



**User Manual for SRM  
(Initial version)  
PRAGATI**

**TATA  
CONSULTANCY  
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**SAIL-ISP  
SAP-ERP Implementation**

**PRAGATI**

**Bidder User Manual for  
Supplier Relation Management  
(Initial Version)**





**User Manual for SRM**  
**(Initial version)**  
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**Document Notice**

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(Initial version)  
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**Document Release Note**

**Customer: Steel Authority of India Limited- IISCO Steel Plant (SAIL-ISP)**

**Project: SAP-ERP Implementation**

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Name	Version No.	Author	Description
Bidder User Manual for SRM	Initial Version	TCS Functional Consultants	User Manual for SRM Application

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**Approved by:**

**Date:**



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## 1 Introduction

This document covers the end to end process of vendor registration process for following procurement scenarios:

- Supplier Self Registration
- Vendor Registration – Open / Global Tender
- Bidder Bidding Process

## 2 Supplier Self Registration

Supplier self-registration process consists below mentioned major heads

- B1 form submission
- B2 form submission
- Registration Form status check
- Forget Application ID

### 2.1 B1 Form Submission

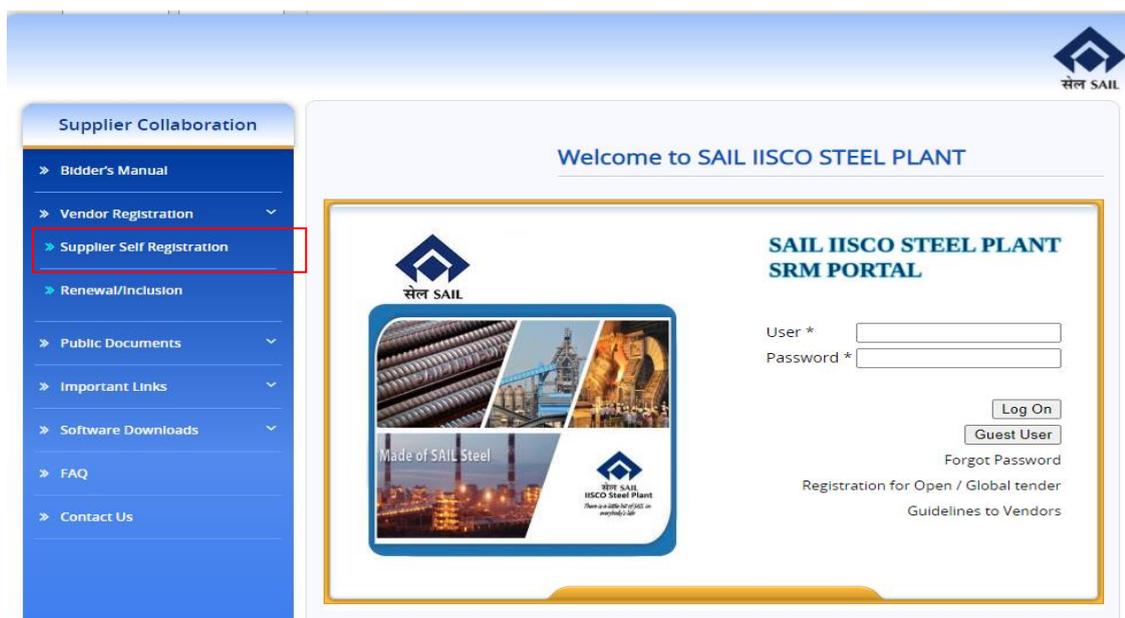
SRM system is accessed over SRM Portal.

Link:

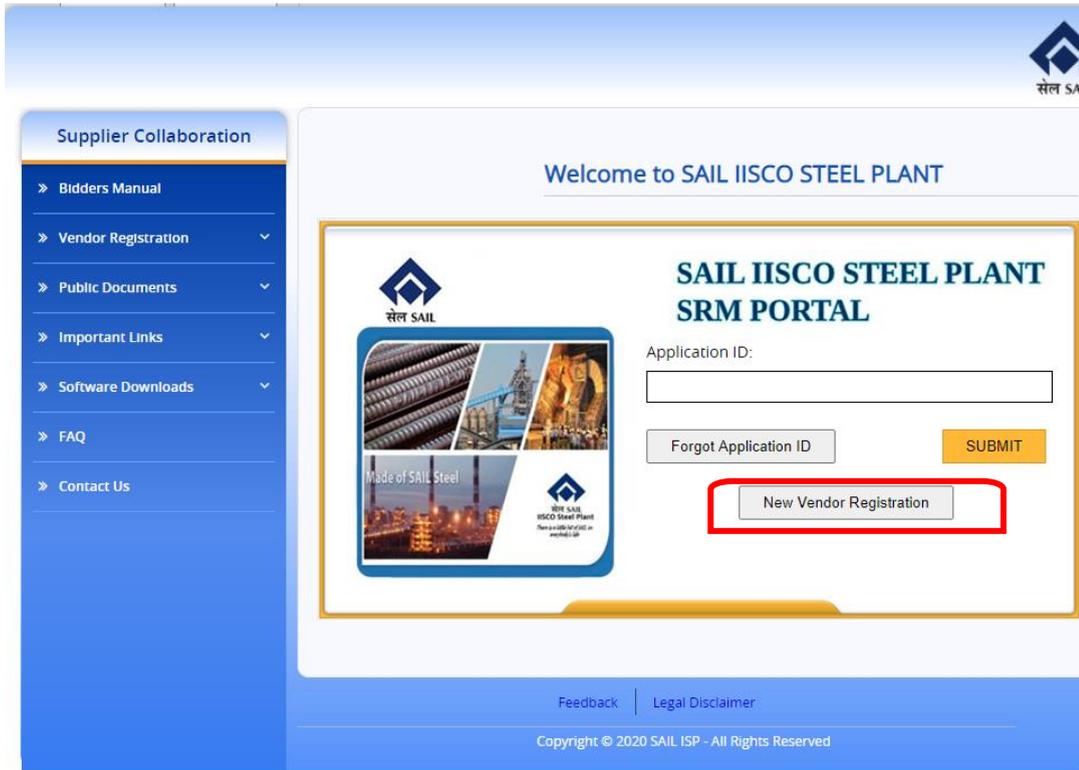
<https://srm.sailisp.co.in/irj/go/km/docs/documents/Sail1/index.html>

Home screen for ISP SRM appears by accessing the aforesaid link.

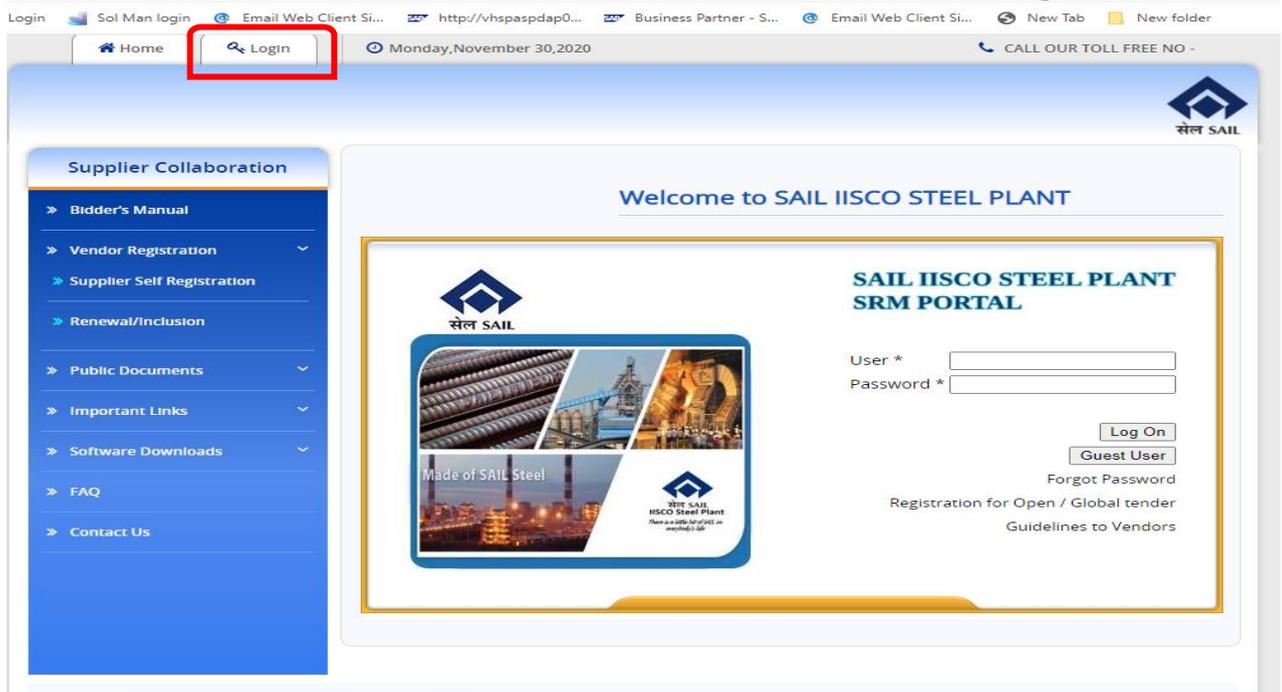
- For Supplier Self-Registration – If you are a supplier / bidder and you do not have any log on credential, then you have to click on Vendor Registration and then click on Supplier Self -Registration link.



- click on New Vendor Registration Link.

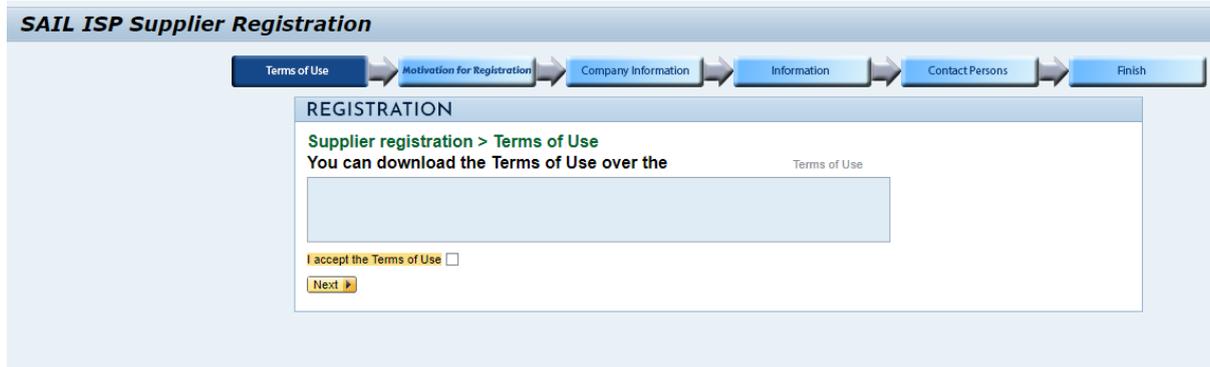


- If you have valid logon credential, you can log on the system by putting User ID and Password in the field otherwise follow the below mentioned steps.



Term of Use:

You must read the Terms of Use before you proceed. If you agree and ready to accept then, check on checkbox.



**SAIL ISP Supplier Registration**

Progress bar: Terms of Use (active), Motivation for Registration, Company Information, Information, Contact Persons, Finish

**REGISTRATION**

Supplier registration > Terms of Use

You can download the Terms of Use over the [Terms of Use](#)

I accept the Terms of Use

[Next](#)

Click on Next Button.



Progress bar: Terms of Use, Motivation for Registration (active), Company Information, Information, Contact Persons, Finish

**REGISTRATION**

Supplier registration > Terms of Use

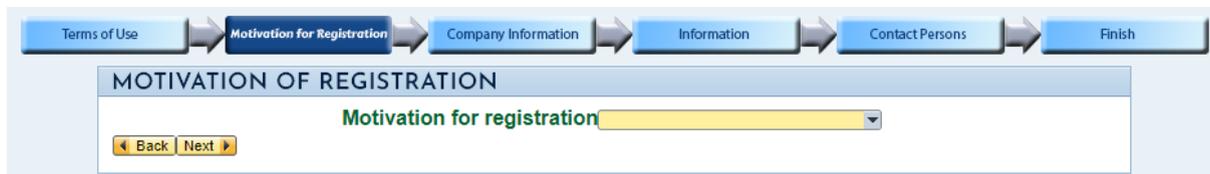
You can download the Terms of Use over the [Terms of Use](#)

I accept the Terms of Use

[Next](#)

Motivation of registration: Choose most appropriate option suitable to you from the dropdown list.

- SAIL Employee
- SAIL Tender Website
- Own Initiative
- Central Public Procurement Portal
- Other



Progress bar: Terms of Use, Motivation for Registration (active), Company Information, Information, Contact Persons, Finish

**MOTIVATION OF REGISTRATION**

Motivation for registration

[Back](#) [Next](#)



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Click on Next Button.

You will be moved to next tab Company Information. Bidder needs to fill all the mandatory field (all mandatory field marked \*).

**General Data:**

Fill up the details in this section.

**CompanyName:** Put the company name here.

**Registered Office Address:** You have to put details regarding your registered office details.

**Correspondence Address:** If your correspondence is different than Registered Office address, then you have to fill up details else click on the check box of Same as Registered Office Address.

**Country:** If country is India, then choose India else choose others.

**Region:** If Country is India, then choose Region.

**City:** Put your city here.

**Address1:** Put your address here.

**Address2:** Put rest of the address here.

**PostalCode:** Put your postal code here.

**Phone:** Put your STD code and phone number.

**Fax No:** Put your fax number here

**Email ID:** Put your email id where we can communicate you.

GENERAL DATA			
Company Name * Adhikaris			
		Registered Office Address	
Country *	India	Phone *	+91 9674124555
Region *	GOA	Fax No *	+91 9674124555
City *	GOA	Email ID *	anirbankundu009@gmail....
Address 1 *	GOA	Website	
Address 2 *	GOA		
Postal Code *	700156	Correspondence Address	
		<input checked="" type="checkbox"/> Same as Registered Office Address	
Country *	India	Phone *	+91 9674124555
Region *	30	Fax No *	+91 9674124555
City *	GOA	Email ID *	anirbankundu009@gmail....
Address 1 *	GOA		
Address 2 *	GOA		
Postal Code *	700156		

**Contact Person Details:** Fill up the details of the contact person. If your communication details are same as registered Office Address, then click on the check box of Same as Registered Office Address else put the details.



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**PERSONAL DATA > CONTACT PERSON**

<b>Title :</b> * <input type="text" value="MR"/>	<input type="checkbox"/> Same as Correspondence Address
<b>First Name :</b> * <input type="text" value="Suvashis"/>	<b>Mobile No *</b> <input type="text" value="9674124555"/>
<b>Last Name :</b> * <input type="text" value="Adhikari"/>	<b>FAX No *</b> <input type="text" value="9674124555"/>
<b>Position :</b> <input type="text" value="Owner"/>	
<b>Department :</b> <input type="text" value="CEO"/>	

**Technical Data:**

**Manufacturer / Service Vendor:** Choose any one of them. You cannot choose both.

**Class of Registration & Category of Registration:** If you choose **Service Vendor** above, then these field will be enabled. Choose the appropriate option suitable to you.

**Material / Service Group:** If you choose **Manufacturer** above, then these field will be enabled. Choose the appropriate option suitable to you.

**Constitution of the Firm:** Choose the appropriate option suitable to you.

- Public Limited Company
- Private Limited Company Partnership
- Sole Proprietorship
- Partnership Firm
- One Person Company
- Limited Liability Partnership
- Section 8 Company

**If limited companies:** If your company is a limited company, then choose yes else no.

**Are you authorised to use ISI Mark:** Choose the appropriate option suitable to you.

If Yes, attach attested copies of the authorization for each item.

**Are you ISO accredited:** Choose the appropriate option suitable to you. If Yes, attach attested copies of Certificate.

**Are you an MSME unit:** Choose the appropriate option suitable to you. If Yes, these fields are mandatory.

- SSI Certificate No: (Attachment mandatory if selected)
- NSIC Certificate No: (Attachment mandatory if selected)
- Acknowledgement to Entrepreneur’s Memorandum No: (Attachment mandatory if selected)
- Udyog Aadhaar Number: (Attachment mandatory if selected)

**If authorized dealer/trader:** Give name of items with which you are dealing (with name of the Manufacturer)

**PAN Number:** Put your details here. Attachment is mandatory.

**GSTIN No.:** Put your details here. Attachment is mandatory.

**CST Registration No:** Put your details here. Attachment is mandatory.

**ST/VAT Registration No:** Put your details here. Attachment is mandatory.

**Excise Control Code:** Put your details here. Attachment is mandatory.



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**Trade License No:** Put your details here. Attachment is mandatory.

**Service Tax registration No:** Put your details here. Attachment is mandatory.

TECHNICAL DATA													
Service Vendor * <input type="checkbox"/>	Material Vendor * <input checked="" type="checkbox"/>												
Category of Registration <input type="text"/>													
Class of Registration <input type="text"/>													
Material Group * <input type="text" value="BLOOM INTERNAL"/> <input type="text" value="0062"/>													
<table border="1"> <tr><td>materialgrp</td><td><input type="button" value="X"/></td></tr> <tr><td><b>BILLET INTERNAL</b></td><td></td></tr> <tr><td>BLOOM INTERNAL</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> </table>	materialgrp	<input type="button" value="X"/>	<b>BILLET INTERNAL</b>		BLOOM INTERNAL								
materialgrp	<input type="button" value="X"/>												
<b>BILLET INTERNAL</b>													
BLOOM INTERNAL													
<input type="button" value="Delete Row"/>													
Constitution of Firm * <input type="text" value="Public LTD Company"/>													
If limited companies * <input type="text" value="Yes"/>													
Are You Authorized to Use ISI mark * <input type="text" value="No"/>													
Are You ISO Accredited * <input type="text" value="Yes"/>													
Are You MSME Unit * <input type="text" value="No"/>													
Are You Registered in SAIL * <input type="text" value="No"/>													
Details of Trading Items													
Pan Card Number * <input type="text" value="ATOPA6633P"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <small>View Pancard</small>												
GSTIN Number * <input type="text" value="19AAACS7062F6Z6"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> <small>View GSTIN</small>												
CST Registration Number <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												
Acknowledgement to EM part II : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												
Udyog Aadhar Number : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												
SSI Certificate No : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												
NSIC Certificate No. : <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												
ST / VAT Registration Number <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												
Excise Control Code <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												
Trade Liscense Number <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												
Service Tax Registration Number <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												
GeM Seller ID <input type="text"/>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>												

If 'Are you ISO Accredited' is Yes new section will appear in B1 form. Please declare your certifications here and upload them afterwards.

- ISO 9001 (Attachment mandatory if selected)
- ISO 14001 (Attachment mandatory if selected)
- ISO/TS 16949 (Attachment mandatory if selected)
- VDA 6.4 (Attachment mandatory if selected)
- ISO 27001 (Attachment mandatory if selected)
- ISO 50001 (Attachment mandatory if selected)

ISO CERTIFICATION	
<b>Please declare your certifications here and upload them afterwards.</b>	
<input type="checkbox"/> ISO 9001 <input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/> ISO 14001 <input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> ISO / TS 16949 <input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/> VDA 6.4 <input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> ISO 27001 <input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/> ISO 50001 <input type="button" value="Choose File"/> No file chosen
<input type="checkbox"/> Others <input type="button" value="Choose File"/> No file chosen	
<input type="button" value="Back"/> <input type="button" value="Next"/>	



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Click on Next Button.

You will be moved to next tab Information.

**Name of your Banker:** Bidder have to provide his / her bank name

**Address of your banker:** Bidder have to provide his / her bank address

**Account Number:** Bidder have to provide his / her bank account number

**IFSC Code:** Bidder have to provide his / her bank IFSC code

**MICR Code:** Bidder have to provide his / her bank MICR code

**Upload Bank Mandate:** Bidder have to upload his / her bank upload

**Upload Cancelled Cheque:** Bidder have to upload cancelled check

**Turn Over Details:** Bidder have to provide last 3 years turn over details.

Click on Next Button.

You will be moved to next tab Other Customer.

**Customer Name:** Bidder will provide reference major customer whom he works for.

Click on Finish Button.

Successful completion of aforesaid process will provide Registration Number and mail will trigger in your registered mail id.



- If you have already applied for registration and want to know your status then, put your application ID and Submit. You will get the details.



## 2.2 B2 Form Submission

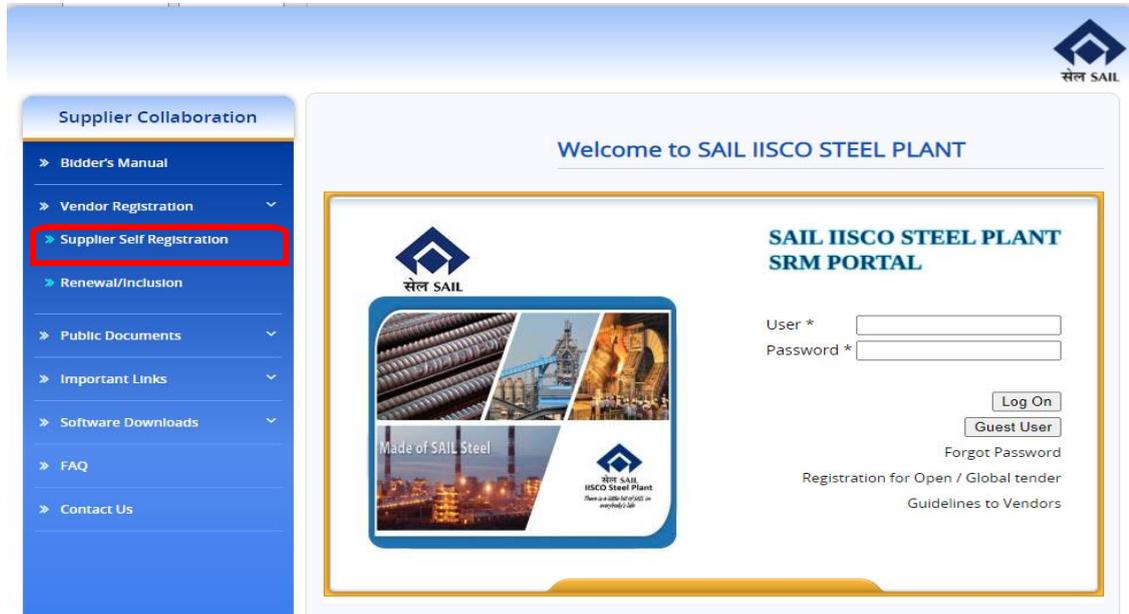
Once registered B1 Form got approved by ISP, bidder can enter details for B2 form. SRM system is accessed over SRM Portal.

Link:

<https://srm.sailisp.co.in/irj/go/km/docs/documents/Sail1/login.html>

Home screen for ISP SRM appears by accessing the aforesaid link.

- Click on Vendor Registration followed by click on Supplier Self Registration link

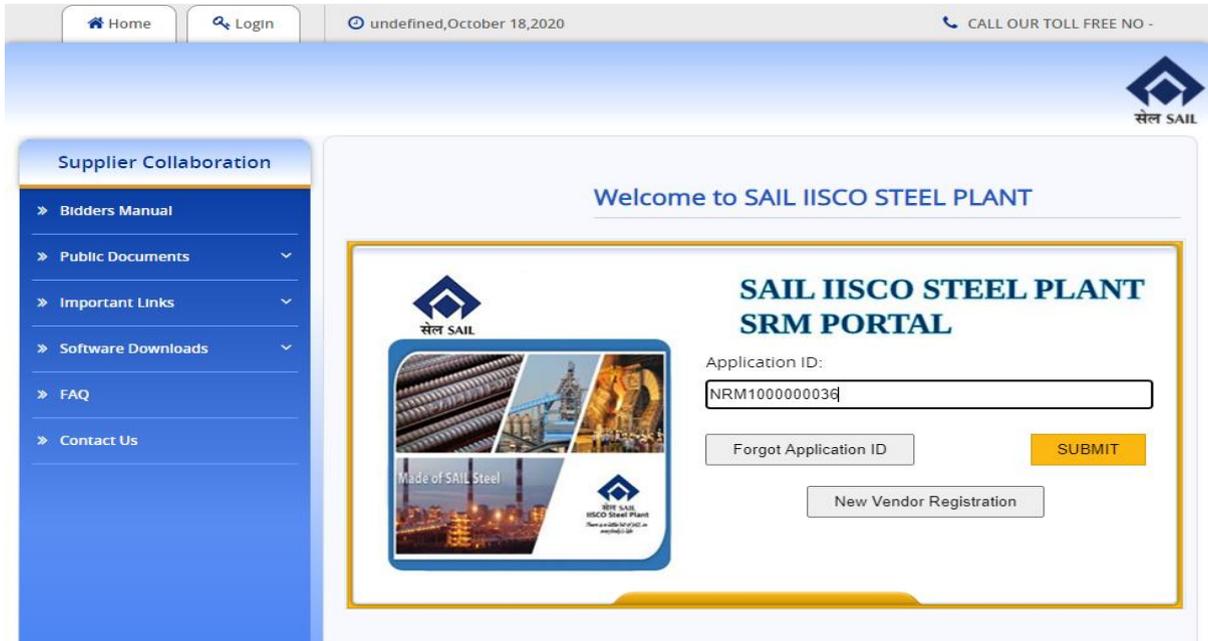


You will get this screen.

- If you have valid logon credential, you can log on the system by putting User ID and Password in the field.
- For Supplier Self-Registration – If you are a supplier / bidder and you do not have any log on credential, then you have to click on Supplier Self -Registration link.

You will reach this page.

- If you have already applied for registration and want to know your status then, put you're your application ID and Submit. You will get the details.
- If you are a first-time user, then click on New Vendor Registration Link.



Bidder have to provide his / her application id from his registered email or bidder can use Forget Application ID (For detailed Forget Application ID please navigate from content).

Click on submit.

You will be moved to new page where you can get link for **“Complete Vendor Registration part II”**. By accessing the link bidder can enter data in B2 form





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**Click on Complete Vendor Registration part II**

You will be moved Vendor registration part II. In this application bidder can view his preselected data which has already been filled up by bidder. All this prepopulated information will appear in non-editable mode end of which bidder will have a option for part II registration.

**Vendor Registration Part II**

Progress bar: Terms of Use → Motivation for Registration → Company Information → Information → Contact Persons → B2 Form → Finish

**Registration**  
Supplier registration > Terms of Use  
You can download the Terms of Use over the [Terms of Use]  
 Accept the Terms of Use  
[Next](#)

**Motivation of Registration**  
Motivation for registration: Own Initiative  
[Back](#) [Next](#)

**BILLET IN**

Are you authorised to use ISI Mark * If authorized dealer/trader Give details of trading items *	<input type="text" value="No"/>	Are you ISO accredited * Registered in other SAIL Unit *	<input type="text" value="Yes"/>
Are you a MSME Unit * If limited companies *	<input type="text" value="No"/>	Constitution of Firm *	<input type="text" value="Public Limited Company"/>
Pan Card Number *	<input type="text" value="ATOPA6633P"/>	GSTIN Number *	<input type="text" value="19AAACS7062F6Z6"/>
CST Registration Number	<input type="text"/>	Acknowledgement to EM part II :	<input type="text"/>
Udyog Adhar Number :	<input type="text"/>	SSI Certificate No :	<input type="text"/>
NSIC Certificate No. :	<input type="text"/>	ST / VAT Registration Number	<input type="text"/>
Excise Control Code	<input type="text"/>	Trade Liscense Number	<input type="text"/>
Service Tax Registration Number	<input type="text"/>		

**QM & Environment**  
Please declare your certifications here and upload them afterwards.  
 ISO 9001     ISO 14001     ISO / TS 16949  
 VDA 6.4     ISO 27001     ISO 50001

**Financial Position**

Name of Your Banker *	<input type="text" value="HDFC"/>	Turn Over Details *	
Address of Your Banker *	<input type="text" value="Saltlake"/>	Last Year	<input type="text" value="2019"/> <input type="text" value="INR 2323423423423"/>
Account Number *	<input type="text" value="123456789"/>	2nd Last Year	<input type="text" value="2018"/> <input type="text" value="INR 423423423423"/>
IFSC Code *	<input type="text" value="HDFC0001041"/>	3rd Last Year	<input type="text" value="2017"/> <input type="text" value="INR 4234342343454"/>
MICR Code *	<input type="text" value="12345678998"/>		

**References of your major Customer**

Customer Name : \*    1.     2.     3.     4.

[Back](#)    [Proceed to Vendor Registration B2](#)

**Click on "Proceed to Vendor Registration B2"**

You will be moved to next tab named B2 Form.

**Supply Capacity (Unit/Month):** Bidder have to provide item wise capacity

**Technical Facility:** Bidder have to provide capacity, description, make and remarks

**Processing Fee**

Fill up the details in this section.

**Bank Name:** Bidder have to provide bank name for submitted Demand Draft

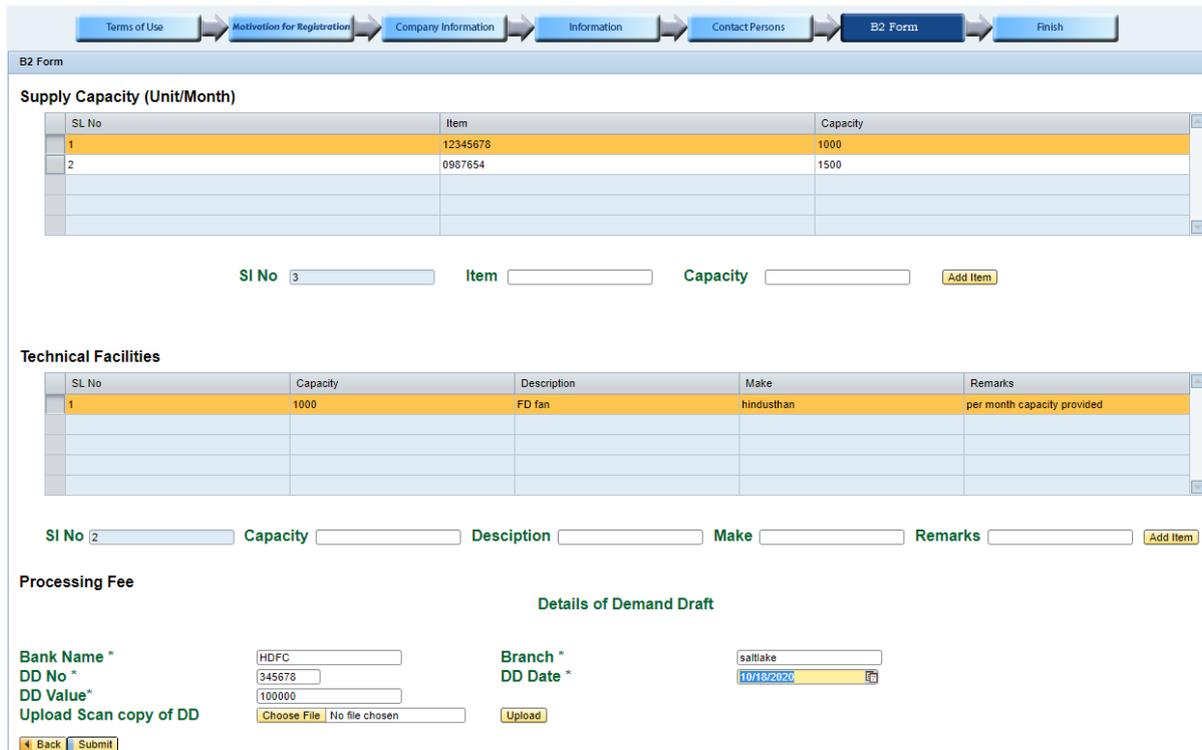
**DD Number:** Bidder have to provide Demand Draft Number

**DD Amount:** Bidder have to provide Demand Draft Amount

**Upload Scan copy of DD:** Bidder have to provide scan copy of provided Demand Draft

**Branch:** Bidder have to provide brunch name for submitted Demand Draft

**DD Date:** Bidder have to provide date of submitted Demand Draft



Click on Submit.

You will be moved to next page with successful registration message. If any error persists you bidder will not able to submit the form without correcting the same.



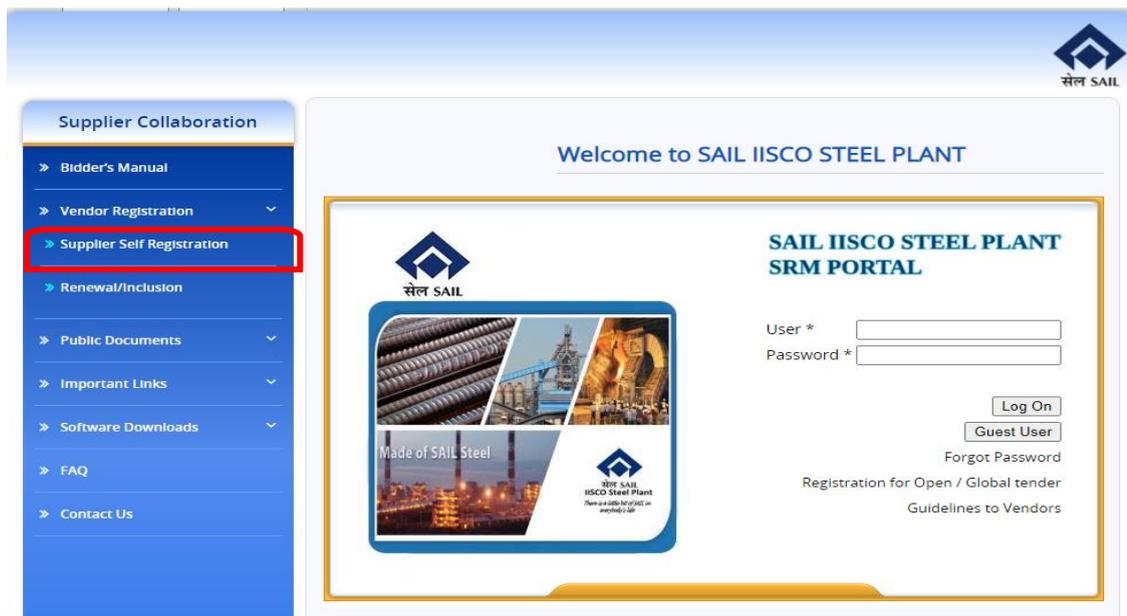
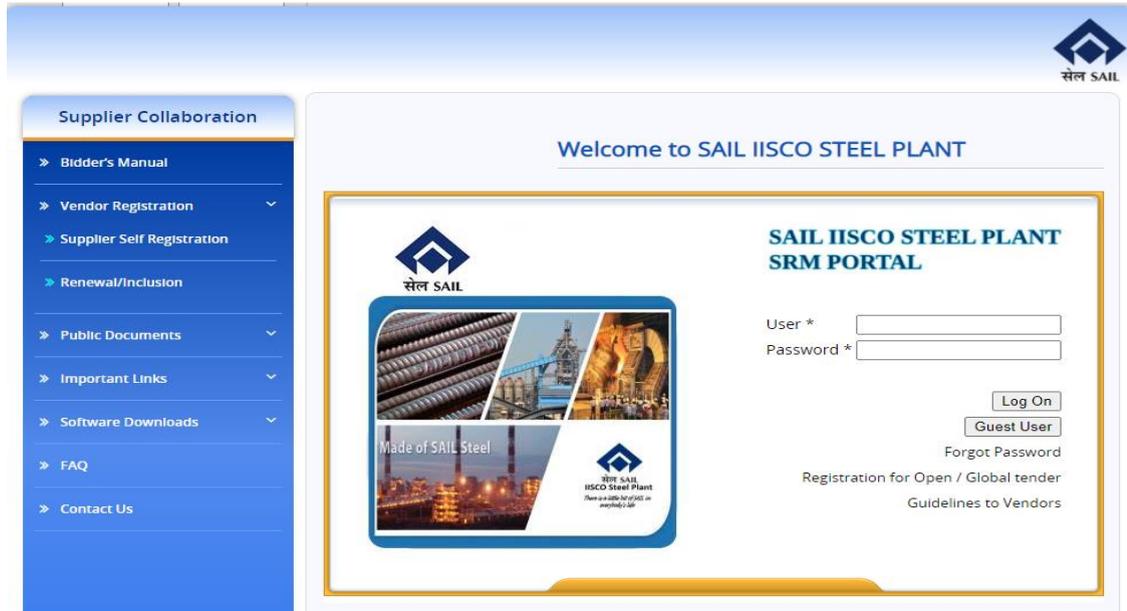
## 2.3 Registration form status check

Bidder have the provision for checking his/her registration form status form portal.

Link:

<https://srm.sailisp.co.in/irj/go/km/docs/documents/Sail1/login.html>

Home screen for ISP SRM appears by accessing the aforesaid link.



You will get this screen.

- If you have valid logon credential, you can log on the system by putting User ID and Password in the field.

- For Supplier Self-Registration – If you are a supplier / bidder and you do not have any log on credential, then you have to click on Supplier Self -Registration link.

You will reach this page.

- If you have already applied for registration and want to know your status then, put you're your application ID and Submit. You will get the details.
- If you are a first-time user, then click on New Vendor Registration Link.



Bidder have to provide his / her application id from his registered email or bidder can use Forget Application ID (For detailed Forget Application ID please navigate from content).

Click on Submit.

You will be moved to next page and found the status of his/her registration form status.

### **2.3.1 B1 Form status after approval**



Home Login undefined, October 18, 2020 CALL OUR TOLL FREE NO -

सेल SAIL

Supplier Collaboration

- » Bidders Manual
- » Public Documents
- » Important Links
- » Software Downloads
- » FAQ
- » Contact Us

Welcome to SAIL IISCO STEEL PLANT

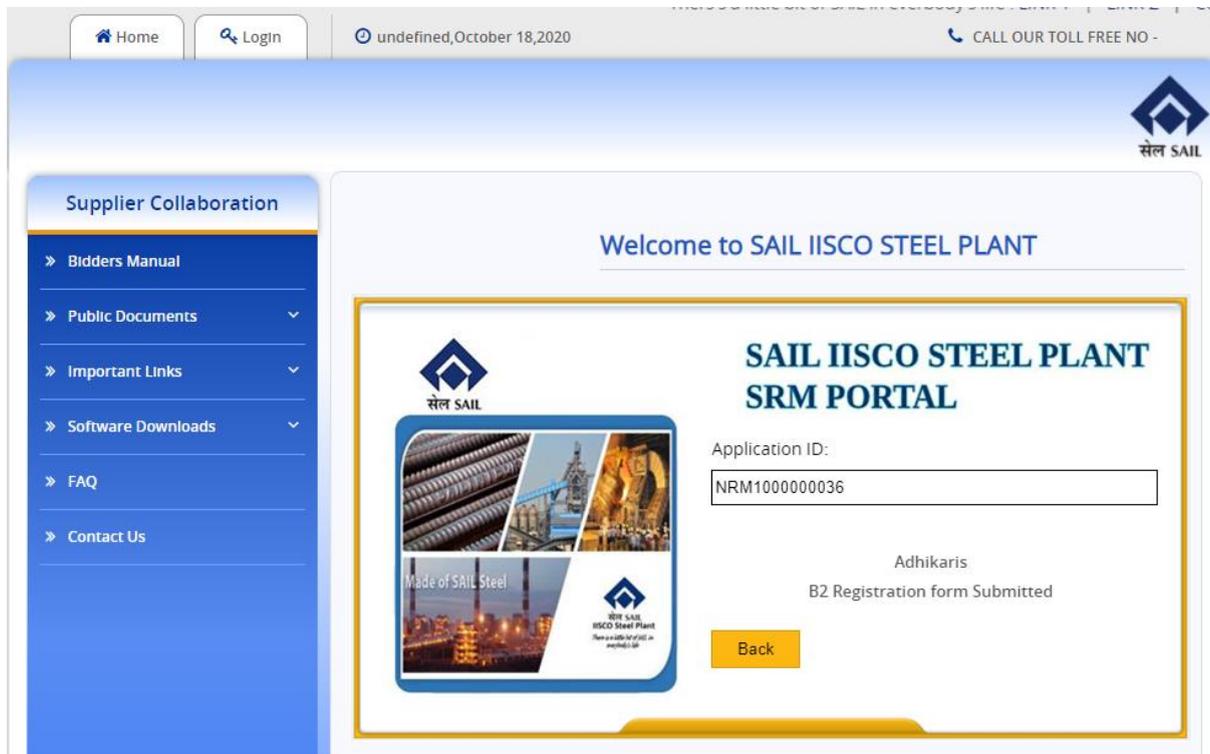
**SAIL IISCO STEEL PLANT SRM PORTAL**

Application ID:

Adhikaris  
 B1 Registration Form Approved

Complete Vendor Registration Part-II [Back](#)

### 2.3.2 B2 Form status after submission



Home Login undefined, October 18, 2020 CALL OUR TOLL FREE NO -

सेल SAIL

Supplier Collaboration

- » Bidders Manual
- » Public Documents
- » Important Links
- » Software Downloads
- » FAQ
- » Contact Us

Welcome to SAIL IISCO STEEL PLANT

**SAIL IISCO STEEL PLANT SRM PORTAL**

Application ID:

Adhikaris  
 B2 Registration form Submitted

[Back](#)

### 2.3.3 B2 Form status after approval



## 2.4 Forget Application ID

Bidder can use forget application id application for retrieving his / her registration number.

Link:

<https://srm.sailisp.co.in/irj/go/km/docs/documents/Sail1/login.html>

Home screen for ISP SRM appears by accessing the aforesaid link.



You will get this screen.

- If you have valid logon credential, you can log on the system by putting User ID and Password in the field.
- For Supplier Self-Registration – If you are a supplier / bidder and you do not have any log on credential, then you have to click on Supplier Self -Registration link.



You will reach this page.

- If you have already applied for registration and want to know your status then, put you're your application ID and Submit. You will get the details.



Click on Forget Application ID  
You will be moved to new page

**PAN Number:** Bidder have to provide registered PAN number for getting his / her registration number.

**Retrieve Registration ID**

Provide your Input

Please provide your PAN Card Details :

Registration ID

Your Registration ID is : **NRM1000000036**

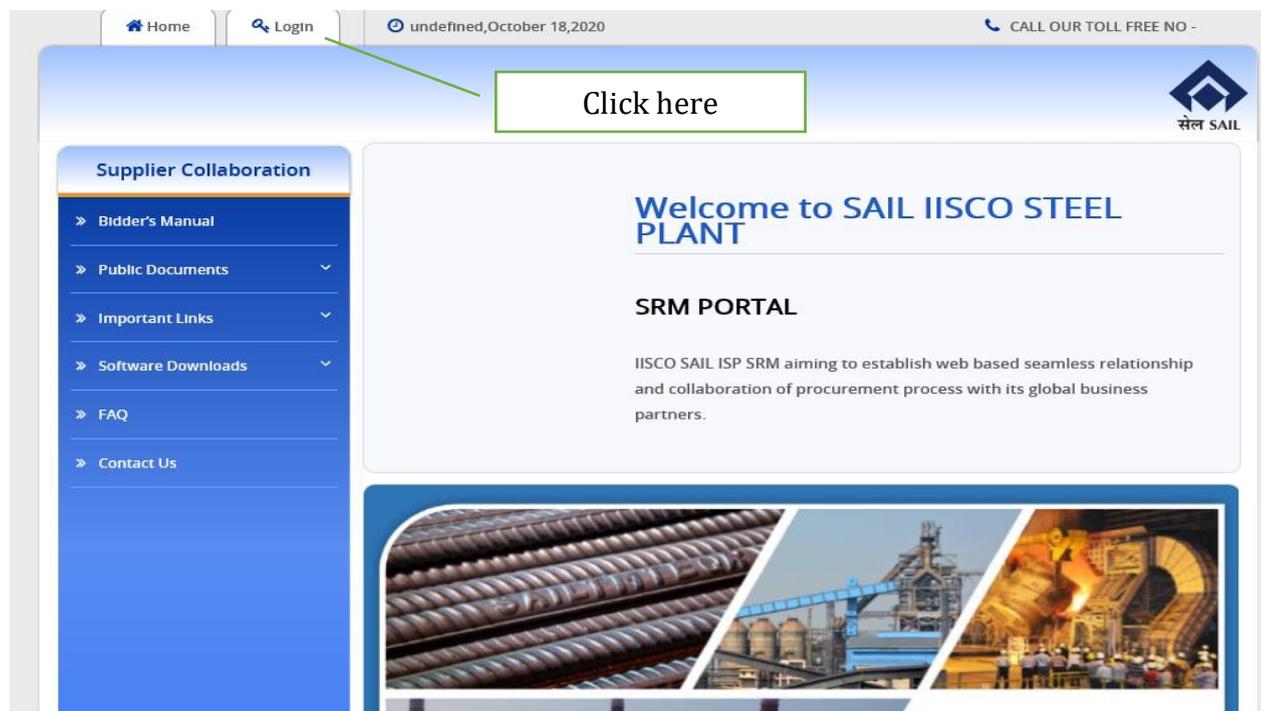
### 3 Registration for Open / Global Tendering

Link:

<https://srm.sailisp.co.in/irj/go/km/docs/documents/Sail1/login.html>

Home screen for ISP SRM appears by accessing the aforesaid link.

From the home page of ISP SRM Portal → Click on login





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Below page will open → Click on the Registration for Open / Global tender (for non-enlisted agencies)

Note : Interested bidder who are not enlisted with ISP can view the published RFx by clicking on **Guest User** link.



Supplier Self-Registration form will open → fill-up the form as instructed below.

**Supplier Self-Registration**

Send Close

Welcome to SAIL IISCO STEEL PLANT Supplier Registration

Please enter all the details as exact as required  
\* Fields marked with an asterisk are mandatory

Motivation for Registration

General Company Information

Technical Data

QM & Environment

Financial Position

Contact Person Information

Product Categories Provided

Select Motivation of registration from the drop down.

Motivation for Registration

\* Motivation for Registration:



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- SAIL Employee ▼
- SAIL Employee
- SAIL Tender Website
- Own Initiative
- Central Public Procurement Portal
- Other

**Fill-up general company details.**

**General Company Information**

<p>* Company Name: <input type="text"/></p> <p>* Language: <input type="text" value="EN"/> <input type="button" value="↕"/></p> <p><b>Correspondence Address</b></p> <p>* Country: <input type="text" value="IN"/> <input type="button" value="↕"/></p> <p>* Currency: <input type="text" value="INR"/> <input type="button" value="↕"/></p> <p>Region: <input type="text"/> <input type="button" value="↕"/></p> <p>District: <input type="text"/></p> <p>* Postal Code / City: <input type="text"/> <input type="text"/></p> <p>Street/House Number: <input type="text"/> <input type="text"/></p> <p>Street Prefix: <input type="text"/></p> <p>Street Suffix: <input type="text"/></p> <p>Building/Floor/Room: <input type="text"/> <input type="text"/> <input type="text"/></p>	<p><b>PO Box Address</b></p> <p>PO Box: <input type="text"/> <input type="checkbox"/> Without Number:</p> <p>Country: <input type="text"/> <input type="button" value="↕"/></p> <p>Postal Code / City: <input type="text"/> <input type="text"/></p> <p><b>Communication</b></p> <p>* Phone Number / Extension: <input type="text"/> <input type="text"/></p> <p>Fax Number / Extension: <input type="text"/> <input type="text"/></p> <p>* E-Mail Address: <input type="text"/></p>
---	--

**Fill-up Technical data**

**Technical Data**

Constitution of Firm \*

<p><input type="checkbox"/> Memorandum of association</p> <p><input type="checkbox"/> Articles of association</p> <p><input type="checkbox"/> Certificate of Incorporation</p> <p><input type="checkbox"/> Attested copy of Partnership Deed</p> <p><input type="checkbox"/> Attested copy of Registration Certificate</p> <p>* PAN Number: <input type="text"/></p> <p>* GSTIN Number: <input type="text"/></p> <p>* Registered in Other SAIL Units: <input type="text" value="NO"/> <input type="button" value="▼"/></p> <p>If Yes, Vendor Code: <input type="text"/></p> <p>CST Registration No: <input type="text"/></p> <p>ST/VAT Registration No: <input type="text"/></p> <p>Excise Control Code: <input type="text"/></p> <p>Trade License No: <input type="text"/></p> <p>Service Tax registration No.: <input type="text"/></p> <p>Are you authorised for ISI mark?: <input type="text"/> <input type="button" value="▼"/></p> <p>Are you ISO accredited?: <input type="text"/> <input type="button" value="▼"/></p> <p>Are you an MSME unit?: <input type="text"/> <input type="button" value="▼"/></p> <p>SSI Certificate No: <input type="text"/></p> <p>MSIC Certificate No: <input type="text"/></p>	<table border="0"> <tr><td><input type="text"/></td><td><input type="button" value="Browse..."/></td><td><input type="button" value="Upload"/></td></tr> </table>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
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All the necessary document need to be uploaded, follow the below steps.  
Click the check box if applicable → click on the browse → choose the file from PC → click on upload.

**Note: After selection of every tick box, it is mandatory to upload the necessary document. File size should not be more than 1 MB.**

**Technical Data**

Constitution of Firm \* Public Ltd Co

- Memorandum of association
- Articles of association
- Certificate of Incorporation
- Attested copy of Partnership Deed
- Attested copy of Registration Certificate

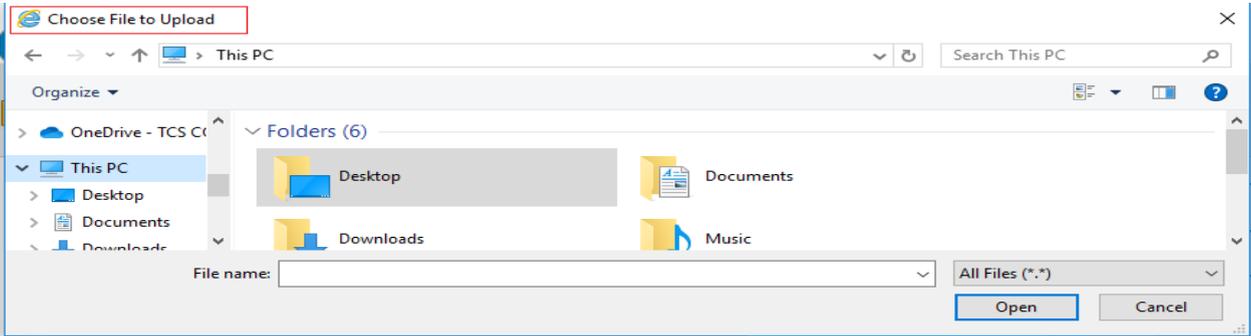
Browse... Upload

Browse... Upload

Browse... Upload

Browse... Upload

Browse... Upload



- Memorandum of association
- Articles of association
- Certificate of Incorporation
- Attested copy of Partnership Deed
- Attested copy of Registration Certificate

Browse... Upload

Browse... Upload

Browse... Upload

Browse... Upload

Browse... Upload

**Technical Data**

Constitution of Firm \* Public Ltd Co

- Memorandum of association
- Articles of association
- Certificate of Incorporation
- Attested copy of Partnership Deed
- Attested copy of Registration Certificate

C:\Users\... Desktop Browse... Upload

Browse... Upload

Browse... Upload

Browse... Upload

Browse... Upload

Attached documents can be visible through the attachment section of the registration form.

**Attachment**

File Name	Type	Size (KB)
C:\fakepath\6900008388.pdf	application/pdf	000000689975
C:\fakepath\6900008388.pdf	application/pdf	000000689975
C:\fakepath\smart.pdf	application/pdf	000000028824
C:\fakepath\SPOOL_6746.pdf	application/pdf	000000005554
C:\fakepath\SPOOL_6866.pdf	application/pdf	000000004966

Delete Attached document

Select the row → click on the delete button → click on yes in the confirmation message.



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Attachment

File Name	Type	Size (KB)
C:\fakepath\6900008388.pdf	application/pdf	00000689975
C:\fakepath\6900008388.pdf	application/pdf	00000689975
C:\fakepath\smart.pdf	application/pdf	00000028824
C:\fakepath\SPOOL_6746.pdf	application/pdf	00000005554
C:\fakepath\SPOOL_6866.pdf	application/pdf	00000004966

Attachment

**Delete Attachment**

? Do you really want to delete?  
If you are selecting YES,  
Attachment will permanently  
get deleted

File Name	Type	Size (KB)
C:\fakepath\6900008388.pdf	application/pdf	00000689975
C:\fakepath\6900008388.pdf	application/pdf	00000689975
C:\fakepath\smart.pdf	application/pdf	00000028824
C:\fakepath\SPOOL_6746.pdf	application/pdf	00000005554
C:\fakepath\SPOOL_6866.pdf	application/pdf	00000004966

Suppliers who already registered in any other sail unit should select the below points as “YES” and provide the Vendor code.

\* Registered in Other SAIL Units:

If Yes, Vendor Code:

All the necessary document should be uploaded by supplies for the filled lines.

* PAN Number:	<input type="text" value="AKMPB1234D"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
* GSTIN Number:	<input type="text" value="19AAACS7062F6Z4"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
* Registered in Other SAIL Units:	<input type="text" value="NO"/>			
If Yes, Vendor Code:	<input type="text"/>			
CST Registration No.:	<input type="text" value="19AAACS7062F6P8"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
ST/VAT Registration No.:	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Excise Control Code:	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Trade License No.:	<input type="text" value="123456789"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Service Tax registration No.:	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Are you authorised for ISI mark ?:	<input type="text" value="NO"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Are you ISO accredited ?:	<input type="text" value="NO"/>	<input type="text"/>		
Are you an MSME unit ?:	<input type="text" value="NO"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
SSI Certificate No.:	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
NSIC Certificate No.:	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Acknowledgement to Entrepreneur's Memorandum No.:	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>
Udyog Adhar Number:	<input type="text"/>	<input type="text"/>	<input type="button" value="Browse..."/>	<input type="button" value="Upload"/>

If “ISO accredited” then “QM & Environment” section will be activated, which needs to be filled by supplier.

Are you ISO accredited ? :



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**QM & Environment**

<input type="checkbox"/> ISO 9001	<input type="text"/>	Browse...	Upload
<input type="checkbox"/> ISO 14001	<input type="text"/>	Browse...	Upload
<input type="checkbox"/> ISO/TS 16949	<input type="text"/>	Browse...	Upload
<input type="checkbox"/> VDA 6.4	<input type="text"/>	Browse...	Upload
<input type="checkbox"/> ISO 27001	<input type="text"/>	Browse...	Upload
<input type="checkbox"/> ISO 50001	<input type="text"/>	Browse...	Upload

Mandatory Bank related details to be filled in “Financial Position” section, and Turnover amount for last three years need to fill by supplier along with the necessary document upload.

**Financial Position**

* Account No.:	<input type="text"/>	<input type="text"/>	Browse...	Upload
* IFSC Code:	<input type="text"/>	<input type="text"/>	Browse...	Upload
* MICR Code:	<input type="text"/>	<input type="text"/>	Browse...	Upload
* Bankers Name:	<input type="text"/>			
* Bankers Address:	<input type="text"/>			
* Turnover for Last Year:	<input type="text" value="0,00"/>	<input type="text"/>	Browse...	Upload
* Turnover for 2nd Last Year:	<input type="text" value="0,00"/>	<input type="text"/>	Browse...	Upload
* Turnover for 3rd Last Year:	<input type="text" value="0,00"/>	<input type="text"/>	Browse...	Upload

In the contact person information section supplier can copy all the general company info for the below part, also deferent details can be provided.

**Contact Person Information**

* Title: <input type="text"/>	<b>Copy Company Data</b>
* First Name: <input type="text"/>	* Phone: <input type="text"/>
* Last Name: <input type="text"/>	Fax: <input type="text"/>
Position: <input type="text"/>	* Email: <input type="text"/>
Department: <input type="text"/>	* Language: <input type="text" value="EN"/>
	* Country: <input type="text" value="IN"/>

In the Product category section supplier needs to tick the product which supplier wanted to supplie.

**Product Categories Provided**

<input type="checkbox"/> LAB. CHEMICAL & BOATS	<input type="checkbox"/> RIVER SAND	<input type="checkbox"/> SILICA SAND
<input type="checkbox"/> CLAY & CLAY MATERIAL	<input type="checkbox"/> SPECIAL CEMENT	<input type="checkbox"/> VEE BELTS.
<input type="checkbox"/> FOUNDRY CHEM,SLEEVES	<input type="checkbox"/> PORTABLE HAND TOOLS	<input type="checkbox"/> CO MAINT REFR ISPSPN



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**CONSULTANCY**  
**SERVICES**

**Product Categories Provided**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> LAB.CHEMICAL & BOATS            | <input checked="" type="checkbox"/> RIVER SAND          | <input type="checkbox"/> SILICA SAND                      |
| <input type="checkbox"/> CLAY & CLAY MATERIAL            | <input type="checkbox"/> SPECIAL CEMENT                 | <input type="checkbox"/> VEE BELTS.                       |
| <input checked="" type="checkbox"/> FOUNDRY CHEM,SLEEVES | <input checked="" type="checkbox"/> PORTABLE HAND TOOLS | <input type="checkbox"/> CO MAINT REFR ISPSPN             |
| <input type="checkbox"/> LADLE NOZL OPN COMPD            | <input type="checkbox"/> HC FERRO MANAGANESE            | <input type="checkbox"/> SILICO MANGANESE                 |
| <input type="checkbox"/> FERRO SILICON                   | <input type="checkbox"/> FERRO-NIOBIUM                  | <input type="checkbox"/> FERRO CHROME                     |
| <input type="checkbox"/> FERRO MOLYBDENUM                | <input type="checkbox"/> NICKEL                         | <input type="checkbox"/> FERRO BORON                      |
| <input type="checkbox"/> LS LSTONE:SiO2<1.25%            | <input type="checkbox"/> LS DOLOMITE:SMS GRD            | <input type="checkbox"/> B.F.GRADE DOLOMITE               |
| <input type="checkbox"/> LOW SILICA DOLOMITE             | <input type="checkbox"/> UNSLAKED LIME                  | <input type="checkbox"/> TITANIUM GR IRON ORE             |
| <input checked="" type="checkbox"/> BURNT LIME           | <input checked="" type="checkbox"/> FERRO- ALUMINIUM    | <input checked="" type="checkbox"/> SYNTHETIC SLAG        |
| <input checked="" type="checkbox"/> LINK CHAINS:DRG BASE | <input type="checkbox"/> GEAR & PINION :HD              | <input type="checkbox"/> LIGHT ENGG JOBS                  |
| <input type="checkbox"/> MEDIUM ENGG JOBS                | <input type="checkbox"/> SINTERED,GRAPHD BUSH           | <input type="checkbox"/> NON FERROUS CASTING              |
| <input type="checkbox"/> PUMPS & SPARES                  | <input type="checkbox"/> HYDRAULIC CYLINDERS            | <input checked="" type="checkbox"/> AUTO GREASE LUBG SYS  |
| <input checked="" type="checkbox"/> VIBRAT SCREEN,FEEDER | <input type="checkbox"/> PNEUMATIC CYLINDERS            | <input type="checkbox"/> BELT/CHAIN CONVEYOR              |
| <input type="checkbox"/> HYDR SYSTEM & SPARES            | <input type="checkbox"/> POLLUTION CONTR. E&S           | <input type="checkbox"/> OHP SPARES                       |
| <input checked="" type="checkbox"/> SPRAYING NOZZLES     | <input checked="" type="checkbox"/> COKE OVEN SPARES    | <input checked="" type="checkbox"/> COMPACTOR AND SPARES  |
| <input type="checkbox"/> HEAVY VEHICLE SPARES            | <input type="checkbox"/> SPARES FOR HEAVY EME           | <input type="checkbox"/> LIMIT SWITCHES                   |
| <input checked="" type="checkbox"/> GEARED MOTOR &SPARES | <input type="checkbox"/> INSUL,HEAT,CONTR SYS           | <input type="checkbox"/> SWITCH GEARS/CKT BKR             |
| <input type="checkbox"/> UNDEFINED_SPR                   | <input checked="" type="checkbox"/> UNDEFINED_RM        | <input type="checkbox"/> BILLET INTERNAL                  |
| <input type="checkbox"/> BLOOM INTERNAL                  | <input checked="" type="checkbox"/> BB2 INTERNAL        | <input checked="" type="checkbox"/> BB3 INTERNAL          |
| <input type="checkbox"/> COMPUTER / PRINTER              | <input type="checkbox"/> H.T.BOLTS & NUTS               | <input checked="" type="checkbox"/> Intermediate Products |
| <input type="checkbox"/> AL-PRODS STL MAKING             | <input type="checkbox"/> IRON ORE                       | <input type="checkbox"/> CALCINED ITEM                    |

Once the form is filled, data privacy statement should be accepted (tick) → click on send → Confirmation message will appear.

**Data Privacy Statement**

\* Yes, I have read the data privacy statement and accept the terms.:

**Supplier Self-Registration**

**Send**

Close



**Confirm** ×

Your registration was successful. You will receive a confirmation e-mail soon.

Close

Once your application got approved by ISP, you will receive an e-mail on your registered e-mail containing user id and password. On receipt of the same, the bidder can participate in the RFX by log in through user id and password. Participation process is same as clause no. 4.2

## 4 Vendor bidding process in SRM system

### 4.1 BID Notification to bidder: Registered Bidder will get the following Mail in their registered mail id.

Mail Body with RFX attachment

RFX 1400000617

Created Workflow System

Mr. Bidder 13 P LTD,  
You are requested to quote for the following RFX:  
Bidder Manual 1400000617

Submission deadline: 11.11.2020 15:00:00  
Pre-bid Discussion Deadline: 20.11.2020

Please use the below link for logging into our website:  
<[http://vhspaspdap01.hec.sailisp.com:50000/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP\\_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM\\_BOID=005056920F181EDB88E806DDC6D7F707](http://vhspaspdap01.hec.sailisp.com:50000/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM_BOID=005056920F181EDB88E806DDC6D7F707)>

It would be a pleasure to do business with your esteemed organization.

Warm regards,

Dealing Officer  
SAIL ISP

 BID1400000617



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**BID INVITATION**  
(Kindly scrutinize the dates carefully for timely response submission)

**IISCO STEEL PLANT**  
ISP GST : 19AAACS7062F6Z6  
Corporate Identity No:  
L27109DL1973GOI006454

TE No:	1400000617	TE Date	10.11.2020	Contracting Agency	ISP MATERIAL MANAGEMENT DEPARTMENT
RFQ Title	Bidder Manual	Amendment No		Amendment Date	

Pur Grp	Case File	Dealing Officer	E-mail	Mobile No
ACVS SPARES	Bidder Manual	PUR-4	samanway.1988@gmail.co	

**Tender Header Information**

Bid Type	Three Part Bid Response	Quotation validity in days	
Type	e-Procurement	EMD/Bid security Amount:	1,000,00 INR
Price Bid Option	e-Procurement		
RA Applicable	No		
Evaluation Criteria	Individual		
Bid Submission Deadline	11.11.2020 15:00:00 Hrs		
Sources for Supply / Execution	1		
Indenting Department /Job			

**Note:**

1. Tenderers who submit their offer shall be deemed to have read understood and accepted the terms and conditions applicable to this tender.
2. Kindly refer SAIL standard terms and conditions i.e. SAIL-P1 and "Instruction to Bidders" in standard document section of our website [www.sailtenders.co.in](http://www.sailtenders.co.in) and <http://vhsaspdp01.hec.sailisp.com:50000/1rj/portal> before submitting offer.
3. Please refer below mentioned tendering text before submitting the offer.
4. In case of any documents/information submitted by bidder(s) found to be false or containing any misrepresentation of having any fraudulent declaration in it then in such eventuality legal action (including cancellation of contract, banning of business dealing, damages, criminal proceedings etc.) as deemed fit may be initiated by ISP against the bidder.
5. Tenderers must ensure submission of documents complete in all respect as per NIT. Techno-commercial evaluation of the offer shall be done on the basis of documents submitted by the bidder at the time of submission of their original bid however acceptance of fresh / additional documents for establishing technocommercial eligibility shall be the sole discretion of ISP management.
6. Tenderers to load all required documents as per tender specifications and to meet the eligibility criteria to be loaded after legible scanning in the relevant c folder as an attachment.

Page 1 / 3

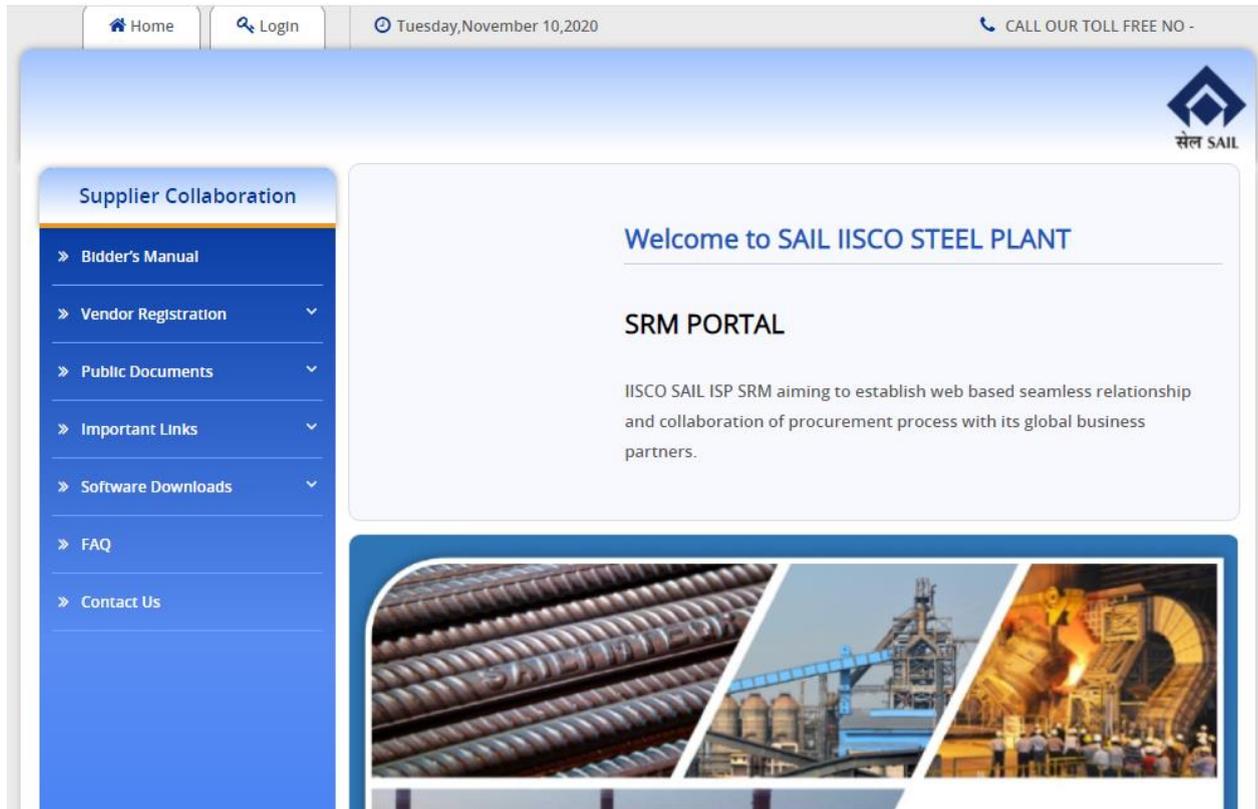
## 4.2 Bidder has to Login into SRM portal

Path: <https://srm.sailisp.co.in>

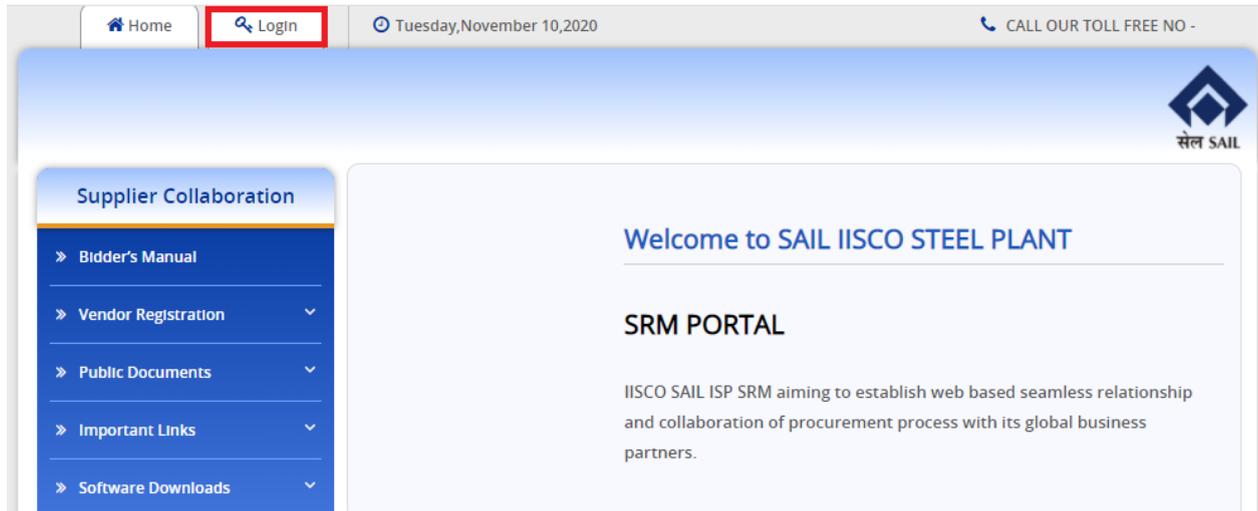


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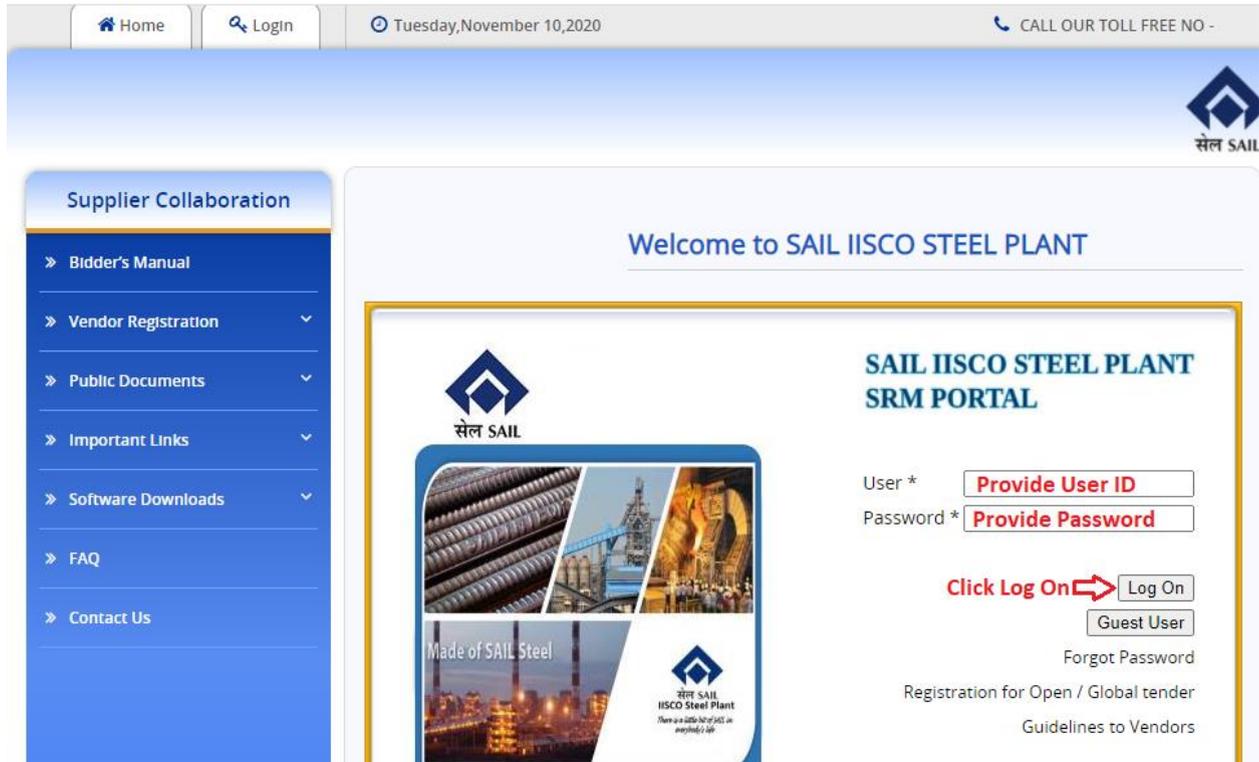
**TATA**  
CONSULTANCY  
SERVICES



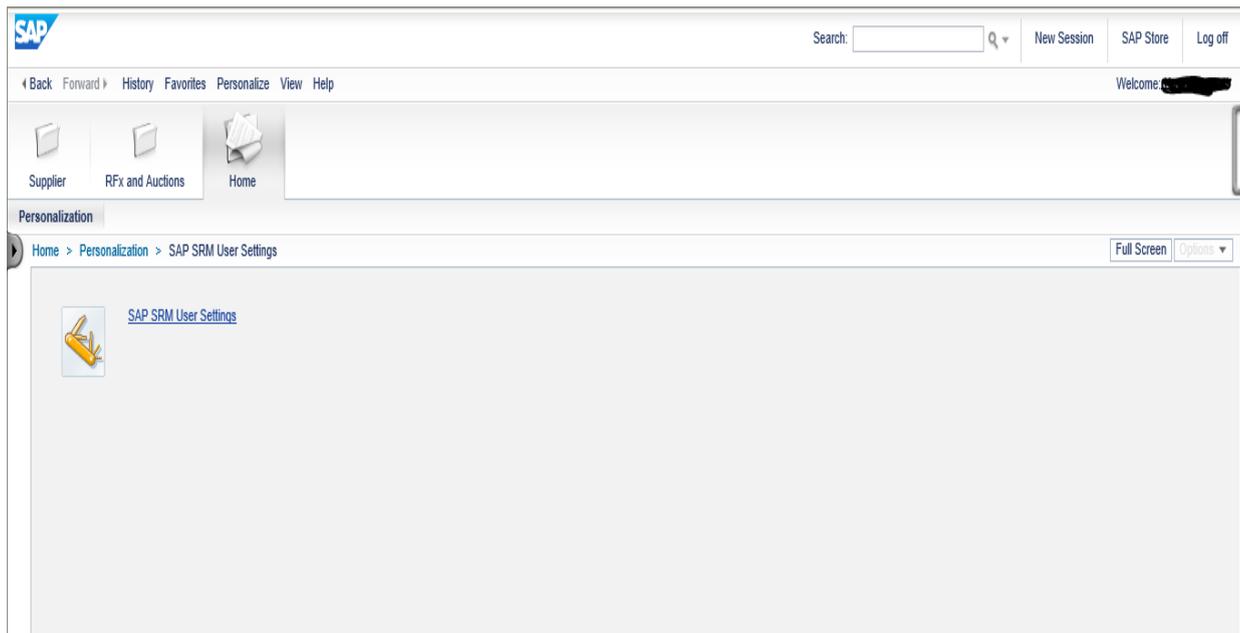
Click on Login



Registered vendor needs to login in the ISP SRM portal with the provided user ID & password



After successful login below page will open.



RFx& Auction list display:

To view the RFx list, click on RFx and Auction → Click on All (eRFxs) → Entire RFx list will appear.



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Search:  New Session SAP Store Log off

Welcome: Kumar Sushil

Supplier RFX and Auctions Home

Overview Service Map

RFX and Auctions > Overview > RFX and Auctions

Full Screen Options

**Active Queries**

eRFxs All (0) Published (13) Ended (85) Completed (7)

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

eRFxs - All

Show Quick Criteria Maintenance

Change Query Define New Query Personalize

View: [Standard View] Create Response Display Event Display Response Print Preview Refresh

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End Time
--------------	-------------------	------------	--------------	------------	----------	-----------------	-----------------	---------------	------------------	-----	------------	----------

Supplier RFX and Auctions Home

Overview Service Map

RFX and Auctions > Overview > RFX and Auctions

**Active Queries**

eRFxs All (0) Published (13) Ended (85) Completed (7)

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

eRFxs - All

Hide Quick Criteria Maintenance

Event Number: 140000104 To

Event Status: Current RFX

Creation Date: To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

Apply Clear

Supplier RFX and Auctions Home

Overview Service Map

RFX and Auctions > Overview > RFX and Auctions

Full Screen Options

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

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version
1900000025	PUR-3 14.10.2020 13:32:22	Single Tndr Prop	Published	17.10.2020	22.10.2020	8100000973	Saved	9	C5
1800000555	Copy of 1800000554	Single Tender	Published	18.10.2020	23.10.2020	8100000963	Submitted	5	3
1800000532	KIRAN BANAJ	Single Tender	Published	09.10.2020	19.10.2020	8100000930	Submitted	3	
1193320 20.03.2020 13:36		Open/Global Tender	Ended				No Bid Created	2	
1400000381	Copy of 1400000379	Limited Tender	Published	18.10.2020	23.10.2020	8100001012	Submitted	1	1
1400000379	PUR-4 18.10.2020 14:43:55	Limited Tender	Published	18.10.2020	23.10.2020	8100001006	Submitted	2	1
1400000374	PUR-4 16.10.2020 15:40:36	Limited Tender	Ended	17.10.2020	18.10.2020	8100000988	Submitted	6	1
1400000373	PUR-120 16.10.2020 15:33:04	Limited Tender	Published	16.10.2020	26.10.2020		No Bid Created	1	
1400000370	ISPUSER-7 16.10.2020 11:00:34	Limited Tender	Ended	16.10.2020	18.10.2020	8100001002	Submitted	2	1

Details of column in this view list



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**Event number** = RfX number

**Event description** = Docket number

**Event type** = Type of RfX (Single, limited, Open/Global)

**Event status** = RfX status (Published, Ended – submission dead line over, completed – RfX has been processed)

**Start date** = Bid start date

**End date** = Bid Submission Deadline

**Response Number** = Your Quotation number( If you have submitted the bid against RfX)

**Response Status** = Quotation status (No bid created, Submitted, Saved)

**Event version** = RfX published version

**Response version** = Quotation last version

**To Submit bid against RfX:**following process to be followed -

Step -1 : Click on the **RfX number**, click on Register button , if appeared

RFx and Auctions > Overview > RFx and Auctions

Hide Quick Criteria Maintenance

Event Number:  To

Event Status:

Creation Date:  To

Deadline Date Flag:

Status:

Response Timeframe:

Smart Number:

View: [Standard View]

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
1400000373	PUR-120 16.10.2020 15:33:04	Limited Tender	Published	16.10.2020	26.10.2020		No Bid Created

Step-2 : You may see **RfX Information** Tab, **Items** Tab, **Questions** Tab, **Conditions** Tab, **Notes & Attachments** Tab to get the tender details.

Display RfX :

RFx Number 1400000330 RFx Name ISPUSER-7 26.09.2020 18:46:34 RFx Status Ended RFx Start Date 28.09.2020 17:30:20 INDIA Submission Deadline 29.09.2020 15:00:00 INDIA Remaining Time 0 Days 00:00:00  
 RFx Owner ISPUSER-7 RFx Version Number 3 RFx Version Type Active Version RFx Response 8100000874

**RFX Information** Items Notes and Attachments

RFx Parameters Questions Notes and Attachments Conditions

Time Zone: INDIA

\* Start Date: 28.09.2020 17:30:20

\* Submission Deadline: 29.09.2020 15:00:00

Currency: INR

\* Price Match Required: NO

\* I/P Tax Credit: NO

Transaction ID:

\* Evaluation Criteria: Overall

Part Count: 002

\* Integrity Pact Applicable: NO

\* RA Applicable: No



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Step-3 : click on **Technical RFX(collaboration (c)Folder)** to view Technical details (If any document uploaded by ISP in Technical RFX, the same will be visible and you can download it)

Access to Collaboration folder for Pre Bid Discussion: Click on Technical RFX

**Display RFX :**

Print Preview  **Technical RFX**

RFX Number 1400000617 RFX Name Bidder Manual RFX Status Published RFX Start Date 10.11.2020 16:11:42 INDIA Submission Deadline 11.11.2020 15:00:00 INDIA  
 Remaining Time 0 Days 22:15:49 RFX Owner PUR-4 RFX Version Number 1 RFX Version Type Active Version

**RFX Information** Items Notes and Attachments

RFX Parameters Questions Notes and Attachments Conditions

Time Zone: INDIA \* Earnest Money Deposit Amount: 1,000.00 INR  
 \* Start Date: 10.11.2020 16:11:42 **Pre Bid discussion end date: 20.11.2020**  
 \* Submission Deadline: 11.11.2020 15:00:00 Terms of Payment Description: 100% PAYMENT IN ADVANCE.  
 Currency: INR Negotiated Overall Price: 0.00  
 Part Count: 003 L1 Overall Price: 0.00  
 \* Integrity Pact Applicable: NO Incoterm Location: Burnpur  
 \* RA Applicable: No Vendor:  
 \* Price Match Required: NO Incoterm Key: FOB  
 \* I/P Tax Credit: NO Source Count: 1

Click on Collaboration folder: Bidder will see a Pre Bid Discussion , if applicable to the RFX.

Click on Pre-Bid Discussion

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

Home Refresh Create Meeting Search Favorites Settings Help Logout

Technical Details

**COLLABORATION**

TENDER DETAIL

**Folder COLLABORATION** [Help](#)

Current Path: Collaboration > ... > COLLABORATION

Folder

Name

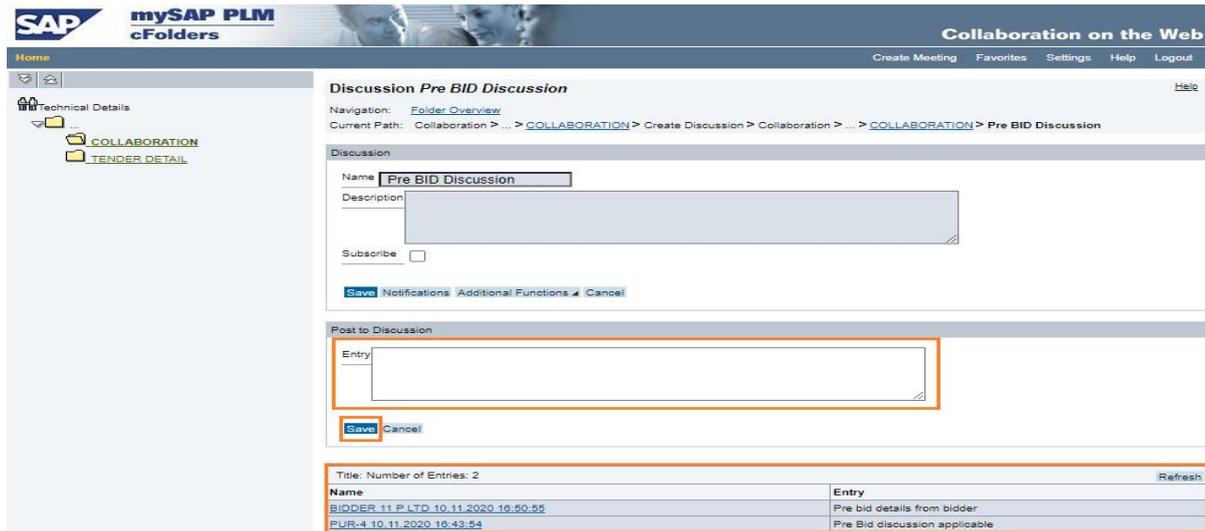
Subscribe

Authorization

Title: Folder Contents

Thumbnail	Name ▲	Current Version	Read	Status	Changed by	Changed on
<input type="checkbox"/>	Pre BID Discussion				PUR-4	10.11.2020 18:43:54

Prebid Discussion will be initiated and your query will be entered in the Entry field  
 The Trail can be seen below the entry field box



Step- 4: In RFX details screen click on **Do not participate** (it means participant is not willing to participate in the Tender) if the bidder wishes not to participate in the tender.



The Following mail will be received on your registered mail id on clicking on  
 DO NOT PARTICIPATE :



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**TATA  
CONSULTANCY  
SERVICES**

----- Forwarded message -----  
From: **Workflow System** <WF-BATCH@sail.in>  
Date: Wed, Nov 11, 2020 at 5:09 PM  
Subject: Regret Response for Document 1800000444/0100000017  
To: <jk.banaj@gmail.com>

Dear Sir/Madam,

We have received a regret from your esteemed organization, against our Document No 1800000444 dated 19.08.2020 .  
We would require your esteemed organization to provide a reason for the regret and if found appropriate, future tenders would be tailored to your business / manufacturing capabilities.

Warm Regards,  
Dealing Officer  
SAIL ISP

**Note: Supplier who select the option of participate or Tentative will be informed if any changes in RFx.**

**Bidder will click on Participate** tab (it means participant shows his/her interest to participate in the Tender) /

**Display RFx :**

Print Preview Technical RFx Close **Participate** Do Not Participate Tentative Create Response Export

RFx Number 1400000373 RFx Name PUR-120 16.10.2020 15:33:04 RFx Status Published RFx Start Date 16.10.2020 17:14:27 INDIA Submission Deadline 26.10.2020 15:00:00 INDIA  
Remaining Time 7 Days 17:11:50 RFx Owner PUR-120 RFx Version Number 1 RFx Version Type Active Version

**RFx Information** Items Notes and Attachments

Step-5 : Click on **Create response** Tab

**Display RFx :**

Print Preview Technical RFx Close Participate Do Not Participate Tentative **Create Response** Export

RFx Number 1400000373 RFx Name PUR-120 16.10.2020 15:33:04 RFx Status Published RFx Start Date 16.10.2020 17:14:27 INDIA Submission Deadline 26.10.2020 15:00:00 INDIA  
Remaining Time 7 Days 17:11:50 RFx Owner PUR-120 RFx Version Number 1 RFx Version Type Active Version

**RFx Information** Items Notes and Attachments

Step-6:Quotation number will be generated:



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**Create RfX Response**

Submit | Read Only | Check | Technical RfX Response | Close | Save

RfX Response Number 8100001013    RfX Number 1400000373    Status In Process    Submission Deadline 26.10.2020 15:00:00 INDIA  
 Total Value 0.00 INR    RfX Response Version Number Active Version    RfX Version Number 1

**RfX Information**

Items    Notes and Attachments    Conditions    Summary    Tracking

Basic Data    Questions    Notes and Attachments    Conditions    Payment

**Event Parameters**

Currency: Indian Rupee

**Status and Statistics**

Created On: 18.10.2020 22:34:03 INDIA  
 Created By: Mr. Sushil Kumar  
 Last Processed On: 18.10.2020 22:34:03 INDIA  
 Last Processed By: Mr. Sushil Kumar

Step-7: Click on Save to edit the Quotation later

**Create RfX Response**

Submit | Read Only | Check | Technical RfX Response | Close | **Save**

RfX Response Number 8100001013    RfX Number 1400000373    Status In Process    Submission Deadline 26.10.2020 15:00:00 INDIA  
 Total Value 0.00 INR    RfX Response Version Number Active Version    RfX Version Number 1

**RfX Information**

Items    Notes and Attachments    Conditions    Summary    Tracking

Basic Data    Questions    Notes and Attachments    Conditions    Payment

**Event Parameters**

Currency: Indian Rupee

**Status and Statistics**

Created On: 18.10.2020 22:34:03 INDIA  
 Created By: Mr. Sushil Kumar  
 Last Processed On: 18.10.2020 22:34:03 INDIA  
 Last Processed By: Mr. Sushil Kumar

Step-8: In the RfX list view Quotation number will populate → click on response number.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status
1400000373	PUR-120 16.10.2020 15:33:04	Limited Tender	Published	16.10.2020	26.10.2020	<u>8100001013</u>	Saved



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**Step-9 : Click on Edit Tab**

**Display RFx Response:**

RFx Response Number	8100001013	RFx Number	1400000373	Status	Saved	Submission Deadline	26.10.2020 15:00:00 INDIA
Total Value	0.00 INR	RFx Response Version Number		Active Version		RFx Version Number	1

**RFx Information**    Items    Notes and Attachments    Conditions    Summary    Tracking

Basic Data    Questions    Notes and Attachments    Conditions    Payment

**Event Parameters**

Currency:

**Status and Statistics**

Created On:

Created By:

Last Processed On:

Last Processed By:

Step-10: Click on **Technical RFX Response** Tab to upload the required / relevant documents in Collaboration (c) Folder.

**Note:** You need to upload the documents carefully as no delete is possible after upload

**Edit RFx Response:**

RFx Response Number	8100001013	RFx Number	1400000373	Status	Saved	Submission Deadline	26.10.2020 15:00:00 INDIA
Total Value	0.00 INR	RFx Response Version Number		Active Version		RFx Version Number	1

**RFx Information**    Items    Notes and Attachments    Conditions    Summary    Tracking

Basic Data    Questions    Notes and Attachments    Conditions    Payment

**Event Parameters**

Currency:

**Status and Statistics**

Created On:

Created By:

Last Processed On:

Last Processed By:

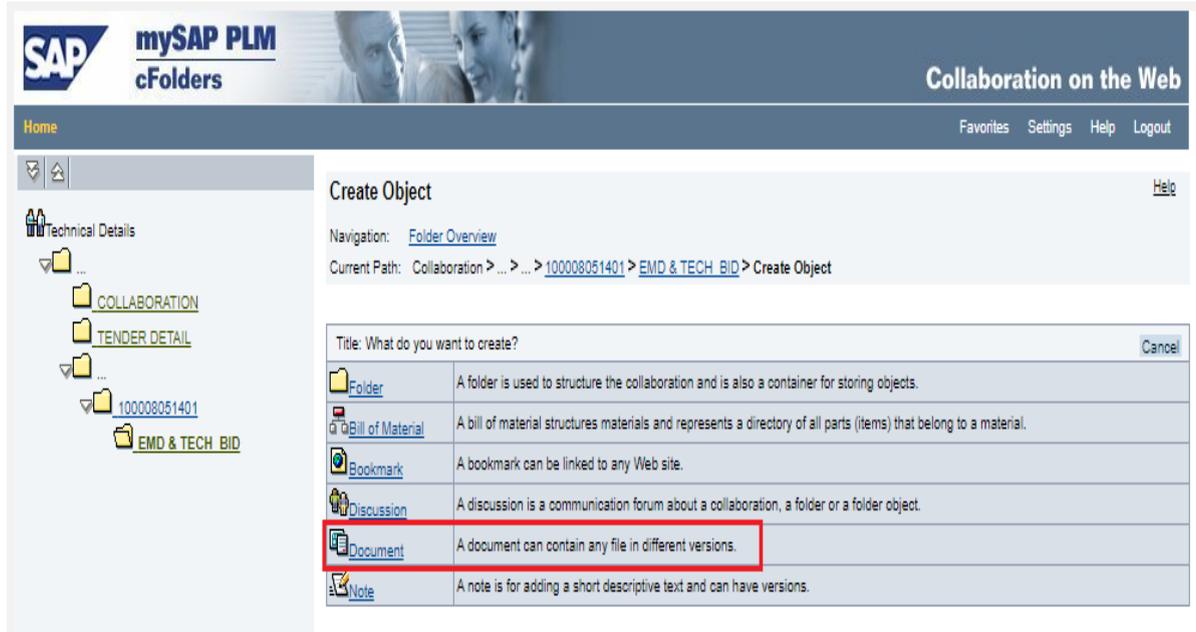
Step-11: **If EMD is Applicable:** Upload Relevant Documents which may include exemption documents as well.

**IF EMD is not Applicable** then upload your technical documents



The screenshot shows the SAP mySAP PLM cFolders interface. The left sidebar displays a folder tree with 'EMD & TECH\_BID' highlighted under the path '100008051401'. The main content area shows the 'Folder EMD & TECH\_BID' configuration form. The 'Name' field is set to 'EMD & TECH\_BID', 'Authorization' is set to 'Write', and the 'Create' button is highlighted in red. Below the form is a table with columns: Thumbnail, Name, Current Version, Read, Status, Changed By, and Changed on. The table is currently empty.

Select the relevant Object type as per your requirement



The screenshot shows the SAP mySAP PLM cFolders interface with the 'Create Object' dialog open. The left sidebar shows the folder tree with 'EMD & TECH\_BID' selected. The main content area shows the 'Create Object' form with the current path 'Collaboration > ... > 100008051401 > EMD & TECH\_BID > Create Object'. The dialog lists several object types: Folder, Bill of Material, Bookmark, Discussion, Document, and Note. The 'Document' option is highlighted with a red box. The description for 'Document' is: 'A document can contain any file in different versions.'

**Create Document** Help

Navigation: [Folder Overview](#)

Current Path: Collaboration > ... > ... > 100008051401 > [EMD & TECH BID](#) > Create Document

---

Create Document

Name:  \* Provide Document Name

Description:

Subscribe:

Upload Local File  
 Create File Later

Continue Cancel

**Create Version**

Navigation: [Version Overview](#)

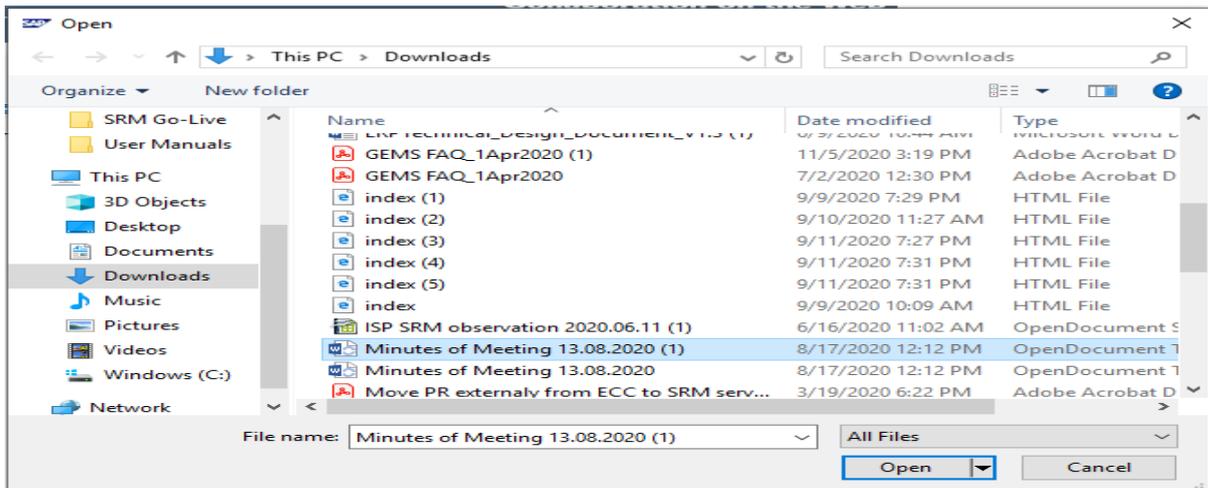
Current Path: Collaboration > ... > ... > 100008051401 > [EMD & TECH BID](#) > [EMD Document](#) > Create Version

To select the required file, choose *Browse* and then *Save*.

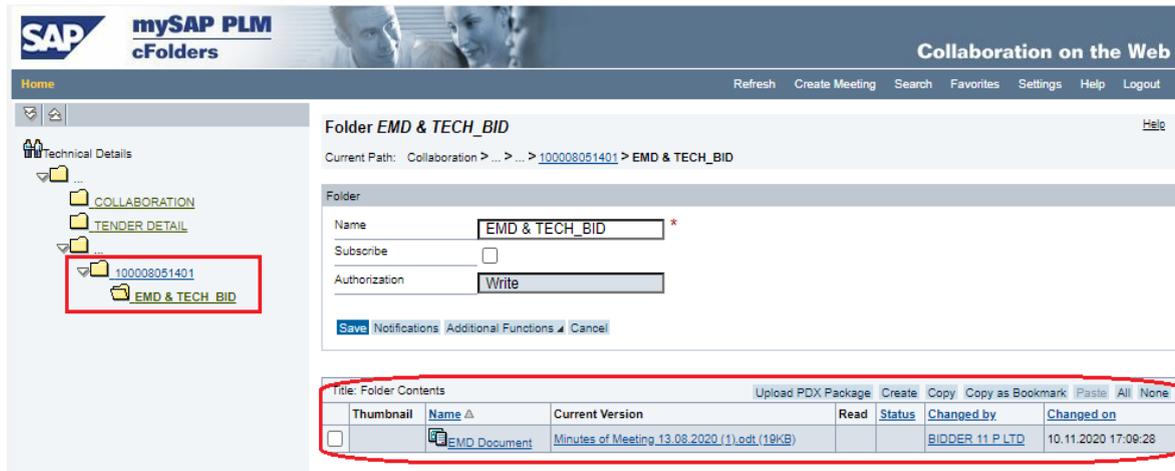
Choose File No file chosen

Save Cancel

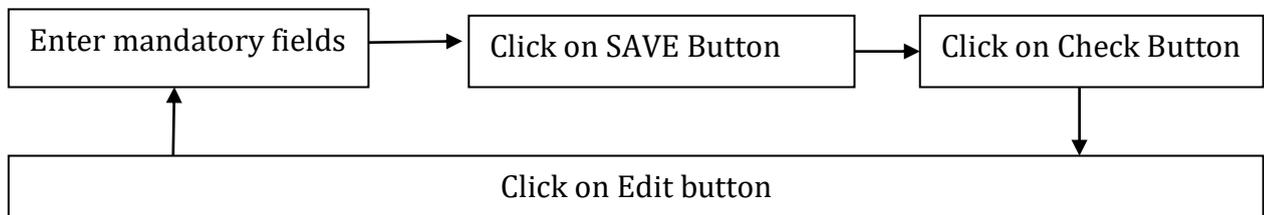
Click on Choose and select open.



After EMD Upload the Cfolder will look like the below image:



Step 12: click on **Check** Tab to view all the mandatory fields required for completion of bid submission. Follow the below checking cycle-



Step 13: click on **Questions & fill the questionnaires** → Enter your answers against questionnaires carefully and attach the supporting documents i.e. Bid security Bond, EMD exemption, technical details etc., if applicable in **Technical RFX Response** tab i.e. c-folder.

N.B. Document uploaded in Collaboration folder i.e. under Technical RFX Response tab will be shared publicly. So, document shall be uploaded only in EMD & Tech Bid folder.



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## Edit RFx Response:

Submit Read Only Check Technical RFx Response Close Save

- ! Attribute Miscellaneous Charges is mandatory, maintain attribute value
- ! Attribute Read and agree with all terms and conditions of RF is mandatory, maintain attribute value
- ! Attribute We confirm that we accept all the Terms and & Cond is mandatory, maintain attribute value
- ! Price diff in INR For Negotiation 0
- ! Line 1: '0' in the price field

RFx Response Number 8100001013 Rfx Number 1400000373 Status Saved Submission Deadline 26.10.2020 15:00:00 INDIA Remaining Time 7 Days 16:07:52 RFx Owner PUR-120  
Total Value 0.00 INR Rfx Response Version Number Active Version Rfx Version Number 1

### RFx Information

Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments Conditions Payment

Question	Reply	Comment
*Miscellaneous Charges:	<input type="text"/>	<input type="text"/>
*We confirm that we accept all the Terms and & Conditions mentioned in NIT:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
*Read and agree with all terms and conditions of RFQ,GCC and SAIL P1:	<input type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

**IF EMD is applicable :** Please answer EMD Related Questions which will be mandatory.

## Create RFx Response

Submit Read Only Check Technical RFx Response Close Save

RFx Response Number 8100001387 Rfx Number 1400000617 Status In Process Submission Deadline 11.11.2020 15:00:00 INDIA Remaining Time 0 Days 22:06:08 RFx Owner PUR-4  
Total Value 0.00 INR Rfx Response Version Number Active Version Rfx Version Number 1

### RFx Information

Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments Conditions Payment

Question	Reply	Comment
* Type of GSTIN Registration:	COMPOSITE <input type="text"/>	Description <input type="text"/>
* We confirm that we accept all the Terms and & Conditions mentioned in NIT:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Description <input type="text"/>
* Read and agree with all terms and conditions of RFQ,GCC and SAIL P1:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Description <input type="text"/>
* Earnest Money Deposit (EMD) [as per NIT / IFB] (documents to be uploaded in C-Folder):	<input checked="" type="radio"/> Yes <input type="radio"/> No	Description <input type="text"/>
* Earnest Money Deposit submitted:	<input checked="" type="radio"/> Yes <input type="radio"/> No	Description <input type="text"/>
* Whether exempted for submission of EMD?:	<input type="radio"/> Yes <input checked="" type="radio"/> No	Description <input type="text"/>
* Details of supporting document for EMD exemption to uploaded in C-Folder (if any):	<input type="radio"/> Yes <input checked="" type="radio"/> No	Description <input type="text"/>
* Details of EMD (DD/BG Number) (Original to be received within due date and time as mentioned in RFx):	EMD <input type="text"/>	Description <input type="text"/>
EMD valid until:	10.11.2020 <input type="text"/>	Description <input type="text"/>

Step 14: Click on conditions and quote the price for individual material/ service activities.

- a) Predefined conditions will appear for each line item. If the conditions are not applicable in your cases then select the particular condition and click on **Remove Button**



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**Edit RfX Response:**

Submit | Read Only | Check | Technical RfX Response | Close | Save

RfX Response Number 810000974 RfX Number 140000364 Status In Process Submission Deadline 22.10.2020 15:00:00 INDIA Remaining Time 1 Days 03:11:18 RfX Owner PUR-4 Total Value 5,600,000.00 INR

RfX Information Items Notes and Attachments **Conditions** Summary Tracking

**Conditions Overview**

Add Condition | Scales | Copy Clipboard | Paste Clipboard | Delete Clipboard | Remove

Level	Condition Type	Scales	Amount	Currency	Price per	Price Unit	Location	Valid From	Valid To	Location Name
Header										
Item 1 - 20118301000355 BALL VALVE,KB-BV-25										
	Price		1,000.00	Indian Rupee	1	EA		14.10.2020	31.12.9999	
	CGST (Ded-ITC) %		9.00 %			0		14.10.2020	31.12.9999	
	Freight Charge %		5.00 %			0		14.10.2020	31.12.9999	
	Packg&Fwd Charge %		5.00 %			0		14.10.2020	31.12.9999	
	SGST (Ded-ITC) %		9.00 %			0		14.10.2020	31.12.9999	
Item 2 - 20110501001254 ADAPTER,146402										
	Price		1,000.00	Indian Rupee	1	EA		14.10.2020	31.12.9999	
	IGST (Ded-ITC) %		18.00 %			0		14.10.2020	31.12.9999	
	Packg&Fwd Charge %		5.00 %			0		14.10.2020	31.12.9999	

Condition line for above highlighted items has been removed as shown below:

**Edit RfX Response:**

Submit | Read Only | Check | Technical RfX Response | Close | Save

RfX Response Number 810000974 RfX Number 140000364 Status In Process Submission Deadline 22.10.2020 15:00:00 INDIA Remaining Time 1 Days 03:08:53 RfX Owner PUR-4 Total Value 5,600,000.00 INR

RfX Information Items Notes and Attachments **Conditions** Summary Tracking

**Conditions Overview**

Add Condition | Scales | Copy Clipboard | Paste Clipboard | Delete Clipboard | Remove

Level	Condition Type	Scales	Amount	Currency	Price per	Price Unit	Location	Valid From	Valid To	Location Name
Header										
Item 1 - 20118301000355 BALL VALVE,KB-BV-25										
	Price		1,000.00	Indian Rupee	1	EA		14.10.2020	31.12.9999	
	CGST (Ded-ITC) %		9.00 %			0		14.10.2020	31.12.9999	
	Freight Charge %		5.00 %			0		14.10.2020	31.12.9999	
	SGST (Ded-ITC) %		9.00 %			0		14.10.2020	31.12.9999	
Item 2 - 20110501001254 ADAPTER,146402										
	Price		1,000.00	Indian Rupee	1	EA		14.10.2020	31.12.9999	
	IGST (Ded-ITC) %		18.00 %			0		14.10.2020	31.12.9999	
	Packg&Fwd Charge %		5.00 %			0		14.10.2020	31.12.9999	

- b) If the predefined conditions are applicable in your cases and moreover, you want to further add pricing condition then select the item line and click on **Add Conditions** button. From where you will get list of pricing conditions (example. Freight, forward, Packing, Insurance, CGST, IGST, SGST, others). Select appropriate pricing condition one by one and same will appear in line item.

**Edit RfX Response:**

Submit | Read Only | Check | Technical RfX Response | Close | Save

The use of the last 25 characters in field STREET is restricted (50 of 60) - Display Help

RfX Response Number 810000974 RfX Number 140000364 Status In Process Submission Deadline 22.10.2020 15:00:00 INDIA Remaining Time 1 Days 03:06:25 RfX Owner PUR-4 Total Value 5,600,000.00 INR

RfX Information Items Notes and Attachments **Conditions** Summary Tracking

**Conditions Overview**

Add Condition | Scales | Copy Clipboard | Paste Clipboard | Delete Clipboard | Remove

Level	Condition Type	Scales	Amount	Currency	Price per	Price Unit	Location	Valid From	Valid To	Location Name
Header										
Item 1 - 20118301000355 BALL VALVE,KB-BV-25										
	Price		1,000.00	Indian Rupee	1	EA		14.10.2020	31.12.9999	
	CGST (Ded-ITC) %		9.00 %			0		14.10.2020	31.12.9999	
	Freight Charge %		5.00 %			0		14.10.2020	31.12.9999	
	SGST (Ded-ITC) %		9.00 %			0		14.10.2020	31.12.9999	
Item 2 - 20110501001254 ADAPTER,146402										
	Price		1,000.00	Indian Rupee	1	EA		14.10.2020	31.12.9999	
	IGST (Ded-ITC) %		18.00 %			0		14.10.2020	31.12.9999	
	Packg&Fwd Charge %		5.00 %			0		14.10.2020	31.12.9999	

e.g. Adding condition item forwarding % in line item 2



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**Edit RfX Response:**

Submit | Read Only | Check | Technical RfX Response | Close | Save

RfX Response Number 8100001013    RfX Number 1400000373    Status Saved    Submission Deadline 26.10.2020 15:00:00 INDIA    Remaining Time  
 Total Value 190,000.00 INR    RfX Response Version Number Active Version    RfX Version Number 1

RfX Information    Items    Notes and Attachments    **Conditions**    Summary    Tracking

▼ Conditions Overview

Add Condition | Scales | Copy Clipboard | Paste Clipboard | Delete Clipboard | Remove

Level	Condition Type	Scales	Amount	Currency	Price per	Price Unit
Header	Header Bid Decrement %		0.00	%		
Item 1 - 20118301000355 BALL VALVE,KB-BV-25	Price		1,000.00	Indian Rupee	1	EA
	CGST (Ded-ITC) %		9.00	%	0	
	Freight Charge %		5.00	%	0	
	SGST (Ded-ITC) %		9.00	%	0	
Item 2 - 20110501001254 ADAPTER,146402	Price		1,000.00	Indian Rupee	1	EA
	Forwarding %		0.00	%	0	
	IGST (Ded-ITC) %		18.00	%	0	
	Packg&Fwd Charge %		5.00	%	0	

Added line item will appear as shown below:

Response - SAP NetWeaver Portal - Internet Explorer

http://vhspsapdap01.hec.sailisp.com:50000/rj/portal/?NavigationTarget=navurl%3A%2F%2F7469a5b8494d38af20813a07c8d071af&PrevNavTarget=navurl%3A%2F%2F0e3287d38fc40717d4cfb458ba41303&NavMode=3&CurrentWindowId=WDDefaultExternal1603261539149

**Edit RfX Response:**

Submit | Read Only | Check | Technical RfX Response | Close | Save

The use of the last 25 characters in field STREET is restricted (50 of 60) - Display Help

RfX Response Number 8100000974    RfX Number 1400000364    Status In Process    Submission Deadline 22.10.2020 15:00:00 INDIA    Remaining Time 1 Days 03:01:24    RfX Owner PUR-4    Total Value 5,600,000.00 INR  
 RfX Response Version Number C1    RfX Version Number 2

RfX Information    Items    Notes and Attachments    **Conditions**    Summary    Tracking

▼ Conditions Overview

Add Condition | Scales | Copy Clipboard | Paste Clipboard | Delete Clipboard | Remove

Expand All Collapse All Filter Settings

Level	Condition Type	Scales	Amount	Currency	Price per	Price Unit	Location	Valid From	Valid To	Location Name
Header										
Item 1 - 20118301000355 BALL VALVE,KB-BV-25	Price		1,000.00	Indian Rupee	1	EA		14.10.2020	31.12.9999	
	CGST (Ded-ITC) %		9.00	%	0			14.10.2020	31.12.9999	
	Freight Charge %		5.00	%	0			14.10.2020	31.12.9999	
	SGST (Ded-ITC) %		9.00	%	0			14.10.2020	31.12.9999	
Item 2 - 20110501001254 ADAPTER,146402	Price		1,000.00	Indian Rupee	1	EA		14.10.2020	31.12.9999	
	Forwarding %		0.00	%	0			21.10.2020	31.12.9999	
	IGST (Ded-ITC) %		18.00	%	0			14.10.2020	31.12.9999	
	Packg&Fwd Charge %		5.00	%	0			14.10.2020	31.12.9999	

## Step 15: Notes & Attachments:

You may add Bidder's Remarks by clicking on Add Button under notes.



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## Edit RFx Response:

Submit | Read Only | Check | Technical RFx Response | Close | Save

RFx Response Number 8100001013 RFx Number 1400000373 Status In Process Submission Deadline 26.10.2020 15:00:00 INDIA Remaining Time 7 Days 14:52:48 RFx Response Version Number 1 RFx Response Version Number 1

RFx Information Items **Notes and Attachments** Conditions Summary Tracking

### Notes

Add | Clear

Assigned To Category Text Preview

### Attachments

Add Attachment | Edit Description | Delete | Create Qualification Profile

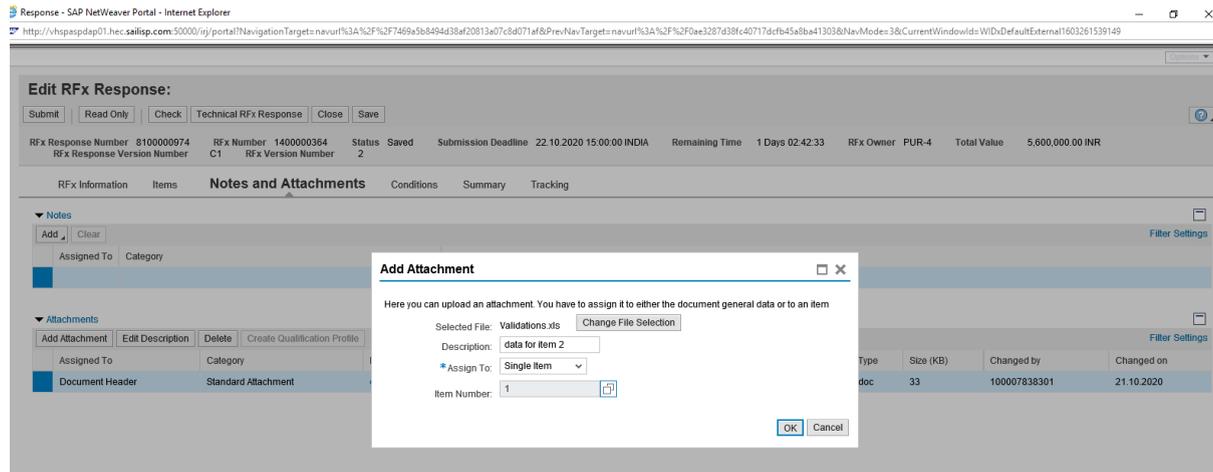
Assigned To Category Description File Name Version Processor Checked Out Type Size (KB) Changed by

Add comment on note and assigned it to general data if it is applicable for all items or item specific by **assigning to single**

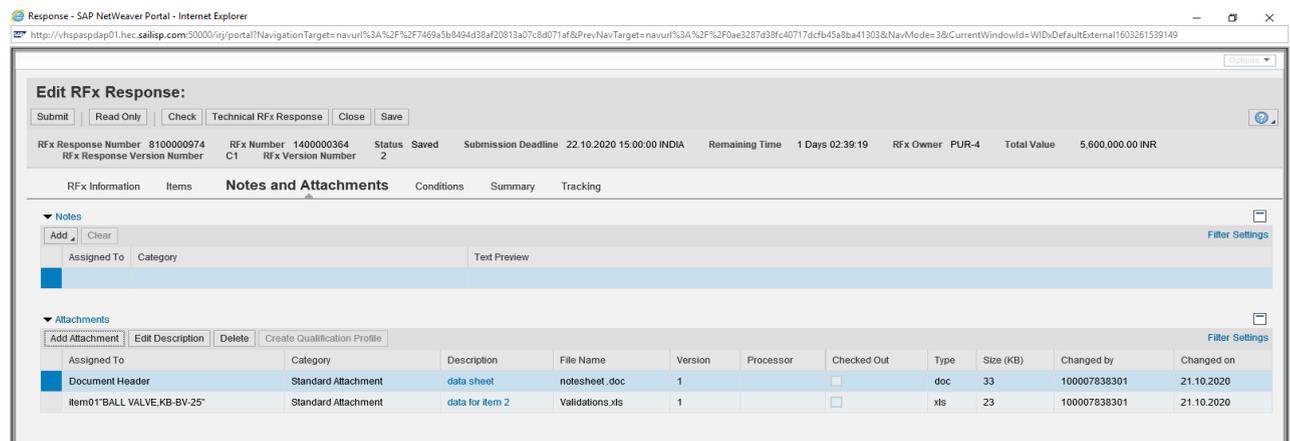
Similarly you may add attachment and assign it to **specific item** or as **general data** if applicable as shown below:

For header level attachments

### For item level attachments



Attachment will be appeared as shown below:



**Step 16: Entry of offer quantity:** Click on item tab, you will see item wise quantity required (tender quantity) and system will automatically show you submitted quantity (offered quantity) same as quantity required. You may edit the submitted quantity, if required.

Note: Total RFx Response Value (offer value) will be calculated on the basis of submitted quantity.



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Response - SAP NetWeaver Portal - Internet Explorer  
<http://vhspaspdp01.hec.sailisp.com:50000/rj/portal/NavigationTarget=navurl%3A%2F%2F7469a5b8494d38af20813a07c8d071af&PrevNavTarget=navurl%3A%2F%2F0ae3287d38fc40717dcfb45a8ba41303&NavMode=3&CurrentWindowId=WiD:DefaultExternal1603261539149>

**Edit RFx Response:**

Submit | Read Only | Check | Technical RFx Response | Close | Save

The use of the last 25 characters in field STREET is restricted (50 of 60) - [Display Help](#)

RFx Response Number: 810000974 | RFx Number: 140000364 | Status: Saved | Submission Deadline: 22.10.2020 15:00:00 INDIA | Remaining Time: 1 Days 02:24:04 | RFx Owner: PUR-4 | Total Value: 5,600,000.00 INR

RFx Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

**Item Overview**

Details | Add Item | Copy | Paste | Delete | Calculate Value

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	RFx / Response #	RF
1	BALL VALVE,KB-BV-25		Material	20118301000355	SPR04084	COKE OVEN SPARES	600.000	600.000	EA	See Conditions	INR	1	On 19.03.2020	0/1	0/1
2	ADAPTER,146402		Material	20110501001254	SPR04084	COKE OVEN SPARES	5,000.000	5,000.000	EA	See Conditions	INR	1	On 29.05.2020	0/0	0/0

**Details for Item 2 ADAPTER,146402**

Item Data | Questions | **Notes and Attachments** | Delivery | Subcontracting | Payment

**Notes**

Clear | Filter Settings

Category | Description

You may see the details of individual items by selecting line item and click on **Details** tab

Response - SAP NetWeaver Portal - Internet Explorer  
<http://vhspaspdp01.hec.sailisp.com:50000/rj/portal/NavigationTarget=navurl%3A%2F%2F7469a5b8494d38af20813a07c8d071af&PrevNavTarget=navurl%3A%2F%2F0ae3287d38fc40717dcfb45a8ba41303&NavMode=3&CurrentWindowId=WiD:DefaultExternal1603261539149>

**Edit RFx Response:**

Submit | Read Only | Check | Technical RFx Response | Close | Save

The use of the last 25 characters in field STREET is restricted (50 of 60) - [Display Help](#)

RFx Response Number: 810000974 | RFx Number: 140000364 | Status: Saved | Submission Deadline: 22.10.2020 15:00:00 INDIA | Remaining Time: 1 Days 02:24:04 | RFx Owner: PUR-4 | Total Value: 5,600,000.00 INR

RFx Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

**Item Overview**

**Details** | Add Item | Copy | Paste | Delete | Calculate Value

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	RFx / Response #	RF
1	BALL VALVE,KB-BV-25		Material	20118301000355	SPR04084	COKE OVEN SPARES	600.000	600.000	EA	See Conditions	INR	1	On 19.03.2020	0/1	0/1
2	ADAPTER,146402		Material	20110501001254	SPR04084	COKE OVEN SPARES	5,000.000	5,000.000	EA	See Conditions	INR	1	On 29.05.2020	0/0	0/0

**Details for Item 1 BALL VALVE,KB-BV-25**

Item Data | Questions | **Notes and Attachments** | Delivery | Subcontracting | Payment

**Notes**

Clear | Filter Settings

Category | Description



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Response - SAP NetWeaver Portal - Internet Explorer

http://vhspsdp01.hec.sailsp.com:50000/ij/portal?NavigationTargets=navurl%3A%2F%2F7469a5b8494d38af20813a07c8d071af&PrevNavTarget=navurl%3A%2F%2F0ae3287d38fc40717dcfb45a8ba41303&NavMode=3&CurrentWindowId=WiD:DefaultExternal1603261539149

**Edit RFx Response:**

Submit | Read Only | Check | Technical RFx Response | Close | Save

The use of the last 25 characters in field STREET is restricted (50 of 60) - Display Help

RFx Response Number 8100000974    RFx Number 1400000364    Status Saved    Submission Deadline 22.10.2020 15:00:00 INDIA    Remaining Time 1 Days 02:08:14    RFx Owner PUR-4    Total Value 5,600,000.00 INR

RFx Information	Items	Notes and Attachments	Conditions	Summary	Tracking									
1	BALL VALVE,KB-BV-25	Material	20118301000355	SPR04084	COKE OVEN SPARES	600.000	600.000	EA	See Conditions	INR	1	On 19.03.2020	0/1	0/1
2	ADAPTER,146402	Material	20110501001254	SPR04084	COKE OVEN SPARES	5,000.000	5,000.000	EA	See Conditions	INR	1	On 29.05.2020	0/0	0/0

**Details for Item 1 BALL VALVE,KB-BV-25**

Item Data | Questions | Notes and Attachments | Delivery | Subcontracting | Payment

**Basic Data**

Identification: Item Type: Material, Product Type: Material, Product Category: SPR04084 COKE OVEN SPARES, Product ID: 20118301000355

Currency, Values and Pricing: Currency: Indian Rupee, Required Quantity: 600.000 EA each, Submitted Quantity: 600.000 EA each, Price: 1,000.00 INR Per: 1 EA

Click on item level question tab, If any questionnaire is available at item level then you need to answer the same as shown below

Response - SAP NetWeaver Portal - Internet Explorer

http://vhspsdp01.hec.sailsp.com:50000/ij/portal?NavigationTargets=navurl%3A%2F%2F7469a5b8494d38af20813a07c8d071af&PrevNavTarget=navurl%3A%2F%2F0ae3287d38fc40717dcfb45a8ba41303&NavMode=3&CurrentWindowId=WiD:DefaultExternal1603261539149

**Edit RFx Response:**

Submit | Read Only | Check | Technical RFx Response | Close | Save

The use of the last 25 characters in field STREET is restricted (50 of 60) - Display Help

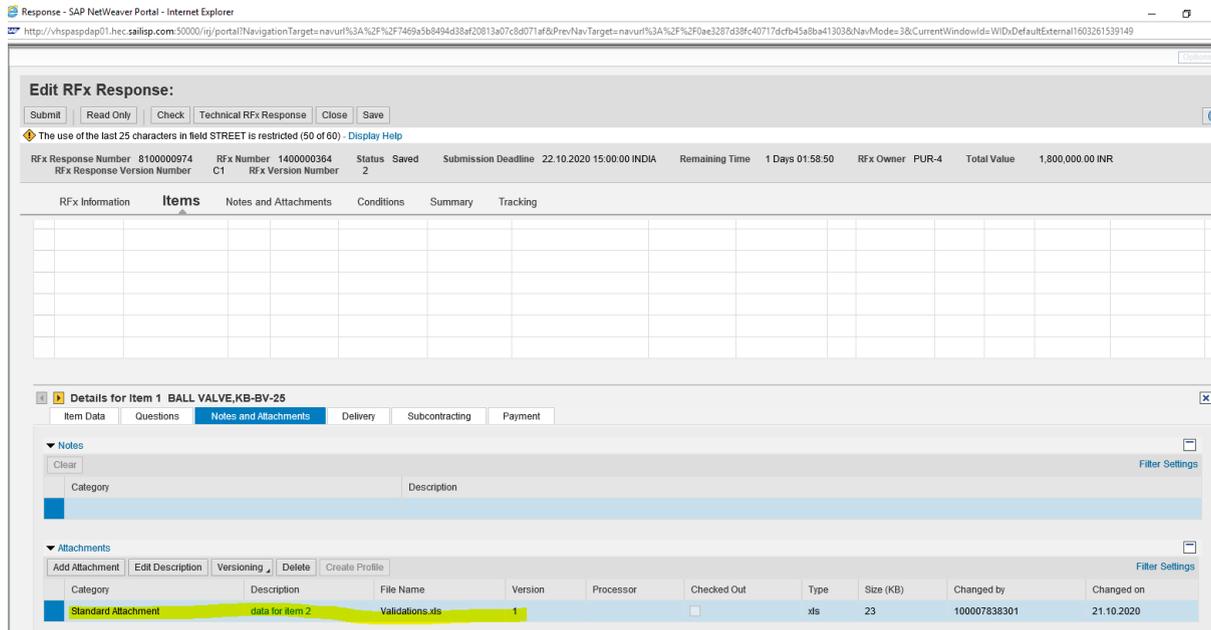
RFx Response Number 8100000974    RFx Number 1400000364    Status Saved    Submission Deadline 22.10.2020 15:00:00 INDIA    Remaining Time 1 Days 02:05:38    RFx Owner PUR-4    Total Value 5,600,000.00 INR

RFx Information	Items	Notes and Attachments	Conditions	Summary	Tracking									
1	BALL VALVE,KB-BV-25	Material	20118301000355	SPR04084	COKE OVEN SPARES	600.000	600.000	EA	See Conditions	INR	1	On 19.03.2020	0/1	0/1
2	ADAPTER,146402	Material	20110501001254	SPR04084	COKE OVEN SPARES	5,000.000	5,000.000	EA	See Conditions	INR	1	On 29.05.2020	0/0	0/0

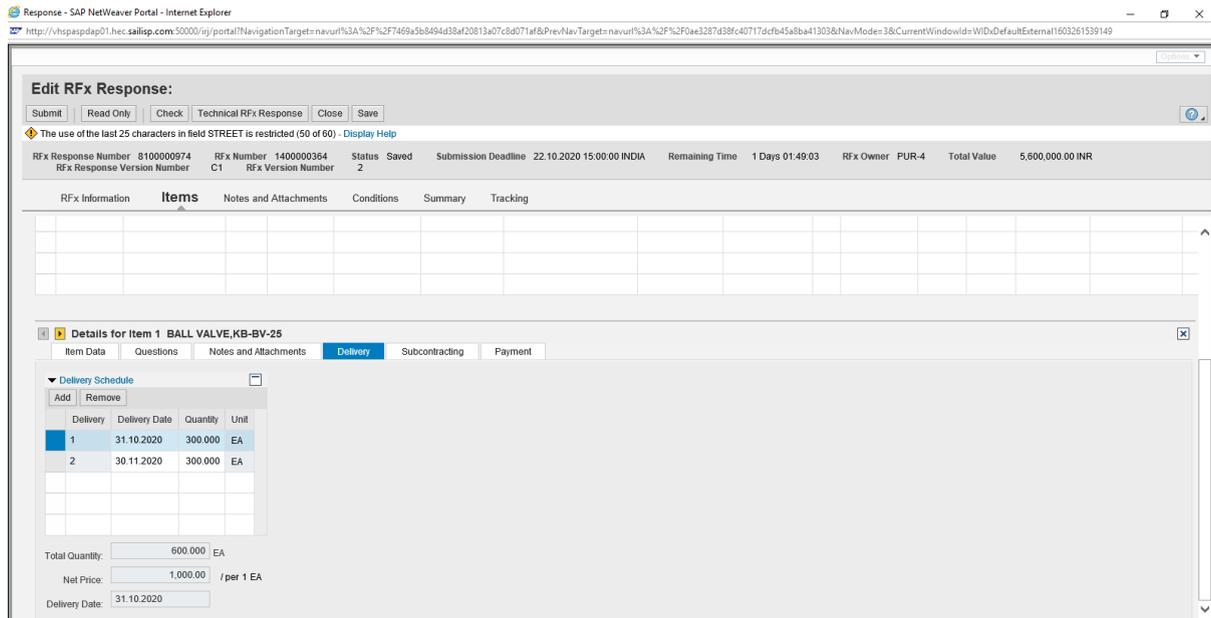
Details | Add Item | Copy | Paste | Delete | Calculate Value

Line Number	Description	Variant	Product Type	Product ID	Product Category	Product Category Description	Required Quantity	Submitted Quantity	Unit	Price	Currency	Price Per	Delivery Date	RFx / Response #	RF
1	BALL VALVE,KB-BV-25		Material	20118301000355	SPR04084	COKE OVEN SPARES	600.000	600.000	EA	See Conditions	INR	1	On 19.03.2020	0/1	0/1
2	ADAPTER,146402		Material	20110501001254	SPR04084	COKE OVEN SPARES	5,000.000	5,000.000	EA	See Conditions	INR	1	On 29.05.2020	0/0	0/0

In the notes and attachment tab in item details level, you can see all the attachments which have attached at **step 15** and assigned to **single item**



**Delivery Schedule:** You may provide your item wise delivery schedule. Please ensure delivery quantity should be equal to submitted quantity. If you add more quantity it will automatically update your submitted quantity accordingly.





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Step17 : Click on **Tracking** tab to view RfX version provided by buyer by clicking on RfX Version Tab as below. Active version of RfX is latest version tender against which you are submitting bids.

**Edit RfX Response:**

Submit | Read Only | Check | Technical RfX Response | Close | Save

The use of the last 25 characters in field STREET is restricted (50 of 60) - [Display Help](#)

RfX Response Number 8100000974 RfX Number 1400000364 Status In Process Submission Deadline 22.10.2020 15:00:00 INDIA Remaining Time 1 Days 01:43:24 RfX Owner PUR-4 Total Value 5,600,000.00 INR

RfX Response Version Number C2 RfX Version Number 2

RfX Information Items Notes and Attachments Conditions Summary **Tracking**

RfX Response Versions RfX Versions

Version Overview

Version	Document/Version Type	Created On	Changed On	Document Name	External Version Number
3	Active Document	14.10.2020 16:06:45	21.10.2020 11:45:20	MM_KIRAN	2
2	Historical Document	14.10.2020 17:55:05	14.10.2020 17:55:05	MM_KIRAN	2
1	Historical Document	14.10.2020 16:37:00	14.10.2020 16:37:00	MM_KIRAN	1

You may also view your quotation versions by clicking on **RfX Response Versions** tab as shown below.

**Edit RfX Response:**

Submit | Read Only | Check | Technical RfX Response | Close | Save

The use of the last 25 characters in field STREET is restricted (50 of 60) - [Display Help](#)

RfX Response Number 8100000974 RfX Number 1400000364 Status In Process Submission Deadline 22.10.2020 15:00:00 INDIA Remaining Time 1 Days 01:43:24 RfX Owner PUR-4 Total Value 5,600,000.00 INR

RfX Response Version Number C2 RfX Version Number 2

RfX Information Items Notes and Attachments Conditions Summary **Tracking**

RfX Response Versions RfX Versions

Version Overview

Version	Document/Version Type	Created On	Changed On	Document Name
C2	Change Document	21.10.2020 13:16:36	21.10.2020 13:16:36	
2	Active Document	14.10.2020 16:40:53	21.10.2020 13:16:29	
1	Historical Document	14.10.2020 17:02:53	14.10.2020 17:02:53	

**Edit RfX Response:**

Submit | Read Only | Check | Technical RfX Response | Close | Save

RfX Response Number 8100001013 RfX Number 1400000373 Status In Process Submission Deadline 26.10.2020 15:00:00 INDIA Remaining Time 7 Days 14:47:28 RfX Owner PUR-120

Total Value 190,000.00 INR RfX Response Version Number C1 RfX Version Number 1

RfX Information Items Notes and Attachments Conditions Summary **Tracking**

RfX Response Versions RfX Versions

Version Overview

Version	Document/Version Type	Created On	Changed On	Document Name
C1	Change Document	19.10.2020 00:07:07	19.10.2020 00:07:07	
1	Active Document	18.10.2020 22:34:03	18.10.2020 23:59:36	



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Step-18 : You can view summary of the RfX by clicking on **Summary** Tab

**Display RfX Response:**

RfX Response Number	8100000974	RfX Number	1400000364	Status	Submitted	Submission Deadline	22.10.2020 15:00:00 INDIA	Remaining Time	0 Days 19:32:17	RfX Owner	PUR-4	Total Value	5,600,000.00 INR
RfX Response Version Number	2	RfX Version Number	2										

---

RfX Response Number:

Items with Response:

Questions:

Notes:

Attachments:

Conditions:

Total RfX Response Value:

Step-19: After completion of bid entries in all respect, click on Check Button followed by Submit Button

**Edit RfX Response:**

RfX Response Number	8100001013	RfX Number	1400000373	Status	In Process	Submission Deadline	26.10.2020 15:00:00 INDIA	Remaining Time	7 Days 14:57:10
Total Value	190,000.00 INR	RfX Response Version Number	C1	RfX Version Number	1				

**Display RfX Response:**

RfX response 8100001013 submitted

RfX Response Number	8100001013	RfX Number	1400000373	Status	Saved	Submission Deadline	26.10.2020 15:00:00 INDIA	Remaining Time	7 Days 15:00:36	RfX Owner	PUR-120
Total Value	190,000.00 INR	RfX Response Version Number	Active Version	RfX Version Number	1						

Step-20: **Until bid submission deadline is reached** ,Bidder can withdraw their bid by clicking on Withdraw button or Edit and Re-submit the same also by clicking on Button respectively .



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**Display RFx Response:**

[Edit](#) [Refresh](#) [Technical RFx Response](#) [Close](#) [Withdraw](#)

The use of the last 25 characters in field STREET is restricted (50 of 60) - [Display Help](#)

RFx response 8100000974 submitted

RFx Response Number	8100000974	RFx Number	1400000364	Status	Withdrawn	Submission Deadline	22.10.2020 15:00:00 INDIA	Remaining Time	0 Days 19:20:52
RFx Response Version Number	4	RFx Version Number	2						

**RFx Information**    Items    Notes and Attachments    Conditions    Summary    Tracking

Basic Data    Questions    Notes and Attachments    Conditions    Payment

**Event Parameters**

Currency:

**Status and Statistics**

Created On:

Created By:

Last Processed On:

Last Processed By:

On EMD Acceptability: The Buyer will receive the following mail.

**On EMD Acceptance**

EMD Notification for RFX 1400000617

**Created** PUR-4

Dear Sir/Madam,

SAIL ISP has successfully carried out EMD opening and the EMD submitted by you has been ACCEPTED by the competent authority

Warm Regards,  
PUR-4  
Dealing Officer  
SAIL ISP

**On EMD Rejection**

EMD Notification for RFX 1400000617

**Created** PUR-4

Dear Sir/Madam,

SAIL ISP has successfully carried out EMD opening and the EMD submitted by you has been REJECTED by the competent authority

Warm Regards,  
PUR-4  
Dealing Officer  
SAIL ISP

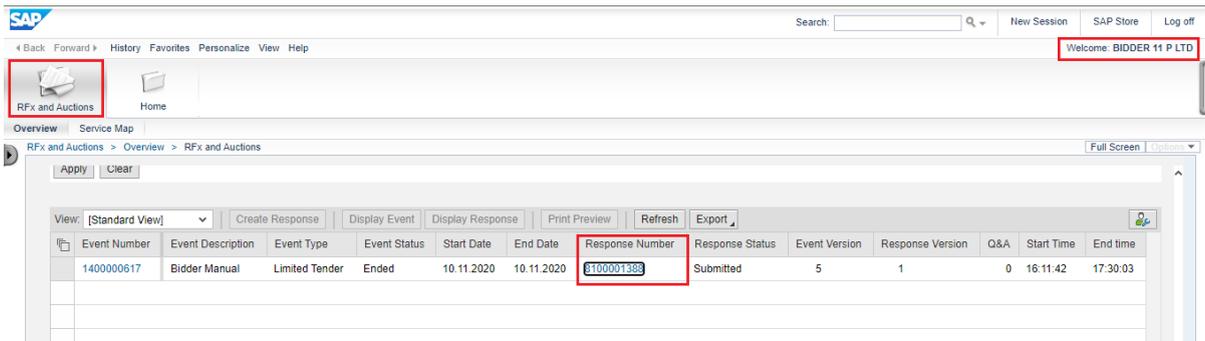
**Technical Offer Opening:**

The following mail will be received by the bidder.

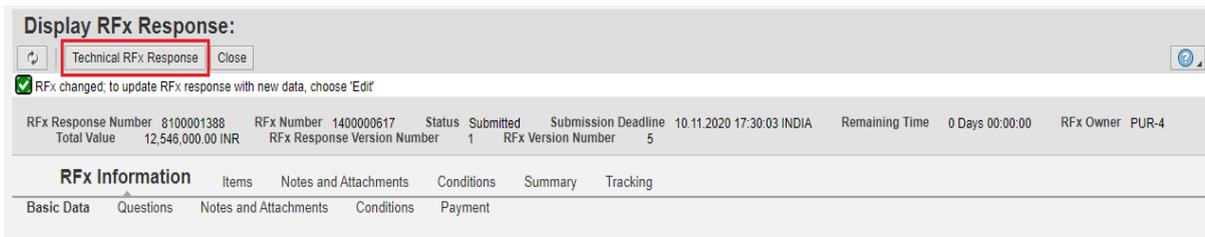


After Technical opening if techno-commercial clarifications are carried out , c-folder will be used for the same :

Click on RFX and Auctions → Click on Response Number



Your Response will open. After this click on the Technical RFX Response



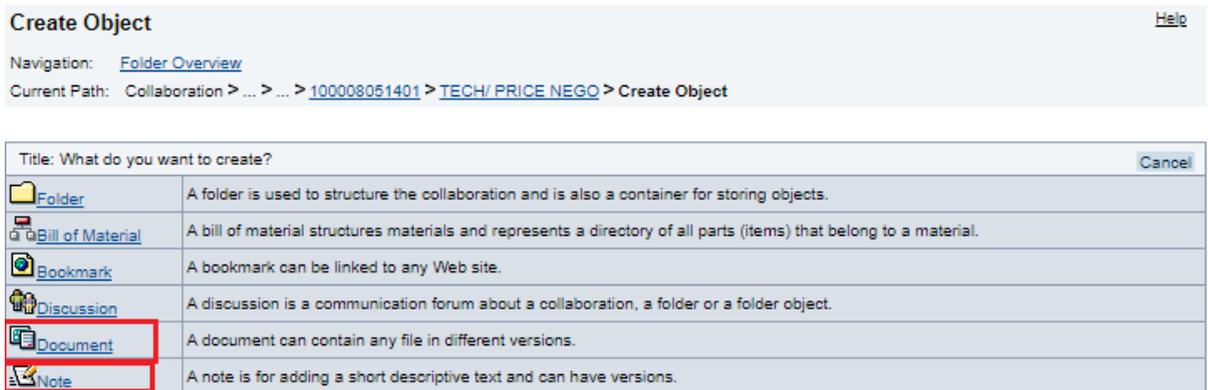
C-folder will open with a New folder dedicated for Technical/ Price Negotiation



The screenshot shows the SAP mySAP PLM cFolders interface. The left sidebar shows a tree view with folders like 'COLLABORATION', 'TENDER DETAIL', and '100008051401'. The 'TECH/ PRICE NEGOTIATION' folder is highlighted. The main area shows the configuration for this folder, including a name field with 'TECH/ PRICE NEGOTIATION', a 'Subscribe' checkbox, and an 'Authorization' field with 'Write'. Below this is a table showing folder contents:

Thumbnail	Name	Current Version	Read	Status	Changed by	Changed on
	Negotiation	Version 1			PUR-4	10.11.2020 20:48:59

Here various types of objects can be configured such as :

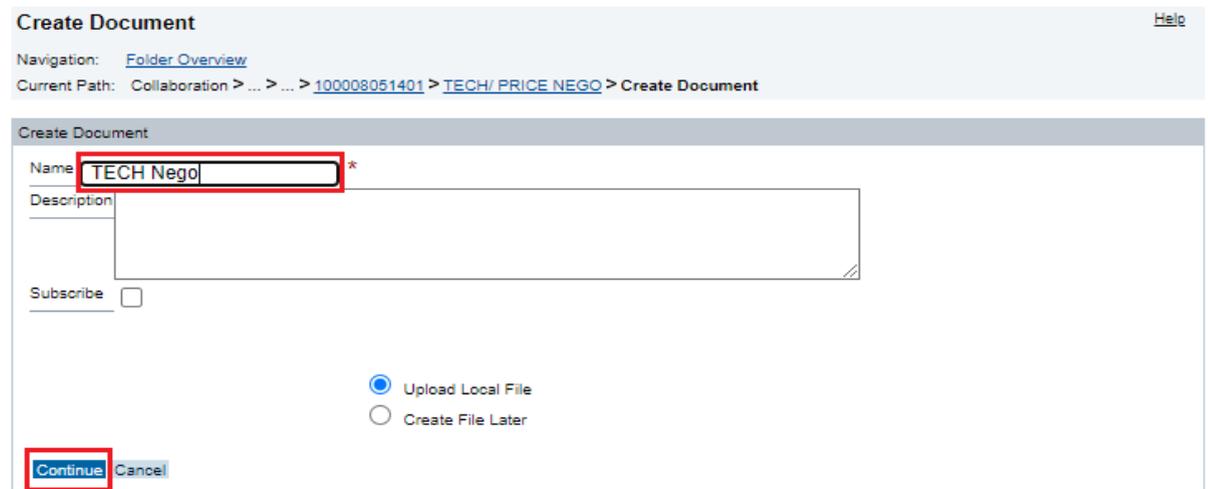


The screenshot shows the 'Create Object' dialog box. The title is 'Title: What do you want to create?'. The current path is 'Collaboration > ... > ... > 100008051401 > TECH/ PRICE NEGOTIATION > Create Object'. The dialog lists several object types with their descriptions:

- Folder**: A folder is used to structure the collaboration and is also a container for storing objects.
- Bill of Material**: A bill of material structures materials and represents a directory of all parts (items) that belong to a material.
- Bookmark**: A bookmark can be linked to any Web site.
- Discussion**: A discussion is a communication forum about a collaboration, a folder or a folder object.
- Document**: A document can contain any file in different versions.
- Note**: A note is for adding a short descriptive text and can have versions.

The description of the same is provided above.

For example, if you want to attach a document:



The screenshot shows the 'Create Document' dialog box. The title is 'Create Document'. The current path is 'Collaboration > ... > ... > 100008051401 > TECH/ PRICE NEGOTIATION > Create Document'. The dialog has a 'Name' field with 'TECH Nego', a 'Description' text area, a 'Subscribe' checkbox, and two radio buttons: 'Upload Local File' (selected) and 'Create File Later'. There are 'Continue' and 'Cancel' buttons at the bottom.



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After attaching documents/ Note the Folder will look like this.

**Folder TECH/ PRICE NEGOTIATION** Help

Current Path: Collaboration > ... > ... > [100008051401](#) > TECH/ PRICE NEGOTIATION

---

**Folder**

Name:  \*

Subscribe:

Authorization:

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

---

Title: Folder Contents Upload PDX Package Create Copy Copy as Bookmark Paste All None

Thumbnail	Name	Current Version	Read	Status	Changed by	Changed on
	Negotiation	Version 1			PUR-4	10.11.2020 20:46:59
	TECH Nego	472230 iSecurity Quiz Completion Certificate.pdf (251KB)			BIDDER 11 P.LTD	10.11.2020 21:12:16

- After techno-commercial clarifications, SAIL ISP may float the RFX again for vendors to change their techno-commercial terms as per agreement and documents loaded in C Folder.
- The Vendors/ Bidders will receive the following e-mail.:

RFX 1400000617

**Created** PUR-4

Mr. Bidder 13 P LTD,  
Submission deadline: 12.11.2020 15:00:00  
Pre-bid Discussion Deadline: 21.11.2020

Please use the below link for logging into our website:  
<[http://vhspaspdap01.hec.sailisp.com:50000/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP\\_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM\\_BOID=005056920F181EDB88E806DDC6D7F707](http://vhspaspdap01.hec.sailisp.com:50000/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM_BOID=005056920F181EDB88E806DDC6D7F707)>

It would be a pleasure to do business with your esteemed organization.

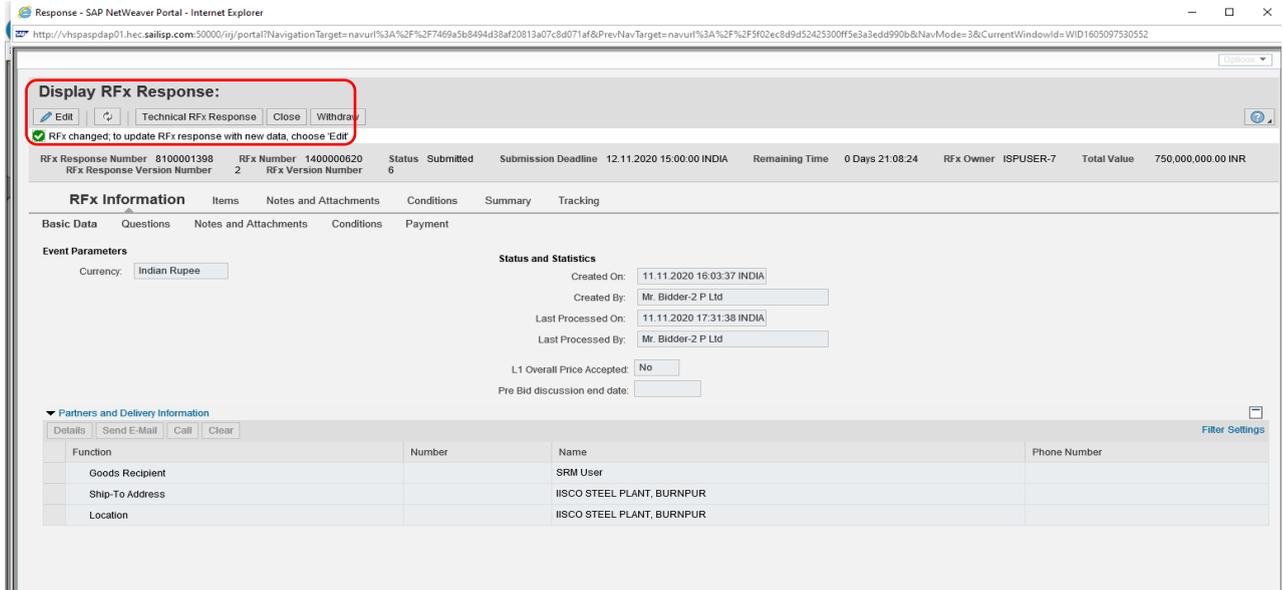
Warm regards,

Dealing Officer  
SAIL ISP

---

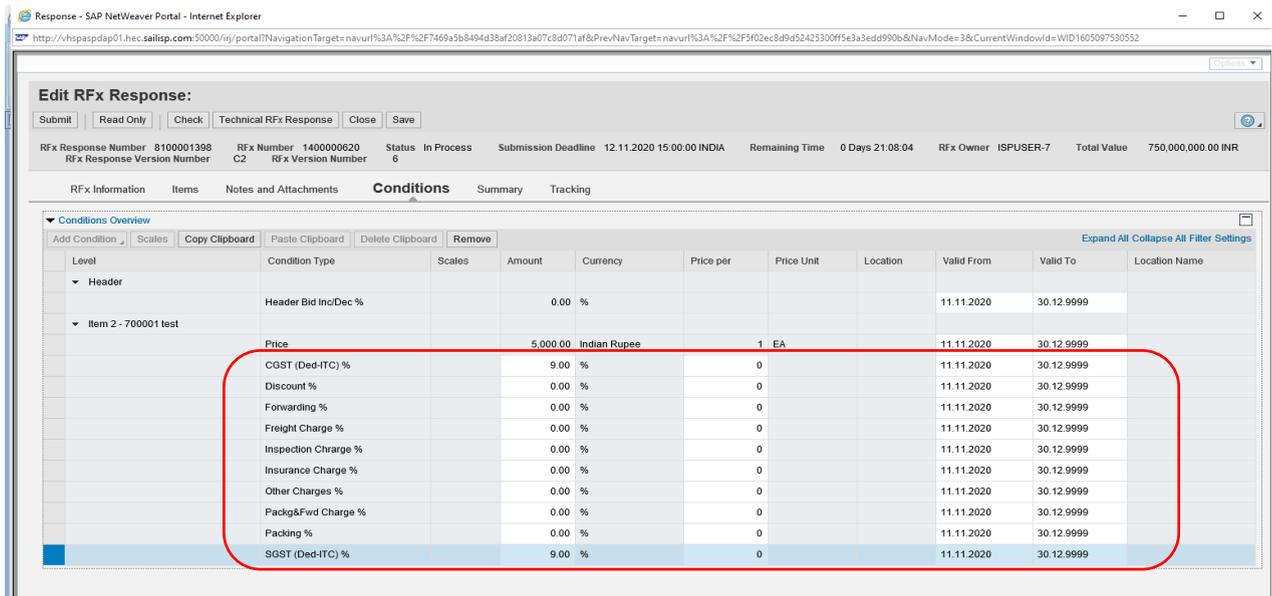
BID1400000617

After clicking on the above link vendor has to edit the response



Bidder will not be able to change Price and will be able change only the conditions which have been agreed as per the techno-commercial negotiation.

**\*\*\*Please note that bidders may only change the conditions that have been agreed and in case they change any other conditions their offer will be summarily rejected**



### 4.3 Technical acceptance intimation to bidder

ON ACCEPTANCE the following mail will go:



Techno Commercial BID Response 8100001390

**Created** PUR-4

Dear Sir,

SAIL ISP has successfully carried out bid opening and your offer has been found Techno-Commercially Accepted

Warm Regards,

Dealing Officer  
SAIL ISP

ON REJECTION the following mail will be sent to the bidder.

Techno Commercial BID Response 8100001389

**Created** PUR-4

Dear Sir,

SAIL ISP has successfully carried out bid opening and your offer has been found Techno-Commercially Rejected

Warm Regards,

Dealing Officer  
SAIL ISP

#### 4.4 Price Opening intimation to bidder

On price opening the following mail will be received by the vendor

Price Bid Opening for RFX No. 1400000617

**Created** Workflow System

Dear Sir/Madam,

SAIL ISP has successfully carried out Price Bid opening on 10.11.2020 . Priced Offer Evaluation is being carried out.

This is for your information Please

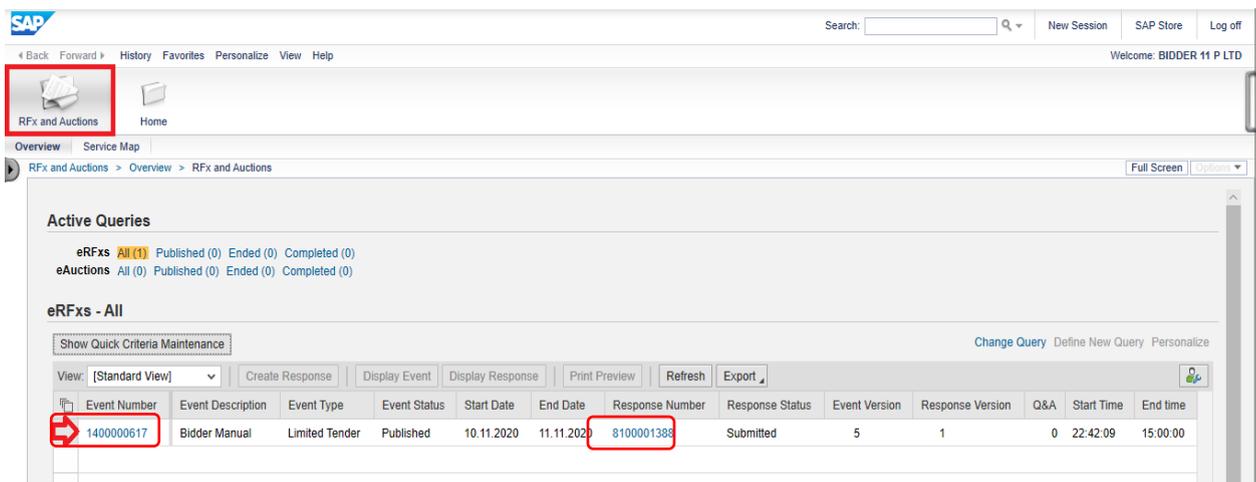
Warm Regards,  
Dealing Officer  
SAIL ISP

#### 4.5 Price Negotiation Intimation & Process:

Sometimes price negotiations will be required for certain cases in such situations the buyer will send the bidder, the following mail.



After this the bidder will login to the SRM Portal using their User Id and Password:  
 Open the RFX and click on the Response Number



Click on the EDIT RFX Button:

- Please note that on the basis of “Basis of Evaluation” the negotiated Price will be entered either on Overall Basis or at Item level.
- Please be aware that the Negotiated Price will be populated by ISP Dealing officers and it will be an un-editable field for bidder

**Display RFx Response:**

RFx Response Number 8100001388    RFx Number 1400000617    Status Submitted    Submission Deadline 11.11.2020 15:00:00 INDIA    Remaining Time 0 Days 02:46:35    RFx Owner PUR-4  
 Total Value 12,546,000.00 INR    RFx Response Version Number 1    RFx Version Number 5

RFx Information    **Items**    Notes and Attachments    Conditions    Summary    Tracking

**Basic Data**

**Identification**  
 Item Type: Material  
 Product Category: SPR02027 MEDIUM ENGG JOBS  
 Product ID: 20110501000939  
 Description: HALF BUCKSTAY,SUPPORTING,DWN:8B-4  
 Item Variant Description: Original Item

**Currency, Values and Pricing**  
 Currency: Indian Rupee  
 Required Quantity: 1,000,000 SET SET  
 Submitted Quantity: 1,000,000 SET SET

**Service and Delivery**  
 Delivery Date: 00:00:00

**Status and Statistics**  
 L1 Item Price Accepted: No

**Further Properties**  
 Negotiated Individual Price: 12,546.00

As per negotiated terms, the price will be entered by Bidder/ Vendor in the conditions tab. This price should be equal to the price entered by the buyer. Else the bidder will not be able to save the quotation

**Edit RFx Response:**

RFx response is complete and contains no errors

RFx Response Number 8100001388    RFx Number 1400000617    Status In Process    Submission Deadline 11.11.2020 15:00:00 INDIA    Remaining Time 0 Days 02:45:06    RFx Owner PUR-4  
 Total Value 12,546,000.00 INR    RFx Response Version Number C1    RFx Version Number 5

RFx Information    Items    Notes and Attachments    **Conditions**    Summary    Tracking

Header	Header Bid In...						
Item 1 - 20110501000939 HALF BUCKSTAY,SUPPORTING,DWN:8B-4/125,2	Price	12,546.00	1	SET	10.11.2020	30.12.999	Indian R...
	CGST (ND) %	0.00	0		10.11.2020	30.12.999	%
	Discount %	1.00-	0		10.11.2020	30.12.999	%
	Forwarding %	0.00	0		10.11.2020	30.12.999	%
	Freight Charg...	3.00	0		10.11.2020	30.12.999	%
	IGST (ND)%	0.00	0		10.11.2020	30.12.999	%
	Inspection Ch...	0.00	0		10.11.2020	30.12.999	%
	Insurance Ch...	0.00	0		10.11.2020	30.12.999	%
	Other Charge...	0.00	0		10.11.2020	30.12.999	%
	Packg&Fwd C...	0.00	0		10.11.2020	30.12.999	%
	Packing %	0.00	0		10.11.2020	30.12.999	%
	SGST (ND) %	0.00	0		10.11.2020	30.12.999	%

#### 4.6 Price Matching Intimation & Process:

Sometimes order needs to be placed on Multiple sources, in such a scenario ISP Dealing Officers will send the following mail.



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RFx 1400000617

Created PUR-4

Mr. BIDDER 11 P LTD,  
You are requested to match the L1 price for the following RFx:  
Bidder Manual 1400000617

Submission deadline: 12.11.2020 15:00:00  
Pre-bid Discussion Deadline: 21.11.2020

Please use the below link for logging into our website:  
<[http://vhspaspdap01.hec.sailisp.com:50000/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP\\_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM\\_BOID=005056920F181EDB88E806DDC6D7F707](http://vhspaspdap01.hec.sailisp.com:50000/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM_BOID=005056920F181EDB88E806DDC6D7F707)>

It would be a pleasure to do business with your esteemed organization.

Warm regards,

Dealing Officer  
SAIL ISP

[BID1400000617](#)

On Receipt of such a mail the bidder will log into SRM Portal and edit the RFX response.

The screenshot shows the SAP SRM Portal interface. The 'RFX and Auctions' menu item is highlighted with a red box. Below the menu, the 'Active Queries' section is visible, showing a table of RFXs. The table has columns for Event Number, Event Description, Event Type, Event Status, Start Date, End Date, Response Number, Response Status, Event Version, Response Version, Q&A, Start Time, and End time. A red arrow points to the first row of the table.

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
1400000617	Bidder Manual	Limited Tender	Published	11.11.2020	12.11.2020	8100001390	Submitted	9	1	0	12:28:09	15:00:00

The screenshot shows the 'Display RFX Response' screen in the SAP SRM Portal. The 'Edit' button is highlighted with a red box. Below the button, there is a summary of RFX information and a table of RFX information.

**Display RFX Response:**

RFx changed: to update RFX response with new data, choose 'Edit'

RFx Response Number	8100001390	RFx Number	1400000617	Status	Submitted	Submission Deadline	12.11.2020 15:00:00 INDIA	Remaining Time	1 Days 02:27:09	RFx Owner	PUR-4
Total Value	13,000,000.00 INR	RFx Response Version Number	1	RFx Version Number	9						

**RFx Information** Items Notes and Attachments Conditions Summary Tracking

Basic Data Questions Notes and Attachments Conditions Payment

**Event Parameters**

Currency: Indian Rupee

**Status and Statistics**

Created On: 10.11.2020 17:25:22 INDIA  
Created By: Mr. Bidder 13 P LTD  
Last Processed On: 10.11.2020 21:36:32 INDIA  
Last Processed By: PUR-4

L1 Overall Price Accepted: No  
Pre Bid discussion end date: 21.11.2020

**Partners and Delivery Information**

Details Send E-Mail Call Clear Filter Settings

Function	Number	Name	Valid from	Valid to	Phone Number
The table does not contain any data					

Bidder will be able to see the L1 price to match per unit

**Display RFX :**

Print Preview | Refresh | Technical RFX | Close | Do Not Participate | Tentative | Export | Related Links

RFX Number 140000617 | RFX Name Bidder Manual | RFX Status Published | RFX Start Date 11.11.2020 12:28:09 INDIA | Submission Deadline 12.11.2020 15:00:00 INDIA  
 Remaining Time 1 Days 02:24:26 | RFX Owner PUR-4 | RFX Version Number 9 | RFX Version Type Active Version | RFX Response 8100001390

RFX Information | **Items** | Notes and Attachments

Item 0001 : HALF BUCKSTAY,SUPPORTING,DWN:8B-4/125,2

Item Data | Questions | Notes and Attachments | Conditions | Delivery | User-Specified Status | Subcontracting

**Identification**  
 Product ID: 20110501000939  
 Description: HALF BUCKSTAY,SUPPORTING,DWN:8B-4  
 Product Category: SPR02027 MEDIUM ENGG JOBS  
 Lot:

**Further Properties**  
 Negotiated Individual Price: 0.00  
 Minimum Offer Quantity:

**Currency, Values and Pricing**  
 Required Quantity: 1,000.000 SET

**Service and Delivery**  
 Delivery Date / Time:  00:00:00

L1 price to match per unit: 12,546.00

Negotiated Lot Price: 0.00  
 Vendor: 1000080514

At the item level the bidder will have to accept the price matching either as a Yes or a No.

**Edit RFX Response:**

Submit | Read Only | Check | Close | Save

RFX Response Number 8100001390 | RFX Number 140000617 | Status In Process | Submission Deadline 12.11.2020 15:00:00 INDIA | Remaining Time 1 Days 02:03:21 | RFX Owner PUR-4  
 Total Value 0.00 INR | RFX Response Version Number C1 | RFX Version Number 9

RFX Information | **Items** | Notes and Attachments | Conditions | Summary | Tracking

Item Data | Questions | Notes and Attachments | Delivery | Subcontracting | Payment

Basic Data

**Identification**  
 Item Type: Material  
 Product Category: SPR02027 MEDIUM ENGG JOBS  
 Product ID: 20110501000939  
 Description: HALF BUCKSTAY,SUPPORTING,DWN:8B-4  
 Item Variant Description: Original Item

**Further Properties**  
 Negotiated Individual Price: 0.00

**Currency, Values and Pricing**  
 Currency: Indian Rupee  
 Required Quantity: 1,000.000 SET SET  
 Submitted Quantity: 1,000.000 SET SET

**Service and Delivery**  
 Delivery Date:  00:00:00

**Status and Statistics**  
 L1 Item Price Accepted: Yes

#### 4.7 Bid Increment Decrement Intimation & Process.

In certain cases, BID Decrement will be taken from the vendors on the price bids submitted.

On initiation of the process the following mail will be received by the bidder.



# User Manual for SRM (Initial version) PRAGATI



RFx 140000617

Created PUR-4

Mr. BIDDER 11 P LTD,  
You are requested to submit your bid decrements for the following RFx:  
Bidder Manual 140000617

Submission deadline: 12.11.2020 15:00:00  
Pre-bid Discussion Deadline: 21.11.2020

Please use the below link for logging into our website:  
<[http://vhspaspdap01.hec.sailisp.com:50000/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP\\_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM\\_BOID=005056920F181EDB88E806DDC6D7F707](http://vhspaspdap01.hec.sailisp.com:50000/irj/portal/?NavigationTarget=OBN://BOSystemAlias=SAP_SRM/BOTechnicalName=qte/Operation=displayrfx&NavMode=3&SAPSRM_BOID=005056920F181EDB88E806DDC6D7F707)>

It would be a pleasure to do business with your esteemed organization.

Warm regards,

Dealing Officer  
SAIL ISP

Upon receipt of the above mail the Bidder will click on the link which will take them to the SRM Portal.

After clicking on RFX and Auctions. Search for the RFX and Select the required RFX

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response Number	Response Status	Event Version	Response Version	Q&A	Start Time	End time
140000617	Bidder Manual	Limited Tender	Published	11.11.2020	12.11.2020	8100001388	Submitted	11	2	0	13:23:55	15:00:00

Click on the Response Number and Click on EDIT

**Display RFX Response:**

[Edit](#) [Close](#) [Withdraw](#)

RFX Response Number 8100001388    RFX Number 140000617    Status Submitted    Submission Deadline 12.11.2020 15:00:00 INDIA    Remaining Time 1 Days 01:32:29    RFX Owner PUR-4  
 Total Value 0.00 INR    RFX Response Version Number    RFX Version Number 11

**RFx Information**    Items    Notes and Attachments    **Conditions**    Summary    Tracking  
 Basic Data    Questions    Notes and Attachments    Conditions    Payment

**Event Parameters**  
 Currency: Indian Rupee

**Status and Statistics**  
 Created On: 10.11.2020 17:13:19 INDIA  
 Created By: Mr. BIDDER 11 P LTD  
 Last Processed On: 11.11.2020 12:21:44 INDIA  
 Last Processed By: Mr. BIDDER 11 P LTD  
 L1 Overall Price Accepted: No  
 Pre Bid discussion end date: 21.11.2020

Click on Conditions. Provide either Header Decrement /Increment (Only for Project Cases). If the bidder wants to provide decremental bid , then they need to enter negative sign(-) before the decremental value which would be either percentage or amount.

**Edit RFX Response:**

Submit Read Only Check Close Save

RFX Response Number 8100001388 RFX Number 1400000617 Status In Process Submission Deadline 12.11.2020 15:00:00 INDIA Remaining Time 1 Days 01:29:58 RFX Owner PUR-4  
 Total Value 12,546,000.00 INR RFX Response Version Number C2 RFX Version Number 11

RFX Information Items Notes and Attachments **Conditions** Summary Tracking

▼ Conditions Overview

Add Condition Scales Copy Clipboard Paste Clipboard Delete Clipboard Remove Expand All Collapse All Filter Settings

Level	Condition Type	Scales	Amount	Price per	Price Unit	Location	Valid From	Valid To	Location Name	Currency
▼ Header	Header Bid In...		0.00				10.11.2020	30.12.99...		%
▼ Item 1 - 20110501000939 HALF BUCKSTAY,SUPPORTING,DWN.8B-4/125.2	Price		12,546.00	1	SET		10.11.2020	30.12.99...		Indian ...
	Bid Inc/Dec %		0.00	0			11.11.2020	31.12.99...		%
	CGST (ND) %		0.00	0			10.11.2020	30.12.99...		%
	Discount %		1.00-	0			10.11.2020	30.12.99...		%
	Forwarding %		0.00	0			10.11.2020	30.12.99...		%
	Freight Charg...		3.00	0			10.11.2020	30.12.99...		%
	IGST (ND)%		0.00	0			10.11.2020	30.12.99...		%
	Inspection Ch...		0.00	0			10.11.2020	30.12.99...		%
	Insurance Ch...		0.00	0			10.11.2020	30.12.99...		%

## 4.8 Supplier Self Service or SUS functionality

Home page of SUS

Find

Start Page

Purchase Order

Search Advanced Search

- ▼ Purchase Orders
  - New
  - Changed
  - In Process
  - Confirmed
  - All
  - Partially Confirmed
- ▼ Shipping Notifications
  - All
  - Sent
- Confirmations
- Invoices and Credit Memos
- ▼ Notifications from Purchaser
  - Goods Receipt - All
  - Goods Receipt - New
  - Cancellation of Goods Receipt - All
  - Cancellation of Goods Receipt - New
  - Return Delivery - All
  - Return Delivery - New
- ▼ Messages
  - Read Messages
- ▼ Administration
  - Own Data

All Purchase Orders  
New (0)  
In Process (0)  
Confirmed

All ASNs  
Create

All Confirmations  
Accepted  
Partially Accepted  
Rejected

To view messages, click on read message



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**TATA  
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The screenshot shows the SRM interface with a navigation menu on the left. The main content area displays an error message: "Errors: No authorization to access document". Below the error, there is a "Messages" section with a table header containing "Type" and "Message Header". The table body shows "No result found".

## To view your own data

The screenshot shows the "Own Data" page in the SRM system. It includes a "Process" button and a "General User Information" section with the following fields:

- User Name: 100007838301
- Password: [Redacted]
- Confirm Password: [Redacted]
- FormOfAddr: Ms.
- First Name: [Redacted]
- Last Name: [Redacted]
- E-Mail Address: [Redacted]
- Country: AX
- Language: English
- Company: MSD PHARMACEUTICALS P LTD(0500000:MSD PHARMACEUTICALS P LTD(05000000213)

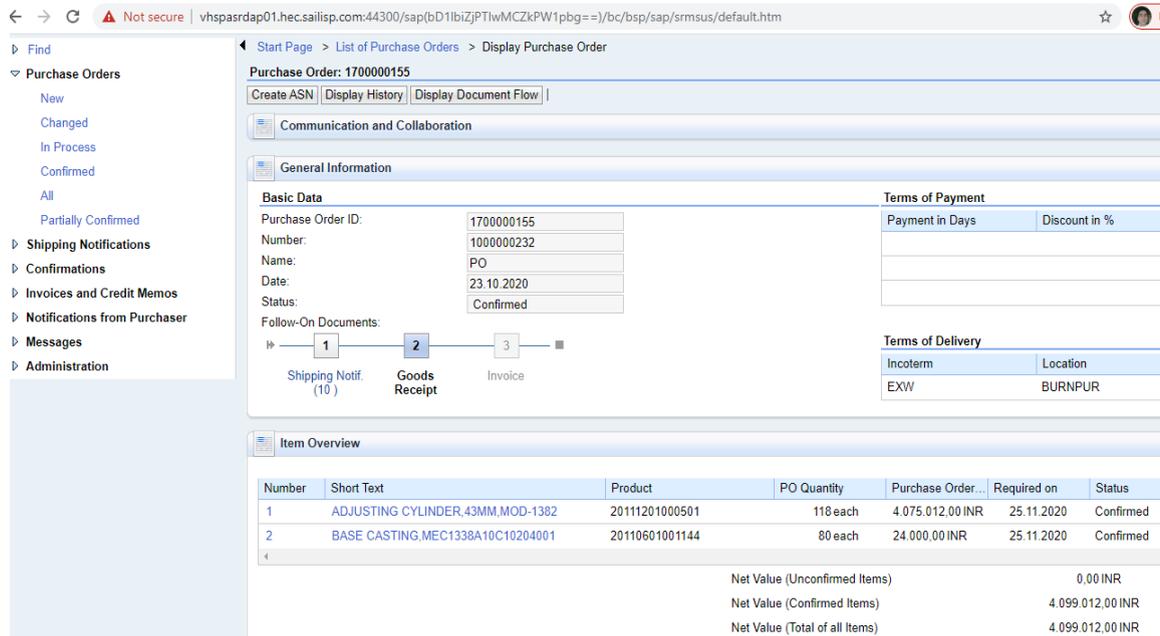
Below this is a "Roles" table with columns "Role" and "Description", showing "No result found". At the bottom, there is a "Contact Information" section with fields for Telephone, Fax, Number, and Department.

## Navigate on PO Link for Purchase Orders

The screenshot shows the "List of Confirmed Purchase Orders" page. It features a table with the following data:

External Referenc...	Number	Name	Date	Total Value	Status
1700000155	1000000232	PO	23.10.2020	4,099,012,00 INR	Confirmed

To View PO click on the Purchase Order Number



**Purchase Order: 1700000155**

Create ASN | Display History | Display Document Flow

**General Information**

**Basic Data**

Purchase Order ID:	1700000155
Number:	1000000232
Name:	PO
Date:	23.10.2020
Status:	Confirmed

**Terms of Payment**

Payment in Days	Discount in %

**Terms of Delivery**

Incoterm	Location
EXW	BURNPUR

**Follow-On Documents:**

```

graph LR
    1[Shipping Notif. (10)] --> 2[Goods Receipt]
    2 --> 3[Invoice]
  
```

**Item Overview**

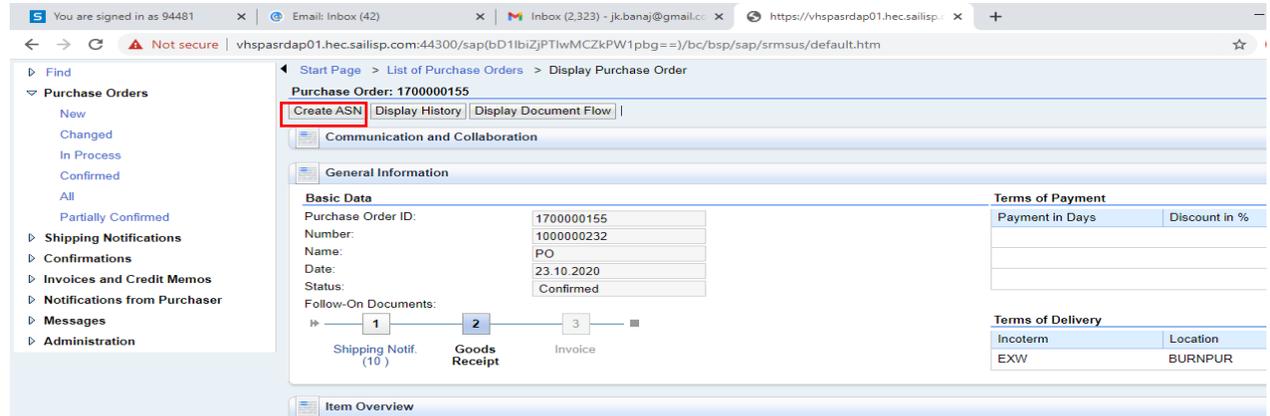
Number	Short Text	Product	PO Quantity	Purchase Order...	Required on	Status
1	ADJUSTING CYLINDER,43MM,MOD-1382	20111201000501	118 each	4.075.012.00 INR	25.11.2020	Confirmed
2	BASE CASTING,MEC1338A10C10204001	20110601001144	80 each	24.000.00 INR	25.11.2020	Confirmed

Net Value (Unconfirmed Items) 0,00 INR  
 Net Value (Confirmed Items) 4.099.012,00 INR  
 Net Value (Total of all Items) 4.099.012,00 INR

Create notification:

SUS provides the option to create Advanced Shipping Notification to suppliers i.e. an intimation before the despatch of goods.

### Click on create ASN



**Purchase Order: 1700000155**

**Create ASN** | Display History | Display Document Flow

Select line item for ASN



# User Manual for SRM (Initial version) PRAGATI



Start Page > List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 3000000055

Goods Delivered to Recipient | Save | Cancel

**General Information**

Basic Data		Delivery Information	
Number:	3000000055	Delivery Date (Expected):	25.11.2020 17:30
Name:	ASN	Shipping Date:	11.11.2020 17:30
Date:	11.11.2020	Means of Transport:	
Status:	Created	Transport ID Code:	
		Bill of Lading:	

**Item Overview**

Select All | Deselect All | Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Me...	Purchase Order No.	Purchase Order Item	It...
10	ADJUSTING CYLINDER, 20111201000...		0	each	1700000155	1	☒
20	BASE CASTING MEC133 20110601001...		0	each	1700000155	2	☐

**Partner Information**

Partner	Number	Name	Street	Ho...	PostCo...	City	Teleph...	Fax	E-mail
Sold-to Party	500000037	SAIL ISP				ASANSOL			
Ship-To Address	500000037	IISCO STEEL PLANT, B...	BURNPUR WORKS		713325	BURNPUR			

Delete the line which is not required

Start Page > List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 3000000055

Goods Delivered to Recipient | Save | Cancel

**General Information**

Basic Data		Delivery Information	
Number:	3000000055	Delivery Date (Expected):	25.11.2020 17:30
Name:	ASN	Shipping Date:	11.11.2020 17:30
Date:	11.11.2020	Means of Transport:	
Status:	Created	Transport ID Code:	
		Bill of Lading:	

**Item Overview**

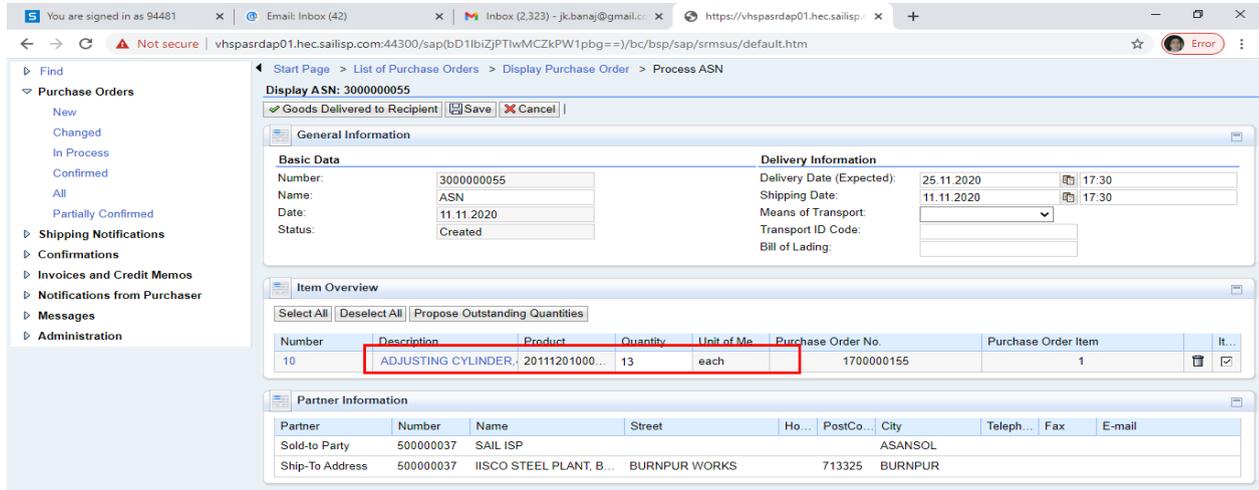
Select All | Deselect All | **Propose Outstanding Quantities**

Number	Description	Product	Quantity	Unit of Me...	Purchase Order No.	Purchase Order Item	It...
10	ADJUSTING CYLINDER, 20111201000...		0	each	1700000155	1	☒

**Partner Information**

Partner	Number	Name	Street	Ho...	PostCo...	City	Teleph...	Fax	E-mail
Sold-to Party	500000037	SAIL ISP				ASANSOL			

Click on propose outstanding quantities tab to find outstanding quantity.



Start Page > List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 300000055

Goods Delivered to Recipient | Save | Cancel

General Information

Basic Data

Number:	300000055
Name:	ASN
Date:	11.11.2020
Status:	Created

Delivery Information

Delivery Date (Expected):	25.11.2020	17:30
Shipping Date:	11.11.2020	17:30
Means of Transport:		
Transport ID Code:		
Bill of Lading:		

Item Overview

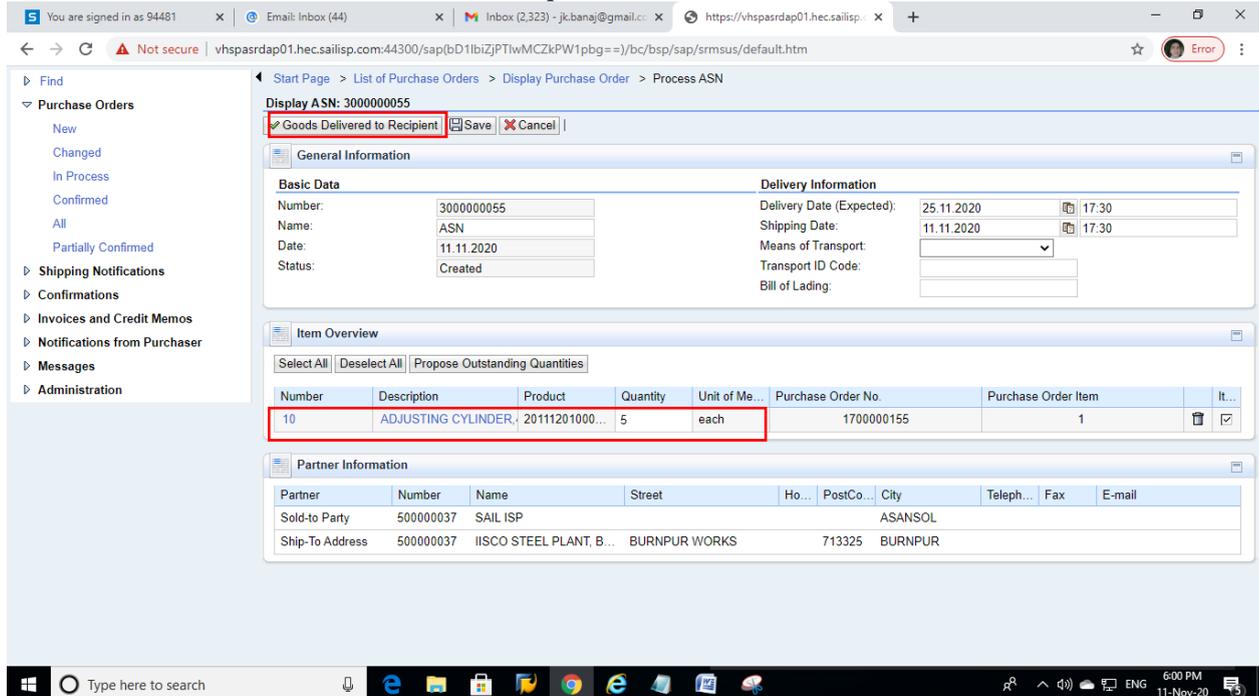
Select All | Deselect All | Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Me...	Purchase Order No	Purchase Order Item	It...
10	ADJUSTING CYLINDER,	20111201000...	13	each	1700000155	1	

Partner Information

Partner	Number	Name	Street	Ho...	PostCo...	City	Teleph...	Fax	E-mail
Sold-to Party	500000037	SAIL ISP				ASANSOL			
Ship-To Address	500000037	IISCO STEEL PLANT, B...	BURNPUR WORKS		713325	BURNPUR			

- Update ASN Quantity
- Click on Goods Delivered to Recipient



Start Page > List of Purchase Orders > Display Purchase Order > Process ASN

Display ASN: 300000055

Goods Delivered to Recipient | Save | Cancel

General Information

Basic Data

Number:	300000055
Name:	ASN
Date:	11.11.2020
Status:	Created

Delivery Information

Delivery Date (Expected):	25.11.2020	17:30
Shipping Date:	11.11.2020	17:30
Means of Transport:		
Transport ID Code:		
Bill of Lading:		

Item Overview

Select All | Deselect All | Propose Outstanding Quantities

Number	Description	Product	Quantity	Unit of Me...	Purchase Order No	Purchase Order Item	It...
10	ADJUSTING CYLINDER,	20111201000...	5	each	1700000155	1	

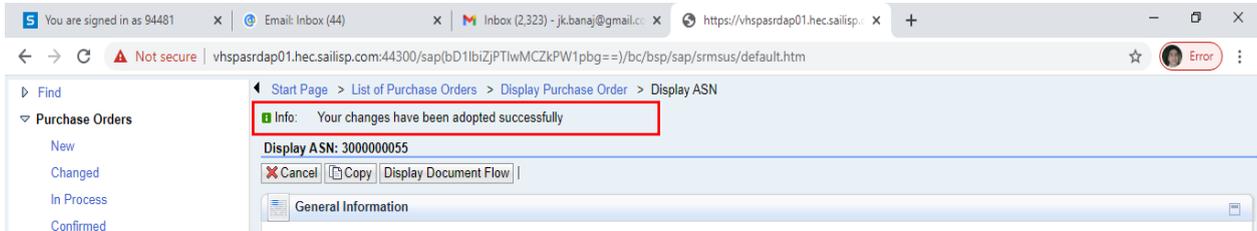
Partner Information

Partner	Number	Name	Street	Ho...	PostCo...	City	Teleph...	Fax	E-mail
Sold-to Party	500000037	SAIL ISP				ASANSOL			
Ship-To Address	500000037	IISCO STEEL PLANT, B...	BURNPUR WORKS		713325	BURNPUR			

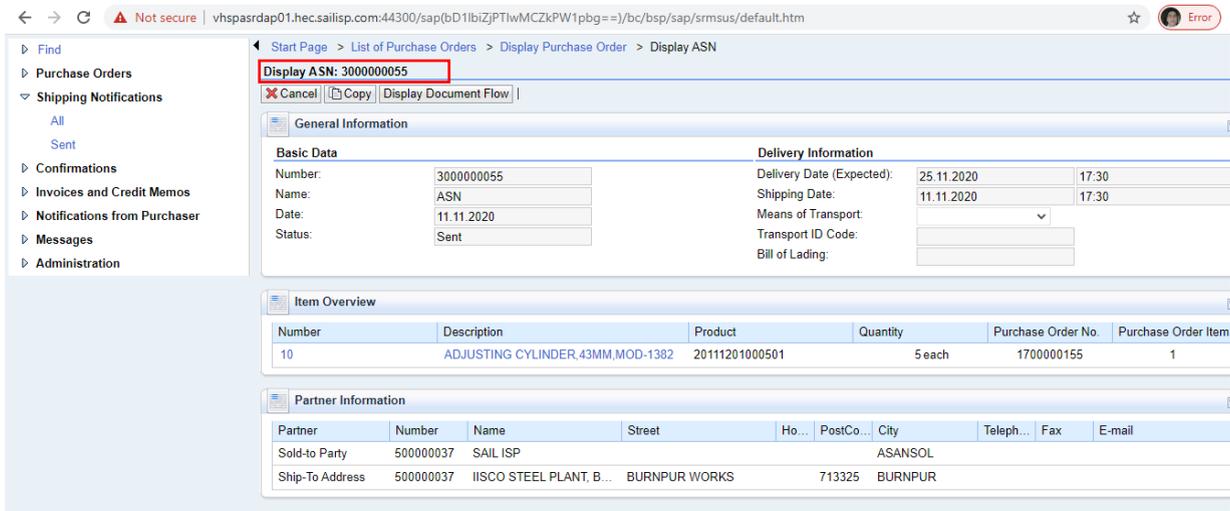
Your ASN is saved



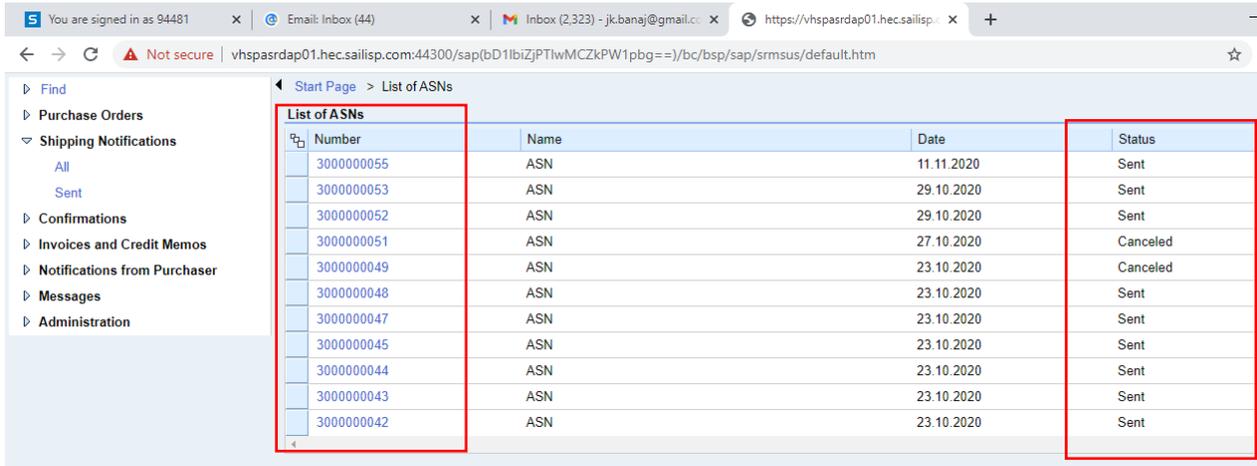
# User Manual for SRM (Initial version) PRAGATI



## View the created ASN



## Select all to view all ASN.



## Click on ASN to View the ASN.



# User Manual for SRM (Initial version) PRAGATI

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Start Page > List of ASNs > Display ASN

Display ASN: 3000000055  
 [Cancel] [Copy] [Display Document Flow]

**General Information**

Basic Data		Delivery Information	
Number:	3000000055	Delivery Date (Expected):	25.11.2020 17:30
Name:	ASN	Shipping Date:	11.11.2020 17:30
Date:	11.11.2020	Means of Transport:	
Status:	Sent	Transport ID Code:	
		Bill of Lading:	

**Item Overview**

Number	Description	Product	Quantity	Purchase Order No.	Purchase Order Item
10	ADJUSTING CYLINDER,43MM,MOD-1382	20111201000501	5 each	1700000155	1

**Partner Information**

Partner	Number	Name	Street	Ho...	PostCo...	City	Teleph...	Fax	E-mail
Sold-to Party	500000037	SAIL ISP				ASANSOL			
Ship-To Address	500000037	IISCO STEEL PLANT, B...	BURNPUR WORKS		713325	BURNPUR			

## To view GRN

Not secure | vhspsardap01.hec.sailisp.com:44300/sap(bD11biZjPTIwMCZkPW1pbG==)/bc/bsp/sap/srmsus/default.htm

Start Page > List of Confirmations

List of Canceled Confirmations

Number	Name	Date	Total Value	Status
No result found				

## Click on appropriate tab to view GRN

Not secure | vhspsardap01.hec.sailisp.com:44300/sap(bD11biZjPTIwMCZkPW1pbG==)/bc/bsp/sap/srmsus/default.htm

Start Page > Goods Receipt List

Goods Receipt List

Number	Name	Date	Status
4000000020	GR	23.10.2020	New



# User Manual for SRM (Initial version) PRAGATI

**TATA  
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SERVICES**

## To view GRN

← → ↻ Not secure | vhspsardap01.hec.sailisp.com:44300/sap/tD1biZjPTlwMCZKPW1pbg=)/bc/bsp/sap/srmsus/default.htm ☆ Error

Start Page > Goods Receipt List > Display Goods Receipt

Goods Receipt: 400000020  
Display Document Flow | Print

General Information

Basic Data

Number: 400000020  
Name: GR  
Date: 23.10.2020  
Status: New

Item Overview

Number	Product	Description	Purchase ...	Purchase Order Item	Quantity Orde...	Goods Receipt...
1	20111201000...	ADJUSTING CYLINDER, 43MM,MOD-1382	17000001...	1	118 each	50 each

Partner Information

Partner	Number	Name	Street	Ho...	PostCo...	City	Teleph...	Fax	E-mail
Sold-to Party	500000037	SAIL ISP				ASANSOL			

----- The End -----