On Line Quotation by PF Arrangers

On Supplier Relationship Management (SRM)

Durgapur Steel Plant PF Trust

Bidder's Manual

Purpose

The purpose of this document is to illustrate the procedure of participation and submission of bids against RFx published by Durgapur Steel Plant PF Trust . This document is structured in 2 parts

- 1. Part 1 : Login to Durgapur Steel Plant's SRM Portal
- 2. Part 2 : View RFx and Bid submission (Create Response)

N.B: This manual may be updated from time to time with respect to improvements made in the system.

DSP PF Trust

Part 1 : Login to Durgapur Steel Plant's SRM Portal

Please visit the URL <u>https://srm.saildsp.co.in/irj/portal</u>.

Browser Settings: SRM runs best on edge , Internet Explorer version 6, 7, 8.02 and above or Google Chrome. For some versions of Internet Explorer (mainly 7 and above), vendor may come across an error message as stated below:

Sorry, your browser / program is not supported by Webdynpro!

DSP e-procurement Rortal - Windows Internet Explorer	
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xceptions Pop-ups are cu	mently blocked. You can allow p	pop-ups from specific
vebsites by ad	ding the site to the list below.	
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earn more about Pop-u	p Blocker	Close

Software's required: Generally pdf files are attached with the RFx. To read these files vendor will need a PDF reader like Acrobat Reader.

The following page will be displayed . Provide the User-ID and password provided to you.



Remarks:

- 1. User: 10 Digit code Which Uniquely identifies an arranger.
- 2. Password : An initial Password has been provided system will prompt for changing the same

Press on Logon Button.

Please note that password will be locked after 5 failed attempts. For resetting password click on "Forgot Password/Reset Password" link. For further assistance please contact the DSP PF Trust officer who has issued the tender. Part 2: View RFx and Bid submission (Create Response)

On Successful Login the following page will be displayed

List of Tenders issued By DSP PF Trust														
RFx Number: 0 To Image: second														
🚯 Search 🗿 Refresh	⊕ search 👩 Refresh													
RFx No	PF Bid No	Status	Bid Sub.Dead.	Bid sub. dead.										
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Click on Records can be filtered based Rfx No, Submission Deadline and Response Number.

RFx Number is the Tender No issued by DSP-PF Trust and Response Number is Arrangers offer number. Submission Deadline is the end date and Time of the Tender.

The Tenders Issued will be displayed on descending order of submission deadline.

🗋 Create Response 🚯 Search 🛐 Refresh				
RFx No	PF Bid No	Status	Bid Sub.Dead.	Bid sub. dead.
8100002550			31.05.2023	14:00:00
<u>8100002548</u>	100000005	SAVED	25.05.2023	11:00:00
<u>8100002547</u>			22.05.2023	14:00:00
8100002546	100000003	SUBMITTED	20.05.2023	12:10:00
<u>8100002543</u>	100000001	SUBMITTED	19.05.2023	14:00:00
8100002540			18.05.2023	14:00:00
8100002539			18.05.2023	14:00:00
8100002535			15.05.2023	11:00:00
<u>8100002512</u>			04.05.2023	14:00:00
8100002503			29.04.2023	14:00:00

Select The Row for which offer has to be submitted, Create Response Button will be visible if response has not been created or Submission date and time is yet to expire. The following page shall be displayed.

	Quotation By Arrangers for DSB-DE Trust																								
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System will validate the entries and error will be displayed at the time of saving unless all the errors are removed system will not allow to save data. **Saved data can be modified Till the same has not been submitted. Once Submitted Records cannot be modified any further.** Only Submitted Records will be considered for Investment. **Saved Records will not be available for Tender Opening**

Quotation By Arrangers for DSP-PF Trust

- Line No: 000000002 Quantum offered is Mandatory
- Line No: 000000002 Last IP Date is Mandatory
- Line No: 000000002 Frequency is Mandatory
- Line No: 000000002 ISIN is Mandatory
- Line No: 000000002 No. Of Days is Mandatory

On Selection of Row Data is displayed in detail

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Rating Ager	ncy1:	Y			R	tating2:		*		Ratir	ig Agency2:	¥	Bond Typ	ю:	*				
Mat	urity:				Put/Call (Option:		-		C	Option Date:	1	Face Value (R:	s):	0.00				
Acrued Int Days	s (In: 000000	0000			Last	YTC:		0.0000		Quantum C	Iffered(In R:	0.0000	No. Of Day	/S:					
Rem	arks:				Lastin	- Date.		92											

As a Practise Data should be saved.

In a Bid multiple securities can be added by pressing



button, for deleting a row

button has to be used. Provision of Printing is also available to the bidders.

By pressing on the Submit button Offers can be submitted to DSP-PF Trust Once Submitted , The Bids will be in Display Mode no further modifications shall be possible.