

# User Manual

## Auction Bidder User

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## 1. General Information

Details about “Application Overview”, “Purpose” and “Scope” have been mentioned in the **Annexure – A** separately

## 2. Getting Started

Common details about “Getting Started Guidelines” have been mentioned in the **Annexure – A** separately.

### 3. Core Functions & Activities of Bidder Users

Bidders perform the core activities of bidding on auctioned lots which they can find in published Auction Catalogues. Apart from Bidding, bidders will also have some administrative functions available to them for managing their accounts and profiles. Summary of all the bidder's important functions is mentioned below under this section and details of those functionalities can be found further in this document. Bidder's important functions include:

⇒ **Register as Bidders in IREPS**

Any bidder intending to participate in e-auction process needs to be registered with IREPS application since this participation needs logging into IREPS application which can be done after registration only.

⇒ **View & Edit their User Profile**

Bidder User can view or edit his/her user profile for limited permissible set of information.

⇒ **View & Edit their Account Profile**

Bidder User can view or edit his/her Account's / Firm's profile for limited permissible set of information.

⇒ **Integrate Bank Account for Lien Transactions**

This functionality will allow bidders to link their bank accounts with E-auction module and transfer the money for registration, EMD etc. to railway account.

⇒ **Credit Money into own IREPS Standing EMD Account**

Every bidder registration creates his IREPS Standing EMD Account in IREPS application. This account can be credited through transactions done using Online Payment facility and manual payments

⇒ **Search and View Account Transactions**

All the transactions that happen in bidder's accounts (Standing EMD or Lien Account) either manually or automatically through the system are recorded and can be viewed anytime. This function enables the bidders to search transactions and view or print the same

⇒ **Search and View IREPS Auction Schedule**

This function will be used to view the Auction Schedule Program for all or selected RLY/PU

**⇒ View Catalogues and Bid on Auctioned Lots**

This functionality is available to bidders to view an Auction Catalogue with all the lots published for auction shown with their Auction Start and Close Dates. Against every lot are links which allow the bidder to either view the lot to enter into its bidding room to participate in bidding process

**⇒ View and Sign Bid-Sheet**

A Bid Sheet is a document which is signed both by the seller and the purchaser for sold lots.

**⇒ Request to De-register from e-Auction**

A successfully registered bidder can opt anytime to de-register from IREPS e-Auction module. Once de-registered successfully, bidders can claim back the Entry Fee that was submitted at the time of registration.

## 4. Bidder / Firm Registration Process

Bidder Registration is the process of registering interested firms/companies in IREPS to allow one of their user to log into IREPS and bid on auction lots online. Only one user/email per firm can be registered who will remain the only user to log into the application. Bidder registration can be done in two ways – either through Online Registration or through Manual Registration Process. Both the processes require the bidders to possess a Private Digital Signing Certificate before proceeding to register. They also have to submit a refundable payment of INR 10,000.00 as one time Entry Fee / Registration Fee to successfully complete the registration process of their firms. Details of both the processes are mentioned below:

**Online Registration Process:** Bidders will register themselves under this process by submitting their details through an online registration form which is available on the IREPS website. This registration process requires them to attach their digital identification certificates for signing the online form before submitting. One time Entry Fee is mandatory to be paid using the online payment gateway to register successfully. Once the Time Registration Fee is paid online, the bidders will be confirmed of their successful registration online with their Login Password and Bidding Password e-mailed to them on their registered email addresses. In Online registration process, One Time Registration Fee amount will be populated automatically and bidders cannot make part payments for this fixed amount. The view of the interface for Online Registration looks like the one below:

**Bidder Online Registration**

**IMPORTANT MESSAGE**

Bidders need to have a valid Class III Digital Signature Certificate issued by licensed CA with Firm Name.  
Bidder is required to submit an affidavit duly notarized on stamp paper of requisite value.

(Note - Bidders need to submit one time **Refundable** Registration Fee of Rs. 10,000.)

(Fields marked \* are mandatory.)

**Firm Details**

Firm Name *	M/S	<input type="text"/>	
Firm URL		<input type="text" value="http://www."/>	Company Reg. No. <input type="text"/>
PAN/TAN No.		<input type="text"/>	Firm Sales Tax No. <input type="text"/>
Constitution of Firm		<input type="text" value="Partnership"/>	<input type="text"/>

**Contact Details**

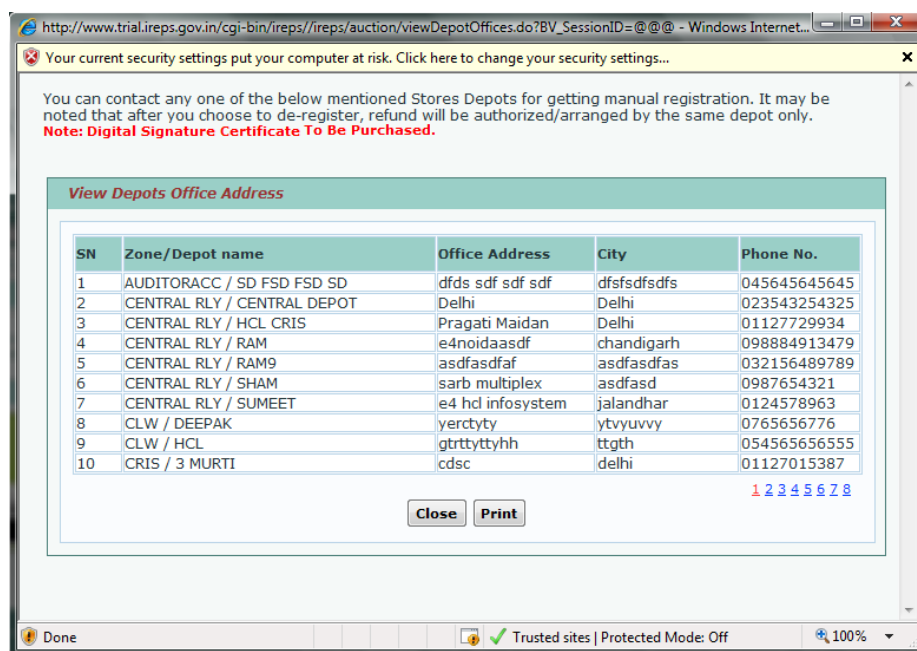
E-Mail/User Id*	<input type="text"/>	Alternate E-Mail Id	<input type="text"/>
User First Name* Mr./Ms.	<input type="text"/>	Middle Name	<input type="text"/>
Last Name	<input type="text"/>	Address Line 1*	<input type="text"/>
Address Line 2	<input type="text"/>	City*	<input type="text"/>
Country*	<input type="text" value="India"/>	State*	<input type="text" value="Select State"/>
Pin/Zip Code*	<input type="text"/>	Phone No. 1*	<input type="text"/>
Phone No. 2	<input type="text"/>	Cell Phone No.*	<input type="text"/>
Fax No.	<input type="text"/>		

**Verification Code**

Verification Code	<b>857269</b>		Enter Verification Code*	<input type="text"/>
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On submission of the above form for registration, the bidders are provided with a "Transaction ID" and a "Registration Request ID". These IDs are required to be noted down carefully by bidders since these are important for Bidder Account Activation which is another process and this needs to be completed by Depot's Authorized Users. Bidders are required to note these IDs and contact nearest Stores Depot for activation of their Account. They must carry the Affidavit in the prescribed format, available in Railway Board Documents. This document will be scanned and attached with the Profile of the bidder in the Activation process.

**Manual Registration Process:** In case bidders are not willing to make the payment using the online payment gateway to register, they can approach the nearest Depot for registration purpose. Bidders opting for manual registration can locate the RLY/PU Depots in their location from the Anonymous Home page on IREPS website where all the Depot Office addresses are displayed. The view would look like the one shown in the image below:



Bidders opting for Manual Registration will have to manually deposit the one time refundable Entry / Registration Fee directly in the Cash office associated with the concerned Depot and furnish the Cash Receipt to the authorized officer in the depot who will register their firm manually. They are also required to carry an Affidavit in the prescribed format. This document will be scanned and attached with the Profile of the bidder during Registration and Account Activation process.

After this Depot Administrators will verify payment details and on confirmation of transaction they will create a new bidder's account. On successful registration, the bidder will receive their Login Password to log into the application and the Bidding Password to bid for auctions, in their emails provided in their registration details.

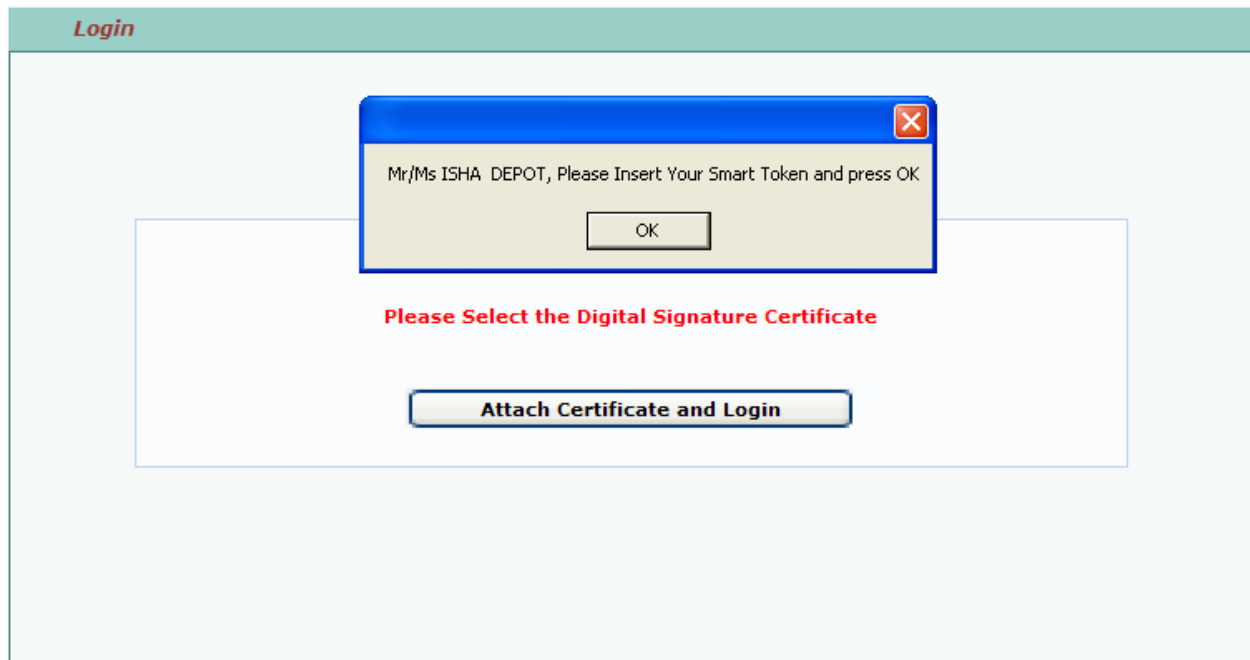
Note: Refund of One Time Entry Fee for those bidders who have registered through Manual option will be arranged by the concerned Depot where the payments were made. Refund of online payment for One Time Entry Fee will be arranged by FA&CAO Northern Railway.

## 5. Login as Bidder User and Updating Passwords

The Login link is available on the Anonymous Home page in the left section on the IREPS website, which on clicking will open the following screen. Here a user has to enter his/her user name and password as first step to login:

The user has to click the login link and it opens the following screen requiring the user to enter “**User Name**” and “**Password**” combination and then pressing the “**Login**” button:

After clicking 'Login', successful authentication of User ID / password combination, the user will require to digitally authenticating himself using his digital signature certificate from the following screen when the user will press “**Attach Certificate and Login**” button, it'll show the message box as shown below.



From the above screen when the "OK" button is pressed it will open the home page if digital authentication is successful. In case this user is logging in for the first time, then instead of showing the home page the user will be asked to go through different interfaces to configure his account properly before he is shown his home page.

On first login, users are invited to change their system generated password, update their bank account details and also update their subscription with RLY/PU Depots to receive alerts and messages with latest information about schedule creation, catalogue publishing etc. This subscription can be altered later anytime which actually is meant to keep bidders updated with the latest information through sending mails and messages to their account's registered email address for Depots they have subscribed to and not all the Depots of Indian Railways. The login password expires every 60 days and bidders are forced to change the same once it expires. Whenever login password is updated, the bidder needs to change the Bidding Password as well. Though bidders also have an option to change their Bidding Passwords separately anytime they desire, but bidding password will be mandatory to be updated along with when login password is updated. Login and bidding passwords have to be different from each other. The interfaces involved look like the ones shown below:

Change Login Password:

**Change Password**

(Field Marked \* are mandatory )

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**Password Policy**

- User Password should be minimum of 6 characters and maximum of 12 characters.
- Password will get expire in 60 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 \*:

Password Strength:

Too Short

Re Enter New Password \*:

Save

Reset

Change Bidding Password:

**Change Bidding Password**

(Field Marked \* are mandatory )

---

**Password Policy**

- Bidding Password should be minimum of 6 characters and maximum of 12 characters.
- The new bidding password has to be different from the previous one.
- Password must contain atleast one special character and numeric character.

---

Enter Old Bidding Password \*:

Enter New Bidding Password \*:

Password Strength:

Too Short

Re Enter Bidding New Password \*:

Save

Cancel

## Update Bank Details

**Update Bank Details**

(Field marked (\*) are mandatory)

**Bank Details**

Beneficiary's Name: AIRTEL BIDDER-Noida

Bank Name\*:  Branch\*:

Bank Code\*:  Address Line 1\*:

Address Line 2:  City\*:

Country\*: India  State\*: Select State

Pin Code:  Account Type\*: Select Account Type

Account Number\*:  MICR Code:

IFSC Code:

Whether bank branch has NEFT Facility or not\*: ☒ Yes ☐ No

Whether bank branch has RTGS Facility or not\*: ☒ Yes ☐ No

**Sign & Update** **Logout**

## Update Depot Subscriptions

**Subscribe/Unsubscribe to Mailers**

Please select one or more depot(s) from which, you want to receive e-mails on Auction Schedule, Auction Catalogue, corrigendum and other important information.

S No	Railway Unit/ Depot	Actions
1	AUDITORACC/ SD FSD FSD SD	<input type="checkbox"/>
2	CENTRAL RLY/ CENTRAL DEPOT	<input type="checkbox"/>
3	CENTRAL RLY/ HCL CRIS	<input type="checkbox"/>
4	CENTRAL RLY/ RAM	<input type="checkbox"/>
5	CENTRAL RLY/ RAM9	<input type="checkbox"/>
6	CENTRAL RLY/ SHAM	<input type="checkbox"/>
7	CENTRAL RLY/ SUMEET	<input type="checkbox"/>
8	CRIS/ 3 MURTI	<input type="checkbox"/>
9	CRIS/ CHAN	<input type="checkbox"/>
10	CRIS/ CHANAKYAPIRI	<input type="checkbox"/>
11	CRIS/ HCLINFO	<input type="checkbox"/>
12	CRIS/ P-5	<input type="checkbox"/>
13	CRIS/ PRAGATI MAIDAN	<input type="checkbox"/>
14	CRIS/ SAKURBASTI	<input type="checkbox"/>
15	DEPOT GVHFGHFG/ DEPOT101	<input type="checkbox"/>

**Sign and Submit** **Cancel**

All the functions mentioned above as Updating Subscriptions, Changing Passwords, Updating Bank Account Details etc. will also be available to bidder users from their Home Pages through various links in left and right navigations panes.

## 5.1. Forgot Login Password

In case a bidder forgets his login password then there are two ways he can get a new password:

- Through the link "Click here to get Password through E-mail" on login page as shown below wherein a bidder has to submit his Email-Id that was provided at the time of initial registration with IREPS. Then the bidder has to click the Submit button and attach his valid Digital Signature Certificate. The new password then will be sent to the registered E-mail Id.
- Alternatively another link on home page "Click here to get Password using digital signature" can also be used wherein a Bidder has to submit his Email ID which was provided at the time of initial registration with IREPS. Then the bidder has to click the Submit button and attach his valid Digital Signature Certificate. After this in next step the System will permit the user to create a new password directly in the application.

**Login**

Authenticate Yourself

User Name

Password

☐ Use virtual keyboard (Recommended)

**Note :** User Name and Password is Case Sensitive  
For security reason we have logged your system IP.

Virtual Keyboard (for entering password only)

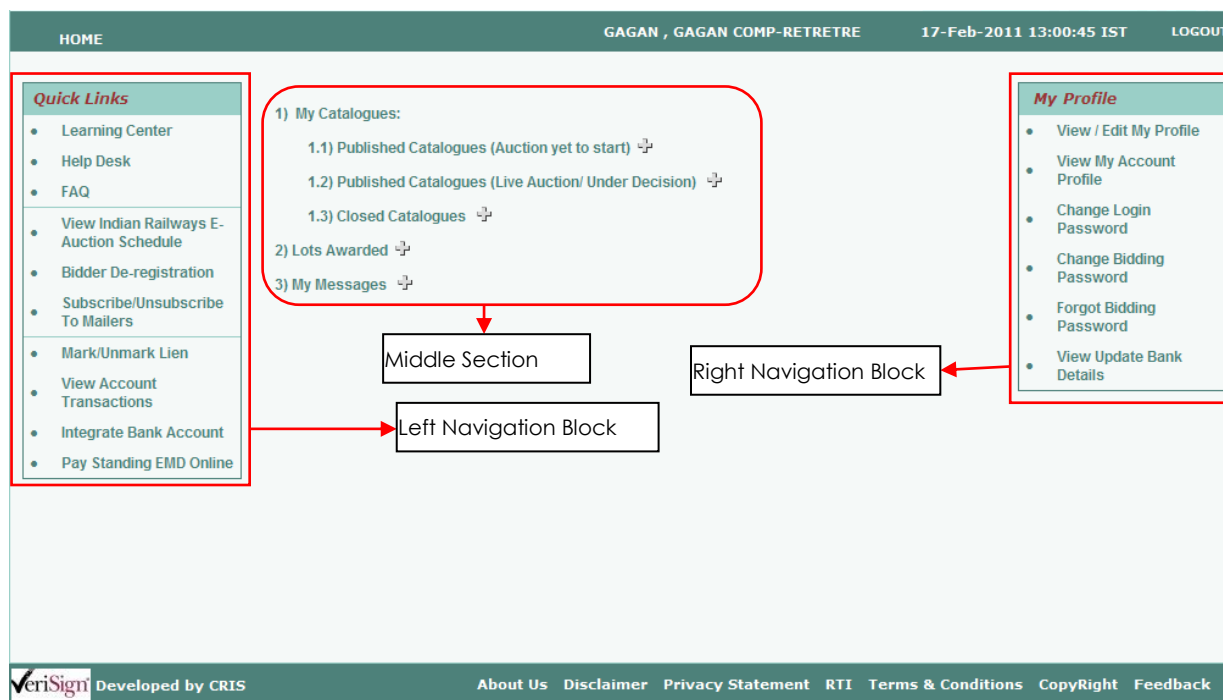
q	g	r	i	v	u	y	p	m	b	6	8	9
z	d	a	j	o	x	l	k	e		4	0	5
c	f	t	h	n	w	s				2	3	1
>	,	!	:	+	~	=	@	\	[			7
&	{	-	]	*	?	(	'	;	}			
"	#	)	^	"	\$	<	_	/	.	%		
Back Space										Clear		Caps Lock

Forgot Password

- [Click Here to get Password through E-mail](#)
- [Click Here to get Password using Digital Certificate](#)

## 6. Bidder User's Home Page (Links)

In case the user is not logging in for the first time then the user is shown the home page screen right after he/she has attached his/her Digital Signature Certificate for Digital Authentication. Home Page appears like the one shown in the image below:



In the above screen those links are being displayed which the user will be able to access. The links on the home pages are as follows:

#### Links in the Left Navigation Block:

##### ➤ Quick Links

- ✓ **Learning Centre** – This link allows the users to access the special section of IREPS in which the users can find user manuals and other audio/visual material for learning how to work in IREPS application.
- ✓ **Help Desk** – This link allows the users to access the help desk module using which he/she can request help from IREPS Helpdesk.
- ✓ **FAQ** – It allows the user to view list of questions & answers which are frequently asked by the end users.
- ✓ **View Indian Railways E-Auction Schedule** – This link is used to view the complete schedule of all the auctions those have already been published by various Depots in all the Indian Railway Zones.
- ✓ **Bidder De-Registration** – This link enables the registered bidders in IREPS e-Auction module to raise a request for de-registering their firms/bidder accounts. Once de-registered successfully, bidders can claim back the Entry Fee that they submitted when they registered
- ✓ **Subscribe/Unsubscribe To Mailers** – Through this link a bidder user will be able to select / de-select depots from where he/she wishes to receive information about published auctions and related information in their e-mail boxes

- ✓ **Mark/Unmark Lien** – A Lien Account is created for every bidder once he/she has successfully registered with e-Auction. A bidder will be able to increase / decrease the Lien Amount.
- ✓ **View Account Transactions** – All the transactions that have been executed either automatically by the system or manually by the bidder in the bidder's e-auction Account can be searched for and viewed by the bidder through this function.
- ✓ **Create/Update BANK Account Integration for IREPS** –Lien account needs to be integrated with BANK for online real time Lien facility which can be availed by bidders for bidding purpose. This link provides the functionality to integrate a BANK Account with newly created Bidder Account or update such an existing relation
- ✓ **Pay Standing EMD Online** – Apart from Lien Account, an IREPS Standing EMD Account is provided to all bidders where bidders can add money to online availability as EMD during bidding and other transactions. This link provides the functionality to credit money into his/her Standing EMD Account using online Payment facilities

#### Links in Middle Section of the Page:

##### ➤ Links in Middle Section

- ✓ **Published Catalogues (Auction yet to start)** – This sub-section will display all catalogues published online by the depots but auction has not started
- ✓ **Published Catalogues (Live Auction / Under Decision)** – This sub-section will display all catalogues published online by the depots where auction is live or has finished but decision on award/rejection of lots is pending
- ✓ **Closed Catalogues** – This sub-section will display all catalogues published online by the depots where auction process has completed, however catalogues older than three months will not be shown in this sub-section
- ✓ **Lots Awarded** – This link will show those selected lots which the logged in user's firm has been awarded
- ✓ **My Messages** – This link will show the messages sent to the logged in user either by CRIS Administrator or by the application automatically

Details of this section are also mentioned further in the document

**Links in Right Navigation Block:****➤ My Profile**

- ✓ **View/Edit My Profile** – Through this link the user will be able to view his personal profile details like name, address, phone, user type etc. From the same page user can update his/her personal profile also.
- ✓ **View My Account Profile** – Through this link the user will be able to view details of the firm/account he is registered with. He can opt to update some limited information of his account through this page which include limited fields under account address and phone numbers.
- ✓ **Change Login Password** – This link enables the user to change his login password as and when he likes. Users are always advised to keep their profiles updated in IREPS application including their addresses and phone numbers for easy access.
- ✓ **Change Bidding Password** – This link enables the user to change his Bidding password
- ✓ **Forgot Bidding Password** – This link enables the user to change their Bidding password in case they have forgotten the same
- ✓ **View / Update Bank Details** – This link allows the user to view and change the Bank account details which they have provided earlier while logging in for the first time in application

## **7. Links in Right Navigation Section**

Links in Right Navigation section of Bidder's Home Page provide administrative functions to a user. All the functions accessed through these links are described in details below:

### **7.1. View / Edit My Profile**

After clicking the “**View / Edit My Profile**” link, user profile information page of the logged in user will open in the browser which will look like the screen shown below. From this screen the user can view his / her existing user profile details, Personal Details, Official Details and Digital Signature Thumbprint information. A user can also update limited information after clicking the “**Edit**” button if he/she desires to do so.

View User			
Firm Name :	MESSAGE ORGANIZATION-SD FDS FSDFSD		
E-Mail/User Id:	message@bidder.com	Alternate E-Mail Id :	
First Name:	MESSAGE	Middle Name:	
Last Name:	BIDDER		
Address Line 1 :	Address Line 1	Address Line 2 :	Address Line 2
City :	city	Pin/Zip Code :	56756756
Country :	India	State :	Bihar
Phone Number1 :	01111111111	Phone Number2 :	02222222222
Cell Number :	03333333333	Fax No. :	04444444444
<input type="button" value="Edit"/> <input type="button" value="Home"/>			
Signature Thumbprint Details			
Thumbprint	27D4281ABED49C8687819CFEDDEC7BB2C8D8FA66		

On clicking the "Edit" button as shown in RED block in the above screenshot, the user gets to the interface shown below where he can submit a limited set of fields with updated information to be put in IREPS database. All data submission requires users to Sign the data and then submit the same and the Digital Signature Certificate used to sign the form data has to be the same which was used at the time of login.

Edit User			
(Field Marked * are mandatory )			
Firm Name :	MESSAGE ORGANIZATION-SD FDS FSDFSD		
E-Mail/User Id:	message@bidder.com	Alternate E-Mail Id :	
First Name:	MESSAGE	Middle Name:	
Last Name:	BIDDER		
Address Line 1* :	<input type="text" value="Address Line 1"/>	Address Line 2 :	<input type="text" value="Address Line 2"/>
City* :	<input type="text" value="city"/>	Pin/Zip Code* :	<input type="text" value="56756756"/>
Country :	<input type="text" value="India"/>	State* :	<input type="text" value="Bihar"/>
Phone Number1* :	<input type="text" value="01111111111"/>	Phone Number2:	<input type="text" value="02222222222"/>
Cell Number* :	<input type="text" value="03333333333"/>	Fax No :	<input type="text" value="04444444444"/>
Change Certificate	<input type="checkbox"/>		
<input type="button" value="Sign &amp; Update"/> <input type="button" value="Home"/>			

"Change Certificate" checkbox is also available in the same interface to allow users to change their login certificate and the same certificate is used for digital signing of all the form data submitted by users. If the user needs to change his certificate which is going to expire, then he/she can enable this checkbox and submit the form which then will ask for attaching a new certificate for updating the old records.

After entering the updated information a user can click on "Sign & Update" button to save the changes permanently into the database of IREPS which will then reflect in his/her User Profile.

## 7.2. View / Edit My Account Profile

In the Bidder User's home page, on the right navigation pane, bidder can view his / her account profile by clicking the "View My Account Profile" link as shown in screen below. After clicking this link the screen with user's account details opens up in which records are displayed in various groups. In the first group "Account Details" are displayed, in the second group "Primary User / Contact Person Details" are displayed, in the third group "Account Address Details" are displayed and there is another group with "Signature Details" shown in the end which displays the details of that Signing Certificate which was used to create this account. Clicking on "**View My Account Profile**" link from right navigation pane will open the following screen:

View Account Profile

Account Details

Account Name	MESSAGE ORGANIZATION-SD FDS FSDFS		
Account Type	AuctionBidder	Account URL	http://www.message.com
Company Reg. No.		PAN/TAN No.	
Firm Sales Tax No.		Constitution of Firm	

Primary User/Contact Person Details

First Name	MESSAGE	Middle Name	
Last Name	BIDDER	E-Mail Id	message@bidder.com
Address Line 1		Address Line 2	Address Line 2
City		Country	
State	Bihar	Pin/Zip Code	56756756
Phone Number1		Phone Number2	02222222222
Cell Number	057567567567	Fax No.	

Account Address Details

Address Line 1	Address Line 1	Address Line 2	Address Line 2
City	sd fds fsdfs	Country	India
State	Mizoram	Pin/Zip Code	56756756
Phone Number1	01111111111	Phone Number2	02222222222
Cell Number	057567567567	FaxNo.	04444444444

Affidavits

Affidavit	No Affidavit	Upload Date	No Upload Date
-----------	--------------	-------------	----------------

Signature Details

Serial Number	30940122c142f02ff7e0
Subject	CN=Sant Lal OID 1 2 840 113549 1 9 1=santlalkuk@gmail.com OU=Class 3 Certificate OU=EPS OU=Government OU=TCS-CA - Registration Authority O=CRIS L=New Delhi ST=Delhi C=IN
Issuing Authority	ST=AP,1.2.840.113549.1.9.1=#161661646d696e407463732d63612e7463732e636f2e696e,L=Hyderabad,CN=Tata Consultancy Services Certifying Authority,OU=TCS CA,O=India PKI,C=IN
Not Before	Thu Jul 01 17:29:28 GMT+05:30 2010
Not After	Sat Jun 30 17:29:28 GMT+05:30 2012

Edit Account

Edit Account Profile

Home

From the bottom of the above shown screen titled “**View Account Profile**” if the “**Edit Account Profile**” button is clicked, it opens another interface where a user can update his/her firm/account details for limited set of information. The following screen opens up with some limited fields enabled for updating, other fields which are disabled are not allowed for updates.

**Edit Account**

(Field Marked \* are mandatory )

Account Details
 

<b>Account Name</b>	MESSAGE ORGANIZATION-SD FDS FSDFSD		
<b>Account Type</b>	AuctionBidder	<b>Account Status</b>	Active
<b>Company Reg. No.</b>		<b>PAN/TAN No.</b>	
<b>Firm Sales Tax No.</b>		<b>Constitution of Firm:</b>	
<b>Account URL</b>	<input type="text" value="http://www.message.com"/>		

Account Address Details
 

<b>Address Line 1*</b>	<input type="text" value="Address Line 1"/>	<b>Address Line 2</b>	<input type="text" value="Address Line 2"/>
<b>City*</b>	<input type="text" value="sd fds fsdfs"/>	<b>Country*</b>	<input type="text" value="India"/>
<b>State*</b>	<input type="text" value="Mizoram"/>	<b>Pin/Zip Code*</b>	<input type="text" value="56756756"/>
<b>Phone Number1*</b>	<input type="text" value="01111111111"/>	<b>Phone Number2</b>	<input type="text" value="02222222222"/>
<b>Cell Number</b>	<input type="text" value="057567567567"/>	<b>Fax No.</b>	<input type="text" value="04444444444"/>

All the fields in above screen are self explanatory and if the user clicks the “Home” button it will take the user back to his/her home page.

### 7.3. Change Login Password

Through this link in their Right Navigation section, bidders can change their Login Password anytime they want. Every user’s login password expires every 60 days and a user is forced to change the same once the password expires. In case a user is updating his Login Password, then updating the Bidding Password is also mandatory. The interfaces are same as the ones which appear when the user logs in for the first time and is redirected to change the login password mandatorily. The details and related interfaces of this function are shown in the previous section titled: “Login as Bidder User and Updating Passwords”

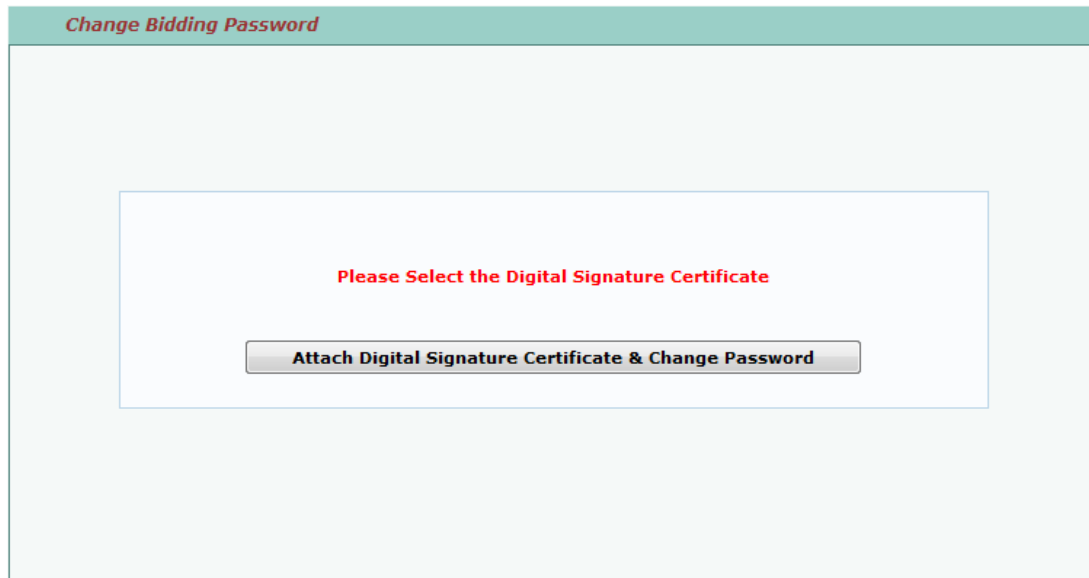
### 7.4. Change Bidding Password

Bidding password is the password which is required to be provided before entering a bidding room to bid on any selected lot. Through this link in their Right Navigation section, bidders can change their Bidding Password anytime they desire. The interfaces for updating the bidding password are same as the one which appears when the user logs in for the first time and is redirected to change the bidding password mandatorily. Bidders are required to enter their existing bidding passwords to change it. The related interfaces of this function are shown in the previous section titled: “Login s Bidder User and Updating Passwords”.

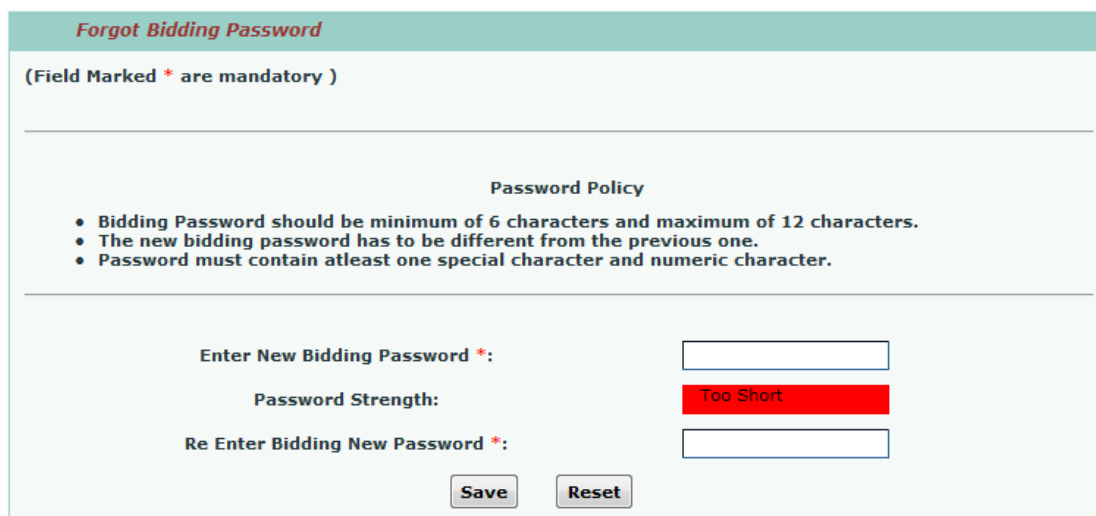
## 7.5. Forgot Bidding Password

This link in the Right Navigation section of bidder allows them to change their Bidding Password in case they have forgotten the earlier one. Unlike the previously mentioned functions "Change bidding Password", this function does not require bidders to enter the old password; instead this function lets the bidder change their bidding password by Digitally Authenticating themselves using their Digital Signing Certificate. The interfaces involved in this process are shown below:

On clicking this link on Right Navigation Section the following screen appears:



The user has to attach his Digital Signature Certificate and press the button as shown above. Once the button is pressed the following screen appears where a user can change the password:



## 7.6. View / Update Bank Details

Through this link in their Right Navigation section, bidders can view/update his/her account's registered Bank Details anytime. The interfaces to update the Bank Details are the same as the one which appear when the user logs in for the first time and is redirected to enter his/her Bank Account Details

### Update Bank Details

**Update Bank Details**

(Field marked (\*) are mandatory)

**Bank Details**

**Beneficiary's Name:** BIDDER 430-kmkl

**Bank Name\*:**

**Bank Code\*:**

**Address Line 2:**

**Country\*:**

**Pin/Zip Code:**

**Account Number\*:**

**IFSC Code:**

**Branch\*:**

**Address Line 1\*:**

**City\*:**

**State\*:**

**Account Type\*:**

**MICR Code:**

**Whether bank branch has NEFT facility or not\*:** ☒ Yes ☐ No

**Whether bank branch has RTGS Facility or not\*:** ☒ Yes ☐ No

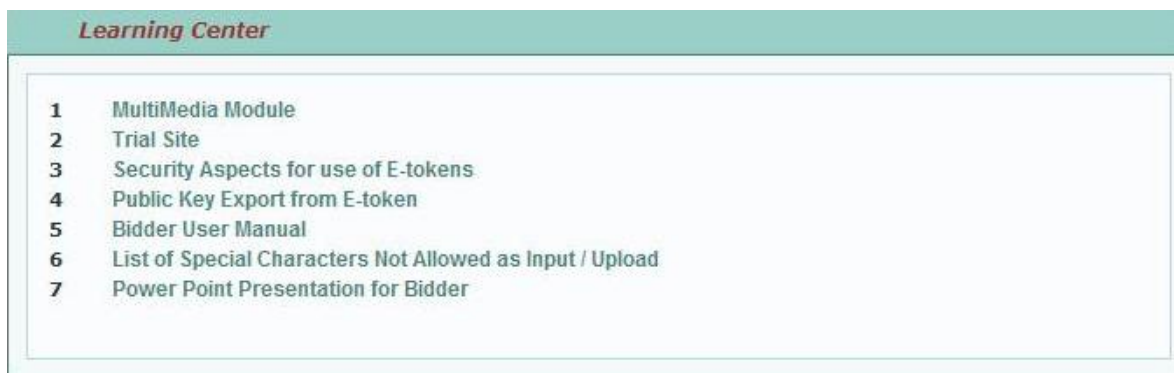
Sign & Update

Cancel

## 8. Links in Left Navigation Section

### 8.1. Learning Centre

Learning Center is a link which provides all users the features to learn about the application and access the related User Manuals, Presentations, Documents, and Learning Guides etc. It has further links to various interactive sessions under Multimedia Center and the trial site which enables all users to try the application without bothering about data or information loss. Learning Center is always kept updated with latest information and users must visit the Learning Center to know about the latest information available. The interface looks like the one shown below:



Links that display under the Learning Center are briefly described below:

Multimedia Module: Interactive Audio / Video Multimedia Modules explaining various functionalities of IREPS application

Trial Site: Link for "<http://trial.ireps.gov.in>" which the mirror application of IREPS where users can have hands on various functionalities provided.

Security Aspects for use of E-token: PDF document explaining the various security aspects related to the e-Tokens. This is described in detail in Annexure 'A'.

Public Key Import from E-token: PDF document explaining the step wise procedure to extract the public key from the e-Tokens. This is described in detail in Annexure 'A'.

Bidder User Manual: User Manual document for vendor users in downloadable form on IREPS site.

List of Special Characters Not Allowed as Input / Upload: Due to some security reasons few special characters are restricted throughout all input forms available in application. PDF document gives the tabular list of characters which are restricted in the application.

Power Point Presentation for Bidder: Presentation for users registered as Bidder for their download and learning process.

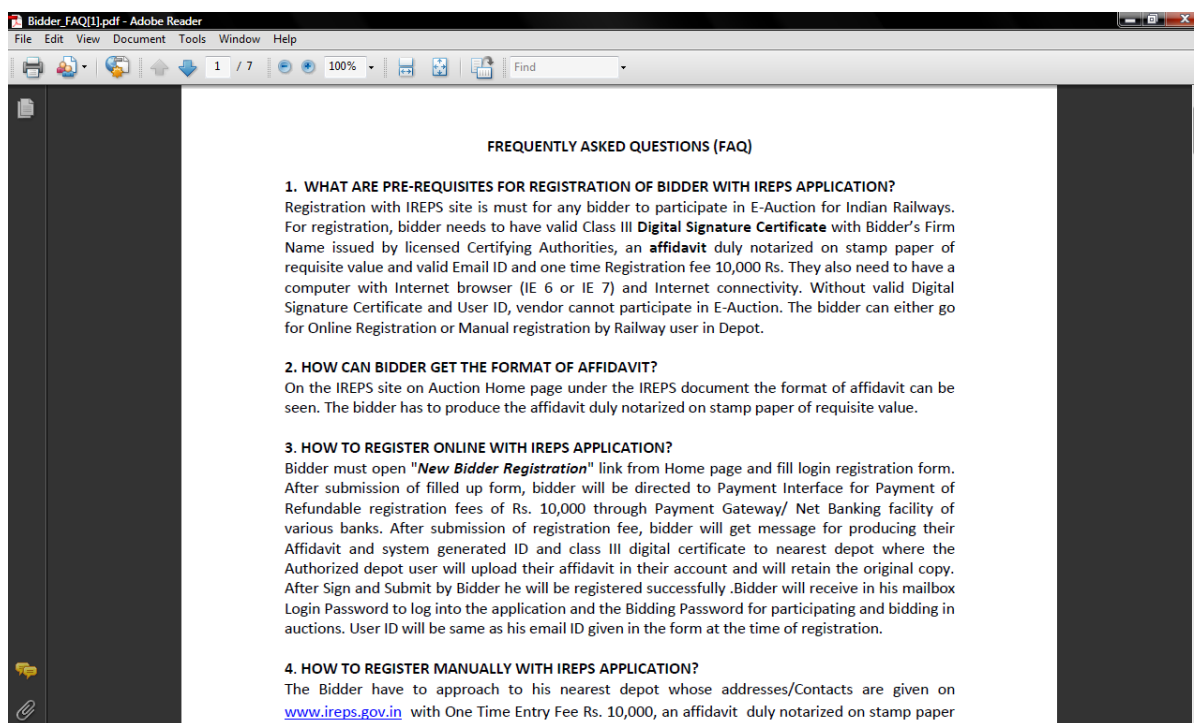
## 8.2. Help Desk

Helpdesk is a link that provides all users of IREPS functions to interact with the Helpdesk Team that is dedicated to help IREPS users get through their queries and resolve any issues they face. Link to access the "List of Public Holidays" is also available in this section. There are various ways a user can raise his/her query or issue and get an answer to the same. Users can raise their issues with Helpdesk Team either through Web Query Form and optionally they can also select to talk to the Helpdesk Team Members directly over the phone. All such details are shown in the interface which displays on clicking this link, which appears like the one shown below:



## 8.3. FAQ

"FAQ" is a link which opens up a PDF file on the user's computer using a PDF Reader that must be installed on that computer. This file contains a list of "Frequently Asked Questions and Answers" which must be read by the user before raising any query with the helpdesk. This document is also useful even if a user has no query as it covers the basic questions which may arise in a user's mind. The document looks like the screen shown below:



#### 8.4. View Indian Railways E-Auction Schedule

This function will be used to view the Auction Schedule Program for all or selected Railway Zones/Accounts and Depot by Anonymous Users, Bidders and by Railway Users also. Depot Users will prepare the Auction Schedule for his/her depot and the same will reflect automatically in the Indian Railways E-Auction Schedule. There will be option available to filter the information on the basis of Railway Account/Zone and Depot. All the results of filtering can be sorted based on Auction Date or Railway Zone. For auctions scheduled during a specific period, additional filtering criteria can be specified.

The "View Indian Railways E- Auction Schedule" interface when opens, shows all schedules for the next 3 months for all Railway Zones and the Depots. There are some restrictions specified for various types of users for specifying the date criteria which are as below:

- 1. Anonymous Users:** This link is available on E-Auction's Anonymous home page to view E-Auction schedule but such users cannot specify any Date Duration and by default can view schedule for next 3 months.
- 2. Bidder Users:** Logged in bidder users can specify an overall duration of 9 months or less in the "From" and "To" dates. "From" date cannot be older than 6 months from the current date and "To" date cannot be later than 3 months from the current date.

The interface of this functions looks like the screen shown below:

**View Indian Railways E- Auction Schedule**

Railway Unit:  Depot:   
 Auction Schedule Date: From  To   
 Sort On:  ☐ Asc ☒ Desc

Total Search Results - 289

Schedule No.	Railway Unit	Depot	Catalog Status	Auction Start Date/Time	Auction Close Date/Time	Actions
ssssss82	CRIS	PRAGATI MAIDAN	Published	12/10/12 10:10:00	12/10/12 13:10:00	
fghgfhghf	DLW	DLW DEPOT	Closed	01/12/11 11:52:00	15/12/10 13:22:00	
SActionssb	NORTHERN RLY	EPS-NR	Published	28/02/11 16:35:00		
testsschedu	IREPS	TRIVENDRADEPOT	Published	18/02/11 12:59:00	18/02/11 13:59:00	
schedlue22	IREPS	JAHANABAD	Published	17/02/11 10:00:00	17/02/11 13:39:00	
6666666666	IREPS	TRIALDEPOT2	Published	16/02/11 15:00:00		
schedule16	IREPS	HINDAUNDEPOT	Published	16/02/11 11:00:00	16/02/11 14:30:00	
7845123456	IREPS	TRIALDEPOT1	Published	16/02/11 11:00:00	16/02/11 13:00:00	
nescafetea	CRIS	HCLINFO	Published	16/02/11 10:08:00	16/02/11 14:08:00	
1111111111	IREPS	TRIALDEPOT1	Closed	15/02/11 10:00:00	15/02/11 11:30:00	

1 2 3 4 5 6 7 8 9 10 next

Once search is done, the results are displayed in the bottom of the same page with some action icons available against resultant records. The actions icons which appear are as:

- **View Uniform E-Sale Conditions:** Clicking this action icon opens a common PDF file which contains information on Terms and Conditions of the auction as prescribed by Railway Board and applicable to all depots of Indian Railways.
- **View Attached Document:** Clicking this action icon opens an interface which shows the documents that are uploaded/ attached by the authorized Depot user for the catalogue.
- **View Corrigendum:** Clicking this action icon will display all the Corrigendum Details for that Auction Schedule.
- **View Auction Catalogue:** Clicking this action icon will fetch the Auction Catalogue details and populate them in another page used for viewing Auction Catalogue. This link will appear only if some catalogue is associated with that schedule. Details of the catalogue are mentioned in a separate function in this document under the section titled "View Auction Catalogue".

### 8.5. Bidder De-Registration

Successfully registered bidders can opt to de-register from IREPS and de-activate their bidder account to claim the refund of the One Time Entry Fee which they paid while registering with IREPS application. Details of this function are mentioned further in this document.

### 8.6. Subscribe/Unsubscribe To Mailers

There are many Depot Offices spread across all the Railway Zones and a Bidder might be interested in participating in bidding for a few depots only. This Option allows a bidder to select those Depots from which he/she wants to receive mails/alerts about schedule generation, catalogue publishing, corrigendum etc. in that depot. By default no railway depot is subscribed at the time of creation. Selection of Depot(s) is not mandatory though but a user has to sign and submit this page necessarily on first login itself. The related interfaces of this function are shown in the previous section titled: "*Login as Bidder User and Updating Passwords*".

## 9. Payment Processes

Before educating user about payment processes, various important terms, as explained below, needs to be understood:

**Standing EMD:** Standing EMD is the amount deposited in the Railway's bank account in advance through online process by the bidder or by manual process through depot user, as updated in IREPS. The standing EMD is used for the purpose of:

- Deciding the bidding limit of the bidder
- Auto deducting the Earnest Money for Lots awarded to the selected bidder.

**Lien Amount:** Lien Amount is the amount marked by the bidder on funds in his bank account, integrated with IREPS. The lien amount along with standing EMD will decide bidding limit and will also be utilized as earnest money for lots awarded to bidder. The amount on which lien is marked in favor of Railways cannot be utilized by the bidder unless the same is unmarked through IREPS application by the bidder himself. Once the lot is awarded to the bidder, amount equivalent to 10% of the bid value will be transferred by the bank, irrevocably, to concerned Railway's bank account on receipt of instruction through IREPS.

**Bidding Limit:** Total Bidding Limit of a bidder is ten times the sum of standing EMD and Lien amount. Bidder can submit bids for any no. of lots of various depots' ongoing e-Auctions up to 10 times the sum of standing EMD and Lien Amount, i.e. bidding limit.

The bidding limit will dynamically change during the running auction based on status of bid. The bidding limit will reduce if the bidder happens to be highest bidder for any lot(s) irrespective of the status of the lot (whether running or closed). The bidding limit will increase if the bidder is no highest bidder or his highest bid is rejected or lot is withdrawn by the Depot officer.

**For example:**

Standing EMD = Rs. 1, 00,000/-.

Lien amount = Rs. 1, 50, 0000/-

Total in Bidder's E-Auction account = 2,50,000/-

Total bidding limit is ten times of (Standing EMD + Lien Amount)

Total Bidding Limit =  $10 \times (\text{Rs}1, 00,000 + \text{Rs. } 1, 50, 0000) = \text{Rs. } 25, 00,000/-$  (i.e. Bidder can submit bids up to total value Rs. 25, 00,000/- on cumulative basis)

If the Bidder's bid rate is Rs. 15,000/- for Lot Qty. of 50 MT and this remains highest against the Lot, Total Value (Bid Rate X Lot Qty) will be deducted from the Total bidding Limit.

Bid Value for the lot =  $(15,000 \times 50) = \text{Rs. } 7, 50,000/-$ .

EMD for the Lot = 10% of total bid value = Rs 75,000/-

Total Bid Value i.e. 7,50,000/- will be deducted from the Total bidding limit, thus decreasing the bidding limit to Rs.  $(25, 00,000 - 7,50,000 = 17,50,000)$

As soon as his bid is superseded by other higher bids or his highest bid is rejected or the lot is withdrawn, his bidding limit will be restored to Rs 25,00,000/-

If the Bidder wins this lot by the acceptance of Depot officer, EMD amount will be deducted from standing EMD and Balance standing EMD will be  $(1, 00,000 - 75,000) = \text{Rs. } 25,000/-$ .

Whenever EMD is to be transferred to Railway account from bidder's account, IREPS system will first check balance available in Standing EMD and after exhausting the Standing EMD Instructions will be given to bank to deduct the shortfall amount from Lien amount.

## 9.1 Pay through Lien Arrangement

This involves two processes described in section 9.1.1 and section 9.1.2

### 9.1.1 Integrate Bank Account for Lien Management

Bidders can integrate i.e. link, their bank account (presently SBI) to mark/ unmark lien on the funds available in respective account, through IREPS. The bidders must have 'Net Banking' facility enabled on their bank account to avail this facility.

This link under explanation here in this section titled "**Integrate Bank Account**", provides the logged in bidders a facility to select one of their Bank Accounts for Lien Integration with IREPS application. Users need to further log into their Bank Account and then from appropriate interfaces shown on Bank site, they will select one account from the list of active Bank accounts which then will be integrated with IREPS. After the integration is done, users can select any

amount available in their Bank Account for marking Lien. Details on marking and unmarking the Lien Amount are mentioned in the subsequent function under the section titled: "Mark / Un-mark Lien". Interfaces related to Integration of Bank Account for Lien Management in IREPS are shown below:

After this the bidder will be taken to the BANK site where he can login with his user name, password of his Net-Banking account.

#### Bank Login Screen

Select Bank Account to be Mapped/Integrated:

The screenshot displays the State Bank of India Internet Banking portal. At the top, it says 'State Bank of India' and 'Welcome: Internet Banking TestAccount'. Below this, a message reads: 'Your previous site visit 27-Jan-2011 15:53 IST'. The main heading is 'Welcome to Indian Railways E-procurement System (IREPS): E-Procurement/E-auction services to Indian Railways'. A sub-message states: 'Select an account to integrate with E-Auction services of Indian Railways E-Procurement System (IREPS) for Marking/Unmarking of Lien.' Below this is a table with four columns: 'Account No./Nick name', 'Account Type', 'Branch', and 'Balance'. The table contains one row: 'Internet Banking', 'Saving Acc', 'Konkan Bhawan', and 'INR 3,120.99'. Under the table, the 'Selected Account' is 'Internet Banking'. Other fields include 'Merchant Reference No. (Indian Railways)' as '81', 'Firm's IREPS ID' as '78955', 'Firm's Name' as 'M/s Binani Cement Delhi', and 'Transaction Type' as 'Bidder SBI Account Mapping/Integration with IREPS'. At the bottom of the form are 'Confirm' and 'Reset' buttons. A link at the bottom left says 'Click here to abort this transaction and return to the E-Tendering/ E-Auction services of IREPS.'

After selection of bank Account and confirming the same, message for successful mapping/integration will be displayed and user will be directed to IREPS site.

### 9.1.2 Mark/Unmark Lien

Bidders will be provided this link in IREPS to access a function through which they can view existing lien balance and enter the amount for which lien is to be marked/ unmarked from the balances available in their integrated account.

Here the bidders can exercise following two options:

- **Mark Lien:** Bidders can enter the desired amount on which Lien is to be marked out of the fund available in their mapped bank account. Once transaction is successfully completed, the amount will be added to the Lien balance in bidder's E- Auction account. The user's account on BANK side needs to have sufficient balance as required for the desired transaction of Marking.
- **Unmark Lien:** The desired amount from Lien balance can be released by selecting this option by the bidder. Once transaction is successfully completed, the entered amount will be released from the Lien Balance. As Lien balance decides bidding limit (explained later) for a bidder, the requested amount for release of lien will be validated to ensure that the same is not being utilized by him against any lot.

**Mark/Unmark Lien**

**Note:-** The amount on which Lien is marked will decide your bidding limit for bidding in E-Auction for Indian Railways. This fund will remain in your bank account. After award of lot(s) in your favour, required EMD amount will be transferred to respective Railway's account. The amount on which Lien is marked can't be withdrawn without unmarking the same by you through IREPS.

Similarly, Lien can be un-marked through the following interface. It may be noted that your bidding limit for bidding in Indian Railway's E-Auctions will be correspondingly reduced as a result of unmarking lien.

(Fields marked \* are mandatory.)

Your Lien Balance (Rs.) 6.00

Mark/Unmark Lien \* ☒ Mark Lien ☐ Unmark Lien

Amount (INR) \*  Remarks

After sign and submit, the user is redirected to bank site.

### Mark/Unmark Lien

**State Bank of India** Welcome Internet Banking Test Account [logout](#)

Your previous site visit 27-Jan-2011 15:53 IST

**Welcome to Indian Railways E-procurement System (IREPS): E-Procurement/E-auction services to Indian Railways**

Mark/Unmark lien an amount in your integrated account.  
EMD for the lots awarded to your firm will be automatically debited from the lien account

Account No./Nick name	Account Type	Branch	Balance
Internet Banking	Saving Acc	Konkan Bhawan	INR 3,120.99

**Selected Account** Internet Banking

Merchant Reference No. (Indian Railways) 81

Firm's IREPS ID 78955

Firm's Name M/s Binani Cement Delhi

Transaction Type Either Lien Mark or Unmark

Amount (INR) 1000.00

[Click here](#) to abort this transaction and return to the E-Tendering/ E-Auction services of IREPS.

The user can complete the transaction on BANK site from here on and he/she will return to IREPS site after the transaction is completed.

## 9.2 Pay Standing EMD online to E-Auction Account

(This facility is not provided presently and same will be made available after authorization from FA&CAO NR.)

This link will provide bidders the functionality for crediting desired amount in their E-Auction Account online using available payment gateways (for credit card transactions) or Net banking, thereby increasing his Standing EMD.

Once bidder has credited amount to his e auction account, clicks on this link, he/she is shown an interface as displayed below:

On submission of the above form with relevant data, the user is redirected to select a Payment Mode/Gateway option. Bidders can make payments using following mentioned facilities:

1. SBI Online - Bidders can transfer money from any SBI account to their e-auction account.
2. Payment Gateway - Facility of transacting online through Payment Gateway of SBI for credit card transactions.

Similar arrangement with other banks is to be authorized by FA&CAO Northern Railway.

The IREPS interface involved is shown below:

Once user selects his option, he/she is redirected to bank's site for login. After login, user is shown the details of the amounts entered in IREPS site. He needs to select the bank account from which amount is to be transferred to IREPS and confirm on bank site. Bank site also displays information about some last transaction done by the user. After successful completion of transaction, user is displayed necessary confirmation on bank site and returned back to IREPS site. He is shown the transactions status details on IREPS site which the user must record with him for future references although the same are available in "View Account Transactions" function also which is mentioned further in this document.

## Pay Standing EMD on Bank's website

**State Bank of India** Welcome:Internet Banking TestAccount [logout](#)

Your previous site visit 27-Jan-2011 15:53 IST

**Welcome to Indian Railways E-procurement System (IREPS): E-Procurement/E-auction services to Indian Railways**

Select an account to make payments for E-Tendering/E-Auction services of Indian Railways E-Procurement System (IREPS).  
Amount so paid will be debited from your selected SBI account after confirmation of payments.

Account No./Nick name	Account Type	Branch	Balance
Internet Banking	Saving Acc	Konkan Bhawan	INR 3,120.99

**Selected Account** Internet Banking

Merchant Reference No. (Indian Railways) 81

Firm's Registration Request ID 6169 (This will be display in case of Registration Fee only)

Firm's IREPS ID 78955 (This will be display in case of Standing EMD only)

Firm's Name M/s Binani Cement Delhi

Payment Type Either Registration Fee or Standing EMD

Amount (INR) 100.00

[Click here](#) to abort this transaction and return to the E-Tendering/ E-Auction services of IREPS.

**State Bank of India** Welcome:Internet Banking TestAccount [logout](#)

Your previous site visit 27-Jan-2011 15:53 IST

**Welcome to Indian Railways E-procurement System (IREPS): E-Procurement/E-auction services to Indian Railways**

Please find below the last three transactions made by you for E-Tendering E-Auction services of IREPS

Reference No.	Account No.	Branch Name	Transaction Date	Amount (INR)	Status
IK07180972	000098766363343	KONKAN BHAVAN	19-Jan-2011	3.00	Success
IK07180186	000098733363343	KONKAN BHAVAN	10-Jan-2011	1.00	Success
IK07180189	000098733363343	KONKAN BHAVAN	10-Jan-2011	1.00	Success

Verify and confirm transaction details for E-Tendering/E-Auction services of IREPS

Account No.	Description	Branch
00000030444052610	Savings Account	KONKAN BHAVAN

Merchant Reference No. (Indian Railways) 81

Firm's Registration Request ID 6169 (This will be display in case of Registration Fee only)

Firm's IREPS ID 78955 (This will be display in case of Standing EMD only)

Firm's Name M/s Binani Cement Delhi

Railway Unit Name Northern Railway

Payment Type TDC or EMD

Amount (INR) 100.00

[Click here](#) to abort this transaction and return to the E-Tendering/ E-Auction services of IREPS.

<b>E-Receipt</b>	
<b>Firm's Name/ IREPS ID</b>	Sun Textiles / 23789
<b>Type of Payment</b>	Standing EMD
<b>Amount (INR)</b>	<b>1000.00</b>
<b>Transaction Date/Time</b>	<b>03/02/2011 13:15</b>
<b>IREPS Ref. Number</b>	<b>9562</b>
<b>Bank's Transaction ID</b>	<b>IK07356821</b>
<b>Transaction Status</b>	<b>Success/Failed</b>
<b>Bank's Remarks</b>	Completed Successfully

### 9.3 Manual Credit of Standing EMD to E-Auction Account

*(This facility is not provided presently and same will be made available after authorization from FA&CAO NR.)*

Bidders can deposit money with cashiers attached to associated accounts of railway depots and submit Cash Receipt to authorized user of Depot for getting the same credited in their e-auction account thereby increasing the balance Standing EMD amount.

### 9.4 Debit of Money from Bidder's E-Auction Account

Once the lot is awarded to the bidder, the EMD against that lot is deducted from the bidder's E-Auction account. Whenever EMD is to be transferred to Railway account from bidder's account, IREPS system will first check balance available in Standing EMD and after exhausting the Standing EMD, instructions will be given to bank to deduct the shortfall amount from Lien amount and credit to railways account.

### 9.5 Refund of Standing EMD

- Amount credited to bidder's e-auction account through manual entry by authorized railway user will be refunded by the same depot's user who had made entry for the credit.

- Amount credited to bidder's e-auction account through online process will be refunded by the FA&CAO NR.

System will validate the amount to be refunded and will be authorized subject to availability of free balance. Entry for refund will be captured in the system first and then refund memo will be generated through the system as authority for refund.

### 9.3 View Account Transactions

This Function is used by Bidders for searching the Account Transactions for a limited duration. By selecting the options available for specifying a search criterion a bidder can execute a transaction search after specifying "From" and "To" date fields which cannot be greater than 3 months duration. Search criteria will also include searching based on type of transactions like "EMD/Standing EMD" and "Lien Transactions". Search results will vary depending upon the type of transaction selected, results will be as:

- A.** In case of search based on "**EMD/Standing EMD**", following transactions are shown:
- **Credit Transactions:** Transactions executed by the bidder through Payment Gateway/Net-Banking and Manual entries made by authorized Railway User. Money deducted from lien amount for awarded Lots are shown as credit entry before subsequent debit entry against the same lot.
  - **Debit Transactions:** Auto Generated by System if Lot is awarded to bidder & EMD is deducted from his account and Manual Debit entries made by Authorized Railway User for any Refund Requests out of the Standing EMD by bidder.
- B.** In case of search based on "**Lien Transactions**", following transactions are shown:
- **Credit Transactions:** Transactions for Lien marked will be shown as credit entry.
  - **Debit Transaction:** Lien unmarked as well as amount deducted towards EMD from lien balance will be shown as debit entry.

Once a user clicks on this link an interface opens up to allow users select a search criteria which will then be submitted to filter out the set of transaction which a user desires to view and print. The interface which opens up on clicking this link is shown below:

**View Account Transactions**

**Account Balance Details**

<b>Bidder's Firm Name</b>	SAWTI COMP-SDFDSF		
<b>Standing EMD Amount (Rs.) :</b>	9,94,800.80	<b>Lien Marked Amount (Rs.) :</b>	0.00
<b>Total amount in bidder's E -Auction Account</b>	9,94,800.80		
<b>Total Bidding Limit</b>	99,48,008.00		

**Account Transaction Type : \*** Select Transaction Type

**Transaction Date** From  To

[Filter](#) [Home](#)

After searching for Standing EMD Transactions

**View Account Transactions**

**Account Balance Details**

<b>Bidder's Firm Name</b>	SAWTI COMP-SDFDSF		
<b>Standing EMD Amount (Rs.) :</b>	9,94,800.80	<b>Lien Marked Amount (Rs.) :</b>	0.00
<b>Total amount in bidder's E -Auction Account</b>	9,94,800.80		
<b>Total Bidding Limit</b>	99,48,008.00		

**Account Transaction Type : \*** Standing EMD Transactions

**Transaction Date** From  To

[Filter](#) [Home](#)

**Account Transaction Type : Standing EMD Transactions**

**Total Search Results : 9**

Transaction Id/ Transaction Date-Time	Transaction Type	Type of Payment	Transaction Amount (Rs.)	Debit / Credit	Closing Balance (Rs.)	Remarks
454/17-02-11 18:17	System	EMD	158.40	Debit	9,94,800.80	EMD Deducted by System for catalogue No- edty4e5786 and lot no-Lot IREPS19
453/15-02-11 18:58	System	EMD	1,418.40	Debit	9,94,959.20	EMD Deducted by System for catalogue No- edty4e5786 and lot no-Tuesday333
448/14-02-11 18:29	System	EMD	1,346.40	Debit	9,96,377.60	EMD Deducted by System for catalogue No- edty4e5786 and lot no-Lot IREPS17
447/14-02-11 18:29	System	EMD	1,522.40	Debit	9,97,724.00	EMD Deducted by System for catalogue No- edty4e5786 and lot no-Lot IREPS20
445/11-02-11 15:58	SYSTEM	EMD	720.00	Debit	9,99,246.40	EMD Deducted by system
444/10-02-11 18:48	System	EMD	33.60	Debit	9,99,966.40	EMD Deducted by System for catalogue No- edty4e5786 and lot no-CPCB Lot002 , where total EMD is 33.6and Deducted amount from e-wallet is - 1000000.0
443/10-02-11 10:24	Manual	N/A	10,00,000.00	Credit	10,00,000.00	N/A
442/10-02-11 10:23	Automatic	Entry Fees	10,000.00	Debit	0.00	N/A
441/10-02-11 10:23	Automatic	Entry Fees	10,000.00	Credit	10,000.00	N/A

## After searching for Lien Transactions

**View Account Transactions**

**Account Balance Details**

<b>Bidder's Firm Name</b>	BIDDER 430-kmkl		
<b>Standing EMD Amount (Rs.)</b>	2,31,64,227.77	<b>Lien Marked Amount (Rs.)</b>	10.00
<b>Total amount in bidder's E -Auction Account</b>	2,31,64,237.77		
<b>Total Bidding Limit</b>	23,16,42,377.70		

**Account Transaction Type :** \* Lien Account Transaction

**Transaction Date From**  **To**

[Filter](#) [Home](#)

**Account Transaction Type : Lien Marked Transactions**

**Total Search Results : 10**

Transaction Id/ Transaction Date-Time	Transaction Type	Transaction Amount (Rs.)	Mark /Unmark	Closing Balance (Rs.)	Remarks
9582/07-02-11 13:03	On Line	10.00	Mark Lien	10.00	For Bidding
9581/07-02-11 12:35	On Line	22.00	Unmark Lien	0.00	erf
9569/04-02-11 11:15	On Line	2.00	Mark Lien	22.00	test by KK
9568/04-02-11 11:12	On Line	4.00	Unmark Lien	20.00	test by KK
9567/04-02-11 11:01	On Line	5.00	Unmark Lien	24.00	test buy KK
9565/03-02-11 17:04	On Line	1.00	Mark Lien	29.00	N/A
9544/02-02-11 14:51	On Line	3.00	Mark Lien	28.00	hhhhhh
9543/02-02-11 13:11	On Line	3.00	Mark Lien	25.00	retrttt
9447/27-01-11 17:03	On Line	2.00	Mark Lien	22.00	fttytyy
9433/27-01-11 16:07	On Line	5.00	Unmark Lien	20.00	dgfdg

## 10. Links in Middle Section

### 10.1. My Catalogues

This section will have 3 subsections all showing various catalogues which either belong to the depots which have been subscribed by the bidder or his attention is invited by Depot or for which he has submitted bid in any lot of that catalogue. The subsections showing the details will be:

- **Published Catalogues (Auctions yet to start):** This sub-section will display all catalogues published or uploaded by the depots but auction has not started.
- **Published Catalogues (Live Auction/ Under Decision):** This sub-section will display all catalogues published by the depots where auction is live or closed but decision on award/rejection of lots is pending.
- **Closed Catalogues:** This sub-section will display all catalogues published by the depots where auction process has been completed, however catalogues older than three months will not be shown in this sub-section.

Other Action Links at the right side below the "Actions" column allow the bidder to access some functions quickly. The interface and related action icons are displayed below:

The Actions column contains the following icons which are common to all the sub-sections:

- **View Auction Catalogue** – This action icon enables users to view the complete catalogue. The details of View Auction Catalogue have been mentioned in the section titled: “View Auction Catalogue”
- **View Corrigendum** – This action icon lets the bidders view all the corrigenda published against that catalogue after the catalogue was published. Details of this function have been provided further in this section under the heading titled “View corrigendum”










## 10.2. Lots Awarded

This dashboard section displays all those lots with their catalogue numbers which have been awarded to bidder by the seller. Other Action Links at the right side below the “Actions” column allow the bidder to access some functions quickly. The interface and related action icons are displayed below:

**1) My Catalogues :**

- 1.1) Published Catalogues (Auction yet to start) ➔
- 1.2) Published Catalogues (Live Auction/ Under Decision) ➔
- 1.3) Closed Catalogues ➔

**2) Lots Awarded**

Depot/Rly.	Catalogue No.	Lot No.	Auction close Date	Rate/Unit (Rs.)	Sale Qty./Unit	Actions
VISHAL DEPOT/CRIS	--Angel--	Lot Apples	16-10-10 13:20:00	1.00	2.00/Cg. CM	  
VISHAL DEPOT/CRIS	--Angel--	Lot IREPS3	16-10-10 12:50:00	10,00,00,000.00	3.00/Cg. Bm	  
VISHAL DEPOT/CRIS	--Angel--	Lot IREPS4	18-10-10 10:20:00	10,00,00,000.00	4.00/Sq. Metr	  

**3) My Messages** ➔

**My Profile**

- View / Edit My Profile
- View My Account Profile
- Change Login Password
- Change Bidding Password
- Forgot Bidding Password
- View Update Bank Details

**View Lot Details**      **View Bid Sheet**      **View Bid History**

The Actions column contains the following icons:

- **View Lot Details** – This action icon is used to view the Lot Details in a pop up window. The details of this function are mentioned in other section of this document titled “View Lot Details”.
- **View Bid Sheet** – This action icon lets the bidders view the Bid Sheet which has been created and signed by the railway user. The details of View Bid Sheet have been mentioned in the section titled: “View and Sign Bid Sheet”

- **View Bid History** – This action icon enables the users to view the bidding history. The details of this function have been mentioned in the section titled: "Enter to Bid / View Bidding History"

### 10.3. My Messages

On the home pages of all IREPS Users a link is shown titled "My Messages" in the middle of the page. Under this link a user can view all the messages that are sent to him by the EPS Administrator or those which are generated by system. Those messages which are older than three months from current date are not shown in this interface.

After clicking the "My Message" link, the screen as shown below displays:

Details which are shown with every message include details like: Message Id, Send Date Time, From, Subject and some Action Icons under the column titled "Action". Details of these action icons are provided further in this section. Unread messages are shown in bold and those which have been read by the user are shown in normal (non-bold) font.

Action icons are shown along with appropriate tool tips which appear if the mouse is brought above these icons. Action icons that are available are shown in the screen below:

HOME MESSAGE BIDDER, MESSAGE ORGANIZATION-SD FDS FSDFS 09-Dec-2010 11:33:08 IST LOGOUT

**Quick Links**

- Learning Center
- Help Desk
- FAQ
- View Indian Railways E-Auction Schedule
- Bidder De-registration
- Subscribe/Unsubscribe To Mailers
- Allocate/De-Allocate Lien
- View Last 10 Account Transactions
- Change Integration My SBI Account with IREPS
- Credit By Bidder

**My Catalogs**

- Auctions Won
- My Messages**

**Note: Messages older than 3 months will not be shown here and such messages will automatically move to the deleted messages folder.**

Total Messages : 32 Unread Messages : 32

Msg Id	Sent Date/Time	From	Subject	Action
88041	29/11/10 19:17:53	System Generated Message	Successfull awarding of Lot Auction	[Envelope] [Trash]
88038	29/11/10 19:17:45	System Generated Message	Successfull awarding of Lot Auction	[Envelope] [Trash]
85152	08/10/10 17:31:25	System Generated Message	Rejected Lot Auction	[Envelope] [Trash]
85151	08/10/10 17:31:23	System Generated Message	Successfull awarding of Lot Auction	[Envelope] [Trash]
85150	08/10/10 17:31:21	System Generated Message	Successfull awarding of Lot Auction	[Envelope] [Trash]
85149	08/10/10 17:31:18	System Generated Message	Successfull awarding of Lot Auction	[Envelope] [Trash]
85148	08/10/10 17:30:31	System Generated Message	Successfull awarding of Lot Auction	[Envelope] [Trash]
85146	08/10/10 17:30:30	System Generated Message	Successfull awarding of Lot Auction	[Envelope] [Trash]
85147	08/10/10 17:30:30	System Generated Message	Successfull awarding of Lot Auction	[Envelope] [Trash]
85144	08/10/10 17:30:29	System Generated Message	Successfull awarding of Lot Auction	[Envelope] [Trash]

**My Profile**

- View / Edit My Profile
- View My Account Profile
- Change Login Password
- Change Bidding Password
- Forgot Bidding Password
- View Update Bank Details

View Message Delete Message

VeriSign Developed by CRIS Copyright Feedback

The **Actions** column contains the following icons:

- **View Message** – This action icon is used to view the message details like Message Id, Send Date Time, Sent by, Sent to, Subject and complete body/text of message. The interface that opens to display the message details is shown below.

- **Delete Message** – This action icon is used to delete the selected message permanently from the user's inbox.

#### View Message

Message Details	
<b>Msg Id:</b>	88041
<b>Sent Date/Time:</b>	29/11/2010 19:17
<b>Sent By:</b>	System Generated Message
<b>Sent To:</b>	message@bidder.com
<b>Subject:</b>	Successfull awarding of Lot Auction
<b>Message:</b>	
<p>Dear MESSAGE ORGANIZATION-SD FDS FSD FSD,</p> <p>We want to inform that you have won lot . Details of the lot are as:</p> <p>Rly Unit/Depot. : IREPS/JAHANABAD Catalog No. : 6666666666 Lot No. : 00000004</p> <p>Thanks &amp; Regards Administrator EPS, CRIS/New Delhi</p> <p>This is a system generated mail. Please do not reply to the mail.</p>	
<a href="#">Go Back</a>	

## 11. View Auction Catalogue

This function will be used to view the Auction Catalogue in complete details as prepared and published for auctioning. This auction catalogue provides details about all the lots which are planned to be auctioned in the selected sequence in their respective depots with their auction start date/time, close date/time etc. shown. Bidders can access the catalogues through "View Indian Railways E- Auction Schedule" where all the ongoing and forthcoming auctions will be available and the bidder can view the catalogue details by clicking the icon "View Catalogue". Bidders can also access the catalogues from "My Catalogues" folder on their home page after logging in.

Bidders can bid on any lot open for bidding after entering the bidding password. The catalogue has various icons for different purposes and by clicking the "Enter" icon available against all the lots in catalogue the bidder will be able to either bid for these lots or view the bidding history, if bidding is already over. The interface of "View Auction Catalogue" looks like the one shown below:

**Auction Catalogue**

Auction Catalogue Header

Depot/Railway Unit	TEST DEPOT/CRIS		
Auction Catalogue No.	Calculated	Auction Type	Close Ended
Auction Start Date/Time	05-10-10 11:00:00	Maximum Auto Extensions	3 Times
Auction Close Date/Time	06-10-10 16:30:00	Duration of Auto. Extension	180 (Seconds) Each

Auction Catalogue

Category/Part:   [Click to view Uniform E- Sale Conditions](#)  
[Click to view TEST DEPOT depot Documents](#) [View Corrigendum](#)

**Category - Depot Ferrous Scrap**

Seq No	Lot No	Material Description	Lot Qty	Start Date/Time	Close Date/Time	Lot Status	Minimum Increment (Rs.)	Actions
A/1	LotCode 111	When you are looki...	23.00 Sq. Foot	05-10-10 11:00:00	05-10-10 11:30:00	Sold - Bid Sheet signed	10.00	Enter
A/2	LotCode 113	When you are looki...	23.00 Sq. Foot	05-10-10 11:00:00	05-10-10 12:00:00	Sold - Bid Sheet signed	10.00	Enter
A/3	LotCode 115	When you are looki...	23.00 Sq. Foot	05-10-10 11:00:00	05-10-10 12:30:00	Sold - Bid Sheet signed	10.00	Enter
A/4	LotCode 112	When you are looki...	23.00 Sq. Foot	05-10-10 11:00:00	05-10-10 13:00:00	Sold - Bid Sheet signed	10.00	Enter
A/5	LotCode 114	When you are looki...	23.00 Sq. Foot	05-10-10 11:00:00	05-10-10 13:30:00	Sold - Bid Sheet not signed	10.00	Enter
A/6	LotCode 116	When you are looki...	23.00 Sq. Foot	05-10-10 11:00:00	05-10-10 14:00:00	Sold - Bid Sheet not signed	10.00	Enter

**Category - Depot Miscellaneous Scrap**

Seq No	Lot No	Material Description	Lot Qty	Start Date/Time	Close Date/Time	Lot Status	Minimum Increment (Rs.)	Actions
B/1	LotCode 123	Pink, which is a m...	23.00 Sq. Foot	05-10-10 11:00:00	05-10-10 14:30:00	Sold - Bid Sheet not signed	15.00	Enter
B/2	LotCode 121	When you are looki...	23.00 Sq. Foot	05-10-10 11:00:00	05-10-10 15:00:00	Sold - Bid Sheet not signed	15.00	Enter
B/3	LotCode 124	Pink, which is a m...	23.00 Sq. Foot	05-10-10 11:00:00	05-10-10 15:30:00	Sold - Bid Sheet not signed	15.00	Enter

[Auction Sequence](#) [View Corrigendum](#) [View Lot Details](#) [Enter To Bid / View Bid History](#) [View / Sign Bid Sheet](#)

[Min. Increment Value](#) [Save To Computer](#) [Print Catalogue](#) [Home](#)

Links show up against every lot appropriately depending upon the status of bidding of that lot. All the links and Action Icons that appear are described below:

- **Auction Sequence** – An Auction Catalogue displays all the lots that have been put up for auctioning. The auction of all the lots takes place in a pre-defined sequence in the catalogue.

- **View Corrigendum** – If the information that is published through Catalogue, auction Schedule or Lot Details is updated then the same raises a corrigendum and users are updated on the same through email and a message in “My Messages”. Details of this function have been provided further in this section under the heading titled “View corrigendum”.
- **View Lot Details** – Displays the detailed information of selected lot. This link is always displayed against every lot in this interface. Details of this function are provided under a separate section titled: “View Lot Details”.
- **Enter To Bid / View Bid History** – If the Catalog is "Published" and Auction Start Date of this lot indicates that auction has started and is currently going on then "Enter Bidding Room" tooltip will appear against this link. In case the bidding for this lot is already over, the tooltip that appears will read “View Bid History”. The link remains the same but its functionality changes depending upon the status of that lot. The details on this function have been provided under a separate section titled “Enter to Bid / View Bid History”.
- **View / Sign Bid Sheet** – This link will be visible after bidding is over and the decision has been taken against this lot to accept the highest bid and allot this lot to the Highest Bidder. This link will only appear to the successful bidder in this interface and therefore indicates that this specific lot has been awarded to him by the seller. Details on this function have been provided under a separate section titled “View / Sign Bid Sheet”.
- **Minimum Increment Value**- Every bid should be higher than the previous bid by at least minimum Increment Value.

### 11.1. View Corrigendum

Corrigendum is generated through a process which executes automatically when any change takes place in the published information through Auction Schedule or Auction Catalogue. View of all corrigenda generated on an Auction Catalogue is available through this function in a separate interface. The interface looks like the one shown below:

View Corrigendum			
Depot/Railway Unit -		HCLINFO/CRIS	
Auction Schedule No. -		asdasdasda	Auction Start Date/Time - 17-06-10 11:00:00
Corrigendum ID	Subject	Description	Creation Date
734	AUCTION PREPONE/POSTPONE	Auction start date of Schedule:asdasdasda is changed. It is not attached with any Catalog.	11/06/2010 10:45
735	AUCTION PREPONE/POSTPONE	Auction start date of Schedule:asdasdasda attach with Catalog:CatalogHCL is changed.	11/06/2010 15:15
736	AUCTION WITHDRAW LOTS	Lot No:Lotiii is withdrawn from the Catalog: CatalogHCL.	11/06/2010 15:16
738	AUCTION WITHDRAW LOTS	Lot No:LotIREPS1 is withdrawn from the Catalog: CatalogHCL.	11/06/2010 15:16
737	AUCTION WITHDRAW LOTS	Lot No:LotIREPS is withdrawn from the Catalog: CatalogHCL.	11/06/2010 15:16

## 12. View Lot Details

This function will be used to view the Lot in complete details in a pop up window as prepared by the seller. This function can be called for a particular lot from many interfaces which show the corresponding icon. If any image of the lot was uploaded during the lot creation process, then the same will also be available in this page for viewing through a separate link. Apart from the core lot details, some auction details of the last auction of that lot , if it was auctioned previously, will also show up in this interface which will include highest rate received during last auction, bidder's name, closing date of last auction, status as " Rejected / Withdrawn" etc. The interface used to display lot details looks like the one shown below:

### View Lot Details

**Lot Details**

**Lot No. : DemoLot**

<b>Railway Unit/Depot</b>	CRIS/CHANAKYAPIRI		
<b>Category/Part</b>	Depot Non Ferrous Scrap	<b>Group No./PL No.</b>	PLLot
<b>Material Description</b>	dsfg dhfg fd dfgghdf d gfj hdfjj df gdfg dfg gdfjg hdfj fd dfg dfg hdfgh dfhgdsfg dhfg fd dfgghdf d gfj hdfjj df gdfg dfg gdfjg hdfj fd dfg dfg hdfgh dfhgdsfg dhfg fd dfgghdf d gfj hdfjj df gdfg dfg g...		
<b>Special Conditions</b>	updated Conditions dsfg dhfg fd dfgghdf d gfj hdfjj df gdfg dfg gdfjg hdfj fd dfg dfg hdfgh dfhgdsfg dhfg fd dfgghdf d gfj hdfjj df gdfg dfg gdfjg hdfj fd dfg dfg hdfgh dfhgdsfg dhfg fd dfgghdf d gfj...		
<b>Excluded Items</b>	Excluded Items, if any dsfg dhfg fd dfgghdf d gfj hdfjj df gdfg dfg gdfjg hdfj fd dfg dfg hdfgh dfhgdsfg dhfg fd dfgghdf d gfj hdfjj df gdfg dfg gdfjg hdfj fd dfg dfg hdfgh dfhgdsfg dhfg fd dfgghdf d...		
<b>Aprx. Lot Qty./Sale Unit</b>	14.00 Lumpsum	<b>Deliverable Qty./Delivery Unit</b>	0.00 Lumpsum
<b>Location</b>	Saksdfdfdsf ds dgf dfjgh hjdfg	<b>Custodian</b>	sdfds dfg dfg dfg d df fdg dfg g
<b>Sales Tax</b>	30.00 %		
<b>Lot Status</b>	Old/Not in Active Catalogue	<b>Book Rate</b>	5.00 (Rs)
<b>CPCB Certificate Required</b>	No		

[View Lot Image](#)

[Close](#)
[Print](#)

## 13. Enter To Bid / View Bidding History

Some Important Terms used in bidding are mentioned below:

- **Open Ended Auction:** Type of Auction without pre-defined closing date/ time.
- **Close Ended Auction:** Type of Auction with pre-defined closing date/time.
- **Cooling Off Period:** The period after which auction for the lot will close if no bid is received in this duration. This is applicable for Open Ended E-Auctions only.
- **Auto Extension:** Closing time of auction gets automatically extended for pre-defined duration, if any bid is received towards the auction closing time for the lot.
- **Duration of Auto Extension:** Duration for which auction closing time will extend each time, if bid is received towards the auction closing time for the lot.
- **Max. No. of Auto Extensions:** Maximum no. of times the lot closing will extend if bid is received towards the auction closing time of lot.
- **Time Remaining:** Time remaining in Closing of Auction for a Lot.
- **Sale Quantity/Sale Unit:** The quantity put up for sale in a lot and unit for the same. The bidding is done as per sale unit for sale quantity. For example- If sale quantity for a lot of RAIL is 50 MT, the bidder is expected to submit bid for each MT of the material.
- **Deliverable Quantity/Delivery Unit:** If 1 MT = 100 meters, successful bidder will be given delivery of 50 X 100 (50,000) meters of rails in the lot

Bidding is the basic functionality of the auctioning process. All the interested bidders (if not blocked) can submit their bid rate any number of times till the auction is not closed and till they have enough bidding limit to satisfy EMD costs. Bidders need to provide the Bidding password before entering the online auction room to bid on the auctioned lot. Without bidding password, bidders cannot bid on any lot. Bidders can also be blocked by various railway authorities for various reasons which can be known directly from the depot / railway zone in which the bidder is trying to participate in bidding. The bidders can access the catalogue and can bid on a lot by following these steps:

1. View Indian Railways Auction Schedule: Find out live auction by its status. Alternatively bidder can see "**My Catalogue**" folder in section Published Catalogues (Live Auction/ Under Decision).
2. Click the "View Catalogue" icon.

3. Click the "Enter" icon available against desired lot.
4. Enter bidding password against selected lot.
5. Bidding screen showing relevant details will open. Bidders can also see their Total Bidding limit, Bidding Limit Used in all Auctions/Lots , Bidding Limit Used in Current Lot, Account Balance, Current Time, Time Left for Auction Closing, Maximum Auto Extensions and Auto Extensions Used etc. in the Header section.
6. If some statutory conditions like having Central Pollution Control Board (CPCB) license etc. has been prescribed by the depot, bidder will be asked to confirm his credential as a Valid License Holder and input relevant details. It is clarified here that it will be bidder's sole responsibility to satisfy all the relevant requirements for bidding for such lots.
7. Click On "**Enter Rate**", pop up will open with some message related to rate, read it carefully and enter your rate, then click on submit button. A message will appear for your confirmation regarding the Rate entered, If you are sure that rate entered by you are correct, click "Yes". Your bid will be submitted and a confirmation message with Bid ID will be shown.
8. You can close this pop up, refresh the bidding screen and can submit further bids in the same manner.
9. Any number of bids can be submitted before closure of Auction for the particular lot.
10. A bidder only sees his own firm's name with the bids he/she has submitted and all other bidder's names are not disclosed till the auction is closed. These names are disclosed only after the auction is over and bidding on that lot has stopped

In a live auction, the interface used for bidding purpose displays all the bids as soon as they are submitted successfully. The display auto refreshes after fixed intervals and no separate action from bidders is expected to show the latest bids, if any has been submitted. Bidders can however, manually refresh the screen by clicking on button "Show Latest Bids" at the bottom of screen. The clock shown in the interface keeps the bidders updated on the current time and also the time left for that lot to close for bidding. Highest bid as received till now is shown at the top of all the bids. One graphical representation of the bidding progress is also available to bidders to see the bidding rate progressing with time in a graphical format. In case a bidder wishes to view the bidding details of a closed auction, it can be viewed as Bidding History in the same view and through the same action icon link. All the interfaces discussed here are shown further in this section.

Some buttons at the bottom of the bidding interface are available during a live auction, which provide the following functionality as per their labels:

**Show Latest Bids:** Although the interface refreshes automatically and shows all the latest bids as soon as they are registered, still if the bidder wants to manually refresh the latest bid data,

he/she can press this button once and the interface will respond accordingly with either latest bids displayed or a message informing that no more bids have been registered. The interface of this function is shown further in this section itself.

**Enter Rate:** This button is pressed by the bidder to enter his bid value which will show up in the interface in case it is submitted successfully as a higher bid. Interface puts restrictions on submitting bids lower than the highest bid value already received and a bid which is not incremented by a minimum increment value that is also displayed above in the interface. The interface of this sub-function is shown further in this section itself.

**Show All Bids:** In a standard auction, bidders can submit as many bids as they want without any time duration restrictions in between two simultaneous bids. There may be times when all the bids starting from the first one are now shown since the count of all bids goes beyond the level that can be accommodated in the screen. In case a bidder wishes to see all the bids then he/she might press this button to see all the bids in a separate window for his reference.

**Close Window:** This button if pressed closes the bidding interface and the bidder can select any other lot to participate in bidding.

All the interfaces mentioned in above descriptions are shown below:

#### Bidding interface

**Forward Auction Bidding Page**

Lot No :-	lot105	Lot Desc :-	COPPER ITEMS PLASTIC LEAD
Rly./Depot :-	DLW / DLW DEPOT	Lot Qnty:-	234.00 Number
Auction Type :-	Close Ended	Start Date Time:-	22-09-2010 11:00:00
Tot. Bidding Limit Used (All Auctions)(Rs.):	-8,88,924.30	<b>Closing Date Time :-</b>	<b>22-09-2010 16:00:07</b>
Account Balance(Rs.) :-	41,30,48,434.48	Bidding Limit Used (Current Lot)(Rs.) :-	0 (Zero)
Maximum Auto extensions :-	3 (Times)	Bidder's Account Name :-	MESSAGE ORGANIZATION-SD FD
Duration of Auto Extn. :-	180 (Seconds) Each	Auto Extensions Used :-	No Auto Extension
		<b>Time Left :-</b>	<b>0 day(s),00:00:16</b>

Bid Id	Bidder Name	Bid Rate / Sale Unit (Rs.)	Bid Date/Time
2869	PRIYANKA BIDDER-BHOPAL	2,00,00,009.00	22-09-10 11:47:47
2867	Others Bid	1,99,00,000.00	22-09-10 11:47:35
2864	Others Bid	1,10,00,009.00	22-09-10 11:47:12
2861	PRIYANKA BIDDER-NOIDA	96,00,000.00	22-09-10 11:47:08
2859	Others Bid	95,00,000.00	22-09-10 11:46:46
2856	Others Bid	90,00,000.00	22-09-10 11:45:46
2855	Others Bid	10,00,000.00	22-09-10 11:45:38
2853	PRIYANKA BIDDER-BHOPAL	9,00,000.00	22-09-10 11:45:29
2851	Others Bid	5,00,000.00	22-09-10 11:45:06
2849	Others Bid	3,040.00	22-09-10 11:44:46
2848	Others Bid	2,005.00	22-09-10 11:44:35
2846	Others Bid	1,000.00	22-09-10 11:44:16

Show Latest Bids
Enter Rate
Show All Bids

Close Window
View Graphical Bidding Progress



## 14. View and Sign Bid Sheet

Bid Sheet is a document which is generated by the authorized depot / railway user as soon as an auctioned lot is awarded to the highest bidder. Bid Sheet can be viewed by the winning bidder and authorized Railway officials. Bid sheet needs to be signed by authorized Railway Officials and by the bidder.

All the Lot details, details of the successful bidder along with the sold rate for the Lot are mentioned in the Bid Sheet. The details of all the taxes applicable for the Lot and total amount of the bid, EMD already deducted from the Bidder Account and the Balance amount is also specified in the Bid Sheet. The Bidder has to comply with all the terms and conditions of the Railways. All authorized Railway officials and successful bidder can view the complete bid sheet, while other Bidders can know about the winning bidder and sold rate of the lot only. Every Bid Sheet created by the Authorized Railway User will be duly signed with the digital signature of the User. This function allows the successful bidder to view the Bid Sheet signed by Railway Officials and to further sign it with his digital signature. Once Bidder has signed the Bid Sheet, the same cannot be signed by anyone else. Bidders can click on this function link / action icon wherever available to open an interface which will show the complete details of the Bid Sheet and they can click the button at the bottom to sign and submit the same. Button to print the Bid Sheet is also available in the same interface.

The interface used to View and Sign the Bid Sheet is shown below:

## View and Sign Bid Sheet

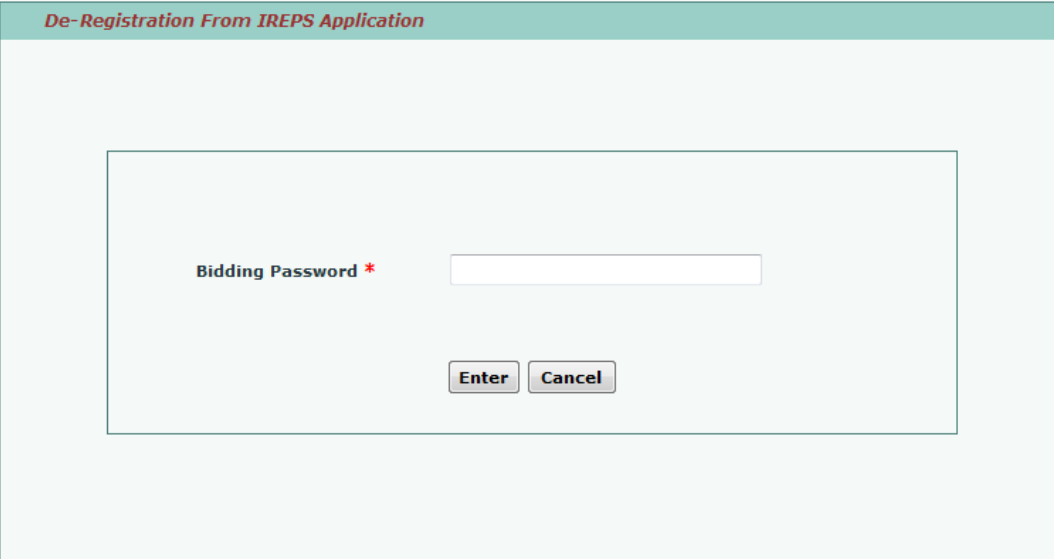
BidSheet																
Railway Unit : CRIS		Depot : VISHAL DEPOT														
Depot VISHAL DEPOT E-auction held on 15-10-10 on www.ireps.gov.in for CRIS for and on the behalf of the President of India, under instructions from the Controller Of Stores, CRIS, New Delhi.																
1. As declared by the Rly. Supervising Authority, Sales Tax and other Taxes, if any, leviable as per State rules will be charged by the Railway Administration before effecting the delivery. 2. Terms and Conditions of Sales are as per the General Conditions for E-Auction, and VISHAL DEPOT/CRIS conditons for sale. 3. We, the undersigned bidders, confirm having purchased from the President Of India represented by <u>Dy. Chief Material Manager</u> , VISHAL DEPOT/CRIS, the lots against which we have signed subject to the terms and conditions set out in the E-Auction catalogue, for the auction-sale mentioned the bidsheet and we agree to observe, abide by, perform and fulfill the said terms and conditions.																
<b>Lot and Bidder Details</b>																
Store Account	xcvxc sdf sd fsdf dssd fsdf		Custodian	sd fsds dfsdf sdf sdf dsf sdf sdfsd												
Location	sd fsds dfsdf sdf sdf dsf sdf sdfsd		Catalog No	--Angel--												
Lot No	Lot IREPS1															
Material Description	sd fsds dfsdf sdf sdf dsf sdf sdfsd															
Highest Bidder	MR BIDDER FORM-Khanpur, , Address Line 55, Khanpur															
Lot No (i)	Aprx. Lot Qty/Deliverable Qty (ii)	Rate (Rs.) /Cu. Dm (iii)	Highest Bid Amount (Rs.) (iv)	EMD (10 % of (iv)) (v)	Balance Sale Value (Rs.) (vi)	Free Delivery Period (From Date of Acceptance of Bid) (vii)										
Lot IREPS1	3.00 Cu. Dm / 4.00 Cu. Dm	10,00,00,000.00	30,00,00,000.00	3,00,00,000.00	27,00,00,000.00	0.0										
<table border="0"> <tr> <td>Stock holder</td> <td>Sr. DMS/Yard</td> <td>Accounts Officer</td> <td>Dy. Chief Material Manager for &amp; on behalf of President of India.</td> <td>Bidder Name</td> </tr> <tr> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> <td>-----</td> </tr> </table>							Stock holder	Sr. DMS/Yard	Accounts Officer	Dy. Chief Material Manager for & on behalf of President of India.	Bidder Name	-----	-----	-----	-----	-----
Stock holder	Sr. DMS/Yard	Accounts Officer	Dy. Chief Material Manager for & on behalf of President of India.	Bidder Name												
-----	-----	-----	-----	-----												
Free Time Allowed For Payment of Balance Sale Value			1 Days													
No. of Installments Permissible For Payment			1 Times													
<b>Tax Details</b>																
Sales Tax (VAT/CST)	3.00 % (VAT)	TCS @1%	Rs. 30,90,000.00													
Surcharge on TCS @10%	Rs. 3,09,000.00	Edu CESS on TCS & Surcharge @3%	Rs. 1,01,970.00													
Other Charges	NIL	<b>Total Amount</b>	<b>Rs. 31,25,00,970.00</b>													
Excluded Items	sd fsds dfsdf sdf sdf dsf sdf sdfsd															
Special Conditions	sd fsds dfsdf sdf sdf dsf sdf sdfsd															
Payment Terms	d asd asd asds															
Remarks	df adasd as dsfsdf sd f															
Stock holder	Sr. DMS/Yard	Accounts Officer	Dy. Chief Material Manager for & on behalf of President of India.	Bidder Name												
Signed by Stock holder	-----	-----	Signed by Dy. CMM	Signed by Bidder												
<div> <input type="button" value="Sign &amp; Submit"/> <input type="button" value="Cancel"/> <input type="button" value="Print"/> </div>																

## 15. Deregister from e-Auction

Bidders can opt to deregister with IREPS and deactivate their bidder account to claim the refund of the One Time Registration/Entry Fee which they paid while registering with IREPS application. Every bidder after logging in will have one link available through which they can generate a request to deactivate their account. This link would require bidders to enter their bidding password for submitting their request and also this will act as a confirmation of their deregistration request which this way cannot be submitted by mistake. After successfully generating an account deactivation request and submitting it, bidders can no more opt to enter any auction/bid. They are however, allowed to access their home page after login and perform other activities including those related to lots awarded to them.

A link for re-registration appears on user's home page after submission of deregistration request. If a bidder needs to activate his registered account again for enabling bidding, he/she may re-register the account by going through the payment process once again. Such bidders are required to click on an appropriate link available in the home page and this would allow them to make an online payment for the fixed One Time Entry Fee. Once the payment is successfully made the account of the bidder is immediately activated for complete functionality including bidding. There would be no manual process available for re-registration like the manual process of initial first time registration. The related interface is shown below:

*Note: Refund of One Time Entry Fee for those bidders who have registered through Manual option will be arranged by the concerned Depot where the payments were made. Refund of online payment for One Time Entry Fee will be arranged by FA&CAO Northern Railway.*



The screenshot displays a web interface titled "De-Registration From IREPS Application". The interface is light blue with a teal header. A central white box contains the text "Bidding Password \*" in bold black font, followed by a white input field. Below the input field are two buttons: "Enter" and "Cancel", both in a grey box with black text.