Version 1.2 Issue Date: 11.08.12

# **Bidder's Manual**

Welcome to the bidder's manual.

We have structured the manual into three parts:

- First part Login to SRM system
- Second part Display RFx
- Third Part Response (offer) creation and submission

Please read this in conjunction with the FAQ available on SRM website (https://srm.saildsp.co.in)

The manual will be updated with respect to improvements made in the system, which will primarily be based on your feedback.

For further clarification please mail or call the helpdesk numbers.

Regards, DSP SRM Team

## Part I - Login to SRM system

**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	
🖉 🖉 🖉 https://srm.saildsp.co.in/ii/portal	🗸 🔒 🔯 🐓 🗙 🖓 Search the web (Babylon) 🛛 🔎 🔹
	Compatibility View: websites designed for older browsers will often look better, and problems such as out-of-place menus, images, or text will be corrected.
🍃 Favorites 🛛 🙀 🖉 Suggested Sites 🔻 🖉 Get more Add-ons 🔻	and province and a procenting, in second and a concessor

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

ieneral	Security	Privacy	Content	Connections	Programs	Advanced
Setting	s					
Select a	a setting fo	or the Inte	rnet zone.			
г	Med	ium				
				ies that do not	have a com	pact
		acy policy		ies that save ir	formation t	hatcan
- 6	be be	used to co	intact you v	without your ex	xplicit conser	nt
-				okies that save		
-						
	/				_	
	Sites		port	Advanced	De	fault
Locatio						
		ebsites to	request yo	ur	Char	r Sites
	sical locatio				Ciea	r sites
Pop-up	Blocker -					
Turi	n on Pop-u	p Blocker			Set	ttings
InPriva	te /					•
V Disa	able toolba	rs and ext	ensions wh	en InPrivate Br	rowsing star	ts
	1		OK	Ca	ancel	Apply
	1					

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:

websites by adding	ly blocked. You can allow pop-ups from spec the site to the list below.	
Address of website to allow:		
smi.saildsp.co.in		Add
Allowed sites:		
	Ren	move
	Fiemo	الد مب
		JVC all
otifications and blocking lev	el:	
🖉 Play a sound when a pop	-up is blocked.	
Play a sound when a pop Show Notification bar when	-up is blocked.	
otifications and blocking lev Play a sound when a pop Show Notification bar whe Blocking level: Medium: Block most automa	en a pop-up is blocked.	

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

#### Softwares Required:

Generally pdf files will be attached with the RFx. To read these files vendor will need a free PDF reader like Acrobat Reader or Nuance PDF Reader.

To read image files (file type jpeg / png), vendor can use a free image file reader like Irfanview.

Vendor will require Microsoft Office 2007 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 <a href="http://www.microsoft.com/download/en/details.aspx?id=3">http://www.microsoft.com/download/en/details.aspx?id=3</a>

For files having docx or xlsx extensions, you will need Microsoft Office 2007 to open

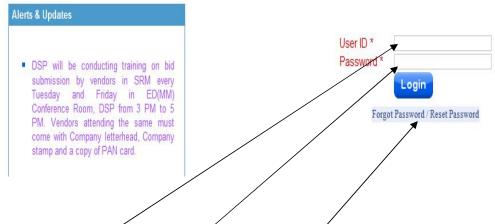
### Part I - Login to SRM system

#### 1. Login

To display SRM website please type the link <u>https://srm.saildsp.co.in</u> on the browser address bar.

DURGAPUR STEEL PLANT





Please enter your user id and password and click on **Login** button. Please note that password will be locked after 5 failed attempts. For resetting password please click on **"Forgot Password / Reset Password"** link. For any further assistance please contact the Purchase Officer who has issued the tender.

## Part II - Display RFx

Once you are logged on, the following page will appear as shown in screen shot below:

come Mr. DSP Test Ve	ndor 15 199999985		)urgapur	Steel Pl	ant e-Pro	ocurement P	ortal		Time Zone Date: 25.6 Time: 1:03	.2012	<u>Help</u>   <u> </u>
e RFx and Auction	s Change Password Reports										
rview   Service Map	Service Map										
and Auctions		\								History	<u>Back</u> For
Active Queries											
eRFxs All (9)	Published (0) Ended (0) Complet	red (0)									
eAuctions AI (0)	Published (0) Endec (0) Complete										
		- /									
eRFxs - All											
Show Quick Criteria	Maintenance		$\langle \rangle$					<u>Ch</u>	ange Query Define 1	<u>lew Query</u>	Personal
View [Standard Vie	w] 🔻 Create Response 🛛 [	Display Event Display Re	sponse   Print Pre	eview Refree	h Export⊿					Fil	ter Settin
B Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Versio	un Qi	I&A I
<u>8100001485</u>	SRM_TEST 21.06.2012 0:40:30	Single Part Bid	Published	$\square X$	21.06.2012	<u>8200001524</u>	Submitted	1	1		0
8100001481	DMN_RAMESH 28.05.2012 13:23:4	0 Two Envelope Bidding	Published		29.06.2012	<u>8200001518</u>	Submitted	4	2		0
8100001465	DMM_RAMESH 18.04.2012 12:12:3	4 Two Envelope Bidding	Published		01.01.2018	<u>8200001510</u>	Submitted	1	2		0
<u>8100001391</u>	DMM_RAMESH 27.02.2012 09:20:2	2 Two Envelope Bidding	Published		27.02.2012	<u>8200001423</u>	Submitted	4	1		0
<u>8100001343</u>	D000885 03.02.2012 11:31:40	Two Envelope Bidding	Published		02.03.2012	<u>8290001393</u>	Submitted	1	4		0
<u>8100001333</u>	D001038 02.02.2012 18:08:16	Two Envelope Bidding	Published	V	29.02.2012	<u>82000013994</u>	Submitted	1	1		0
<u>8100001332</u>	D001038 02.02.2012 17:38:56	Two Envelope Bidding	Published	$\wedge$	29.02.2012	8200001395	Submitted	1	1		0
	D000885 28.12.2011 12:01:57	Two Envelope Bidding	Published	$\langle \rangle$	24.01.2012	8200001336	Submitted	1	1		0
8100001257	000000320.12.20111201.31										
8100001257 8100001253	D000885 26.12.2011 14:38/26	Single Part Bid	Published		24.01.2012	<u>8200001337</u>	Submitted	1	3		0

The above page gives you some vital information like **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. To view a specific RFx, click on **"Show Quick Criteria Maintenance"** button. The following screen will open:

y <sub>⊿</sub> <u>Back</u> For
ery <u>Personali</u> :
Filter Setting
Q&A
0
ue

**Quick Criteria Maintenance** gives filter option on Event Number, Event Status etc. If specific event number (RFx) is entered, then only the desired number will be displayed in the work area.

Vendor relevant column headings in the work area are explained below:

- Event number RFx number
- Event Type Single Part / Two Part RFx (called Two Envelope Bidding in SRM)
- End Date Last date for bid submission. Last time is available in the RFx
- **Response Number** System generated response (offer) number
- **Response Status** Vendor response whether offer has been saved / submitted/ No offer made .
- Event Version The version of RFx. The first time RFx is published, RFx version is shown as 1. Version number increases every time the RFx is re-published.
- **Response Version** Version of the response. The first time response (offer) is submitted, response (offer) version is shown as 1. Version number increases every time the response (offer) is modified and re-

#### submitted.

To view an RFx, click on the number shown under column event number as displayed in screen shot below;

/									
Hide Quick Criteria Maintenance						Chan	ige Query Define New Que	ery <u>Personal</u>	ize
Event Number: 🔳 8100001465	¢								
Event Status:									
My Responses From:									
Smart Number:									
Apply									
View [Standard View]	Response Print Pre	view Refrest	n Export⊿					Filter Setting	s
Event Number Event Description Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	
8100001465 DMM_RAMESH 18.04.2012 12:12:34 Two Envelope Biddi	ng Published		01.01.2018		No Bid Created	1		0	

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

Display RFx : 8100001501	<u>Help</u>
RFx Number 8100001501 Smart Number DHH_PANIESH 10.08 2012 17:33.28 RFX Status Published RFx Start Date Submission Deadline 31.05 2013 14:00:00 NDIA Remaining Time RFx Number 293 Day RFx Owner RFx Version Number 1 RFx Version Type Active Version	's 03:35:17
Close Print Preview Refresh Step1:Participale in RFx Regret RFx Step2:Create Response Questions And Answers (0) Technical RFx	
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	
Tme Zone:         NDA           Submission Deadline:         \$1.05.2013         140.000           Opening Date:         0000.000         0000.000           Currency:         NR         NR	
Close Print Preview Refresh Step1 Participate in RFx Regret RFx Step2 Create Response Questions And Answers (0) Technical RFx	

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 attached with the email alert being sent on publication of the RFx.

Display RFx : 8100001501	Help
PEX Number 8100001501 Smart Number DMHE SAUESH 10.08.2012 17:33.28 RFX Status Published RFX Start Date Submission Deadline 31.05.2013 14:00:00 ND/A Remaining Time RFX Number 293 Days 03:35:1 RFX Owner RFX Version Number 1 RFX Version Type Active Version	7
Close Print Preview Refresh Step1 Participate in RFx Regret RFx Step2 Create Response Questions And Answers (0) Technical RFx	
RFX Information tems-Enter basic price tem Desc and Special Instructions	
Basic Data   Answer Questionnaire   Header Special Instructions and Attachments   Header Pricing Conditions   Payment   Synopsis   User-Specified Status	
Basic Usta Answer Questionnare Header Special Instructions and Attachments Header Pricing Conditions Payment: Synopsis User-Synched Status Tree Zone: INDIA Technical Bid Opening Date: 31.05.2013 14.00.00 Opening Date: 00.00.00 Currency: INR	
Close Print Preview Refresh Step1:Principate in RFx Regret RFx Step2:Create Response Questions And Answers (0) Technical 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.

on <b>It</b> e	ems-Enter bas	sic price tem l	Desc and Special Instructions										
e∡ <mark>Copy</mark>	Paste Deleti	e											Settings
ltem Type	Option Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Numbe
		20511201000633	LATERAL GUDE, DWN:339.71.31.V/73514		205	7	7 4	EA			<u>0</u>	<u>0</u>	1
		20511201000654	TAIL LINK,DWN:3.39.71.30W.7359911-6		205		8	EA			<u>0</u>	<u>0</u>	2
		20511901001303	AXLE,DIA:100,TOCB,DWN:339.71.30.7.13141A	Ð	205		15	EA			<u>0</u>	<u>0</u>	3
	e / Copy	e / Copy Paste Delet	e <u>a</u> Copy Paste Delete tem Type Option Type Product D 20511201000633 20511201000654	e x         Copy         Paste         Delete           Item Type         Option Type         Product D         Description           20511201000633         LATERAL GUDE DWW 339.71.31.V/73514           20511201000654         TAIL LINK DWW 3.39.71.30W 73599 H-6	e_x         Copy         Paste         Delete           Item Type         Option Type         Product D         Description         Lot           20511201000633         LATERAL GUDE DWN:339.71.31.V/73514         I           20511201000654         TALLINK DWN:3.39.71.30W.7359911-6         I	e_x         Copy         Paste         Delete           tem Type         Option Type         Product D         Description         Lot         Product Category           20511201000633         LATERAL GUDE DWN:339.71.31.V/73514         0         205           20511201000654         TAL LINK,DWN:3.39.71.30W.73599.11-6         0         205	e_x         Copy         Paste         Delete           tem Type         Option Type         Product D         Description         Lot         Product Category         Revision Level           20511201000633         LATERAL GUDE DWN:339.71.31.V/73514         205         205           20511201000654         TAL LINK,DWN:3.39.71.30W.73599.11-6         205         205	a           Copy Paste Delete           tem Type Option Type Product D Description         Lot Product Category Revision Level Quantity           20511201000633         LATERAL GUDE DWN 339.71.31 V/73514         205         4           20511201000633         LATERAL GUDE DWN 339.71.31 V/73514         205         4           20511201000654         TAL LINK DWN 3.39.71.30W 73599 II-6         205         8	e.r Copy Paste Delete           tem Type Option Type Product D Description         Lot Product Category Revision Level Quantity Unit           20511201000633         LATERAL GUDE DWN:339:71.31.V/73514         205         4 EA           20511201000654         TAL LINK DWN:3.39:71.30W 73599 /1-6         205         8 EA	e.r Copy Paste Delete           tem Type         Option Type         Product D         Description         Lot         Product Category         Revision Level         Quantity         Unit         Currency           20511201000633         LATERAL GUDE DWN:338/71.31.V/73514         205         4         EA           20511201000654         TALLINK DWN:338/71.30W/73599/1-6         205         8         EA	e_r       Copy       Paste       Delete         tem Type       Option Type       Product D       Description       Lot       Product Category       Revision Level       Quantity       Unit       Currency       Delivery Date         205       4       EA       205       8       EA       205       10       205       20	e / Copy Paste Delete tem Type Option Type Product D Description Lot Product Calegory Revision Level Quantty Unit Currency Delivery Date Notes 20511201000633 LATERAL GUDE.DWN:339.71.31.V/73514 205 4 EA Q 20511201000654 TALLINK.DWN:3.39.71.30W.7359911-6 205 8 EA Q	e / Copy Paste Delete tem Type Option Type Product D Description Lot Product Category Revision Level Quantity Unit Currency Delivery Date Notes Attachments 20511201000633 LATERAL GUDE DWN:339.71.31.V/73514 205 4 EA 0 0 0 0

Selected line is displayed in orange colour. Product ID is nothing but item catalogue number. **Quantity** and **Unit** is also displayed.

RFX Information	on Ite	ems-Enter bas	sic price tem l	Desc and Spe	cial Instructions										
r tem Overview					K										
Details Add Lir	e 🛛 Copy	Paste Deleti	e												Settings
Line Number	ltem Type	Option Type	Product ID	Description		Lot	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Numb
• 18			20511201000633	LATERAL G	DE,DWN:339.71.31.V/73514	Y	205		4	EA			<u>0</u>	Q	1
• 20			20511201000654	<u>tal link,</u> d	NN:3.39.71.30W.73599  1-6		285		8	EA			<u>0</u>	<u>0</u>	2
• 3 🛛			20511901001303	AXLE,DIA:	00,TOCB,DWN:339.71.30.7.13141A		205		15	EA			<u>0</u>	<u>0</u>	3
Identifical Product ID: Descriptior Product Ca Lot:	r:	MONIT	901700033 OR,CARBON	MONO>	KIDE,0-2000PPM		Req Not Not Ser	to Exceed F Separately vice and D very Date /	tty: Price: Priced Priced				10:00	each	
	Add	elivery Ir	formation	i    Clea			Numbe	r			Nam	e			
• R	queste										Serv	/ice User S /ice User S			
	oods Re nip-To A ocation	ddress										Stores	servi	ce user	

If one clicks on item details, then further details of the item like quantity required and delivery date is displayed.

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

RFX Information tems-Enter basic price It	em Desc and Special Instructions	
▼ Notes		
Add J Clear		Filter Settings
Assigned To	Category	Text Preview
tem01" LATERAL GUIDE,DWN:339.71.31.V/73514"	tem Description	"LATERAL GUDE,DWN:339.71.31.V/73514 For Dummy Bar Gude
Item02"TAIL LINK,DWN:3.39.71.30W.73599 H-6"	Item Description	"TAL LINK,DWN:3.39.71.30W.73599 II-6 E€# Semiflexible D
tem03"AXLE,DIA:100,TOCB,DWN:339.71.30.7.13141A"	tem Description	"AXLE,DIA:100,TOCB,DWN:339.71.30.7.13141A DRAWWG NO

Text shown under **Text Preview** is only the short description. To view complete description, click on **Item Description**.

A new window will open up as shown below:

Show Item D	escription	
Item Descriptio	" "MONITOR, CARBON MONOXIDE, D-2000PPM MICROPROCESSOR BASED, WITH HIGH IMPACT PLASTIC HOUSING"	
	9e	Cancel

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

Display RFx : 8100001501	Help
RFx Number 8100001501 Smart Number DMM_RAMESH 10.08.2012 17:33.28 RFX Status Published RFx Start Date Submission Deadline 31.05 2013 14:00:00 NDIA Remaining Time RFx Number 293 Days 03:32:16 RFx Owner RFx Version Number 1 RFx Version Type Active Version	
Cibse Print Preview Refresh Step1:Participate in RFx Regret RFx Step2:Create Response Questions And Answers (0) Technical RFx	
RFX Information tem-Enter basic price tem Desc and Special Instructions	
Basic Data   Answer Questionnaire   Header Special Instructions and Attachments   Header Pricing Conditions   Payment   Synopsis   User-Specified Status	
INDA         INDA           Submission Deadine: *         31.05.2013         14.00.00           Opening Date:         00.00.00	
Currency: INR	
Close Print Preview Refresh Step1:Participate in RFx Regret RFx Step2:Create Response Questions And Answers (0) Technical RFx	

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

উ ⊴ ∰Technical Details তৃত্রী	Folder EXTER Current Path: Colli	NAL AREA aboration > > EXTERNAL AREA			Help
	Folder				
EXTERNAL AREA	To save any chan	ges made, click Save.			
	Name	EXTERNAL AREA			
	Subscribe				
	Authorization	Read		-	
		ns Additional Functions Cancel	ojects, select the rea		hoose <i>Copy.</i> Bookmark All None
	<u>Name</u> ₄		Current Version	Status Changed by	Changed on
		s for RFX-PR[8100001465-4203010983]		Service User Service User	18.04.2012 12:36:51
				Service User Service User	18.04.2012 12:26:24
				X	

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	Folder Contents								
	<u>Name</u> ⊿	Current Version		<u>Status</u>	Changed by	Changed on			
	• <u>1</u>	att3642.PDF (12KB)	¥		Service User Service User	01.10.2011 14:15:07			
	<u>2</u>	matstat33.PDF (90KB)	V		Service User Service User	01.10.2011 14:15:08			
	<u>•</u> 3	matstat34.PDF (43KB)	V		Service User Service User	01.10.2011 14:15:09			
	• <u>4</u>	cost3642.DOC (14KB)	V		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:

/						
Display RFx : 8100001502						<u>Help</u>
RFx Number 8100001502 Smart Number DMM_RAMESH 11.08.2012 10.50:18 PFX Status Published RFx Owner RFx Version Number 1 RFx Version Type Active Version	RFx Start Date	Submission Deadline 3	1.08.2012 14:00	:00 INDIA	Remaining Time RFx N	umber 20 Days 03:02:48
Close Print Preview Refresh Step1:Participate in RFx Regret RF Step2:Create Response Qu	estions And Answers ( 0	))				
RFX Information tems-Enter basic price tem Desc and Apecial Instructions						
▼ Notes						
Add a Clear						Fiter Settings
Assigned To Category	Text Preview					
Nem01* LATERAL GUDE,DWN:339.71.31.V/73514" Rem Description	"LATERAL GUIDE,DWI FOR DUMMY BAR GUI					
tem02'TAL LNK,DVN:3.39.71.30W.73599 II-5	"TAIL LINK,DWN:3.39.1 FOR SEMIFLEXIBLE D.					
tem03"AXLE,DIA:100,TOCB,DWN:339.71 20.7.13141A" tem Description	"AXLE,DIA:100,TOCB,I DRAWING NO	DWN:339.71.30.7.13141A				
▼ Attachments						
Edit Description Versioning Delete Create Qualification Profile						Filter Settings
Assigned To Category Description File Name Version	Processor	Checked Out	Туре 3	Size (KB)	Changed By	Changed On
i The table does not contain any data						
▼ Colaboratio						
Create Assign Delete						
Collaboration		Created on				
Collaboration RFx 8100001502		11.08.2012 10	:54:45			

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

# Part III - Response (Offer) creation / submission

Click on **Participate in RFx** button to create a response (offer). If vendor wants to regret, then click on **Regret RFx** button.

Display RFx : 8100001\$01 /	<u>Help</u>
RFx Number 8100001501 Smart Number DIW_RAMESH 10.08.2012 17:33.28 RFX Status Published RFx Start Date Submission Deadline 31.05.2013 14:00:00 NDIA Remaining Time RFx Number 283 Days 03:00:5 RFx Owner RFx Version Number 1 RFV Version Type Active Version	7
Close Print Preview Refresh Step1:Participate in RFX Regret RFX Step2:Create Response Questions And Answers (0) Technical RFX	
RFX Information tems-Enter basic price tem Desc and Special Instructions	
Basic Data   Answer Questionnaire   Header Special Instructions and Attachments   Header Pricing Conditions   Payment   Synopsis   User-Specified Status	
Time Zone         IND/A           Submission Deadline: *         \$1.05.2013         14.00.00           Opening Date:         00.00.00         00000           Currency:         INR         191.05.2013         14.00.00	
Cose Print Preview Refresh Step1:Participate RFx Regret RFx Step2:Create Response Questions And Answers (0) Technical RFx	

Then click on **Create Response** button. The following screen will open:

Create RFx Response	Help
RFx Response Number 8200001223 RFx Number 8100001501 Status in Process Submission Deadline 31.05.2013 14.00.00 NDIA Remaining Time 293 Days 02.59:17 RFx Owner D106271 RFx Response Version Number Active Version RFx Version Number 1	Total Value 0,00 INR
Attribute TECHNICAL DEVIATION is mandatory; maintain attribute value     Attribute PRICE VALDITY is mandatory; maintain attribute value     Attribute PRICE VALDITY is mandatory; maintain attribute value     Attribute PRINENTE AT OUR OWN COST, NO EXEMUSIRSABLE is mandatory; maintain attribute value     Attribute IHEREBY AGREE TO ALL THE CLAUSE OF SRM DECLARATI is mandatory; maintain attribute value	•
Submit Bid       Close       Read Only       Print Prevent       Check for Errors       Save Bid       Questions And Answers (Q)       LCNC       Technical RFx Response         RFx Information       Step I - Rems: Enter bask price       Tem Desc and Special Instructions       Step II - Fill Pricing Conditions       Bid History         Basic Data       Step I - Answer Questionnaire       Header Special Instructions and CFoider       Header Pricing Conditions       Bid History         Basic Data       Step I - Answer Questionnaire       Header Special Instructions and CFoider       Header Pricing Conditions       Bid History         Basic Data       Step I - Answer Questionnaire       Header Pricing Conditions       Impriment         Currency:       Indian Ruppe       Pricing Arrangement       Control of Androant         Service and Delivery       Status shot Statistics       Created by       Import Set Vendors 12 1999999962         Last Processed by:       Mr. DSP TEST VENDOR 12 1999999902       Last Processed by:       Mr. DSP TEST VENDOR 12 1999999902	
Submit Bid Close Read Only Print Preview Check for Errors Save Bid Question Ed Answers ( 0) LCNC Technical RFx Response	

Response (offer) creation and submission is very simple if the following steps are followed strictly:

- Never click on the **system messages** in the message area. System will give error. These messages are for information only and to help the vendor in submission of creation and submission of response (offer)
- Use the **check for errors** button liberally. System will indicate if your response (offer) is having errors.
- The RFx contains **questionnaire** (most of them mandatory) from the **Purchaser.** First step in creation of response (offer) is to answer these questions. *Steps are detailed in following pages.*
- After answering the questions, item wise **basic price** (please note, only basic price) is to be filled up by clicking on **Items-Enter basic price** button. *Steps pre detailed in following pages*.
- After filling up the basic prices, other pricing conditions like discount, packing charges, excise duty, VAT / CST, freight etc is to be filled up clicking on pricing conditions button. Conditions can be filled up at header level which automatically gets copied to the item level. Item wise conditions can also be entered. Steps are detailed in following pages.
- Click on **Technical RFx Response** button to add attachments like brochures etc. *Steps are detailed in following pages*.
- Remember to use the **check for errors** button after every step. This will ensure that the response (offer) is free from errors.
- The response can be saved by clicking on **save** bid button. Saved response can be edited as long as tender opening date and time has not arrived. If a response is saved it continues to remain with the vendor. Response has to submitted for it to be available to Purchaser.

Continuing from the pre-pages, after clicking on **create response button**, click on **Answer questionnaire** button. The following page opens up with list of questions:

Create RFx Response					He
Fx Response Number 8200001223 RFx Number 8100001501 Status RFx Response Version Number Active Version RFx Version Numbe		line 31.05.2013 14:00:00 NDIA	Remaining Time 293 Days 02:59:17	RFx Owner D106271	Total Value 0,00 INR
Attribute TECHNICAL DEVIATION is mandatory; maintain attribute value		/			
Attribute PRICE VALIDITY is mandatory; maintain attribute value					
Attribute PAYMENT TERM OPTION is mandatory; maintain attribute value					
Attribute INSURANCE AT OUR OWN COST, NOT REIMBURSABLE is mandatory; mainta	ain attribute value				
Attribute I HEREBY AGREE TO ALL THE CLAUSES OF SRM DECLARATI is mandatory;	; maintain attribute value				
RFx Information         Step I - tems: Enter basic price         tem Desc and See           asic Data         Step I - Answer Questionnaire         Header Special Instructions and Crow           uestion				Comment	
RDER TO BE PLACED ON:					
ISPATCH LOCATION: * 🔨					
ECHNICAL DEVIATION: *		OYes O	No		
SURANCE AT OUR OWN COST, NOT REMBURSABLE: *	$\backslash$	OYes O	No		
SURANCE AT OUR OWN COST, NOT REINBURSABLE: *			No e Answer Exists		

As already mentioned in pre-pages, do not click on the messages. Mandatory questions are **star (\*) marked in red colour**. Questions which have multiple answer options have a link "**More than one answer exists**". These are also mandatory questions. Only one option can be selected. If multiple options are selected, system will give an error message and will not allow vendor to submit bid. One example of multiple answer option is displayed below.

Create	RFx Response			History Back Forwar
Qu	estion		Reply	Comment
TE	CHNICAL DEVIATION (IF Y	ES, PLEASE ENTER COMMENTS IN BIDDERS' REMARKS): *	O Yes O No	
DIS	PATCH LOCATION: *			
CE	NTRAL SALES TAX/W.B.	/AT:	More Than One Answer Exists	
EX	CISE DUTY/CVD:		More Than One Answer Exists	
OR	DER TO BE PLACED ON:			
DE	LIVERY POINT:		More Than One Answer Exists	
DE	LIVERY SCHEDULE IN DAT	YS: *		
FR	EIGHT CHARGES:		More Than One Answer Exists	
PR	ICE VALIDITY:		More Than One Answer Exists	
THE	REBY AGREE TO ALL TH	IE CLAUSES OF SRM DECLARATION FORM:	More Than One Answer Exists	
DIS	PATCH MODES:		More Than One Answer Exists	
PA	YMENT TERM OPTION 1:		More Than One Answer Exists	
INS	URANCE AT OUR OWN C	OST, NOT REIMBURSABLE: *	⊖Yes ⊖No	
F	ermitted Values for A	ttribute DMM_RAMESH 20120418 21254		
E	Selection	Attribute Value		Short Descript.
		1 - CST EXEMPTED, C FORM TO BE ISSUED		
		2 - CST EXTRA IN FULL		
		3 - CST EXTRA WITH C FORM		
		4 E 1 SALES, CST INCLUDED, C FORM REQUIRED		
		5 - NOT APPLICABLE		
		6 - VAT EXTRA AT THE RATE INDICATED		

Once the questions are answered, please click on **check for errors** button as already explained in pre-pages. Based on vendor's answer to the questions system will give appropriate messages as shown below:

Create RFx Response		Help
RFx Response Number 8200001223 RFx Number 8100001501 Status in Process Submission Dediline 31.05.2013 14 RFx Response Version Number Active Version RFx Version Number 1	00:00 INDIA Remaining Time 293 Days 02:53:13	RFx Owner D106271 Total Value 0,00 INR
Uption selected for Question CENTRAL SALES TAX B.VAT, Enter value in Condition type VAT		
Line 1: 10' in the price field means that you are REGRETTING for the item		
Line 2: '0' in the price field means that you are REGRETTING for the item		
Line 3: '0' in the price field means that you are REGRETTING for the item		
Submit Bid   Close   Read Only   Print Preview   Check for Errors   Save Bid   Questions And Answers (0)   LCNC   Technical	XFx Response	
RFx Information Step II - Rems: Enter basic price Item Desc and Special Instructions Step III - Fill Pricing Conditions	Bid History	
Basic Data   Step I - Answer Questionnaire   Rader Special Instructions and CFolder   Header Pricing Conditions   Payment		
Question	Reply	Comment
ORDER TO BE PLACED ON:		
DISPATCH LOCATION: *	Durgapur	
TECHNICAL DEVIATION: *	⊖Yes ⊛No	
INSURANCE AT OUR OWN COST, NOT REIMBURSABLE: *	⊙Yes ○No	
CENTRAL SALES TAXW.B.VAT:	More Than One Answer Exists	

Next step is to click on **items – enter basic price** button. The following screen will open up:

Create R	Fx Response											
	mber 8200001223 RFx Number 810000 rsion Number Active Version RFx Versi	1501 Stati on Number 1	us In Process	Submission Dea	dline 31.05.2013 14:00:00 IND/	A Remaining 1	Fime 293 Days 02:5	50:22	RFx Ov	vner D106271 To	otal Value 0,00 INR	
Option selected for	or Question CENTRAL SALES TAXW.B.VAT , Ent	er value in Cond	ition type VAT									_
Submit Bid Close	e Read Only Print Preview Check f	or Errore Sav	e Bid Questions /	And Answers ( 0 )	LCNC Technical RFx Respor							
				AILU AIISWEIS (U.)		130						
RFx Informati	on Step II - Items: Enter basic price	ltem Desc a	nd Special Instructio	ons Step II - Fil	I Pricing Conditions Bid His	tory						
▼ Item Overview												
Details Add Ite	m a Copy Paste Delete Calculate V	alue										
Line Number	Description	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price Cu	rrency Delivery Date	RFx / Response 🌖	
		Material	20511201000633		CCS EQP&SPRS	4	4	EA	1000 INF	0n 30.04.2014	0/0	К
• 12	LATERAL GUIDE, DWN: 339.71.31. V/73514	material										R 4
•1₪ •2₪	TAIL LINK,DWN:3.39.71.30W.7359911-6	Material	20511201000654	205	CCS EQP&SPRS			EA EA	2000 INF	0n 30.04.2014	0/0	

As already explained in pre-pages, vendor has to enter item wise basic price under **price** column. If there are multiple items, choose down arrow from your PC / laptop to enter price for all the items. If vendor wants to regret for an item or **items then submitted quantity as well price** should be modified as zero(0). Please note that if, the tender specifies that response (offer) is to be submitted for all items, then system will not permit submission of bid without price being entered for all items. Once prices have been entered please click on **enter** button of your PC / laptop.

IFx Response RFx Information / Items / Notes and Attachments / Conditions	Summary Tracking						1.0	istory <sub>4</sub> E
Rex information items notes and Attachments Conditions	Summary Tracking							
Conditions Overview								
						Exna	nd All Collaps	e ∆ll Filter
Level	One Hilling Trans	Casha	Amount	0	Dianan			
Level	Condition Type	Scales	Amount	Currency	Price per	Price Unit	Location	Location
▼ Header	Discount % unit rate Contract Header		0.00	a.	0			
		_			-			
	Disc in RS unit rate Contract Header			Indian Rupee	1			
·	Header Level Disc Contract Header			Indian Rupee	0			
·	Packing Charges in % Contract Header	_	0.00		0			
·	Freight as %of basic Contract Header		₱ 2.00		0			
'	Freight/Quantity Contract Header		1	Indian Rupee	1			
'	ED in Rs per Unit Contract Header		/	Indian Rupee	0			
·	Excise Duty in % Contract Header		12.36	%	0			
•	CVD In INR(Not in %) Contract Header		<u> </u>	Indian Rupee	0			
•	Forward Charges in % Contract Header		0.00	%	0			
•	Value Added Tax Contract Header		4.00	%	0			
•	CST Sontract Header	11	0.00	%	0			
•	MODVAT-ED tocl in Rs Contract Header	$\Pi$	0.00	Indian Rupee	0			
•	MODVAT-ED Incl % Contract Header	Π	0.00	%	0			
Item 1 - 20210801000087 GEARBOX, HELICAL, RATIO:50:1, RATING:5KW		17						
• 🔭	Price(Contract/Bid)	$\square$	1,000.00	Indian Rupee	1	SET		
	Discount % unit rate	7	0.00	%	0			
	Disc in RS unit rate	X	0.00	Indian Rupee	1	SET		
	Header Level Disc	/	0.00	Indian Rupee	0			
	Packing Charges in %		0.0	%	0			
	Freight as %of basic		2.0	%	0			
	Freight/Quantity		0.00	Indian Rupee	1	SET		
	ED in Rs per Unit		0.00	Indian Rupee	0			
	Evoire Duty in %		A 12.36	9/				

Next step is to enter pricing conditions by clicking **conditions** button. The following screen will open up:

As already explained in pre-pages, conditions can be entered both at **header** (applicable for all items) and **item** level (item specific). Conditions are displayed only for items where basic price has been entered under **Items** button. After entering conditions at header level press the **enter** key of your PC / laptop. **Entered conditions automatically get copied to item level**. If it is required to change the condition for a particular item(s) then go to the item and modify the value.

PLEASE NOTE THAT ONCE BASIC RATES ARE ENTERED UNDER ITEMS BUTTON AND ENTER KEY IS PRESSED ON YOUR PC / LAPTOP, THE PRICES GET TRANSFERRED TO CONDITION TAB. YOU WILL NOT FIND THE PRICE OPTION IN ITEM TAB ONCE YOU HAVE ENTERED THE PRICE AND HAVE MOVED TO CONDITION TAB. IF THERE IS A NEED TO MODIFY THE BASIC PRICE THEN THE SAME HAS TO BE DONE UNDER CONDITIONS TAB.

**CENVAT** and VAT setoff is shown at item level. These values are not to be modified. System will not permit submission of response (offer) in such cases. Remember to click on check for errors button to ascertain the status of your response (offer).

Next step is to attach documents to the response (offer) by clicking on **Technical <u>RFx</u> response** button as shown below:

eate RFx Response								Ŀ
Response Number 8200001223 RFx Number 810000150 I Value 20.000,00 INR RFx Response Version Number A		0:00 INDIA	Remaining T	ime 293 Days 02:44	53 RFx C	wner D106	271	
mit Bid Close Read Only Print Preview Check for B	irrors Save Bid Questions And Answers (0) LCNC Technical R	x Response						
RFx Information Step II - Items: Enter basic price Item D	lesc and Special Instructions Step III - Fill Pricing Conditions	Bid History						
Conditions Overview								
						Exp	and All Collap	se All Filter Setti
Level	Condition Type	Scales	Amount	Currency	Price per	Price Unit	Location	Location Name
▼ Header								
	Discount % unit rate Contract Header		0,00	%	0			
•	Disc in RS unit rate Contract Header		0,00	Indian Rupee	1			
	Header Level Disc Contract Header		0,00	Indian Rupee	0			
	Packing Charges in % Contract Header		0,00	%	0			
	Freight as %of basic Contract Header		0,00	%	0			
	Freight/Quantity Contract Header		0,00	Indian Rupee	1			
	ED in Rs per Unit Contract Header		0,00	Indian Rupee	0			
•	Excise Duty in % Contract Header		0,00	%	0			
	CVD In INR(Not in %) Contract Header		0,00	Indian Rupee	0			
	Forward Charges in % Contract Header		0,00	%	0			
	Value Added Tax Contract Header		4,00	%	0			
	CST Contract Header		0,00	%	0			
	MODVAT-ED Incl in Rs Contract Header		0,00	Indian Rupee	0			
			0,00					

Clicking on **Technical RFx response** (for two part tender cases) button will open cFolders as displayed below:

cFolders				Co	llaboration on the
le Technical Details ⊽⊡	Folder 199999 Current Path: Col	99983 Ilaboration > > > 199	9999983		
	Folder				
▶ <u>1999999983</u> ▶ <u>EXTERNAL AREA</u>	To save any cha	nges made, click Save.			
$\backslash$	Name	1999999983			
	Subscribe				
$\backslash$	Authorization	Read			
		ns Additional Functions		ojects, select the required objects	s and then choose <i>Copy.</i>
	Name△	Current Version	Status	Changed by	Changed on
	Texh Bid			Service User Service User	25.06.2012 17:38:11

A folder is created against the vendor code of the vendor. **Tech bid** folder is available under the vendor code folder. Click on **tech bid** folder and the following screen will appear:

SAP mySAP PLM cFolders	Collaboration on t	he Web
ତ ය ∰Technical Details マロ	Folder Tech_Bid Current Path: Collaboration > > <u>1999999983</u> > Tech_Bid	Help.
	Folder	
© <u>199999983</u> © <u>Tech_Bid</u> ⊮C EXTERNAL AREA	To save any changes made, click Save.          Name       Tech_Bid       *         Subscribe       Image: Comparison of the second	
	To create folder objects, select Create. To copy or delete objects, select the required objects and then choose Co Delete.	
	Folder Contents Upload PDX Package Create Copy Copy as Bookmark Pas	Delete
	Name△ Current Version Status Changed by Changed	l on
	Empty	

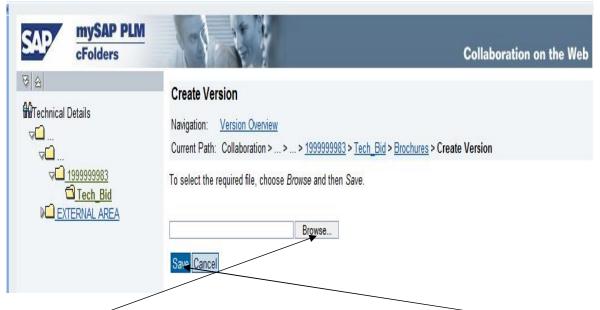
To upload document click on **create** button. The following screen will open:

SAP mySAP PLM cFolders			Collaboration on the Web
⊽ এ ∰Technical Details তৃ⊡ি তৃ⊡ি		ect Folder Overview Collaboration > > > <u>1999999983</u> > <u>Tech_Bid</u> > <b>Create Object</b>	Helo
✓ <u>199999983</u> ✓ <u>Tech_Bid</u>	What do you v	vant to create?	Cancel
CALEXTERNAL AREA	Folder	A folder is used to structure the collaboration and is also a contai	ner for storing objects.
	Bookmark	A bookmark can be linked to any Web site.	
	Document	A document can contain any file in different versions.	

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

al ⊴ Brechnical Details マロ マロ	Create Document Navigation: <u>Folder Overview</u> Current Path: Collaboration > > <u>1999999983</u> > <u>Tech Bid</u> > Create Doc	He cument
<b>∞</b> <u>199999983</u>	Create Document	
Cartech_Bid	Enter the name and a description. Decide whether or not you want to upload	d a local file now or later. Then choose Next.
	Name New Document	*
	Description	*
	★	-
	Subscribe PGP Documents You are only allowed to use PGP file	les in this document.
	Upload Local File	

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:

SAP mySAP PLM cFolders	Collaboration on the W	Veb
ତ ∣ ଛ ImTechnical Details ସଳ	Folder Tech_Bid         Image: Current Path:         Collaboration > > > 1999999983 > Tech_Bid	<u>Help</u>
	Folder	
© <u>199999983</u> © <u>Tech Bid</u> © <u>External AREA</u>	To save any changes made, click Save.          Name       Tech_Bid       *         Subscribe       Image: Cancel       *         Authorization       Write       *         Save       Notifications       Assign Status Profile       Additional Functions       Cancel	
	To create folder objects, select <i>Create</i> . To copy or delete objects, select the required objects and then choose <i>Copy</i> or <i>Delete</i> . Folder Contents Upload PDX Package Create Copy Copy as Bookmark Paste Delete All N	
	Name         Current Version         Status         Changed by         Changed on           Image: Status         Correct template.xls (46KB)         DSP Test Vendor 12-1999999983         26.06.2012 11:12:	-59

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.

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

Display RFx : 8100001502	Heb
RFx Number         8100001502         Smart Number         DIMM_RANGEM 11.08.2012 10.50.18         RFX Status         Published           RFx Owner         RFx Version Number 1         BFx Version Type         Active Version	RFx HarT Date Submission Deadline 31.08.2012 14:00:00 NDIA Remaining Time RFx Number 20 Days 03:02:48
Close   Print Preview   Refresh   Step1 Participate in RFx   Regret RFx   Step2 Preate Response   Que	estions And Answers ( 0 )
RFX Information tems-Enter basic price Item Desc and Special Instructions	
▼ Notes	<b>-</b>
Add / Clear	Filter Settings
Assigned To Category	Text Preview
tem01* LATERAL GUDE,DWNK339.7 31.V/73514 tem Description	"LATERAL GUDE DWN1339.71.31.V/73514 FOR DUMNY BAR GUDE
tem02"TAIL LINK,DWN:3.39.71.30W.73591-6" tem Description	"TAIL LINK,DWN:3.39.71.30W.73599 II-6 FOR SEMIFLEXBLE D
Item03"AXLE,DIA-100,TOCB,DWN:3391.30.7.3141A" Item Description	"AXLE,DIA:100,TOCB,DWN:339.71.30.7.13141A DRAWING NO
▼ Attachments	
Edit Description Versioning Delete Create Qualification Profile	Filter Settings
Assigned To Category Description File Name Version	Processor Checked Out Type Size (KB) Changed By Changed On
i The table does not contain any data	
▼ Collaboration	
Create Assign Delete	
Collaboration	Created on
Collaboration RFx 8100001502	11.08.2012 10:54:45

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

Before submission of response (offer) vendor can see a preview of the response (offer) by clicking on **print preview** button and by clicking on **LCNC** button they can see item wise landed cost.

Go back to your response page and click the check for errors button. System

							ive the following message:
Value 20 000.00 RR       PEx Beaconse Version Number Active Version       PEx Version Number         e 3. °U in the price field means that fou are REGRETTING for the tem							e RFx Response /
Integer     Condon Type     Sales     Amount     Currency     Price per     Price per <th>wner D106271</th> <th>:53 RFx O</th> <th>fime 293 Days 02:44:</th> <th>R maining T</th> <th></th> <th></th> <th></th>	wner D106271	:53 RFx O	fime 293 Days 02:44:	R maining T			
RFx Information     Step II - Rems: Enter basic price     Rem Deac and Special Instructors     Step III - Fill Pricing Conditions     Bid History       State II - Rems: Enter basic price     Rem Deac and Special Instructors       State II - Rems: Enter basic price       Basic							¥
Level       Condition Type       Scales       Amout       Currency       Price pr       Price Unit       Lo canton       Location       Location <thlocation< th=""> <thlocation< th=""> <thl< th=""><th></th><th></th><th></th><th></th><th>Bid History</th><th>Step III - Fill Pricing Conditions</th><th>nformation Step II - Items: Enter basic price Item Desc and Special Instruction</th></thl<></thlocation<></thlocation<>					Bid History	Step III - Fill Pricing Conditions	nformation Step II - Items: Enter basic price Item Desc and Special Instruction
Level     Condition Type     Scales     Amount     Currency     Price part     Price but     Location     Location       • Inder     Discount % unit raits Contract Header     0.00     %     0          • Inder     Discount % unit raits Contract Header     0.00     %     0          • Inder     Discount % unit raits Contract Header     0.00     %     0          • Inder     Level Low     Discount % unit raits Contract Header     0.00     %     0          • Inder     Level Low     Contract Header     0.00     %     0          • Inder     Prepids % Schratch Header     0.00     %     0          • Inder     Frepids % Schratch Header     0.00     %     0          • Inder     Frepids % Schratch Header     0.00     %     0          • Inder     Excise Duty in % Contract Header     0.00     %     0         • Inder     Excise Duty in % Contract Header     0.00     %     0         • Inder     Excise Duty in % Contract Header     0.00     %							as Overview
Header         Descount % unit rate Contract Header         0.00         % m         0.00         %           Obsci III % unit rate Contract Header         0.00         Maina Rupee         0         1           Unit wadtr Lavet Disc Contract Header         0.00         % montpart         0         1           Header Lavet Disc Contract Header         0.00         % montpart         0         1           Packing Charges in % Contract Header         0.00         % montpart         0         1           Packing Charges in % Contract Header         0.00         % montpart         0         1           Packing Charges in % Contract Header         0.00         % montpart         0         1           Packing Charges in % Contract Header         0.00         % montpart         0         1           Packing Charges in % Contract Header         0.00         % montpart         0         1           Packing Charges in % Contract Header         0.00         % montpart         0         1           Packing Charges in % Contract Header         0.00         % montpart         0         1           Packing Charges in % Contract Header         0.00         % montpart         0         1	Expand All Collapse All Filter						
Discount % unt rate Contract Header         0,00         %         00           Disc in R5 unt rate Contract Header         0,00         India Rupee         0           Header Level Disc Contract Header         0,00         India Rupee         0           Header Level Disc Contract Header         0,00         India Rupee         0           Packing Charges in % Contract Header         0,00         %         0           Freight Na % Ortabac Contract Header         0,00         %         0           Freight Na % Ortabac Contract Header         0,00         %         0           Freight Na % Ortabac Contract Header         0,00         %         0           Freight Na % Ortabac Contract Header         0,00         %         0           Freight Na % Ortabac Contract Header         0,00         %         0           Freight Na % Ortabac Contract Header         0,00         %         0           Contract Header         0,00         %         0         0           Freight Na % Ortabac Header         0,00         %         0         0           Freight Na % Ortabac Header         0,00         %         0         0	Price Unit Location Location N						
Disc in RS unit nate Contract Header         0.00         Indian Ruppe         0           Header Laver Disc Contract Header         0.00         %6         0           Packing Charges in % Contract Header         0.00         %6         0           Proging in % Soft basic Contract Header         0.00         %6         0           Proging in % Soft basic Contract Header         0.00         %6         0           Proging in % Contract Header         0.00         Mean Ruppe         0           Disc Disc Disc Disc Disc Disc Disc Disc	Location Eccation	Price per	Currency	Amount	Scales	Condition Type	
Header Level Disc Contract Header         0,00         Idan Rupee         0           Packing Charges in % Contract Header         0,00         %         0           - Crepht as % Orticat Header         0,00         %         0           - Crepht as % Orticat Header         0,00         %More         0           - Crepht as % Orticat Header         0,00         %More         0           - Do In Rape Under Contract Header         0,00         %More         0           - Contract Header         0,00         %More         0	Location Location				Scales		
Packing Charges in % Control Header         0.00         %         0           Freight as % to the basic Control Header         0.00         %         0           Prespit as % to the basic Control Header         0.00         %         0           Prespit as % to the basic Control Header         0.00         %         0           ED in Ra per Unit Contract Header         0.00         %         0           Contract Header         0.00         %         0           Contract Header         0.00         %         0           CVD in NR(Not in %) Contract Header         0.00         %         0           Pervard Charges in % Contract Header         0.00         %         0		0	%	0,00	Scales	Discount % unit rate Contract Header	
Freight as %of basic Contract Header         0.00         %u         0           Preight/Quantity Contract Header         0.00         Indian Rupee         0           D D In Rap pur Hund         0.00         Indian Rupee         0           EXclase Duty in % Contract Header         0.00         Indian Rupee         0           CVD In NR(Not in %) Contract Header         0.00         Indian Rupee         0           Ferry CVD In NR(Not in %) Contract Header         0.00         Indian Rupee         0           Ferry CVD In NR(Not in %) Contract Header         0.00         %u         0		0	% Indian Rupee	0,00	Scales	Discount % unit rate Contract Header Disc in RS unit rate Contract Header	
Proph/Walantity Contract Header         0.00         Indian Ruppe         0           ED in Ra per Unit Contract Header         0.00         Indian Ruppe         0           Excess Dury in % Contract Header         0.00         %         0           CVD in RR(Not in %) Contract Header         0.00         %-00           Pervard Chargers in % Contract Header         0.00         %-00		0 1 0	% Indian Rupee Indian Rupee	0,00 0,00 0,00	Scales	Discount % unit rate Contract Header Disc in RS unit rate Contract Header Header Level Disc Contract Header	
ED in Ras per Unit Contract Header         0,0         Indian Rupee         0           • Contract Header         0,00         %         0           • COD In WR\0000 the % Contract Header         0,00         Indian Rupee         0           • COD In WR\0000 the % Contract Header         0,00         Indian Rupee         0           • COD In WR\0000 the % Contract Header         0,00         %         0		0 1 0	% Indian Rupee Indian Rupee %	0,00 0,00 0,00 0,00	Scales	Discount % unit rate Contract Header Disc in RS unit rate Contract Header Header Level Disc Contract Header Packing Charges in % Contract Header	
Excise Duty is % Contract Header         0.00         %         0           CVD is NR(Not in %) Contract Header         0.00         indian Rupee         0           Forward Charges is % Contract Header         0.00         %         0		0 1 0 0 0 0 0 0 0	% Indian Rupee Indian Rupee % %	0,00 0,00 0,00 0,00 0,00	Scales	Discount % unit rate Contract Header Dis in RS unit rate Contract Header Header Level Disc Contract Header Packing Charges in % Contract Header Freight as %of basic Contract Header	
CVD In NR(Not in %) Contract Header         0.00         Indian Rupee         0           Forward Charges in % Contract Header         0.00         %         0		0 1 0 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	% Indian Rupee Indian Rupee % % Indian Rupee	0,00 0,00 0,00 0,00 0,00 0,00	Scales	Discount % unit rate Contract Header Disc in RS unit rate Contract Header Header Level Disc Contract Header Packing Charges in % Contract Header Freight as % of basic Contract Header Freight Quantity Contract Header	
Forward Charges in % Contract Header     0,00 % 0		0 1 0 0 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	% Indian Rupee Indian Rupee % % Indian Rupee	0,00 0,00 0,00 0,00 0,00 0,00	Scales	Discount % unit rate Contract Header Disc in RS unit rate Contract Header Header Level Disc Contract Header Packing Charges in % Contract Header Freight as % of basic Contract Header Freight Quantity Contract Header	
		0 1 0 0 0 1	% Indian Rupee Indian Rupee % % Indian Rupee Indian Rupee	0,00 0,00 0,00 0,00 0,00 0,00 0,00	Scales	Discount % unit rate Contract Header Disc in RS unit rate Contract Header Header Level Disc Contract Header Packing Charges in % Contract Header Freight as %of basic Contract Header Freight/Quanity Contract Header E in Ra per Unit Contract Header	
		0 1 0 0 0 1 1 0 0	% Indian Rupee Indian Rupee % Indian Rupee Indian Rupee %	0,00 0,00 0,00 0,00 0,00 0,00 0,00	Scales	Discount % unit rate Contract Header Disc in RS unit rate Contract Header Header Level Disc Contract Header Packing Charges in % Contract Header Freight AS % of basic Contract Header ED in Rs per Unit Contract Header ED in Rs per Unit Contract Header Exces Duty in % Contract Header	
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# Remember to save your response every few minutes otherwise you will lose data already entered. Now click on submit bid button. (refer previous screenshot) The following message will appear:

isplay Response : 820000122	3							
Response Number 8200001223 RFx Number 810000 al Value 20.000,00 NR RFx Response Version Number		INDIA R	emaining Ti	me 293 Days 02:39:06	RFx O	wner D1062	71	
ne 3: '0' in the price field means that you are REGRETTING for the i	item							
Ex response 8200001223 submitted								
t Close Print Preview Refresh Withdraw Bid	Questions And Answers ( 0 ) LCNC Technical RFx Response							
RFx Information Step II - Items: Enter basic price Iter	m Desc and Special Instructions Step III - Fill Pricing Conditions Bi	lid History						
Conditions Overview								
Conditions Overview						Exp	and All Collap	ose All Filter Se
Conditions Overview	Condition Type	Scales	Amount	Currency	Price per	Exp Price Unit	and All Collap	
	Condition Type	Scales	Amount	Currency	Price per			
Level	Condition Type Discount % unit rate Contract Header	Scales	Amount 0,00		Price per 0			
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Level V Header	Discount % unit rate Contract Header	Scales	0,00	%	0			
Level V Header	Discount % unit rate Contract Header Disc in RS unit rate Contract Header	Scales	0,00	% Indian Rupee Indian Rupee	0			
Level V Header • •	Discount % unit rate Contract Header Disc in RS unit rate Contract Header Header Level Disc Contract Header	Scales	0,00 0,00 0,00	% Indian Rupee Indian Rupee %	0 1 0			
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#### Close the pages and come back to the main page as displayed below:

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Overview   Service Map   Service Map								
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8100001465 DMM_RAMESH 18.04.2	2012 12:12:34 Two Envelope Bidding	9 Published	01.01.2018		No Bid Created	1		0

Welcome Mr. DSP Test Vendor 13 1999999943	Durgapur Steel Pl	ant e-Procuremer	nt Portal	Date: 2	one: INDIA 6.6.2012 <u>Help</u>   1:31:44 AM
Home RFx and Auctions Change Password Reports					
Overview   Service Map   Service Map					
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8100001465 DMM_RAMESH 18.04.2012 12:12:34 Two Envelope B	dding Published	<u>01.01.2018</u> 8200001529	Submitted 🕨	1 1	0

# Click on **refresh** button and notice the change in **response status.**

Response number has been generated and status is shown as submitted.