

Vendor Code Request / SRM activation / E-Payment Mandate Form for Materials Management & Service Contracts

Vendors are requested to download the form at Annexure-1 and submit the same on their letterhead, duly signed and stamped by requisite signatory in original hardcopy, at the address given hereunder.

SRM system for e-procurement (including e-bidding) is implemented in SAIL/Bokaro Steel Plant. Vendors are requested to submit the mandate for **e-activation** in SRM system in format attached as Annexure 1. User id & Password for working on the SRM system will be forwarded to you in your email. The SRM system is available at URL <https://eproc.bokarosteel.sailbsl.in/iri/portal>

For **e-payment**, vendor should fill up the format and submit along with above stated mandate to be sent to Purchase/Contract Cell/Projects/Respective department's dealing officers.

Instructions:

1. Print Annexure-1 (page 3 of this document) on the Organization's Letterhead. The vendor may refer the reference notes as available at the end of this page for help to fill up the Annexure-1 format.
2. The duly printed and filled up format should be signed by the Proprietor / Director/ All Partner(s)/ Company Secretary/ Authorized Signatory with stamp (The stamp should contain the name & designation of the signatory and name of the firm). In case of Company Secretary / Authorized Signatory, his/her power of Attorney/authorization letter has to be enclosed. Please submit deed of partnership for partnership firms & Registration certificate of co-operative society for vendors participating as co-operativesocieties
3. Documents as mentioned in Annexure 1 or in Reference Notes hereunder must be enclosed.

Reference Notes for Annexure 1:

<i>1 :Fields marked with # must necessarily to be filled. PAN & MSME Status are required only for Indian vendors.</i>	
<i>2: PAN & Address</i>	<i>Please provide documentary evidence, preferably documents of Central/State Government. Please mention only correspondence address.</i>
<i>3: Type of Vendor -- (Select one option)</i>	<i>Contractor, Dealer, Indian Agent, Indian, Office, Manufacturer, Trader,</i>
<i>4: Ownership Status -- (Select one option)</i>	<i>Central Govt, CPSU, HUF, Individual, NGO, Partnership, Private limited, Proprietorship, Public limited, SPSU, State Govt</i>
<i>5: GEM ID</i>	<i>GEM certificate to be enclosed</i>
<i>6. URN No & Date</i>	<i>URN no present in Udyam Aadhar Certificate. Status- Micro, Small, Medium, Others</i>
<i>7. Vendor profile</i>	<i>SC / ST / OBC /Other</i>
<i>8. Vendor Gender</i>	<i>For Proprietorship cases only</i>
<i>9. Displaced Indicator</i>	<i>Displaced certificate from competent authority to be enclosed.</i>

Terms & Conditions for e-Activation :

We, a registered/intending supplier/contractor to SAIL do hereby understand that SAIL, Bokaro Steel Plant has implemented Supplier Relationship Management (SRM) system for which our details as annexed have been mentioned and we further declare that we undertake to abide by and honour the following terms and conditions :

1. The following terms used herein to mean:
 - a. Company : M/s Steel Authority of India Ltd / Bokaro Steel Plant
 - b. Tenderer : Supplier/Contractor submitting the Bid Response/Quotation/ Offer.
 - c. SRM system : e-Procurement system of SAIL/Bokaro Steel Plant
 - d. RFx : Request for Quotation, Invitation to Tender, Bid Document, Tender Document.
2. All RFx that are addressed to the Tenderer on SRM system of SAIL/Bokaro Steel Plant shall be considered as valid legal documents in terms of applicable provisions of Information Technology Act & it's amendments.
3. All quotations 'Submitted' by the Tenderer / his authorized representative by logging on to SRM system using the User Identification provided by the Company and password by which the person logging into the SRM system is authenticated shall be considered as legal and binding documents having in all opinion the same legal validity as a physically signed quotation/bid response by the Tenderer/his authorized representative. I understand that RFx in 'Saved' status are not accessible for opening.
4. That the Tenderer can during the time and date for which the RFx is valid for submission of Quotations, submit fresh quotation in super cession of his earlier quotation. In the event of Tenderer having revised his quotation against the RFx, only last version submitted by Tenderer shall be valid for opening and further consideration. In case of tenders of Contract Cell the offer once submitted cannot be revised thereafter.
5. Once the quotations against the RFx submitted in SRM system are opened, tenderer shall be legally bound to honour the contract, which may arise out of acceptance of the said quotation. In the event of non-acceptance of contract so awarded and arising out of such quotations (including any subsequent confirmations on price/rate, technical and commercial grounds from Tenderer) the Company shall have access to all legal remedies available for enforcement of contract as would be available had the quotation been submitted by the Tenderer on paper - attested with a signature of an individual so authorized.
6. Once quotations are opened, Tenderer shall have no claim to withdraw the quotations on the grounds that he had not understood any part/total of the RFx and/or that he had not submitted the quotations and/or that his user-id and password had been wrongly used by someone else not authorized by him and/or that the authority of the personnel who had been entrusted with user-id and password had since ceased and/or that the prices/rates, technical parameters, terms and conditions which are available on SRM system are not the ones that the Tenderer had submitted originally. The maintenance and security of user-id and password is strictly and solely the responsibility of Tenderer. The Company shall not be in any way responsible for loss/misuse of same.
7. For any disputes arising during the course of submission of on-line quotation or for any matters subsequent to acceptance of such on-line quotations, the method of settlement shall be as in the case of normal hard copy tender.
8. Legal Jurisdiction: Any Contract with the Company, arising out of SRM System shall be deemed to have been formed entirely at SAIL/Bokaro Steel Plant, notwithstanding place from which tender has been submitted. Subject to clause-7 above, legal proceedings shall be triable by Courts having jurisdiction over SAIL/Bokaro Steel Plant.
9. We understand the Company disclaims all warranties and conditions, expressed or implied, including but not limited to, implied warranties or conditions of merchantability, fitness for a particular purpose, and non-infringement. We are also aware that problems related to bandwidth, connectivity etc. are beyond the control of the Company, and hence no responsibility can be taken by Company for the same.
10. That the above transmission, retention and retrieval of Bid Invitations, Submission of quotations by the interested tenderers etc. will be handled through the Secure Servers of SAIL / Bokaro Steel Plant.
11. That the tenderer who will be participating in the above SRM System will be registering themselves with the Company for obtaining the required User Identification and Passwords for the SRM System, which thereafter will be maintained by the tenderer's authorized personnel.
12. That after the said registration in the SRM System, the tenderer will be able to log on to the SRM System and View, Download all RFx which are transmitted by the company to them through the SRM System.
13. That the tenderer can thereafter, subject to their agreement to the terms and conditions stipulated for each of the Bid Invitations (Tenders) posted by the Company, submit their quotations in the Structured Formats available for the purpose in the SRM System indicating the Prices/Rates, Taxes & Duties, Freight and all relevant Technical and Commercial information as applicable and desired by them.
14. That once the tenderer fills up the on-line forms for submission of quotations, the data contained in these forms will be stored in the SRM Servers in a secure form neither available nor visible to any agency including the Company till the time and date of opening of the invitation to the Tenders against which such quotations are submitted, or till such extended time and date of submission as may be indicated against the tender, in subsequent communications at the discretion of the Company.
15. That the quotations so submitted on-line through the medium of Internet will be opened after the scheduled opening date and time (including the extended date and time, if any) by an authorized officer of the Company.
16. We understand that post activation and receipt of User ID and Password for SRM System, we are eligible for training on the SRM system to be provided by the Company and also can access the Training Manual (in pdf version) which shall be available on logging into the SRM.

Vendor Code Request / SRM e-Activation / e-Payment Mandate Form		
Field Description	Required Data	Max Length
Contact Details for Vendor Code :		
Vendor Code with SAIL (if available)		C(10)
Name 1 (Vendor Name - first 35 characters) #		C(35)
Name 2 (Vendor Name beyond 35 characters)		C(35)
Address Line 1 : (Street/House number) #		C(35)
Line 2 :		C(35)
Line 3 :		C(35)
PO Box		C(10)
City #		C(35)
PIN/ZIP code #		
District #		
State #		
Country #		
First telephone number (with STD Code)		
Fax Number (with STD Code)		
Contact Person Name #		
Contact Person Designation #		
Mobile No #		
Email Address # (Length not more than 34 characters)		
Particulars of Bank Account : (please submit cancelled cheque or certificate from bank as supporting document)		
Bank Account number		
Bank Name		
Branch City		
Bank IFSC Code		
Statutory Information :		
Permanent Account Number (PAN) #		
Employee State Insurance Registration No		
GST Vendor Type #		
GST Number #		
Type of Vendor		Refer Note 3
Ownership Status		Refer Note 4
GEM ID		Refer Note 5
URN No /Status		Refer Note 6
URN certificate issue Date		Refer Note 6
Vendor Profile*	SC / ST / OBC /Other	Refer Note 7
Vendor Gender*	Male / Female	Refer Note 8
Displaced Status*(Y/N)	If Applicable	Refer Note 9
<p>Declaration: All the information furnished above is correct and true to the best of our knowledge. I have the read and understood the terms & conditions for e-activation & accept the same.</p>		
Signature	Name	Seal of the Company

- Mandatory field — Must necessarily be filled up *Only in case of proprietorship \$Registered,/Not registered/ Compounding

GUIDELINES:

1. The Aadhaar number shall be of the proprietor in the case of a proprietorship firm, of the managing partner in the case of a partnership firm and of a Karta in the case of a Hindu Undivided Family (HUF).
2. In case of a Company or a Limited Liability Partnership or a Cooperative Society or a Society or a Trust, the organisation or its authorised signatory shall provide its GSTIN and PAN along with its Aadhaar number.
3. Documents required-

For new Vendor code creation-

- Approval Note sheet
- SRM form, duly filled and signed
- PAN Card copy
- GST certificate
- Address proof
- Printed Cancelled cheque/Bank mandate
- URN certificate (If applicable)
- If any other details provided, supporting documents of it.
- If manufacturer, manufacturing certificate.
- If dealer, Dealership certificate of parent company.
- For Vendor Profile, valid cast certificate/Cast stated in URN certificate to be submitted. (Only for proprietor).
- If company is GST unregistered, certificate of turnover from Chartered accountant required.

For foreign vendors, PAN, GST, and bank details can be skipped.

For change in vendor database-

- SRM form, duly filled and signed
- Supporting documents of change requested.
- If bank details being changed, NOC from old bank to be enclosed.
- Request letter from vendor enlisting changes required in data.

4. For change in constitution of the firm, Vetting from law or competent authority to be obtained and supporting documents enlisting reason for change required.

5. Following personnel are authorized to sign the SRM mandate form-

- Private/ Public Ltd Company - Director, or signatory authorized only be director. (3rd page of GST certificate where director's name is present/ Board of directors' document/ Ministry of corporate affairs document, where list of directors is present will be proof of directorship.)
- In case of Company Secretary / Authorized Signatory, Power of Attorney has to be enclosed.
- Partnership/LLP/HUF - Signature of all partners along with partnership deed. (If either of partners is authorized as signatories in the deed, their signature will be valid).
- Proprietorship- Proprietor signature only valid (Proprietor PAN CARD required and to be attached).