

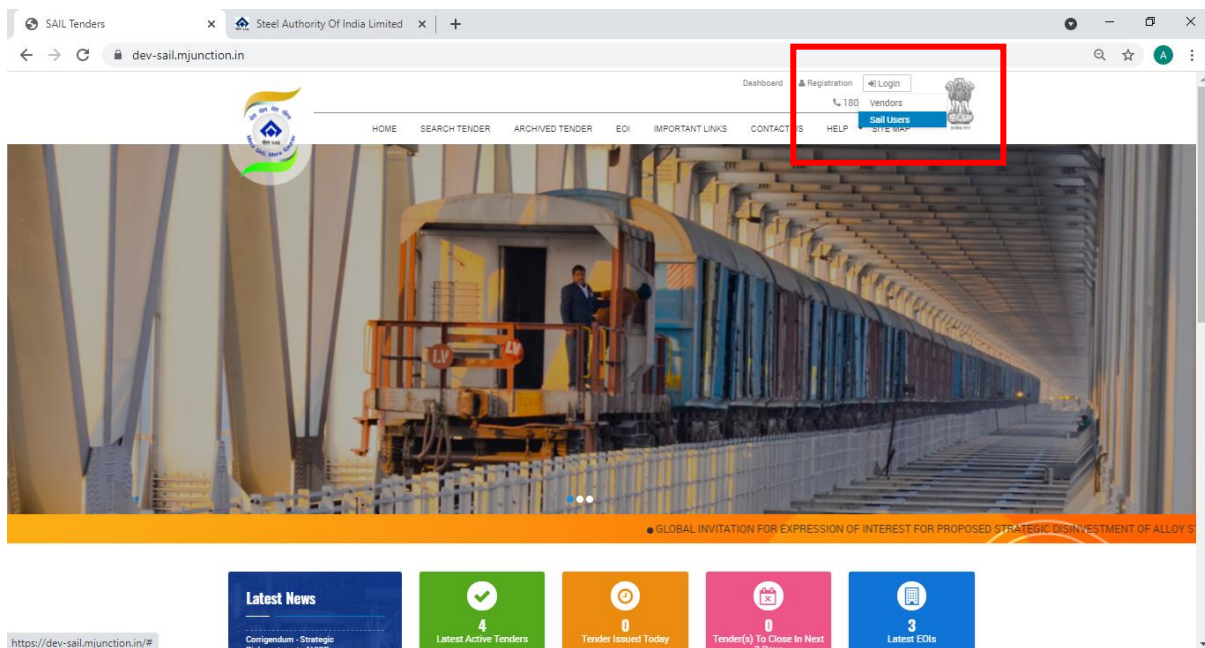
## SOP to upload Tenders on the SAIL Tender website

Tenders can be uploaded by SAIL Users and mjunction authorized personnel after logging into the portal with the designated user id and DSC certificate. Each user id is mapped to a DSC, so only the unique combination of both allows the users to log in to the SAIL Tender Website.

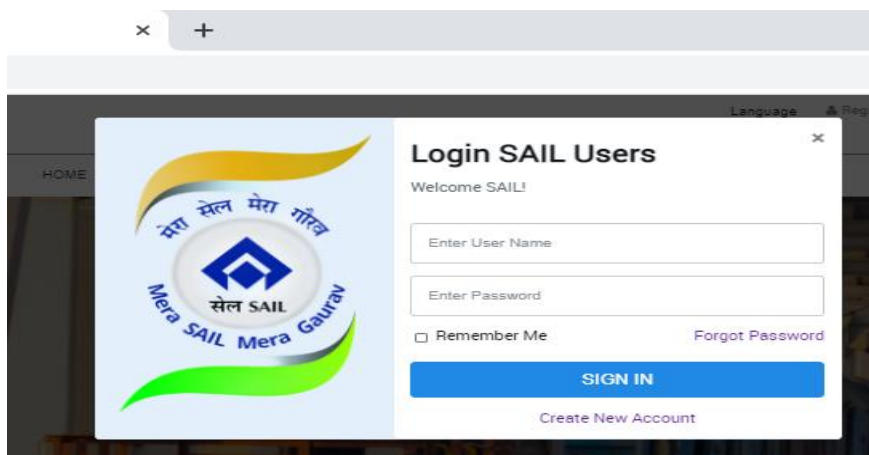
*For SAIL user, who do not have User credentials, please click on the registration button for creation of the User Id and Password*

Steps to upload tenders in SAIL Tender website

1. Click on the login button located at the right hand corner of the home page, and select SAIL Users



2. Login using your user credential and DSC certificate





## Dashboard

### Published Tender

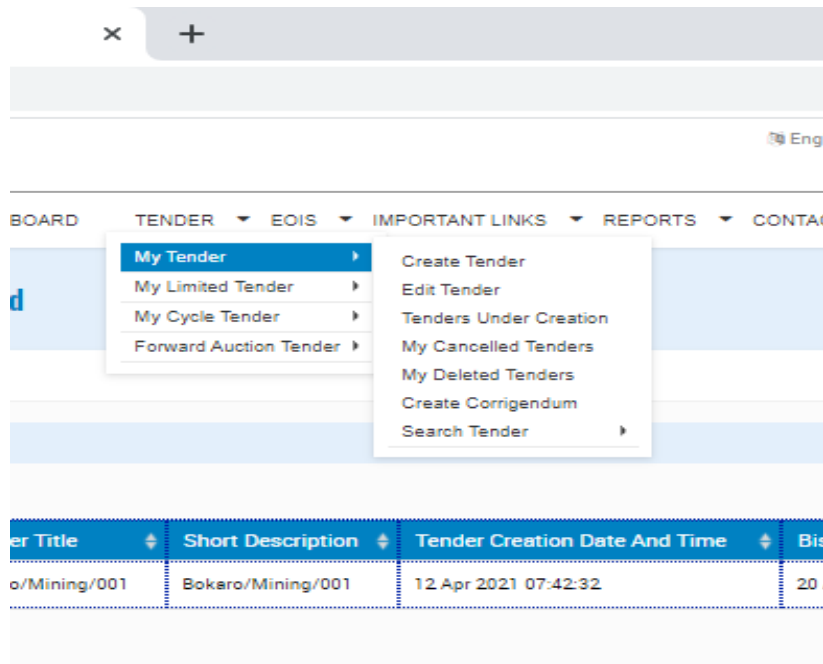
Show 10 entries Search:

Tender No and Date	Tender Title	Short Description	Tender Creation Date And Time	BisSubmission Closing Date And Time	Action
Bokero/Mining/001	Bokero/Mining/001	Bokero/Mining/001	12 Apr 2021 07:42:32	20 Apr 2021 07:41:40	

Showing 1 to 1 of 1 entries Previous **1** Next

The Dashboard is shown after log in.

- From the Tender option, “Edit Tender”, “Tenders Under Creation”, “My Cancelled Tenders”, “My Deleted Tenders”, “Create Corrigendum” and Search tender options are available.



Once Logged in go to “Tender” option on the top bar then to “My Tenders” and select “Create Tenders”

dev-sail.mjunction.in/SailUser/sailHome

Registration Welcome, Demo User 1800 419 20001

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

My Tender Create Tender  
 My Limited Tender Edit Tender  
 My Cycle Tender Tenders Under Creation  
 Forward Auction Tender My Cancelled Tenders  
 My Deleted Tenders  
 Create Corrigendum  
 Search Tender

**Published Tender**

Show 10 entries Search:

Tender No and Date	Tender Title	Short Description	Tender Creation Date And Time	Bisubmission Closing Date And Time	Action
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

4. The create tender form is displayed, fill up all the details and click submit

**Create Tender**

Organization \* Steel Authority of India Limited Plant/Unit Name \* Bokaro Steel Plant

Tender No and Date \* Tender No and Date Tender Title \* Tender Title

Short Description Short Description

Bidding Type \* Select Form of Contract \* Piece-work Tender Sector \* Multi-Sectoral Product Master \* Abrasive

Tender Category \* Select Delivery Period Delivery Prid Tender Currency \* Indian Rupees Bidding Document Fee \* Not Applicable

EMD Amount EMD Amount Select Pre Bid Meeting \* No Pre Bid Meeting From Pre Bid Meeting To

Bid Document Download Start Date & Time \* Bid Document Download End Date & Time \*

Bid Submission Closing Date & Time \* Bid Opening Date & Time \*

Bid Validity Period (in Days) \* Bid Validity Period Remarks Remarks

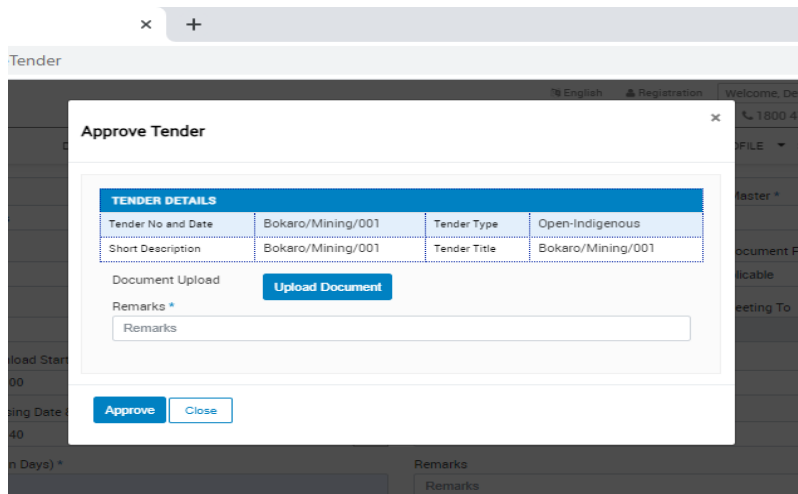
**ADD CYCLE**

Name \* Name Address \* Address

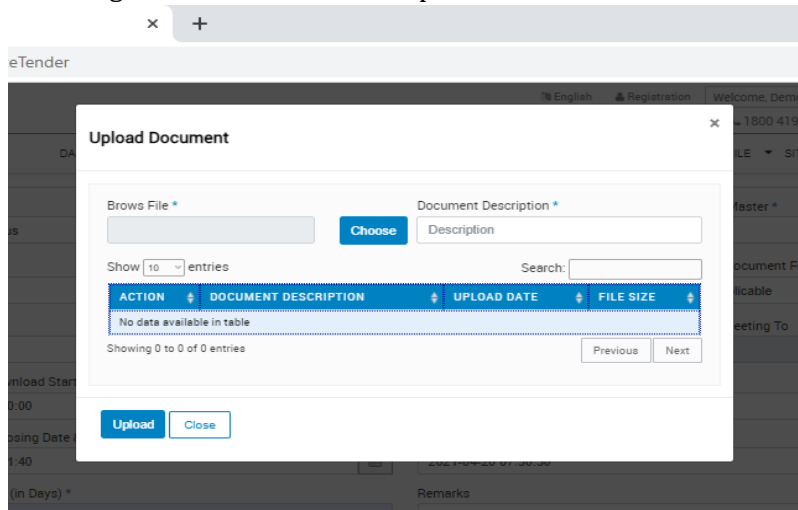
Phone/Fax \* Phone/Fax Email Address \* Email Address Tender State Andaman and Nicobar

**Submit**

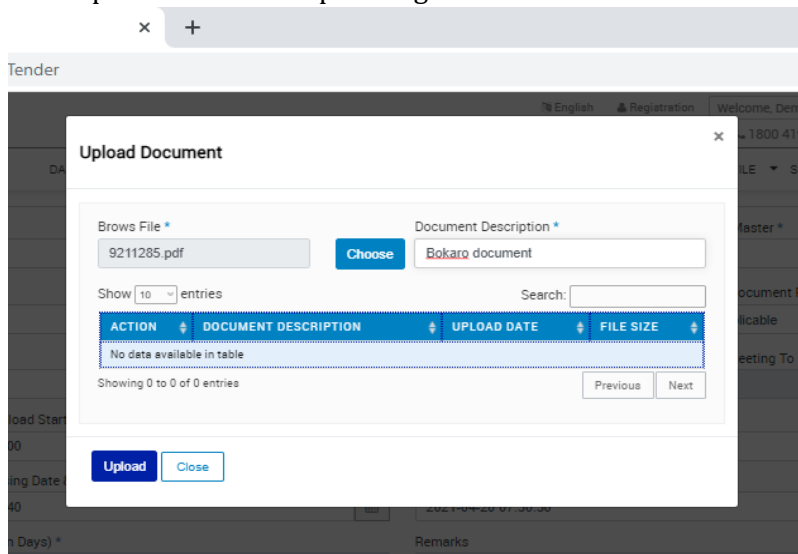
- Once the tender details are filled, upload the Tender document by clicking on the Upload document button

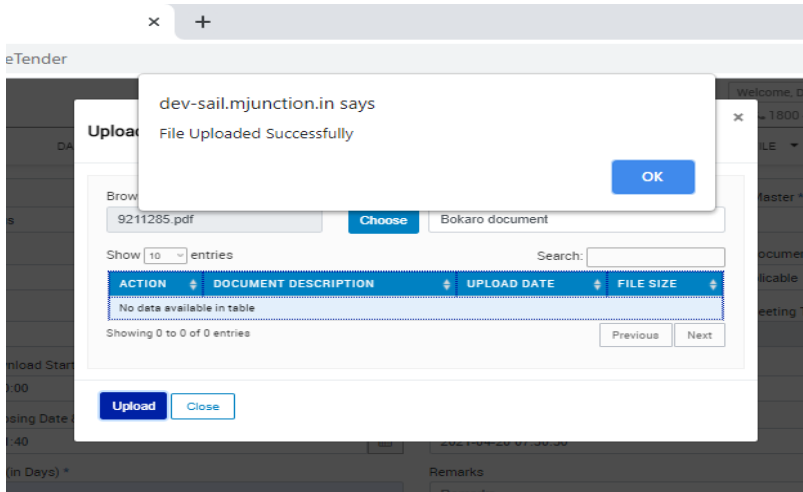


### Choosing Tender document for upload

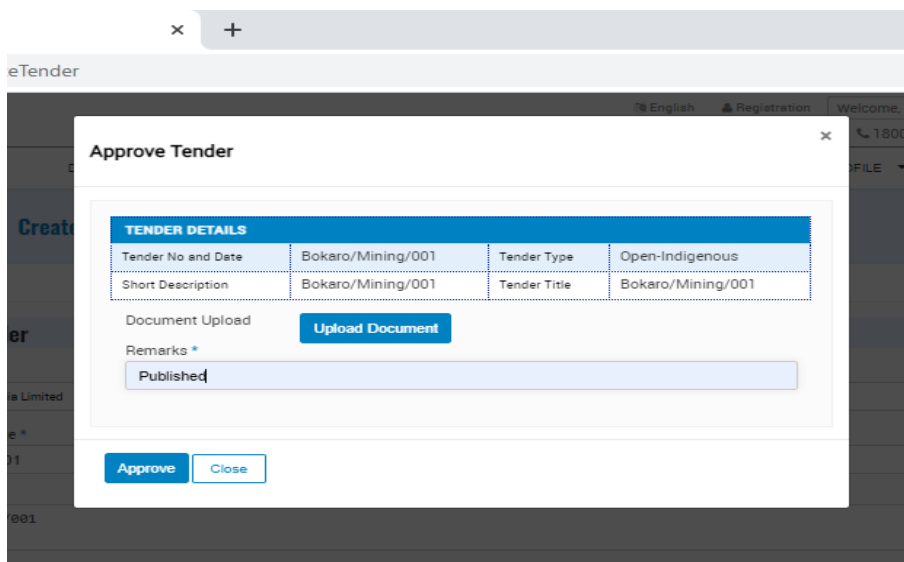


### Click upload button for uploading the chosen document

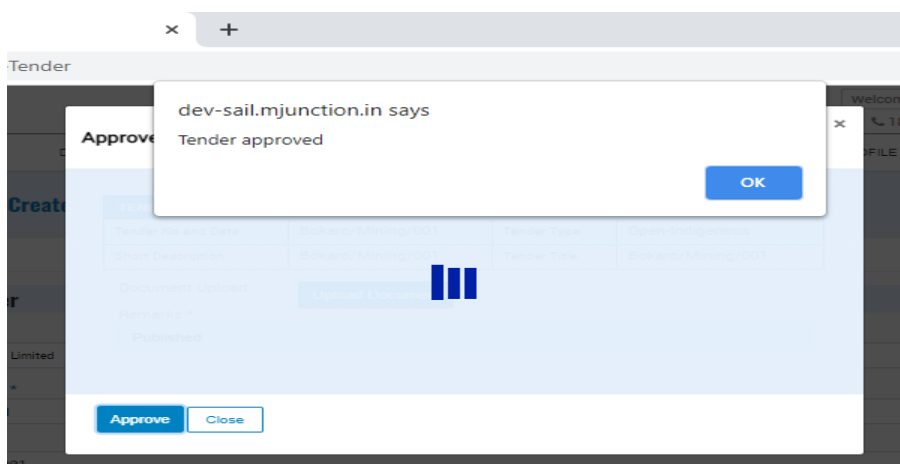




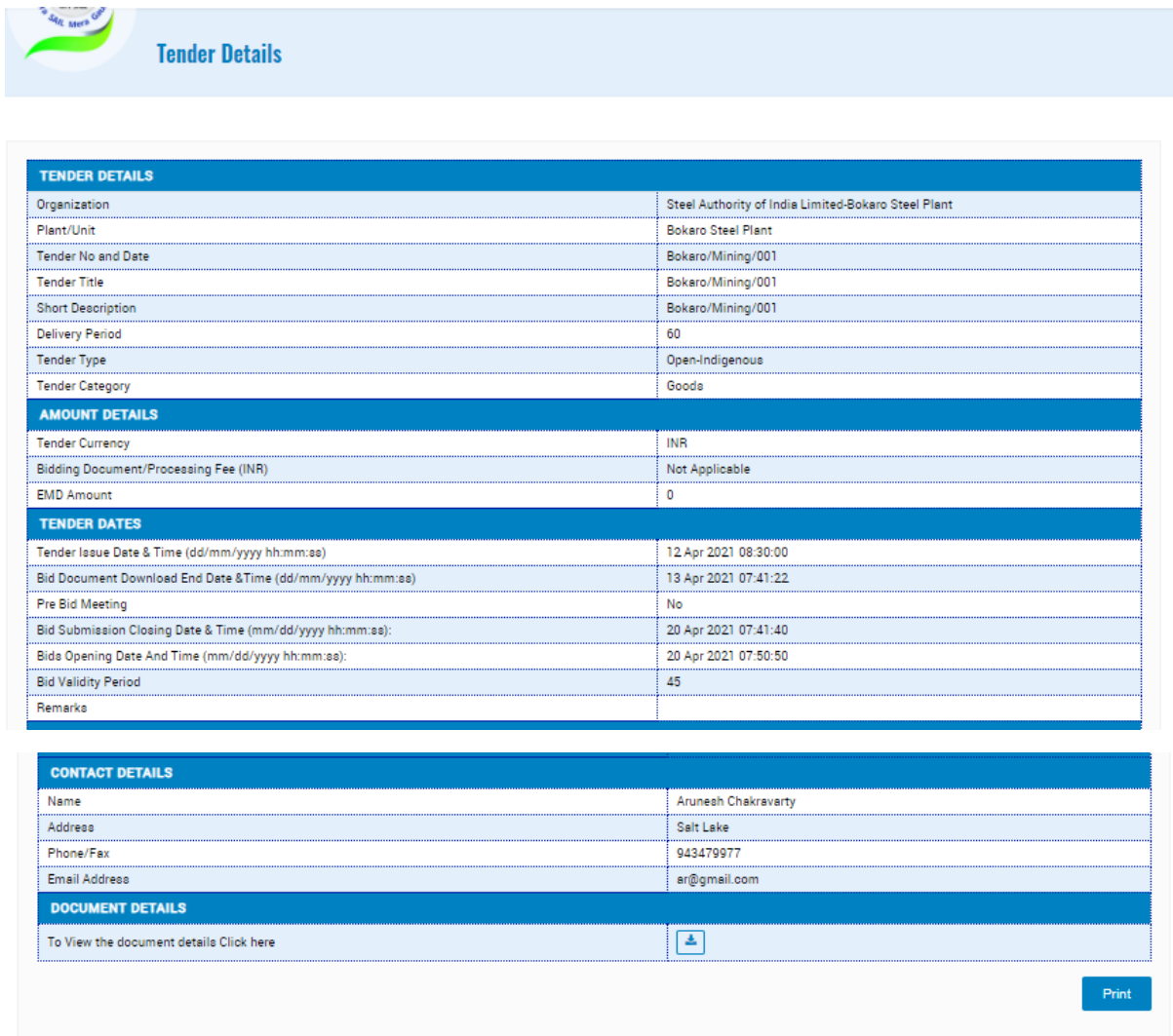
Once the file upload is shown successful, the “Approve Tender” dialog box is opened.



After adding mandatory remark in the “Remarks” field click the “Approve” button.



The tender is approved and uploaded in the website and Tender details are displayed along with the "Print" option



The screenshot shows a web page titled "Tender Details" for the Steel Authority of India Limited-Bokaro Steel Plant. It contains three main sections: Tender Details, Amount Details, and Tender Dates. Below these is a Contact Details section and a Document Details section with a download icon. A "Print" button is located at the bottom right of the page.


TENDER DETAILS	
Organization	Steel Authority of India Limited-Bokaro Steel Plant
Plant/Unit	Bokaro Steel Plant
Tender No and Date	Bokaro/Mining/001
Tender Title	Bokaro/Mining/001
Short Description	Bokaro/Mining/001
Delivery Period	60
Tender Type	Open-Indigenous
Tender Category	Goods

AMOUNT DETAILS	
Tender Currency	INR
Bidding Document/Processing Fee (INR)	Not Applicable
EMD Amount	0

TENDER DATES	
Tender Issue Date & Time (dd/mm/yyyy hh:mm:ss)	12 Apr 2021 08:30:00
Bid Document Download End Date & Time (dd/mm/yyyy hh:mm:ss)	13 Apr 2021 07:41:22
Pre Bid Meeting	No
Bid Submission Closing Date & Time (mm/dd/yyyy hh:mm:ss):	20 Apr 2021 07:41:40
Bids Opening Date And Time (mm/dd/yyyy hh:mm:ss):	20 Apr 2021 07:50:50
Bid Validity Period	45
Remarks	

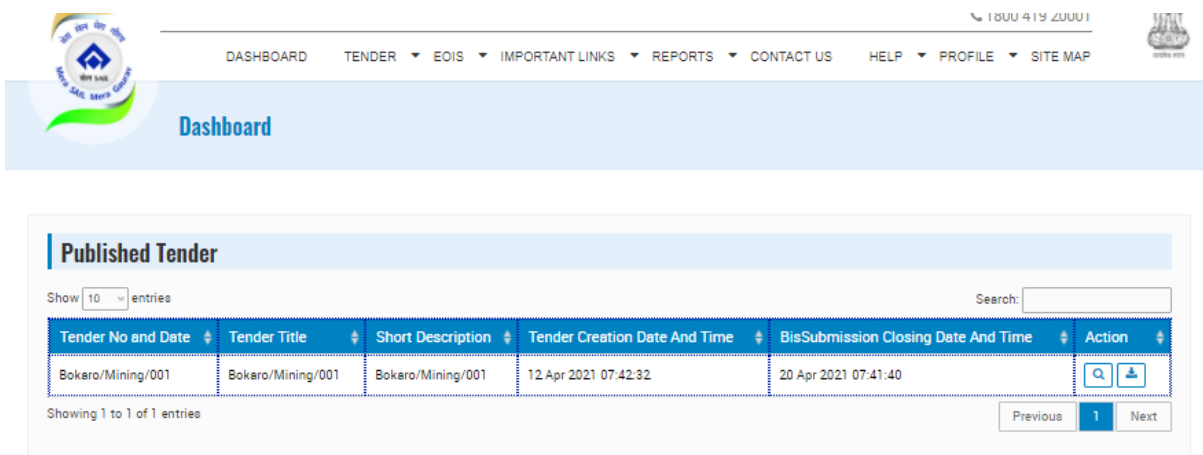
CONTACT DETAILS	
Name	Aruneah Chakravarty
Address	Salt Lake
Phone/Fax	943479977
Email Address	ar@gmail.com

DOCUMENT DETAILS



To View the document details Click here 

[Print](#)

The dashboard shows the tender(s) uploaded by the user.



The screenshot shows a user dashboard for the Steel Authority of India Limited. The top navigation bar includes links for DASHBOARD, TENDER, EOIS, IMPORTANT LINKS, REPORTS, CONTACT US, HELP, PROFILE, and SITE MAP. The main content area is titled "Published Tender" and displays a table of tender entries. The table has columns for Tender No and Date, Tender Title, Short Description, Tender Creation Date And Time, Bid Submission Closing Date And Time, and Action. A search bar and pagination controls are also visible.

Tender No and Date	Tender Title	Short Description	Tender Creation Date And Time	Bid Submission Closing Date And Time	Action
Bokaro/Mining/001	Bokaro/Mining/001	Bokaro/Mining/001	12 Apr 2021 07:42:32	20 Apr 2021 07:41:40	 

Showing 1 to 1 of 1 entries

Previous **1** Next

### **Following Steps are the step for upload of Tenders by mjunction**

In the event, the SAIL User is not able to upload the Tender, Mjunction's authorized personnel can upload the tender on the SAIL user's behalf, however the following details are to be emailed to mjunction's designated email id [uploadsailtender@mjunction.in](mailto:uploadsailtender@mjunction.in) :

1. All emails to be marked to [uploadsailtender@mjunction.in](mailto:uploadsailtender@mjunction.in) ( CC & BCC mail will not be considered)
2. The email should contain the Tender documents and any other document accompanying the Tender in PDF format.
3. The details of SAIL Users credentials (User id and Password). If the credentials are not available, then mjunction's user id and password may be used, however the same needs to be mentioned by the SAIL user in the email.
4. Tender upload form (Annexure I) needs to be duly filled and sent on the same mail.

If the mail request reaches mjunction by 12 noon on a working day, then the tender would be uploaded by EOD same working day, however for email received post 12 noon, the tender would be uploaded by end of next working. Sundays and other Statutory holidays are considered as non-working days, request received on these days would be serviced on the next working day.

## Steps to issue corrigendum for a Tender

To create a corrigendum, first the Tender has to be searched as shown below

Corporate Affairs - Cr x | Sail x | Sail x | +

dev-sail.mjunction.in/Corrigendum/searchCorrigendum

English Registration Welcome, Demo User 1800 419 20001

DASHBOARD TENDER E.O.I.S IMPORTANT LINKS REPORTS CONTACT US HELP PROFILE SITE MAP

My Tender Create Tender  
My Limited Tender Edit Tender  
My Cycle Tender Tenders Under Creation  
Forward Auction Tender My Cancelled Tenders  
My Deleted Tenders  
Create Corrigendum  
Search Tender

Advanced Search  
Archived Tender

Search Tenders For Corrigendum

Tender No and Date Tender Details Tender Type

Tender No and Date Tender Details Select

Click on the “Edit Button” once the Tender is displayed from the search as shown below

Corrigendum

Search Tenders For Corrigendum

Tender No and Date Bokaro/Mining/001 Tender Details Tender Type

Tender Category -Select Category- Item Category Select an Option Tender From Date Tender To Date

Search Reset

SEARCH RESULT

Show 10 entries Search:

Tender No and Date	Tender Title	Tender Creation Date And Time	Bid Submission Closing Date & Time	Action
Bokaro/Mining/001	Bokaro/Mining/001	12 Apr 2021 08:30:00	20 Apr 2021 07:41:40	EDIT

Showing 1 to 1 of 1 entries Previous 1 Next

EDIT Button

Enter the corrigendum subject and select the type of corrigendum from the options shown below.



## Corrigendum

### TENDER DETAILS

Tender No and Date	Bokaro/Mining/001	Short Description	Bokaro/Mining/001
Tender Type	Open-Indigenous	Delivery Period	60

**\*\*N.B:** Tick the checkboxes for which you are going to Create Corrigendum

Corrigendum Subject \*

Corrigendum Subject

- Date and Time Details
- Amendments of Contract Condition
- Special Condition
- Upload Corrigendum Document
- Others :

Corrigendum Details \*

Corrigendum Details

Remarks Details \*

Remarks Details

Save



Registration

Welcome, Demo User

1800 419 20001



DASHBOARD TENDER E.O.I.S IMPORTANT LINKS REPORTS CONTACT US HELP PROFILE SITE MAP

## Corrigendum

### TENDER DETAILS

Tender No and Date	Bokaro/Mining/001	Short Description	Bokaro/Mining/001
Tender Type	Open-Indigenous	Delivery Period	60

**\*\*N.B:** Tick the checkboxes for which you are going to Create Corrigendum

Corrigendum Subject \*

Tender date extention

Date and Time Details

Bid Document Download Start Date & Time

2021-04-12 08:30:00

Bid Document Download End Date & Time

2021-04-13 07:41:22

Bid Submission Closing Date & Time

2021-04-20 07:41:40

Bid Opening Date & Time

2021-04-21 07:50:50

- Amendments of Contract Condition
- Special Condition
- Upload Corrigendum Document
- Others :

Corrigendum Details \*

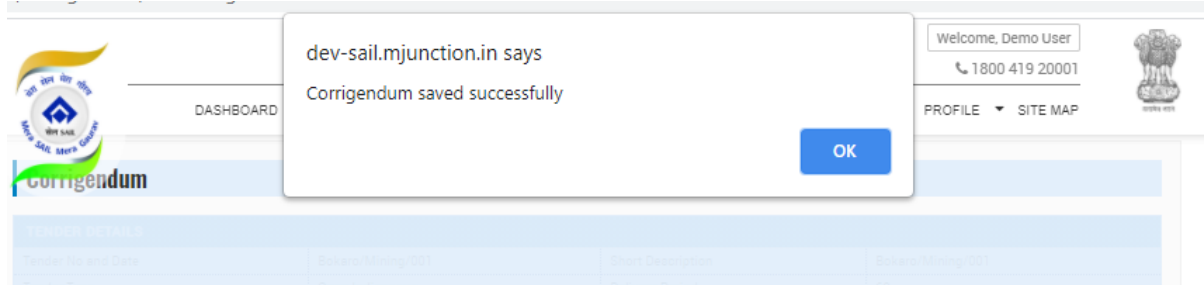
Tender date extention

Remarks Details \*

Tender date extention

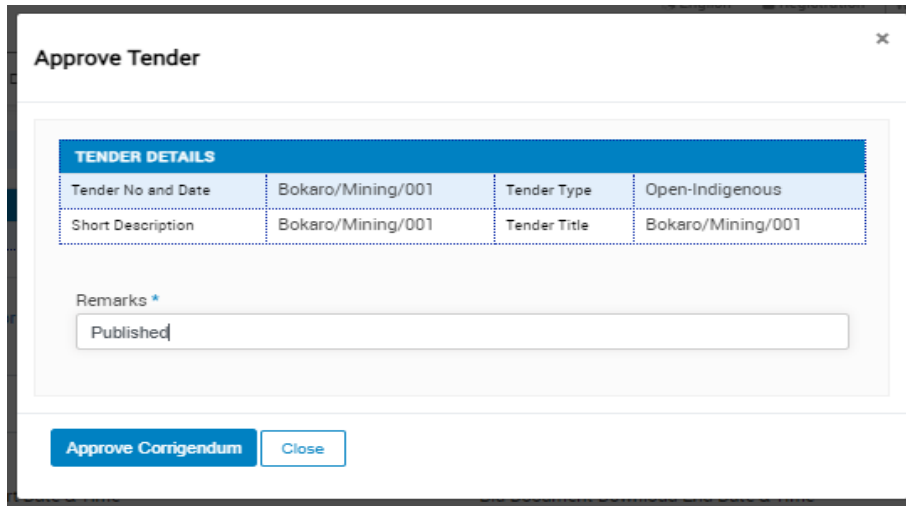
Save

Click on save, and then approve the corrigendum



The screenshot shows the mjunction dashboard with a notification box in the center. The notification text reads: "dev-sail.mjunction.in says Corrigendum saved successfully". Below the notification is an "OK" button. The dashboard header includes the mjunction logo, "DASHBOARD", and user information: "Welcome, Demo User", "1800 419 20001", "PROFILE", and "SITE MAP". The main content area shows a table with the following data:

TENDER DETAILS			
Tender No and Date	Bokaro/Mining/001	Short Description	Bokaro/Mining/001

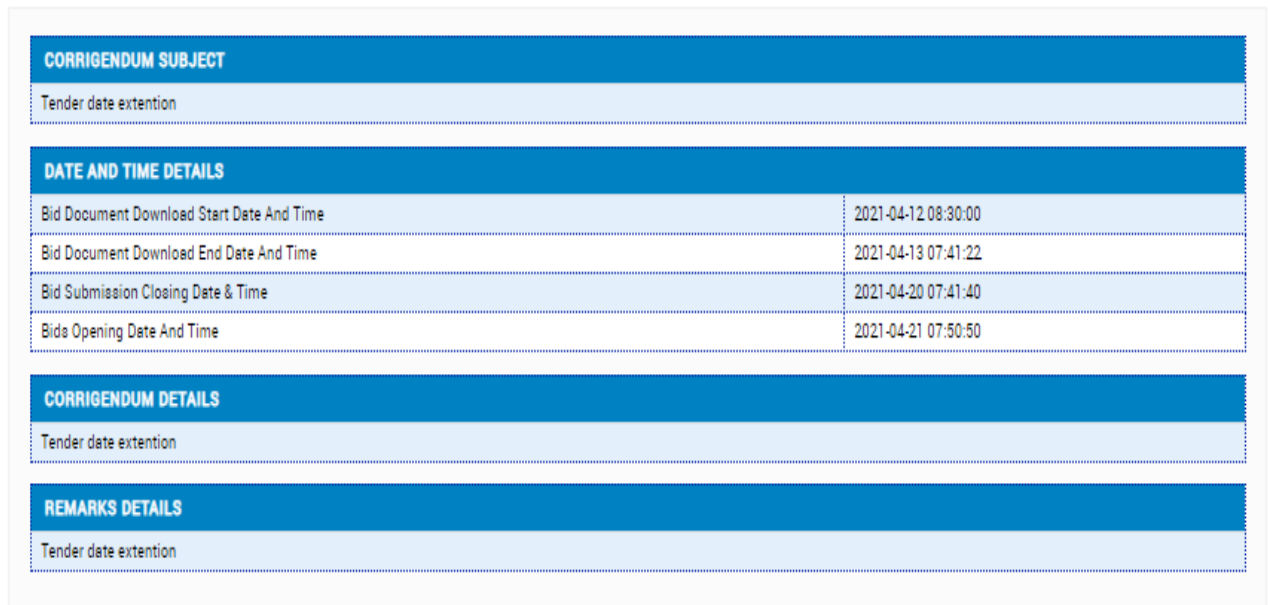


The "Approve Tender" dialog box displays the following details:

TENDER DETAILS			
Tender No and Date	Bokaro/Mining/001	Tender Type	Open-Indigenous
Short Description	Bokaro/Mining/001	Tender Title	Bokaro/Mining/001

Remarks \*  
Published

Buttons: Approve Corrigendum, Close



The screenshot shows the details of the issued corrigendum, organized into four sections:

- CORRIGENDUM SUBJECT**: Tender date extention
- DATE AND TIME DETAILS**:

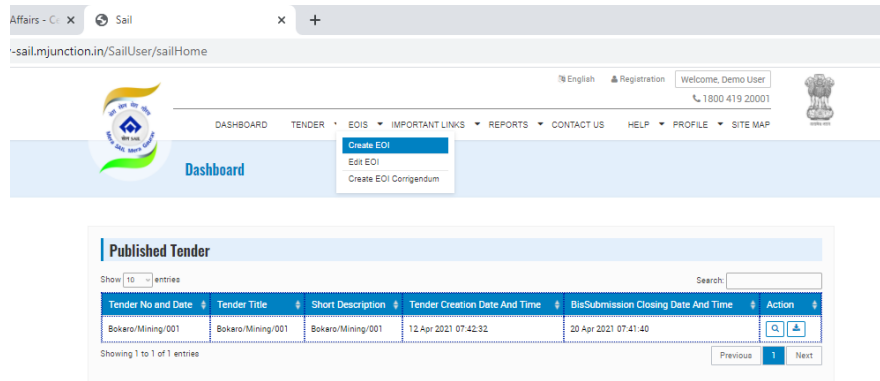
Bid Document Download Start Date And Time	2021-04-12 08:30:00
Bid Document Download End Date And Time	2021-04-13 07:41:22
Bid Submission Closing Date & Time	2021-04-20 07:41:40
Bids Opening Date And Time	2021-04-21 07:50:50
- CORRIGENDUM DETAILS**: Tender date extention
- REMARKS DETAILS**: Tender date extention

Corrigendum is issued successfully.

For upload of corrigendum through mjunction authorized personnel, please send an email to [uploadsailtender@mjunction.in](mailto:uploadsailtender@mjunction.in) alongwith the user id and password used to upload the Tender. Email marked CC or BCC will not be considered.

## Steps to upload EOI

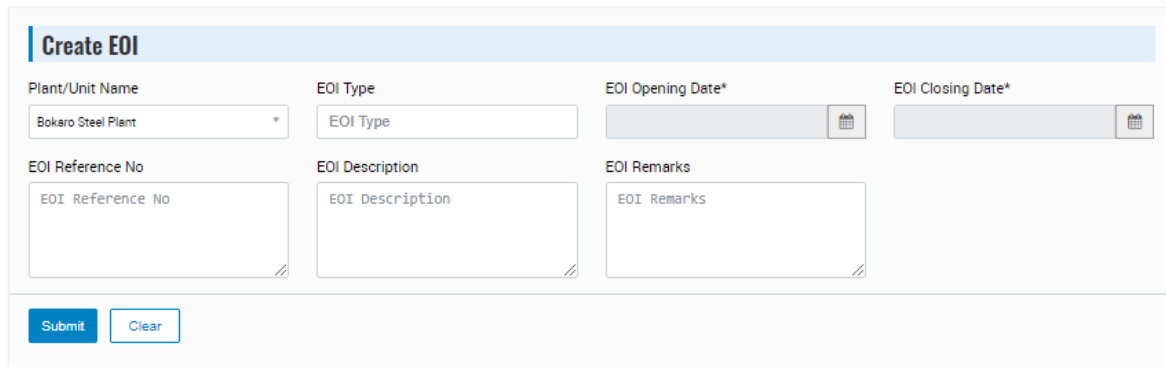
The upload of EOI(s) is very similar to the upload of Tenders, goto the EOI(s) option at the top bar and click "Create EOI"



The screenshot shows the SAIL user interface. At the top, there is a navigation bar with the following menu items: DASHBOARD, TENDER, EOI, IMPORTANT LINKS, REPORTS, CONTACT US, HELP, PROFILE, and SITE MAP. The 'EOI' menu item is highlighted, and a dropdown menu is visible with the following options: Create EOI, Edit EOI, and Create EOI Corrigendum. Below the navigation bar, there is a 'Published Tender' table with the following data:

Tender No and Date	Tender Title	Short Description	Tender Creation Date And Time	BisSubmission Closing Date And Time	Action
Bokaro/Mining/001	Bokaro/Mining/001	Bokaro/Mining/001	12 Apr 2021 07:42:32	20 Apr 2021 07:41:40	[Download] [Print]

Fill up the details of the EOI

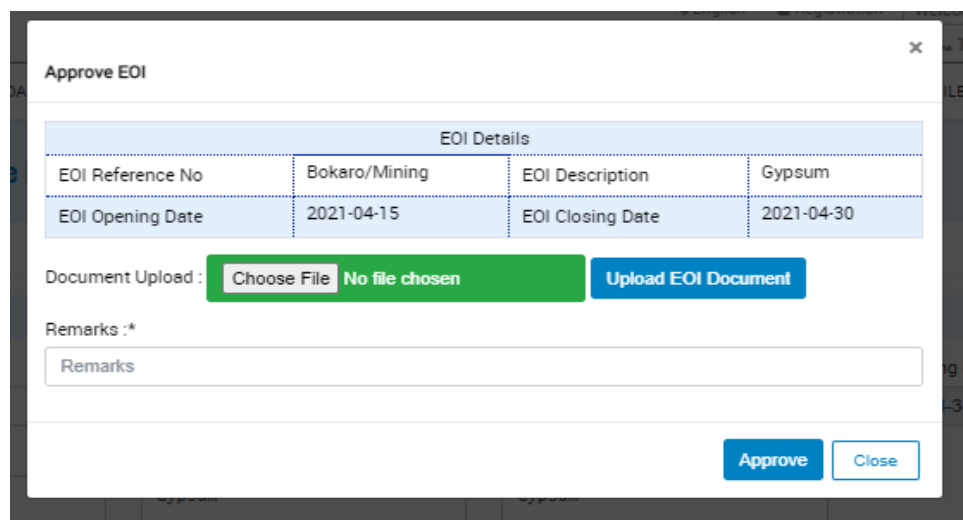


The screenshot shows the 'Create EOI' form. The form has the following fields:

- Plant/Unit Name: Bokaro Steel Plant
- EOI Type: EOI Type
- EOI Opening Date\*: [Calendar icon]
- EOI Closing Date\*: [Calendar icon]
- EOI Reference No: EOI Reference No
- EOI Description: EOI Description
- EOI Remarks: EOI Remarks

At the bottom of the form, there are two buttons: 'Submit' and 'Clear'.

Choose the EOI document to upload



The screenshot shows the 'Approve EOI' dialog box. The dialog box has the following fields:

- EOI Reference No: Bokaro/Mining
- EOI Description: Gypsum
- EOI Opening Date: 2021-04-15
- EOI Closing Date: 2021-04-30
- Document Upload: Choose File No file chosen Upload EOI Document
- Remarks :\*: Remarks

At the bottom of the dialog box, there are two buttons: 'Approve' and 'Close'.

Click on upload button after entering mandatory description

**Upload Document** ✕

Brows File :\*   Document Description :\*

Show  entries Search:

ACTION	EOI DOCUMENT	DOCUMENT DESCRIPTION	UPLOAD DATE	FILE SIZE
No data available in table				

Showing 0 to 0 of 0 entries

dev-sail.mjunction.in says

**Upload Document** ✕

Document uploaded

Brows File

Show  entries Search:

ACTION	EOI DOCUMENT	DOCUMENT DESCRIPTION	UPLOAD DATE	FILE SIZE
No data available in table				

Showing 0 to 0 of 0 entries

**Approve EOI** ✕

EOI Details			
EOI Reference No	Bokaro/Mining	EOI Description	Gypsum
EOI Opening Date	2021-04-15	EOI Closing Date	2021-04-30

Document Upload :

Remarks :\*

Approve the EOI and it is uploaded.

dev-sail.mjunction.in says  
EOI APPROVED SUCCESSFULLY

OK

EOI Reference No :  
EOI Opening Date : 2021-04-15      EOI Closing Date : 2021-04-30

Document Upload :  9211285.pdf     

Remarks :\*

Published

Upload Document

EOI Reference No :  
Bokaro/Mining

Browse File :\*

9211285.pdf     

Document Description :\*

Description

Show 10 entries      Search:

ACTION	DOCUMENT DESCRIPTION	UPLOAD DATE	FILE SIZE
	Gypsum	12 Apr 2021 08:34:44	9313

Showing 1 to 1 of 1 entries

   1   

The EOI is uploaded.

For EOI(s) to be uploaded by mjunction authorized personnel, the below step are to be followed,

1. A email containing the EOI documents should be sent to [uploadsailtender@mjunction.in](mailto:uploadsailtender@mjunction.in), emails marked in CC or BCC will not be considered for upload
2. The details of SAIL Users credentials (User id and Password). If the credentials are not available, then mjunction's user id and password may be used, however the same needs to mentioned by the SAIL user in the email.
3. EOI upload form (Annexure II) needs to be duly filled and sent on the same mail.

## Annexure I

### Format for Uploading Tender through mjunction:

Organization:\*

Plant/Unit Name:\*

Tender No and Date:\*

Tender Title:\*

Short Description:

Bidding Type:\*

Form of Contract:\*

Tender Sector:\*

Product Master:\*

Tender Category:\*

Delivery Period:

Tender Currency:\*

Bidding Document Fee:\*

EMD Amount:

Select Pre Bid Meeting:

Pre Bid Meeting From:

Pre Bid Meeting To:

Bid Document Download Start Date & Time:\*

Bid Document Download End Date & Time:\*

Bid Submission Closing Date & Time:\*

Bid Opening Date & Time:\*

Bid Validity Period (in Days):\*

Remarks:

Name:\*

Address:\*

Phone/Fax:\*

Email Address:\*

Tender State:\*

**Note: Fields marked with \* are mandatory fields and same needs to be field up for uploading tender documents**

## Annexure II

### Format for EOI upload through mjunction

1. Plant / Unit Name: \_\_\_\_\_
2. EOI Type: \_\_\_\_\_
3. EOI Reference No.: \_\_\_\_\_
4. EOI Description: \_\_\_\_\_
5. EOI Opening Date: \_\_\_\_\_
6. EOI closing date: \_\_\_\_\_