



Product and service - How to participate

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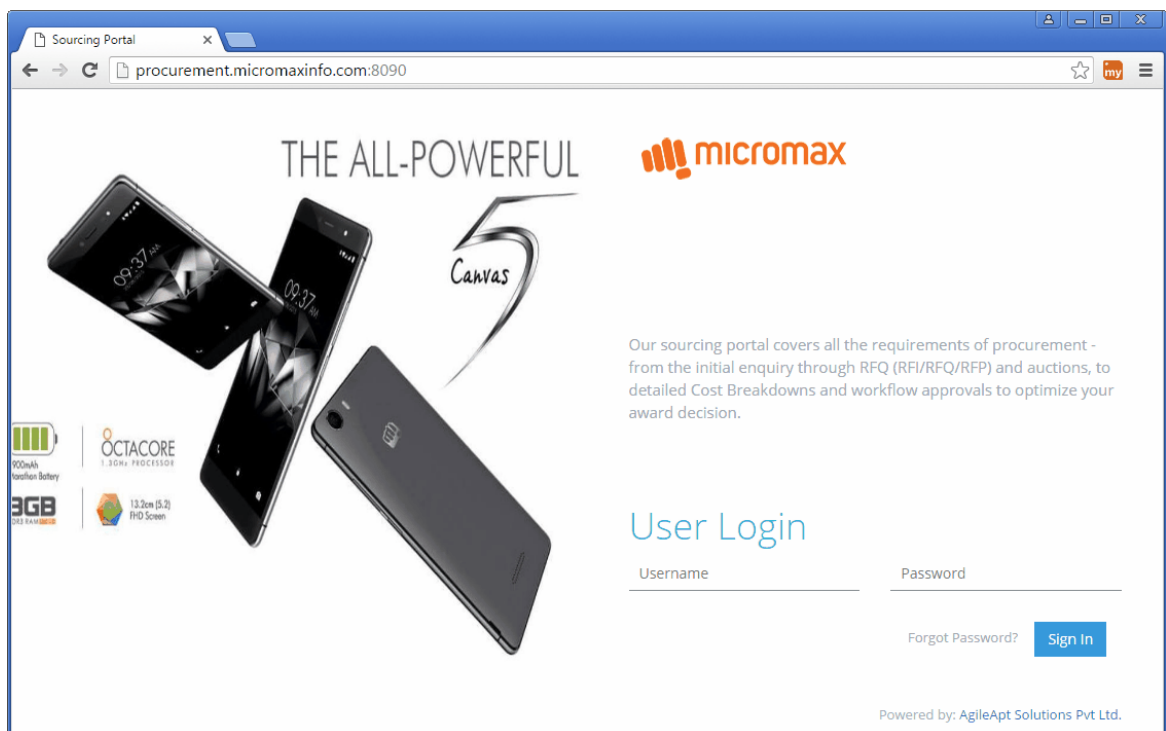
1.1 Prerequisite

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. 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/MTD/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, 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 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

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

Bid Participation

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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	<input checked="" type="checkbox"/> Yes

Proceed

5. Click on proceed to participate in bid.

6. 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

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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): 06:15

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	20000	20000	L1	<input type="text" value="20000"/>

Submit

Not L1

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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	<input type="text" value="21000"/>

Submit

7. Please note that if you quote in last one minute the bid time will automatically get extended to give fair opportunity to all. Hence avoid quoting your best price at last moment.

8. Once bid time is over you will be automatically logged off from system.