

# **E - Tender for Supply of Pre-Printed Stationery / Envelopes / Printed Books to Stockholding Offices Located in Mumbai, Thane and Navi Mumbai (Rate Contract)**



RFP No. SHCIL/CPT/RFP/21-22/001

Date: 03<sup>rd</sup> March, 2022

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## Document Control Sheet

<b>Name of the company</b>	Stockholding Corporation of India Ltd.	
<b>RFP Reference No.</b>	SHCIL/CPT/RFP/21-22/001	
<b>Date of Issue:</b>	03 <sup>rd</sup> March, 2022	
<b>Last date for submission of Pre-Bid Queries</b>	10 <sup>th</sup> March, 2022 EOD	
<b>Pre Bid Meeting</b>	11 <sup>th</sup> March, 2022	
<b>Last Date and time for submission of Bids (Technical and Financial)</b>	Date:	18 <sup>th</sup> March, 2022 (Online)
	Time:	03:00 PM
<b>Cost of Bid Document</b>	INR	2,000/- (Non Refundable)
<b>Earnest Money Deposit (EMD)</b>	INR	2,00,000/- (Re Fundable)
<b>Schedule for Opening of Technical Bids</b>	Date:	18 <sup>th</sup> March, 2022 (Online)
	Time:	03:30 PM
<b>Schedule for Opening of Commercial Bids</b>	Date & Time will be intimated to the shortlisted Bidders	
<b>Place of Pre-bid meeting/ Opening of Bids / address for Communication &amp; Contact Person</b>	<b>Stockholding Corporation of India</b> <b>301, 3<sup>rd</sup> Floor, Centre Point,</b> <b>Dr. Baba Saheb Ambedkar Marg,</b> <b>Opp. Bharatmata Cinema, Parel, Mumbai 400012</b> <b>Contact No. 022 6177 9401</b>	
	Viraj Prabhu M: +91 8879625737 <a href="mailto:Viraj.prabhu@stockholding.com">Viraj.prabhu@stockholding.com</a>  Meherprakash Achrekar M: +91 9987776262 <a href="mailto:meher@stockholding.com">meher@stockholding.com</a>	Shubha Nair M: +91 9892258753 <a href="mailto:shubhanair@stockholding.com">shubhanair@stockholding.com</a>

**Note:**

1. This tender document is the property of Stockholding (SHCIL) & is not transferable.
2. This bid document has 37 pages.
3. If a holiday is declared on the dates mentioned above, the bids shall be received / opened on the next working day at the same time specified above and at the same venue unless communicated otherwise.

## Disclaimer

The information contained in this Request for Proposal ("RFP / Bid Document") or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of Stockholding Corporation of India Limited ("SHCIL"), 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 neither an offer nor an 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 them in formulation of their proposals ("Bids"). This RFP does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this RFP. 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.

The information contained in the RFP document is selective and is subject to update, expansion, revision and amendment. STOCKHOLDING does not undertake to provide any Bidder with access to any additional information or to update the information in this RFP or to correct any inaccuracies therein, which may become apparent. STOCKHOLDING reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this RFP and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders. Any information contained in this document will be superseded by any later written information on the same subject made available / accessible to all recipients by STOCKHOLDING.

STOCKHOLDING reserves the right to reject any or all the expression of interest / proposals / Bids received in response to this RFP at any stage without assigning any reason whatsoever. The decision of STOCKHOLDING shall be final, conclusive and binding on all the parties.

It may be noted that notice regarding corrigenda, addendums, amendments, time-extensions, clarifications, response to bidders' queries etc., if any to RFP, will not be published through any advertisement in newspapers or any other media. Prospective bidders shall regularly visit STOCKHOLDING's website for any changes / development in relation to this RFP.

## 1. Background

Stockholding was incorporated as a Public Limited Company in 1986. It has been jointly promoted by leading Banks and Financial Institutions. Stockholding is a subsidiary of IFCI Limited. The equity capital of Stockholding is presently held by LIC, GIC, IFCI Ltd., SU-UTI, NIA, NIC, UIC, and TOICL, all leaders in their respective fields of business. Stockholding began by offering custodial and post trading services, adding depository services and other services to its portfolio over a period of time. Stockholding has established itself in India as a one-stop solution provider in the Financial Services domain.

## 2. Purpose of RFP

Stock Holding Corporation of India Limited invites quotations in the prescribed formats for Supply of Pre-Printed Stationery / Envelopes / Printed Books to Stockholding Offices Located in Mumbai, Thane and Navi Mumbai for a period of Two years (Rate Contract: No quantity is mentioned nor is any minimum drawal guaranteed in the Rate Contract) i.e. from **Period of Contract 2022 to 2024** - 2 years after transition period from the date of issue of work order, from reputed vendors based in Mumbai, Navi Mumbai & Thane. Stockholding reserves the right to terminate the contract by giving One month's notice.

The successful bidder shall be responsible for proving Supply of Pre-Printed Stationery / Envelopes / Printed Books to Stockholding Offices Located in Mumbai, Thane and Navi Mumbai for a period of Two years as per the scope of work and services defined in point no. 18 on page no. 11 of this RFP/Bid Document.

### Due Diligence

The Bidder is expected to examine all instructions, forms, terms and specifications in this RFP and study the RFP document carefully. Bid shall be deemed to have been submitted after careful study and examination of this RFP with full understanding of its implications. The Bid should be precise, complete and in the prescribed format as per the requirement of this RFP. Failure to furnish all information required by this RFP or submission of a Bid not responsive to this RFP in each and every respect will be at the Bidder's own risk and may result in rejection of the Bid and for which STOCKHOLDING shall not be held responsible. Any decision taken by STOCKHOLDING as to completeness of the Bid or rejection of any / all Bid(s) shall be final, conclusive and binding upon the Bidder(s) and shall not be question / challenged by the Bidder(s).

## 3. Cost of Bid

The Bidder shall bear all costs and expenses associated with the preparation and submission of its Bid and STOCKHOLDING shall in no case be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process including cancellation or abandonment or annulment of the bidding process.

## 4. Cost of e – Tender / RFP / Bid Document

Cost of RFP / Bid document is INR 2,000/- (Rupees Two Thousand Only). The prospective Bidder is required to pay the prescribed amount in the form of Demand Draft or pay order in favor of "Stockholding Corporation of India Limited", payable at Mumbai. Since the Bid/RFP Documents are downloaded from the Internet (STOCKHOLDING website or e-procurement portal); the prescribed amount towards the cost of Bid Document should be paid along with the submission of the Bid response. Bids without the payment of amount towards the cost of Bid Document shall be rejected. The Demand Draft (DD) should be submitted at Center Point office on or before last date for submission of BIDs.

The Cost of RFP / Bid document is non-refundable.

## 5. Earnest Money Deposit (EMD)

The Bidder shall furnish, as part of its Bid Security of INR 2,00,000/- (Rupees Two Lakhs only) by way of demand draft or pay order from any scheduled commercial bank drawn in favor of “Stockholding Corporation of India Limited”, payable at Mumbai. The EMD shall be furnished in Indian Rupees (INR). The Demand Draft (DD) should be submitted at Stockholding office at Parel on or before last date for submission of BIDs.

**Rejection of Bid:** Any submitted bid not accompanied by EMD as mentioned above, shall be summarily rejected by STOCKHOLDING, without any further correspondence.

The EMD shall not bear any interest.

### The EMD shall be forfeited:

1. if a Bidder withdraws his bid during the bid validity period; or
2. if a Bidder makes any statement or encloses any form which turns out to be false, incorrect and/or misleading at any time prior to signing of contract and/or conceals or suppresses material information; or
3. if the Successful Bidder fails to sign the contract and or furnish performance security and other guarantee(s)/security in the form and manner to the satisfaction of STOCKHOLDING, as mentioned in the Bid Documents; or
4. In the event of any evasion, avoidance, refusal or delay on the part of the Successful Bidder to sign and execute the order/ purchase order/ service order or any document, as may be required by STOCKHOLDING in case the Bid is accepted. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

The EMD and Tender fees to be submitted at the Address mentioned in control sheet, ON or Before Last day of submission of BID/application.

## 6. DISCHARGE OF EMD

1. STOCKHOLDING shall promptly request the Successful Bidder to provide performance security / performance guarantee. EMD of such Bidder shall be discharged on signing of the Contract and upon furnishing the performance guarantee / security to the satisfaction of STOCKHOLDING.
2. The EMD of all unsuccessful Bidder(s) shall be discharged / returned as promptly as possible as but not later than 90 (ninety) days after the expiry of the period of Bid Validity Period.

## 7. Period of validity

1. Bids should be valid for 120 (One Twenty) days from the last date of submission. A Bid valid for a shorter period may be rejected by STOCKHOLDING as non-responsive. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.
2. In exceptional circumstances, STOCKHOLDING may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The validity of Bid Security provided shall also be suitably extended. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will not be permitted to modify its Bid. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

## 8. AMENDMENT OF BID DOCUMENT/RFP DOCUMENT

1. STOCKHOLDING reserves the right in its sole discretion of inclusion of any addendum to this entire Bid process. The Bidders shall not claim as a right for requiring STOCKHOLDING to do the aforesaid.

2. At any time before the deadline for submission of Bids / offers, STOCKHOLDING may, for any reason, whether at its own initiative or in response to a clarification requested by prospective Bidders, modify this RFP / Bid Document and all such modifications shall be binding on them.
3. All prospective Bidders who have received this RFP shall be notified about the amendment on our website and on Auction Tiger' website and all such amendments shall be binding on them.
4. If required in order to allow prospective Bidders reasonable time in which they need to take the amendment into account in preparing their Bids, STOCKHOLDING at its sole discretion reserves the rights to extend the deadline for the submission of Bids. In no circumstance, the deadline for submission of Bids shall be extended beyond a period of 7 days. However, no request from the Bidder, shall be binding on STOCKHOLDING for the same. STOCKHOLDING's decision in this regard shall be final, conclusive and binding on all the Bidders.
5. Any attempt by the Bidders to visit or meet Top management officials of the STOCKHOLDING in connection with or incidental to the Bid process, shall be construed by the STOCKHOLDING as an unlawful attempt by the prospective Bidder, to influence the RFP/ Bid process and may invite disqualification from bidding. Only one authorized representative of each bidder would be permitted to visit for submitting the RFP Document/ or when called by the STOCKHOLDING.

## **9. STOCKHOLDING'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

STOCKHOLDING reserves the right to accept / reject any bid and to annul the Bid process at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for STOCKHOLDING's action. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

## **10.ACCEPTANCE OF BID**

Prior to the expiration of the period of Bid validity, STOCKHOLDING will notify the successful Bidder in writing, that its bid has been accepted

## **11.EXECUTION OF DOCUMENTS**

1. After STOCKHOLDING notifies the Successful Bidder that its bid has been accepted; the Bidder should sign the Contract and complete the execution of all other documents within 15 business days of the acceptance of LOI / PO.
2. The signing of Contract should be accompanied by the submission of Performance Bank Guarantee, or any other legal Document etc. also the successful bidder will have to execute an Integrity pact with the Corporation. The format of the same is available on the website of the Corporation.
3. Payment of stamp duty would be as per laws applicable in the State of Maharashtra.
4. The Bidder shall bear all costs and expenses for the execution, stamp duty and submission of the contract and agreements. STOCKHOLDING shall not be responsible or liable for reimbursing / compensating these costs and expenses.
5. The incidental expenses of execution of the Contract as well as the conditions stipulated in the contract shall be strictly adhered to and any breach / violation thereof shall entail termination of the Contract without prejudice to the other right of STOCKHOLDING including but not limited to the right to levy / impose and recover penalties as specified in this RFP or Contract.

## 12. PERFORMANCE BANK GUARANTEE

1. The value of the Performance Bank Guarantee will be 5% of the total annual estimated value.
2. The successful Bidder shall furnish the Performance Bank Guarantee within 15 business days of the receipt of acceptance of the LOI / Purchase Order / Contract by the Bank.
3. The bidder shall submit a Bank guarantee at start of the contract. Bank guarantee shall be valid for a period of until the end contract period with 2 months buffer i.e. contract period + 2 months (with an additional claim period of three months) from the date of acceptance of the Contract / LOI / Purchase Order.
4. The Performance Bank Guarantee (PBG) should be issued by a scheduled commercial bank and directly forwarded to STOCKHOLDING.
5. The proceeds of the performance security shall be payable to STOCKHOLDING as compensation for any loss or damage resulting from the Vendor's failure to complete its obligations under and in accordance with the Contract.
6. Failure of the successful Bidder to comply with the requirement of the performance bank guarantee shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event STOCKHOLDING may award the Contract to the next best evaluated Bidder or call for new Bids. Any decision in this regard by STOCKHOLDING shall be final, conclusive and binding on the Bidder.

## 13. TERMINATION OF CONTRACT

1. STOCKHOLDING reserves the right to terminate the contract without any compensation by giving the Bidder 30 day's prior notice & the Bank Guarantee will be invoked forthwith, if the performance of the Bidder is found to be unsatisfactory or not meeting Service Level Requirement at any point of time. Any decision in this regard of STOCKHOLDING shall be final, conclusive & binding on the Bidder.
2. The agreement may be terminated by either-side by giving one-month notice on infringement of any terms & conditions of the agreement or failure to perform any obligation under the agreement or inability of any of the parties to continue with the performance of the agreement. However, it would be the responsibility of each party to assist the other party in orderly termination of the agreement.
3. The bidder agrees that in the event of termination of this agreement, the bidder shall continue to provide services in the same manner for the notice period. The bidder agrees to co-operate with STOCKHOLDING for the smooth transfer of the subject matter of this agreement to any other party appointed for the purpose by STOCKHOLDING.
4. Where the Bidder's ability to survive as an independent corporate entity is threatened or is lost owing to any reason whatsoever, including inter-alia the filing of any bankruptcy proceedings against the Bidder, any failure by the Bidder to pay any of its dues to its creditors, the institution of any winding up proceedings against the Bidder or the happening of any such events that are adverse to the commercial viability of the Bidder. In the event of the happening of any events of the above nature, STOCKHOLDING shall reserve the right to take any steps as are necessary, to ensure the business continuity.
5. Termination for Insolvency: STOCKHOLDING may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to STOCKHOLDING.
6. Termination for Default: STOCKHOLDING, without prejudice to any other right or remedy for breach of Contract, by a written notice of default sent to the Vendor, may terminate the Contract in whole or in part.

## **14. Dispute Resolution**

1. The Parties shall use their best efforts to amicably settle all disputes arising out of or in connection with this Contract in the following manner:
  - 1.1. The Party raising the dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within twenty one (21) days of receipt of the notice.
  - 1.2. The matter will be referred for negotiation between Authorized Representative from Stockholding and Vendor/Contractor. The matter shall then be resolved by them and the agreed course of action documented within a further period of 15 days.
2. The Parties agree that any dispute between the Parties, which cannot be settled by negotiation in the manner, described above, may be resolved exclusively by arbitration and such dispute may be submitted by either party to arbitration within 30 days of the failure of negotiations. Arbitration shall be held in Mumbai, India and conducted in accordance with the provision of Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. Each Party to the dispute shall appoint 1 arbitrator each and the two arbitrators shall jointly appoint the third or the presiding arbitrator. The arbitration proceedings shall be conducted in the English language. Subject to the above, the courts of law at Mumbai alone shall have the jurisdiction in respect of all matters connected with the Contract. The arbitration award shall be final, conclusive and binding upon the Parties and judgment may be entered thereon, upon the application of either party to a court of competent jurisdiction. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.
3. The Bidder shall not be entitled to suspend the provision of the Services or the completion of the job, pending resolution of any disputes between the Parties and shall continue to render the Services in accordance with the provisions of the Contract notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.
4. The provision under this section survives the contract.

## **15. ADHERENCE TO SAFETY PROCEDURES, RULES REGULATIONS AND RESTRICTION**

1. Bidder shall comply with the provision of all laws including labor and industrial laws, rules, regulations and notifications issued there under from time to time. All safety and labor and industrial laws enforced by statutory agencies and by STOCKHOLDING shall be applicable in the performance of this Contract and Bidder shall abide by these laws. The Vendor/Contractor shall keep Stockholding indemnified for any loss, damage, claims, costs, charges, expenses, etc. arising out of and/or suffered on account of actions, litigations, proceedings, suits, arising out of breach of the above laws.
2. Bidder shall take all measures necessary or proper to protect the personnel, work and facilities and shall observe all reasonable safety rules and instructions.
3. The Bidder shall report as soon as possible any evidence, which may indicate or is likely to lead to an abnormal or dangerous situation and shall take all necessary emergency control steps to avoid such abnormal situations.
4. Bidder shall also adhere to all requirement/regulations of the STOCKHOLDING during the execution of the work.

## **16. GOVERNING LAW**

This Contract shall be governed in accordance with the laws of India. These provisions shall survive the Contract.

## 17. JURISDICTION OF COURTS

The courts of India at Mumbai have exclusive jurisdiction to determine any proceeding in relation to this Contract. These provisions shall survive the Contract.

## 18. Scope of Work

### 1. Purpose

Stock Holding Corporation of India Limited invites quotations in the prescribed formats for Pre-Printed Stationery / Envelopes / Printed Books to Stockholding Offices Located in Mumbai, Thane and Navi Mumbai (Rate Contract) for a period of Two years i.e. from **Period of Contract 2022 to 2024** - 2 years after transition period from the date of issue of work order from reputed vendors based in Mumbai, Navi Mumbai & Thane. Stockholding reserves the right to terminate the contract by Giving One months' notice

The successful bidder shall be responsible for proving Pre-Printed Stationery / Envelopes / Printed Books to Stockholding Offices Located in Mumbai, Thane and Navi Mumbai (Rate Contract) including Transport / Loading / Unloading etc. for an initial period of two years as per the scope of work and services defined in next point

### 2. Bill of Quantities / Material / List of Items:

The Scope of work would involve, Supplying Pre Printed Stationery / Envelopes / Printed Books etc. as per the Table below

Sr. No.	Name of the Items
<b>Common Stationery</b>	
1	Shcil fine dhoti Cloth Cover -'16x12 -90GSM- one colour - name and address , logo
2	Shcil fine dhoti Cloth Cover -'18 x 14' -90GSM- one colour - name and address , logo
3	SHCIL letterhead copy-'100 GSM – executive bond – four colour - A4 size
4	Continuation sheet –'100 GSM – executive bond – two colour - A4 size
5	Shcil Plain Envelope-'11x5 - 70GSM (maplitho paper) - two colour - name and address and logo
6	Shcil fine dhoti Cloth Cover (Green) -'10x12-90GSM - one colour - name, logo and address
7	Morocco plastic transparent folders (two colour printing-) - 9.5" x 12.5" (L X H)
8	Spring file (one colour printing ) - 10" x 14" (L X H)
9	SHCIL Logo Pad (8 leaves - 60 GSM with line one colour. Cover page and last page - 130 GSM four colour - both sides printing with maplitho.
10	Visiting cards size 9.2X5.4cm (front & back 2 + 2 colours) - 220 GSM ivory
<b>Admin, HR and Security</b>	
11	Motor Log Book – 300 leaves L x H - (6.5" x 8") 150 leaves - 80 GSM ledger paper both sides printing single colour - hard bound rexine with single colour.
12	HRD Application Form - 120 GSM - L x H - (9" x 12") without folding four colour printing front and back.
13	Security Attendance Book - L x H - (13" x 8") hard bound, rexine binding- 16 leaves - 80 GSM + 70 GSM pink + 70 GSM green (16 sets) (single colour inside) - front and back with maplitho paper

14	Employee Entry Book - L x H - (13" x 8.5") 100 leaves - 80 GSM both side printing - single colour - hard bound with maplitho paper.
15	SHCIL Gate Pass Book 1*1 pages - L x H - (8" x 5.5") 150 leaves - 60 GSM + 47 GSM - first page white and second page colour and one colour printing inside with one perforation - hard bound with numbering and maplitho paper.
16	Visitor Slips L X H - 8" x 13" 100 x 100 leaves - 60 GSM + 47 GSM - one colour one white paper maplitho. Single colour printing inside. Top binding, perforation on each slip, numbering on each slip, three perforations on each leaves.
17	Visitor's Diary Book - L x H - (13" x 8.5") 100 leaves - 80 GSM both side printing - single colour - hard bound with maplitho paper.
18	A4, 2 colour 80 GSM maplitho
19	Lamination kit cover (10X13- four colour 70 GSM + Lamination Gloss two colour printing with punching window)
20	White Cover (Window Cover)-'10x12 -80 GSM - four colour - name and address, logo with lamination
21	Corrugated Printing Box with printing size 18"X12 1/2X11"address and logo
22	A4 size plain paper - 80 GSM maplitho
<b>Business Team</b>	
23	Combined dis book (form no. 36) size (L x H - 8" x 5.5") Cover page (130 GSM) (Window - 4+1) and Last Page (130 GSM) (Glossy four colour - 4+1) Second Page - different printing and rest of the pages - 20 x 2 with Requisition Slip. Inside pages 60 GSM x 47 GSM
24	Window envelope of 2 colour printing 9.5inchesX4 inches; 70 GSM white; paper thickness 0.15mm and maximum 5mm; Glassine paper of 35 GSM/cellophane paper of 40gms/PVC or BOPP of 15 micron thickness used for window material (as instructed Indian Postal Dept.
25	Shcil Window Envelope-'11x5-70GSM white maplitho paper - two colour - name and address with window punching
26	Pledge / Hypothecation form'28 book - size 11" x 8.5" (LXH) '10x2 - 60 GSM First Page + 47 GSM Second copy sheshesai colour paper. (First & last page plain - 130 GSM) and inner pages 1 colour printing Annexure-W with perforation and Requisition slip and maplitho.
27	CDSL DIS annexure 6.2a, Delivery instruction by client Form 12 size 11" x 8.5" (LXH) '10x2 - 60 GSM First Page + 47 GSM Second copy sheshesai colour paper. (First 4 colours & last page plain - 130 GSM) and inner pages 1 colour printing Annexure-W with perforation and maplitho.
28	Combined dis book (form no. 36) 5X2 pages (one white and one colour) glossy pages, size (L x H - 8" x 5.5") Cover page (130 GSM) (4+1) and Last Page (130 GSM) (Glossy four colour - 4+1) Second Page - different printing and rest of the pages - 5 x 2 with Requisition Slip. Inside pages 60 GSM + 47 GSM. With perforation and maplitho.

29	Delivery out instruction by clearing member for pay-out -'1 book contains size (L x H - 8" x 5.5") with one page extra excluding space for margin. '20x2 - 60 GSM + 47 GSM sheshesai colour paper for copy with numbering and perforation. First 4 colour & last page plain and inner pages 1 colour (as per sample) Annexure-T (cover & last page glossy paper 130 GSM - 4 + 1 colour, perforation and maplitho.
30	Delivery out instruction by clearing member for pay-in -'1 book contains size (L x H - 8" x 5.5") excluding space for margin. '20x2 - 60GSM + 47 GSM sheshesai colour paper for copy. First -4 colour & last page plain and inner pages 1 colour (as per sample) Annexure-S (cover - window & last page glossy paper 130 GSM - 4 +1 colour with one page extra + requisition slip, perforation and maplitho.
31	Inter Settlement Instruction '1 book contains size (L x H - 8" x 5.5") excluding space for margin. '20x2 - 60 GSM + 47 GSM with numbering sheshesai colour paper for copy. First page 4 colours & last page plain and inner pages 1 colour (as per sample) Annexure-SS (cover & last page glossy paper 130 GSM - 4 +1 colour with perforation and requisition slip and one page extra inside with maplitho).
32	CM Pool to pool delivery instruction by clearing member'1 book contains size (L x H - 8" x 5.5") excluding space for margin. '20x2 - 60 GSM + 47 GSM with numbering sheshesai colour paper for copy. First page (front 4 colour& back 1 colour) & last page plain and inner pages 1 colour Annexure-ST (cover & last page glossy paper 130 GSM - 4 +1 colour with perforation and requisition slip and one page extra inside with maplitho).
33	CDSL Pledge/unpledged/invocation request form'1 book contains size (L x H - 11" x 8.5") '10x2 - 60 GSM + 47 GSM with numbering sheshesai colour paper for copy. First page (front 4 colour& back 1 colour) & last page plain and inner pages 1 colour Annexure-ST (cover & last page glossy paper 130 GSM - 4 +1 colour with perforation and requisition slip and one page extra inside with maplitho).
34	NSDL Receipt Instruction – Form 14 in Size 8.25'X6' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 60 gsm paper printed in single colour with inner pages printed in single colour alongwith perforation. ('10x2')
35	NSDL Inter-Depository Receipt Instruction – Form 17 in Size 8.25'X6' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 60 gsm paper printed in single colour with inner pages printed in single colour alongwith perforation. ('10x2')
36	NSDL Combined Delivery Instructions By client POA Holder on behalf of Client - Form 37 in Size 8.25'X11.667' with 1st part & 2nd part on 70 gsm paper, requisition and cover page on 70 gsm paper printed in single colour with inner pages printed in single colour alongwith perforation. ('10x2')
37	NSDL Margin Pledge Form – Form 43 in Size 8.5'X11.25' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 120 gsm ss paper printed in single colour with inner pages printed in single colour alongwith perforation. ('20x2')
38	CDSL Margin Pledge/Re-Pledge Request Form in Size 8.5'X11.25' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 120 gsm ss paper printed in single colour with inner pages printed in single colour alongwith perforation. ('20x2')

39	CDSL Margin Unpledge Request Form in Size 8.5'X11.25' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 120 gsm ss paper printed in single colour with inner pages printed in single colour alongwith perforation. ('20x2')
40	CDSL Margin Invocation Request Form in Size 8.5'X11.25' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 120 gsm ss paper printed in single colour with inner pages printed in single colour alongwith perforation. ('20x2')
41	NSDL HOLD ON Securities - Form -39 - (10x2)
42	NSDL Lamination KIT cover from outside of Envelope (BOPP) - for CPU.DPM Processing team in size 9'x12' on 80 gsm paper printed in 4 colours with gumming and silicon pasting on flap.
43	CDSL KIT cover - Brown envelop - for CPU.DPM Processing team in size 10'x12' on 80 gsm kraft paper printed in single colour with window.
44	Combined dis book (form no. 36) 10X2 pages (One White and One colour) size (L x H - 8" x 5.5") Cover page (130 GSM) (Window - 4+1) and Last Page (130 GSM - 4 + 1) (Glossy four colour - 4+1) Second Page - different printing and rest of the pages - 10 x 2 with Requisition Slip. Inside pages 60 GSM + 47 GSM with numbering, perforation and maplitho.
45	SHCIL Letterhead - for Demat Follow up letter (As per Sample Booklet provided)
46	SHCIL Letterhead - for Printing Modification Letter 60 GSM (As per Sample Booklet provided)
47	SHCIL Letterhead - One side Plain and One side Printed (with informative point for understanding bills and transaction statements) - (As per Sample Booklet provided)
48	P/P Letter Head Two Colour Printing (Data Centre)'15 x 12 x1 - 70 GSM (Name, address, and SHCIL Logo) with perforation and maplitho.
49	P/P Letter Head Two Colour Printing (Data Centre)'10 x 12 x1 - 70 GSM (Name, address, and SHCIL Logo ) with perforation with maplitho
50	Certificate of Holding - '2colour 120GSM - A4 size maplitho paper
51	Delivery instruction by client - size (L x H - 8" x 5.5") excluding space for margin. '20x2 - 60 GSM+ 47 GSM sheshesai colour paper for copy. First (front & back) & last page (front & back) 4 colours and inner pages 1 colour, plus requisition slip (front & back) with different colour Annexure-L (cover & last page glossy paper 130 GSM - 4 +1 colour) with maplitho.
52	Inter depository instruction slip'1 book size (L x H - 8" x 5.5") excluding space for margin. '20x2 -60 GSM + 47 GSM sheshesai colour paper for copy. First (front & back)& last (front & back) page 4 colours and inner pages 1 colour plus requisition slip with different colour Annexure-N Form no.15 (cover & last page glossy paper 130GSM - 4 + 1 colour and 1 extra inner page with numbering, perforation and maplitho.

## **19. Procedure for Submission of Application for Technical Bid and Financial Bid (Online)**

1. Technical and Financial Bid to be submitted Online on or before Last date for Submission of Bids.
2. The Bids/documents are to be submitted Online at <https://stockholding.auctiontiger.net>
3. Technical and other non-commercial queries (not impacting price) can be routed to the respective e-mail id indicated in the e-tender document.
4. Online bids submission related queries could be addressed to M/s. e-Procurement Technologies Ltd. personnel indicated in the document.
5. M/s. e-Procurement Technologies Ltd. responsibility is limited to technical assistance of bid event. Finalization of bidding process and selection of Bidder would be directly between Bidders and StockHolding.
6. The Bids submitted by telegram/Fax/Email shall not be considered and is liable to be rejected. No correspondence will be entertained in this matter.
7. No other documents or new terms and conditions are to be uploaded in Bids.
8. The Bidder is requested to submit its application prior to last date and time of submission to avoid any inability due to telephone line glitch, internet response issues, software or hardware hands will not be the responsibility of M/s. e-Procurement Technologies Ltd or of StockHolding. However, M/s. e-Procurement Technologies Ltd. shall make every effort to ensure availability of technology resources to enable submission of application.
9. All uploaded documents copies needs to be attested.
10. StockHolding will consider only such applications that satisfy the eligibility criteria.
11. The Bidder need to have Minimum Requirement for submission of tender:
  - a. Computer / Laptop with internet connection
  - b. Operating system – Window XP Service Pack -3 / VISTA / WINDOWS 7
  - c. Digital Certificate – Class II or III, Signing + Encryption and it should be organizational certificate
12. The Bidder shall submit that Technical Bid through online on website <https://stockholding.auctiontiger.net>. For any issues / clarifications, the Bidder may contact

**1. Khushboo Mehta:- 9510813528, [khushboo.mehta@eptl.in](mailto:khushboo.mehta@eptl.in)**

**2. Nandan Valera:- 9081000427, [nandan.v@eptl.in](mailto:nandan.v@eptl.in)**

**3. Pooja Shah:- 9328931942, [Pooja.shah@eptl.in](mailto:Pooja.shah@eptl.in)**

**Call: +91 9904406300 | +91 9510812960 | +91 9265562821 | +91 6354919566 e-mail: [support@auctiontiger.net](mailto:support@auctiontiger.net)**

13. The bidders are required to upload all the documents in Portable Document Format (.pdf).
14. Upon the successful and timely submission of bids, the portal will give a successful bid submission message and a bid summary will be displayed with the bid no. and the date and time of submission of the bid with all relevant details.
15. The auction tiger's server time shall be the time stamp for the submission of the bids on the system and the said time stamp shall be final. The bidders are advised not to wait till the last minute or last few seconds to enter their bid to avoid complications related with internet connectivity, network problems, system crash down, power failure, etc.
16. The bidder shall submit that Financial Bid online on website <https://stockholding.auctiontiger.net>.
17. The Financial Bids once made, cannot be cancelled and withdrawn, however, can be modified till the last date and timing of submission of tender and the bidder shall be bound by the same.
18. The bidder shall quote rates for all the variables mentioned in the Financial Bid.
19. The bidder is required to check the prices / amount carefully before uploading financial Bid.

20. The prices quoted in the Financial Bid should be inclusive of all charges except applicable taxes.
21. The Financial Bid shall be unconditional and any conditional/incomplete Financial Bids shall not be accepted.
22. Upon the successful and timely submission of bids, the portal will give a successful bid submission message which will be displayed with date and time.
23. The bidders are requested to submit the bid through auction tiger online e-tendering system well before the bid submission end date and time (as per Server System Clock and the said Server System Clock Time shall be final). The bidders are advised not to wait till the last minute or last few seconds to enter their bid.
24. The Service Provider shall upload the scanned copy of receipt as a proof of depositing EMD/tender fees along with Bids. Otherwise the bids in electronic form will not be considered. Firms registered under National Small Industries Corporation (NSIC) / Micro, Small and Medium Enterprises (MSME) for specific trade are exempted from EMD and shall upload the scanned copy of necessary documents.

## 20. Terms and Conditions

### PERIOD OF CONTRACT / TERMINATION

1. Stock Holding Corporation of India Limited invites quotations in the prescribed formats for Pre-Printed Stationery / Envelopes / Printed Books to Stockholding Offices Located in Mumbai, Thane and Navi Mumbai (Rate Contract) for a period of TWO years i.e. from **Period of Contract 2022 to 2024** - 2 years after transition period from the date of issue of work order based in Mumbai, Navi Mumbai & Thane. Stockholding reserves the right to terminate the contract by Giving One month's notice.

### ASSIGNMENT

1. The Contractor shall not assign or transfer the contract to any another agency, or enter into sub-contracts for the said contract. The contractor shall abide by all the rules and regulations laid down by StockHolding authorities from time to time.
2. Services as mentioned in the SCHEDULE OF WORKS / SCOPE OF WORK will be organized in consultation with the authorities of StockHolding.

### General Terms and Conditions for the Rate Contract

1. In case of quality issue/dispute/failure or delays in supply fully or partially, the Corporation is at liberty to procure the items through other bidders or sources at its sole discretion and the difference in cost, if any, will be recoverable from the bidder. Stockholding reserves the right to appoint one or more than one rate contract for the same item with multiple vendors.
2. The bidders have to quote all the items mentioned in the Commercial / financial bid.
3. The Tender shall be unconditional and any conditional/incomplete Tender shall not be accepted.
4. The prices quoted in tender should be exclusive of all taxes and inclusive of other charges e.g. delivery charges / courier charges etc. to all locations
5. Successful bidder shall have to prepare its own draft copy within 10 days before printing and get it approved by the Corporation. No soft copy of any printing and stationery items would be provided to any bidder.
6. The comparison of the bids will be done based on the rates quoted by the bidders for all stationery items. The bidder must fill the rates per unit and total cost per item correctly. In case of erroneous calculations, the bid will be rejected.
7. No escalation in rates on any account shall be permitted during the contract period.
8. No advance payment shall be released to the successful bidder.
9. No quantity is mentioned nor is any minimum drawal guaranteed in the Rate Contract.
10. In case the delivery is not made within the stipulated period and as per the quality of the items as prescribed in the financial bid, Stockholding reserves the right to cancel/reject entire/part order/delivery. Any defective supplies will be replaced by the bidder within 7 days from the date of receipt from Stockholding.
11. The successful bidder will have to execute an Integrity pact with the Corporation. The format of the same is available on the website of the Corporation.
12. Stockholding interpretation regarding errors in particulars or typographical or clerical errors shall be final and binding on the Bidder.

13. The Vendor, who's tender, is finally accepted & approved, will have to execute the Contract documents with StockHolding or as may be decided by StockHolding from time to time.
14. Stockholding reserves the right to ask for any further details for arriving at a decision. Stockholding reserves the right to waive any minor deviation or omission.
15. The Successful bidder shall provide any quantity ordered by the Corporation, Successful Bidder shall not place any condition on the corporation for ordering minimum quantity.
16. Corporation reserves the right to change / modify the format / draft of any items mentioned in the financial bid.
17. The successful bidder must obtain confirmation/approval from the Admin department for change in specifications or rates for a given item, before printing.

**POWER OF ATTORNEY - Sole Proprietary firms**

1. When the Vendor's representative signing the tender is not the sole proprietor himself, the necessary power of attorney authorizing the person to act on behalf of the Vendor organization should be attached along with the tender documents.

**TERMINATION DUE TO BREACH OF CONTRACT'S TERMS AND CONDITIONS**

1. Not- withstanding anything to the contrary herein contained, StockHolding shall be at liberty to terminate this contract forthwith upon or at any time, a breach or default of any of the terms, conditions or stipulations contained herein is committed by the contractors and / or by the workmen of the contractor deployed in StockHolding premises.

**COMPENSATION FOR DELAY**

1. Compensation for delay @ Rs. 2500/- per day can be imposed on the successful bidder for not carrying out the assigned services as per the contract.
2. In the event of the compensation for delay exceeding 2% of the estimated contract value, StockHolding reserves the right to cancel the contract. In such an event, no damages or compensation, whatsoever, will be payable to the Successful Bidder.

**TYPOGRAPHICAL OR CLERICAL ERRORS**

1. StockHolding interpretations regarding partially committed errors in particulars or typographical or clerical errors shall be final and binding on all applicants.

**PAYMENTS**

1. Monthly payment will be made upon raising the bill on completion of the service. No advance will be made under any circumstances.
2. The payment will be made only against invoices and delivery challan duly stamped and signed by the user department of Stockholding. Invoices shall be raised as per the following details
  - a. Administration Department at Mahape Office: For the deliveries made at Mahape Office.
  - b. Administration Department at Centre Point Office: For the deliveries made at Centre Point Office.
  - c. SHCIL Office at Fort: For the deliveries made at branches offices in and around Mumbai.
3. The Successful Bidder shall permit StockHolding to hold or deduct the amount from bill for non-performance or part performance or failure to discharge obligations under this contract.

4. In case GST is not paid by the vendor, Stockholding will recover the same from the next bill or any other works carried out by the vendor.
5. The Successful Bidder shall not subcontract the work unless specifically permitted by StockHolding in writing.
6. The Successful Bidder shall execute the documents related to this contract on stamp paper as per proforma prescribed by StockHolding.
7. In case of any changes in the artwork, design, pattern, color scheme, etc. the same shall be intimated to the vendor as and when required and it should be incorporated by the vendor without any extra charges.

**CONTRACTOR'S SIGNATURE AND SEAL**

## **21. Eligibility Criteria**

1. The contracting agency/firm/company should be based at Mumbai/ Navi Mumbai / Thane having its registered office in Mumbai/Navi Mumbai/ Thane.
2. The bidder should be in printing business for more than 5 years as on 31<sup>st</sup> December, 2021
3. Bidder should have experience in similar nature of work of Printing and Supplying Pre Printed stationery for at least 3 (THREE) projects each costing not less than 20 lakhs (annually) to any Central Govt. / State Govt./ Public Sector Undertaking (PSU)/ BFSI sector / educational institution / reputed private firms in India as on date of submission of bid.
4. The bidder must own a Printing Press which is located either at Mumbai / Navi Mumbai / Thane.
5. The Bidders should have a minimum turnover of INR 80 Lakhs with positive net worth in each of the last 3 financial years as per the audited financial statement. [CA Certificate to be submitted].
6. The bidder should have capacity to supply stationery (as mentioned in BOQ) to all SHCIL offices in & around Mumbai / Navi Mumbai / Thane.
7. The Bidder shall produce a self-declaration that there are - (a) no vigilance and / or court cases pending against it (b) no inquiry or investigation pending against it from any statutory regulatory and / or investigation agency and (c) The Bidder has not been blacklisted by any public sector organization in last 5-years. (Page 34 of this document)
8. The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years. (In case STOCKHOLDING, Performance certificate from issued by STOCKHOLDING should be provided).
9. The Bidder should have valid registration with all statutory authorities such as Registrar of companies/Firms, Central/State Labor departments, ESI, EPF, GST, PAN Etc.
10. The Bidder should have proper compliances such as PF, HRA, ESIC, Bonus, etc.
11. The Bidder should provide StockHolding the client's list and the contact number of the clients and should have clean track record and should not have involvement in any illegal activities or fraud.
12. The Bidder should submit documentary evidence in support of fulfilling eligibility criteria mentioned above including performance certificate from clients.

#### **EVALUATION OF TECHNICAL BID**

The authorized representatives of STOCKHOLDING will open the Pre-qualification/Technical Bids in the presence of the Bidders or of their representatives who choose to attend at the appointed place and time. They must bring proper authorization from their firm / agency at the time of opening of the bids failing which they will not be allowed to participate in the opening of process.

The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions will be summarily rejected.

The bidder must produce the original documents as and when required towards the eligibility/qualifying criteria on the date of opening of tender for verification. Besides this STOCKHOLDING reserve the right to verify the document so submitted from those Institutes/organizations who have issued such certificates.

#### **Scoring method for Qualification of Technical Bids:**

<b>Evaluation and Technical Qualification of Bidders</b>				
<b>Sr. No.</b>	<b>Eligibility Criteria</b>			
<b>1</b>	<b>The bidder should be in printing business for more than 5 years as on 31<sup>st</sup> December, 2021</b>			
	<b>5 years - 7 years</b>	<b>7 years - 9 years</b>	<b>9 years - 11 years</b>	<b>11 years - 13 years +</b>
	15	18	21	25
<b>2</b>	<b>Bidder should have experience in similar nature of work of Printing and Supplying Pre Printed stationery for at least 3 (THREE) projects each costing not less than 20 lakhs (annually) to any Central Govt. / State Govt./ Public Sector Undertaking (PSU)/ BFSI sector / educational institution / reputed private firms in India as on date of submission of bid</b>			
	<b>3 project</b>	<b>4 - 5 Projects</b>	<b>6 - 7 projects</b>	<b>8+ Projects</b>
	15	18	21	25
<b>3</b>	<b>The Bidder should have given service to the Government sector in the past seven years</b>			
	<b>01</b>	<b>02</b>	<b>03</b>	<b>04 or more</b>
	2	3	4	5
<b>4</b>	<b>The Bidders should have a minimum turnover of INR 80 Lakhs with positive net worth in each of the last 3 financial years as per the audited financial statement. [CA Certificate to be submitted].</b>			
	<b>80 Lakhs</b>	<b>80 Lakh - 1 Crore</b>	<b>1 Crore - 1.2 Crore</b>	<b>1.2 Crore - 1.4 Crore</b>
	15	13	15	20

5	<b>The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years.</b>			
	<b>3 reports</b>	<b>4 reports</b>	<b>5 reports</b>	<b>6 + reports</b>
	15	18	21	25

1. The maximum marks scored by the bidder is equal to 100
2. The Bidder who scores minimum 60 marks shall qualify for participating in the financial/commercial bid.

#### OPENING OF COMMERCIAL BID

The commercial bids of only those firms, who are found qualified on evaluation of the technical bids, shall be opened on a later date with intimation only to the qualified bidders. In case the date of tender is declared to be a Holiday by the Central/State Govt. or Local administration, then it will be opened on the next working day. However, opening/closing time of tender will remain the same.

## 22. Documents to be submitted

Sr. No.	Documents to be Submitted		Submitted
1	2 DDs (EMD and BID Document Fee)		Submission at Centre Point
2	Unconditional Acceptance of Terms and Conditions of RFP		Upload
3	Bidders Profile		Upload
4	Authorization for signing of RFP Document and or POA/BR.		Upload
5	The Bidder should have GST Registration		Upload
6	Signed copy of the RFP and any Addenda/ Corrigenda		Upload
7	Undertaking for Point no. 7 in Eligibility Criteria		Upload
9	Customer Satisfactory Performance Reports		Upload
Sr. No.	Parameter/Eligibility Criteria	Documents to be Submitted	Compliance
1	The contracting agency/firm/company should be based at Mumbai/ Navi Mumbai / Thane having its office in Mumbai/Navi Mumbai/ Thane.	Certificate of Incorporation/Registration	Upload
2	Bidder should have experience in similar nature of work of Printing and Supplying Pre Printed stationery for at least 3 (THREE) projects each costing not less than 20 lakhs (annually) to any Central Govt. / State Govt./ Public Sector Undertaking (PSU)/ BFSI sector / educational institution / reputed private firms in India as on date of submission of bid.	Copy of Purchase Order/Letter of Intent	Upload
3	The Bidders should have a minimum turnover of INR 80 Lakhs with profit in each of the last 3 financial years as per the audited financial statement. [CA Certificate to be submitted].	2018-19 (Turnover)	Upload CA Certificate
		2019-20 (Turnover)	
		2020-21 (Turnover)	
		2018-19 (Profit)	
		2019-20 (Profit)	
		2020-21 (Profit)	
4	The bidder must own a Printing Press which is located either at Mumbai / Navi Mumbai / Thane.	License / Relevant document to be submitted	Upload
5	The bidder should have capacity to supply stationery (as mentioned in Financial Bid) to all branch offices in & around Mumbai / Navi Mumbai / Thane.	Declaration on Letter head to be submitted	Upload
6	The Bidder should have valid registration with all statutory authorities such as Registrar of companies/Firms, Central/State Labour departments, ESI, EPF, GST, PAN Etc.	Certificates to be uploaded	Upload
7	The Bidder should have proper compliances such as PF, HRA, ESIC, Bonus, etc.	Certificates to be uploaded	Upload

8	The bidder should be in printing business for more than 5 years as on 31 <sup>st</sup> December, 2021	Relevant document to be uploaded	Upload
9	The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years. (in case STOCKHOLDING, Performance certificate from issued by STOCKHOLDING should be provided).	Relevant document / PO/ LOI / WO to be submitted	Upload
10	The Bidder should have given service to the Government sector in the past seven years	Relevant document to be uploaded	Upload

**23. Commercial Bid / Financial Bid**

Sr. No.	Name of the Items	Unit	Rate	Weightage	Weightage x Rate
<b>Common Stationery</b>					
1	Shcil fine dhoti Cloth Cover -'16x12 -90GSM-one colour - name and address , logo	per envelope		1.3216	
2	Shcil fine dhoti Cloth Cover -'18 x 14' -90GSM-one colour - name and address , logo	per envelope		0.0689	
3	SHCIL letterhead copy-'100 GSM – executive bond – four colour - A4 size	per rim of 500 pages		0.0081	
4	Continuation sheet –'100 GSM – executive bond – two colour - A4 size	per rim of 500 pages		0.0081	
5	Shcil Plain Envelope-'11x5 - 70GSM (maplitho paper) - two colour - name and address and logo	per envelope		0.4054	
6	Shcil fine dhoti Cloth Cover (Green) -'10x12-90GSM - one colour - name, logo and address	per envelope		0.2838	
7	Morocco plastic transparent folders (two colour printing-) - 9.5" x 12.5" (L X H)	per folder		0.0405	
8	Spring file (one colour printing ) - 10" x 14" (L X H)	per folder		0.0243	
9	SHCIL Logo Pad (8 leaves - 60 GSM with line one colour. Cover page and last page - 130 GSM four colour - both sides printing with maplitho.	per unit		0.0041	
10	Visiting cards size 9.2X5.4cm (front & back 2 + 2 colours) - 220 GSM ivory	per pkt. of 100		0.0081	
<b>Admin, HR and Security</b>					
11	Motor Log Book – 300 leaves L x H - (6.5" x 8") 150 leaves - 80 GSM ledger paper both sides printing single colour - hard bound rexine with single colour.	per unit		0.0016	
12	HRD Application Form - 120 GSM - L x H - (9" x 12") without folding four colour printing front and back.	per unit		0.0405	
13	Security Attendance Book - L x H - (13" x 8") hard bound, rexine binding- 16 leaves - 80 GSM + 70 GSM pink + 70 GSM green (16 sets) (single colour inside) - front and back with maplitho paper	per unit		0.0008	
14	Employee Entry Book - L x H - (13" x 8.5") 100 leaves - 80 GSM both side printing - single colour - hard bound with maplitho paper.	per unit		0.0016	

15	SHCIL Gate Pass Book 1*1 pages - L x H - (8" x 5.5") 150 leaves - 60 GSM + 47 GSM - first page white and second page colour and one colour printing inside with one perforation - hard bound with numbering and maplitho paper.	per unit		0.0081	
16	Visitor Slips L X H - 8" x 13" 100 x 100 leaves - 60 GSM + 47 GSM - one colour one white paper maplitho. Single colour printing inside. Top binding, perforation on each slip, numbering on each slip, three perforations on each leaves.	per unit		0.0081	
17	Visitor's Diary Book - L x H - (13" x 8.5") 100 leaves - 80 GSM both side printing - single colour - hard bound with maplitho paper.			0.0024	
18	A4, 2 colour 80 GSM maplitho	Per 1000		0.0081	
19	Lamination kit cover (10X13- four colour 70 GSM + Lamination Gloss two colour printing with punching window)	per no.		0.0405	
20	White Cover (Window Cover)-'10x12 -80 GSM - four colour - name and address, logo with lamination	per envelope		0.0405	
21	Corrugated Printing Box with printing size 18"X12 1/2X11"address and logo	per box		0.0081	
22	A4 size plain paper - 80 GSM maplitho	per packet		0.1622	
<b>Business Team</b>				0.0000	
23	Combined dis book (form no. 36) size (L x H - 8" x 5.5") Cover page (130 GSM) (Window - 4+1) and Last Page (130 GSM) (Glossy four colour - 4+1) Second Page - different printing and rest of the pages - 20 x 2 with Requisition Slip. Inside pages 60 GSM x 47 GSM	per book		1.6215	
24	Window envelope of 2 colour printing 9.5inchesX4 inches; 70 GSM white; paper thickness 0.15mm and maximum 5mm; Glassine paper of 35 GSM/cellophane paper of 40gms/PVC or BOPP of 15 micron thickness used for window material (as instructed Indian Postal Dept.	per envelope		64.8619	
25	Shcil Window Envelope-'11x5-70GSM white maplitho paper - two colour - name and address with window punching	per envelope		24.3232	

26	Pledge / Hypothecation form'28 book - size 11" x 8.5" (LXH) '10x2 - 60 GSM First Page + 47 GSM Second copy sheshesai colour paper. (First & last page plain - 130 GSM) and inner pages 1 colour printing Annexure-W with perforation and Requisition slip and maplitho.	per book		0.2432	
27	CDSL DIS annexure 6.2a, Delivery instruction by client Form 12 size 11" x 8.5" (LXH) '10x2 - 60 GSM First Page + 47 GSM Second copy sheshesai colour paper. (First 4 colours & last page plain - 130 GSM) and inner pages 1 colour printing Annexure-W with perforation and maplitho.	per book		0.2027	
28	Combined dis book (form no. 36) 5X2 pages (one white and one colour) glossy pages, size (L x H - 8" x 5.5") Cover page (130 GSM) (4+1) and Last Page (130 GSM) (Glossy four colour - 4+1) Second Page - different printing and rest of the pages - 5 x 2 with Requisition Slip. Inside pages 60 GSM + 47 GSM. With perforation and maplitho.	per book		0.2027	
29	Delivery out instruction by clearing member for pay-out -'1 book contains size (L x H - 8" x 5.5") with one page extra excluding space for margin. '20x2 - 60 GSM + 47 GSM sheshesai colour paper for copy with numbering and perforation. First 4 colour & last page plain and inner pages 1 colour (as per sample) Annexure-T (cover & last page glossy paper 130 GSM - 4 + 1 colour, perforation and maplitho.	per book		0.0405	
30	Delivery out instruction by clearing member for pay-in -'1 book contains size (L x H - 8" x 5.5") excluding space for margin. '20x2 - 60GSM + 47 GSM sheshesai colour paper for copy. First -4 colour & last page plain and inner pages 1 colour (as per sample) Annexure-S (cover - window & last page glossy paper 130 GSM - 4 +1 colour with one page extra + requisition slip, perforation and maplitho.	per book		0.0405	

31	Inter Settlement Instruction '1 book contains size (L x H - 8" x 5.5") excluding space for margin. '20x2 - 60 GSM + 47 GSM with numbering sheshesai colour paper for copy. First page 4 colours & last page plain and inner pages 1 colour (as per sample) Annexure-SS (cover & last page glossy paper 130 GSM - 4 +1 colour with perforation and requisition slip and one page extra inside with maplitho).	per book		0.0405	
32	CM Pool to pool delivery instruction by clearing member'1 book contains size (L x H - 8" x 5.5") excluding space for margin. '20x2 - 60 GSM + 47 GSM with numbering sheshesai colour paper for copy. First page (front 4 colour& back 1 colour) & last page plain and inner pages 1 colour Annexure-ST (cover & last page glossy paper 130 GSM - 4 +1 colour with perforation and requisition slip and one page extra inside with maplitho).	per book		0.0405	
33	CDSL Pledge/unpledged/invocation request form'1 book contains size (L x H - 11" x 8.5") '10x2 - 60 GSM + 47 GSM with numbering sheshesai colour paper for copy. First page (front 4 colour& back 1 colour) & last page plain and inner pages 1 colour Annexure-ST (cover & last page glossy paper 130 GSM - 4 +1 colour with perforation and requisition slip and one page extra inside with maplitho).	per book		0.0081	
34	NSDL Receipt Instruction – Form 14 in Size 8.25'X6' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 60 gsm paper printed in single colour with inner pages printed in single colour alongwith perforation. ('10x2')	per book		0.0405	
35	NSDL Inter-Depository Receipt Instruction – Form 17 in Size 8.25'X6' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 60 gsm paper printed in single colour with inner pages printed in single colour alongwith perforation. ('10x2')	per book		0.0405	

36	NSDL Combined Delivery Instructions By client POA Holder on behalf of Client - Form 37 in Size 8.25'X11.667' with 1st part & 2nd part on 70 gsm paper, requisition and cover page on 70 gsm paper printed in single colour with inner pages printed in single colour alongwith perforation. ('10x2')	per book		0.0405	
37	NSDL Margin Pledge Form - Form 43 in Size 8.5'X11.25' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 120 gsm ss paper printed in single colour with inner pages printed in single colour alongwith perforation. ('20x2')	per book		0.4054	
38	CDSL Margin Pledge/Re-Pledge Request Form in Size 8.5'X11.25' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 120 gsm ss paper printed in single colour with inner pages printed in single colour alongwith perforation. ('20x2')	per book		0.1622	
39	CDSL Margin Unpledge Request Form in Size 8.5'X11.25' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 120 gsm ss paper printed in single colour with inner pages printed in single colour alongwith perforation. ('20x2')	per book		0.0811	
40	CDSL Margin Invocation Request Form in Size 8.5'X11.25' with 1st part on 60 gsm paper & 2nd part on 47 gsm colour printing, requisition and cover page on 120 gsm ss paper printed in single colour with inner pages printed in single colour alongwith perforation. ('20x2')	per book		0.0811	
41	NSDL HOLD ON Securities - Form -39 - (10x2)	per book		0.0405	
42	NSDL Lamination KIT cover from outside of Envelope (BOPP) - for CPU.DPM Processing team in size 9'x12' on 80 gsm paper printed in 4 colours with gumming and silicon pasting on flap.	per book		2.1080	
43	CDSL KIT cover - Brown envelop - for CPU.DPM Processing team in size 10'x12' on 80 gsm kraft paper printed in single colour with window.	per book		0.2027	

44	Combined dis book (form no. 36) 10X2 pages (One White and One colour) size (L x H - 8" x 5.5") Cover page (130 GSM) (Window - 4+1) and Last Page (130 GSM - 4 + 1) (Glossy four colour - 4+1) Second Page - different printing and rest of the pages - 10 x 2 with Requisition Slip. Inside pages 60 GSM + 47 GSM with numbering, perforation and maplitho.	per book		0.0008	
45	SHCIL Letterhead - for Demat Follow up letter (As per Sample Booklet provided)	per book		1.6215	
46	SHCIL Letterhead - for Printing Modification Letter 60 GSM (As per Sample Booklet provided)	per book		0.4054	
47	SHCIL Letterhead - One side Plain and One side Printed (with informative point for understanding bills and transaction statements) - (As per Sample Booklet provided)	per book		0.4054	
48	P/P Letter Head Two Colour Printing (Data Centre)'15 x 12 x1 - 70 GSM (Name, address, and SHCIL Logo) with perforation and maplitho.	Per 1000		0.0811	
49	P/P Letter Head Two Colour Printing (Data Centre)'10 x 12 x1 - 70 GSM (Name, address, and SHCIL Logo ) with perforation with maplitho	Per 1000		0.0811	
50	Certificate of Holding - '2colour 120GSM - A4 size maplitho paper	per sheet		0.0811	
51	Delivery instruction by client - size (L x H - 8" x 5.5") excluding space for margin. '20x2 - 60 GSM+ 47 GSM sheshesai colour paper for copy. First (front & back) & last page (front & back) 4 colours and inner pages 1 colour, plus requisition slip (front & back) with different colour Annexure-L (cover & last page glossy paper 130 GSM - 4 +1 colour) with maplitho.	per book		0.4054	
52	Inter depository instruction slip'1 book size (L x H - 8" x 5.5") excluding space for margin. '20x2 -60 GSM + 47 GSM sheshesai colour paper for copy. First (front & back)& last (front & back) page 4 colours and inner pages 1 colour plus requisition slip with different colour Annexure-N Form no.15 (cover & last page glossy paper 130GSM - 4 + 1 colour and 1 extra inner page with numbering, perforation and maplitho.	per book		0.4054	
Total				100	

**Note:**

1. The lowest bidder in commercial bid will be based on the Total price which is multiplication factor of Rate of each item and Weightage of the item.
2. The total price is exclusive of Taxes and it will be paid at actuals.
3. The said is a Rate Contract i.e. No quantity is mentioned nor is any minimum drawal guaranteed in the Rate Contract.
4. Bidder has to quote for all the above listed items, incase no rate is filled; Stockholding reserves the right to reject the Commercial Bid.
5. Stockholding reserves the right to terminate the contract by giving one month's notice.
6. The Financial Bid will be opened only for the Bidders who have scored 60 or more marks in the Technical Bid.
7. The Lowest i.e. L1 bidder shall be the bidder who is the lowest in the Commercial Bid.

## 24. Annexure and Forms

### 1. Bidders Profile (on letter head)

Date:

Sr. No.	Parameters	Details
1	Name and address of Firm	
2	PAN No. copy	
3	Copy of registration certificate regarding GST	
4	Registered Office Address of the Bidder	
5	Correspondence address at Mumbai with contact person/s name/s, telephone number, mobile number etc.	
6	Contact person/s name/s, telephone number, mobile number etc. for the purpose of this RFP if different from the authorized signatory.	
7	Name and designation of the person authorized to sign the Bid / proposal and all other documents incidental to the RFP.	

Signature:

Name of the Authorized Person:  
(Authorized for this RFP)

Designation:

Company Seal:

2. FORMAT OF PRE – BID QUERIES

**To be submitted in excel file format only**

To be sent to the email: [shcil.cpt@stockholding.com](mailto:shcil.cpt@stockholding.com),

[viraj.prabhu@stockholding.com](mailto:viraj.prabhu@stockholding.com), [shubhanair@stockholding.com](mailto:shubhanair@stockholding.com), [meher@stockholding.com](mailto:meher@stockholding.com)

Subject line of email: “E - Tender for Pre – Printed Stationery for STOCKHOLDING - “(bidder name)”

Bidder Name: Contact Person: Contact no / email id:				
Sr. No.	RFP Ref Pg. No.	Clause No.	Existing Clause Details	Clarification Sought
1				
2				
3				
.....				

Name of the Authorized Person:

Designation:

### 3. Self-Declaration

(Undertaking to be submitted on Bidder Company's Letter Head)

To,

STOCKHOLDING

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RFP for Supply of Pre-Printed Stationery / Envelopes / Printed Books to Stockholding Offices Located  
in Mumbai, Thane and Navi Mumbai Stockholding offices and Premises**

**RFP no. \_\_\_\_\_**

We, [•] (name and designation) on behalf of [•] having its registered office at [•] have submitted a Bid proposal to STOCKHOLDING for [•] in response to the Request for Proposal (RFP) dated issued [•] by STOCKHOLDING.

We are duly authorized persons to submit this undertaking.

We have read and understood the aforesaid RFP and we hereby convey our absolute and unconditional acceptance to the aforesaid RFP.

We do not have any business relationship with STOCKHOLDING including its directors and officers which may result in any conflict of interest between us and STOCKHOLDING. We shall on occurrence of any such event immediately inform the concerned authorities of the same.

We have submitted our Bid in compliance with the specific requirements as mentioned in this RFP.

We have provided with all necessary information and details as required by STOCKHOLDING and shall provide with such additional information's may be required by STOCKHOLDING from time to time.

Neither we nor any of our employee/director has been barred from providing the Services nor are we in negative list/blacklisted by any Organizations, statutory or regulatory or investigative agencies in India or abroad in the last 5 years.

There are no vigilance and / or court cases pending against us/company and no inquiry or investigation pending against us from any statutory regulatory and / or investigation agency.

All the information furnished here in and as per the document submitted is true and accurate and nothing has been concealed or tampered with. We have gone through all the conditions of Bid and are aware that we would be liable to any punitive action in case of furnishing of false information / documents.

We also undertake that; we were/are never involved in any legal case that may affect the solvency / existence of our organization or in any other way that may affect capability to provide / continue the services to STOCKHOLDING.

It is further certified that we have not modified or deleted any text/matter in this RFP. Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2022

Signature:

(Company Seal)

In the capacity of duly authorized to sign bids for and on behalf of.

**4. GENERAL INFORMATION**

**Area wise Details and Addresses of Locations**

**Stockholding's Offices**

Sr. No.	Location	Address
1	Mahape	StockHolding House, Plot no. P-51, T.T.C Industrial Area, MIDC, Mahape, Navi Mumbai- 400 710
2	Centre Point, Parel	301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai

**Mumbai Branches**

Sr. No.	Location	Address	Contact Details
1	ANDHERI	Shop No. 4 , Parsian Apartments , V.P. Road , Off. S.V. Raod , Andheri West , Mumbai .	26230910
2	Borivali	Shop No.10, Mangal Kunj, Madhu Milan C.H.S Opp. Indraprasth Shopping Centre, S.V. Rd. Borivali -W	28332104 / 2085
3	Chembur	RAMESH NIWAS,01ST FLOOR,ROAD NO.20, NEAR AMBEDKAR UDYAN,OPP.CORAL CLASSIC, CHEMBUR-EAST	25288358
4	Dadar T.T- Mumbai	ROOM NO 2, G-2 , GROUND FLOOR, TRISANDHYA -B , CHS DADASAHEB PHALKE ROAD, DADAR-EAST Mumbai	24151706/07
5	Dombivali	Office No. 6, 1st Floor, Shri Suyash CHS, Near Madhuban Talkies, Ursekarwadi, Dombivli (East),Thane	2861196
6	Fort	12/14, UTI Building, Bank Street Cross Lane, Near Old Custom House, Fort	22622677
7	Ghatkopar	Vishwa C.H.S., Ground Floor, Junction of R B. Mehta Rd & Hingwala Lane, Ghatkopar (East),Mumbai	25137653
8	Goa	2nd Floor ,Tamba Bldg Dr Atmaram Borkar Road Panaji, Goa	2421496,97
9	Goregaon	G-2, Unique Towers, Gr. Flr., Opp. Kamath Club, Off. S. V. Road, Goregaon (West),Mumbai	28787336
10	KHARGHAR	Shop No-3,Shree Ambika Heritage Plot No.1,Sec-1,Opp. Kharghar Railway Station, Kharghar,NAVI MUMBAI	27741333/34/36
11	Kalyan	Gala No. 110, Vasant Vihar Complex Chandulal Joshi Compound, Opp Railway Station Kalyan (West), Thane	2315422 / 23
12	Mahalaxmi	Rewa Apartments, 'B' Wing, Gr.Flr, Behind BOI, Opp Cadbury House, Bhulabhai Desai Rd,Mahalaxmi,Mumbai	23538225
13	Mulund	Koteshwar Bhavan, R.H.B. Road, Near Maharaja Textiles, Opp. Shamrao Vitthal Co-op Mulund (West), Mumbai	25620703

14	Nariman Point	Stock Holding Corporation of India Ltd Raheja Chambers, Off number 15, ground floor Free Press Journal Marg, Nariman Point, Mumbai	22852977
15	Parel	SHOP NO 4 TIRUPATI CHS DR SS ROAD OPP IT OFFICE LALBAUG PAREL MUMBAI	24707289/241153
16	Thane	SHOP NO 5 GROUND FLOOR LAXMI NIWAS CHS VISHNU NAGAR OPP THANE BHARAT SAHAKARI BANK NAUPADA, THANE WEST	25453790 / 91
17	VASAI	Shop No.113,1st Floor,North Lanes Business Centre, Vartak College Road,Next to Railway Station, Vasai (West),District- Palghar	2333417/18/19
18	Vashi	Block no 2, Ground Floor, Type C-1, Building no 12 Sector -2, Near Abhyudaya Bank, Opp.Shanti Centre Vashi, Navi Mumbai	27821105 06 07
19	Vikhroli	25, Ground Floor Hazari Baug, Station Road Vikhroli - West, Mumbai	25779282
20	Vile Parle	104, Shyamkamal, 'A' Wing, 1st Floor, Opp. Vile Parle Rly. Stn., Vile Parle (East),Mumbai	26161101

**\*In case there is change of address, addition of new branches, it will be notified to the vendor as when required.**