

Rate Contract Management System – User Manual

1. URL for accessing the software is <http://10.151.1.23:8888/RCM/rcmlogin.jsp>
2. Login into the system with your **Personal Number (J000xxx)**.
3. To submit a drafting requisition for **old completed work orders**, click on **REQUISITION FORM (OLD)** under **DRAFTING FORM** tab.

The screenshot displays the 'Rate Contract Management System' interface. The user is logged in as 'SMT. S SELVI' with role 'HOD'. The 'PLOTTING FORMS' tab is active, and the 'REQUISITION FORM (OLD)' option is selected. The form contains the following fields:

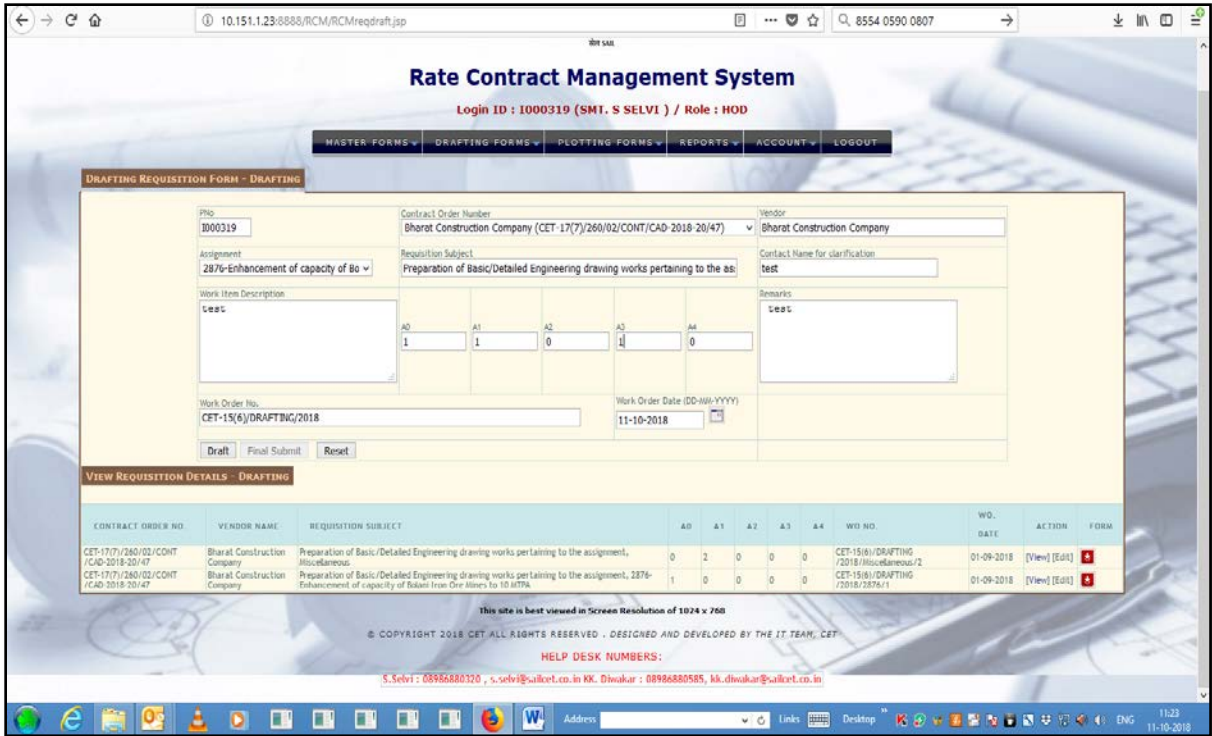
- Pho: J000319
- Contract Order Number: -Select-
- Assignment: -Select-
- Requisition Subject: [Empty]
- Vendor: [Empty]
- Contract Name for clarification: [Empty]
- Remarks: [Empty]
- Work Item Description: [Empty]
- Work Order No.: CET-15(6)/PLOTTING/2018
- Work Order Date (DD-MM-YYYY): 11-10-2018

Buttons: Draft, Final Submit, Reset

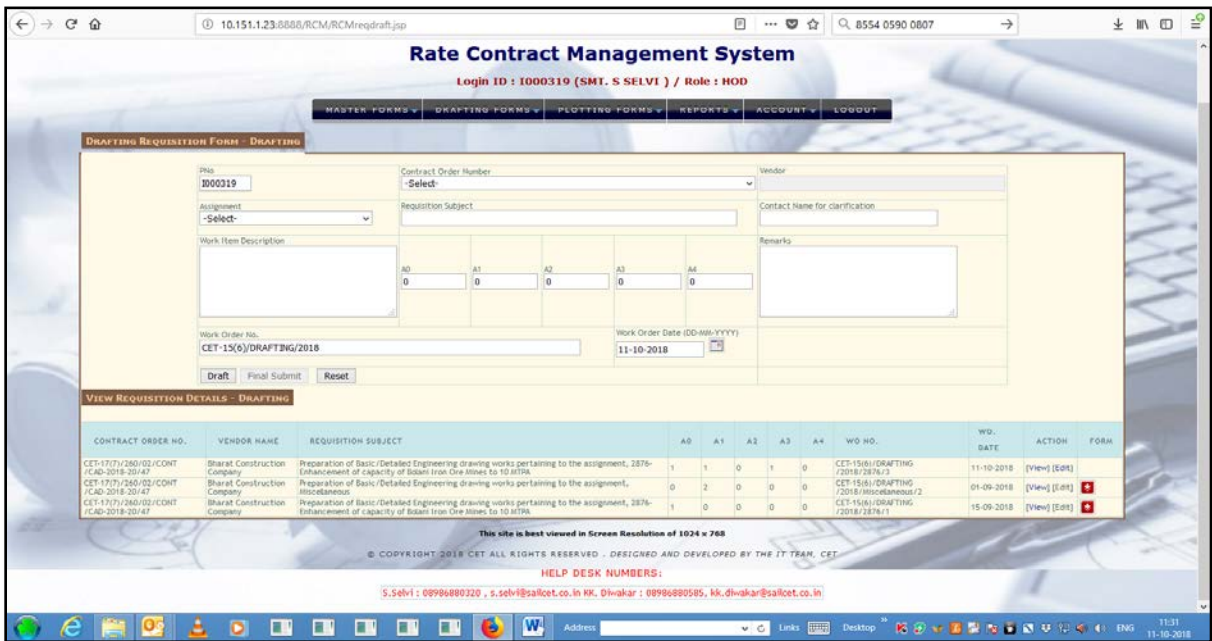
VIEW REQUISITION DETAILS - PLOTTING

CONTRACT ORDER NO.	VENDOR NAME	REQUISITION SUBJECT	A0	A1	A2	A3	A4	WO NO.	WO. DATE	ACTION	FORM
CET-17(7)/280/02/CONT/CAO-2018-20/47	Bharat Construction Company	Preparation of Basic/Detailed Engineering plotting works pertaining to the assignment, 3970-Setting up Infrastructure for ERP Implementation at Corporate Office	3	0	0	0	0	CET-15(6)/PLOTTING/2018/f/g/r/r/14	11-06-2018	[View] [Edit]	+
CET-17(7)/280/02/CONT/CAO-2018-20/52	RRK Structural Engineers Pvt. Ltd	Preparation of Basic/Detailed Engineering plotting works pertaining to the assignment, 3498-Modernisation of SMT-1 (Stage-1)	2	0	0	0	0	CET-15(6)/PLOTTING/2018/x/z/c/2	11-09-2018	[View] [Edit]	+
CET-17(7)/280/02/CONT/CAO-2018-20/52	RRK Structural Engineers Pvt. Ltd	Preparation of Basic/Detailed Engineering plotting works pertaining to the assignment, Miscellaneous	0	2	0	0	0	CET-15(6)/PLOTTING/2018/d/g/g/111/31	11-08-2018	[View] [Edit]	+

4. Fill the required fields as given in screenshot. Give the work order no and work order date as given in the **completed work order** form
5. After filling the form click on draft button.



6. Requisition form shall be saved as draft. You can see the draft form at the bottom in screenshot.
7. To submit the form click on the **Edit** link under the **ACTION** column in the bottom of the screenshot.



8. After clicking on the Edit link you can see the saved form where you can make changes if desired.
9. After making any changes if required you can submit the form by clicking on **Final Submit** button.
10. Once you click submit the form it shall be sent to DGM I/c (C&S) for verification. An intimation mail also goes to DGM I/c (C&S) with the requisition details.

The screenshot displays the 'Rate Contract Management System' interface. The user is logged in as 'SMT. S SELVI' with the role of 'HOD'. The main menu includes 'MASTER FORMS', 'DRAFTING FORMS', 'PLOTTING FORMS', 'REPORTS', 'ACCOUNT', and 'LOGOUT'. The 'DRAFTING REQUISITION FORM' is currently open in 'DRAFTING' mode.

The form contains the following fields:

- File No.:** I000319
- Contract Order Number:** Bharat Construction Company (CET-17(7)/260/02/CONT/CAD-2018-20/47)
- Vendor:** Bharat Construction Company
- Assignment:** -Select-
- Requisition Subject:** Preparation of Basic/Detailed Engineering drawing works pertaining to the as
- Contact Name for clarification:** test
- Work Item Description:** test
- Remarks:** test
- Work Order No.:** CET-15(6)/DRAFTING/2018/2876/3
- Work Order Date (DD-MM-YYYY):** 11-10-2018

Buttons at the bottom of the form include 'Draft', 'Final Submit', and 'Reset'.

Below the form is a table titled 'VIEW REQUISITION DETAILS - DRAFTING' with the following data:

CONTRACT ORDER NO.	VENDOR NAME	REQUISITION SUBJECT	AD	A1	A2	A3	A4	WO NO.	WO. DATE	ACTION	FORM
CET-17(7)/260/02/CONT /CAD-2018-20/47	Bharat Construction Company	Preparation of Basic/Detailed Engineering drawing works pertaining to the assignment, 2876-	1	1	0	1	0	CET-15(6)/DRAFTING /2018/2876/3	11-10-2018	[View] [Edit]	
CET-17(7)/260/02/CONT /CAD-2018-20/47	Bharat Construction Company	Enhancement of capacity of Solari Iron Ore Mines to 10 MTPA	0	2	0	0	0	CET-15(6)/DRAFTING /2018/Miscellaneous 2	01-09-2018	[View] [Edit]	
CET-17(7)/260/02/CONT /CAD-2018-20/47	Bharat Construction Company	Preparation of Basic/Detailed Engineering drawing works pertaining to the assignment, 2876-	1	0	0	0	0	CET-15(6)/DRAFTING /2018/2876/1	16-08-2018	[View] [Edit]	

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11. Once form is verified by DGM I/C (C&S), you will receive an email and can see your form in printable format by clicking on **REPORTS->DRAFTING->REQUISITION VERIFIED**.
12. Click on the Download icon under **FORM** column of the respective requisition to download the verified pdf form.

10.151.1.23.8888/RCM/RCMverifiedreqviewdd.jsp

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Rate Contract Management System

Login ID : I000319 (SMT, S SELVI) / Role : HOD

[MASTER FORMS](#) | [DRAFTING FORMS](#) | [PLOTTING FORMS](#) | [REPORTS](#) | [ACCOUNT](#) | [LOGOUT](#)

[VIEW VERIFIED REQUISITION FORM](#) | [DRAFTING](#)

REQUISITION ID	CONTRACT ORDER ID	VENDOR NAME	REQUISITION SUBJECT	A0	A1	A2	A3	A4	WO NO.	WO. DATE	VERIFIED PRG.	VERIFIED DATE	FORM
3	CET-17(7)/240/02/CONT/CAD-2018-20/47	Shree At Construction Company	Preparation of Basic/Detailed Engineering drawing works pertaining to the assignment, 287% Enhancement of capacity of Bolani Iron Ore Mines to 10 MTPA	1	1	0	1	0	CET-15(6)/DRAFTING/2018/2876/3	11-10-2018	SMT, S SELVI	11-10-2018	5
2	CET-17(7)/240/02/CONT/CAD-2018-20/47	Shree At Construction Company	Preparation of Basic/Detailed Engineering drawing works pertaining to the assignment, Miscellaneous	0	2	0	0	0	CET-15(6)/DRAFTING/2018/Miscellaneous/2	01-09-2018	SMT, S SELVI	02-09-2018	5
1	CET-17(7)/240/02/CONT/CAD-2018-20/47	Shree At Construction Company	Preparation of Basic/Detailed Engineering drawing works pertaining to the assignment, 287% Enhancement of capacity of Bolani Iron Ore Mines to 10 MTPA	1	0	0	0	0	CET-15(6)/DRAFTING/2018/2876/1	15-09-2018	SMT, S SELVI	15-09-2018	5

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10.151.1.23.8888/RCM/RCMverifiedreqviewdd.jsp

Address Links Desktop 11:42 11-10-2018

13. PDF file will be downloaded on clicking the download link.
14. HOD's need to print and send this file to DGM I/c (C&S) for signature.



**STEEL AUTHORITY OF INDIA LIMITED
CENTRE FOR ENGINEERING AND TECHNOLOGY
RANCHI**

Ref: CET-15(6)DRAFTING/2018/2876/3

Date: 11/10/2018

To,
Bharat Construction Company,
Sri Roshan Enclave,
1st Floor,
Flat no. A1,
North Office Para,
Doranda Ranchi-834002.

Sub. : Preparation of Basic/Detailed Engineering drawing works pertaining to the assignment, 2876-Enhancement of capacity of Bolani Iron Ore Mines to 10 MTPA

Ref.: Our Contract vide letter of intent No. - CET-17(7)/260/02/CONT/CAD-2018-20/47 Dated- 30-05-2018

Dear Sir,

We are pleased to place an order for subject works as per the scope given here under. It is requested that the work may be taken up and as per the schedule.

For any clarifications please contact test

ITEM OF WORK	NATURE OF WORK	NO. OF DRAWING				
		A0	A1	A2	A3	A4
test	DRAFTING	1	1	0	1	0

Thanking you,

Yours Faithfully,

SMT. S SELVI,
AGM,C&IT

Copy to, D.G.M. I/c (Civil & Structural): With request to give clearance.

Budgetary clearance for Rs. 3540 is hereby given without Taxes.

15. To give the feedback click on **DRAFTING FORMS->FEEDBACK FORM**.
16. After this click on the **Create link** under **ACTION** column as shown in screenshot (**at the bottom of the screenshot**).
17. Now chose any of the five rating options and write remarks if required.
18. After this submit your feedback form by clicking on Final Submit button.

Rate Contract Management System
 Login ID : 1000319 (SMT. S SELVI) / Role : HOD

MASTER FORMS ▾ DRAFTING FORMS ▾ PLOTTING FORMS ▾ REPORTS ▾ ACCOUNT ▾ LOGOUT ▾

FEEDBACK FORM - DRAFTING

CONTRACT DETAILS

REQUISITION FORM

FEEDBACK FORM

VIEW FEEDBACK RATINGS

Requisition ID : 1
 Contract Order No : CET-17/7/260/02
 Vendor Name : Bharat Construction Company
 Requisition Subject : Preparation of Basic/Detailed Engineering drawing works pertaining to the assignment, 2876-Enhancement of capacity of Boda Iron Ore Mines to 10 MTPA
 Work Order No : CET-15/6/DRAFTING/2018/2876/3
 Work Order Date : 15-09-2018

Select your feedback from the options given below:

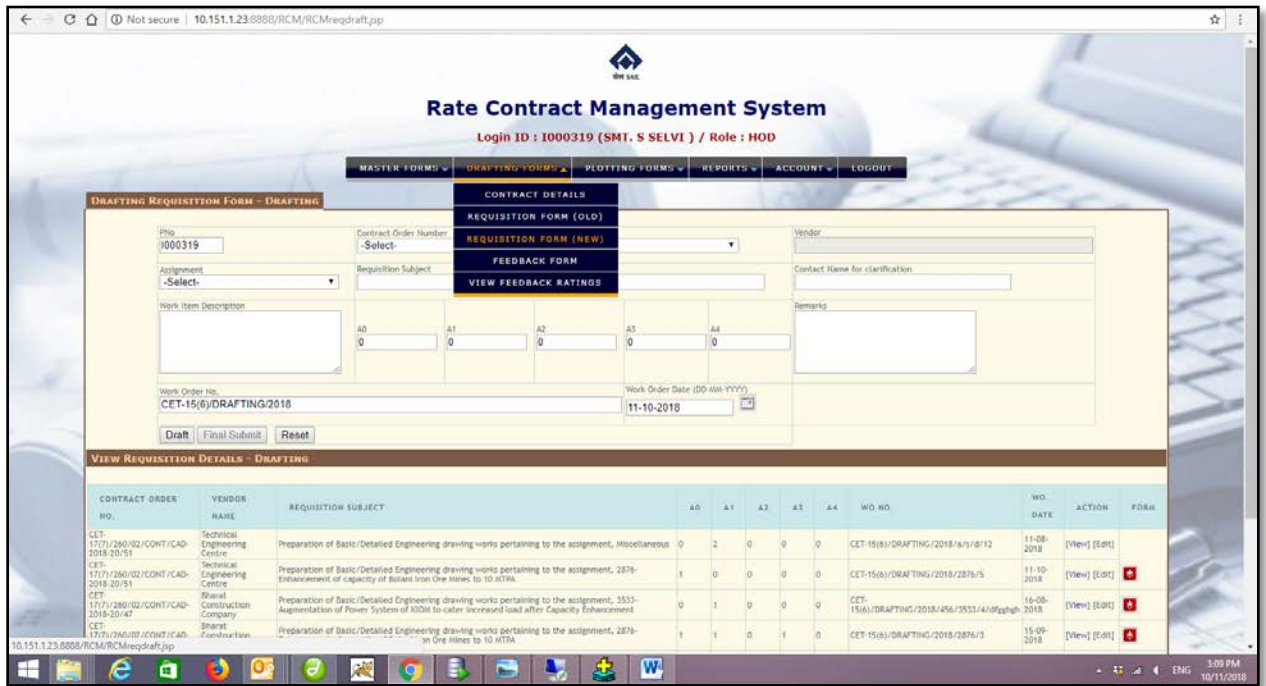
Excellent Very Good Good Fair Poor

Remarks:

FILL FEEDBACK FORM - DRAFTING

SLNO.	REQUISITION ID	CONTRACT ORDER NO	VENDOR NAME	REQUISITION SUBJECT	WORK ORDER NO	WORK ORDER DATE	ACTION
1	6	CET-17/7/260/02/CONT /CAD-2018-201/51	Technical Engineering Centre	Preparation of Basic/Detailed Engineering drawing works pertaining to the assignment, 2876- Enhancement of capacity of Boda Iron Ore Mines to 10 MTPA.	CET-15/6/DRAFTING/2018/2876/6	11-10-2018	[View] [Create] [Edit]
		CET-17/7/260/02/CONT /AD-2018-201/47	Bharat Construction Company	Preparation of Basic/Detailed Engineering drawing works pertaining to the assignment, 2876- Enhancement of capacity of Boda Iron Ore Mines to 10 MTPA.	CET-15/6/DRAFTING/2018/2876/3	15-09-2018	[View] [Create] [Edit]

- To submit new drafting requisition form click on **REQUISITION FORM (NEW)** under **DRAFTING FORM** tab.



- Here Work Order No. and Work Order Date will be **automatically generated**.
- Then follow the same route as given for old drafting requisition.