



Bid Submission Manual



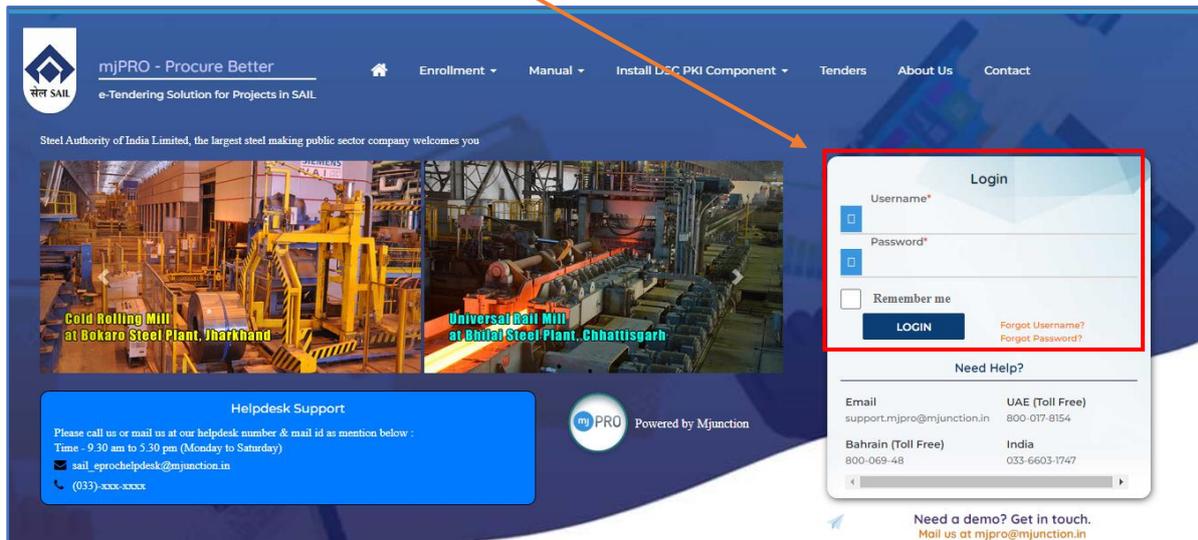
INDEX

➤ Bid Submission

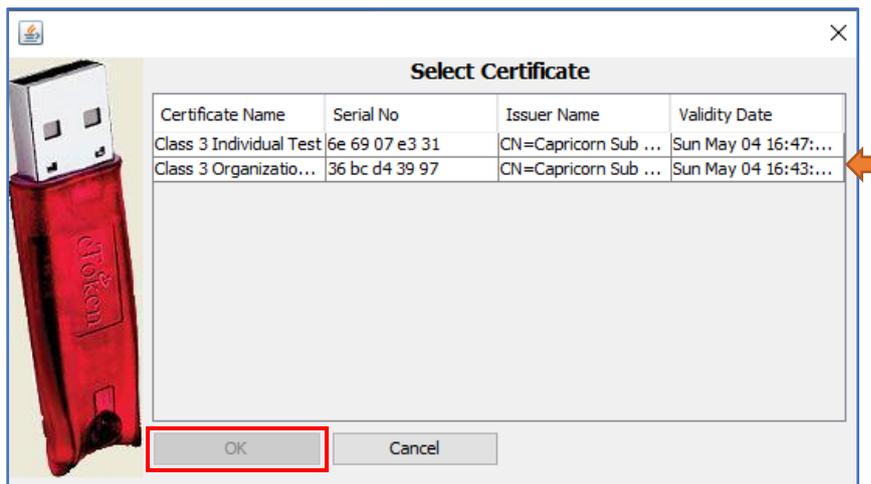
3 - 15

Bid Submission Process:

For Bid submission Supplier have to to open <https://eproc.sail.co.in> in google chrome and put proper login Id and password.

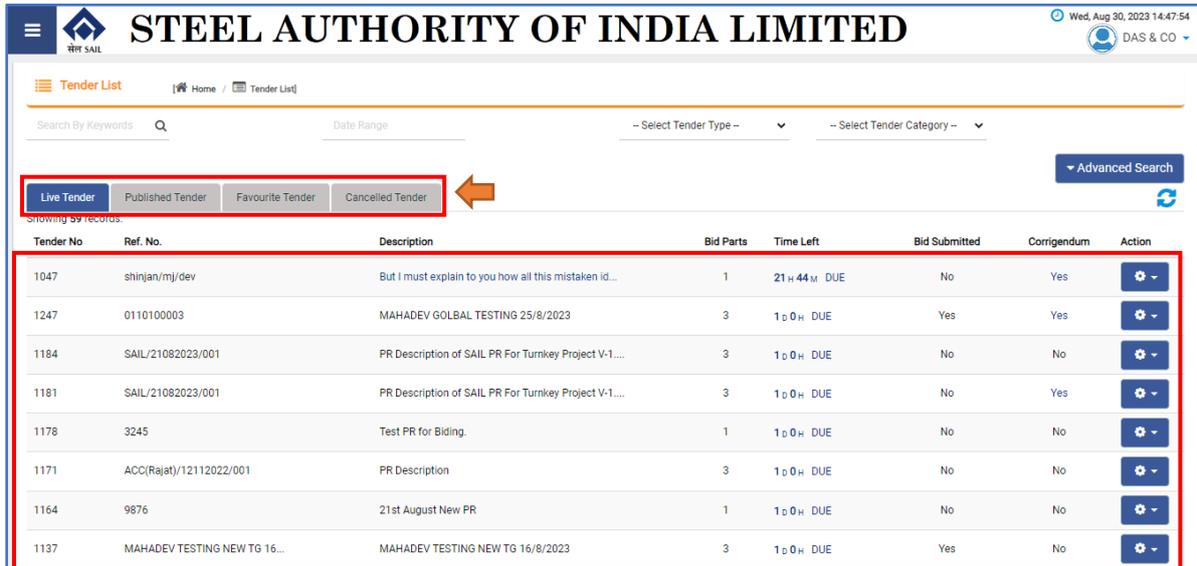


Select proper class 3 Digital signature (DSC) and click on OK button.



Once logged in, the supplier will land up to the below page.

- ✓ Live Tender :- Tenders which are currently live.
- ✓ Published Tender:- Tenders which are published but not yet live.
- ✓ Favourite Tender:-Tenders which are marked Favourite.
- ✓ Cancelled Tender :- All cancelled tenders



Tender No	Ref. No.	Description	Bid Parts	Time Left	Bid Submitted	Corrigendum	Action
1047	shinjan/mj/dev	But I must explain to you how all this mistaken id...	1	21 H 44 M DUE	No	Yes	
1247	0110100003	MAHADEV GOLBAL TESTING 25/8/2023	3	1 0 0 H DUE	Yes	Yes	
1184	SAIL/21082023/001	PR Description of SAIL PR For Turnkey Project V-1....	3	1 0 0 H DUE	No	No	
1181	SAIL/21082023/001	PR Description of SAIL PR For Turnkey Project V-1....	3	1 0 0 H DUE	No	Yes	
1178	3245	Test PR for Biding.	1	1 0 0 H DUE	No	No	
1171	ACC(Rajat)/12112022/001	PR Description	3	1 0 0 H DUE	No	No	
1164	9876	21st August New PR	1	1 0 0 H DUE	No	No	
1137	MAHADEV TESTING NEW TG 16...	MAHADEV TESTING NEW TG 16/8/2023	3	1 0 0 H DUE	Yes	No	

In Live Tender listing page, Supplier can view all tender which supplier can submit their bid.

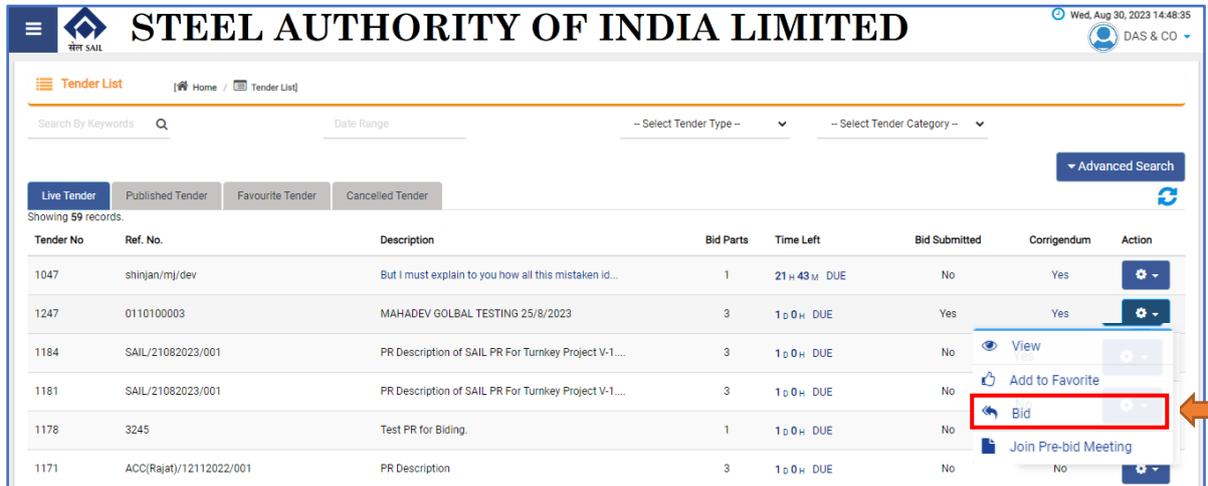
For Limited Tender - The supplier receives a mail that a new tender has been published. The supplier then proceed for bid submission.

- ✓ Tender No :- System generated Tender No.
- ✓ Ref. No :- Tender reference no provided by SAIL.
- ✓ Description :- Tender Description provided by SAIL during tender creation.
- ✓ Bid Parts :- No of Bid part.
- ✓ Bid Submitted :- If already bid submitted then “Yes” else “No”
- ✓ Corrigendum :- If corrigendum done then “Yes” else “No”

Supplier can search tenders by keywords such as Tender No, Ref. No. Tender Description in keyword search section.



Within the Tender List, navigate to the Live Tender tab to locate the specific Tender you wish to submit a bid for. Once you've identified it, click on the "Action" menu to reveal a dropdown, and choose "Bid" to initiate the bidding process.



STEEL AUTHORITY OF INDIA LIMITED

Wed, Aug 30, 2023 14:48:35

DAS & CO

Tender List [Home / Tender List]

Search By Keywords [Q] Date Range -- Select Tender Type -- -- Select Tender Category --

Advanced Search

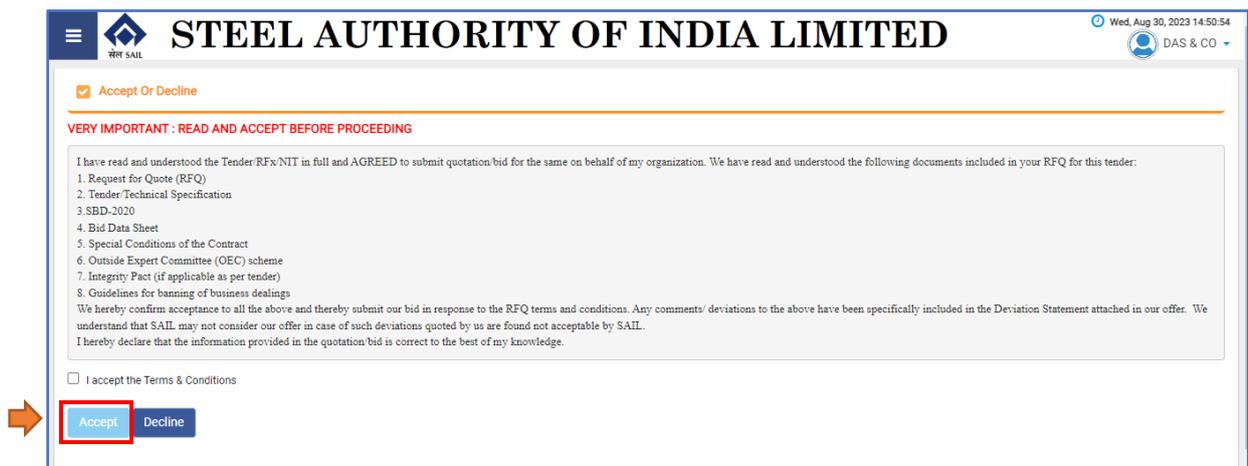
Live Tender Published Tender Favourite Tender Cancelled Tender

Showing 59 records.

Tender No	Ref. No.	Description	Bid Parts	Time Left	Bid Submitted	Corrigendum	Action
1047	shinjan/mj/dev	But I must explain to you how all this mistaken id...	1	21 H 43 M DUE	No	Yes	[Action Menu]
1247	0110100003	MAHADEV GOLBAL TESTING 25/8/2023	3	1 0 H DUE	Yes	Yes	[Action Menu]
1184	SAIL/21082023/001	PR Description of SAIL PR For Turnkey Project V-1...	3	1 0 H DUE	No		[Action Menu]
1181	SAIL/21082023/001	PR Description of SAIL PR For Turnkey Project V-1...	3	1 0 H DUE	No		[Action Menu]
1178	3245	Test PR for Bidding.	1	1 0 H DUE	No		[Action Menu]
1171	ACC(Rajat)/12112022/001	PR Description	3	1 0 H DUE	No	No	[Action Menu]

- ✓ View :- Click to view the tender details. Can be taken printout from here
- ✓ Add to Favourite :- Click to add the tender to Favourite. Once added, will appear under Favourite Tender tab.
- ✓ Join Pre-bid Meeting :- Click to participate Pre Bid Meeting.

After selecting "Bid" under the "Action" menu in the previous step, you will be directed to the following page. On this page, you are required to acknowledge and agree to the Standard Terms & Conditions by checking the box labeled "I accept the Terms & Conditions" and then proceeding by clicking the "Accept" button.



STEEL AUTHORITY OF INDIA LIMITED

Wed, Aug 30, 2023 14:50:54

DAS & CO

Accept Or Decline

VERY IMPORTANT : READ AND ACCEPT BEFORE PROCEEDING

I have read and understood the Tender RFx/NIT in full and AGREED to submit quotation/bid for the same on behalf of my organization. We have read and understood the following documents included in your RFQ for this tender:

1. Request for Quote (RFQ)
2. Tender/Technical Specification
3. SBD-2020
4. Bid Data Sheet
5. Special Conditions of the Contract
6. Outside Expert Committee (OEC) scheme
7. Integrity Pact (if applicable as per tender)
8. Guidelines for banning of business dealings

We hereby confirm acceptance to all the above and thereby submit our bid in response to the RFQ terms and conditions. Any comments/ deviations to the above have been specifically included in the Deviation Statement attached in our offer. We understand that SAIL may not consider our offer in case of such deviations quoted by us are found not acceptable by SAIL.

I hereby declare that the information provided in the quotation/bid is correct to the best of my knowledge.

I accept the Terms & Conditions

Accept **Decline**

After acknowledging the Standard Terms & Conditions in the preceding step, you will be directed to the following page, known as the General Information page. Here, you will be required to input the 'Quotation Reference Code' (a code supplied by the supplier for future reference and search purposes) and then select the 'Save' button.

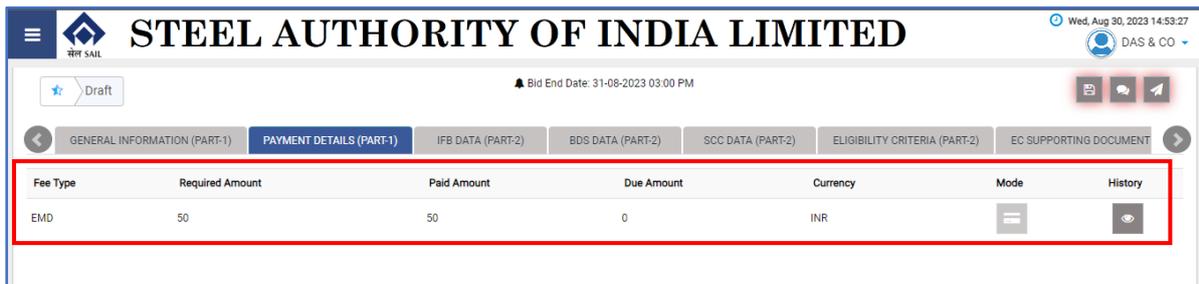
Once you click the Save button, rest all the tabs which are to fill up will appear.



- ✓ Tender ID – System generated Tender No
- ✓ Tender Description – Tender Description as floated by SAIL
- ✓ Bidding Currency – Whatever allowed bidding currency set by buyer, will appear here.

In this Bid Security page supplier have to fillup all payment details & attachment for EMD/Tender fee.

- ✓ Payment Method, Bank Name, Branch Name
- ✓ Instrument No, Amount, Instrument Date, Instrument Expiry Date
- ✓ Comment & Attachment



Fee Type	Required Amount	Paid Amount	Due Amount	Currency	Mode	History
EMD	50	50	0	INR	⊞	👁️



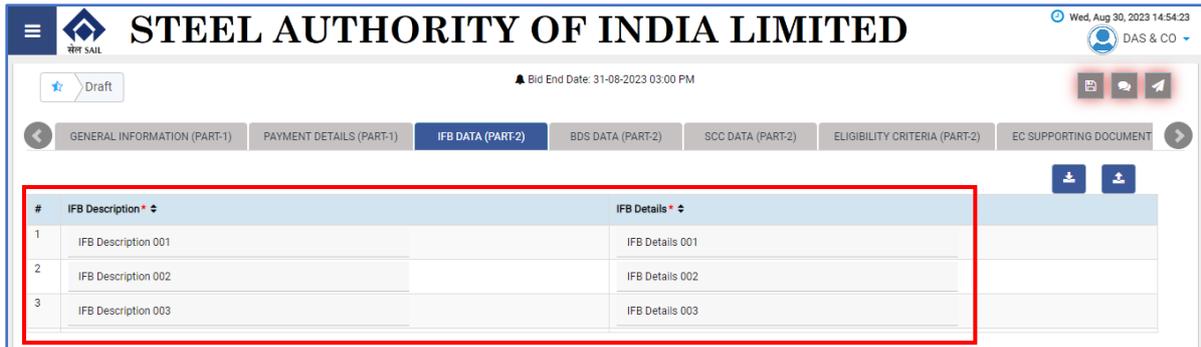
Payment Type	Payment Mode	Amount	Currency	Bank Name	Branch Name	Instrument No	Attachment	Action
Tender Fee	Banker's Cheque	100	INR	Bank of India	Rashbehari Branch	9876543321	Screenshot (6).png	Edit Delete

On click on “View” button supplier can view payment history for bid security. Edit & Delete options are available also.

Previous three pages are same for all types of bid submission (Turnkey, Non Turnkey & Purchase).

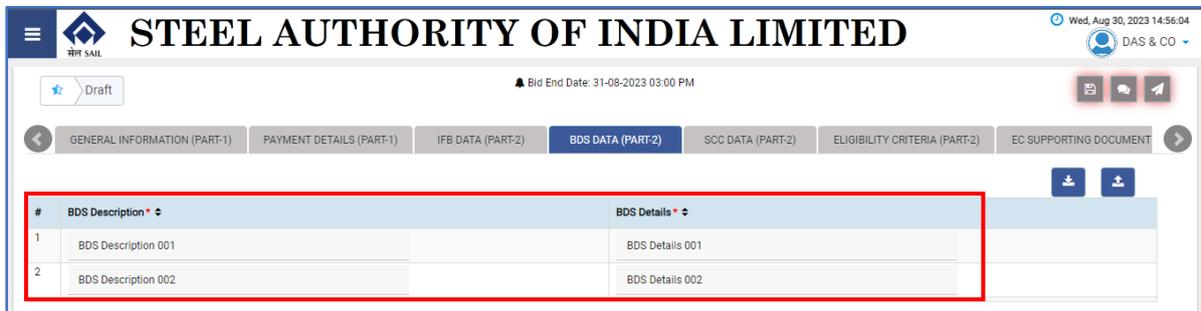
For Turnkey Project:

On the IFB Data page, suppliers can view all IFB information only for this tender.



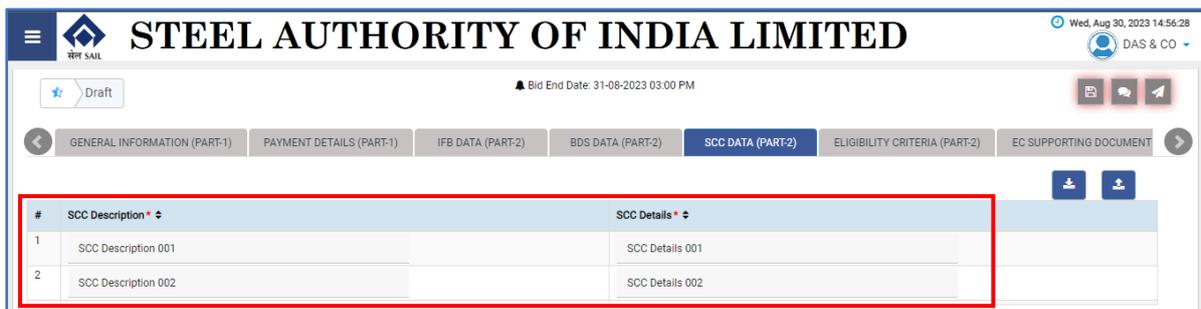
#	IFB Description	IFB Details
1	IFB Description 001	IFB Details 001
2	IFB Description 002	IFB Details 002
3	IFB Description 003	IFB Details 003

On the BDS Data page, suppliers can view all BDS information only for this tender.



#	BDS Description	BDS Details
1	BDS Description 001	BDS Details 001
2	BDS Description 002	BDS Details 002

The SCC Data page looks similar to IFB and BDS Data. Here too only suppliers are able to view full SCC data.



#	SCC Description	SCC Details
1	SCC Description 001	SCC Details 001
2	SCC Description 002	SCC Details 002

On the Eligibility Criteria page, suppliers have the option to choose either "Quoted" or "Not Applicable" for each Eligibility Criteria listed in the "Compliance" column, with the additional choice of adding optional remarks.



#	Eligibility Criteria Title	Eligibility Criteria Details	Compliance	Remarks
1	Technical Eligibility Criteria	Technical Eligibility Criteria Details 001	Quoted	
2	Financial Eligibility Criteria	Financial Eligibility Criteria Details 001	Quoted	
3	Technical Eligibility Criteria	Technical Eligibility Criteria Details 003	Quoted	
4	Financial Eligibility Criteria	Financial Eligibility Criteria Details 003	Quoted Not Applicable	

Supplier can upload the specified supporting documents for each Eligibility Criteria by choosing the corresponding title from the dropdown menu on the Supporting Document page for Eligibility Criteria. The last column pertains to the document owner, and the supplier is required to choose the owner's type from a dropdown menu.

- Purchase Order/Contract/Award/Work Order
- Commercial Certificate/Completion Certificate/FAC/Performance Certificate
- Any Other Supporting Document



#	Eligibility Criteria Title	Attachment of Supporting Document 1	Attachment of Supporting Document 2	Attachment of Other Supporting Document	Bidder	Action
1	Technical Eligibility Criteria-1					
2	Financial Eligibility Criteria-1					

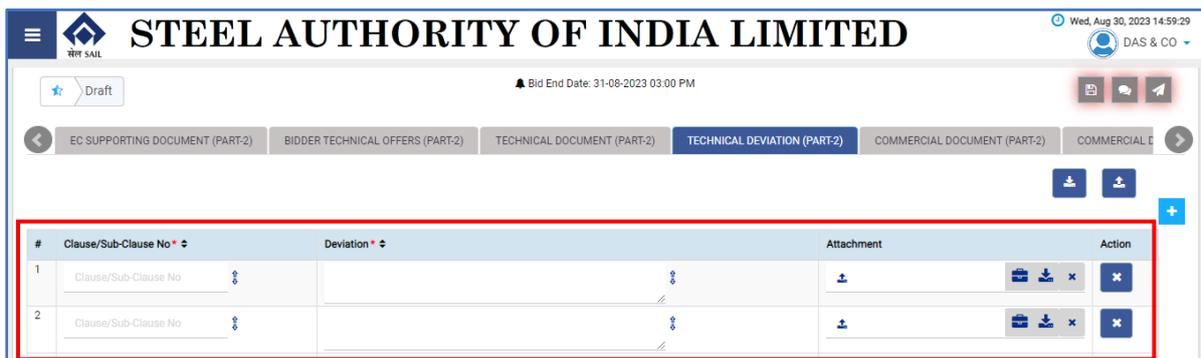
On the "Bidder Technical Offers" page, suppliers have the capability to upload several technical supporting documents along with appropriate document descriptions.



On the Technical Document page, suppliers can select either "Accept" or "Accept with Deviation" from the options available in the "Compliance" column for each Technical Document. If they choose "Accept with Deviation," they must provide appropriate remarks.



On the Technical Deviation page, suppliers have the option to include multiple Technical Deviations for this tender. Suppliers are required to input the "Clause/Sub-Clause No," provide "Clause/Sub-Clause Details," and specify the "Deviation" details for each Technical Deviation, along with the flexibility to optionally attach additional documents.



On the Commercial Document (Same as Technical Document) page, suppliers can select either "Accept" or "Accept with Deviation" from the options available in the "Compliance" column for each Commercial Document. If they choose "Accept with Deviation," they must provide appropriate remarks.



#	Document Description	Attachment	Compliance	Remarks
1	Integrity Pact	Screenshot (79).png	Accepted	
2	Details of OEC Scheme	Screenshot (87).png	Accepted	

On the Commercial Deviation (Same as Technical Deviation) page, suppliers have the option to include multiple Commercial Deviations for this tender. Suppliers are required to input the "Document Type", "Clause/Sub-Clause No," provide "Clause/Sub-Clause Details," and specify the "Deviation" details for each Technical Deviation, along with the flexibility to optionally attach additional documents.



#	Clause/Sub-Clause No	Deviation	Attachment	Action
1	Clause/Sub-Clause No			
2	Clause/Sub-Clause No			

In the Attachment section, suppliers are required to upload the necessary documents for this tender in the "Required Attachment" tab. Suppliers have the option to both download the tender attachments and upload additional documents as needed.



Sl.No	Supporting Document	Mandatory	Allow Exemption	Exemption Remarks	Group	Attachment Group(if other)	Filename	Remarks	Action
1	BALANCE SHEET	No	<input type="checkbox"/>	No		Others			

On the Item Details page, the labels 'Quoted' and 'Not Quoted' automatically appear based on the item-specific quoted basic rate.



The screenshot shows the 'DETAILS OF ITEMS (PART-2)' section of the bidding portal. It features a table with the following columns: Sl.No., Activity Code, Activity Description, Activity Unit, Activity Quantity, Procurement Source, and Bidding Status. The 'Bidding Status' column for all four items is set to 'Quoted', which is highlighted with a red box in the image.

Sl.No.	Activity Code *	Activity Description *	Activity Unit *	Activity Quantity *	Procurement Source	Bidding Status *
1	A001	AAAAAA	1 Job	15.00	LC	Quoted
2	A002	BBBBB	1 Job	20.00	LC	Quoted
3	A003	CCCCC	1 Job	25.00	LC	Quoted
4	A004	DDDDD	1 Job	30.00	LC	Quoted

On the Bidder Information page, suppliers are required to input all relevant bidder details, whether they are individual bidders or part of a consortium.

If you choose "No" from the "Is it a Consortium Bidding?" dropdown, consortium bidding is prohibited. You must select the number of consortium members only when "Is it a Consortium Bidding?" is set to "Yes."

- Organization Name
- Complete Address
- Contact Person & Designation
- Contact Number
- Currency
- Consortium Share (%)
- MSE Type



The screenshot shows the 'Consortium Bid Management' page. It includes a dropdown menu for 'Is it a Consortium Bidding?' (set to 'No') and a text input field for 'No. of Consortium Members'. Below this, there is a section for 'Supplier Names & Complete Address (City, State, Country & Postal Code) for Consortium Bidding' with three columns for the Lead Bidder, Member-1, and Member-2. Each column contains input fields for Organization Name, Complete Address, Contact Person & Designation, and Contact Number (Landline & Mobile).

Within the Price Bid template, suppliers must delineate the rates for each item included in this tender. In the event that a supplier participates in consortium bidding, the lead bidder representing each consortium member has the option to independently outline the "Basic Rate" and "GST (%)" for each item.

The remaining field values will be computed automatically.



Sl.No.	Activity Code *	Activity Description *	Activity Unit	Activity Quantity *	ITC Applicable	Sole/Lead Supplier (Name)	Currency of Sole/Lead Supplier	Basic Rate of
1	A001	AAAAAA	1 Job	15	Yes	Das & Co	INR	Basic Rate of
2	A002	BBBBB	1 Job	20	No	Das & Co	INR	Basic Rate of
3	A003	CCCCC	1 Job	25	Yes	Das & Co	INR	Basic Rate of

Kindly press the "Submit" button once you have filled out all the required fields.

For Non Turnkey Project:

Suppliers are required to complete the General Information and Bid Security sections, which are applicable to all types of tenders.

On the Eligibility Criteria page, suppliers have the option to choose between "Accept," "Reject," or "Accept with Deviation" in the "Compliance" column for each Eligibility Criterion. If they opt for "Accept," no additional remarks are required.



Clause/Sub-Clause Header Title *	Technical Eligibility Criteria *	Attachment	Compliance *	Re
Clause/Sub-Clause Header Title 001	a) Bidders will quote prices inclusive of Packing & Forwarding, Doc	indentCreation (10).xlsx	Accepted	
Clause/Sub-Clause Header Title 002	a) Indian Bidders will quote prices inclusive of Packing & Forwardin	indentCreation (9).xlsx	<div style="border: 1px solid red; padding: 2px;"> Accepted Rejected Accepted with Deviation </div>	

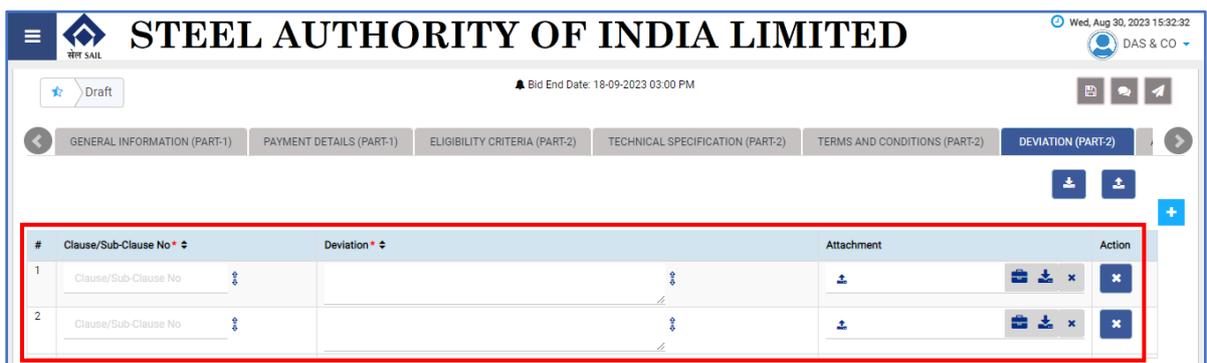
On the Technical Specification (Same as Eligibility Criteria) page, suppliers have the option to choose between "Accept," "Reject," or "Accept with Deviation" in the "Compliance" column for each Technical Specification. If they opt for "Accept," no additional remarks are required.



The "Terms and Conditions" page resembles both the Eligibility Criteria and Technical Specification. Suppliers can decide whether to select "Accept," "Reject," or "Accept with Deviation" in the "Compliance" column for each Technical Specification. If they choose "Accept," there is no need for any additional comments.



On the Deviation page, suppliers are provided with the opportunity to submit multiple Deviations for this tender. Suppliers must enter the "Clause/Sub-Clause No" and provide the respective "Deviation" particulars for each entry, and they also have the choice to optionally append supplementary documents if needed.



In the Attachment section, suppliers must upload the requisite documents for this tender under the "Required Attachment" tab. Suppliers also have the choice to download the tender attachments and upload any extra documents as required.



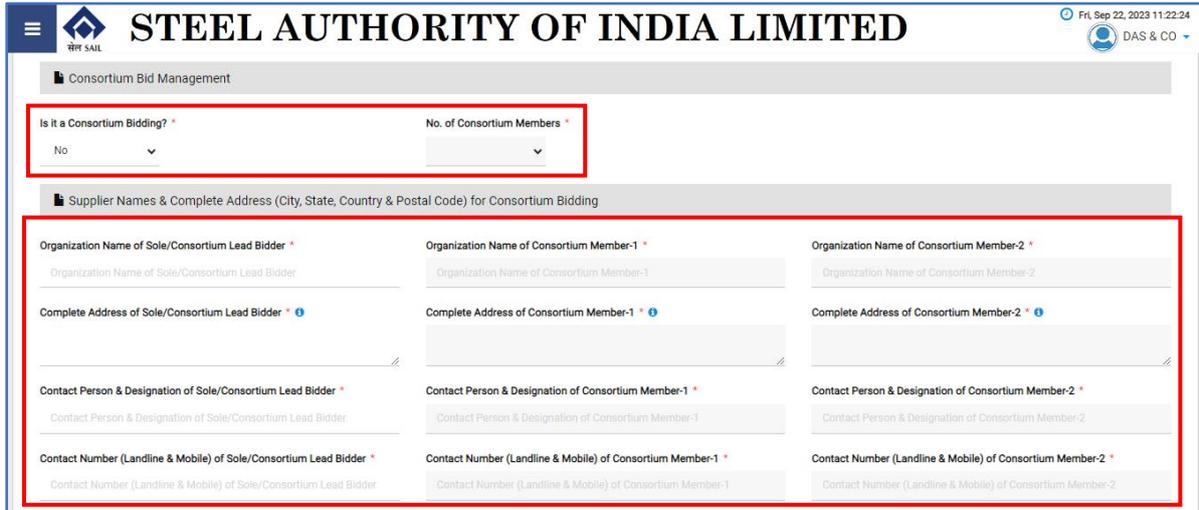
On the "Details of Item" page, suppliers have the ability to see all the items associated with this particular tender.



On the Bidder Information page, suppliers are required to input all relevant bidder details, whether they are individual bidders or part of a consortium.

If you choose "No" from the "Is it a Consortium Bidding?" dropdown, consortium bidding is prohibited. You must select the number of consortium members only when "Is it a Consortium Bidding?" is set to "Yes."

- Organization Name
- Complete Address
- Contact Person & Designation
- Contact Number
- Currency
- Consortium Share (%)
- MSE Type



In the Price Bid template for this tender, suppliers are not required to specify item-specific rates. On the "Overall Quoted Offer" page, suppliers must choose between "Increment," "Decrement," and "At Par" in the "Quoted Offer" field. There is no need to input "Variation WRT Estimate (%)" when selecting "At Par." However, when selecting "Increment" or "Decrement" from the dropdown, it is mandatory to provide the "Variation WRT Estimate (%)."

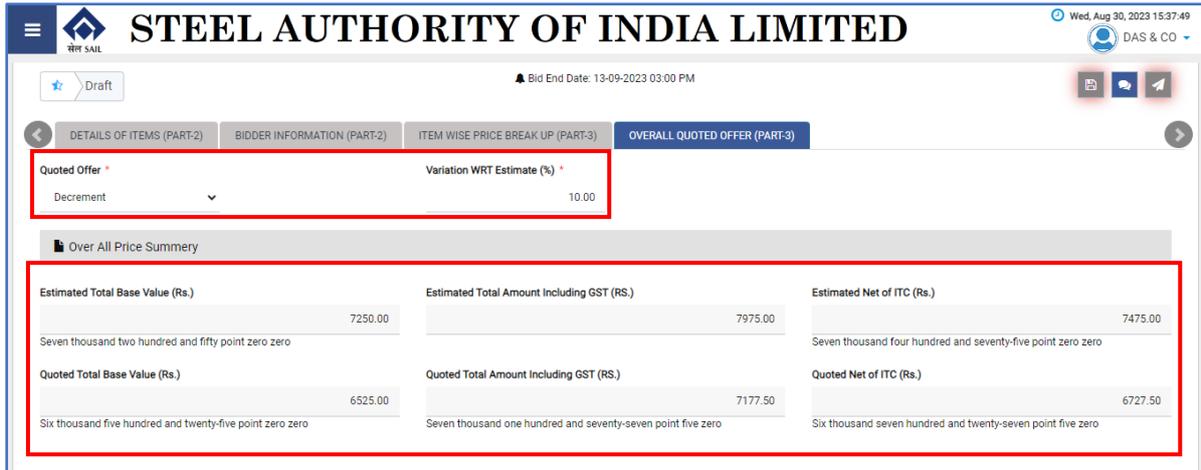
The values in the remaining fields will be automatically computed based on the "Variation WRT Estimate (%)," allowing the supplier to view detailed breakup of item prices in the fields "Quoted Total Base Value", "Quoted Total Amount Including GST" and "Quoted Net of ITC".

The supplier is also given the capability to compare the estimated value provided by SAIL with the value they have quoted.

- Estimated Total Base Value (Rs.)
- Estimated Total Amount Including GST (RS.)
- Estimated Net of ITC (Rs.)
- Quoted Total Base Value (Rs.)
- Quoted Total Amount Including GST (RS.)
- Quoted Net of ITC (Rs.)



Sl.No.	Item Service Code	Service Description	Unit	Quantity	Currency	Estimated Unit Rate (Rs)	Estimated Total Base Value (Rs.)
1	001	ITEM 001	Box	20.00	INR	250.00	5,000.00
2	002	ITEM 002	Bag	15.00	INR	150.00	2,250.00
SUM							7250.00
Seven thousand two hundred and fifty point zero zero							



Over All Price Summary		
Estimated Total Base Value (Rs.)	Estimated Total Amount Including GST (RS.)	Estimated Net of ITC (Rs.)
7250.00 Seven thousand two hundred and fifty point zero zero	7975.00	7475.00 Seven thousand four hundred and seventy-five point zero zero
Quoted Total Base Value (Rs.)	Quoted Total Amount Including GST (RS.)	Quoted Net of ITC (Rs.)
6525.00 Six thousand five hundred and twenty-five point zero zero	7177.50 Seven thousand one hundred and seventy-seven point five zero	6727.50 Six thousand seven hundred and twenty-seven point five zero

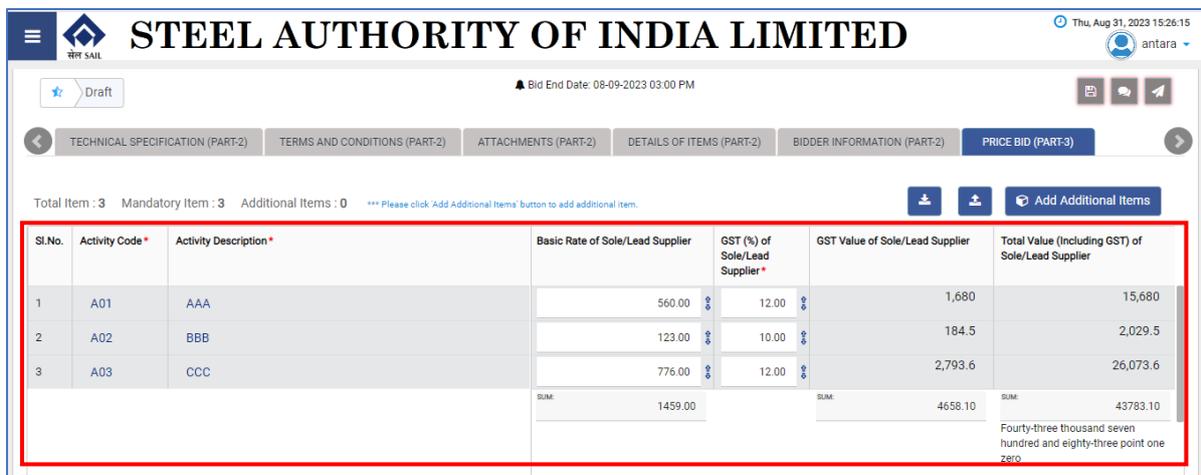
Kindly press the "Submit" button once you have filled out all the required fields.

For Purchase:

When submitting a bid for a Purchase project, the various sections, including "General Information," "Bid Security," "Eligibility Criteria," "Technical Specification," "Terms and Conditions," "Attachments," "Item Details," and "Bidder Information," closely resemble the submission process for Non Turnkey Project bids.

The key distinction lies in the "Price Bid" section. Here, suppliers are required to specify the rates for each item included in the tender. In cases where a supplier participates in consortium bidding, the lead bidder representing each consortium member has the flexibility to separately define the "Basic Rate" and "GST (%)" for each item.

The system will then automatically calculate the remaining field values.



Sl.No.	Activity Code *	Activity Description *	Basic Rate of Sole/Lead Supplier	GST (%) of Sole/Lead Supplier *	GST Value of Sole/Lead Supplier	Total Value (Including GST) of Sole/Lead Supplier
1	A01	AAA	560.00	12.00	1,680	15,680
2	A02	BBB	123.00	10.00	184.5	2,029.5
3	A03	CCC	776.00	12.00	2,793.6	26,073.6
			SUM:		SUM:	SUM:
			1459.00		4658.10	43783.10
Forty-three thousand seven hundred and eighty-three point one zero						

Kindly press the "Submit" button once you have filled out all the required fields.