

Opt-source Procurement Portal

The supplier interested in entering into business relationship with Opt-source Technologies Pvt. Ltd. agrees to the following terms & conditions:

Business Code of Conduct

Integrity and Ethics

- The Supplier will conduct all its dealings in a very ethical manner and with the highest business standards.
- All Suppliers with a business relationship with Opt-source shall comply with the highest level of integrity and ethical practices.
- The Supplier will provide all possible assistance to each other in order to investigate any possible instances of unethical behavior or business conduct violations by an employee of the other. Either Party will disclose forthwith any breach of these provisions that comes to their knowledge to allow for timely action in their prevention and detection.
- Supplier will adopt appropriate processes to prevent offering any illegal gratification in the form of bribes or kickbacks either in cash or in kind in the course of all dealings with us. Any instances of such violations will be viewed in a serious manner and Opt-source reserves the right to take all appropriate actions or remedies as may be required under the circumstances.
- All Supplier are required to confirm their compliance to ethical dealings on an annual basis by signing a certificate to this effect as per Opt-source's standard annual certificate as given in the annexure.
- Any ethical or integrity issues observed or encountered while dealing with Opt-source shall be brought to the notice of Opt-source's senior management or the Head of Internal Audit immediately.

Environment, health and Safety

- Supplier dealing with Opt-source shall comply and adhere to all laws, regulations and guidelines on environment, health and Safety.

- Supplier will ensure that all new service offerings as well as new product designs are in compliance with the relevant environmental regulation and guidelines, at the time of implementation at Opt-source.

Protection of Intellectual Property

The Supplier:

- Shall comply with the guidelines for use of the trademarks and trade names notified by the Company (including but not limited to 'Opt-source') and shall not use the Company trademarks and trade names without the prior written consent of the Company.
- Shall, under no circumstances, advertise or use the Company name to market its own product or associate its company with the Company. If a Supplier spots any counterfeit or infringing Company product/service, the Supplier shall immediately notify the Company.
- Shall not reproduce, in whole or in substantial part, any copyrighted work in hard copies, prints, video or electronic copies or software platform in violation of the copyright laws.
- The Company's intellectual property also resides in trade secrets or know-hows. Trade secrets are technical, commercial or other information unknown to the public, which can bring economic benefits to its owner. Documents that contain trade secrets and available to the Supplier shall be Safeguarded and not shared by the Supplier with any third party without prior written consent of the Company.

Domestic and international trade controls

- Supplier shall understand and follow applicable domestic and international trade control and customs laws and regulations, including, but not limited to those relating to licensing, shipping and import documentation and reporting and record retention requirements.
- Conflict of Interest

Supplier will ensure they do not engage in any personal dealings with Opt-source employees, especially those that they interact with on Opt-source business matters.

Disclosures

- Opt-source is an innovative technology platform and services provider in the procurement space and in business relationship with several small, medium and large size industry conglomerates and helps them to identify right suppliers and optimize their procurement operations.
- Opt-source intends to share their pre-registered and qualified suppliers' information with their existing customers to support them with their on-going and future business.
- Opt-source strongly believes that this exchange of supplier information with their esteemed customers is a WIN-WIN situation for both the parties and will help them to establish strong business relationships based on interest from either sides. However, Opt-source doesn't guaranty any assured business.