

**Stock Holding Corporation of India Limited
(StockHolding)**



RFP Reference Number: CPCM-17/2025-26

Date: 06-Oct-2025

GEM Ref. No. – GEM/2025/B/6758287

**Request for Proposal (RFP) for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**

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-17/2025-26
3	Requirement	Request for Proposal (RFP) for Printing and Supply of Secured Colour Stationery to StockHolding Offices
4	Interest free Earnest Money Deposit (EMD) [*]	Rs.1,80,00,000/- (Indian Rupees One Crore Eighty Lakhs 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, Small and Medium Enterprises (MSME) 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	06-Oct-2025
7	Date, Time and place for online Pre-bid meeting	14-Oct-2025 11:00 AM For participation in pre-bid meeting, please send mail for online meeting link to CPCM@stockholding.com before 13-Oct-2025 05:00 PM
8	Last Date for Submission of Online Bid	27-Oct-2025 05:00 PM
9	Date of opening bid	27-Oct-2025 05:30 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	5
EVALUATION METHODOLOGY AND CRITERIA	7
Submission of Bids	7
REQUIREMENT	14
<u>Scope of work:</u>	14
<u>Service Level Agreement (SLA) -</u>	16
<u>Contract Duration</u>	20
Certification from IBA (Indian Banking Association) for Security Printing...	20
<u>Terms and Conditions-</u>	20
<u>Refund of Earnest Money Deposit (EMD)</u>	20
<u>Performance Bank Guarantee (PBG)</u>	21
<u>Force Majeure</u>	21
<u>Dispute Resolution</u>	22
<u>Right to alter RFP</u>	22
<u>Integrity Pact</u>	22
<u>Non-Disclosure Agreement (NDA)</u>	22
<u>Indemnify</u>	22
<u>Termination Clause</u>	23
<u>Exit Management</u>	23
<u>Assignment</u>	24
ANNEXURE - 1 - Details of Bidder's Profile	25
ANNEXURE - 2 – Eligibility Criteria	29
ANNEXURE - 3 – Technical Criteria.....	32
ANNEXURE - 4 - Commercial Price Bid Format.....	35
ANNEXURE - 5 – Integrity Pact.....	36
ANNEXURE - 6 - Covering Letter on bidder's Letterhead of Integrity Pact	43
ANNEXURE – 7 – Compliance Statement	44
ANNEXURE – 8 – Format of Bank Guarantee	45
ANNEXURE – 9 – Offices & Branch Details.....	47
ANNEXURE – 10 – Format of Non-Disclosure Agreement	73
ANNEXURE – 11 - List of Machinery	77
ANNEXURE – 12 – Plant Visit Report Format.....	78

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 printing and supply of Secured Colour Stationery used in e-Stamping to all StockHolding Offices located across India.

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 “Printing and Supply of Secured Colour Stationery to StockHolding Offices” 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 Technical Criteria - Annexure 3
- d) Format for Price Bid (Commercial) Bids - Annexure 4
- e) Integrity Pact (Text) - Annexure 5
- f) Covering Letter of Integrity Pact - Annexure 6
- g) Compliance Statement – Annexure 7
- h) Format of Bank Guarantee – Annexure 8
- i) Offices & Branch Details – Annexure 9

- j) Format of Non-Disclosure Agreement – Annexure 10
- k) List of Machinery – Annexure 11
- l) Format of Plant Visit Report – Annexure 12

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

Evaluation Methodology:

- 1) Bidder(s) are expected to mandatorily submit Eligibility/Technical and Commercial Bids along with Three (3) References as mentioned in the Annexures.
- 2) Non-submission of either of the Eligibility/Technical 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 Technical bid evaluation.
- 5) Apart from the mentioned Technical 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.
- 6) Reverse auction process would be used to identify successful bidder/s.
- 7) Before the start of reverse auction process, technically qualified bidders will be invited for in-person bid meet, where sample of required stationery will be provided to the bidders and requirement explained in detail, to enable bidders make fair assessment of commercials during the reverse auction process.
- 8) Each technically qualified bidder will also be required to create and submit their samples based on the sample e-Stamp paper & inputs provided in the 'in-person' meet.
- 9) The said samples will be evaluated for assessment of security features and quality by StockHolding.
- 10) In case of any deficiency, the bidders will be informed over email about the same (T+2 days) and bidders will have to resubmit the rectified sample.
- 11) Bidders will be given a maximum of 15 days from 'in-person' meet date to get the sample approved.
- 12) Only those technically qualified bidders whose samples are approved by the StockHolding will be notified on GeM portal and allowed to participate in the reverse bidding process.
- 13) Subsequent to reverse auction bidding, the shortlisted bidder/s will be considered for issuance of work order.

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/Technical Criteria, Commercial Bid must be submitted (uploaded) online on GeM portal. Eligibility/Technical 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.

Minimum Value for Contract Placement –

Bidders are advised to take note that while submitting their financial offers any bid resulting in a bid value above the specified estimated bid value may be deemed rejected on the GeM portal.

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 of repute and an established entity in the business of providing multi coloured Stationery having security features or cheque book for Banks with a minimum 5 years consecutive experience as on RFP date.	Copy of Purchase Order / Work Order/MSA

3.	The bidder must have a minimum average annual turnover of ₹50 Crores during the financial year(s) viz. 2022-23, 2023-24 and 2024-25 from relevant / similar services.	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant for preceding three years.
4.	Bidder should have Positive Net worth (minimum ₹ 10 crores) 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.	<p>The Bidder should have experience in similar nature of work of Printing and Supplying Secured Colour Stationery or cheque book for Banks for at least –</p> <p>03 (Three) works each costing not less than ₹3 crores. OR</p> <p>02 (Two) works each costing not less than of ₹5 crores. OR</p> <p>01 (One) work of ₹6 crores</p> <p>during the last 03 (three) years with any Central Government Authorities / Public Sector Undertakings / State Government / BFSI sector / Educational Institutions in India</p> <p>Please Note: "The work orders issued by one company for its multiple locations shall be treated as a single work order".</p>	Copy of Purchase Order / Work Order
6.	The bidder must have IBA (Indian Banking Association) certified secured printing facility.	Relevant valid certifications to be submitted
7.	The bidder should have spare printing capacity of at least 2 lacs A4 sheets per day with relevant security features and relevant machinery.	Sufficient documentary evidence for the same to be submitted.
8.	The Bidder should have capacity to supply printed stationery to all StockHolding offices across India (list of branches provided in Annexure 9).	Self-declaration on Bidders' Company Letter Head
9.	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
10.	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)
11.	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

12.	The bidders should have certification under latest ISO 9001 at the time of submission of bid.	Valid ISO 9001 certification
13.	The Bidder must have his own printing press.	Sufficient documentary evidence for the same to be submitted.
14.	The bidder must have at least two machines having six colour printing and at least one backup machine.	List of Machinery as per Annexure - 11
15.	Bidder to provide Escalation Matrix on letterhead with sign and stamp	Escalation Matrix on Bidders' Company Letter Head
16.	The Bidder should not print E-Stamping secured stationery for any other entity without the consent of StockHolding.	Self-declaration on Bidders' Company Letter Head

Technical Criteria

A detailed evaluation of the bids shall be carried out in order to determine whether the bidders are competent enough and whether the bid technically qualifies to the requirements set forth in the RFP.

Only bids that have cleared the Eligibility Criteria shall be evaluated for Technical Criteria. Bids received would be assigned scores based on the parameters defined in the table below:

Sr. No.	Criteria	Supporting Documentation	Technical Score Matrix	Max Marks
A. Experience, Turnover & Capabilities (75 Marks)				
1	The bidder should be in business of providing multi coloured Stationery having security features or cheque book for Banks for more than 5 consecutive years as on date of submission of bid.	Copy of Purchase Order / Work Order/MSA	a) More than 5 and less than 7 Years: 10 Marks b) More than 7 and less than 10 Years: 12 Marks c) More than 10 Years: 15 Marks	15 Marks
2	Relevant Projects experience: The Bidder should have experience in similar nature of work of Printing and Supplying Secured Colour Stationery or cheque book for Banks to any Central Govt. / State Govt. / Public Sector	<ul style="list-style-type: none"> Copy of Work order and certificate of completion (if applicable). Copy of work order / LOI & self-certificate attested by the authorized signatory of the bidder 	a) 1 – 3 qualifying project: 4 Marks b) 4 – 5 qualifying projects: 6 Marks c) More than 6 qualifying projects: 8 Marks	8 Marks

	Undertaking (PSU)/ BFSI sector / / Educational Institutions in India as on date of submission of bid.	confirm “in-progress” status of cited project		
3	The bidder should have printing spare capacity of at least 2 lac A4 sheets per day with relevant security features and relevant machinery	Relevant documents to be submitted	a) More than 2 lakhs and less than 3 lakhs: 10 Marks b) More than 3 lakhs and less than 4 lakhs: 13 Marks c) More than 4 lakhs: 16 Marks	16 Marks
4	The bidder must have a minimum average annual turnover of ₹50 Crores during the financial year(s) 2022- 23, 2023-24 and 2024-25 from relevant / similar services.	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant for preceding three years.	a) More than 50 crores to less than 75 crores – 4 Marks b) More than 75 crores to less than 100 crores – 6 Marks c) More than 100 crores – 8 Marks	8 Marks
5	The bidder must have at least two machines having six colour printing and at least one backup machine	As per Annexure-11 – List of Machinery	a) 3 Units – 10 Marks b) 4 Units – 13 Marks c) More than 5 Units – 16 Marks	16 Marks
6	The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three financial years viz. 2022- 23, 2023-24 and 2024-25	Customer Satisfactory Performance Reports (CSPR)	a) 3 reports – 5 marks b) More than 3 reports – 8 marks	8 Marks
7	The bidder must have a presence in multiple locations with IBA (Indian Banking Association) certified secured printing facility.	Relevant IBA Certificates	Presence in more than 1 location – 3 marks; Locations are in different seismic zone – 1 mark	4 Marks
B. PLANT VISIT INSPECTION (25 Marks)				
8	Based on Plant Visit Report: 1) Number of operational machines with six-colour printing – 3	‘Plant Visit Report’ as per Annexure-12	Marks will be given based on plant visit report conducted by StockHolding officials.	25 Marks

	<p>Marks</p> <p>2) Machine details – 3 Marks</p> <p>3) Availability of other specialized machines – 1 Marks</p> <p>4) Number of workers/employees in plant – 2 Marks</p> <p>5) Nature of power backup facility – 3 Marks</p> <p>6) Process Flow from Pre-Printing, Printing & Post-Printing – 2 Marks</p> <p>7) Separate area dedicated to packaging – 2 Marks</p> <p>8) Properly secured & sealed cartons for ready-to-dispatch items – 2 Marks</p> <p>9) Quality Assurance Processes – 3 Marks</p> <p>10) Process of Disposing off discarded pieces – 2 Marks</p> <p>11) CCTV Installation – 2 Marks</p>		<p>Minimum Scores to be obtained – 15 marks</p>	
<p align="right">Total Score</p>				<p align="center">100 Marks</p>

Note: A bidder would need to score minimum technical score of 60 marks to be considered for commercial bid opening process.

Commercial Evaluation Model

- a The bidder shall have to score at least 60 marks in Technical Score as per “Scoring Matrix” for being eligible for opening of commercial bid.

Online Reverse Auction

- 1) The Bidders whose bid has not been rejected / disqualified by StockHolding will be asked to participate in the Reverse Auction, which will be conducted for determining the L1 vendor. The L1 bidder will be determined on the basis of the lowest price quoted / offered in the Reverse Auction.
- 2) Selection of Bidders: Among all technically qualified bidders who participate in Reverse Auction, the selection of bidders will be as under:

Technically qualified Bidder(s), maximum 2 vendors with lowest price quote (L1 & L2), will be determined as a successful bidder(s) and the work will be awarded accordingly as per terms of RFP. Ratio of allocation of required work to L1 and L2 bidders will be targeted in the ratio of 60 %, and 40%, subject to L2 agreeing to match the rate offered by L1. In case L2 bidder is not able to match the L1 rates, offer will be made to L3 bidder for same and so on, till the second bidder is identified. If no other bidder agrees to match the L1 rate, the L1 vendor will be considered as sole successful bidder and 100% work will be allocated to him.

StockHolding may accept or reject the offer without assigning any reason what so ever at any stage of bid evaluation.

The bidder is required to comply with the requirement mentioned in the RFP. Non-compliance to this may lead to disqualification of a bidder, which would be at the discretion of StockHolding.

REQUIREMENT

Scope of work:

1) Purpose:

StockHolding invites quotations in the prescribed formats for Printing & Supply of Secured Colour Stationery used in e-Stamping services to all StockHolding Offices located across India. The contract will be initially for a period of three years which can be extended for a further period of one year based on mutual agreement. There is no minimum quantity guaranteed in the Contract (Rate Contract). The indicative annual volume presently is approximately 6 Crore sheets of A4 size. StockHolding reserves the right to terminate the contract by giving three months' notice.

StockHolding intends to select one or more than one Successful Bidders for printing and supply of secured colour stationery through a reverse bidding process.

Secured Colour Stationery orders would be placed on the technically qualified Bidder(s), maximum 2 vendors with lowest price quote (L1 & L2), will be determined as a successful bidder(s) and the work will be awarded accordingly as per terms of RFP. Ratio of allocation of required work to L1 and L2 bidders will be targeted in the ratio of 60 %, and 40%, subject to L2 agreeing to match the rate offered by L1. In case L2 bidder is not able to match the L1 rates, offer will be made to L3 bidder for same and so on, till the second bidder is identified. If no other bidder agrees to match the L1 rate, the L1 vendor will be considered as sole successful bidder and 100% work will be allocated to him.

2) Printing, Packing, Safe keeping, Dispatching, Providing MIS:

The successful bidder shall be responsible for printing & supply of Secured Colour Stationery to StockHolding Offices located across India. The dispatch has to be done by courier agency appointed by StockHolding. The courier cost will be borne by StockHolding on receipt of invoices. The Successful bidder shall have to print the colour stationery at their own cost and all terms and conditions pertaining to issue of paper, printing, packing etc. as per the scope of work and services defined. The Successful Bidders shall pack the Colour stationery in boxes after duly checking the same in all respects. A list of all dispatches made shall be submitted daily duly signed by Successful Bidders' authorized representative certifying that each box has been checked in all respects before dispatch. Necessary MIS reports shall also be provided as per StockHolding requirements. The Successful Bidders shall wrap the colour stationery in plastic cover of 500 sheets each and it should be further packed in cartons not more than 4 packets of 500 sheets each. The cartons should be properly secured and sealed and should not lead in any pilferage or damage. Additional care should be taken during Monsoon season. The Successful bidders should ensure that the stationery lying in the premises of the bidder is stored and kept in proper safe custody and there is no loss / theft of stationery under any circumstances.

The Successful Bidders shall arrange dispatch of boxes of colour stationery to the branches of StockHolding (List of branches specified as Annexure 9) latest within 5 DAYS of providing the data file, excluding holidays. Successful Bidders shall submit a list of holidays to StockHolding, however, all national holidays and public holidays declared by competent authorities shall be treated as closed days. The successful bidders shall adjust their working hours and weekly-off days/holidays suitably so that colour stationery consignments are not delayed for any such reasons.

3) Specifications overview of Secured Colour Stationery:

The Scope of work would involve, supplying of Secured Colour Stationery with following macro-level specifications. These specifications may be considered as approximately 80% match of exact stationery and Bidders may provide their commercial bid accordingly. Additional features required will be shared with technically qualified bidders for providing sample secured print papers. Sample secured print paper to be submitted by technically qualified bidders within 15 days from In-person meeting during which the additional security features will be provided to the technically qualified bidders.

1.1. The Secured Colour Stationery should be of minimum 95gsm A4 size, pink in colour and having watermark, on West Coast Mill security CTS paper or any other paper mill as decided by StockHolding. It should have background in pink colour and drape line relief design/Guilloche pattern design on the full sheet. It should have anti-forgery treatment done using various chemicals.

1.2. The Secured Colour stationery shall be printed as under:

1.2.1. The Secured Colour Stationery will have security features like coloured background with Lacy Geometric flexible patterns and subtle logo image with Complex ornamental design border.

1.2.2. Each Secured Colour Stationery will have 12 digit alpha numeric number with black penetrating ink/security bleeding ink and some of the digits in different colour inks which should glow in the ultraviolet light.

1.2.3. There will be invisible ultraviolet marking/patterns of three varied images in Blue, Greenish yellow colour with Geometric pattern in the cloud.

1.2.4. Part of the stationery shall have a statutory alert printed at the back side of the paper, along with texts printed using Thermal ink.

1.2.5. Usage of “Void” Pantograph at one place, Anti-copying “Bubble” feature and Microlines at suitable places on the stationery.

1.3. In case of any changes in the artwork, design, pattern, colour scheme, security features etc. the same shall be intimated to the vendor as and when required and it should be incorporated by the vendor without any extra charges.

4) Other Conditions under Scope of Work:

a) The Successful Bidders shall be able to provide the colour stationery within 5 working days of order placed.

b) The Secured Colour Stationery shall be uniform and complete in all respects. If any part of the Secured Colour Stationery is found to be defective then the entire consignment is liable to be rejected.

- c) The Successful Bidders will have to coordinate with the courier and arrange for proper and timely dispatch.
- d) The Successful Bidders shall maintain a proper tracking system of all the orders received, delivered and pending.
- e) The Successful Bidders would follow instructions issued only by Head Office e-Services Department of StockHolding.
- f) The Successful Bidders shall maintain absolute confidentiality of the business of StockHolding.
- g) The Successful Bidders shall at all times inform in case of any shut down for maintenance and other activities atleast 2 working days in advance in order to enable StockHolding to decide the further course of action.

Service Level Agreement (SLA) -

- 1) The Bidder shall supply the stationery as per the specifications specified below –
 - a. Printing should of good quality with good quality multicolour printed art covers.
 - b. The security features required by StockHolding are to be strictly complied with the specifications of RFP, besides size, gsm of the papers and printing of each item on the paper must be taken care of and adhered to and acceptable to StockHolding.
 - c. Design, colour of the security papers will be decided at the time of order.
 - d. Designing of the security papers as per the choice of StockHolding will be done by the printer.
 - e. The printing unit should have required technical infrastructure / in-house facility to develop new designs such as printed water mark, micro printing, etc. They should have capacity to incorporate various special security features that StockHolding may stipulate from time to time in line with the RFP.
 - f. Any specific points/features in line with the RFP, if any, agreed with StockHolding from time to time shall be implemented by the Bidder.
 - g. To ensure consistency in quality, the paper to be used at all times is the West Coast Mill product or any other paper mill product as decided by StockHolding.
 - h. The first rough proofs in hard copy is required to be sent to StockHolding within 15 days for approval of StockHolding and upon approval, the supply is to be made within given time from the date of approval of proofs.
 - i. The Secured Colour Stationery should be of minimum 95gsm A4 size, pink in colour and having watermark, on West Coast Mill security CTS paper or any other paper mill as decided by StockHolding. It should have background in pink colour and drape line relief design/Guilloche pattern design on the full sheet. It should have anti-forgery treatment done using various chemicals.
 - j. The Secured Colour stationery shall be printed as under:
 - i. The Secured Colour Stationery will have security features like coloured background with Lacy Geometric flexible patterns and subtle logo image with Complex ornamental design border.

- ii. Each Secured Colour Stationery will have 12 digit alpha numeric number with black penetrating ink/security bleeding ink and some of the digits in different colour inks which should glow in the ultraviolet light.
 - iii. There will be invisible ultraviolet marking/patterns of three varied images in Blue, Greenish yellow colour with Geometric pattern in the cloud.
 - iv. Part of the stationery shall have a statutory alert printed at the back side of the paper, along with texts printed using Thermal ink.
 - v. Usage of “Void” Pantograph at one place, Anti-copying “Bubble” feature and Microlines at suitable places on the stationery.
- k. In case of any changes in the artwork, design, pattern, colour scheme, security features etc. the same shall be intimated to the vendor as and when required and it should be incorporated by the vendor without any extra charges.

Printing all the mandatory features as per StockHolding’s guidelines are to be strictly complied with the specifications of the RFP, besides size/gsm of the paper and printing of each item must be taken care of and adhered to RFP document. The Bidder shall provide the rough proofs in hard copy to StockHolding within 15 days for approval and upon approval, the supply is to be made within given time from the date of approval of proofs. The packaging shall be made in laminated and tear proof biodegradable plastic packaging with minimum 50 micron for dispatching of security papers in bulk.

- 2) The specifications of the stationery may be amended from time to time as may be mutually agreed, as per the requirements of the State / Union Territories. The Quantity may be increased / decreased according to StockHolding’s requirements.
- 3) The Bidder shall provide its services as per the specifications broadly mentioned below –
 - a. The printing will be offset printing.
 - i. Printing all the mandatory features as per StockHolding’s guidelines are to be strictly complied with the specifications of the RFP, besides size of the paper and printing of each item must be taken care of and adhered to and acceptable to StockHolding.
 - ii. Design, colour of the paper will be decided at the time of order. Designing of the papers as per the choice of StockHolding will be done by the Bidder.
 - iii. StockHolding will provide only specimen of security paper. Further, the Bidder shall abide by all the guidelines issued by StockHolding from time to time in writing.

- 4) StockHolding reserves the right to modify / alter / cancel in full or in part of the description, quality & other terms and conditions of any order from time to time as may be mutually agreed.
- 5) The Bidder shall supply the printed stationery to the locations as mentioned in the RFP Document. The said locations may change / increase / decrease. The cost of dispatch of stationery from the Bidder's location to the locations of StockHolding shall be borne by StockHolding.
- 6) The Bidder's premises, including the dispatch area, should be equipped with high resolution CCTV camera with storage of at least 1 month of recordings/footages.
- 7) The Parties agree that the Bidder shall hand over the consignment on the agreed timelines to the person nominated by the courier or delivery agent on behalf of StockHolding and the Bidder shall be absolved from its responsibilities thereafter.
- 8) The Bidder needs to provide a copy of Consignment Number / Proof of Dispatch Number / Airway Way Bill Number document issued by the Courier during pickup of consignment to StockHolding by next working day of pickup.
- 9) The Bidder shall provide to StockHolding the Paper stock statement on or before the fifth working day of every month giving details of orders received and the security papers dispatched to the branches during the previous month. Also, the Bidder shall, upon request, provide the Paper Stock Statement(s) for such periods as may be requested by StockHolding.
- 10) It is agreed by the Bidder that time is the essence of the agreement and that the 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 upto 15 days - 1% of value of the ordered quantity to which delay relates
 - b. For delay upto 30 days - 3% of value of the ordered quantity to which delay relates
 - c. For wrong printing - Rs. 100/- per each lot of 500 wrongly printed papers or part thereof and payment will not be made by StockHolding for the faulty/ wrong printing.

The Parties agree that the printing shall be done as per the artwork approved by StockHolding. The Bidder shall not be responsible for any error/omission in such artwork so provided by StockHolding.

- 11) Subject to other terms of this Agreement, the Bidder shall have / shall upgrade the necessary hardware and software so as to undertake variable-Data printing i.e. the form of digital printing, including on demand printing in which elements such as text, graphics, water marks and images may be changed without stopping or slowing down the print process.
- 12) The agreement is liable for immediate termination in case the services are not found to be satisfactory or in violation of any of provision by the Bidder and the

Bidder shall not be entitled to any compensation for early termination. Also, the agreement can be terminated due to the following circumstances :-

- a. In case the printer does not comply with any or all of obligations / undertakings under this agreement.
 - b. If the design, specifications of security stationery supplied by the printer do not conform to the approved technical specifications and other requirements specified in the RFP document and agreed to by the printer.
 - c. If the printer refrains from implementing any of the instruction received from StockHolding in line with the RFP specifications.
 - d. In case of any breach of terms and conditions of the RFP / agreement by the printer.
 - e. In case of termination/completion of contract, 'Exit Management Plan' as mentioned in the RFP will be executed with the successful bidder.
- 13) In the event of loss or damage of printed secured stationery within the premises of the Bidder, it will be the responsibility of Bidder to make good such loss and damage. In case where the final printed secured stationery is lost by theft etc., the Bidder should compulsorily file an FIR with local police station giving the details of incident along with secured stationery serial number range which was lost. Such incident should be reported immediately to StockHolding along with copy of FIR.
- 14) StockHolding reserves the right to inspect the printing press / go-down of the printer in case of need and verify the invoice, raw materials at the press premises without any prior notice to ensure that quality paper used and to study the process flow. The Bidder shall permit StockHolding's officials, or any auditors appointed by or authorized by StockHolding engaged for this purpose, to have free access to its unit/ go-down, etc. for inspection / visit, etc. and the bidder shall have no objection for the same and shall co-operate and provide necessary details / information required by StockHolding for such inspection. However, in accessing Bidder's premises, StockHolding shall ~~however~~ comply (and shall ensure that its auditors will comply) with any and all rules, regulations, policies and procedures relating to the access, entry, safety and security of Bidder's premises. In addition, StockHolding shall keep (and ensure that its auditors will keep) confidential any information in the possession or custody of Bidder and shall not disturb or prevent Bidder's performance of activity.
- 15) SLA agreement will be co-terminus with the main agreement.
- 16) 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.
- 17) The successful bidders will provide reconciliation statement of printed stationery certified by its auditors on a monthly basis.

Contract Duration

- 1) 03 (Three) years from the date of work order.
- 2) StockHolding may choose to extend the contract period for another 1 year based on satisfactory performance from the successful bidder/s.

Either party may terminate the contract by serving a prior written notice of 90 (Ninety) days to the other Party, expressing its desire to terminate the Contract. In case of termination/completion of contract, 'Exit Management Plan' with the successful bidder will be executed.

Certification from IBA (Indian Banking Association) for Security Printing

Considering the contract will be awarded to the successful bidder/s for a period of 03 years with 01 year extension, the bidder/s needs to ensure that they remain certified from IBA (Indian Banking Association) for Security Printing for the complete duration of the contract. The successful bidder/s has to submit the renewal certifications from IBA in case the certificate is renewed in between the contract period.

In case the bidder/s is/are not able to renew the IBA certification for secured printing for whatever reason or does not share the renewal certificate during the contract period, StockHolding reserves the right to cancel the contract.

Terms and Conditions-

- 1) Payment –
StockHolding shall pay the Bidder the amount of consideration as per the rates specified in Annexure – 4 hereto (i.e. the rates set forth in the Financial Bid). No escalation in rates on any account shall be permitted during the period of this agreement. The Bidder shall submit to StockHolding the monthly invoice along with the copy of challan towards satisfactory completion of the work.
- 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. The payment will be made within 15 working days from the date of receipt of invoice. 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.

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 - 8. 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-5. 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-10), 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 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. In case the winning bidder/s is/are not able to renew the IBA certification for secured printing for whatever reason or does not share the renewal certificate during the contract period, StockHolding reserves the right to cancel the contract.
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.
3. In case of termination/completion of contract, 'Exit Management Plan' with the successful bidder will be executed. During the Termination notice period, bidder must adhere to all the conditions mentioned in the 'Exit Management' clause.

Exit Management

1. Purpose: In the case of termination of the Contract, the Exit Management procedure will start 90 days before the expiry or termination of contract.
2. Plan: An Exit Management Plan based on consultation with StockHolding, provided in writing by the Bidder within 60 days of the acceptance of the Purchase Order/Contract, will outline the Bidder's support during the termination or expiration of the contract, along with the company's exit strategy. Following this, the exit plan must be reviewed and updated annually. The plan must include and not limited to the below points:
 - a) Submission of certificate from bidder's auditor that printers do not possess any StockHolding stationery.
 - b) Submission of certificate from bidder's auditor that all confidential data (physical or digital) held by the printer, including StockHolding's e-Stamp stationery artworks, are verifiably destroyed.
 - c) Declaration from bidder of discontinuance of StockHolding's secured stationery production.
3. Bidder shall provide the Termination/Expiration Assistance regardless of the reason for termination or expiration.
4. Bidder shall ensure compliance with the Exit Plan.
5. Bidder shall not make any changes to the Services under this Agreement and shall continue to provide all Services to comply with the Service Levels.

Failure to comply with the Exit Management 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)	1) Address of paper storage 2) Address of Printing unit		
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 security printing services			
9	Financial parameters			
	Business Results (last three financial years)	Annual Turnover	Net Worth	
		(Rs. in Crores)	(Rs. in 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)		
10	Whether empanelled with IBA, if yes, since when and date of last renewal (enclose proof)			
11	Details of any outstanding complaints / litigations with IBA/Banks /Govt. etc.			

2) PAST PERFORMANCE				
12	Since when security printing activity started by the company			
13	Formats or printing undertaken (book form or continuous stationery or both)			
14	Type of major activities undertaken during the past 3 years			
15	Whether any specialized/ unique security features in security instruments have been printed in the past (If yes, give details)			
16	Quantum of printing of security instruments (Please include only number of original security instruments only, copies if any should not be included. Value should be the charges received)	Period	Total no. of Security Instruments	Value (₹)
		FY 2022-23		
		FY 2023-24		
		FY 2024-25		
17	Whether infrastructure for security printing for A4 size stationery is Available (if yes, give details of process and equipment)			
18	Whether A4 security prints are being printed for any entities (if Yes, give names of such entity and quantum. Preferably enclose specimen)			
19	Any other relevant information			
3) INFRASTRUCTURAL FACILITIES & SECURITY				
20	Whether factory premises are owned or rented			
21	Total area of factory premises			
22	Total covered area (you may attach a sketch of factory premises)			
23	Whether factory premises are fenced as per IBA guidelines (give details)			
24	Area of paper godown and storage capacity at a time for reels/reams (in KG)			
25	Type of paper godown (specify features in respect of safe storage of paper)			
26	Whether godown is directly accessible from machine room			

27	Whether all operations of paper godown are recorded & checked	
28	Whether unit is carrying out only security printing jobs	
29	If general printing jobs are also undertaken, whether security & general printing sections and paper godowns are segregated, if yes, how?	
30	Whether designing, processing & plate making are done within the premises	
31	How many shifts, the unit is working	
32	Total installed power connection	
33	Total connected load	
34	Alternate power arrangements during power failures	
35	Whether any vehicles for transportation of security forms are owned, if yes give details	
36	Whether visitors register is maintained at factory gate & no unauthorized entry is allowed	
37	Whether physical search of all workers is undertaken while leaving the factory	
38	Whether all workers wear pocket less uniform	
39	Whether closed circuit TV surveillance system is installed & working	
40	Whether job cards for each order / lot is maintained	
41	Whether record of issue, consumption, wastage & destruction of security paper is maintained	
42	Whether record of mistakes/ Replacement of leaves etc. is maintained	
43	Details of security arrangements	
44	Whether security is managed by self or through private security agency	
45	Any other relevant information	

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



We confirm that we continue to be on the panel of IBA as security printers and are not debarred in any way from doing security printing work for any entity. We also confirm that we fulfill the criteria of IBA in respect of security arrangements and infrastructural facilities.

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 reference)	Value of the contract	Period of the contract	Upload Experience Certificates of 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 2025

(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 of repute and an established entity in the business of providing multi coloured Stationery having security features or cheque book for Banks with a minimum 5 years consecutive experience as on RFP date.	Copy of Purchase Order / Work Order/MSA
3.	The bidder must have a minimum average annual turnover of ₹50 Crores during the financial year(s) viz. 2022-23, 2023-24 and 2024-25 from relevant / similar services.	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant for preceding three years.
4.	Bidder should have Positive Net worth (minimum ₹ 10 crores) 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 experience in similar nature of work of Printing and Supplying Secured Colour Stationery or cheque book for Banks for at least – 03 (Three) works each costing not less than ₹3 crores. OR 02 (Two) works each costing not less than of ₹5 crores. OR 01 (One) work of ₹6 crores during the last 03 (three) years with any Central Government Authorities / Public Sector Undertakings / State Government / BFSI sector / Educational Institutions in India Please Note: "The work orders issued by one company for its multiple locations shall be treated as a single work order".	Copy of Purchase Order / Work Order

6.	The bidder must have IBA (Indian Banking Association) certified secured printing facility.	Relevant valid certifications to be submitted
7.	The bidder should have spare printing capacity of at least 2 lacs A4 sheets per day with relevant security features and relevant machinery.	Sufficient documentary evidence for the same to be submitted.
8.	The Bidder should have capacity to supply printed stationery to all StockHolding offices across India (list of branches provided in Annexure 9).	Self-declaration on Bidders' Company Letter Head
9.	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
10.	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)
11.	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
12.	The bidders should have certification under latest ISO 9001 at the time of submission of bid.	Valid ISO 9001 certification
13.	The Bidder must have his own printing press.	Sufficient documentary evidence for the same to be submitted.
14.	The bidder must have at least two machines having six colour printing and at least one backup machine.	List of Machinery as per Annexure - 11
15.	Bidder to provide Escalation Matrix on letterhead with sign and stamp	Escalation Matrix on Bidders' Company Letter Head
16.	The Bidder should not print E-Stamping secured stationery for any other entity without the consent of StockHolding.	Self-declaration on Bidders' Company Letter Head

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 2025

(Signature)

(In the capacity of)

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

ANNEXURE - 3 – Technical Criteria

Sr. No.	Criteria	Supporting Documentation	Technical Score Matrix	Max Marks
A. Experience, Turnover & Capabilities (75 Marks)				
1	The bidder should be in business of providing multi coloured Stationery having security features or cheque book for Banks for more than 5 consecutive years as on date of submission of bid.	Copy of Purchase Order / Work Order/MSA	a) More than 5 and less than 7 Years: 10 Marks b) More than 7 and less than 10 Years: 12 Marks c) More than 10 Years: 15 Marks	15 Marks
2	Relevant Projects experience: The Bidder should have experience in similar nature of work of Printing and Supplying Secured Colour Stationery or cheque book for Banks to any Central Govt. / State Govt. / Public Sector Undertaking (PSU)/ BFSI sector / / Educational Institutions in India as on date of submission of bid.	<ul style="list-style-type: none"> Copy of Work order and certificate of completion (if applicable). Copy of work order / LOI & self- certificate attested by the authorized signatory of the bidder confirm “in-progress” status of cited project 	a) 1 – 3 qualifying project: 4 Marks b) 4 – 5 qualifying projects: 6 Marks c) More than 6 qualifying projects: 8 Marks	8 Marks
3	The bidder should have printing spare capacity of at least 2 lac A4 sheets per day with relevant security features and relevant machinery	Relevant documents to be submitted	a) More than 2 lakhs and less than 3 lakhs: 10 Marks b) More than 3 lakhs and less than 4 lakhs: 13 Marks c) More than 4 lakhs: 16 Marks	16 Marks
4	The bidder must have a minimum average annual turnover of ₹50 Crores during the financial year(s) 2022- 23, 2023-24 and 2024-25 from relevant / similar services.	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant for preceding three years.	a) More than 50 crores to less than 75 crores – 4 Marks b) More than 75 crores to less than 100 crores – 6 Marks c) More than 100 crores – 8 Marks	8 Marks
5	The bidder must have at least two machines having	As per Annexure-11 – List of Machinery	a) 3 Units – 10 Marks b) 4 Units – 13 Marks	16 Marks

	six colour printing and at least one backup machine		c) More than 5 Units – 16 Marks	
6	The bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Agency has been working/worked during last three financial years viz. 2022- 23, 2023-24 and 2024-25	Customer Satisfactory Performance Reports (CSPR)	a) 3 reports – 5 marks b) More than 3 reports – 8 marks	8 Marks
7	The bidder must have a presence in multiple locations with IBA (Indian Banking Association) certified secured printing facility.	Relevant IBA Certificates	Presence in more than 1 location – 3 marks; Locations are in different seismic zone – 1 mark	4 Marks

B. PLANT VISIT INSPECTION (25 Marks)

8	<p>Based on Plant Visit Report:</p> <ol style="list-style-type: none"> 1) Number of operational machines with six-colour printing – 3 Marks 2) Machine details – 3 Marks 3) Availability of other specialized machines – 1 Marks 4) Number of workers/employees in plant – 2 Marks 5) Nature of power backup facility – 3 Marks 6) Process Flow from Pre-Printing, Printing & Post-Printing – 2 Marks 7) Separate area dedicated to packaging – 2 Marks 8) Properly secured & sealed cartons for ready-to-dispatch items – 2 Marks 9) Quality Assurance Processes – 3 Marks 10) Process of Disposing off 	'Plant Visit Report' as per Annexure-12	<p>Marks will be given based on plant visit report conducted by StockHolding officials.</p> <p>Minimum Scores to be obtained – 15 marks</p>	25 Marks
---	--	---	---	----------

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



	discarded pieces – 2 Marks			
	11) CCTV Installation – 2 Marks			
Total Score				100 Marks

Note: A bidder would need to score minimum technical score of 60 marks to be considered for commercial bid opening process.

ANNEXURE - 4 - Commercial Price Bid Format

Sr. No	Particulars	Unit Rate (₹) (a)	Estimated Volume for 3 Years (b)	Cost (₹) (c=a*b)
1	Colour Stationery per sheet of 95gsm A4 size		20 crores	
Total Cost (₹)				
GST (₹)				
Total Cost with GST (₹)				

Note:

- a) Only those technically qualified shortlisted bidders will be eligible to submit their financial bids whose samples have been approved by StockHolding and whose plant visit report are found satisfactory.
- b) The above quoted rates should be inclusive of packaging charges and exclusive of taxes.
- c) The lowest bidder in Commercial bid will be based on the Total Cost including GST. Price to be quoted is for contract period of 03 (three) years including GST while uploading financial bids on GeM portal.
- d) 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.
- e) Bidder has to quote for all the above listed items, incase no rate is filled; StockHolding reserves the right to reject the Commercial Bid.
- f) Secured Colour Stationery orders would be placed on the technically qualified Bidder(s), maximum 2 vendors with lowest price quote (L1 & L2), will be determined as a successful bidder(s) and the work will be awarded accordingly as per terms of RFP. Ratio of allocation of required work to L1 and L2 bidders will be targeted in the ratio of 60 %, and 40%, subject to L2 agreeing to match the rate offered by L1. In case L2 bidder is not able to match the L1 rates, offer will be made to L3 bidder for same and so on, till the second bidder is identified. If no other bidder agrees to match the L1 rate, the L1 vendor will be considered as sole successful bidder and 100% work will be allocated to him.
- g) The quantity of work will be equally distributed among the bidder/ bidders as the case may be.
- h) StockHolding may choose to extend the contract period for another 1 year based on satisfactory performance from the successful bidder.

ANNEXURE - 5 – 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 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 WITNESS WHEREOF the parties have signed and executed this Integrity Pact (IP) at the place and date first above mentioned in the presence of the following witnesses:-

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



(For and on behalf of Principal / Owner / StockHolding

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

WITNESSES:

1. _____ (Signature, name and address)

ANNEXURE - 6 - Covering Letter on bidder's Letterhead of Integrity Pact

To,

Sub: RFP REF NO: CPCM-17/2025-26 dated 06-Oct-2025 for RFP for Printing and Supply of
Secured Colour Stationery to StockHolding Offices

Dear Sir,

DECLARATION

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

Yours faithfully,

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

**ANNEXURE – 7 – Compliance Statement
(To be submitted on Company Letter Head)**

Sub: RFP REF NO: CPCM-17/2025-26 dated 06-Oct-2025 for RFP for Printing and Supply of Secured Colour Stationery 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 – 8 – 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.

For Issuing Bank

Name of Issuing Authority:

Designation of Issuing Authority:

Employee Code:

Contact Number:

Email ID:

ANNEXURE – 9 – Offices & Branch Details

StockHolding's Corporate Office & Operations Office

Sr. No.	Location	Address
1	StockHolding's Operations Office - Mahape	SHCIL House, Plot no. P-51, T.T.C Industrial Area, MIDC, Mahape, Navi Mumbai- 400 710
2	StockHolding's Corporate Office Centre Point, Parel	301, Centre Point, Dr.Babasaheb Ambedkar Road, Parel, Mumbai

List of StockHolding Branches across India

State's using colour stationery currently

Location	Address	Telephone no.
ANDHRA PRADESH:		
GUNTUR	SECOND FLOOR , RAGHU MANSIONS,	2242898
0863	4TH LINE 1 ST CROSS ROAD,	2246450
	BRODIPET, GUNTUR - 522 002	
KAKINADA	D No:5-1-61/1, AYYAPPA TOWERS,	2347774/2347775
0884	SECOND FLOOR, MAIN ROAD,	2347773
	SURYARAO PETA,KAKINADA - 533 001	
KURNOOL	FLAT NO. A 10 , FIRST FLOOR,	278738
08518	BHUPAL COMPLEX , PARK ROAD,	278739
	KURNOOL - 518 001	278740/41
NELLORE	MOONLAND APTS, H No.16/1102,	2343481
0861	GROUND FLOOR, K V AGRAHARAM,	2343480
	POGATHOTA, NELLORE - 524 001	2343435
RAJAHMUNDRY	7-28-32, SECOND FLOOR,	2439476
0883	JUPUDY COMPLEX, T.NAGAR,	2476761
	RAJAHMUNDRY - 533 101	2478846
TIRUPATI	SHOP NO. 10, FIRST FLOOR ,	2220202
0877	SRIDEVI COMPLEX, TILAK ROAD,	2222724
	TIRUPATI - 517 501	
VIJAYAWADA	DOOR No. 27 - 14 - 52, FF-1 (1st Floor),	2579004

0866	MAHA LAKSHMI TOWERS, RAJAGOPALACHARI STREET,	2579002
	GOVERNERPET, VIJAYAWADA - 520 002	
VISHAKAPATNAM	D No. 38-15-153/SF, PAVAN ENCLAVE,	2752070 / 2716577
0891	C-6, SECOND FLOOR, DABA GARDEN,	2716578/79/80
	VISHAKAPATNAM - 530 020	
ASSAM :		
GUWAHATI	BESIDE BLUEDART OFFICE, GROUND FLOOR,	2460587 /88
0361	MANIRAM DEWAN LANE, JADAV BORA COMPLEX,	2464212 /13
	G S ROAD, ULUBARI, GUWAHATI - 781 007	2454213
JORHAT	K D BUILDING, FIRST FLOOR,	6002597310
0376	RUPAHI ALI , GARALI,	
	JORHAT - 785 001	
SILCHAR	16/17, PROGRESSIVE HEIGHTS	230126, 230120
03842	HOSPITAL ROAD, SILCHAR	
	CACHAR, ASSAM- 788 005	
TINSUKIA	1ST FLOOR, RAJ TOWER, S R LOHIA ROAD	2336010
0374	NEAR BLOOD BANK	9678317476
	TINSUKIA - 786 125	

CHANDIGARH:

CHANDIGARH	SCO 154-155, SECOND FLOOR,	2702545
0172	DEEPAK TOWER BUILDING,	2542807
	SECTOR 17-C, CHANDIGARH - 160 017	

CHATTISGARH:

BHILAI	SHOP NO. 86, FIRST FLOOR,	2292014
0788	PUSHPA GULAB PLAZA COMMERCIAL COMPLEX, BESIDE SBI	2292015
	NEHRU NAGAR, EAST BHILAI	

	DIST. DURG , CHATTISGARH- 490 020	
BILASPUR	SHOP NO. F-8, FIRST FLOOR,	412039
07752	T M BUSINESS PARK, OPPOSITE KUNDAN PALACE	220322
	SHRIKANT VERMA MARG	
	BILASPUR, CHATTISGARH - 495 001	
RAIPUR	OFFICE NO.102, 1ST FLOOR, SKYPARK COMPLEX,	2534212
0771	OPP. BANTHIA NURSING HOME, RAVI NAGAR,	4034155
	RAIPUR - 492 001	
GOA:		
PANJIM	2ND FLOOR, TAMBA BUILDING	2421496 / 2421497
0832	DR. ATMARAM BORKAR ROAD PANAJI	
	GOA : 403001	
GUJARAT:		
AHMEDABAD	103, First FLOOR,	26464747 / 26464760
079	IFCI BHAVAN, NEAR LAL BUNGLOW,	26467032
	C G ROAD, AHMEDABAD - 380 006	
AHMEDABAD	OFFICE NO.6, 1ST FLOOR, RATNA COMPLEX,	25462718/25450677
079	OPP. BANK OF BARODA, MANINAGAR CROSS ROAD,	25462716 / 25462717
	MANINAGAR, AHMEDABAD - 380 008	
AHMEDABAD	209, SECOND FLOOR, SHUKAN MALL,	27502790 / 27571390
079	NEAR VISAT PETROL PUMP, MOTERA,	27701390
	SABARMATI, AHMEDABAD - 380 005	
AHMEDABAD	106,SUKHSAGAR COMPLEX,	27556730 / 31/32
079	NEAR FORTUNE LANDMARK HOTEL, USMANPURA,	
	ASHRAM ROAD, AHMEDABAD - 380 013	

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



AHMEDABAD	FF-5, FIRST FLOOR, JYOTI PLAZA,	26762554/26762558
079	SHYAMAL CROSS ROAD, SATELLITE,	26762552/26762553
	AHMEDABAD-380015	
ANAND	204, AMBE GOLD, NEAR GOVERNMENT CIRCUIT HOUSE,	266610 / 266611
02692	AMUL DAIRY ROAD,	266640 / 266641
	ANAND - 388 001	
BHARUCH	119/A, FIRST FLOOR	268632/33
02642	BLUECHIP COMPLEX, SEVASHRAM ROAD, ABOVE CANARA BANK,	
	BHARUCH - 392 001	
BHAVNAGAR	G/2, VASUNDHARA COMPLEX, FIRST FLOOR,	2471113/ 14
0278	OPP. DAKSHINAMURTHY SCHOOL,	2471114 (Telefax)
	WAGHAWADI ROAD, BHAVNAGAR - 364 002	
GANDHINAGAR	SECOND FLOOR,PLOT NO. 447,	23248578/79/80/81/82
079	ABOVE DR. PRAKASH JOSHI'S HOSPITAL,	
	NEAR NARNARAYAN PETROL PUMP,	23248579 (Telefax)
	GH-5,SECTOR 16,GANDHINAGAR – 382 016	
GANDHIDHAM	SHOP NO:05, GROUND FLOOR,	226585 / 86
02836	OM CORNER, BANKING AREA,	220700 (Telefax)
	GANDHIDHAM, KUTCH-370201	
JAMNAGAR	OFFICE NO 6,7 & 8, GROUND FLOOR,	2770125
0288	MADHAV DARSHAN COMPLEX, OPP. CRICKET BUNGLOW,	2661756/1159/1169
	GURUDWARA ROAD, JAMNAGAR – 361 001	
JUNAGADH	34,35,GROUND FLOOR, PLATINUM COMPLEX,	2652748
0285	JAYASHREE TALKIES ROAD, KALWA CHOWK,	2629748

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



	JUNAGADH – 362 001	2651027
MEHSANA	27,28,29 1st FLOOR,SHETH PUNJIRAM CHAMBERS	232622
02762	AERODRAM CROSS ROAD,RADHANPUR ROAD	232623
	MEHSANA - 384 002	
NAVSARI	2288/102, FIRST FLOOR, NANU VISHNU DHAM,	249425
02637	SWAMI VIVEKANAND ROAD,	249401/403
	KANSARWAD, NAVSARI - 396 445	
PORBANDAR	PURUSHARTH, GROUND FLOOR,	2215884 / 30
0286	B/H. AROON PHOTO STUDIO, M. G. ROAD,	2215831
	PORBANDAR – 360 575	
RAJKOT	SHREE SADGURU COMPLEX,	2478004/2478006
0281	1ST FLOOR, NEAR SWAMINARAYAN TEMPLE,	
	KALAWAD ROAD, RAJKOT - 360 007	
SURAT	H-207, MANTHAN, NR. GUJARAT GAS CIRCLE,	2788995
0261	ABOVE CENTRAL BANK OF INDIA,	2788996
	ADAJAN, SURAT- 395 009	
SURAT	201, SHREE SHYAM CHAMBERS,	2321281 / 2
0261	OPP. SUB JAIL,	2321283 (Fax)
	RING ROAD, SURAT - 395 002	
SURAT	UG-7, UPPER GROUND FLOOR, ECO FUTURZ,	2260131/32
0261	OPP. SAMARTH AQUISTIC, NEW CITYLIGHT ROAD,	2260133/34
	SURAT-395007	
VADODARA	305-308, PARADISE COMPLEX,	2363516 / 419
0265	THIRD FLOOR,	
	SAYAJIGUNJ, VADODARA – 390 020	

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



VADODARA	FF-12, FIRST FLOOR, TRIDENT	2353073 / 74 / 75
0265	RACECOURSE ROAD	
	VADODARA – 390 007	
VADODARA	FF-8,9 ,SHRUSHTI AVENUE,OPP AMRAPALI	2489831
0265	NR JYOTI PARK, WATER TANK ROAD	2489832/33/34
	KARELIBAG, VADODARA-390018	
VISNAGAR	SHOP NO. 5, FIRST FLOOR, JYOT COMPLEX	227610 / 20/ 30/ 40
02765	M N COLLEGE ROAD,	
	VISNAGAR - 384 315	
MORBI	OFFICE NO. 2, FIRST FLOOR	299413/14/15
02822	YADUNANDAN COMPLEX, NEAR RNSB	
	RAVAPAR ROAD	
	MORBI -363641	
JAMMU & KASHMIR:		
JAMMU	83 A/D EXTN. NEAR POLICE LINES,	2455058, 2455053
0191	GANDHI NAGAR, JAMMU - 180 004	2454473, 2439676 (Fax)
SRINAGAR	FIRST FLOOR, PRINCE RESIDENCY,	2466655
0194	B B CANTT, BROADWAY SONWAR	2466650
	BATWARA, SRINAGAR -190004	2953920
MEGHALAYA:		
SHILLONG	PARKSIDE BUILDING, GROUND FLOOR	8133854638
0364	BAIK, SHILLONG -793001	9395161724
	DIST. EAST KHASI HILLS, MEGHALAYA	
NEW DELHI:		
NEW DELHI	IFCI TOWER, 5TH FLOOR,	26425335/ 37
011	A WING, 61, NEHRU PLACE	46527123, 46529123
	NEW DELHI - 110 019	

NEW DELHI	8A, MILAP BUILDING, GROUND FLOOR,	23359517 / 18/ 19
011	BAHADUR SHAH ZAFAR MARG, ITO	43546864/43546863
	NEW DELHI - 110 002	23351550
NEW DELHI	103, FIRST FLOOR, SUNEJA TOWER - I,	25507316 / 25507326
011	JANAK PURI DISTRICT CENTRE,	25507314
	JANAK PURI, NEW DELHI - 110 058	
NEW DELHI	GROUND FLOOR, SHOP GF- 13,	26193384 / 26193418
011	BUILDING NO.3, ANSAL CHAMBERS - I,	26193385
	BHIKAJI CAMA PLACE,	47094140
	NEW DELHI - 110 066	
NEW DELHI	504, 5 TH FLOOR, ITL TOWERS, Block -C,	27357134 / 41060280
011	NETAJI SUBHASH PLACE, OPP. WAZIRPUR DEPOT,	
	PITAMPURA, DELHI - 110 034	
NEW DELHI	68/2, SECOND FLOOR,	23324909 / 23324901
011	ABOVE MEHRA SONS JEWELLERS,	
	JANPATH, NEW DELHI - 110 001	
NEW DELHI	401, FOURTH FLOOR, ASHISH CORPORATE TOWER,	41094774
011	KARKARDOOMA COMMUNITY CENTRE, KARKARDOOMA,	46150672
	NEW DELHI - 110 092	
ODISHA :		
BHUBANESWAR	NO.101, 1ST FLOOR, TKR BUSINESS CENTER,	2431107, 2431713
0674	PLOT NO 2130/4711, ABOVE ICICI BANK LIMITED,	
	VIVEKANAND MARG, P O OLD TOWN,	
	BHUBANESWAR -751 002	
CUTTACK	1ST FLOOR, LEFT WING, SUMITRA PLAZA	2321837/ 2328720 /21
0671	CUTTACK, ODISHA - 753012	

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



ROURKELA	PLOT NO. 307/2050,	2500051/ 56/ 59
0661	BEHIND PANI MARKET COMPLEX,	
	UDIT NAGAR, ROURKELA - 769 012	
ANGUL	GROUND FLOOR, OM TOWER	231600
06764	SHANKAR CINEMA ROAD, ANGUL	
	ODISHA – 759122	
PUNJAB:		
AMRITSAR	SCO-4, 1st FLOOR, DEEP COMPLEX,	2402227
0183	COURT ROAD, AMRITSAR - 143 001	2210103 (Telefax)
BHATINDA	MC 4373, FIRST FLOOR ,	2253846
0164	OPP INDIAN OVERSEAS BANK,	2235846
	KIKAR BAZAR, BHATINDA - 151 005	
JALANDHAR	1ST FLOOR, S.C.O 33,	2453076
0181	MULTANI TOWERS, PUDA COMPLEX,	2243974 (Telefax)
	OPP. TEHSIL COMPLEX, JALANDHAR -	
	144 001	
LUDHIANA	501, 5TH FLOOR,	5018016/ 5022016
0161	S.C.O 18, OPP. LUDHIANA STOCK	2422157
	EXCHANGE,	
	FEROZE GANDHI MARKET,	
	LUDHIANA - 141 001	
MOGA	NIFD CAMPUS,	223896
01636	531/9, NEW TOWN, OPP. D M COLLEGE,	233296 (Telefax)
	MOGA - 142 001	
MOHALI	SCF-33, 1ST FLOOR, PHASE 5,	4655065
0172	MOHALI - 160 059	2272123 (Telefax)
PATHANKOT	MANAV COMPLEX, SCO:S-7/39-40,	2250802
0186	UPPER GROUND FLOOR, PATEL	2250803
	CHOWK,	
	PATHANKOT, PUNJAB-145001	
PATIALA	NO. 6 & 7, LEELA BHAVAN MARKET,	2201890
0175	PATIALA - 147 001	2304678 (Telefax)

PHAGWARA	14-A, OHRI TOWER,	262981
01824	1ST FLOOR ABOVE IDBI/ICICI BANK, G.T ROAD	262725
	PHAGWARA -144401	
RAJASTHAN:		
AJMER	GROUND FLOOR, MUDGAL HEIGHTS,	2431290
0145	OPP. SWASTIK HP PETROL PUMP, RAJENDRAPURA	2630648
	AGRA GATE, JAIPUR ROAD, AJMER – 305 001	2632086
ALWAR	SIDDHIVINAYAK CORPORATE,	2348459
0144	1st FLOOR, PLOT NO. 6	2348614
	LAJPAT NAGAR, SCHEME NO. 2	2348615
	ALWAR - 301 001	
BIKANER	CHUGH MANSION,	2540131 / 2549506
0151	FIRST FLOOR, OPP. DRM OFFICE,	2546330
	NEAR RAILWAY STADIUM,	
	BIKANER - 334 001	
JAIPUR	UNIT NO. 1-C, FIRST FLOOR	4919602-604
0141	NAWAL TOWER, J.L.N. MARG, OPP. CLARKS AMER,	
	MALVIYA NAGAR, JAIPUR - 302 017	
JAIPUR	SANGAM TOWER,	4551404 / 05 / 06
0141	SECOND FLOOR, OFFICE NO. 213,	
	CHURCH ROAD, JAIPUR - 302 001	
JODHPUR	FIRST FLOOR, 54, GULAB BHAWAN,	2636609
0291	CHOPASNI ROAD,	2636710
	NEAR KANKARIYA BUILDING,	
	JODHPUR - 342 003	
KOTA	344, MEWARA PLAZA, FIRST FLOOR,	2360863
0744	SHOPPING CENTRE, RAWAT BHATA- GUMAN PURA ROAD,	2361356
	KOTA - 324 007	

SRIGANGANAGAR	53-B 3RD FLOOR OPP BAKSHI COMPUTER CENTRE	2482202
0154	NEAR RAVINDRA PATH MAIN ROAD	2483202
	SRIGANGANAGAR-335 001	
UDAIPUR	11-12, GROUND FLOOR, ANAND PLAZA,	2429530
0294	NEAR AYAD BRIDGE,	2429575 / 2429509
	UNIVERSITY ROAD, UDAIPUR – 313 001	2492575
TAMILNADU:		
CHENNAI	JUSTICE BASHEER AHMED SAYEED BLDG.,	40100200
044	3RD FLOOR, 45, MOORE STREET,	25340725 / 25340766
	SECOND LINE BEACH,	
	CHENNAI - 600 001	
CHENNAI	202, II FLOOR, CHALLA MALL, COMPLEX,	2432 8380
044	11/11/A, SIR THEAGARAYA ROAD, T. NAGAR,	42051774
	CHENNAI - 600 017	
CHENNAI	51/25, 1ST FLOOR, GANDHI NAGAR	24420602
044	FIRST MAIN ROAD	45504085
	ADYAR, CHENNAI - 600 020	
CHENNAI	W 101, 1ST FLOOR,	42051772
044	II AVENUE , ANNA NAGAR,	26282835
	CHENNAI - 600 040	26280154
CHENNAI	SHOP NO.1 B GROUND FLOOR,	24986972
044	NO. 4/180, TNHB COMPLEX,	43536409
	LUZ CORNER, MYLAPORE ,CHENNAI- 600 004	
CHENNAI	SHOP NO 8 & 9, FIRST FLOOR,	22260569
044	NO 68/22A, KAKKAN STREET,	42034948
	TAMBARAM WEST, CHENNAI – 600 045	
CHENNAI	ARUT JOTHI TOWERS, 1ST FLOOR,	22520191

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



044	NO. 2&9, SHAKTHI NAGAR, MOUNT	42014260
	POONAMALLEE HIGH ROAD, PORUR,	
	CHENNAI - 600 116	
CHENNAI	3 A, FIRST FLOOR, THARAMANI 100	22431016
	FEET ROAD,	
044	TANSI NAGAR, VELACHERY,	22431017
	CHENNAI- 600042	
CHENNAI	NAVIN ISWARYA, GROUND FLOOR,	24731385
044	NEW NO.84, OLD NO. 48,	24731386
	BRINDAVAN STREET, WEST	43066959
	MAMBALAM,	
	CHENNAI-600033	
COIMBATORE	U -101 1ST FLOOR,	2241606 / 2241609
0422	RAHEJA CENTRE, 1073/74,	2241654
	AVINASHI ROAD,	
	COIMBATORE - 641 018	
ERODE	159 A , FIRST FLOOR , ABOVE ADAYAR	2213823
	ANANDA BHAVAN	
0424	PARIMALAM COMPLEX , METTUR	2214026
	ROAD ,	
	ERODE - 638 011	
KARAIKUDI	No.45, 3RD FLOOR, SPK CORPORATE	232180
	CENTRE	
04565	SHANMUGHARAJA ROAD,	232190
	KARAIKUDI – 630 001	
KARUR	128/A, VANITHA TOWERS,	240528
04324	1ST FLOOR, KOVAI ROAD,	240438
	KARUR - 639 002	240628
MADURAI	C-1, 3RD FLOOR,	2350178
0452	A.R. PLAZA,	2342184
	16-17, NORTH VELI STREET,	2342174
	MADURAI - 625 001	2342178
PUDUCHERRY	201 MISSION STREET, 1ST FLOOR,	2331751
0413	PUDUCHERRY - 605 001	2331755

		2331752
SALEM	SHOP NO 5/1, 1ST FLOOR, SRI LAKSHMI COMPLEX,	2418648 / 49 / 50 / 58
0427	No.76, CHERRY ROAD, OPP TO GOVERNMENT	
	ARTS COLLEGE, SALEM – 636 007	
TRICHY	RAMANATHAN ARCADE,	2740928
0431	FIRST FLOOR, NO.16, K C ROAD,	2741927
	THENNUR	2741930
	TRICHY - 620 017	
TUTICORIN	ANBUNATHAN MEDICAL COMPLEX, 1st FLOOR,	2327638
0461	285/8 D, WGC ROAD,	2301497
	TUTICORIN - 628 002	2327639

TRIPURA :

AGARTALA	1ST FLOOR, 88, MOTOR STAND ROAD, OPP.PETROL PUMP,	2300089
0381	AGARTALA, TRIPURA WEST – 799 001	

UTTAR PRADESH:

AGRA	6, AWAGARH HOUSE,	2524126/2524127/
0562	M.G ROAD. CIVIL LINES	2520325 / 2520013
	AGRA-282 002	
BAREILLY	167- A , FIRST FLOOR, OPPOSITE HOTEL D GRAND	2510168
0581	CIVIL LINES, STATION ROAD	2510169
	BAREILLY – 243001	
JHANSI	HOUSE NO. 968 (OLD NO.372), FIRST FLOOR,	2330233
0510	SHANTI COMPLEX GWALIOR ROAD CIVIL LINES,	2333233
	JHANSI - 284 001	2331233

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



PRAYAGRAJ (ALLAHABAD)	G-4, L.D.A. CENTRE, GROUND FLOOR,	2560178 / 2560023
0532	2 SARDAR PATEL MARG,	2560088
	CIVIL LINES, PRAYAGRAJ - 211 001	
GHAZIABAD	PLOT NO. C-2, FIRST FLOOR	2796097
0120	MIGSUN BIZZ PARK (MAHALAXMI MALL),	2796098
	RDC, RAJ NAGAR, GHAZIABAD	2796099
	UTTAR PRADESH 201 002	4340886
GORAKHPUR	OFFICE NO. 16,17,18, III FLOOR,	2341809
0551	THE MALL' CROSS ROAD, BANK ROAD ,	
	GORAKHPUR - 273 001	
GREATER NOIDA	303, THIRD FLOOR,	2396117
120	KAISON'S SQUARE TOWER,	2396118
	ALPHA 1, COMMERCIAL BELT,	
	GREATER NOIDA - 201308	
KANPUR	GROUND FLOOR, KRISHNA TOWERS,	2338296/22306138
0512	15 / 63 , CIVIL LINES,	2306084
	KANPUR - 208 001	8189000136/ 8189000137
LUCKNOW	36/15, FIRST FLOOR,	4011810 / 4044571
0522	OPP ROHIT BHAWAN,	7510001989
	6 SAPRU MARG,	3511661
	LUCKNOW - 226 001	
MEERUT	T-306, THIRD FLOOR, GANGA PLAZA,	2656274 / 2649919
0121	BEGUM BRIDGE ROAD,	2449918/ 2656036
	MEERUT - 250 002	2655167
MUGHALSARAI	SHOP NO 1, 1ST FLOOR, B.N.COMPLEX,	257542
05412	BESIDE CORPORATION BANK, CIRCUS MOD,	
	G.T.ROAD, MUGHALSARAI	
	CHANDAULI- 232101	
NOIDA	208, SECOND FLOOR,	4217077 / 78 /33
0120	P-5, OCEAN PLAZA, SECTOR 18	4102444
	NOIDA (U.P) - 201301	

VARANASI	KUBER COMPLEX, FOURTH FLOOR,	2226818 / 2226897
0542	D - 58/2, RATH YATRA, VARANASI - 221 010	
VARANASI	S 2/639-18, HASHMI COMPLEX, CLUB ROAD,	2280302
0542	KACHAHARI, VARANASI - 221 002	
MATHURA	TERA TOWER, 1st FLOOR	2974920/21
0565	BHUTESHWAR ROAD,	2974922
	MATHURA, U.P - 281004	
MORADABAD	DAS BUILDING, GROUND FLOOR,	2414700/ 2414701
0591	NEAR RAJ MAHAL HOTEL, CIVIL LINES	
	MORADABAD, U.P - 244001	
ALIGARH	32-A F Ist FLOOR, MANGALAM COMPLEX	2979400/2979500
0571	SAMAD ROAD, ALIGARH	2979600
	U.P - 202001	
SAHARANPUR	F10, THRILL MARKET	2711455/2711466
0132	FIRST FLOOR, COURT ROAD	
	SAHARANPUR, U.P - 247001	
UTTARAKHAND :		
DEHRADUN	FIRST FLOOR 59/3	2710248/ 2652558
0135	RAJPUR ROAD, ABOVE IDBI BANK	2710215
	DEHRADUN- 248 001	2740122/ 2740123
HARIDWAR	FIRST FLOOR,KUMAR COMPLEX	265941 / 266504
01334	CHANDRA ACAHARYA CHOWK, RANIPUR MORE,	
	HARIDWAR - 249 407	
HALDWANI	U-38, PHASE II, DURGA CITY CENTER,	282392 / 282393
05946	BHOTIA PARAO, NAINITAL ROAD,	
	HALDWANI - 263 139	

State's NOT using colour stationery currently

Location	Address	Telephone / Fax no.
BIHAR :		
BHAGALPUR	BHARTI BHAWAN, IST FLOOR	2409406
0641	PATAL BABU ROAD,	2300416
	BHAGALPUR-812 001	
MUZAFFARPUR	SBJ TOWER, GROUND FLOOR, NEAR KOTAK BANK ATM	2246222
0621	JAWAHAR LAL ROAD,	2246422
	MUZAFFARPUR - 842 001	
PATNA	29, KIDWAIPURI, FIRST FLOOR	2231167/2211752
0612	NEAR INCOME TAX GOLAMBER	2201129
	LANDMARK RED VELVET HOTEL	
	MAIN ROAD KIDWAIPURI, PATNA - 800 001	
HARYANA :		
AMBALA	5502, 1ST FLOOR, SURYA TOWER,	2645358 / 66 / 67
0171	OPP. NIGAR CINEMA	
	NICHOLSON ROAD, AMBALA CANTT - 133 001	
GURUGRAM	SHOP NO. 251, CENTRAL ARCADE,	2387956 / 59
0124	FIRST FLOOR, OPP. SAHARA MALL, DLF PHASE II,	4068690
	GURUGRAM - 122 002	
KARNAL	SCO : 16,FIRST FLOOR, OPPOSITE MAHILA	2253875/2262734
0184	ASHRAM COMPLEX, BEHIND OLD BUS STAND,	2251706
	KARNAL - 132 001	
PANCHKULA	S.C.O-48, FIRST FLOOR,SECTOR-11,	4635063
0172	PANCHKULA- 134 112	4639064
HIMACHAL PRADESH:		
SHIMLA	201, P.C. CHAMBERS,	2803737 (Telefax)
0177	RITZ CINEMA ROAD, NEAR MALL ROAD,	2804747
	SHIMLA - 171 001	

SOLAN	PLATINUM MALL, GROUND FLOOR,	225464
01792	SOUTH ENCLAVE, SAPROON BYE PASS,	225465
	SOLAN - 173 211	
JHARKHAND:		
BOKARO	C1 – 22 C, CITY CENTER, SECTOR IV,	231960
06542	BOKARO STEEL CITY - 827 004	231950
DHANBAD	101, SHANTI BHAWAN,	2300185/
0326	BANK MORE, DHANBAD - 826 001	2300184 / 2308820
HAZARIBAGH	ABOVE CENTRAL BANK OF INDIA,	222674
06546	MALVIYA MARG, BODOM BAZAR,	222847
	HAZARIBAGH - 825 301	
JAMSHEDPUR	SHANTI NIKETAN BUILDING, 2ND FLOOR,	2420437
0657	1 S.B. SHOP AREA, BISTUPUR,	2420438
	MAIN ROAD, JAMSHEDPUR - 831 001	2422633
RANCHI	3RD FLOOR , ARJAN PLACE	2331632,2330938
0651	5 MAIN ROAD, RANCHI - 834 001	2331872
KARNATAKA :		
BAGALKOT	MELLIGIRI TOWERS	220100 / 03
08354	SHOP NO. 37 & 38	
	BAGALKOT 587101	
BENGALURU	BANGALORE STOCK EXCHANGE LTD.,	2299 5246 / 49
080	STOCK EXCHANGE TOWERS, 51, 1ST CROSS,	2299 5236
	J.C. ROAD, BENGALURU - 560 027	22995211
BENGALURU	AHAD CHAMBERS,No:406,GROUND FLOOR,	2552 9149
080	7TH BLOCK, OPP RAHEJA ARACDE	2552 9150
	KORAMANGALA,BANGALORE-560095 ,	
BENGALURU	SHOP 7, FIRST FLOOR,	22453800
080	44, 33rd CROSS, 4th T BLOCK,	22453900

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



	JAYANAGAR, BANGALORE- 560 011	
BENGALURU	NO-10, 1ST FLOOR, 3RD CROSS LANE,	23461225
080	NEAR HALLIMANE HOTEL, MALLESHWARAM	23560525
	BENGALURU - 560 003	
BENGALURU	ANKAD BUILDING, 1ST FLOOR, NO.960,	28562334
080	LIG 2ND PHASE, 16TH 'B' CROSS,	28562335
	YELAHANKA NEW TOWN,	
	BANGALORE- 560064	
BELGAUM	BASAVAKRUPA 1, CLUB ROAD,	2469817 / 2469818
0831	OPP. CIVIL HOSPITAL, NEAR HANSRAJ SUPER MARKET,	2432102
	BELGAUM - 590 002	2432101 (Fax)
BALLARY	DOOR NO : 342 / 1 A/1,	257660
08392	CHIRANJIVI NILAYA, SHUBHA MAHAL,	257664
	GANDHI NAGAR, BALLARY - 583 101	
DAVANAGERE	FIRST FLOOR, ABOVE MAHALAXMI BOOK DEPOT	236964 / 5
08192	AKKAMAHADEVI ROAD, NEAR AVK COLLEGE	234442
	P J EXTENSION, DAVANGERE - 577 002	
DHARWAD	GROUND FLOOR, SRI RANGA TOWER,	2435635 / 2435636
0836	RAM NAGAR CROSS, NEAR NTTF,	
	P. B ROAD, DHARWAD - 580 001	
GULBARGA	G1 & G2, SHRUSHTI ARCADE,	279711
08472	OPP. St. MARY's CHURCH, COURT ROAD,	279710 (Fax)
	Off S B TEMPLE ROAD GULBARGA - 585 102	
HASSAN	DOOR NO: 2324/2115 ,DYUTHI ARCADE,	232117 / 232118
08172	OPP K.E.B OFFICE ,2ND MAIN,K.R.PURAM,HASSAN-573201,	
HUBBALI	FIRST FLOOR, VARSHA COMPLEX,	2212050 / 2253106

0836	NEXT TO CORPORATION BANK, BEHIND BHAVANI ARCADE,	2253112
	OPP. BASAVA VANA, NEAR OLD BUS STAND, HUBBALI - 580 029	2253113
KARKALA	SHOP NO. 12, DOOR NO. 127/23,	234650 / 234651
08258	FIRST FLOOR, SHARADA PALACE, MARKET ROAD,	
	KARKALA - 574 104	
KUNDAPUR	DOOR NO. 433/1/5, FIRST FLOOR,	234557 / 234558
08254	NEAR MANJUNATH NURSING HOME, MASTI KATTE,	
	MAIN ROAD, KUNDAPUR - 576 201	
MANGALURU	SHOP NO 6 & 7, SECOND FLOOR, MANASA TOWER,	2494986
0824	KODIALBAIL, M G ROAD, P V S CIRCLE	2495220 / 24
	MANGALURU - 575 003	
MYSURU	LAKSHMAN PLAZA,	2333860
0821	442/ 3/ 4 , FIRST FLOOR,	2333926
	NEAR RAMASWAMY CIRCLE,	2330243
	CHAMARAJA DOUBLE ROAD, MYSURU - 570 024	
RAICHUR	11/2/59/A-1, SHREYANSH TOWER, FIRST FLOOR,	225049
08532	ABOVE BANK OF MAHARASHTRA, M.G. ROAD,	225050
	RAICHUR - 584 101	
SHIMOGA	FIRST FLOOR, SANGAPPA COMPLEX,	227785 / 86
08182	GARDEN AREA, 3RD CROSS,	
	NEAR STATE BANK OF INDIA	
	OPP GANESH TRADERS, SHIMOGA - 577 201	
UDUPI	LAXMI PRASAD BUILDING, Ist FLOOR	2535404 / 2535405
0820	OPP MESCOM, MARUTI VEETHIKA ROAD	2520275
	UDUPI - 576 101	

KERALA:		
CALICUT	METRO TOWERS, 19/2084 - B/20, FIRST FLOOR,	2300373
0495	OPP JAYALAKSHMI SILKS, P.V. SWAMY ROAD,	2304473
	CHALAPPURAM P.O., CALICUT - 673 002	
KANNUR	SECOND FLOOR, K.V.R. TOWER,	2712323
0497	SOUTH BAZAR,	2712333
	KANNUR - 670 002	
KOCHI	SAFEENA MANSION, GROUND FLOOR	2363022 to 25
0484	RAVIPURAM JN,OPP. KANOOS THEATRE,	2363026
	M G ROAD,ERNAKULAM-682016	
KOLLAM	E-2-24/25, SECOND FLOOR, COMMERCIAL COMPLEX,	2768158
0474	EAST BLOCK, BISHOP JEROME NAGAR,	2768159
	CHINNAKADA, KOLLAM - 691 001	
KOTTAYAM	MADAPPALLIL, ROOM NO. 572 F	2303670 / 2303671
0481	FIRST FLOOR, SHASTRI ROAD	2304394
	KOTTAYAM - 686 001	
THIRUVANANTHAPURAM	T.C No. 16/1999(1), GROUND FLOOR	2543032
0471	SUHA RESIDENCY, POONTHI ROAD	2543133
	KUMARAPURAM, MEDICAL COLLEGE PO	
	THIRUVANANTHAPURAM-695011	
THRISSUR	POOMA COMPLEX, THIRD FLOOR,	2445658
0487	M.G.ROAD, THRISSUR - 680 001	2445657
MADHYA PRADESH:		
BHOPAL	FIRST FLOOR, ALANKAR COMPLEX,	4221321
0755	PLOT NO. 11, ZONE - II,	4220338
	M P NAGAR, BHOPAL - 462 011	
GWALIOR	ORION TOWER, GROUND FLOOR	4065111
0751	PLOT NO. 11, CITY CENTRE	4077783

	GWALIOR -474011	
INDORE	220-221, D. M. TOWERS,	4900049
0731	RACE COURSE ROAD,	4900050
	INDORE - 452 003	
JABALPUR	7, ANKITA COMPLEX,	4014944
0761	2ND FLOOR , OPP PRABHU VANDANA TALKIES,	4007444
	CIVIC CENTRE , JABALPUR - 482 002	
UJJAIN	OFFICE NO : 104, 1st FLOOR,	4014174
0734	SIDDHIVINAYAK TRADE CENTRE,	2515961
	OPPOSITE SHAHEED PARK, FREEGANJ,	
	UJJAIN - 456 010	
MAHARASHTRA:		
AHMEDNAGAR	HOUSE NO. 2440, FIRST FLOOR,	2471443
0241	ABOVE INDUSIND BANK, TELIKHUNT,	
	AHMEDNAGAR- 414 001	
AMRAVATI	BLOCK NO. 82, GULSHAN TOWER,	2568986 / 2560470
0721	MOFUSSIL PLOTS, NEAR PANCHSHEEL TALKIES,	
	JAISTAMBH CHOWK, AMRAVATI - 444 601	
AURANGABAD	RAGBHIR CHAMBERS, 1ST FLOOR,	2992585 / 2992586
0240	NEAR SEVEN HILL FLYOVER, VIDYA NAGAR, JALNA ROAD,	
	AURANGABAD - 431 005	
CHANDRAPUR	2ND FLOOR, RAGHUVANSHI COMPLEX,	274202 / 276460
07172	NEAR AZAD GARDEN, MAIN ROAD,	
	CHANDRAPUR - 442 402	
CHINCHAWAD	OFFICE NO - 40, GROUND FLOOR, TAPASWI PLAZA	66113168 / 70
020	NEAR KHANDOBA CHOWK,	
	OLD MUMBAI - PUNE HIGHWAY, CHINCHWAD	
	PUNE 411019	

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



ICHALKARANJI	GOMTESH, SHOP No. 2	2421594 / 2421595
0230	MALTI NIWAS, MURGUNDE BUILDING,	
	SHAHU CORNER ROAD,	
	ICHALKARANJI - 416 115	
JALGAON	3&4, OM CHAMBERS, ABOVE ATHARVA DENTAL CLINIC,	2222687/88/90/91
0257	OPP. DISTRICT & SESSION COURT,	
	GANESH COLONY ROAD	
	JALGAON - 425 001	
KOLHAPUR	AYODHYA TOWERS, FOURTH FLOOR,	2663123 / 2663124
0231	511 KH 'E' WARD,	2666180
	NEAR DABHOLKAR CORNER, STN ROAD,	
	KOLHAPUR - 416 001	
NAGPUR	3 rd FLOOR, SARAF COURT,	6643460/61/62
0712	OPP YASHWANT STADIUM, DHANTOLI	
	NAGPUR-440 012	
NAGPUR	FIRST FLOOR, VISHNU COMPLEX,	2765406 / 405
0712	OPP. RAHATE HOSPITAL,	
	C A ROAD, NAGPUR - 440 008	
NANDED	SHOP NO 6, 1ST FLOOR, KOTHARI COMPLEX	232962
02462	SHIVAJI NAGAR, NANDED - 431 602	
NASHIK	F-8, FIRST FLOOR, SUYOJIT SANKUL,	2571535
0253	ADJACENT TO RAJIV GANDHI BHAVAN,	2311058
	(NMC), SHARANPUR ROAD, NASHIK - 422 002	
PIMPLE SAUDAGAR	SHOP NO.171, VISION 9 MALL, 1ST FLOOR,	27206494 / 6495
020	NEAR KUNAL I CON, PIMPLE SAUDAGAR	
	PIMPRI-CHINCHAWAD- 411 027	
PUNE	UNIT NO.102, 1ST FLOOR, "KAMAYANI",	25521842 / 43
020	V.M. JOSHI MARG, OFF J.M. ROAD,	25520418
	PUNE - 411 005	

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



PUNE	5/33, AGARKAR NAGAR, BOAT CLUB ROAD,	26050115 / 116
020	NEAR ALANKAR THEATRE,	
	PUNE - 411 001	
SANGLI	C.S No. 93/1 MARDIA TOWERS, 1st FLOOR,	2623251 / 52 / 53
0233	OFFICE UNIT NO. 1, VAKHARBHAG,	
	SANGLI - 416 416	
YAWATMAL	SHOP NO.18,19,20,21, FIRST FLOOR,	244884 / 250276
07232	SUPER BAZAR, SBI SQUARE,	
	YAWATMAL - 445 001	
MUMBAI	SHOP No.4 , PARISIAN APARTMENT,	44517546 / 47
(Andheri)	V.P ROAD , NEXT TO ZOROASTRIAN CO-OP BANK,	44517544
022	OFF S.V.ROAD, ANDHERI (WEST),	
	MUMBAI - 400 058	
MUMBAI	SHOP NO.3, TULSI BAUG CHSL, MAYFAIR 14,	28953125
(Borivali)	BEHIND PRABHODHANKAR THACKERAY NAATYA MANDIR	28914289
022	BORIVALI (W), MUMBAI - 400 092	
MUMBAI	RAMESH NIWAS, 1st FLOOR, ROAD NO. 20	25288358
(Chembur)	OPP CORAL CLASSIC BLDG, OPP LANE OF SBI, NEAR AMBEDKAR UDYAAN	25288430
022	CHEMBUR EAST, MUMBAI - 400 071	
MUMBAI	ROOM NO. 2, GROUND FLOOR, TRISANDHYA CNS,	24151706
(Dadar)	B WING, DADASAHEB FALKE ROAD,	24151722
022	DADAR EAST, MUMBAI 400 014	
MUMBAI	SWANAND BUILDING, 1st FLOOR, OPPOSITE ABHINAV SAHAKARI BANK	2446986
(Dombivli)	RAJAJI PATH ROAD, RAMNAGAR,	2446878
0251	DOMBIVLI (EAST) - 421201	

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



MUMBAI	12/14, UTI BUILDING,	61772200
(Fort)	BANK STREET, CROSS LANE,	61772202
022	NEAR OLD CUSTOM HOUSE, FORT,	
	MUMBAI - 400 023	
MUMBAI	VISHWA CHS, GR. FLOOR,	45243009
(Ghatkopar)	JUNCTION OF RB MEHTA ROAD & HINGWALA LANE,	45243007
022	GHATKOPAR (EAST), MUMBAI - 400 077	45245443
MUMBAI	G-2, UNIQUE TOWERS,	28787336 / 41
(Goregaon)	OPP. KAMATH CLUB, S V ROAD,	28787338
022	GOREGAON (WEST), MUMBAI - 400 062	
MUMBAI	SHOP NO 1, GAYATRI SANKUL	2315422/24
(Kalyan)	OAK BAUG, NEAR KALYAN RAILWAY STATION	
0251	KALYAN WEST, MUMBAI- 421 301	
MUMBAI	SHOP NO 3, GROUND FLOOR,SHREE AMBICA HERITAGE	27741333
(Kharghar)	PLOT NO 1,SECTOR 1, NEAR LIC OFFICE	27741336
022	KHARGHAR NAVI MUMBAI 410210	
MUMBAI	ORBIT HEIGHTS, GROUND FLOOR	47491997
(Mahalaxmi)	SHOP NO. 5, C WING , JAVJI DADAJI MARG	23858221
022	GRANT ROAD	
	MUMBAI - 400 007	
MUMBAI	SHCIL HOUSE, PLOT NO. P-51,	61778100 /01/ 02/ 03/
(Mahape)	T.T.C. INDUSTRIAL AREA, MIDC, MAHAPE,	04/ 05/ 06/ 07/ 08/ 09
022	NAVI MUMBAI- 400 710	
MUMBAI	SHOP NO.11, GROUND FLOOR, MANISHA PRIDE,	44510515/543
(Mulund)	JUNCTION OF J. N. ROAD AND R.H.B. ROAD,	44509476
022	MULUND WEST, MUMBAI - 400 080	

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



MUMBAI	RAHEJA CHAMBERS, OFFICE NO. 15,	61774203
(Nariman Point)	GROUND FLOOR, FREE PRESS JOURNAL MARG,	61774204
022	NARIMAN POINT, MUMBAI - 400 021	
MUMBAI	301, CENTRE POINT,	61779400 /01 / 02/ 03/
(Parel)	DR. BABASAHEB AMBEDKAR ROAD,	04/05/06/07/08/09
022	PAREL, MUMBAI - 400 012	
MUMBAI	SHOP NO. 4, TIRUPATI HOUSING CHS,	24125313
(Parel Branch)	DR S.S RAO ROAD, LALBAUGH	24707289
022	OPP. INCOME TAX OFFICE,	
	LALBAUGH, PAREL-400012	
MUMBAI	SHOP NO. 8 & 9, GROUND FLOOR, PRIDE ENCLAVE	45167011
(Thane)	APOLLO SOCIETY, VISHNU NAGAR	45167017
	NEXT TO THANE BHARAT SAHAKARI BANK,	45166993
022	NAUPADA, THANE WEST – 400 602	
MUMBAI	SHOP NO-113, FIRST FLOOR,	2333419
(Vasai)	NORTH LANE BUSINESS CENTRE,	2333418
0250	NEXT TO RAILWAY STATION, VARTAK COLLEGE ROAD,	2333417
	VASAI WEST - 401202	
MUMBAI	SHREE GANESH CHS LTD. SHOP NO. 18	27821106 /07 /08
(Vashi)	PLOT NO. 19, SECTOR 1	
022	VASHI, NAVI MUMBAI - 400 703	
MUMBAI	25 HAZARI BAUG,	61774205 / 61774206
(Vikhroli)	GROUND FLOOR, STATION ROAD,	61774207
022	VIKHROLI WEST, MUMBAI - 400 083	
MUMBAI	104, SHYAM KAMAL, A - WING, 1ST FLOOR,	61774209 / 61774210
(Vileparle)	OPP. VILE PARLE STATION, VILE PARLE (EAST),	61774211

022	MUMBAI - 400 057	
TELANGANA :		
HYDERABAD	G-6 TO G-10, GROUND FLOOR,	69042000/02/04
040	SWARNA JAYANTHI COMMERCIAL COMPLEX,	6904 2022
	NEAR HUDA MAITRIVANAM, AMEERPET,	
	HYDERABAD - 500 038	
HYDERABAD	#16 11 762 /1 to 15	29551203
040	1st FLOOR, LEGEND RINDA CAPITAL, MOOSRAMBAGH	29551197
	DILSUKHNAGAR, HYDERABAD - 500 060	
HYDERABAD	3-6-269, G-6 & 7, MYM MONEY CENTRE,	23261526
040	OPP. TELUGU ACADEMY, HIMAYAT NAGAR,	23261527
	HYDERABAD - 500 029	23261138
KUKATPALLY	SHOP NO. 3-3-6, SHOP NO. 5	23063560
040	SIDDHARTHA TOWERS, OPP PILLAR NO. 789	23163560
	BAGH AMEER, SUMITHRA NAGAR	
	KUKATAPALLY, HYDERABAD - 500 072	
NIZAMABAD	BLOCK-E, FIRST FLOOR, KAVITA COMPLEX,	232233
08462	GODOWN ROAD, NIZAMABAD - 503 001	232255
SECUNDERABAD	No.9-1-199/2/55/B	27803394 / 95 / 96
040	SONA ACCORD, GROUND FLOOR,	27809994 / 95
	ST.MARY'S ROAD, SECUNDERABAD - 500 003	
WARANGAL	SHOP No.16, FIRST FLOOR,	2553318
0870	H.No. 5-9-36/37, MAYURI BVSS COMPLEX,	2553316
	OPP. PUBLIC GARDEN, LASHKAR BAZAR,	
	HANAMKONDA MAIN ROAD, WARANGAL - 506 001	
WEST BENGAL :		

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



KOLKATA	8, INDIA EXCHANGE PLACE, NIC BUILDING	40250716/ 21/ 22
033	4th FLOOR KOLKATA -700001	
SALT LAKE	MODULE NO. 107, WEBEL TOWER -1 ,	23671600
033	FIRST FLOOR, BLOCK-BN, PLOT NO. 04,	23671606
	SECTOR -V , SALT LAKE, KOLKATA 700091	
	.	
KALYANI	B -9/21 (CA) NEEMTALA, GROUND FLOOR, CENTRAL PARK (NEAR OLD POLICE STATION)	25823074/ 75/ 76
033	KALYANI, NADIA DISTRICT	25824448
	WEST BENGAL 741235	
HALDIA	AKASH GANGA COMMERCIAL COMPLEX,	272067 / 272166
03224	UNIT NO. 3/17, THIRD FLOOR, DURGACHAK,	
	HALDIA, DIST - EAST MIDNAPORE -721 602	
RASHBEHARI	PURABI APARTMENT, GROUND FLOOR- GA,	46034980 / 81
033	(NEXT TO FRANK ROSS),28, RASHBEHARI AVANUE,	
	KOLKATA – 700026.	

ANNEXURE – 10 – 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.

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



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

ANNEXURE – 11 - List of Machinery

Name of Printer:

Sr. No.	Item, Model & Technical details	Make	Year of manufacture	Year of purchase	Quantity	Capacity per Day

We confirm that all the above machinery is owned by the company / firm and are installed in the factory premises at the address specified in the application form. We also confirm that all the above machinery is in good working condition.

Date:

Signature with seal

Name & Designation:

ANNEXURE – 12 – Plant Visit Report Format

Name of Bidder	
Plant Address of Bidder	
Registered Address of Bidder	
Plant Visit done by (Name of StockHolding Officer)	
Designation	
Employee Code	
Date of Plant Visit	

Sr. No.	Parameters	Count	Remarks if any		
1	Number of Operational Machines having six colour printing.				
2	Machine Details				
	Machine	Make	Model	Capacity Per Day	Year of Manufacturing
	1				
	2				
	3				
	4				
	5				
	6				
	7				
	8				
	9				
10					
3	Any other machine				
4	Number of				

	Workers / Employees in Plant			
5	Nature of Power Backup facility in the plant			
6	Details of Process Flow from Pre-Printing, Printing & Post-Printing:			
		No. of Computers Used	Software Used, if any	No. of dedicated employees
	Pre-Printing			
	Printing			
	Post-Printing			
7	Is separate area dedicated towards Packaging of Printed Stationery (Yes / No)			
8	Whether ready-to-dispatch stationery item is packed in a properly secured and sealed carton? (Yes / No)			
9	Quality Assurance Process followed			
10	Process of Disposing off discarded pieces followed			
11	CCTV Installed or Not. If Yes, whether properly functioning.			

Scoring Sheet –

Sr. No.	Criteria	Scoring Guidelines	Max Score	Score Given
---------	----------	--------------------	-----------	-------------

**RFP for Printing and Supply of Secured Colour Stationery to
StockHolding Offices**



1	Number of operational machines with six-colour printing	a) 2 Machines + 1 (Backup) : 2 b) More than 2 Machines + 1 (Backup) : 3	3	
2	Machine details	1 = Outdated/Manual; 2 = Semi-automated/mid-level tech; 3 = Fully automated/modern equipment	3	
3	Availability of other specialized machines	Yes – 1; No - 0	1	
4	Number of workers/employees in plant	<30 = 1; >30 = 2	2	
5	Nature of power backup facility	UPS only = 1; Generator (limited) = 2; Full generator backup = 3	3	
6	Process Flow from Pre-Printing, Printing & Post-Printing	Basic Tools & limited Staff – 1 Well-defined flow - 2	2	
7	Separate area dedicated to packaging	Yes = 2; Partial = 1; No = 0	2	
8	Properly secured & sealed cartons for ready-to-dispatch items	Yes = 2; Partial = 1; No = 0	2	
9	Quality Assurance Process	Excellent = 3; Good = 2; Satisfactory = 1	3	
10	Process of Disposing off discarded pieces	Good = 2; Satisfactory = 1	2	
11	CCTV Installation	Functioning properly = 2	2	