	COMTEL CONSULTANTS & INFRAPROJECTS PVT LTD (CC IPL)	Doc. No.-	QSP/7.5/QMC/05/UG1			"Satyameva Jayate"
	<u>USER'S GUIDE TO GET QUOTATION</u>	Rev. No. -	00	Date -	08/09/20025	Truth alone triumphs

## User's Guide

### Step 1 :


Click on "Get A Quote" the following message will be shown mentioning in small letter "Business Models you can Consider" and in Bold & Big letter "Get A Quote" with a background. (Fig.: 1)



(Fig.: 1)

### Step 2 :


By scrolling the screen User can see the quotation form under the head "Login to change previous quote" or "OR Send a new quote" which has to be filled up by User itself. (Fig.: 2)

 **Login to change previous quote**

Company Email(\*)

Previous Quote Reference No(\*)

Login

 **OR Send a new quote**

Company Name(\*)

Company Email(\*)

Company Phone(\*)


Company Address(\*)

(Fig.: 2)

### Step 3 :

By scrolling down, User can see the following Menu under the head "Step 1: Select Services" or may choose their desired services from "search services...type to filter" just above of "Step 1: Select Services". (Fig.: 3)

FEASIBILITY STUDY  
 SURVEY & SOIL INVESTIGATION  
 ARCHITECTURAL & STRUCTURAL  
 PROCUREMENT ASSISTANCE  
 PROJECT MANAGEMENT  
 HEALTH AUDIT OF STRUCTURE  
 CONFERENCE  
 EXECUTION  
 Your Requirement

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### Step 1: Select Services

<b>FEASIBILITY STUDY</b> Select Service	+
<b>SURVEY &amp; SOIL INVESTIGATION</b> Select Service	+
<b>ARCHITECTURAL &amp; STRUCTURAL</b> Select Service	+
<b>PROCUREMENT ASSISTANCE</b> Select Service	+
<b>PROJECT MANAGEMENT</b> Select Service	+
<b>HEALTH AUDIT OF STRUCTURE</b> Select Service	+
<b>CONFERENCE</b> Select Service	+
<b>EXECUTION</b> Select Service	+

Don't see your desired service? Let us know your requirements, and we'll call you to discuss a customized solution!


Your Requirement:

(Fig.: 3)

### Step 4 :

On choosing the desired services User will click on “+” shown on extreme right any of the services. Followed by, User will choose the actual service by clicking “Add(\*)” button at extreme right of the Table preceded by “EST. HR(\*), SER. Qty, Unit” wherein “EST. HR(\*)” has to be filled up by User to better understand near to Service Provider based on which the Service Provider’s designated representative may discuss with User for optimizing the offer to either side in following stages before negotiation and finalizing the offer thereof. Upon putting the estimated hour in designated box and check out the relevant “Add(\*)” box, the User will see “**Final Total Amount: ₹xxxx.xx**” under the head “ESTIMATED PRICE Summary”. “Price (Per Hr)” is given as a guideline to determine the respective values of services. (\*) is mandatory to be filled up by User.

(Fig.: 4)

	COMTEL CONSULTANTS & INFRAPROJECTS PVT LTD (CC IPL)	Doc. No. -	QSP/7.5/QMC/05/UG1			"Satyameva Jayate" Truth alone triumphs
	<u>USER'S GUIDE TO GET QUOTATION</u>	Rev. No. -	00	Date -	08/09/20025	

**SURVEY & SOIL INVESTIGATION**
×

Select Service

Service	Price (Per Hr)	EST. HR(*)	SER. Qty	Unit	Add(*)
SITE SELECTION, SITE RECONNAISSANCE SURVEY	1,999.00	<input type="text" value="1"/>	<input type="text" value="1"/>	M▼	<input type="checkbox"/>
TOPOGRAPHICAL SURVEY	2,199.00	<input type="text" value="1"/>	<input type="text" value="1"/>	M▼	<input type="checkbox"/>
GEOTECHNICAL INVESTIGATION	2,499.00	<input type="text" value="1"/>	<input type="text" value="1"/>	M▼	<input type="checkbox"/>
LAYOUT SURVEY	1,999.00	<input type="text" value="1"/>	<input type="text" value="1"/>	M▼	<input type="checkbox"/>

(Fig.: 4)

**Step 5 :**

User will click on “Submit Quote” (Fig.: 5) button and automatically User will get a system generated enquiry mail (Fig.: 6) once the User will be satisfied with their Total Budgetary Estimate according to their desired respective services which are to be outsourced.

**ESTIMATED PRICE Summary**

Service	Qty	Total
Final Total Amount: ₹0.00		
<b>Submit Quote</b>		

(Fig.: 5)

**Thank You for Visiting Our Website!**

Dear Sir,

This is the estimated value of your required services through our web portal.


(Fig.: 6)

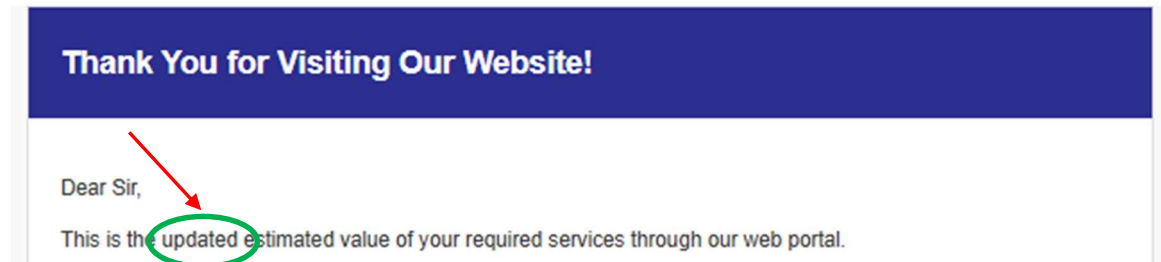
**Step 6 :**

Representative from Service Provider’s end will contact the User based on the above system generated enquiry mail.

**Step 7 :**

User may revise their enquiry based on discussion held with representative from Service Provider’s end as per Step 6 and resubmit their enquiry through “Login to change previous quote” following same steps (Fig.:8) or may jump to Step 8 as below.

	COMTEL CONSULTANTS & INFRAPROJECTS PVT LTD (CC IPL)	Doc. No.-	QSP/7.5/QMC/05/UG1			"Satyameva Jayate" Truth alone triumphs
	<u>USER'S GUIDE TO GET QUOTATION</u>	Rev. No. -	00	Date -	08/09/20025	



(Fig.: 8)

**Step 8 :**

System generated mail (Fig.: 9) mentioning “Final Negotiated Value” will be sent from Service Provider’s end. User would strictly follow the Payment Terms of this mail, otherwise further action will be debarred from Service Provider’s end.

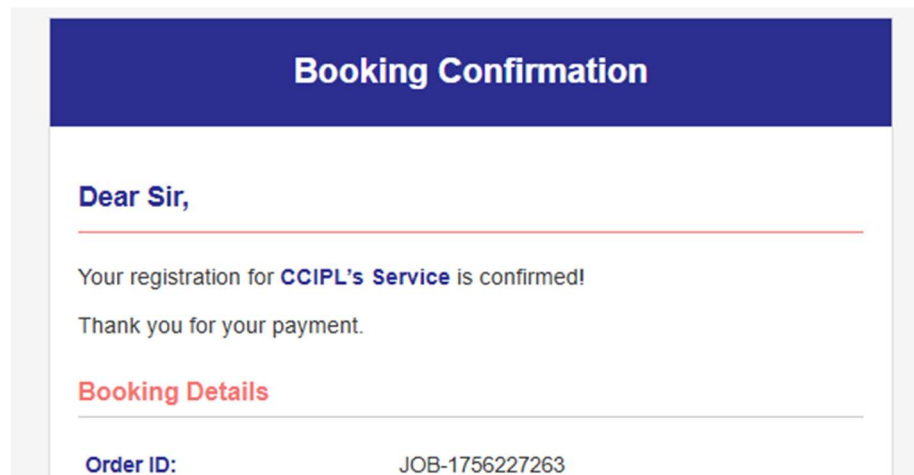


(Fig.: 9)

- Advance **xx%** (May be decided during negotiation)
- Notification will be sent on 10% Running Balance (Fixed)
- Service will be halted on 5% Running Balance (Fixed)

**Step 9 :**

“Booking Confirmation” system generated mail (Fig.: 10) will be sent mentioning Coordinator Details with contact no. once advance payment has been made as per Payment Terms of “Final Negotiated Value” mail as per Step 8.



(Fig.: 10)