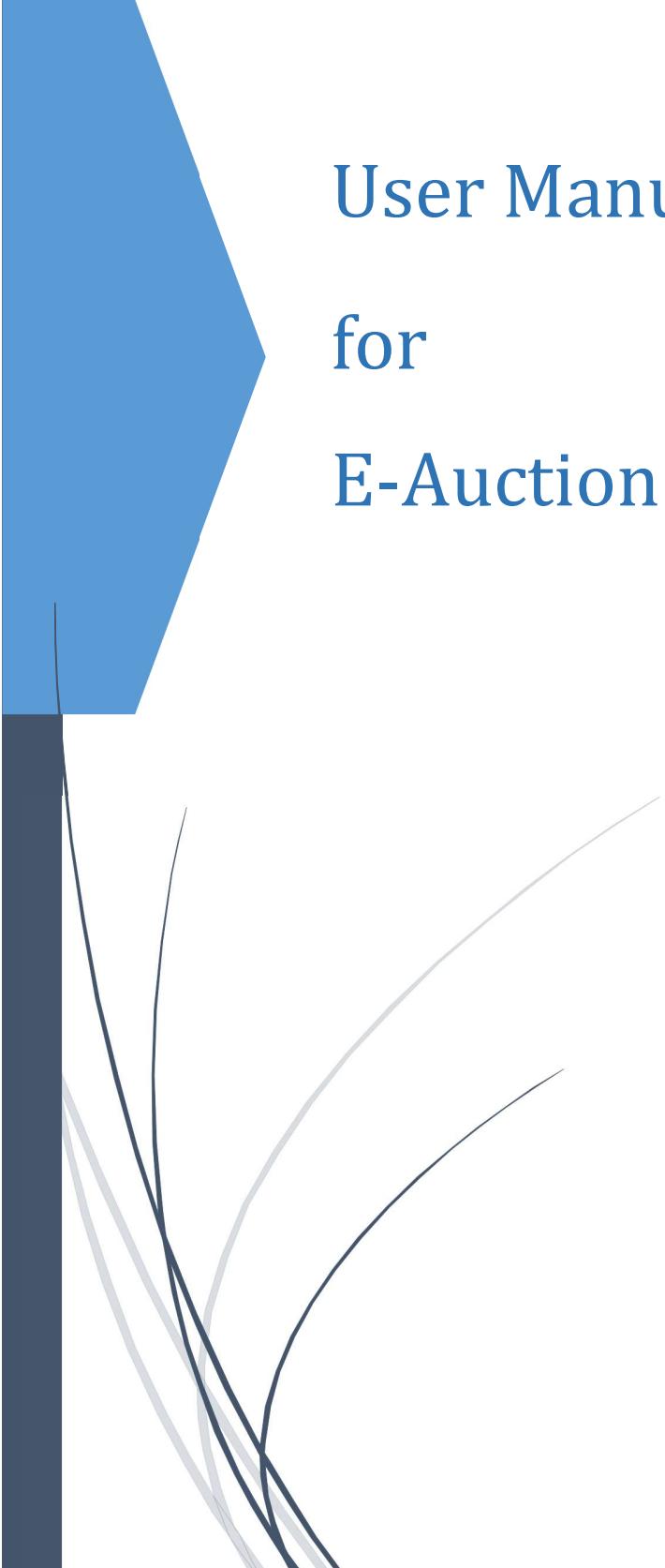


CRIS

User Manual for Contractors for E-Auction Leasing Module



Version 1.0

Release Date: 20.04.2022

	AUTHOR
NAME	Rajesh Abrol
DESIGNATION	GM/EPS/Spl. Projects

Revision History:

VERSION NO.		RELEASE DATE	AUTHOR	SECTION/ PAGE CHANGED	DETAILS OF CHANGES	REVIEWED BY
FROM	TO					

Table of Contents

Sl. No.	Topic	Page No.
1.	General Information	4
	1.1 Application Overview	4
	1.2 Purpose & Scope	4
	1.3 Points of Contact	4
2.	Getting Started	5
	2.1 Software & Hardware Requirements	5
	2.2 URL of the Application	5
	2.3 Links on IREPS Home Page	5
3.	Pre-requisites	12
4.	Login	12
	4.1 Anonymous User	12
	4.2 Registration of New Contractors	12
	4.3 Login by Registered Contractors	13
5.	Bidder Home Page	16
	5.1 Links in Right Navigation Block	16
	5.1.1 Learning Center	16
	5.1.2 Help Desk	17
	5.1.3 My Turnover Details	17
	5.1.4 CCA	17
	5.1.5 Acrobat Reader	17
	5.2 Notifications Section	17
	5.3 Tabs	18
	5.3.1 General	18
	5.3.2 Dashboard Tab	18
	5.3.3 My Activities Tab	18
	5.3.4 Auctions Tab	19
	5.3.4.1 Live Auctions / Auction Catalogue / Bid Submission	19
	5.3.4.2 Upcoming Auctions	26
	5.3.4.3 Under Decision Auctions	26
	5.3.4.4 Closed Auctions	26
	5.3.4.5 My Bid Sheets	26
	5.3.4.6 My Lots Under Decision	28
	5.3.4.7 Mark / Unmark Lien	28
	5.3.4.8 Subscribe / Unsubscribe to mails	28
	5.3.4.9 Urgent Attention Required	28
	5.3.5 Contracts Tab	28
	5.3.5.1 View Contracts	28
	5.3.5.2 View Modification Advices	30

	5.3.6 Payments Tab	30
	5.3.6.1 Make Payment Against Contract	30
	5.3.6.2 View All Payments Due	34
	5.3.6.3 View Overdue Payments (Withing Grace Period)	35
	5.3.6.4 View Payment Failures (Beyond Grace Period)	35
	5.3.6.5 Previous Payments Made	35
	5.3.7 My Profile	36
	5.3.7.1 View / Edit My Profile	36
	5.3.7.2 View My Account Profile	37
	5.3.7.3 Change Bidding Password	40
	5.3.7.4 Forgot Bidding Password	41
	5.3.7.5 Change Login Password	42
	5.3.7.6 Add/Remove Authorized Signatories	43
	5.3.7.7 View / Update GST Details	45
6.	Miscellaneous	47
	6.1 Reset Password using Digital Signing Certificate (DSC)	47
	6.2 Change Digital Signing Certificate	48
7.	Disclaimer	50

1. General Information

1.1. Application Overview

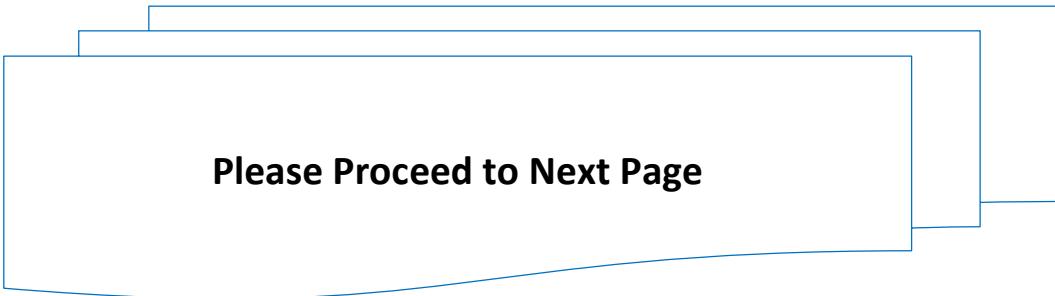
Indian Railway Electronic Procurement System (IREPS) is the web portal of Indian Railways for online activities related to procurement of Goods, Works & Services, Sale of Materials, Leasing of Assets & Services, Vendor Approvals and Material Inspections. IREPS uses Tendering, Forward Auction and Reverse 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 bidders / Contractors 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. Software & Hardware Requirements

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

2.2. URL of the Application

The URL to access the home page of 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:

Indian Railways E-Procurement System

QUICK LINKS

- Search E-Tenders
- Search E-Auction 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

News & Updates

In terms of Railway Board's instructions no.2021/RSG(G)/779/7 dated 29.03.2022, from 01.04.2022 onwards directory of approved vendors of RDSO, CLW, BUN, RCF, ICF, MCF, and CMC as available on UVM only shall be considered valid directories for all purposes by all stakeholders. [\[View More\]](#)

In terms of Railway Board's letter No.2021/RSM/0 Paperless Working 1 dated 08.02.2021, Suppliers can now submit their Bills on-line on IREPS Portal (<http://ireps.gov.in/>) for Non-Stock items supplied against Purchase Orders placed by Stores Department, as being done for Stock Items. [\[View More\]](#)

Important: For Kind Information of local manufacturers of specific Services/Equipment Public Notice from Department of Pharmaceutical [\[View More\]](#)

Exhibition of Critical Items by Northern Railway [\[Click here\]](#)

Notifications

Assistance

Helpdesk

User Manuals

System Settings

FAQs

- E-Tender
- E-Auction
- E-Payment

Downloads

IREPS Signer (Version 1.0) [\[Get\]](#)

User Manuals

Public Documents

- Goods & Services
- Auction Sale
- Works
- Earning / Leasing

Useful Info

Procurement Projections

High Value Tenders

Approved Vendors

Banned / Suspended Firms

Miscellaneous

About IREPS

CRIS

Terms & Conditions

Copyright

Privacy Statement

Contact

Important External Links

Download JAVA (JRE)

Download PDF Reader

CCA India

Indian Railways

National Informatics Center

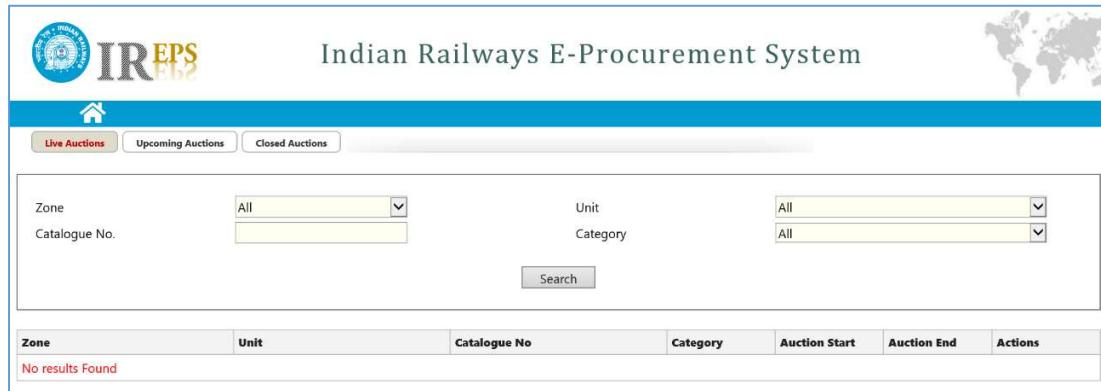
Centre For Railway Information Systems, Designed, Developed and Hosted by CRIS Version 7.10

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

Quick Links Section

Search E-Tenders: This link allows the anonymous users (i.e. the users who have not logged in) to search tenders and reverse auctions related to procurement of Goods, Services, Works. *This link is not relevant for E-Auction 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. Clicking on this link brings up the following page:



The screenshot shows the IREPS homepage with the title "Indian Railways E-Procurement System". At the top, there are three tabs: "Live Auctions" (selected), "Upcoming Auctions", and "Closed Auctions". Below the tabs, there are four filter fields: "Zone" (dropdown menu with "All" selected), "Catalogue No." (text input field), "Unit" (dropdown menu with "All" selected), and "Category" (dropdown menu with "All" selected). A "Search" button is located below these filters. At the bottom of the page, there is a table with columns: Zone, Unit, Catalogue No., Category, Auction Start, Auction End, and Actions. A red message "No results Found" is displayed above the table.

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.

The auction catalogue  and corrigenda  issued for the auction catalogue 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.

Indian Railways E-Procurement System

[Live Auctions](#) [Upcoming Auctions](#) [Closed Auctions](#)

Zone	All	Unit	All
Catalogue No.		Category	All
Auction Date	From 19/04/2022	To 19/05/2022	
<input type="button" value="Search"/>			

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

Indian Railways E-Procurement System

[Live Auctions](#) [Upcoming Auctions](#) [Closed Auctions](#)

Zone	All	Unit	All
Catalogue No.		Category	All
Auction Date	From 19/01/2022	To 19/04/2022	
<input type="button" value="Search"/>			

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

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-Auction 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-Leasing Auction 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-Auction 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. Users are advised to go through this manual for setting up their system.

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.

The screenshot shows the Helpdesk interface with three main sections:

- Helpdesk:** Contains general instructions:
 - User Manuals are available for different modules of IREPS. These manuals can be accessed through **Learning Center** link available on IREPS Home Page, Bidders' Home Page as well as Railway Users' Home Page. Some of these manuals are available only after login. You are advised to go through these manuals before approaching Helpdesk. [Click Here](#) to go to Learning Centre.
 - Please approach the tendering department for any Tender or Contract specific clarifications. Helpdesk will be able to help you only for system specific issues viz. issues related to submission of payments, bid submission, viewing of documents, login issues, registration related issues etc.
 - You may click on any link on this page (shown in blue color) for assistance / information.
- Helpdesk Options:** Contains links for IREPS Helpdesk:
 - Ask a Question**: (Query ID will be generated for each query submitted. Reply will be sent by Mail, and the same can also be viewed by clicking on View Reply to Question Link below)
 - View Reply to Question**: (Query ID and E-Mail ID is required. You can also ask supplementary questions)
 - Request for Change of Digital Signing Certificate**: (Client Name in new DSC should be exactly same as mentioned in the IREPS user account)
 - Telephonic Assistance**:
 - Telephone Number: **011-23761525** (10 Lines)
 - Timings: 08.00 AM to 07.00 PM
 - (Telephonic support is not available on Sundays and Gazetted Holidays. [Click Here](#) to view list of Gazetted Holidays)
- SBI Helpdesk** (For SBI payments related queries):
 - For SBI Netbanking**:
 - Telephone Number: 022-27566066, 022-27566067, 022-275660137 and 022-27566501
 - E-mail: inb.cimb@sbi.co.in
 - For SBIEPay**:
 - Telephone Number: **022-27523618**
 - Timings: **24x7x365**
 - E-mail: sbiepay@sbi.co.in

Users 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:

The screenshot shows the 'IREPS Query Module' interface. At the top, there's a question 'Do you have user account on IREPS?' with radio buttons for 'Yes' and 'No'. Below it are fields for 'Your E-Mail ID' (text input), 'Query Related to (Module)' (dropdown menu), and 'Subject' (dropdown menu). A large text area labeled 'Query Description' is below these. Underneath is a section for 'Upload Supporting Documents (PDF Documents Only)' with four rows for 'Document', each with a 'Enter Document Description' field, an 'Upload' button, and an 'Uploaded File Name' column. At the bottom, there's a 'Verification Code:' field containing '5d87ca', an 'Enter Verification Code' field with a placeholder, and two buttons: 'Submit' and 'Cancel'.

This interface allows users to submit their queries online. Users can also upload documents / screenshots with their queries.

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 about 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 E-Auction Leasing module are available in **E-Auction Leasing** section.

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-Auction Leasing module.*

Other Useful Links Section

This part of IREPS home page (bottom panel in black background) 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.

Assistance	Useful Info	Miscellaneous
Helpdesk	Procurement Projections	About IREPS
User Manuals	High Value Tenders	CRIS
System Settings	Approved Vendors	Terms & Conditions
FAQs	Banned / Suspended Firms	Copyright
- E-Tender		Privacy Statement
- E-Auction		Contact
- E-Payment		

Downloads

- IREPS Signer (Version 1.5)
- User Manuals
- Public Documents
 - Goods & Services
 - Auction Sale
 - Works
 - Earning / Leasing

Important External Links

- Download JAVA (JRE)
- Download PDF Reader
- CCA India
- Indian Railways
- National Informatics Center

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 issued by IREPS admin for departmental users as well as vendors / contractors.

3. Pre-requisites

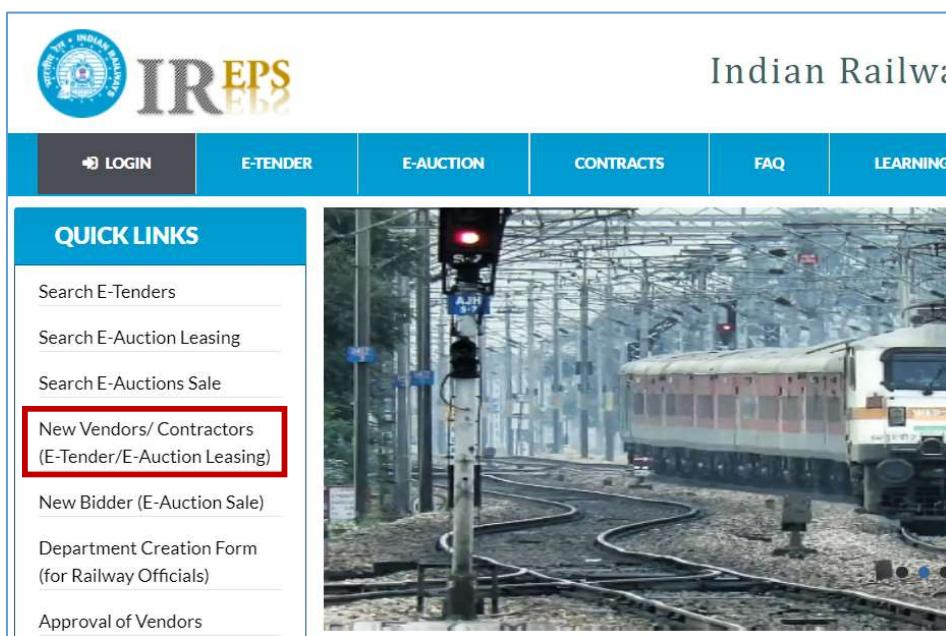
All contractors who intend to participate in the auctions conducted through **E-Auction Leasing** module of IREPS should fulfil certain requirements before they can submit their bids. These mandatory requirements are explained in detail in the document titled *Pre-Requisites for Contractors for E-Auction Leasing module* which is available in the Learning Center, which can be accessed through *Learning Center (User Manuals)* Link in Quick Links section on IREPS Home Page.

4. Login

- 4.1. Anonymous User:** Many important features like submission of bids, making payments, viewing reports etc. 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 on the IREPS portal who are not currently logged in are categorized as **Anonymous users**. Some of the functionalities / resources available on IREPS portal like searching auctions / tenders, viewing public documents, user manuals etc. can be accessed by anonymous users.

4.2. Registration of New Contractors

New Contractors can get themselves registered by filling up the online registration form which can be accessed through the **New Vendors/Contractors (E-Tender/ E-Auction Leasing)** link available in the **Quick Links** section in the left navigation bar of the home page (shown below).



The process for submission for submission of request for registration and for checking status of your request is detailed in a separate user guide titled User Guide for Registration of New Vendor / Contractor. This user guide can be accessed through *Learning Center/User Manuals* link on IREPS portal.

4.3. Login by Registered Contractors

Contractors who are registered on IREPS, and have a valid username / password can log in by clicking on the **Login** button on the Home page and choosing the **E-Auction Leasing** option as shown below:



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

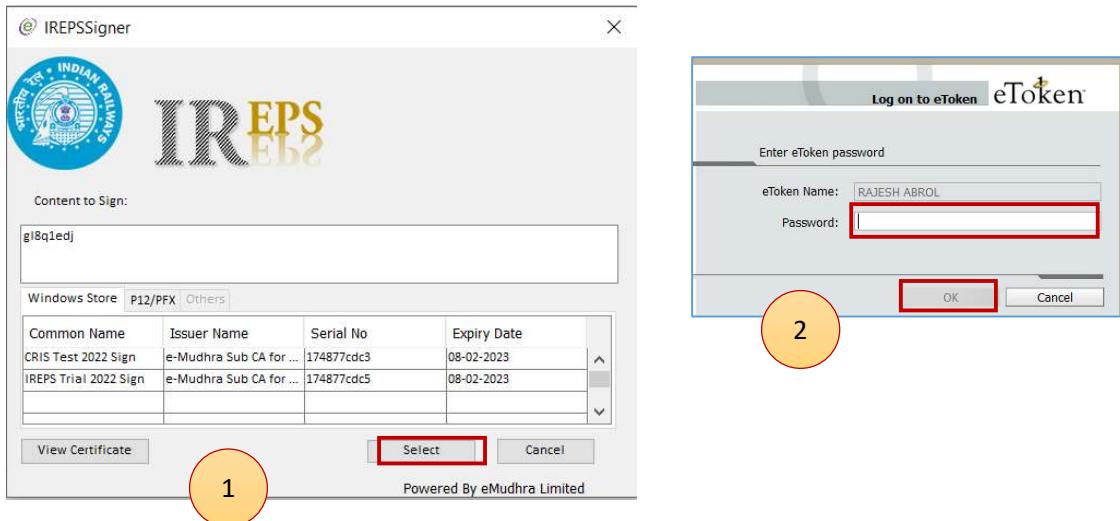
- If Java Security warning pop up opens, please click on **Continue** button. If Cancel button is clicked, the user will not be able to login, and the browser window will have to be closed and re-opened.



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 appear on your 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 open 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 Contractors 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.

Change Login Password
(Fields Marked * are mandatory)

Password Policy

- User Password should be minimum of 8 characters and maximum of 12 characters.
- Password will get expired in 60 days.
- The new password has to be different from the present one.
- The password cannot be the same as userId and should not contain User-Id.
- Password must contain atleast one special character and one numeric character.

Enter Old Password *:

Enter New Password *:

Re Enter New Password *:

>Password Strength: Too Short

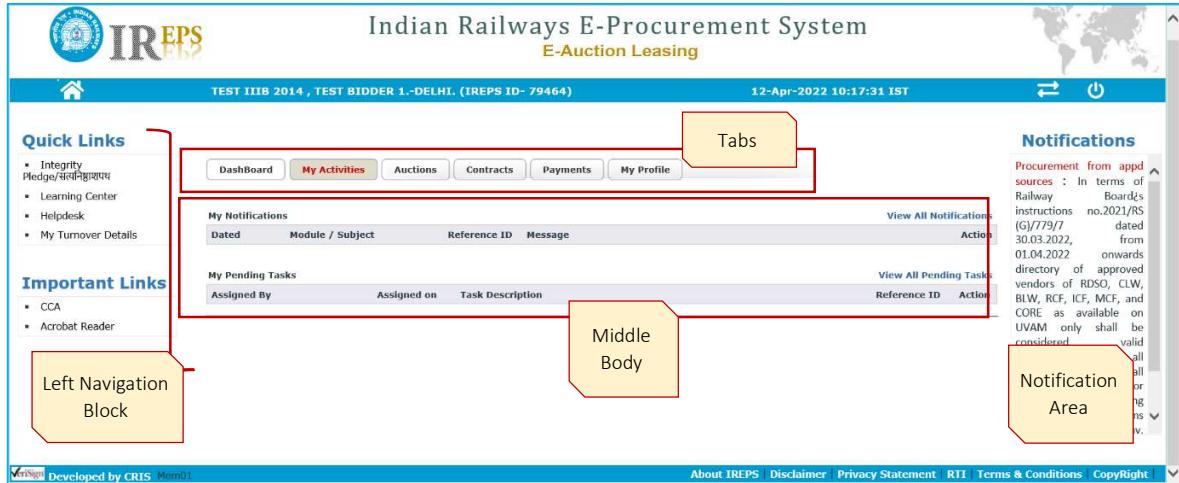
Please follow the steps mentioned on the screen and click on the **Save** button to change your password.

After change of password, the Bidder Home page will open. 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.

Please Proceed to Next Page

5. Bidder Home page

After successful login, the Bidder Home page comes up, 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 functionalities associated with the links available in these blocks are described in detail below:

5.1. Links in the Left Navigation Block

The left navigation block has been divided into two sections namely Quick Links and Important Links. The functionalities associated with the links provided in each of these sections are described below:

Quick Links section

- 5.1.1. Learning Center-** - The learning center link provides the users the access to the repository of the user manuals / user guides, to familiarize them 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**.

Users can click on any of these links to download the manual.

The screenshot shows the 'Learning Center' interface. It has a blue header bar with the text 'Learning Center'. Below it is a white content area. The content area is divided into two main sections: 'General' and 'E-Auction Leasing'. The 'General' section contains five numbered links: 1. Getting Your System Ready for IREPS Application Version 2.0, 2. Procedure for Mapping Party Codes & Viewing Status of Bills, 3. User Manual for Contractors/ Suppliers for Online Bill Tracking Version 1.0, 4. User Manual for Registration of New Vendors & Contractors Version 1.0, and 5. User Manual for Creation / Change of Primary user. The 'E-Auction Leasing' section contains one link: 1. User Manual for Contractors for E-Auction for Leasing Module Version 1.0, which is marked with a small red 'NEW' badge.

- 5.1.2. 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 employees. The functionalities available on Help Desk page are described in detail in para 2.3 above.
- 5.1.3. My Turnover Details:** This functionality is explained in detail in the document titled *Pre-Requisites for Contractors for E-Auction Leasing module* which is available in the Learning Center, which can be accessed through *Learning Center (User Manuals)* Link in Quick Links section on IREPS Home Page.

Important Links section

5.1.4. CCA

This link redirects the user to the website of **Controller of Certifying Authorities (CCA)** i.e. <http://cca.gov.in>. Please refer to the manual *Getting Your System Ready for IREPS Application* for more details.

5.1.5. Acrobat Reader

This link redirects the user to a third-party website i.e.<http://www.adobe.com/downloads/>. Users can download Acrobat Reader from this website for free, which can be used to open PDF documents. Please refer to the manual *Getting Your System Ready for IREPS Application* for more details.

5.2. Notifications Section

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

5.3. Tabs

5.3.1. General: The Home page of a logged in contractor contains multiple tabs. These tabs deal with various aspects of the application viz. auctions, contract management, payment management etc. Clicking on any of these tabs displays the associated information and / or the relevant hyperlinks below the Tabs strip. The functionalities associated with various tabs are described below:



5.3.2. Dashboard Tab: The tasks / activities that require urgent attention of the users are displayed on this page. This tab is under development.

5.3.3. My Activities Tab: This tab has two sections, namely My Notifications 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.

My Pending Tasks section lists the tasks pending with contractors and allow them to perform these tasks directly through this interface.

Please Proceed to Next Page

5.3.4. Auctions Tab: This tab is meant for viewing all information and performing all activities related to auctions. A screenshot of the Auctions tab is shown below:

The screenshot shows the 'Auctions' tab selected in the top navigation bar. Below the navigation bar are two columns of hyperlinks:

- Left column: Live Auctions (0), Upcoming Auctions (2), My Awarded Lots (0 Today), My Bid Sheets(0), Mark/Unmark Lien.
- Right column: Under Decision Auctions (0), Closed Auctions, My Lots Under Decision (0), Subscribe / Unsubscribe to Mails.

Below these links is a light gray box titled 'Urgent Attention Required' containing the following messages:

- You have not submitted one time registration fee. [Click Here](#) to pay one time registration fee.
- You have not filled up your eligibility parameters. [Click Here](#) to enter eligibility parameters.
- You have not linked your Bank Account with your IREPS Account. [Click Here](#) to Link Bank Account.
- Your current balance / unblocked lien marked amount is Rs. 0. [Click Here](#) to lienmark additional amount.

As can be seen there are various hyperlinks available on the Auctions tab. If there are tasks that require urgent attention of the logged in user, there is an additional block titled urgent attention required.

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

5.3.4.1. 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:

The screenshot shows a search interface for 'Live Auctions'. It includes the following filter fields:

Tab	Auctions	Type	Live Auctions
Zone	All	Unit	All
Catalogue No.		Category	All

Below the filters is a 'Search' button. The results table shows the following data:

Unit	Catalogue No	Auction Start	Auction End	Actions
EPS-DIVN-COMMERCIAL	C2504	18-04-22 11:57:52	25-04-22 10:50:00	
EPS-DIVN-COMMERCIAL	advt2804	18-04-22 12:36:57	28-04-22 10:40:00	

The user can select the zone, the unit or the category (Parcel, Advertising, Parking etc.) by applying suitable filters in the respective fields. Users can also view specific auctions by entering catalogue number in the Catalogue No. field. After choosing the required options, the user has to click on **Search** button to view the details. Once the auctions are listed on the page, users can view the auction catalogue , and the corrigendum issued against the auction catalogue, if any, by clicking on the respective icons.

A. Auction Catalogue: Auction catalogue is a document that shows all the details pertaining to an auction, like auction start date/time, auction parameters like Initial cooling off period, Auction type, Auto Extensions permitted etc., details of all the lots included in the auction,

auction start date and time for each lot, Minimum increment required for submission of a fresh bid, minimum turnover requirement for a lot, standard conditions applicable to the auction etc.

The auction catalogue is divided in two sections i.e., the Auction Catalogue Header section, and Lot Details section. A screenshot of an auction catalogue is shown below:

Auction Catalogue

Auction Catalogue Header

Admin Unit/Zone	EPS-DIVN-COMMERCIAL/IREPS TESTING	Auctioning Authority	Sr.DCM/I/EPS
Auction Catalogue No.	advt2804	Auction Type	Close Ended
Auction Start (All Lots)	18-04-22 12:36:57	Initial Cooling Off Period	30 Minutes
Auction Close Date/Time	28-04-22 10:40:00	Successive Lots Closing Interval	10 Minutes
Auto Extension Zone	120 Seconds	Maximum Auto Extensions	10 Times
Auto Extension Duration	120 Seconds		
Standard Conditions of Contract (Version 1.0)			View Corrigendum
Page Last refreshed on	18/04/2022 22:56:37 (11 secs since last refresh)		

Urgent Attention Required

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

Your current unblocked lien balance is Rs. 0. [Click Here](#) to liemark additional amount.

Lot Details

Category/ Sub Category	<input style="border: 1px solid #ccc; padding: 2px; width: 100%;" type="button" value="Advertising"/>
------------------------	---

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

Seq No	Lot No. / Category	Description	Rate Unit	Trips/ Days	Close Date/Time	Min. Incr(%)	EMD (%)	Turnover Required	Lot Status	Actions
AA/1	ADVT-EPS-EPSA-OH-3-22-4 (Advertising - Out of Home)	Test Asset - 2	Full Contract value	90	28-04-22 10:30:00	0.2	5	2000000	Live	L Enter
AB/1	ADVT-EPS-EPSA-SB-8-22-2 (Advertising - Station Branding)	12345	Annual Licensing Fee	731	28-04-22 10:40:00	0.2	5	10000000	Live	L Not Eligible

Auction Catalogue Header

The Auction Catalogue Header contains all the information related to the auction which is common to all the lots included in the auction. Apart from the general information like Auction conducting Zone, Unit, Auctioning Authority, Auction Catalogue No., Auction Start and End Date/Time etc., there are other critical parameters included in the auction catalogue that decide the course of the auction. These parameters are explained below:

- **Initial Cooling Off Period:** The bidding for all the lots included in the auction catalogue starts simultaneously on the date / time shown in the Auction Start (All Lots) field. Once the auction starts, bidders are free to submit their bid for any of the lots included in the catalogue, for which they are eligible to participate. After start of auction, there is a fixed time period for which the bidding will not close for any lot, irrespective of whether bid is submitted by any bidder or not. This period is called **Initial Cooling Off Period**.
- **Successive Lots Closing Interval:** If multiple lots are included in an auction, the closing time of each lot is mentioned in the auction catalogue. The fixed time interval between

the scheduled closing time of two successive lots is known as **Successive Lots Closing Interval**.

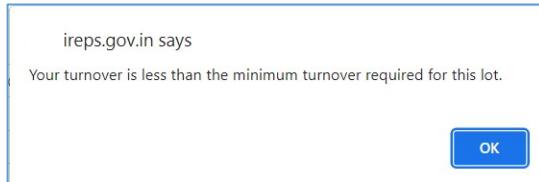
- **Auto Extension Zone and Auto Extension Duration:** If the bidding for a lot is scheduled to close at a particular time, however a fresh bid is received during the ending moments before this time, then the other participating bidders are given an opportunity to respond to this bid by automatically 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**.
- **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.
- **Maximum Auto Extensions:** This value defines the total number of auto extensions permitted for a close ended auction.

The standard conditions of Contract applicable for the auction can be viewed by clicking on the link for the same. Any corrigendum issued for the auction catalogue can be viewed by clicking on the **View Corrigendum** link. If the firm does not fulfil the mandatory requirements for participation in E-Auctions for Leasing Contracts (Please refer to the document *Pre-Requisites for Contractors for IREPS E-Auction Leasing module* available in E-Auction Leasing Section of Learning Center), the same will be shown on the page, below the Auction Catalogue Header Section under the heading Urgent Attention Required. Users are advised to take care of these mandatory requirements, without which they will not be able to submit their bid.

Lot Details

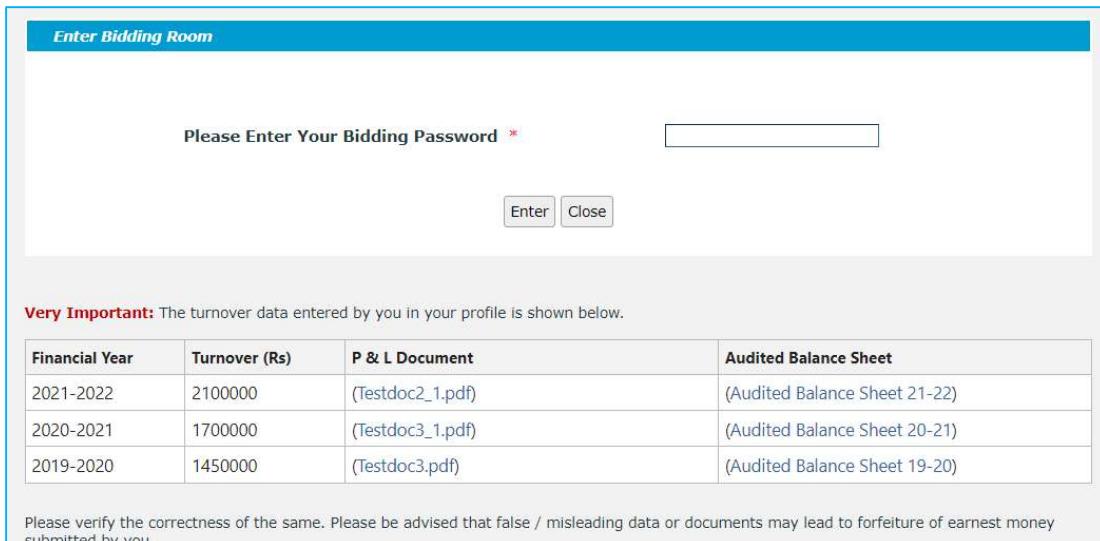
This section of the auction catalogue shows all the relevant information pertaining to the lots that are included in the auction. Complete details pertaining to the lot can be viewed by clicking on the **View Lot Details** icon  in Actions column of Lot Details section. The turnover required (in Rs.) is displayed in the Turnover Required column. If the annual turnover declared entered by the contractor is more than the turnover required for a lot, and the bidder has fulfilled all the requirements mentioned in the document *Pre-Requisites for Contractors for IREPS E-Auction Leasing module*, the bidder will get **Enter** link in the Actions column. Else, the contractor will get **Not Eligible** link in the Actions column.

Clicking on the Not Eligible link will bring up a pop up message showing the reasons which make the bidder ineligible for participating in auction for that lot. A sample alert message is shown below:



Important: Users may please note that the auction closing date / time for the auction as a whole, or for specific lots mentioned in the auction catalogue are subject to changes on account of auto extensions.

- B. Bid Submission:** If the bidder is eligible for participation in the auction, he has to proceed for bidding by clicking on the **Enter** Link on the auction catalogue (please see screenshot in Para A above). At this stage the system will prompt the user to enter the bidding password. If the bidding password has been set by the user earlier, the same can be entered on this page.



Financial Year	Turnover (Rs)	P & L Document	Audited Balance Sheet
2021-2022	2100000	(Testdoc2_1.pdf)	(Audited Balance Sheet 21-22)
2020-2021	1700000	(Testdoc3_1.pdf)	(Audited Balance Sheet 20-21)
2019-2020	1450000	(Testdoc3.pdf)	(Audited Balance Sheet 19-20)

Please verify the correctness of the same. Please be advised that false / misleading data or documents may lead to forfeiture of earnest money submitted by you.

If the user is participating in the auction for the first time, and has not yet set the password, he will be redirected to another page for setting up the bidding password. This activity can be carried out only by the Primary Users only. The turnover details entered by the bidders are also displayed on this page. Bidders are advised to recheck the turnover details, as incorrect / false declaration may lead to forfeiture of their Earnest Money.

After entering the password, and clicking on the Enter button, the bidder will enter the bidding interface for the selected auction catalogue. A screenshot of a sample bidding interface is shown below:

Auction Bidding Page

Sunil Kumar, TEST BIDDER 2-GANDHI NAGAR

Select Catalogue	C2504 (IREPS TESTING/EPS-DIVN-COMMERCIAL)		
<< 0 More Lots			0 More Lots >>
Lot No: 12497-SLR-F1-EPSA-ASR-22-4 (AA/1) Closing: 25-04-2022 10:30:00 H1 (Val.): Rs. 133600.00 Time Left: 155:24:17			
Lot No: 12497-SLR-F1-EPSA-ASR-22-6 (AA/2) Closing: 25-04-2022 10:40:00 H1 (Val.): Rs. 0.00 Time Left: 155:34:17			
Lot No: 12445-11003-VP-2-EPSA-UHP-22-3 (AB/1) Closing: 25-04-2022 10:50:00 H1 (Val.): Rs. 0.00 Time Left: 155:44:17			
Lots closing in next 60 Secs:			
Auction Start Date/Time	18-04-2022 11:57:51	Last Page Refresh	18-04-2022 23:05:42 (2 secs since last update)
Auctioning Unit	IREPS TESTING/EPS-DIVN-COMMERCIAL (Sr.DCM/I/EPS)		
Lot No.	12497-SLR-F1-EPSA-ASR-22-4	Contract Period	01-07-2025 to 25-07-2026
Total Trips / days	390	Contract Duration	390 Days
Lot description	Test Asset - 5		
Auto Extensions Used	0 (Max 10)	Duration of each Auto Extn.	120 Seconds(s)
Total Lien Balance	Rs. 100000.00	Blocked Lien Amount (Current Lot)	Rs. 6260.00
Blocked Lien Amount (All Lots)	Rs. 21410.00 (With current unblocked Lien balance you can submit bids for additional value of Rs.1571800.00)		
Quote for days	<input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat <input checked="" type="checkbox"/> Sun <input checked="" type="checkbox"/> <input type="checkbox"/> Enter your bid (Rs) <input type="checkbox"/> Per Trip Licensing Fee <input type="checkbox"/> Select All 390 trips <input type="checkbox"/> Submit Bid		
Calculated Bid Value (Entire CP) (Minimum Bid Value Required (Rs.)	133867.20	Minimum Bid Rate Required (for selected days) - Rs. 343.25	
Bid#	Bid-ID	Bid	(Rate/Unit)
9	23880	Your Bid	400.00
8	23879	Your Bid	300.00
			Quoted Trip
			334
			133600.00
			SUN, MON, TUE, WED, THU, SAT
			18-04-22 16:36:53
			Quoted Days
			SUN, MON, TUE, WED, THU, FRI, SAT
			18-04-22 16:35:45
			Bid Date Time

As can be seen from this interface, only four lots can be viewed by the user at a time. If there are more than four lots in the auction catalogue, the user can navigate to the lots available to the left or to the right by clicking on the navigation buttons (First Lot to the left), (one lot to the left), (one lot to the right), (Last lot to the right).

If there are multiple auctions going on at the same time in various zones / divisions, the user can navigate between the auctions by selecting the catalogues from the dropdown in the **Select Catalogue** field.

Auction Bidding Page

Sunil Kumar, TEST BIDDER 2-GANDHI NAGAR

Select Catalogue	C2504 (IREPS TESTING/EPS-DIVN-COMMERCIAL)		
<< 0 More Lots			0 More Lots >>
Lot No: 12497-SLR-F1-EPSA-ASR-22-4 (AA/1) Closing: 25-04-2022 10:30:00 H1 (Val.): Rs. 160680.00 Time Left: 154:12:30			
Lot No: 12497-SLR-F1-EPSA-ASR-22-6 (AA/2) Closing: 25-04-2022 10:40:00 H1 (Val.): Rs. 0.00 Time Left: 154:22:31			
Lot No: 12445-11003-VP-2-EPSA-UHP-22-3 (AB/1) Closing: 25-04-2022 10:50:00 H1 (Val.): Rs. 0.00 Time Left: 154:32:31			
Lots closing in next 60 Secs:			
Auction Start Date/Time	18-04-2022 11:57:51	Last Page Refresh	19-04-2022 00:17:31 (5 secs since last update)

Elements of Bidding Interface

The screenshot illustrates the bidding interface with several key components highlighted:

- Currently Selected Lot:** A green box highlights the first lot in the "Lots block".
- Lots block:** A red box encloses the grid of lots.
- Lot Details for Selected Lot:** A yellow box highlights the details for the currently selected lot (Lot No: 12497-SLR-F1-EPSA-ASR-22-4).
- Lien Balance Details:** A yellow box highlights the total lien balance and blocked lien amount.
- Bid Submission Panel:** A yellow box highlights the bid entry fields and buttons.
- Bids Received for the Selected Lot:** A yellow box highlights the table of received bids.

Bid#	Bid-ID	Bid	(Rate/Unit)	Quoted Trip	Bid Value	Quoted Days	Bid Date Time
9	23880	Your Bid	400.00	334	133600.00	SUN, MON, TUE, WED, THU, SAT	18-04-22 16:36:53
8	23879	Your Bid	300.00	390	117000.00	SUN, MON, TUE, WED, THU, FRI, SAT	18-04-22 16:35:45

The above screenshot shows different elements of the bidding interface. If there are multiple lots on the page, one of them is currently selected, and the same is shown in green background in the Lots block. The remaining are shown in grey background. The bidder can select any of the lot displayed on the page by clicking on the same in Lots block. The details shown below the Lots block pertains to the selected lot.

The bidder has to enter his bid in the **Enter Your Bid** field in the Bid Submission Panel.

Important:

The bidding units may be different for different lots. Some of these are listed below:

Full Contract Value	In this case the bidder has to quote lump amount of licensing fee for the entire duration of the contract.
Annual Licensing Fee	In this case the bidder has to quote the Licensing fee for one year.
Per Trip Licensing Fee	In this case the bidder has to quote the Licensing fee for each trip
Per Round Trip Licensing Fee	In this case the bidder has to quote the Licensing fee for each round trip

Bidders are advised to be extra careful about the bidding unit displayed against the Rate field in the Bid Submission Panel, and quote their rates accordingly. The minimum bid value required, and the minimum bid rate required shall be shown in the bid submission panel for the guidance of the bidders. After the bidder enters the rate in the **Enter Your Bid** field, the value of the bid is calculated by the system and is shown on the page. Bidders are advised to carefully examine this value before submitting their bid.

The total lien balance, the blocked lien amount (for all bids for which the bidder is currently the highest bidder), the blocked lien amount for the currently selected lot are also shown on the page in the Lien Balance Details block. The additional value for which the bidder can submit his bid considering the balance available lien amount is also shown on the page.

In case of parcel lots, the bidder is allowed to select one or more train weekdays for submission of his bid. The value of the bid, considering the quoted weekdays, and the rate quoted for each trip should be more than the value of the previous highest bid (after applying the minimum increment).

The total number of auto extensions that are allowed for the auction, and the total number of auto extensions already used up are shown on the page. Once the number of auto extensions used becomes equal to the total auto extensions allowed, there will be no further auto extension for the lot.

In the bid received panel, the bids submitted by the logged in user are shown as Your bid, and the bids submitted by other bidders are shown as Others' bid.

The closing time for each lot, and the time remaining for closure of the bids is shown in the Lots block. The current highest bid is also shown in the lots block.

After entering the bid rate in the Enter your bid field, the user has to click on Submit button. If the bid is submitted successfully, the bidder will get a success message on the page, as shown below.

The screenshot shows the Bid Submission Panel. At the top, it displays 'Total Lien Balance: Rs. 100000.00' and 'Blocked Lien Amount (Current Lot): Rs. 7402.50'. Below this, it shows 'Blocked Lien Amount (All Lots): Rs. 22632.50 (With current unblocked Lien balance you can submit bids for additional value of Rs.1547350.00)'. A red box highlights the message 'Your Bid sumitted Successfully.' In the middle, there's a section for selecting days: 'Quote for days' with checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun, and 'Select All' which is checked. It also shows '390 trips'. Below this is a 'Per Trip Licensing Fee' input field with a yellow border. At the bottom, it shows 'Calculated Bid Value (Entire CP)' and '(Minimum Bid Value Required (Rs.))' with the value '161001.36', and 'Minimum Bid Rate Required (for selected days) - Rs. 410.82'.

A bidder is allowed to submit bid for any amount higher than the minimum bid value required. The bidder is also allowed to submit multiple bids, one after the other. Once the auction is closed for a lot, no more bids can be submitted for the same.

- 5.3.4.2. Upcoming Auctions:** 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	Auctions	Type	Upcoming Auctions	
Zone	All	Unit	All	
Catalogue No.		Category	All	
Auction Date	From 15/04/2022 To 15/05/2022			
<input type="button" value="Search"/>				
Unit	Catalogue No	Auction Start	Auction End	Actions
EPS DIVN-COMMERCIAL	Cat-1104-1	26-04-22 10:00:00	26-04-22 10:40:00	
EPS DIVN-COMMERCIAL	12-04-22-3	27-04-22 10:00:00	27-04-22 11:00:00	

Users can view the auction catalogue, and the corrigendum issued against the auction catalogue, if any by clicking on the respective icons.

- 5.3.4.3. Under Decision Auctions:** The auctions for which the decision to award / reject the bids has not yet been taken for one or more bids can be viewed through this link.

Tab	Auctions	Type	Under Decision Auctions	
Zone	All	Unit	All	
Catalogue No.		Category	All	
<input type="button" value="Search"/>				
Unit	Catalogue No	Auction Start	Auction End	Actions
EPS-DIVN-COMMERCIAL	TEST080422	08-04-22 12:10:47	09-04-22 13:10:00	

- 5.3.4.4. Closed Auctions:** The auctions for which bidding for all the lots has closed can be viewed through this link, by applying the available filters.

Tab	Auctions	Type	Closed Auctions	
Zone	All	Unit	All	
Catalogue No.		Category	All	
Auction Date	From 18/01/2022 To 18/04/2022			
<input type="button" value="Search"/>				
Unit	Catalogue No	Auction Start	Auction End	Actions
EPS-DIVN-COMMERCIAL	CAT-ADVT0104	01-04-22 17:27:09	01-04-22 17:40:51	
EPS-DIVN-COMMERCIAL	PARKCAT0104	01-04-22 17:33:04	01-04-22 18:53:04	
DELHI DIVISION-COMMERCIAL	C0205	04-04-22 15:26:27	04-04-22 15:30:11	

- 5.3.4.5. My Bid Sheets:** If a lot is awarded to the highest bidder, the auction conducting officer will generate and digitally sign a bid sheet for the same. All the details related to the lot, the

asset, the highest bidder, the rate quoted by the highest bidder, the applicable taxes and duties, the details of Earnest Money submitted by the bidder etc. are shown on the bid sheet. Contractors can view all the bid sheets issued in their name through this functionality. A sample bid sheet is shown below:

Bid Sheet			
Zone	IREPS TESTING	Admin Unit	EPS-DIVN-COMMERCIAL
Lot Details			
Auction Date	01-04-2022	Auctioning Unit	EPS-DIVN-COMMERCIAL
Catalog No	CAT-ADVT0104	Auction Conducting Authority	Sr.DCM/I/EPS
Lot Number	12280-ADVT-TI-EPSA-EPSD-22-1		
Lot Description	Advt train internal		
Contract Start Date	02/05/2022	Contract End Date	01/03/2023
Contract Duration	10 Months		
Asset Details			
Asset Code	12280-ADVT-TI-EPSA-EPSD	Asset Category/ Sub-Category	Advertising-Train Internal
Train Number	12280	Train Category	SUF
From	EPSA	To	EPSD
Special Instructions / Documents (for asset)			
Spl instruction Advt train internal			
--			
Highest Bidder Details			
Name	TEST BIDDER 1-KOLHAPUR		
Address	abcde road1111 xyz street112		
Contact Details	919717394007,443434		
Rate & Other Commercial Details			
Rate (Rs.)	2000	Rate Unit	Full Contract value
GST (%)		GST Cess (%)	
Contract Value	Rs. 2120	In Words	Rupees Two Thousand One Hundred Twenty
Earnest Money Deposited			
Amount (Rs.)	100	IREPS Ref. ID	10956
Bank Transaction ID	LDummy	Transaction Date	
Special Conditions			
N/A			
Standard Conditions of Contract			
1. Standard Conditions Of Contract Version 1.0			
Signatures			
<div style="border: 1px solid #ccc; padding: 10px; text-align: center;">  Signed on: 02/04/2022 Signed by: IREPS Trial 2022 Sign Auctioning Authority (Sr.DCM/I/EPS) </div>			

- 5.3.4.6. **My Lots Under Decision:** Contractors can view the details of all such lots through this functionality for which they are the highest bidder, and the bidding has closed, and for which the decision to accept or reject the highest bid is still pending.
- 5.3.4.7. **Mark/ Unmark Lien:** This functionality is explained in the user manual titled *Pre-requisites for Contractors for IREPS E-Auction Leasing module*, available in Learning Center.
- 5.3.4.8. **Subscribe / Unsubscribe to mails:** This feature is under development. This will allow the users to subscribe to mails for getting notification about auctions conducted by specific zones / divisions.
- 5.3.4.9. **Urgent Attention Required:** This block displays critical information in respect of auctions. The information in this block may contain information related to One Time Registration Fee to be paid by the contractor, updation of Turnover Details by the contractor, linking of Bank account with IREPS account, and viewing of lien balance. All *Pre-requisites for Contractors for IREPS E-Auction Leasing module* available in the Learning Center.

- 5.3.5. Contracts Tab:** This tab is meant for viewing all information and performing all activities related to Contracts issued in the name of the contractor. A screenshot of the Contracts tab is shown below:

The screenshot shows a horizontal navigation bar with six items: DashBoard, My Activities, Auctions, Contracts, Payments, and My Profile. The 'Contracts' item is highlighted with a red background. Below the navigation bar are two blue rectangular buttons with white text: 'View Contracts' on the left and 'View Modification Advices' on the right.

The functionalities associated with various links available in Contracts tab are explained below:

- 5.3.5.1. **View Contracts:** This functionality allows the contractors to view all the contracts issued in their name. Clicking on this link brings up the following interface:

The screenshot shows a search form with the following fields and controls:

- Tab:** Contracts (dropdown menu)
- Zone:** All (dropdown menu)
- Category:** ---All--- (dropdown menu)
- Contract No.:** (text input field)
- Contract Date:** From 16/01/2022 To 16/04/2022 (date range inputs)
- Type:** (dropdown menu)
- Unit:** All (dropdown menu)
- Sub-Category:** ---All--- (dropdown menu)
- Status:** All (dropdown menu)
- Search:** (button)

Below the search form is a table with the following columns:

Zone	Unit	Contract No.	Contract Date	Category	CP Start	CP End	Status	Actions
IREPS-TESTING	EPS-DIVN-COMMERCIAL	LC-22-9777001061	06-04-2022	Advertising-Train Internal	02-05-2022	01-03-2023		
IREPS-TESTING	EPS-DIVN-COMMERCIAL	LC-22-6400001062	06-04-2022	Parking - Mixed	10-05-2022	09-05-2034	LIVE	

The users can refine the search results by choosing suitable options in the filters available on the page. Any contract can be viewed by clicking on the Contract Icon  in **Actions** column. A sample contract is shown below:

Contract Agreement

Contract No.	LC-22-6400001062	Dated	06/04/2022
Contract Start Date	10/05/2022	Contract End Date	09/05/2034
Contract Duration	12 Years	Days / Trips	4383

Mode of allotment: e-Auction (Auction date- 04/04/2022 , Catalogue No- TEST040422 , Lot No- PARKING-EPS-EPSB-MX-11-22-1)

Lessor	Lessee
EPS-DIVN-COMMERCIAL IREPS-TESTING CRIS, Delhi, Delhi 110002	TEST BIDDER 1-KOLHAPUR diff city ad1 diff city add2, kolhapur - 000006 Contact Details: 9899989898

Lot Description:	Parking Lot for Two Wheelers and Four Wheelers at location EPS-ITPI in (Division EPS)
-------------------------	---

Asset Details			
Asset Code	PARKING-EPS-EPSB-MX-11		
Division	EPS	Nearest Station	EPSB
Asset Location	EPS- Chanakya Puri		

Rate & Other Commercial Details			
Rate (Rs.)	100	Annual Licensing Fee	
GST (%)	28	GST Cess (%)	0
Contract Value	Rs. 1536 (Rupees One Thousand Five Hundred Thirty-Six)		

Security Money		
Gross SM Amount (Rs.)	60	(5% of Annual Contract Value)
Instrument Type	Amount	Details
EMD Adjusted	60	(IREPS Ref ID- 10957, Bank Transaction ID- LDummy, Transaction Date- 04/04/2022)

Payment of License fee and other charges by contractor		
View Details		
Advance Payment amount (Rs.)	25.0	(Equivalent to 1 Quarter as per Contract Rate)
Time Allowed for payment (days)	15	After contract date
Advance Payment Due Date	01/05/2022	Contract date + 15
Regular Payment Frequency	15	15 day(s) before Quarter Start Date
Regular Payment Start Date	26/07/2022	First Regular Payment Due Date
Grace Period Allowed (days)	/	For advance payment against contract. For regular payments.
Grace Period Penalty (%age Per day of due amount)	0.5%	For advance payment against contract. For regular payments.

Standard Conditions of Contract		
1. Standard Conditions of Contract Version 1.0		

Signatures	
 Signed by: KISHAN RAJ Signed on: 06-Apr-2022 16:34 Auctioning Authority (Sr.DCM/I/EPS)	 Signed by: RAKESH KUMAR Signed on: 2022-04-08 09:20:00.0 TEST BIDDER 1-KOLHAPUR

- The contract is signed by the Auction Conducting Authority, and then by the Contractor's representative.

- The Asset details can be viewed by clicking on the Asset Code. The details pertaining to the lot can be viewed by clicking on the Lot Number against mode of allotment. Payment Schedule for the contract can be viewed by clicking on the View Payment Schedule button on the page.

5.3.5.2. View Modification Advices: This facility allows the contractors to view all the modification advices issued against contracts issued in their name.

5.3.6. Payments Tab: This tab is meant for viewing all information and performing all activities related to payment of license fees against contracts issued in the name of the contractor. A screenshot of the Payments tab is shown below:

The screenshot shows the 'Payments' tab selected in the top navigation bar. Below the navigation bar, there are two columns of links:

- Left Column:**
 - Make Payment Against a Contract
 - Previous Payments Made
- Right Column:**
 - View All Payments Due
 - View Overdue Payments (Within Grace Period)
 - View Payment Failures (Beyond grace period)

The functionalities associated with various links available in Payments tab are explained below:

5.3.6.1. Make Payment Against Contract: This functionality allows the contractors to make payments towards license fee against contracts placed on them. Clicking on this link brings up the following interface.

The screenshot shows the 'Payments Due' interface. At the top, it displays the following fields:

- Contract NO: LC-22-8400001062
- Contract Date: 06-04-2022
- GSTIN Available: Yes
- Enter Contract No. or enter first 3 digits of contract number to search
- Parking Lot for Two Wheelers and Four Wheelers at location EPS-ITPI in (Division EPS)
- GSTIN No: 33AAICS5745D1ZF - Tamil Nadu

A note at the bottom of this section states: "Firm Registered as SEZ Unit. Gross payment is worked out with adding GST."

Below this, a table titled "Payments due in next one week" is displayed:

Payment For		Pay by Date	Basic Amount	Delay (Days)	Delay Penalty (Rs.)	Taxable Amount	GST% (Value)	Cess% (Value)	Net Payable Amount	
Start	End									
10-05-2022	10-08-2022	25-04-2022	25	0	0	25	28 (7)	4 (0)	32.0	Pay
10-05-2022	10-08-2022	25-04-2022	25	0	0	25	28 (7)	4 (0)	32.0	

The contractor has to enter the contract number in the Contract No. field. The contract details will be populated automatically on the page. The contractor must confirm whether they have GSTIN number or not by selecting **Yes** or **No** option in the **GSTIN Available** field.

- If **Yes** option is selected in GSTIN Available field, the contractor must select the applicable GSTIN Number from the dropdown list in **GSTIN No.** field.
 - ⊕ The dropdown list in GSTIN No. field will show all the GSTIN Numbers that the contractor has added to his profile through **View / Update GST Profile Details** link in **My Profile** Tab. The contractor can select the suitable option from the dropdown list. If the contractor has not yet updated his GSTIN details his IREPS profile, he may do so through **View / Update My GST Profile Details** link in **My Profile** Tab before making the payment for One Time Registration Fee.

Reverse Charge Mechanism will be applicable if GSTIN is provided by the contractor. In such a scenario only the basic amount will be collected through the payment transaction, and the contractor will have to deposit the GST amount directly with the GST department. However, if the contractor is registered under SEZ zone, forward charge mechanism will be applicable even if the contractor provides GSTIN details.

- If **No** option is selected in **GSTIN Available** field, Forward Charge Mechanism will be applicable, and the basic amount as well as GST amount will be collected through the payment transaction.

After suitable options related to GSTIN are selected, the amount to be paid online will be displayed in the **Amount to be paid** column.

The License fee installments that are due for payment within one week are shown in the bottom panel on the Payments Due page. Pay button is available against the oldest payment pending. The contractor is allowed to make payment against future installments shown on the page, but payment must be made one installment at a time.

If the payment is being made after the due date, but within the grace period, the delay penalty is also shown on the page.

Important:

Contractors are advised to make payments well in time to avoid any last-minute failures, and to avoid paying penalties on account of delay in payment.

To initiate a payment the contractor must click on the **Pay** button on the page. This will bring up the following interface.

Payment Type1	License Fee	Contract No.	LC-22-6400001062																						
Total Payment Required	Payment Already Made	Balance Payment Required																							
32.0	0.0	32.0																							
Mode of Payment <input checked="" type="radio"/> Online																									
Payment Amount	Currency	Remarks																							
32.0	INR																								
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>																									
<p>To View/Print e-Receipt for successful transactions click on the IREPS Ref. No. link</p> <table border="1"> <thead> <tr> <th colspan="11">Payment Transactions Details</th> </tr> <tr> <th>IREPS Ref. No / Bank Txn ID</th> <th>Payment Mode</th> <th>Type of Payment</th> <th>Validity Date</th> <th>Date(DD/MM/YYYY)</th> <th>Issuer Name</th> <th>Amount</th> <th>Bidder Remarks</th> <th>Bank Status</th> <th>Transaction Description</th> <th>Doc.</th> </tr> </thead> </table>				Payment Transactions Details											IREPS Ref. No / Bank Txn ID	Payment Mode	Type of Payment	Validity Date	Date(DD/MM/YYYY)	Issuer Name	Amount	Bidder Remarks	Bank Status	Transaction Description	Doc.
Payment Transactions Details																									
IREPS Ref. No / Bank Txn ID	Payment Mode	Type of Payment	Validity Date	Date(DD/MM/YYYY)	Issuer Name	Amount	Bidder Remarks	Bank Status	Transaction Description	Doc.															

The amount to be paid is shown on this page. The bidder can enter remarks pertaining to the transaction in the Remarks field. Thereafter the bidder has to click on the **Submit** button to proceed further. Clicking on **Submit** button will open the *Online Payment - Select Payment Mode* page, as shown below.

Online Payment - Select Payment Mode											
Net Banking Payment :											
<input checked="" type="radio"/>  State Bank of India (Transaction charges: NIL)											
<input type="radio"/>  SBlePay Select Payment Gateway: NetBanking of multi banks, Credit/Debit Cards and IMPS- <small>For Rs. 32.00 Charges are # Net Banking ? SBI=10.00 # Net Banking ? Other Banks=15.00 # Debit Card=.24 # Credit Card=.48 # IMPS=10.00"</small>											
<small>Refund Policy:</small> 1. The transaction once done cannot be cancelled. 2. Even in case of duplicate payment by the firm, refund request will have to be made by the firm to the concerned department for manual refund. No request for online refund including chargeback for card payments shall be entertained. 3. If status of transaction is being shown as Failed on IREPS portal but the bank account of the firm has been debited, such transactions will be reverted and the corresponding amount shall be credited to the source account by the concerned bank automatically subject to the special scenario mentioned in terms & Conditions. Click Here for refund policy and terms & Conditions <small>For any payment related clarification/ assistance users may contact our helpdesk executive, details available on IREPS portal home page (www.ireps.gov.in) under helpdesk link.</small>											
<small>Firm's Consent :</small> <small>I have read and understood the complete Terms & Conditions (including refund policy), and I agree to the same.</small> <small>After clicking on the Proceed button you will have to complete the transaction within 7 minutes otherwise the transaction may fail and you may have to claim refund from the tendering department, if not refunded by bank automatically.</small>											
<input checked="" type="radio"/> Agreed <input type="radio"/> Not Agreed <input type="button" value="Proceed"/>											

At the moment two payment options namely SBI payment gateway, and SBI Net Banking are available.

Before proceeding to the selected bank's/ payment gateway's website the bidder is required to confirm that he has read the refund policy and terms and conditions applicable to the online transactions by selecting the **Agreed** radio button. The link for the same is available

on the same page. Clicking of the **Proceed** button redirects the bidder to the relevant payment gateway.

- A. Payment through SBlePay Payment Gateway:** Choosing SBI PG option opens the SBlePay Payment gateway as shown below:

Multiple payment options are available on this page. However, bidders are advised to preferably make payments through Net banking facility. The bank for Net Banking payments can be selected from the dropdown list in All Banks field. Please click on the **Pay Now** button after making the appropriate choices and follow the on-screen instructions to complete the payment process. After the payment is made the user is redirected to the IREPS website where the details of transaction made are shown at the bottom of the payment page.

- B. Payment through SBI Net Banking:** Choosing the SBI Net Banking Options on the Online Payment page opens the SBI Merchant site as shown below:

The user has to Login into his SBI account and follow the on-screen instructions to complete the payment process. After the payment is made the user is taken back to the payment page of IREPS website where the details of transaction made are shown at the bottom of the page.

- C. Online transaction confirmation failure:** If the online transaction is successful and confirmation regarding the same is received by IREPS from the bank, the **Status** field against the transaction will show Success message. **Retry** link in the **Status** column indicates that the confirmation regarding the transaction is still pending from the bank.

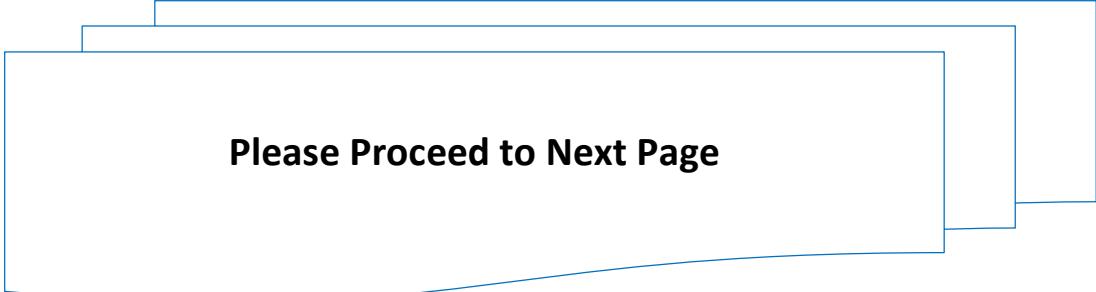
Payment Type	License Fee	Contract No.	LC-22-6400001062																																		
Total Payment Required	Payment Already Made	Balance Payment Required																																			
32.0	0.0	32.0																																			
Mode of Payment <input checked="" type="radio"/> Online <table border="1"> <tr> <td>Payment Amount</td> <td>Currency</td> <td>Remarks</td> </tr> <tr> <td>32.0</td> <td>INR</td> <td></td> </tr> </table>				Payment Amount	Currency	Remarks	32.0	INR																													
Payment Amount	Currency	Remarks																																			
32.0	INR																																				
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>																																					
To View/Print e-Receipt for successful transactions click on the IREPS Ref. No. link <table border="1"> <thead> <tr> <th colspan="12">Payment Transactions Details</th> </tr> <tr> <th>IREPS Ref. No / Bank Txn ID</th> <th>Payment Mode</th> <th>Type of Payment</th> <th>Validity Date</th> <th>Date (DD/MM/YYYY)</th> <th>Issuer Name</th> <th>Amount</th> <th>Bidder Remarks</th> <th>Bank Status</th> <th>Transaction Description</th> <th>Doc.</th> </tr> </thead> <tbody> <tr> <td>T547437106/NA</td> <td>Online-NA</td> <td></td> <td>NA</td> <td>19/04/2022 09:18</td> <td>NA</td> <td>32.0 INR</td> <td></td> <td>Confirmation Pending Retry (Retried 0 times)</td> <td></td> <td></td> </tr> </tbody> </table>				Payment Transactions Details												IREPS Ref. No / Bank Txn ID	Payment Mode	Type of Payment	Validity Date	Date (DD/MM/YYYY)	Issuer Name	Amount	Bidder Remarks	Bank Status	Transaction Description	Doc.	T547437106/NA	Online-NA		NA	19/04/2022 09:18	NA	32.0 INR		Confirmation Pending Retry (Retried 0 times)		
Payment Transactions Details																																					
IREPS Ref. No / Bank Txn ID	Payment Mode	Type of Payment	Validity Date	Date (DD/MM/YYYY)	Issuer Name	Amount	Bidder Remarks	Bank Status	Transaction Description	Doc.																											
T547437106/NA	Online-NA		NA	19/04/2022 09:18	NA	32.0 INR		Confirmation Pending Retry (Retried 0 times)																													

The user should click on the **Retry** link to initiate confirmation process. If success message is received from the bank, the status of transaction will change to Success. If the transaction has failed, the status will change to Failed, and the user will have to make another attempt for payment. If the confirmation is still not received the status will remain as Retry. The user can hit the Retry button again to initiate confirmation process. Retry option is available seven minutes after the transaction is made.

- 5.3.6.2. View All Payments Due:** This functionality allows the contractors to view all the payment installments that are due against various contracts issued in their name.

Tab	Payments	Type	All Payments Due																														
Zone	All	Unit	All																														
Contract No.		Category	All																														
<input type="button" value="Search"/>																																	
<table border="1"> <thead> <tr> <th>Contract No</th> <th>Contract Date</th> <th>Zone</th> <th>Unit</th> <th>Category</th> <th>Asset ID</th> <th>Pay by date</th> <th>Pay by date (With Penalty)</th> <th>Amount (Rs.)</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>LC-22-6400001062</td><td>06-04-2022</td><td>IREPS-TESTING</td><td>EPS-DIVN-COMMERCIAL</td><td>Parking - Mixed</td><td>100672</td><td>25-04-2022</td><td>02-05-2022</td><td>25</td><td></td></tr> <tr> <td>LC-22-6400001062</td><td>05-04-2022</td><td>IREPS-TESTING</td><td>EPS-DIVN-COMMERCIAL</td><td>Parking - Mixed</td><td>100672</td><td>25-04-2022</td><td>02-05-2022</td><td>25</td><td></td></tr> </tbody> </table>				Contract No	Contract Date	Zone	Unit	Category	Asset ID	Pay by date	Pay by date (With Penalty)	Amount (Rs.)	Actions	LC-22-6400001062	06-04-2022	IREPS-TESTING	EPS-DIVN-COMMERCIAL	Parking - Mixed	100672	25-04-2022	02-05-2022	25		LC-22-6400001062	05-04-2022	IREPS-TESTING	EPS-DIVN-COMMERCIAL	Parking - Mixed	100672	25-04-2022	02-05-2022	25	
Contract No	Contract Date	Zone	Unit	Category	Asset ID	Pay by date	Pay by date (With Penalty)	Amount (Rs.)	Actions																								
LC-22-6400001062	06-04-2022	IREPS-TESTING	EPS-DIVN-COMMERCIAL	Parking - Mixed	100672	25-04-2022	02-05-2022	25																									
LC-22-6400001062	05-04-2022	IREPS-TESTING	EPS-DIVN-COMMERCIAL	Parking - Mixed	100672	25-04-2022	02-05-2022	25																									

- 5.3.6.3. **View Overdue Payments (Within Grace Period):** This functionality allows the contractors to view all the payment installments for which the due date is over, but the grace period allowed to make payment with penalty is not yet over.
- 5.3.6.4. **View Payment Failures (Beyond Grace Period):** This functionality allows the contractors to view all the payment installments for which the due date for payment, as well as the grace period allowed for making payment with penalty is over.
- 5.3.6.5. **Previous Payments Made:** This functionality allows the contractors to view all the payments that they have already made by them against various contracts.



Please Proceed to Next Page

5.3.7. My Profile: This tab allows the users to manage the user profile and account profile. A screenshot of the My Profile tab is shown below:

The screenshot shows a horizontal navigation bar with several tabs: DashBoard, My Activities, Auctions, Contracts, Payments, and My Profile. The 'My Profile' tab is highlighted in red. Below the navigation bar, there are two columns of links:

- Left column:
 - View / Edit My Profile
 - Change Bidding Password
 - Change Password
 - View/Update GST Profile Details
- Right column:
 - View My Account Profile
 - Forgot Bidding Password
 - Add / Remove Authorized Signatories

The functionalities associated with various links available on the page are explained below:

5.3.7.1. 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. The logged in user can view his profile details like E-Mail ID, Firm's Name, User Name, User's Address and Contact details etc. on this page.

The screenshot shows the 'View User profile' page. At the top, it displays basic user information:

Firm Name :	TEST BIDDER 1-KOLHAPUR	First Name:	RAKESH
E-Mail/User Id:	test.bidder1@gmail.com	Last Name:	KUMAR
Middle Name:		Address Line 2 :	
Address Line 1 :	abcde road1111	Pin/Zip Code :	13693696
City :	Bokaro	State :	Bavaria [Bayern]
Country :	Germany		
Phone Number1 :	443434		
Phone Number2 :	3453534534534534		
Cell Number :	9717394007 (Verified)		

Below this, there is a section for 'Work Area' with the following details:

Assigned Work Areas:	Vendor Approval, Works Tender, Lease Tender, Supply Tender, E-Auction Leasing	Default Work Area:	E-Auction Leasing
-----------------------------	---	---------------------------	-------------------

At the bottom of the page, there are 'Edit' and 'Home' buttons. Below these buttons is a 'Signature Details' section containing the following table:

Signature Details	
Serial Number	174877cdc5
Thumbprint	D92F30FA5FOC639553AE8EBA773129478B148F69
Subject	CN=IREPS Trial 2022 Sign, SERIALNUMBER=2fd742a2393913db25fd05b059e3ae8a1e158eafcb4325edca89e133d6a1d008, ST=Karnataka, OID.2.5.4.17=560103, OU=Test, O=Cris test, C=IN
Valid Up To	08/02/2023

User Created On **07/10/2015**

It is mandatory for all users to verify the mobile number associated with their IREPS account through OTP. If the mobile number is not already 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 click on **Verify** button to verify the same.

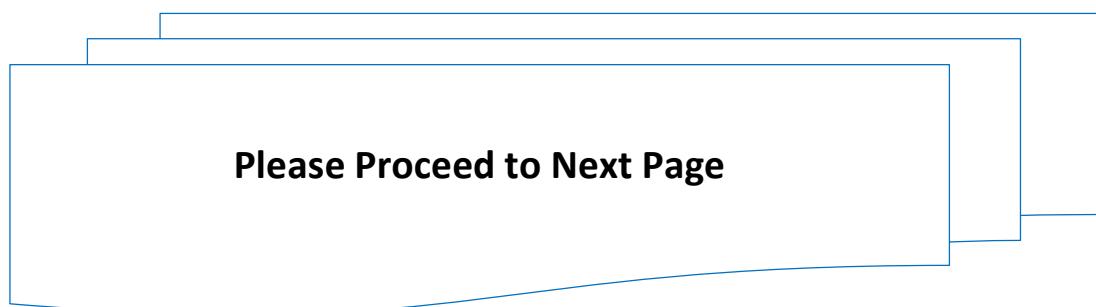
The logged in user is allowed to update some of the user details like Address, Phone numbers and default work area (if the user is registered for multiple modules) by clicking on the Edit button on this page. Clicking on the Edit button opens the Edit Profile Interface as shown below:

Edit User Profile			
(Fields Marked * are mandatory)			
Firm Name :	TEST BIDDER 1-KOLHAPUR		
E-Mail/User Id:	test.bidder1@gmail.com	First Name:	RAKESH
Middle Name:		Last Name:	KUMAR
Gender	Female	Address Line 2 :	xyz street112
Address Line 1* :	abcde road1111	Pin/Zip Code* :	13693696
City* :	Bokaro	State :	Select State
Country :	Argentina	Phone Number2 :	3453534534534534
Phone Number1* :	443434		
Cell Number* :	9717394007		
Change Certificate	<input type="checkbox"/>		
Assigned/Default Work Area			
Select Default Work Area:			
<input type="radio"/> Vendor Approval <input type="radio"/> Works Tender <input type="radio"/> Lease Tender <input type="radio"/> Supply Tender <input checked="" type="radio"/> E-Auction Leasing <input type="radio"/> None			
<input type="button" value="Sign & Update"/> <input type="button" value="Cancel"/>			

After making the required changes, the user has to click on **Sign & Update** button. This will open the web signer window. After the user signs the modified data using his DSC, the user profile is updated.

5.3.7.2. View My Account Profile: The profile details of the user's firm can be accessed through this link. Clicking on this link opens the **View Account Profile** page which shows the details of the Account like Firm's name, address, contact details etc.

A sample screenshot of View Account Profile page is shown below:



View Account Profile

Account Details			
Account Name:	TEST BIDDER 1-KOLHAPUR		
Account Type:	Vendor	Website:	
Nature of Business/Firm:			
Proprietor			
Primary User Details			
First Name:	RAKESH	Middle Name:	
Last Name:	KUMAR	E-Mail Id:	test.bidder1@gmail.com
Contact Person Details			
Contact Name :	RAKESH KUMAR		
Address Line 1:	abcde road1111	Address Line 2:	
City:	Bokaro	Country:	Germany
State:	Bavaria [Bayern]	Pin/Zip Code:	13693696
Phone Number1:	443434	Phone Number2:	
Cell Number:	919717394007	Fax:	
You can save up to three addresses in your account profile. Bidding process is being modified to enable you to select any of these addresses during bidding process for the purpose of issue of contracts / purchase orders.			
Registered / Corporate Office			
Address Line 1:	diff city ad1	Address Line 2:	diff city add2
City:	kollapur	Country:	India
State:	Bihar	Pin/Zip Code:	000006
Phone Number:	343 3434 9898989898	Phone Number1:	678 879 9898989898
Phone Number2:	787 786 5656567	Phone Number3:	98 433 4554545454
Fax:	09999999999		
Branch Office			
Address Line 1:	werwerqwerqr	Address Line 2:	
City:	werqperqewrr	Country:	India
State:	Andhra Pradesh	Pin/Zip Code:	34534553
Phone Number1:	3453 3453 3453453453	Fax:	
Branch Office			
Address Line 1:	werwerqwerrf	Address Line 2:	
City:	ewrwerwer	Country:	India
State:	Assam	Pin/Zip Code:	4232325
Phone Number1:	345 3453 3453453453	Fax:	
Statutory Details			
PAN No. of Firm:	dfghj3244l		
GSTIN(s):	10ADIFS9603C1ZG,19ADIFS9603C1ZY,22ADIFS9603C1ZB,22AQUPP3246R1Z0,33AAICS5745D1ZF		
Account Work Area			
Work Area:	Supply Tender , Leasing Auction , Leasing Tender , Vendor Approval , Works Tender		
Signature Details			
Serial Number	62143		
Subject	ST=Karnataka, CN=CRIS test, OU=CRIS, O=CRIS test, C=IN		
Issuing Authority	CN=e-Mudhra Sub CA for Class 3 Platinum Organisation 2011, OU=Sub-CA, O=eMudhra Consumer Services Ltd., C=IN		
Not Before	Jun 9, 2015		
Not After	Jun 9, 2017		
Edit Account Profile View Users Home			

The users in a bidder account are categorized as Primary users and Secondary users. The details of the Primary / Other users (Authorized signatories) can also be seen from this page.

There can be only one primary user in an account. Only the primary user is allowed to update some of the Account details such as Address, and Phone Numbers etc. by clicking on the Edit Account Profile button, which opens the Edit Account Interface as shown below.

Edit Account

(Fields Marked * are mandatory.)

Account Details

Account Name:	TEST BIDDER 1-KOLHAPUR
Nature of Business/Firm:	Proprietor
Account Type:	Vendor
Account Status:	Active
State Of Registration:	Bihar
Account URL:	<input type="text"/>

You can save upto three addresses in your account profile. Bidding process is being modified to enable you to select any of these addresses during bidding process for the purpose of issue of contracts / purchase orders.

Registered / Corporate Office

Address Line 1*:	<input type="text"/> diff city add1	Address Line 2:	<input type="text"/> diff city add2
City*:	<input type="text"/> kolhapur	Country:	<input type="text"/> India
State:	<input type="text"/> Bihar	Pin/Zip Code*:	<input type="text"/> 000006
Phone Number*:	<input type="text"/> 343 3434 9898989898 (ISD) (AREA CODE) (PHONE NO.)	Phone Number1:	<input type="text"/> 678 879 9898989898 (ISD) (AREA CODE) (PHONE NO.)
Phone Number2:	<input type="text"/> 787 786 5656567 (ISD) (AREA CODE) (PHONE NO.)	Phone Number3:	<input type="text"/> 98 433 4554545454 (ISD) (AREA CODE) (PHONE NO.)
Fax:	<input type="text"/> 09999999999	Click here to change the Registered / Corporate Office Details	

Branch Office

Address Type	<input type="text"/> Branch Office	Address Line 2:	<input type="text"/>
Address Line 1:	<input type="text"/> wewrwerqwerqr	Country:	<input type="text"/> India
City	<input type="text"/> wewrgergevrr	Pin/Zip Code:	<input type="text"/> 34534553
State:	<input type="text"/> Andhra Pradesh	Fax:	<input type="text"/>
Phone Number1:	<input type="text"/> 345 3453 3454353453 (ISD) (AREA CODE) (PHONE NO.)		

Branch Office

Address Type	<input type="text"/> Branch Office	Address Line 2:	<input type="text"/>
Address Line 1	<input type="text"/> wewrwerqwerrcf	Country:	<input type="text"/> India
City	<input type="text"/> ewrwerver	Pin/Zip Code:	<input type="text"/> 42323525
State:	<input type="text"/> Assam	Fax:	<input type="text"/>
Phone Number1:	<input type="text"/> 345 3453 3453453453 (ISD) (AREA CODE) (PHONE NO.)		

Account Work Area

Work Area :	<input checked="" type="checkbox"/> Lease tender	<input checked="" type="checkbox"/> works tender	<input checked="" type="checkbox"/> supply tender	<input checked="" type="checkbox"/> Vendor Approval	<input checked="" type="checkbox"/> E-Auction Leasing
-------------	--	--	---	---	---

[Sign & Update](#) [Cancel](#)

If there are multiple users in the account, the existing primary user can assign the role of Primary user to any secondary user. The existing primary user will become a secondary user after this change.

The registered / corporate office details cannot be changed by the bidders themselves. They have to submit a request to EPS Helpdesk by clicking on the link *Click here to change the Registered / Corporate office details*. The status of current and past requests for change of registered office details can also be seen through this link.

Please Proceed to Next Page

5.3.7.3. **Change Bidding Password:** All firms are required to set a bidding password for entering into the online bidding rooms for bid submission. The bidding password can be reset by the users through this link. Clicking on this link brings up the following page:

Change Bidding Password

(Fields Marked * are mandatory)

Password Policy

- Bidding Password should be minimum of 6 characters and maximum of 12 characters.
- Bidding Password will get expire in 60 days.
- The new bidding password has to be different from the previous one.
- The Bidding 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 Bidding Password *:

Enter New Bidding Password *:

Password Strength: Too Short

Re Enter Bidding New Password *:

The user has to enter his old and new bidding passwords to reset the bidding password. This activity can be performed by the primary user of the account only.

Please Proceed to Next Page

5.3.7.4. Forgot Bidding Password: In case the user forgets the bidding password, the same can be reset by the primary user through this functionality by using his Digital Signing Certificate. Clicking on this link brings up the following interface:

Forgot Bidding Password

(Fields Marked * are mandatory)

Password Policy

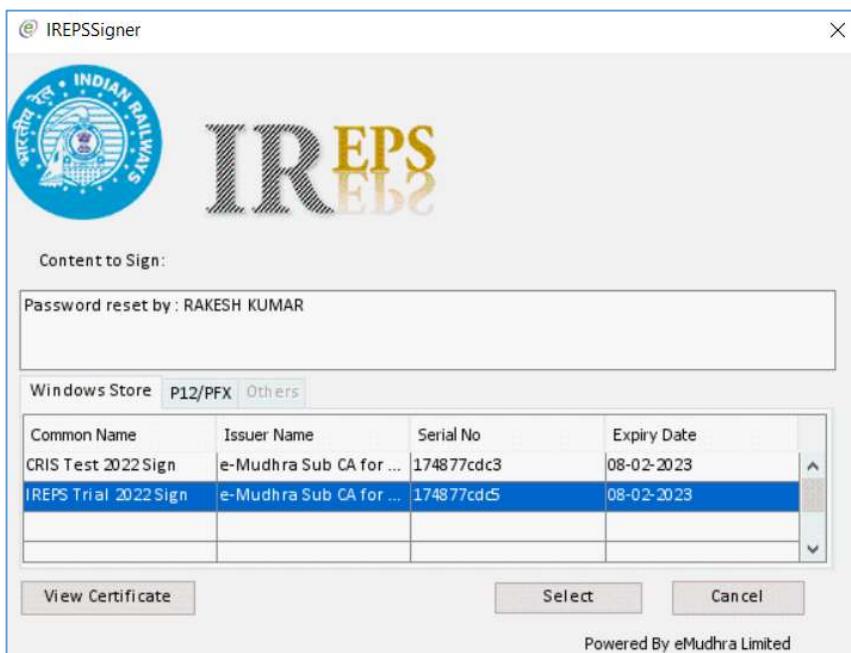
- Bidding Password should be minimum of 6 characters and maximum of 12 characters.
- Bidding Password will get expire in 60 days.
- The new bidding password has to be different from the previous one.
- The Bidding password cannot be the same as userId and should not contain User-Id.
- Password must contain atleast one special character and numeric character.

Enter New Bidding Password *:

Password Strength: Too Short

Re Enter Bidding New Password *:

The primary user shall enter his new password in the above page twice. Thereafter, the user has to click on the Sign & Submit button, which will bring up the signer window



The user has to select his DSC by clicking on it, and then click on **Select** button. The user may have to enter the OTP of his DSC, if the same is sought by the system. Once this process is completed, a success message is displayed on the page, as shown below:

Bidding Password have changed Successfully...

Dashboard My Activities Auctions Contracts Payments My Profile

My Notifications

Dated	Module / Subject	Reference ID	Message
-------	------------------	--------------	---------

My Pending Tasks

Assigned By	Assigned on	Task Description
-------------	-------------	------------------

5.3.7.5. Change Login Password- The user can change his login password by clicking on the Change Login Password link.

Change Login Password
(Fields Marked * are mandatory)

Password Policy

- User Password should be minimum of 8 characters and maximum of 12 characters.
- Password will get expired in 60 days.
- The new password has to be different from the present one.
- The password cannot be the same as userId and should not contain User-Id.
- Password must contain atleast one special character and one numeric character.

Enter Old Password *:

Enter New Password *:

Password Strength: Too Short

Re Enter New Password *:

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, and click on the Save button to change his password.

5.3.7.6. Add/Remove Authorized Signatories- The list and details of the authorized signatories in a bidder account can be viewed / edited through this link. Clicking on this link brings up the following page:

Add / Remove Authorized Signatories					
Users					
Name	Tel/Fax No.	Cell No.	Email	Actions	
RAKESH KUMAR	Not Provided	919717394007	test.bidder1@gmail.com		
NAVAL KUMAR GUPTA	9999999999	9999999999	n.lease@gmail.com		
BIDDER COCHIN	9999999999	913453453434	biddercochin@gmail.com		
CHAUDHARY SHARMA	9999999999	9999999999	choudharyenterprise2009@gmail.com		
NIKHLEH KUMAR GUPTA	9999999999	9999999999	nik1234@gmail.com		
ASDFDSFAS DSFASDFSADFS FAFA	9999999999	919879879879	naval10110@gmail.com		
SDFASDFA					
ASFASF DASFDASF	Not Provided	01123379935	test.bidder.1@gmail.com		

[Home](#)

[Add Authorized Signatories](#)

Details of existing users shown on the page can be modified by clicking on the Edit icon . A user can be removed by clicking on the delete icon . The logged in user cannot remove himself from the list.

New signatories can be added by clicking on the **Add Authorized Signatories** link on the page. This activity can be performed by the primary user only. Clicking on this link brings up the Create Authorized Signatories interface as shown below:

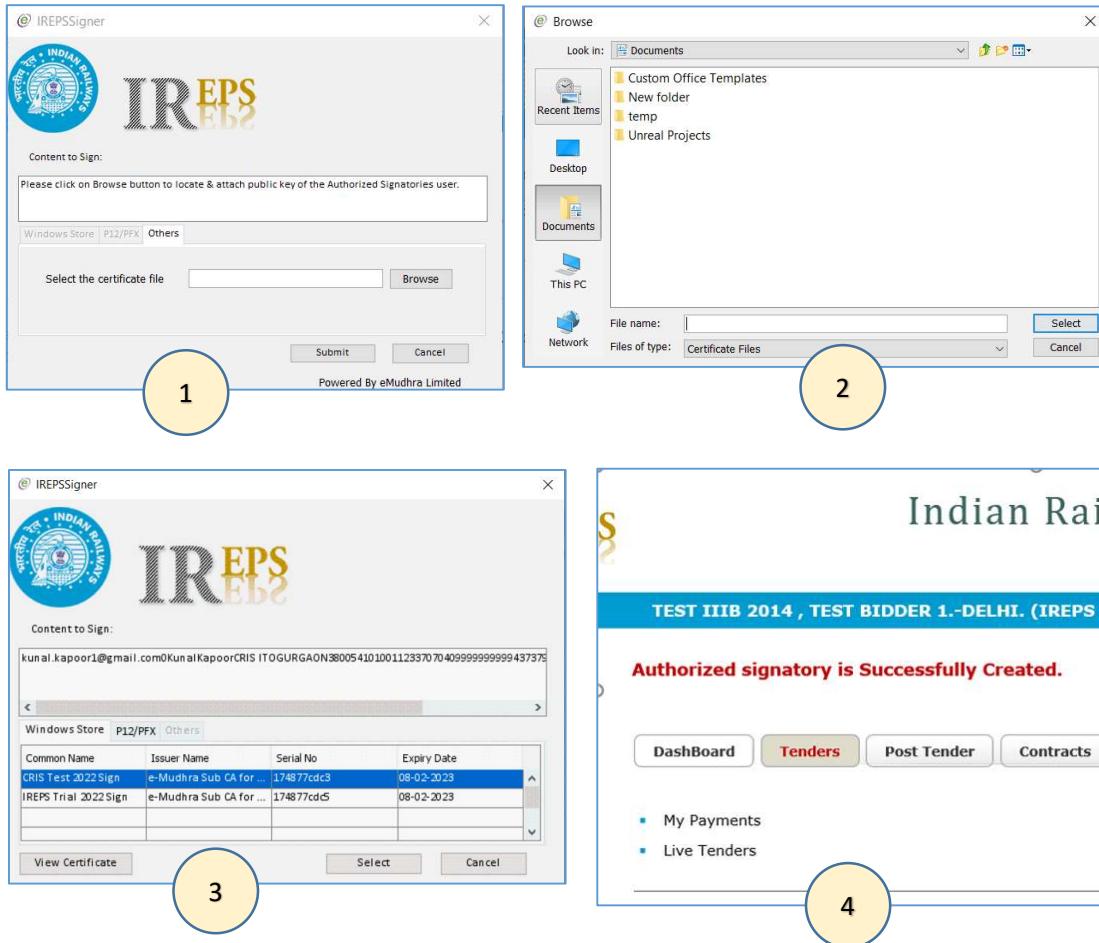
Create Authorized Signatories

Note--> New Signatory being added will be able to submit bid on behalf of the Firm (Account). Please note that the Firm will be fully responsible for any actions that will be performed by the signatory through this website

(Fields Marked * are mandatory)

Vendor Name :	TEST BIDDER 1.-DELHI.	First Name*:	<input type="text"/>
E-Mail/User Id*:	<input type="text"/>	Last Name*:	<input type="text"/>
Middle Name:	<input type="text"/>	Address Line 2 :	<input type="text"/>
Address Line 1* :	CRIS ITO	Pin/Zip Code* :	380054
City *:	GURGAON	State*:	Select State
Country :	India	Phone Number2 :	<input type="text"/>
Phone Number1*:	01123370704	Sign & Submit	<input type="button" value="Sign & Submit"/>
Cell Number :	09999999999	Reset	<input type="button" value="Reset"/>
		Cancel	<input type="button" value="Cancel"/>

The primary user has to fill up all the required details for the new user, and click on **Sign & Submit** button. This brings up the signer window as shown below (Step 1).



On the IREPS signer window the user has to click on browse button. This will bring up the browse window wherein the user has to locate and select the public key by clicking on it, and then click on the Select button on the browse window (Step 2).

- Please refer to the document **Getting Your System Ready for IREPS Application** for the procedure to export public key from the DSC. This document can be accessed through the **Learning Center** link available on IREPS Home page.

On clicking the Select button on the browse window, the signer window will come up, where the primary user has to select his DSC by clicking on it, and then click on Select button (Step 3). If the signing process is completed successfully, the user will get a success message (Step 4). The new user so created can now login using his user ID (email address), and the password sent to him by mail.

- The signatories so added can submit bids on behalf of the Firm. The Firm/Company/Individual Owner/Proprietor etc. will be legally liable and accountable for all activities performed by the authorized signatories through the IREPS website.

- ⊕ Please keep the list and details of the authorized signatories updated at all times. Please remove the name of the authorized signatory immediately if he/she leaves the company. In case of failure to do so, the Firm/Company/Individual Owner/ Proprietor will be held liable for actions of such signatory.**

5.3.7.7. View / Update GST Details: This link is meant for updating GSTIN details of the user. It is mandatory for the contractors to update his GST profile through this interface, if they are registered with GST department.

Request for new GSTIN Details in IREPS Profile of vendor							
Existing GSTIN Details in IREPS Profile of Vendor:							
Click icon below to submit request for modification in existing GSTIN details, if required. To mark Inactive GSTIN as Active, modification request may be submitted through the same link .							
Sl. No.	Vendor/Firm Name	Legal Name	GSTIN	Principal Office Address	Status	Date of last updation in IREPS	Action
<i>Nothing here</i>							

Status of Requests submitted earlier for GST profile update in IREPS:							
Sr. No.	Request ID	Request Date	Request for	GSTIN	Status	Date of Approval/Rejection/Inactivation	Action
<i>Nothing here</i>							

The user has to click on icon to initiate the process of adding a new GSTIN to his profile. Clicking on this icon brings up the following interface:

Request for new GSTIN details in IREPS profile of vendor		(IREPS Account ID: 31884)
Vendor/Firm Name(Trade Name)	TEST BIDDER123-JALANDHAR-SHILONG	
Legal Name	TEST BIDDER123-JALANDHAR-SHILONG	
GSTIN	<input type="text"/>	
Principal Office Address	<input type="text"/>	
Principal Office Pin Code	<input type="text"/>	
GST Certificate	<input type="button" value="Click here to upload GST certificate"/>	
<input type="button" value="Reset"/>		<input type="button" value="Save & Sign"/>

The user has to fill up all the required details, and upload the GST certificate by clicking on the link in the GST certificate field. Clicking on the **Save & Sign** button will bring up the signer page.

Once the details are digitally signed by the user, the request will be submitted to EPS Helpdesk, who will verify the details, and approve / reject the request. The approved GST details will be shown as under:

Request for new GSTIN Details in IREPS Profile of vendor/bidder ?								
Existing GSTIN Details in IREPS Profile of Vendor:								
Sl.No.	Vendor/Firm Name	Legal Name	GSTIN	Principal Office Address	Status	Date of last updation in IREPS	Action	
1	TEST BIDDER 1-KOLHAPUR		33AAICS5745D1ZF	Tamil N	Inactive	19/04/2022		
2	TEST BIDDER 1-KOLHAPUR	PAL CONSTRUCTION-BHILAI	22AQUPP3246R1Z0	VILL-PURENA, BHILAI, DURG	Active	03/03/2021		
3	TEST BIDDER 1-KOLHAPUR		29ASDFG1234A1A2	3452356234	Inactive	15/01/2021		
4	TEST BIDDER 1-KOLHAPUR		07ASDFG1234A1A2	25 sdfsdfsdf, Delht	Inactive	15/01/2021		

The user can mark any of these GSTIN number as inactive by clicking on icon. Users can also submit request for modification of any entry by clicking on icon. Complete details related to any entry can be viewed by clicking on icon.

Please Proceed to Next Page

6. Miscellaneous

6.1. Reset Password using Digital Signing Certificate (DSC)

Users can reset their password (especially lost/ forgotten password) through the links available on the login page as shown below:

The screenshot shows the 'Authenticate Yourself' section of the IREPS Signer login page. It includes fields for 'User Name' and 'Password', and buttons for 'Login' and 'Home'. A note at the bottom states: 'User Name and Password are Case Sensitive' and 'For security reason we have logged your system IP.' Below this, there are two boxes: 'Change your Password and Signing Certificate' containing links for 'Click Here To Reset Password Using DSC' and 'Click Here To Change your Signing Certificate', and 'Register' containing a link for 'Click Here To Register As New Contractor'.

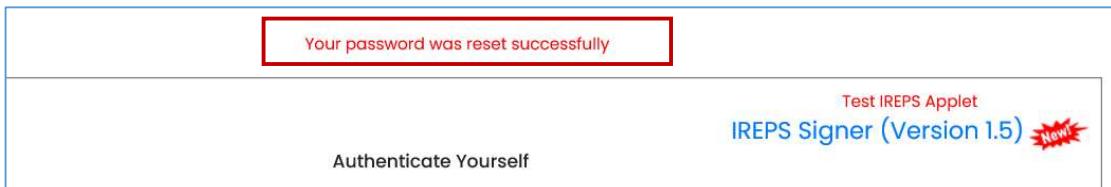
Clicking on the **Click Here to Reset Password Using DSC** link brings up Change Password page as shown below:

The screenshot shows the 'Change Login Password' page. It includes a 'Password Policy' section with the following rules: User Password should be minimum of 8 characters and maximum of 12 characters, Password will get expired in 60 days, The new password has to be different from the present one, The password cannot be the same as user Id and should not contain User-Id, and Password must contain atleast one special character and one numeric character. Below this, there are fields for 'Enter New Password*' and 'Re Enter New Password*', both marked with an asterisk (*) indicating they are mandatory. A red error message 'Too Short' is displayed above the second password field. At the bottom are 'Sign & Submit' and 'Reset' buttons.

The user has to enter the new password on the screen twice, and then click on Sign & Submit button. This brings up the signer window, as shown below:

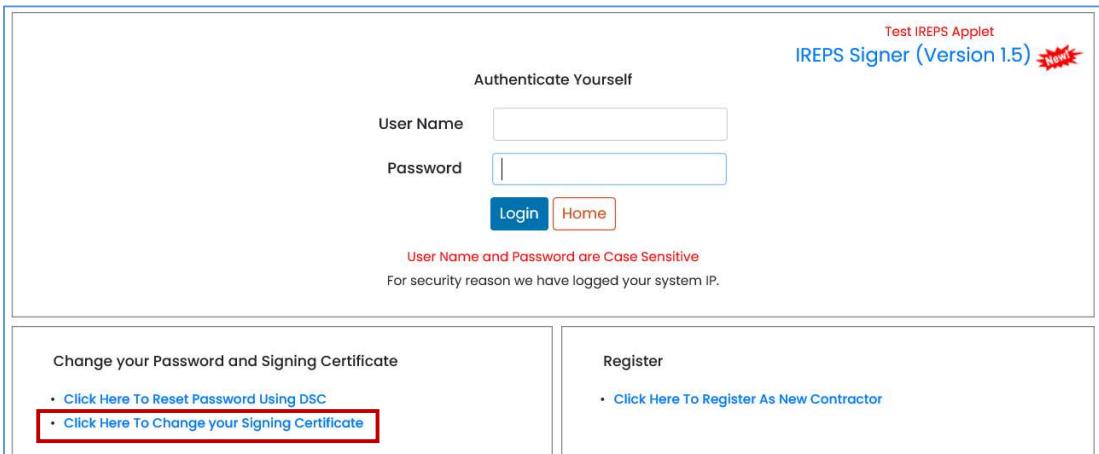


The user has to select his certificate by clicking on it, and then click on Select button. The user also has to provide the DSC token, if that is asked for. If the signing process is successful, the password is reset, and the user gets a confirmation message on the login screen, as shown below. The user can login into the application using his username (Email ID) and the new password.:



6.2. Change Digital Signing Certificate

Digital Signing Certificates have limited validity. Users may thus be required to change their DSC from time to time. This can be done through the link available on the login page as shown below:



Clicking on the **Click Here to Change your Signing Certificate** brings up Change Digital Signing Certificate page as shown below:

Test IREPS Applet [New](#)

Change Digital Signing Certificate

User Name

Password

Submit **Home**

User Name and Password are Case Sensitive

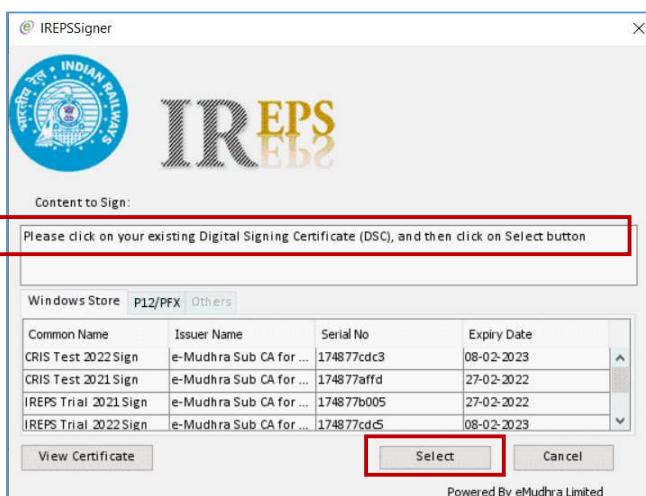
For security reason we have logged your system IP.

The user is required to enter his User Name and Password on this page and click on **Submit** button. This opens a new page as shown below.

Change The Digital Signing Certificate- Using Existing/Expired Digital Signing Certificate

Click here to Update your Digital Signature Certificate

Clicking on **Click here to Update your Digital Signature Certificate** link brings up the signer window.



The user has to select the **Old Certificate**, which the user wants to replace, from the list of certificates, and click on **Select** button. This opens another signer window wherein the user has to select the new certificate, and click on the Select button as shown below



If this process is carried out successfully, the DSC of the user is replaced with the new one, and a success message is displayed on the login screen.

7. Disclaimer

Bidders may please note that the IREPS software is continuously being upgraded and the pages/ forms shown or referred to in this manual may be subject to changes. Sometimes there may be time lag between the changes in the application interfaces, and the updation of the manual. Bidders are advised to keep themselves updated with the latest changes, by looking for the latest versions of user manuals available on the website, and by taking note of the messages sent by the IREPS administrator from time to time. Bidders should make themselves fully acquainted with all the available templates/forms before they submit their bids.

Though every care has been taken to describe the features/ process of the application accurately, some errors may have crept in inadvertently. In case of any doubt/ discrepancy please contact helpdesk immediately. No claim shall be entertained from a bidder, on account of non-familiarity with the any of the templates and forms available on the IREPS website, or on account of any variation between the forms/ pages shown in this manual vis-à-vis the forms / pages available in the application.

--- End of Document ---