## **Service Procurement**

## **On Supplier Relationship Management (SRM)**

# Durgapur Steel Plant Steel Authority Of India Limited

# **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 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 <u>https://srm.saildsp.co.in</u> on the browser address bar

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$\leftarrow$	$\rightarrow$	U	Q	https://srm.saildsp.co.in/irj/portal

**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 Compatibity Mode as displayed below:

DSP e-procurement Portal - Windows Internet Explorer	
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For both the browsers you need to enable pop-ups as shown in the screenshots below:

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

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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**



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 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.



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.

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

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

RFx Response Number         8200002149         RFx Number         8100002277           RFx Owner         DSPABAP10         Total Value         4,486,030.50 INR	Status Submitted Submission Deadline 25.07.2016 15:00:00 INDIA Remaining Time RFx Response Version Number 1 RFx Version Number 1	Remarks
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RFx Information Step II - Items: Enter basic price Item Desc and	d Special Instructions Step III - Fill Pricing Conditions Bid History	
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To display drawings and other attachments to the RFx, click on **Technical RFx** button (in two part tender cases) as displayed below.

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

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		III Attachmente	1 Ser PETX-PRE10000 1465-4203010903	Lurrent version	Status Changea by Service User Service User	18.04.2012 12:36:51
		10380			Service User	18 04 2012

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.

Fo	lder Conte	ints			Сору	Copy as Bookmark All None
	Namea	Current Version		Status	Changed by	Changed on
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	C12	matstat33.PDF (90KB)	1		Service User Service User	01.10.2011 14:15:08
	<b>G</b> 3	matstat34,PDF (43KB)	1		Service User Service User	01.10.2011 14:15:09
Г	<b>10</b> 4	cost3642 DOC (14KB)	1		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:

						/		
isplay RFx : 810000150	2	/			/			
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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.

RFx   History	Remarks
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RFx Number 8100002276 Smart Number DSPAB/P1 2 38:2 Published RFx Start Date Submission Deadline 01.08:2016 14:00:00 INDIA Remaining Time RFx Number 9 Days 01:14:22 ft P96BAP10 In Number 1 RFx Version Type Active Version	1.Create Response
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RFX Information Items-Enter basic price Item Desc and Special Instructions	
Basic Data   Answer Questionnaire   Header Special Instructions and Attachments   Header Pricing Conditions   Payment   Synopsis   User-Specified Status	
Time Zone:         INDIA           Submission Deadine:         10:08:2016         14:00:00           Opening Date:         00:00:00         CENVXI Applicable:         N - No (0%)           Currency:         INR         VAT Set Off Applicable:         Yes (100%)	

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



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



#### Remarks

1.Mandatory Question marked with a \*

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

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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

Submit Bid         Close         Read Only         Print Preview         Check for           Technical RFx Response	Errors Save Bid Questions And	Answers ( 0 ) LCNC			Remarks
RFx Information         Step II - Items: Enter basic price         It           Basic Data         Step I - Answer Questionnaire         Header Special Instructions at           Conditions         Image: Conditions         Image: Conditions	m Deso and Special Instructions	Step III - Fill Pricing Conditions	Bid History		1.Header pricing conditions
Condition Type	Scales	Amount	Currency	Location	
% Above Contract Header		5.00	%		
% Below Contract Header		0.00	%		
				<u></u>	

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

x Information Step II - Items: Enter basic price Item Desc and Special Instructions Step III - Fill Pricing Conditions	Bid History	·		1 Consition value
onditions Overview				flows to Stop III
				nows to step in
Level	Condition Type	Scales Am	unt Currency	Po
▼ Header				
•	% Above Contri		5.00 %	
•	% Below Contra		90.00	
<ul> <li>Item 2 - 4004232462 DISMANTLING OF STEEL STRUCTURALS</li> </ul>				
Item 3 - 4004011285 FABRICATION OF STEEL STRUCTURALS				
Item 4 - 4004250973 ERECTION OF STEEL STRUCTURALS				
Item 5 - 4004300192 WELDING OF CRACKS				
. Him 6 4004212812 CHANGING OF BOILTS				

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

Lanchpd Start URL History Below     Image: Start URL           Image: Start URL <th>srmtrng.saildsp.co.in/irj/portal?Navigati</th> <th>onTarget=ROLES9</th> <th>63A%2F%2Fportal_conter</th> <th>t%2Fcom.sap.pct%</th> <th>62Fevery_user%2Fcc</th> <th>m.sap.pct.erp.common.bp_folder</th> <th>%2Fcom.sap.j</th> <th>Remarks</th>	srmtrng.saildsp.co.in/irj/portal?Navigati	onTarget=ROLES9	63A%2F%2Fportal_conter	t%2Fcom.sap.pct%	62Fevery_user%2Fcc	m.sap.pct.erp.common.bp_folder	%2Fcom.sap.j	Remarks
Image: A control of the c	Launchpad Start URL					1	History_ Back	
Folder Tech_Bid     Tech Bid     Tech Bid     To ave any changes made, cick. Save.     Name        To create folder role, select Create. To copy or delete objects, select the required objects and the choose Copy or Delete.     Folder Contents     To create folder objects, select Create. To copy or delete objects, select the required objects and the choose Copy or Delete.     Folder Contents     To create folder objects, select Create. To copy or delete objects, select the required objects and the choose Copy or Delete.     Folder Contents     To create folder objects, select Create. To copy or delete objects, select the required objects and the choose Copy or Delete.        Folder Contents     To create folder objects, select Create. To copy or delete objects, select the required objects and the choose Copy or Copy as Bookmark Paris Delete	SAP mySAP PLM cFolders	1-1-			c	ollaboration on the Web		1.Click on the link
Poker       on the right side of the page         I text Bid       Image: Subscribe       image: Subscribe         Image: Subscribe       image: Subscribe: Subs	Chical Details	Folder Tech_Bid Current Path: Collabor	ation > > > <u>1999999995</u> > Tech	_Bid		Helo		vendor code and upload documents
To save any changes made, click Save. To save any changes made, click Save. Name Tech Bid Subscribe Authorization Write Save Notifications Assign Status Profile Additional Functions 4 Cancel To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete. Foder Contents Name Current Version Status Changed by Changed on Empty	<b>7</b>	Folder						on the right side of
Image: Tech Bid       Name       Tech Bid       *         Subscribe	V 1999999995	To save any changes	made, click Save.					the nage
Subscribe Authorications for RFX- PRIS10000227 SBD SUBScribe Authorications Assign Status Profile Additional Functions 4 Cancel To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete. Folder Contents Folder Contents Current Version Status Changed by Changed on Empty	Tech Bid	Name	Tech Bid	*				the page
Authorization Witte PRI81000227. SBD Authorization Witte SWN Notifications Assign Status Profile Additional Functions 4 Cancel To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete. Folder Contents Folder Contents Folder Current Version Status Changed by Changed on Empty	EXTERNAL AREA	Subscribe						
SBD       Save Notifications' Assign Status Profile Additional Functions ∡ Cancel         To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Copy or Delete.         Folder Contents       Upload PDX Package Create Copy Copy as Bookmark Paste Delete         Name ▲       Current Version       Status       Changed by         Empty       Changed by       Changed on	PRI810000227	Authorization	Write					
Poder Contents         Upload PDX Package         Create         Copy	SBD	Save Notifications To create folder objects,	Assign Status Profile Additional Fu	ctions  Cancel cts, select the required obj	ects and then choose Copy of	or Delete.		
Name ▲     Current Version     Status     Changed by     Changed on       Empty     Empty     Empty     Empty     Empty		Folder Contents	10	Uplo	ad PDX Package Create	Copy Copy as Bookmark Paste Delete		
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CINER DE	Name Tech_Bit Additional Functions (Carciel)
	To create folder objects, select Omain. To copy or delete objects, salect the required objects and then choose Copy or Univers
	Folder Contents Upleast PDS Package Onute Capy Copy or Rookmark Deter
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To upload document click on create button. The following screen will open:

SAP mySAP PLM cFolders		Collaboration on the Web
Witchical Datais	Create Object Navigation <u>Folder Overview</u> Carrent Path: Collaboration > > <u>1995090983</u> > <u>Tech</u>	n. Big > Create Object
Ci Tech Bid	What do you want to create?	Cancel
EXTERNAL AREA	Earlier A folder is used to structure the collaborat	for and is also a container for storing objects.
	Beckmark A bookmark can be linked to any Web sh	ta .
	The second of the second secon	

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

of of olders		Collaboration on the V
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C Lock Had	Giums Declament	
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Enter a **document** name and **description** (if reqd) and click on **continue** button. The following screen will open up:

SAP mySAP PLM cFolders		Collaboration on the Web
Image: Second and a second	Create Version Navigator Version Deriver Current Path: Collaboration > > > <u>1999/09900</u> > To select the required file, choose Dronce and then S Bogster	+ <u>Tech, Bid</u> > <u>Brochures</u> > Create Version ave

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

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<u>م</u>	Garrent Path: Collaboration + + [107/01]	E + Tech_Bid
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	- IPA	NAME TO ADD ADD ADD ADD ADD ADD ADD ADD ADD AD

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

Welcome 1999999995 DSP	Test Vendor 5	Durgapur	Steel Pla	ant e-Pro	ocureme	nt Portal	Date: 23.7.201	6 Help   Log Off	Remarks
Home RFx and Auction	s Change Password Reports								
Overview   Service Map	Service Map								
RFx and Auctions							I Hi	story Back Forward	1.Submitted
									Responses by
Active Queries									bidder
eRFxs All (5) P	ublished (4) Ended (0) Completed (0)								
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View [Standard View]	Create Response Display	Event   Display Respons	e Print Preview	V Refresh E	Export 4	/			
E 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-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	