

GUIDELINE FOR REGISTRATION OF BIDDER / PURCHASER FOR PARTICIPATING IN
E-AUCTION TO BE CONDUCTED BY SOUTHERN RAILWAY

The E-Auction will be conducted On-line through the IREPS [Indian Railways E-Procurement System] Website <http://www.ireps.gov.in> . The purchaser can approach the respective depot with the following for getting registered:-

Minimum Requirement and Settings:

The Bidder / Purchaser should have Microsoft Windows based Computer / Laptop with windows XP Service Pack 3 / Vista Service Pack 2 / Windows 7 with Internet Connection .

Digital Signature:

Class-III digital signature certificate in their firm's name (Constitution of the firm can be Partnership, Pvt Ltd. , Proprietorship, Public Limited, Limited Liability Partnership, Government and others) which can be obtained from the list of certifying agencies available on <http://www.cca.gov.in>. Please note the digital signature should have minimum 3 month validity.

Net Banking Single User Account With State Bank of India:

The Bidder / Purchaser should have a **Single User Account** with **State Bank of India** in India **with Net Banking Facility**. They should confirm with their Bank branch where their account is existing / to be opened, with regard to availability of Net Banking facility and should possess valid User-id and password.

Registration Fees:

The Bidder / Purchaser to get registered at www.iresp.gov.in for obtaining User Name and password in order to enable themselves participate in the E-Auction conducted by any Zonal Railway on Indian Railways including Production Units should pay Rs.10,000 as Registration Fees **which is refundable**. This payment should be made only once for getting registered. In case Bidder /Purchaser wants to get de-registered and does not want of participate in the E-auction in future, they can get the amount refunded without interest. This payment can be made in the form of DD / Cash at Cash Office / Internet Banking if registered on-line.

Affidavit :

The Purchaser / Bidder should submit an Affidavit in a Stamp Paper [Value Rs.20] **with Photo Affixed on the Affidavit.** The affidavit should be signed and stamped by Notary Public including the photo.

Information required in the Affidavit:

1. Firm’s name and complete Address.
2. Constitution of firm (whether Pvt. Registered, Proprietorship, Partnership etc.)
3. Name of Authorized signatory like Company Secretary / Proprietor / Partners etc.
4. Whether bidding and other activities on IREPS will be performed by above authorized signatory?
 - (a) If Yes, paste a photograph.
 - (b) If No, Name of authorized user for bidding and performing other activities online on IREPS website. Paste his photograph with his specimen signature.

Specimen Signature

(Signature of authorized signatory)

(Name of authorized signatory)

For any technical assistance with regard to E-auction Registration please contact
 Dy.CMM/GSD/PER – **044-26261226**; Dy.CMM/GOC - **0431 – 2491387 ; 0431 – 2490583 ;**
 Dy.CMM/PTJ – **0422-2413181 ;** Dy.CMM/SALES/PER - **044-26749796 ; AMM/MMIS/PER— 044-26741924.**

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SAMPLE AFFIDAVIT FORMAT

in Rs.Twenty stamp paper

AFFIDAVIT

[WITH PHOTO]

I S/o Shri..... residing at..... do hereby solemnly affirm and declare as under:-

1. That I am the proprietor of
2. That my above said firm is proprietor.
3. I am the owner of the said firm participating in the E-Auction.
4. The specimen signature and photograph is appended below.
5. That I understand that my subsequent e-Auction activity including the delivery payment etc. which will be undertaken by the above user will be treated the authorized user for e-Auction

Signature of the authorized signature

DEPONENT

Verification:-It is verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

DEPONENT

Firm & Contact Details:: The following are the details to be provided by the Bidder / Purchaser in their Letter Pad for getting themselves registered by way of Manual Registration / On-line Registration process duly signed by the firm.

S.NO	FIELDS	DETAILS
FIRM DETAILS		
1	FIRM NAME*	
2	FIRM URL	http://www.
3	COMPANY REG.NO	
4	PAN / TAN NO*	
5	FIRM SALES TAX NO	
6	CONSTITUTION OF FIRM*	1.PARTNERSHIP ; 2.PRIVATE LIMITED; 3..PROPRIETORSHIP 4.PUBLIC LIMITED ; 5.LIMITED LIABILITY PARTNERSHIP 6.GOVT. 7. OTHERS

S.NO	FIELDS	DETAILS
CONTACT DETAILS		
7	E-MAIL/USER id*	
8	ALTERNATE E-MAIL*	
9	USER FIRST NAME *Mr./Mrs.	
10	MIDDLE NAME	
11	LAST NAME	
12	ADDRESS LINE 1*	
13	ADDRESS LINE 2	
14	CITY*	
15	COUNTRY*	INDIA
16	STATE*	SELECT FROM LIST
17	PIN / ZIP CODE*	
18	PHONE NUMBER1*	
19	PHONE NUMBER 2	
20	CELL PHONE NO.*	
21	FAX NO	
* - ENTRY OF DETAIL IS COMPULSORY.		

NOTE: The Firm Detail and Contact Detail as mentioned in the above table should be typed in the Firm's letter pad pertaining to the Bidder / Purchaser and submitted along with photo copy of PAN, TIN certificate duly self-attested.
