

# 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.

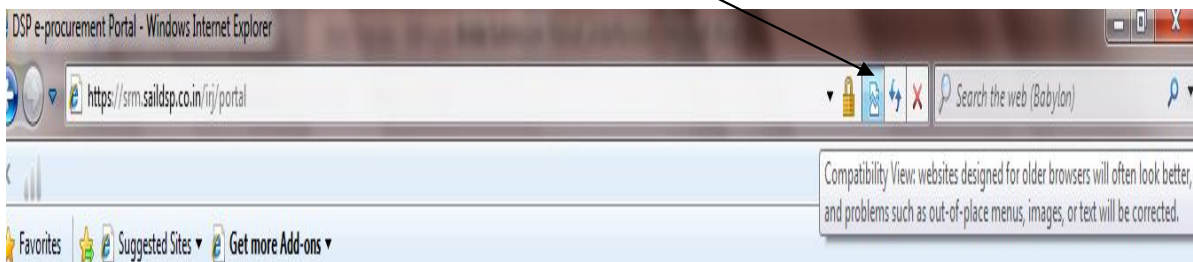
**Regards,**  
**DSP SRM Team**

## Part I - Login to SRM system

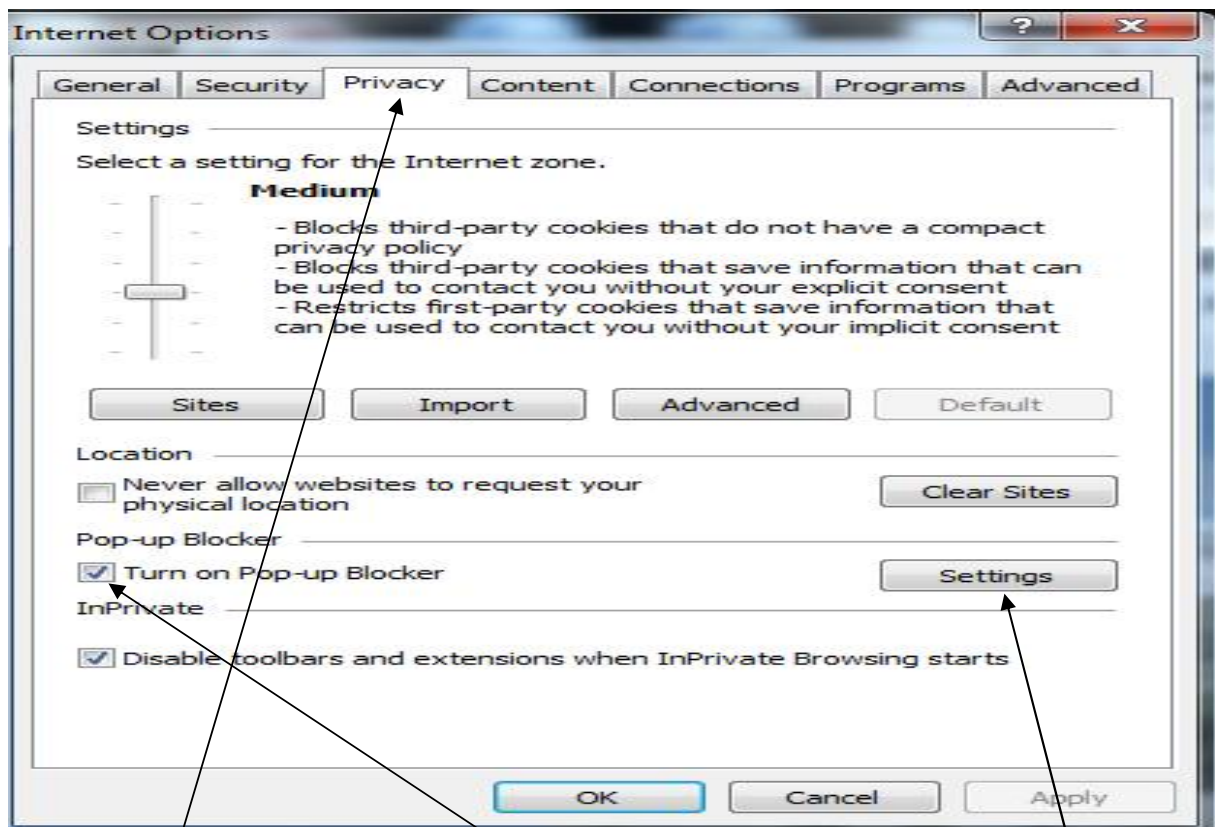
**Internet browser and browser settings:** SRM runs best on Internet Explorer version 6, 7, 8.02 or Google Chrome. For some versions of Internet Explorer (mainly 7 and above), vendor may come across an error message as stated below:

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

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

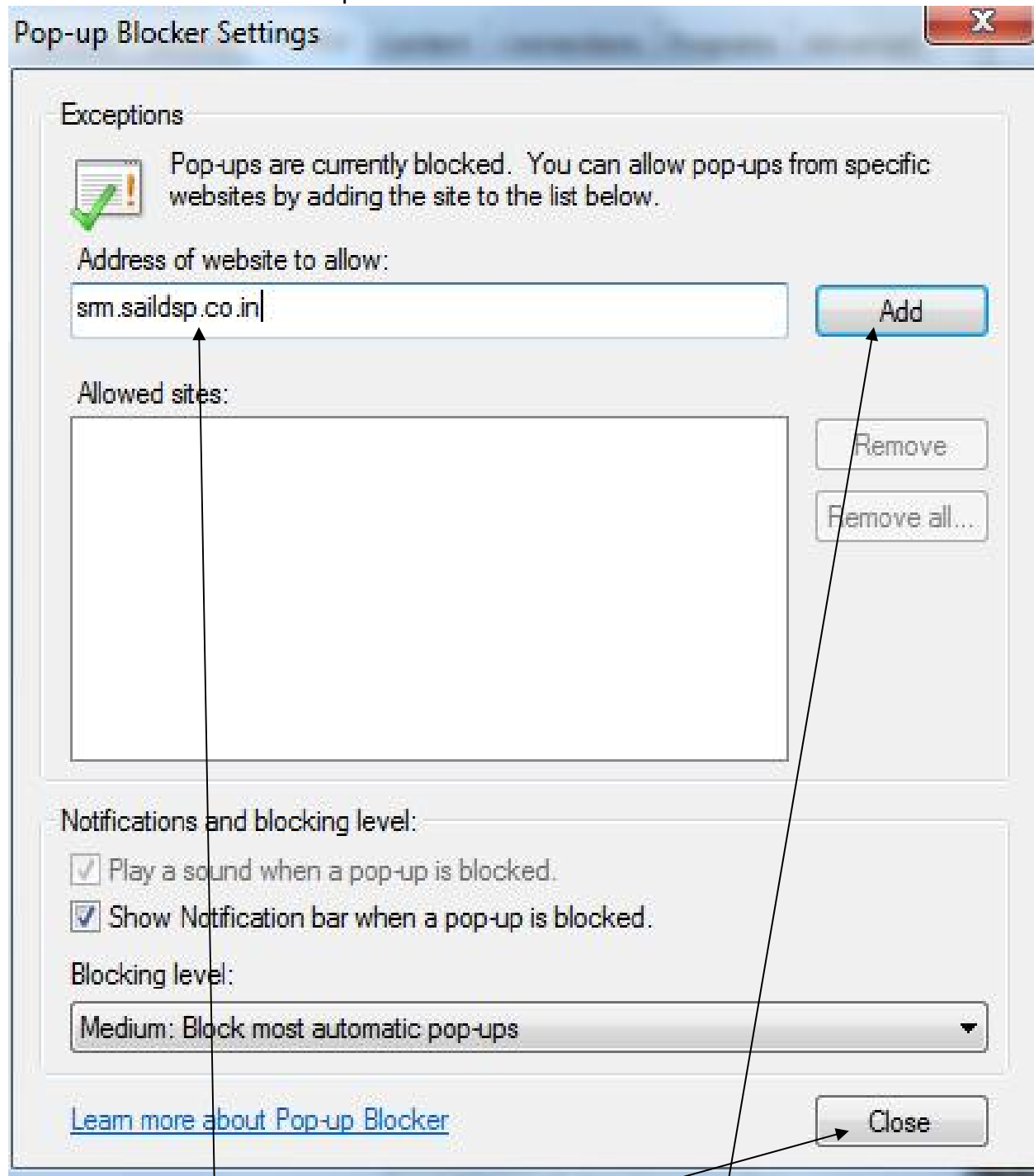


For both the browsers you need to enable pop-ups as shown in the screenshots below:



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

### **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 <http://www.microsoft.com/download/en/details.aspx?id=3>

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

The image shows the login interface of the SRM system. On the left, there is a blue header for "Alerts & Updates" containing a notice about training for vendors. To the right, there is a login form with two input fields labeled "User ID \*" and "Password \*". Below these fields is a blue "Login" button. Further down is a link that says "Forgot Password / Reset Password". Three arrows originate from the text below the form: one points to the "User ID \*" field, another points to the "Password \*" field, and a third points to the "Forgot Password / Reset Password" link.

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:

Welcome Mr. DSP Test Vendor 15 1999999985

Durgapur Steel Plant e-Procurement Portal

Time Zone: INDIA  
Date: 25.6.2012  
Time: 1:03:55 PM

Home | RFX and Auctions | Change Password | Reports

Overview | Service Map | Service Map

RFX and Auctions | History | Back | Forward

Active Queries

eRFXs All (9) Published (0) Ended (0) Completed (0)

eAuctions All (0) Published (0) Ended (0) Completed (0)

eRFXs - All


Show Quick Criteria Maintenance

View [Standard View] Create Response Display Event Display Response Print Preview Refresh Export Filter Settings

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
8100001485	DSRM_TEST 21.06.2012 10:40:30	Single Part Bid	Published		21.06.2012	8200001524	Submitted	1	1	0
8100001481	DMM_RAMESH 28.05.2012 13:23:40	Two Envelope Bidding	Published		28.06.2012	8200001518	Submitted	4	2	0
8100001485	DMM_RAMESH 18.04.2012 12:12:34	Two Envelope Bidding	Published		01.07.2018	8200001510	Submitted	1	2	0
8100001391	DMM_RAMESH 27.02.2012 08:20:22	Two Envelope Bidding	Published		27.02.2012	8200001423	Submitted	4	1	0
8100001343	D000885 03.03.2012 11:31:40	Two Envelope Bidding	Published		02.03.2012	8200001393	Submitted	1	4	0
8100001333	D001038 02.02.2012 18:08:18	Two Envelope Bidding	Published		29.02.2012	8200001394	Submitted	1	1	0
8100001332	D001038 02.02.2012 17:38:56	Two Envelope Bidding	Published		29.02.2012	8200001395	Submitted	1	1	0
8100001257	D000885 28.12.2011 12:01:57	Two Envelope Bidding	Published		24.01.2012	8200001336	Submitted	1	1	0
8100001253	D000885 26.12.2011 14:38:26	Single Part Bid	Published		24.01.2012	8200001337	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:

Welcome Mr. DSP Test Vendor 13 1999999983

 Durgapur Steel Plant e-Procurement Portal

Time Zone: INDIA  
Date: 25.6.2012  
Time: 2:43:14 PM

Home Rfx and Auctions Change Password Reports

Overview Service Map Service Map

Rfx and Auctions History Back For

Active Queries

eRfxs [All \(1\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eRfxs - All

▼ Hide Quick Criteria Maintenance [Change Query](#) [Define New Query](#) [Personalize](#)

Event Number:  To

Event Status:

My Responses From:

Smart Number:

Apply

View [Standard View] [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#) [Filter Setting](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
<a href="#">8100001465</a>	DMM_RAMECH 18.04.2012 12:12:34	Two Envelope Bidding	Published		01.01.2018		No Bid Created	1		0

**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** – R F x n u m b e r
- **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 [Change Query](#) [Define New Query](#) [Personalize](#)

Event Number:  To

Event Status:

My Responses From:

Smart Number:

View:        [Filter Settings](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
<a href="#">8100001465</a>	DMM_RAMESH 18.04.2012 12:12:34	Two Envelope Bidding	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** [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 INDIA Remaining Time: RFX Number 293 Days 03:35:17

RFX Owner: RFX Version Number: 1 RFX Version Type: Active Version

**RFX Information**

Basic Data | [Answer Questionnaire](#) | [Header Special Instructions and Attachments](#) | [Header Pricing Conditions](#) | [Payment](#) | [Synopsis](#) | [User-Specified Status](#)

Time Zone:

Submission Deadline: \*   Technical Bid Opening Date:

Opening Date:

Currency:



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

RFx Number: 8100001501 Smart Number: DMS\_RAMESH 10.08.2012 17:33:28 RFx Status: Published RFx Start Date: Submission Deadline: 31.05.2013 14:00:00 INDIA Remaining Time: RFx Number 293 Days 03:35:17

RFx Owner: RFx Version Number: 1 RFx Version Type: Active Version

[Close](#) [Print Preview](#) [Refresh](#) [Step1: Participate 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](#)

Time Zone: INDIA  
 Submission Deadline: 31.05.2013 14:00:00  
 Opening Date: 00:00:00  
 Currency: INR

Technical Bid Opening Date: 31.05.2013 14:05:00

[Close](#) [Print Preview](#) [Refresh](#) [Step1: Participate 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.

**RFx Information** | **Items-Enter basic price** | [Item Desc and Special Instructions](#)

▼ Item Overview

[Details](#) [Add Line](#) [Copy](#) [Paste](#) [Delete](#) Settings Filter

Line Number	Item Type	Option Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Number
1			20511201000633	LATERAL GUIDE.DWN:339.71.31.V73514	205			4	EA			0	0	1
2			20511201000654	TAIL LINK.DWN:3.39.71.30W.73599 H-6	205			8	EA			0	0	2
3			20511901001303	AXLE DIA:100.TOCB.DWN:339.71.30.7.13141A	205			15	EA			0	0	3

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

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

The screenshot shows the 'Items-Enter basic price' tab. Arrows indicate the following fields and sections:

- Details** button in the Item Overview section.
- Product ID** field in the Identification section.
- Description** field in the Identification section.
- Product Category** field in the Identification section.
- Required Quantity** field in the Currency, Values, and Pricing section.
- Delivery Date / Time** field in the Service and Delivery section.

Line Number	Item Type	Option Type	Product ID	Description	Lot	Product Category	Revision Level	Quantity	Unit	Currency	Delivery Date	Notes	Attachments	Internal Item Number
1			20511201000633	LATERAL GUIDE,DVN:339.71.31.V73514		205		4	EA			0	0	1
2			20511201000654	TAIL LINK,DVN:3.39.71.30W.73599 II-6		205		8	EA			0	0	2
3			20511901001303	AXLE,DIA:100,TOCB,DVN:339.71.30.7.13141A		205		15	EA			0	0	3

**Identification**

Product ID: 51010901700033  
Description: MONITOR,CARBON MONOXIDE,0-2000PPM  
Product Category: 510  
Lot: ☐

**Currency, Values, and Pricing**

Required Quantity: 3 each  
INR  
Not to Exceed Price: ☐  
Not Separately Priced: ☐

**Service and Delivery**

Delivery Date / Time: 31.01.2012 10:00:00

**Partners and Delivery Information**

Function	Number	Name
Requester		Service User Service User
Goods Recipient		Service User Service User
Ship-To Address		DSP Stores
Location		DSP Stores

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

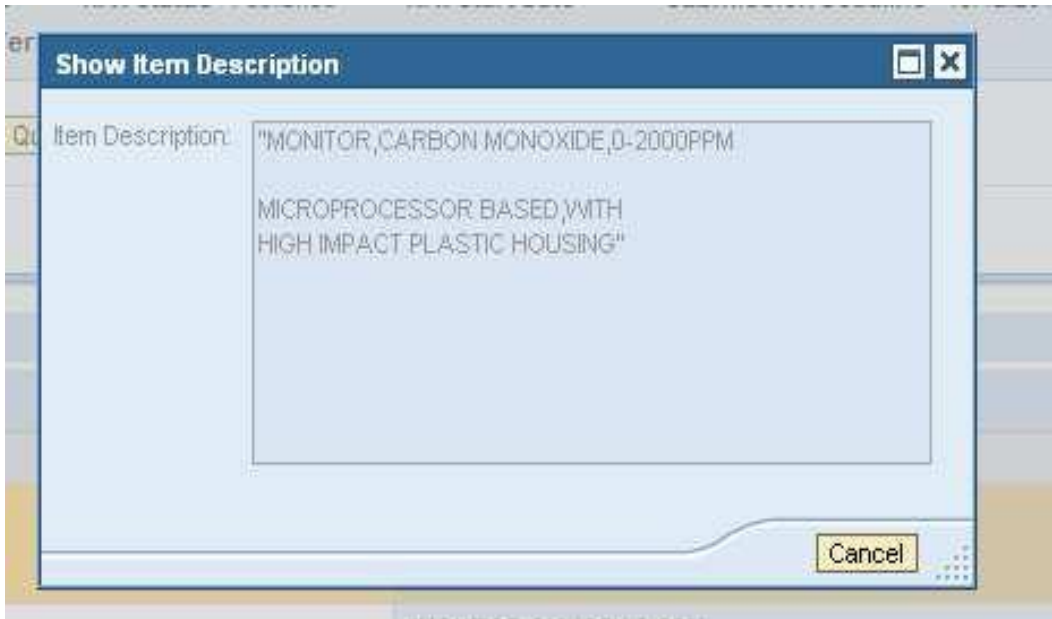
The screenshot shows the 'Item Desc and Special Instructions' tab. Arrows indicate the following elements:

- Item Description** link in the first row of the list.
- Item Description** link in the second row of the list.
- Item Description** link in the third row of the list.

Assigned To	Category	Text Preview
Item01 "LATERAL GUIDE,DVN:339.71.31.V73514"	Item Description	"LATERAL GUIDE,DVN:339.71.31.V73514 FOR DUMMY BAR GUIDE...
Item02 "TAIL LINK,DVN:3.39.71.30W.73599 II-6"	Item Description	"TAIL LINK,DVN:3.39.71.30W.73599 II-6 FOR SEMIFLEXIBLE D...
Item03 "AXLE,DIA:100,TOCB,DVN:339.71.30.7.13141A"	Item Description	"AXLE,DIA:100,TOCB,DVN:339.71.30.7.13141A DRAWING 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:



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 INDIA	Remaining Time	RFx Number 293 Days 03:32:16
RFx Owner		RFx Version Number	1	RFx Version Type	Active Version						

[Close](#)
[Print Preview](#)
[Refresh](#)
[Step1:Participate 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](#)

Time Zone: 
 Technical Bid Opening Date:

Submission Deadline: \*

Opening Date:

Currency:

[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.

**SAP mySAP PLM cFolders** Collaboration on the Web

**Folder EXTERNAL AREA** [Help](#)

Current Path: Collaboration > ... > EXTERNAL AREA

Folder

To save any changes made, click Save.

Name: EXTERNAL AREA

Subscribe: ☐

Authorization: Read

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Folder Contents		<a href="#">Copy</a>	<a href="#">Copy as Bookmark</a>	<a href="#">All</a>	<a href="#">None</a>
<a href="#">Name</a>	<a href="#">Current Version</a>	<a href="#">Status</a>	<a href="#">Changed by</a>	<a href="#">Changed on</a>	
<input type="checkbox"/> <a href="#">Attachments for RFX-PR[8100001465-4203010983]</a>			Service User Service User	18.04.2012 12:36:51	
<input type="checkbox"/> <a href="#">SBD</a>			Service User Service User	18.04.2012 12:26:24	

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

RFX Number 8100001502Smart Number DMM\_RAMESH 11.08.2012 10:50:18RFX Status PublishedRFX Start DateSubmission Deadline 31.08.2012 14:00:00 INDIARemaining Time RFX Number 20 Days 03:02:48

RFX OwnerRFX Version Number 1RFX Version Type Active Version

ClosePrint PreviewRefreshStep1: Participate in RFXRegret RFXStep2: Create ResponseQuestions And Answers ( 0 )

RFX InformationItems-Enter basic priceItem Desc and Special Instructions

Notes

AddClear

Assigned To	Category	Text Preview
Item01" LATERAL GUIDE,DWN:339.71.31.V/73514"	<a href="#">Item Description</a>	"LATERAL GUIDE,DWN:339.71.31.V/73514 FOR DUMMY BAR GUIDE...
Item02"TAIL LINK,DWN:3.39.71.30W.73599 11-6"	<a href="#">Item Description</a>	"TAIL LINK,DWN:3.39.71.30W.73599 11-6 FOR SEMIFLEXIBLE D...
Item03"AXLE,DIA:100,TOCB,DWN:339.71.30.7.13141A"	<a href="#">Item Description</a>	"AXLE,DIA:100,TOCB,DWN:339.71.30.7.13141A DRAWING NO ...

Attachments

Edit DescriptionVersioningDeleteCreate Qualification Profile

Assigned To	Category	Description	File Name	Version	Processor	Checked Out	Type	Size (KB)	Changed By	Changed On
The table does not contain any data										

Collaboration

CreateAssignDelete

Collaboration	Created on
<a href="#">Collaboration RFX 8100001502</a>	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.

The screenshot displays the 'Display RfX : 8100001501' page. At the top, a header bar contains the title and a 'Help' link. Below this, a metadata section lists details such as '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 INDIA', and 'Remaining Time: RfX Number 293 Days 03:00:57'. A secondary line shows 'RfX Owner', 'RfX Version Number: 1', and 'RfX Version Type: Active Version'. A toolbar below the metadata includes buttons for 'Close', 'Print Preview', 'Refresh', 'Step1: Participate in RfX', 'Regret RfX', 'Step2: Create Response', 'Questions And Answers ( 0 )', and 'Technical RfX'. The main content area is divided into tabs: 'RfX Information' (selected), 'Items-Enter basic price', and 'Item Desc and Special Instructions'. Under 'RfX Information', there are sub-tabs: 'Basic Data', 'Answer Questionnaire', 'Header Special Instructions and Attachments', 'Header Pricing Conditions', 'Payment', 'Synopsis', and 'User-Specified Status'. The 'Basic Data' sub-tab is active, showing fields for 'Time Zone: INDIA', 'Submission Deadline: \* 31.05.2013 14:00:00', 'Opening Date: 00:00:00', 'Currency: INR', and 'Technical Bid Opening Date: 31.05.2013 14:05:00'. A second toolbar at the bottom of the page repeats the same set of buttons as the first one. Two arrows originate from the text above: one points to the 'Step1: Participate in RfX' button in the top toolbar, and the other points to the 'Step2: Create Response' button in the bottom toolbar.

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 INDIA    Remaining Time: 293 Days 02:59:17    RFX Owner: D106271    Total Value: 0.00 INR

RFX Response Version Number: Active Version    RFX Version Number: 1

1 Attribute TECHNICAL DEVIATION is mandatory; maintain attribute value  
 1 Attribute PRICE VALIDITY is mandatory; maintain attribute value  
 1 Attribute PAYMENT TERM OPTION 1 is mandatory; maintain attribute value  
 1 Attribute INSURANCE AT OUR OWN COST, NOT REIMBURSABLE is mandatory; maintain attribute value  
 1 Attribute I HEREBY AGREE TO ALL THE CLAUSES OF SRM DECLARATION is mandatory; maintain attribute value

[Submit Bid](#) [Close](#) [Read Only](#) [Print Preview](#) [Check for Errors](#) [Save Bid](#) [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

**Basic Data** | Step I - Answer Questionnaire | Header: Special Instructions and CFolder | Header: Pricing Conditions | Payment

**Event Parameters**  
 Currency: Indian Rupee

**Pricing Arrangement**  
 Pricing Arrangement:   
 Ceiling Amount:   
**Service and Delivery**  
 Status and Statistics  
 Created on: 11.08.2012 11:00:44 INDIA  
 Created by: Mr. DSP TEST VENDOR 12 1999999982  
 Last Processed on: 11.08.2012 11:00:44 INDIA  
 Last Processed by: Mr. DSP TEST VENDOR 12 1999999982

[Submit Bid](#) [Close](#) [Read Only](#) [Print Preview](#) [Check for Errors](#) [Save Bid](#) [Questions And 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 are 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** [Help](#)

RFX Response Number: 8200001223   RFX Number: 8100001501   Status: In Process   Submission Deadline: 31.05.2013 14:00:00 INDIA   Remaining Time: 293 Days 02:59:17   RFX Owner: D106271   Total Value: 0,00 INR

RFX Response Version Number: Active Version   RFX Version Number: 1

! 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; maintain attribute value  
! Attribute I HEREBY AGREE TO ALL THE CLAUSES OF SRM DECLARATION is mandatory; maintain attribute value

[Submit Bid](#) [Close](#) [Read Only](#) [Print Preview](#) [Check for Errors](#) [Save Bid](#) [Questions And Answers \(0\)](#) [LCMC](#) [Technical RFX Response](#)

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

Basic Data   **Step I - Answer Questionnaire**   Header Special Instructions and CF codes   Header Pricing Conditions   Payment

Question	Reply	Comment
ORDER TO BE PLACED ON:	<input type="text"/>	<input type="text"/>
DISPATCH LOCATION: *	<input type="text"/>	<input type="text"/>
TECHNICAL DEVIATION: *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
INSURANCE AT OUR OWN COST, NOT REIMBURSABLE: *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
CENTRAL SALES TAX/W.B.VAT:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>
DELIVERY POINT:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>

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](#) [Forward](#)

Question	Reply	Comment
TECHNICAL DEVIATION (IF YES, PLEASE ENTER COMMENTS IN BIDDERS' REMARKS): *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
DISPATCH LOCATION: *	<input type="text"/>	<input type="text"/>
CENTRAL SALES TAX/W.B.VAT:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>
EXCISE DUTY/CVD:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>
ORDER TO BE PLACED ON:	<input type="text"/>	<input type="text"/>
DELIVERY POINT:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>
DELIVERY SCHEDULE IN DAYS: *	<input type="text"/>	<input type="text"/>
FREIGHT CHARGES:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>
PRICE VALIDITY:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>
I HEREBY AGREE TO ALL THE CLAUSES OF SRM DECLARATION FORM:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>
DISPATCH MODES:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>
PAYMENT TERM OPTION 1:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>
INSURANCE AT OUR OWN COST, NOT REIMBURSABLE: *	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

**Permitted Values for Attribute DMM\_RAMESH 20120419 21254**

EP Selection	Attribute Value	Short Descript.
<input type="checkbox"/>	1 - CST EXEMPTED, C FORM TO BE ISSUED	
<input type="checkbox"/>	2 - CST EXTRA IN FULL	
<input type="checkbox"/>	3 - CST EXTRA WITH C FORM	
<input type="checkbox"/>	4 - E 1 SALES, CST INCLUDED, C FORM REQUIRED	
<input type="checkbox"/>	5 - NOT APPLICABLE	
<input type="checkbox"/>	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 Deadline 31.05.2013 14:00:00 INDIA Remaining Time 293 Days 02:53:13 RFX Owner D106271 Total Value 0.00 INR

RFX Response Version Number Active Version RFX Version Number 1

Option selected for Question CENTRAL SALES TAX/W.B.VAT , Enter value in Condition type VAT

Line 1: '0' 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 RFX Response](#)

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

**Basic Data** **Step I - Answer Questionnaire** Tender Special Instructions and CFolder Header Pricing Conditions Payment

Question	Reply	Comment
ORDER TO BE PLACED ON:	<input type="text"/>	<input type="text"/>
DISPATCH LOCATION: *	<input type="text" value="Durgapur"/>	<input type="text"/>
TECHNICAL DEVIATION: *	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>
INSURANCE AT OUR OWN COST, NOT REIMBURSABLE: *	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
CENTRAL SALES TAX/W.B.VAT:	<a href="#">More Than One Answer Exists</a>	<input type="text"/>

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

**Create RFX Response**

RFX Response Number 8200001223 RFX Number 8100001501 Status In Process Submission Deadline 31.05.2013 14:00:00 INDIA Remaining Time 293 Days 02:50:22 RFX Owner D106271 Total Value 0.00 INR

RFX Response Version Number Active Version RFX Version Number 1

Option selected for Question CENTRAL SALES TAX/W.B.VAT , Enter value in Condition type VAT

[Submit Bid](#) [Close](#) [Read Only](#) [Print Preview](#) [Check for Errors](#) [Save Bid](#) [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

**Item Overview**

[Details](#) [Add Item](#) [Copy](#) [Paste](#) [Delete](#) [Calculate Value](#)

Line Number	Description	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Delivery Date	RFX / Response	RFX
1	LATERAL GUIDE,DVN:339.71.31.V/73514	Material	20511201000633	205	CCS EQP&SPRS	4	4	EA	1000	INR	On 30.04.2014	0/0	4/0
2	TAIL LINK,DVN:3.39.71.30W.73599 11-6	Material	20511201000654	205	CCS EQP&SPRS	8	8	EA	2000	INR	On 30.04.2014	0/0	4/0
3	AXLE,DIA:100,TOCB,DVN:339.71.30.7.13141A	Material	20511901001303	205	CCS EQP&SPRS	15	15	EA	300	INR	On 30.04.2014	0/0	2/0

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.

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

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		2.00	%	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		12.36	%	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			
*	MODVAT-ED Incl % Contract Header		0.00	%	0			
▼ Item 1 - 20210801000087 GEARBOX,HELICAL,RATIO:50:1,RATING:5KW								
*	Price(Contract/Bid)		1,000.00	Indian Rupee	1	SET		
*	Discount % unit rate		0.00	%	0			
*	Disc in RS unit rate		0.00	Indian Rupee	1	SET		
*	Header Level Disc		0.00	Indian Rupee	0			
*	Packing Charges in %		0.00	%	0			
*	Freight as %of basic		2.00	%	0			
*	Freight/Quantity		0.00	Indian Rupee	1	SET		
*	ED in Rs per Unit		0.00	Indian Rupee	0			
*	Excise Duty in %		12.36	%	0			

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 Rfx response** button as shown below:

**Create Rfx Response** [Help](#)

Rfx Response Number: 8200001223   Rfx Number: 8100001501   Status: In Process   Submission Deadline: 31.05.2013 14:00:00 INDIA   Remaining Time: 293 Days 02:44:53   Rfx Owner: D106271

Total Value: 20,000,00 INR   Rfx Response Version Number: Active Version   Rfx Version Number: 1

[Submit Bid](#) [Close](#) [Read Only](#) [Print Preview](#) [Check for Errors](#) [Save Bid](#) [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](#)

▼ Conditions Overview [Expand All](#) [Collapse All](#) [Filter](#) [Settings](#)

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		
*	MODVAT-ED Incl % Contract Header		0.00	%		0		

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

Launchpad Start URL

**SAP mySAP PLM cFolders** [Help](#) **Collaboration on the Web**

**Folder 1999999983**

Current Path: Collaboration > ... > ... > 1999999983

Folder

To save any changes made, click Save.

Name: 1999999983

Subscribe: ☐

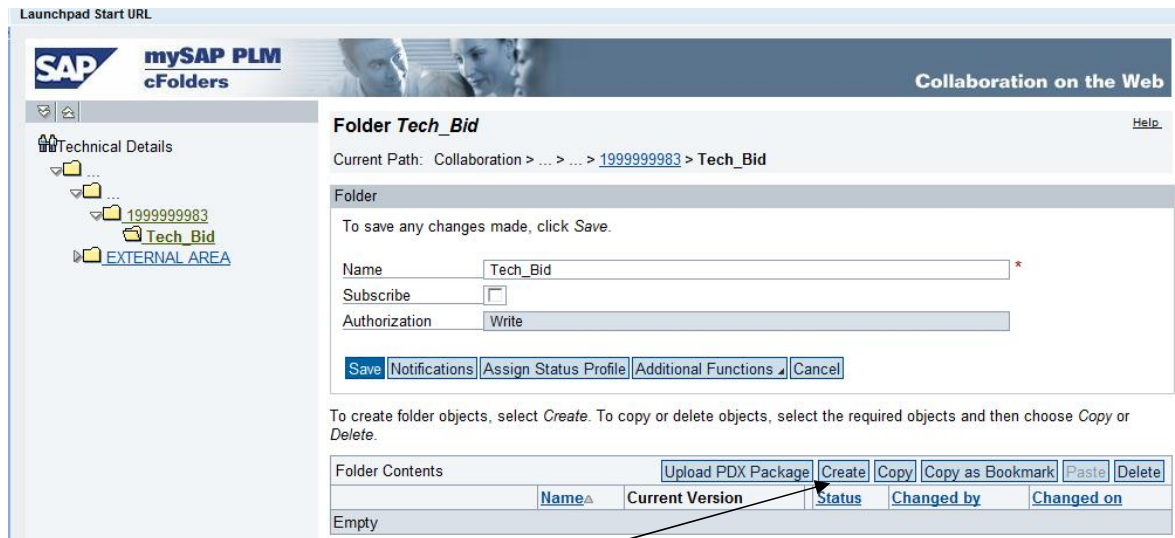
Authorization: Read

[Save](#) [Notifications](#) [Additional Functions](#) [Cancel](#)

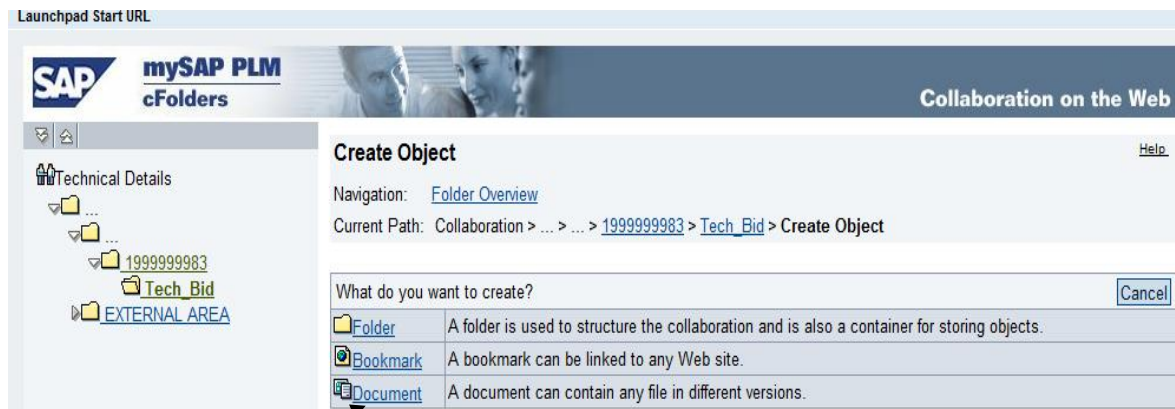
Choose an object to display the folder objects. To copy objects, select the required objects and then choose Copy.

Name	Current Version	Status	Changed by	Changed on
Tech_Bid			Service User Service User	25.06.2012 17:38:11

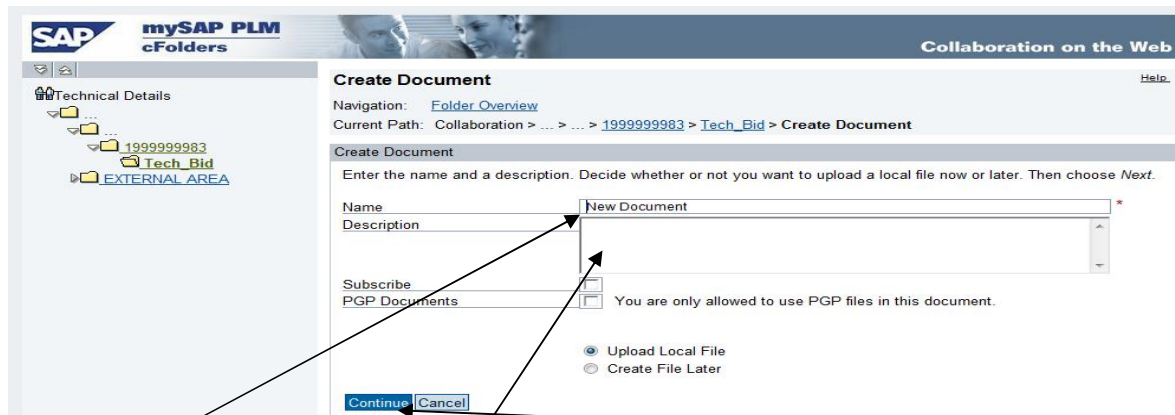
A folder is created against the vendor code of the vendor. **Tech bid** folder is available under the vendor code folder. Click on **tech bid** folder and the following screen will appear:



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



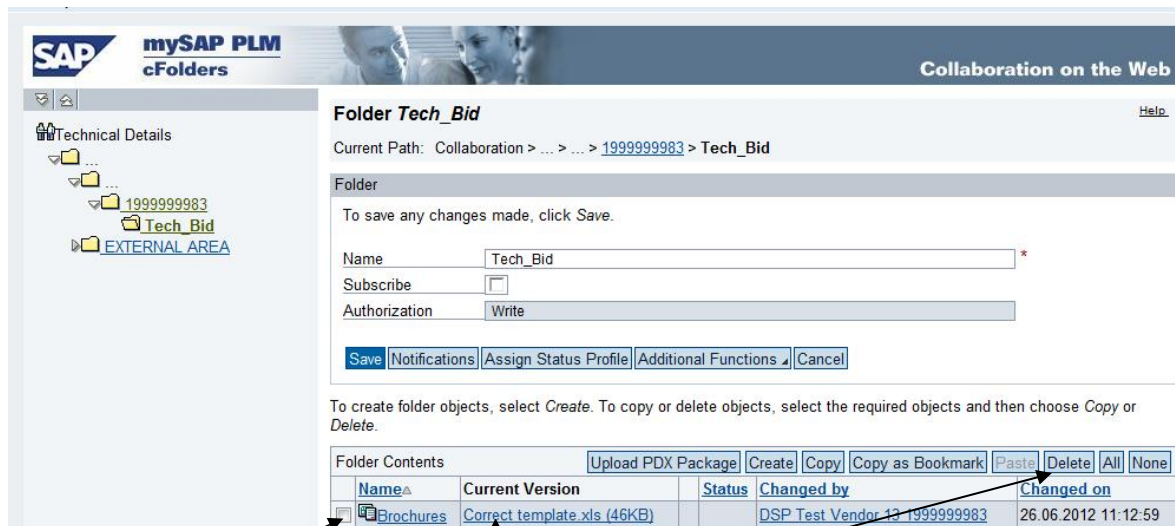
Click on **document** button. The following screen will open up:



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.

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**

RFX Number 8100001502 Smart Number DMM\_RAMESH 11.08.2012 10:50:18 RFX Status Published RFX Start Date Submission Deadline 31.08.2012 14:00:00 INDIA Remaining Time RFX Number 20 Days 03:02:48

RFX Owner RFX Version Number 1 RFX Version Type Active Version

Close Print Preview Refresh Step1 Participate in RFX Request RFX Step2 Create Response Questions And Answers (0)

RFX Information Items-Enter basic price **Item Desc and Special Instructions**

Notes

Add Clear Filter Settings

Assigned To	Category	Text Preview
Item01 "LATERAL GUIDE,DWN:339.71.31.V/73514"	<a href="#">Item Description</a>	"LATERAL GUIDE,DWN:339.71.31.V/73514 FOR DUMMY BAR GUIDE..."
Item02 "TAIL LINK,DWN:3.39.71.30W.73599 II-6"	<a href="#">Item Description</a>	"TAIL LINK,DWN:3.39.71.30W.73599 II-6 FOR SEMIFLEXIBLE D..."
Item03 "AXLE,DIA:100,TOCB,DWN:339.71.30.7.13141A"	<a href="#">Item Description</a>	"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
The table does not contain any data										

Collaboration

Create Assign Delete

Collaboration	Created on
<a href="#">Collaboration RFX 8100001502</a>	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 will give the following message:

**Create RFX Response**

RFX Response Number 8200001223 RFX Number 8100001501 Status In Process Submission Deadline 31.05.2013 14:00:00 INDIA Remaining Time 293 Days 02:44:53 RFX Owner D106271

Total Value 20,000.00 INR RFX Response Version Number Active Version RFX Version Number 1

Line 3: 'W' 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 RFX Response

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

Conditions Overview

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(Rupee 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		



**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:

**Display Response : 8200001223** [Help](#)

Rfx Response Number 8200001223 Rfx Number 8100001465 Status Submitted Submission Deadline 31.05.2013 14:00:00 INDIA Remaining Time 293 Days 02:39:06 Rfx Owner D106271

Total Value 20,000.00 INR Rfx Response Version Number Active Version Rfx Version Number 1

Line 3: '0' in the price field means that you are REGRETTING for the item

☒ Rfx response 8200001223 submitted


[Edit](#) [Close](#) [Print Preview](#) [Refresh](#) [Withdraw Bid](#) [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](#)

▼ Conditions Overview [Expand All](#) [Collapse All](#) [Filter](#) [Settings](#)

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		

Close the pages and come back to the main page as displayed below:

Welcome Mr. DSP Test Vendor 13 1999999983  **Durgapur Steel Plant e-Procurement Portal** [Time Zone: INDIA](#) [Date: 26.6.2012](#) [Time: 11:27:42 AM](#) [Help](#)

[Home](#) [Rfx and Auctions](#) [Change Password](#) [Reports](#)

[Overview](#) | [Service Map](#) | [Service Map](#)

**Rfx and Auctions** [History](#) [Back](#) [F](#)


**Active Queries**

eRfxs [All \(1\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

eAuctions [All \(0\)](#) [Published \(0\)](#) [Ended \(0\)](#) [Completed \(0\)](#)

**eRfxs - All** [Change Query](#) [Define New Query](#) [Personal](#)

▼ Hide Quick Criteria Maintenance

Event Number:  To  

Event Status:

My Responses From:

Smart Number:


[Apply](#)

[View](#) [Standard View](#) [Create Response](#) [Display Event](#) [Display Response](#) [Print Preview](#) [Refresh](#) [Export](#) [Filter](#) [Setting](#)

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
<a href="#">8100001465</a>	DMM_RAMESH 18.04.2012 12:12:34	Two Envelope Bidding	Published		01.01.2018		No Bid Created	1		0

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

Welcome Mr. DSP Test Vendor 13 1999999993

Durgapur Steel Plant e-Procurement Portal

Time Zone: INDIA  
Date: 26.6.2012  
Time: 11:31:44 AM

Home | RFX and Auctions | Change Password | Reports

Overview | Service Map | Service Map

RFX and Auctions

History Back

Active Queries

eRFXs

All (1) | Published (0) | Ended (0) | Completed (0)

eAuctions

All (0) | Published (0) | Ended (0) | Completed (0)

eRFXs - All

Hide Quick Criteria Maintenance

Change Query | Define New Query | Personal

Event Number:

8100001465

To

Event Status:

My Responses From:

Smart Number:

Apply

View [Standard View]

Create Response | Display Event | Display Response | Print Preview | Refresh | Export

Filter Setting

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A
<a href="#">8100001465</a>	DMM_RAMESH 18.04.2012 12:12:34	Two Envelope Bidding	Published		01.01.2018	<a href="#">8200001529</a>	Submitted	1	1	0

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