


The logo for CRIS, consisting of the letters 'CRIS' in a blue, stylized, blocky font with horizontal lines through them. It is positioned at the top left of the page, above a dark blue vertical bar.

CRIS

A large, blue, arrow-shaped graphic pointing to the right, located on the left side of the page, partially overlapping the text.

User Manual  
for  
Standard Railway Users  
for  
E–Auction Leasing Module

A series of thin, curved lines in dark blue and light grey, originating from the bottom left and extending upwards and to the right, located at the bottom left of the page.

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FROM	TO					

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## 1. General Information

### 1.1. Application Overview

Indian Railway Electronic Procurement System (IREPS) is the 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.



**Please Proceed to Next Page**

## 2. Getting Started

### 2.1. General

#### 2.1.1. Software & Hardware Requirements

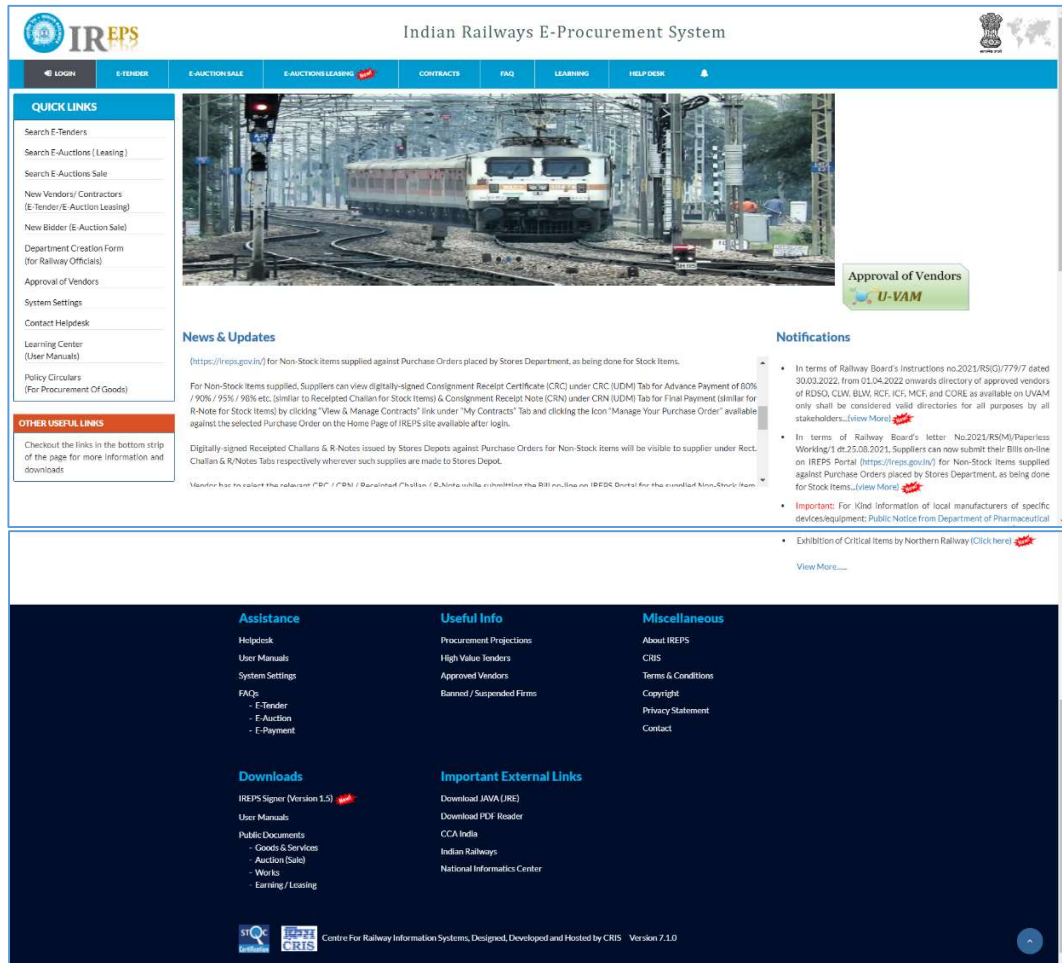
The detailed guidelines regarding software & Hardware requirements are laid down in a separate manual titled **Getting Your System Ready for IREPS Application**. This manual can be downloaded through the **Learning center (User Manuals)** link available in the left navigation bar of the home page of IREPS application ([www.ireps.gov.in](http://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 screenshot displays the IREPS Home Page with the following sections:

- Navigation Bar:** LOGIN, E-TENDER, E-AUCTION SALE, E-AUCTIONS LEASING, CONTRACTS, FAQ, LEARNING, HELP DESK.
- QUICK LINKS:** Search E-Tenders, Search E-Auctions (Leasing), Search E-Auctions Sale, New Vendors/ Contractors (E-Tender/E-Auction Leasing), New Bidder (E-Auction Sale), Department Creation Form (for Railway Officials), Approval of Vendors, System Settings, Contact Helpdesk, Learning Center (User Manuals), Policy Circulars (For Procurement Of Goods).
- OTHER USEFUL LINKS:** Check out the links in the bottom strip of the page for more information and downloads.
- News & Updates:** Information regarding Non-Stock items supplied against Purchase Orders, including details on Consignment Receipt Certificate (CRC) and Receipted Challan for Stock Items.
- Notifications:** Updates from the Railway Board's instructions and other relevant notices.
- Assistance:** Helpdesk, User Manuals, System Settings, FAQs (E-Tender, E-Auction, E-Payment).
- Useful Info:** Procurement Projections, High Value Tenders, Approved Vendors, Banned / Suspended Firms.
- Miscellaneous:** About IREPS, CRIS, Terms & Conditions, Copyright, Privacy Statement, Contact.
- Downloads:** IREPS Signer (Version 1.5), User Manuals, Public Documents (Goods & Services Auction Bid, Works, Leasing / Leasing).
- Important External Links:** Download JAVA (JRE), Download PDF Reader, CCA India, Indian Railways, National Informatics Center.

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

### Top Menu Bar

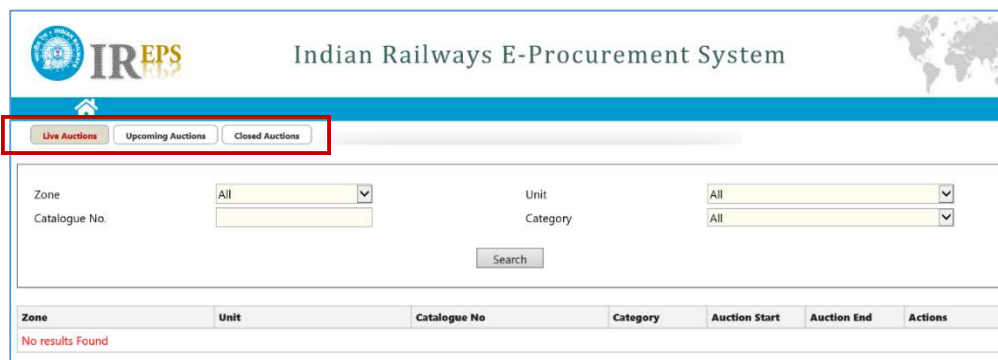


The menu bar as shown above contains information related to various modules available on IREPS. The menu option named E-Auction Leasing is relevant to IREPS E-Auction Leasing module. This menu item contains links for searching the live / upcoming and closed leasing auctions. The user manuals for contractors 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.

Zone	Unit	Catalogue No	Category	Auction Start	Auction End	Actions
Western Railway	AHMEDABAD DIVISION-COMMERCIAL	LEASE-ADI-2022		25-04-22 10:00:00	25-04-22 10:40:00	
Western Railway	AHMEDABAD DIVISION-COMMERCIAL	02-DRM-ADI		26-04-22 10:00:00	26-04-22 10:30:00	
Northern Railway	DELHI DIVISION-COMMERCIAL	C2504		28-04-22 10:00:00	28-04-22 10:40:00	

**Upcoming Auctions**

Zone	Unit	Catalogue No	Category	Auction Start	Auction End	Actions
Northern Railway	DELHI DIVISION-COMMERCIAL	C0205		04-04-22 15:26:27	04-04-22 15:30:11	
Northern Railway	DELHI DIVISION-COMMERCIAL	C1904		04-04-22 16:05:14	04-04-22 16:41:52	

**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.*

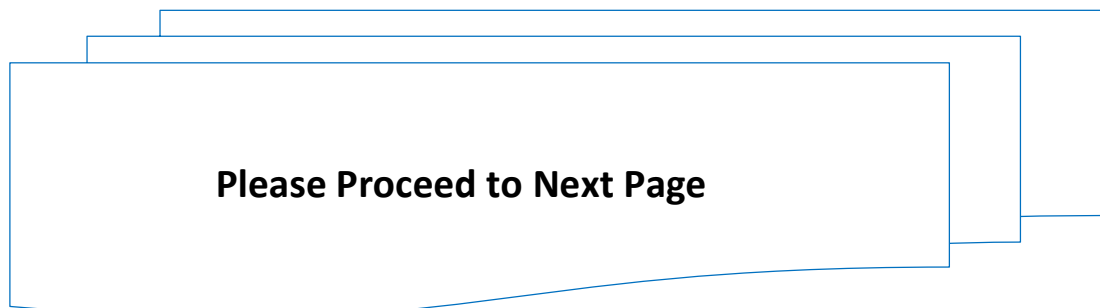
**New Vendors/ Contractors (E-Tenders / E-Auction Leasing):** This link is meant for submission of online application by the Vendors / Contractors for creating IREPS account for E-tendering module as well as E-Auction Leasing module. The process for submission of application is described in detail in *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.

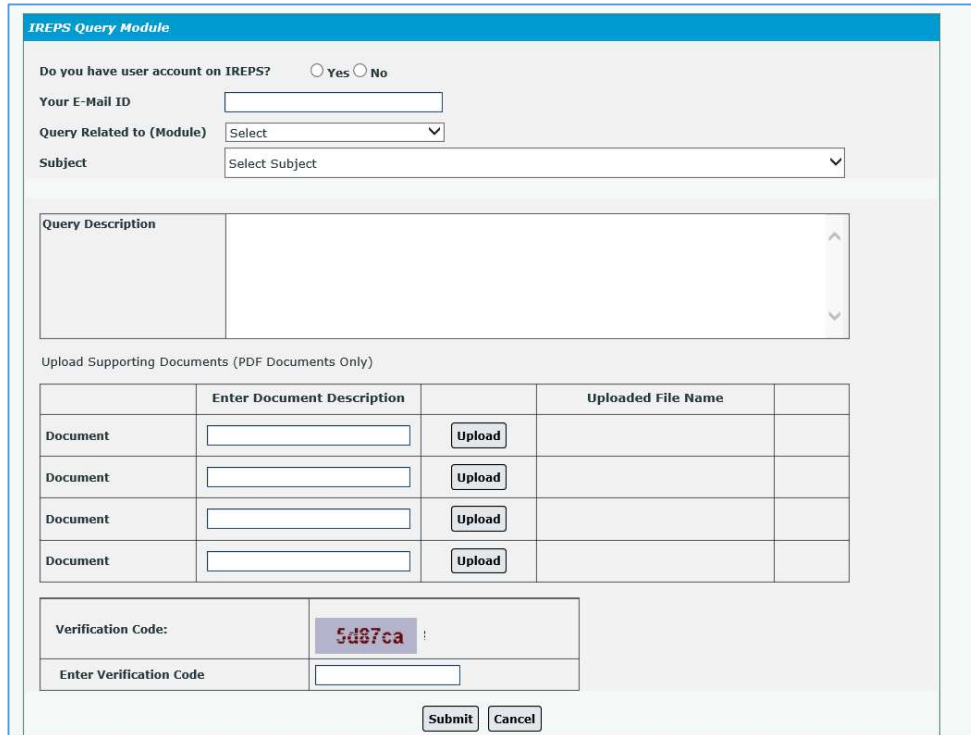
**Approval of Vendors:** This functionality is related to Approval of Vendors by vendor approving agencies of Indian Railways like RDSO, ICF, BLW etc. *This link is not relevant for E-Leasing module.*

**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:



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.

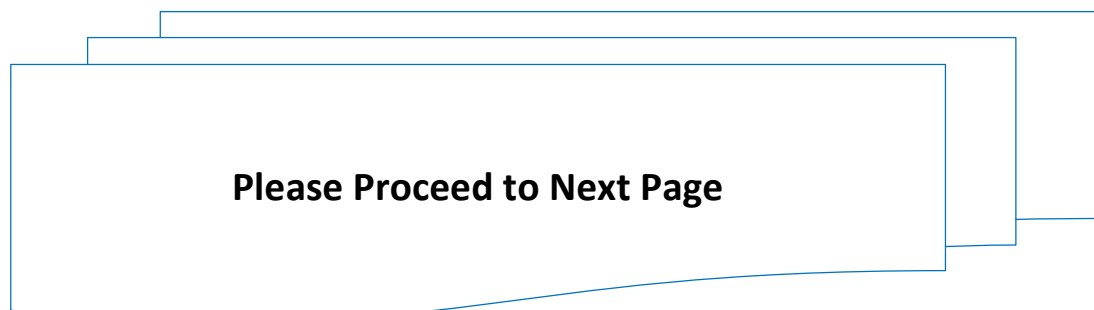


## News & Updates Section

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](http://www.ireps.gov.in)) and choosing the option **E-Auction - Leasing** as shown below:



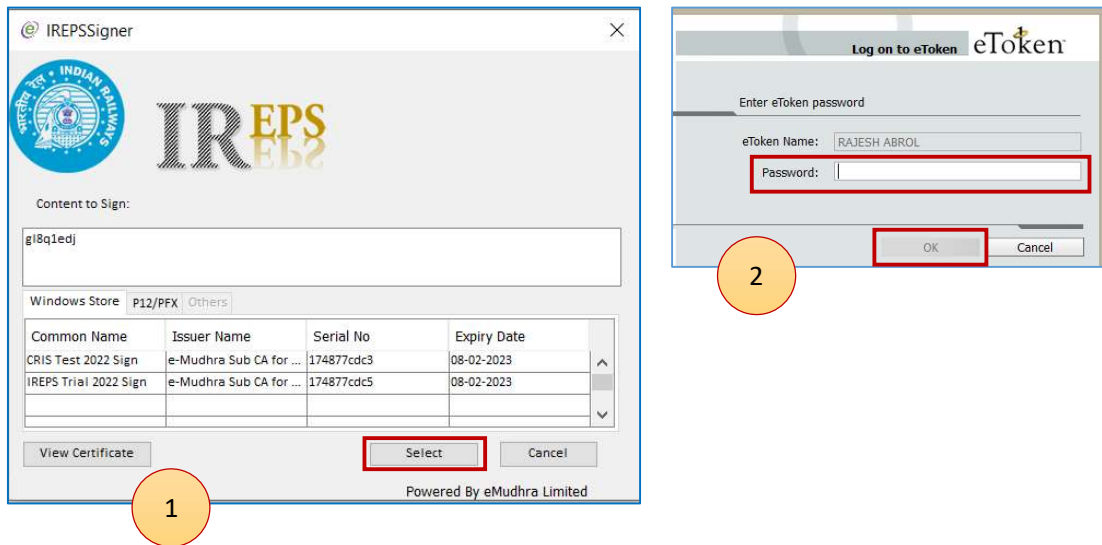
This will bring up the **Login** page as shown below

✚ 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.



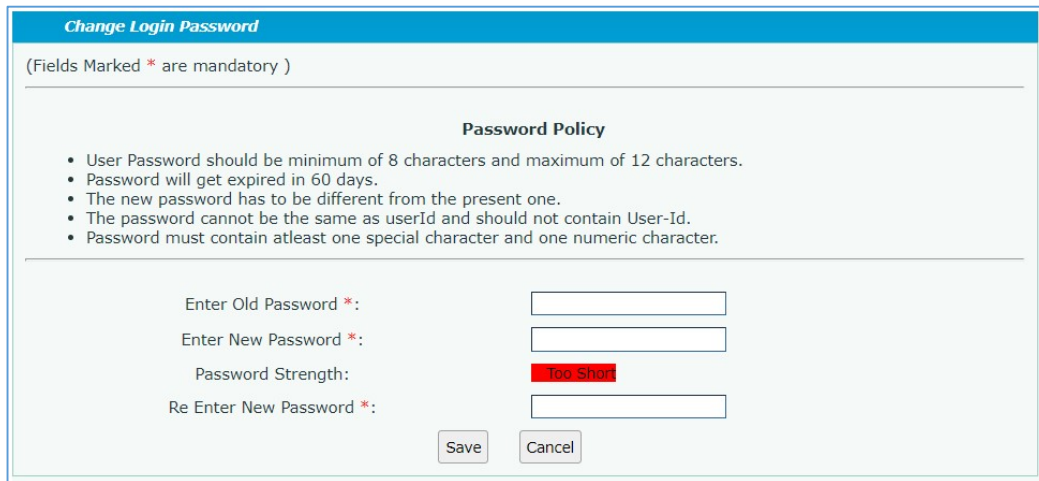
Please enter your Username and Password (sent by EPS admin through E-Mail) on the Login page and click on **Login** button. The following page will pop up on the screen.

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.



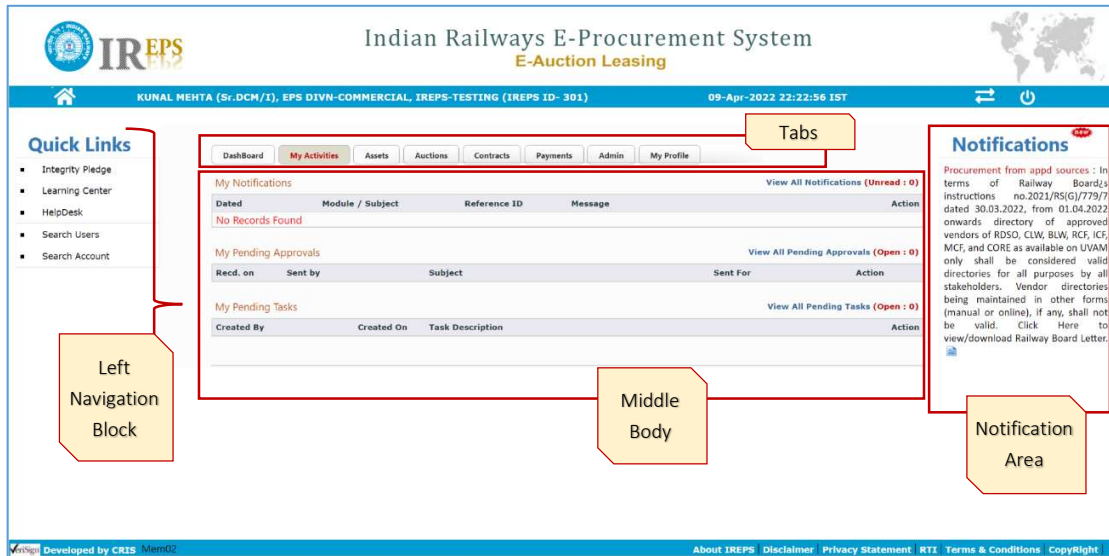
Please follow the steps mentioned on the screen and click on the **Save** button to change your password.

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**.



**Learning Center**

**General**

1. Getting Your System Ready for IREPS Application Version 2.0
2. Guidelines for Procurement, Use and management of Encryption Certificate Version 2.0
3. Procedure for Mapping Party Codes & Viewing Status of Bills
4. User Manual for Railway Users for Online Bill Tracking Version 1.0
5. User Manual for Contractors/ Suppliers for Online Bill Tracking Version 1.0

**E-Auction Leasing**

1. User Manual for Contractors for E-Auction Leasing Module Version 1.0 new
2. User Manual for Railway Users for E-Auction for Leasing Module Version 1.0 new
3. Standard Conditions of Contract Version 1.0 new

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.

**User Search**

Search Criteria:

Railways       Firms/Bidder

Select WorkArea\* : E-Auction Leasing

User Name/Email\_Id :

Organization : Indian Railway      Zone: IREPS-TESTING

Department : Commercial      Unit : EPS DIVN-COMMERCIAL

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:

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.

**User Search**

Search Criteria:

Railways  Firms/Bidder

Select WorkArea:

User Name/Email\_Id:

---

Total Records : 74

Firm name	UserName	Email_Id	Action
ADITYA CONSTRUCTION-BHOPAL	ROHIT SINGH CHOUHAN	chouhan.rohitsingh3@gmail.com	
ANNAPURNA ENTERPRISES-NANDED	EKNATH SARANGAPPA MATHPATI	annapurnaenter2022@gmail.com	
ASHVA ENERGY PRIVATE LIMITED-GHAZIABAD	NEERAJ GUPTA	sales@ashvaenergy.com	
ASR INCLUSIVE SERVICES PRIVATE LIMITED-DELHI	SAHIL KAPOOR	Sales@asrinclusiveservices.in	
AWETECH WORKS PRIVATE LIMITED-NEW DELHI	AMBAR SHARMA	tenders@awetechworks.com	
BHARAT ENGINEERS-MUMBAI	SANTOSH JAGDISH YADAV	bharatengineers25@gmail.com	
BHAYRAVA TRADERS-MYSURU	KUMAR B	byravacomplex@gmail.com	
CHANDAN KUMAR ANAND-KATI HAR	CHANDAN KUMAR ANAND	chandananand131@gmail.com	
DEV SHRI TRADERS-PATNA	NARENDRA KUMAR	nk20201973@gmail.com	
EAST COAST ENTERPRISES LIMITED-KOLKATA	BINOD KUMAR SARDA	info@sardamagnets.com	
EAST COAST ENTERPRISES LIMITED-KOLKATA	BINOD KUMAR SARDA	info@sardamagnets.com	

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.

**Account Search**

Search Criteria

Name:  Active:  All  Yes  No

Account Type:

Country:

States:

Account Creation Date: From  To

---

Total Results Fetched : : 63

Account Name	Status	Primary Contact	MMIS Code	Action
AUCTION-TEST-PER	Active	No User Assigned	NA	
CENTRAL RLY	Active	hirasheed@yahoo.com	NA	
CLW	Active	jeetnegi@yahoo.com	NA	
COFMOW	Active	rahul@yahoo.com#DEL	NA	
CONCOR	Active	No User Assigned	NA	

## 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:

The screenshot displays the IREPS dashboard interface. At the top, the header includes the IREPS logo, the text 'Indian Railways E-Procurement System E-Auction Leasing', and user information: 'RAMESH SINGH (Sr.DCM/EPS/1), DELHI DIVISION-COMMERCIAL, NORTHERN RLY (IREPS ID-401)' and the date '09-Apr-2022 22:25:50 IST'. A navigation bar contains several tabs: 'Dashboard', 'My Activities', 'Assets', 'Auctions', 'Contracts', 'Payments', 'Admin', and 'My Profile'. The 'My Activities' tab is highlighted with a red box and labeled 'Tabs'. Below this, there are three main sections: 'My Notifications' with a table of recent notifications, 'My Pending Approvals' with a table of pending approvals, and 'My Pending Tasks' with a table of pending tasks. A 'Notifications' sidebar is visible on the right side of the dashboard.

Dated	Module / Subject	Reference ID	Message	Action
06/04/2022	LA/Lot Entry Approval	23346	You have received Lot : 13484-13483-VP-1-DU-MLDT-22-1 for approval.	-
06/04/2022	LA/Lot Entry Approval	23345	You have received Lot : 13414-13413-VP-2-DU-MLDT-22-1 for approval.	-
06/04/2022	LA/Asset Entry Approval	100711	You have received asset : 13414-13413-VP-2-DU-MLDT for approval.	-

Recd. on	Sent by	Subject	Sent For	Action

Created By	Created On	Task Description	Action

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:

Urgent Action Required

- 1 bids are pending for decision. [Click Here](#) for decision on pending bids
- 7 bids sheet are pending for Signing. [Click Here](#) for signing the pending bids Sheet
- 7 Contract are pending for Signing. [Click Here](#) for signing the pending Contract

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

### Asset Management

Create New Asset

Organization	Indian Railway	Zone	Northern Railway
Unit Type	Division	Unit	DELHI DIVISION-COMMERCIAL
Sub Unit Type	Divn. HQ	Admin Unit	Delhi Division
Sub Unit Department	Commercial	Department	Commercial
Category	All <span style="font-size: small;">▼</span>	Asset Creation Status	Draft <span style="font-size: small;">▼</span>

Proceed

Asset Details

#	Dealing Section	Asset Code	Category/ Sub Category	Asset Desc.	Created On	Action
1	PARKING	PARKING-DLI-ANVT-AC-8	Parking - Access Controlled	Parking Lot (Access Controlled) at location ANVT Circulating area in (Division DELHI).	19/04/2022 17:59	<span style="color: red; font-size: small;">✎</span> <span style="color: red; font-size: small;">🗑</span> <span style="color: blue; font-size: small;">🏠</span>
2	PARCEL	14316-SLR-F1-NDLS-BE	Parcel-SLR	Parcel Space in SLR Coach (Single Compartment)	22/04/2022 11:21	<span style="color: red; font-size: small;">✎</span> <span style="color: red; font-size: small;">🗑</span> <span style="color: blue; font-size: small;">🏠</span>

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:

### Asset Management

Add Asset
Edit Asset Details
View Asset Details
View Asset History

Registering Unit

Organization	Indian Railway	Zone	Northern Railway
Unit Type	Division	Department	Commercial
Sub Unit Type	Divn. HQ	Admin Unit	Delhi Division
Sub Unit Department	Commercial		

Asset Selection

Category	Sub Category
---Select---	---Select---
Dealing Section	
---Select---	
Asset Location	
State of Asset (For GST)	---Select---
Asset Description	<div style="border: 1px solid #ccc; height: 20px;"></div>
Special Instruction (For Asset)	<div style="border: 1px solid #ccc; height: 20px;"></div>

Proceed
Reset

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:

Add Asset   Edit Asset Details   View Asset Details   View Asset History			
<b>Registering Unit</b>			
Organization	Indian Railway	Zone	Northern Railway
Unit Type	Division	Department	Commercial
Sub Unit Type	Divn. HQ	Admin Unit	Delhi Division
Sub Unit Department	Commercial		
<b>Asset Selection</b>			
Category	Parcel	Sub Category	Parcel-SLR
Dealing Section	---Select---		
Train No *			
Train Running Days		Train Category	
Origin. Stn. Code *		Dest. Stn. Code *	
Train Valid From		Train Valid Upto	
Route Distance(Km.)			
Compartment *	<input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> R1		
Carrying Capacity		Metric Tonne	
Asset Location			
State of Asset (For GST)	---Select---		
Asset Description	Parcel Space in SLR Coach (Single Compartment)		
Special Instruction (For Asset)			
<input type="button" value="Proceed"/> <input type="button" value="Reset"/>			

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 shown on the screen, as shown below:

Asset Selection			
Category	Parcel	Sub Category	
Dealing Section	PARCEL		
Train No *	13	Train Category	
Train Running Days	13484 (DLI-MLDT FARAKKA EXP)		
Origin. Stn. Code *	13430 (ANVT-MLDT WKLY EXPRESS)	Dest. Stn. Code *	
Train Valid From	13414 (DLI MLDT FARAKKA EXP)	Train Valid Upto	
Route Distance(Km.)	13258 (ANVT-DNR JANSADHARAN EXP)		
Compartment *	<input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> R1		

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:

Asset Selection			
Category	Parcel	Sub Category	Parcel-SLR
Dealing Section	PARCEL		
Train No *	13258	Train Category	MEX
Train Running Days	MON,TUE,WED,THU,FRI,SAT,SUN		
Origin. Stn. Code *	ANVT	Dest. Stn. Code *	DNR
Train Valid From	18/11/2021	Train Valid Upto	30/06/2022
Route Distance(Km.)	978.3		
Compartment *	<input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> R1		
Carrying Capacity	<input type="text"/> Select Unit		
Asset Location	<input type="text"/>		
State of Asset (For GST)	---Select---		
Asset Description	Parcel Space in SLR Coach (Single Compartment)		

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.

Origin. Stn. Code *	ANVT	Dest. Stn. Code *	DNR
Train Valid From	18/11/2021	Train Valid Upto	30/06/2022
Route Distance(Km.)	978.3		
Compartment *	<input checked="" type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> R1		
Carrying Capacity	4 Metric Tonr		
Asset Location	<input type="text"/>		
State of Asset (For GST)	Delhi		
Asset Description	Parcel Space in SLR Coach (Single Compartment)		
Special Instruction (For Asset)	<input type="text"/>		

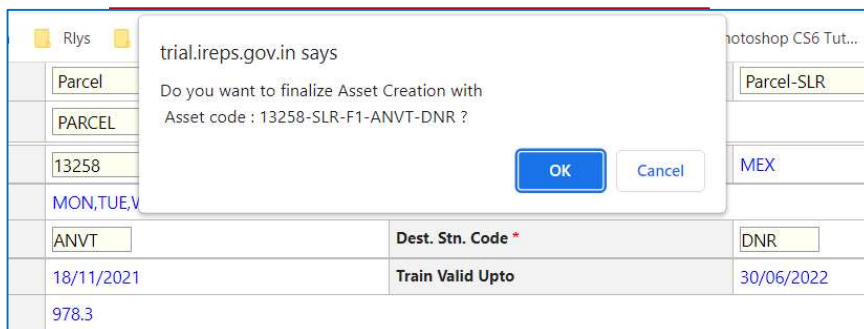
 

The description of the asset has to be added in the Asset Description field. For some sub-categories of assets the default description is added by the system, which can be edited by the users.

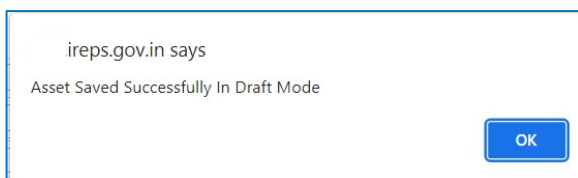


Special Instructions, if applicable for the selected asset can be entered in the **Special Instructions (For Asset)** field. *These instructions will also be visible to the contractors, whenever the asset is put up for auction.*

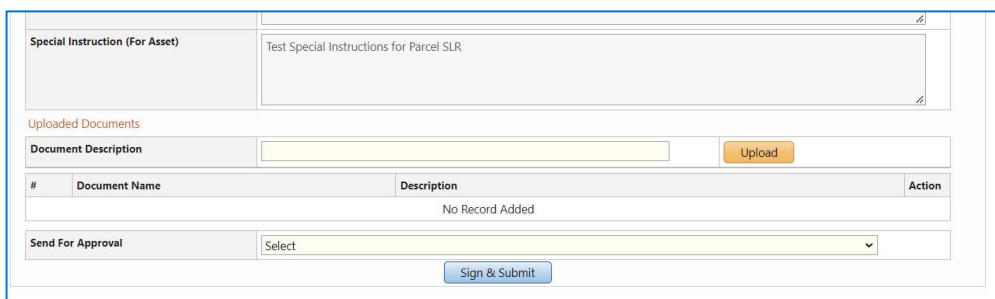
After all the mandatory details have been entered, the user has to click on the **Proceed** button. This brings up an alert message on the screen, which displays the code that will be allotted to the asset. If all the details are correct, the user has to click on OK button to proceed with the asset creation 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:

### Asset Management

Create New Asset

Organization	Indian Railway	Zone	Northern Railway
Unit Type	Division	Unit	DELHI DIVISION-COMMERCIAL
Sub Unit Type	Divn. HQ	Admin Unit	Delhi Division
Sub Unit Department	Commercial	Department	Commercial
Asset Creation Status	Pending (with me) <input checked="" type="checkbox"/>		

**Asset Details**

#	Section	Asset Code	Asset Category/ Sub Category	Asset Desc.	Pending With	Pending From	Action
1	PARCEL	13258-SLR-F1-ANVT-DNR	Parcel-SLR	Parcel Space in SLR Coach (Single Compartment)	Sr.DCM/I	02/04/2022 18:41	

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

### Asset Approval / Rejection

**Registering Unit Details**

Organization	Indian Railway	Zone	NR
Unit	DELHI DIVISION-COMMERCIAL	Department	Commercial
Dealing Section	PARCEL		
Asset Code	13258-SLR-F1-ANVT-DNR	Asset Category/Sub Category	Parcel-SLR

**Onward Train Details**

Train No	13258	Train Category	MEX
Train Running Days	SUN,MON,TUE,WED,THU,FRI,SAT		
Origin. Stn. Code	ANVT	Dest. Stn. Code	DNR
Train Valid From	18/11/2021	Train Valid Upto	30/06/2022
Compartment	F1	Route Distance(Km.)	978.3
Carrying Capacity	4 Metric Tonne	Coach No	--
Loading Stations	MB, LKO, BSB, DDU		

**State of Asset (For GST)** Delhi

**Asset Description** Parcel Space in SLR Coach (Single Compartment)

**Special Instruction (For Asset)** Test Special Instructions for Parcel SLR

**Attached Documents**

#	Document Name	Description
1	Testdoc2.pdf	Special Instructions- SLR

**Decision Panel**

Select Decision:

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.

Attached Documents		
#	Document Name	Description
1	Testdoc2.pdf	Special Instructions- SLR

Decision Panel	
Select Decision	Approved

**Acceptance of Proposal**

Attached Documents		
#	Document Name	Description
1	Testdoc2.pdf	Special Instructions- SLR

Decision Panel	
Select Decision	Rejected
Reason For Rejection	<div style="background-color: #ffffcc; height: 20px;"></div>

**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.

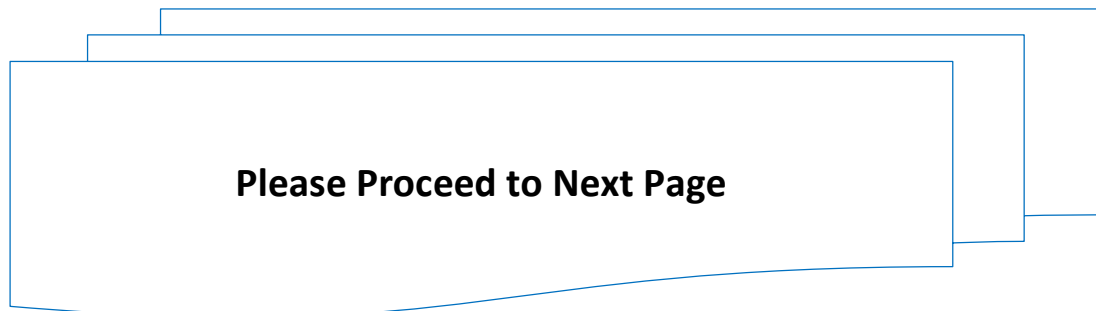
A screenshot for asset creation for Parcel – VP is shown below:

Asset Selection	
Category	Parcel
Sub Category	Parcel-Parcel Van
Dealing Section	PARCEL
One Way <input type="radio"/>	Round Trip <input checked="" type="radio"/>
Train No *	1200B
Train Running Days	MON,TUE,WED,THU,FRI,SAT,SUN
Origin. Stn. Code *	EPSA
Train Valid From	08/05/2015
Route Distance(Km.)	312.81
Return Train No *	12001
Train Running Days	MON,TUE,WED,THU,FRI,SAT,SUN
Origin. Stn. Code *	RKMP
Train Valid From	01/01/2022
Return Route Distance(Km.)	707.85
VP Sr no (attached with train) *	1 [Maximum : 5]
Carrying Capacity	24 Metric Tonne
Link Onward Train - Return Train Running Days	
Onward Journey	Mon Tue Wed Thu Fri Sat Sun
Return Journey	MON MON MON MON MON MON MON
Please fill up this information very carefully as the return journey days will be allotted automatically based on this information	
Asset Location	
State of Asset Onward Journey (For GST)	Delhi
State of Asset Return Journey (For GST)	Jharkhand
Asset Description	Parcel Space in Parcel Van
Special Instruction (For Asset)	Special Instructions for ...

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:



### Asset Management

Add Asset
Edit Asset Details
View Asset Details
View Asset History

**Registering Unit**

Organization	Indian Railway	Zone	Northern Railway
Unit Type	Division	Department	Commercial
Sub Unit Type	Divn. HQ	Admin Unit	Delhi Division
Sub Unit Department	Commercial		

**Asset Selection**

Category	Parking	Sub Category	Parking - Four Wheeler
Dealing Section	PARKING		
Division	DELHI	Nearest Station	NDLS <span style="color: blue; text-decoration: underline;">NEW DELHI</span>
Asset Location	TFR Side, Near Water Tank		
State of Asset (For GST)	Delhi		
Asset Description	Parking Lot for Four Wheelers at location TFR Side, Near Water Tank in (Division DELHI)		
Special Instruction (For Asset)	Special instructions for Parking Four Wheeler		

Proceed
Reset

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.

Division	DELHI	Nearest Station	<input style="width: 80%; border: 1px solid gray;" type="text" value="d"/> <ul style="list-style-type: none"> <li>---Select---</li> <li>DAZ (DELHI-AZADPUR)</li> <li>DBD (DEOBAND)</li> <li>DBSI (DAYA BASTI)</li> <li>DEC (DELHI CANTT)</li> <li>DEE (DELHI-SARAI)</li> </ul>
Asset Location			
State of Asset (For GST)	---Select---		
Asset Description	Parking Lot for Four Wheelers at location in (Division DELHI)		

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.

The screenshot shows the 'Asset Management' interface with the following details:

Asset Management			
<a href="#">Add Asset</a>   <a href="#">Edit Asset Details</a>   <a href="#">View Asset Details</a>   <a href="#">View Asset History</a>			
<b>Registering Unit</b>			
Organization	Indian Railway	Zone	Northern Railway
Unit Type	Division	Department	Commercial
Sub Unit Type	Divn. HQ	Admin Unit	Delhi Division
Sub Unit Department	Commercial		
<b>Asset Selection</b>			
Category	Advertising	Sub Category	Advertising – Out of Home
Dealing Section	ADVT.		
Division	AMBALA	Nearest Station	UMB   AMBALA CANTT JN
Asset Location	Near RFD ROB		
State of Asset (For GST)	Haryana		
Asset Description	Advertising rights for display of commercial advertisement by way of Hoardings and Sign boards in the circulating area (East side) of YGT Railway station.		
Special Instruction (For Asset)	Special Instructions for Advertising- Out of Home		
<a href="#">Proceed</a>   <a href="#">Reset</a>			

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.

### Asset Management

Create New Asset

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
Category	All	Asset Creation Status	Approved

Proceed

Asset Details

#	Dealing Section	Asset Code	Category/ Sub Category	Asset Desc.	Approved By	Approved On	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/1 [KUNAL MEHTA]	10/04/2022 21:49	
2	PARKING	PARKING-EPS-EPSA-MX-3	Parking - Mixed	Parking Lot for Two Wheelers and Four Wheelers at location New Delhi in (Division EPS)	Sr.DCM/1 [KUNAL MEHTA]	10/04/2022 21:20	

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:

### Edit Asset Details

<b>Registering Unit Details</b>			
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	Select
<b>Section</b>			
Dealing Section	PARKING	---	<input type="checkbox"/>
<b>For non-train lots</b>			
Asset Location	EPS ITPI		<input type="checkbox"/>
<b>For All Lots</b>			
Asset Description	Parking Lot for Four Wheelers at location EPS ITPI in (Division EPS)		<input type="checkbox"/>
Special Instruction for Assets	Parking Lot for Four Wheelers at location EPS ITPI in (Division EPS)		<input type="checkbox"/>
<b>Previous Attached Documents</b>			
#	Document Name	Description	Action
1	download.pdf	test doc	
<b>Upload Documents</b>			
Document Description			<span style="background-color: #f4a460; padding: 5px 15px; border-radius: 5px; cursor: pointer;">Upload</span>
<b>New Attached Documents</b>			
#	Document Name	Description	Action
No Document Added			

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 effect is displayed on the screen, as shown below:

The request for modification of asset details has been forwarded successfully to the approving authority. It can be accessed by the approving authority through Manage Asset Modifications link in Assets tab.

[Home](#)

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**

<b>Organization</b>	Indian Railway	<b>Zone</b>	IREPS
<b>Unit</b>	EPS-DIVN-COMMERCIAL	<b>Department</b>	Commercial
<b>Asset Code</b>	12497-SLR-F1-EPSA-ASR	<b>Asset Category/Sub Category</b>	Parcel-SLR
<b>Attribute</b>	<b>Current Value</b>	<b>Proposed / New Value</b>	<b>Select</b>

**Section**

<b>Dealing Section</b>	PARKING	---Select---	<input type="checkbox"/>
------------------------	---------	--------------	--------------------------

**For all train lots**

<b>Train No</b>	12497	12497	
<b>Train Category</b>	SUF	SUF	
<b>Train Running Days</b>	SUN,MON,TUE,WED,THU,FRI,SAT	SUN,MON,TUE,WED,THU,FRI,SAT	
<b>Origin. Stn. Code</b>	EPSA	EPSA	
<b>Dest. Stn. Code</b>	ASR	ASR	
<b>Train Valid From</b>	04/09/2014	04/09/2014	
<b>Train Valid Upto</b>	31/12/1999	31/12/1999	
<b>Route Distance(Km.)</b>	447.44	447.44	

**For Parcel lots only**

<b>Carrying Capacity</b>	4 Metric Tonne	<input type="text"/> Metric Tonne	<input type="checkbox"/>
--------------------------	----------------	-----------------------------------	--------------------------

**For All Lots**

<b>Asset Description</b>	Test Asset - 5	<input type="text"/>	<input type="checkbox"/>
--------------------------	----------------	----------------------	--------------------------

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) ▼		

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-- ▼

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:

### View Asset Details

Add Asset
Edit Asset Details
View Asset Details
View Asset History

Registering Unit

Organization	Indian Railway	Zone	IREPS-TESTING
Department	Commercial	Admin Unit	All

View All Existing Assets Of Selected Category /Sub Category

Category	All	Sub Category	All
Dealing Section	All	Asset Code	

Submit
Home

Asset Details

#	Reg. Unit	Asset Code	Asset Category/Sub Category	Actions
1	EPS DIVN-COMMERCIAL/IREPS-TESTING	1200B-SLR-F1-EPSA-EPSB	Parcel-SLR	
2	EPS DIVN-COMMERCIAL/IREPS-TESTING	1228A-SLR-F1-EPSA-EPSD	Parcel-SLR	
3	EPS DIVN-COMMERCIAL/IREPS-TESTING	PARKING-EPS-EPSA-FW-1	Parking - Four Wheeler	
4	EPS DIVN-COMMERCIAL/IREPS-TESTING	PARKING-EPS-EPSA-FW-2	Parking - Four Wheeler	
5	EPS DIVN-COMMERCIAL/IREPS-TESTING	PARKING-EPS-EPSA-MX-3	Parking - Mixed	

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:

### View Asset History

Add Asset
Edit Asset Details
View Asset Details
View Asset History

Organization	Indian Railway	Zone	IREPS-TESTING
Department	Commercial	Unit	All Units
Asset Id	Search Asset ID	Show	-Select-
Date From	10/04/2019	Date To	10/04/2022

Proceed
Home

Asset Created on	Created by
Zone	Unit
Category	Sub-Category
Last Modification Date	Last Modification Approved by

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**

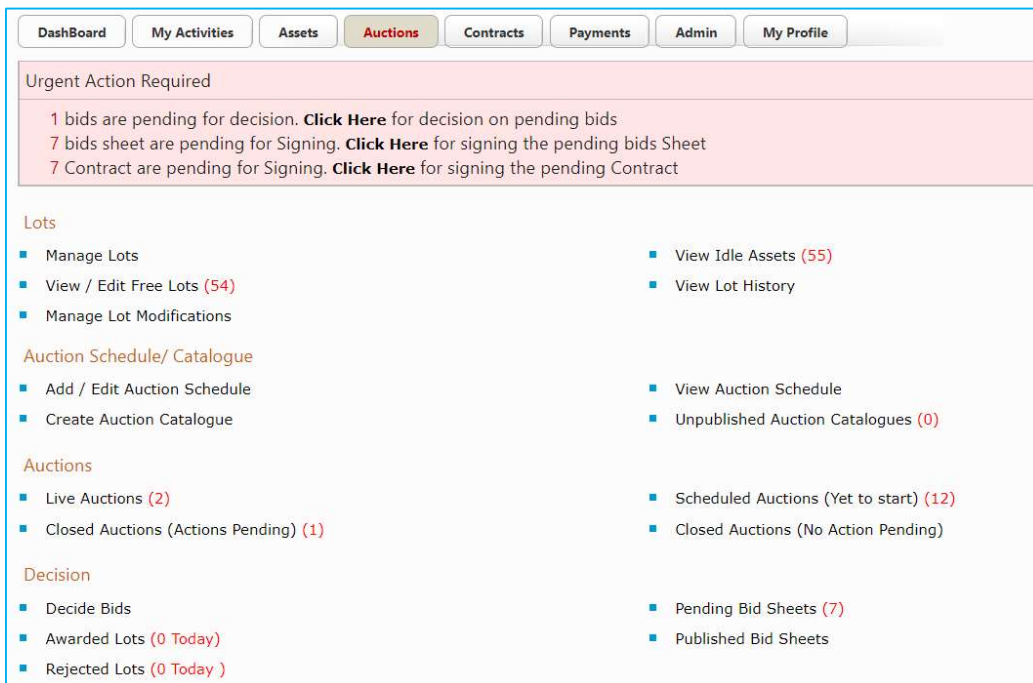
#	Auction Date	Catalogue No	Lot No.	CP Start	CP End	Lot Status
1	11/04/2022	Cat-0604-1	12382-SLR-F1-NDLS-HWH-22-3	28/04/2022	27/05/2022	Available
2	11/04/2022	SLR-DAYS-CHECK	12382-SLR-F1-NDLS-HWH-22-4	10/05/2022	09/08/2022	Not Available
3	04/04/2022	C1904	12382-SLR-F1-NDLS-HWH-22-1	10/05/2022	09/05/2023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

<a href="#">Create New Lot</a> <a href="#">View Vacant Assets</a>																	
Zone	undefined	Unit	EPS DIVN-COMMERCIAL														
Asset Selection																	
Asset Category	Parcel	Asset Sub Category	Parcel-SLR														
Asset Id	1200B-SLR-F1-EPSA-EPSB <small>(Please Type minimum two letters to search.)</small>	<a href="#">View Asset Details</a>	<a href="#">View Asset Leasing Details</a>														
Originating/Destination station	EPSA / EPSB / Train category > SHT / Asset capacity > 4 Metric Tonne																
Train Valid From	08/05/2015	Train Valid To	31/12/1999														
Train Running Days	<table border="1"> <tr> <td>MO</td><td>TU</td><td>WE</td><td>TH</td><td>FR</td><td>SA</td><td>SU</td> </tr> <tr> <td style="background-color: #90EE90;"></td><td style="background-color: #90EE90;"></td><td style="background-color: #90EE90;"></td><td style="background-color: #90EE90;"></td><td style="background-color: #90EE90;"></td><td style="background-color: #90EE90;"></td><td style="background-color: #90EE90;"></td> </tr> </table> <small>Green color indicates running days.</small>			MO	TU	WE	TH	FR	SA	SU							
MO	TU	WE	TH	FR	SA	SU											
Select lot weekdays	<table border="1"> <tr> <td>MO</td><td>TU</td><td>WE</td><td>TH</td><td>FR</td><td>SA</td><td>SU</td> </tr> <tr> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table> <a href="#">ALL</a>			MO	TU	WE	TH	FR	SA	SU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MO	TU	WE	TH	FR	SA	SU											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
Lot No.	1200B-SLR-F1-EPSA-EPSB-22-1	Dealing Section	PARCEL														
Contract duration																	
CP Start Date	Contract Duration	CP End Date	Days / Trips														
<input type="text"/>	<input type="text"/> --Select--	<input type="text"/>	<input type="text"/> <a href="#">Check Availability</a>														
Lot Description	Parcel Space in SLR Coach (Single Compartment)																
Rate Unit	Per Trip Licensing Fee	Max. Leave days allowed*	<input type="text"/>														
Lot location	<input type="text"/>																
Associate Accounts Unit	-----Select-----	Allocation	<input type="text"/>														
Send For Approval	Select																
<a href="#">Create Lot</a> <a href="#">Reset</a> <a href="#">Home</a>																	

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.

Select lot weekdays	<table border="1"> <tr> <td>MO</td><td>TU</td><td>WE</td><td>TH</td><td>FR</td><td>SA</td><td>SU</td> </tr> <tr> <td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td> </tr> </table> <a href="#">ALL</a>						MO	TU	WE	TH	FR	SA	SU	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MO	TU	WE	TH	FR	SA	SU														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>														
Lot No.	12382-SLR-F1-NDLS-HWH-22-1	Dealing Section	PARCEL																	
Contract duration																				
CP Start Date	Contract Duration	CP End Date	Days / Trips																	
<input type="text"/> 10/05/2022	<input type="text"/> 3 <input type="text"/> Years	<input type="text"/> 09/05/2025	<input type="text"/> 313 <a href="#">Check Availability</a>																	

### 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

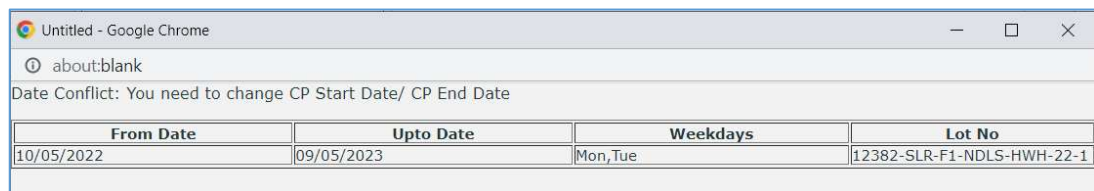


time may be required for getting approval for lot creation. Users are requested to select the CP start date suitably keeping in mind the above timelines.

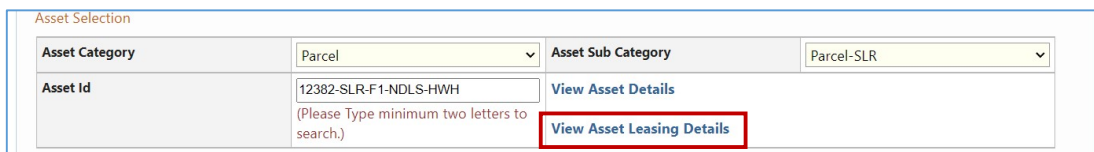
After selecting the weekdays, and entering the details related to lot duration, the user has to confirm whether there is an overlap between this lot, and any other lot created previously. This can be done by clicking on the **Check Availability Link** available on the page. If no overlap is detected,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

### Lot Management

Create New Lot

Organization	Indian Railway	Zone	Northern Railway
Unit Type	Division	Unit	DELHI DIVISION-COMMERCIAL
Sub Unit Type	Divn. HQ	Admin Unit	Delhi Division
Sub Unit Department	Commercial	Department	Commercial
Lot Creation Status	Pending (with me) <span style="float: right;">▼</span>		

Proceed

Lot Details

#	Lot No	Category/ Sub Category	Lot Desc.	Pending With	Pending From	Action
1	12382-SLR-F1-NDLS-HWH-22-2	Parcel-SLR	Parcel Space in SLR Coach (Single Compartment)	Sr.DCM/EPS/1	05/04/2022 00:01	<span style="color: #0070c0;">⬇</span>

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

### Lot Creation Approval / Rejection

Lot No	12382-SLR-F1-NDLS-HWH-22-2		
Zone	NORTHERN RLY	Unit	DELHI DIVISION-COMMERCIAL
Section	PARCEL	Lot Category/Sub Category	Parcel-SLR

Lot Details

Lot Description	Parcel Space in SLR Coach (Single Compartment)		
CP Start Date	10/05/2022	CP End Date	09/05/2025
Total Trips / Working days	313	Contract Duration	3 Years
Lot Weekdays	MON,TUE,	Rate Unit	Per Trip Licensing Fee
Associate Accounts Unit	DELHI DIVISION	Allocation	654563444
Expected Earnings	More than 50 lacs, Upto 1 Crores	Turnover Required	5000000

Asset details

Asset Code	12382-SLR-F1-NDLS-HWH <span style="color: #0070c0; font-size: x-small;">(View Asset Details)</span>		
------------	---	--	--

Decision Panel

Select Decision	Approved <span style="float: right;">▼</span>		
-----------------	---	--	--

Sign & Submit

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.

Zone	undefined	Unit	EPS DIVN-COMMERCIAL
<b>Asset Selection</b>			
Asset Category	Advertising	Asset Sub Category	Advertising - Out of Home
Asset Id	ADVT-EPS-EPSA-OH-2 <small>(Please Type minimum two letters to search.)</small>	<a href="#">View Asset Details</a> <a href="#">View Asset Leasing Details</a>	
Lot No.	ADVT-EPS-EPSA-OH-2-22-1	Dealing Section	PARKING
<b>Contract duration</b>			
CP Start Date	Contract Duration	CP End Date	Days / Trips
20/05/2022	3 Years	19/05/2025	1096 <a href="#">Check Availability</a>
Lot Description	Advertising - out of home- parking- eps - epsA		
Rate Unit	Annual Licensing Fee		
Lot location	delhi		
Associate Accounts Unit	9901-EPS HQ IREPS TESTING	Allocation	45435233
Send For Approval	Sr.DCM/I (KUNAL MEHTA)		
<input type="button" value="Create Lot"/> <input type="button" value="Reset"/> <input type="button" value="Home"/>			

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:

Create New Lot		View Vacant Assets					
Org	Indian Railway	Zone	Northern Railway				
Unit Type	Division	Department	Commercial				
Sub Unit Type	Divn. HQ	Admin Unit	Delhi Division				
Sub Unit Department	Commercial	Unit	DELHI DIVISION-COMMERCIAL				
Category	ALL	Sub Category	ALL				
Enter number of days	120						
		Proceed	Exit				
#	Asset Code	Category/ Sub Category	Total Days	Vacant Days	Lots under auction	Free Lots	Actions

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	<a href="#">17</a>	0	0	View Asset Leasing Details Create new lot
2	13414-ADVT-TE-DLI-MLDT	Advertising-Train External	51	<a href="#">51</a>	0	0	View Asset Leasing Details Create new lot
3	12382-SLR-F1-NDLS-HWH	Parcel-SLR	52	<a href="#">52</a>	1	1	View Asset Leasing Details Create new lot
4	13258-SLR-F1-ANVT-DNR	Parcel-SLR	120	<a href="#">120</a>	0	0	View Asset Leasing Details Create new lot
5	ADVT-LKO-LKO-OH-1	Advertising – Out of Home	120	<a href="#">120</a>	0	1	View Asset Leasing Details Create new lot
6	PARKING-UMB-UMB-PR-3	Parking - Premium	120	<a href="#">120</a>	0	0	View Asset Leasing Details Create new lot
7	PARKING-LKO-LBA-RT-4	Parking - Radio Taxi	120	<a href="#">120</a>	0	0	View Asset Leasing Details Create new lot
8	PARKING-MB-MAH-MX-5	Parking - Mixed	120	<a href="#">120</a>	0	0	View Asset Leasing Details Create new lot
9	13484-ADVT-TE-DLI-MLDT	Advertising-Train External	69	<a href="#">69</a>	0	0	View Asset Leasing Details Create new lot
10	12148-SLR-F1-NZM-KOP	Parcel-SLR	17	<a href="#">17</a>	0	0	View Asset Leasing Details Create new lot
11	13430-SLR-F2-ANVT-MLDT	Parcel-SLR	17	<a href="#">17</a>	0	0	View Asset Leasing Details Create new lot
12	PARKING-DLI-NDLS-FW-1	Parking - Four Wheeler	120	<a href="#">120</a>	0	0	View Asset Leasing Details Create new lot

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:

13484-ADVT-TE-DLI-MLDT							Vacant	Leased	Under Leasing	Unavailable	Does Not Exist	Close																																																																																																																																																																																																																										
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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.

### View / Edit Free Lots

Category * All							Filter Lots
#	Lot Number / Category	Lot Description	Rate Unit	Trips/Days	CP Start Date	Actions	
1	22182-22181-VP-2-NZM-JBP-22-1 (Parcel-Parcel Van)	Parcel Space in Parcel Van	Per Round Trip ( Two Way )	14	01-05-2022		
2	ADVT-LKO-LKO-OH-1-22-1 (Advertising ? Out of Home)	Advertising rights for hoardings	Annual Licensing Fee	1826	20-05-2022		
3	12382-SLR-F1-NDLS-HWH-22-2 (Parcel-SLR)	Parcel Space in SLR Coach (Single Compar...)	Per Trip Licensing Fee	313	10-05-2022		

[Home](#)

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:

### Edit Lot Details

<b>Lot No</b>	PARKING-EPS-EPSB-RT-28-22-2		<b>View Lot details</b>
<b>Zone</b>	IREPS TESTING	<b>Unit</b>	EPS-DIVN-COMMERCIAL
<b>Dealing Section</b>	PARKING	<b>Lot Category/Sub Category</b>	Parking - Radio Taxi
<b>Lot Description</b>	Parking Lot for Radio Taxi at location jhansi in (Division EPS) Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum passage, and going through the cites of the word in classical literature, discovered the undoubtable source. Lorem Ipsum comes from sections 1.10.32 and 1.10.33 o		

**Contract duration**

<b>CP Start Date</b>	<b>Contract Duration</b>	<b>CP End Date</b>	<b>Days / Trips</b>
01/12/2027	1 Years	30/11/2028	366 <a href="#">Check Availability</a>

**Send For Approval** Select

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

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:

### Edit Lot Details

<b>Lot No</b>	12410-SLR-F1-EPSC-RIG-22-3		<b>View Lot details</b>
<b>Zone</b>	IREPS TESTING	<b>Unit</b>	EPS-DIVN-COMMERCIAL
<b>Dealing Section</b>	PARKING	<b>Lot Category/Sub Category</b>	Parcel-SLR
<b>Lot Description</b>	Parcel Space in SLR Coach (Single Compartment) : - Lorem Ipsum is simply dummy text of the printing and as		

**Select lot weekdays**

MO	TU	WE	TH	FR	SA	SU	<a href="#">ALL</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Contract duration**

<b>CP Start Date</b>	<b>Contract Duration</b>	<b>CP End Date</b>	<b>Days / Trips</b>
01/06/2026	1 Years	31/05/2027	157 <a href="#">Check Availability</a>

**Send For Approval** Select

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



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

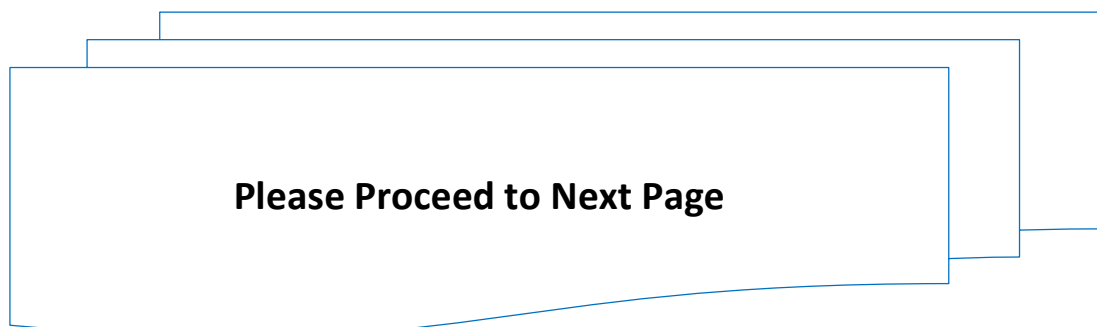
Organization	Indian Railway	Zone	IREPS-TESTING
Unit Type	Division	Unit	EPS-DIVN-COMMERCIAL
Sub Unit Type		Admin Unit	EPS-DIVN
Sub Unit Department	Commercial	Department	Commercial
Category	All	Lot Creation Status	Pending (with me)

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.



### 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:

#### Add / Edit Auction Schedule

Add New Schedule

Zone	NORTHERN RLY	Unit	DELHI DIVISION-COMMERCIAL
Auction Schedule No. *	<input type="text"/>	Start Date and Time *	<input type="text"/> <input type="text"/> 10 : 00
Auctioning authority *	---Select---	Category	---Select---

Existing Auction Schedules (Live)

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

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.

Add New Schedule

Zone	NORTHERN RLY	Unit	DELHI DIVISION-COMMERCIAL
Auction Schedule No. *	Sch-0504-1	Start Date and Time *	19/04/2022 <input type="text"/> 10 : 00
Auctioning authority *	Sr.DCM/EPS/1 [RAMESH SINGH]	Category	Parcel

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 <input type="text" value="10"/> : <input type="text" value="00"/>
Auctioning authority	Sr.DCM/EPS/1 [RAMESH SINGH] <input type="text"/>		

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 <input type="text"/>	Zone *	Northern Railway <input type="text"/>
Department *	Commercial <input type="text"/>	Admin Unit *	All <input type="text"/>
Auction Schedule Date From	05/03/2022 <input type="text"/>	To	05/05/2022 <input type="text"/>
Sort On	Auction Schedule Date <input type="text"/>		
	<input type="radio"/> Asc <input checked="" type="radio"/> Desc		

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	<input type="radio"/> Asc <input checked="" type="radio"/> Desc	

**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	<input checked="" type="radio"/> Auto Decision <input type="radio"/> Manual Decision <input type="radio"/> Hybrid Decision
System will automatically take decision based on comparison between Highest Bid Value and Reserve Price / Base Price.	
Cut Off Price Style	<input checked="" type="radio"/> Reserve Price <input type="radio"/> Base Price
Permit bid lower than Reserve Price	<input checked="" type="radio"/> Yes <input type="radio"/> No
Display Reserve Price to Bidder	<input type="radio"/> Yes <input checked="" type="radio"/> No

**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 known 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 conducting 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			<a href="#">View Corrigendum</a>

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... <input type="checkbox"/>	Per Trip Licensing Fee	8	01-05-2022	<input type="checkbox"/> <a href="#">L</a>
2	12382-SLR-F1-NDLS-HWH-22-3 (Parcel-SLR)	Parcel Space in SLR Coach (Single Compar... <input type="checkbox"/>	Per Trip Licensing Fee	13	28-04-2022	<input type="checkbox"/> <a href="#">L</a>
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	<input type="checkbox"/> <a href="#">L</a>
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	<input type="checkbox"/> <a href="#">L</a>
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	<input type="checkbox"/> <a href="#">L</a>

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	<input type="checkbox"/> <a href="#">L</a>
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	<input type="checkbox"/> <a href="#">L</a>
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	<input type="checkbox"/> <a href="#">L</a>
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	<input type="checkbox"/> <a href="#">L</a>
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	<input type="checkbox"/> <a href="#">L</a>

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			<a href="#">View Corrigendum</a>

**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			<a href="#">View Corrigendum</a>
Page Last refreshed on	07/04/2022 00:28:53 (9 secs since last refresh)		

**Lot Details**

Category / Sub Category:

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	<a href="#">L</a>	-
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	<a href="#">L</a>	-
AB/1	12382-SLR-F1-NDLS-HWH-22-3 (Parcel-SLR)	Parcel Space in SLR Coach (Single C ompar...	Per Trip Licensing Fee	13	20-04-22 11:50:00	0.2	null	In Draft Catalog	<a href="#">L</a>	-
AB/2	13430-SLR-F2-ANVT-MLDT-22-1 (Parcel-SLR)	Parcel Space in SLR Coach (Single C ompar...	Per Trip Licensing Fee	8	20-04-22 12:00:00	0.2	null	In Draft Catalog	<a href="#">L</a>	-

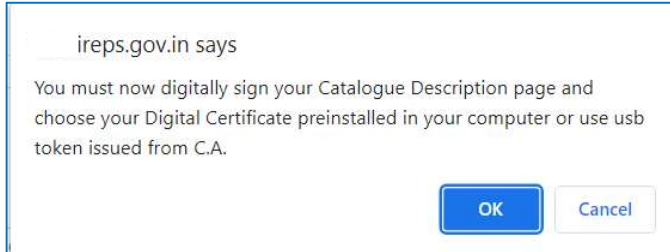
The order in which the lots within a any sub-category will appear on the screen can also be decided by the user through the **Lot Sequencing** interface. This process has to be done one sub-category at a time. The sub-category can be selected in the **Sub-Category / Part** field. Some default sequence 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	<a href="#">View Corrigendum</a>		

**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.

**Auctions**

- Live Auctions (0)
- Closed Auctions (Actions Pending) (0)
- **Scheduled Auctions (Yet to start) (2)**
- Closed Auctions (No Action Pending)

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

Tab: Catalogues | Link: Scheduled Auctions (Yet to start)

Catalogue No.

Catalogue No.	Status	Auction Start Date	Auction Close Date	Actions
C2504	Published	25-04-22 10:00:00	25-04-22 10:40:00	
Cat-1104-1	Published	26-04-22 10:00:00	26-04-22 10:40:00	

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

### Reserve Price Register

**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			<a href="#">View Corrigendum</a>

**Lot Details**

Seq No	Lot No / Description	Trips/Days	Past Rates	Reserve Price (Rs.)*	Rate Unit	Expected Earnings	Remarks for RP
<b>Parking - Four Wheeler</b>							
AA/1	<b>PARKING-EPS-EPFA-FW-1-22-2</b> Parking Lot for Four Wheelers at location EPS ITPI in (Division EPS)	1096	View	<input type="text"/>	Annual Licensing Fee	Select Turnover Required :-	<input type="text"/>
<b>Parking - Mixed</b>							
AB/1	<b>PARKING-EPS-EPFA-MX-3-22-2</b> Parking Lot for Two Wheelers and Four Wheelers at location New Delhi in (Division EPS)	60	View	<input type="text"/>	Full Contract value	Select Turnover Required :-	<input type="text"/>

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

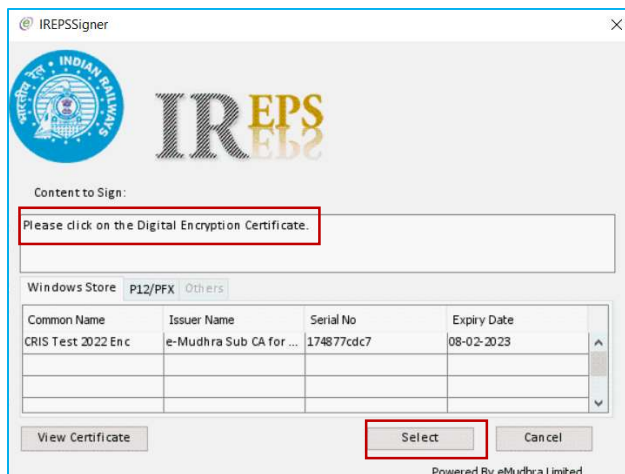
**Important:**

- 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:

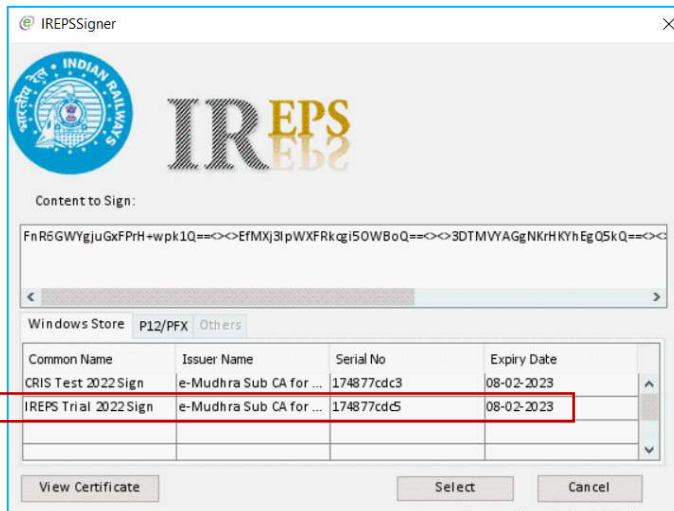


This window is meant to encrypt the confidential data entered on the page. The **Digital Encryption Certificates (DECs)** (& not digital signing certificate) which are currently plugged in the computer are displayed on the window. The auction conducting official has to select his Digital Encryption Certificate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

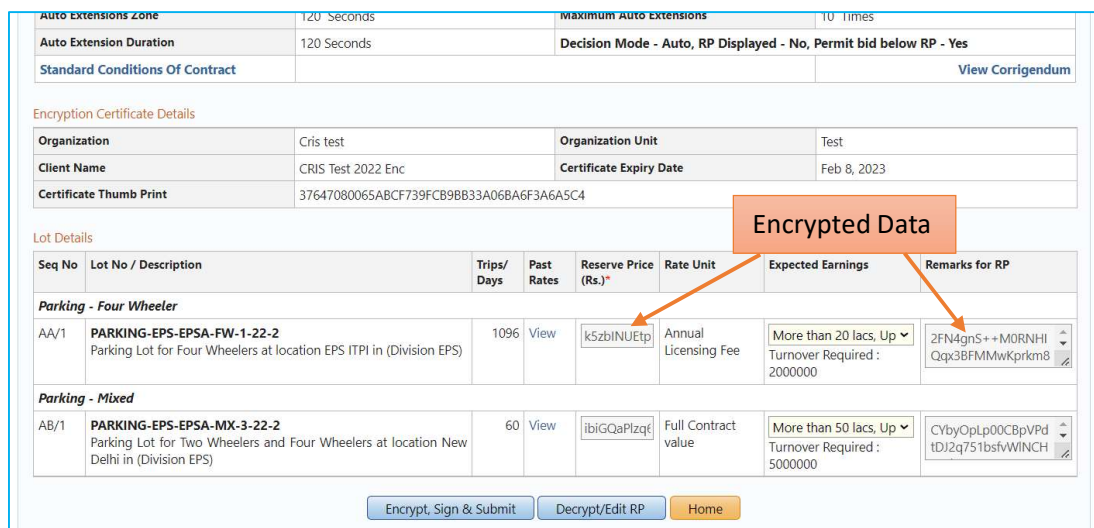
**Important:**

- 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:

Tab	Catalogues	Link	Unpublished Auction Catalogues
Catalogue No.		Creation Date	From 07/01/2022 To 07/04/2022
Search			

Catalogue No.	Status	Auction Start Date	Auction Close Date	Actions
Cat-0604-2	Draft	22-04-22 10:00:00	---	

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.

### Edit Auction Catalogue

Auction Catalogue Header

Admin Unit/Zone	EPS-DIVN-COMMERCIAL/IREPS TESTING	Auctioning Authority	Sr.DCM/I/EPS
Auction Catalogue No.	NKG-CAT-0106	Auction Type	Close Ended
Auction Start (All Lots)	01-06-22 10:00:00	Initial Cooling Off Period	30 Minutes
Auction Close Date/Time	01-06-22 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 (Version 1.0)	<a href="#">View Corrigendum</a>		

Choose Action

Add / Remove Lots  
 Change Category/Sub-Category/Lot Sequence  
 Change Auction Date/Time

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:

Tab	Catalogues	Link	Live Auctions
Catalogue No.	<input type="text"/>	Search	

Catalogue No.	Status	Auction Start Date	Auction Close Date	Actions
<i>No results Found</i>				

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.

Tab	Catalogues	Link	Scheduled Auctions (Yet to start)
Catalogue No.	<input type="text"/>	Search	

Catalogue No.	Status	Auction Start Date	Auction Close Date	Actions
<i>No results Found</i>				

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):** Auction 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.

Tab	Catalogues	Link	Closed Auctions (Actions Pending)
Catalogue No.	<input type="text"/>	Search	

Catalogue No.	Status	Auction Start Date	Auction Close Date	Actions
Cat-0604-1	Under Decision	20-04-22 11:00:00	20-04-22 12:00:00	
C2504	Under Decision	28-04-22 10:00:00	28-04-22 10:40:00	

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.

Tab: Catalogues | Link: Closed Auctions (No Action Pending)

Catalogue No.:  | Auction Date: From 07/01/2022 To 07/04/2022

Catalogue No.	Status	Auction Start Date	Auction Close Date	Actions
PARCEL1604	Closed	03-04-22 20:08:47	03-04-22 20:15:32	
C0205	Closed	04-04-22 15:26:27	04-04-22 15:30:11	
C1904	Closed	04-04-22 16:05:14	04-04-22 16:41:52	

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:

### Choose Catalogue To Decide Bids

Catalogue No	Auction Start Date	Lots Pending For Decision	Select Catalogue
SUPERVISOR-CAT	08/04/2022 10:00	2	<input type="radio"/>
TEST080422	08/04/2022 12:10	1	<input type="radio"/>

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:

### Auto Decision

Catalog No	SUPERVISOR-CAT	<a href="#">View Auction Catalogue</a>
------------	----------------	--

Encryption Certificate Details

Organization	Cris test	Organization Unit	Test
Client Name	IREPS Trial 2022 Enc	Certificate Expiry Date	Feb 9, 2025
Certificate Thumb Print	AEEE7479B4E77651570F8E4EA2E3B8D3260065FF		

Lot Details (For Decision)

#	Seq No	Lot No/Category	Lot Description	Trips / Days	Rate Unit	Bid Start Date	Bid End Date	Action
1	AA/3	12497-SLR-F1-EP5A-ASR-22-1 (Parcel-SLR)	Test Asset - 5	106	Per Trip Licensing Fee	08/04/2022 10:00	08/04/2022 10:50	<input type="button" value="D"/>
2	AA/4	12497-SLR-F1-EP5A-ASR-22-2 (Parcel-SLR)	Test Asset - 5	270	Per Trip Licensing Fee	08/04/2022 10:00	08/04/2022 11:00	<input type="button" value="D"/>

Please use the above encryption certificate to decrypt RP and decide bids.

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.

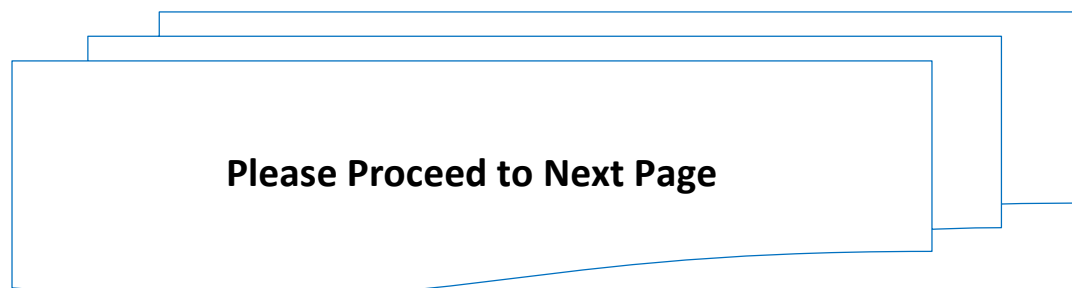
On clicking the **Attach Decryption Certificate and Proceed** button, and entering the DEC password if asked by the system, the following page will open.

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	<b>NO BID RECEIVED</b>
2	AA/2	12205-SLR-F1-EPSA-DDN-22-2 (Parcel-SLR)	- []	-	-	Per Trip Licensing Fee	<b>NO BID RECEIVED</b>
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	<b>AWARDED</b>
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	<b>AWARDED</b>

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

**Auctions**

- Live Auctions (0)
- Closed Auctions (Actions Pending) (2)
- Scheduled Auctions (Yet to start) (5)
- Closed Auctions (No Action Pending)

**Decision**

- Decide Bids
- Awarded Lots (0 Today)
- Rejected Lots (0 Today)
- Pending Bid Sheets (5)
- Published Bid Sheets

Clicking on this link brings up the following page:

Tab: Catalogues      Link: Pending Bid Sheets

Lot No.  Search

Lot No.	Sub Category	Lot Description	Rate Unit	Trips / Days	Actions
12230-ADVT-TE-EPSA-LKO-22-1	Advertising-Train External	12345	Annual Licensing Fee	365	
12402-ADVT-TI-EPSA-IPR-22-1	Advertising-Train Internal	12345	Full Contract value	12	
PARKING-EPS-EPSA-PR-3-22-2	Parking - Premium	Parking Premium Lot at location DELHI in (Division EPS)	Full Contract value	90	
ADVT-EPS-EPSA-OH-3-22-1	Advertising - Out of Home	Test Asset - 2	Full Contract value	90	

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:

**Please Proceed to Next Page**

Bid Sheet			
<b>Zone</b>	<b>IREPS TESTING</b>	<b>Admin Unit</b>	<b>EPS-DIVN-COMMERCIAL</b>
<b>Lot Details</b>			
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		
<b>Asset Details</b>			
Asset Code	PARKING-EPS-EPSA-PR-3	Asset Category/ Sub-Category	Parking - Premium
Division	EPS	Nearest Station	EPSA
Asset Location	DELHI		
<b>Special Instructions / Documents (for asset)</b>			
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.			
<b>Highest Bidder Details</b>			
Name	TEST BIDDER 2-GANDHI NAGAR		
Address	abcde road xyz street		
Contact Details	915675675001,99999999999		
<b>Rate &amp; Other Commercial Details</b>			
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
<b>Earnest Money Deposited</b>			
Amount (Rs.)	2555	IREPS Ref. ID	10978
Bank Transaction ID	LDummy	Transaction Date	
<b>Special Conditions</b>			
N/A			
<b>Standard Conditions of Contract</b>			
1. <a href="#">Standard Conditions Of Contract Version 1.0</a>			
Minimum Turnover Required for the Lot - INR			
<b>Turnover Data entered by the Bidder</b>			
Financial Year	Turnover (Rs)	P & L Document	Audited Balance Sheet
2021-2022	100000000	(POCOPY_1.pdf)	(d sfdsf dsfdfsds fdfsdfsdfs)
2020-2021	0		
2019-2020	0		
<b>Signatures</b>			
<div style="border: 1px solid black; padding: 10px;">  Signed on: _____                      Signed by: _____                       Auctioning Authority (Sr.DCM/I/EPS)                 </div>			
<input type="button" value="Sign &amp; Submit"/> <input type="button" value="Forfeit Lot"/> <input type="button" value="Home"/> <input type="button" value="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.

Lot No.	Catalogue No.	Lot Closing Time	Bidder's name	Bid rate	Rate Unit	Actions
12445-11003-VP-2-EPSA-UHP-22-2	TEST080422	08-04-22 14:26	TEST BIDDER 2-GANDHI NAGAR	50,000.00	Per Round Trip ( Two Way )	
12445-11003-VP-2-EPSA-UHP-22-5	TEST080422	08-04-22 14:25	TEST BIDDER 2-GANDHI NAGAR	50,000.00	Per Round Trip ( Two Way )	
12497-SLR-F1-EPSA-ASR-22-2	SUPERVISOR-CAT	08-04-22 11:00	TEST BIDDER 2-GANDHI NAGAR	15,22,108.00	Per Trip Licensing Fee	
12497-SLR-F1-EPSA-ASR-22-1	SUPERVISOR-CAT	08-04-22 10:50	TEST BIDDER 2-GANDHI NAGAR	51,000.58	Per Trip Licensing Fee	
ADVT-EPS-EPSA-SB-8-22-1	TMRW	06-04-22 11:50	TEST BIDDER 2-GANDHI NAGAR	51,000.00	Annual Licensing Fee	

**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.

Lot No.	Catalogue No.	Lot Closing Time	Bidder's name	Bid rate	Rate Unit
ADVT-EPS-EPSA-OH-7-22-1	TMRW	06-04-22 11:40	TEST BIDDER 2-GANDHI NAGAR	1,500.00	Numbers
ADVT-EPS-EPSA-OH-7-22-2	TMRW	06-04-22 11:20	TEST BIDDER 1-KOLHAPUR	120.00	Numbers
ADVT-EPS-EPSA-OH-3-22-4	TMRW	06-04-22 11:10	TEST BIDDER 1-KOLHAPUR	15,000.00	Numbers
PARKING-EPS-EPSC-RT-4-22-2	05-APR-22-PARK1	06-04-22 11:05	TEST BIDDER 2-GANDHI NAGAR	1.00	Numbers
PARKING-EPS-EPSC-RT-4-22-2	05-APR-22-PARK1	06-04-22 11:05	TEST BIDDER 2-GANDHI NAGAR	1.00	Numbers

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

Tab	<input type="text" value="Catalogues"/>	Link	<input type="text" value="Published Bid Sheets"/>
Lot No.	<input type="text"/>	Auction Date	From <input type="text" value="11/01/2022"/> To <input type="text" value="11/04/2022"/>
<input type="button" value="Search"/>			

Lot No.	Sub Category	Lot Description	Rate Unit	Trips / Days	Actions
12280-ADVT-TI-EPSA-EPD-22-1	Advertising-Train Internal	Advt train internal	Full Contract value	304	
PARKING-EPS-EPD-MX-11-22-1	Parking - Mixed	Parking Lot for Two Wheelers and Four Wheelers at location EPS-ITPI in (Division EPS)	Annual Licensing Fee	4383	
PARKING-EPS-EPD-FW-8-22-1	Parking - Four Wheeler	Test Asset -8	Full Contract value	90	

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:

<input type="button" value="DashBoard"/>	<input type="button" value="My Activities"/>	<input type="button" value="Assets"/>	<input type="button" value="Auctions"/>	<input type="button" value="Contracts"/>	<input type="button" value="Payments"/>	<input type="button" value="Admin"/>	<input type="button" value="My Profile"/>
<input type="checkbox"/> View Contracts				<input type="checkbox"/> View Modification Advices			

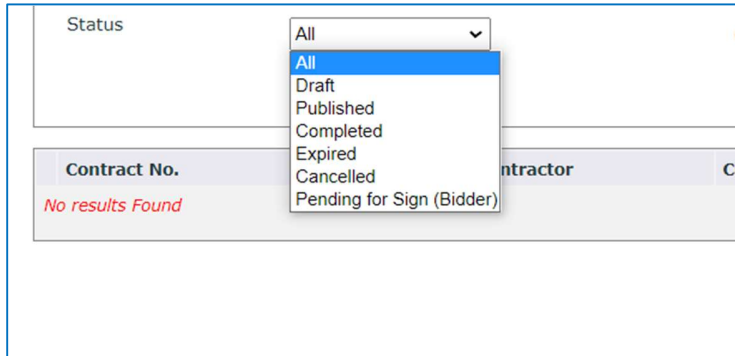
The functionalities associated with the links available on this tab are described below.

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.

Tab	<input type="text" value="Contracts"/>	Link	<input type="text" value="View Contracts"/>
Category	<input type="text" value="---All---"/>	Sub-Category	<input type="text" value="---All---"/>
Contract No.	<input type="text"/>	Contract Date	From <input type="text" value="11/01/2022"/> To <input type="text" value="11/04/2022"/>
Status	<input type="text" value="All"/>	Contractor	<input type="text"/>
<input type="button" value="Search"/>			

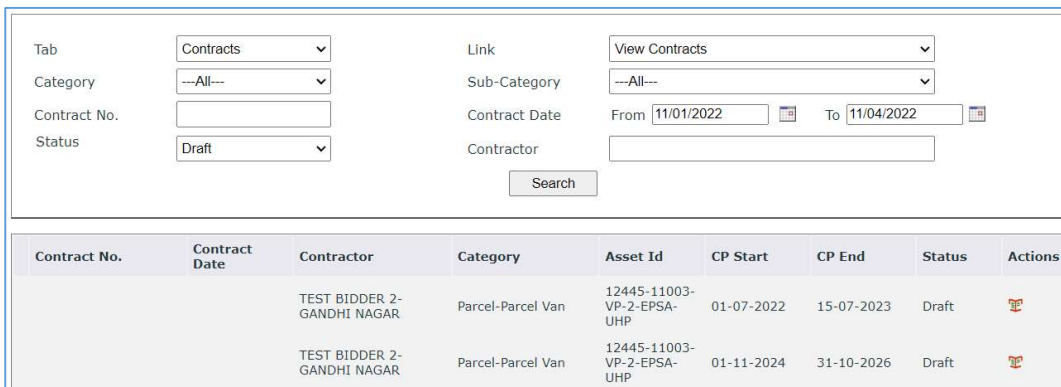
Contract No.	Contract Date	Contractor	Category	Asset Id	CP Start	CP End	Status	Actions
<i>No results Found</i>								

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.

**Contract Agreement**

Contract No.		Dated	11/04/2022
Contract Start Date	01/07/2022	Contract End Date	15/07/2023
Contract Duration	380 Days	Days / Trips	380

Mode of allotment: e-Auction (Auction date- 08/04/2022 , Catalogue No- TEST080422 , Lot No- 12445-11003-VP-2-EPSA-UHP-22-2 ) [View Bid Sheet](#)

<b>Lessor</b>	<b>Lessee</b>
EPS-DIVN-COMMERCIAL IREPS-TESTING CRIS, Delhi, Delhi - 110002	TEST BIDDER 2-GANDHI NAGAR Pusa Road Jai street, Gandhi Nagar - 204102 Contact Details: 9999999999

**Lot Description:** Parcel Space in Parcel Van

**Asset Details**

<b>Asset Code</b> 12445-11003-VP-2-EPSA-UHP				
<b>Train Number</b>	12445	<b>Train Category</b>	SUF	
<b>From</b>	EPSA	<b>To</b>	UHP	
<b>VP Serial Number</b>	2	<b>Carrying Capacity</b>	--	
<b>Allotted Weekdays</b>	<div style="display: flex; gap: 5px;"> <span style="background-color: #d9ead3; padding: 2px;">SUN</span> <span style="background-color: #d9ead3; padding: 2px;">MON</span> <span style="background-color: #d9ead3; padding: 2px;">TUE</span> <span style="background-color: #d9ead3; padding: 2px;">WED</span> <span style="background-color: #d9ead3; padding: 2px;">THU</span> <span style="background-color: #d9ead3; padding: 2px;">FRI</span> <span style="background-color: #d9ead3; padding: 2px;">SAT</span> </div>		<b>No. of Trips</b>	380
<b>Loading Stations</b>				

**Rate & Other Commercial Details**

<b>Rate (Rs.)</b>	50000	<b>Per Round Trip ( Two Way )</b>	
<b>GST (%)</b>	12	<b>GST Cess (%)</b>	0
<b>Contract Value</b>	Rs. 21280000 (Rupees Two Crore Twelve Lakh Eighty Thousand)		

**Security Money**

<b>Gross SM Amount (Rs.)</b>	950000	<b>(% of Annual Contract Value)</b>	
<b>Instrument Type</b>	<b>Amount</b>	<b>Details</b>	
EMD Adjusted	950000	(IREPS Ref ID- 10999, Bank Transaction ID- LDummy, Transaction Date- 08/04/2022)	

**Payment of License fee and other charges by contractor** [View Details](#)

<b>Regular Payment Frequency</b>	1	1 day(s) before Loading Date
<b>Regular Payment Start Date</b>	30/06/2022	First Regular Payment Due Date
<b>Grace Period Allowed (days)</b>	7	For regular payments.
<b>Grace Period Penalty (%age Per day of due amount)</b>	0.5%	For regular payments.

**Standard Conditions of Contract**

1.	Standard Conditions Of Contract Version 1.0
----	---

**Signatures**

Signed by:  
Signed on:

Auctioning Authority 0

Signed by:  
Signed on:

TEST BIDDER 2-GANDHI NAGAR

Sign & Submit
Home

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.

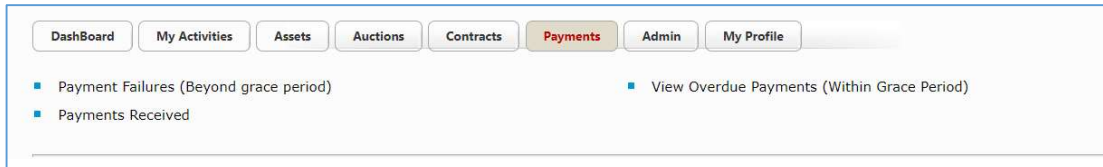
#### 4.3.6.2. View Modification Advice

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



### 4.3.7. Payments Tab

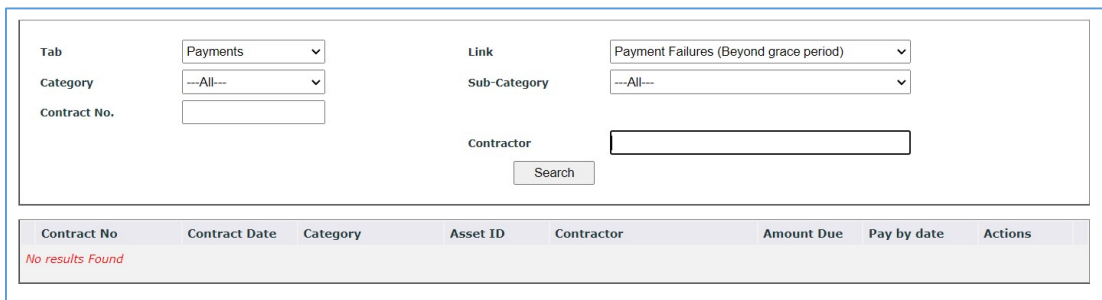
This tab meant for performing managing payments towards Licensing fees against published contracts. A screenshot the Payments tab is shown below:



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.



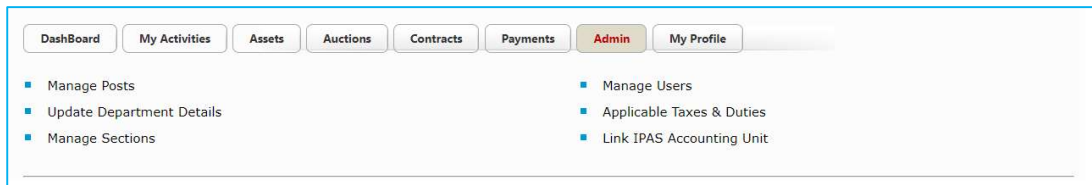
#### 4.3.7.2. View Overdue Payments (Within Grace Period)

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:

Applicable Taxes and Duties

Organization	Indian Railway	Zone	Northern Railway
Auction Authority State	(State Code-)		

Category / Sub-Category	GST Applicable	GST (%)	Cess (%)	SAC Code	Reason (0 GST)	RCM Applicable*
Parcel-SLR	<input checked="" type="checkbox"/>	0	0		Select	Yes
Parcel-Parcel Van	<input checked="" type="checkbox"/>	0	0		Select	Yes
Parking - Four Wheeler	<input checked="" type="checkbox"/>	0	0		Select	Yes
Parking - Two Wheeler	<input checked="" type="checkbox"/>	0	0		Select	Yes
Parking - Mixed	<input checked="" type="checkbox"/>	0	0		Select	Yes
Parking - Premium	<input checked="" type="checkbox"/>	0	0		Select	Yes
Parking - Radio Taxi	<input checked="" type="checkbox"/>	0	0		Select	Yes
Advertising-Train Internal	<input checked="" type="checkbox"/>	0	0		Select	Yes
Advertising-Train External	<input checked="" type="checkbox"/>	0	0		Select	Yes
Advertising - Out of Home	<input checked="" type="checkbox"/>	0	0		Select	Yes
Advertising - Station Branding	<input checked="" type="checkbox"/>	0	0	99111	Select	Yes

\*RCM:- Reverse charge mechanism applicable.

Attach Supporting Document Select File

Description of the document

Added by	Description	File Name	Uploaded On	Action
No Documents Uploaded				

Sign & Submit
Reset Details

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	

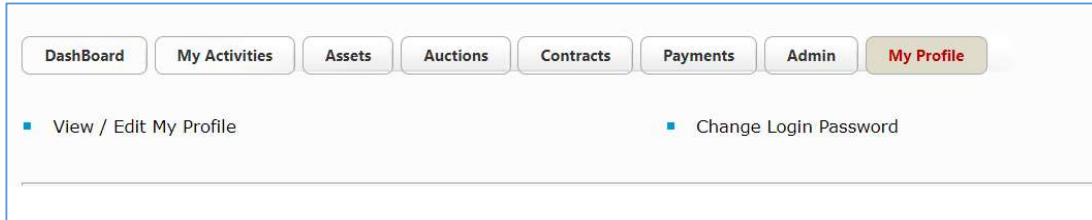
De-Linked Accounting Units					
De-Linked IPAS Accounting Unit			Linked By / De-Linked By	Date Of Linking / De-Linking	
Code	Unit	Zone			
9901	EPS HQ	IREPS TESTING	Dy.CMM/I - RAKESH KUMAR GUPTA. Dy.CMM/I - RAKESH KUMAR. GUPTA.	11-03-2020 18-11-2021	

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.

User Profile			
<i>Application Profile Details</i>			
<b>E-Mail/User Id:</b>	epsdivn.srdcm1@gmail.com		
<b>Account :</b>	IREPS	<b>Department:</b>	EPS-DIVN-COMMERCIAL
<i>Personal Details</i>			
<b>First Name:</b>	KISHAN	<b>Middle Name:</b>	
<b>Last Name:</b>	RAJ	<b>Date Of Retirement:</b>	null
<b>Date Of Birth:</b>	18/02/1987	<b>Cell No:</b>	+91 9717394000 ✓
<b>Gender:</b>	Male	<b>User Status</b>	Active
<b>Room/Chamber No.:</b>			
<i>Grade</i>			
<b>User Grade:</b>	NFSAG		
<i>Sections</i>			
<b>Sections:</b>	PARCEL, ADVT., CATG., PARKING		
<i>Work Area</i>			
<b>Assigned Work Areas:</b>	E-Auction Leasing	<b>Default Work Area:</b>	E-Auction Leasing
<i>Digital Signature Details</i>			
<b>Thumbprint</b>	D92F30FA5F0C639553AE8EBA773129478B148F69		<b>Signature DSC Validity</b>
			08/02/2023
<input type="button" value="Edit"/>			

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.

Post Details			
Post Details			
<b>Designation:</b>	Sr.DCM//EPS	<b>Grade:</b>	NFSAG
<b>Email:</b>	epsdivn.srdcm1@gmail.com	<b>Sections:</b>	CATG., PARCEL, ADVT., PARKING
<b>Address Line 1:</b>	CRIS	<b>Address Line 2:</b>	
<b>City:</b>	Delhi	<b>Pin/Zip Code:</b>	110002
<b>Country:</b>	India	<b>State:</b>	Delhi
<b>Phone Number:</b>	9101153674849	<b>Cell Number:</b>	919717394000
Workareas and corresponding functions assigned to the post			
<b>E-Auction Leasing</b> [ Administration ]			

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

Organization Details			
Organization Details			
<b>Organization Name :</b>	Indian Railway	<b>Zone :</b>	IREPS-TESTING
<b>Org Unit Type :</b>	Division	<b>Unit Controlling Dept :</b>	Commercial
<b>Org Sub Unit Type:</b>		<b>Admin Unit :</b>	EPS-DIVN
<b>Org Sub Unit Dept (Tendering Dept) :</b>	Commercial		

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.

Change Login Password

(Field Marked \* are mandatory)

Password Policy

- User Password should be minimum of 6 characters and maximum of 12 characters.
- Password will get expire in 90 days.
- The new password has to be different from the previous one.
- The password cannot be the same as userID and should not contain User-Id.
- Password must contain atleast one special character and numeric character.

Enter Old Password \* :

Enter New Password \* :

Re Enter New Password \* :

Password Strength:

Message from webpage

It is advised to keep your contact details specifically cell number updated in order to keep you informed regarding important events pertaining to your tenders through SMS alerts.

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 ---**