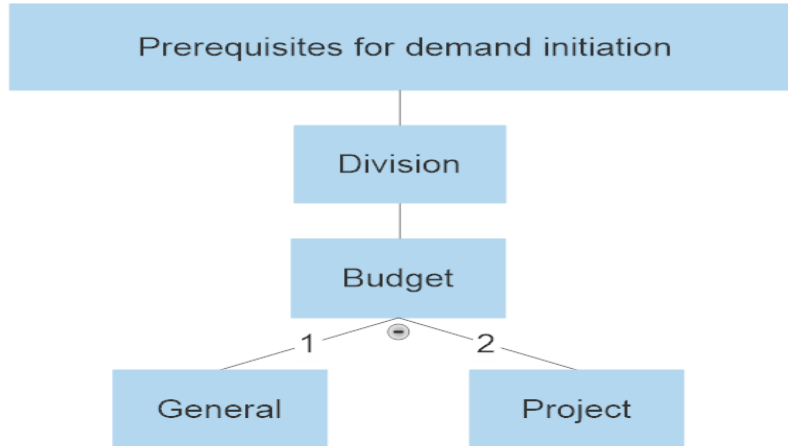


## DETAILS TO BE ENTERED IN THE DEMAND-DRDO DM 01

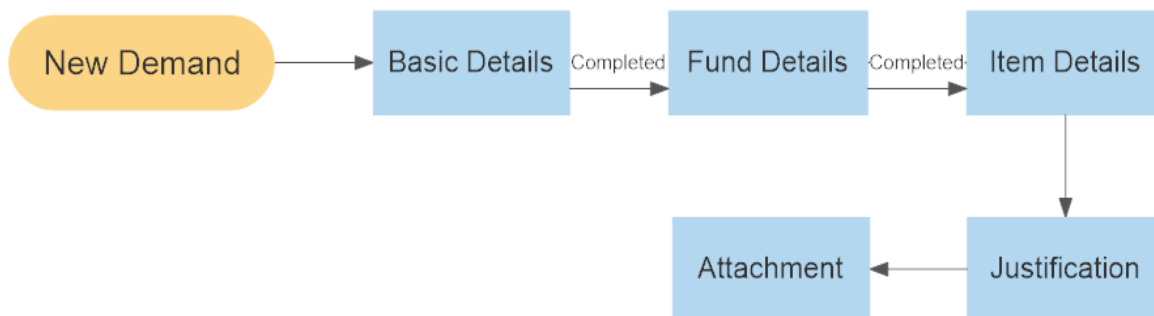
**Demand:** - Before initiating demand user shall check preconditions of demand.



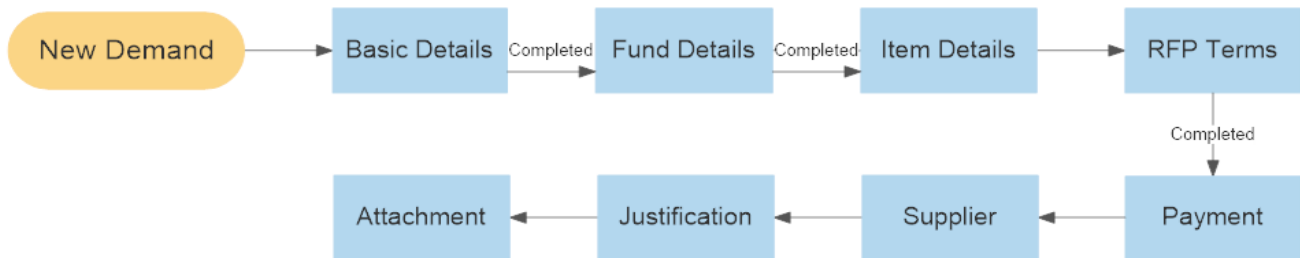
- User can initiate any Demand in General Budget Head by Default.
- User will be able to change Project which is assign to him and then Initiate Demand under that Project.
- System will generate 10 Digits Demand Number after entering Basic Details of the Demand.
- Demand Number Format shall be 2021D00001 where 2021 is Financial Year, D for Demand and 5 digit serial number for the demand in that Financial Year.

Type of Purchase	Procurement Mode
GeM(Direct Purchase)	GeM(Direct Purchase)
Petty Purchase	Petty Purchase
GeM(Tender) / Supply order / Maintenance contract / Service Order	LPC,OBM,LBM,PBM,SBM
Import(FE) / Development contract / Fabrication contract	OBM,LBM,PBM,SBM

**Flow to initiate the new demand:** - For GeM (Direct Purchase) and Petty Purchase



**Flow to initiate the new demand:** - For all remaining type of purchase and Procurement Mode except OBM. For OBM there will be no supplier.



Demand Basic Details:-	
<b>Date</b>	Current date
<b>Division</b>	Can initiate demand only for his division
<b>Category</b>	New Purchase / Up-gradation / Replacement / Maintenance / Repair / Other
<b>Type of Purchase</b>	GeM(Direct Purchase) / Petty Purchase / GeM(Tender) / Supply Order / Maintenance contract / Service Order / Import(FE) / Development contract / Fabrication contract
<b>Procurement Mode</b>	LPC / OBM / LBM / PBM / SBM
<b>Initiating Officer</b>	To initiate his demand
<b>Group Head</b>	Select signing authority for GH from drop down
<b>Division Head</b>	Select signing authority for DH from drop down
<b>MMD Head</b>	Select signing authority for MMD from drop down
<b>Broad Heading</b>	Broad Heading / Item Nomenclature of the Demand
<b>Bid Evaluation</b>	Can be Line wise or Lot wise

Fund Details:-	
<b>Source Of Fund</b>	Can be DRDO, Indian army, IAF, Navy, Others
<b>ICC</b>	Inventory holder for the item (Inventory Control Code - ICC)
<b>Budget Head</b>	Can be Revenue, Capital, Miscellaneous
<b>FBE Serial No</b>	Approve FBE in that financial year

Item Details:-	
<b>Search Item Description</b>	Type item name and click on search. Choose one of the radio buttons and fill Qty, Rate, Tax%, Cost and click on add button.
<b>Edit</b>	To edit the item details
<b>Delete</b>	To delete the existing item
<b>SPEC / PARA</b>	Parameter specification, Detailed specification and Attachment specification
<b>Other Charges</b>	Used for Warranty, Training, Installation, and Product Support, Quantity Tolerance, and Apportionment Qty details
<b>Additional Cost</b>	Used for Packing And Forward, Insurance, Transportation, NRE, Technical Literature, Transfer Of Technology, Transfer Of Technology, Comprehensive & Non Comprehensive AMC

RFP Terms:-	
<b>Bid System</b>	Can be of single bid or two bids.
<b>Bid Validity</b>	Can be 90 / 120 / 150 / 180 days
<b>Dispatch Mode</b>	By which mode user wants delivery of items.
<b>EMD</b>	If EMD (Earnest money deposit) is yes select EMD Percentage.
<b>Part Supply</b>	If part supply yes then enter for No of Lots.
<b>NDA Clause</b>	Yes / No (Non Disclosure Agreement Clause of RFP Terms)
<b>LD Clause</b>	Yes / No (Liquidated Damages of RFP Terms)
<b>PSB / PCWB Clause</b>	Yes / No (Can be selected between 5-10 percent by default 10%)
<b>Option Clause</b>	Yes / No
<b>Repeat Order Clause</b>	Yes / No
<b>TOT</b>	Yes / No (Transfer of Technology)
<b>IPR</b>	Yes / No (Intellectual Property Right)
<b>Tolerance Clause</b>	Yes / No
<b>Purchase pre Clause</b>	If Purchase Preference Clause is yes enter percentage.
<b>Pre-Bid</b>	If Pre-Bid yes then enter Pre-Bid Days.
<b>Permissible Time</b>	It will be in days for Bill Submission.
<b>Activity</b>	It can be Delivery / Inspection / Supply.
<b>Special Points</b>	User can give special point according to the requirement.
<b>Training Details</b>	Location and Number of People to be trained.
<b>Delivery Term</b>	NA / Free delivery at lab establishment / Inco term 2010 / For Lab
<b>Inspection Agency</b>	Director of his Rep / Director of her Rep / OCRI / CQA / SQAE
<b>Delivery Schedule Type</b>	Can be single, milestone and item wise. Single delivery will be for days, weeks or Months. Milestone delivery only in Months with details of Milestones. Item wise delivery consist details for each item.
<b>Delivery Schedule</b>	As per delivery schedule type user can give delivery schedule.

<b>Buy-Back</b>	Details Of Items For Buy-Back Scheme / Place for Inspection of Old Items / Timings for Inspection / Last Date for Inspection / Period Of Handing Over
<b>FIM</b>	Description Of Store(s) / Stores For Repair / Qty / Unit Cost / Total Cost (Free Issue of Material)
<b>Vendor Qualification</b>	The broad criteria for qualifications of bidders.
<b>Special Packaging</b>	To enter Special Packaging Details.

<b>Payment: -</b>	
<b>Standard</b>	Always 100% payments
<b>Stage wise</b>	Payment term should link with delivery milestone (Total 100%). Select Advance Yes if Advance is applicable. Link the Milestone Payment if available.
<b>PRORATA basis</b>	Pro Rata Payment shall be made for the part supplies of the store(s) made and maximum number of payment shall be restricted to payment

<b>Supplier: -</b>	
<b>OBM</b>	No Supplier
<b>SBM/PBM</b>	One Supplier
<b>Limited Tender</b>	More than one Supplier

<b>Justification: -</b>	
<b>CPP Waiver</b>	Yes / No if yes then give justification
<b>Cost Justification</b>	Basis for the cost estimation
<b>Mode Justification</b>	Basis for mode selection
<b>Quantity Justification</b>	Basis for quantity selection
<b>Brief Justification</b>	Brief Justification for demand

<b>Cost Estimation: -</b>	
<b>Vendor name</b>	V1, V2, V3
<b>Selection of cost estimation based on</b>	Average cost, User cost, L1 cost
<b>Rate of each item for cost estimation</b>	By V1, V2, V3 and based on selection of cost estimation

<b>Attachment: -</b>	
<b>Budgetary Quotation</b>	Attachment
<b>Scope Of Work / Specification</b>	Attachment
<b>Cost Estimation</b>	Attachment
<b>GeM Non-Availability</b>	Attachment
<b>Last Supply Order</b>	Attachment
<b>Other Terms</b>	Attachment

## STEP BY STEP INSTRUCTIONS FOR THE DEMAND INITIATION: -


### 1. DEMAND DASHBOARD → FOR MY ACTION → NEW → BASIC DETAILS

→ Fill all the option and click on submit

**BASIC DETAILS ADD** General

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Basic Details Add

Date: *	<input type="text" value="13-08-2020"/>	Division: *	<input type="text" value="RD1"/>	Category: *	<input type="text" value="--Select--"/>
Type of Purchase: *	<input type="text" value="--Select--"/>	Procurement Mode: *	<input type="text" value="--Select--"/>		
Tax Percentage For Item Other Cost(%)		<input type="text" value="18.00"/>			
Initiating Officer: *	<input type="text" value="Sachin Sharma, Scientist H"/>	Group Head: *	<input type="text" value="Rahul Baghel, Scientist G"/>		
Division Head: *	<input type="text" value="Subrat Jena, Scientist G"/>	MMD Head: *	<input type="text" value="Rajat Roy, Scientist F"/>		
Broad Heading: *	<input type="text" value="Broad Heading"/>	Bid Evaluation: *	<input type="text" value="Lot Wise"/>		

 **SUBMIT**


→ For SBM and PBM click on Certificate Add

**DEMAND DETAILS** General (2021D00035)

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Demand Details

<b>Basic Details</b>	<b>Fund Details</b>	<b>Item Details</b>	<b>RFP Terms</b>	<b>Payment</b>	<b>Supplier</b>	<b>Justification</b>	<b>Attachment</b>
----------------------	---------------------	---------------------	------------------	----------------	-----------------	----------------------	-------------------

Demand No:	2021D00035	Date:	13-08-2020
Division:	Radar-I	Category:	New Purchase
Type Of Purchase:	Service Orders	Procurement Mode:	SBM
Initiating Officer:	Sachin Sharma, Scientist H	Group Head:	Rahul Baghel, Scientist G
Division Head:	Subrat Jena, Scientist H	Mmd Head:	Rajat Roy, Scientist H
Broad Heading:	Marine Radar	Bid Evaluation:	LOT

 **EDIT** **CERTIFICATE ADD** **PREVIEW**

➔ For Development contract click on Development contract

**DEMAND DETAILS** General ( 2021D00035 )

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Demand Details

Basic Details	Fund Details	Item Details	RFP Terms	Payment	Justification	Attachment
---------------	--------------	--------------	-----------	---------	---------------	------------

Demand No:	2021D00035	Date:	13-08-2020
Division:	Radar-I	Category:	New Purchase
Type Of Purchase:	Development Contract	Procurement Mode:	OBM

Initiating Officer:	Sachin Sharma, Scientist H	Group Head:	Rahul Baghel, Scientist G
Division Head:	Subrat Jena, Scientist H	Mmd Head:	Rajat Roy, Scientist H
Broad Heading:	Marine Radar	Bid Evaluation:	LOT

[EDIT](#) [DEVELOPMENT CONTRACT](#) [PREVIEW](#)

## 2. FUND DETAILS → FILL ALL THE DATA → SUBMIT

**FUND DETAILS ADD** General ( 2021D00035 )

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Fund Details Add

Source Of Fund: *	DRDO	ICC: *	COM   Subrat Jena	Budget Head: *	Revenue
FBE Serial No: *	2021/1/Buildup Revenue/15000000000				
Requirement of Expenditure Sanction along with Demand approval on cost not exceeding basis: *					No

FBE Reference:	2021/1	FBE Item Description:	Buildup Revenue				
Type Of Procurement:	Revenue	Unit Code:	6849846				
Major Head:	2080	Minor Head:	110	Code Head:	856-01	Balance:	13590783416
Account Head:	Stores Revenue RE		Schedule Number:	2.2			
Schedule Details:	Procurement of Stores/Technical Books and Journals For Build Up and Maintenance						

[SUBMIT](#) [BACK](#)

➔ For Capital click on DM04 Capital Add

**DEMAND DETAILS** General ( 2021D00035 )

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Demand Details

Basic Details	Fund Details	Item Details	RFP Terms	Payment	Justification	Attachment
---------------	--------------	--------------	-----------	---------	---------------	------------

FBE Reference:	2021/4	FBE Item Description:	Buildup Capital				
Type Of Procurement:	Capital	Unit Code:	6849846				
Major Head:	4076	Minor Head:	052	Code Head:	929-21	Balance:	44,99,97
Account Head:	Plant & Machinery			Schedule Number:	2.2		
Schedule Details:	Procurement of Stores/Technical Books and Journals For Build Up and Maintenance						

[EDIT](#) [DMO4 CAPITAL ADD](#)

3. ITEM DETAILS ➔ SPEC / PARA ➔ OTHER DETAILS ➔ ADDITIONAL COST  
➔ Search for Item and click on Add ➔ All details will be added in the list

**BASIC ITEM ADD** General ( 2021D00035 )

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Basic Item Add

Show  entries Search:

Select	Item Code	Description	Qty	Rate	Cost	Tax(%)	Total Cost
	ITPR000004	Epson Ink tank Printer	5.00	790.00	3,950.00	8.00	4,266.00
	ITPR000005	Printer	7.00	300000.00	21,00,000.00	7.00	22,47,000.00
	GEGE000018	XEROX Paper A4	6.00	8000000.00	4,80,00,000.00	8.00	5,18,40,000.00
OTHER CHARGES							0.00
OFFICER LIMIT	2,00,00,00,000.00	MODE LIMIT	NA	FBE BALANCE	44,94,56,53,264.00	ESTIMATED COST	5,40,91,266.00

Showing 1 to 3 of 3 entries Previous Next

[EDIT](#) [DELETE](#) [SPEC/PARA](#) [OTHER DETAILS ADD](#) [ADDITIONAL COST](#) [BACK](#)


**Search Item Description:**











→ Select any option from list → Click on SPEC / PARA → Fill all the details for parameter specification → Click on Submit → All details will be added on the list

**DEMAND ITEM PARAMETER** General( 2021D00035 )

[Home](#) > [Demand Dashboard](#) > [Demand Init. List](#) > Item Para

Parameter Specification\* ☒ Detailed Specification\* ☐ Attached Specification\* ☐ 

Show  entries Search:

View Compliance Matrix						
SN ↑↓	Para in Specification's Document in RFP ↑↓	Para Value ↑↓	Complied /Not Complied ↑↓	Vendor's Remark ↑↓	Action ↑↓	
1	RAM	32GB				
2	Print speed	11 - 20				
3	Color output	Color				
4	SKU	1TJ09A				

Showing 1 to 4 of 4 entries

[Previous](#) [Next](#)

[BACK](#)

→ Choose Detailed specification → Fill all the details as per requirement → click on submit

**DEMAND ITEM SPEC** General( 2021D00035 )

[Home](#) > [Demand Dashboard](#) > [Demand Initiation List](#) > Item Spec

Demand Item: Epson Ink tank Printer Item Specifications: General Description

Format Font Size A A

body table tbody tr td

Electromagnetic Emission Standard

CISPR 32:2015/EN 55032:2015 Class B; CISPR24:2010/EN 55024:2010; EN 61000-3-2:2014; EN 61000-3-3:2013; EN 301 489-1 V2.1.1:2017; EN 301 489-17 V3.1.1:2017; GB4943.1-2011, GB/T9254-2008, GB17625.1-2012 (CCC China); CNS14336-1, CNS13438 & CNS15663 (BSMI RoHS -Taiwan); EAC (Russia)

Safety Approvals and

IEC 60950-1 & IEC 62368-1 compliant; EU LVD and EN 60950 & EN 62368 compliant;

Do You Want To Bring This in

Tech Compliance: \* Yes ☒ No ☐

Brief Specification: \* Yes ☒ No ☐

[Back](#) [PREVIEW](#) [SUBMIT](#)

→ Click on Other Details Add → Fill all the details → Click on Add Item Details


**ITEM DETAILS ADD** General ( 2021D00035)

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Item Details Add

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**ITEM DETAILS**

Warranty: *	<input type="text" value="Yes"/>	Warranty Period: *	<input type="text" value="7"/>	<input type="text" value="Year"/>	Cost: *	<input type="text" value="10000"/>
Post Warranty(AMC): *	<input type="text" value="Yes"/>	PostWarranty Period: *	<input type="text" value="1"/>	<input type="text" value="Year"/>	Cost: *	<input type="text" value="100"/>
Training: *	<input type="text" value="No"/>					
Installation: *	<input type="text" value="Yes"/>	Cost: *	<input type="text" value="100"/>			
Product Support: *	<input type="text" value="Yes"/>	Product Support Period: *	<input type="text" value="5"/>	<input type="text" value="Year"/>		
Quantity Tolerance: *	<input type="text" value="Yes"/>	Quantity Tolerance Percent: *	<input type="text" value="10"/>	Apportionment Qty: *	<input type="text" value="Yes"/>	
Pre Decided: *	<input type="text" value="Yes"/>	L1: <input type="text" value="40"/>	L2: <input type="text" value="30"/>	L3: <input type="text" value="30"/>	L4: *	<input type="text"/>

 **ADD ITEM DETAILS** **BACK**

→ Click on Additional Cost → Fill all the details → Click on Add

**ADDITIONAL COST ADD** General ( 2021D00035)

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Additional Cost Add


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<b>FBE BALANCE</b>	44,94,56,41,228.00	<b>ESTIMATED COST</b>	5,41,03,302.00
--------------------	--------------------	-----------------------	----------------

**ADDITIONAL COST**

Packing And Forward: *	<input type="text" value="Yes"/>	Cost: *	<input type="text" value="1000"/>
Packing And Forward Remark: *	<input type="text" value="Mahadevpura, Bangalore"/>		
Insurance: *	<input type="text" value="No"/>		
Transportation: *	<input type="text" value="No"/>		
NonRecurringExp: *	<input type="text" value="No"/>		
Technical Literature: *	<input type="text" value="No"/>		
Transfer Of Technology: *	<input type="text" value="No"/>		
Comprehensive Amc: *	<input type="text" value="No"/>		
Non Comprehensive Amc: *	<input type="text" value="No"/>		

**Tax Percentage For Other Charges Cost(18%)**

 **ADD** **BACK**

Activate Windows  
Go to PC settings to activate Windows

#### 4. RFP TERMS →BUYBACK →FIM →VENDOR QUALIFICATION → Fill all the terms as per requirement → For milestone fill all the milestone details

**TERM ADD** General ( 2021D00036 )  
Home > Demand Dashboard > Initiation List > Term Add

Bid System: *	Single Bid	Bid Validity: *	90 Days
Dispatch Mode: *	By Train	LD Clause: *	Yes
PSB/PCWB Clause: *	Yes	Percent: *	10
EMD Applicable: *	No		
Pre-Bid: *	No		
Part Supply: *	No		
Purchase Pre Clause: *	No		

NDA Clause: *	No
Option Clause: *	No
Repeat Order Clause: *	No
Transfer Of Technology (TOT): *	No
Intellectual Property Rights (IPR): *	No
Tolerance Clause: *	No
Permissible Time (Days): *	30 Activity: Delivery

**Special Points: \*** Power Consumption: - 0.12 watts (manual-Off), 3.12 watts (ready), 0.75 watt (sleep)

**Training Details: \*** No need of training

**Delivery Term: \*** Free Delivery at Lab Estb

**Inspection Agency: \*** Director or his Rep

**Delivery Schedule: \*** 15 Month

**Delivery Schedule Type: \*** Milestone

#### → Fill details for milestone, Buyback, FIM, Vendor qualification →Click on Add

**Training Details: \*** No need of training

**Delivery Term: \*** Free Delivery at Lab Estb

**Inspection Agency: \*** Director or his Rep

**Delivery Schedule: \*** 15 Month

**Delivery Schedule Type: \*** Milestone

Milestone	Months	Remarks	
MILESTONE-1	5	Ink tank printer	-
MILESTONE-2	6	printer	-
MILESTONE-3	4	laser printer	-

**Buy Back: \*** Applicable

**FIM: \*** Applicable

**Vendor Qualification: \*** Yes

**Special Packaging: \*** Yes

**Special Packaging Details: \*** Proper Packaging required

**Details Of Items For Buy-Back Scheme** 10th Generation Intel® Core™ i3-10110U Processor (4MB Cache, up to 4.1 GHz)

**Place for Inspection of Old Items** cv raman nagar,Bangalore

**Timings for Inspection** All working days

**Last Date for Inspection** one day before last submission of bid

**Period Of HandingOver** one day before last submission of bid

Description Of Store(s)	Stores For Repair	Qty	Unit Cost	Total Cost	
HP Neverstop Laser MFP 1200a Multi-function	No	2	20000	40000	-

**Vendor Qualification**

Should be technically qualified

**ADD TERMS** **BACK**

## 5. PAYMENT → STANDARD PAYMENT → STAGE WISE / ADVANCE PAYMENT → PRO DATA PAYMENT

→ For Stage wise payment fill all the details → Click on Add

**PAYMENT TERM ADD** General (2021D00036)

Home > Demand Dashboard > Initiation List > Payment Term Add

Payment Type : \* ☐ Standard Payment Term ☒ Stage Wise / Advance Payment ☐ Pro Data Payment Advance : \* **NO** v

SN	Payment Term	Percent(%)	Justification	
1	Payment within 30 days after receipt, inspection, installatio v	50	First Milestone	-
2	Payment against delivery/ installation /job completion v	50	Last milestone	-

**ADD** **BACK**

## 6. SUPPLIER → SEARCH FOR SUPPLIER → CLICK ON ADD SUPPLIER

→ For OBM no supplier / SBM, PBM one supplier / Limited tender more than one supplier → List of supplier

**SUPPLIER ADD** General (2021D00036)

Home > Demand Dashboard > Initiation List > Supplier Add

Show 5 entries Search:

Select	Vendor Name	Address	City	Pin	Cpp Id
<input type="radio"/>	ANSYS Software Pvt Limited	CV Raman Nagar	Bangalore	560034	ansys@gmail.com
<input type="radio"/>	Bharat Electronics Limited (Bir)	1 floor, Shivaji Complex	Bangalore	560013	info@bel.com
<input type="radio"/>	Bharat Dynamics Ltd	Vidyapeeth Campus	Hyderabad	500058	-

Showing 1 to 3 of 3 entries

**DELETE** **BACK**

**Search Supplier:** Search Supplier **Q**

## 7. JUSTIFICATION → CPP WAIVER → ADD JUSTIFICATION

→ If CPP Waiver is yes then fill all the details → Click on Add Justification

**JUSTIFICATION ADD** General ( 2021D00036)

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Justification Add


CPP Waiver: *	<div>Yes</div>	CPP Waiver Justification: *	Demonstrate that the good/service is unique and innovative in concept or highly specialized.
Cost Justification:	Latest price only		
Mode Justification: *	Cpp is yes so offline only		
Quantity Justification:			
Brief Justification: *	<div> <div> Normal Font Size </div> <div> <p>Demonstrate that the good/service is unique and innovative in concept or highly specialized. In the case of a service, outline special competencies of the selected firm/consultant that are required for the project.</p> </div> </div>		

**ADD JUSTIFICATION** **BACK**

## 8. ATTACHMENT → CHOOSE FILE → ATTACH

**ATTACHMENT ADD** General ( 2021D00036)

[Home](#) > [Demand Dashboard](#) > [Initiation List](#) > Attachment Add

Budgetary Quotation :	<div>Choose File No file chosen</div>	<b>ATTACH</b>	
Scope Of Work / Specification :	<div>Choose File No file chosen</div>	<b>ATTACH</b>	
Cost Estimation :	<div>Choose File No file chosen</div>	<b>ATTACH</b>	
GeM Non-Availability :	<div>Choose File No file chosen</div>	<b>ATTACH</b>	
Last Supply Order:	<div>Choose File No file chosen</div>	<b>ATTACH</b>	
Other Terms :	<div>Choose File No file chosen</div>	<b>ATTACH</b>	

**BACK**