

REQUEST FOR PROPOSAL - AVAILING COMPUTER OPERATORS SERVICES

Stock Holding Corporation of India Limited
(StockHolding)



RFP Reference Number: IT-08/2021-22

Date: 06.09.2021

REQUEST FOR PROPOSAL - AVAILING COMPUTER OPERATORS SERVICES

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DISCLAIMER

The information contained in this Request for Proposal (RFP) document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Stock Holding Corporation of India Limited (*StockHolding*), is provided to the bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

This RFP document is not an agreement and is not an offer or invitation by *StockHolding* to any parties other than the applicants who are qualified to submit the bids (“bidders”). The purpose of this RFP is to provide the bidder(s) with information to assist the formulation of their proposals. This RFP does not claim to contain all the information each bidder may require. Each bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and where necessary obtain independent advice. *StockHolding* makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. *StockHolding* may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

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RFP Document Details

Name of Organisation	Stock Holding Corporation of India Limited
RFP Reference No.	IT-08/2021-22
Requirement	Availing Computer Operator resources at Mahape and at Delhi office of StockHolding
Date of issue of RFP document	06-09-2021
Pre-bid online meeting	Pre-bid meeting (Online) at 14-09-2021@11:30 Hrs. To participate, please send your request to prit@stockholding.com on or before 13-09-2021, 13:00 Hrs
Email Address	PRIT@stockholding.com
Date of submission of online technical bids	From 20-09-2021 between 10:00 a.m. and 6:00 p.m. IST
E-bidding to be facilitated by	M/s e-Procurement Technologies Ltd.(ETL), Ahmadabad, on behalf of Stock Holding Corporation of India Limited
Address for online submission of bids	Bid must be submitted online on https://stockholding.auctiontiger.net
Date of online technical bid opening	21-09-2021
Date of submission commercial bids	23-09-2021
Date of intimation of Qualification status	24-09-2021
Date of online commercial bid opening	27-09-2021
Contact Details of M/s e-Procurement Technologies Ltd.(ETL), Ahmedabad	Primary contact number 9081000427,9904407997 Imtiyaz Tajani: - 079-68136831, imtiyaz@eptl.in Salina Motani: - 079-68136843, salina.motani@eptl.in Jainam Belani: - 079-68136820, Jainam@eptl.in Ekta Maharaj: - 079-68136840, ekta.m@eptl.in Deepak Narekar: - 079-68136863, deepak@eptl.in Sujith Nair:- 079-68136857, sujith@eptl.in Devang Patel:- 079-68136859, devang@eptl.in

This bid document is not transferable

Objective of the RFP

Objective of this RFP is to enter into an annual contract with a Bidder for supply of Computer operator at locations listed in this RFP. This contract is applicable for all offices of Stock Holding Corporation of India Ltd. (StockHolding) across India.

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Submission of Proposal:

The response to this RFP will be submitted by way of two stage bidding process. The technical proposal with the relevant information/documents/acceptance of all terms and conditions as described in this RFP document will be submitted online through M/s e-Procurement Technologies Ltd.(ETL), Ahmedabad, the outsourcing agency approved by *StockHolding* for e-bidding on the website (<https://stockholding.auctiontiger.net>). The bidder will be trained by e-Procurement Technologies Ltd. for this purpose, and the bidder will have to abide by the e-business rules in consultation with e-Procurement Technologies Ltd.

The bidder will have to upload the duly signed and scanned RFP submission with relevant document(s) along with technical bid (**Annexure - 3**). Technically qualified bidders will subsequently submit commercial bids online. All Annexure Forms will have to be filled and submitted online. The Technical Bid with relative documents must be submitted online.

The bidders are requested to note that they cannot make their online submission after the time stipulated above and no extension of time will normally be permitted for submission of bid.

The bidders are requested to note that it is mandatory to have a valid digital certificate issued by any of the valid certifying authorities approved by Govt. of India to participate in the online bidding. The bidders are requested to ensure that they have the same, well in advance or if any assistance is required for the purpose, bidders can contact service provider (M/s e-Procurement Technologies Ltd.).

Minimum requirement for e-Bidding:

1. Computer / Laptop (Notebook) with internet connection
2. Operating system - Windows XP Service pack -3 / VISTA/ Windows 7 or above
3. Digital certificate - Class II or III, **Signing + Encryption. Please note that this must be a signing AND encryption certificate.**

Due Diligence:

The bidder is expected to examine all instructions, Forms, Terms, Conditions, and Specifications in this RFP. Bids shall be deemed to have been made after careful study and examination of this RFP with the full understanding of its Implications. The Bid should be precise, complete with all details required as per this RFP document. Failure to furnish all information required by this RFP or submission of Bid, not as per

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RFP requirements will be at the bidder's risk and may result in rejection of the bid and the decision of *StockHolding* in this regard will be final and conclusive and binding.

Cost of Bidding:

The bidder shall bear all costs associated with the preparation & submission of its bid and *StockHolding* will in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

Clarifications regarding RFP Document:

- Before bidding, the bidders are requested to carefully examine the RFP Document and the Terms and Conditions specified therein, and if there appears to be any ambiguity, contradictions, gap(s), and/or discrepancy in the RFP Document, they should forthwith refer the matter to *StockHolding* for necessary clarifications.
- A bidder may obtain clarification for their queries on this RFP via email to PRIT@stockholding.com
- StockHolding shall not be responsible for any external agency delays.
- StockHolding reserves the sole right for carrying out any amendments/modifications/changes in the bidding process including any addendum to this entire RFP
- At any time before the deadline for submission of bids/offers, *StockHolding* may, for any reason whatsoever, whether at its initiative or in response to a clarification requested by bidders, modify this RFP Document.
- Sub-Contracting-The services offered to be undertaken in response to this RFP shall be undertaken to be provided by the Bidder directly employing their employees, and there shall not be any sub-contracting done by the Bidder.
- It may be noted that notice regarding amendments, time extensions, clarifications, response to bidders' queries, etc., if any to RFP, will not be published through an advertisement in newspapers or any other media. Prospective bidders shall regularly visit StockHolding same website for any changes/development in relation to this RFP.
- StockHolding reserves the right to extend the deadline for the submission of bids if required. However, no request from the bidders for extending the deadline for submission of bids shall be binding on StockHolding.
- StockHolding reserves the right to reject any or all the responses to RFPs / Bids received in response to this RFP at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such reason. The decision of StockHolding shall be final, conclusive, and binding on all the parties directly or indirectly connected with the bidding process.

REQUIREMENT WITH TERMS & CONDITIONS

Stock Holding Corporation of India Limited (*StockHolding*) intends to avail on-site Computer Operators Services at *StockHolding's* Mahape Navi Mumbai and Delhi

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(Nehru palace) office. As part of the requirement, the bidder will provide technically qualified (skilled) resources.

Note *StockHolding* reserves the right to alter the number of resources required during the contract period (maximum being 13 nos.) with prior intimation to the bidder. Based on business contingency, *StockHolding* may request to add/remove two personnel to the existing team strength of 13 resources

Eligibility /Technical Criteria:

Document/s in support of all eligibility/technical criteria are required to be submitted. Offers received from the bidders who do not fulfil any of the following eligibility/technical criteria are liable to be rejected.

(Documents to be submitted online along with Bid)

S/N	Criteria	Document to be submitted by the bidder
1	The bidder is a company/firm incorporated in India having an Annual Turnover of at least Rs.15 crores in the previous three financial years i.e. 2018-19, 2019-20, and 2020-21. This must be individual company turnover and not a group of companies. A company should be in existence in India for a minimum of five years on the date of RFP issue date	Relevant documents of registration and copy of audited balance sheet of company/firm
2	The bidder should be ISO certified company Certification should be valid on the date of bid submission	The bidder should provide details of the certificate
3	The bidder should not be blacklisted by any Government, Government Body, PSU, Bank, Autonomous body for any reasons.	Self-declaration by the bidder on its Letter Head duly signed by the Authorized Signatory
4	The bidder should be in operating profit in the last three audited financial years i.e. 2018-19, 2019-20, and 2020-21.	Copy of audited balance sheet of the company /firm showing the same should be submitted
5	The bidder should have supplied a minimum of 15 IT Technical manpower (similar to the qualification mentioned in RFP) to at least two enterprises/corporate customers in India during the last three financial years.	A relevant document should be attached and signed by an Authorised signatory

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6	Bidder should have a total resource base of a minimum of 30 employees (similar to the qualification mentioned in RFP)	Self-declaration from a bidder on their letterhead duly signed by authorized signatory
7.	Bidders must abide by applicable labor laws, human rights, and regulations in their regions of business. Bidders need to adhere to laws addressing child forced or trafficked labor	Self-declaration from a bidder on their letterhead duly signed by authorized signatory
8.	All deployed resources should be direct employees of the bidders & subcontracting is not allowed	Self-Declaration by the bidder on letterhead Duly Signed by the Authorised Signatory

Bids Preparation and Submission Details

1. Eligibility documents

- a. The bidder will submit the eligibility/technical criteria documents, bidders profile bid, and commercial bid online on <https://stockholding.auctiontiger.net> as per (Annexure – 1, 2 & 3)
- b. The eligibility/technical criteria document should be complete in all respect and contain all information asked in the RFP document

2. Evaluation of Bids

StockHolding will evaluate the bid submitted by the bidders under this RFP. The bid submitted by the bidder will be evaluated against the eligibility/technical criteria outlined in the RFP. The bidder needs to comply with all the eligibility/technical criteria mentioned in the RFP to be evaluated for evaluation. Non-compliance to any of the mentioned criteria would result in outright rejection of the bidder's proposal. The bidder who receives qualifies in technical evaluation will eligible to participate in submitting a Commercial bid. The decision of StockHolding would be final and binding on all the bidders to this document. StockHolding may accept or reject an offer without assigning any reason whatsoever. The bidder is required to comply with the requirement mentioned in the RFP.

- a. Please note that all the information desired needs to be provided. Incomplete information may lead to non-consideration of the proposal.
- b. The information provided by the bidders in response to this RFP document will become the property of *StockHolding*.

REQUIREMENT AND OTHER TERMS AND CONDITIONS.

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Scope of Work:

- (a) Deputed person should work in three shifts (**I shift** – 7:30 AM to 3 PM, **II shift** – 3 PM to 10 PM, **III shift** 10 PM to 7:30 AM). They shall ensure the continuity of work across shifts. Manpower will be deployed equally among the three mentioned shift timings subject to business requirement changes in the near future.
- (b) Deputed person at stockholding will broadly carry out but not limited to following activities
- Download and upload of data on various servers
 - Release of DPM files within specified deadlines (NSDL & CDSL)
 - Executing user job as per schedule (daily, weekly, Monthly)
 - Executing printing jobs as per user requirements.

Terms and conditions

- Bidder will provide a document for background check within one month from the date of joining of each of the person(s). The background check includes Identity verification, permanent address verification, police verification, criminal record verification, education/profession verification for the person deployed at StockHolding.
- Bidder will provide compliance documents from authorities (ESIC, PF, Labor Law, IMA Act, etc.). Payment will be released only after providing PF challan / minimum wage paid to a deployed resource(s) by providing a monthly bank statement should be one month before the billed period to be submitted by the bidder for the deployed resource(s).
- All selected resources should be interviewed by StockHolding before deployment. The bidder will not change manpower without the consent of *StockHolding*.
- All selected resources will be given requisite training on all activities performed at StockHolding.
- Bidder will provide replacement on an immediate basis in case of existing deployed resource leaves or resigns from the duty.
- All selected resources shall treat the data as very confidential and under no circumstances they shall disclose or tamper with data.
- A selected resource must inform the designated *StockHolding* official and obtain his/her consent before taking any leave
- Proportionate payment will be deducted for any absenteeism (leave taken) by the operator(s)

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- (ix) The Technical bid will have 100 marks and the technical scoring will be done as per the table attached under Technical Evaluation criteria.
- (x) A technical score of 60 or above will qualify to participate in submitting a commercial bid
- (xi) A bidder with the lowest commercial bid will be awarded the contract
- (xii) Bidder shall appraise the depute employees about the importance of the organization's activities and need for confidentiality and criticality nature of business

a) Period of Service:

Three years from the date of the purchase order. Extension of services will be at the sole discretion of *StockHolding and an overall cost escalation of 5% p.a. every year. The contract will be extendable by another two more years at the sole discretion of StockHolding with the same terms and conditions.*

b) Payment Terms:

- (a) Monthly on submission of Invoice and based on attendance details duly authorized by *StockHolding* official(s)
- (b) Applicable TDS, CESS, etc. will be deducted from the payment(s)
- (d) One-time payment of Rs.4000/- + taxes as reimbursement for any new resources appointed in *StockHolding* toward background check

c) Qualifications & Experience:

Education Qualification

- 1) BSc/BCom/BA/Diploma in Computers/IT

Experience details

Minimum two years' experience in Computer operations and related activities

d) Location details (Resource count) for manpower requirement:

- 1) Mahape: Plot No. P-51, T.T.C. Industrial Area, M.I.D.C., Mahape, Navi Mumbai 400710 (12 Computer Operators)
- 2) Delhi IFCI Tower, "A" Wing, Fifth Floor, 61 Nehru Place New Delhi 110019 (01 Computer Operator)

e) Acceptance of Terms:

A Recipient will, by responding to the *StockHolding* RFP document, be deemed to have accepted the terms as stated in this RFP document

f) Language of Tender:

The tender (RFP Bid document) prepared by the bidder as well as all correspondence and documents relating to the Tender exchanged by the bidder and *StockHolding* and supporting documents and printed literature shall be in English language only

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L) Technical evaluation Criteria

Sr.No.	Particulars	Score Criteria			
1	The Service Provider should be a company, having existence in India	Up to 5 years	Above 5 – up to 10 years	Above 10 – up to 15 years	More than 15 years
		10 Marks	15 Marks	20 Marks	25 Marks
2	No. of Enterprise / Corporate customer the Bidder has supplied minimum manpower of 15 (similar to qualification as mentioned in RFP) during last three financial year	Up to 2 Companies	Above 2 – up to 4 Companies	Above 4 – up to 6 Companies	More than 6 Companies
		10 Marks	12 Marks	15 Marks	20 Marks
3	Annual Turnover in previous three financial year	Up to 15 Cr	Above 15 – up to 35 Cr	Above 35 – up to 45 Cr	More than 45 Cr
		10 Marks	15 Marks	20 Marks	25Marks
4	Number of IT Support staff (with an experience similar to mentioned in RFP) on bidders payroll	Up to 30 Employees	30-50 Employees	50-75 Employees	more than 75 Employees
		10 Marks	12 Marks	15 Marks	20 Marks
5	ISO Certification	& ISO 9001:2015			
		10 Marks			

Force Majeure:

The bidder will not be held responsible for breach of executing any obligation or delay in executing any obligations during below given circumstances/conditions:

- War, Riots, Strike, Fire, Flood, Earthquake, Storm, Epidemic /Pandemic breakout, Power failure, etc.
- Any Governmental priorities (Necessary proof for validation viz. Govt. Gazette notifications, Leading Newspaper reports, etc. should be made available)

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Dispute Resolution:

In the event of any dispute arising out of or in connection with this purchase order, the parties shall use their best endeavour to resolve the same amicably/ if the dispute could not be settled amicably, the matter shall be settled in the court under Mumbai jurisdiction only.

Right to alter RFP:

- (a) StockHolding reserves the right to alter the RFP terms and conditions at any time before submission of the bids.
- (b) StockHolding reserves the right to cancel the contract by giving 60 days' notice to the bidder.
- (c) StockHolding reserves the right to modify, amend, alter and/or cancel the entire RFP at any stage without assigning any reason whatsoever.
StockHolding's decision in this regard will be final and binding on all bidders.

No Commitment to accept lowest or any other bid (RFP):

StockHolding shall be under no obligation to accept the lowest or any other offer received in response to this tender (RFP) notice. *StockHolding* further reserves the right to reject any or all offers based on its evaluation of the offers received, or based on stability, capabilities, track records, reputation among users, and other similar credentials of a bidder. When *StockHolding* makes any such rejection, *StockHolding* will not be bound to give any reason and/or justification in this regard to the bidder.

Integrity Pact:

The bidder will have to enter into an Integrity Pact with StockHolding Corporation of India Limited. The format (text) for the Integrity Pact is provided as **Annexure – 4**. The bidder will have to submit a signed and stamped copy of the Integrity Pact by the authorized signatory.

Non-Disclosure Agreement (NDA):

The successful bidder will sign a Non-Disclosure Agreement (NDA) with Stock Holding Corporation of India Limited. The draft text of the NDA will have to be approved by the legal department of Stock Holding Corporation of India Limited

Indemnify:

The bidder should hereby indemnify, protect and save *StockHolding* against all claims, losses, costs, damages, expenses, action suits, and other proceedings, resulting from infringement of any patent, trademarks, copyrights, etc. or such

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other statutory infringements in respect of all the equipment offered by the bidder. Any publicity by the bidder in which the name of *StockHolding* is used should be done only with the explicit permission of *StockHolding*.

Exit clause:

StockHolding reserves the right to terminate this Agreement by giving **2-month** notice, Reasonable number of incidents of the non-performance of the obligations by the bidder as per this Agreement will be provided before the termination notice is served on the bidder. In case of termination, payments due till the date of termination only would be paid. The balance payment for the remaining Agreement Term will not be paid to the bidder.

Order Cancellation:

StockHolding reserves the right to cancel the order in the event of the Bidder failing to deliver services as specified by Stockholding as per the Service Level Agreements. Stockholding reserves full right and authority to cancel such order and will also be entitled to claim liquidated damages for the same in addition to and without prejudice to all other rights and remedies that may be available to StockHolding. In case of serious discrepancy in services provided, Stockholding may cancel the entire purchase order.

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Annexure – 1

Details of Bidder's Profile

(To be submitted along with technical bid on Company letterhead)

Details filled in this form must be accompanied by sufficient documentary evidence, to verify the correctness of the information.

Serial No.	Parameters	Response	
1	Name of the Firm/Company		
2	Year of Incorporation in India		
3	Names of the Partners/Directors		
4	Company PAN no		
5	Company GSTN no. (please attach annexures for all states)		
6	Addresses of Firm/Company		
	a) Head Office		
	b) Local Office in Mumbai(if any)		
7	Authorized Contact person		
	a) Name and Designation		
	b) Telephone number		
	c) E-mail ID.		
8	Years of experience in Manpower Recruitment service		
9	Financial parameters		
	Business Results (last three years)	Annual Turnover (Rs. in Crores)	Operating Profit (Rs. in Crores)
	2018-19		
	2019-20		
	2020-21		
	(Only Company figures need to be mentioned not to include group/subsidiary Company figures}	(Mention the above Amount in INR only)	
	Details of Reference Customers		
	Customer Name and Contact No.	Brief Details of hardware supplied	PO number and Date(Please attach PO with masked price)
1			
2			

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3		
4		

N.B. Enclose copies of the Audited Balance Sheet along with enclosures

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with a seal for & on behalf of (Name & Address of the Bidder)

Annexure -2

Eligibility/Technical Criteria Documents to be submitted online)

S/N	Criteria	Compliance (Yes/No)	Details of proof attached
1	The bidder is a company/firm incorporated in India having an Annual Turnover of at least Rs.15 crores in the previous three financial years i.e. 2018-19, 2019-20, and 2020-21. This must be individual company turnover and not a group of companies. A company should be in existence in India for a minimum of five years on the date of RFP issue date		
2	The bidder should be ISO certified company Certification should be valid on the date of bid submission		
3	The bidder should not be blacklisted by any Government, Government Body, PSU, Bank, Autonomous body for any reasons.		
4	The bidder should be in operating profit in the last three audited financial years i.e. 2018-19, 2019-20, and 2020-21.		
5	The bidder should have supplied a minimum of 15 IT Technical manpower (similar to the qualification mentioned in RFP) to at least two enterprises/corporate customers in India during the last three financial years.		
6	Bidder should have a total resource base of a minimum of 30 employees(similar to the qualification mentioned in RFP)		

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7.	Bidders must abide by applicable labor laws, human rights, and regulations in their regions of business. Bidders need to adhere to laws addressing child forced or trafficked labor		
8..	All deployed resources should be direct employees of the bidders & subcontracting is not allowed		

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with a seal for & on behalf of (Name & Address of the Bidder)

Annexure 3

(A) Format for Commercial Bid (Quote price excluding all applicable taxes)

Description	Charges per resource per month (Rs.) (A)	Quantity (Nos.) (B)	Total Cost Per Annum (Rs.) (C)=(A)x(B)x12
Availing Computer Operators Services		13	
Total Cost In words, Indian Rupees			

Note: Above price should be excluding of Taxes

** Applicable GST at actual as per prevailing rate as per Govt. notification

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with a seal for & on behalf of (Name & Address of the Bidder)

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Annexure - 4

Covering Letter on bidder's letterhead (Annexure of Integrity Pact)

Date:

To,

Sub: RFP No: **IT-08/2021-22** dated **06-09-2021** for Availing Computer Operators Services

Dear Sir,

DECLARATION

Stock Holding Corporation of India Limited (*StockHolding*) hereby declares that *StockHolding* has adopted Integrity Pact (IP) Program as advised by Central Vigilance Commission vide its Letter No. ----- Dated ----- and stands committed to following the principles of transparency, equity, and competitiveness in public procurement. The subject Notice Inviting Tender (RFP) (NIT) is an invitation to offer made on the condition that the Bidder will sign the Integrity Agreement, which is an integral part of tender (RFP) documents, failing which the tenderer/bidder will stand disqualified from the tender (RFP) ing process and the bid of the bidder would be summarily rejected. This Declaration shall form part and parcel of the Integrity Agreement and signing of the same shall be deemed as acceptance and signing of the Integrity Agreement on behalf of the *StockHolding*

Yours faithfully,

For and on behalf of Stock Holding Corporation of India Limited (Authorized Signatory)

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**Annexure -5
Compliance Statement
(To be submitted along with technical bid)**

Subject: RFP for Availing Computer Operators Services

Ref: RFP No: IT-08/2021-22 dated 06-09-2021

DECLARATION

We understand that any deviations mentioned elsewhere in the bid will not be considered and evaluated by StockHolding. We also agree that *StockHolding* reserves its right to reject the bid if the bid is not submitted in proper format as per RFP.

Sr. No.	Item / Clause of the RFP	Confirmed and Accepted by Bidder (Yes / No)
1	Eligibility/Technical Criteria	
2	Service Level Agreement (SLA) / Scope of Work	
3	Non-Disclosure Agreement	
4	Payment Terms	
5	Bid Validity, Order Cancellation, Exit Clause	
6	StockHolding's Right to alter RFP	
7	No Commitment from StockHolding to Accept Lowest or Any Other Bid (RFP)	
8	Force Majeure	
9	Integrity Pact	
10	All General & Other Terms & Conditions in the RFP	
11	Requirement with terms and conditions	
12	Bid Formats (Technical & Indicative Price Bid)	
13	Annexures in the RFP	

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with a seal for & on behalf of (Name & Address of the Bidder)

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Annexure - 6
Letter of Acceptance
(To be submitted along with Technical Bid)

To,
Stock Holding Corporation of India Limited
SHCIL House, Plot No. P-51, T.T.C. Industrial Area,
M.I.D.C., Mahape, Kalyan-Shil Road,
Navi Mumbai, PIN 400710.

Dear Sir,
Sub: RFP no: **IT-08/2021-22** dated **06-09-2021** for Availing Computer Operators Services

With reference to the above RFP, having examined and understood the instructions, annexures, terms, and conditions forming part of the RFP.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. We also confirm that the offer shall remain valid for the entire Agreement period from the date of the offer.

We also understand and accept that Stockholding can modify, amend, alter and/or cancel the entire RFP at any stage without assigning any reason whatsoever. We further understand and accept that *StockHolding's* decision in this regard will be final and binding on us.

We also accept that *StockHolding's* decisions with reference to this RFP pertaining to the evaluation process of bidder responses will be final and binding on us.

StockHolding is not bound to accept the lowest or any bid received by *StockHolding*, and it may reject all or any bid. If our bid is accepted, we are responsible for the due performance of the contract.

Dated this..... Day of 2021

(Signature)

(In the capacity of)

Duly authorized to sign bid with a seal for & on behalf of (Name & Address of the Bidder)