



RFI - How to send response

1 RFI - How to send response

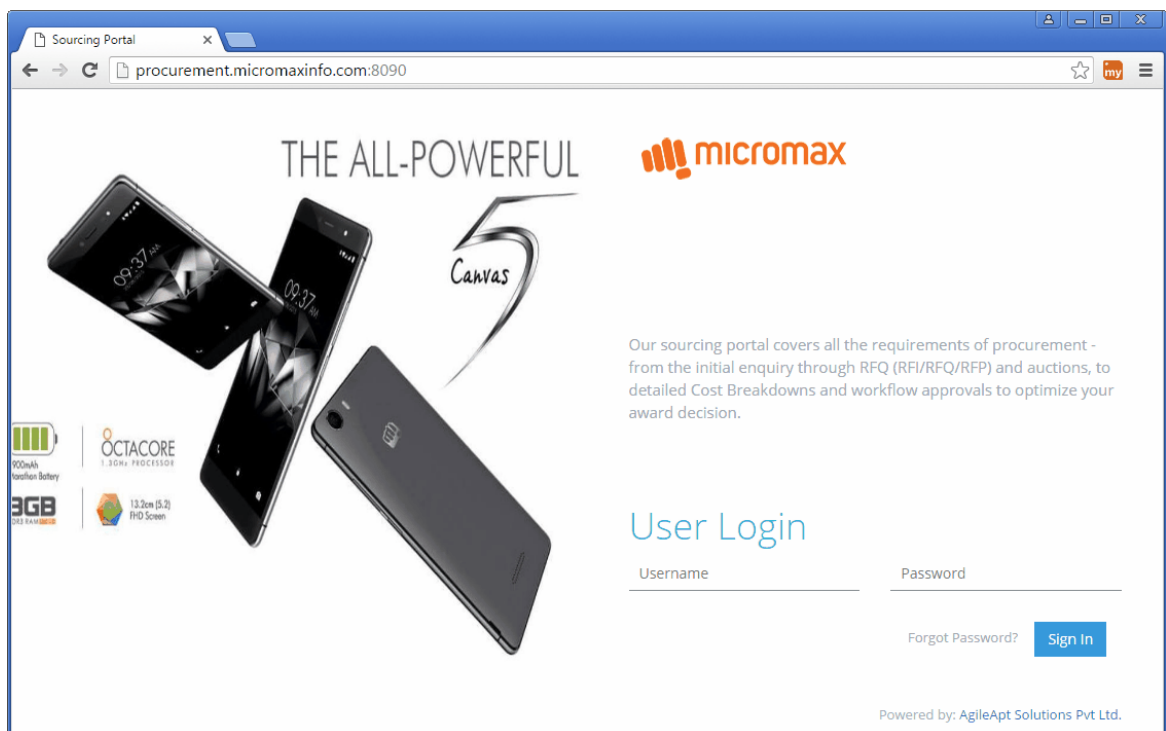
1.1 Prerequisite

1. Please ensure you are using latest version of Google Chrome, Internet Explorer, Mozilla Firefox or Safari. (Recommended: Google Chrome latest version).

OR

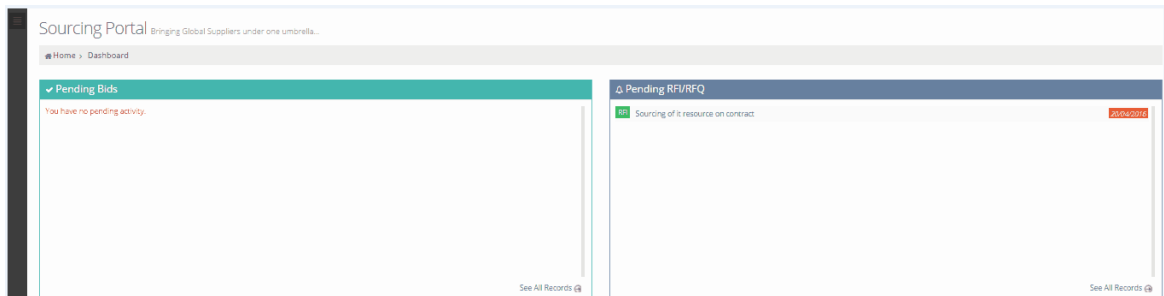
Download latest version of Google Chrome by visiting
<https://www.google.co.in/intl/en/chrome>

2. Please check your internet connectivity. Good internet connection is required for best user experience.
3. Visit <http://procurement.micromaxinfo.com:8090/> to access our sourcing portal. We recommend visiting portal with provided user id and password in advance to read terms & conditions, documents (if applicable) and fill related prerequisite information.



1.2 How to Participate

1. Visit <http://procurement.micromaxinfo.com:8090/> to access our sourcing portal. Use your login id and password sent in email invite for the bid.
2. In case you have forgotten the password, please click on “Forgot Password” link available at login page and provide your email id to retrieve password.
3. Click on Pending RFI/RFQ to continue.

The screenshot shows the "Request For Information" form. At the top, there is a progress bar with five steps: 1. RFI Details (active), 2. Company Information, 3. Financial Information, 4. Company Capability, and 5. Technical Information. The form fields are as follows: "RFI Subject" is "Sourcing of IT resource on contract", "RFI Deadline" is "20/04/2016", "RFI Description" is "We require various kind of IT skill sets.", and "Attachment" is "Terms & condition". There is a "Choose File" button and a "No file chosen" message. Below the attachment field, there is a checkbox for "Accept Terms and Conditions" which is checked. At the bottom right, there is a "Next" button.

4. Click on checkbox next to "Accept terms and conditions" and click Next to proceed.

5. Fill all Company Information like Company name, Address, Phone number, Web site and click on save and continue button.

Request For Information

1 RFI Details 2 Company Information 3 Financial Information 4 Company Capability 5 Technical Information

Company Name * AgileApt Solutions P Ltd

Office Address * H 23, Sector 63, Noida

Email Address * info@agileapt.com

Fax Number

Ownership (Private or Public) * Private Limited

Brief description of key project

Key Contact Name * Mr. Sunil Pandey

Key Contact Email * sunil.pandey@agileapt.com

Phone Number * 0120651230

Factory Address * H 23, Sector 63, Noida

Parent Company Name (If any)

Web Site * www.agileapt.com

Number of Employees * 35

Company Incorporation Details

Date of company incorporation

17th July 2014

Back Save and Continue Save And Exit

6. Fill Financial Information about the company like "Is company publicly listed", Attach balance sheet and company annual revenue.

Request For Information

1 RFI Details 2 Company Information 3 Financial Information 4 Company Capability 5 Technical Information

Is Company Publicly Listed * Yes

Attach last two years balance sheet or annual reports

Choose File Turnover.consolidation.docx Choose File Turnover.consolidation.docx

Annual Revenue (in million)

Year	Turnover	Annual Profit
2015 - 2016	2,30,00,000	11,50,000
2014 - 2015	1,30,00,000	9,00,000
2013 - 2014	0	0
2012 - 2013	0	0

Company Financials

What is your annual turnover in previous fiscal year

Two crore fifty lakh

Back Save and Continue Save And Exit

7. Fill Company Capability and click on "Save and continue"

The screenshot shows the 'Request For Information' interface for an RFI Vendor. The progress bar indicates that steps 1 (RFI Details), 2 (Company Information), and 3 (Financial Information) are completed. Step 4, 'Company Capability', is the current active step, highlighted with a green circle. Step 5, 'Technical Information', is pending. The 'Technologies' section is expanded, showing a text area with the text: 'HTML, CSS3, Angular JS, Node JS, jQuery Mobile and Cordova (PhoneGap), ASP.net MVC/PHP, SQL (MS SQL/MySQL)'. At the bottom, there are three buttons: 'Back', 'Save and Continue', and 'Save And Exit'.

8. Fill Technical information of the company and add supporting documents (if mandatory) click on "Save and Exit"

The screenshot shows the 'Request For Information' interface for an RFI Vendor. The progress bar indicates that steps 1 (RFI Details), 2 (Company Information), 3 (Financial Information), and 4 (Company Capability) are completed. Step 5, 'Technical Information', is the current active step, highlighted with a green circle. The 'Technologies' section is expanded, showing a text area with the text: 'Yes'. At the bottom, there are two buttons: 'Back' and 'Save And Exit'.

9. Click on save and exit button to send your response to company.