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# 1 RFQ - 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.

## 1.2 How to Participate

1. Visit <http://www.procureengine.com/msfl/> to access your sourcing portal.



Founded in 1990, Max Specialty Films Limited (MSFL) is the sole manufacturing unit of the Max Group, the USD 2-billion conglomerate specializing in Life and General Insurance, Healthcare, Healthcare Recruitment, Senior Living and BOPP Films. With the recent restructuring of Max India into three separate holding companies, MSFL is now a subsidiary of Max Ventures and Industries Limited (MVIIL).

User Login

Username

Password

[Forgot Password?](#)

[Sign In](#)

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Check your email for bid participation password. Sample of email is given below

RFQ- 1: 14/06/2016: Windows PC and Mac book quotation

Inbox x



ProcureEngine Mail <aptagile@gmail.com>

2:24 PM (0 minutes ago)



to info

**NOTE : THIS IS AN AUTO-GENERATED MAIL . PLEASE DO NOT REPLY.**

Dear Aura Medical Services P Ltd,

Request for quotation is invited against subject mentioned below and reference documents are available on Sourcing Portal.

RFQ Subject	Windows PC and Mac book quotation
RFQ Details	RFQ for windows PC and Mac book procurement
RFQ Deadline	14/06/2016

Your User ID for this RFQ is [info@amspl.com](mailto:info@amspl.com)

Your Password for this RFQ is **6M69AN**

Please provide your responses by using link [Sourcing Portal](#).

Regards

AgileApt Admin

[admin@agileapt.com](mailto:admin@agileapt.com)

Use User ID and password to login and participate in bid.

## 2. Once you are logged in accept terms and conditions

procureEngine
Aura Medical Services P Ltd

### General Terms & Conditions

Logistics Service Provider (Vendor/ISP) should be a Company incorporated under the Companies Act, 1956, having its registration with Income Tax, Service Tax & Other Legal entities as per government laws. Vendor should be engaged in the business of providing Logistics Services. M/s. (Company) is desirous of availing services of the Vendor for handling of Air Shipments & containerized cargo at its manufacturing facilities mentioned hereinafter and the Vendor agrees to provide services more specifically mentioned hereinafter to the Company on the terms and conditions contained in this special contract & its Annexure(s).

1. Applicability This e-bidding shall cover all the affiliates/divisions of the Company.

2. Security The Vendor shall be fully responsible for security of the goods entrusted to it by the Company. The security of the goods shall be of PRIME importance and Vendor has to ensure that Vendor's security policy is well defined & properly documented (i.e. ISO). Vendor must have proper IT, Personnel & Material Security Plan. The Company can, at any time, inspect and audit the Security Procedures followed by the Vendor.

3. Vendor's Responsibility The Vendor shall be responsible for any loss and / or damage caused to the goods handed over to the Vendor for carriage and issue clear Conignment Notes/RRB/Bill of Lading. The Vendor shall take adequate precautions to ensure that goods are handled carefully and make good the loss and / or expenses, if any, incurred in respect thereof. Without the written authorization of the Company, the Vendor shall not retain or detain its goods, for any reason whatsoever. Without the prior written permission of the Company, the Vendor shall not, for any reason whatsoever, sell or dispose of the goods of the Company. The Vendor shall solely be responsible for satisfactory & safe delivery of the goods lifted by it along with all related documents, at the delivery point. It will also be responsible for protection of goods in transit against weather damages and/or any hazard breakages / damages/ theft etc. The Vendor shall adhere to all safety norms in order to avoid any mishap during Loading /Unloading and act with due care and vigilance. It shall be completely responsible for the safety of the goods in transit. The Vendor shall keep the Company informed about the status of the goods through appropriate means. In the event of damages to the goods in transit, either by accident or otherwise, Vendor shall take necessary precautions by filing the necessary FIR, co-operate with the Agent/Surveyor of the Insurance Company to assess the loss sustained and would provide damage/shortage certificates or any other documents as required from time to time for claims/insurance to the Company. Breach of any condition shall be a material violation and the Company reserves the right to terminate the contract and claim damages from the Vendor. The Vendor will be bound by the

I have read this Agreement and agree to the terms & conditions. ☒

Continue

### 3. The RFQ may require entering two types of quotes

A. Without BOQ/BOM

B. With BOQ/BOM

The screenshot shows the 'procur[E]ngine' interface for an RFQ Vendor. The 'RFQ Details' section includes:

- RFQ Subject: Windows PC and Mac book quotation
- Currency: INR
- RFQ Description: RFQ for windows PC and Mac book procurement
- Conversion Rate: 1
- RFQ Deadline: 14/06/2016
- Term & Condition: Terms & conditions.xlsx
- Attachment (Any Other):

The 'RFQ Parameters' section contains a table with the following data:

Short Name	Quoted Price	Quantity	UOM	Remark	Description	Delivery Location	Status	
PC-i5 processor,8GB RAM	0	10	Number		Intel® Core i5-6402P Processor (6M Cache, up to 3.40 GHz)	Gurgaon	Yes	BOQ Required
MacBook - 256 GB SSD	0	1	Number		MacBook 256GB SSD	Delhi	NO	

Below the table is a 'Choose File' button with the text 'No file chosen'. At the bottom right are 'Save & Exit' and 'Submit' buttons.

To quote for item having "BOQ required" click on button and after giving quote against each item click on submit button. This will sum quoted cost of individual items and fill "Quoted Price" on main screen.

The screenshot shows the same 'procur[E]ngine' interface, but with an 'RFQ Parameter' modal open. The modal contains a table with the following data:

Short Name	Quoted Price	Quantity	UOM	Remark
17inch Monitor	10000	10	Number	
Mouse	250	10	Number	
Keyboard	200	10	Number	
CPU i5 processor	37000	10	Number	

A 'Submit' button is located below the modal table. The background interface remains the same as the previous screenshot.

Items without BOQ can be quoted by entering value directly in quoted price column.

procur[E]ngine Agileapt Solutions Pvt Ltd

Home > RFQ Vendor

**RFQ Details**

RFQ Subject: Windows PC and Mac book quotation Currency: INR

RFQ Description: RFQ for windows PC and Mac book procurement

Conversion Rate: 1 RFQ Deadline: 14/06/2016

Term & Condition: Terms & conditions.xlsx Attachment (Any Other):

**RFQ Parameters**

Short Name	Quoted Price	Quantity	UOM	Remark	Description	Delivery Location	Status	
PC-i5 processor,8GB RAM	47450	10	Number		Intel® Core i5-6402P Processor (6M Cache, up to 3.40 GHz)	Gurgaon	Yes	BOQ Required
MacBook - 256 GB SSD	66000	1	Number		MacBook 256GB SSD	Delhi	NO	

No file chosen

4. You can click save and exit in case you want to revisit your quote again. Please note that you may be able to revise quote only before RFQ deadline.

5. Clicking submit button will send your response to company.

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Home > RFQ Vendor

**RFQ Details**

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**RFQ Parameters**

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PC-i5 processor,8GB RAM	47450	10	Number		Intel® Core i5-6402P Processor (6M Cache, up to 3.40 GHz)	Gurgaon	Yes	BOQ Required
MacBook - 256 GB SSD	66000	1	Number		MacBook 256GB SSD	Delhi	NO	

No file chosen

RFQ response submitted successfully.