



Sourcing Portal - Manual

1 Configuration

1.1 Sea Import Shipment Bid

Sea Import Shipment Bid : 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

Home > Bid Configuration > Sea Import Help

CONFIGURE BID (SEA IMPORT)

1 Bid Details 2 Setup Bid Parameters 3 Invite Participants

Sector * Africa Country * Ghana

Bid For * Freight Bid Duration (In Minutes) * 10

Bid Subject * Sea import shipment bid is invited from Africa - Ghana

Bid Description * Bidding for sea import shipment - 1 year contract

Bid Date 12/05/2016 Time 4:20 PM

Currency * INR Conversion Rate * 1

Continue

"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.

Home > Bid Configuration > Sea Import

CONFIGURE BID (SEA IMPORT)

1 Bid Details 2 Setup Bid Parameters 3 Invite Participants

Target freight * 45000 Target ExWorks

Term & Condition * Choose File Term & condition.docx

Attachment (If Any) Choose File No file chosen

Select Approvers

Gaurav Mittal
Jagmeet Singh Kohli
Jatin Khurana
Trisha Gandotra

>> <<

Pankaj Baranwal

Back 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. Then click on Submit button.

CONFIGURE BID (SEA IMPORT)

1 Bid Details 2 Setup Bid Parameters 3 Invite Participants

Search Vendor Search

Select Vendor

<input type="checkbox"/>	Hangin Logistics India Pvt Ltd (sumant.sinha@hanginlogistics.com)
<input type="checkbox"/>	HINDUSTAN CARGO LTD (All Cargo) (sales.hci@hindustancargoltd.in)
<input type="checkbox"/>	KGL NETWORK PRIVATE LIMITED (prashant@kgindia.com)
<input checked="" type="checkbox"/>	MMX Product & Services (abc@mmx.com)
<input type="checkbox"/>	NIPPON EXPRESS (renu.chamoli@nissu.co.in)
<input type="checkbox"/>	OM FREIGHT FORWARDERS PVT LTD (athakkar@omfreight.com)
<input type="checkbox"/>	Panalpina World Transport (India) Pvt. Ltd. (amit.gupta@panalpina.com)
<input checked="" type="checkbox"/>	Product Company (abc@mmx.com)
<input type="checkbox"/>	SBS TRANSPOLE LOGISTICS PVT LTD (rlq@transpolegroup.net)
<input type="checkbox"/>	Sea Cargo Logistics (India) Pvt. Ltd. (kush@seacargo.in)

Back Submit

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 Annexures).

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 fitted 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. Trackline Mechanism: The vendor must have a good shipment trackline 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)	<input type="text" value="5645"/>	CAF (%Age of Freight)	<input type="text" value="10"/>
Forwarders DO Charges	<input type="text" value="345"/>	Shipping Line	<input type="text" value="3456"/>
Sailing Days	<input type="text" value="30"/>	Ocean Transit Time	<input type="text" value="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

[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

Initial Quote	Current Quote	Present Status
50556	50556	L1

Freight:

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

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 : 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

Last Comment Vendor has been selected for approval

Action*

Approved

Vendor*

AgileApt Solutions 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.

[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

Last Comment Approving the bid as this has been reviewed

Vendor AgileApt Solutions Pvt Ltd

Remarks*

congratulations your bid has been approved

[Submit](#) [Cancel Bid](#) [Back](#)

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.

The screenshot shows the 'CONFIGURE BID (AIR IMPORT)' form with the 'Bid Details' step selected. The form includes the following fields:

- Sector**: Asia Pacific (dropdown)
- Country**: Bangladesh (dropdown)
- Bid For**: Freight (dropdown)
- Bid Duration (In Minutes)**: 15 (text input)
- Bid Subject**: Air import shipment bid is invited from Asia Pacific - Bangladesh (text input)
- Bid Description**: Bidding for Air import shipment bid - 1 year contract (text area)
- Bid Date**: 12/05/2016 (calendar icon)
- Time**: 4:15 PM (clock icon)
- Currency**: INR (dropdown)
- Conversion Rate**: 1 (text input)

A 'Continue' button is located at the bottom right of the form.

"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.

The screenshot shows the 'CONFIGURE BID (AIR IMPORT)' form with the 'Setup Bid Parameters' step selected. The form includes the following fields:

- Target Rate For**:
 - Freight**: Min (1000), +45 (1000), +100 (10000), +300 (20000), +500 (40000), +1000 (100000)
 - Ex Works**: Enter Ex Works (text input)
- Model Class**: Radio button selection
- Weightage**: 100 (text input)
- Terms & Condition**: Choose File (button), Terms & condition.docx (text input)
- Attachment (if Any)**: Choose File (button), No file chosen (text input)
- Select Approver**: Select a user (dropdown), Select a user (dropdown), Select a user (dropdown)
- Approver**: Approver (text input)

'Back' and 'Continue' buttons are located at the bottom of the form.

"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.

The screenshot shows the 'CONFIGURE BID (AIR IMPORT)' interface. At the top, there are three steps: 1. Bid Details, 2. Setup Bid Parameters, and 3. Invite Participants (highlighted). Below the steps, there is a 'Search Vendor' section with a search bar. Underneath, there is a 'Select Vendor' section with a list of vendors. Each vendor has a checkbox for selection. The vendors listed are:

Select Vendor	Vendors
<input type="checkbox"/>	AgileApt Solutions P Ltd (vickrant.chhetri@agileapt.com)
<input checked="" type="checkbox"/>	AgileApt Solutions Pvt Ltd (poorja.chhikara@agileapt.com)
<input type="checkbox"/>	Alpha KKC Logistics (P) Pvt Ltd (Paraminder@alphakkclogistics.com)
<input type="checkbox"/>	CEVA Freight (India) Private Limited (Aditya.Sharma@cevalogistics.com)
<input type="checkbox"/>	Damco India Pvt Ltd (Somen.das@damco.com)
<input type="checkbox"/>	DHL LOGISTICS PVT. LTD. (Udit.bhasin@dhl.com)
<input type="checkbox"/>	EXCHAIN LOGISTICS INDIA, PVT. LTD. (amit.singh@exchain.com)
<input type="checkbox"/>	Harjin Logistics India Pvt Ltd (sumant.sinha@harjinlogistics.com)
<input type="checkbox"/>	HINDUSTAN CARGO LTD (All Cargo) (sales.hcl@hindustancargoltd.in)

At the bottom, there are buttons for 'Back' and 'Submit'.

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 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. Breach 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 Vendor 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 (H:M:S): 07:59

Initial Quote		Current Quote		Current Status	
Freight	Ex Works	Freight	Ex Works	Freight	Ex Works
Min	5000	5000	5000	L1	L1
45+	5000	5000	5000	L1	L1
100+	12000	12000	12000	Not L1	Not L1
300+	22000	22400	22000	L1	L1
500+	42000	44000	42000	L1	L1
1000+	62000	62500	62000	L1	L1

Freight	Ex Works
Min	5000
45+	5000
100+	12000
300+	22000
500+	42000
1000+	62000

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 :
Bid Details :
Bidding for Air import shipment bid - 1 year contract

Bid Date :
12/05/2016

Bid For :
Freight

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 :

Bid Time :
05:35 PM

Bid Duration :
15 mins

Bid Type :
Air (Import)

Currency :
INR

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.

Bid Summary

Bid Subject :
Bid Details :
Air import shipment bid is invited from Asia Pacific - Bangladesh
Bidding for Air import shipment bid - 1 year contract

Bid Date :
12/05/2016

Bid For :
Freight

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 :

Bid Time :
05:35 PM

Bid Duration :
15 mins

Bid Type :
Air (Import)

Currency :
INR

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

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.

Home >

Bid Summary

Bid Subject : Air import shipment bid is invited from Asia Pacific - Bangladesh
Bidding for Air import shipment bid - 1 year contract

Bid Date : 12/01/2016
Bid Time : 05:05 PM
Bid Type : Air Import

Bid For : Freight
Bid Duration : 15 mins
Currency : BDT

Target Price :

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

Model Class : 100+

Terms & Condition : Terms & 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	634	20	5000	5000	12000	22000	42000	62000	5500	5500	12500	23400	44000	62500	345	765	2345	6110	6110	13110	23110	43110	63110	12110.00
L2	AgileApt Solutions Pvt Ltd	Indian Airlines	1000	10	7000	7000	11000	22000	44000	65000	5500	5500	11500	21000	46000	68000	3456	452	654	8888	8888	14888	25888	47888	68888	14888.00

Last Comment : Approving the bid as this has been reviewed

Vendor : Sky Infotech Pvt. Ltd.

Remarks :

Buttons: Submit Cancel Bid Back

1.3 Domestic Shipment Bid

Domestic Shipment Bid : 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.

The screenshot displays the 'CONFIGURE BID (Domestic)' form with the 'Bid Details' step selected. The form includes the following fields and options:

- Bid Subject**: Domestic shipment bid is invited for courier charges from various cities.
- Bid Duration (In Minutes)**: 15
- Bid For**: Courier (selected from a dropdown menu)
- Bid Description**: Please bid non negotiable prices of courier charges across specified cities.
- Bid Date**: 13/05/2016
- Time**: 10:10 AM
- Currency**: INR
- Conversion Rate**: 1
- Term & Condition**: Choose File No file chosen
- Attachment (If Any)**: Choose File No file chosen
- Select Approvers**: Gaurav Mittal, Jagmeet Singh Kohli, Jasni Khurana, Trisha Gandotra

A 'Continue' button is located at the bottom right of the form.

"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.

Home > Bid Configuration > Domestic Help

CONFIGURE BID (Domestic)

1 Bid Details 2 **Setup Bid Parameters** 3 Invite Participants

Origin City

Destination City

Target Rate

☐ All ☐ Courier Company ☐ DTH ☐ Blue Dart

Add Clear

Vehicle	Origin	Destination	TargetRate	
Blue Dart	South	North East	50	✎ ✖
Blue Dart	North East	South	50	✎ ✖

Back 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.

Home > Bid Configuration > Domestic Help

CONFIGURE BID (Domestic)

1 Bid Details 2 Setup Bid Parameters 3 Invite Participants

Search Vendor Search

Select Vendor

Select	Vendors
<input type="checkbox"/>	All
<input checked="" type="checkbox"/>	AgileApt Solutions P Ltd (vickrant.chhetri@agileapt.com)
<input checked="" type="checkbox"/>	AgileApt Solutions Pvt Ltd (pooja.chhikara@agileapt.com)
<input type="checkbox"/>	Trisha Micromax (trisha.gandotra@micromaxinfo.com)

Back Submit

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 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. Antiviolation 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 Vendor 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	<input checked="" type="checkbox"/>
Blue Dart	South	North East	6	<input checked="" type="checkbox"/>

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

[Home](#) >

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	<input type="text" value="45"/>
Blue Dart	South	North East	45	45	L1	<input type="text" value="45"/>

Submit

Not L1

[Home](#) >

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	<input type="text" value="49"/>
Blue Dart	South	North East	49	49	Not L1	<input type="text" value="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"

Home >

Bid Summary

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 Type:	Domestic
Bid For:	Courier	Bid Duration:	15 mins	Currency:	INR
Terms & Condition:	Term & condition.docx				
Attachment (Any Other):					

Quote Comparison

Vendor	Vehicle Type	Origin Name	Destination Name	Level	Initial Quote	Lowest Quote	TAT	DocketCharge	FOV	FSC	CFT	MinChargeWt	ODA
Sky Infotech Pvt. Ltd.	Blue Dart	North East	South	L1	45.00	45	5	0	0	0	0	0	0
AgileApt Solutions Pvt Ltd	Blue Dart	North East	South	L2	49.00	49	6	0	0	0	0	0	0
Sky Infotech Pvt. Ltd.	Blue Dart	South	North East	L1	45.00	45	5	0	0	0	0	0	0
AgileApt Solutions Pvt Ltd	Blue Dart	South	North East	L2	49.00	49	6	0	0	0	0	0	0

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: 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 Type:	Domestic
Bid For:	Courier	Bid Duration:	15 mins	Currency:	INR
Terms & Condition:	Term & condition.docx				
Attachment (Any Other):					

Quote Comparison

Vendor	Vehicle Type	Origin Name	Destination Name	Level	Initial Quote	Lowest Quote	TAT	DocketCharge	FOV	FSC	CFT	MinChargeWt	ODA
Sky Infotech Pvt. Ltd.	Blue Dart	North East	South	L1	45.00	45	5	0	0	0	0	0	0
AgileApt Solutions Pvt Ltd	Blue Dart	North East	South	L2	49.00	49	6	0	0	0	0	0	0
Sky Infotech Pvt. Ltd.	Blue Dart	South	North East	L1	45.00	45	5	0	0	0	0	0	0
AgileApt Solutions Pvt Ltd	Blue Dart	South	North East	L2	49.00	49	6	0	0	0	0	0	0

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.

[Home](#)

Bid Summary

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 Type :
Domestic

Bid For :
Courier

Bid Duration :
15 mins

Currency :
INR

Terms & Condition :
[Term & condition.docx](#)

Attachment (Any Other) :

Quote Comparison

Vendor	Vehicle Type	Origin Name	Destination Name	Level	Initial Quote	Lowest Quote	TAT	DocketCharge	FOV	FSC	CFT	MinCharge/Wt	ODA
Sky Infotech Pvt. Ltd.	Blue Dart	North East	South	L1	45.00	45	5	0	0	0	0	0	0
AglieApt Solutions Pvt Ltd	Blue Dart	North East	South	L2	49.00	49	6	0	0	0	0	0	0
Sky Infotech Pvt. Ltd.	Blue Dart	South	North East	L1	45.00	45	5	0	0	0	0	0	0
AglieApt Solutions Pvt Ltd	Blue Dart	South	North East	L2	49.00	49	6	0	0	0	0	0	0

Last Comment

Approving the bid as this has been reviewed

Vendor

Sky Infotech Pvt. Ltd.

Remarks*

Congratulations your bid has been approved

Submit

Cancel Bid

Back

1.4 Warehouse Rentals Bid

Warehouse Rentals Bid : 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.

Home > Bid Configuration > Warehouse Help

CONFIGURE BID (Warehouse)

1 Bid Details 2 Setup Bid Parameters 3 Invite Participants

Bid Subject * Warehouse rentals bid is invited for 5000 sq ft. Bid Duration (In Minutes) * 15

Bid Description * Area should be 5000 sq ft. at Lucknow location

Bid Date 13/05/2016 Time 11:10 AM

Currency * INR Conversion Rate * 1

Continue

"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.

Home > Bid Configuration > Warehouse

CONFIGURE BID (Warehouse)

1 Bid Details 2 Setup Bid Parameters 3 Invite Participants

Warehouse Area(In SQFT) * 5000

Term & Condition * [Choose File](#) Term & condition.docx

Attachment (If Any) [Choose File](#) No file chosen

Select Approvers *

jagmeet Singh Kohli
Jatin Khurana
Pooja Deswal
Trisha Gandotra

>> <<

Pankaj Baranwal

Back 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.

Home > Bid Configuration > Warehouse [Help](#)

CONFIGURE BID (Warehouse)

1 Bid Details

2 Setup Bid Parameters

3 Invite Participants

Search Vendor

Search

Select Vendor

☐ All

☒ Vendors

☒ AgileApt Solutions P Ltd (vickrant.chhetri@agileapt.com)

☒ AgileApt Solutions Pvt Ltd (poorja.chhetri@agileapt.com)

☐ Trisha Micromax (trisha.gandotra@micromaxinfo.com)

Back

Submit

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 **IN9312**

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 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

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 (Warehouse)

Bid Subject: Warehouse rentals bid is invited for 5000 sq ft.

Bid Date: 13/05/2016

Bid Time: 11:10 AM

Duration (In Minute): 15

Currency: INR

Conv. Rate: 1

Terms & Conditions: [Term & condition.docx](#)

Attachment (Any Other):

WareHouse Area (In Sq. Ft.): 5000

Please make sure that you are entering landed unit price.

Time left (HH:MM:SS): 07:41

Cost Type	Initial Quote	Last Quote	Status (L1/ Not L1)	Quote
Rental Cost (Per Sq. Ft.)	110000	110000	Not L1	<input type="text" value="110000"/>
Man Power Cost	25000	25000	L1	<input type="text" value="25000"/>
Infrastructure Cost	11000	11000	Not L1	<input type="text" value="11000"/>
Utility Cost	9000	9000	Not L1	<input type="text" value="9000"/>
Fee Management	8000	8000	Not L1	<input type="text" value="8000"/>

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 : 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 Type : Warehouse
Bid For : Warehouse	Bid Duration : 15 mins	Currency : INR
Target Price : 0		
Terms & Condition : Term & condition.docx		
Attachment (Any Other) :		

Quote Comparison

Level	Vendor	Initial Quote	Lowest Quote	Warehouse Area	Rent Per Sq. Ft.	Manpower Cost	Infrastructure Cost	Utilities Cost	Fixed Management Fee
L1	AgileApt Solutions Pvt Ltd	500052000.00	500052000	5000	100000	30000	10000	7000	5000
L2	Sky Infotech Pvt. Ltd.	550053000.00	550053000	5000	110000	25000	11000	9000	8000

Vendor :

Remarks :

[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 : 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 Type : Warehouse

Bid For : Warehouse

Bid Duration : 15 mins

Currency : INR

Target Price : 0

Terms & Condition : Term & condition.docx

Attachment (Any Other) :

Quote Comparison

Level	Vendor	Initial Quote	Lowest Quote	Warehouse Area	Rent Per Sq. Ft.	Manpower Cost	Infrastructure Cost	Utilities Cost	Fixed Management Fee
L1	AgileApt Solutions Pvt Ltd	500052000.00	500052000	5000	100000	30000	10000	7000	5000
L2	Sky Infotech Pvt. Ltd.	550053000.00	550053000	5000	110000	25000	11000	9000	8000

Last Comment

Vendor has been selected for approval

Action

Approved

Vendor

AgileApt Solutions Pvt Ltd

Remarks

Approving this bid as this has been reviewed

Export To Excel

Submit

Cancel Bid

Back

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

[Home](#)

Bid Summary

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 Type : Warehouse

Bid For : Warehouse

Bid Duration : 15 mins

Currency : INR

Target Price : 0

Terms & Condition : Term & condition.docx

Attachment (Any Other) :

Quote Comparison

Level	Vendor	Initial Quote	Lowest Quote	Warehouse Area	Rent Per Sq. Ft.	Manpower Cost	Infrastructure Cost	Utilities Cost	Fixed Management Fee
L1	AgileApt Solutions Pvt Ltd	500052000.00	500052000	5000	100000	30000	10000	7000	5000
L2	Sky Infotech Pvt. Ltd.	550053000.00	550053000	5000	110000	25000	11000	9000	8000

Last Comment

Approving this bid as this has been reviewed

Vendor

AgileApt Solutions Pvt Ltd

Remarks

Congratulations your bid has been approved

Submit

Cancel Bid

Back

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).

Home > Bid Configuration > Products/Services [Help](#)

CONFIGURE BID (Product/Services)

1 Bid Details 2 Setup Bid Parameters 3 Invite Participants

Bid Subject * Sourcing of IT resources on contract Bid Duration (In Minutes) * 10

Bid Description * Company require various kind of IT skill sets.

Bid Date * 11/05/2016 Time * 6:00 PM

Currency * INR Conversion Rate * 5

Term & Condition * [Choose File](#) Term & condition.docx Attachment (If Any) [Choose File](#) No file chosen

Select Approvers

Gaurav Mittal >> Pankaj Baramwal

Jagmeet Singh Kohli <<

Jeetu Khurana

Trisha Gandotra

[Save and Continue](#)

"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.

Short Name	Target Price	Quantity	UOM	Description	Contract Duration	Delivery Location	Ceiling Price	Mask Vendor	Minimum Decrement	Decrement On
PHP Developer	42000	2	Number	Experience in web development using PHP, MySQL, HTML, CSS, jQuery, JavaScript. Experience on either CMS (Content Management System) or MVC Frameworks Zend, Codeigniter, Cake PHP	180	Noida	42000	Y	2000	Amount

"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"

Home > Bid Configuration > Product/Services

CONFIGURE BID (Product/Services)

1 Bid Details 2 Setup Bid Parameters 3 Invite Participants

Search Vendor: [Search]

Select Vendor: ☐ All ☒ [Vendor Name]

Select Vendor	Vendors
<input type="checkbox"/>	ADITAC SOLUTIONS AND SERVICES PVT. LTD. (rajesh.mahato@aditac.com)
<input checked="" type="checkbox"/>	Agile Apt Solutions P Ltd (vickrant.chhetri@agileapt.com)
<input type="checkbox"/>	IMPASTO COMMUNICATION PVT LTD (@impasto.in)
<input type="checkbox"/>	Jagmeet Micromax (jagmeet.kohli@micromaxinfo.com)
<input type="checkbox"/>	Jatin Micromax (jatin.khurana@micromaxinfo.com)
<input type="checkbox"/>	Kuldeep Enterprises (India) Ltd. (kuldeep.ert@gmail.com)
<input type="checkbox"/>	Nishant (kumar.nishant@micromaxinfo.com)
<input type="checkbox"/>	PROMOS (PROMOSDEL@GMAIL.COM)
<input type="checkbox"/>	PUSHP INDIA LTD (PUSHPINDIA.NET@GMAIL.COM)

@Back Submit

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

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

Dear Vickrant,

A new bid is invited against subject mentioned below and reference documents are available on Sourcing Portal.

Bid Subject	Sourcing of IT resources on contract
Bid Details	Company require various kind of IT skill sets.
Bid Date	11/05/2016
Bid Time	06:00 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 **A6O0RK**

Please participate by using link [Sourcing Portal](#) on scheduled date and time.

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 cartage 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, 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 claim 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 Vendor will be insured by the

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

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

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):	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	20000

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:	Sourcing of IT resources on contract		
Bid Details:	Company require various kind of IT Skill Sets.		
Bid Date:	13/05/2016	Bid Time:	04:10 PM
Bid For:	Price	Bid Duration:	15 mins
Terms & Condition:	Term & condition.docx	Currency:	INR
Attachment (Any Other):			

Quote Comparison

Product	Target Price	Quantity	UOM	Contract Duration	Delivery Location	Level	Vendor	Initial Quote	Lowest Quote	TAT (Days)	Validity (Days)	Warranty (Days)	VAT %	CST %
PHP Developer	42000	2	Number	180	Noida	L1	Sky Infotech Pvt. Ltd.	20000.00	20000	30	160	30		2
						L2	AgileApt Solutions Pvt Ltd	21000.00	21000	20	180	40		2

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:	Sourcing of IT resources on contract		
Bid Details:	Company require various kind of IT Skill Sets.		
Bid Date:	13/05/2016	Bid Time:	04:10 PM
Bid For:	Price	Bid Duration:	15 mins
Terms & Condition:	Term & condition.docx	Currency:	INR
Attachment (Any Other):			

Quote Comparison

Product	Target Price	Quantity	UOM	Contract Duration	Delivery Location	Level	Vendor	Initial Quote	Lowest Quote	TAT (Days)	Validity (Days)	Warranty (Days)	VAT %	CST %
PHP Developer	42000	2	Number	180	Noida	L1	Sky Infotech Pvt. Ltd.	20000.00	20000	30	160	30		2
						L2	AgileApt Solutions Pvt Ltd	21000.00	21000	20	180	40		2

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.

[Home](#) >

Bid Summary

Bid Subject : **Sourcing of IT resources on contract**

Bid Details :
Company require various kind of IT Skill Sets.

Bid Date : 13/05/2016

Bid Time : 04:10 PM

Bid Type : Product/ Services

Bid For : Price

Bid Duration : 15 mins

Currency : INR

Terms & Condition : [Term & condition.docx](#)

Attachment (Any Other):

Quote Comparison

Product	Target Price	Quantity	UOM	Contract Duration	Delivery Location	Level	Vendor	Initial Quote	Lowest Quote	TAT (Days)	Validity (Days)	Warranty (Days)	VAT %	CST %
PHP Developer	42000	2	Number	180	Noida	L1	Sky Infotech Pvt. Ltd.	20000.00	20000	30	160	30		2
						L2	AgileApt Solutions Pvt Ltd	21000.00	21000	20	180	40		2

Last Comment : Approving the bid as this has been reviewed

Vendor : Sky Infotech Pvt. Ltd.

Remarks :

Congratulation you bid has been approved

Submit

Cancel Bid

Back

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.

Home > Configuration > Request For Quotation

Request For Quotation

1 RFQ Details 2 RFQ Parameters 3 Invite Vendor

RFQ Subject * Windows PC and Mac book quotation RFQ Deadline * 14/05/2016

RFQ Description * RFQ for windows PC and Mac book procurement.

Currency * INR Conversion Rate * 1

Term & Condition * Choose File | Term & condition.docx Attachment (If Any) Choose File | No file chosen

Save And Continue

"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.

[Home](#) > [Configuration](#) > [Request For Quotation](#)Help

Request For Quotation

1 RFQ Details

2 RFQ Parameters

3 Invite Vendor

Short Name *

PC - I5 processes ,8 GB RAM

Quantity *

10

Description *

Intel® Core i5-6402P Processor (6M Cache, up to 3.40 GHz)

☒ Is BOQ Required

Target Price

56000

INR

UOM *

Number

Remark

Delivery Location *

Gurgaon

Add

Clear

Back

Save And Continue

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.

Home > Configuration > Request For Quotation [Help](#)

Request For Quotation

1 RFQ Details 2 RFQ Parameters 3 Invite Vendor

Short Name *

Quantity *

Description *

☒ Is BOQ Required

Target Price INR

UOM *

Remark

Delivery Location *

[Add](#) [Clear](#)

	Short Name	TargetPrice	Quantity	UOM	Remark	Description	Delivery Location	Status	BOQ Required
<input checked="" type="checkbox"/> Edit	PC - i5 processes ,8 GB RAM	56000	10	Number		Intel® Core i5-6402P Processor (6M Cache, up to 3.40 GHz)	Gurgaon	Yes	BOQ Required

[Back](#) [Save And Continue](#)

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.

Home > Configuration > Request For Quotation [Help](#)

Request For Quotation

1 RFQ Details 2 RFQ Parameters 3 Invite Vendor

Short Name *

Quantity *

Description *

☒ Is BOQ Required

Target Price INR

UOM *

Remark

[Add](#) [Clear](#)

	Short Name	TargetPrice	Quantity	UOM	Remark
<input checked="" type="checkbox"/> Edit	17 inch Monitor	0	10	Number	
<input checked="" type="checkbox"/> Edit	Mouse	0	10	Number	
<input checked="" type="checkbox"/> Edit	Keyboard	0	10	Number	
<input checked="" type="checkbox"/> Edit	CPU with i5 processor	0	10	Number	
<input checked="" type="checkbox"/> Edit	8 GB RAM	0	10	Number	

	Short Name	TargetPrice	Quantity	UOM	Remark	Description	Delivery Location	Status	BOQ Required
<input checked="" type="checkbox"/> Edit	PC - i5 processes ,8 GB RAM	56000	10	Number		Intel® Core i5-6402P Processor (6M Cache, up to 3.40 GHz)	Gurgaon	Yes	BOQ Required

[Back](#) [Save And Continue](#)

"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.

The screenshot shows the 'Request For Quotation' interface with three steps: 1. RFQ Details, 2. RFQ Parameters, and 3. Invite Vendor. The 'Invite Vendor' step is active. It features a search bar labeled 'Search Vendor' and a 'Select Vendor' section. Below this is a table of vendors with checkboxes for selection. The vendors listed are:

Select Vendor	Vendors
<input type="checkbox"/>	ADITAC SOLUTIONS AND SERVICES PVT. LTD. (sourav.banerjee@aditac.com)
<input checked="" type="checkbox"/>	AgileApt Solutions Pvt Ltd (vikrant.chhetri@agileapt.com)
<input type="checkbox"/>	Alpha KKC Logistics (I) Pvt Ltd (ops@alphakkclogistics.com)
<input type="checkbox"/>	CEVA Freight (India) Private Limited (Aditya.Sharma@cevalogistics.com)
<input type="checkbox"/>	Damco India Pvt Ltd (Somen.das@damco.com)
<input type="checkbox"/>	DHL LOGISTICS PVT. LTD. (Jdct.bhasin@dhl.com)
<input type="checkbox"/>	EXSCHAIN LOGISTICS INDIA, PVT. LTD. (amit.singh@exchain.com)
<input type="checkbox"/>	Hanjin Logistics India Pvt Ltd (Kunian.john@hanjinlogistics.com)
<input type="checkbox"/>	HINDUSTAN CARGO LTD (All Cargo) (sales.hci@hindustancargoltd.in)

At the bottom, there are buttons for '@Back' and 'Submit'.

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.

Sourcing Portal Bringing Global Suppliers under one umbrella..

The screenshot shows the Sourcing Portal dashboard. It has a header with 'Home > Dashboard' and a 'Help' button. The main content area is divided into two sections:

- Pending Bids:** A list of bids with icons, descriptions, and dates.

Icon	Description	Date
Airplane	Air import shipment bid is invited from Asia Pacific - Bangladesh	12/05/2016
Warehouse	Warehouse rentals bid is invited for 5000 sq. ft.	13/05/2016
Warehouse	Warehouse rentals bid is invited for 5000 sq. ft.	13/05/2016
- Pending RFI/RFQ:** A list of RFQs with icons, descriptions, and dates.

Icon	Description	Date
RFQ	Windows PC and Mac book quotation	14/05/2016

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

Home > RFQ Vendor

RFQ Details

RFQ Subject: Mouse
RFQ Description: Keyboard
Conversion Rate: CPU with I5 processor
Term & Condition:

Short Name	Quoted Price	Quantity	UOM	Remark
17 inch Monitor	15000	10	Number	
Mouse	1000	10	Number	
Keyboard	1200	10	Number	
CPU with I5 processor	35000	10	Number	

Submit

RFQ Parameters

Short Name	Quoted Price	Quantity	UOM	Remark	Description	Delivery Location	Status	
PC - I5 processes, 8 GB RAM	52200	10	Number		Intel® Core i5-6402P Processor (6M Cache, up to 3.40 GHz)	gurgaon	Yes	BOQ Required

Save & Exit Submit

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

Home > RFQ Report

Help

RFQ Details Report

RFQ Subject: Windows PC and Mac book quotation
RFQ Description: RFQ for windows PC and Mac book procurement
Conversion Rate: 1
Term & Condition: Term & condition.docx

Currency: INR
Vendor Name: AgileApt Solutions Pvt Ltd
RFQ Deadline: 14/05/2016
Attachment (Any Other):

RFQ Parameters Report

Export

Short Name	Quoted Price	Quantity	UOM	Remark	Description	Delivery Location
PC - I5 processes, 8 GB RAM (BOQ Given Below)	52200	10	Number		Intel® Core i5-6402P Processor (6M Cache, up to 3.40 GHz)	gurgaon
17 inch Monitor	15000	10	Number			
Mouse	1000	10	Number			
Keyboard	1200	10	Number			
CPU with I5 processor	35000	10	Number			
8 GB RAM	0	10	Number			

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.

The screenshot shows the 'Request For Information' form in the 'Configure RFI' step. The breadcrumb trail is 'Home > Configuration > Request For Information'. The form has three steps: 1. Configure RFI (active), 2. RFI Questions, and 3. Invite Vendors. The form fields are:

- RFI Subject: Sourcing of IT resources on contract
- RFI Deadline: 14/05/2016
- RFI Description: Company require various kind of it skill sets.
- Attachment: Terms & Conditions (with a 'Choose File' button and 'Term & condition.docx' text)

At the bottom right, there is a 'Save And Continue' button.

"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

The screenshot shows the 'Request For Information' form in the 'RFI Questions' step. The breadcrumb trail is 'Home > Configuration > Request For Information'. The form has three steps: 1. Configure RFI, 2. RFI Questions (active), and 3. Invite Vendors. The form displays four categories of questions:

- Company Information
- Financial Information
- Company Capabilities
- Technical Information

At the bottom, there are 'Back' and 'Save And Continue' buttons.

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

The screenshot shows the 'Request For Information' configuration page. The breadcrumb trail is 'Home > Configuration > Request For Information'. The page has three steps: 1. Configure RFI, 2. RFI Questions, and 3. Invite Vendors. The 'Company Information' section is active, showing a search bar and an 'Add New' button. Below is a table of questions:

Questions	Sub Category	Validation	Attachment
<input checked="" type="checkbox"/> Provide details about your company structure (parent company, affiliates, groups) and about the ownership of the company. Indicate planned ownership changes, if any.	Company Background	Mandatory	Not-Required
<input checked="" type="checkbox"/> What is the company's history and how long has the company been in business?	Company Background	Mandatory	Not-Required
<input checked="" type="checkbox"/> Please specify your yearly turnover	Company Background	Mandatory	Not-Required

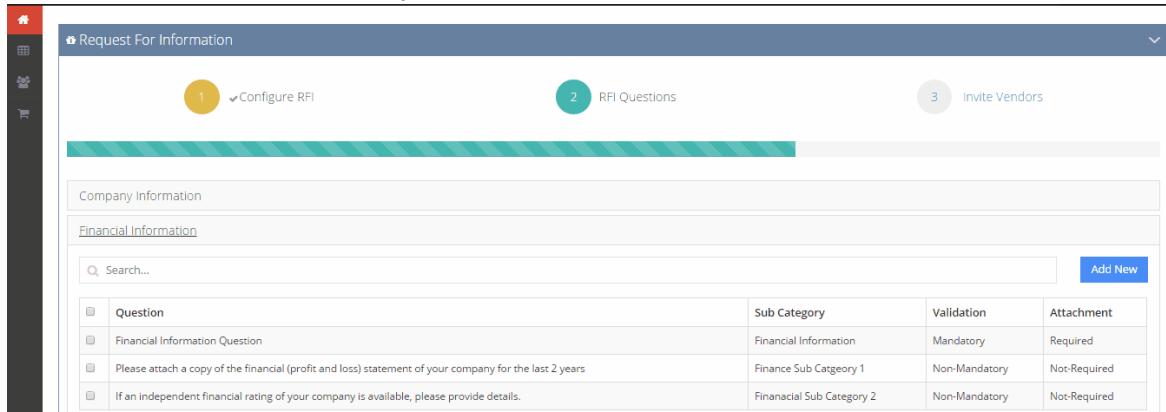
You can add a new questions in this database. After fill all details click on submit.

The screenshot shows the 'RFI Question Master' modal form. The fields are:

- Question Category: Company Information
- Question Sub Category: Company Incorporation
- Question Description: Date of company incorporation
- Validation: Mandatory
- ☐ Check if attachment is required

Buttons: Submit, Clear, Back, Save And Continue.

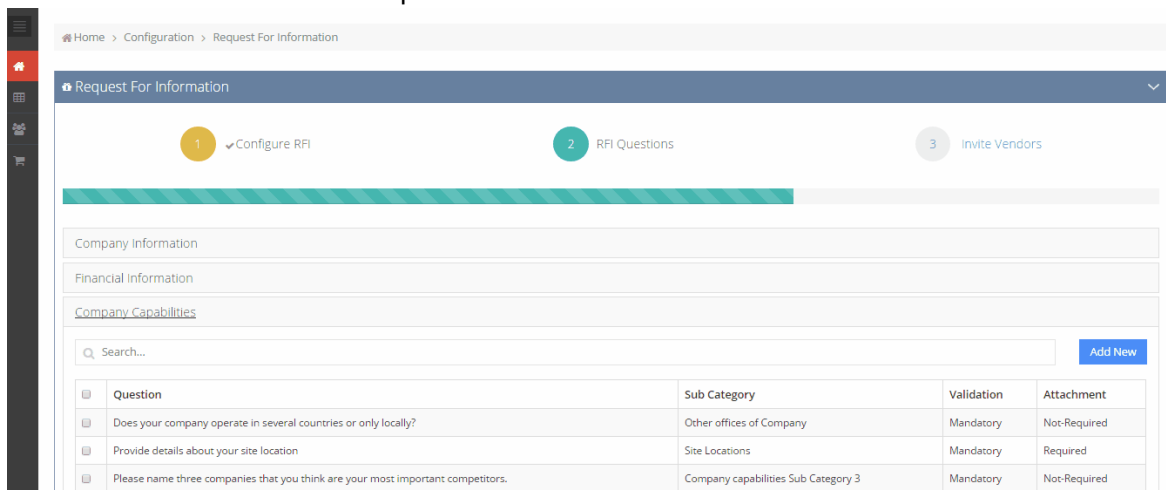
- B. Click on "Financial Information" and select required questions.
Click on "Add New" to add a questions in the database.



The screenshot shows the 'Request For Information' configuration page. At the top, there are three steps: 1. Configure RFI (active), 2. RFI Questions, and 3. Invite Vendors. Below the steps, there are three sections: 'Company Information', 'Financial Information', and 'Company Capabilities'. The 'Financial Information' section is selected, and a search bar is visible. Below the search bar, there is a table with the following data:

Question	Sub Category	Validation	Attachment
Financial Information Question	Financial Information	Mandatory	Required
Please attach a copy of the financial (profit and loss) statement of your company for the last 2 years	Finance Sub Category 1	Non-Mandatory	Not-Required
If an independent financial rating of your company is available, please provide details.	Finanacial Sub Category 2	Non-Mandatory	Not-Required

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



The screenshot shows the 'Request For Information' configuration page. At the top, there are three steps: 1. Configure RFI (active), 2. RFI Questions, and 3. Invite Vendors. Below the steps, there are three sections: 'Company Information', 'Financial Information', and 'Company Capabilities'. The 'Company Capabilities' section is selected, and a search bar is visible. Below the search bar, there is a table with the following data:

Question	Sub Category	Validation	Attachment
Does your company operate in several countries or only locally?	Other offices of Company	Mandatory	Not-Required
Provide details about your site location	Site Locations	Mandatory	Required
Please name three companies that you think are your most important competitors.	Company capabilities Sub Category 3	Mandatory	Not-Required

- 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.

Home > Configuration > Request For Information

Request For Information

1 ✓ Configure RFI 2 RFI Questions 3 Invite Vendors

Company Information

Financial Information

Company Capabilities

Technical Information

Search...

Question	Sub Category	Validation	Attachment
Does your company comply with ISO 14001/OHSA 18001/SA 8000 or similar international standard?	Core Product and Services	Mandatory	Not-Required
Is your company able to recycle/dispose of telecommunication network equipment/elements?	Recycling/Disposition	Mandatory	Not-Required
Kindly please define if the following fractions are received and how they are treated for end of life at your facility if at all. If they are sent	Down Flow Fractions	Mandatory	Not-Required

Back Save And Continue

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.

Home > Configuration > Request For Information

Request For Information

1 ✓ Configure RFI 2 ✓ RFI Questions 3 Invite Vendors

Company Name *

Email Id *

Mobile No *

Contact Person *

Add

Company	Email	Mobile No	Contact Person	Actions
AgileApt Solutions p Ltd	info@agileapt.com	8130927864	Sunil pandey	Modify Delete
New Technologies p Ltd	kiran@ntech.com	9988007722	Kiran	Modify Delete

Back Save And Exit Submit RFI

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

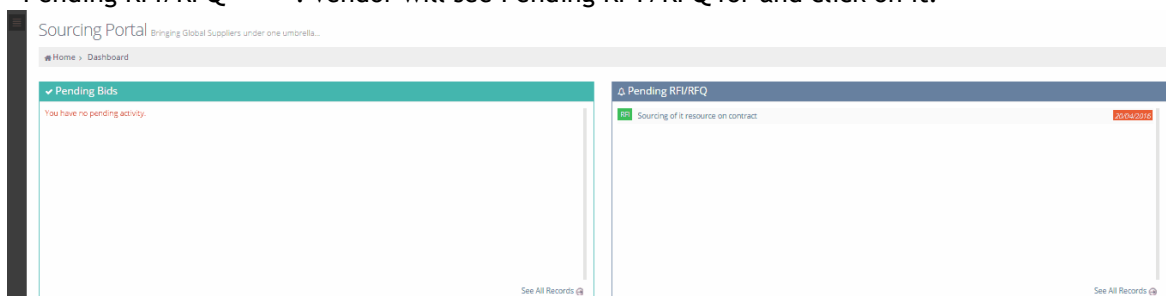
Pankaj Baranwal

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 RFI/RFQ for and click on it.



"RFI Details ": Click on checkbox next to "Accept terms and conditions" and click Next to proceed.

Home > RFI Vendor

Request For Information

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

RFI Subject: Sourcing of IT resource on contract

RFI Description: We require various kind of IT skill sets.

RFI Deadline: 20/04/2016

Attachment: Terms & condition. [Choose File] No file chosen

Accept Terms and Conditions ☒

Next

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

Home > RFI Vendor

Request For Information

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

Company Name: AgriNxt Solutions P Ltd

Office Address: H-25, Sector 63, Noida

Email Address: info@agrinxt.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@agrinxt.com

Phone Number: 0120651230

Factory Address: H-23, Sector 63, Noida

Parent Company Name (if any):

Web Site: www.agrinxt.com

Number of Employees: 35

Company Incorporation Details

Date of company incorporation: 17th July 2014

Back Save and Continue Save and Exit

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

Home > RFI Vendor

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 Terms& condition.docx Choose File Terms& condition.docx

Annual Revenue (in millions)

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

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

Home > RFI Vendor Help

Request For Information

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

Technologies

Specify technologies on which you have expertise.

HTML, CSS3, Angular JS, Node JS, JQuery Mobile and Cordova (PhoneGap), ASP.net MVC/PHP, SQL (MS SQL/MySQL)

[Back](#) [Save and Continue](#) [Save And Exit](#)

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

Home > RFI Vendor Help

Request For Information

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

Technologies

All Technologies, in which company is working.

Yes

[Back](#) [Save And Exit](#)

Home > RFI Response

Request For Information

RFI Subject: Sourcing of IT resources on contract RFI Deadline: 14/05/2016

RFI Description: Company require various kind of IT Skill Sets.

Attachment: Term&conditions [Term & condition.docx](#)

Request For Information Report [Print](#) [Approve](#) [Reject](#)

Company Information

Company Name	AgileApt Solutions P Ltd	Phone Number	01206512340
Office Address	H-23, Noida	Factory Address	
Email Address	info@agileapt.com	Parent Company Name (if any)	
Fax Number	0	Web Site	
Ownership (Private or Public)	Private Limited	Number of Employees	35
Brief description of key project			
Key Contact Name	Mr. Sunil Pandey	Key Contact Phone	8899665544
Key Contact Email	sunil.pandey@agileapt.com		

company incorporation

Date of company incorporation

Answer: 14th July, 2014

Financial Information

Is Company Publicly Listed	Yes		
<div> <div>Last two years balance sheet or annual reports</div> <div>Term & condition.docx</div> <div>Term & condition.docx</div> </div>			
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
Sector: Select
Bid Subject:
From Date:

Bid For: Price
Country: Ghana
Bid Status: Awarded
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.

Home > Manage > Register Participants [Help](#)

Register Participants

Company Name
Enter Company Name

Address
Enter Company Address

City
Enter City Name

PAN No.
Enter PAN No.

TIN No.
Enter TIN No.

Company Phone No.
Enter Company Phone No.

Company E-Mail.
Enter Company E-Mail.

☐ Air (Import)

Enter Contact Person's Name

Enter Phone No

Enter e-Mail ID

Enter Alternate e-Mail ID

☐ Domestic

Enter Contact Person's Name

Enter Phone No

Enter e-Mail ID

Enter Alternate e-Mail ID

☐ Product/ Services

Enter Contact Person's Name

Enter Phone No

Enter e-Mail ID

Enter Alternate e-Mail ID

☐ Sea (Import)

Enter Contact Person's Name

Enter Phone No

Enter e-Mail ID

Enter Alternate e-Mail ID

☐ Warehouse

Enter Contact Person's Name

Enter Phone No

Enter e-Mail ID

Enter Alternate e-Mail ID

Is Active ☒

Submit

Search

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.

Home > Manage > Register User Help

Register User

User Name

Mobile No

Email

User Role

Bidtype(s) ☐ Air (Import) ☐ Domestic ☐ Product/ Services ☐ Sea (Import) ☐ Warehouse

IsActive ☒

User(s) List

Search

User Name	Mobile No	E-Mail	User Role	Active	Action
Gaurav Mittal	9999999999	gaurav.mittal@micromaxinfo.com	User	Yes	Edit
jagmeet Singh Kohli	9999999999	jagmeet.kohli@micromaxinfo.com	Administrator	Yes	Edit

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.

Home > Manage > Reset Password | Invite Vendors | Remove Quotes From Bid [Help](#)

☰

Bid *

Select Bid

Reset Password | Invite Vendors | Remove Quotes

Vendor *

Vendors

Reset Password

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

Home > Manage > Reset Password | Invite Vendors | Remove Quotes From Bid [Help](#)

☰

Bid *

Air import shipment bid is invited from Asia Pacific - Bangladesh 12/05/2016 | 15 Mins

Reset Password | Invite Vendors | Remove Quotes

Q Search...

<input type="checkbox"/> All	Vendors
<input type="checkbox"/>	Trisha Micromax (trisha.gandotra@micromaxinfo.com)
<input type="checkbox"/>	SBS TRANSPOLE LOGISTICS PVT LTD (rfo@transpolegroup.net)
<input type="checkbox"/>	Damco India Pvt Ltd (Somen.das@damco.com)
<input type="checkbox"/>	Hanjin Logistics India Pvt Ltd (sumant.sinha@hanjinlogistics.com)
<input type="checkbox"/>	TOLL GLOBAL FORWARDING INDIA PVT LTD. (Surendra.bhatia@tollgroup.com)
<input type="checkbox"/>	EXSCHAIN LOGISTICS (INDIA, PVT. LTD. (amit.singh@exschain.com)
<input type="checkbox"/>	HINDUSTAN CARGO LTD (All Cargo) (sales.hcl@hindustancargoltd.in)
<input type="checkbox"/>	Alpha KKC Logistics (I) Pvt Ltd (Parminder@alphakkclogistics.com)
<input type="checkbox"/>	CEVA Freight (India) Private Limited (Aditya.Sharma@CevaLogistics.com)
<input type="checkbox"/>	Sea Cargo Logistics (India) Pvt. Ltd. (kush@seacargo.in)
<input type="checkbox"/>	Panalpina World Transport (India) Pvt. Ltd. (amit.gupta@panalpina.com)
<input type="checkbox"/>	DHL LOGISTICS PVT. LTD. (Udit.bhasin@dhl.com)
<input type="checkbox"/>	KGL NETWORK PRIVATE LIMITED (prashant@kgindia.com)
<input type="checkbox"/>	NIPPON EXPRESS (renu.chamoli@nissu.co.in)
<input type="checkbox"/>	OM FREIGHT FORWARDERS PVT LTD (athakian@omfreight.com)
<input type="checkbox"/>	null
<input type="checkbox"/>	null
<input type="checkbox"/>	null
<input type="checkbox"/>	null

Invite Vendor

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

Home > Manage > Reset Password | Invite Vendors | Remove Quotes From Bid Help

Menu

Bid *

Air import shipment bid is invited from Asia Pacific - Bangladesh 12/05/2016 | 15 Mins

Reset Password Invite Vendors Remove Quotes

Vendor *

Select Vendor

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".

Home > Master Data > Place Master Help







Place Master

Place Name*

IsActive ☒

Submit

Search Place ...

Edit	Name	Status
	New Delhi	Active
	Central	Active
	East	Active
	North	Active
	North East	Active
	South	Active

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.

The screenshot displays the 'Vehicle Type Master' application interface. On the left is a form for adding or editing vehicle types, and on the right is a table listing existing entries.

Vehicle Type Master Form:

- Bid For:** FTL - Domestic
- Name:** Vehicle Name
- IsActive:** ☒
- Submit** button

Vehicle Type Master Table:

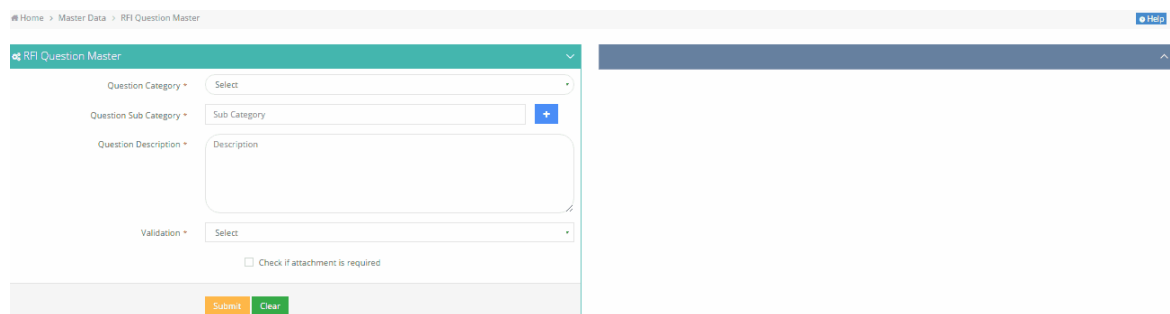
Edit	Bid For	Name	Status
	Part Load	TATA Ace	Active
	FTL - Domestic	Tata 407	Active
	FTL - Domestic	Tata 709	Active
	Domestic Air	Jet AirWays	Active

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.



The screenshot displays the 'RFI Question Master' form within a web application. The breadcrumb trail at the top reads 'Home > Master Data > RFI Question Master'. The form itself is titled 'RFI Question Master' and contains the following fields:

- Question Category ***: A dropdown menu currently showing 'Select'.
- Question Sub Category ***: A text input field with 'Sub Category' entered and a blue '+' button to its right.
- Question Description ***: A large text area with 'Description' as the placeholder text.
- Validation ***: A dropdown menu currently showing 'Select'.
- ☐ Check if attachment is required

At the bottom of the form are two buttons: 'Submit' (orange) and 'Clear' (green).

