भारत सरकार Government Of India
रेल मंत्रालय Ministry Of Railways
(रेलवे बोर्ड) (Railway Board)

No. 2014/CE-I/WP/5/Pt. **New Delhi, dated 04.10.2017**

The General Manager,
All Indian Railways,
Director General RDSO & NAIR
& Director/all CTIs.

Sub: Transparency in Works Contracts - Reply to Queries of Prospective Tenderers.

To bring transparency in reply to various queries raised by prospective bidders during tendering process, it has been decided that no reply to query shall be sent to the prospective bidders directly. Instead, query which in the opinion of tender inviting authority needs to be replied; the query and its reply shall be posted on the IREPS Portal, visible to all bidders.

The provision for posting query and its reply, has been provided in the IREPS portal. The posting of query and its reply on IREPS portal shall be ensured by tender inviting authority, whereas actual posting can be carried out by an official authorized by system admin of IREPS for this purpose.

The procedure to be followed in this regard is enclosed herewith as Annex.-'A'.

Encl: As above.

अनिल कुमार 4.10.17

(अनिल कुमार)
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Copy to: GM(MMIS)/CRIS for necessary action.

Annexure –'A'

User Guide for Online Reply to Bidders' Queries

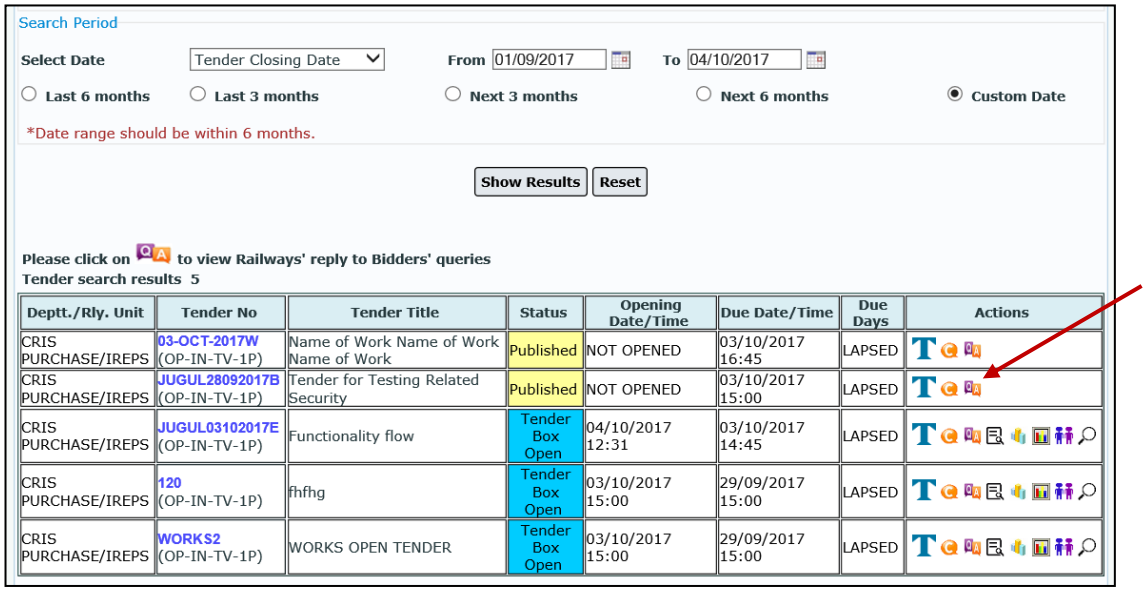
Centre for Railway Information Systems
Document Version 1.0
Prepared by: Rajesh Abrol, CM/MMIS/CRIS

Introduction: A functionality has been provided in IREPS Works module whereby clarification to tender specific query received from the prospective bidders can be replied by authorized railway officials on IREPS portal, which can be viewed by all IREPS users. The steps to Add, View and Edit the queries are described below:

1. An icon ( ) has been provided against each tender in the Live Tenders folder on the Home Page of Railway Users as well as Bidders, and in the Search results. Tool tip *Railway's Reply to Bidders' Queries is displayed* when the mouse cursor is placed over this icon.

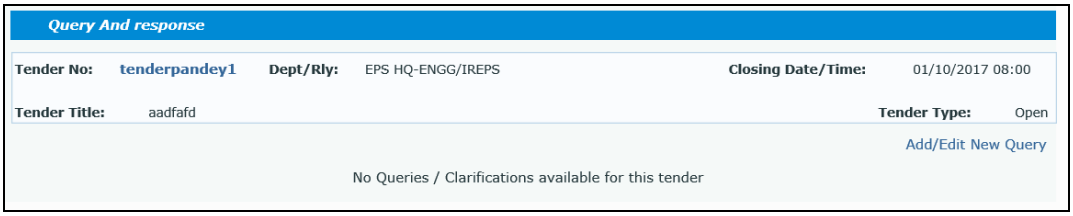


Live Tenders Folder

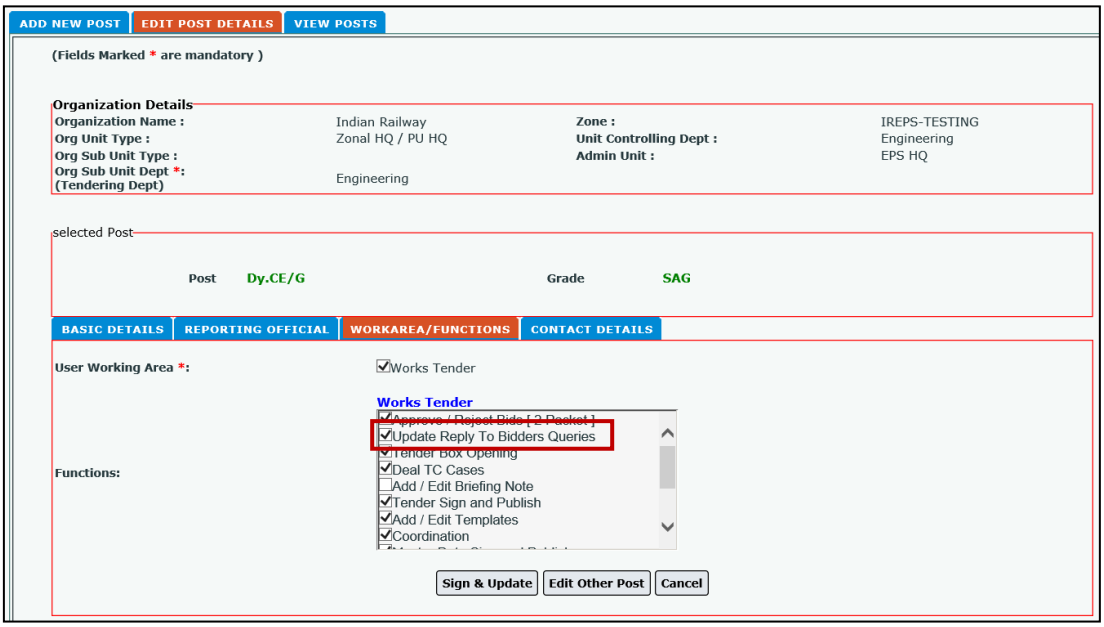


Search Results Page

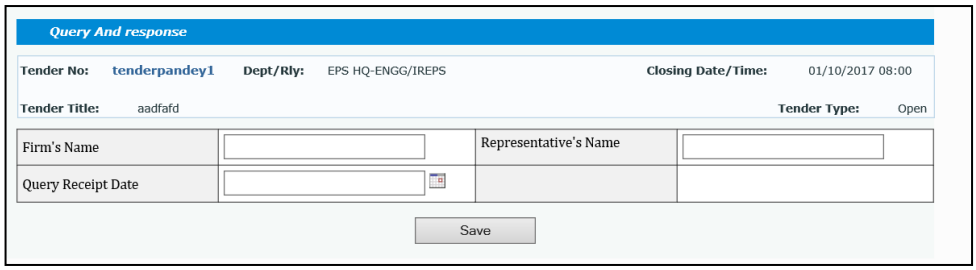
2. Clicking on the icon ( ) opens the page showing query and reply for the relevant tender. However, when railway officials whose post has been assigned the function **update Reply to Bidders Queries** click the icon( ), following page shall appear for adding the reply/query.



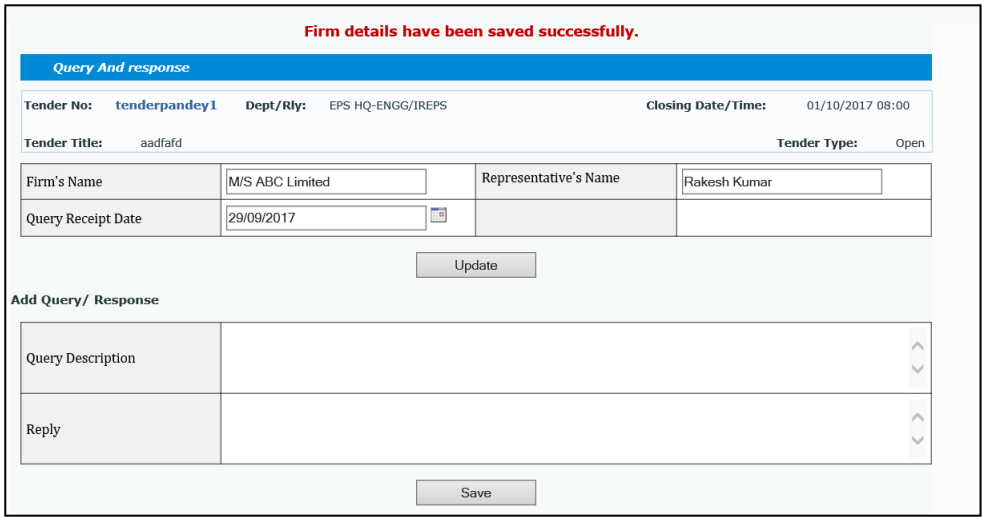
3. Clarifications against any bidder query can be posted by clicking on the **Add/Edit New Query** link. This link is visible only to the railway officials whose post has been assigned the function **Update Reply to Bidders Queries**. This function can be assigned by the department admin to any user of his unit through the Manage Post- Edit Posts functionality, as shown in the screenshot below:



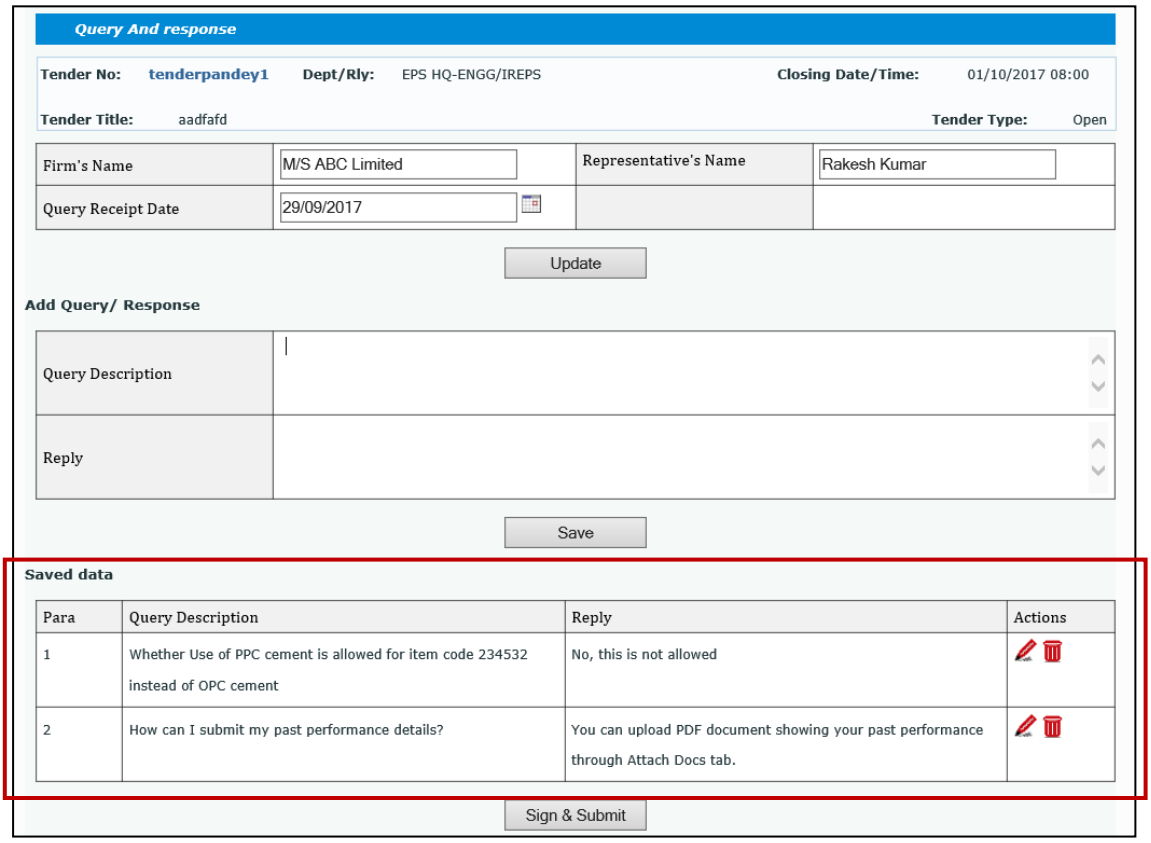
4. Clicking on the Add/ Edit New Query opens the following interface:



The user has to enter the name of the firm, the name of the firm's representative who has submitted the query, and the date on which the query was received in the respective fields, and click on the save button. The entered details will be saved, and now the user will be able to enter queries/ clarifications as shown below:



The bidder's queries, and the reply to the query can be added one by one, and all the details so added will be displayed as shown below:



- Please note that at this point of time the details are still being added in draft mode only. The clarifications will be visible to the other users only when these are published.

The firm's details can be edited by modifying the details and clicking on Update button. Any of the saved queries/ clarifications can be edited/ deleted by clicking on the Edit (✎) or Delete (🗑) button against the respective query.

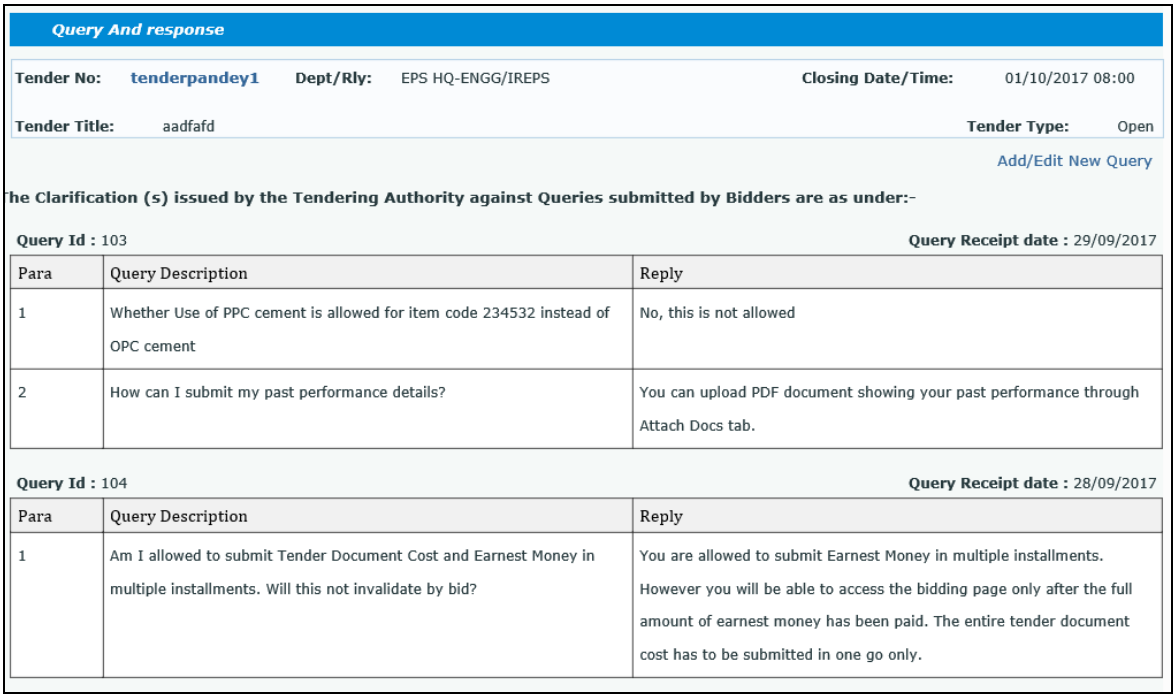
The saved details remain in draft mode even if the user logs out at this stage. When the user logs in again, clicking on the Add/ Edit New Query will bring up the previously saved draft.

5. Once all the details have been added, the user has to click on the **Sign & Submit** button to complete the process of digitally signing and publishing the query/ clarifications. Clarifications once published cannot be modified.

To add a new query, the user has to click on the Add/ Edit New Query Link again.

Add/ Edit New Query link is not visible to the bidders, and it is visible only to those railway users whose post has been assigned **Update Replies to Bidders' Queries** function.

All the clarifications are displayed to the Bidders and the Railway Users as shown in the screenshot below:



Query And response

Tender No: tenderpandey1 **Dept/Rly:** EPS HQ-ENGG/IREPS **Closing Date/Time:** 01/10/2017 08:00

Tender Title: aadfafd **Tender Type:** Open

Add/Edit New Query

The Clarification (s) issued by the Tendering Authority against Queries submitted by Bidders are as under:-

Query Id : 103 **Query Receipt date :** 29/09/2017

Para	Query Description	Reply
1	Whether Use of PPC cement is allowed for item code 234532 instead of OPC cement	No, this is not allowed
2	How can I submit my past performance details?	You can upload PDF document showing your past performance through Attach Docs tab.

Query Id : 104 **Query Receipt date :** 28/09/2017

Para	Query Description	Reply
1	Am I allowed to submit Tender Document Cost and Earnest Money in multiple installments. Will this not invalidate by bid?	You are allowed to submit Earnest Money in multiple installments. However you will be able to access the bidding page only after the full amount of earnest money has been paid. The entire tender document cost has to be submitted in one go only.

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