



301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai 400 012

Phone No. 6177 9400 – 09 Fax No.61779058

Website: [www.stockholding.co.in](http://www.stockholding.co.in)

**General Information for empanelment of vendors:**

<b>Name of Organization</b>	<b>Stock Holding Corporation of India Limited</b>
<b>Code &amp; Category</b>	EMP Form/SHCIL/ADMIN/2021-24
<b>Date of issue of this document</b>	25 <sup>th</sup> February, 2021
<b>Period for Empanelment</b>	Up to March'2024
<b>Empanelment of vendors for products and /or services as mentioned in the list.</b>	Price value below INR 25,00,000/-
<b>Submission of application</b>	On Immediate basis (form will available on our website till 10 <sup>th</sup> March, 2021 up to 03.00 p.m.

*This Form should be duly filled and sent to the following postal address in a sealed envelope in favor of 'Stock Holding Corporation of India Ltd.' at 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai 400 012 OR SHCIL House, Plot No. P-51, TTC Industrial Area, MIDC, Navi Mumbai, Mahape – 400710 super scribed with the Product or Service Category and code no. (Each Product or Service offered should be in a separate form & envelope):*

STOCKHOLDING CORPORATION OF INDIA LIMITED

Please find enclosed here with the application for Empanelment of Vendors. We shall be glad to have your application for the said work. Your application in sealed envelope addressed to the Manager, Admin, Stock Holding Corporation of India Ltd., Plot No. P / 51, T.T.C. Industrial area, Mahape, Navi Mumbai – 400 710 and should be submitted at the above address on or before dated 10<sup>th</sup> March, 2021 up to 03:00 PM. The Stock Holding Corporation India of Ltd., reserves the right to accept or to reject any or all the applications without any reason thereof.

Yours faithfully,  
**Admin Dept.**

STOCKHOLDING CORPORATION OF INDIA LIMITED

(To be submitted on Company's Letter Head)

To,  
Manager (Admin & Estates)  
Stock Holding Corporation of India Limited  
SHCIL House, Plot No. P-51, T.T.C. Industrial Area, M.I.D.C., Mahape,  
Navi - Mumbai – 400710.

Contact Person: Mr. Viraj Prabhu / Mr. Anand Shankar / Raj Kumar Kachroo  
Mobile No.: 8879625737 / 8356095049 / 9987776198

Application for vendor empanelment

Sr. No.	Description	Details furnished by the bidder
1	Name of the applicant	
2	Organization Type (Partnership/Ltd. Co/Sole Partnership etc.):	
3	Year of establishment/Incorporation	
4	Head Office Address	
5	Contact person	
	1) Name	
	2) Telephone number & Mobile No.	
	3) E-mail ID.	
6	Statutory Registrations details viz.; (Please fill	
	whichever is applicable)	
	1) GST No.	
	2) Provident Fund Act	
	3) ESIC Act (Registration)	
	4) Labour License (Central / State)	
	5) Company PAN No.	

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	6) Shops & Establishment Registration	
	7) Any other regulatory requirement or certification	
7	Indicate past and pending cases, prosecution, fines, penalties, black listing etc. Product / Service offered	
8	(As per list mentioned in Annexure -I of this Vendor Empanelment Form)	
	List of Important Clients (Please mention Client Name, Contact person, contact no., email id)	
	(Please use additional lines and/or sheets if multiple products offered )	
9	Turnover (Chartered Accountant certificate should be enclosed)	
	2016-17	
	2017-18	
	2018-19	
10	<u>Imp</u> : Please note that separate form should be filled for each Product and/or Service offered and submitted in a sealed envelope super scribed with the Product / Service Category and code no.	

**Declaration:**

I/We hereby declare that the information furnished above is true and correct. I/We am/are aware that incorrectness of the aforesaid information shall result in immediate termination of the empanelment and SHCIL shall be entitled to recover the necessary costs and damages. I /We declare that I/We am/are complying with all the Regulatory Provisions and will continue to do so. I/We confirm that we understand and comply with the empanelment eligibility criteria of SHCIL.

**Authorized Signatories**

(Name, Designation and Seal of the Company)

**Date:**

**Place:**

**General Terms and Conditions:**

1. The applicants are advised to enclose photocopies of all relevant documents as mentioned in the application form and other required documents wherever required.
2. Incomplete applications or applications without proper proof for establishing their credentials may not be considered for short listing for empanelment.
3. Selection of the applicants will be done on the ability and competence to supply good quality goods / good services /etc.
4. Each page of the application form needs to be signed. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so
5. If the space in the application form is insufficient for furnishing full details, the information shall be supplemented in separate sheets.
6. Stockholding reserves the right to reject any or all the applications without assigning any reason thereof.
7. Stockholding reserves the right to restrict number of applicants for tendering at its sole discretion. Stockholding's decision in this regard shall be final and binding on all concerned.
8. If any details furnished by applicants are found to be false /inadequate at any time in future or any information withheld which comes to the notice of the Stockholding at later date, the empanelment of such applicant will be cancelled immediately and the applicant will be debarred from participating in any of the bidding process.
9. The empanelment shall be valid up to 31st March'2024 and the same may be extended / terminated at the sole discretion of Stockholding.
10. The applicant needs to submit separate application for each category.
11. The last date of submission is 10<sup>th</sup> March, 2021 up to 3.00 p.m.
12. Any application received after this date and time will be rejected.

**Authorized Signatories**

(Name, Designation and Seal of the Company)

**Date:**

**Place:**

**Categories for Empanelment of Vendors (contract value up to INR 10 Lakhs)**

Code No.	Category	Experience	Annual Turnover (INR)	Additional Terms & Conditions
1	Interior Furnishing Contractors	3 years	INR 25 Lakhs	1. The vendor should be able to undertake turnkey jobs which include Civil, Furnishing, Electrical, Air Conditioning, Networking, Plumbing, Carpentry, Water Proofing, Carpets cleaning, Floor waxing, Floor Polishing, Painting/POP, Furniture Polishing, Fabrication etc. 2. Should have executed at least 3 projects of INR 5 lakh each or 2 projects of INR 8 lakh each.
2	Architects	3 years	INR 2 Lakhs	1. Should have valid certification. 2. Should have executed at least 3 projects of INR 5 lakh each or 2 projects of INR 8 lakh each.
3	Valuers	3 years	INR 2 Lakhs	Should have valid Certification
4	Electrical consultants/Diesel Generator Set consultants	3 years	INR 2 Lakhs	Should have Valid Certification
5	Electrical maintenance	3 years	INR 25 Lakhs	1. Service Provider should be able to maintain transformers, ACB's, Brakers, Bus Duct, HT panels, LT Panels, APFC panels, Floor DB's, earthing Pits and related Components of HT/LT on Non Comprehensive basis. 2. Experience Letter to be submitted
6	Electrical operations	3 years	INR 25 Lakhs	1. Service Provider should support 24/7 operations and must have experience of similar jobs. 2. Experience Letter to be submitted
7	Service provider for Building Management Services, CCTV, access control etc.	3 years	INR 25 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
8	Supply, installation and maintenance for hydrant, fire pumps, Sprinklers etc. and Fire fighting equipment's	3 years	INR 25 Lakhs	1. The Vendor should be able to supply, install and maintain hydrant systems, fire pumps, Sprinkles, Smoke Detectors on Non-Comprehensive basis. The vendor should be MIDC registered. The vendor has to deploy One Qualified Technician on daily basis. The Vendor has to get two Licences renewed/submission of Form "B" from Chief Fire Officer (MIDC). 2. Experience Letter to be submitted
9	Housekeeping and Maintenance of Guest House	3 years	INR 5 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted

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10	Telephone & EPBAX maintenance	3 years	INR 5 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
11	Service Provider for Horticulture & Gardening	3 years	INR 5 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
12	Supply and installation of air conditioners	3 years	INR 10 Lakhs	Authorised dealer of reputed brands. Certifications to be submitted
13	Air Conditioners maintenance , shifting and reinstallation	3 years	INR 10 Lakhs	Authorised dealer of reputed brands. Certifications to be submitted
14	Pest control Services	3 years	INR 25 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
15	Supply of appliances / equipment e.g. Microwave, fridge, mixer, crockery, TV, smart phones, etc.	3 years	INR 5 Lakhs	Authorised dealers of leading brands.
16	Supply of Mineral Water bottles and packaged drinking water for Mumbai / Navi Mumbai offices	3 years	INR 10 Lakhs	1. Authorised dealer of reputed brands 2. Should be able to supply to all offices in Mumbai/Navi Mumbai/Thane district. 3. Must have valid license from the Brand/Company
17	Supply of office stationery	3 years	INR 25 Lakhs	Should be able to supply to all offices in Mumbai/Navi Mumbai/Thane district.
18	Purchase of vehicles	3 years	INR 25 Lakhs	Authorised dealers
19	Hiring of vehicles	3 years	INR 10 Lakhs	Able to provide different types of vehicles 24X7. Service Provider must have experience of similar jobs. Experience Letter to be submitted
20	Travel Agencies	3 years	INR 10 Lakhs	1. IATA Registered 2. Should have online booking facility / electronic access for booking air tickets.
21	Authorised license holder of India post for dispatch of billing statements and labour work related.	3 Years	INR 10 Lakhs	Pickup from SHCIL offices, Insertion, Cutting, Pasting, Bundling, Sorting and dispatch to post office.
22	Service Provider for operating Diesel Generator Set	3 years	INR 25 Lakhs	Service Provider should support 24/7 operations and must have experience of similar jobs. Experience Letter to be submitted
23	Scrap materials and disposal of waste	2 years	INR 25 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
24	Supply of carpet / vinyl	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
25	Cleaning and repairing of chairs / upholstery / Carpet	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs.

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	/ Sofa			Experience Letter to be submitted
26	Supply of Name plates / sign boards	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
27	Supply of hardware items	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
28	Supply of sanitary items	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
29	Supply of electrical items	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
30	Supply of Batteries for Invertor.	3 Years	INR 10 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
31	Supply of Photocopy Machine and Operators	3 Years	INR 2 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
32	Structural Consultants	3 years	INR 2 Lakhs	1. Should have valid certification. 2. Should have executed at least 3 projects of INR 5 lakh each or 2 projects of INR 8 lakh each.
33	Service Provider for AC operation	3 years	INR 10 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted