

**[User Manual]**

# Indian Railway Works and Contract Management System (IR-WCMS)

Letter of Acceptance (LoA) Entry Module

Version 1.0

## Welcome to IR-WCMS

After typing of above mentioned URL in the address bar of Web Browser, the IRWCMS main screen appears as under:



After logging into the application by existing user credentials, the user is taken to Home Page as shown below:

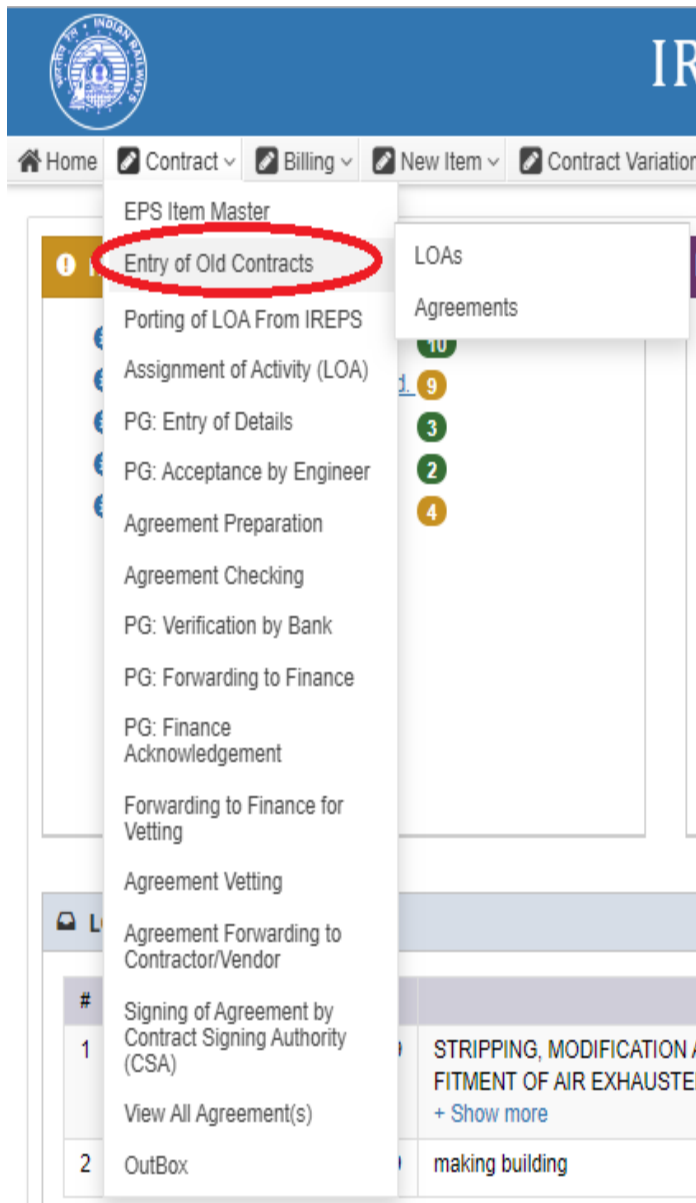
### 1.1 Contract Menu on Home page of IRWCMS

The home page of the IRWCMS coordinator appears as follows:



### 1.2 Entry of Old Contracts -->LOAs or Agreements”

This option available only for Admin User (like Sr. Den).



After selecting “Entry of Old Contracts” menu below screen will be populated.

Search LOA :

**LOA Detail** | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Railway Name:	<input type="text" value="South Western Railway"/>	Unit Name:	<input type="text" value="Bangalore Division"/>	Department Name:	<input type="text" value="Civil"/>
Tender Number:	<input type="text" value="Tender Number"/>	Tender Type:	<input type="text" value="Tender Type"/>	Tender Opened On:	<input type="text" value="Opened On"/>
Nature of Contract:	<input type="text" value="Nature of Contract"/>	LOA Number:	<input type="text" value="Loa Number"/>	LOA Date:	<input type="text" value="LOA Date"/>
LOA Amount (Rs.):	<input type="text" value="LOA Amount(Rs.)"/>	PG Amount (Rs.):	<input type="text" value="PG AMNT"/>	Total Tender Amount (Rs.):	<input type="text" value="Total Tender Amount"/>
Contractor's Name:	<input type="text" value="Contractor's Name"/>	Date of Completion:	<input type="text" value="Date Of Completion"/>	Type of Work Contract:	<input type="text" value="Select"/>
Bidding Style:	<input type="text" value="-Select-"/>	Bidding Unit:	<input type="text" value="Select"/>	Bidding Type:	<input type="text" value="Select"/>
Bid Rate:	<input type="text" value="Bid Rate"/>	Bid Amount (Rs.):	<input type="text" value="Bid Amount"/>	Rebate:	<input type="text" value="Rebate"/>
Name of Work Under Proposed LOA:	<input type="text" value="Work Description"/>				
Contractor's Address:	<input type="text" value="Contractor's Address"/>				
Tender Calling Authority:	<input type="text" value="Select"/>	Tender Accepting Authority:	<input type="text" value="Select"/>	LOA Publishing Authority:	<input type="text" value="Select"/>

In above screen you can enter LOA Detail, Schedule detail, Item breakup, Attachments, and UWID Entry by selecting tab. In above screen LOA detail is default screen.

Contract > LOA

Search LOA :

If you know the LOA number then enter LOA number or you can also search by clicking search icon, new will be populated as below.

Search LoA(Letter of Acceptance)

Show:  entries

Search:

#	Railway	Unit	LOA No.	LOA Date	LOA Amount	Work Name	Contractor Name	Porting Status	Date of Porting	Select
1	SWR	SBC	01034360009219	26/11/2019	0.0	Alkjhskdhajkhfhkafhsfdjkfhajkhdfasidufyasifyhsabfashdk...	BABUN BISWAS-DARJEELING	<input checked="" type="checkbox"/>		<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Above screen have search option; you can search by entering any word regard your work like LOA number, work name etc.

I have search "BABUN" then blow screen populated by matching word , In above screen you can you can view full name of work by dragging your mouse on work name.

Click on check box to port this LOA

Search LoA(Letter of Acceptance)

Show: 10 entries

Search: **BABUN**

#	Railway	Unit	LOA No.	LOA Date	LOA Amount	Work Name	Contractor Name	Porting Status	Date of Porting	Select
1	SWR	SBC	01034360009219	26/11/2019	0.0	Akjhsdkhjkfhkafsdjkhajkhdfasidufyasifyhsabfashdk...	BABUN BISWAS-DARJEELING	N		<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

[Close](#)

After Click on check box new screen will be populate like below.

Contract > LOA

Search LOA: 01034360009219

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Railway Name: South Western Railway | Unit Name: Bangalore Division | Department Name: Civil

Tender Number: AAAA101 | Tender Type: Open | Tender Opened On: 26/11/2019

Nature of Contract: Works | LOA Number: 01034360009219 | LOA Date: 26/11/2019

LOA Amount (Rs.): 0.0 | PG Amount (Rs.): 0.0 | Total Tender Amount (Rs.): 0

Contractor's Name: BABUN BISWAS-DARJEELING | Date of Completion: 26-11-2019 | Type of Work Contract: Special Work

Bidding Style: Single Rate for Tender | Bidding Unit: Above/Below/Par | Bidding Type: % Above

Bid Rate: 6.0 | Bid Amount (Rs.): 0 | Rebate: 8.0

Name of Work Under Proposed LOA: Akjhsdkhjkfhkafsdjkhajkhdfasidufyasifyhsabfashdkfashkjdhfjkasfheurieuriehckhsajkhfkajsdffasfahfakjhdofajkshfasf

Contractor's Address: Noida

Tender Calling Authority: DEN 4/SBC | Tender Accepting Authority: DEN 2/SBC | LOA Publishing Authority: ADEN 4/SBC

[Save](#) [Cancel](#)

In above screen you can view and edit LOA Detail, Schedule detail, Item breakup, Attachments, UWID Entry View and edit by selecting tab. In above screen LOA detail is default screen.

### 1.3 Schedule details.

LOA Detail | **Schedule Detail** | Item Breakup | Attachment(s) | UWIDs Entry

Add Schedule Item

Add Schedule  Add Group/Item to Schedule

Sl.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Excl.(%)	Amount	Bidding Unit	Action
							TOTAL AMOUNT	0.00	

[Confirm](#)

In above screen you are viewing or add Schedule detail or add group Item to Schedule.

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Add Schedule Item

Add Schedule

Schedule Type:

Schedule Description:

SOR Directory:

Schedule Bid Unit:

Schedule Bid Rate:

Add Group/Item to Schedule

Schedule Code:

Bidding Style:

Schedule Bid Type:

In above screen you can fill Schedule detail and Save or Update.

Search LOA :

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Add Schedule Item

Add Schedule

Schedule Code:

Item Type:

Sl.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Excl.(%)	Amount	Bidding Unit	Action	
Schedule Code & Description: A New SOR Item							Schedule Type: SOR	SOR Directory: EPSHQ-LOCALSOR	NaN	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Chapter Name: Not Applicable										
TOTAL AMOUNT								0.00		

In above screen you can view and add three type of items GORUP, INDIVIDUAL and LUMPSUM

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Add Schedule Item

Add Schedule

Schedule Code:

Item Sr. No.:

Item Type:

Amount:

Sl.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Excl.(%)	Amount	Bidding Unit	Action	
Schedule Code & Description: A New SOR Item							Schedule Type: SOR	SOR Directory: EPSHQ-LOCALSOR	NaN	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Chapter Name: Not Applicable										
TOTAL AMOUNT								0.00		

In above screen you can choose Schedule type and then Schedule Item(Individual) and then choose Item for add the Individual Item in Schedule.

Schedule Items Details

SOR/NS Name : EPSHQ-LOCALSOR

Select Chapter :

SINo.	Item No	Item Desc.	Unit

- Select Chapter
- 01-Earth Work
- 02-Carriage of Materials
- 03-Plain Concrete
- 04-Reinforced Cement Concrete
- 05-Brick Work
- 06-Stone Work

In above screen you can select Chapter for fetching Item Details.

SINo.	Item No	Item Desc.	Unit	Rate	Action
1	011011	All kinds of soils.....	cum	81.36	<b>Add</b>
2	011012	Ordinary Rock (Not requiring blasting).....	cum	213.52	Add
3	011013	Hard Rock (Requiring blasting).....	cum	252.2	Add
4	011014	Hard Rock (blasting prohibited).....	cum	510.62	Add
5	011020	Extra over 011010 when controlled blasting is required and is carried out with approval of Engineer.....	cum	83.92	Add
6	011030	Extra over items 011010 for spreading and finishing of fill material on embankment by manual means in accordance with specifications.....	cum	94.08	Add
7	011040	Extra for manual compaction of earthwork, where permitted, with rammers.....	cum	5.71	Add
8	011051	for every 50 m or part thereof - lead over 50m and upto 150m.....	cum	10.74	Add
9	011052	for every 50m or part thereof - lead over 150m and upto 500m.....	cum	8.5	Add
10	011070	Extra for every additional lift of 1.5m or part thereof, after the initial 1.5m, for earth work in all soils.....	cum	8.01	Add
11	012010	Extra over item 011010 for excavation in foundations for buildings and bridges to cover dressing to neat dimension and plumbing sides etc. Note : Dres.....	cum	8.7	Add
12	012020	Benching of rock upto average 10 cm depth for foundations. Note : Rate is for benched area measured in plan.....	10 Sqm	416.75	Add

In above screen you can select Item Details by clicking  Add button..

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Add Schedule Item

Add Schedule:  Add Group/Item to Schedule:

Schedule Code: A-New SOR Item | Item Type: Schedule Item(Individual)

Item Sr. No.: 1 | Item Code: 011011

Rate(Rs./Unit): 81.36

Item Description: All kinds of soils

Item Qty: 50 | Qty Unit: Numbers

Basic Value: 4068.00 | Escalation %: 8 Above

Amount: 4393.44 | Bidding Unit: Select | Bidding Type: Select

Bid Rate: Bid Rate | Bid Amount: 0

Sl.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Excl.(%)	Amount	Bidding Unit	Action
Schedule Code & Description: A New SOR Item							Schedule Type: SOR	SOR Directory: EPSHQ-LOCALSOR	
Chapter Name: Not Applicable							TOTAL AMOUNT	0.00	

In above screen you can fill Individual Item and Save or Update .

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Add Schedule Item

Add Schedule:  Add Group/Item to Schedule:

Schedule Code: A-New SOR Item | Item Type:

Sl.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Excl.(%)	Amount	Bidding Unit	Action	
Schedule Code & Description: A New SOR Item							Schedule Type: SOR	SOR Directory: EPSHQ-LOCALSOR	4393.44	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Chapter Name: Earth Work										
1	011011	50	1	81.36	4068	8%(Above)	4393.44	Select	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Description:All kinds of soils										
							TOTAL AMOUNT	4393.44		

In above screen you can choose Schedule type and then Schedule Item(Lumpsum) for adding Lumpsum item details in Schedule.

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Add Schedule Item

Add Schedule:  Add Group/Item to Schedule:

Schedule Code: A-New SOR Item | Item Type: Schedule Item(Lumpsum)

Item Sr. No.:

Item Description:

Basic Value:  | Escalation %:  Above

Amount:  | Bidding Unit:  Bidding Type:

Bid Rate:  | Bid Amount:

Sl.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Excl.(%)	Amount	Bidding Unit	Action	
Schedule Code & Description: A New SOR Item							Schedule Type: SOR	SOR Directory: EPSHQ-LOCALSOR	4393.44	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Chapter Name: Earth Work										
1	011011	50	1	81.36	4068	8%(Above)	4393.44	Select	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Description:All kinds of soils										
							TOTAL AMOUNT	4393.44		

In above screen you can fill Lumpsum Item details and Save or Update .

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Add Schedule Item

Add Schedule:  Add Group/Item to Schedule:

Schedule Code: A-New SOR Item | Item Type:

Sl.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Excl.(%)	Amount	Bidding Unit	Action	
Schedule Code & Description: A New SOR Item							Schedule Type: SOR	SOR Directory: EPSHQ-LOCALSOR	13033.44	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Chapter Name: Earth Work										
1	011011	50	1	81.36	4068	8%(Above)	4393.44	Select	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Description:All kinds of soils										
Chapter Name: Not Applicable										
1	Lumpsum				8000	8%(Above)	8640		<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Description:Test										
							TOTAL AMOUNT	13033.44		

In above screen you can choose Schedule type and then Schedule Item(Group) for adding new group in Schedule.

**Add Schedule**

Schedule Code:

Item Sr. No.:

Item Description:

Basic Value:

Amount:

Bid Rate:

**Add Group/Item to Schedule**

Item Type:

Escalation %:  Above

Bidding Unit:

Bid Amount:

Sl.No.	Item Code	Item Qty	Qty Unit	Unit Rate	Basic Value	Escl.(%)	Amount	Bidding Unit	Action	
Schedule Code & Description: A New SOR Item							Schedule Type: SOR	SOR Directory: EPSHQ-LOCALSOR	13033.44	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Chapter Name: Earth Work										
1	011011	50	1	81.36	4068	8%(Above)	4393.44	Select	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Description: All kinds of soils										
Chapter Name: Not Applicable										
1	Lumpsum				8000	8%(Above)	8640		<input type="button" value="Edit"/> <input type="button" value="Delete"/>	
Description: Test										
<b>TOTAL AMOUNT</b>							<b>13033.44</b>			

In above screen you can fill new Group details and Save or Update .

## 1.4 Item Breakup

LOA Detail Schedule Detail **Item Breakup** Attachment(s) UWIDs Entry

Schedule:  Group Name:

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Schedule:  Group Name:

Sl.No.	Item No	Item Desc.	Unit	Qty	Rate	Amount	Action
<input type="button" value="Save"/> <input type="button" value="Edit"/>							

In above screen you can choose Schedule and then Group Name then click Add item from Directory button for selecting Chapter .

Schedule Items Details

SOR/NS Name : EPSHQ-LOCALSOR      Select Chapter : Select Chapter

SINo.	Item No	Item Desc.	Unit

Select Chapter

01-Earth Work

02-Carriage of Materials

03-Plain Concrete

04-Reinforced Cement Concrete

05-Brick Work

06-Stone Work

In above screen you can select Chapter for fetching Item Details.

Schedule Items Details

SOR/NS Name : EPSHQ-LOCALSOR      Select Chapter : 01-Earth Work

SINo.	Item No	Item Desc.	Unit	Rate	Action
1	011011	All kinds of soils.....	cum	81.36	<input checked="" type="checkbox"/>
2	011012	Ordinary Rock (Not requiring blasting).....	cum	213.52	<input type="checkbox"/>
3	011013	Hard Rock (Requiring blasting).....	cum	252.2	<input checked="" type="checkbox"/>
4	011014	Hard Rock (blasting prohibited).....	cum	510.62	<input type="checkbox"/>
5	011020	Extra over 011010 when controlled blasting is required and is carried out with approval of Engineer.....	cum	83.92	<input checked="" type="checkbox"/>
6	011030	Extra over items 011010 for spreading and finishing of fill material on embankment by manual means in accordance with specifications.....	cum	94.08	<input type="checkbox"/>
7	011040	Extra for manual compaction of earthwork, where permitted, with rammers.....	cum	5.71	<input type="checkbox"/>
8	011051	for every 50 m or part thereof - lead over 50m and upto 150m.....	cum	10.74	<input type="checkbox"/>
9	011052	for every 50m or part thereof - lead over 150m and upto 500m.....	cum	8.5	<input type="checkbox"/>
10	011070	Extra for every additional lift of 1.5m or part thereof, after the initial 1.5m, for earth work in all soils.....	cum	8.01	<input type="checkbox"/>
11	012010	Extra over item 011010 for excavation in foundations for buildings and bridges to cover dressing to neat dimension and plumbing sides etc. Note : Dres.....	cum	8.7	<input type="checkbox"/>
12	012020	Benching of rock upto average 10 cm depth for foundations. Note : Rate is for benched area measured in plan.....	10 Sqm	416.75	<input type="checkbox"/>

Close    Add Selected Item

In above screen you can select multiple Items by selecting checkbox  and Click Add Selected Item button.. for adding Items in Group.

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Schedule:  Group Name:

[Add Item From Directory](#)

Sl.No.	Item No	Item Desc.	Unit	Qty	Rate	Amount	Action
1	011011	All kinds of soils	cum	<input type="text" value="5"/>	81.36	<input type="text" value="406.8"/>	<a href="#">E</a>
2	011013	Hard Rock (Requiring blasting)	cum	<input type="text" value="4"/>	252.2	<input type="text" value="1008.8"/>	<a href="#">E</a>
3	011020	Extra over 011010 when controlled blasting is required and is carried out with approval of Engineer.	cum	<input type="text" value="7"/>	83.92	<input type="text" value="587.44"/>	<a href="#">E</a>

[Save](#) [Edit](#)

In above screen you can Edit quantity for calculating Amount .

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Schedule:  Group Name:

[Add Item From Directory](#)

Sl.No.	Item No	Item Desc.	Unit	Qty	Rate	Amount	Action
1	011011	All kinds of soils	cum	<input type="text" value="5"/>	81.36	<input type="text" value="406.8"/>	<a href="#">E</a>
2	011013	Hard Rock (Requiring blasting)	cum	<input type="text" value="4"/>	252.2	<input type="text" value="1008.8"/>	<a href="#">E</a>
3	011020	Extra over 011010 when controlled blasting is required and is carried out with approval of Engineer.	cum	<input type="text" value="7"/>	83.92	<input type="text" value="587.44"/>	<a href="#">E</a>

[Save](#) [Edit](#)

In above screen you can Save item details in group.

## 1.5 Attachments

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | UWIDs Entry

Uploaded Documents

Sr. No.	Document Description	Document Type	Uploaded Document	Delete
Document Description:	<input type="text" value="Document Description"/>	Document Type:	<input type="text" value="[-Document Type-]"/>	Upload Document:
			<input type="button" value="Choose File"/> No file chosen	<a href="#">Add Document(s)</a>

[Cancel](#) [Save](#)

In above screen you can upload document (.pdf, .doc, .docx, .xls, .xlsx) type of file. by clicking on Attachment tab and save it.

## 1.6 UWID Entry

Here you can enter multiple UWID for a LOA by clicking on “Add UWID(s)”.

LOA Ported from IREPS View

Search LOA: 00837510001123

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | **UWIDs Entry** | LOA Report

UWID List

Sr. No.	UWID	Work Name	Action
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**Add UWID(s)**

On click of Add UWID(s) below screen will populated.

Select UWID

Railway Name: South Western Railway | Division: -Select- | Plan Head: -Select- | **Go**

#	UWID	Work Name	Plan Head	Select
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**Select & Go**

By selecting or without selecting division and plan head click on Go button. Then below screen will populated. By selecting related to work UWID you need to click on “Select & Go” button.

Select UWID

Railway Name: South Western Railway | Division: -Select- | Plan Head: -Select- | **Go**

#	UWID	Work Name	Plan Head	Select
1	140311961001	Kadur-Chickmagalur-Sakleshpur (93 km)	New Lines	<input type="checkbox"/>
2	140311951001	Kottur-Harihara via Harpanhalli (65 km)	New Lines	<input type="checkbox"/>
3	140314971001	Mysore-Chamarajanagar (Phase-I) with extension to Mettupalayam (148 km)	Gauge Conversion	<input type="checkbox"/>
4	140315101002	Hosadurga Road-Chikijajur - Patch doubling (28.89 km)	Doubling	<input checked="" type="checkbox"/>
5	140315071002	Ramanagaram-Mysore (91.5 km) with electrification of Kengeri-Mysore	Doubling	<input type="checkbox"/>

**Select & Go**

Selected UWID now you can view as below

LOA Detail | Schedule Detail | Item Breakup | Attachment(s) | **UWIDs Entry** | LOA Report

UWID List

Sr. No.	UWID	Work Name	Action
1	140315101002	Hosadurga Road-Chikijajur - Patch doubling (28.89 km)	<input checked="" type="checkbox"/>

**Add UWID(s)**

**Save**

Click to save this UWID.

### 1.7 LOA Confirmation



Final and last stage is Click On Confirm Button. After clicking on Confirm button below Message will appear and Finally LoA is Ported also.

