

SOP for Upload of documents other than Tenders, EOI and Corrigenda on the SAIL tender website

➤ To upload the documents amongst the below mentioned categories on to the sailtender website

- Procurement Projections
- E-Procurement
- Notices/Circulars
- Standard Documents
- Post Contract details
- List of Limited Tenders
- List of Single Tenders

Please follow the following steps:

1. SAIL users needs to login to the sailtender website
2. Once logged in, the SAIL user is shown the dashboard section as under:

Registration Welcome, Demo User
1800 419 20001

DASHBOARD TENDER EOI IMPORTANT LINKS REPORTS CONTACT US HELP PROFILE SITE MAP

Dashboard

Published Tender

Show 10 entries Search:

Tender No and Date	Tender Title	Short Description	Tender Creation Date And Time	BisSubmission Closing Date And Time	Action
Bhillei Iron Ore 1	Bhillei Iron Ore 1	Bhillei Iron Ore 1	13 Apr 2021 10:34:56	01 Jan 1900 00:00:00	Q D
Bokaro/Mining/001	Bokaro/Mining/001	Bokaro/Mining/001	12 Apr 2021 07:42:32	20 Apr 2021 07:41:40	Q D

Showing 1 to 2 of 2 entries Previous 1 Next

3. Goto the Important Links tab at the top bar and click on “Information”

Registration Welcome, Demo User
1800 419 20001

DASHBOARD TENDER EOI IMPORTANT LINKS REPORTS CONTACT US HELP PROFILE SITE MAP

Information
Banned Party

Dashboard

Published Tender

Show 10 entries Search:

Tender No and Date	Tender Title	Short Description	Tender Creation Date And Time	BisSubmission Closing Date And Time	Action
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Showing 1 to 2 of 2 entries Previous 1 Next

The **Information Manage** page is opened

The screenshot shows the 'Information Manage' page with a search bar at the top right. The table below lists various documents with columns for Page Name, Page Name-Hindi, Page Type, Tool Tip, and Action.

Page Name	Page Name-Hindi	Page Type	Tool Tip	Action
NOTICES/CIRCULARS/EOI(Up to 31-10-07)	NOTICES/CIRCULARS/EOI(Up to 31-10-07)	Notices.asp	Important notices other than t	[Action]
ABOUT US	ABOUT US	http://www.sail.co.in/aboutus.	Know more about our organisati	[Action]
ARCHIVED POST CONTRACT DETAILS	ARCHIVED POST CONTRACT DETAILS	ARCHIVED POST CONTRACT DETAILS	ARCHIVED POST CONTRACT DETAILS	[Action]
BHILAI STEEL PLANT	BHILAI STEEL PLANT	EOI-COCCD.pdf	OPER & MAINT of co battery	[Action]
BHILAI STEEL PLANT e-PROCUREMENT SYSTEM	BHILAI STEEL PLANT e-PROCUREMENT SYSTEM	https://eproc.sail-bhilaisteel	View	[Action]
BSL VENDOR REGN. HOLIDAY FOR 6 MONTHS	BSL VENDOR REGN. HOLIDAY FOR 6 MONTHS WITH FE	FileDP2733File.pdf	BSL - VENDOR REGISTRATION HOLI	[Action]
CONTACT US	CONTACT US	FileDP2731File.pdf	Contact Details of CMO / HoMM	[Action]
CONTACT US	CONTACT US	/html/ContactUs.asp	Contact details of Heads of MM	[Action]
CONTRACTS AWARDED	CONTRACTS AWARDED	ContractAwards.asp	Details of high value contract	[Action]
DISCLAIMER	DISCLAIMER	/html/Disclaimer.htm		[Action]

Now with the search option at the top right corner, the document type is to be searched, so for upload of "Standard Documents", the same has to be searched as shown below

The screenshot shows the search results for 'Standard Documents'. The search bar is highlighted with a red box, and the search results table is also highlighted with a red box.

Page Name	Page Name-Hindi	Page Type	Tool Tip	Action
STANDARD DOCUMENTS	STANDARD DOCUMENTS	StandDocs.asp	SAIL's standard Terms & Condit	[Action]

4. Now click the "Action" icon on the line item displayed.

The screenshot shows the 'Action' icon on the 'STANDARD DOCUMENTS' line item highlighted with a red box.

Page Name	Page Name-Hindi	Page Type	Tool Tip	Action
STANDARD DOCUMENTS	STANDARD DOCUMENTS	StandDocs.asp	SAIL's standard Terms & Condit	[Action]

Once clicked, a new page is opened up displaying the document line items



Manage Information

DYNAMIC PAGE DETAILS			
Page Name	STANDARD DOCUMENTS	Page Name-Hindi	STANDARD DOCUMENTS
Tool Tip	SAIL's standard Terms & Condit	Display Order	5
Advertisement	0	Document Type	3
Valid From		Valid To	
Visible			

Show entries

Search:

PlantUnit Name	Display Text	Link Text	Valid From	Valid To	Action
No data available in table					

Showing 0 to 0 of 0 entries

Now click on “Add New Item” button as shown.

The “Add New Item” page is opened



Add New Item

Add Dynamic Pages Sub Item

Plant/Unit <input type="text" value="Select"/>	Sub Department Name <input type="text" value="Select"/>	Display Text <input type="text" value="Enter Display Text"/>	Link Type <input type="text" value="Select"/>
Link Text <input type="text" value="Enter Link Text"/>	Valid From <input type="text" value=""/>	Valid To <input type="text" value=""/>	

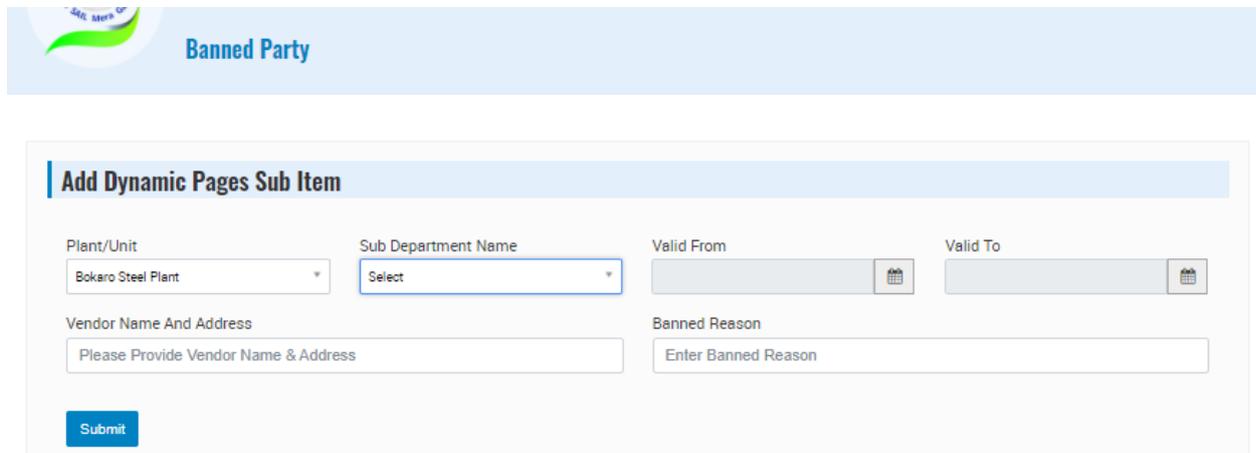
Fill in the details of the document to be uploaded. The “Link Type” is the form of the document being uploaded, it can be a **html page, a PDF document or a URL link**.

The “Display Text” is the text which would be shown on the website.

The “Link Text” is to be used only in case the upload is an URL.

For upload of SAIL Banned Parties

Go to “Important Links” and select “Banned Party”



Once the details are filled up click the submit button, the Banned party details are uploaded.

For upload of the above documents on the sailtender website through mjunction, a mail to uploadsailtender@mjunction.in with the below mentioned information needs to be sent by SAIL executives:

- a) Plant / Unit name to which the document pertains to.
- b) Department to which the contract details pertains to.
- c) Reference no. / Title of the document.
- d) Brief description of the document.
- e) Validity dates (“From” and “To” dates)
- f) A pdf copy of the document should be attached in the email.

Post receipt of the request, mjunction team would upload the details within 1 working day.

➤ Upload of Latest News and Scrolling messages

For display of any news items or scroll messages on the Sailtender website, the request are to be sent from the SAIL Plants/Units, to our email id uploadsailtender@mjunction.in, along with a CC email to cmmgsail@sail.in to CMMG/Corporate Office

A short description of the “News” for the display and the details of the write up of the “News” in pdf format should be clearly mentioned on the email.

Post receipt of the approval from CMMG, mjunction team would upload the same on the website within 2 working days.

➤ Upload of Shops and Items under the “Indigenisation” link

For upload of Shops and Items list on the “Indigenisation” link under the “Information” Tab, the list are to be sent to the email id uploadsaltender@mjunction.in post receipt of which the list would be uploaded on the website by 2 working days.

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