

INSTRUCTION TO THE TENDERER

1. Tender Documents and Tender Cost:

- I. The Tender document and other details can be obtained from the website: www.ireps.gov.in from 10-06-2026 to 02-07-2026 till 14-00 hrs. The bidding for the tender can be submitted through e-tendering only on the above website 15(Fifteen) days prior to 02-07-2026. Manual offers are not allowed against this tender and any manual offer, if received, shall not be accepted and will be summarily rejected.
- II. Bid Security can be paid only through Net Banking or Payment Gateway provided in the website: www.ireps.gov.in. Fixed Deposit Receipt (FDR) will not be accepted for tenders invited on IREPS (e-tender portal).
- III. Manual offers shall NOT be accepted against e-Tenders, even if they submit on the firm's letter head/any other form acquired or downloaded, and submitted before closing time. Any manual offer found enclosed in the envelope containing instruments/documents towards payment of Tender Cost will be treated as invalid offer and will not be considered and shall be rejected summarily without any consideration.

2. Filling of e-Tenders

- I. Tenders should be duly filled in (on the assigned space), duly signed with the digital signature and submitted online. All mandatory fields marked (*) have to be filled by the tenderers.
- II. Tenderers must fill-in the offer form (consisting terms and conditions, performance statement & special conditions etc.) and attach scanned copy of necessary documents.
- III. All the mandatory fields of the offer form (i.e. Rate page) including basic rate with all taxes and duties which may become applicable during the currency of the contract and any other charges have to be filled up by the tenderer. The quoted amount shall be as indicated in the tender schedule and cannot be altered by the tenderer.

3. Bid Submission

- I. 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 website. Digital signature used must be "Class III-B with Company Name" obtained from G.O.I. approved Certifying Authority.
- II. Tenderer must look out for NIT as soon as it is available on IREPS website and upload their offer well in advance without waiting for closing date and time, to avoid last minute hassles in their own computer system or communication line. Railways will not be responsible for non-participation of any contractor due to any technical problems on the day/time of tender closing.
- III. 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.
- IV. The bidders shall submit an affidavit as per Annexure-V/Annexure-V (A), whichever applicable, to the effect that all the documents submitted by her along with her bid are true. This shall be mandatory in all bids.
- V. The bidder/each partner/member of the bidding firm shall be liable to legal actions apart from punitive actions, as decided by competent authority of Railways, In such an eventuality, the bid shall also be summarily rejected.
- VI. If the contract has already been awarded, or Letter of Acceptance (LOA) has been issued and in the event of any failure to comply with the above, the contract shall be terminated, irrespective of the stage of progress in execution of the work. In such an eventuality, Security Deposit (SD),

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Address with Office Seal

**Dy. Chief Mechanical Engineer/Chg.
Eastern Railway, Kanchrapara**

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Performance Guarantee (PG) and partial / full payments otherwise due to the contractor, in respect of the partial/ full work executed by the contractor, shall be forfeited by the Railways.

- VII. Other punitive actions, like banning the bidder and partners/members of the bidding firm for future dealing with Indian Railways and/or Government of India may also be taken by the Railway/Govt. of India authorities.

4. Tender Opening

- I. Electronic tender boxes will be opened on and **after 15:00 hrs on 02-07-2026** as shown on the IREPS Website.
 - II. Electronic tender boxes will be opened by minimum two authorized Railway officials using their secured digital permissions, passwords and digital private keys obtained from GOI approved certifying agencies. The icon will indicate that the tenders have been opened.
 - III. Tenderer shall not be required to be present in the office of Dy. Chief Mechanical Engineer(C) /Eastern Railway/Kanchrapara for any e-Tender opening process. They can obtain totally transparent bid tabulation statement by logging on the IREPS website after tender opening.
 - IV. The participating tenderer submitted valid electronic offers can view their own offer details as well as the tender tabulation statement after tender opening, from any using internet access by visiting the website www.ireps.gov.in instantly location after opening of the electronic tender box, by clicking on the icon.
 - V. Railways do not guarantee opening of the tenders on and after the specified date and time due to reasons beyond its control and hence tenders can be opened after the due date and time also. It will however, be ensured that no offers are submitted after tender closing date and time. Tenderer cannot submit/modify any offer or attach any file to it after the closing date and time as stipulated in the tender notice. System does not permit any alteration, modification, deletion of any entry or condition, offered by the tenderer in the e-tender, after closure of the electronic tender box.
5. Tenderer advised that while registering themselves on the IREPS website: www.ireps.gov.in for participation in e-procurement system, the same address as furnished by them for getting digital signature from accredited agencies is to be filled up, to avoid any vitiation of information and consequent impairment in their credentials.
6. Railways do not guarantee opening of the tender immediately after the closing date and time due to reasons beyond its control and hence tenders can be opened after the due date and time also. It will however, be ensured that no offers are submitted after tender closing date and time. Tenderer cannot submit/modify any offer or attach any file to it after the closing date and time as stipulated in the tender notice. System does not permit any alteration, modification, deletion of any entry or condition, offered by the tenderer in the e-tender, after closure of the electronic tender box.
- a) Railway Administration reserves the right to decline to accept any tender without assigning any reason and/or does not bind himself to accept the lowest rate of the tender whatsoever.
 - b) If the Tenderer /Tenderers deliberately gives/give wrong information in his/their Tender, the Rly. Reserves the right to reject such Tender at any stage.
 - c) The Tenderer is to quote his/their rates with reference to the item and must tender for the item shown in attached schedule of rate. The quantities shown in the attached schedule which are given as a guide are approximate only and subject to variation according to the need of the Rly. The Rly. accepts no responsibility for their accuracy. The Rly. does not guarantee for work under the item of the attached schedule.
 - d) The Railway reserves the right either to cancel or reject the Tender without assigning any reason thereof.

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- e) In cases of matters which are not specified herein, Indian Railway's General Conditions of Contract for Works -2022 with upto date correction slips will be followed. However, there will be an overall binding of IR's General Conditions of Contract for Works -2022 with upto date correction slips over the entire Tendering process & the entire Contract.
 - f) For any dispute, the decision of the Rly. Administration is final.
 - g) The Rly. Administration may terminate the contract by giving notice to the Contractor.
 - h) The contractor shall bear the cost of repairs of any rolling stock, permanent way or other property of the Administration damaged, due to his negligence or that of his workman.
 - i) The contractor shall not sublet or assign this contract or any part thereof without written permission of Railway Authority. In the event of the contractor subletting or assigning this contractor any part thereof, without such permission, the Administration shall be entitled to cancel the contract forthwith without any notice and to get the work done on the contractor's account and risk and the contractor shall be liable for any loss or damage which the Administration may sustain in this connection.
7. The Tenderer shall be required to execute an Agreement with President of India, acting through Dy.Chief Mechanical Engineer/C, E. Rly. Kanchrapara for carrying out the work according to the General Conditions of Contract for Works-2022 with upto date correction slips for specifications only. However, there will be an overall binding of Indian Railway's General Conditions of Contract for Works -2022 with upto date correction slips over the entire Tendering process & the entire Contract.