

**Service Procurement**  
**On Supplier Relationship Management (SRM)**

**Durgapur Steel Plant**  
**Steel Authority Of India Limited**

**Bidder's Manual**

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**Purpose**

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The purpose of this document is to illustrate the procedure of participation and submission of bids against RFX published by Durgapur Steel Plant for the procurement of services by bidders.

This document is structured in 3 parts

1. Part 1 : Login to Durgapur Steel Plant's SRM Portal
2. Part 2 : View RFX
3. Part 3 : Bid submission (Create Response)

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

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

Open Internet Explorer and key in <https://srm.saildsp.co.in> on the browser address bar



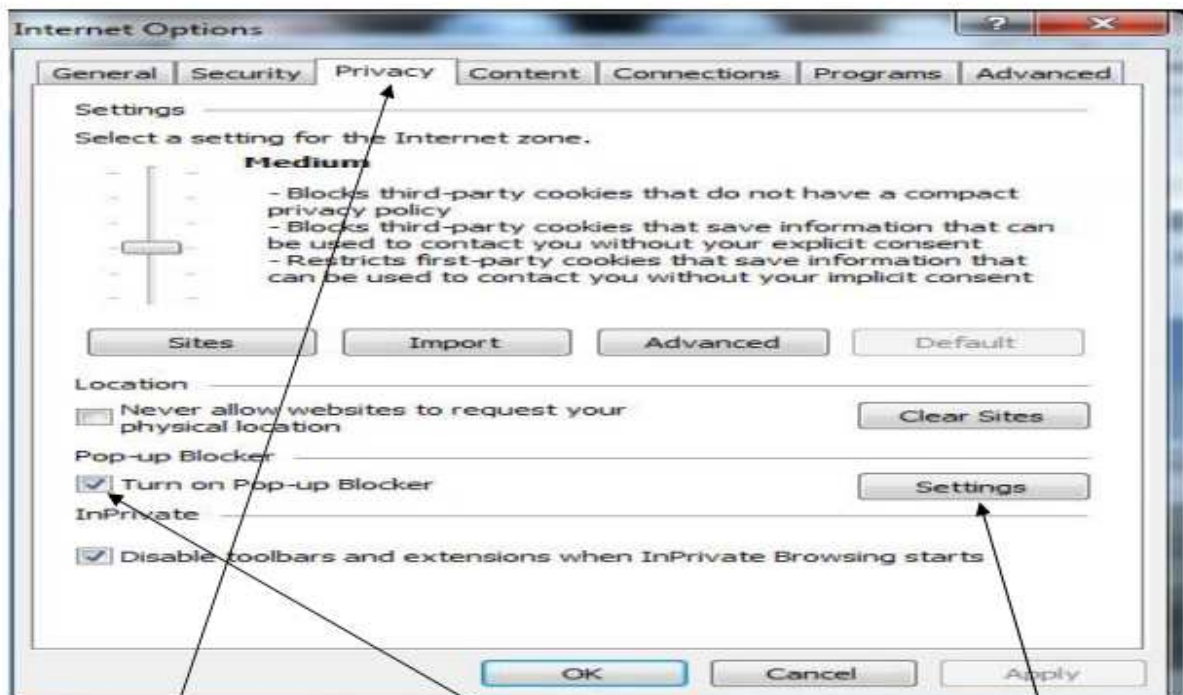
**Internet browser and browser settings:** SRM runs best on Internet Explorer version 6, 7, 8.02 or Google Chrome. For some versions of Internet Explorer (mainly 7 and above), vendor may come across an error message as stated below:

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

In such cases, vendor may have to use Compatibility Mode as displayed below:

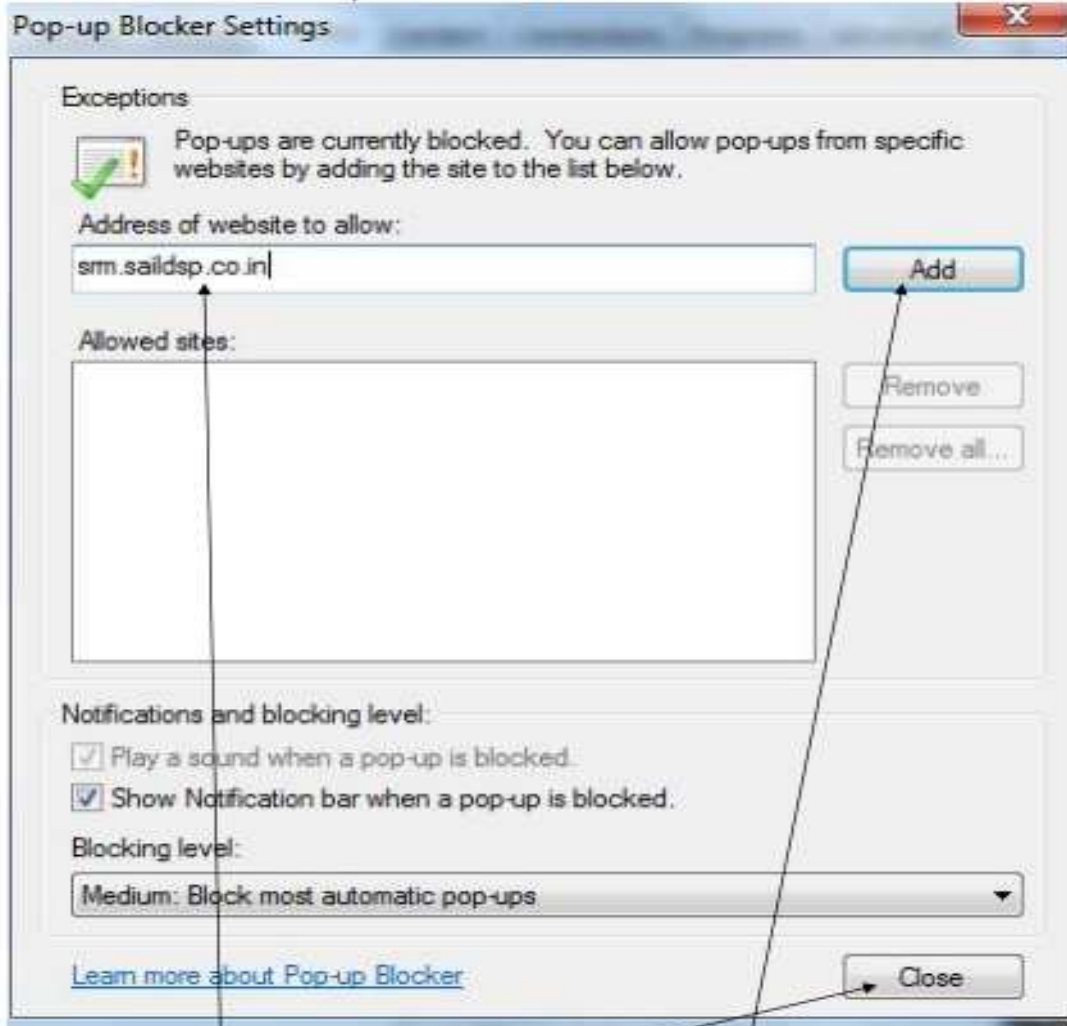


For both the browsers you need to enable pop-ups as shown in the screenshots below:



Under **Privacy** tab, check on **Turn on Pop-up Blocker** field click on **Settings**

button. A new window will open as shown in screen shot below:



Type the SRM website address as shown and then click on **Add** button. Afterwards click on **Close** button

### Software's required:

Generally pdf files are attached with the RFx. To read these files vendor will need a PDF reader like Acrobat Reader. To read image files (file type jpeg / png), vendor can use an image file reader like Irfanview. Vendor will require Microsoft Office 2007 or later versions to open files having docx or xlsx extensions. If you are having an older version of Microsoft Office, please download Microsoft Office compatibility Pack from <http://www.microsoft.com/download/en/details.aspx?id=3>

## SRM Login

स्टील अथॉरिटी ऑफ इण्डिया लिमिटेड  
STEEL AUTHORITY OF INDIA LIMITED  
दुर्गापुर इस्पात संयंत्र  
DURGAPUR STEEL PLANT

RACE  
againsttime

FAQs Downloads Links Contact Us

SRM, kindly download the declaration form available in the "Download" tab. Duly filled up, signed and stamped form on your company letter head may be sent to us along with a self attested copy of PAN card

e-Procurement Training Portal  
Powered by SAP SRM 7.0

User ID \*  
Password \*

1 2

3


Login Guest

Forgot Password / Reset Password  
Register for Open Tender

There is a little bit of SAIL in everybody's life

### Remarks

- 1.User ID
- 2.Password
- 3.Login Button

Key in the User ID and password allocated and click on . 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 purchase officer who has issued the tender**

## Part 2 : View RFX

Once authentication is successful, the following page will appear

The screenshot shows the 'Durgapur Steel Plant e-Procurement Portal' interface. At the top, there is a welcome message for user '1999999995 DSP Test Vendor 5' and the current date and time. The main navigation bar includes 'Home', 'RFX and Auctions', 'Change Password', and 'Reports'. Below this, there are tabs for 'Overview', 'Service Map', and 'Service Map'. The 'RFX and Auctions' section is active, showing 'Active Queries' for 'eRFXs' and 'eAuctions'. A search filter for 'eRFXs - All' is visible. Below the filter, there are input fields for 'Event Number', 'Event Status', 'My Responses From', and 'Smart Number', along with an 'Apply' button. A table of RFX events is displayed, with columns for 'Event Number', 'Event Description', 'Event Type', 'Event Status', 'Start Date', 'End Date', 'Response Number', 'Response Status', 'Event Version', and 'Response Version'. A 'Refresh' button is located above the table. A 'Remarks' box on the right side of the page lists the numbered callouts.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
8100002278	DSPABAP10 22.07.2016 11:38:20	Two Envelope Bidding	Published		01.08.2016		No Bid Created	1	
8100002265	AHM-DEC-TENDER-04/2	Open Tender	Published		01.08.2016		No Bid Created		
8100001543	DMM_RAMESH 25.08.2012 12:22:43	Open Tender	Published		31.08.2017	8200001895	Saved		
8100001021	D000885 18.11.2011 13:44:45	Two Envelope Bidding	Published		31.12.2099	8200001893	Saved	1	
8100001011	CSRM_SRIKANT 14.11.2011 16:07:30	Two Envelope Bidding	Published		15.11.2017	8200001155	Submitted	1	1

The above page gives some vital information like vendor code, vendor name, date and time (SRM server time which will be followed for all operations on this site), option for changing password and a report button to view purchase order, goods receipt and payment documents created in the name of the vendor. Once on the page click on refresh button. This will refresh your work area. List of RFX issued in the name of the vendor is displayed.

Vendor may change the login password from **Change Password** option.

To view an RFX, click on the number shown under column **event number**. This is shown below:

Clicking on the event number will open the following screen which gives details like RfX number, submission deadline date and time, remaining time for submission of response (offer). It also shows the RfX version number.

Remarks
1.RfX number
2.Version Number
3.Submission deadline
4.Remaining time
5.Participate in Bidding
6.Print preview
7.Technical RfX documents
8.Item details
9.Item Description. and Special Instructions

Prior to submitting a response (offer), vendor can see the print preview of the RfX. Please note that pdf copy of the RfX is also sent as an attachment on publication of the RfX.

Besides print preview, vendor can also access attachments (drawings/Quality Plans / other documents of tenders/Standard Terms & Conditions) to the RfX by clicking on Technical RfX button (in case of two part tender) which is explained in detail in following pages. Clicking on Items button will give details of items which have been tendered.

Clicking on item details, shows further details of the item like quantity required and delivery date.

Line Number	Description	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Delivery Date
1.1	DISMANTLI	Service	4004232452	MDMT	MECH-DISMTL.STSTRU	275.000	275.000	TO	3.041	INR	On 31.08.2016
1.2	FABRICATI	Service	4004011285	MINT	MECH-ER/INST-MECH.EQ	275.000	275.000	TO	5.973	INR	On 31.08.2016
1.3	ERECTION	Service	4004250973	MSTR	ME-ER.ME.STLY.MET	275.000	275.000	TO	6.963	INR	On 31.08.2016
1.4	WELDING	Service	4004300192	METY	MECH-ENG.JB-TYP/SP	100	100	M	548.9	INR	On 31.08.2016
1.5	CHANGING	Service	4004312612	MEGE	MECH.ENG.JB-GEN.FAB	500	500	EA	74.50	INR	On 31.08.2016

Total Value: 4,486,030.50 INR

Details for item 1.1: DISMANTLING OF STEEL STRUCTURALS

Basic Data:

- Identification: Higher-Level Item, Item Type (Material/Service), Product Type, Product Category (MDMT/MECH-DISMTL.STSTRU), Product ID (4004232452), Description (DISMANTLING OF STEEL STRUCTURALS), Item Variant Description (Original Item)
- Currency, Values, and Pricing: Currency (Indian Rupee), Required Quantity (275.000 TO), Submitted Quantity (275.000 TO), Price (3,041.56 INR Per: 1 TO)
- Service and Delivery: Delivery Date (On 31.08.2016 - 31.08.2016), Delivery Days (000), Not to Exceed Price (checkbox), Not Separately Priced (checkbox)
- Status and Statistics: Guaranteed Minimum Amount (0.00), Net value (836,429.00)

**Remarks**

- 1.Required Quantity
- 2.Price
- 3.Delivery Date
- 4.Details

By clicking on **Item Desc and Special Instructions** button, item description can be seen in detail.

RFx Response Number: 8200002149 | RFx Number: 8100002277 | Status: Submitted | Submission Deadline: 25.07.2016 15:00:00 INDIA | Remaining Time: ...

RFx Owner: DSPABAP10 | Total Value: 4,486,030.50 INR | RFx Response Version Number: 1 | RFx Version Number: 1

Close | Print Preview | Refresh | Questions And Answers (0) | LCNC | Technical RFx Response

RFx Information | Step II - Items: Enter basic price | **Item Desc and Special Instructions** | Step III - Fill Pricing Conditions | Bid History

Notes:

Assigned To	Category	Text Preview
Item02*DISM	RFx/Auction Text	DISMANTLING OF STEEL STRUCTURALS AT ALL HEIGHTS THROUGHOUT THE PLANT.
Item03*FABF	RFx/Auction Text	FABRICATION OF STRUCTURAL STEEL WORK WITH BOLTS AND NUTS...
Item04*ERE	RFx/Auction Text	
Item05*WELI	RFx/Auction Text	
Item06*CHAI	RFx/Auction Text	

Attachments:

Assigned To	Category	Description	File Name
The table does not contain any data			

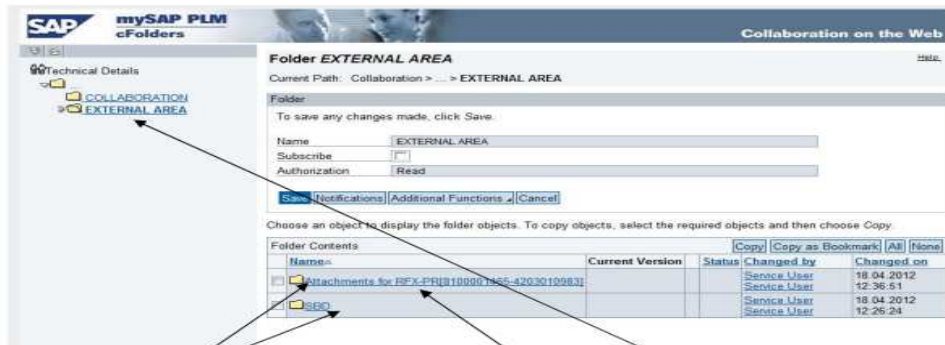
**Remarks**

- 1.Item Description

To display drawings and other attachments to the RFx, click on **Technical RFx** button (in two part tender cases) as displayed below.



By clicking on **Technical RFx** button the following screen opens up as shown in screen shot below. This is called cFolders or Collaborative Folder.



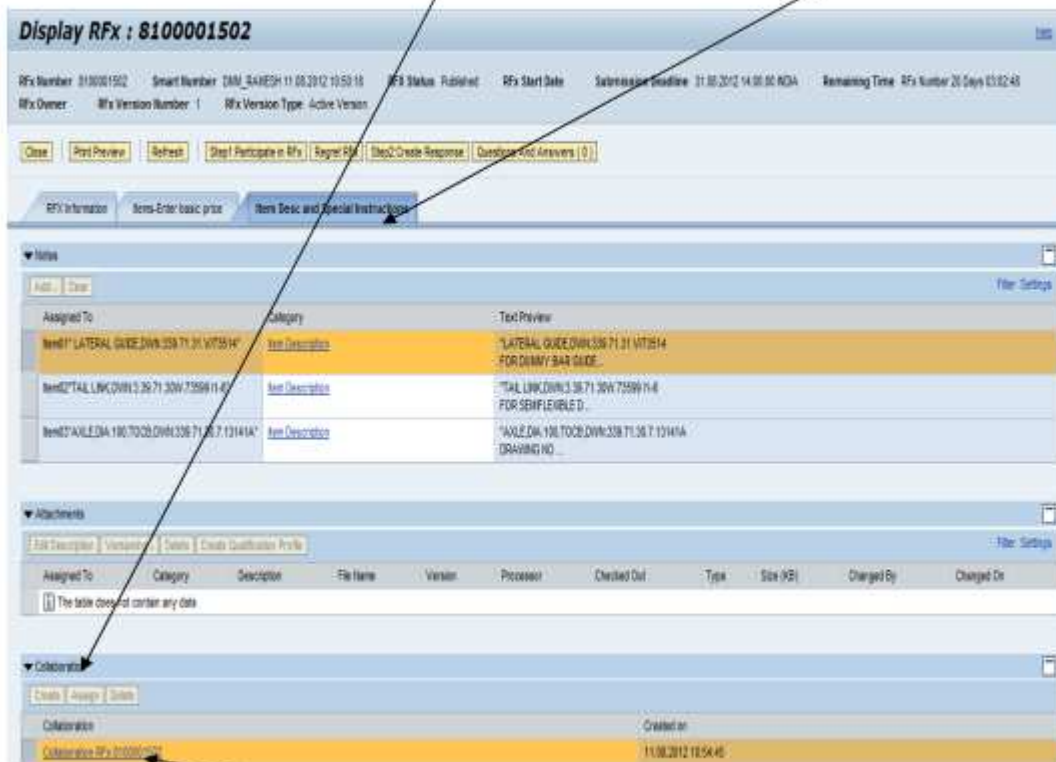
Documents attached by Purchaser is stored under Folder **External Area**. To view the individual documents click on the hyperlink. Documents are displayed like shown below. To see the document detail click on the file name.

Folder Contents						Copy	Copy as Bookmark	All	None
Name	Current Version	Status	Changed by	Changed on					
<input type="checkbox"/> 1	att3642.PDF (12KB)	✓	Service User Service User	01.10.2011 14:15:07					
<input type="checkbox"/> 2	matstat33.PDF (90KB)	✓	Service User Service User	01.10.2011 14:15:08					
<input type="checkbox"/> 3	matstat34.PDF (43KB)	✓	Service User Service User	01.10.2011 14:15:09					
<input type="checkbox"/> 4	cost3642.DOC (14KB)	✓	Service User Service User	01.10.2011 14:15:10					

Close the cFolder after seeing the documents.



In case of a Single Part Tender, **cFolder** is accessible by clicking **Item Desc** and **Special Instructions** as shown in screen shot below:



To display cFolder click on the *hyperlink* as indicated. Rest of the process is similar to that in case of two part tender.

## Part 3 : Bid submission (Create Response)

Click on **Step2:Create Response** to create a response (Bid). If vendor wants to regret, then click on **Regret RFX** button.

**Remarks**

- 1.Create Response
- 2.Regret RFX

If **Step2:Create Response** is clicked the following page appears

**Remarks**

- 1.Information messages
- 2.Answer Questionnaire
- 3.Item details
- 4.Header Pricing Conditions
- 5.technical RFX Response
- 6.RFX estimate

Answering the Questionnaire forms the very first step of creating the response. Questions marked with a red \* are mandatory and must be answered to complete the response

**Create RFX Response**

RFX Response Number: 8200002144 | RFX Number: 8100002276 | Status: In Process | Submission Deadline: 01.08.2018 14:00:00 INDIA | Remaining Time: 9 Days 01:13:52 | RFX Owner: DSPABAP10 | Total Value: 4,488,030.50 INR

1) EMD not required in case of PSU/GOVT ORG/MUNICIPAL BODY  
 2) If EMD is required ensure submission of EMD in physical form to the Contracts Department before due date & time of Part-1 Opening  
 3) Rate to be submitted as per the format given in Schedule of Work/Quoted rate is inclusive of all taxes & duties, except Service tax, which if applicable, will be paid by DSP against supporting doc  
 4) In case of quoting rate at "AT PAR" with the estimate, no need to enter any text/data  
 5) System will automatically select AT PAR option, if no date is entered in either of the options "% Above Contract Header" or "% Below Contract Header"  
 Quote is AT PAR

Technical RFX Response

RFX Information | Step II - Items: Enter basic price | Item Desc and Special Instructions | Step III - Fill Pricing Conditions | Bid History

Question	Reply	Comment
Deviations (if "YES" attach details of deviations in 'C' Folder: *	<input type="radio"/> Yes <input type="radio"/> No	
EMD Exempted as SSINSC/MSME (if yes attach relevant exemption document): *	<input type="radio"/> Yes <input type="radio"/> No	
Earnest Money Deposit submitted: *	<input type="radio"/> Yes <input type="radio"/> No	
We confirm that we accept the Terms & Conditions (which includes those of registration, General conditions of contract, Special conditions of contract & those specified in the tender notice): *	<input type="radio"/> Yes <input type="radio"/> No	
We confirm that we accept the payment terms as specified in the scope of work in full: *	<input type="radio"/> Yes <input type="radio"/> No	
We confirm that we accept the scope of work in full: *	<input type="radio"/> Yes <input type="radio"/> No	
Provide reference of RTGS/NEFT/EFT/Cheque as proof of EMD payment: *		

**Remarks**

1. Mandatory Question marked with a \*

View estimate rates item wise. These are **view only** and cannot be altered

**Create RFX Response**

RFX Response Number: 8200002144 | RFX Number: 8100002276 | Status: In Process | Submission Deadline: 01.08.2018 14:00:00 INDIA | Remaining Time: 9 Days 01:11:33 | RFX Owner: DSPABAP10 | Total Value: 4,488,030.50 INR

Technical RFX Response

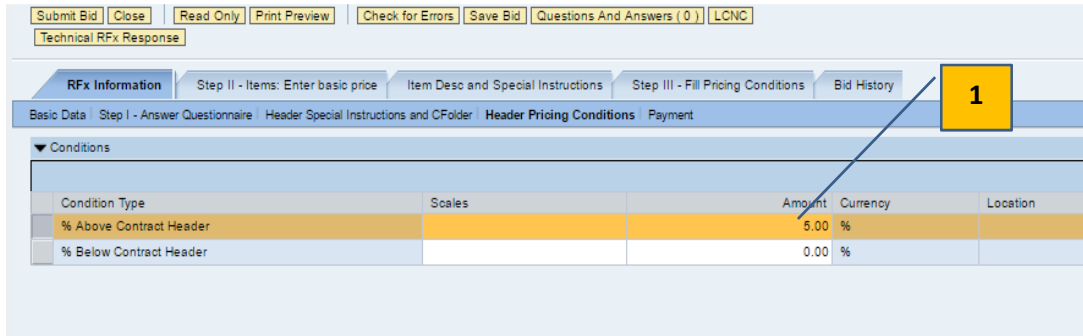
RFX Information | Step II - Items: Enter basic price | Item Desc and Special Instructions | Step III - Fill Pricing Conditions | Bid History

Line Number	Description	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Delivery Date	RFX / Response	RFX / Response	Item
1	RATE CON											0.0	0.0	1
1.1	DISMANTLI	Service	4004232452	MDMT	MECH-DISMTL.ST.STRU	275.000	275.000	TO	3.051	INR	On 31.08.2018	0.0	2.0	2
1.2	FABRICATI	Service	4004011285	MINT	MECH-ER/INST-MECH.EQ	275.000	275.000	TO	5.973	INR	On 31.08.2018	0.0	7.0	3
1.3	ERECTION	Service	4004250973	MSTR	ME-ER.ME.ST.LY.MET	275.000	275.000	TO	6.983	INR	On 31.08.2018	0.0	0.0	4
1.4	WELDING	Service	4004300192	METY	MECH-ENG.JB-TYP/SP	100	100	M	548.6	INR	On 31.08.2018	0.0	2.0	5
1.5	CHANGING	Service	4004312612	MEGE	MECH-ENG.JB-GEN.FAB	500	500	EA	74.50	INR	On 31.08.2018	0.0	2.0	6
<b>Total Value</b>						<b>4,488,030.50</b>								

**Remarks**

1. Estimate Rates item wise

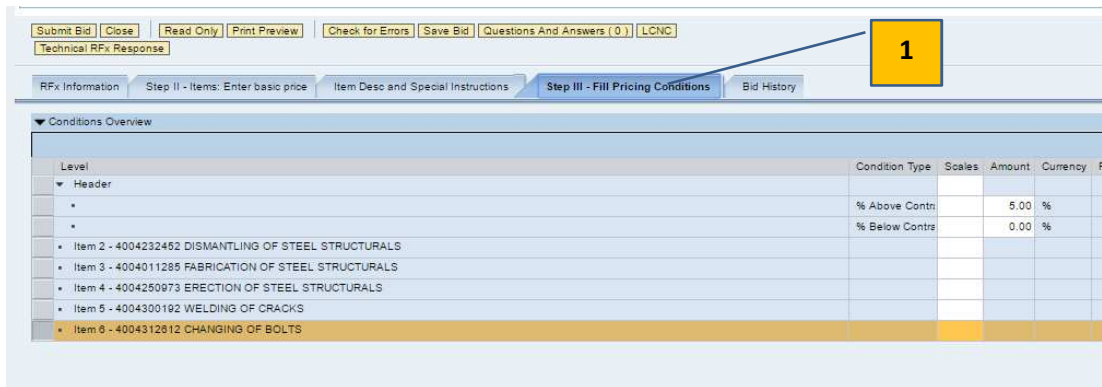
Bidder is required to enter a condition value in either %Above or %Bellow fields in the **Header Pricing Conditions** to indicate the % above or below the Rfx estimate



**Remarks**

1.Header pricing conditions

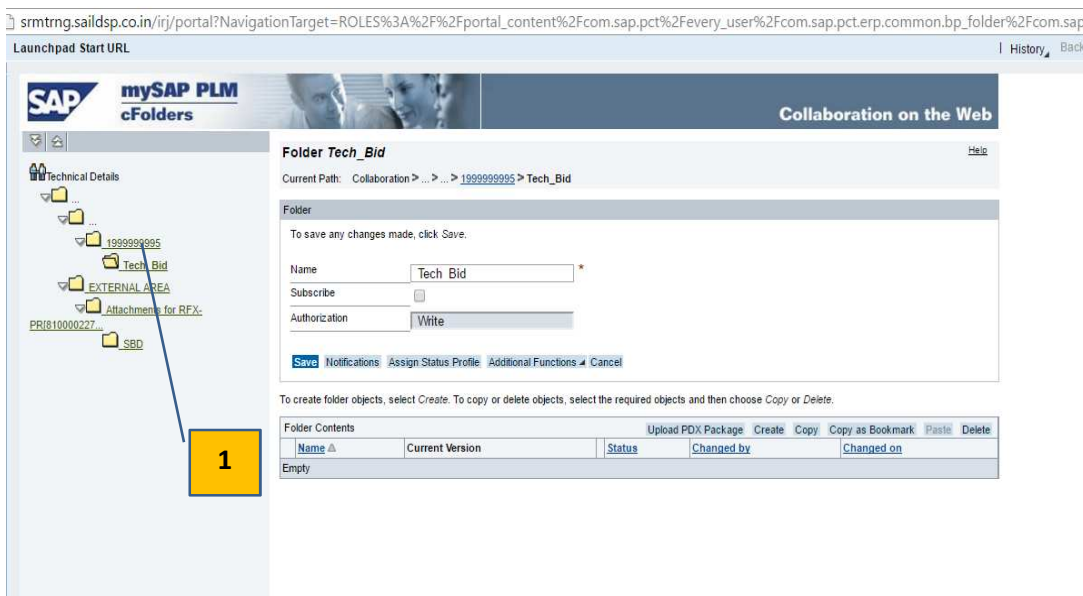
Entered condition values automatically flows in the Step III:Fill Pricing Conditions tab and they need not be entered again



**Remarks**

1. Conition values flows to **Step III**

Next step is to attach documents to the response (offer) by clicking on **Technical Rfx response** button. This will open the c-Folders as displayed below



**Remarks**

1.Click on the link marked by the vendor code and upload documents on the right side of the page



To upload document click on **create** button. The following screen will open:



Click on **document** button. The following screen will open up:



Enter a **document name** and **description** (if reqd) and click on **continue** button. The following screen will open up:



Click on **Browse** and then upload from PC / laptop and then click on **Save** button. The following screen will appear:



From the above screen shot the attached file is visible. In case a file has been attached by mistake then the same can be deleted by checking the file row and clicking on **delete** button. The file will get deleted.

To preview the attached files, click on the file name. Close the cFolder after all attachments have been done / verified.

Remember to save the response every few minutes to prevent any data loss.

Once all above steps has been completed Click on “Submit Bid” to submit the response.

Bidder may view all submitted responses from the main page as shown below

The screenshot shows the 'Durgapur Steel Plant e-Procurement Portal' interface. The user is logged in as '1999999995 DSP Test Vendor 5'. The page displays 'Active Queries' for 'eRFxs' and 'eAuctions'. Below this, there are search filters for 'Event Number', 'Event Status', 'My Responses From', and 'Smart Number'. A table lists submitted responses with columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, and Event Version. A yellow box with the number '1' highlights the 'Submitted' status in the 'Response Status' column for the event with ID 8100001011.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version
8100002276	DSPABAP10 22.07.2016 11:38:20	Two Envelope Bidding	Published		01.08.2016	8200002144	Saved	1
8100002265	AHM-DEC-TENDER-042	Open Tender	Published		01.08.2016		No Bid Created	
8100001543	DMM_RAMESH 25.08.2012 12:22:43	Open Tender	Published		31.08.2017	8200001895	Saved	
8100001021	D000885 18.11.2011 13:44:45	Two Envelope Bidding	Published		31.12.2099	8200001893	Saved	1
8100001011	CSRM_SRIKANT 14.11.2011 16:07:30	Two Envelope Bidding	Published		15.11.2017	8200001155	Submitted	1

### Remarks

1.Submitted Responses by bidder