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## Tender Procedure

- E-bid along with the relevant documents must be uploaded and digitally signed with the digital signature of the pre-authorized personnel of the tenderer already registered with the IREPS web site. Digital signature used must be “Class III B with Company Name” obtained from G.O.I. approved Certifying Authority.
- Only bids received in the Electronic tender box available on the website [www.ireps.gov.in](http://www.ireps.gov.in) will be considered.
- The e-procurement system does not permit submission of any offer after the closing date and time of that e-Tender. Hence there is no scope of any Late / Delayed offers in the online bidding process.
- Tenderers can download E-Tender form provided on the web site.
- No manual offers sent by Post/Fax or in person shall be accepted against such E-tenders even if these are submitted on the Firm’s letter head and received in time. All such manual offers shall be considered as invalid offers and shall be rejected summarily without any consideration.

### Processing of Bills (Stock & Non Stock)

Online bill submission by vendors on IREPS. Digitally signed bill/supplementary bill submitted by vendor on IREPS in “Bill submission utility” will be used by IPAS along with other digitally Signed documents like Receipted Challan / Receipt note / Inspection Certificate etc., for registering Vendors bill (CO-6). The bill payment by the bill paying authority will hereafter be done through IPAS based on digitally signed bill and Receipted Challan, R/Note, Inspection Certificate etc., available on IMMS without insisting on hard copies of same either from depot/consignee or from supplier. It shall cover bills for advance payment and final payment to be chosen by vendor.

**Note:** All the conditions of tender such as General Tender Conditions, Instructions to tenderer, IRS conditions and special conditions are available in [www.ireps.gov.in](http://www.ireps.gov.in).

**Warning to the Suppliers :** The suppliers should not entertain POs of S.C.Railway received by them through unauthorized persons or unauthorized channels. They should also not hand over stores meant for Railways to any unauthorized persons. Before parting with the material, they should verify the identity of the persons and also his possession of a proper authorization letter from S.C.Railway Administration.