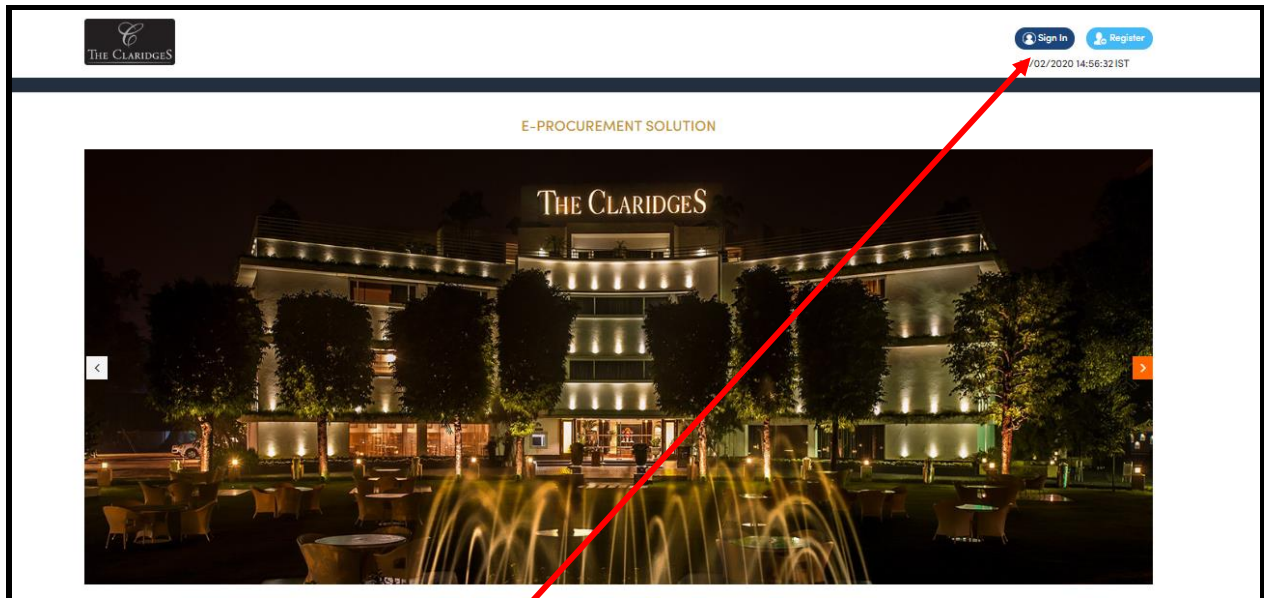


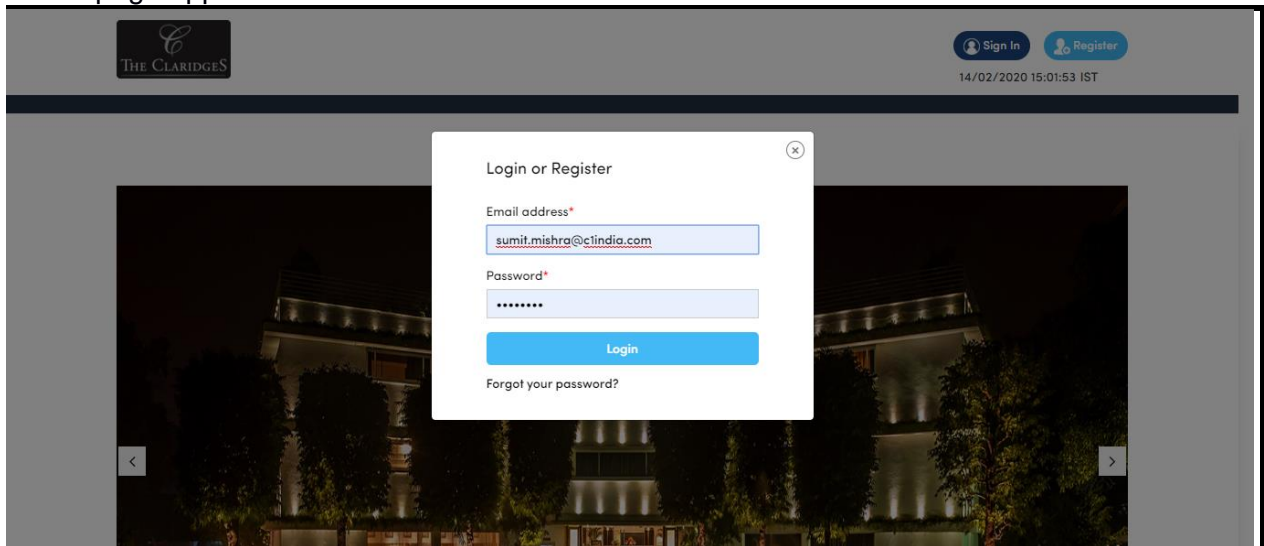
Bid Submission Manual

<https://claridges.procfocus.com>



On the Home Page, click on **Sign In** as shown above

A new page appears as shown below.



Enter your E-mail ID as your User ID, Password and click on Login.

A new page appears as shown below:

Welcome Dheeraj Kumar
Monday, 17th February 2020 11:05:52 IST

Profile
My account > Profile

Profile Strength: 86%

Dheeraj Kumar
M/s Dheeraj Enterprises
Edit Profile Picture

Basic Info		Company Information	
Name	:	Dheeraj Kumar	
Company Name	:	M/s Dheeraj Enterprises	
Designation	:	N/A	
E-Mail	:	dheeraj.kumar@c1india.com	
Mobile No.	:	91-9079370602	

Edit Details

Click on **My Quotation** → **Buying Request (RFQ)**. A list of all the Live Buying Requests will appear as shown in the below screenshot:

Welcome Dheeraj Kumar
Monday, 17th February 2020 11:06:37 IST

Buying Request
Home > Buying Request
View Buying Request

Show 10 entries Search:

RFQ ID	Ref. No.	Location	Department	Subject	Sector	Creation Date	Offer Expires	Actions
5	Tender for Chicken	Delhi	Purchase Department	RFQ-TCND/2020-21/Chicken	Food	2020-02-17 10:44:23	2020-02-18 17:00:00	
4	Claridges	Delhi	Purchase Department	RFQ-Claridges_17/02/2020	Food	2020-02-17 10:28:45	2020-02-17 17:00:15	
3	Claridges	Delhi	Purchase Department	RFQ-Claridges_Test	Food	2020-02-14 15:38:40	2020-02-14 16:36:14	

Showing 1 to 3 of 3 entries

Click on **Submit/Edit Quote** icon under Actions column as shown in the above screenshot.

A new page as shown below appears displaying the details of RFQ.

Buying Request

Home / Buying Request / Buying Request Details

RFQ-Claridges_14/02/2020 Verified

Item List

Sr. No.	Item Name	Quantity	UOM	Description
1	RICE STAFF CAFFETARIA FORTUNE EVERYDAY BASMATI MONGRA	5	Kilogram	RICE STAFF CAFFETARIA FORTUNE EVERYDAY BASMATI MONGRA
2	RICE BASMATI DAWAT CHEFS SECRETZ POPULAR L GRAINS	5	Kilogram	RICE BASMATI DAWAT CHEFS SECRETZ POPULAR L GRAINS

Posted date: 2020-02-14 14:08:41 Valid Till: 2020-02-14 17:00:20
 Country: India Quoting mandatory for all items

Terms & Conditions

1. Supplier will log into the portal giving user id / password. Don't share the user ID / password with others. 2. Carefully go through the RFQ/ Bid requirement and submit the documents accordingly, otherwise, the RFQ/ Bid will be rejected. 3. If there are any clarifications, this may be obtained online through the e-Procurement Portal. 4. The Supplier/ Bidder must read the terms and conditions and accepts the same to proceed further to submit the RFQ/ Bids. 5. The Supplier/ Bidder must submit the RFQ/ Bid document(s) online well in advance before the prescribed time to avoid any delay or problem during the RFQ/ Bid submission process. 6. We will not be held responsible for any sort of delay or the difficulties faced during the submission of RFQ/ Bids online by the Supplier/ Bidders due to local issues. 7. The Supplier/ Bidder will have to submit the bid documents online made only, through this portal. Offline documents will not be handled through this system. 8. Successful RFQ/ Bid submission from the system means, the RFQ/ Bids as uploaded by the Supplier/ Bidder is received and stored in the system. System does not certify for its correctness. 9. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The Supplier/ Bidders should adhere to this time during RFQ/ Bid submission. 10. All the data being entered by the Supplier/ Bidders would be encrypted at the client end, and the software uses encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of RFQ/ Bid opening. 11. Product should be Original as against our specification. 12. Payment: As per the agreed terms floated in the RFQ 13. Formal Quotation with terms and specifications should be attached. 14. Delivery: As per requirement floated in RFQ.

Submit Quote

Seller Quotation (3)

Click on **Submit Quote** to participate and submit your Bid.

On the next screen that appears (as shown below), select the items in which you wish to participate, fill all the relevant details, upload documents (**Tender Fee Receipt & Category documents, etc.**), Agree to the Terms and Conditions and click on Submit button.

My Quotations

Home > My Quotations

My Quote

RFQ ID:	5	Created Date	2020-02-17 10:44:23
Ref No.:	Tender for Chicken	No. of Items	1
Subject:	RFQ-TCND/2020-21/Chicken	Upload Document*	docs.zip +
Offer Expires	2020-02-18 17:00:00	Documents	N/A
Tender Fee*	INR 1500 Holiday_List_2019_Orig_V4 +	Upload Document*	Halal Certificate

All quotes are mandatory!

1. CHICKEN BOILER 900\1100 WITHOUT\O SKIN
Item Description: CHICKEN BOILER 900\1100 WITHOUT\O SKIN

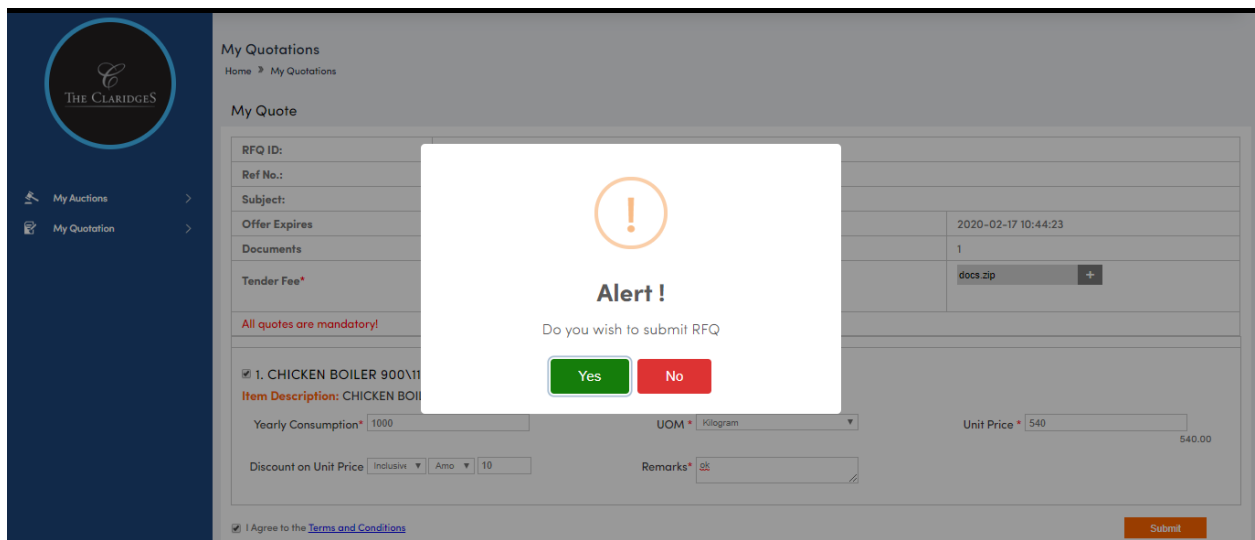
Yearly Consumption* 1000 UOM* Kilogram Unit Price* 540 540.00

Discount on Unit Price Inclusive Amc 10 Remarks* OK

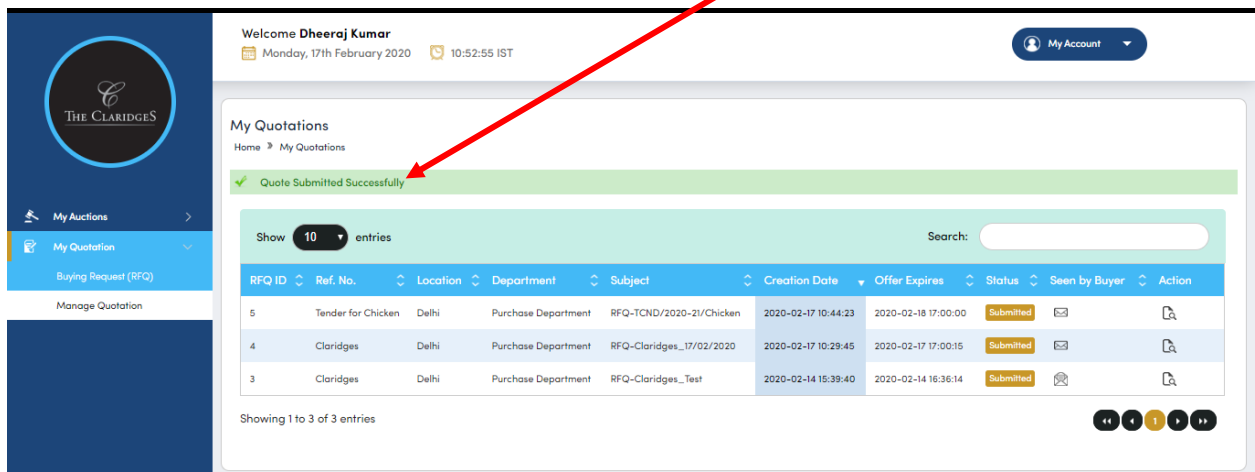
I Agree to the [Terms and Conditions](#) **Submit**

Note: - All quotations are mandatory for all the items during the RFQ submission.

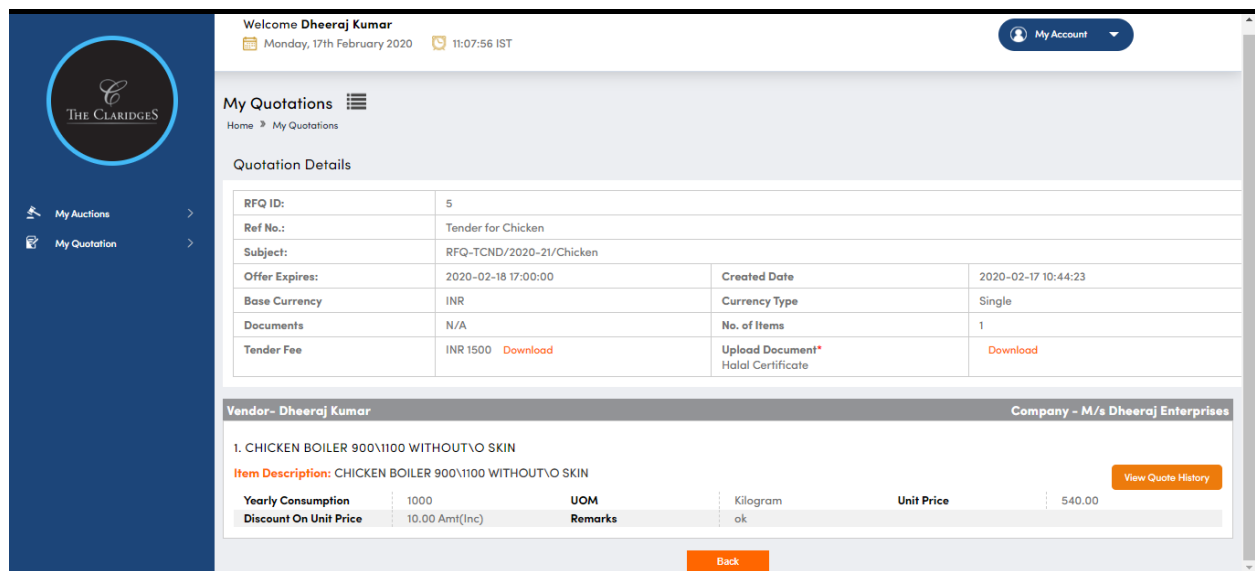
A pop-up appears asking for your confirmation to submit the RFQ.



Click on Yes. A message appears on screen displaying "Quote Submitted Successfully". An email notification is also sent on the registered email ID confirming RFQ submission.



In case, you wish to see the quote submitted by you, click on My Quotation → Manage Quotation → View Report. The screenshot as shown below appears displaying submitted quote.



Welcome **Dheeraj Kumar**
 Monday, 17th February 2020 11:07:56 IST My Account

My Quotations
 Home > My Quotations

Quotation Details

RFQ ID:	5		
Ref No.:	Tender for Chicken		
Subject:	RFQ-TCND/2020-21/Chicken		
Offer Expires:	2020-02-18 17:00:00	Created Date	2020-02-17 10:44:23
Base Currency	INR	Currency Type	Single
Documents	N/A	No. of Items	1
Tender Fee	INR 1500 Download	Upload Document* Halal Certificate	Download

Vendor - Dheeraj Kumar Company - M/s Dheeraj Enterprises

1. CHICKEN BOILER 900\1100 WITHOUT\O SKIN
 Item Description: CHICKEN BOILER 900\1100 WITHOUT\O SKIN [View Quote History](#)

Yearly Consumption	1000	UOM	Kilogram	Unit Price	540.00
Discount On Unit Price	10.00 Amt(Inc)	Remarks	ok		

[Back](#)

Note: In case, Bidder wishes to Edit his previous quote, he can Click on **My Quotation** → **Buying Request (RFQ)** → **Submit/Edit Quote** icon against the specific RFQ under Actions column and perform the above mentioned steps.