

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/24-25/001

Date: 3rd July 2024

Contents

Document Control Sheet	3
Disclaimer	4
1. Background	5
2. Purpose of RFP	5
3. Cost of Bid	6
4. Earnest Money Deposit (EMD)	6
5. Discharge of EMD	7
6. Period of validity	7
7. Amendment Of Bid Document/RFP Document	7
8. STOCKHOLDING's Right To Accept Any Bid And To Reject Any Or All Bids	8
9. Acceptance Of Bid	8
10. Execution Of Documents	8
11. Termination Of Contract	9
12. Dispute Resolution	10
13. Adherence To Safety Procedures, Rules Regulations And Restriction	10
14. Governing Law	10
15. Jurisdiction Of Courts	10
16. Force Majeure	11
17. Scope of Work	11
1. Purpose.....	11
2. Bill of Quantities / Material / List of Items:	12
18. Procedure for Submission of Application for Technical Bid and Financial Bid	16
19. Terms and Conditions	18
20. Eligibility Criteria	21
21. Documents to be submitted	24
22. Commercial Bid / Financial Bid	26
23. Annexure and Forms	33
1. Bidders Profile (on letter head).....	33
2. Format of Pre-Bid Queries.....	34
3. Self-Declaration.....	35
4. GENERAL INFORMATION	37
5. Integrity Pact.....	39
Annexure-I.....	48
Annexure-II.....	49

Document Control Sheet

Name of the company	STOCKHOLDING Corporation of India Ltd.	
RFP Reference No.	SHCIL/CPT/RFP/24-25/01	
Date of Issue:	3 rd July 2024	
Last date for submission of Pre-Bid Queries	17 th July 2024 EOD	
Pre Bid Meeting	18 th July 2024	
Last Date and time for submission of Bids (Technical and Financial)	Date:	24 th July 2024
	Time:	03:00 PM
Cost of Bid Document	INR	2,500/- (Non Refundable)
Earnest Money Deposit (EMD)	INR	1,00,000/- (Re Fundable)
Schedule for Opening of Technical Bids	Date:	24 th July 2024
	Time:	03:30 PM
Schedule for Opening of Commercial Bids	Date & Time will be intimated to the shortlisted Bidders	
Bid Validity	90 days from the last date of bid submission.	
Place of Pre-bid meeting/ Opening of Bids / address for Communication / Contact Persons / email id	STOCKHOLDING Corporation of India 301, 3rd Floor, Centre Point, Dr. Baba Saheb Ambedkar Marg, Opp. Bharatmata Cinema, Parel, Mumbai 400012 Contact No. 022 6177 9401	
	Shubha Nair M: +91 9892258753	Rupali Khanaolkar M: +91 8879154638
	Sunita Menon M: +91 9619911432	Sanjeev Mirchandani M: +91 9867193379
	SHCIL.RFPAD242501@stockholding.com	

Note:

1. This tender document is the property of STOCKHOLDING & is not transferable.
2. 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 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 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, a subsidiary of IFCI Limited was promoted by the public financial institutions and incorporated as a public limited company on July 28, 1986. STOCKHOLDING is a Government Organization, being a subsidiary of IFCI. STOCKHOLDING, one of the largest Depository Participants (DP) and also largest premier Custodian in terms of assets under custody, provides post trading and custodial services to institutional investors, mutual funds, banks, insurance companies, etc. STOCKHOLDING is one of the largest Professional Clearing Members of the country.

In Retail segment besides DP services, STOCKHOLDING offers stock broking services through its wholly owned subsidiary SHCIL Services Ltd. (SSL). STOCKHOLDING is also into distribution of various investment and retirement solutions viz. Fixed Deposits, Bonds & NCDs of reputed institutes and corporates, Mutual Fund Schemes, Initial Public Offers (IPOs) and National Pension System (NPS). RBI has designated STOCKHOLDING as one of the Agency Banks to distribute Floating Rate Savings Bonds in dematerialized form. STOCKHOLDING also offers the Government of India Sovereign Gold Bonds. STOCKHOLDING is a corporate agent registered with IRDAI for distribution of insurance (Life, Health & General) products.

STOCKHOLDING acts as a Central Record Keeping Agency (CRA) for collection of stamp duty in 24 States and Union Territories on PAN India basis. e-Stamping is an innovative and secure internet-based application that offers convenience to the public when it comes to stamping their documents. As a major e-governance initiative, several State Governments have authorised STOCKHOLDING to collect non- judicial and judicial stamp duty payment through our e-stamping and e-Court fees system. Along with it, STOCKHOLDING is appointed as Registration Fee Collection Agency for Computerization of the Registration System in some states where e-Stamping is operational.

STOCKHOLDING has its registered office at Mumbai, main operations office at Navi Mumbai and operates through its over 200 retail branches all over India.

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). 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 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. Earnest Money Deposit (EMD)

The Bidder shall furnish, as part of its Bid Security of INR 1,00,000/- (Rupees One Lakh 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 Mahape / Parel (Centre Point) 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.

5. 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.

6. Period of validity

1. Bids should be valid for 90 (Ninety) 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.

7. 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.

8. 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.

9. Acceptance Of Bid

STOCKHOLDING will notify the successful Bidder.

10. Execution Of Documents

1. The successful Bidder should sign the Contract and complete the execution of all other documents within 15 business days of the acceptance of Work Order / Purchase Order.
3. The signing of Contract should be accompanied by the submission of Performance Bank Guarantee, or any other legal Document etc.
4. Payment of stamp duty would be as per laws applicable in the State of Maharashtra.
5. 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.
6. 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.

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 Work Order / Purchase Order.
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 Work Order / 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.

11. 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 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.
3. Where the Bidder's ability to survive as an independent 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.
4. 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.

5. 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.

12. 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 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.

13. 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. Bidder shall also adhere to all requirement/regulations of the STOCKHOLDING during the execution of the work.

14. Governing Law

This Contract shall be governed in accordance with the applicable laws in Maharashtra. These provisions shall survive the Contract.

15. 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.

16. Force Majeure

Neither the STOCKHOLDING nor the Bidder shall be responsible for any failure to fulfil any term or condition of the CONTRACT if and to the extent that fulfilment has been delayed or temporarily prevented by a Force Majeure occurrence, defined as "Force Majeure". For purposes of this clause, "Force Majeure" mean an event beyond the control of the Parties and which prevents a Party from complying with any of its obligations under this Contract, including but not limited to: acts of God not confined to the premises of the Party claiming the Force Majeure, flood, drought, lightning or fire, earthquakes, strike, lock-outs beyond its control, labour disturbance not caused at the instance of the Party claiming Force Majeure, acts of government or other competent authority, war, terrorist activities, military operations, riots, epidemics, civil commotions etc.

The Party seeking to rely on Force Majeure shall promptly, within 5 days, notify the other Party of the occurrence of a Force Majeure event as a condition precedent to the availability of this defence with particulars detailed in writing to the other Party and shall demonstrate that it has taken and is taking all reasonable measures to mitigate the events of Force Majeure. And, all Parties will endeavor to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure. Each PARTY shall bear its own cost in relation to the force majeure occurrence.

However, any failure or lapse on the part of the Bidder to mitigate the damage that may be caused due to the above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force Majeure, as set out above.

If the duration of delay exceeds ninety (90) consecutive or one hundred eighty (180) cumulative days, STOCKHOLDING and the Bidder shall hold consultations with each other in an endeavor to find a solution to the problem. Notwithstanding above, the decision of the STOCKHOLDING, shall be final and binding on the bidder.

17. 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 **1st October 2024 to 30th September 2026** 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
Common Stationery	
1	SHCIL fine dhoti Cloth Cover -'16x12 -75GSM- 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 – excel bond – four colour - A4 size (21.0x29.7)
4	Continuation sheet single sided –'100 GSM – excel bond – four colour - A4 (21"x29.7")
5	SHCIL Plain Envelope-'11x5 - 70 GSM (maplitho paper) - four colour - name and address and logo
6	SHCIL fine dhoti Cloth Cover (Green) -'10x12-75GSM - one colour - name, logo and address
7	Morocco plastic transparent folders two sided open ,Single sided (four colour printing-) - 9.5" x 12.5" (L X H)
8	Spring file single sided (one colour printing),colour card - 10.5" x 14" (L X H)
9	Writing Pad offset printing single sided (8 leaves - 60-70 GSM with one colour. Both sides printing with maplitho paper. Size-5.5"x8.5". Cover page and last page - 120 GSM Art paper glued binding offset printing four colour
10	Visiting cards size 9.2X5.4cm Double sided (both sided front & back 4 + 4 colours) - 220 GSM ivory, Kentex card, Text + Logo + barcode
Admin, HR and Security	
11	Motor Log Book – 300 leaves L x H - (Inner 6.5" x 8.5" & outer 7.5"x9") 80GSM ledger paper both sides printing single colour - hard bound rexine with single colour.
12	Security Attendance Book - L x H - (13" x 8.5") hard bound, rexine binding- 100 leaves - 80 GSM (inserts 70 GSM pink & green single colour inside 6 sets - front and back with maplitho paper
13	Employee Entry Book - L x H - (13" x 8.5") 100 leaves - 80 GSM sboth side printing (front & back)- single colour - hard bound with maplitho paper.
14	SHCIL Gate Pass Book Stapler & glued binding offset printing single sided with numbering ,maplitho paper size(8.5"x5.5") 60GSM +47GSM colour paper 200 leaves (first page white & second page colour with one perforation
15	Visitor Slips L X H - 8" x 13"(3UPS)- 100 + 100 leaves - 60 GSM + 47 GSM - one colour one white paper maplitho paper single sided. Single colour printing inside. Stapler binding, perforation on each slip, numbering on each slip, three perforations on each leaves.
16	Visitor's Diary Book - L x H - (13" x 8.5") 100 leaves - 80 GSM both side printing (front & back) - single colour - hard bound with 300GSM putta & rexine on cover maplitho paper.

17	Billing stationary offset printing Double sided (both sided - front & back) , (4 colour front plus single colour back) , A4 (21"x 29.7") 80 GSM maplitho paper
18	Lamination kit envelope with outside lamination and silicon pasting cover offset printing both sided - front & back) (Four colour front + four colour back) printing with maplitho paper.Size 10"x 7" 100 GSM
19	A4 size (21'x29.7")plain paper - 80 GSM white maplitho paper of good mill
Business Team	
20	Booklet combined DIS (form no. 36) size (L x H - 8" x 5.5") (Inside 70 GSM single colour with endorsement on first & second part) and cover page (130 GSM) (Window-4+1) four colour (Glossy coated 4+1) variable/static data printed with laser beam technology maplitho paper.Second Page-on 70 gsm printed in single colour (20x2) wih requisition slip
21	Booklet combined DIS (form no. 36) Stapler binding, offset printing, single sided (Inside 70 GSM single colour and cover (130 GSM) (Window-4+1) four colour with endorsement on first & second part) and (Glossy coated 4+1) variable/static data printed with laser beam technology, maplitho paper. size (L x H - 8" x 5.5") .Second page-different printing on 70 gsm maplitho paper- (10x2) with requisition slip with VDP
22	Window envelope of 4 colour printing 9.5 inches X 4 inches; 70 GSM white maplitho Glassine paper of 35 GSM/ cellophane PVC or BOPP of 15 micron thickness used for window material (as instructed Indian Postal Dept.)
23	SHCIL Window Envelope – ‘11X5-70 GSM white maplitho paper – four colour – name and address with window punching.
24	Booklet Pledge / Hypothecation form'28 book - (10x2) size 8.5"x11" (LXH) - Inside 70GSM + 47GSM single colour and cover page 70GSM single colour with perforation and requisition slip
25	CDSL DIS annexure 6.2a, Delivery instruction by client, single sided, stapler binding, inside single colour & cover page 70 GSM printed in single colour maplitho paper, requisition slip printed in single colour 70 GSM size (8.5"x11")
26	Booklet combined DIS form no.36 (5x2 pages) in size (8"x5.5") maplitho paper Inside 70 GSM + 47 GSM single colour cover page 130 GSM four colour glossy (4+1) with endorsment on first and second part & rest with requisition slip.
27	Booklet delivery out instruction by clearing member for pay-out form no.22 (20x2) offset printing, stapler binding, single sided maplitho paper size (8"x5.5").Inside 70GSM + 70GSM single colour (cover page 130 GSM four colour glossy (4+1)) with endorsement on first & second part, with numbering & perforation.

28	Booklet combined DIS form no.18 (20x2) offset printing, stapler binding, single sided maplitho paper size(8"x5.5").Inside 70GSM + 70GSM single colour (cover page 130 GSM four colour) with endorsement on first & second part, glossy coated , with numbering & perforation. With one page extra plus requisition slip and perforation
29	Booklet Pool to Pool instructions by clearing member form no.20 (20x2) offset printing, stapler binding, single sided maplitho paper size 8"x5.5" Inside 70 GSM + 70 GSM single colour with endorsement on first & second part (cover page 130 GSM four colour) glossy coated , with numbering & perforation with one page extra plus requisition slip and perforation
30	Booklet pledge unpledge invocation request (10x2) offset printing, stapler binding, single sided maplitho paper size(8"x11").Inside 70GSM + 47GSM single colour (cover page 70 GSM single colour) first & second part, glossy coated , with numbering & perforation. With one page extra plus requisition slip and perforation
31	Receipt instruction form no.14 (10x2) offset printing (8"x5.5"),stapler binding ,single sided, maplitho paper .Inside 70GSM + 47GSM single colour (cover page 60 GSM single colour)
32	NSDL Inter-Depository Receipt Instruction – Form 17 (10x2) Size 8"X5.5" stapler binding ,single sided, maplitho paper .Inside 70GSM + 47GSM single colour (cover page 60 GSM single colour) with endorsement first & second part ,perforation and requisition slip
33	Booklet Combined Delivery Instructions By client POA Holder on behalf of Client - Form 37 in Size 8"x5.5" offset printing , stapler binding , single sided, maplitho paper. Inside 70GSM + 70 GSM single colour with endorsement perforation and requisition slip (cover page 130 GSM four colour)
34	Booklet margin pledge form no.43 (20x2) offset printing, stapler binding, single sided maplitho paper size(8.5"x11").Inside 70GSM + 47GSM single colour with requisition slip & perforation (cover page 70 GSM single colour)
35	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')
36	CDSL booklet margin un-pledge (20x2) offset printing, stapler binding, single sided maplitho paper size (8.5"x11").Inside 70GSM + 47GSM single colour with requisition & perforation (cover page 120 GSM ss paper printed in single colour)
37	CDSL booklet margin invocation form (20x2) offset printing, stapler binding, single sided maplitho paper size (8.5"x11"). Inside 70 GSM + 47 GSM single colour with requisition slip & perforation (cover page 120 GSM ss single colour)
38	Booklet NSDL HOLD ON Securities for Non-Disposal Undertaking Agreement Form -39 (10x2)Offset Printing Stapler Binding Single sided Inside70 GSM plus 47 GSM Single

	Colour Maplitho paper (cover page 70 GSM single colour) in Size-8.5x11 Inches with requisition slip.
39	NSDL Lamination kit envelope with outside lamination and silicon pasting cover offset printing (both sided - front & back) (Four colour front + four colour back) printing on 100 GSM maplitho paper in Size (9.5"x 6.5")
40	CDSL KIT cover – Window Brown envelope – Single sided, Craft paper for (CPU. DPM Processing team) in size 10"x12"- 80 GSM Craft paper printed in single colour with window.
41	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) four colour (4 + 1) (Glossy paper) Inside pages 70 GSM + 47 GSM prined in single colour with numbering, with Requisition Slip, with perforation offset Printing Stapler Binding.
42	Pre-printed Letterhead - for Demat Follow up letter (four colour) 10"X12"X1"-70 GSM (Name, address and SHCIL Logo) with perforation with maplitho paper.
43	P/P Letter Head single sided four Colour Printing (Data Centre)'15" x 12" x1" - 70 GSM (Name, address, and SHCIL Logo) with perforation and maplitho paper.
44	Certificate of Holding - Single sided - 4 colour 120 GSM - A4 size (21"x29.7")maplitho paper
45	Booklet Release of pledge/pledge invocation cum transfer Form-44 (20x 2) single sided, stapler binding , inside single colour and cover page 70 GSM printed in single colour, maplitho paper 70GSM + 47 GSM , Size (8.5"x11")
46	Booklet client unpaid securities Un-pledge request form CURF 20x2 single sided ,stapler binding , inside single colour and cover page 70GSM printed in single colour ,maplitho paper 70GSM + 47 GSM , Size (8.5"x11")
47	Booklet Release of pledge Confiscation cum early pay in request form CIERF (20x 2) offset, single sided, stapler binding , inside single colour and cover page 70 GSM printed in single colour, maplitho paper 70GSM + 47 GSM, Size (8.5"x11")
48	Window Envelope size (LxH - 9"x12") on 100 GSM offset printing on both side in four colours as per artwork sent by with lamination outside and silicone pasting with sunshine paper of Ballapur
49	Brown Plain Envelope (10x12 Inches) Craft Paper single Sided (80 GSM)
50	Letterhead for Seniors Single sided 100GSM Excel Bond A4 size (21.0x29.7) single And Bilingual English And Hindi) Four Colour
51	Docket/Corporate Brochures (with Leaflet/insertions booklet form) Pocket insert Folder. Printing (4 +4) F/B on 300 gsm Art Card with L Shape Pouch with Matt Lamination on both sides with size 9' x 12 inches ". Size 9" x 12" inches. 4 page (One Fold) Size 5.5 X 8 inches with Printing in 4 +4 colour printing on 300 gsm Art Card front and back with Matt Lamination. Cover 4+0 printing with size 8.25 x 11.5"with inside text 1 +1F/B with 28 pages printing on 80 gsm Ballarpur /or reputed mill paper Maplitho with fabrication with Centre Pinning binding.
52	Demat Request Form in size 8.5x11 with 1st part on 60 GSM & 2nd & 3rd part on colour paper printed in single colour and cover page on 60 GSM maplitho paper (10x3)

18. Procedure for Submission of Application for Technical Bid and Financial Bid

Technical and Financial Bid to be submitted Online on or before Last date for Submission of Bids.

1. The Bids/documents are to be submitted Online at <https://STOCKHOLDING.auctiontiger.net>
2. Technical and other non-commercial queries (not impacting price) can be routed to the respective e-mail id indicated in the e-tender document.
3. Online bids submission related queries could be addressed to M/s. e-Procurement Technologies Ltd. personnel indicated in the document.
4. 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.
5. 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.
6. No other documents or new terms and conditions are to be uploaded in Bids.
7. 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.
8. All uploaded documents copies needs to be self-attested.
9. STOCKHOLDING will consider only such applications that satisfy the eligibility criteria.
10. 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
11. The Bidder shall submit that Technical Bid through online on website <https://STOCKHOLDING.auctiontiger.net>. For any issues / clarifications, the Bidder may contact

Sr. No	Name	Mobile No.	Email ID
1	Fahad Khan	6352631766	fahad@eptl.in
2	Shaikh Nasruddin	6352632098	shaikh@eptl.in
3	Manish Pathak	9265562819	manish.p@eptl.in

4	Mubassera Mansuri	7859800621	mubassera@eptl.in
5	Hiral Purohit	6352631968	hiral.purohit@eptl.in
6	Nandan Valera	9081000427 / 9510813528 / 6354919566	Nandan.v@eptl.in

**Call: +91 9904406300 | +91 9510812960 | +91 9265562821 | +91 6354919566 e-mail:
support@auctiontiger.net**

12. The bidders are required to upload all the documents in Portable Document Format (.pdf).
13. 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.
14. 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.
15. The bidder shall submit that Financial Bid online on website <https://STOCKHOLDING.auctiontiger.net>.
16. 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.
17. The bidder shall quote rates for all the variables mentioned in the Financial Bid.
18. The bidder is required to check the prices / amount carefully before uploading financial Bid.
19. The prices quoted in the Financial Bid should be inclusive of all charges except applicable taxes.
20. The Financial Bid shall be unconditional and any conditional/incomplete Financial Bids shall not be accepted.
21. 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.
22. 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.

19. 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 1st **October 2024 to 30th September 2026**. STOCKHOLDING reserves the right to terminate the contract by Giving One month's notice.

Assignment

1. 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 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.
- 5 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.
- 6 No escalation in rates on any account shall be permitted during the contract period.
- 7 No advance payment shall be released to the successful bidder.
- 8 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.
- 9 The bidder will have to execute an Integrity pact with the Corporation. The format of the same is provided as Annexure (5). The bidder will have to submit a signed and stamped copy of the Integrity Pact by the authorized signatory.
- 10 STOCKHOLDING interpretation regarding errors in particulars or typographical or clerical errors shall be final and binding on the Bidder.
- 11 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.

12. 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.
13. The Successful bidder shall provide any quantity ordered by the Corporation within the time and date assigned to them and shall not place any condition on the corporation for ordering minimum quantity.
14. The Successful bidder should deliver the order as and when required by the Corporation.
15. The Corporation reserves the right to change / modify the format / draft of any items mentioned in the financial bid.
16. 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. Notwithstanding 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 0.50% 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 permitted 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

20. 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 31st March 2024.
3. The 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 16 lakhs (annually) or 2 (TWO) projects each costing not less than 20 lakhs (annually) or 1 (ONE) project of 32 lakhs (annually) during the last three years out of last 5 financial years 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.

The successful completion certificate issued by client should contain date of start, date of completion, value on completion of work etc.

Please Note: "The work orders issued by one company for its multiple locations / one parent company & its subsidiaries shall be treated as a single work order".

4. The bidder must own a Printing Press.
5. The Bidders should have a minimum turnover of INR 60 Lakhs with positive net worth for three years out of the last five 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 STOCKHOLDING 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.
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 be in compliance with all applicable provision of labour laws. The declaration in this regard should be provided.
10. 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.
11. The Bidder should submit documentary evidence in support of fulfilling eligibility criteria mentioned above including performance certificate from clients.
12. 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.

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:

Evaluation and Technical Qualification of Bidders				
Sr. No.	Eligibility Criteria			
1	The bidder should be in printing business for more than 5 years as on 31 st March 2024			
	5 years - 7 years	7 years - 9 years	9 years - 11 years	11 years - 13 years +
	15	18	21	25
2	The 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 16 lakhs (annually) or 2 (TWO) projects each costing not less than 20 lakhs (annually) or 1 (ONE) project of 32 lakhs (annually) during the last three years out of last 5 financial years 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.			
	3 projects	4 - 5 projects	6 - 7 projects	8+ projects
	15	18	21	25
3	The bidder should have given service to the Government sector in the past five years			
	01	02	03	04 or more
	2	3	4	5

4	The bidders should have a minimum turnover of INR 60 Lakhs with positive net worth for three years out of the last five financial years as per the audited financial statement. [CA Certificate to be submitted].			
	60 lakhs	61 lakhs – 75 lakhs	76 lakhs – 90 lakhs	< 90 lakhs
	13	15	18	20
5	The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three years.			
	3 reports	4 reports	5 reports	6 + reports
	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.

21. Documents to be submitted

Sr. No.	Documents to be Submitted		Submitted
1	1 DD (EMD)		Submission at Centre Poin (Parel) / Mahape
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	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	Certificate of Incorporation/Registration	Upload
2	The 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 16 lakhs (annually) or 2 (TWO) projects each costing not less than 20 lakhs (annually) or 1 (ONE) project of 32 lakhs (annually) during the last three years out of last 5 financial years 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/Work Order	Upload
3	The Bidders should have a minimum turnover of INR 60 lakhs with profit for three years out of the last five financial years as per the audited financial statement. [CA Certificate to be submitted].	2019-20 (Turnover)	Upload CA Certificate
		2020-21 (Turnover)	
		2021-22 (Turnover)	
		2022-23 (Turnover)	
		2023-24 (Turnover)	
		2019-20 (Profit)	
		2020-21 (Profit)	
		2021-22 (Profit)	
		2022-23 (Profit)	
2023-24 (Profit)			

4	The bidder must own a Printing Press	License / Relevant document to be submitted	Upload
5	The bidder should have capacity to supply stationery to all branch offices in & around Mumbai / Navi Mumbai / Thane as well as delivering the same as and when required.	Declaration on Letter head to be submitted	Upload
6	The Bidder should be in compliance with all applicable provision of labour laws	Declaration to be uploaded	Upload
7	The bidder should be in printing business for more than 5 years as on 31 st March, 2024	Relevant document to be uploaded	Upload
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).	Relevant document / PO/ WO to be submitted	Upload
9	The Bidder should have given service to the Government sector in the past five years	Relevant document to be uploaded	Upload
10	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.	Self-declaration by the bidder on it Letter Head duly signed by the Authorized Signatory	Upload

a. Commercial Bid / Financial Bid

Sr.No.	Name of the Items	Unit	Rate	Weightage	Weightage x Rate
1	SHCIL fine dhoti Cloth Cover -'16x12 - 75GSM- one colour - name and address , logo	per envelope		2.829	
2	SHCIL fine dhoti Cloth Cover -'18 x 14' - 90GSM- one colour - name and address , logo	per envelope		0.348	
3	SHCIL letterhead copy-'100 GSM – excel bond – four colour - A4 size (21.0x29.7)	per rim of 500 pages		0.232	
4	Continuation sheet single sided –'100 GSM – excel bond – four colour - A4 (21"x29.7")-offset printing	per rim of 500 pages		0.232	
5	Shcil Plain Envelope-'11x5 - 70 GSM (maplitho paper) - four colour - name and address and logo	per envelope		1.438	
6	Shcil fine dhoti Cloth Cover (Green) - '10x12-75GSM - one colour - name, logo and address	per envelope		1.159	
7	Morocco plastic transparent folders two sided open ,Single sided (four colour printing-) - 9.5" x 12.5" (L X H)	per folder		0.580	
8	Spring file single sided (one colour printing),colour card - 10.5" x 14" (L X H)	per folder		0.348	
9	Writing Pad offset printing single sided (8 leaves - 60-70 GSM with one colour. Both sides printing with maplitho paper. Size-5.5"x8.5". Cover page and last page - 120 GSM Art paper glued binding offset printing four colour	per unit		0.058	
10	Visiting cards size 9.2X5.4cm Double sided (both sided front & back 4 + 4 colours) - 220 GSM ivory,Kentex card,Text + Logo + barcode	per pkt.of 100		0.116	
11	Motor Log Book – 300 leaves L x H - (Inner 6.5" x 8.5" & outer 7.5"x9") 80GSM ledger paper both sides printing single colour - hard bound rexine with single colour.	per unit		0.001	
12	Security Attendance Book - L x H - (13" x 8.5") hard bound, rexine binding- 100 leaves - 80 GSM (inserts 70 GSM pink & green single colour inside 6 sets - front and back with maplitho paper	per unit		0.001	
13	Employee Entry Book - L x H - (13" x 8.5") 100 leaves - 80 GSM both side printing (front & back)- single colour - hard bound with maplitho paper.	per unit		0.001	

14	SHCIL Gate Pass Book Stapler & glued binding offset printing single sided with numbering ,maplitho paper size(8.5"x5.5") 60GSM +47GSM colour paper 200 leaves (first page white & second page colour with one perforation	per unit		0.001	
15	Visitor Slips L X H - 8" x 13"(3UPS)- 100 + 100 leaves - 60 GSM + 47 GSM - one colour one white paper maplitho paper single sided. Single colour printing inside. Stapler binding, perforation on each slip, numbering on each slip, three perforations on each leaves.	per unit		0.001	
16	Visitor's Diary Book - L x H - (13" x 8.5") 100 leaves - 80 GSM both side printing (front & back) - single colour - hard bound with 300GSM putta & rexine on cover maplitho paper.	Per Book		0.001	
17	Billing stationary offset printing Double sided (both sided - front & back) , (4 colour front plus single colour back) , A4 (21"x 29.7") 80 GSM maplitho paper	per rim of 500 pages		46.373	
18	Lamination kit envelope with outside lamination and silicon pasting cover offset printing both sided - front & back) (Four colour front + four colour back) printing with maplitho paper.Size 10"x 7" 100 GSM	per no.		4.637	
19	A4 size (21'x29.7")plain paper - 80 GSM white maplitho paper of good mill	per rim of 500 pages		0.812	
20	Booklet combined DIS (form no. 36) size (L x H - 8" x 5.5") (Inside 70 GSM single colour with endorsement on first & second part) and cover page (130 GSM) (Window-4+1) four colour (Glossy coated 4+1) variable/static data printed with laser beam technology maplitho paper.Second Page-on 70 gsm printed in single colour (20x2) wih requisition slip	per book		1.739	
21	Booklet combined DIS (form no. 36) Stapler binding ,offset printing , single sided (Inside 70 GSM single colour and cover (130 GSM) (Window-4+1) four colour with endorsement on first & second part) and (Glossy coated 4+1) variable/static data printed with laser beam technology,maplitho paper. size (L x H - 8" x 5.5") .Second page-different printing on 70 gsm maplitho paper- (10x2) with requisition slip with VDP	per book		1.739	

22	Window envelope of 4 colour printing 9.5 inches X 4 inches; 70 GSM white maplitho Glassine paper of 35 GSM/ cellophane PVC or BOPP of 15 micron thickness used for window material (as instructed Indian Postal Dept.)	per envelope		11.941	
23	SHCIL Window Envelope – ‘11X5-70 GSM white maplitho paper – four colour – name and address with window punching.	per envelope		7.825	
24	Booklet Pledge / Hypothecation form'28 book - (10x2) size 8.5"x11" (LXH) - Inside 70GSM + 47GSM single colour and cover page 70GSM single colour with perforation and requisition slip	per book		0.058	
25	CDSL DIS annexure 6.2a, Delivery instruction by client, single sided, stapler binding, inside single colour & cover page 70 GSM printed in single colour maplitho paper, requisition slip printed in single colour 70 GSM size (8.5"x11")	per book		0.058	
26	Booklet combined DIS form no.36 (5x2 pages) in size (8"x5.5") maplitho paper Inside 70 GSM + 47 GSM single colour cover page 130 GSM four colour glossy (4+1) with endorsment on first and second part & rest with requisition slip.	per book		0.001	
27	Booklet delivery out instruction by clearing member for pay-out form no.22 (20x2) offset printing, stapler binding, single sided maplitho paper size (8"x5.5").Inside 70GSM + 70GSM single colour (cover page 130 GSM four colour glossy (4+1)) with endorsement on first & second part, with numbering & perforation.	per book		0.012	
28	Booklet combined DIS form no.18 (20x2) offset printing,stapler binding,single sided maplitho paper size(8"x5.5").Inside 70GSM + 70GSM single colour (cover page 130 GSM four colour) with endorsement on first & second part,glossy coated , with numbering & perforation.With one page extra plus requisition slip and perforation	per book		0.012	

29	Booklet Pool to Pool instructions by clearing member form no.20 (20x2) offset printing, stapler binding, single sided maplitho paper size 8"x5.5" Inside 70 GSM + 70 GSM single colour with endorsement on first & second part (cover page 130 GSM four colour) glossy coated , with numbering & perforation.with one page extra plus requisition slip and perforation	per book	0.012	
30	Booklet pledge unpledge invocation request (10x2) offset printing,stapler binding,single sided maplitho paper size(8"x11").Inside 70GSM + 47GSM single colour (cover page 70 GSM single colour) first & second part,glossy coated , with numbering & perforation.With one page extra plus requisition slip and perforation	per book	0.012	
31	Reciept instruction form no.14 (10x2) offset printing (8"x5.5"),stapler binding ,single sided, maplitho paper .Inside 70GSM + 47GSM single colour (cover page 60 GSM single colour)	per book	0.012	
32	NSDL Inter-Depository Receipt Instruction – Form 17 (10x2) Size 8"X5.5" stapler binding ,single sided, maplitho paper .Inside 70GSM + 47GSM single colour (cover page 60 GSM single colour) with endorsment first & second part ,perforation and requisition slip	per book	0.012	
33	Booklet Combined Delivery Instructions By client POA Holder on behalf of Client - Form 37 in Size 8"x5.5" offset printing , stapler binding , single sided, maplitho paper. Inside 70GSM + 70 GSM single colour with endorsment perforation and requisition slip (cover page 130 GSM four colour)	per book	0.012	
34	Booklet margin pledge form no.43 (20x2) offset printing,stapler binding,single sided maplitho paper size(8.5"x11").Inside 70GSM + 47GSM single colour with requisition slip & perforation (cover page 70 GSM single colour)	per book	0.023	

35	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		0.012	
36	CDSL Booklet margin un-pledge (20x2) offset printing, stapler binding, single sided maplitho paper size (8.5"x11").Inside 70GSM + 47GSM single colour with requisition & perforation (cover page 120 GSM ss paper printed in single colour)	per book		0.012	
37	CDSL Booklet margin invocation form (20x2) offset printing, stapler binding, single sided maplitho paper size (8.5"x11"). Inside 70 GSM + 47 GSM single colour with requisition slip & perforation (cover page 120 GSM ss single colour)	per book		0.012	
38	Booklet NSDL HOLD ON Securities for Non-Disposal Undertaking Agreement Form -39 (10x2)Offset Printing Stapler Binding Single sided Inside70 GSM plus 47 GSM Single Colour Maplitho paper (cover page 70 GSM single colour) in Size-8.5x11 Inches with requisition slip.	per book		0.012	
39	NSDL Lamination kit envelope with outside lamination and silicon pasting cover offset printing (both sided - front & back) (Four colour front + four colour back) printing on 100 GSM maplitho paper in Size (9.5"x 6.5")	per envelope		2.319	
40	CDSL KIT cover – Window Brown envelope – Single sided, Craft paper for (CPU.DPM Processing team) in size 10"x12"- 80 GSM Craft paper printed in single colour with window.	per envelope		0.116	
41	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) four colour (4 + 1) (Glossy paper) Inside pages 70 GSM + 47 GSM prined in single colour with numbering, with Requisition Slip, with perforation offset Printing Stapler Binding.	per book		0.012	

42	Pre-printed Letterhead - for Demat Follow up letter (four colour) 10"X12"X1"-70 GSM (Name, address and SHCIL Logo) with perforation with maplitho paper .	per rim of 500 pages		8.695	
43	P/P Letter Head single sided four Colour Printing (Data Centre)'15" x 12" x1" - 70 GSM (Name, address, and SHCIL Logo) with perforation and maplitho paper .	per rim of 500 pages		2.898	
44	Certificate of Holding - Single sided - 4 colour 120 GSM - A4 size (21"x29.7")maplitho paper	per sheet		0.927	
45	Booklet Release of pledge/pledge invocation cum transfer Form-44 (20x 2) single sided, stapler binding , inside single colour and cover page 70 GSM printed in single colour, maplitho paper 70GSM + 47 GSM , Size (8.5"x11")	per book		0.012	
46	Booklet client unpaid securities Unpledge request form CURF 20x2 single sided ,stapler binding , inside single colour and cover page 70GSM printed in single colour ,maplitho paper 70GSM + 47 GSM , Size (8.5"x11")	per book		0.012	
47	Booklet Release of pledge Confiscation cum early pay in request form CIERF (20x 2) offset, single sided, stapler binding , inside single colour and cover page 70 GSM printed in single colour, maplitho paper 70GSM + 47 GSM, Size (8.5"x11")	per book		0.012	
48	Window Envelope size (LxH - 9"x12") on 100 GSM offset printing on both side in four colours as per artwork sent by with lamination outside and silicone pasting with sunshine paper of Ballapur	per envelope		0.348	
49	Brown Plain Envelope (10x12 Inches) Craft Paper single Sided (80 GSM)	per envelope		0.046	
50	Letterhead for Seniors Single sided 100GSM Excel Bond A4 size (21.0x29.7) single And Bilingual English And Hindi) Four Colour	per rim of 500 pages		0.116	

51	Docket/Corporate Brochures (with Leaflet/insertions booklet form) Pocket insert Folder. Printing (4 +4) F/B on 300 gsm Art Card with L Shape Pouch with Matt Lamination on both sides with size 9' x 12 inches ". Size 9" x 12" inches. 4 page (One Fold) Size 5.5 X 8 inches with Printing in 4 +4 colour printing on 300 gsm Art Card front and back with Matt Lamination. Cover 4+0 printing with size 8.25 x 11.5"with inside text 1 +1F/B with 28 pages printing on 80 gsm Ballarpur /or reputed mill paper Maplitho with fabrication with Centre Pinning binding.	per booklet		1.739	
52	Demat Request Form in size 8.5x11 with 1st part on 60 GSM & 2nd & 3rd part on colour paper printed in single colour and cover page on 60 GSM maplitho paper (10x3)	per book		0.070	
TOTAL				100.000	

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. TDS as applicable will be deducted.
3. The total 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.
4. The Corporation reserves the right for order quantities and the bidder cannot demand any fixed quantities wherever applicable.
5. Bidder has to quote for all the above listed items, incase no rate is filled; STOCKHOLDING reserves the right to reject the Commercial Bid.
6. STOCKHOLDING reserves the right to terminate the contract by giving one month's notice.
7. The Financial Bid will be opened only for the Bidders who have scored 60 or more marks in the Technical Bid.
8. The Lowest i.e. L1 bidder shall be the bidder who is the lowest in the Commercial Bid.

22. 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.RFPAD242501@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**

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 _____ 2024

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	Fort	12/14, UTI Building, Bank Street Cross Lane, Near Old Custom House, Fort, Mumbai 400023	22622677
2	Andheri	Shop No. 4, Parsian Apartments, V.P. Road, Off. S.V. Road, Andheri West, Mumbai 400058	26230910
3	Borivali	Shop No. 3, Tulsi Baug, CHSL, Mayfair 14, Behind Prabhodhankar Thackeray Naatya Mandir, Ramdas Surtale Marg, Off. Chandavarkar Road, Borivali (W), Mumbai 400092	28332104 / 2085
4	Chembur	Ramesh Niwas, 01st Floor, Road No.20, Near Ambedkar Udyan, Opp. Coral Classic, Chembur-East, Mumbai 400071	25288358
5	Dadar T.T - Mumbai	Room No 2, G-2 , Ground Floor, Trisandhya -B , Chs Dadasaheb Phalke Road, Dadar-East Mumbai 400014	24151706/07
6	Dombivali	Swanand Building, First Floor, Above Bank of Baroda ATM, Rajaji Path Road, Ramnagar, Dombivali (E), 421201	2446986/2446868/ 2446878
7	Ghatkopar	Vishwa C.H.S., Ground Floor, Junction of R B. Mehta Rd & Hingwala Lane, Ghatkopar (East), Mumbai 400077	25137653
8	Goregaon	G-2, Unique Towers, Gr. Flr., Opp. Kamath Club, Off. S. V. Road, Goregaon (West), Mumbai 400062	28787336
9	Kharghar	Shop No-3, Shree Ambika Heritage Plot No.1, Sec-1, Opp. Kharghar Railway Station, Kharghar, Navi Mumbai 410210	27741333/34/36

10	Kalyan	Shop No. 1, Ground Floor, Gayatri Sankul, Oak Baug, Near Kalyan Railway Station, Kalyan West, Pin 421301	2315422/24
11	Mahalaxmi	Orbit Heights, C Wing, Shop No.5, Ground Floor, Javji Dadaji Marg, Tardeo Road, Mumbai 400007	23538221 / 47491997
12	Mulund	Shop No.11, Ground Floor, Manisha Pride, Junction of J N Road, and R H B Road, Mulund West, Mumbai 400080	25907618/25907617/ 25620703/25676339
13	Nariman Point	Stock Holding Corporation of India Ltd Raheja Chambers, Off number 15, ground floor Free Press Journal Marg, Nariman Point, Mumbai 400021	22852977
14	Parel	Shop No 4 Tirupati Chs Dr Ss Road Opp IT Office Lalbaug Parel, Mumbai 400012	24707289/241153
15	Thane	Shop No 5 Ground Floor Laxmi Niwas Chs Vishnu Nagar Opp Thane Bharat Sahakari Bank Naupada, Thane West, Pin 400602	25453790 / 91
16	Vasai	Shop No.113,1st Floor,North Lanes Business Centre, Vartak College Road,Next to Railway Station, Vasai (West), District- Palghar, Pin 401202	2333417/18/19
17	Vashi	Block no 2, Ground Floor, Type C-1, Building no 12 Sector -2, Near Abhyudaya Bank, Opp.Shanti Centre Vashi, Navi Mumbai, Pin 400703	27821105 06 07
18	Vikhroli	25, Ground Floor Hazari Baug, Station Road Vikhroli -West, Mumbai 400083	25779282
19	Vile Parle	104, Shyamkamal, 'A' Wing, 1st Floor, Opp. Vile Parle Rly. Stn., Vile Parle (East), Mumbai 400057	26161101

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

5. Integrity Pact

(To be executed on plain paper and submitted along with Technical Bid for Tenders having a value of Rs.10 Lakh or more (for Administration department) and Rs.20 lakh or more (IT department). To be signed by the same signatory competent/ authorized to sign the relevant contract on behalf of STOCKHOLDING.)

(_____ Name of the Department / Office) Tender
No. _____ for _____ 48888 _____

(Each Tender must have Distinct Number and Subject Matter)

This pre-bid pre-contract Integrity Pact (Agreement) (hereinafter called the Integrity Pact) (IP) is made on _____ day of the _____, between, on one hand, STOCKHOLDING ., a company incorporated under Companies Act, 1956, with its Registered Office at 301, Centre Point Building, Dr. B R Ambedkar Road, Parel, Mumbai – 400012 , acting through its authorized officer, (hereinafter called **Principal**), which expression shall mean and include unless the context otherwise requires, his successors in office and assigns) of the First Part

And

M/s. _____
_____ (with complete address and contact details) represented by Shri _____ (i.e. Vendors / Bidders hereinafter called the '**Counter Party**') which expression shall mean and include , unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

AND WHEREAS the PRINCIPAL/Owner values full compliance with all relevant laws of the land, rules, regulations economic use of resources and of fairness/transparency in its relation with Bidder(s) /Contractor(s)/Counter Party(ies).

AND WHEREAS, in order to achieve these goals, the Principal/Owner has appointed Independent External Monitors (IEM) to monitor the Tender process and the execution of the Contract for compliance with the principles as laid down in this Agreement.

WHEREAS THE Principal proposes to procure the Goods/services and Counter Party is willing to supply/has promised to supply the goods OR to offer/has offered the services and

WHEREAS the Counter Party is a private Company/Public Company/Government Undertaking/ Partnership, constituted in accorded with the relevant law in the matter and the Principal is a Government Company performing its functions as a registered Public Limited Company regulated by Securities Exchange Board of India.

NOW THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence prejudiced dealings prior to, during and subsequent to the tenor of the contract to be entered into with a view to “-

Enabling the PRINCIPAL to obtain the desired goods/services at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and

Enabling the Counter Party to abstain from bribing or indulging in any type of corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:-

I. Commitment of the Principal / Buyer

1. The Principal Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles :-
 - a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender or the execution of the contract, procurement or services/goods, demand, take a promise for or accept for self or third person, any material or immaterial benefit which the person not legally entitled to.
 - b) The Principal/Owner will, during the Tender Process treat all Bidder(s)/Counter Party(ies) with equity and reason. The Principal / Owner will, in particular, before and during the Tender Process, provide to all Bidder(s) / Counter Party (ies) the same information and will not provide to any Bidder(s)/Counter Party (ies) confidential / additional information through which the Bidder(s)/Counter Party (ies) could obtain an advantage in relation to the Tender Process or the Contract execution.
 - c) The Principal / Owner shall endeavor to exclude from the Tender process any person, whose conduct in the past been of biased nature.
2. If the Principal / Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal Code (IPC) / Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there is a substantive suspicion in this regard, the Principal / Owner / STOCKHOLDING will inform the Chief Vigilance Officer through the Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

II. Commitments of Counter Parties/Bidders

1. The Counter Party commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of bid or during any pre-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following. Counter Party (ies) / Bidders commits himself to observe these principles during participation in the Tender Process and during the Contract execution.
2. The Counter Party will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL, connected directly or indirectly with the bidding process, or to any person organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
3. The Counter Party further undertakes that it has not given, offered or promised to give directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Principal / STOCKHOLDING or otherwise in procurement the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Principal / STOCKHOLDING for forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Principal / STOCKHOLDING.
4. Bidder / Counter Party shall disclose the name and address of agents and representatives, if any, handling the procurement / service contract .
5. Bidder / Counter Party shall disclose the payments to be made by them to agents / brokers; or any other intermediary if any, in connection with the bid / contract.
6. The Bidder / Counter Party has to further confirm and declare to the Principal / STOCKHOLDING that the Bidder / Counter Party is the original integrator and has not engaged any other individual or firm or company, whether Indian or foreign to intercede, facilitate or in any way to recommend to Principal / STOCKHOLDING or any of its functionaries whether officially or unofficially to the award of the contract to the Bidder / Counter Party nor has any amount been paid, promised or intended to the be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.
7. The Bidder / Counter Party has to submit a Declaration along with Technical Bid, as given at **Annexure I**. If bids are invited through a Consultant a Declaration has to be submitted along with the Technical Bids as given at **Annexure II**.

8. The Bidder / Counter Party, either while presenting the bid or during pre- contract negotiation or before signing the contract shall disclose any payments made, is committed to or intends to make to officials of STOCKHOLDING /Principal, or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
9. The Bidder / Counter Party will not collude with other parties interested in the contract to impair the transparency, fairness and progress of bidding process, bid evaluation, contracting and implementation of the Contract.
10. The Bidder / Counter Party shall not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
11. The Bidder shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the Principal / STOCKHOLDING as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder / Counter Party also undertakes to exercise due and adequate care lest any such information is divulged.
12. The Bidder / Counter Party commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
13. The Bidder / Counter Party shall not instigate or cause to instigate any third person including their competitor(s) of bidding to commit any of the actions mentioned above.
14. If the Bidder / Counter Party or any employee of the Bidder or any person acting on behalf of the Bidder / Counter Party, either directly or indirectly, is a relative of any of the official / employee of Principal / STOCKHOLDING, or alternatively, if any relative of an official / employee of Principal / STOCKHOLDING has financial interest / stake in the Bidder's / Counter Party firm, the same shall be disclosed by the Bidder / Counter Party at the time of filing of tender.
15. The term `relative' for this purpose would be as defined in Section 2 Sub Section 77 of the Companies Act, 2013.
16. The Bidder / Counter Party shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employees / officials of the Principal / STOCKHOLDING
17. The Bidder / Counter Party declares that no previous transgression occurred in the last three years immediately before signing of this IP, with any other Company / Firm/ PSU/ Departments in respect of any corrupt practices envisaged hereunder that could justify Bidder / Counter Party exclusion from the Tender Process.

18. The Bidder / Counter Party agrees that if it makes incorrect statement on this subject, Bidder / Counter Party can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

III. Disqualification from Tender Process and exclusion from Future Contracts

1. If the Bidder(s) / Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article II above or in any other form, such as to put his reliability or credibility in question, the Principal / STOCKHOLDING is entitled to disqualify the Bidder / Counter Party / Contractor from the Tender Process or terminate the Contract, if already executed or exclude the Bidder / Counter Party / Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by Principal / STOCKHOLDING . Such exclusion may be for a period of 1 year to 3 years as per the procedure prescribed in guidelines of the Principal / STOCKHOLDING.
2. The Bidder / Contractor / Counter Party accepts and undertake to respect and uphold the Principal / STOCKHOLDING 's s absolute right to resort to and impose such exclusion.
3. Apart from the above, the Principal / STOCKHOLDING may take action for banning of business dealings / holiday listing of the Bidder / Counter Party / Contractor as deemed fit by the Principal / Owner / STOCKHOLDING.
4. The Bidder / Contractor / Counter Party can prove that it has resorted / recouped the damage caused and has installed a suitable corruption prevention system, the Principal / Owner/ STOCKHOLDING may at its own discretion, as per laid down organizational procedure, revoke the exclusion prematurely.

IV. Consequences of Breach

Without prejudice to any rights that may be available to the Principal / STOCKHOLDING / Owner under Law or the Contract or its established policies and laid down procedure, the Principal / STOCKHOLDING / Owner shall have the following rights in case of breach of this Integrity Pact by the Bidder / Contractor(s) / Counter Party:-

1. Forfeiture of EMD / Security Deposit : If the Principal / STOCKHOLDING / Owner has disqualified the Bidder(s)/Counter Party(ies) from the Tender Process prior to the award of the Contract or terminated the Contract or has accrued the right to terminate the Contract according the Article III, the Principal / STOCKHOLDING / Owner apart from exercising any legal rights that may have accrued to the Principal / STOCKHOLDING / Owner, may in its considered opinion forfeit the Earnest Money Deposit / Bid Security amount of the Bidder / Contractor / Counter Party.

2. Criminal Liability: If the Principal / Owner / STOCKHOLDING obtains knowledge of conduct of a Bidder / Counter Party / Contractor, or of an employee of a representative or an associate of a Bidder / Counter Party / Contractor which constitute corruption within the meaning of PC Act, or if the Principal / Owner / STOCKHOLDING has substantive suspicion in this regard, the Principal / STOCKHOLDING / Owner will inform the same to the Chief Vigilance Officer through the Vigilance Officer.

IV. Equal Treatment of all Bidders/Contractors / Subcontractors / Counter Parties

1. The Bidder(s) / Contractor(s) / Counter Party (ies) undertake (s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder / Contractor / Counter-Party shall be responsible for any violation(s) of the principles laid down in this Agreement / Pact by any of its sub-contractors / sub-vendors.
2. The Principal / STOCKHOLDING / Owner will enter into Pacts on identical terms as this one with all Bidders / Counterparties and Contractors.
3. The Principal / STOCKHOLDING / Owner will disqualify Bidders / Counter Parties / Contractors who do not submit, the duly signed Pact, between the Principal / Owner / STOCKHOLDING and the Bidder/Counter Parties, along with the Tender or violate its provisions at any stage of the Tender process, from the Tender process.

VI. Independent External Monitor (IEM)

1. The Principal / Owner / STOCKHOLDING has appointed competent and credible Independent External Monitor (s) (IEM) for this Pact. The task of the Monitor is to review independently and objectively, whether and to what extent the parties comply with the obligations under this Integrity Pact.
2. The IEM is not subject to instructions by the representatives of the parties and performs his functions neutrally and independently. He reports to the Chief Executive Officer and Managing Director, STOCKHOLDING Ltd.
3. The Bidder(s)/Contractor(s) / Counter Party(ies) accepts that the IEM has the right to access without restriction, to all Tender documentation related papers / files of the Principal / STOCKHOLDING / Owner including that provided by the Contractor(s) / Bidder / Counter Party. The Counter Party / Bidder / Contractor will also grant the IEM, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his or any of his Sub-Contractor's Tender Documentation / papers / files. The IEM is under contractual obligation to treat the information and documents of the Bidder(s) / Contractor(s) / Sub-Contractors / Counter Party (ies) with confidentiality.

4. In case of tenders having value of 5 crore or more, the Principal / STOCKHOLDING / Owner will provide the IEM sufficient information about all the meetings among the parties related to the Contract/Tender and shall keep the IEM apprised of all the developments in the Tender Process.
5. As soon the IEM notices, or believes to notice, a violation of this Pact, he will so inform the Management of the Principal / Owner /STOCKHOLDING and request the Management to discontinue or take corrective action, or to take other relevant action. The IEM can in this regard submit non-binding recommendations. Beyond this, the IEM has no right to demand from the parties that they act in a specific manner, refrain from action or tolerate action.
6. The IEM will submit a written report to the CEO&MD, STOCKHOLDING. within 6 to 8 weeks from the date of reference or intimation to him by the Principal / Owner / STOCKHOLDING and should the occasion arise, submit proposals for correcting problematic situations.
7. If the IEM has reported to the CEO&MD, STOCKHOLDING Ltd. a substantiated suspicion of an offence under the relevant IPC/PC Act, and the CEO&MD, STOCKHOLDING . has not within reasonable time taken visible action to proceed against such offence or reported it to the Chief Vigilance Officer, the IEM may also transmit the information directly to the Central Vigilance Officer .
8. The word `IEM' would include both singular and plural.

VII. Duration of the Integrity Pact (IP)

This IP begins when both the parties have legally signed it. It expires for the Counter Party / Contractor / Bidder, 12 months after the completion of work under the Contract, or till continuation of defect liability period, whichever is more and for all other Bidders, till the Contract has been awarded.

If any claim is made / lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Integrity Pact as specified above, unless it is discharged / determined by the CEO&MD STOCKHOLDING

VIII. Other Provisions

1. This IP is subject to Indian Law, place of performance and jurisdiction is the Head Office / Regional Offices of the STOCKHOLDING /Principal / Owner who has floated the Tender.
2. Changes and supplements in any Procurement / Services Contract / Tender need to be made in writing. Change and supplement in IP need to be made in writing.

3. If the Contractor is a partnership or a consortium, this IP must be signed by all the partners and consortium members. In case of a Company, the IP must be signed by a representative duly authorized by Board resolution.
4. Should one or several provisions of this IP turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intentions.
5. Any dispute or difference arising between the parties with regard to the terms of this Agreement / Pact, any action taken by the Principal / Owner / STOCKHOLDING in accordance with this Agreement / Pact or interpretation thereof shall not be subject to arbitration.

IX. Legal and Prior Rights

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and / or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agrees that this Pact will have precedence over the Tender / Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITNESS WHEREOF the parties have signed and executed this Integrity Pact (IP) at the place and date first above mentioned in the presence of the following witnesses:-

(For and on behalf of Principal / Owner / STOCKHOLDING

(For and on behalf of Bidder / Counter Party / Contractor)

WITNESSES :

1. _____ (Signature, name and address)

2. _____ (Signature, name and address)

Note : In case of Purchase Orders wherein formal agreements are not signed references to witnesses may be deleted from the past part of the Agreement.



E - Tender for Pre – Printed
Stationery for
STOCKHOLDING

STOCKHOLDING
CORPORATION OF INDIA
LIMITED

Annexure-I

**Covering Letter with each tender (above Rs. 1.00 lakh or more) on
STOCKHOLDING's . Letterhead**

(For Tenders issued by STOCKHOLDING Ltd. directly)

Ref : Shcil / 2015-16

Dated:

To,

Sub: Tender no. _____ for _____

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. 015/VG:/012-276469 dated February 25, 2015 and stands committed to following the principles of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (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 documents, failing which the tenderer / bidder will stand disqualified from the tendering 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 STOCKHOLDING.
(Authorized Signatory)**

Note: The copy of the Integrity Agreement, duly signed by the Authorized Signatory shall be provided to the bidders on specific request.

Annexure-II

**Covering Letter with each tender (above Rs. 10 lakh or more) on Consultant's
Letterhead**

(For Tenders invited through a Consultant viz. EPCM/PMC Contracts)

Ref : STOCKHOLDING/ /2015-16

Dated:

To,

Sub: Tender no. _____ for _____

Dear Sir

Declaration

We, the consultant, on behalf of STOCKHOLDING hereby declares that STOCKHOLDING has adopted Integrity Pact Program as advised by Central Vigilance Commission vide its Letter No. 015/VG:/012-276469 dated February 25, 2015 and stands committed to following the principles of transparency, equity and competitiveness in public procurement.

The subject Notice Inviting Tender (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 documents, failing which the tenderer /bidder will stand disqualified from the tendering 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 STOCKHOLDING

Yours faithfully,
For and on behalf of (Name of Consultant)

(Authorized Signatory of the Consultant)

Note: The copy of the Integrity Agreement, duly signed by the Authorized Signatory shall be provided to the bidders on specific request.
