Stock Holding Corporation of India Limited

(StockHolding)

RFP Reference Number: CPCM-26/2026-27

Date: 17-Jul-2026

GEM Ref. No. – GEM/2026/B/7786811

Request for Proposal (RFP) for Supply of Pre-Printed Stationery / Envelopes / Printed Books to StockHolding Offices (Rate Contract)

DISCLAIMER

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

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

RFP Document Details

Sr. No.	Description	Remarks
1	Name of Organization	Stock Holding Corporation of India Limited
2	RFP Reference Number	CPCM-26/2026-27
3	Requirement	Request for Proposal (RFP) for Supply of Pre-Printed Stationery / Envelopes / Printed Books to StockHolding Offices
4	Interest free Earnest Money Deposit (EMD) [*]	Rs.2,50,000/- (Indian Rupees Two Lakhs Fifty Thousand only) to be paid to Stock Holding Corporation of India Limited as Earnest Money Deposit should be submitted separately before submission of online bids by way of RTGS/NEFT/BG/FDR on StockHolding's Bank Account No.: 004103000033442 Bank: IDBI Bank (Nariman Point Branch) IFSC: IBKL0000004. Please share the UTR or other details to us on below mentioned email address immediately after transferring EMD in StockHolding account. Bidders registered under Micro and Small Enterprises (MSE) for specific trade are exempted from EMD. Bidders shall upload the scanned copy of necessary documents as part of eligibility criteria documents.
5	Email Id for queries up to Pre-Bid Meet	CPCM@stockholding.com
6	Date of Issue of RFP Document	17-Jul-2026
7	Date, Time and place for online Pre-bid meeting	28-Jul-2026 11:00 AM For participation in pre-bid meeting, please send mail for online meeting link to CPCM@stockholding.com before 27-Jul-2026 5:00 PM
8	Last Date for Submission of pre-bid queries	27-Jul-2026 All responses to pre-bid queries will be published on the website. Any queries submitted after the specified deadline will not be considered.
9	Last Date for Submission of Online Bid	10-Aug-2026 3:00 PM
10	Date of opening bid	10-Aug-2026 3:30 PM

This bid document is not transferable.

StockHolding reserves the right to modify/update activities/ dates as per requirements of the process.

Table of Contents

SUBMISSION OF PROPOSAL

StockHolding invites e-tender through GeM Portal, in two bid system (Eligibility/Technical and Commercial bid) from potential Bidders/ Reputed Institutions / Professional Firms for supply of pre-printed Stationery / Envelopes / Printed Books to StockHolding Offices located at Mumbai, Navi Mumbai and Thane on rate contract basis for the period of 02 (two) years.

Submission of Bids:
The online bids will have to be submitted within the time specified on website https://gem.gov.in/ in the following manner:-

1. Eligibility/Technical Bid (.pdf files)
2. Commercial Bid (.pdf files)

Invitation for bids:
This "Invitation for bid" is meant for the exclusive purpose of entering into rate contract for "Supply of Pre-Printed Stationery / Envelopes / Printed Books to StockHolding Offices" located in Mumbai, Navi Mumbai and Thane as per the terms, conditions, and specifications indicated in this RFP and shall not be transferred, reproduced or otherwise used for purposes other than for which it is specifically issued.

Due Diligence:
The bidder is expected to examine all instructions, Forms, Terms, Conditions, and Specifications in this RFP. Bids shall be deemed to have been made after careful study and examination of this RFP with the full understanding of its Implications. The Bid should be precise, complete with all details required as per this RFP document. Failure to furnish all information required by this RFP or submission of Bid, not as per RFP requirements will be at the bidder's risk and may result in rejection of the bid and the decision of StockHolding in this regard will be final and conclusive and binding.

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

Contents of this RFP Document:
The requirements, bidding procedure, general terms & conditions are prescribed in this RFP document with various sections

a) Bidder Details – Annexure 1
b) Format for Eligibility Criteria - Annexure 2
c) Format for Commercial Bid - Annexure 3
d) Integrity Pact (Text) - Annexure 4
e) Compliance Statement – Annexure 5
f) Format of Bank Guarantee – Annexure 6
g) Offices & Branch Details – Annexure 7
h) Format of Non-Disclosure Agreement – Annexure 8

Clarifications regarding RFP Document:

a) Before bidding, the bidders are requested to carefully examine the RFP Document and the Terms and Conditions specified therein, and if there appears to be any ambiguity, contradictions, gap(s) and/or discrepancy in the RFP Document, they should forthwith refer the matter to StockHolding for necessary clarifications.
b) A bidder requiring any clarification for their queries on this RFP may be obtained via email to CPCM@stockholding.com
c) StockHolding shall not be responsible for any external agency delays.
d) StockHolding reserves the sole right for carrying out any amendments / modifications / changes in the bidding process including any addendum to this entire RFP
e) At any time before the deadline for submission of bids / offers, StockHolding may, for any reason whatsoever, whether at its own initiative or in response to a clarification requested by bidders, modify this RFP Document.
f) StockHolding reserves the rights to extend the deadline for the submission of bids, if required. However, request from the bidders for extending the deadline for submission of bids, shall not be binding on StockHolding.
g) StockHolding reserves the right to amend / cancel / postpone / pre-pone the RFP without assigning any reasons.
h) It may be noted that notice regarding corrigendum/addendums/amendments/response to bidder's queries etc., will be published on StockHolding's website only. Prospective bidders shall regularly visit StockHolding's website for any changes/development in relation to this RFP.

Validity of offer: The offer should remain valid for a period of at least **90 days** from the date of bid submission.

EVALUATION METHODOLOGY AND CRITERIA

Pre-Bid Meeting:

1) The samples of the pre-printed stationery will be made available for inspection and review during the Pre-Bid Meeting. This display is intended to provide prospective bidders with a clear understanding of the specifications, quality standards, and design elements of the stationery items, thereby ensuring transparency and facilitating informed participation in the bidding process.
2) Participation in the Pre-Bid Meeting is not mandatory. Accordingly, bidders who were unable to attend the Pre-Bid Meeting will still be considered eligible to submit their bids and take part in the bidding process, subject to compliance with all other tender requirements.

Evaluation Methodology:

1) Bidder(s) are expected to mandatorily submit Eligibility and Commercial Bids along with Three (3) References as mentioned in the Annexures.
2) Non-submission of either of the Eligibility or Commercial Bids will lead to direct cancellation of the Bidder participation in the selection process.
3) Conditional bids shall be summarily rejected.
4) Bidders who qualify in Eligibility evaluation will be eligible for Commercial bid evaluation.
5) Apart from the mentioned Eligibility and Commercial Criteria, all bidders need to submit mandatory documentation as a part of their proposal as mentioned in the Annexures. Failure in providing the mandatory documents would also result in disqualification of the bidder.

Submission of Bids

The online bids will have to be submitted within the time specified on website https://gem.gov.in/ . Bidders must familiarize (if not already) with the Portal and check/ fulfil the pre-requisites to access and submit the bid there.

a) The required documents for Eligibility Criteria, Commercial Bid must be submitted (uploaded) online on GeM portal. Eligibility Criteria and Commercial Bid should be complete in all respects and contain all information asked for in this RFP document
b) The offer should be valid for a period of at least 90 days from the date of submission of bid.
c) The Bidder shall fulfil all statutory requirements as described by the law and Government notices. The Bidder shall be solely responsible for any failure to fulfil the statutory obligations and shall indemnify StockHolding against all such liabilities, which are likely to arise out of the agency's failure to fulfil such statutory obligations.
d) The bidders are expected to examine all instructions, forms, terms, project requirements and other information in the RFP document(s). Failure to furnish all information required as mentioned in the RFP document(s) or submission of a proposal not substantially responsive to the RFP document(s) in every respect will be at the bidder's risk and may result in rejection of the proposal.

e) Delayed and/or incomplete bid shall not be considered.
f) There may not be any extension(s) to the last date of online submission of Eligibility/Technical Criteria details and commercial Price bids. This will be at the sole discretion of StockHolding.

Eligibility Criteria

The purpose of this section is for bidders to provide information to demonstrate to StockHolding that its services offering satisfy StockHolding's requirements. The bidder should also demonstrate that it has the financial organizational infrastructure to fulfil the fundamental requirements set out in this RFP. Bidders not meeting the requirements or not demonstrating that they meet the eligibility criteria, may not receive further consideration during the evaluation process. A complete listing of the specific bid evaluation criteria is given below.

Sr. No.	Eligibility Criteria	Documents to be submitted (Duly attested)
1.	The Bidder should be registered as a Company/Proprietorship Firm / Partnership Firm or LLP.	1. If bidder is a registered Company, Copy of Certificate of Incorporation issued by the Registrar of Companies; OR 2. If bidder is a Proprietorship Firm, Copy of relevant documents of proprietary concern; OR 3. If Bidder is Partnership firm or LLP, Copy of Registration of Partnership Deed or relevant certificate
2.	The Bidder should be in the printing business with a minimum 5 years' experience as on RFP date.	Copy of Purchase Order / Work Order / MSA / relevant documents
3.	The bidder must have a minimum average annual turnover of ₹1 crores during the last 03 (three) audited financial year(s) viz. 2022-23, 2023-24 and 2024-25	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant for preceding three years.
4.	Bidder should have Positive Net worth for each of the last 03 (three) audited financial years viz. 2022-23, 2023-24 and 2024-25	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant specifying networth.

5.	The bidder should have registered office at Mumbai/ Navi Mumbai/ Thane.	Details of the office along with escalation matrix
6.	The Bidder must have his own printing press.	Sufficient documentary evidence for the same to be submitted.
5.	The Bidder should have experience in similar nature of work of Supplying Pre-Printed Stationery / Envelopes / Printed Books for at least – 03 (Three) works each costing not less than ₹20 lakhs. OR 02 (Two) works each costing not less than of ₹25 lakhs. OR 01 (One) work of ₹40 lakhs during the last 03 (three) years with any Central Government Authorities / Public Sector Undertakings / State Government / BFSI sector / Educational Institutions /Reputed private Firms in India as on RFP date Please Note: "The work orders issued by one company for its multiple locations shall be treated as a single work order".	a) Copy of Purchase Order / Work Order /MSA And b) Completion Certificate issued by client containing date of start, date of completion, value on completion of work etc. Or Self-declaration by bidder regarding the status of on-going projects
6.	The bidder should have capacity to supply pre-printed Stationery / Envelopes / Printed Books (as mentioned in BOQ) to all StockHolding offices as per Annexure -7.	Self-declaration on Bidders' Company Letter Head
7.	The Bidder Company should not have been blacklisted by any Government Department/ PSU/ State Government/ Banks or under a declaration of ineligibility during last 2 years in India for fraudulent or corrupt practices or inefficient/ ineffective performance.	Self-declaration on Bidders' Company Letter Head
8.	The Bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Bidder has been working/worked during the last three financial years viz. 2023-24, 2024-25 and 2025-26.	Customer Satisfactory Performance Reports (CSPR)
9.	The Bidder should have valid registration with all statutory authorities such as Central/State Labor departments, GST, PAN	Valid registrations and licenses to be submitted

	etc.	
10.	Bidder to submit signed and stamped Integrity Pact as per Annexure – 4.	Signed and Stamped Integrity pact by authorized signatory of Bidder
11.	The bidder must possess the necessary machinery and infrastructure to ensure the reliable supply of pre-printed Stationery / Envelopes / Printed Books.	List of Machinery details

Commercial Bid Evaluation

The Commercial offers of only those Bidders, who are short-listed after eligibility criteria evaluation, would be opened. The L1 bidder will be determined on the basis of the lowest price quoted / offered.

Award of Work:

The successful bidder will enter into a contract or Master Services Agreement (MSA) that outlines the terms and conditions specific to the delivery of the underlying service, following the issuance of the Letter of Intent (LOI) or Purchase Order (PO).

REQUIREMENT

Stock Holding Corporation of India Limited invites quotations from reputed vendors based in Mumbai, Navi Mumbai, and Thane for the supply of pre-printed stationery, envelopes, and printed books to its offices located in Mumbai, Thane, and Navi Mumbai. The rate contract will be valid for a period of two years.

Scope of work

1) The successful bidder shall be responsible for proving Pre-Printed Stationery / Envelopes / Printed Books to offices as mentioned in Annexure – 7 including Transport / Loading / Unloading etc.
2) The format for pre-printed stationery will be shared with the successful bidder along with the samples.
3) The bidder needs to maintain an inventory for all the items pre-defined to 01 (one) month of stationery consumption as mentioned in below Bill of Quantity (BOQ).
4) The bidder shall need to maintain running sequence as per formats specified by the StockHolding. The list of items where running sequence is to be maintained in mentioned below Bill of Quantity (BOQ).

Bill of Quantity (BOQ):

Sr. No.	Name of the Items	Unit	Estimated Monthly Consumption	Serial Number sequencing required
Common Stationery				
1	SHCIL fine dhoti Cloth Cover -'16x12 - 75GSM- one colour - name and address	per envelope	1167	-
2	SHCIL fine dhoti Cloth Cover -'18 x 14' - 90GSM- one colour - name and address, logo	per envelope	50	-
3	SHCIL letterhead copy- ‘100 GSM – excel bond – four colour - A4 size (21.0x29.7)	per rim of 500 pages	11	-
4	Continuation sheet single sided – ‘100 GSM – excel bond – four colour - A4 (21'"x29.7")	per rim of 500 pages	17	-
5	SHCIL Plain Envelope-'11x5 - 70 GSM (maplitho paper) - four colour - name and address and logo	per envelope	1538	-
6	SHCIL fine dhoti Cloth Cover (Green) - '10x12-75GSM - one colour - name, logo and address	per envelope	900	-
7	Morocco plastic transparent folders two sided open, Single sided (four colour printing-) - 9.5" x 12.5" (L X H)	per folder	140	-

8	Spring file single sided (one colour printing) colour card - 10.5" x 14" (L X H)	per folder	19	-
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	-
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	9	-
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.	per unit	0	-
12	Security Attendance Book - L x H - (13" x 8.5") hard bound, rexine binding- 100 leaves colour inside 6 sets - front and back with maplitho paper - 80 GSM (inserts 70 GSM pink & green single	per unit	0	-
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.	per unit	0	-
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	8	-
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	-
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	-
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	26	-

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.	0	-
19	A4 size (21'x29.7") plain paper - 80 GSM white maplitho paper of good mill	per rim of 500 pages	195	-
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) with requisition slip	per book	0	-
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	0	-
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	6700	-
23	SHCIL Window Envelope – '11X5-100 GSM white maplitho paper – four colour – name and address with window punching.	per envelope	8558	-
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	147	Yes
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	209	Yes

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 endorsement on first and second part & rest with requisition slip.	per book	0	-
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	2	Yes
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	1	Yes
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	0.75	Yes
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	43	Yes
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)	per book	0.25	Yes

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	0.00	-
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)	per book	27	Yes
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	2	Yes
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. ('10x2')	per book	0	-
36	CDSL booklet margin un-pledge (10x2) 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	Yes
37	CDSLbooklet margin invocation form (10x2) 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	Yes
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	Yes

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	2075	-
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	-
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 printed in single colour with numbering, with Requisition Slip, with perforation offset Printing Stapler Binding.	per book	1154	-
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	9	-
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	0	-
44	Certificate of Holding - Single sided - 4 colour 120 GSM - A4 size (21"x29.7") maplitho paper	per sheet	417	-
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	Yes
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")	per book	0	-
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	Yes

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	-
49	Brown Plain Envelope (10x12 Inches) Craft Paper single Sided (80 GSM)	per envelope	1058	-
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	-
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	0	-
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	23	-

Service Level Agreement (SLA) -

1) Bidder shall supply the pre-printed stationery / envelopes / printed books to the locations as mentioned in the RFP Document within 01 (one) week of placing the order.

   The said locations may change / increase / decrease which will be notified to the bidder. The cost of dispatch of stationery from the Bidder's location to the locations of StockHolding shall be borne by the bidder.

2) Penalty - Bidder shall supply the stationery as per the order placed by StockHolding and within the time-limits stipulated. In case of delay in the supply, the penalty shall be imposed as below:
   a. For delay more than 1 week beyond delivery timelines – 0.5% of value of the ordered quantity to which delay relates

   The total penalty applicable on all quantities ordered during the rate contract period shall be subject to a maximum ceiling of ten percent (10%) of the overall contract value.

3) In the event of any ambiguity or dispute regarding the interpretation of any clause in this RFP, the interpretation as determined by StockHolding shall prevail. Such interpretation shall be final and binding on all participating bidders, and no further claims in this regard shall be entertained.

Contract Duration

The rate contract shall remain in force for a duration of two (02) years, during which the terms and conditions specified herein will be applicable for all supplies and services under the agreement.

Terms and Conditions

1) Payment –
   a) Monthly payment will be made upon raising the bill on completion of the services. No advance will be made under any circumstances.
   b) The payment will be made only against invoices and delivery challan duly stamped and signed by the user department of StockHolding.
   c) StockHolding shall pay the Bidder the amount of consideration as per the rates specified in Annexure – 3 hereto (i.e. the rates set forth in the Financial Bid).
   d) No escalation in rates on any account shall be permitted during the period of this agreement.

2) Taxes –
   The Taxes, if any, shall be reimbursed by StockHolding on submission of valid GST invoice. In case of any dispute or deficiency in the Invoice, the same shall be communicated in writing to the Bidder within 10 working days of the receipt of the Invoice, in absence thereof, the same shall be deemed as final, due and binding. TDS as applicable will be deducted from the payments due and relevant certificate(s) shall be provided to the Bidder before the due date of filing the Returns in this regard, in absence thereof the amount so deducted along with penalty imposed by the statutory authorities shall be recovered from StockHolding. StockHolding shall have the right to deduct from the amount of invoice the amount of loss / damage caused to StockHolding due to negligence of the Bidder / it's personnel.

3) Other Terms-
   a) For the initial order on any item as per BOQ, the successful bidder shall be required to prepare a draft copy of the proposed pre-printed stationery, envelopes, and printed books within 2 weeks prior to commencing printing. This draft must be formally submitted to StockHolding for review and approval.
      The bidder may proceed with the final printing and supply only after obtaining formal approval from StockHolding, thereby ensuring that all specifications, formats, and quality standards are duly met. Upon receipt of such approval, the successful bidder shall be obligated to deliver the required items within the stipulated timeframe as mentioned in SLA. Failure to adhere to the agreed delivery schedule will attract penalties as prescribed under the RFP.
   b) 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.

c) The Successful bidder shall provide any quantity ordered by StockHolding within the time and date assigned to them and shall not place any condition on StockHolding for ordering minimum quantity.
d) The Successful bidder should deliver the order as and when required by StockHolding.
e) StockHolding reserves the right to change / modify the format / draft of any items mentioned in the financial bid. If the format is revised during the tenure of the rate contract, no additional charges or rate increases shall be permitted and are payable to the bidder.
f) The successful bidder must obtain confirmation/approval from StockHolding for change in specifications for any given item, before printing.

Refund of Earnest Money Deposit (EMD)

a. EMD will be refunded through NEFT or return of BG/FDR to the successful bidder on providing an acceptance confirmation against the PO issued by StockHolding.
b. In case of unsuccessful bidders, the EMD will be refunded to them through NEFT or return of BG/FDR within 30 days after selection and confirmation of successful bidder, subject to internal approval of StockHolding.

Performance Bank Guarantee (PBG)

Successful Bidder shall, at own expense, deposit with StockHolding, within fifteen (15) days on issuance of PO, a Bank Guarantee (BG) for the value of 5% of the Contract Value including GST from scheduled commercial banks as per Annexure - 6. This Bank Guarantee shall be valid up to 60 days beyond the completion of the contract period and claim period shall be valid 12 months beyond the expiry of BG. No payment will be due to the successful bidder based on performance, until the BG is submitted. A penalty of ₹ 5,000 per day will be imposed on the successful bidder for any delay in issuing the PBG within the specified timeline.

Bank Guarantee may be discharged / returned by StockHolding upon being satisfied that there has been due performance of the obligations of the Bidder under the contract. However, no interest shall be payable on the Bank Guarantee.

StockHolding reserves the right to invoke the BG in the event of non-performance by the successful bidder.

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 endeavour 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 endeavour to find a solution to the problem. Notwithstanding above, the decision of the StockHolding, shall be final and binding on the bidder.

Dispute Resolution

All disputes relating to this contract between the bidder and StockHolding shall be resolved through mutual discussion and if the dispute is not amicably settled, the same shall be referred for arbitration under the provisions of the Indian Arbitration and Conciliation Act 1996 by mutually appointing one Arbitrator and the arbitration proceeding shall be held in Mumbai in English / local language. Subject to the same, the court or competent jurisdiction situated within the limits of Mumbai respectively.

The final payment will be released only after the Bidder complies with above-mentioned clause.

Right to alter RFP

a. StockHolding reserves the right to alter the RFP terms and conditions at any time before submission of the bids.

b. StockHolding reserves the right to modify, amend, alter and/or cancel the entire RFP at any stage without assigning any reason whatsoever. We further understand and accept that StockHolding's decision in this regard will be final and binding on all bidders.

Integrity Pact

The successful Bidder will have to enter in to an Integrity Pact with StockHolding. The format (text) for the Integrity Pact is provided as Annexure-4. The successful Bidder will have to submit a signed and stamped copy of the Integrity Pact by the authorized signatory of the successful Bidder.

Sub-Contracting

The Bidder shall not be entitled to sub-contract / outsource/ assign or otherwise transfer this agreement or any benefits, rights, obligations or interests herein whether in whole or in part to any other agency without the prior written consent of StockHolding. Bidder shall inform StockHolding in case of transfer of ownership of their company and it will be under discretion of StockHolding about the continuation of agreement.

Non-Disclosure Agreement (NDA)

All technically qualified bidders shall execute Non-Disclosure Agreement (NDA) (as per Annexure-8), which contains all the services and terms and conditions of the services to be extended as detailed herein.

All the expenses related to execution of the document such as the applicable stamp duty and registration charges if any shall be borne by the successful bidder.

Indemnify

The Bidder should hereby indemnify, protect and save StockHolding against all claims, losses, costs, damages, expenses, action suits and other proceedings, resulting from infringement of any patent, trademarks, copyrights etc. or such other statutory infringements in respect of all the equipment offered by the Bidder. Any publicity by Bidder in which name of StockHolding is used should be done only with the explicit permission of StockHolding.

Termination of contract for convenience

StockHolding reserves the right to terminate the contract, in whole or in part, at any time and for its convenience, during the contract period, by providing 90 days' prior written notice. The notice of termination shall specify that termination is for StockHolding's convenience, the extent to which performance of the vendor under the contract is terminated and the date upon which such termination becomes effective. The vendor shall be entitled to receive payment for the Services rendered (delivered) up to the effective date of termination.

Termination Clause

1. StockHolding reserves right to terminate the contract by giving 90 days prior written notice in advance against any of the following conditions –
    a. If at any point of time, the services of bidders are found to be non-satisfactory;
    b. If at any point of time, StockHolding finds out deviation with any of the agreement clause;
    c. Total penalty applicable on all quantities ordered during the rate contract period exceeds the maximum ceiling of ten percent (10%) of the overall contract value.

2. Notwithstanding the above, in the event of the selected bidder having been adjudged insolvent or goes into liquidation or winding up of their business or failing to observe any of the provisions of the contract or any of the terms and conditions governing the contract, StockHolding shall be at liberty to terminate the contract

immediately forthwith without prejudice to any other rights or remedies under the contract and to get the work done for unexpired period of the contract at risk and cost of the selected bidder and to claim from the selected bidder any resultant loss sustained or cost incurred.

Failure to comply with any of the obligations may result in penalties, including recovery of payable dues or invocation of Performance Bank Guarantee under this contract as deemed appropriate by the StockHolding.

Assignment

Either Party may, upon written approval of the other, assign its rights and obligations hereunder to: (i) its Parent Corporation (as defined below) or an Affiliate; and (ii) a third party entity in connection with the transfer of all or substantially all of the business and assets of that party to such entity. For purposes of this Agreement, a "Parent Corporation" shall mean a company or entity owning over 50% of a Party and an "Affiliate" shall mean a company directly or indirectly controlling, controlled by, or under common control with, a Party. Except as provided above in this Section, either Party may assign its rights and obligations under this Agreement to a third party only upon receiving the prior written consent of the other Party, which consent may be reasonably conditioned but will not be unreasonably withheld or delayed. The Parties agree that no assignments will be made unless the assignee agrees to accept in full the responsibilities and obligations of the assigning Party.

ANNEXURE - 1 - Details of Bidder's Profile
(To be submitted along with technical bid on Company letter head)

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

Sl. No	Parameters	Response	
1) ESTABLISHMENT			
1	Name of the Company		
	Address- Registered Office		
	Address- Factory (enclose copy of license)		
2	Year of Incorporation in India		
3	Names of the Partners/Directors		
	Registration with local civic authorities, if any (Give name of authority & type)		
4	Company PAN No.		
5	Company GSTN No.		
6	Authorized Contact person		
	a) Name and Designation		
	b) Telephone number		
	c) E-mail ID		
7	Years of experience in similar printing services		
9	Financial parameters		
	Business Results (last three audited financial years)	Annual Turnover	Net Worth
		(Rs. in Lakhs/Crores)	(Rs. in Lakhs/Crores)
	2022-23		
	2023-24		
	2024-25		
	(Only Company figures need to be mentioned not to include group/subsidiary Company figures)	(Mention the above Amount in INR only)	

Details of similar contracts received from Banks & Financial Services, / Educational Institutions, Public Sector Units, Government of India organizations etc.

Sr. No.	Nature of the work executed with	Name and Contact Details of Contact Person (for	Value of the contract	Period of the contract	Upload Experience Certificates of

		reference)			**Previous Clients**
1					
2					
3					
4					
5					
6					
7					
8					

N.B. Enclose copies of Audited Balance Sheet/CA Certificate/Other Relevant Certificates along with enclosures

Dated this........ Day of 2026

(Signature)
(In the capacity of)

ANNEXURE - 2 – Eligibility Criteria

Sr. No.	Eligibility Criteria	Documents to be submitted (Duly attested)
1.	The Bidder should be registered as a Company/Proprietorship Firm / Partnership Firm or LLP.	1. If bidder is a registered Company, Copy of Certificate of Incorporation issued by the Registrar of Companies; OR 2. If bidder is a Proprietorship Firm, Copy of relevant documents of proprietary concern; OR 3. If Bidder is Partnership firm or LLP, Copy of Registration of Partnership Deed or relevant certificate
2.	The Bidder should be in the printing business with a minimum 5 years' experience as on RFP date.	Copy of Purchase Order / Work Order / MSA / relevant documents
3.	The bidder must have a minimum average annual turnover of ₹1 crores during the last 03 (three) audited financial year(s) viz. 2022-23, 2023-24 and 2024-25	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant for preceding three years.
4.	Bidder should have Positive Net worth for each of the last 03 (three) audited financial years viz. 2022-23, 2023-24 and 2024-25	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant specifying networth.
5.	The bidder should have registered office at Mumbai/ Navi Mumbai/ Thane.	Details of the office along with escalation matrix
6.	The Bidder must have his own printing press.	Sufficient documentary evidence for the same to be submitted.
5.	The Bidder should have experience in similar nature of work of Supplying Pre-Printed Stationery / Envelopes / Printed Books for at least – 03 (Three) works each costing not less than ₹20 lakhs. OR 02 (Two) works each costing not less than of ₹25 lakhs. OR 01 (One) work of ₹40 lakhs during the last 03 (three) years with any	a) Copy of Purchase Order / Work Order /MSA And b) Completion Certificate issued by client containing date of start, date of completion, value on completion of work etc. Or Self-declaration by bidder regarding the status of on-going projects

	Central Government Authorities / Public Sector Undertakings / State Government / BFSI sector / Educational Institutions /Reputed private Firms in India as on RFP date Please Note: "The work orders issued by one company for its multiple locations shall be treated as a single work order".	
6.	The bidder should have capacity to supply pre-printed Stationery / Envelopes / Printed Books (as mentioned in BOQ) to all StockHolding offices as per Annexure -7.	Self-declaration on Bidders' Company Letter Head
7.	The Bidder Company should not have been blacklisted by any Government Department/ PSU/ State Government/ Banks or under a declaration of ineligibility during last 2 years in India for fraudulent or corrupt practices or inefficient/ ineffective performance.	Self-declaration on Bidders' Company Letter Head
8.	The Bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Bidder has been working/worked during the last three financial years viz. 2022-23, 2023-24 and 2024-25	Customer Satisfactory Performance Reports (CSPR)
9.	The Bidder should have valid registration with all statutory authorities such as Central/State Labor departments, GST, PAN etc.	Valid registrations and licenses to be submitted
10.	Bidder to submit signed and stamped Integrity Pact as per Annexure – 5.	Signed and Stamped Integrity pact by authorized signatory of Bidder
11.	The bidder must possess the necessary machinery and infrastructure to ensure the reliable supply of pre-printed Stationery / Envelopes / Printed Books.	List of Machinery details

Note:

a. All self-certificates shall be duly signed and Stamped by Authorized signatory of the Bidder Firm unless specified otherwise.

b. Details of clients and relevant contact details are mandatory. Bidders may take necessary approval of the clients in advance before submission of related information. StockHolding will not make any separate request for submission of such information.

Dated this........ Day of 2026

(Signature)

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

ANNEXURE - 3 - Commercial Price Bid Format

Sr. No.	Name of the Items	Unit	Estimated Yearly Consumption [a]	Rate (₹) [b]	Yearly Estimated Cost (₹) [c=a*b]
Common Stationery					
1	SHCIL fine dhoti Cloth Cover -'16x12 - 75GSM- one colour - name and address	per envelope	14000		
2	SHCIL fine dhoti Cloth Cover -'18 x 14' - 90GSM- one colour - name and address, logo	per envelope	600		
3	SHCIL letterhead copy- '100 GSM – excel bond – four colour - A4 size (21.0x29.7)	per rim of 500 pages	134		
4	Continuation sheet single sided – '100 GSM – excel bond – four colour - A4 (21'"x29.7")	per rim of 500 pages	200		
5	SHCIL Plain Envelope-'11x5 - 70 GSM (maplitho paper) - four colour - name and address and logo	per envelope	18450		
6	SHCIL fine dhoti Cloth Cover (Green) - '10x12-75GSM - one colour - name, logo and address	per envelope	10800		
7	Morocco plastic transparent folders two sided open, Single sided (four colour printing-) - 9.5" x 12.5" (L X H)	per folder	1685		
8	Spring file single sided (one colour printing) colour card - 10.5" x 14" (L X H)	per folder	225		
9	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	108		
Admin, HR and Security					
10	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	100		

11	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	308		
12	A4 size (21'x29.7") plain paper - 80 GSM white maplitho paper of good mill	per rim of 500 pages	2345		
Business Team					
13	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	80400		
14	SHCIL Window Envelope – '11X5-100 GSM white maplitho paper – four colour – name and address with window punching.	per envelope	102700		
15	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	1768		
16	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	2511		
17	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	22		

18	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	11		
19	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	9		
20	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	514		
21	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)	per book	3		
22	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)	per book	319		

23	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	27		
24	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	24900		
25	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 printed in single colour with numbering, with Requisition Slip, with perforation offset Printing Stapler Binding.	per book	13849		
26	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	108		
27	Certificate of Holding - Single sided - 4 colour 120 GSM - A4 size (21"x29.7") maplitho paper	per sheet	5000		
28	Brown Plain Envelope (10x12 Inches) Craft Paper single Sided (80 GSM)	per envelope	12700		
29	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	275		
				Total Cost for 1 year (₹) [x]	
				Total Cost for 2 years (₹) [y]	
				GST on Total Cost for 2 years (₹) [z]	
				Total Cost with GST (₹) [y+z]	

Note:

a) The quoted rates shall be inclusive of all packaging charges, exclusive of applicable taxes, and shall remain fixed for a period of two (02) years.

b) The lowest bidder in Commercial bid will be based on the Total Cost with GST. Price to be quoted is for contract period of 02 (two) years including GST while uploading financial bids on GeM portal.

c) The said is a Rate Contract i.e. No quantity is mentioned nor is any minimum drawal guaranteed in the Rate Contract. Estimated volume is mentioned only for commercial bidding purpose, but the actual volume may differ significantly.

d) Bidder has to quote for all the above listed items, incase no rate is filled; StockHolding reserves the right to reject the Commercial Bid.

e) In the event of a tie between L1 bidders during the commercial evaluation, the contract award shall be distributed between the two qualifying bidders in the ratio of 60:40. The bidder with higher credentials/more experience shall be allocated 60% of the total work, while the remaining 40% shall be awarded to the other L1 bidder.

Optional Cost Component:

Optional items for which bidders are required to quote rates. But the below rates will not be considered for evaluation purpose:

Sr. No.	Name of the Items	Unit	Rate
1	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	
2	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	
3	Security Attendance Book - L x H - (13" x 8.5") hard bound, rexine binding- 100 leaves colour inside 6 sets - front and back with maplitho paper - 80 GSM (inserts 70 GSM pink & green single	per unit	
4	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.	per unit	
5	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	

6	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	
7	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.	
8	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) with requisition slip	per book	
9	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	
10	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 endorsement on first and second part & rest with requisition slip.	per book	
11	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	per book	
12	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 along with perforation. ('10x2')	per book	
13	CDSL booklet margin un-pledge (10x2) 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	
14	CDSL booklet margin invocation form (10x2) 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	

15	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	
16	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	
17	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	
18	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	
19	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")	per book	
20	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	
21	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	
22	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	
23	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	

ANNEXURE - 4 – Integrity Pact
(To be executed on plain paper and submitted by the bidder)

(______________________________ Name of the Department / Office) RFP No.__________ for___________________________

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. 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 (RFP) 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 (RFP) 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 (RFP) Process treat all Bidder(s)/Counter Party(ies) with equity and reason. The Principal / Owner will, in particular, before and during the Tender (RFP) 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 (RFP) Process or the Contract execution.
c) The Principal / Owner shall endeavor to exclude from the Tender (RFP) 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 (RFP) 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 Eligibility Criteria, as given at **Annexure**. If bids are invited through a Consultant a Declaration has to be submitted along with the Eligibility Criteria as given at **Annexure**.
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, 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 (RFP).

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 (RFP) 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 (RFP) process or the contract, if already awarded, can be terminated for such reason.

III. Disqualification from Tender (RFP) 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 (RFP) 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 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 (RFP) 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.

V. 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-bidders.
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 (RFP) or violate its provisions at any stage of the Tender (RFP) process, from the Tender (RFP) process.

VI. Independent External Monitor (IEM)

1. The Principal / Owner / StockHolding has appointed Shri Shekhar Prasad Singh, IAS (Retd.) as 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 (RFP) 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 (RFP) 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 tender (RFP)s having value of 25 lakhs or more, the Principal / StockHolding / Owner will provide the IEM sufficient information about all the meetings among the parties related to the Contract/Tender (RFP) and shall keep the IEM apprised of all the developments in the Tender (RFP) 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 nonbinding 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 (RFP).
2. Changes and supplements in any Procurement / Services Contract / Tender (RFP) 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 (RFP) / Contract documents with regard to any of the provisions covered under this Integrity Pact.

IN WITHNESS 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)

ANNEXURE – 5 – Compliance Statement
(To be submitted on Company Letter Head)

Sub: RFP REF NO: CPCM-26/2026-27 dated 17-Jul-2026 for RFP for Supply of Pre-Printed Stationery / Envelopes / Printed Books to StockHolding Offices

DECLARATION

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

Sr. No.	Item / Clause of the RFP	Compliance (Yes / No)	Remarks/Deviations (if any)
1	Objective of the RFP		
2	Scope of Work		
3	Eligibility & Technical Criteria		
4	Non-Disclosure Agreement		
5	Payment Terms		
6	Bid Validity		
7	Integrity Pact		
8	All General & Other Terms & Conditions in the RFP		
9	Requirement		

(If Remarks/Deviations column is left blank it will be construed that there is no deviation from the specifications given above)

Date: Signature with seal

Name & Designation:

ANNEXURE – 6 – Format of Bank Guarantee

This Bank Guarantee is executed by the ------------------------- (Bank name) a Banking Company incorporated under the Companies Act, 1956 and a Scheduled Bank within the meaning of the Reserve Bank of India Act, 1934 and having its head office at ------------------------ and branch office at _______________(hereinafter referred to as the "Bank", which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns) and Branch office at _________________ in favour of Stock Holding Corporation of India Limited, a Company incorporated under the Companies Act, 1956 and having its Registered Office at 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai 400 012 (hereinafter referred to as "StockHolding", which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns) at the request of ________________, a Company incorporated under the Companies Act, 1956 and having its Registered Office at (hereinafter referred to as the "Service Provider", which term shall mean and include, unless to repugnant to the context or meaning thereof, its successors and permitted assigns).

Whereas

A. StockHolding has, pursuant to the Tender No. ___________, issued the Purchase Order dated __________ to the Service Provider for providing _________________
B. In terms of the said Tender, the Service Provider has agreed to furnish to StockHolding, a Bank guarantee for Rs. ____________ /- (Rupees _______________ only) till _________ (date).
C. The Bank has, at the request of the Service Provider, agreed to give this guarantee as under.

NOW IN CONSIDERATION OF THE FOREGOING:

1. We, the Bank, at the request the Service Provider, do hereby unconditionally provide this guarantee to StockHolding as security for due performance and fulfilment by the Service Provider of its engagements, commitments, operations, obligations or liabilities including but not limited to any sums / obligations / claims due by the Service Provider to StockHolding for meeting, satisfying, discharging or fulfilling all or any obligation or liability of the Service Provider, under the said Tender / Purchase Order.

2. We, the Bank, hereby guarantee and undertake to pay StockHolding up to a total amount of Rs. ________/- (Rupees _______________ only) under this guarantee, upon first written demand of StockHolding and without any demur, protest and without any reference to the Service Provider.
3. Any such demand made by StockHolding shall be conclusive and binding on the Bank as regards the amount due and payable notwithstanding any disputes pending before any court, Tribunal, or any other authority and/ or any other matter or thing whatsoever as the liability of the Bank under these presents being absolute and unequivocal.
4. We, the Bank, agree that StockHolding shall have the fullest liberty without consent of the Bank to vary the terms of the said Tender/ Purchase Order or to postpone for any time or time to time exercise of any powers vested in StockHolding against the Service Provider and to forbear or enforce any of the Terms & Conditions relating to the said Tender /

Purchase Order and the Bank shall not be relieved from its liability by the reason of any such variation, or extension being granted to the Service Provider or for any forbearance, act or omission or any such matter or thing whatsoever.

5. We, the Bank, agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged.
6. This Guarantee shall not be affected by any change in the Constitution of the Bank or the Service Provider or StockHolding.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN ABOVE:

1. The liability of the bank under this guarantee is restricted to a sum of Rs. _________/- (Rupees ________________ only).
2. This Bank Guarantee will be valid for a period up to _______________ (date).
3. A written claim or demand for payment under this Bank Guarantee on or before _______________ (date) is the only condition precedent for payment of part/full sum under this guarantee.

<u>For Issuing Bank</u>

Name of Issuing Authority:

Designation of Issuing Authority:

Employee Code:

Contact Number:

Email ID:

ANNEXURE – 7 – Offices & Branch Details

Sr. No.	Branch Name & STD Code	Address	Contact Number
1	MUMBAI (Andheri) 022	SHOP NO. 5, NAMAN HABITAT J.P ROAD, ANDHERI (WEST), MUMBAI - 400 058	44517546 / 47 44517544
2	MUMBAI (Borivali) 022	SHOP NO.3, TULSI BAUG CHSL, MAYFAIR 14, BEHIND PRABHODHANKAR THACKERAY NAATYA MANDIR BORIVALI (W), MUMBAI - 400 092	28953125 28914289
3	MUMBAI (Chembur) 022	RAMESH NIWAS, Ist FLOOR, ROAD NO. 20 OPP CORAL CLASSIC BLDG, OPP LANE OF SBI, NEAR AMBEDKAR UDYAAN CHEMBUR EAST, MUMBAI - 400 071	25288358 25288430
4	MUMBAI (Dadar) 022	ROOM NO. 2, GROUND FLOOR, TRISANDHYA CNS, B WING, DADASAHEB FALKE ROAD, DADAR EAST, MUMBAI 400 014	24151706 24151722
5	MUMBAI (Dombivali) 0251	SWANAND BUILDING, Ist FLOOR, OPPOSITE ABHINAV SAHAKARI BANK, RAJAJI PATH ROAD, RAMNAGAR, DOMBIVLI (EAST) - 421201	2446986 2446878
6	MUMBAI (Fort) 022	12/14, UTI BUILDING, BANK STREET, CROSS LANE, NEAR OLD CUSTOM HOUSE, FORT, MUMBAI - 400 023	61772200 61772202
7	MUMBAI (Ghatkopar) 022	NEEL SIDDHI VRINDAVAN BUILDGING, CANBANK HOUSING SOCIETY, EXTENSION OF VALLABH BAUG LANE, NEAR KAILASH PLAZA, NEAR PATEL XEROX, OPPOSITE BABA MANDIR, GHATKOPAR (EAST), MUMBAI - 400 077	022-21020790 022-21022653 022 45245443
8	MUMBAI (Goregaon) 022	G-2, UNIQUE TOWERS, OPP. KAMATH CLUB, S V ROAD, GOREGAON (WEST), MUMBAI - 400 062	28787336 / 41 28787338
9	MUMBAI (Kalyan) 0251	SHOP NO 1, GAYATRI SANKUL, OAK BAUG, OPP RAILWAY STATION, KALYAN WEST, THANE- 421 301	2315422/24
10	MUMBAI (Kharghar) 022	SHOP NO 3, GROUND FLOOR, SHREE AMBICA HERITAGE, PLOT NO 1, SECTOR 1, NEAR LIC OFFICE, KHARGHAR, NAVI MUMBAI 410210	27741333 27741336
11	MUMBAI (Mahalaxmi) 022	ORBIT HEIGHTS, GROUND FLOOR, SHOP NO. 5, C WING, JAVJI DADAJI MARG, GRANT ROAD	47491997 23858221

12	MUMBAI (Mulund) 022	SHOP NO.11, GROUND FLOOR, MANISHA PRIDE, JUNCTION OF J. N. ROAD AND R.H.B. ROAD, MULUND WEST, MUMBAI - 400 080	44510515/543 44509476
13	MUMBAI (Nariman Point) 022	RAHEJA CHAMBERS, OFFICE NO. 15, GROUND FLOOR, FREE PRESS JOURNAL MARG, NARIMAN POINT, MUMBAI - 400 021	61774203 61774204
14	MUMBAI (Parel Branch) 022	SHOP NO. 4, TIRUPATI HOUSING CHS, DR S.S RAO ROAD, LALBAUGH, OPP. INCOME TAX OFFICE, LALBAUGH, PAREL-400012	24125313 24707289
15	MUMBAI (Thane) 022	SHOP NO. 8 & 9, GROUND FLOOR, PRIDE ENCLAVE, APOLLO SOCIETY, VISHNU NAGAR, NEXT TO THANE BHARAT SAHAKARI BANK, NAUPADA, THANE WEST – 400 602	45167011 45167017 45166993
16	MUMBAI (Vashi) 022	SHREE GANESH CHS LTD. SHOP NO. 18, PLOT NO. 19, SECTOR 1, VASHI, NAVI MUMBAI - 400 703	27821106 /07 /08
17	MUMBAI (Vikhroli) 022	25 HAZARI BAUG, GROUND FLOOR, STATION ROAD, VIKHROLI WEST, MUMBAI - 400 083	61774205 / 61774206 61774207
18	MUMBAI (Vileparle) 022	104, SHYAM KAMAL, A - WING, 1ST FLOOR, OPP. VILE PARLE STATION, VILE PARLE (EAST), MUMBAI - 400 057	61774209 / 61774210 61774211
19	Fort Office	1214, Uti Building, Bank Street Cross Lane, Fort, NEAR OLD CUSTOM HOUSE, Mumbai - 400 001	STD Code: 022 Tel/Fax: 22622677 / 61772200 / 61772202
20	Centre Point	Stockholding Centre Point, Unit No.301, 3rd floor, Dr. B. Ambedkar Road, Parel, MUMBAI-400012	
21	Mahape	SHCIL House, Plot No, P-51, TTC Industrial Area, MIDC, Mahape, Navi Mumbai - 400710, Maharashtra, India	

ANNEXURE – 8 – Format of Non-Disclosure Agreement

This Non-Disclosure Agreement (hereinafter "Agreement") is executed on this ______ day of ____________, **20xx** by and between

Stock Holding Corporation of India Limited, a company incorporated under the Companies Act, 1956 and having its registered office at 301, Centre Point, Dr. Babasaheb Ambedkar Road, Parel, Mumbai 400012 (hereinafter referred to as "**StockHolding**" which expression shall mean and include its successors and assigns), of the One Part;

And

Company Name, a company incorporated under the Companies Act, 1956 and having its registered office / corporate office at **Complete Address** (hereinafter referred to as "**Company Name**" which expression shall mean and include its successors and assigns), of the Other Part.

(StockHolding and **Company Name** are individually referred to as 'Party' and collectively as 'Parties'.)

The Party disclosing Confidential Information under this Agreement shall be referred to as Disclosing Party and the Party receiving Confidential Information shall be referred to as Receiving Party.

1. **Purpose**: Whereas, the Parties wish to explore possible business opportunity, during which either Party will be required to disclose certain Confidential Information to the other.
2. **Confidential Information and Exclusions**: Confidential Information shall mean and include (a) any information received by the Receiving Party which is identified by Disclosing Party as confidential or otherwise; (b) all information including technical, data security , cyber security business, financial and marketing information, data, analysis, compilations, notes, extracts, materials, reports, drawings, designs, specifications, graphs, layouts, plans, charts, studies, memoranda or other documents, know-how, ideas, concepts, strategies, trade secrets, product or services, results obtained by using confidential information, prototype, client or vendor list, projects, employees, employees skills and salaries, future business plans disclosed by Disclosing Party whether orally or as embodied in tangible materials. Confidential Information shall however exclude any information which a) is in the public domain; (b) was known to the Party of such disclosure or becomes known to the Party without breach of any confidentiality agreement; (c) is independently developed by the Party without use of Confidential Information disclosed herein; (d) is disclosed pursuant judicial order or requirement of the governmental agency or by operation of law, provided that the recipient party gives disclosing party a written notice of any such requirement within ten (10) days after the learning of any such requirement, and takes all reasonable measure to avoid disclosure under such requirement.
3. **Confidentiality Obligations**: The Receiving Party shall, at all times maintain confidentiality and prevent disclosure of Confidential Information of Disclosing party

with at least the same degree of care as it uses to protect its own confidential information but in no event with less than reasonable care. The Receiving Party shall keep the Confidential Information and Confidential Materials and any copies thereof secure and in such a way so as to prevent unauthorized access by any third party. The Receiving Party agrees not to disclose, transmit, reproduce or make available any such Confidential Information to any third parties and shall restrict disclosure of Confidential Information only to a limited group of Recipient's directors, concerned officers, employees, attorneys or professional advisors who need to have access to the Confidential Information for the purposes of maintaining and supporting the services and each of whom shall be informed by Receiving Party of the confidential nature of Confidential Information and agree to observe the same terms and conditions set forth herein as if specifically named a Party hereto. The Receiving Party shall not, unless otherwise agreed herein, use any such Confidential Information and Confidential Materials for its own benefit or the benefit of others or do anything prejudicial to the interests of the Disclosing Party or its customers or their projects. The Receiving Party shall not use the Confidential Information in any way to create a derivative work out of it or reverse engineer or use for any commercial purpose or for any purpose detrimental to the Disclosing Party. The Receiving Party shall not make copies of Confidential Information unless the same are reasonably necessary. The Receiving Party shall immediately notify Disclosing Party in the event of any unauthorized use or disclosure of the Confidential Information and reasonably support Disclosing Party in taking necessary remedial action.

4. **No Warranty**: All Confidential Information is provided 'as is.' Neither Party makes any warranty, express, implied or otherwise, regarding its accuracy, completeness or performance.

5. **No License**: Each Party recognizes that nothing in this Agreement is construed as granting it any proprietary rights, by license or otherwise, to any Confidential Information or to any intellectual property rights based on such Confidential Information.

6. **Return**: The Receiving Party who receives the Confidential Information and Confidential Materials agrees that on receipt of a written demand from the Disclosing Party:

    a. Immediately return all written Confidential Information, Confidential Materials and all copies thereof provided to, or produced by it or its advisers, as the case may be, which is in Receiving Party's possession or under its custody and control; (SUCH RETURN OF DOCUMENTS SHOULD BE DONE BY SIGNING A LETTER).

    b. To the extent practicable, immediately destroy all analyses, compilations, notes, studies, memoranda or other documents prepared by it or its advisers to the extent that the same contain, reflect or derive from Confidential Information relating to the Disclosing Party;

    c. So far as it is practicable to do so immediately expunge any Confidential Information relating to the Disclosing Party or its projects from any computer, word processor or other device in its possession or under its custody and control; and

d. To the extent practicable, immediately furnish a certificate signed by its director or other responsible representative confirming that to the best of his/her knowledge, information and belief, having made all proper enquiries the requirements of this paragraph have been fully complied with.

e. Receiving party will attempt to maintain, to the best possible extent, physical and logical segregation of the Confidential Information of the data of the Receiving party from data of any third party.

7. **Term**: The term of this Agreement shall be ____ (___) years from ___________ (the Effective Date). Either Party may terminate this Agreement by giving a thirty (30) days written notice to the other. The confidentiality obligations stated in this Agreement shall survive for a period of three (3) years from the date of termination or expiration of this Agreement.

8. **Remedies**: The Confidential Information and Confidential Materials and all copies thereof, in whatsoever form shall at all times remain the property of the Disclosing Party and its disclosure hereunder shall not confer on the Receiving Party any rights whatsoever beyond those contained in this document.

   The Parties acknowledge and agree that the Disclosing Party will suffer substantial and irreparable damage, not readily ascertainable or compensable in monetary terms, in the event of any breach of any provision of this Agreement by the Receiving Party. The Receiving Party therefore agrees that, in the event of any such breach, the Disclosing Party shall be entitled, without limitation of any other remedies otherwise available to it, to obtain an injunction or other form of equitable relief from any court of competent jurisdiction.

9. **Governing Law and Jurisdiction**: This Agreement may be governed and construed in accordance with the laws of India and shall be subject to the jurisdiction of courts in Mumbai, India.

10. **Miscellaneous**: This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior commitments/ understanding in this regard and may not be amended or modified except by a writing signed by a duly authorized representative of the respective Parties. This Agreement may be executed in several counterparts (physical or electronic form), each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may not be assigned or transferred except by a mutual written consent of both the Parties.

For Stock Holding Corporation of India Limited	**For Company Name**
Name:	Name:
Title:	Title:
In the Presence of	
Name:	Name:
Title:	Title: