

To
The Vendor

Sir,

Durgapur Steel Plant is now issuing tenders in the Supplier Relationship Management System (SRM) in the portal <https://srm.saildsp.co.in>

The first process for getting registered on this website is to be submit a declaration form (Please refer to the next three pages). On receipt of completed correct form ,password for the live site (<https://srm.saildsp.co.in>) will be issued in the declared email id. Userid will be your 10 digit vendor code used in commercial transactions with DSP Materials Management Department.

PLEASE NOTE THE FOLLOWING :

1. PRINT THE DECLARATION FORM DIRECTLY ON YOUR COMPANY'S LETTER HEAD . (DO NOT RE-TYPE THE PAGES ON YOUR LETTER HEAD).
2. **IF YOU FIND THAT YOU ARE UNABLE TO FIT IN THE FORM IN YOUR LETTER HEAD**, PLEASE PRINT THE FORM ON A4 PAPER, SIGN AND STAMP ON EVERY PAGE. PLEASE THEN ATTACH A LETTER **PRINTED ON YOUR LETTERHEAD** STATING THE FOLLOWING :

TO
M/s DURGAPUR STEEL PLANT

WE HEREBY AGREE TO ABIDE BY ALL THE TERMS AS GIVEN IN THE ENCLOSURE ("UNDERTAKING & DECLARATION).

PLEASE PUT YOUR SIGNATURE AND COMPANY SEAL AT THE BOTTOM.

3. PLEASE **ATTACH A SELF –ATTESTED COPY OF YOUR PAN CARD** WHILE SUBMITTING THE COMPLETED FORM.
4. THE COMPLETED FORM HAS TO BE COURIERED TO THE FOLLOWING ADDRESS :

*SRM ADMINISTRATOR
PURCHASE DEPARTMENT,
3RD FLOOR, ISPAT BHAVAN
DURGAPUR STEEL PLANT
DURGAPUR – 713213*

5. IF YOU HAVE ANY QUERIES YOU CAN MAIL TO srmactivation@saildsp.co.in
6. PLEASE NOTE THAT SUBMISSION OF THE DECLARATION IS COMPULSORY FOR SRM TRANSACTIONS. THIS DOES NOT NECESSARILY IMPLY THAT YOU ARE REGISTERED WITH DSP.
7. **PLEASE GIVEN A SINGLE EMAIL ID FOR COMMUNICATION. DSP WILL BEAR NO RESPONSIBILITY IF YOU ARE NOT USING THE EMAIL ID DECLARED IN THIS FORM.**

REGARDS

DSP SRM TEAM

UNDERTAKING & DECLARATION

To
M/s Durgapur Steel Plant
Steel Authority of India Limited

From :
Supplier Name :
SAIL DSP Supplier Code

We, a Supplier to SAIL Durgapur Steel Plant (DSP) having Supplier Code _____ do hereby declare that we understand the SUPPLIER RELATIONSHIP MANAGEMENT (SRM) of SAIL, DSP and undertake to abide by and honour the following terms and conditions :

1. The following terms used herein mean :
 - a) Company : M/s Steel Authority of India Limited, DSP
 - b) SRM : Supplier Relation Management - a web-based on-line platform developed by SAP, Germany and customized for DSP (presently having the URL address - <https://srm.saildsp.co.in>) using https transmission and requiring authentication based on userid and password .
2. The Company has provided us thorough demonstration of all features of SRM and we are now thoroughly familiar and well-conversant with SRM and are capable of interacting with the Company through SRM in all operations/features provided for in SRM.
3. On submission of this declaration, we will be provided a preliminary password to enable a preliminary log-in for changing and activating our own confidential password with which we will get a full log-in to SRM for use of its features, and we will be exclusively responsible for maintaining confidentiality of our password.
4. We shall be bound by the quotations which we shall submit only through the forms designed and made available at SRM by the Company. However, if we desire to edit our quotation, it will be open for us to do so at any point of time till the last date and time for submission of bids, and the last edited quotation submitted by us shall be considered as valid for opening and subsequent consideration by the Company.
5. The quotations will be opened on-line by the Company on the scheduled date and time, either as originally stipulated in the tender enquiry or as subsequently extended or

rescheduled by the Company at its sole discretion and posted on SRM, and on such opening, the relevant information regarding the opened quotations of all tenderers will be available for viewing.

6. All communications made to us by the Company to our e-mail id shall be deemed to have been received by us on the date and time of posting the same on SRM as recorded/displayed therein and no acknowledgement of the same will be required to be given. All communications made by us to the Company on SRM shall be deemed to have been received by the Company as per the status of date and time of receipt thereof displayed in SRM, failing which we will be required to re-send such communication or seek an acknowledgement from the Company but if the Company does not give such acknowledgement, it will stand finally concluded that such communication was not received by the Company and we would have to send a fresh communication.
7. The effective and binding date of our knowledge of all such information/ communications will be the date and time of posting of the same on SRM as recorded/displayed therein, and not the subsequent date or time of receipt of any e-mail by us regarding the same. We shall regularly log-in to SRM in our own interest to become aware in time of tender enquiries or any other information/communications that may be addressed to us by the Company by posting on SRM, and we shall never raise any dispute or make any claim for non- receipt or delayed receipt of any such information/communications.
8. All e-mails with or without attachments sent to us at our aforesaid e-mail id will be deemed to have been received by us on the date and time when the same are shown to have been received by us in the SRM of the Company. It will be our own responsibility to have the necessary capability to open and peruse the attachments that may be sent in the e-mails.
9. All communications and interactions between us and the Company whether on SRM or by e-mail shall be deemed to have taken place entirely and exclusively at the premises of Administrative Block, Durgapur Steel Plant, Durgapur – 713203.
10. We are satisfied with the security procedures in the SRM for storage of all the data and information submitted by us in the Company's servers, and we shall not claim any damage or compensation from the Company on account of any loss or damage that may be caused to us on account of actual or alleged breach of any security procedure relating to leakage or disclosure or any personal or sensitive data or information pertaining to us.
11. We are aware that problems related to bandwidth, connectivity, etc. are beyond the control of the Company for which the Company will in no event be responsible.

12. All the terms and conditions of the on-line tender enquiries issued to us, on-line quotations submitted by us, all communications between us and the Company including on our e-mail id, through the SRM, will be fully binding on us as well as the Company as if the same had been done on paper with the signatures and stamp of the authorized signatories of both parties.
13. We undertake that we will never raise any dispute disowning any quotation/information/communication submitted by us on SRM and that the electronic form evidence available in the computer resources of the Company will also be fully binding on us.
14. We are aware of the Privacy Policy of the Company available on its web-site and we agree to abide by the same.
15. This declaration, which has been given voluntarily, will remain final and binding on us and will enure in respect of all pre- and post-contractual interactions between us and the Company in respect of all tender enquiries that may be issued to us on SRM, and no separate declaration will be required for any individual tender enquiry.
16. We further declare that should the Company so require, we shall submit any further/supplementary declaration(s) that may be required, and the same shall be in continuation of all our earlier declarations.
17. We declare our PAN No. and E-mail id to be as under :
 PAN No.
 E-mail id :

Date :

Place :

Authorized Signatory

Name :

For :

(Name of the Firm)

Seal of the Firm :