Sourcing Portal - Manual

1   Configuration

1.1   Sea Import Shipment Bid

<u>**Sea Import Shipment Bid :**</u> On left hand side click on "Configuration" and then click on "Sea (Import) Bid" and fill following details :

"Bid Details" -In this step user needs to fill all generic information related to Sea Bid. Individual columns with their relevance are given below

Sector   : Select sector for which bid is being invited.
Country   : Select country of selected sector.
Bid For   : Select freight or freight & Exworks or total value for specific quotes from vendors.
Bid Subject   :Meaningful short subject for the bid. This is used as a subject for all related email notifications & reports.
Bid description: Detailed information about the bid.
Bid duration (In minutes): Minutes given to vendors for participating/quoting price.
Bid date   : Date when the bid will be started.
Time   :Time when the bid will start and vendors may start participating.
Currency   : Currency in which amount should be quoted. e.g. INR (Indian rupees)
Conversion Rate: Conversion rate of currency at the time of bid configuration

"Setup Bid Parameters" - In this step user needs to fill target details against which vendors will be quoting prices/rates. Individual columns with their relevance are given below.

Target Freight : Freight price which we expect to reach as a result of bidding process.
Target Exworks : Exworks price which we expect to reach as a result of bidding process.
Approvers : Select name of approvers who will approve bid.

"Invite Participants" - User can select participants whom he wants to send invite to participate in bid. User can search from the list by typing participants name in search text box or he can check select all in case he wants to invite all available vendors.Then click on Submit button.

Vendor will receive an email with portal link, user ID and password

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

Dear Vickrant,

An e-bidding is invited against mentioned subject, details of bid is mentioned below and reference documents are attached. Please open the link and give your acceptance at the earliest. Also ensure to participate as per scheduled date and time.

Bid Subject	Sea import shipment bid is invited from Africa - Ghana
Bid Details	Bidding for sea import shipment - 1 year contract
Bid Date	12/05/2016
Bid Time	03:15 PM
Bid Duration	10 mins

Please make sure that you are entering landed unit price
Your User ID for this bid is vickrant.chhetri@agileapt.com
Your Password for this bid is **X2OLRA**

Sourcing Portal can be accessed by using link **Sourcing Portal** .

Regards

Pankaj Baranwal

pankaj.baranwal@agileapt.com

Read all terms & conditions and click check box next to **"I have read this agreement and agree to the terms & conditions"** to continue.

General Terms & Conditions

Logistics Service Provider (Vendor/LSP) 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 Micromax (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 Consignment Notes/AWB/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 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 asses the loss sustained and would provide damage/shortage certificates or any other documents as required from time to time for claiming insurance by the Company. Any violation of this condition shall be a material violation and the Company reserves the right to terminate the contract and claim damages from the vendor. The Goods will be insured by the Company. However, if any damage is caused to the goods due to the negligence of the Vendor, then the amount of the same shall be recovered from the Vendor. Tracking Mechanism: The vendor must have a good shipment tracking mechanism. The Vendor

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

Continue

"Bid Participation" : Vendor needs to fill few Basic Information like,BAF (In Foreign currency), forwarders Do charge,Sailing days,CAF(%Age of freight),shipping line,Ocean Transit Time.

Bid Participation

Home >

Bid Details

Bid Subject:	Sea import shipment bid is invited from Africa - Ghana	Bid Date:	12/05/2016
Bid Details:	Bidding for sea import shipment - 1 year contract		
Bid Time:	04:40 PM	Duration (In Minute):	15
Currency:	INR	Conversion Rate:	1
Terms & Conditions:	Term & condition.docx	Attachment (Any Other):	

Basic Information

BAF (In Foreign Currency)	5645	CAF (%age of Freight)	10
Forwarders DO Charges	345	Shipping Line	3456
Sailing Days	30	Ocean Transit Time	30days

Proceed

Quote price in given text box and click on submit to bid. If your quote is lowest the status will be shown as **"L1"** else **"Not L1"**.

Not L1

Bid Participation

Home >

Bid Participation (Sea Import)

Bid Subject:	Sea import shipment bid is invited from Africa - Ghana	Bid Date:	12/05/2016
Bid Details:	Bidding for sea import shipment - 1 year contract		
Bid Time:	04:40 PM	Duration (In Minute):	15
Target Rate & Currency:	45000 INR	Conv. Rate:	1
Terms & Conditions:	Term & condition.docx	Attachment (Any Other):	

Please make sure that you are entering landed unit price

Time Left (HH:MM:SS): 10:32

Initial Quote	Current Quote	Present Status		
54045	54045	Not L1	Freight	Enter Freight

Submit

L1

Bid Participation

🏠 Home ›

Bid Participation (Sea Import)			⌄

Bid Subject:	Sea import shipment bid is invited from Africa - Ghana	Bid Date:	12/05/2016
Bid Details:	Bidding for sea import shipment - 1 year contract		
Bid Time:	04:40 PM	Duration (In Minute):	15
Target Rate & Currency:	45000 INR	Conv. Rate:	1
Terms & Conditions:	Term & condition.docx	Attachment (Any Other):	

≡ Please make sure that you are entering landed unit price   ⌄

Time Left (HH:MM:SS):   09:50

Freight   Enter Freight

Initial Quote	Current Quote	Present Status
50556	50556	L1

Submit

In this Bid summary "**Admin"** will select appropriate vendor with lowest bid cost (L1).
Admin select the vendor name from drop down list with most feasible quote and click "Submit"

🏠 Home ›

🔒 Bid Summary			⌄

Bid Subject :	**Sea import shipment bid is invited from Africa - Ghana**				
Bid Details :	Bidding for sea import shipment - 1 year contract				
Bid Date :	12/05/2016	Bid Time :	04:40 PM	Bid Type :	Sea (Import)
Bid For :	Freight	Bid Duration :	15 mins	Currency :	INR
Target Price :	45000				
Terms & Condition :	Term & condition.docx				
Attachment (Any Other) :					

🔒 Activity Details										⌄
Level	Vendor	Initial Quote	Lowest Quote	BAF	CAF	Total Value	Forwarder's Do Charges	Shipping Line	Sailling Days	Ocean Transit Time
L1	**AgileApt Solutions Pvt Ltd**	92556.00	42000	4356	4200	50556	345	4323	50	20days
L2	Sky Infotech Pvt. Ltd.	98045.00	44000	5645	4400	54045	345	3456	30	30days

Vendor *   AgileApt Solutions Pvt Ltd ▼

Remarks *   Vendor has been selected for approval

Export To Excel   Submit   Cancel Bid   Back

Approver's action on pending Bids :

  In action: Approver need to Approve / Reject the bid and click on Submit.
Approver Export list of all vendors in Excel format OR can cancel the bid as well.

Awarded Bid   : Once approver selects Qualifying bid, Approver can put further comments in qualifying bid and submit.

1.2 Air Import Shipment Bid

Air Import Shipment Bid : On left hand side click on "Configuration" and then click on "Air Import Shipment Bid" and fill following details :

"Bid Details" - In this step user needs to fill all generic information related to Air Bid. Individual columns with their relevance are given below

Sector   : Select sector for which bid is being invited.
Country   : Select country of selected sector.
Bid for   : Select freight or freight & Exworks for specific quotes from vendors.
Conversion Rate : Conversion rate of currency at the time of bid configuration.

"Setup Bid Parameters" - In this step user needs to fill target details against which vendors will be quoting prices/rates. Individual columns with their relevance are given below.
 Target Rate for Freight & Exworks : Freight, Exworks price which we expect to reach as a result of bidding process.
 Weightage & Model Class   : Percentage weightage given to freight & exworks for calculation. Define model class based on which decision would be taken.
 Terms and conditions   : PDF file which includes all terms and conditions for the bid.
 Approvers: Select name of approvers who will approve bid.

"Invite Participants" - User can select participants whom he wants to send invite to participate in bid. User can search from the list by typing participants name in search text box or he can check select all in case he wants to invite all available vendors.

Vendor will receive an email with portal link, user ID and password

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

Dear Vickrant,

Please note an e-bidding is invited against mentioned subject, details of bid is mentioned below and reference documents are attached.
Please open the link and give your acceptance at the earliest. Also ensure to participate as per scheduled date and time.

Bid Subject	Air import shipment bid is invited from Asia Pacific - Bangladesh
Bid Details	Bidding for Air import shipment bid - 1 year contract
Bid Date	12/05/2016
Bid Time	04:15 PM
Bid Duration	15 mins

Please make sure that you are entering landed unit price
Your User ID for this bid is vickrant.chhetri@agileapt.com
Your Password for this bid is **AIAKAN**

Sourcing Portal can be accessed by using link **Sourcing Portal** .

Regards

Pankaj Baranwal

pankaj.baranwal@agileapt.com

Read all terms & conditions and click check box next to **"I have read this agreement and agree to the terms & conditions"** to continue.

General Terms & Conditions

Logistics Service Provider (Vendor/LSP) 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 Micromax (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 Consignment Notes/AWB/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 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 asses the loss sustained and would provide damage/shortage certificates or any other documents as required from time to time for claiming insurance by the Company. Any violation of this condition shall be a material violation and the Company reserves the right to terminate the contract and claim damages from the vendor. The Goods will be insured by the

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

Continue

"Bid Participation" : Vendor needs to fill few Basic Information like FSC, DO Charge,Loading Airport, SSC/WSC,Career,Consolidation days.

Bid Participation

🏠 Home ›

☰ Bid Details

Bid Subject:	Air import shipment bid is invited from Asia Pacific - Bangladesh	Bid Date:	12/05/2016
Bid Details:	Bidding for Air import shipment bid - 1 year contract		
Bid Time:	05:35 PM	Duration (In Minute):	15
Currency:	INR	Conversion Rate:	1
Terms & Conditions:	Term & condition.docx	Attachment (Any Other):	

☰ Basic Information

FSC	3456	SSC/ WSC	432
DO Charges (In INR)	654	Career	Indian Airlines
Loading Airport (Full Name)	1000	Consolidation Days	10

Proceed

Quote price in given text box and click on submit to bid. If your quote is lowest the status will be shown as **"L1"** else **"Not L1"**.

🏠 Home ›

🔒 Bid Participation (Air Import)

Bid Subject:	Air import shipment bid is invited from Asia Pacific - Bangladesh	Bid Date:	12/05/2016
Bid Details:	Bidding for Air import shipment bid - 1 year contract		
Bid Time:	05:35 PM	Duration (In Minute):	15
Currency:	INR	Conv. Rate:	1

Target Price :		Min	45+	100+	300+	500+	1000+
	Freight	5000	5000	10000	20000	40000	60000

Terms & Conditions:	Term & condition.docx	Attachment (Any Other):	

☰ Please make sure that you are entering landed unit price

Time left (HH:MM:SS): 07:09

	Initial Quote		Current Quote		Current Status		Freight		Ex-Works
	Freight	Ex-Works	Freight	Ex-Works	Freight	Ex-Works			
Min	5000	5500	5000	5500	L1	L1	Min	5000	5500
45+	5000	5500	5000	5500	L1	L1	45+	5000	5500
100+	12000	12500	12000	12500	Not L1	Not L1	100+	12000	12500
300+	22000	22400	22000	22400	L1	L1	300+	22000	22400
500+	42000	44500	42000	44500	L1	L1	500+	42000	44500
1000+	62000	62500	62000	62500	L1	L1	1000+	62000	62500

Submit

In this Bid summary "**Admin**" will select appropriate vendor with lowest bid cost (L1).
Admin select the vendor name from drop down list with most feasible quote and click "Submit"

Bid Summary

Bid Subject :	**Air import shipment bid is invited from Asia Pacific - Bangladesh**			
Bid Details :	Bidding for Air import shipment bid - 1 year contract			
Bid Date :	12/05/2016	Bid Time :	05:35 PM	Bid Type :	Air (Import)
Bid For :	Freight	Bid Duration :	15 mins	Currency :	INR

Target Price :		Min	45+	100+	300+	500+	1000+
	Freight	5000	5000	10000	20000	40000	60000

Model Class :	100+
Terms & Condition :	Term & condition.docx
Other Specification :	

Activity Details

Level	Vendor Name	Carrier	Loading Airport	Consolidation Days	Freight						Ex-Works						FSC	SSC	DO Charges	Total (Including surcharges)						Total For Model Class
					Min	45+	100+	300+	500+	1000+	Min	45+	100+	300+	500+	1000+				Min	45+	100+	300+	500+	1000+	
L1	Sky Infotech Pvt. Ltd.	Airlines	654	20	5000	5000	12000	22000	42000	62000	5500	5500	12500	22400	44500	62500	345	765	2345	6110	6110	13110	23110	43110	63110	13110.00
L2	AgileApt Solutions Pvt Ltd	Indian Airlines	1000	10	5000	5000	11000	22000	44000	65000	5500	5500	11500	23000	46000	68000	3456	432	654	8888	8888	14888	25888	47888	68888	14888.00

Vendor *   Sky Infotech Pvt. Ltd.

Remarks *   Vendor has been selected for approval

[Export To Excel] [Submit] [Cancel Bid] [Back]

Approver's action on pending Bids :

In action: Approver need to Approve / Reject the bid and click on Submit.
Approver Export list of all vendors in Excel format OR can cancel the bid as well.

🏠 Home >

Bid Summary

Bid Subject :	**Air import shipment bid is invited from Asia Pacific - Bangladesh**			
Bid Details :	Bidding for Air import shipment bid - 1 year contract			
Bid Date :	12/05/2016	Bid Time :	05:35 PM	Bid Type :	Air (Import)
Bid For :	Freight	Bid Duration :	15 mins	Currency :	INR

Target Price :		Min	45+	100+	300+	500+	1000+
	Freight	5000	5000	10000	20000	40000	60000

Model Class :	100+
Terms & Condition :	Term & condition.docx
Other Specification :	

Activity Details

Level	Vendor Name	Carrier	Loading Airport	Consolidation Days	Freight						Ex-Works						FSC	SSC	DO Charges	Total (Including surcharges)						Total For Model Class
					Min	45+	100+	300+	500+	1000+	Min	45+	100+	300+	500+	1000+				Min	45+	100+	300+	500+	1000+	
L1	Sky Infotech Pvt. Ltd.	Airlines	654	20	5000	5000	12000	22000	42000	62000	5500	5500	12500	22400	44500	62500	345	765	2345	6110	6110	13110	23110	43110	63110	12110.00
L2	AgileApt Solutions Pvt Ltd	Indian Airlines	1000	10	5000	5000	11000	22000	44000	65000	5500	5500	11500	23000	46000	68000	3456	432	654	8888	8888	14888	25888	47888	68888	14888.00

Last Comment   Vendor has been selected for approval

Action *   Approved

Vendor *   Sky Infotech Pvt. Ltd.

Remarks *   Approving the bid as this has been reviewed

[Export To Excel] [Submit] [Cancel Bid] [Back]

Awarded Bid : Once approver selects Qualifying bid, Approver can put further comments in qualifying bid and submit.

1.3   Domestic Shipment Bid

<u>**Domestic Shipment Bid**</u> **:** On left hand side click on "Configuration" and then click on "Domestic Bid" and fill following details :

   "Bid Details " : In this step user needs to fill all generic information related to domestic shipment Bid Like Bid subject, Bid Duration, Bid For, Bid descriptions, Bid date, Currency, Time, Terms & Conditions, Select approvers,Conversion rate, Attachment (If any).

     Bid For : Selected applicable area from Courier, Domestic Air, FTL-Domestic, Part Load & Air.

"Setup Bid Parameters" - In this step user needs to specify origin, destination city and carrier for domestic shipments against which vendors will be quoting prices/rates. Individual columns with their relevance are given below.

Origin City   : City/Area name from where shipment need to be carried/delivered.
Destination City : which we expect to reach as a result of bidding process.
Target Rates   : Target rate at which we wish to get services.
Carrier Name   : Select name of respective carrier for to and fro shipment.

Clicking add button will add multiple rows in a grid. You may add more by repeating above process. Individual rows can be edited and deleted by clicking respective buttons.

" Invite Participants" - User can select participants whom he wants to send invite to participate in bid. User can search from the list by typing participants name in search text box or he can check select all in case he wants to invite all available vendors.

Vendor will receive an email with "**link,User ID and Password** "

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

Dear Vickrant,

An e-bidding is invited against mentioned subject, details of bid is mentioned below and reference documents are attached. Please open the link and give your acceptance at the earliest. Also ensure to participate as per scheduled date and time.

Bid Subject	Domestic shipment bid is invited for courier charges from various cities
Bid Details	Please bid non negotiable prices of courier charges across specified cities.
Bid Date	13/05/2016
Bid Time	10:20 AM
Bid Duration	15 mins

Please make sure that you are entering landed unit price
Your User ID for this bid is vickrant.chhetri@agileapt.com
Your Password for this bid is **FA6A2A**

Sourcing Portal can be accessed by using link **Sourcing Portal** .

Regards

Pankaj Baranwal

pankaj.baranwal@agileapt.com

Read all terms & conditions and click check box next to **"I have read this agreement and agree to the terms & conditions"** to continue.

General Terms & Conditions

Logistics Service Provider (Vendor/LSP) 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 Micromax (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 Consignment Notes/AWB/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 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 asses the loss sustained and would provide damage/shortage certificates or any other documents as required from time to time for claiming insurance by the Company. Any violation of this condition shall be a material violation and the Company reserves the right to terminate the contract and claim damages from the vendor. The Goods will be insured by the

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

Continue

"Bid Participation" : Vendor needs to fill few Basic Information about the bid Like Docket charge,FOV,FSC,CFT,ODA,Min.Charges and TAT Days.

* Participation Vendor needs to click on Participation box.

Bid Participation

🏠 Home >

☰ Bid Details

Bid Subject:	Domestic shipment bid is invited for courier charges from various cities	Bid Date:	13/05/2016
Bid Details:	Please bid non negotiable prices of courier charges across specified cities.		
Bid Time:	10:20 AM	Duration (In Minute):	15
Currency:	INR	Conversion Rate:	1
Terms & Conditions:	Term & condition.docx	Attachment (Any Other):	

☰ Basic Information

Vehicle	Origin	Destination	TAT(days)	
Blue Dart	North East	South	6	☑
Blue Dart	South	North East	6	☑

Proceed

Quote price in given text box and click on submit to bid. If your quote is lowest the status will be shown as "**L1**" else "**Not L1**".

L1

🏠 Bid Participation (Domestic)

Bid Subject:	Domestic shipment bid is invited for courier charges from various cities	Bid Date:	13/05/2016
Bid Time:	10:20 AM	Duration (In Minute):	15
Currency:	INR	Conv. Rate:	1
Terms & Conditions:	Term & condition.docx	Attachment (Any Other):	
Time left (HH:MM:SS):	10:21		

≡ Please make sure that you are entering landed unit price   [Back]

Vehicle	Origin	Destination	Initial Quote	Last Quote	Status (L1/ Not L1)	Quote
Blue Dart	North East	South	45	45	L1	45
Blue Dart	South	North East	45	45	L1	45

[Submit]

Not L1

🏠 Bid Participation (Domestic)

Bid Subject:	Domestic shipment bid is invited for courier charges from various cities	Bid Date:	13/05/2016
Bid Time:	10:20 AM	Duration (In Minute):	15
Currency:	INR	Conv. Rate:	1
Terms & Conditions:	Term & condition.docx	Attachment (Any Other):	
Time left (HH:MM:SS):	09:33		

≡ Please make sure that you are entering landed unit price   [Back]

Vehicle	Origin	Destination	Initial Quote	Last Quote	Status (L1/ Not L1)	Quote
Blue Dart	North East	South	49	49	Not L1	49
Blue Dart	South	North East	49	49	Not L1	49

[Submit]

In this Bid summary "**Admin**" will select appropriate vendor with lowest bid cost (L1).
Admin select the vendor name from drop down list with most feasible quote and click "Submit"

Approver's action on pending Bids :

In action: Approver need to Approve / Reject the bid and click on Submit.
Approver Export list of all vendors in Excel format OR can cancel the bid as well.

Awarded Bid : Once approver selects Qualifying bid, Approver can put further comments in qualifying bid and submit.

1.4 Warehouse Rentals Bid

<u>**Warehouse Rentals Bid**</u> **:** On left hand side click on "Configuration" and then click on "Warehouse Bid" and fill following details :

"Bid Details"   : In this step user needs to fill all generic information related to warehouse Bid Like Bid subject, Bid Duration, Bid descriptions, Bid date, Currency, Conversion rate.

"Setup Bid Parameters" -In this step user needs to fill warehouse area required in square feet against which vendors will be quoting prices/rates. Individual columns with their relevance are given below.

Warehouse Area (in sqft): Required area in sqft for warehouse.

"Invite Participants" - User can select participants whom he wants to send invite to participate in bid. User can search from the list by typing participants name in search text box or he can check select all in case he wants to invite all available vendors.

Vendor will receive an email with portal **link, user ID and password**

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

Dear Vickrant,

An e-bidding is invited against mentioned subject, details of bid is mentioned below and reference documents are attached. Please open the link and give your acceptance at the earliest. Also ensure to participate as per scheduled date and time.

Bid Subject	Warehouse rentals bid is invited for 5000 sq ft.
Bid Details	Area should be 5000 sq ft. at Lucknow location
Bid Date	13/05/2016
Bid Time	11:10 AM
Bid Duration	15 mins

Please make sure that you are entering landed unit price
Your User ID for this bid is vickrant.chhetri@agileapt.com
Your Password for this bid is **IN93I2**

Sourcing Portal can be accessed by using link **Sourcing Portal** .

Regards

Pankaj Baranwal

pankaj.baranwal@agileapt.com

Read all terms & conditions and click check box next to **"I have read this agreement and agree to the terms & conditions"** to continue.

General Terms & Conditions

Logistics Service Provider (Vendor/LSP) 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 Micromax (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 Consignment Notes/AWB/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 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,

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

Continue

Quote price in given text box and click on submit to bid. If your quote is lowest the status will be shown as "**L1**" else "**Not L1**".

In this Bid summary "**Admin**" will select appropriate vendor with lowest bid cost (L1).
Admin select the vendor name from drop down list with most feasible quote and click "Submit"

Approver's action on pending Bids :

In action: Approver need to Approve / Reject the bid and click on Submit.
Approver Export list of all vendors in Excel format OR can cancel the bid as well.

Awarded Bid : Once approver selects Qualifying bid, Admin can put further comments in qualifying bid and submit.

1.5 Product/Service

Product & Services: On left hand side click on "Configuration" and then click on "product & Services" and fill following details :

"Bid Details" : In this step user needs to fill all generic information related to product & services Bid Like Bid subject, Bid Duration, Bid descriptions, Bid date, Currency, Time, Terms & Conditions, Select approvers,Conversion rate, Attachment (If any).

"Setup Bid Parameters" : In this step user needs to fill product/services details against which vendors will be quoting prices/rates. Individual columns with their relevance are   given below.

Short Name   : Specify short name of product/services which would be visible at the time of bid participation.

Target Price   : which we expect to reach as a result of bidding process.

Quantity   : Specify number of units required.

UOM   : unit of measurement Like number, kg, liter etc.

Description   : Detailed information about the product/services.

Contract duration : Enter the time frame of the contract signed.

Delivery Location : Name of the location where item/services need to be delivered.

Ceiling/MAX. Price: Enter the MAX price for bid above which vendors will not be able to quote.

Mask from vendor : By checking this Ceiling price will not be visible to vendors.

Decrement on   : You can define the decrement in price would be based on Amount or percentage.

Fill all the details then click on "**Add**" button will add multiple rows in a grid .You can see all details in down or you can edit and delete this information.

Once all Parameters are filled click on save and Continue.

"Invite Participants" :User can select participants whom he wants to send invite to participate in bid. User can search from the list by typing participants name in search text box or he can check select all in case he wants to invite all available vendors.

Select required vendor from the list and click on "Submit"

Vendor will receive an email with sourcing portal " **link user ID and password** "

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General Terms & Conditions

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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 Consignment Notes/AWB/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 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 asses the loss sustained and would provide damage/shortage certificates or any other documents as required from time to time for claiming insurance by the Company. Any violation of this condition shall be a material violation and the Company reserves the right to terminate the contract and claim damages from the vendor. The Goods will be insured by the

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[Continue]

"Bid Participation" : Fill few prerequisite Information like TAT ,Validity,VAT, CST and check Participation box for product/services you want to bid for.

Bid Participation

⌗ Home ›

☰ Bid Details

Bid Subject:	Sourcing of IT resources on contract	Bid Date:	11/05/2016
Bid Details:	Company require various kind of IT skill sets.		
Bid Time:	04:40 PM	Duration (In Minute):	10
Currency:	INR	Conversion Rate:	5
Terms & Conditions:	Term & condition.docx	Attachment (Any Other):	

☰ Basic Information

ShortName	Quantity	UOM	Ceiling Price	TAT(days)	Validity(days)	Warranty(days)	VAT(%)	CST(%)	Participation?
PHP Developer	2	Number	Not Disclosed	20	180	40	0	2	☑ Yes

[Proceed]

Quote price in given text box and click on submit to bid. If your quote is lowest the status will be shown as **"L1"** else **"Not L1"**.

Not L1

⌗ Home ›

🔒 Bid Participation (Other Item)

Bid Subject:	Sourcing of IT resources on contract	Bid Date:	11/05/2016
Bid Time:	04:40 PM	Duration (In Minute):	10
Currency:	INR	Conv. Rate:	5
Terms & Conditions:	Term & condition.docx	Time left (HH:MM:SS):	05:11

☰ Please make sure that you are entering landed unit price   [Back]

Short Name	Quantity	UOM	Initial Quote	Last Quote	Status (L1/ Not L1)	Quote
PHP Developer	2	Number	21000	21000	Not L1	21000

[Submit]

L1

In this Bid summary "**Admin**" will select appropriate vendor with lowest bid cost (L1).
Admin select the vendor name from drop down list with most feasible quote and click "Submit"

Approver's action on pending Bids :

In action: Approver need to Approve / Reject the bid and click on Submit.
Approver Export list of all vendors in Excel format OR can cancel the bid as well.

Awarded Bid **:** Once approver selects Qualifying bid, Approver can put further comments in qualifying bid and submit.

1.6   Request for Quotation

Request for Quotation: On left hand side click on "Configuration" and then click on "Request for Quotation" and fill following details :

"RFQ Details"   : In this step user needs to fill all generic information related to RFQ Like RFQ Subject, RFQ Deadline, RFQ Description, Currency, Conversion rate, Terms & Conditions.

"RFQ Parameters" **:** In this step user needs to fill item/product details against which vendors will be quoting prices/rates. Individual columns with their relevance are given   below.

Target Price: Unit price, which we expect to reach as a result of RFQ process, this is a non-mandatory field.
Quantity   : Specify number of units required.
UOM   : Select unit of measurement like number, kg, liter etc.
Remarks   : This field can be utilized to communicate any specific instruction related to product/services.
Is BOQ Required?: Check this item if bill of quantities are required for individual product/service.
Delivery Location: Name of the location where item/services need to be delivered.

Clicking "**Add**" button will add row in a grid with multiple entry in one RFQ. You may add more by repeating above process. Individual rows can be edited and deleted by clicking respective buttons.

Click on "BOQ required" button marked in red color that will become green when user fills the BOQ details by clicking button. BOQ columns are almost similar to RFQ parameters.
 Short Name : Specify short name of product/services, which would be visible at the time of bid participation.
 Quantity   : Specify number of units required.
 UOM   : Select unit of measurement like number, kg, liter etc.

"Invite Vendor"–User can select vendors whom he wants to send invite for RFQ. User can search from the list by typing vendor name in search text box or he can check select all in case he wants to invite all available vendors.

Vendor will receive an email with sourcing portal .

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

Dear AgileApt Solutions Pvt 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	14/05/2016

Please provide your responses by using link **Sourcing Portal** .

Regards

Pankaj Baranwal

pankaj.baranwal@agileapt.com

Vendor Action on RFQ :

Once vendor will enter User Id password vendor will see following details:
Pending RFI/RFQ   : vendor will see Pending RFT/RFQ for and click on it.

RFQ Details : In this page Vendor have to fill **BOQ details** and click on submit button.

Admin can view the **RFQ details report** and Admin can also export and download the report.

1.7   Request for information

Request for Information: On left hand side click on "Configuration" and then click on "Request for information" and fill following details :

"Configure RFI" : In this step user needs to fill all generic information related to RFI Like RFI Subject, RFI Deadline, RFI Description. You can give attachment description and   upload related supporting document.

"RFI questions" :In this step user needs to select relevant questions from following areas.

    a.   Company Information
    b.   Financial Information
    c.   Company Capabilities
    d.   Technical Information

A. Click on "**Company Information**" and select required questions.
   Click on "**Add New**" to add a questions in the database.

You can **add a new questions** in this database. After fill all details click on submit.

B. Click on "**Financial Information**" and select required questions.
Click on "**Add New**" to add a questions in the database.

C. Click on "**Company capabilities**" and select required questions.
Click on "**Add New**" to add a questions in the database

D. Click on "**Technical Information**" and select required questions.
   Click on "**Add New**" to add new questions in the database
   Once all details are filled click on **"save and continue"** button.

 Part 3: : "Invite Vendors" : You can define company name, email, mobile no, contact person and then click on add button to add more vendors. Click on submit button once all vendors are added.

Once a RFI has been submit **vendor** will receive **User ID and Password** on registered email ID.

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

Dear AgileApt Solutions P Ltd,

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

RFI Subject	Sourcing of IT resources on contract
RFI Details	Company require various kind of it skill sets.
RFI Deadline	14/05/2016

Your User ID for this RFI is info@agileapt.com
Your Password for this RFI is **AOM8AC**

Please provide your responses by using link **Sourcing Portal** .

Regards

Pankaj Baranwal

pankaj.baranwal@agileapt.com

Vendor Action on RFI :

Once vendor will enter User Id password vendor will see following details:
Pending RFI/RFQ   : vendor will see Pending RFT/RFQ for and click on it.
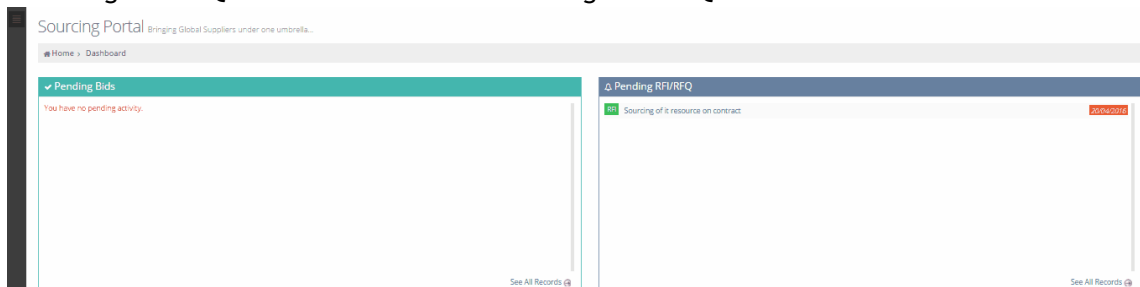
"RFI Details ": Click on checkbox next to "Accept terms and conditions" and click Next to proceed.

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

Financial Information : Fill Financial Information about the company like " Is company publicly listed",

Company Capability : Fill Company Capability and click on "Save and continue"

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

Financial Information

Is Company Publicly Listed	Yes		

Last two years balance sheet or annual reports	
Term & condition.docx	Term & condition.docx

Annual Revenue (in million)	Year	Turnover	Annual Profit
	2015 - 2016	0	0
	2014 - 2015	0	0
	2013 - 2014	0	0
	2012 - 2013	0	0

Annual turnover

what is your annual turnover in previous financial year

Answer: Two crore fifty lakhs

Company Capability

Specified technologies

Specified technologies on which you have expertise

Answer: HTML5, CSS3, Angular JS, Node JS, jQuery Mobile and Cordova (PhoneGap), ASP.net MVC/PHP, SQL (MS SQL/MySQL)

Technical Information

All technologies

All technologies, In which company is working

Answer: Yes

2 Reports

2.1 Bid Summary

Bid Summary : In this bid summary admin can see the details of various bids configured and participated using our sourcing portal. The report can be taken out using one or many filtration parameters.

The filter parameters are; Bid Type, Bid For, Sector, Country, Bid Subject, Bid Status, From Date and To Date.
Click on submit button after specifying filter criteria. This will show a grid having Bid Subject, Bid Date, Bid Time, Bid Status, Vendor Name (if awarded), Pan No and Service tax number of vendor.

Clicking bid subject will open detailed bid summary report.

Home › Reports › Bid Summary   Help

≡ Bid Summary

Bid Type	Product/ Services ▼	Bid For	Price ▼
Sector	Select ▼	Country	Ghana ▼
Bid Subject		Bid Status	Awarded ▼
From Date	📅	To Date	📅

Submit

Search

Bid Subject	Bid Date	Bid Time	Bid Status	Vendor Name	Pan No	Service Tax No
Sea import shipment bid is invited from Africa - Ghana	12/05/2016	03 15 : PM	Not forwarded			
Air import shipment bid is invited from Asia Pacific - Bangladesh	12/05/2016	04 15 : PM	Not forwarded			
Sea import shipment bid is invited from Africa - Ghana	12/05/2016	04 40 : PM	Awarded	AgileApt Solutions Pvt Ltd	3456	765
Warehouse rentals bid is invited for 5000 sq ft.	13/05/2016	11 10 : AM	Awarded	AgileApt Solutions Pvt Ltd	3456	765
Air import shipment bid is invited from Asia Pacific - Bangladesh	12/05/2016	05 35 : PM	Approved			
Domestic shipment bid is invited for courier charges from various cities	13/05/2016	10 20 : AM	Awarded	Sky Infotech Pvt. Ltd.	654	875

3 Manage

3.1 Register Participate

Register participate : In this register participate admin can register vendors and their representatives for the several type of bid like Air shipments, Domestic shipments, Sea shipments, Product & Services and Warehouse rentals.

In this step user needs to fill all generic information like Company name, Address, City, PAN No., TIN No., Company Phone no., Company E-mail. Once all mandatory details are entered click on submit button.This will add vendor as a registered vendor in sourcing portal database and will send user id and password at companies email address to access sourcing portal.

Company can be deactivated (if required) and their information can be edited by searching company name and clicking on edit button in grid.

3.2 Register User

Register User : In this register User admin can register portal users and provide them access for configuring bids like Air shipments, Domestic shipments, Sea shipments, Product & Services and Warehouse rentals.

The register user screen should be used to register employee who will play role of portal user with access to their respective area only. It's highly recommended to have only one administrator to avoid configuration issues. Users can be deactivated (if required) and their information can be edited by clicking edit button in grid.

3.3   Manage Open Bid

Manage Open Bid : In this manage open bid Admin can see the open bids in drop down list and by selecting a particular bid he can perform following actions:

1. **Reset password:** Password of selected vendor can be reset using this feature.

2. Invite other vendors: Left out vendors can be invited to participate in bid.

3. Remove quote: Submitted quotes of a vendor can be removed while bidding is in progress by specifying valid reasons.

4   Mater Data

4.1   Place Master

Place Master **:** The primary purpose of using this screen is to populate list of places where domestic shipment is required. Using this screen admin can add/edit or deactivate places. All the saved details will be visible in "Domestic Shipment Bid" section under "Origin City".

4.2   Vehicle Type Master

Vehicle Type Master : The primary purpose of using this screen is to populate list of various shipment modes (Rail/Courier/Air/FTL Domestic/Part Load) and define vehicle/provider name whichever is applicable. Using this screen admin can add/edit or deactivate vehicle/provider name.

All the saved details will be visible in "Domestic Shipment Bid" under vehicle Type.

4.3   RFI Question Master

RFI Question Master : The purpose of this screen is to create question repository under following categories;

    a. Company Information
    b. Financial Information
    c. Company Capabilities
    d. Technical Information

In every category user can add/modify/deactivate questions that can be grouped by using question subcategory. User can also mark questions as mandatory and can specify if supporting document is required.