / or hyperlinks below the Tabs. The functionalities associated with various tabs are described below:



4.3.2. **Dashboard** Tab: The statistical information related to performance of the unit, and tasks that requires urgent attention of the users will be displayed on this page. This tab is under development.

4.3.3. **My Activities** Tab: This tab has three sections, namely My Notifications, My Pending Approvals, and My Pending Tasks as shown in the screenshot in para 4.3.1 above. The notifications generated by the system for the information / attention of the users are displayed in the **My Notifications** section. The most recent three notifications are shown on the main page.

Users can click on View All Notifications link to view all the notifications.

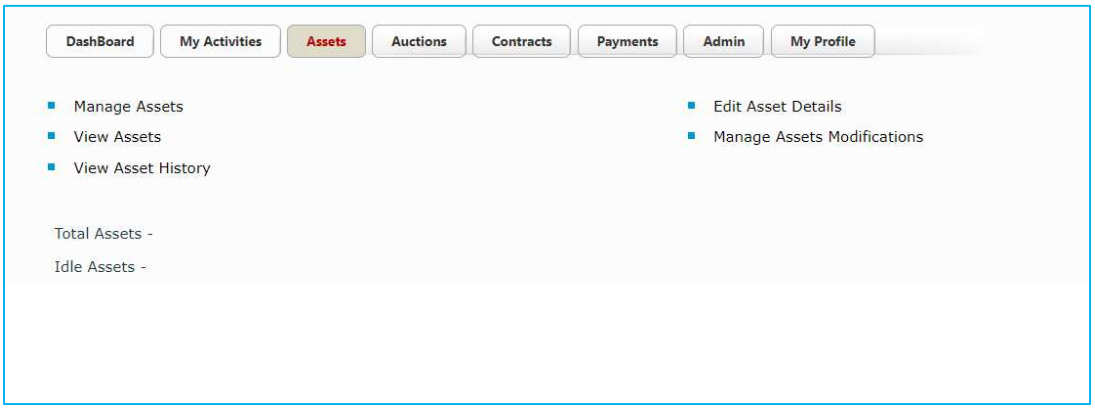


Users can click on **Mark All as Read** link, to change the status of the notifications to Read. The notifications that have been marked as Read can be accessed by selecting **Read** option in the Status field.

The proposals forwarded to the logged in user for online approvals appear in **My Pending Approvals** section of the page. The most recent three proposals are shown on the main page. Users can click on **View All Pending Approvals** link to view all the approvals pending with them. The user has to click on icon to open the interface for viewing the proposal, and for taking further action for disposal of the proposal.

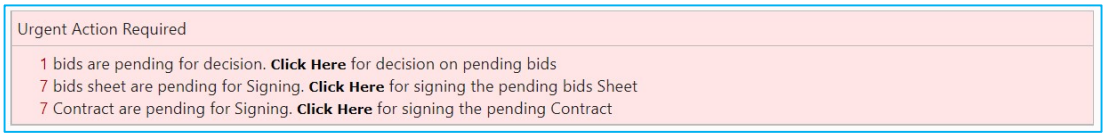
The specific tasks assigned to the logged in user appear in **My Pending Tasks** section of the page. The most recent three assigned tasks are shown on the main page. A user can click on View All Pending Tasks link to view all the tasks pending with him. The user has to click on the icon to open the interface for viewing the task, and for taking further action for disposal of the task.

4.3.4. **Assets** Tab: This tab is meant for performing all the activities related to management of assets available with a unit. A screenshot the Assets tab is shown below:

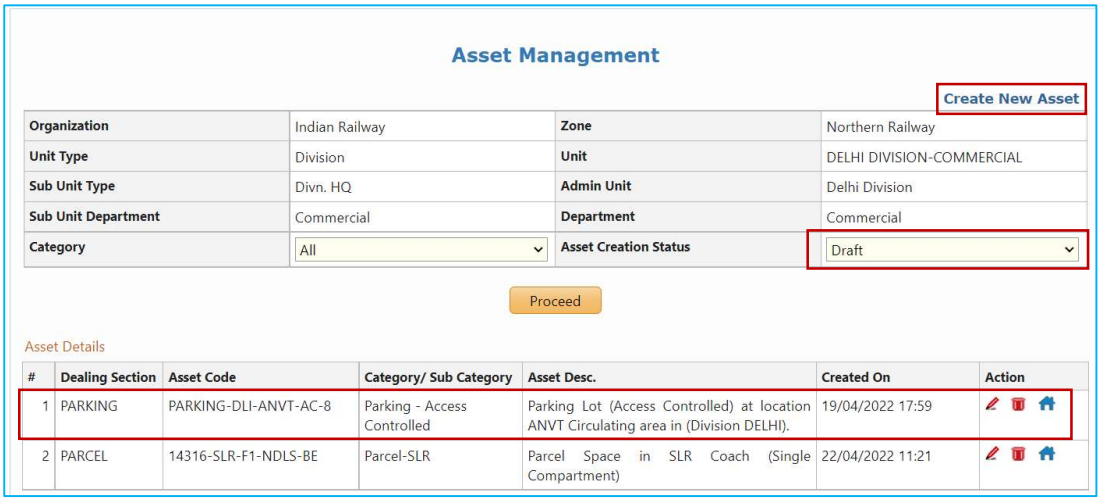


There are various hyperlinks available on the Assets tab. If there are urgent tasks that require urgent attention of the logged in user, there will be additional block on this page as shown below.

The functionalities associated with the hyperlinks available on the assets tab are described below:



4.3.4.1. **Manage Assets:** Clicking on this link brings up the following page:

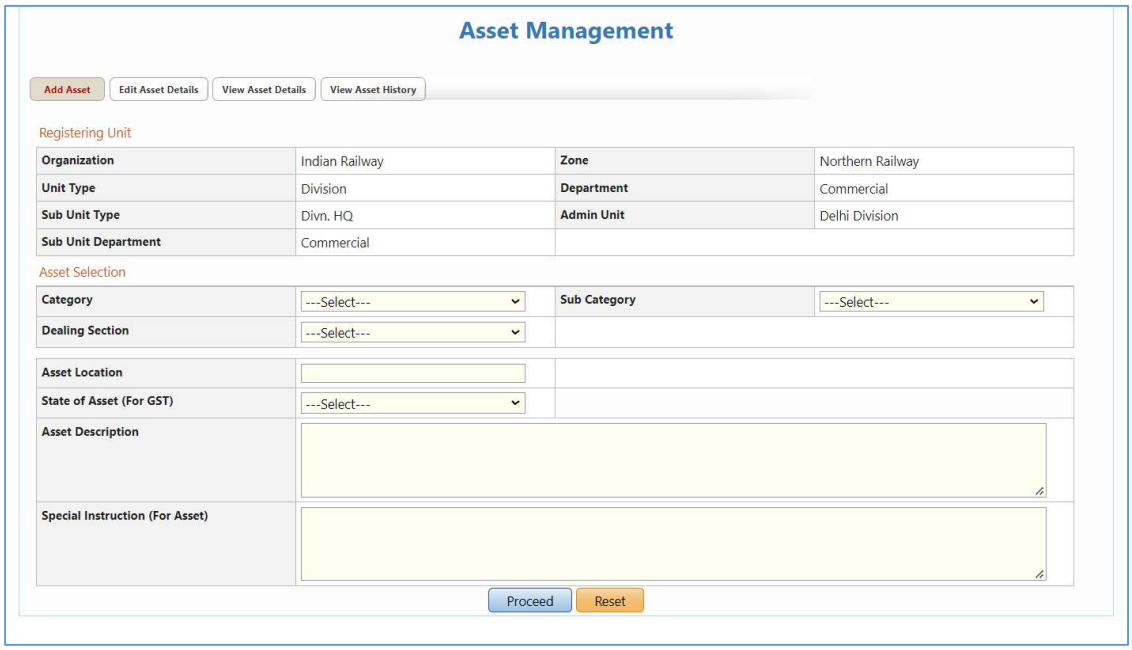


The proposals that are pending with the logged in user can be viewed by selecting the option 'Pending (with me)' in the Asset Creation Status field.

The proposals that have been initiated but have not yet been forwarded to the approving authority can be viewed by selecting the option 'Draft' in the Asset Creation Status field. Draft proposals can be updated and forwarded to the approving authority by clicking on the Edit icon. A draft proposal can be discarded by clicking on delete icon.

All the approved and rejected proposals can be viewed by selecting Approved and Rejected options respectively. Details of the asset can be viewed by clicking on View Asset Details icon. An approved asset can be edited by clicking on the Edit icon. Detailed process for the same is described in para 4.3.4.2 below.

A new asset can be registered in the system through **Create New Asset** link available on the page. Adding a new asset is a two-step process. The proposal for adding a new asset must be approved at Junior Scale level or above. However, the proposal can be initiated at lower level also. Clicking on the **Create New Asset** link brings up the following interface:



As can be seen, this interface has four tabs namely Add Asset, Edit Asset Details, View Asset Details and View Asset History.

To register an asset in the system the user has to select the Category (Parcel, Advertising, Parking etc.) and the Sub-Category (Parcel-SLR, Parcel-VP, Advertising- Train Internal, Advertising- Train External, Parking- Two-Wheeler etc.) of the asset from the dropdown options available on the **Add Asset** tab.

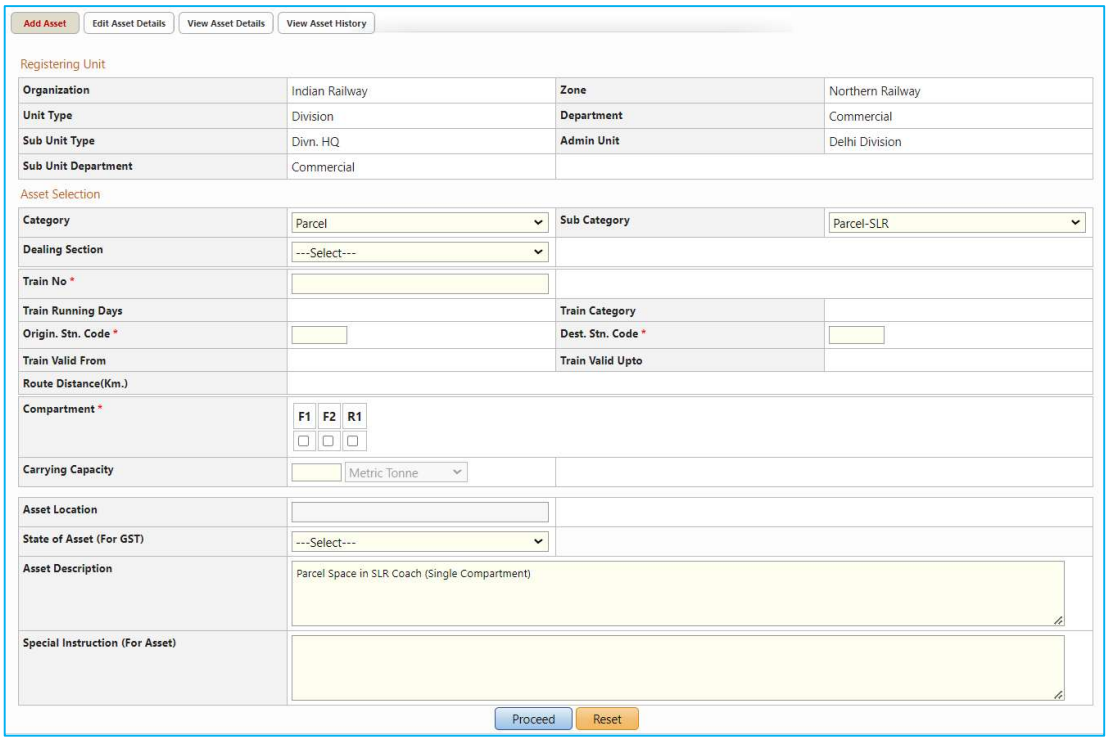
The dealing section for the selected class of asset can be selected from dropdown options available in the Dealing Section field.

- The dealing sections must be created before creating an asset. The dealing sections created for Earning / Leasing Tenders module shall be available for E-Auction Leasing module also. Additional sections, if required, can be created by the department admin through **Manage Sections** functionality available under Admin Tab.

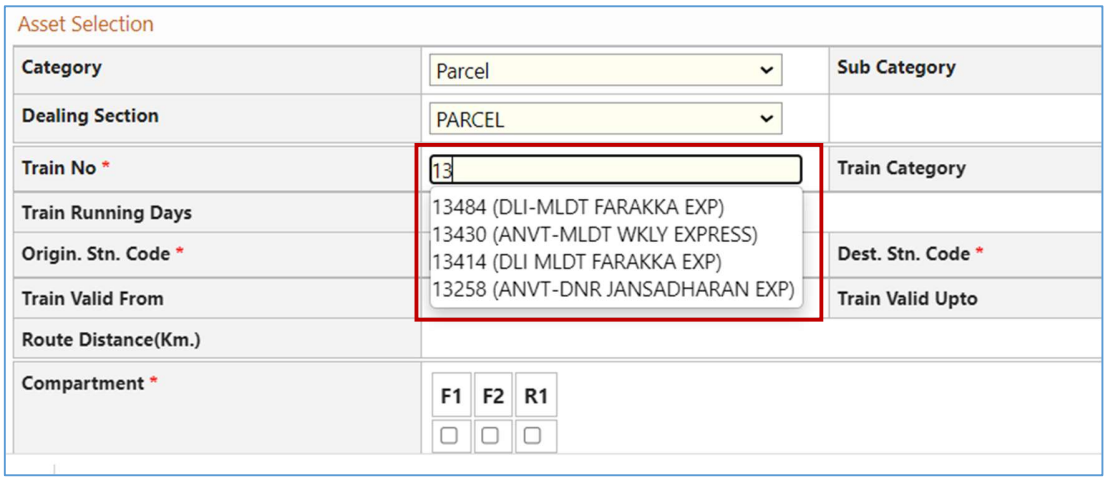
The process of adding a new asset for various sub-categories is detailed below.

A. Parcel – SLR

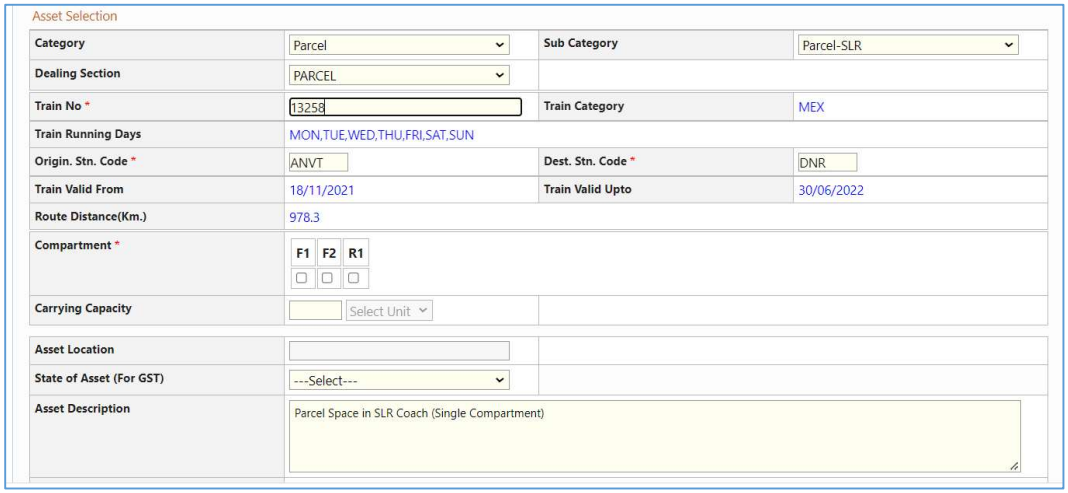
If Parcel – SLR sub-category is selected, additional fields become available on the page as shown in the following screenshot:



The train number to which the SLR belongs must be entered in the Train No. field. On entering two or more letters of the train number, all the trains matching the entered data are shows on the screen, as shown below:



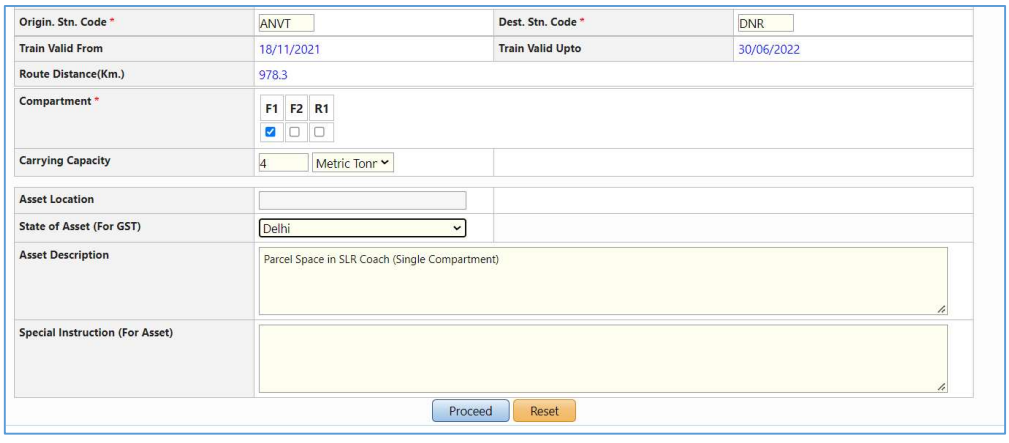
The user has to click on the desired train number from the available options to select the train. Once a train number is selected, all the details associated with the selected train are automatically populated in the respective fields, as shown below:



Thereafter the user has to select the SLR compartment for which the asset is being created. A separate asset shall be created for each compartment for the selected train.

The carrying capacity of the compartment is to be specified in the Carrying Capacity field. The default value for this field is 4 MT for SLR sub-category, which can be edited by the user.

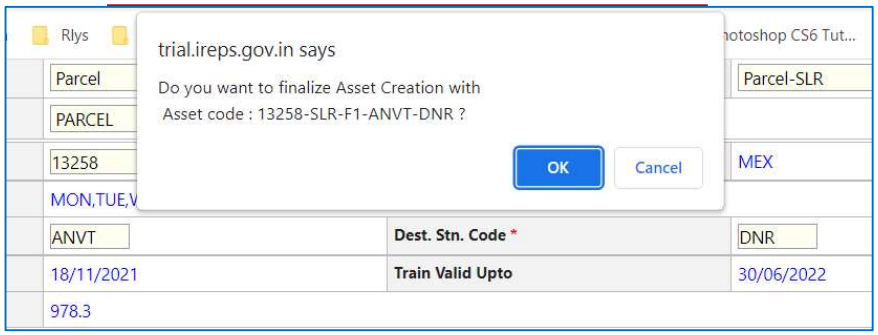
The state to which the asset pertains from the point of view of GST is to be selected from the dropdown list in the **State of Asset (for GST)** field. Users are advised to exercise due caution in selecting the state, as the GST category (IGST, CGST, SGST) is dependent on this value, and incorrect selection may lead to incorrect calculation of GST breakup.



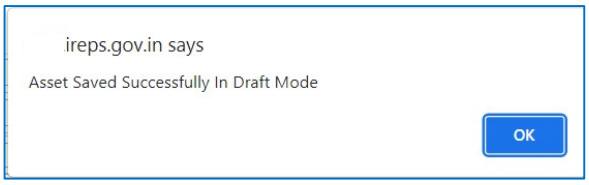
The description of the asset has to be added in the Asset Description field. For some sub-categories of assets the default description is added by the system, which can be edited by the users.

Special Instructions, if applicable for the selected asset can be entered in the **Special Instructions (For Asset)** field. *These instructions will also be visible to the contractors, whenever the asset is put up for auction.*

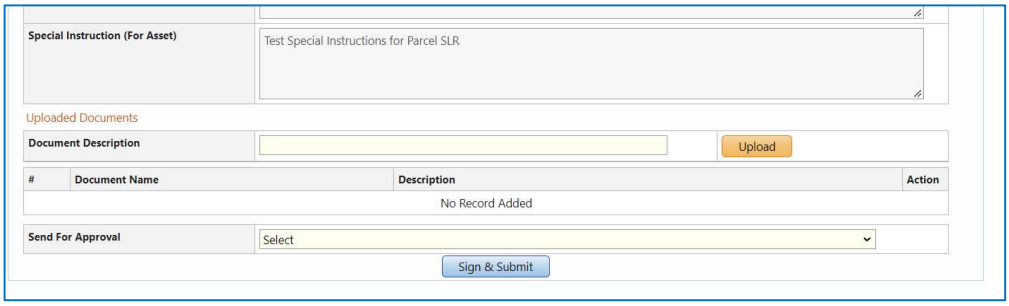
After all the mandatory details have been entered, the user has to click on the **Proceed** button. This brings up an alert message on the screen, which displays the code that will be allotted to the asset. If all the details are correct, the user has to click on OK button to proceed with the asset creation process. If any error / mistake is observed, the user can click on Cancel button, and go back to the page to edit the details.



On clicking on **OK** button, if the asset creation process is successful, the following message will be displayed on the screen:



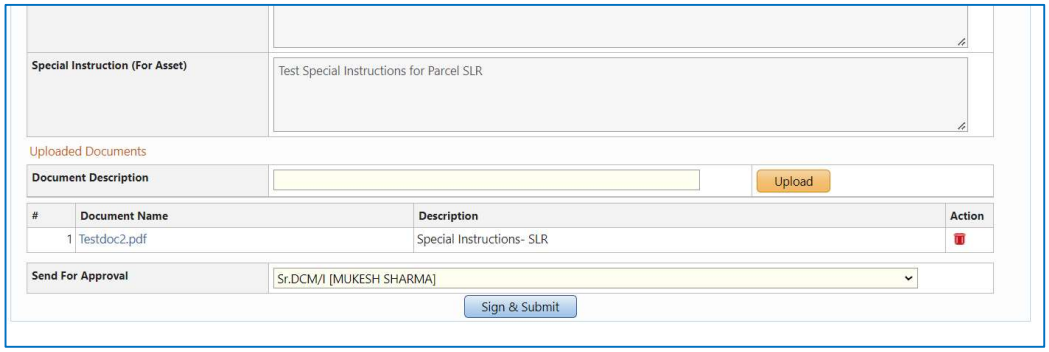
After the **OK** button is clicked additional fields become available on the page as shown below:



At this stage, if required, instructions for the assets available in PDF form can be uploaded by entering the description of the document being uploaded (minimum 5 characters) and thereafter clicking on **Upload** button. The signer window will pop-up, through which a document available on the computer system can be selected and can be uploaded after

digital signing. *The documents uploaded through this interface will be visible to all stakeholders, including the contractors.*

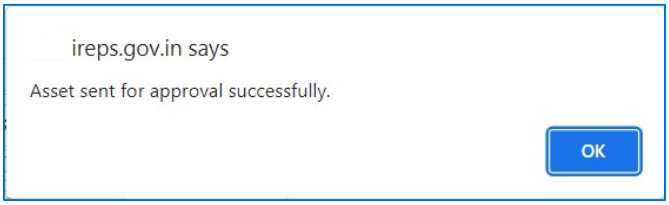
In order to forward the proposal to the competent authority for approval, the approving authority (Minimum Junior Scale Official) to whom the proposal is to be sent can be selected from the **Send for Approval** field.



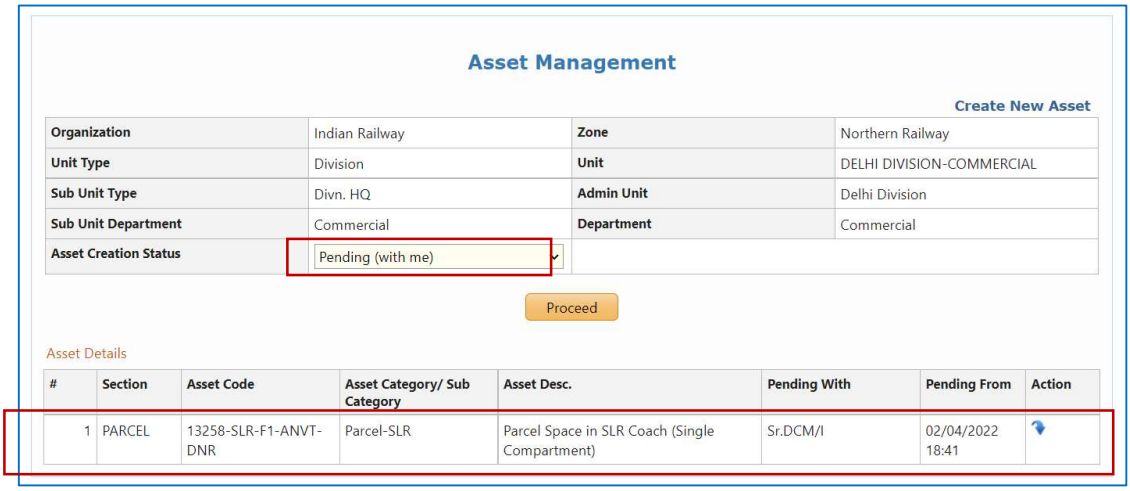
After completing all the steps described above, the user has to click on the **Sign & Submit** button. This brings up the signer window as shown below:

The user has to select his certificate by clicking on the same in the list of certificates that are displayed, and then clicking on the **Select** button. The user also must enter the DSC token password, if asked for in the subsequent steps.

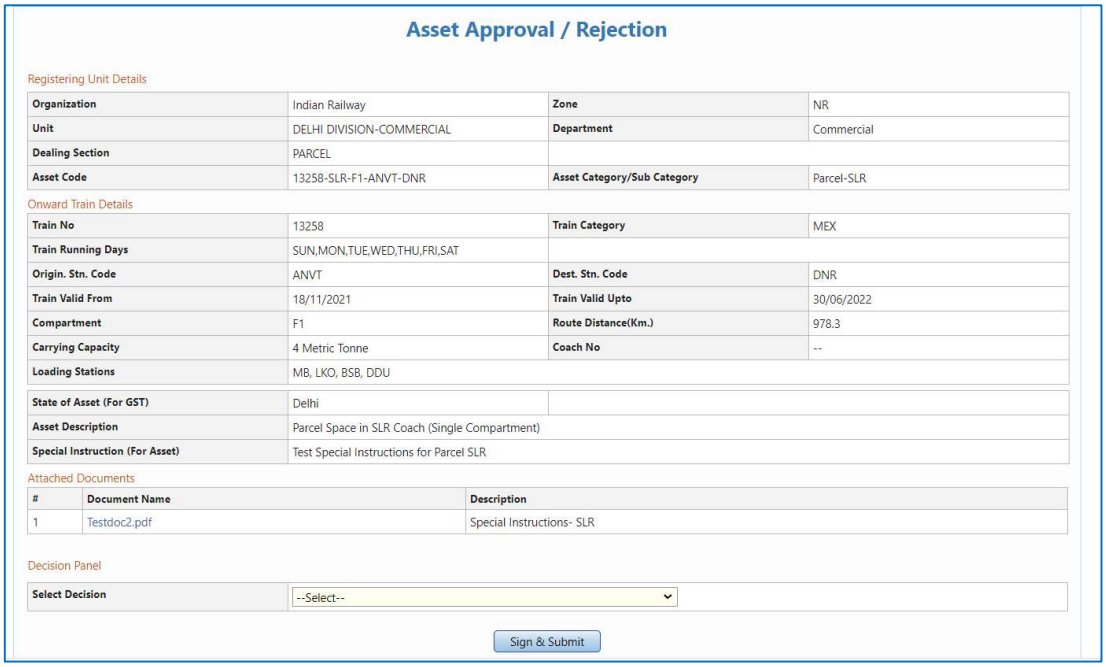
If the signing process is completed successfully, a message to this effect is displayed on the screen.



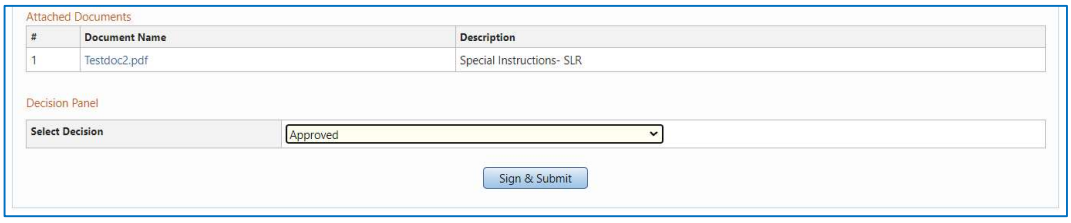
The proposal will now be available to the official to whom it has been sent for approval. The proposal can be viewed on the **Manage Assets** interface as shown below:



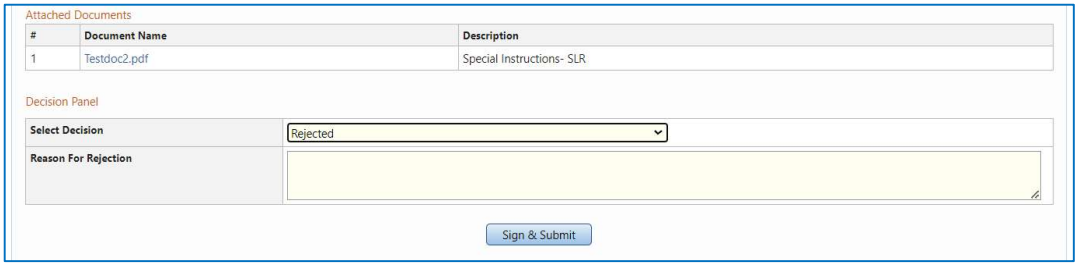
The approving authority has to click on the icon to proceed further. Clicking on this icon brings up the following interface.



All the details entered by the proposing official are shown on this page. The approving authority can either accept or reject the proposal by selecting suitable option in the **Select Decision** field.



Acceptance of Proposal



Rejection of Proposal

As can be seen from the above screenshots, in case of rejection of the proposal, the approving authority must enter the reasons for rejection of the proposal.

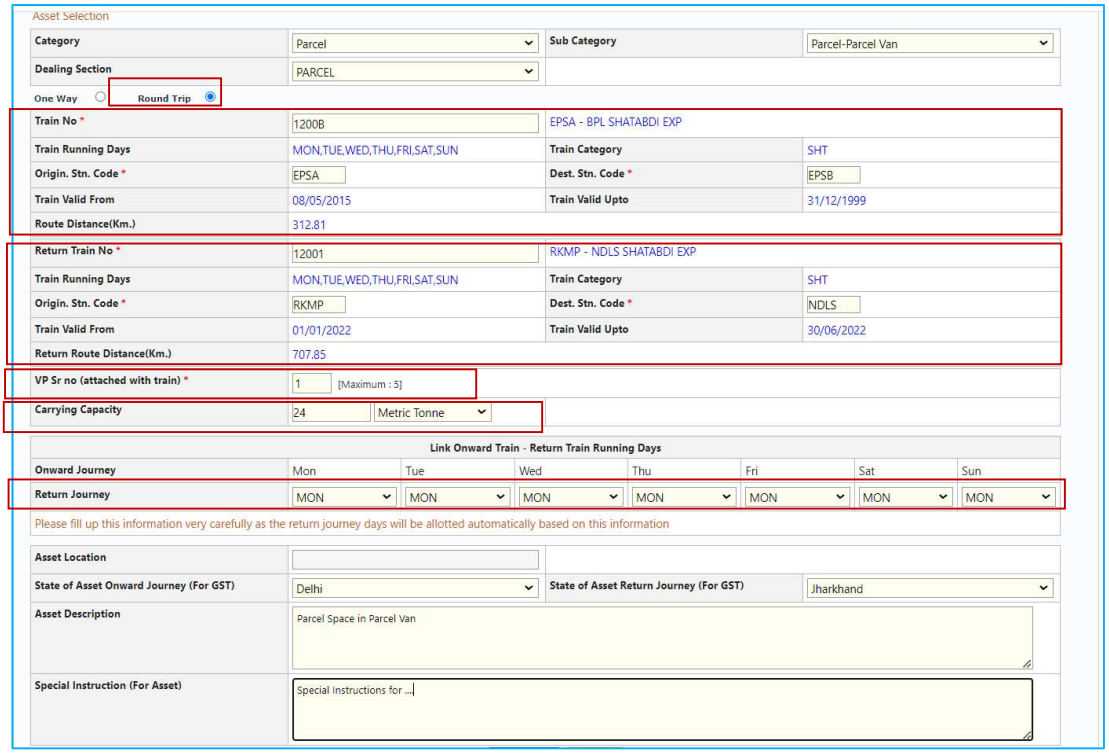
In case of rejection of proposal, the process for adding the asset has to be started ab-initio. Approval of the proposal by the approving authority completes the asset creation process.

B. **Parcel – VP**

The process for creation of an asset for Parcel – VP is similar to that for Parcel – SLR with the following exceptions.

- In accordance with Rly. Bd's policy, creation of Parcel- VP asset is permitted only on round trip basis.
- Upto 5 Parcel-VP assets can be created for any train.
- The details for onward as well as return trip are to be added for creating the asset.
- While submitting his bid the contractor shall only select the weekdays for onward journey, and the corresponding weekdays for the return journey shall be selected automatically. Since the relationship between the onward weekdays, and the return weekdays is presently not available train database, the railway user has to establish this linkage through the asset creation interface.
- The state has to be selected for onward trip as well as return trip for the purpose of GST.

A screenshot for asset creation for Parcel – VP is shown below:

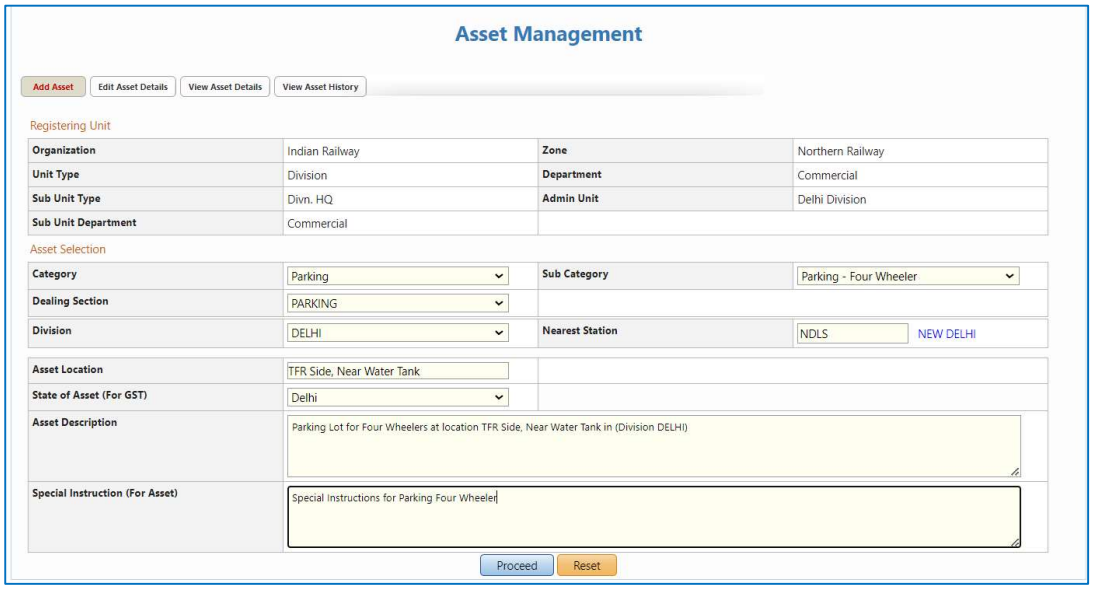


Except for the differences brought out above, the process for submission of proposal for asset creation, as well as approval of the same is the similar to the one described for Parcel – SLR.

C. Parking – All Categories

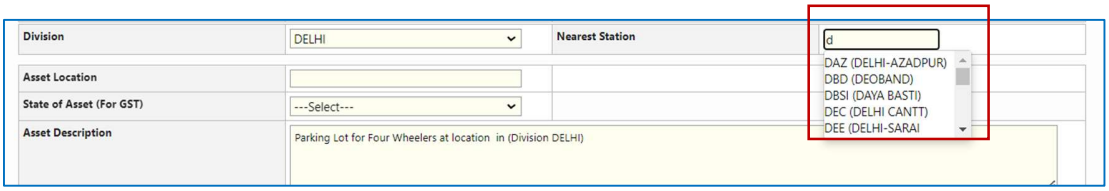
The asset creation process for all the sub-categories (Two Wheeler, Three Wheeler, Four Wheeler, Mixed, Premium, Radio Taxi, Access Controlled) is the same. This process is described below:

Please Proceed to Next Page



The **Category** and **Sub-category** shall be selected from the dropdown options available in the Category and Sub-category fields. The dealing section shall be selected from the dropdown options available in the **Dealing Section** field.

In case of all categories of parking lots, the division in whose jurisdiction the asset lies, the nearest station, and the Asset Location has to be provided. The division has to be selected from the dropdown list.



For selection of the nearest station, the user has to enter one or two letters of the station code, and all the stations falling in the selected division are displayed in the dropdown, one of which can be selected by clicking on the same.

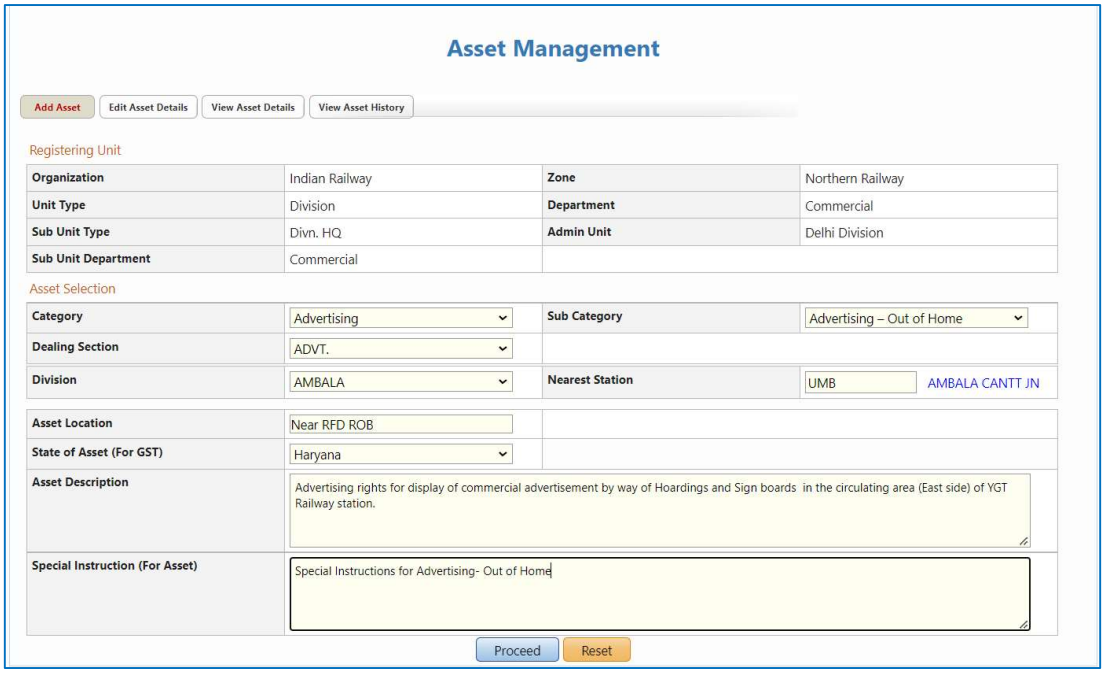
The Asset location field is a text field, and the user can enter any text to describe the location of the parking lot.

The state in which the asset falls has to be selected from the dropdown list. **This information is required for GST purpose, and due caution should be exercised in selecting the same.**

The process for initiation and approval of proposal for creation of asset is the same as described for Parcel-SLR category above.

D. **Advertising –Out of Home, Station Branding**

The process for creation of asset for Out of Home sub-category under Advertising category is like the one described for Parking Lots above. A screen shot of the interface for the same is shown below.



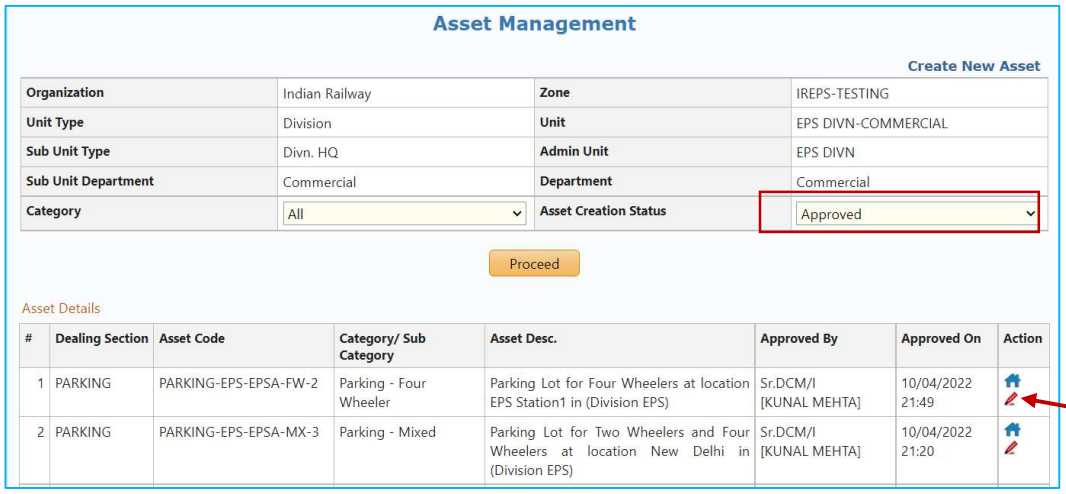
After selecting the Category, Sub-category, and the dealing section from the dropdown options in the respective fields, the user has to enter / select the Division, Nearest Station, and the Location in the same manner as is done for creation of asset for parking lots.

The process for uploading documents, forwarding for approval, and granting approval for creation of asset is the same as described for the other categories above.

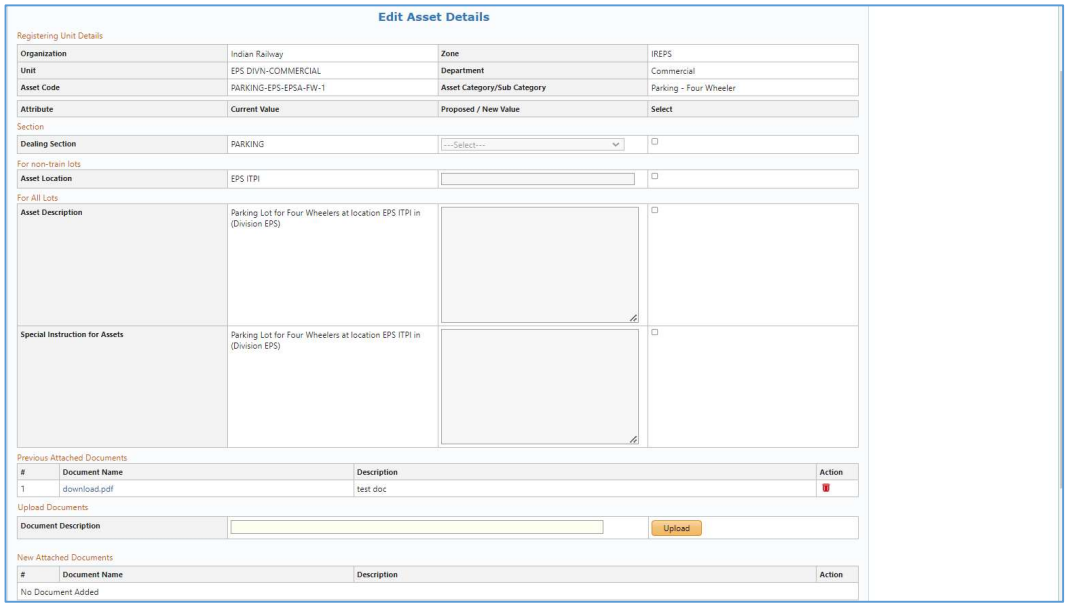
4.3.4.2. **Edit Asset Details**

Some of the attributes of an asset are allowed to be edited. An asset can be edited through the Manage Assets interface. The user has to select Approved option in the Asset Creation Status, which will display all the assets created / approved earlier, which have not been discontinued.

To initiate the editing process, the user has to click on the Edit Icon against the asset as shown in the screenshot below.

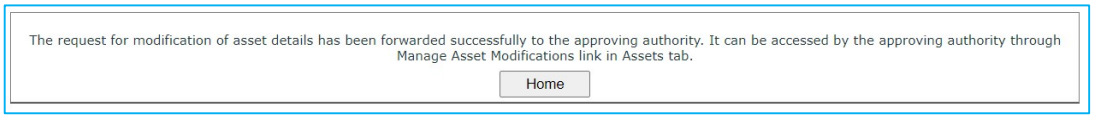


Clicking on this icon will open the Edit Asset Details interface. This may vary from asset to asset. A screenshot of the page for a parking asset is shown below:



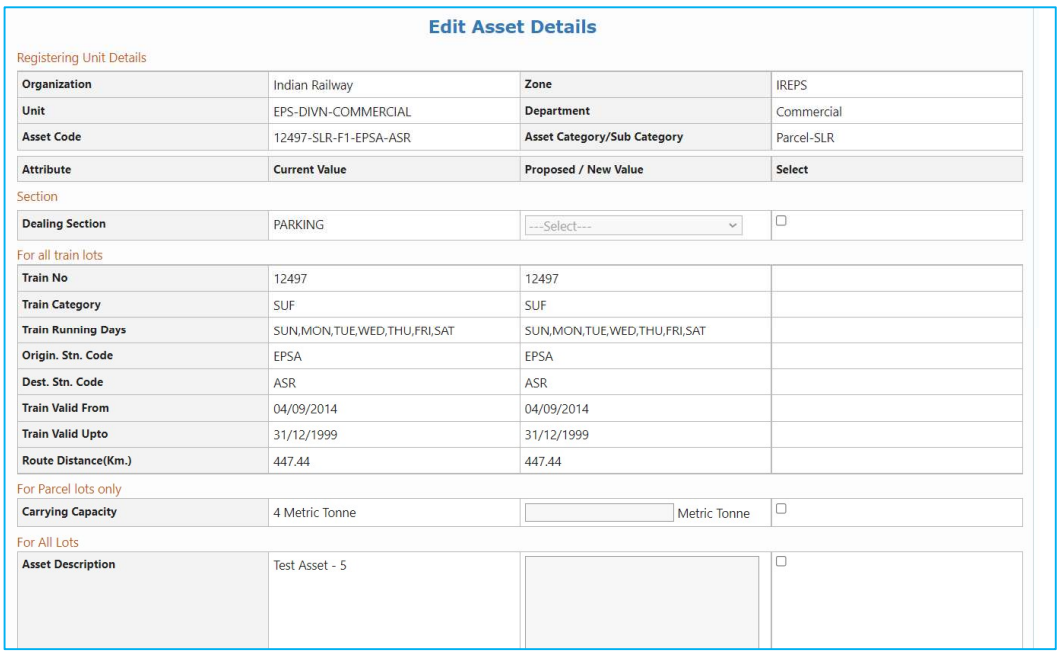
In case of parking assets the dealing section, the asset description, asset location, and the special instructions (for asset) can only be modified. The document previously uploaded at the time of asset creation can be deleted, and new documents can be added. The division and the nearest station cannot be modified. To modify any attribute, the user has to click on the check box against the attribute, and then enter the modified details against the existing entry. Just like creation of an asset, editing of asset details is also a two step process. The approval for editing asset details has to be granted at minimum Junior Scale level, through the proposal can be initiated at a lower level.

Once all the required modifications have been made, and the approving authority has been selected from the drop down menu, the user has to click on **Sign & Submit** button to digitally sign and forward the proposal to the approving authority. If the proposal is forwarded successfully, a message to this affect is displayed on the screen, as shown below:



This proposal can be assessed by the approving officer through Manage Asset Modifications link in Assets Tab, which is described in detail in the next para.

The proposals for modification of other asset types can also be processed in similar manner. A screenshot of the page for a Parking - SLR asset is shown below:



Edit Asset Details

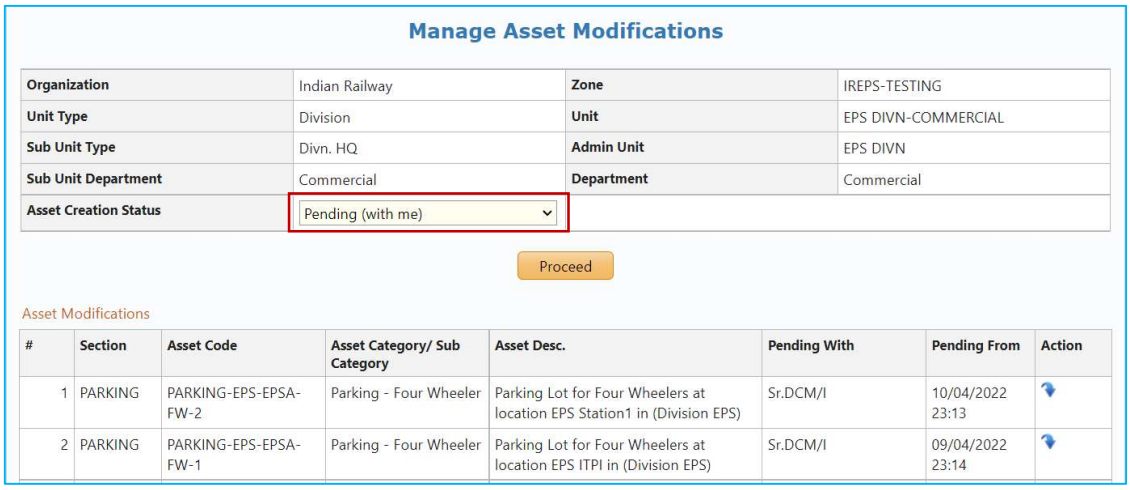
Registering Unit Details

Organization	Indian Railway	**Zone**	IREPS
Unit	EPS-DIVN-COMMERCIAL	**Department**	Commercial
Asset Code	12497-SLR-F1-EPSA-ASR	**Asset Category/Sub Category**	Parcel-SLR

Attribute	**Current Value**	**Proposed / New Value**	**Select**
Section			
Dealing Section	PARKING	---Select---	☐
For all train lots			
Train No	12497	12497	
Train Category	SUF	SUF	
Train Running Days	SUN,MON,TUE,WED,THU,FRI,SAT	SUN,MON,TUE,WED,THU,FRI,SAT	
Origin. Stn. Code	EPSA	EPSA	
Dest. Stn. Code	ASR	ASR	
Train Valid From	04/09/2014	04/09/2014	
Train Valid Upto	31/12/1999	31/12/1999	
Route Distance(Km.)	447.44	447.44	
For Parcel lots only			
Carrying Capacity	4 Metric Tonne	Metric Tonne	☐
For All Lots			
Asset Description	Test Asset - 5		☐

It may be noted please note that certain train attributes like Train No., Originating Station Code, Destination Station Code, Compartment etc. are not allowed to be modified. In case of any changes to these attributes, the user has to create a new asset.

4.3.4.3. **Manage Asset Modifications**: This functionality allows the approving officers to approve proposals forwarded to them for modification of asset details. All the modifications approved or rejected in the past can also be seen through this interface. Clicking on this interface brings up the following page:



Manage Asset Modifications

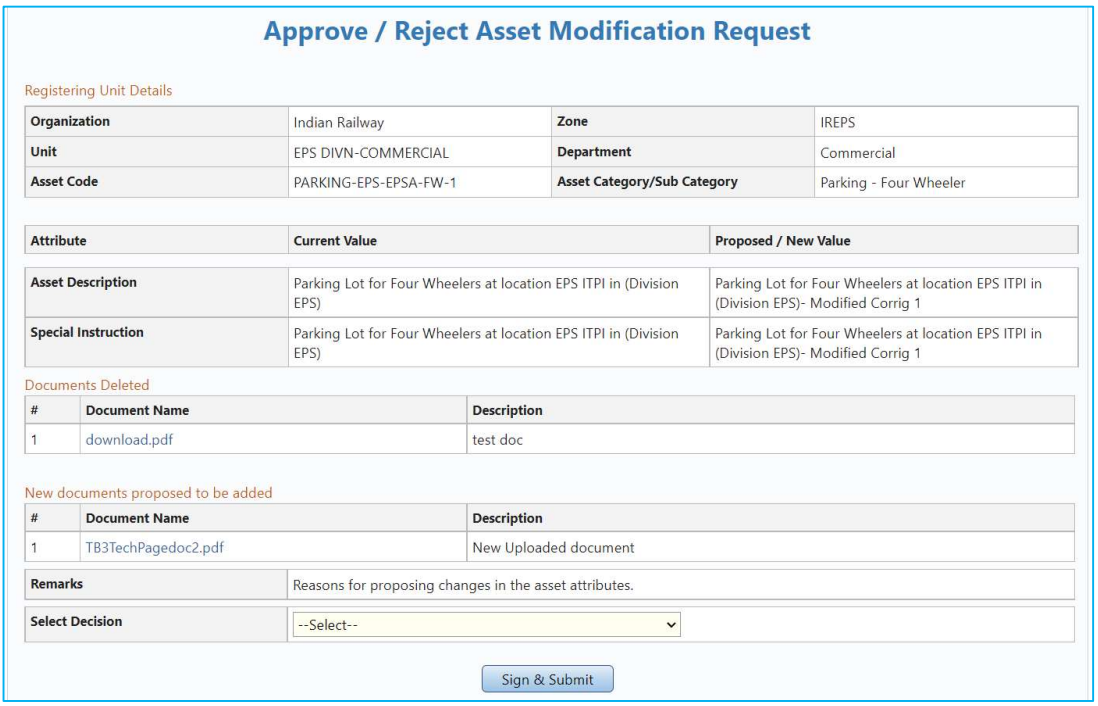
Organization	Indian Railway	**Zone**	IREPS-TESTING
Unit Type	Division	**Unit**	EPS DIVN-COMMERCIAL
Sub Unit Type	Divn. HQ	**Admin Unit**	EPS DIVN
Sub Unit Department	Commercial	**Department**	Commercial
Asset Creation Status	Pending (with me)		

Proceed

Asset Modifications

#	Section	Asset Code	Asset Category/ Sub Category	Asset Desc.	Pending With	Pending From	Action
1	PARKING	PARKING-EPS-EPSA-FW-2	Parking - Four Wheeler	Parking Lot for Four Wheelers at location EPS Station1 in (Division EPS)	Sr.DCM/I	10/04/2022 23:13	
2	PARKING	PARKING-EPS-EPSA-FW-1	Parking - Four Wheeler	Parking Lot for Four Wheelers at location EPS ITPI in (Division EPS)	Sr.DCM/I	09/04/2022 23:14	

If any proposal for modification of asset is pending with the user, the same is shown by default on this page [Asset Creation Status- Pending (with me)]. The approving authority can approve a proposal by clicking on icon. Clicking on this icon brings up the following interface.



Approve / Reject Asset Modification Request

Registering Unit Details

Organization	Indian Railway	**Zone**	IREPS
Unit	EPS DIVN-COMMERCIAL	**Department**	Commercial
Asset Code	PARKING-EPS-EPSA-FW-1	**Asset Category/Sub Category**	Parking - Four Wheeler

Attribute	Current Value	Proposed / New Value
Asset Description	Parking Lot for Four Wheelers at location EPS ITPI in (Division EPS)	Parking Lot for Four Wheelers at location EPS ITPI in (Division EPS)- Modified Corrig 1
Special Instruction	Parking Lot for Four Wheelers at location EPS ITPI in (Division EPS)	Parking Lot for Four Wheelers at location EPS ITPI in (Division EPS)- Modified Corrig 1

Documents Deleted

#	Document Name	Description
1	download.pdf	test doc

New documents proposed to be added

#	Document Name	Description
1	TB3TechPagedoc2.pdf	New Uploaded document

Remarks	Reasons for proposing changes in the asset attributes.
Select Decision	--Select--

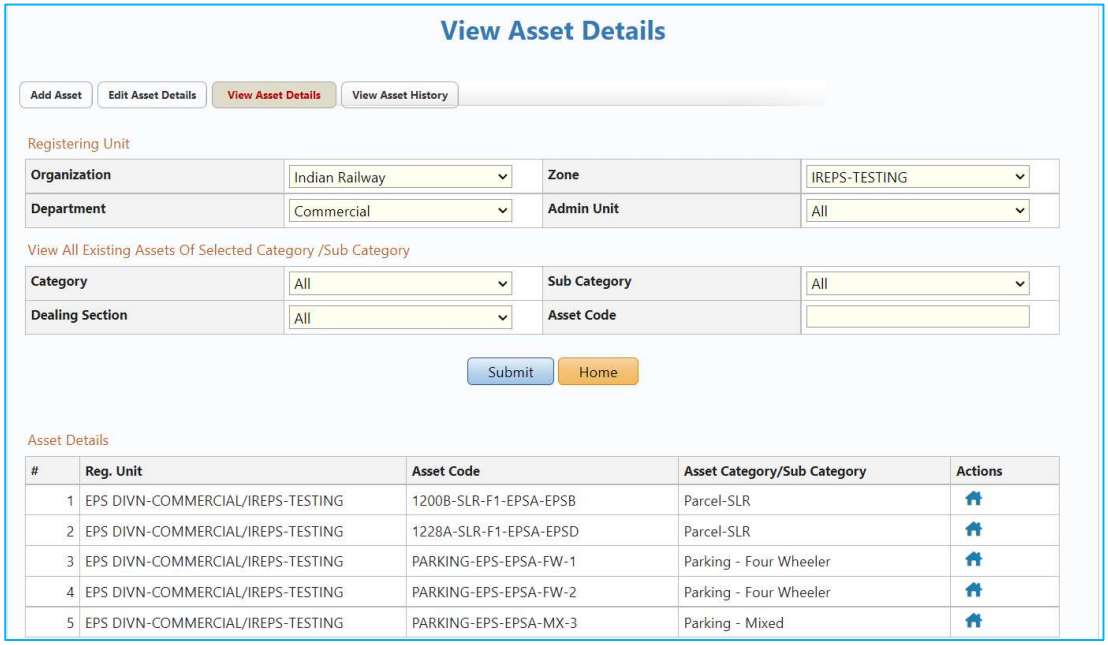
Sign & Submit

The proposed / modified values are shown against the existing values of the parameters on this page. The approving authority can either approve the proposal or reject the same by selecting suitable option in the **Select Decision** field.

If no proposal is pending, the modification proposals saved as draft will be shown on the page (Asset Creation Status- Draft).

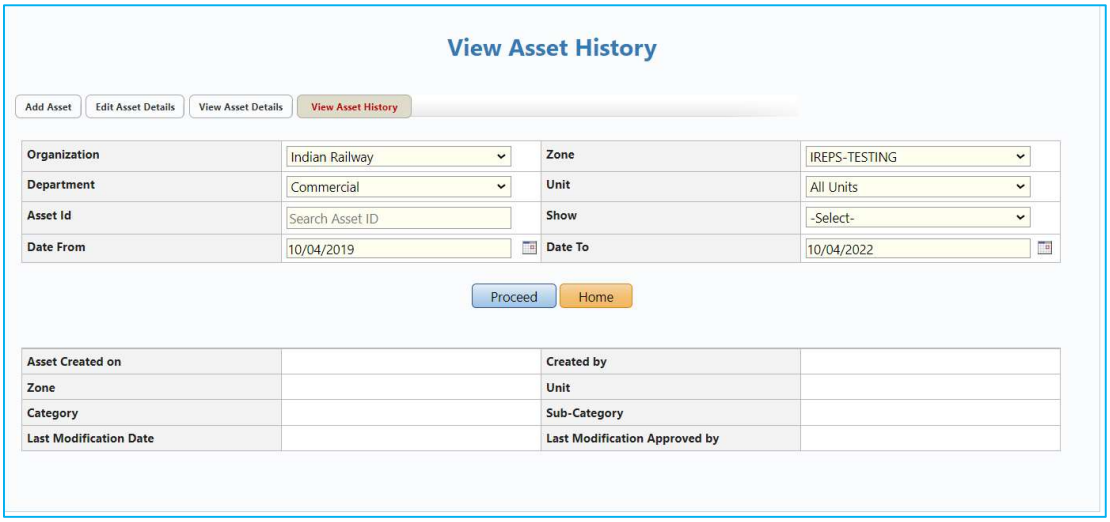
4.3.4.4. View Asset Details

All the assets created by any unit can be viewed through this interface. Clicking on this link and then clicking on Submit button brings up the following interface:

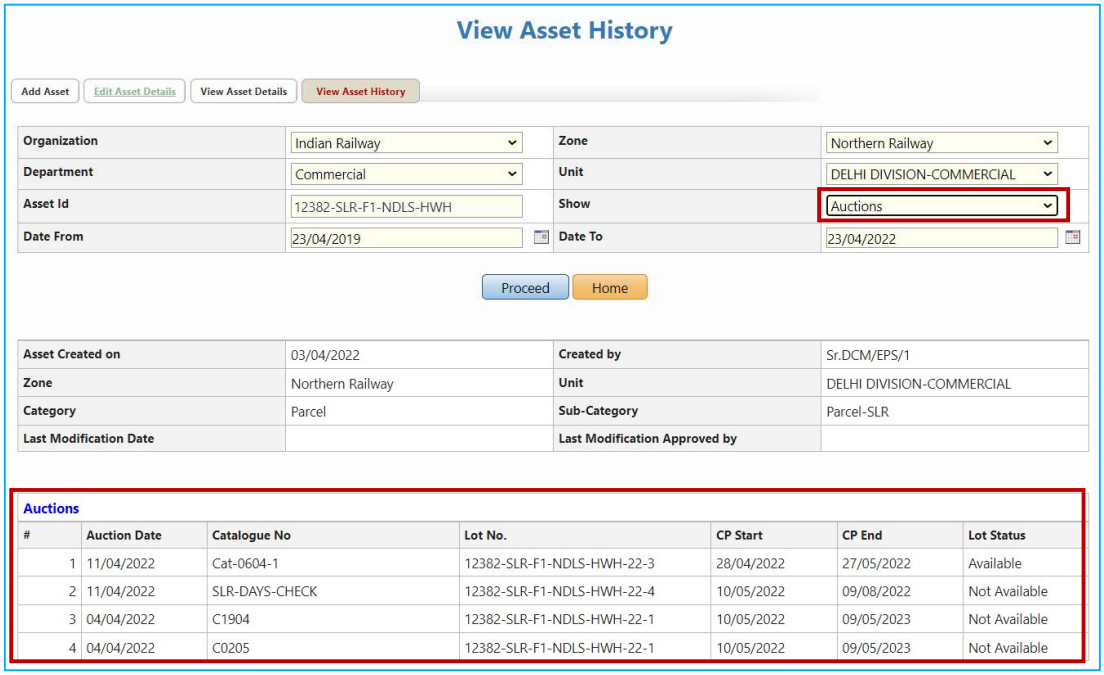


All the details pertaining to any of the assets displayed can be viewed by clicking on the View Asset Details Icon .

4.3.4.5. **View Asset History:** This functionality is meant for viewing all the activities pertaining to an asset during a specified time period. Clicking on this link brings up the following interface:



The user has to enter a few letters of the asset code, and then select the asset from the dropdown options displayed. The user also has to choose from the **Show** field whether he wants to view information related to contracts, auctions or lots. Clicking on the proceed button thereafter will display the information on the screen, as shown below:



View Asset History

Add Asset | Edit Asset Details | View Asset Details | View Asset History

Organization	Indian Railway	Zone	Northern Railway
Department	Commercial	Unit	DELHI DIVISION-COMMERCIAL
Asset Id	12382-SLR-F1-NDLS-HWH	Show	Auctions
Date From	23/04/2019	Date To	23/04/2022

Proceed | Home

Asset Created on	03/04/2022	Created by	Sr.DCM/EPS/1
Zone	Northern Railway	Unit	DELHI DIVISION-COMMERCIAL
Category	Parcel	Sub-Category	Parcel-SLR
Last Modification Date		Last Modification Approved by	

Auctions

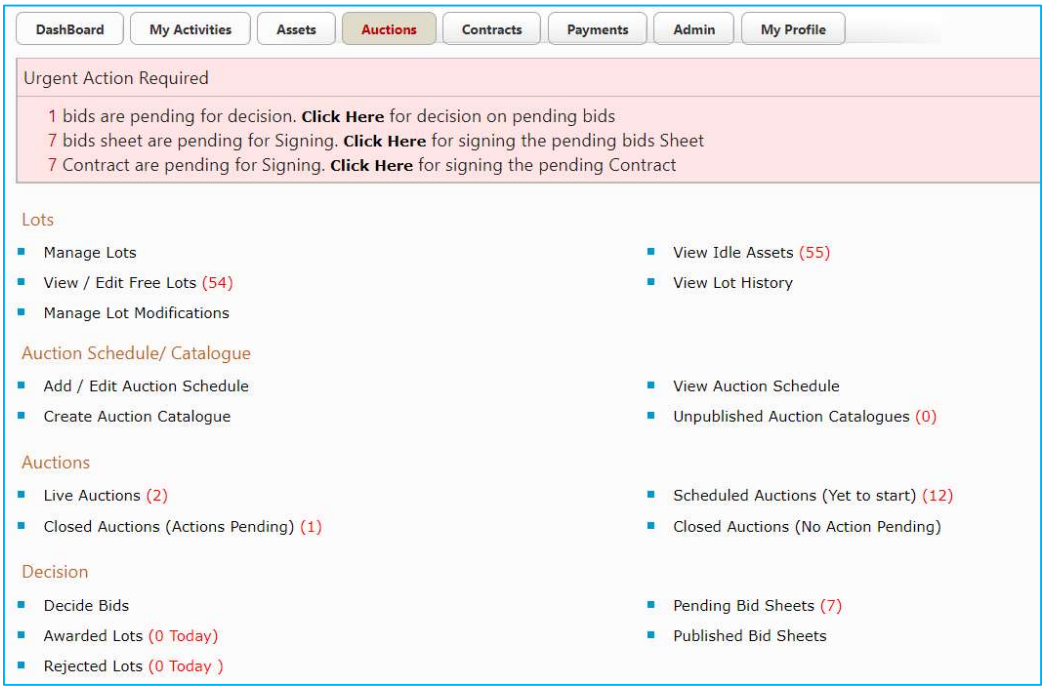
#	Auction Date	Catalogue No	Lot No.	CP Start	CP End	Lot Status
1	11/04/2022	Cat-0604-1	12382-SLR-F1-NDLS-HWH-22-3	28/04/2022	27/05/2022	Available
2	11/04/2022	SLR-DAYS-CHECK	12382-SLR-F1-NDLS-HWH-22-4	10/05/2022	09/08/2022	Not Available
3	04/04/2022	C1904	12382-SLR-F1-NDLS-HWH-22-1	10/05/2022	09/05/2023	Not Available
4	04/04/2022	C0205	12382-SLR-F1-NDLS-HWH-22-1	10/05/2022	09/05/2023	Not Available

Please Proceed to Next Page

4.3.5. **Auctions** Tab: This tab contains the links for carrying out various activities related to conduct of e-auction for an asset.

From the railway users' perspective, the activities related to conduct of an auction can be grouped in Five categories namely Management of Lots, Management of Auction Schedules, Management of Auction Catalogues, Decision Process (to Award/Reject bids), and Management of Bid Sheets. All these categories are performed through the various links available on the Auctions Tab.

A screenshot of the Auctions Tab is shown below. As can be seen, the content on the Auctions tab is divided in four sections namely Lots, Auction Schedules / Catalogues, Auctions and Decision.



The functionalities associated with the various links on the page are described below.

Auctions Tab - Lots Section

4.3.5.1. **Manage Lots**

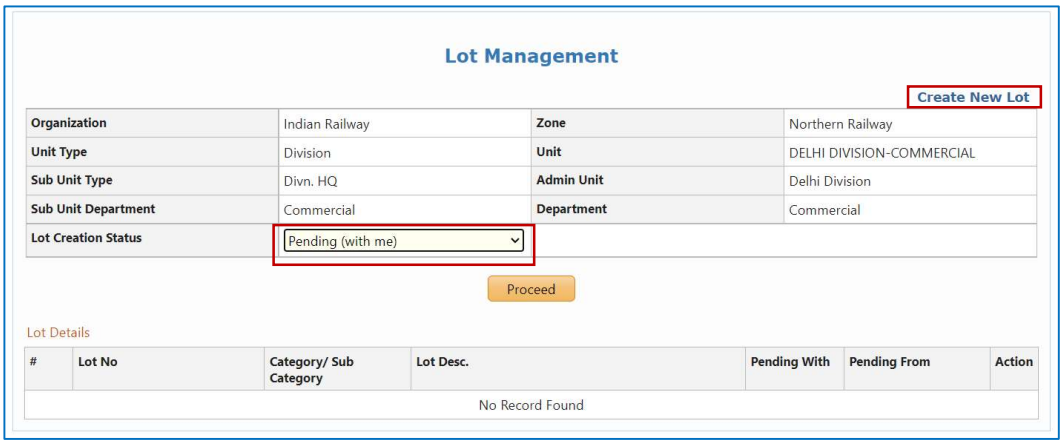
The assets that are created by the railway users are permanent in nature. These assets are leased out to contractors with a pre-defined scope. For all categories of assets, the scope is to be defined in terms of the duration for which the contract is intended to be placed. In case of assets linked with the trains (Parcel, Advertising-Train Internal/ External etc.), in addition to the duration of the contract, the train running weekdays for which the contract

is intended to be placed is also to be specified. In case of Parcel – VP lots, it is also to be stipulated whether the contract is intended to be placed for one-way trip or for round trip.

Lot creation is a process through which the scope of an asset is defined for the purpose of leasing of the asset. Multiple lots can be created for an asset, as long as there is no conflict / overlap between these lots. The lot creation process for various types of assets is defined below:

A. Parcel - SLR

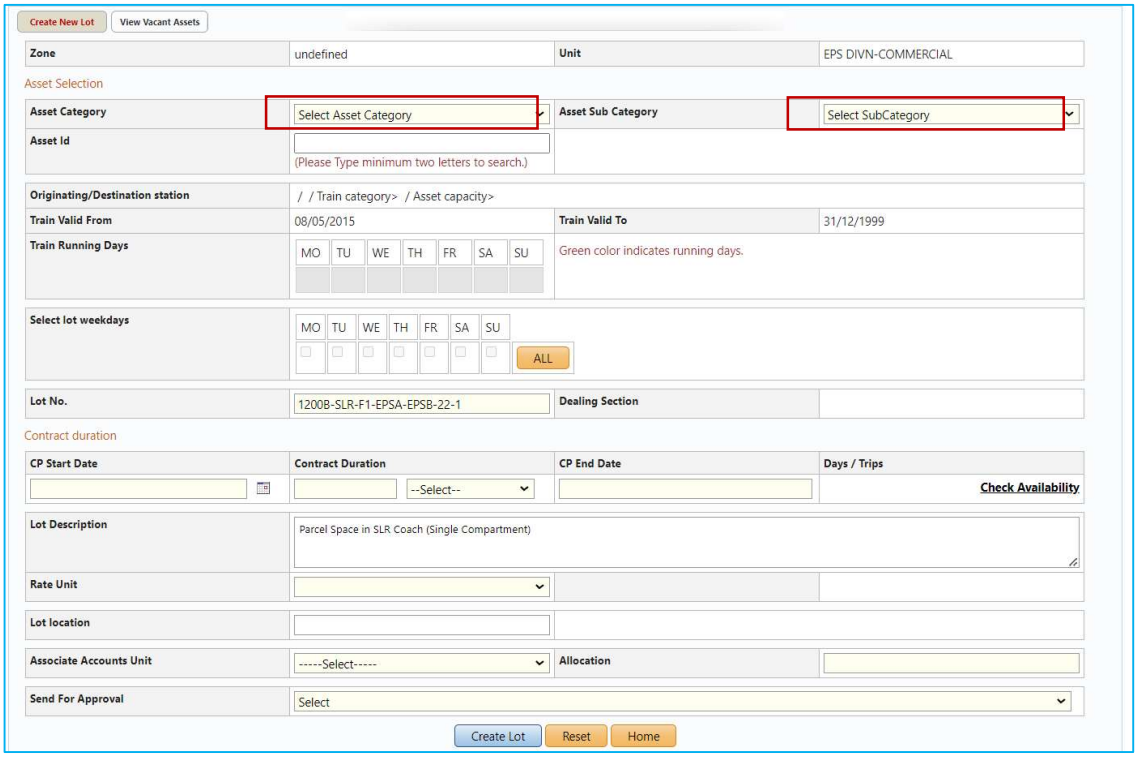
Clicking on the **Manage Lots** link on the Auctions tab brings up the following interface:



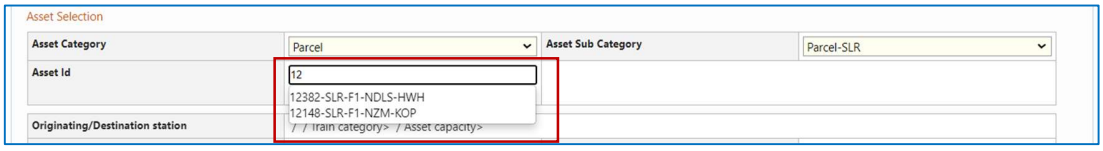
Creation of a lot for an asset is a two-step process. The approval for creation of a lot has to be granted by an official at minimum Junior Scale Level, whereas the initiation of proposal can be done at lower level also.

By default, the **Manage lots** interface shows the cases pending with the logged in user for approval of proposals for lot creation. The proposals previously approved/ Rejected, or the proposals pending with any official in the unit can be viewed by choosing suitable option in the **Lot Creation Status** field.

A new lot can be created by clicking on the **Create New Lot** link available on the page. Clicking on this link brings up the following interface:

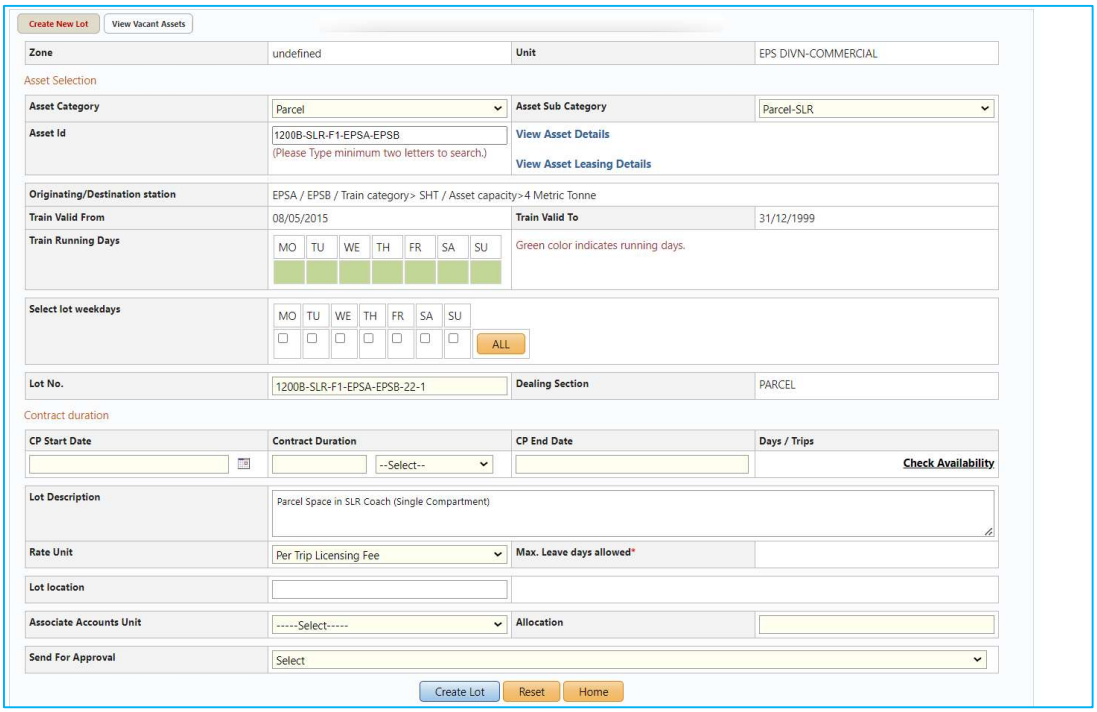


The category and the sub-category for which the lot is to be created can be selected from the dropdown options in the respective fields. Thereafter the user has to enter a few characters of the Asset Code to search the asset:



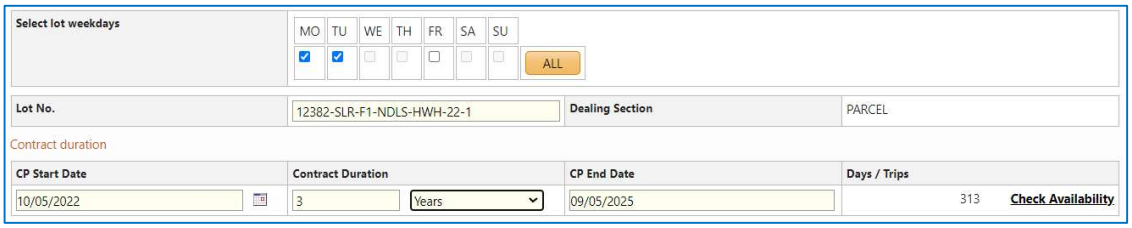
All the trains matching the description entered in the field will be displayed on the screen. The user can select any of the listed trains by clicking on it. Once a train is selected, all the attributes of the train will be populated in the respective fields, as shown below:

Please Proceed to Next Page



In case of Train Lots, the train running days are shown in green color. A lot can be created for all the running weekdays of the train, or for a few of the running week days. In case a lot is already leased out for some of the weekdays, the user should select only those running days for which the asset is not already leased out. The weekdays can be selected by ticking the checkboxes below the weekdays. All the running weekdays can be selected in one go by clicking on the **All** button.

After selecting the weekdays, the user has to select the contract start date (CP Start Date) using the date tool. The contract duration can be selected by entering suitable value in the contract duration field, and by selecting a suitable unit (Years, Months or Days). The end date of the lot, and the trip days is calculated by the system automatically.

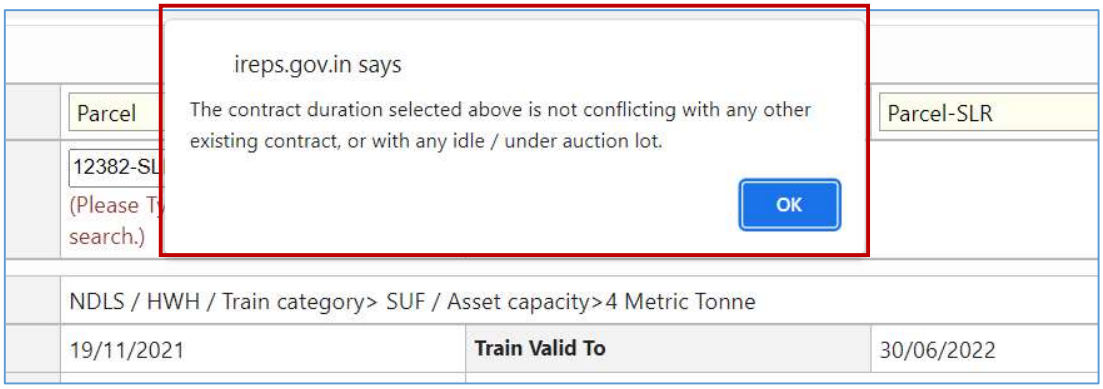


Important:

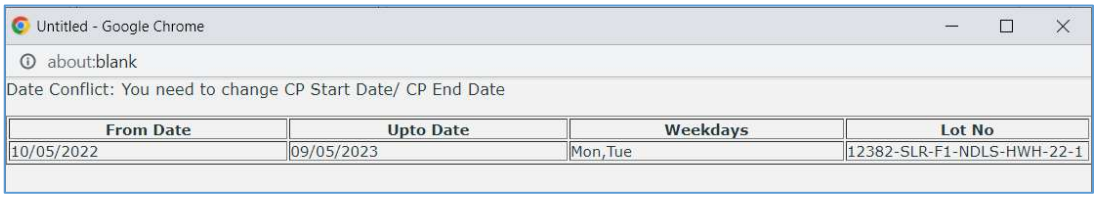
- The minimum notice period for scheduling an auction is 12 days from the date of publishing of the catalogue. The minimum notice period for contract start is 15 days from the date of signing of bid sheet, after closure of the auction for a lot. Thus, a bare minimum period of 27 days is required from lot creation to contract start. Additional

time may be required for getting approval for lot creation. Users are requested to select the CP start date suitably keeping in mind the above timelines.

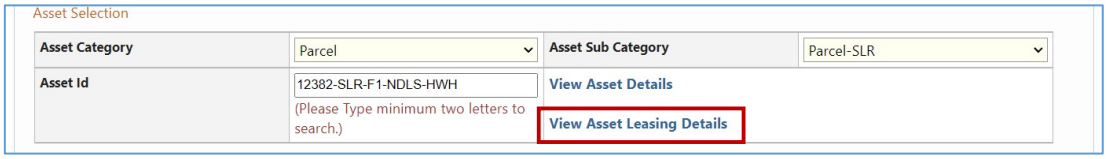
After selecting the weekdays, and entering the details related to lot duration, the user has to confirm whether there is an overlap between this lot, and any other lot created previously. This can be done by clicking on the **Check Availability Link** available on the page. If no overlap is detected, a confirmation message will be displayed on the screen as shown below:



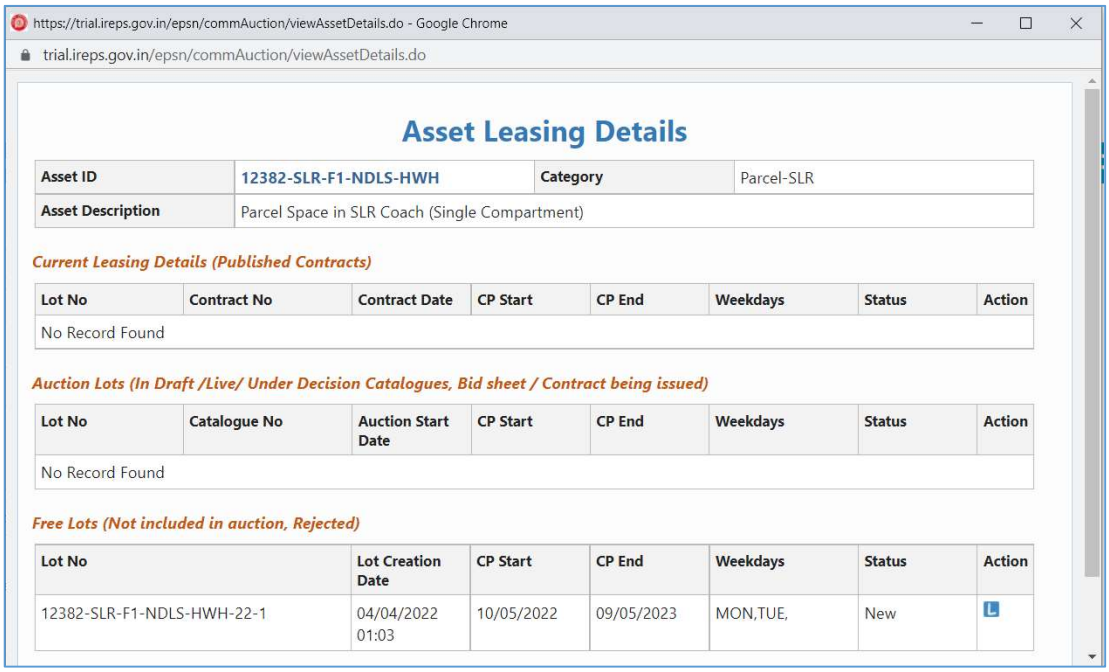
If there is a conflict / overlap with any other lot / contract, a message to this effect will be displayed, along with the details of the lots / and or contracts with overlapping duration / weekdays as shown below:



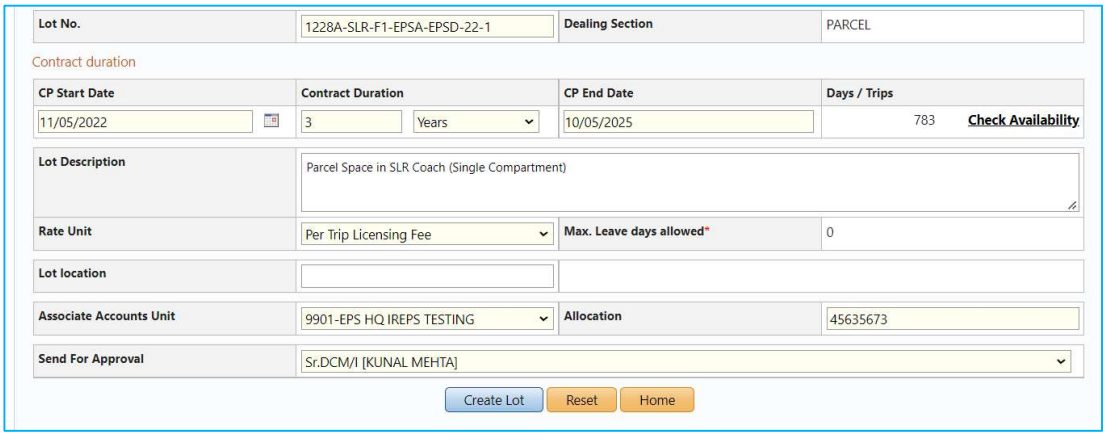
The details pertaining to live lots and contracts pertaining to the selected can also be viewed by clicking on the **View Asset Leasing Details** link available on the Lot Creation Page.



Clicking on this link brings up a pop up page which displays all the live contracts for the asset, all live lots included in any catalogue, and any other free lot (not currently included in any catalogue) for the selected asset. A screenshot of the page is shown below:



After entering the details related to contract start and contract duration on the lot creation interface, the user has to fill up the remaining fields on the page.



- The lot Description will be picked up from the asset details, and the same cannot be edited during lot creation stage.

- The rate unit for Parcel lots will be Per Trip licensing fee, and the same cannot be edited.

- As per the policy latest policy of Railway Board Leave days are not allowed.

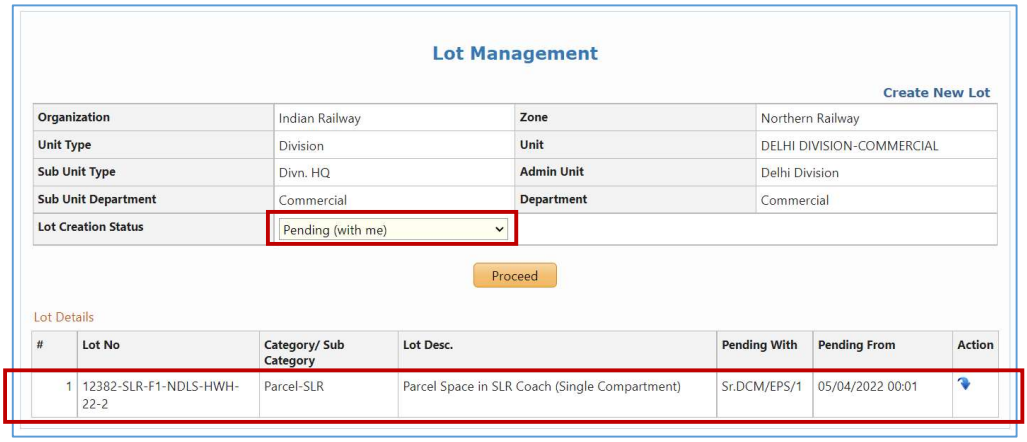
- The Associate Accounts Unit (IPAS Accounting Unit) has to be selected from the dropdown list, which shows the linked IPAS Accounting Units. The department admin

of the unit can link the associate IPAS Accounting Unit through Link Associate Finance functionality available under **Admin** tab.

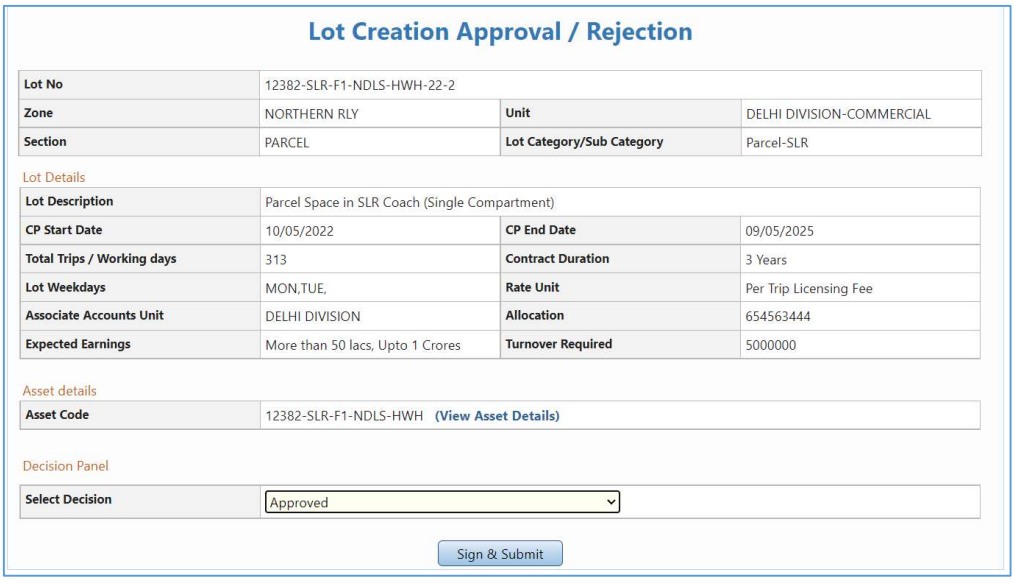
- The allocation applicable for the asset is required to be entered in the **Allocation** field.

Once all the details are filled in, the user has to forward the proposal to an authority competent to approve the same (Minimum Junior Scale level). The approving authority can be selected from the dropdown options available in **Send for Approval** field. This will bring up the signer window, and once the signing process is completed, the lot will be forwarded to the approving officer for approval.

The approving authority can access this lot through **Manage Lots** link in Auctions tab.



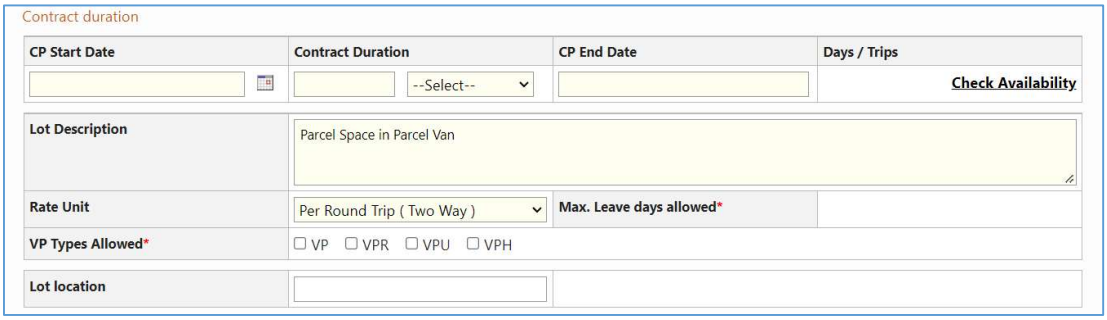
The approving officer can access the interface to approve / reject the proposal by clicking on icon.



To approve the proposal for lot creation, the approving officer has to select **Approved** option from the dropdown menu in **Select Decision** field, and then clicking on **Sign & Submit** button to digitally sign complete the approval process. If the proposal is not found to be in order, the approving officer shall select **Rejected** option from the dropdown options in the **Select Decision** field. It is mandatory to assign the reason for rejection of proposal in the Reason for Rejection field.

Acceptance of the proposal completes the lot creation process. In case of rejection of the proposal, the process of lot creation must be started de novo.

B. **Parcel – VP**

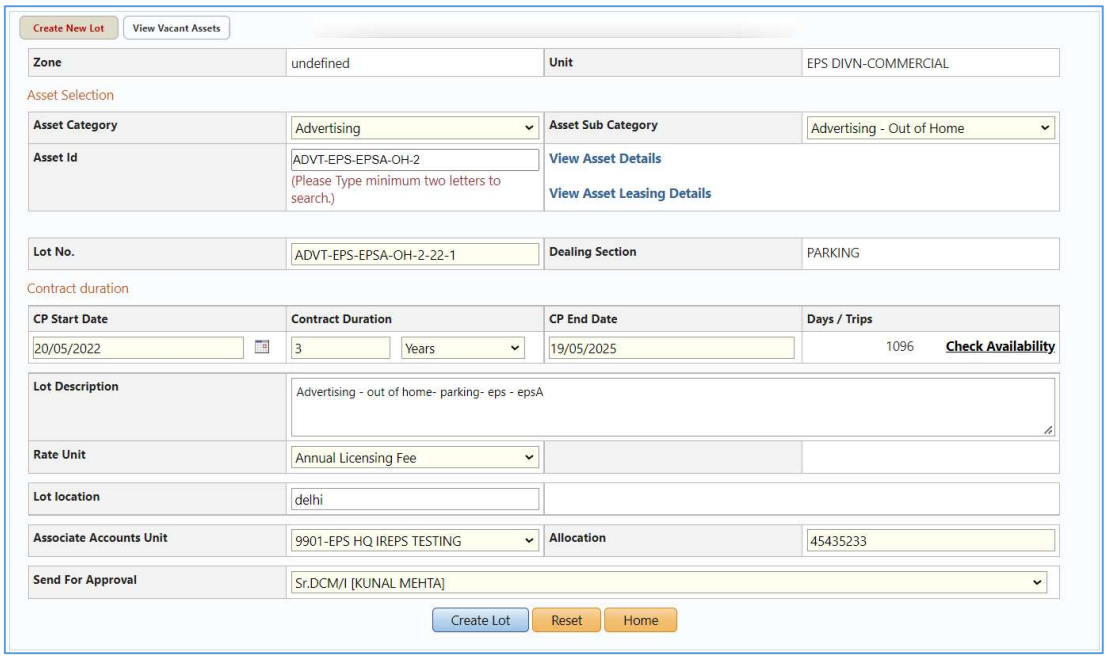


The lot creation process for Parcel – VP is the same as that for Parcel-SLR. Even in case of a two way parcel- VP lot the weekdays for onward journey only have to be selected for creation of lot. The return journey weekdays will be linked automatically based on the linking done while creating a lot.

Please Proceed to Next Page

C. Advertising - Out of Home & Parking (All categories)

A screenshot of the lot creation interface for Advertising – Out of Home category is shown below.



The lot creation process for **Advertising – Out of Home** category is similar to that for Parcel- SLR category, except that the train relation information is not required, and the asset is to be selected in the Asset Code field by entering a few letters of the Asset code. The process for submission of proposal for lot creation, and approval of the proposal is the same as for the other categories explained in the preceding sections.

The lot creation process for all sub- categories of **Parking** category is also the same as for the Advertising – Out of Home category.

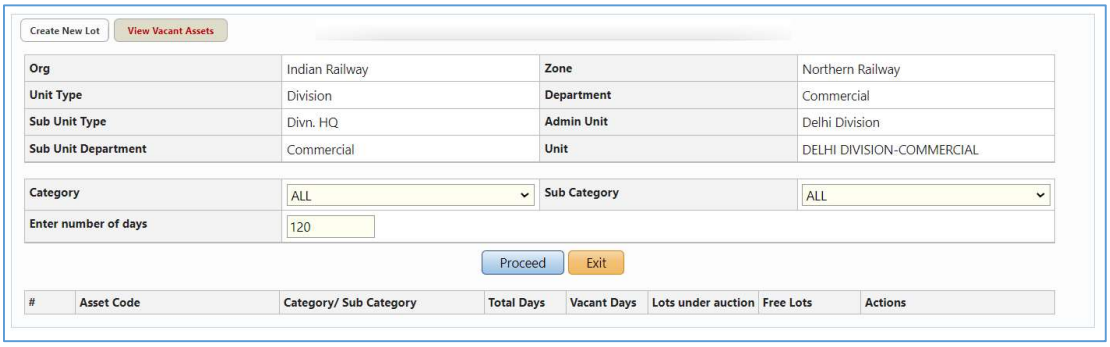
Important:

- In case or other than parcel categories, if the duration of contract is more than one year (365 days or more), the rate unit will be **Annual Licensing Fee**, and the bidder will have to submit his rate for the same.

- In case or other than parcel categories, if the duration of contract is less than one year (365 days), the rate unit will be **Full Contract Value**, and the bidder will have to submit his rate accordingly.

4.3.5.2. View Idle Assets

This functionality helps the user in locating the assets which have already been registered in the system, and which are which are either lying idle, or will become idle in near future. Clicking on this link brings up the following interface:

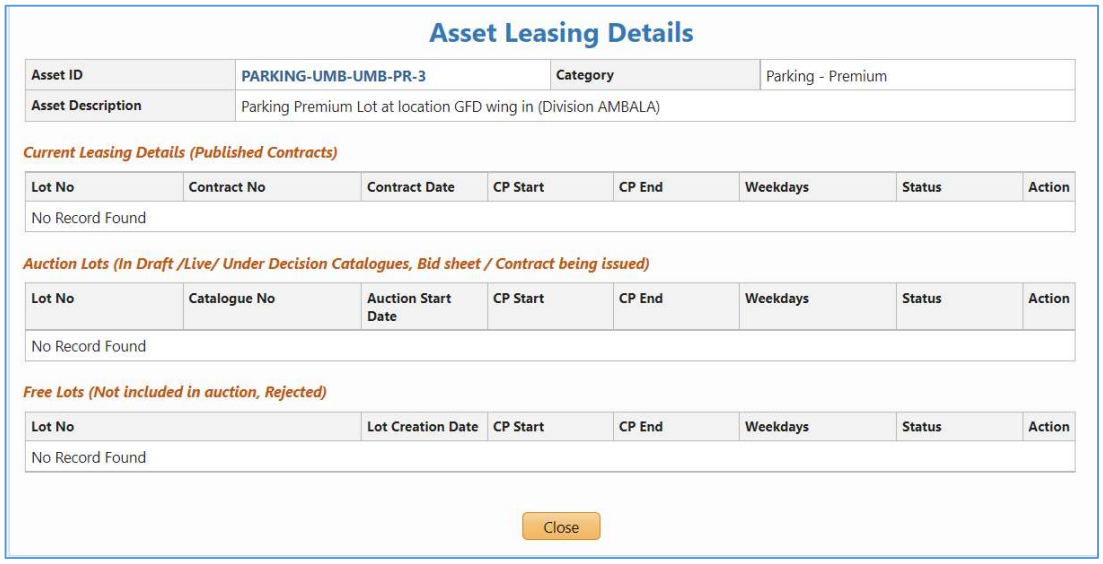


Users can either search through all the asset categories by selecting All in the Category / Sub-Category fields (default values), or can refine the search by selecting the required option from the dropdown list in these fields. The system will search for assets that are already lying idle or will become idle in the number of days entered in the **Enter Number of Days** field. The maximum value permitted in this field is 150 days. On clicking on the Proceed button the search results are displayed in the format shown below.

#	Asset Code	Category/ Sub Category	Total Days	Vacant Days	Lots under auction	Free Lots	Actions
1	13430-ADVT-TI-ANVT-MLDT	Advertising-Train Internal	17	17	0	0	View Asset Leasing Details Create new lot
2	13414-ADVT-TE-DLI-MLDT	Advertising-Train External	51	51	0	0	View Asset Leasing Details Create new lot
3	12382-SLR-F1-NDLS-HWH	Parcel-SLR	52	52	1	1	View Asset Leasing Details Create new lot
4	13258-SLR-F1-ANVT-DNR	Parcel-SLR	120	120	0	0	View Asset Leasing Details Create new lot
5	ADVT-LKO-LKO-OH-1	Advertising – Out of Home	120	120	0	1	View Asset Leasing Details Create new lot
6	PARKING-UMB-UMB-PR-3	Parking - Premium	120	120	0	0	View Asset Leasing Details Create new lot
7	PARKING-LKO-LBA-RT-4	Parking - Radio Taxi	120	120	0	0	View Asset Leasing Details Create new lot
8	PARKING-MB-MAH-MX-5	Parking - Mixed	120	120	0	0	View Asset Leasing Details Create new lot
9	13484-ADVT-TE-DLI-MLDT	Advertising-Train External	69	69	0	0	View Asset Leasing Details Create new lot
10	12148-SLR-F1-NZM-KOP	Parcel-SLR	17	17	0	0	View Asset Leasing Details Create new lot
11	13430-SLR-F2-ANVT-MLDT	Parcel-SLR	17	17	0	0	View Asset Leasing Details Create new lot
12	PARKING-DLI-NDLS-FW-1	Parking - Four Wheeler	120	120	0	0	View Asset Leasing Details

As can be seen, the system shows the total days and the vacant days for the duration selected, the number of lots created for the asset for which the auctioning process has already been initiated by including these lots in the Catalogue, and the number of lots created but not included in any auction catalogue so far. The occupancy / vacancy of the lot can be viewed in calendar form by clicking on the value in the vacant days field, as shown below:

The details of contracts placed, lots included in auctions and idle lots can be seen by clicking on the **View Asset Leasing Details** link against any lot.



Asset Leasing Details

Asset ID	PARKING-UMB-UMB-PR-3	Category	Parking - Premium
Asset Description	Parking Premium Lot at location GFD wing in (Division AMBALA)		

Current Leasing Details (Published Contracts)

Lot No	Contract No	Contract Date	CP Start	CP End	Weekdays	Status	Action
No Record Found							

Auction Lots (In Draft /Live/ Under Decision Catalogues, Bid sheet / Contract being issued)

Lot No	Catalogue No	Auction Start Date	CP Start	CP End	Weekdays	Status	Action
No Record Found							

Free Lots (Not included in auction, Rejected)

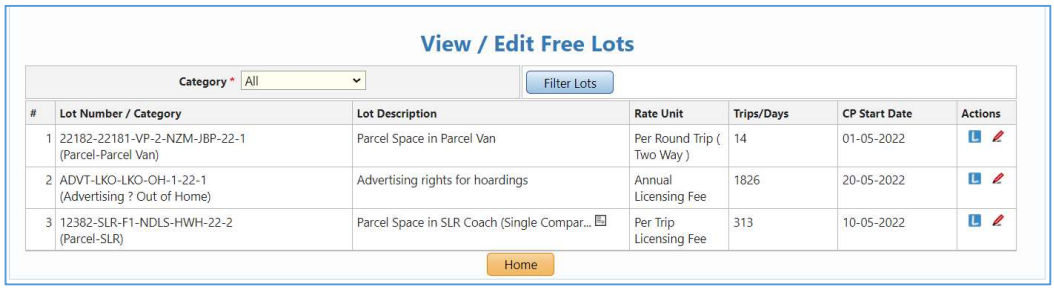
Lot No	Lot Creation Date	CP Start	CP End	Weekdays	Status	Action
No Record Found						

Close

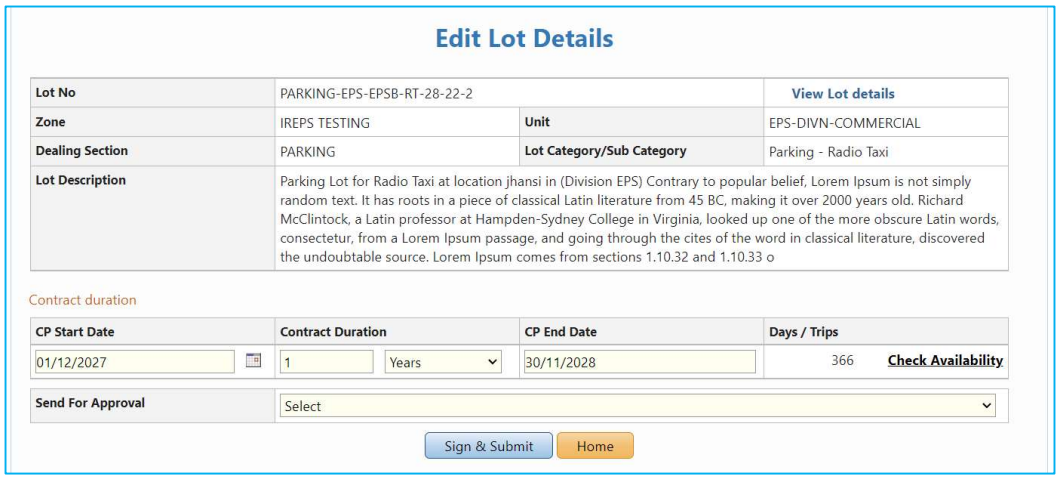
The lot creation process for any lot displayed on the screen can be initiated by clicking on the **Create New Lot** link against the asset.

4.3.5.3. View / Edit Free Lots

All the lots which are lying idle at the moment, and which have not yet been included in any auction catalogue can be viewed and edited through this functionality. Clicking on this link bring up the following page.

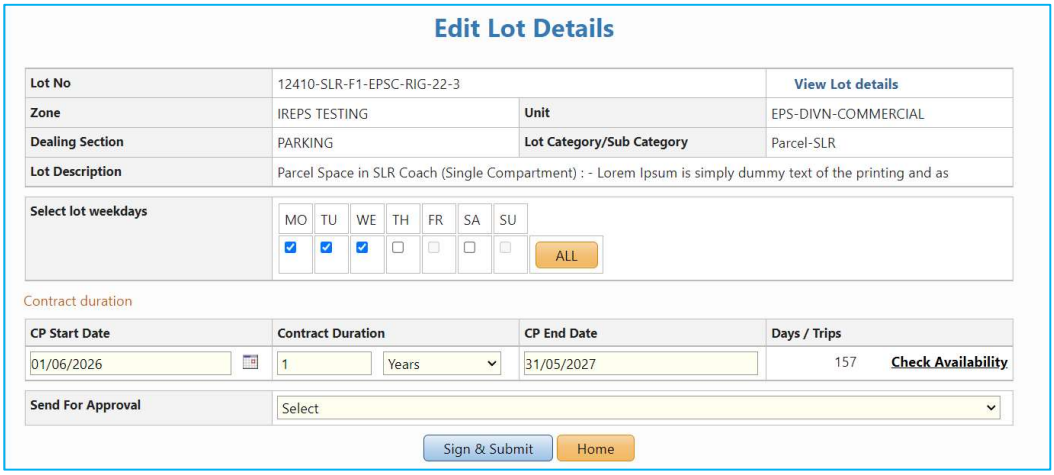


All the details pertaining to any lot displayed on the screen can be viewed by clicking on View Lot Details icon. Only a few attributes pertaining to a lot are allowed to be edited. This can be done by clicking on Edit icon, which brings up the following page:



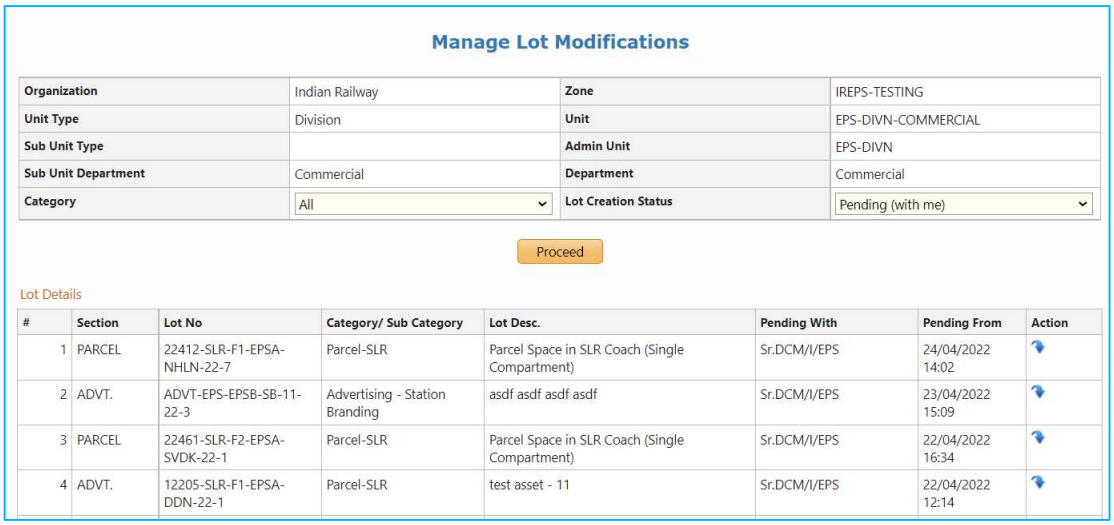
The user can change the CP Start date, and the contract duration for Parking and Advertising lots. Editing of lots is a two step process, wherein one person can propose, and another can approve the editing. The approval can be done only at Junior Scale level or above.

In case of Parcel lots, the users can additionally change the weekdays of the lot, as shown below:



Lots that are currently included in published auction catalogues cannot be edited, unless these are withdrawn from the auction catalogues.

4.3.5.4. **Manage Lot Modifications:** This functionality is meant for managing the proposals for modifications of lots. Whenever a proposal for modification of lot attributes is forwarded to the approval authority, it can be seen through this interface, as shown below:



Manage Lot Modifications

Organization	Indian Railway	**Zone**	IREPS-TESTING
Unit Type	Division	**Unit**	EPS-DIVN-COMMERCIAL
Sub Unit Type		**Admin Unit**	EPS-DIVN
Sub Unit Department	Commercial	**Department**	Commercial
Category	All	**Lot Creation Status**	Pending (with me)

Proceed

Lot Details

#	Section	Lot No	Category/ Sub Category	Lot Desc.	Pending With	Pending From	Action
1	PARCEL	22412-SLR-F1-EPSA-NHLN-22-7	Parcel-SLR	Parcel Space in SLR Coach (Single Compartment)	Sr.DCM/I/EPS	24/04/2022 14:02	
2	ADVT.	ADVT-EPS-EPSB-SB-11-22-3	Advertising - Station Branding	asdf asdf asdf asdf	Sr.DCM/I/EPS	23/04/2022 15:09	
3	PARCEL	22461-SLR-F2-EPSA-SVDK-22-1	Parcel-SLR	Parcel Space in SLR Coach (Single Compartment)	Sr.DCM/I/EPS	22/04/2022 16:34	
4	ADVT.	12205-SLR-F1-EPSA-DDN-22-1	Parcel-SLR	test asset - 11	Sr.DCM/I/EPS	22/04/2022 12:14	

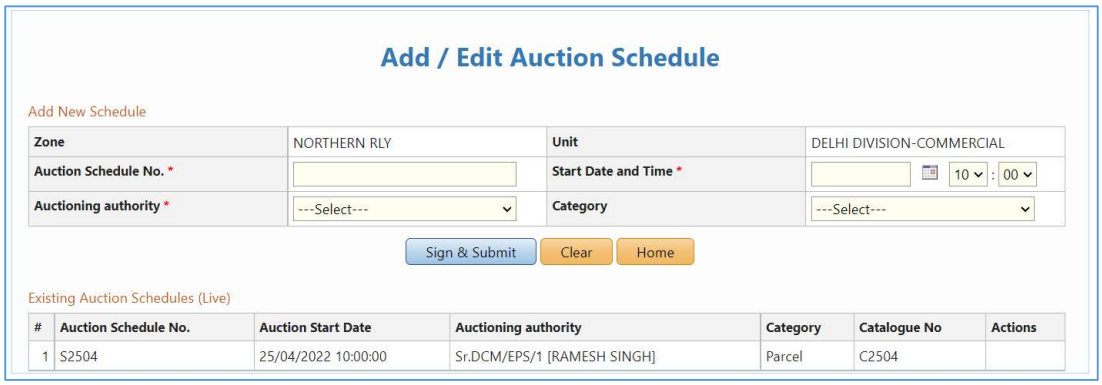
The proposal can be viewed and approved / rejected by the approving authority by clicking on icon.

4.3.5.5. **View Lot History:** This functionality is meant to view the details of auctions, bid sheets and contracts in which the lot is included since creation of the lot. This interface is under development and will be released soon.

Please Proceed to Next Page

Auctions Tab- Auction Schedule / Catalogue Section

4.3.5.6. **Add / Edit Auction Schedule:** This functionality enables the user to specify the date on which an auction is proposed to be carried out. Clicking on this link brings up the following interface:



As can be seen from the screenshot above, the details of all the auctions previously scheduled, and for which the Auction start date is not yet over is shown on this page.

To schedule a new auction, the user has to enter the following details on this page:

- **Auction Schedule No.** – This can be any text as per the convention followed by the unit. Only alphabets, numerals, and special characters hyphen and underscore are permitted in this field. Schedule numbers are unique, and cannot be repeated by the unit.
- **Start Date and Time** – The auction start date should be at least 12 days from the date of publishing of auction catalogue (excluding the date of creation of schedule). The start date and time should be fixed considering the time required to create and publish the catalogue. The process of creation and publishing of catalogues is explained in the subsequent paras.
- **Auctioning Authority**: Only JAG officers or above, and Sr. Scale Officers with Independent charge are allowed to conduct auctions.
- **Category-** The Asset Category for which the auction is proposed to be conducted (Parcel, Advertising, Parking etc.). Mixing of Assets of different categories is not permitted.

After entering all the required details the user has to click on the **Sign & Submit** button to sign the data and complete the process of adding a new schedule.

The schedule so created will become visible in the bottom pane of the page.

Existing Auction Schedules (Live)

#	Auction Schedule No.	Auction Start Date	Auctioning authority	Category	Catalogue No	Actions
1	Sch-0504-1	19/04/2022 10:00:00	Sr.DCM/EPS/1 [RAMESH SINGH]	Parcel	-	
2	S2504	25/04/2022 10:00:00	Sr.DCM/EPS/1 [RAMESH SINGH]	Parcel	C2504	

A schedule so created can be edited by clicking on the edit icon in the Action column. Editing is permitted only as long as the schedule is not linked with a catalogue.

- After the auction schedule is included with an auction catalogue, the change of auction date can be done through editing of auction catalogue.

Clicking on the Edit Auction Schedule icon brings up the following interface:

Edit Auction Schedule

Zone	NORTHERN RLY	Unit	DELHI DIVISION-COMMERCIAL
Auction Schedule No.	Sch-0504-1	Start Date and Time	19/04/2022 10 : 00
Auctioning authority	Sr.DCM/EPS/1 [RAMESH SINGH]		

Sign & Update Auction Schedule | Home

As can be seen, only the auction start date and time, and the auction conducting authority can be changed.

Important:

- Only one auction for a particular asset category can be conducted by a unit on a given date. However, multiple auctions can be conducted on a date, each for a different asset category.

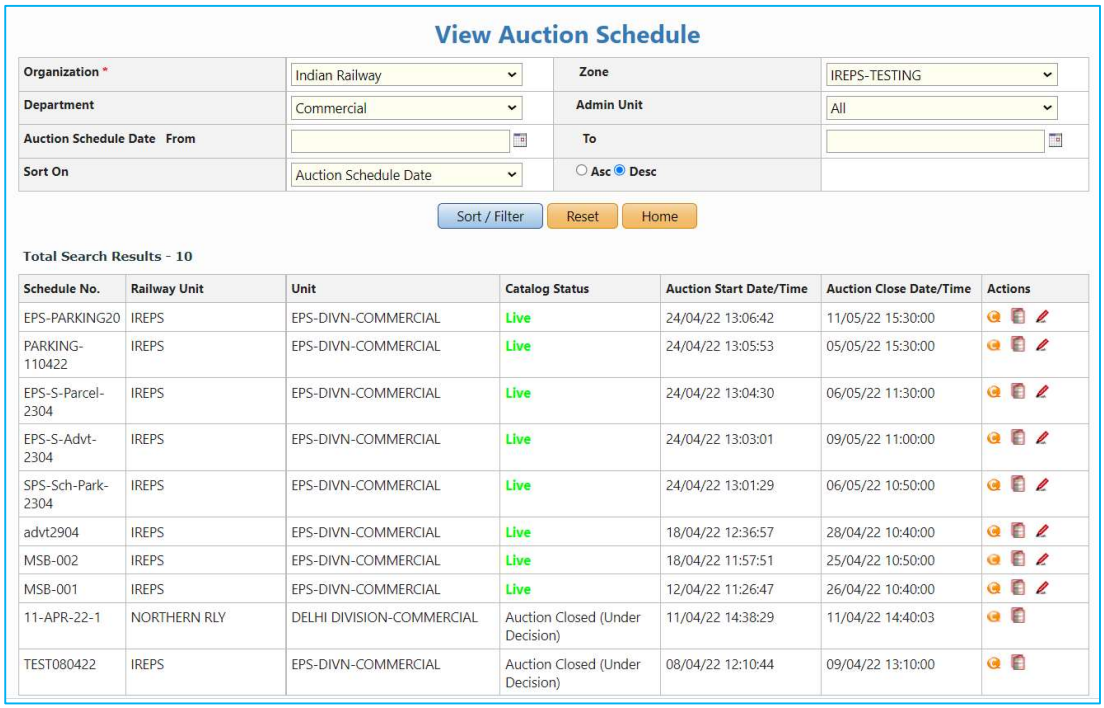
4.3.5.7. **View Auction Schedule:** This functionality allows the users to view the auction schedules created (past, present and future) between any two dates, for any unit of Indian Railways. Clicking on this link opens the following page:

View Auction Schedule

Organization *	Indian Railway	Zone *	Northern Railway
Department *	Commercial	Admin Unit *	All
Auction Schedule Date From	05/03/2022	To	05/05/2022
Sort On	Auction Schedule Date	Asc / Desc	Desc

Sort / Filter | Reset | Home

The user can modify the details in any of the fields to view the desired output. Clicking on the Sort / Filter shows the results for the selected options as shown below:



View Auction Schedule

Organization *	Indian Railway	Zone	IREPS-TESTING
Department	Commercial	Admin Unit	All
Auction Schedule Date From		To	
Sort On	Auction Schedule Date	Asc / Desc	

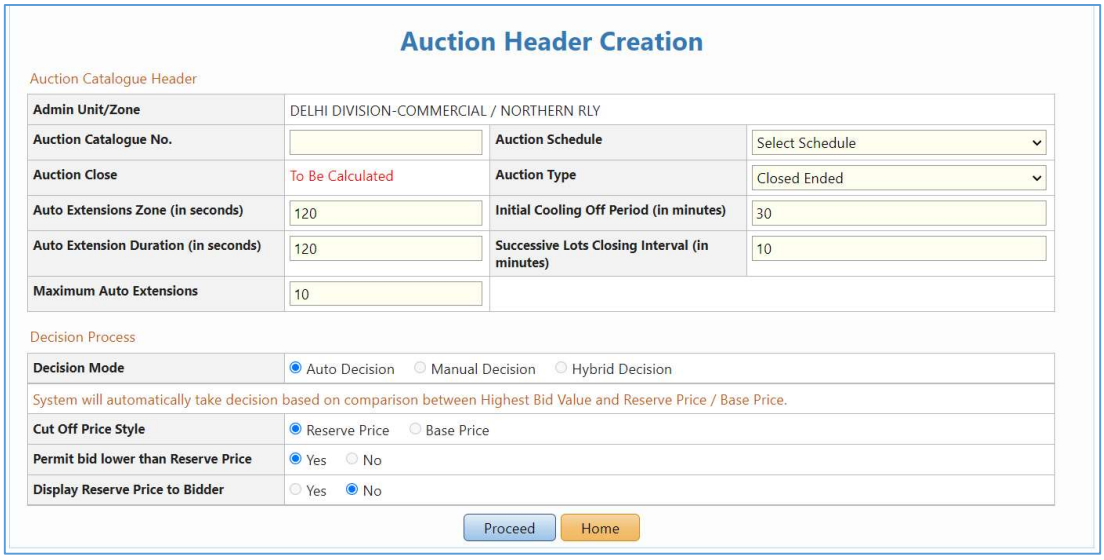
Sort / Filter | Reset | Home

Total Search Results - 10

Schedule No.	Railway Unit	Unit	Catalog Status	Auction Start Date/Time	Auction Close Date/Time	Actions
EPS-PARKING20	IREPS	EPS-DIVN-COMMERCIAL	Live	24/04/22 13:06:42	11/05/22 15:30:00	
PARKING-110422	IREPS	EPS-DIVN-COMMERCIAL	Live	24/04/22 13:05:53	05/05/22 15:30:00	
EPS-S-Parcel-2304	IREPS	EPS-DIVN-COMMERCIAL	Live	24/04/22 13:04:30	06/05/22 11:30:00	
EPS-S-Advt-2304	IREPS	EPS-DIVN-COMMERCIAL	Live	24/04/22 13:03:01	09/05/22 11:00:00	
SPS-Sch-Park-2304	IREPS	EPS-DIVN-COMMERCIAL	Live	24/04/22 13:01:29	06/05/22 10:50:00	
advt2904	IREPS	EPS-DIVN-COMMERCIAL	Live	18/04/22 12:36:57	28/04/22 10:40:00	
MSB-002	IREPS	EPS-DIVN-COMMERCIAL	Live	18/04/22 11:57:51	25/04/22 10:50:00	
MSB-001	IREPS	EPS-DIVN-COMMERCIAL	Live	12/04/22 11:26:47	26/04/22 10:40:00	
11-APR-22-1	NORTHERN RLY	DELHI DIVISION-COMMERCIAL	Auction Closed (Under Decision)	11/04/22 14:38:29	11/04/22 14:40:03	
TEST080422	IREPS	EPS-DIVN-COMMERCIAL	Auction Closed (Under Decision)	08/04/22 12:10:44	09/04/22 13:10:00	

The auction catalogues, and the corrigenda to the auction catalogues, if any, can be viewed by clicking on the respective icons in the Actions column.

4.3.5.8. **Create Auction Catalogue:** This functionality allows a railway user to create an auction catalogue. An auction catalogue is a collection of one or more lots (for which auction is to be conducted simultaneously), and the terms and conditions associated with the conduct of such auction. Though multiple lots can be put in a catalogue, the bidding for each such lot is independent of the other lots included in the catalogue. Clicking on this link brings up the following interface:



Auction Header Creation

Auction Catalogue Header

Admin Unit/Zone	DELHI DIVISION-COMMERCIAL / NORTHERN RLY		
Auction Catalogue No.		Auction Schedule	Select Schedule
Auction Close	To Be Calculated	Auction Type	Closed Ended
Auto Extensions Zone (in seconds)	120	Initial Cooling Off Period (in minutes)	30
Auto Extension Duration (in seconds)	120	Successive Lots Closing Interval (in minutes)	10
Maximum Auto Extensions	10		

Decision Process

Decision Mode	Auto Decision / Manual Decision / Hybrid Decision
System will automatically take decision based on comparison between Highest Bid Value and Reserve Price / Base Price.	
Cut Off Price Style	Reserve Price / Base Price
Permit bid lower than Reserve Price	Yes / No
Display Reserve Price to Bidder	Yes / No

Proceed | Home

Auction Header Creation is the first step in the creation of auction catalogue. All the important parameters required for conduct of the auction are defined on this page. These are explained below:

- The user can enter any **Auction Catalogue No.** in the relevant field as per the convention followed by the auctioning unit. Only alphabets, numerals, and special characters hyphen and underscore are permitted in this field. Auction catalogue number is unique, and a catalogue number once used cannot be used again.

- The **Auction Schedule** has to be selected from the dropdown options available in the field. Any schedule created previously for which the auction start date is a future data, and which has not been linked with any other catalogue can be selected. The process of creation of auction schedule is explained in the preceding paras.

- Auction start time will be as defined in the selected auction schedule. **Auction Close Time** will be calculated by the system automatically based on the other auction parameters defined on the page.

- **Initial Cooling Off Period:** The bidding for all the lots included in the auction catalogue starts simultaneously. Once an auction starts, any bidder can submit his bid for any of the lots included in the catalogue, for which he is eligible to participate. After the start of the auction, there is a fixed time period for which the bidding will not close for any lot, irrespective of whether bids are being submitted by bidders or not. This period is called **Initial Cooling Off Period**. As per the instructions issued by Railway Board, a time period of 30 minutes will be allowed as Initial Cooling Off Period. This value cannot be modified by the auction conducting unit.

- **Successive Lots Closing Interval**: If multiple lots are included in an auction, the lot at sl. no. 1 of the auction catalogue will be scheduled to close at the end of the Initial Cooling Off Period. All the remaining lots are scheduled to close one by one thereafter, at fixed intervals of time. The fixed time interval between the scheduled closing time of two successive lots is know as **Successive Lots Closing Interval**. As per the instructions issued by Railway Board, Successive Lots Closing Interval of 10 minutes will be permitted. This value cannot be modified by the auction conducting unit.

- **Auto Extension Zone** and **Auto Extension Duration**: If the bidding for a lot is scheduled to close at a particular time, however a fresh bid is received during the ending moments before this time, then the other participating bidders are given an opportunity to respond to this bid by automatically extending the closing time of the lot by a fixed period. This process is called **Auto Extension**. The period of time before the closing time for a lot during which submission of a fresh bid for the lot will trigger auto extension is called **Auto Extension Zone**. The time period by which the closing time is extended for the lot is called **Auto Extension Duration**. As per the instructions issued by Railway Board, the Auto Extension Zone, as well as Auto Extension Duration have been fixed at two minutes. These values cannot be modified by the auction conducting unit.

- **Auction Type**: An auction can be **Open Ended** or **Close Ended**. In case of an Open-Ended auction, the auto extensions keep happening, as long as the bidders keep submitting their bids during the auto extension zone, without any limit on the number of auto extensions.

  In case of a Close Ended auction the number of auto extensions is limited. After the permissible limit of auto extensions is exhausted, there will be no further auto extension and the bidding against the lot will close at the closing time even if a bid is received during the auto extension zone.

  As per the instructions issued by Railway Board, Close Ended auction type will be permitted for leasing auctions. This cannot be modified by the auction conducting unit.

- **Maximum Auto Extensions**: This value defines the total number of auto extensions permitted for a close ended auction. As per the instructions issued by Railway Board, maximum 10 auto extensions will be allowed for leasing auctions. This value cannot be modified by the auction conducting unit.

- **Decision Mode**: The decision mode for an auction can be Auto Decision, Hybrid Decision or Manual Decision. These are explained below:

  Auto Decision: In this case the system automatically decides to award or reject a lot depending on whether the highest bid received for the lot is higher or lower than the reserve price that is entered in the system by the auction conducting officer before start of the auction.

  Hybrid Decision: In this case the system automatically awards the lot to the highest bidder if the highest bid is higher than the pre-defined reserve price for the lot, or automatically rejects the highest bid if the same is lower than the reserve price by a pre-defined percentage (say 90% of Reserve Price). If the highest bid received falls between the reserve price, and the predefined auto rejection cut off, the auction conduction officer is given the option to either accept or reject the highest bid. The reason for acceptance or rejection must be recorded in case the decision to award / reject the highest bid is taken by the auction conducting official.

  *Manual Decision***:** In this case the discretion lies entirely with the auction conducting official to either accept or reject the highest bid. The reason for acceptance or rejection of the highest bid must be recorded by the auction conducting official.

  As per the instructions issued by Railway Board, Auto Decision Mode will be followed for Leasing Auctions.

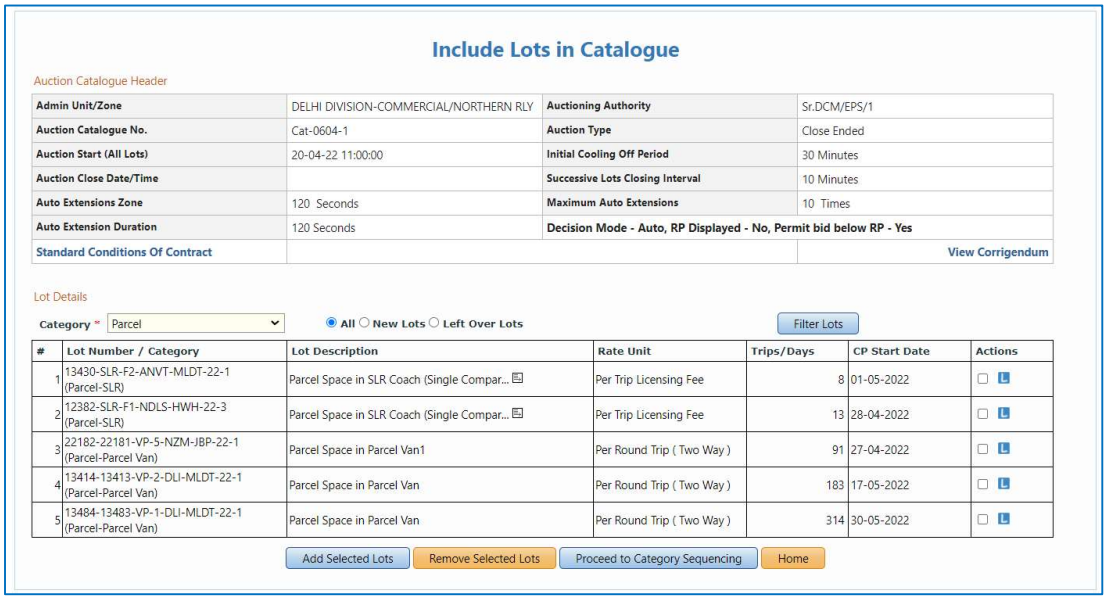
- **Cut Off Price Style:** The options for this field are **Reserve Price** or **Base Price**. In case of Reserve Price system, the reserve price is kept confidential (encrypted), and the bidder is allowed to submit his bid lower than Reserve Price. The decision to accept or

reject the highest bid is taken based on the comparison between the reserve price and the highest bid received.

- In case of Base Price system, the Base Price is declared in the auction catalogue, and the bidders are not allowed to submit a bid lower than the base price. The highest bid received, which will always be higher than the base price will be accepted.

  As per the instructions issued by Railway Board, Reserve Price system will be followed for Leasing Auctions.

After providing all the required inputs on the Auction Header Page, the user shall click on the **Proceed** button. This will bring up the next page of the catalogue creation process, i.e. lot selection process. A screenshot of the lot selection interface is shown below:



Include Lots in Catalogue

Auction Catalogue Header

Admin Unit/Zone	DELHI DIVISION-COMMERCIAL/NORTHERN RLY	**Auctioning Authority**	Sr.DCM/EPS/1
Auction Catalogue No.	Cat-0604-1	**Auction Type**	Close Ended
Auction Start (All Lots)	20-04-22 11:00:00	**Initial Cooling Off Period**	30 Minutes
Auction Close Date/Time		**Successive Lots Closing Interval**	10 Minutes
Auto Extensions Zone	120 Seconds	**Maximum Auto Extensions**	10 Times
Auto Extension Duration	120 Seconds	**Decision Mode - Auto, RP Displayed - No, Permit bid below RP - Yes**	
Standard Conditions Of Contract			**View Corrigendum**

Lot Details

Category * Parcel — All / New Lots / Left Over Lots — Filter Lots

#	Lot Number / Category	Lot Description	Rate Unit	Trips/Days	CP Start Date	Actions
1	13430-SLR-F2-ANVT-MLDT-22-1 (Parcel-SLR)	Parcel Space in SLR Coach (Single Compar...	Per Trip Licensing Fee	8	01-05-2022	
2	12382-SLR-F1-NDLS-HWH-22-3 (Parcel-SLR)	Parcel Space in SLR Coach (Single Compar...	Per Trip Licensing Fee	13	28-04-2022	
3	22182-22181-VP-5-NZM-JBP-22-1 (Parcel-Parcel Van)	Parcel Space in Parcel Van1	Per Round Trip (Two Way)	91	27-04-2022	
4	13414-13413-VP-2-DLI-MLDT-22-1 (Parcel-Parcel Van)	Parcel Space in Parcel Van	Per Round Trip (Two Way)	183	17-05-2022	
5	13484-13483-VP-1-DLI-MLDT-22-1 (Parcel-Parcel Van)	Parcel Space in Parcel Van	Per Round Trip (Two Way)	314	30-05-2022	

Add Selected Lots | Remove Selected Lots | Proceed to Category Sequencing | Home

All the idle lots i.e. the lots not already included in any other active auction catalogue, bid sheet or contract are shown on the interface.

Lots for which the difference between the CP start date and the current date is less than the minimum notice period required are shown in red background as shown above. These lots cannot be included in the auction catalogue.

Any of the displayed lots (except those in red background) can be included in the auction catalogue by ticking the checkbox against the lot, and then clicking on the **Add Selected Lots** button. The selected lots get included in the auction catalogue, and are displayed in green background.

Lot Details

Category * Parcel

All New Lots Left Over Lots

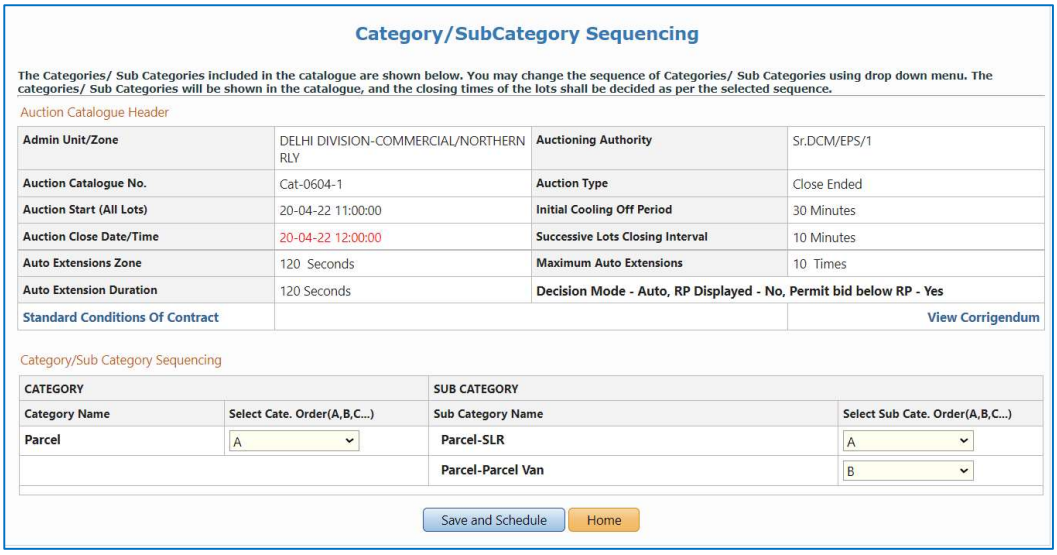
Filter Lots

#	Lot Number / Category	Lot Description	Rate Unit	Trips/Days	CP Start Date	Actions
1	12382-SLR-F1-NDLS-HWH-22-3 (Parcel-SLR)	Parcel Space in SLR Coach (Single Compar...	Per Trip Licensing Fee	13	28-04-2022	
2	13430-SLR-F2-ANVT-MLDT-22-1 (Parcel-SLR)	Parcel Space in SLR Coach (Single Compar...	Per Trip Licensing Fee	8	01-05-2022	
3	22182-22181-VP-5-NZM-JBP-22-1 (Parcel-Parcel Van)	Parcel Space in Parcel Van1	Per Round Trip (Two Way)	91	27-04-2022	
4	13414-13413-VP-2-DLI-MLDT-22-1 (Parcel-Parcel Van)	Parcel Space in Parcel Van	Per Round Trip (Two Way)	183	17-05-2022	
5	13484-13483-VP-1-DLI-MLDT-22-1 (Parcel-Parcel Van)	Parcel Space in Parcel Van	Per Round Trip (Two Way)	314	30-05-2022	

Add Selected Lots | Remove Selected Lots | Proceed to Category Sequencing | Home

To remove any of the lots included in the auction catalogue, the user has to tick the check boxes against these lots, and then click on the **Remove Selected Lots** button.

Once all the required lots have been included in the auction catalogue, the user has to click on the **Proceed to Category Sequencing** button to move to the third step of the auction catalogue creation process. Clicking on this button brings up the following interface.


Category/SubCategory Sequencing

The Categories/ Sub Categories included in the catalogue are shown below. You may change the sequence of Categories/ Sub Categories using drop down menu. The categories/ Sub Categories will be shown in the catalogue, and the closing times of the lots shall be decided as per the selected sequence.

Auction Catalogue Header

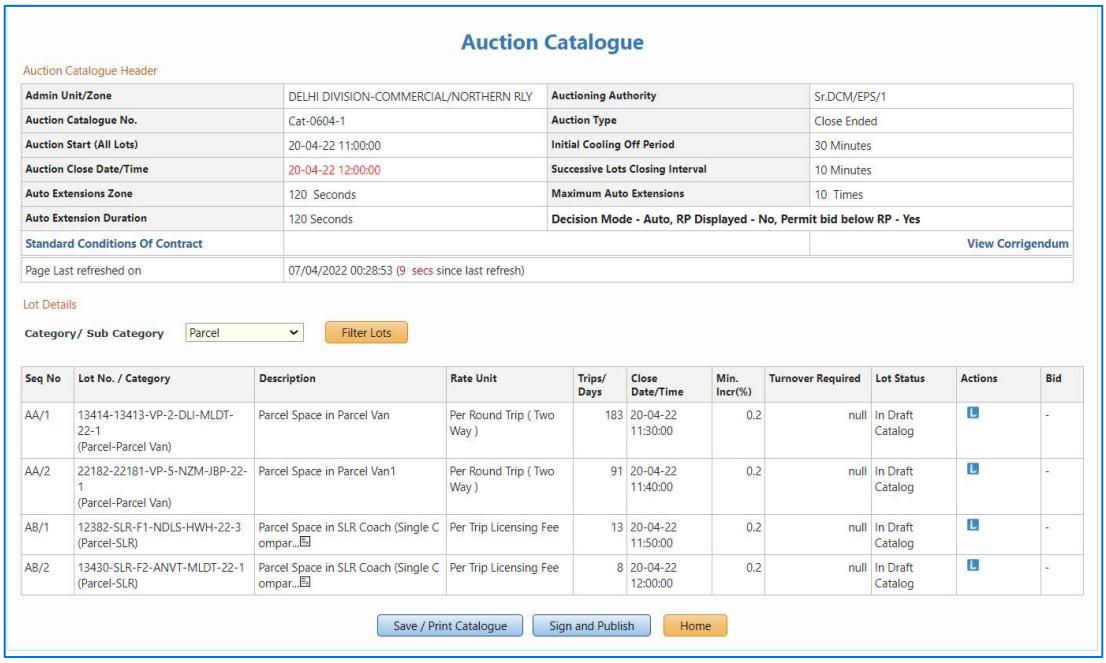
Admin Unit/Zone	DELHI DIVISION-COMMERCIAL/NORTHERN RLY	Auctioning Authority	Sr.DCM/EPS/1
Auction Catalogue No.	Cat-0604-1	Auction Type	Close Ended
Auction Start (All Lots)	20-04-22 11:00:00	Initial Cooling Off Period	30 Minutes
Auction Close Date/Time	20-04-22 12:00:00	Successive Lots Closing Interval	10 Minutes
Auto Extensions Zone	120 Seconds	Maximum Auto Extensions	10 Times
Auto Extension Duration	120 Seconds	Decision Mode - Auto, RP Displayed - No, Permit bid below RP - Yes	
Standard Conditions Of Contract			View Corrigendum

Category/Sub Category Sequencing

CATEGORY		SUB CATEGORY	
Category Name	Select Cate. Order(A,B,C...)	Sub Category Name	Select Sub Cate. Order(A,B,C...)
Parcel	A	Parcel-SLR	A
		Parcel-Parcel Van	B

Save and Schedule | Home

The user can decide the sequence in which the sub-categories will appear in the auction catalogue. The lots pertaining to the sub category which is given value A will appear first on the auction catalogue. The lots pertaining to sub-category which is given value B will appear next and so on. The sub-category sequencing shown by default on the interface can be changed by selecting suitable values (A, B, C, etc.) against the sub-category in the **Select Sub-Category Order** field. After deciding the sequence of the sub-categories, the user has to click on **Save and Schedule** button. This will bring up the fourth interface of the Auction Catalogue Creation process viz. Lot Sequencing.



Auction Catalogue

Auction Catalogue Header

Admin Unit/Zone	DELHI DIVISION-COMMERCIAL/NORTHERN RLY	**Auctioning Authority**	Sr.DCM/EPS/1
Auction Catalogue No.	Cat-0604-1	**Auction Type**	Close Ended
Auction Start (All Lots)	20-04-22 11:00:00	**Initial Cooling Off Period**	30 Minutes
Auction Close Date/Time	20-04-22 12:00:00	**Successive Lots Closing Interval**	10 Minutes
Auto Extensions Zone	120 Seconds	**Maximum Auto Extensions**	10 Times
Auto Extension Duration	120 Seconds	**Decision Mode - Auto, RP Displayed - No, Permit bid below RP - Yes**	
Standard Conditions Of Contract			**View Corrigendum**
Page Last refreshed on	07/04/2022 00:28:53 (9 secs since last refresh)		

Lot Details

Category/ Sub Category Parcel Filter Lots

Seq No	Lot No. / Category	Description	Rate Unit	Trips/ Days	Close Date/Time	Min. Incr(%)	Turnover Required	Lot Status	Actions	Bid
AA/1	13414-13413-VP-2-DLI-MLDT-22-1 (Parcel-Parcel Van)	Parcel Space in Parcel Van	Per Round Trip (Two Way)	183	20-04-22 11:30:00	0.2	null	In Draft Catalog	L	-
AA/2	22182-22181-VP-5-NZM-JBP-22-1 (Parcel-Parcel Van)	Parcel Space in Parcel Van1	Per Round Trip (Two Way)	91	20-04-22 11:40:00	0.2	null	In Draft Catalog	L	-
AB/1	12382-SLR-F1-NDLS-HWH-22-3 (Parcel-SLR)	Parcel Space in SLR Coach (Single Compar...	Per Trip Licensing Fee	13	20-04-22 11:50:00	0.2	null	In Draft Catalog	L	-
AB/2	13430-SLR-F2-ANVT-MLDT-22-1 (Parcel-SLR)	Parcel Space in SLR Coach (Single Compar...	Per Trip Licensing Fee	8	20-04-22 12:00:00	0.2	null	In Draft Catalog	L	-

Save / Print Catalogue | Sign and Publish | Home

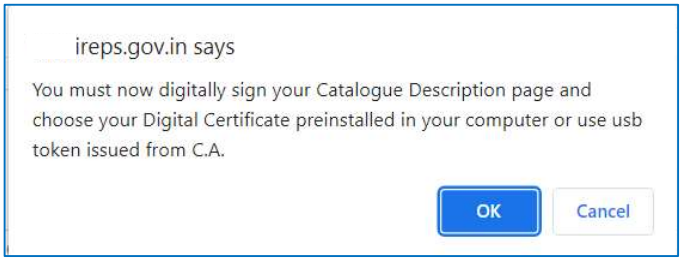
The order in which the lots within a any sub-category will appear on the screen can also be decided by the user through the **Lot Sequencing** interface. This process has to be done one sub-category at a time. The sub-category can be selected in the **Sub-Category / Part** field. Some default sequence of lots will be suggested by the system. To modify the suggested sequence, the user has to click on the Lot No. against the first lot and select the lot from the dropdown list which is to be placed on top. This process can then be repeated for all the lots. Once the sequence for one sub-category is decided, the user can select a different sub-category from the **Sub-Category / Part** field and do the lot sequencing for that category. This process can be repeated till the sequence of lots has been decided for all the categories.

Minimum Increment: It may be noted that the minimum increment is displayed on the lot sequencing page. Minimum Increment is the minimum increase that a bidder has to offer over and above the previous bid received, while submitting his bid. For e.g., if the minimum increment is stipulated as 1%, a fresh bid has to be higher than the previous bid submitted against the lot by minimum 1%. The bidders are however allowed to offer a higher increase over the last bid than the minimum increment.

As per instructions issued by Railway Board, the minimum increment will be 0.2%. This cannot be modified by the users.

After the lot sequencing is completed for all the sub-categories, the user has to click on **Finalize and Proceed to Publish** button. The complete auction catalogue will be displayed to the user, as shown below.

The user must click on the **Sign and Publish** button to digitally sign the catalogue. An alert message will be shown to the bidder as shown below:

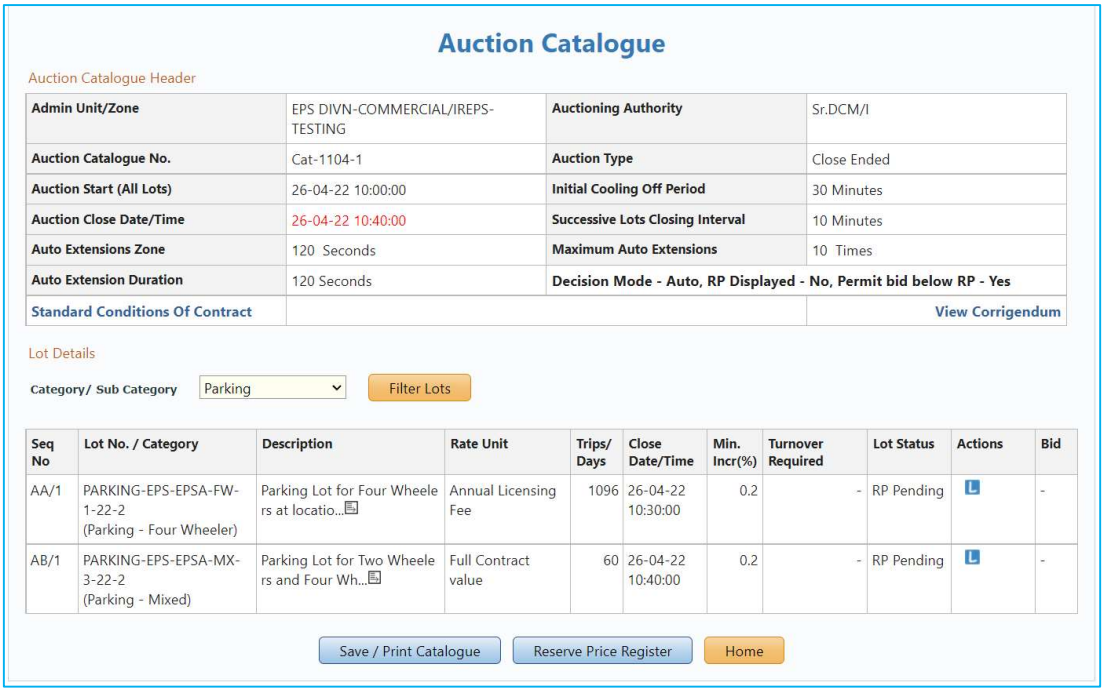


Clicking on OK button will bring up the signer window, and the user has to digitally sign the catalogue to publish it.

Important:

- Only the Auction Conducting Officer mentioned in the auction catalogue is authorized to Sign and Publish the catalogue.

The screenshot below shows the published auction catalogue.



Auction Catalogue

Auction Catalogue Header

Admin Unit/Zone	EPS DIVN-COMMERCIAL/IREPS-TESTING	**Auctioning Authority**	Sr.DCM/I
Auction Catalogue No.	Cat-1104-1	**Auction Type**	Close Ended
Auction Start (All Lots)	26-04-22 10:00:00	**Initial Cooling Off Period**	30 Minutes
Auction Close Date/Time	26-04-22 10:40:00	**Successive Lots Closing Interval**	10 Minutes
Auto Extensions Zone	120 Seconds	**Maximum Auto Extensions**	10 Times
Auto Extension Duration	120 Seconds	**Decision Mode - Auto, RP Displayed - No, Permit bid below RP - Yes**	
Standard Conditions Of Contract			**View Corrigendum**

Lot Details

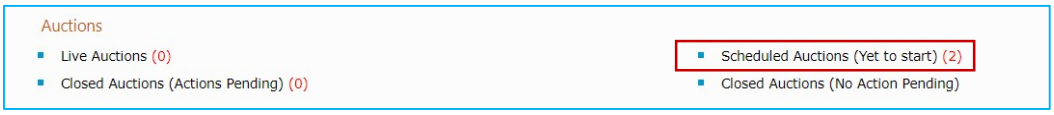
Category/ Sub Category Parking Filter Lots

Seq No	Lot No. / Category	Description	Rate Unit	Trips/ Days	Close Date/Time	Min. Incr(%)	Turnover Required	Lot Status	Actions	Bid
AA/1	PARKING-EPS-EPSA-FW-1-22-2 (Parking - Four Wheeler)	Parking Lot for Four Wheelers at locatio...	Annual Licensing Fee	1096	26-04-22 10:30:00	0.2	-	RP Pending		-
AB/1	PARKING-EPS-EPSA-MX-3-22-2 (Parking - Mixed)	Parking Lot for Two Wheelers and Four Wh...	Full Contract value	60	26-04-22 10:40:00	0.2	-	RP Pending		-

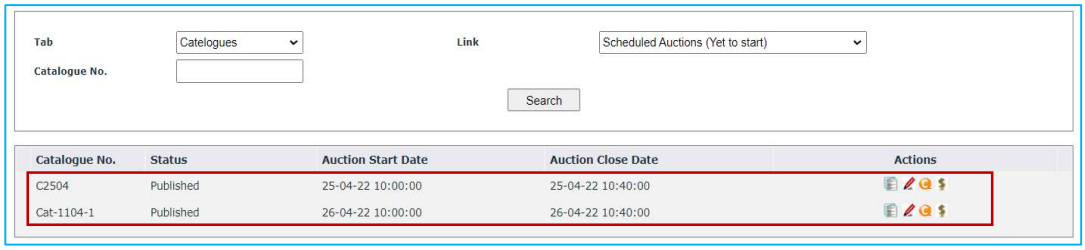
Save / Print Catalogue | Reserve Price Register | Home

This completes the process of Creation and Publishing of Auction Catalogue.

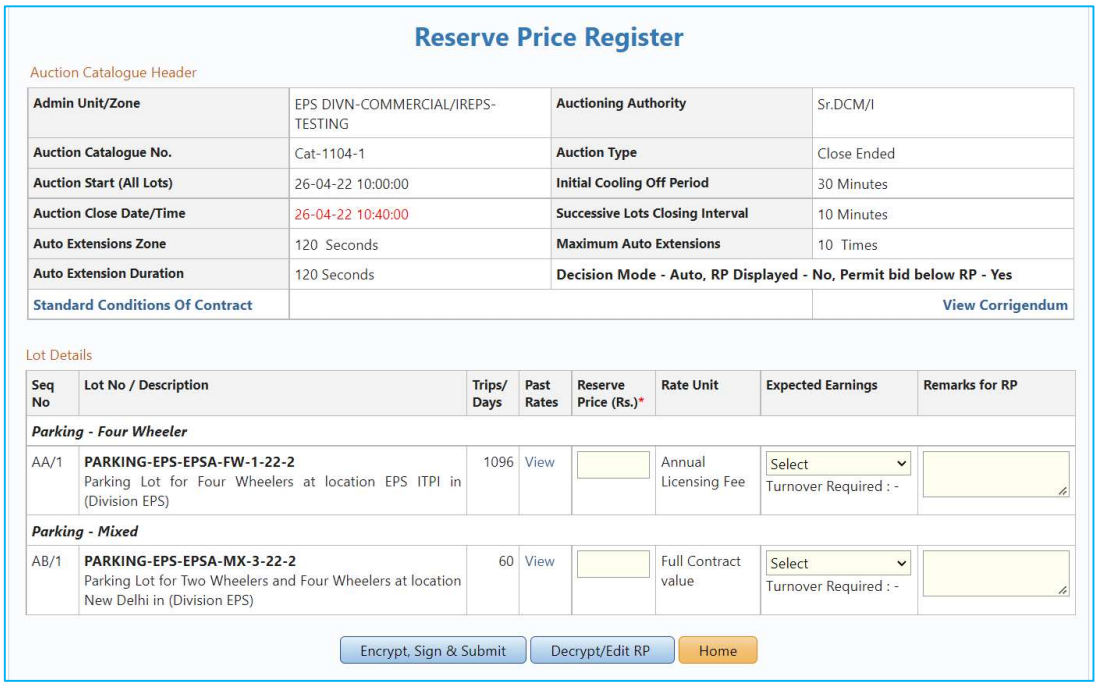
- Published Auction Catalogues for which the auction is yet to start can be viewed in the Unpublished Auction Catalogues folder on Auctions page.



After the auction catalogue is published, **Reserve Price Register** button becomes visible on the auction catalogue. The reserve price can be entered in the Reserve Price register by the



Auction Conducting Official only. Clicking on the Reserve Price Register button brings up the following interface:



As can be seen, there is a column for entering the Reserve Price for each lot included in the auction catalogue.

Important:

- The Auction conducting offer may exercise due caution in entering the reserve price with due consideration to the Rate unit displayed on the page as incorrect reserve price may result in erroneous acceptance or rejection of the highest bid.

Apart from the reserve price the user also has to select a suitable option from the dropdown list in the **Expected Earnings** field. The dropdown contains various slabs for expected earnings for a lot, and for every such slab of Expected Earnings, there is a corresponding annual turnover value. This turnover value decides whether a bidder is eligible to participate in the auction for a lot. As per Railway Board's policy a contractor is eligible to participate against a lot if the highest annual turnover of the contractor during the last three completed financial years is equal to or more than the turnover mentioned in auction catalogue.

The auction conducting officer can also enter remarks related to RP or Expected Earnings in the **Remarks** field for each lot.

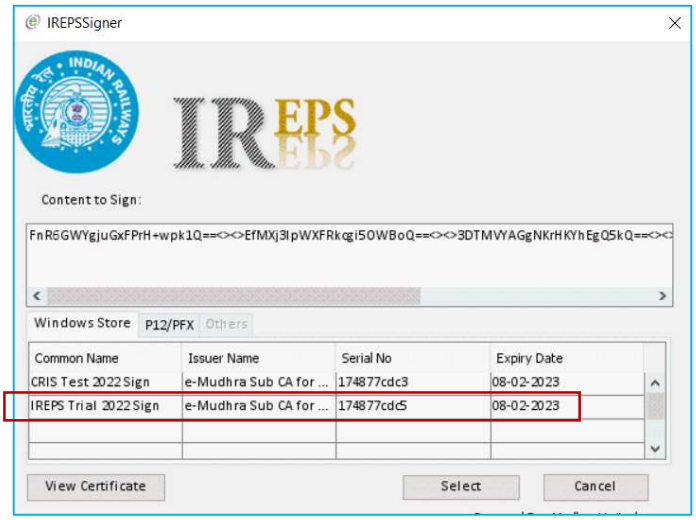
After all the required details have been filled in, the bidder has to click on the **Encrypt, Sign & Submit** button to save the details. This brings up the signer window as shown below:

This window is meant to encrypt the confidential data entered on the page. The **Digital Encryption Certificates (DECs)** (& not digital signing certificate) which are currently plugged in the computer are displayed on the window. The auction conducting official has to select his Digital Encryption Certificate by clicking on it, and then click on the Select button to encrypt the Reserve Price.

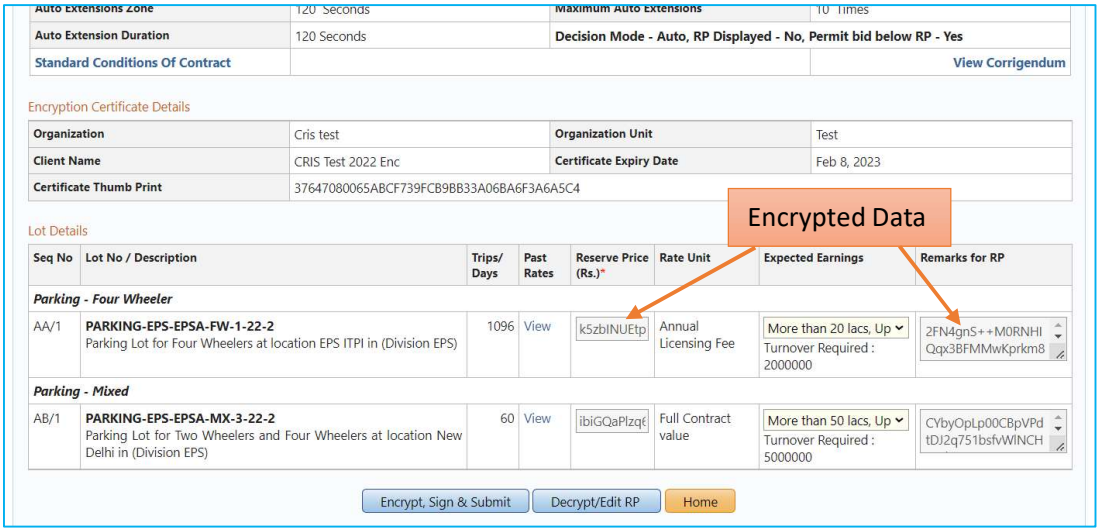
Important:

- The auction conducting official should have a separate digital encryption certificate (DEC) for auctioning purpose, which should not be handed over to any other official. The DEC that is used for tendering should not be used by the auction conducting official for auction purpose, as the same is handed over to the tender opening officials for the purpose of tender opening. A manual named **Guidelines for Procurement, Use and management of Encryption Certificate** is available in the learning center**.** Users are advised to go through this manual to avoid any unintentional mistakes in conduct of auctions.

After clicking on the Select button on the signer window for encryption, another signer window pops up for signing of the data, as shown below:



The **Digital Signing Certificates (DSC)** plugged in the computer system are displayed on this signer window. The user has to select his DSC in the signing window, and then click on the **Select** button to sign the data and complete process of Reserve Price fixation. The details entered in the Reserve Price field and the Remarks field is now shown on the screen in encrypted form, as shown below:



The auction conducting officer can decrypt the data for viewing and editing by clicking on the Decrypt / Edit button. The Digital Encryption Certificate will be required to decrypt the data. Once the decryption process is done, the data will be shown on the screen in plain text form. The auction conducting officer can edit the details, and then save the modified details by clicking on the Encrypt, Sign & Submit button, and following the steps explained above.

Most Important:

- If the reserve price is not entered in the Reserve Price Register before the start of the auction, all the lots included in the catalogue will be withdrawn automatically, and no bidding will take place.

4.3.5.9. **Unpublished Auction Catalogues:** The Auction catalogues that have been created and saved, but not yet published can be seen through this functionality. Clicking on this link brings up the following page:

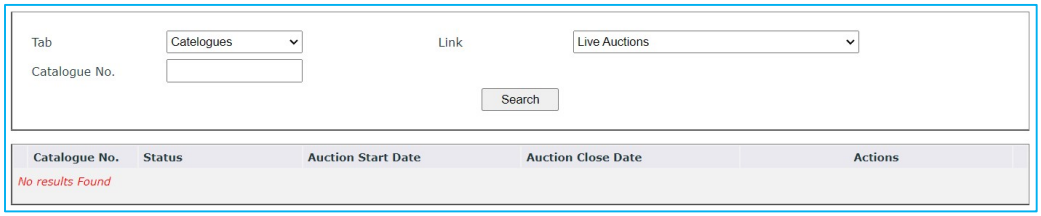
All the unpublished catalogues are listed on this page. If there are too many unpublished catalogues, the search results can be refined by choosing suitable options in the filters provided on the page.

The user can proceed with editing and publishing of the unfinished auction catalogue by clicking on Edit icon.

Users can choose the required radio button on this page, and then click on Proceed Further button. This will bring up the draft auction catalogue, which can then be edited, and published.

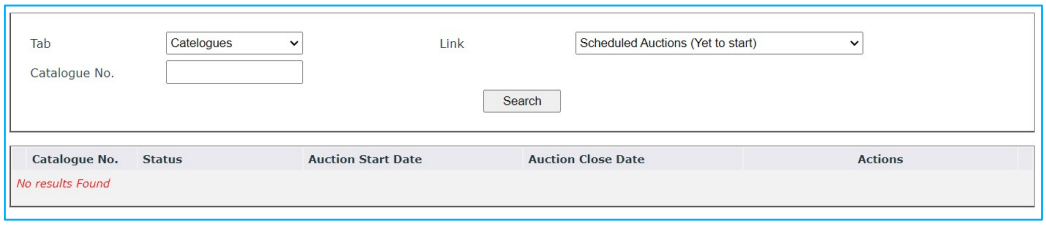
Auctions Tab- Auctions Section

4.3.5.10. **Live Auctions:** This link is meant for viewing all auctions for which the bidding is currently going on for at least one lot included in the auction catalogue. Clicking on this link brings up the following interface:



Users can view the auction catalogues, or the progress of the auction by clicking on the respective icons in the Actions column.

4.3.5.11. **Scheduled Auctions (Yet to Start):** The auction catalogues which have been published, but for which the bidding has not yet started can be viewed by clicking on this link.



The auction catalogue and the corrigenda issued for the auction catalogue can be viewed by clicking on the respective icons in the Actions column.

4.3.5.12. **Closed Auctions (Actions Pending): A**uction catalogues for which the bidding has closed for all the lots, but auction related actions like decision to accept / reject the highest bid, or bid sheet signing etc. is pending can be viewed by clicking on this link.

The auction catalogue, corrigenda issued against the auction catalogue, and the Reserve Price Register can be viewed by clicking on the respective icons in the Actions Column. The Reserve Price Register can be viewed by the auction conducting officer only**.**

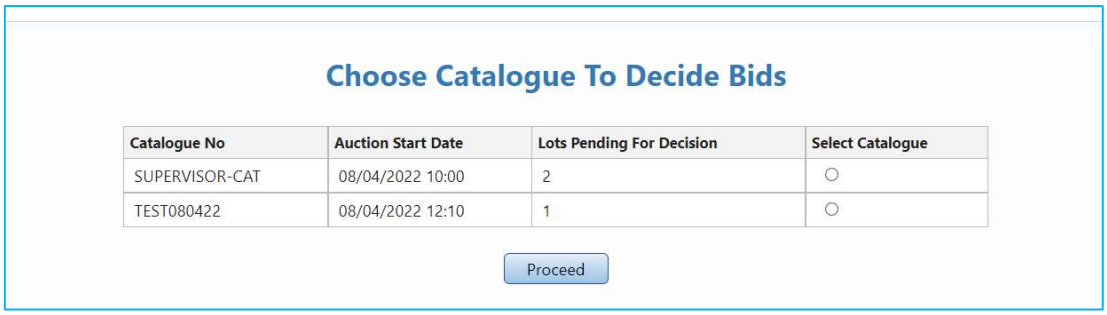
4.3.5.13. **Closed Auctions (No Action Pending):** The auction catalogues for which the bidding has closed for all the lots, the decision to accept / reject the highest bid has been finalized, and the bid sheets has been signed for the awarded lots can be viewed by clicking on this link.

The auction catalogue, corrigenda issued against the auction catalogue, and the Reserve Price Register can be viewed by clicking on the respective icons in the Actions Column. The Reserve Price Register can be viewed by the auction conducting officer only.

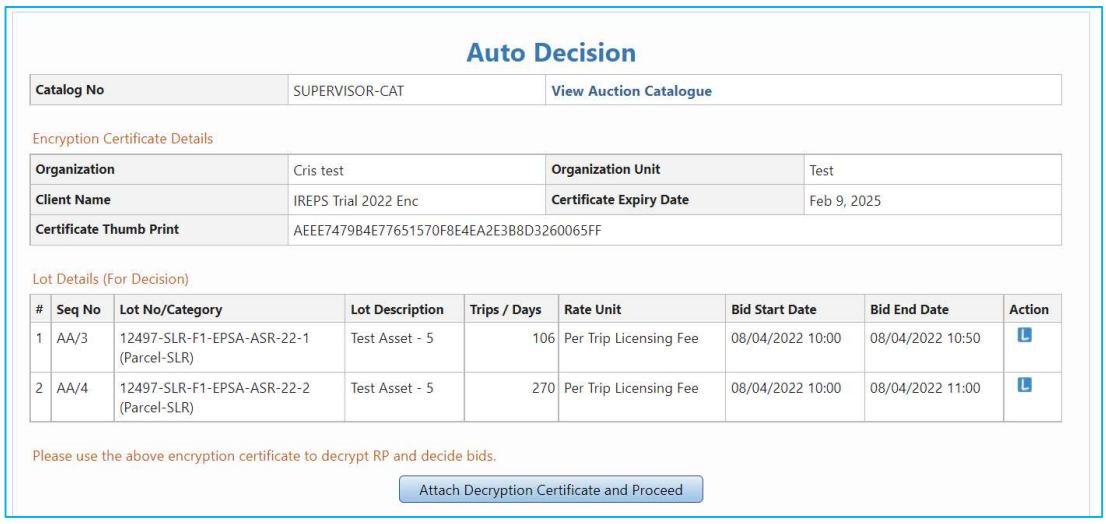
Please Proceed to Next Page

Auctions Tab- Decision Section

4.3.5.14. **Decide Bids:** This functionality is meant for initiating the auto decision process. As explained in preceding paras, in case of auto decision system the decision to accept or reject the highest bid is taken by the system automatically by comparing the highest bid received against a lot with the Reserve Price entered by the Auction Conducting Officer for the lot. However, since the reserve price is encrypted, the same cannot be read by the system unless the same is decrypted by the Auction Conducting Officer using his Digital Encryption Certificate. Through Decide Bids functionality the Auction Conducting Officer decrypts the Reserve Price of the lots for which the bidding has closed, so as to enable the system to auto decide the bids. Clicking on this link brings up the following interface:



This interface displays all the catalogues for which the bidding has closed for at least one lot. The user has to initiate the auto decision process one catalogue at a time. The desired catalogue shall be selected by selecting the radio button against the same. Clicking on the proceed button brings up the following page:

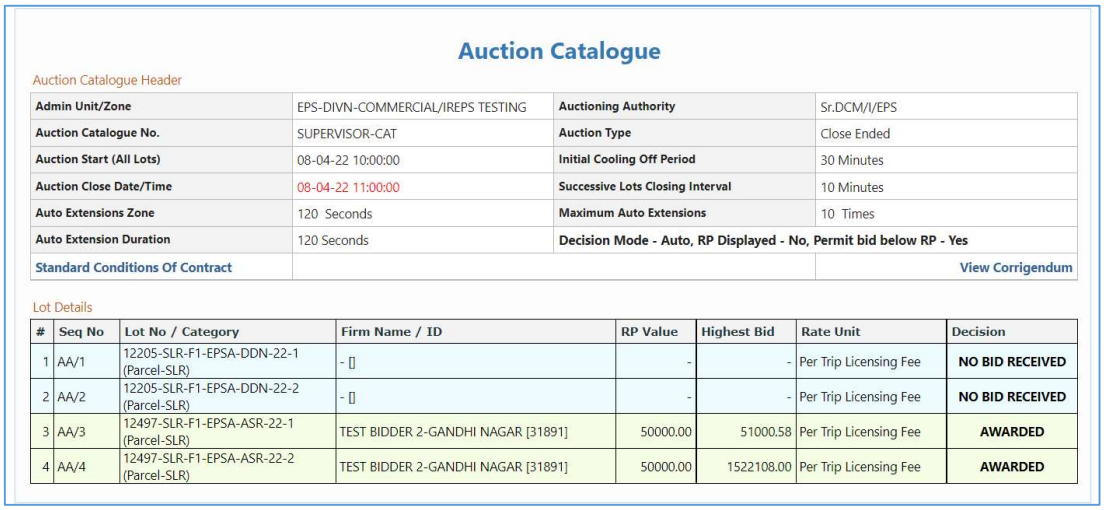


The lots for which the bidding is closed are displayed on the page. The Auction Conducting Officer (ACO) has to click on **Attach Decryption Certificate and Proceed** button to decrypt the reserve price for auto decision.

Important

- The details of the Encryption Certificate that was used to encrypt the reserve price are also shown on the page. The same Encryption Certificate has to be used for decryption of bids. If a different encryption certificate is used, the decryption process will fail.

On clicking the **Attach Decryption Certificate and Proceed** button, and entering the DEC password if asked by the system, the following page will open.



Auction Catalogue

Auction Catalogue Header

Admin Unit/Zone	EPS-DIVN-COMMERCIAL/IREPS TESTING	**Auctioning Authority**	Sr.DCM/I/EPS
Auction Catalogue No.	SUPERVISOR-CAT	**Auction Type**	Close Ended
Auction Start (All Lots)	08-04-22 10:00:00	**Initial Cooling Off Period**	30 Minutes
Auction Close Date/Time	08-04-22 11:00:00	**Successive Lots Closing Interval**	10 Minutes
Auto Extensions Zone	120 Seconds	**Maximum Auto Extensions**	10 Times
Auto Extension Duration	120 Seconds	**Decision Mode - Auto, RP Displayed - No, Permit bid below RP - Yes**	
Standard Conditions Of Contract			**View Corrigendum**

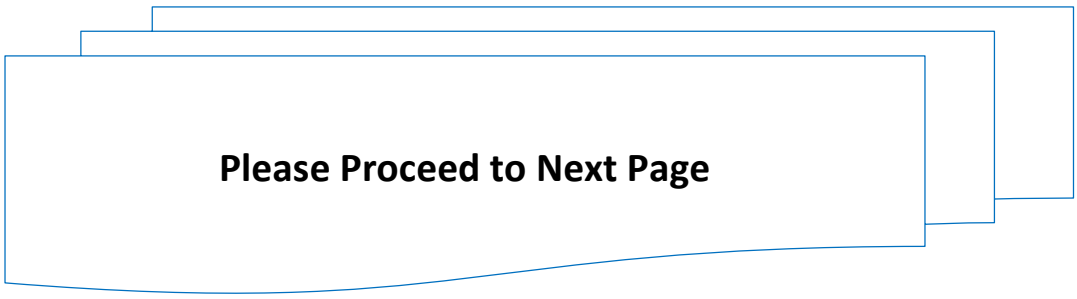
Lot Details

#	Seq No	Lot No / Category	Firm Name / ID	RP Value	Highest Bid	Rate Unit	Decision
1	AA/1	12205-SLR-F1-EPSA-DDN-22-1 (Parcel-SLR)	- []	-	-	Per Trip Licensing Fee	**NO BID RECEIVED**
2	AA/2	12205-SLR-F1-EPSA-DDN-22-2 (Parcel-SLR)	- []	-	-	Per Trip Licensing Fee	**NO BID RECEIVED**
3	AA/3	12497-SLR-F1-EPSA-ASR-22-1 (Parcel-SLR)	TEST BIDDER 2-GANDHI NAGAR [31891]	50000.00	51000.58	Per Trip Licensing Fee	**AWARDED**
4	AA/4	12497-SLR-F1-EPSA-ASR-22-2 (Parcel-SLR)	TEST BIDDER 2-GANDHI NAGAR [31891]	50000.00	1522108.00	Per Trip Licensing Fee	**AWARDED**

As can be seen from the above screenshot, the page displays the outcome of the auto decision process for the closed lots.

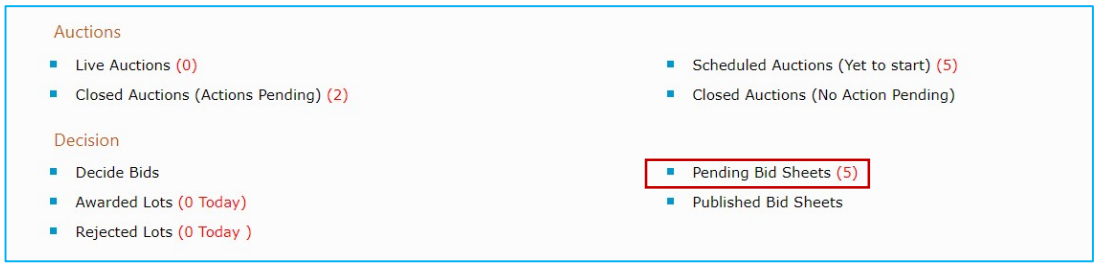
In case a lot is awarded to the highest bidder after the auto decision process the blocked Earnest money of the bidder is automatically transferred to Railways' account.

In case the highest bid for a lot is rejected, the blocked Earnest money of the highest bidder is released.

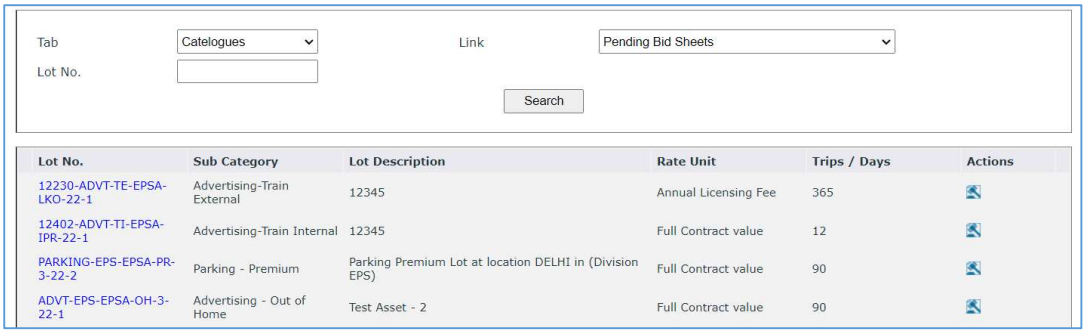


4.3.5.15. **Pending Bid Sheets**

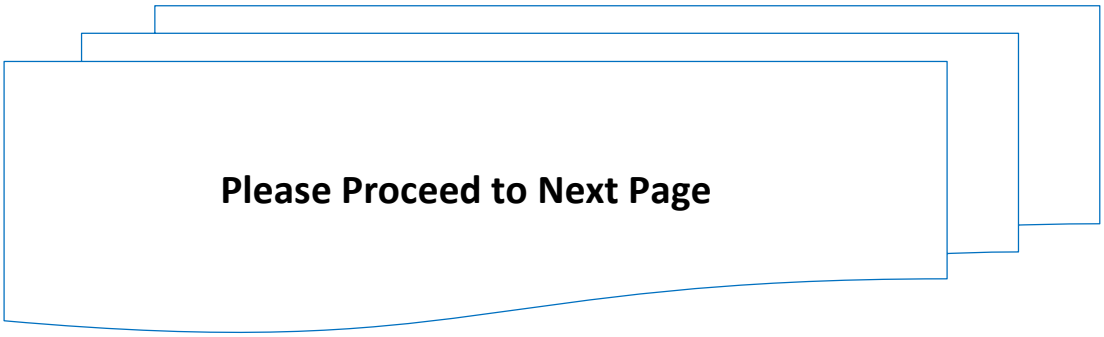
After the auto decision process is over, and a lot is allotted to the highest bidder by the system, the auction conducting officer has to digitally sign and publish the bid sheet for the lot. The bid sheets that are pending for signing can be accessed through Pending Bid Sheets link on the Auctions tab, as shown below



Clicking on this link brings up the following page:



This page displays all the lots for which bid sheet is pending for signing. Clicking on View Bid Sheet icon in the action tab against any lot brings up the system generated bid sheet for the lot, as shown below:



Bid Sheet

Zone	IREPS TESTING	Admin Unit	EPS-DIVN-COMMERCIAL

Lot Details

Auction Date	06-04-2022	Auctioning Unit	EPS-DIVN-COMMERCIAL
Catalog No	05-APR-22-PARK1	Auction Conducting Authority	Sr.DCM/I/EPS
Lot Number	PARKING-EPS-EPSA-PR-3-22-2		
Lot Description	Parking Premium Lot at location DELHI in (Division EPS)		
Contract Start Date	25/04/2022	Contract End Date	23/07/2022
Contract Duration	90 Days		

Asset Details

Asset Code	PARKING-EPS-EPSA-PR-3	Asset Category/ Sub-Category	Parking - Premium
Division	EPS	Nearest Station	EPSA
Asset Location	DELHI		

Special Instructions / Documents (for asset)

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Highest Bidder Details

Name	TEST BIDDER 2-GANDHI NAGAR
Address	abcde road xyz street
Contact Details	915675675001,9999999999

Rate & Other Commercial Details

Rate (Rs.)	51102	Rate Unit	Full Contract value
GST (%)	28	GST Cess (%)	0
Contract Value	Rs. 65410.56	In Words	Rupees Sixty-Five Thousand Four Hundred Ten and Paise Fifty-Six

Earnest Money Deposited

Amount (Rs.)	2555	IREPS Ref. ID	10978
Bank Transaction ID	LDummy	Transaction Date	

Special Conditions

N/A

Standard Conditions of Contract

1. Standard Conditions Of Contract Version 1.0

Minimum Turnover Required for the Lot - INR

Turnover Data entered by the Bidder

Financial Year	Turnover (Rs)	P & L Document	Audited Balance Sheet
2021-2022	100000000	(POCOPY_1.pdf)	(d sfdsf dsfdsfds fdsfdsfdsf)
2020-2021	0		
2019-2020	0		

Signatures

Signed on: _____

Signed by: _____

Auctioning Authority (Sr.DCM/I/EPS)

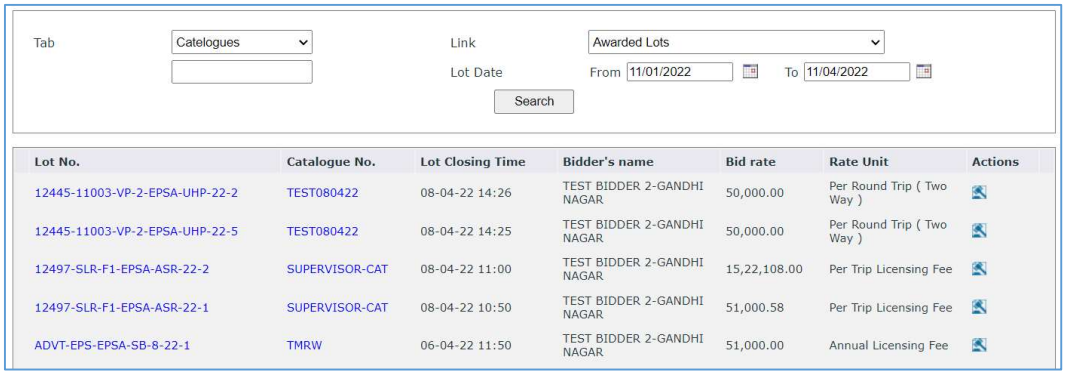
Sign & Submit | Forfeit Lot | Home | Print

All the details related to the lot, asset, the highest bidder, the rate quoted by the highest bidder, the applicable taxes and duties (picked from the Applicable Taxes and Duties page filled up by the railway unit), the details of Earnest Money submitted by the bidder are shown on the page.

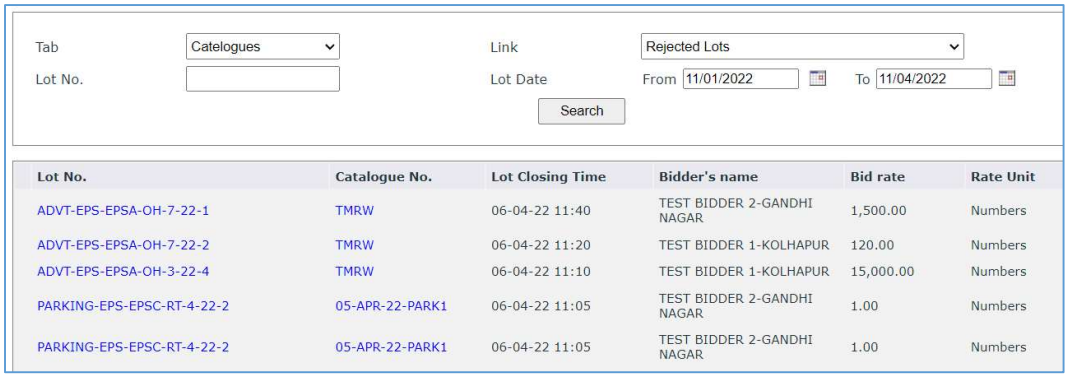
Minimum turnover required for the lot (as entered by the Auction Conducting Officer on Reserve Price Register), and Turnover details submitted by the bidder, along with the P&L Statement, and Audited Balance Sheet submitted by the bidder are also displayed on the page. The auction conducting officer can verify the correctness of the turnover submitted by the highest bidder by clicking on the links for the documents submitted by the firm.

To sign and publish the bid sheet, the Auction Conducting Officer must click on the Sign & Submit button. This will bring up the signer window, and the ACO must complete the digital signing process to digitally sign and publish the bid sheet. The published bid sheet will immediately become visible to the highest bidder.

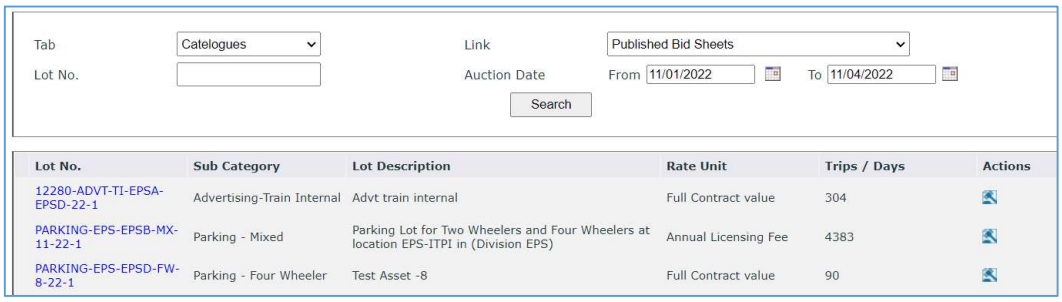
4.3.5.16. **Awarded Lots:** All the lots that have been awarded to the highest bidders between any two dates can be viewed through this functionality. Clicking on this interface brings up the following interface, which allows the users to view the details of the awarded lots.



4.3.5.17. **Rejected Lots**: All the lots for which the highest bid has been rejected between any two dates can be viewed through this functionality.



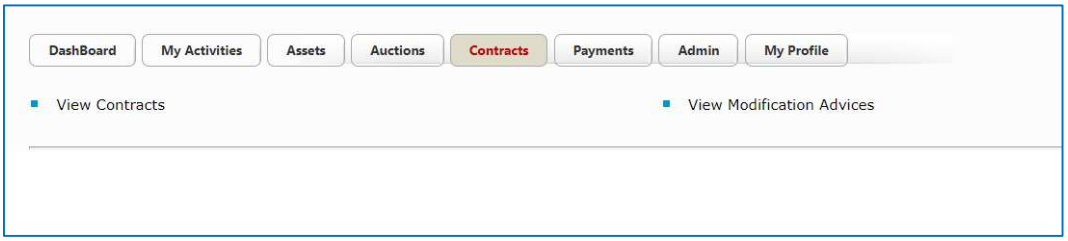
4.3.5.18. **Published Bid Sheets:** The bid sheets published for the awarded lots can be viewed through this functionality.



Published Bid sheet corresponding to any lot can be viewed by clicking on View Bid Sheet icon.

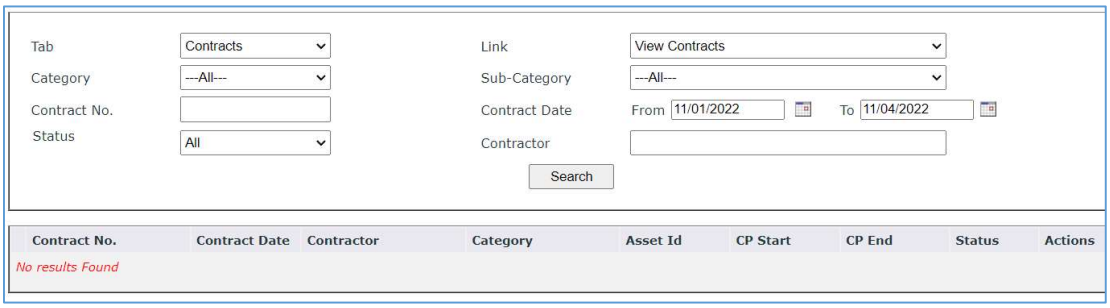
4.3.6. Contracts Tab

This tab is meant for performing all the activities related to management of contracts available with a unit. A screenshot the Contracts tab is shown below:

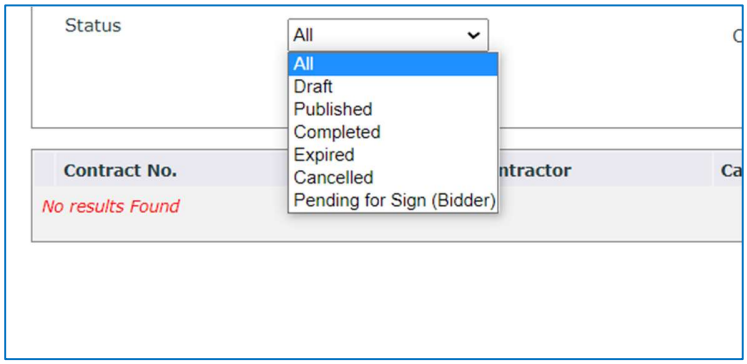


The functionalities associated with the links available on this tab are described below.

4.3.6.1. **View Contracts:** The activities related to signing of contract by the railway contractor, and contract management can be carried out through this functionality. Clicking on this link brings up the following page.

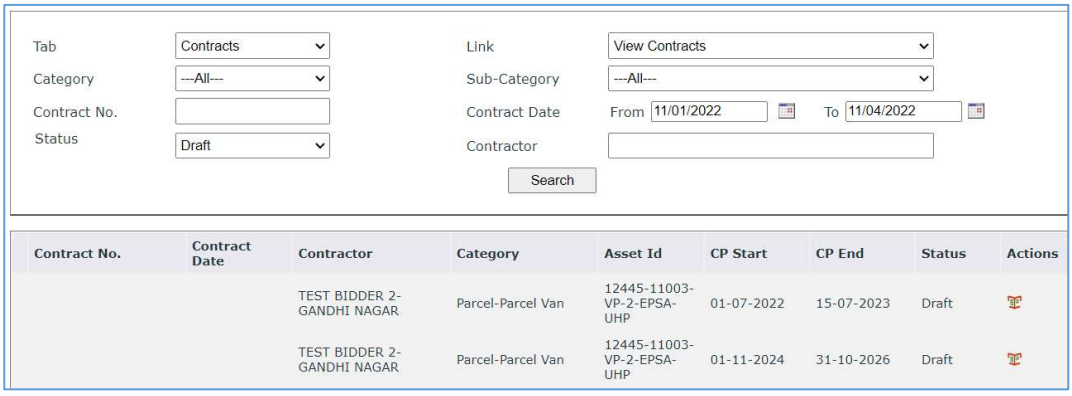


Users can search for the contracts based on their current status by choosing a suitable option from the Status field.

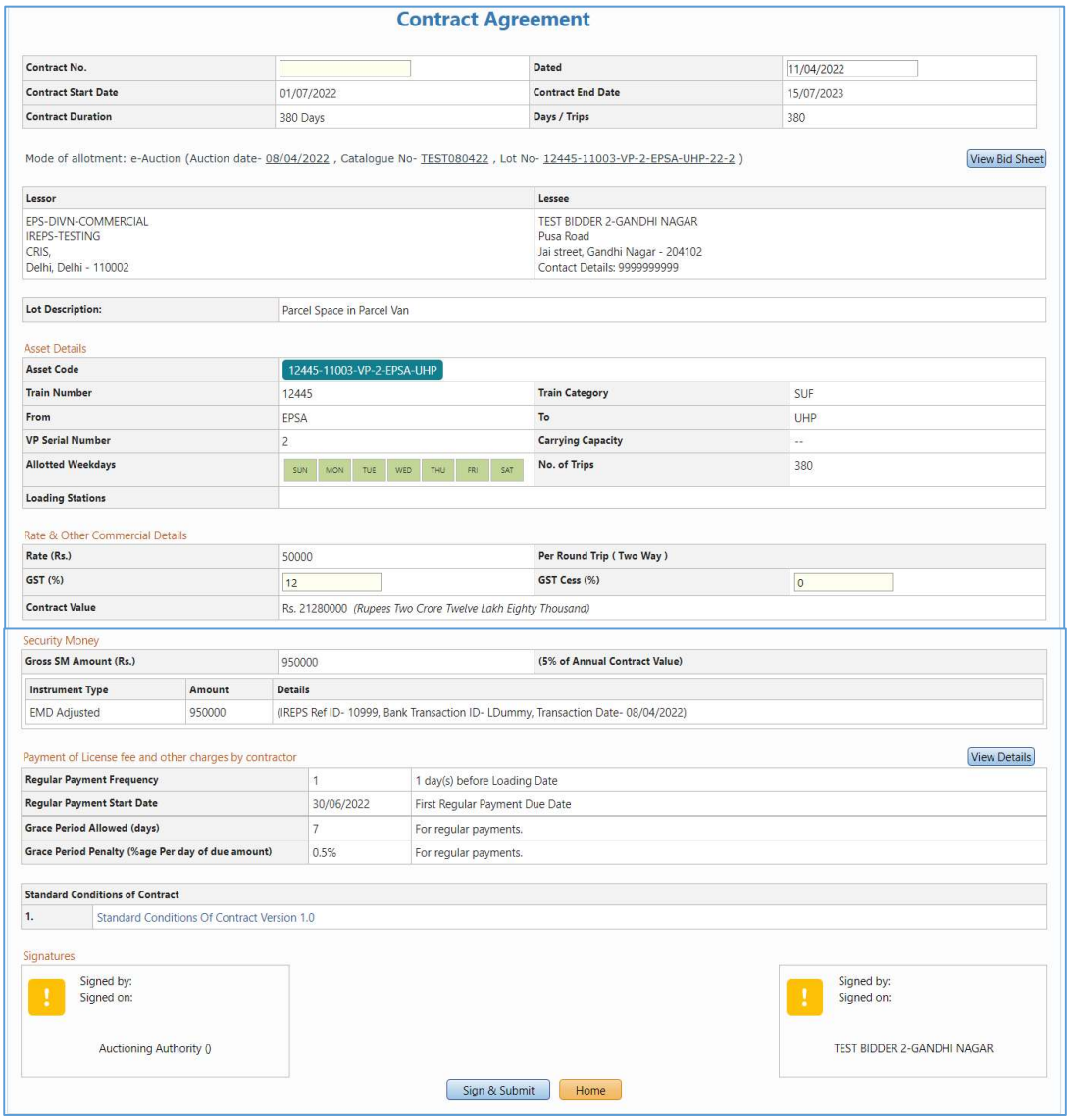


After signing of bid sheet for a lot, the auction conducting authority has to sign the contract for the same. This can be done by selecting **Draft** option in the Status field and clicking on the **Search** button.

All the cases for which the bid sheets have been signed, but the contracts have not been signed will be listed on the page, as shown below:



Clicking on icon in the auctions column against any record will bring up the system generated draft contract, as shown below.



The bid sheet pertaining to this lot can be viewed by clicking on the View Bid Sheet button. The payment schedule for the entire contract duration can be viewed by clicking on the View Payment Schedule button. If all the details shown on the page are in order, the auction conducting officer can digitally sign the contract by clicking on the **Sign & Submit** button on the page. After the contract is signed by the auction conducting officer, it becomes available to the contractor for signing. After the contract is signed by the contractor, the status of the contract becomes Published. The published contracts can be viewed by selecting **Published** option in the Status field on the Contracts interface.

4.3.6.2. View Modification Advice

All modification advice issued against contracts can be viewed through this interface. This functionality will be available soon.

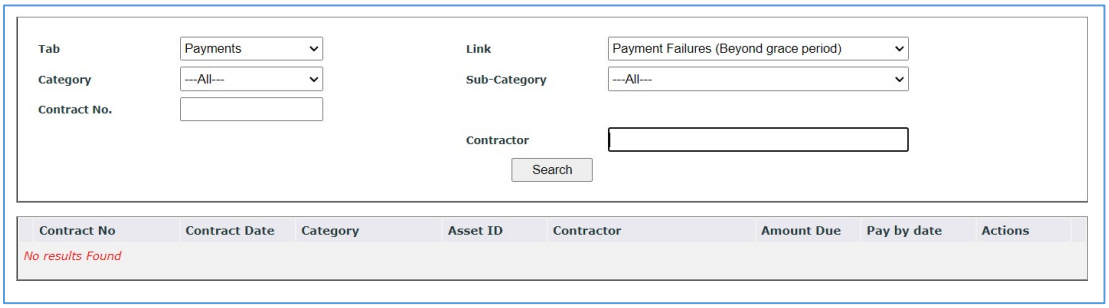
4.3.7. Payments Tab

This tab meant for performing managing payments towards Licensing fees against published contracts. A screenshot the Payments tab is shown below:

The functionalities associated with the various links available on this tab are described below:

4.3.7.1. Payment Failures (Beyond Grace Period)

The date by which a contractor has to make a payment against a contract is governed by the contract conditions. As per Railway Board's policy instructions, even if the payment is not made by this date, the contractor may still make the payment within the grace period, by paying a penalty. This link provides the details of the contracts for which the contractor has failed to make a payment even in the grace period.



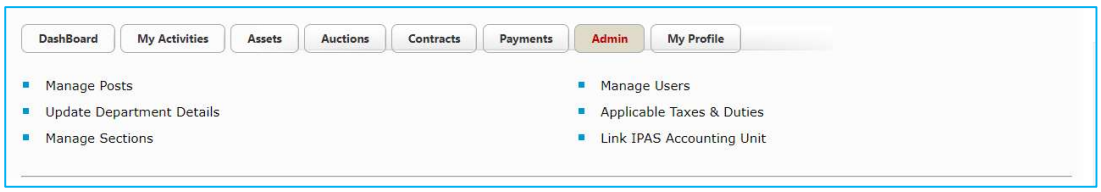
4.3.7.2. View Overdue Payments (Within Grace Period)

The contracts against which payments are pending and payment due date is over, but the grace period date is not over are shown through this interface.

4.3.7.3. Payments Received

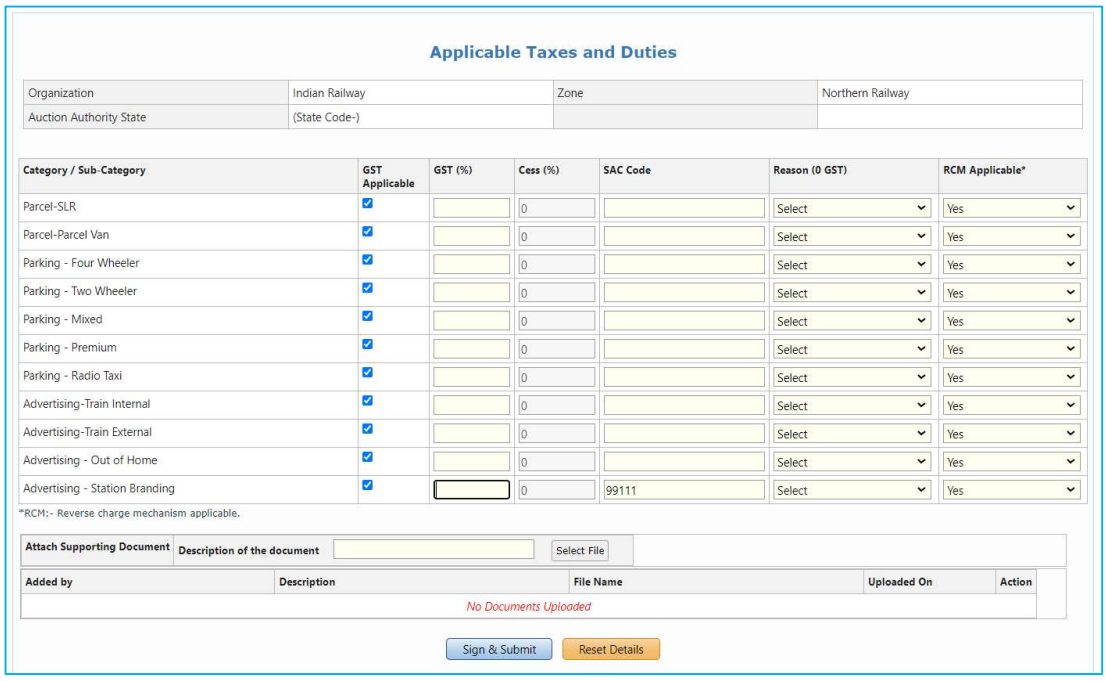
All the payments received against various contracts published by the unit can be viewed through this functionality.

4.3.8. **Admin Tab:** There are certain activities which can be performed by the department admins of the unit only. Most of these activities are performed through the links available in Admin tab. Admin tab is visible to the department admins only, and not to the standard users. The screenshot below shows the links available in the Admin tab:



The functionalities associated with the Manage Posts, Manage Users, Update Department Details and Manage Sections links are explained in the User Manual for Department Admins *User Manual for Department Admins (Earning / Leasing) Version 1.0* available in the Learning Center. The functionalities associated with the remaining two links i.e. Applicable Taxes & Duties, and Link IPAS Accounting Unit are explained below.

4.3.8.1. **Applicable Taxes and Duties**: Clicking on this link brings up the following interface:



All the details related to GST i.e. Whether GST applicable, GST Rate (%), Cess on GST, if applicable (%), SAC Code, Reasons (0 GST)- to be selected if the GST rate entered is 0, and whether Reverse Charge Mechanism (RCM) is applicable are to be filled in on this page. These details will be used while obtaining the payment of license fee from the contractor.

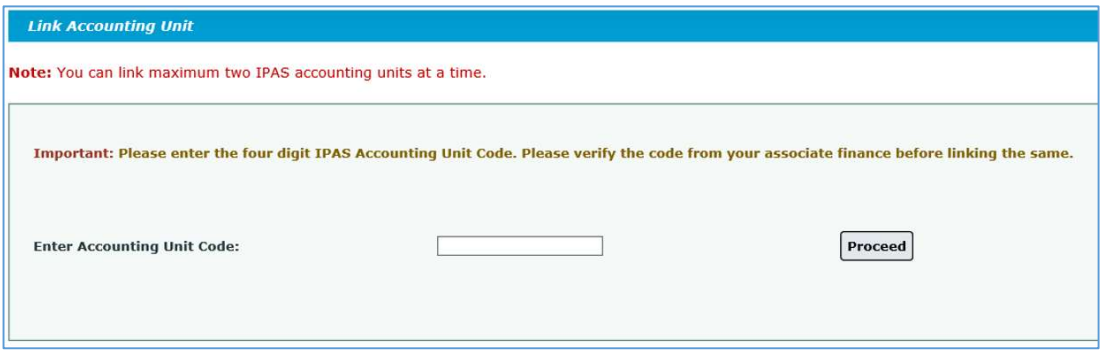
The admin can also upload a document in support of the information provided on the interface by entering the description of the document, and clicking on the Select file button.

This will bring up the signer window through a document can be searched / selected and digitally signed to complete the process of uploading.

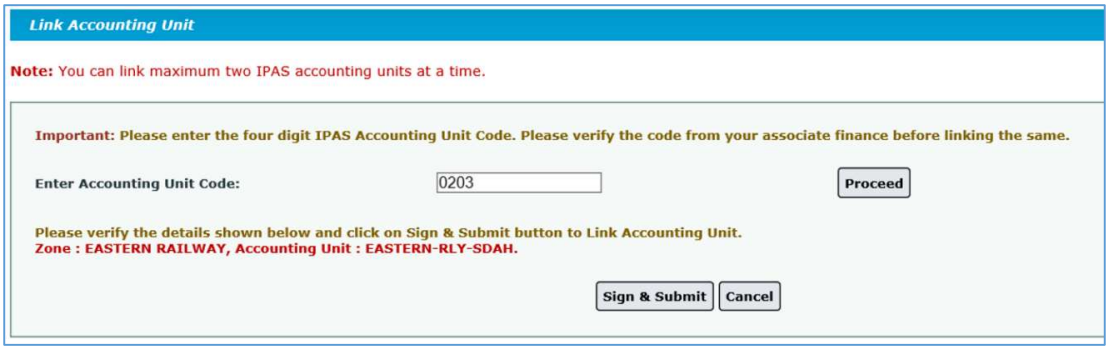
To save the details, the admin user has to click on the **Sign & Submit** button to sign the data and complete the process.

The uploaded details can be edited at any point of time by clicking on the Edit Details button, which is available after the details have been filled in.

4.3.8.2. **Link IPAS Accounting Unit**: The unit which is conducting auctions has to link the IPAS accounting unit for the purpose of accountal of payments received against License fee through online payments. Clicking on this link brings up the following interface:

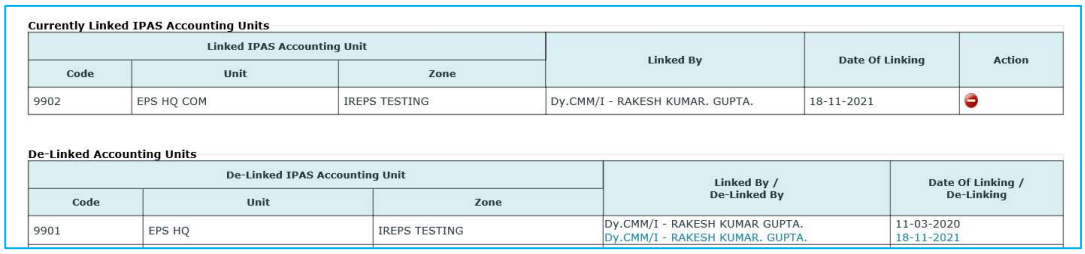


The department admin has to enter the four digit IPAS accounting unit code allotted to the associate finance. This can be obtained from the accounts officials of the associate finance unit. After entering the code, the user has to click on the Proceed button.



On clicking the proceed button, the zone and the accounting unit associated with the IPAS accounting unit code entered by the user are displayed on the screen. The admin user has to verify that the details pertain to the associate finance. If the details are found to be in order, the admin user has to click on Sign & Submit button to digitally sign and save the linkage.

The linked code will be shown in the bottom pane.



Currently Linked IPAS Accounting Units

Linked IPAS Accounting Unit			Linked By	Date Of Linking	Action
Code	Unit	Zone			
9902	EPS HQ COM	IREPS TESTING	Dy.CMM/I - RAKESH KUMAR. GUPTA.	18-11-2021	

De-Linked Accounting Units

De-Linked IPAS Accounting Unit			Linked By / De-Linked By	Date Of Linking / De-Linking
Code	Unit	Zone		
9901	EPS HQ	IREPS TESTING	Dy.CMM/I - RAKESH KUMAR GUPTA. Dy.CMM/I - RAKESH KUMAR. GUPTA.	11-03-2020 18-11-2021

A linked IPAS accounting unit can be delinked by clicking on the icon in the action button. The details pertaining to the delinking are also shown on the page.

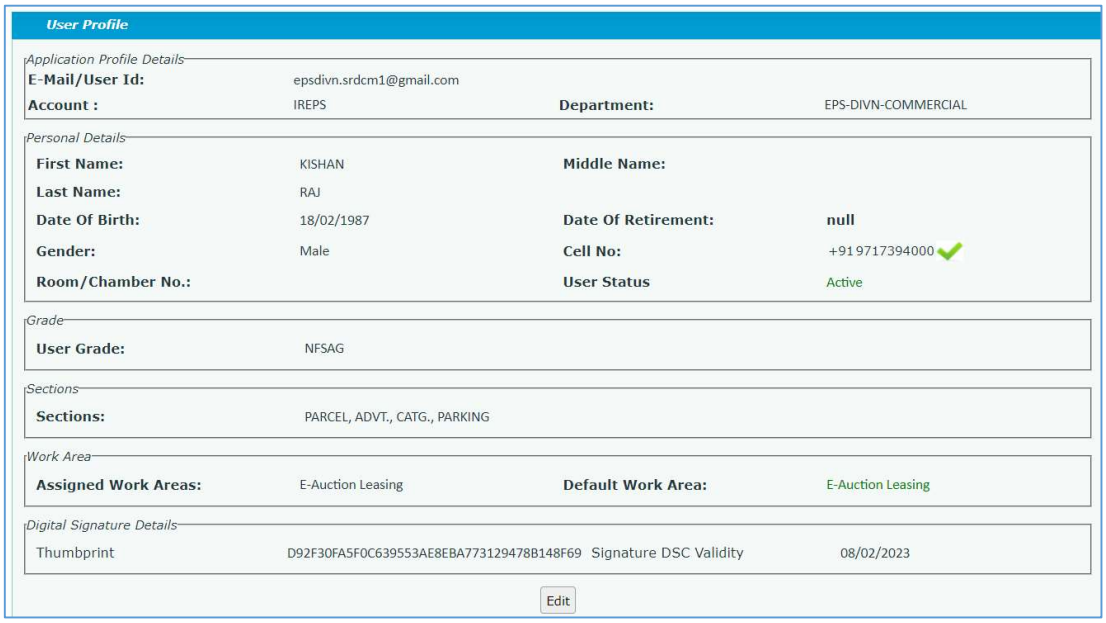
Please Proceed to Next Page

4.3.9. My Profile Tab

This tab is meant for managing the profile of the logged in user. A screenshot of the tab is shown below:

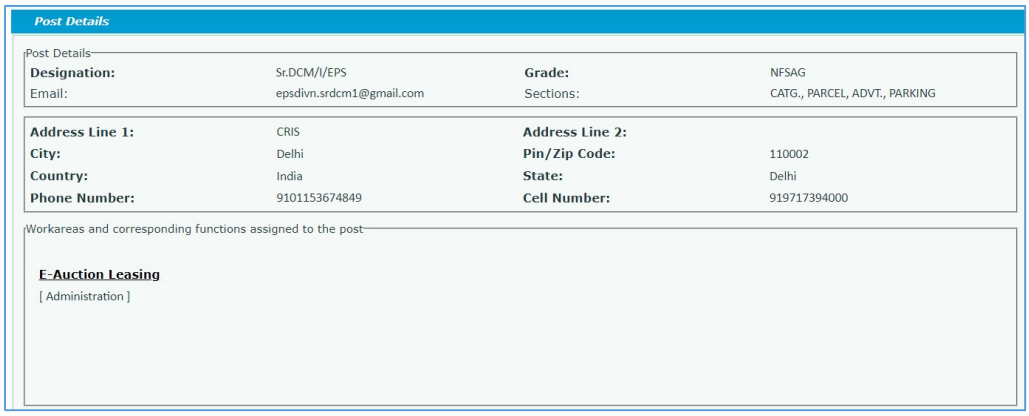
The functionalities associated with the links available on the tab are described below:

4.3.9.1. **View / Edit My Profile**: The profile details of the currently logged in user can be accessed through this link. Clicking on this link opens the User Profile page. This interface has three sections namely User Profile, Post Details and Organization Details.

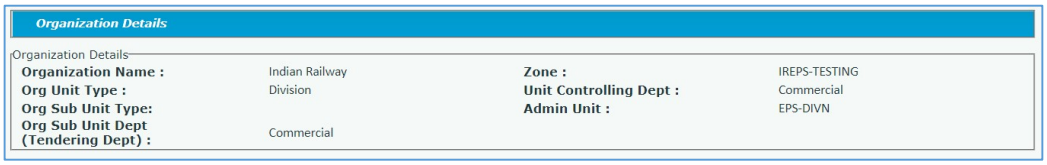


The User Profile section shows the details of the user like name, date of birth, grade of the user, sections assigned to the user, modules assigned to the user, digital signature details etc. A user is allowed to update some of the user details like Address, Phone numbers and default work area (if the user is registered for multiple modules) by clicking on the Edit button on this page, and then updating the details.

It is mandatory for all users to verify the mobile number associated with their account through OTP. If the phone number is not currently verified, the user has to click on **Send OTP** button to generate the OTP number, enter the OTP received on his mobile in **Enter OTP** field, and then click on **Verify** button to verify the same.

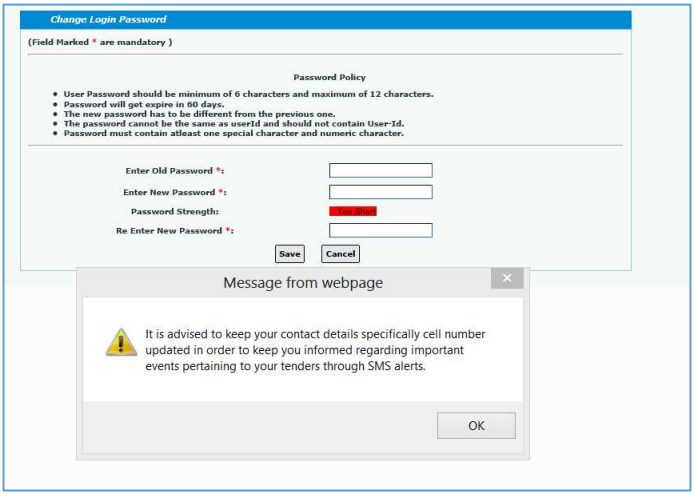


The Post Details section shows the post that the user is currently occupying, address linked with that post, and the functions assigned to the post for various modules



The Organization details section shows the zone, unit department etc. pertaining to the post currently occupied by the user.

4.3.9.2. **Change Login Password**- The user can change his login password by clicking on the *Change Login Password* link in the My Profile tab.



Clicking on this link opens the Change Login Password page as shown above. The user is required to enter his existing password, and the new password in the relevant fields on this page to change his password.

5. Disclaimer

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

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

--- End of Document ---