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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.

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 (MVML).

User Login

Username

Password

[Forgot Password?](#)

[SignIn](#)

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

RFI- 4: 14/06/2016: Sourcing of IT resources on contract

Inbox x



ProcureEngine Mail <ahtagile@gmail.com>

4:48 PM (0 minutes ago) ☆



to vinay ▾

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

Dear Acme Corporation 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	14/06/2016

Your User ID for this RFI is vinay@acmecorporation.com

Your Password for this RFI is **CN1AA2**

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

Regards

AgileApt Admin

admin@agileapt.com

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

1. Once you are logged in accept terms and conditions

Vinay ▾

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 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,

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

Continue

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

The screenshot shows the 'Request For Information' form at the 'RFI Details' step. The progress bar at the top indicates 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:** Sourcing of IT resource on contract.
- RFI Deadline:** 20/04/2016
- RFI Description:** We require various kind of IT skill sets.
- Attachment:** Terms & condition. A 'Choose File' button is present, with the text 'No file chosen' and 'Term & condition.docx' below it.
- Accept Terms and Conditions:** A checkbox is checked.
- Next:** An orange button at the bottom right.

3. Fill all Company Information like Company name, Address, Phone number, Web site and click on "Save and Continue" button. You may use "Save and Exit" button to quit and fill information later on.

The screenshot shows the 'Request For Information' form at the 'Company Information' step. The progress bar at the top indicates five steps: 1. RFI Details, 2. Company Information (active), 3. Financial Information, 4. Company Capability, and 5. Technical Information. The form fields are as follows:

- Company Name:** AgileApt Solutions P Ltd
- Office Address:** H-23, Sector 63, Noida
- Phone Number:** 0120051230
- Factory Address:** H-23, Sector 63, Noida
- Email Address:** info@agileapt.com
- Parent Company Name (if any):**
- Web Site:** www.agileapt.com
- Ownership (Private or Public):** Private Limited
- Number of Employees:** 35
- Brief description of key project:**
- Key Contact Name:** Mr. Sunil Pandey
- Key Contact Email:** sunil.pandey@agileapt.com
- Key Contact Phone:** 8899605544
- Company Incorporation Details:** Date of company incorporation: 17th July 2014
- Buttons:** Back, Save and Continue, Save And Exit.

4. Fill Financial Information about the company like " Is company publicly listed", Attach balance sheet and company annual revenue. Click "Save and Continue" to move next.

The screenshot shows the 'Request For Information' form at the 'Financial Information' step. The progress bar indicates steps 1 (RFI Details), 2 (Company Information), and 3 (Financial Information) are completed. The form includes a dropdown for 'Is Company Publicly Listed' set to 'Yes', a section to 'Attach last two years balance sheet or annual reports' with two 'Choose File' buttons, and a table for 'Annual Revenue (in million)'.

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

Below the table is a 'Company Remarks' section with a text area containing 'Two crore fifty lakh'. At the bottom are buttons for 'Back', 'Save and Continue', and 'Save And Exit'.

5. Fill Company Capability and click on "Save and continue" to move next.

The screenshot shows the 'Request For Information' form at the 'Company Capability' step. The progress bar indicates steps 1 (RFI Details), 2 (Company Information), 3 (Financial Information), and 4 (Company Capability) are completed. The form has a 'Technologies' section with a text area containing 'HTML, CSS3, Angular JS, Node JS, JQuery Mobile and Cordova (PhoneGap) ASP.net MVC/PHP, SQL (MS SQL/MySQL)'. At the bottom are buttons for 'Back', 'Save and Continue', and 'Save And Exit'.

6. Fill Technical information of the company and add supporting documents (if mandatory) and click on "Save and Continue" to move next.

The screenshot shows the 'Request For Information' form at the 'Technical Information' step. The progress bar indicates steps 1 (RFI Details), 2 (Company Information), 3 (Financial Information), 4 (Company Capability), and 5 (Technical Information) are completed. The form has a 'Technologies' section with a text area containing 'Yes'. At the bottom are buttons for 'Back' and 'Submit'.

7. Click on "Submit" button to send your response to company.