

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



RFP Reference Number: ADMIN-02/2026-27

Date: 20-Aug-2026

GEM Ref. No. – GEM/2026/B/7937673

**Request for Proposal (RFP) for Supply of Office Stationery
to StockHolding Offices located in Mumbai, Thane and Navi Mumbai (Rate Contract)**

DISCLAIMER

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

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

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**



RFP Document Details

Sr. No.	Description	Remarks
1	Name of Organization	Stock Holding Corporation of India Limited
2	RFP Reference Number	ADMIN-02/2026-27
3	Requirement	Request for Proposal (RFP) for Supply of Office Stationery to StockHolding Offices in Mumbai, Thane and Navi Mumbai [Rate Contract]
4	Interest free Earnest Money Deposit (EMD) [*]	Rs.30,000/- (Indian Rupees Thirty Thousand only) to be paid to Stock Holding Corporation of India Limited as Earnest Money Deposit should be submitted separately before submission of online bids by way of RTGS/NEFT/BG/FDR on StockHolding's Bank Account No.: 004103000033442 Bank: IDBI Bank (Nariman Point Branch) IFSC: IBKL0000004. Please share the UTR or other details to us on below mentioned email address immediately after transferring EMD in StockHolding account. Bidders registered under Micro and Small Enterprises (MSE) for specific trade are exempted from EMD. Bidders shall upload the scanned copy of necessary documents as part of eligibility criteria documents.
5	Email Id for queries up to Pre-Bid Meet	shcil.admin@stockholding.com
6	Date of Issue of RFP Document	20-Aug-2026
7	Date, Time and place for online Pre-bid meeting	31-Aug-2026 11:00 AM For participation in pre-bid meeting, please send mail for online meeting link to shcil.admin@stockholding.com before 30-Aug-2026 06:00 PM
8	Last Date for Submission of pre-bid queries	30-Aug-2026 All responses to pre-bid queries will be published on the website. Any queries submitted after the specified deadline will not be considered.
9	Last Date for Submission of Online Bid	10-Sep-2026 02:00 PM
10	Date of opening bid	10-Sep-2026 02:30 PM

This bid document is not transferable.

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

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SUBMISSION OF PROPOSAL

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

Submission of Bids:

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

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

Invitation for bids:

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

Due Diligence:

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

Cost of Bidding:

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

Contents of this RFP Document:

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

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

Clarifications regarding RFP Document:

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

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

EVALUATION METHODOLOGY AND CRITERIA

Pre-Bid Meeting:

- 1) Participation in the Pre-Bid Meeting is not mandatory. Accordingly, bidders who were unable to attend the Pre-Bid Meeting will still be considered eligible to submit their bids and take part in the bidding process, subject to compliance with all other tender requirements.

Evaluation Methodology:

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

Submission of Bids

The online bids will have to be submitted within the time specified on website

<https://gem.gov.in/> . Bidders must familiarize (if not already) with the Portal and check/ fulfil the pre-requisites to access and submit the bid there.

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

Eligibility Criteria

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

Sr. No.	Eligibility Criteria	Documents to be submitted (Duly attested)
1.	The Bidder should be registered as a Company/Proprietorship Firm / Partnership Firm or LLP.	1. If bidder is a registered Company, Copy of Certificate of Incorporation issued by the Registrar of Companies; OR 2. If bidder is a Proprietorship Firm, Copy of relevant documents of proprietary concern; OR 3. If Bidder is Partnership firm or LLP, Copy of Registration of Partnership Deed or relevant certificate

2.	The Bidder should be in the business of supplying office stationery with a minimum 5 years' experience as on RFP date.	Copy of Purchase Order / Work Order / MSA / relevant documents
3.	The bidder must have a minimum average annual turnover of ₹25,00,000 during the last 03 (three) audited financial year(s) viz. 2023-24, 2024-25 and 2025-26	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant for preceding three years.
4.	Bidder should have Positive Net worth for each of the last 03 (three) audited financial years viz. 2023-24, 2024-25 and 2025-26	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant specifying networth.
5.	The bidder should have registered office at Mumbai/ Navi Mumbai/ Thane.	Details of the office along with escalation matrix
6.	The Bidder should have experience in similar nature of work of Supplying Office Stationery for at least – 03 (Three) works each costing not less than 6 lakhs. OR 02 (Two) works each costing not less than ₹7.50 lakhs. OR 01 (One) work of ₹12 lakhs during the last 03 (three) years with any Central Government Authorities / Public Sector Undertakings / State Government / BFSI sector / Educational Institutions /Reputed private Firms in India as on RFP date Please Note: "The work orders issued by one company for its multiple locations shall be treated as a single work order".	a) Copy of Purchase Order / Work Order /MSA And b) Completion Certificate issued by client containing date of start, date of completion, value on completion of work etc. Or Self-declaration by bidder regarding the status of on-going projects
7.	The bidder should have capacity to supply office Stationery (as mentioned in BOQ) to all StockHolding offices as per Annexure -7 .	Self-declaration on Bidders' Company Letter Head

8.	The Bidder Company should not have been blacklisted by any Government Department/ PSU/ State Government/ Banks or under a declaration of ineligibility during last 3 years in India for fraudulent or corrupt practices or inefficient/ ineffective performance.	Self-declaration on Bidders' Company Letter Head
9.	The Bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Bidder has been working/worked during the last three financial years viz. 2023-24, 2024-25 and 2025-26.	Customer Satisfactory Performance Reports (CSPR)
10.	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
11.	Bidder to submit signed and stamped Integrity Pact as per Annexure – 4 .	Signed and Stamped Integrity pact by authorized signatory of Bidder
12.	The bidder must possess the necessary infrastructure to ensure the reliable supply of Office Stationery.	Infrastructure details

Commercial Bid Evaluation

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

Award of Work:

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

REQUIREMENT

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

Scope of work

- 1) The successful bidder shall be responsible for providing Office Stationery to offices as mentioned in **Annexure – 7** including Transport / Loading / Unloading etc.

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**

Bill of Quantity (BOQ):

Sr. No.	Name of the Items	Make as below / equivalent	Unit	Estimated Qty for 2 years
1	Book Binding 10X12 (hard Binding)	--	Per unit	11000
2	Full Scape Punch Folder 10 Gauge	SPS/ SVS	Per unit	38500
3	Box File	Meet	Per unit	1100
4	Writing Pad 1/8	Sunny / Mangoose	Per pc	2000
5	Ball Pens (Blue/Black/Red/Green)	Lexi / Reynold	Per unit	5000
6	Brown Plastic Tape 2"	Wonder -555	Per unit	800
7	Uni Ball Pen (157 I)	Uni Ball Pen	Per unit	3000
8	I Card Lace with printing	--	Per unit	1100
9	Dura Cell-AA (higher)	Dura Cell	Per unit	350
10	Glue stick (medium)15gm (Fevistick)	Fevistick	Per unit	550
11	Rubber Band	Leeras Vinayak	Per kg	60
12	Computer Stickers,Labels 10*12	Novajet/ Punchline	Per pkt	110
13	Stapler Pin No.10-1M	Kangaroo	Per pkt	900
14	Tissue Paper	Jackson & Maruti	Per box	1100
15	File Divider - 1/8 Size	--	Per unit	4000
16	SP Welcro Folders (14" x 10")	--	Per unit	450
17	Dura Cell-AAA (higher)	Dura Cell	Per pc	250
18	Gel Pen	Reynolds	Per unit	350
19	Pilot,Hi-tecpoint	Pilot	Per unit	50
20	Pilot Hitch V10 Grip	Pilot	Per unit	50
21	Pilot Sign Pen	Pilot	Per unit	50
22	Refills (Blue/Black/Red/Green)	Lexi	Per unit	500
23	White Board Marker Pens (Black/Blue/Red)	Camlin / Reynolds	Per unit	300
24	Permanent Marker Pens (Black/Blue/Red)	Camlin / Reynolds	Per unit	350
25	CD Writer Pen [thin]	Camlin	Per unit	50
26	Highlighter (Pink/Green/Blue/Florescent)	Luxor	Per unit	250
27	Sketch Pens (all colours) per unit per set of 12	Luxor 920	Per unit	100
28	Pencil Box	Natraj / Apsara/ Faber Castel	Per unit	150
29	Plastic Ring File (403)	SPS	Per pc	100

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**

Sr. No.	Name of the Items	Make as below / equivalent	Unit	Estimated Qty for 2 years
30	Blue Clip File 1/4 (A4)	SPS	Per unit	200
31	Carbon Paper Box	Kores	Per box	10
32	Kodak Photo High Gloss Paper	Kodak	Per pkt	25
33	Legal F/S Ledger Green Paper (80 GSM)	JK	Per pkt	50
34	Minute Book Paper		Per pkt	30
35	Blue Paper A/4 Size (75 GSM)	Colour Sprint	Per pkt	50
36	3M White Cello Tape With Cutter	3M	Per unit	50
37	White Cello Tape	Wonder 555	Per pc	25
38	Cello Tape (1 Inch) 65mtrs	Wonder 555	Per unit	350
39	Cello Tape (2 Inch) 65 mtrs	Wonder 555	Per unit	1100
40	Correction Tape	Kores	Per unit	150
41	Gum Bottle (30ml/25ml)	Camlin	Per unit	5
42	Eraser Fluid (Set) 15ml	Kores	Per unit	10
43	Eraser Pen	Kores	Per unit	110
44	Gum bottle 150ml	Camlin	Per unit	20
45	Stapler No.10	Kangaroo	Per unit	250
46	Stapler HD 45	Kangaroo	Per unit	50
47	Stapler HP 45	Kangaroo	Per unit	50
48	Stapler Pin HP 45	Kangaroo	Per pkt	100
49	Board Pin	Music 555	Per pkt	100
50	U Clips (35mm)	Vikram	Per pkt	100
51	Plastic Branch Clip	SVS	Per unit	400
52	Binder Clip (32mm) (Music)	SDI / Mongoose	Per pkt	100
53	Binder Clip (25mm) (Music)	SDI / Mongoose	Per pkt	100
54	Binder Clip (41mm) (Music)	SDI / Mongoose	Per pkt	100
55	Binder Clip (19mm) (Music)	SDI / Mongoose	Per pkt	60
56	Calculator-Citizen CT 555N	Citizen	Per unit	100
57	Sharpener	Natraj	Per unit	150
58	Eraser	Natraj	Per unit	300
59	Punch Machine No.280	Kangaroo	Per unit	50
60	Punch Machine No.500	Kangaroo	Per unit	25
61	Punch Machine No.600	Kangaroo	Per unit	10
62	Scissors (medium) (Kangaroo-65mm) 1185	Kangaroo	Per unit	150
63	Scissors (small) (Kangaroo-55mm) 1160	Kangaroo	Per unit	50
64	Plastic Scale 12 inch	Camlin	Per unit	100
65	Post it Pad 3*3 (Big) (Multicolor)	3M / Mongoose	1 pkt	300

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**

Sr. No.	Name of the Items	Make as below / equivalent	Unit	Estimated Qty for 2 years
66	Post it Pad 2*3	3M / Mangoose	1 pkt	200
67	Post it Pad 3*5	3M / Mangoose	1 pkt	25
68	Ruled Register-3quire	Dolly	Per unit	200
69	Ruled Register-1 quire	Dolly	Per unit	200
70	Ruled Register-2quire	Dolly	Per unit	200
71	Muster Roll Register-1quire	Sunny	Per unit	70
72	Ruled Register-4quire	Dolly	Per unit	200
73	Epson 1150 printer	Epson	Per unit	45
74	Tally 2280 printer	Tally	Per unit	5
75	Stamp 8 Digit	Music 555	Per unit	10
76	Stamp 10 Digit	Music 555	Per unit	10
77	Rubber Stamp 16 Digit	Music 555	Per unit	5
78	Round Stamp	Nylon	Per unit	60
79	Shiny Adjustable Self-Ink Stamp with S-828D	Shiny	Per unit	200
80	Dater Stamp	Music 555	Per unit	50
81	Stamp Pad (Big)167*96mm (Blue/Black)	Camel	Per unit	10
82	Stamp Pad medium	Camel	Per unit	50
83	Stamp Pad Ink (100ml)	Camel	Per unit	30
84	Small Envelope-11X5 80 GSM white		Per pc	400
85	Small Envelope-9.5x4.5 80 GSM white		Per pc	400
86	Brown Cover-10X12 80 GSM		Per pc	400
87	Dhoti Cloth Cover Box Type 10X12 (Green)		Per pc	500
88	Dhoti Cloth Cover Box Type 16X12 (Green)		Per pc	400
89	Plastic Index Set (1 to 30)	SVS	Per set	100
90	Air Freshener	Godrej	Per unit	100
91	Plastic I Card Cover	SVS	Per pc	2200
92	Water Dumper	OMEGA	Per pc	100
93	Bubble Sheet		Per meter	200
94	Plastic Gunnie Bag		Per unit	500
95	Minute Book Ledger Binder		Per pc	10
96	Visiting Card Holder Book (480 Cards)	SPS	Per pc	10

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**

Sr. No.	Name of the Items	Make as below / equivalent	Unit	Estimated Qty for 2 years
97	Double Sided Tape 1" Foam Tape	Mangoose	Per unit	50

Service Level Agreement (SLA) -

- 1) Bidder shall supply the office stationery to the locations as mentioned in the RFP Document within 04 (four) days of placing the order.

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

- 2) Penalty - Bidder shall supply the stationery as per the order placed by StockHolding and within the time-limits stipulated. In case of delay in the supply, the penalty shall be imposed as below:

- a. For delay more than 4 days beyond delivery timelines – 0.5% of value of the ordered quantity to which delay relates

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

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

Contract Duration

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

Terms and Conditions

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

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

3) Other Terms-

- a) The bidder may proceed with the supply only after obtaining formal approval from StockHolding, thereby ensuring that all specifications and quality standards are duly met. Upon receipt of such approval, the successful bidder shall be obligated to deliver the required items within the stipulated timeframe as mentioned in SLA. Failure to adhere to the agreed delivery schedule will attract penalties as prescribed under the RFP.
- b) In case the delivery is not made within the stipulated period and as per the quality of the items as prescribed in the financial bid, StockHolding reserves the right to cancel/reject entire/part order/delivery. Any defective supplies will be replaced by the bidder within 7 days from the date of receipt from StockHolding.
- c) The Successful bidder shall provide any quantity ordered by StockHolding within the time and date assigned to them and shall not place any condition on StockHolding for ordering minimum quantity.
- d) The Successful bidder should deliver the order as and when required by StockHolding.
- e) StockHolding reserves the right to change / modify the format / draft of any items mentioned in the financial bid. If the format is revised during the tenure of the rate contract, no additional charges or rate increases shall be permitted and are payable to the bidder.

Refund of Earnest Money Deposit (EMD)

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

Performance Bank Guarantee (PBG)

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

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

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

Force Majeure

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

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

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

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

Dispute Resolution

All disputes relating to this contract between the bidder and StockHolding shall be resolved through mutual discussion and if the dispute is not amicably settled, the same shall be referred for arbitration under the provisions of the Indian Arbitration and Conciliation Act 1996 by

mutually appointing one Arbitrator and the arbitration proceeding shall be held in Mumbai in English / local language. Subject to the same, the court or competent jurisdiction situated within the limits of Mumbai respectively.

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

Right to alter RFP

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

Integrity Pact

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

Sub-Contracting

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

Non-Disclosure Agreement (NDA)

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

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

Indemnify

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

Termination of contract for convenience

StockHolding reserves the right to terminate the contract, in whole or in part, at any time and for its convenience, during the contract period, by providing 90 days' prior written notice. The notice of termination shall specify that termination is for StockHolding's convenience, the extent to which performance of the vendor under the contract is terminated and the date upon

which such termination becomes effective. The vendor shall be entitled to receive payment for the Services rendered (delivered) up to the effective date of termination.

Termination Clause

1. StockHolding reserves the right to terminate the contract by giving 90 days prior written notice in advance against any of the following conditions –
 - a. If at any point of time, the services of bidders are found to be non-satisfactory;
 - b. If at any point of time, StockHolding finds out deviation with any of the agreement clause;
 - c. Total penalty applicable on all quantities ordered during the rate contract period exceeds the maximum ceiling of ten percent (10%) of the overall contract value.
2. Notwithstanding the above, in the event of the selected bidder having been adjudged insolvent or goes into liquidation or winding up of their business or failing to observe any of the provisions of the contract or any of the terms and conditions governing the contract, StockHolding shall be at liberty to terminate the contract immediately forthwith without prejudice to any other rights or remedies under the contract and to get the work done for unexpired period of the contract at risk and cost of the selected bidder and to claim from the selected bidder any resultant loss sustained or cost incurred.

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

Assignment

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

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

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

Sl. No	Parameters	Response		
1) ESTABLISHMENT				
1	Name of the Company			
	Address- Registered Office			
	Branch Address, if any (enclose details)			
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 supplying office stationery			
9	Financial parameters			
	Business Results (last three audited financial years)	Annual Turnover	Net Worth	
		(Rs. in Lakhs/Crores)	(Rs. in Lakhs/Crores)	
		2023-24		
		2024-25		
	2025-26			
	(Only Company figures need to be mentioned not to include group/subsidiary Company figures)	(Mention the above Amount in INR only)		

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**



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 2026

(Signature)
(In the capacity of)

ANNEXURE - 2 – Eligibility Criteria

Sr. No.	Eligibility Criteria	Documents to be submitted (Duly attested)
1.	The Bidder should be registered as a Company/Proprietorship Firm / Partnership Firm or LLP.	1. If bidder is a registered Company, Copy of Certificate of Incorporation issued by the Registrar of Companies; OR 2. If bidder is a Proprietorship Firm, Copy of relevant documents of proprietary concern; OR 3. If Bidder is Partnership firm or LLP, Copy of Registration of Partnership Deed or relevant certificate
2.	The Bidder should be in the business of supplying office stationery with a minimum 5 years' experience as on RFP date.	Copy of Purchase Order / Work Order / MSA / relevant documents
3.	The bidder must have a minimum average annual turnover of ₹25 lakh during the last 03 (three) audited financial year(s) viz. 2023-24, 2024-25 and 2025-26	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant for preceding three years.
4.	Bidder should have Positive Net worth for each of the last 03 (three) audited financial years viz. 2023-24, 2024-25 and 2025-26	Copy of the audited Balance Sheet and/or Certificate of the Chartered Accountant specifying network.
5.	The bidder should have registered office at Mumbai/ Navi Mumbai/ Thane.	Details of the Distribution & Sale outlets in Mumbai along with escalation matrix
6.	The Bidder should have experience in similar nature of work of Supplying Office Stationery for at least – 03 (Three) works each costing not less than 6 lakhs. OR 02 (Two) works each costing not less than of ₹7.50 lakhs. OR 01 (One) work of ₹12 lakhs during the last 03 (three) years with any Central Government Authorities / Public Sector Undertakings / State Government / BFSI sector / Educational Institutions /Reputed private Firms in India as on RFP date	a) Copy of Purchase Order / Work Order /MSA And b) Completion Certificate issued by client containing date of start, date of completion, value on completion of work etc. Or Self-declaration by bidder regarding the status of on-going projects

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**



	Please Note: "The work orders issued by one company for its multiple locations shall be treated as a single work order".	
7.	The bidder should have capacity to supply office Stationery (as mentioned in BOQ) to all StockHolding offices as per Annexure -7 .	Self-declaration on Bidders' Company Letter Head
8.	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
9.	The Bidder must submit at least three Customer Satisfactory Performance Reports (CSPR) where the Bidder has been working/worked during the last three financial years viz. 2023-24, 2024-25 and 2025-26	Customer Satisfactory Performance Reports (CSPR)
10.	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
11.	Bidder to submit signed and stamped Integrity Pact as per Annexure – 5 .	Signed and Stamped Integrity pact by authorized signatory of Bidder
12.	The bidder must possess the necessary infrastructure to ensure the reliable supply of office Stationery.	Branch details.

Note:

- All self-certificates shall be duly signed and Stamped by Authorized signatory of the Bidder Firm unless specified otherwise.
- Details of clients and relevant contact details are mandatory. Bidders may take necessary approval of the clients in advance before submission of related information. StockHolding will not make any separate request for submission of such information.

Dated this..... Day of 2026
(Signature)

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

ANNEXURE - 3 - Commercial Price Bid Format

Sr · N o.	Name of the Items	Make as below / equivalent	Unit	Estimated Qty for 2 years	Unit Rate	Cost (in Rs.)
1	Book Binding 10X12 (hard Binding)	--	Per unit	11000		
2	Full Scape Punch Folder 10 Gauge	SPS/ SVS	Per unit	38500		
3	Box File	Meet	Per unit	1100		
4	Writing Pad 1/8	Sunny / Mangoose	Per pc	2000		
5	Ball Pens (Blue/Black/Red/Gr een)	Lexi / Reynold	Per unit	5000		
6	Brown Plastic Tape 2"	Wonder -555	Per unit	800		
7	Uni Ball Pen (157 I)	Uni Ball Pen	Per unit	3000		
8	I Card Lace with printing	--	Per unit	1100		
9	Dura Cell-AA (higher)	Dura Cell	Per unit	350		
10	Glue stick (medium)15gm (Fevistick)	Fevistick	Per unit	550		
11	Rubber Band	Leeras Vinayak	Per kg	60		
12	Computer Stickers,Labels 10*12	Novajet/ Punchline	Per pkt	110		
13	Stapler Pin No.10-1M	Kangaroo	Per pkt	900		
14	Tissue Paper	Jackson & Maruti	Per box	1100		
15	File Divider - 1/8 Size	--	Per unit	4000		
16	SP Welcro Folders (14" x 10")	--	Per unit	450		
17	Dura Cell-AAA (higher)	Dura Cell	Per pc	250		
18	Gel Pen	Reynolds	Per unit	350		
19	Pilot,Hi-tecpoint	Pilot	Per unit	50		
20	Pilot Hitch V10 Grip	Pilot	Per unit	50		
21	Pilot Sign Pen	Pilot	Per unit	50		
22	Refills (Blue/Black/Red/Gr een)	Lexi	Per unit	500		
23	White Board Marker Pens (Black/Blue/Red)	Camlin / Reynolds	Per unit	300		
24	Permanent Marker Pens (Black/Blue/Red)	Camlin / Reynolds	Per unit	350		
25	CD Writer Pen [thin]	Camlin	Per unit	50		
26	Highlighter (Pink/Green/Blue/F lorescent)	Luxor	Per unit	250		

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**

Sr · N o.	Name of the Items	Make as below / equivalent	Unit	Estimated Qty for 2 years	Unit Rate	Cost (in Rs.)
27	Sketch Pens (all colours) per unit per set of 12	Luxor 920	Per unit	100		
28	Pencil Box	Natraj / Apsara/ Faber Castel	Per unit	150		
29	Plastic Ring File (403)	SPS	Per pc	100		
30	Blue Clip File 1/4 (A4)	SPS	Per unit	200		
31	Carbon Paper Box	Kores	Per box	10		
32	Kodak Photo High Gloss Paper	Kodak	Per pkt	25		
33	Legal F/S Ledger Green Paper (80 GSM)	JK	Per pkt	50		
34	Minute Book Paper		Per pkt	30		
35	Blue Paper A/4 Size (75 GSM)	Colour Sprint	Per pkt	50		
36	3M White Cello Tape With Cutter	3M	Per unit	50		
37	White Cello Tape	Wonder 555	Per pc	25		
38	Cello Tape (1 Inch) 65mtrs	Wonder 555	Per unit	350		
39	Cello Tape (2 Inch) 65 mtrs	Wonder 555	Per unit	1100		
40	Correction Tape	Kores	Per unit	150		
41	Gum Bottle (30ml/25ml)	Camlin	Per unit	5		
42	Eraser Fluid (Set) 15ml	Kores	Per unit	10		
43	Eraser Pen	Kores	Per unit	110		
44	Gum bottle 150ml	Camlin	Per unit	20		
45	Stapler No.10	Kangaroo	Per unit	250		
46	Stapler HD 45	Kangaroo	Per unit	50		
47	Stapler HP 45	Kangaroo	Per unit	50		
48	Stapler Pin HP 45	Kangaroo	Per pkt	100		
49	Board Pin	Music 555	Per pkt	100		
50	U Clips (35mm)	Vikram	Per pkt	100		
51	Plastic Branch Clip	SVS	Per unit	400		
52	Binder Clip (32mm) (Music)	SDI / Mangoose	Per pkt	100		
53	Binder Clip (25mm) (Music)	SDI / Mangoose	Per pkt	100		
54	Binder Clip (41mm) (Music)	SDI / Mangoose	Per pkt	100		
55	Binder Clip (19mm) (Music)	SDI / Mangoose	Per pkt	60		
56	Calculator-Citizen CT 555N	Citizen	Per unit	100		
57	Sharpener	Natraj	Per unit	150		
58	Eraser	Natraj	Per unit	300		
59	Punch Machine No.280	Kangaroo	Per unit	50		

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**

Sr · N o.	Name of the Items	Make as below / equivalent	Unit	Estimated Qty for 2 years	Unit Rate	Cost (in Rs.)
60	Punch Machine No.500	Kangaroo	Per unit	25		
61	Punch Machine No.600	Kangaroo	Per unit	10		
62	Scissors (medium) (Kangaroo-65mm) 1185	Kangaroo	Per unit	150		
63	Scissors (small) (Kangaroo-55mm) 1160	Kangaroo	Per unit	50		
64	Plastic Scale 12 inch	Camlin	Per unit	100		
65	Post it Pad 3*3 (Big) (Multicolor)	3M / Mangoose	1 pkt	300		
66	Post it Pad 2*3	3M / Mangoose	1 pkt	200		
67	Post it Pad 3*5	3M / Mangoose	1 pkt	25		
68	Ruled Register- 3quire	Dolly	Per unit	200		
69	Ruled Register-1 quire	Dolly	Per unit	200		
70	Ruled Register- 2quire	Dolly	Per unit	200		
71	Muster Roll Register- 1quire	Sunny	Per unit	70		
72	Ruled Register- 4quire	Dolly	Per unit	200		
73	Epson 1150 printer	Epson	Per unit	45		
74	Tally 2280 printer	Tally	Per unit	5		
75	Stamp 8 Digit	Music 555	Per unit	10		
76	Stamp 10 Digit	Music 555	Per unit	10		
77	Rubber Stamp 16 Digit	Music 555	Per unit	5		
78	Round Stamp	Nylon	Per unit	60		
79	Shiny Adjustable Self-Ink Stamp with S-828D	Shiny	Per unit	200		
80	Dater Stamp	Music 555	Per unit	50		
81	Stamp Pad (Big)167*96mm (Blue/Black)	Camel	Per unit	10		
82	Stamp Pad medium	Camel	Per unit	50		
83	Stamp Pad Ink (100ml)	Camel	Per unit	30		
84	Small Envelope-11X5 80 GSM white		Per pc	400		
85	Small Envelope- 9.5x4.5 80 GSM white		Per pc	400		
86	Brown Cover-10X12 80 GSM		Per pc	400		
87	Dhoti Cloth Cover Box Type 10X12 (Green)		Per pc	500		

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**

Sr . N o.	Name of the Items	Make as below / equivalent	Unit	Estimated Qty for 2 years	Unit Rate	Cost (in Rs.)
88	Dhoti Cloth Cover Box Type 16X12 (Green)		Per pc	400		
89	Plastic Index Set (1 to 30)	SVS	Per set	100		
90	Air Freshener	Godrej	Per unit	100		
91	Plastic I Card Cover	SVS	Per pc	2200		
92	Water Dumper	OMEGA	Per pc	100		
93	Bubble Sheet		Per meter	200		
94	Plastic Gunnie Bag		Per unit	500		
95	Minute Book Ledger Binder		Per pc	10		
96	Visiting Card Holder Book (480 Cards)	SPS	Per pc	10		
97	Double Sided Tape 1" Foam Tape	Mangoose	Per unit	50		
Total Cost in Rupees (incl. of GST)						

Note:

- The quoted rates shall be inclusive of all packaging charges, exclusive of applicable taxes, and shall remain fixed for a period of two (02) years.
- The lowest bidder in Commercial bid will be based on the Total Cost with GST. Price to be quoted is for contract period of 02 (two) years including GST while uploading financial bids on GeM portal.
- 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.
- Bidder has to quote for all the above listed items, incase no rate is filled; StockHolding reserves the right to reject the Commercial Bid.
- In the event of a tie between L1 bidders during the commercial evaluation, the contract award shall be awarded to the bidder having higher turnover.

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

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

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

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

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

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

WHEREAS THE Principal proposes to procure the Goods/services and Counter Party is willing to supply/has promised to supply the goods OR to offer/has offered the services and WHEREAS the Counter Party is a private Company/Public Company/Government Undertaking/Partnership, constituted in accorded with the relevant law in the matter and the Principal is a Government Company performing its functions as a registered Public Limited Company regulated by Securities Exchange Board of India. **NOW THEREFORE**, To avoid all forms of corruption by following a system that is fair, transparent and free from any influence prejudiced dealings prior to, during and subsequent to the tenor of the contract to be entered into with a view to “- Enabling the PRINCIPAL to obtain the desired goods/services at competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling the Counter Party to abstain from bribing or indulging in any type of corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other corrupt practices and the PRINCIPAL will commit to prevent corruption, in any form, by its officials by following transparent procedures. The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

I. Commitment of the Principal / Buyer

1. The Principal Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles:-

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

II. Commitments of Counter Parties/Bidders

1. The Counter Party commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of bid or during any pre-contract stage in order to secure the contract or in furtherance to secure it and in particular commit itself to the following. Counter Party (ies) / Bidders commits himself to observe these principles during participation in the Tender (RFP) Process and during the Contract execution.
2. The Counter Party will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL, connected directly or indirectly with the bidding process, or to any person organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the contract.
3. The Counter Party further undertakes that it has not given, offered or promised to give directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the Principal / StockHolding or otherwise in procurement the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the contract or any other contract with the Principal / StockHolding for forbearing to show favour or disfavor to any person in relation to the contract or any other contract with the Principal / StockHolding.
4. Bidder / Counter Party shall disclose the name and address of agents and representatives, if any, handling the procurement / service contract.
5. Bidder / Counter Party shall disclose the payments to be made by them to agents / brokers; or any other intermediary if any, in connection with the bid / contract.

6. The Bidder / Counter Party has to further confirm and declare to the Principal / StockHolding that the Bidder / Counter Party is the original integrator and has not engaged any other individual or firm or company, whether Indian or foreign to intercede, facilitate or in any way to recommend to Principal / StockHolding or any of its functionaries whether officially or unofficially to the award of the contract to the Bidder / Counter Party nor has any amount been paid, promised or intended to 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:-

(For and on behalf of Principal / Owner / StockHolding)

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

WITNESSES:

1. _____ (Signature, name and address)

2. _____ (Signature, name and address)

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

Sub: RFP REF NO: ADMIN-02/2026-27 dated 20-Aug-2026 for RFP for Supply of Office 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 – 6 – Format of Bank Guarantee

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

Whereas

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

NOW IN CONSIDERATION OF THE FOREGOING:

1. We, the Bank, at the request the Service Provider, do hereby unconditionally provide this guarantee to StockHolding as security for due performance and fulfilment by the Service Provider of its engagements, commitments, operations, obligations or liabilities including but not limited to any sums / obligations / claims due by the Service Provider to StockHolding for meeting, satisfying, discharging or fulfilling all or any obligation or liability of the Service Provider, under the said Tender / Purchase Order.
2. We, the Bank, hereby guarantee and undertake to pay StockHolding up to a total amount of Rs. _____/- (Rupees _____ only) under this guarantee, upon first written demand of StockHolding and without any demur, protest and without any reference to the Service Provider.
3. Any such demand made by StockHolding shall be conclusive and binding on the Bank as regards the amount due and payable notwithstanding any disputes pending before any court, Tribunal, or any other authority and/ or any other matter or thing whatsoever as the liability of the Bank under these presents being absolute and unequivocal.
4. We, the Bank, agree that StockHolding shall have the fullest liberty without consent of the Bank to vary the terms of the said Tender/ Purchase Order or to postpone for any time or time to time exercise of any powers vested in StockHolding against the Service Provider and to forbear or enforce any of the Terms & Conditions relating to the said Tender / Purchase

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

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

NOTWITHSTANDING ANYTHING CONTAINED HEREIN ABOVE:

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

For Issuing Bank

Name of Issuing Authority:

Designation of Issuing Authority:

Employee Code:

Contact Number:

Email ID:

ANNEXURE – 7 – Offices & Branch Details

Sr. No.	Branch Name & STD Code	Address	Contact Number
1	MUMBAI (Andheri) 022	SHOP NO. 5, NAMAN HABITAT J.P ROAD, ANDHERI (WEST), MUMBAI - 400 058	44517546 / 47 44517544
2	MUMBAI (Borivali) 022	SHOP NO.3, TULSI BAUG CHSL, MAYFAIR 14, BEHIND PRABHODHANKAR THACKERAY NAATYA MANDIR BORIVALI (W), MUMBAI - 400 092	28953125 28914289
3	MUMBAI (Chembur) 022	RAMESH NIWAS, 1st FLOOR, ROAD NO. 20 OPP CORAL CLASSIC BLDG, OPP LANE OF SBI, NEAR AMBEDKAR UDYAAN CHEMBUR EAST, MUMBAI - 400 071	25288358 25288430
4	MUMBAI (Dadar) 022	ROOM NO. 2, GROUND FLOOR, TRISANDHYA CNS, B WING, DADASAHEB FALKE ROAD, DADAR EAST, MUMBAI 400 014	24151706 24151722
5	MUMBAI (Dombivli) 0251	SWANAND BUILDING, 1st FLOOR, OPPOSITE ABHINAV SAHAKARI BANK, RAJAJI PATH ROAD, RAMNAGAR, DOMBIVLI (EAST) - 421201	2446986 2446878
6	MUMBAI (Fort) 022	12/14, UTI BUILDING, BANK STREET, CROSS LANE, NEAR OLD CUSTOM HOUSE, FORT, MUMBAI - 400 023	61772200 61772202
7	MUMBAI (Ghatkopar) 022	NEEL SIDDHI VRINDAVAN BUILDING, CANBANK HOUSING SOCIETY, EXTENSION OF VALLABH BAUG LANE, NEAR KAILASH PLAZA, NEAR PATEL XEROX, OPPOSITE BABA MANDIR, GHATKOPAR (EAST), MUMBAI - 400 077	022-21020790 022-21022653 022 45245443
8	MUMBAI (Goregaon) 022	G-2, UNIQUE TOWERS, OPP. KAMATH CLUB, S V ROAD, GOREGAON (WEST), MUMBAI - 400 062	28787336 / 41 28787338
9	MUMBAI (Kalyan) 0251	SHOP NO 1, GAYATRI SANKUL, OAK BAUG, OPP RAILWAY STATION, KALYAN WEST, THANE- 421 301	2315422/24
10	MUMBAI (Kharghar) 022	SHOP NO 3, GROUND FLOOR, SHREE AMBICA HERITAGE, PLOT NO 1, SECTOR 1, NEAR LIC OFFICE, KHARGHAR, NAVI MUMBAI 410210	27741333 27741336
11	MUMBAI (Mahalaxmi) 022	ORBIT HEIGHTS, GROUND FLOOR, SHOP NO. 5, C WING, JAVJI DADAJI MARG, GRANT ROAD (WEST) -400007	47491997 23858221

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**



12	MUMBAI (Mulund) 022	SHOP NO.11, GROUND FLOOR, MANISHA PRIDE, JUNCTION OF J. N. ROAD AND R.H.B. ROAD, MULUND WEST, MUMBAI - 400 080	44510515/543 44509476
13	MUMBAI (Nariman Point) 022	RAHEJA CHAMBERS, OFFICE NO. 15, GROUND FLOOR, FREE PRESS JOURNAL MARG, NARIMAN POINT, MUMBAI - 400 021	61774203 61774204
14	MUMBAI (Parel Branch) 022	SHOP NO. 4, TIRUPATI HOUSING CHS, DR S.S RAO ROAD, LALBAUGH, OPP. INCOME TAX OFFICE, LALBAUGH, PAREL-400012	24125313 24707289
15	MUMBAI (Thane) 022	SHOP NO. 8 & 9, GROUND FLOOR, PRIDE ENCLAVE, APOLLO SOCIETY, VISHNU NAGAR, NEXT TO THANE BHARAT SAHAKARI BANK, NAUPADA, THANE WEST – 400 602	45167011 45167017 45166993
16	MUMBAI (Vashi) 022	SHREE GANESH CHS LTD. SHOP NO. 18, PLOT NO. 19, SECTOR 1, VASHI, NAVI MUMBAI - 400 703	27821106 /07 /08
17	MUMBAI (Vikhroli) 022	25 HAZARI BAUG, GROUND FLOOR, STATION ROAD, VIKHROLI WEST, MUMBAI - 400 083	61774205 / 61774206 61774207
18	MUMBAI (Vileparle) 022	104, SHYAM KAMAL, A - WING, 1ST FLOOR, OPP. VILE PARLE STATION, VILE PARLE (EAST), MUMBAI - 400 057	61774209 / 61774210 61774211
19	Fort Office	1214, Uti Building, Bank Street Cross Lane, Fort, NEAR OLD CUSTOM HOUSE, Mumbai - 400 001	STD Code: 022 Tel/ Fax: 22622677 / 61772200 / 61772202
20	Centre Point	Stockholding Centre Point, Unit No.301, 3rd floor, Dr. B. Ambedkar Road, Parel, MUMBAI-400012	61779401/02
21	Mahape	SHCIL House, Plot No, P-51, TTC Industrial Area, MIDC, Mahape, Navi Mumbai - 400710, Maharashtra, India	61778080

ANNEXURE – 8 – Format of Non-Disclosure Agreement

This Non-Disclosure Agreement (hereinafter “Agreement”) is executed on this _____ day of _____, 20xx by and between

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

And

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

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

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

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

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

4. **No Warranty:** All Confidential Information is provided 'as is.' Neither Party makes any warranty, express, implied or otherwise, regarding its accuracy, completeness or performance.
5. **No License:** Each Party recognizes that nothing in this Agreement is construed as granting it any proprietary rights, by license or otherwise, to any Confidential Information or to any intellectual property rights based on such Confidential Information.
6. **Return:** The Receiving Party who receives the Confidential Information and Confidential Materials agrees that on receipt of a written demand from the Disclosing Party:
 - a. Immediately return all written Confidential Information, Confidential Materials and all copies thereof provided to, or produced by it or its advisers, as the case may be, which is in Receiving Party's possession or under its custody and control; (SUCH RETURN OF DOCUMENTS SHOULD BE DONE BY SIGNING A LETTER).
 - b. To the extent practicable, immediately destroy all analyses, compilations, notes, studies, memoranda or other documents prepared by it or its advisers to the extent that the same contain, reflect or derive from Confidential Information relating to the Disclosing Party;
 - c. So far as it is practicable to do so immediately expunge any Confidential Information relating to the Disclosing Party or its projects from any computer, word processor or other device in its possession or under its custody and control; and
 - d. To the extent practicable, immediately furnish a certificate signed by its director or other responsible representative confirming that to the best of his/her

knowledge, information and belief, having made all proper enquiries the requirements of this paragraph have been fully complied with.

- e. Receiving party will attempt to maintain, to the best possible extent, physical and logical segregation of the Confidential Information of the data of the Receiving party from data of any third party.
7. **Term:** The term of this Agreement shall be ____ (____) years from _____ (the Effective Date). Either Party may terminate this Agreement by giving a thirty (30) days written notice to the other. The confidentiality obligations stated in this Agreement shall survive for a period of three (3) years from the date of termination or expiration of this Agreement.
8. **Remedies:** The Confidential Information and Confidential Materials and all copies thereof, in whatsoever form shall at all times remain the property of the Disclosing Party and its disclosure hereunder shall not confer on the Receiving Party any rights whatsoever beyond those contained in this document.
- The Parties acknowledge and agree that the Disclosing Party will suffer substantial and irreparable damage, not readily ascertainable or compensable in monetary terms, in the event of any breach of any provision of this Agreement by the Receiving Party. The Receiving Party therefore agrees that, in the event of any such breach, the Disclosing Party shall be entitled, without limitation of any other remedies otherwise available to it, to obtain an injunction or other form of equitable relief from any court of competent jurisdiction.
9. **Governing Law and Jurisdiction:** This Agreement may be governed and construed in accordance with the laws of India and shall be subject to the jurisdiction of courts in Mumbai, India.
10. **Miscellaneous:** This Agreement constitutes the entire agreement between the Parties with respect to the subject matter hereof and supersedes all prior commitments/ understanding in this regard and may not be amended or modified except by a writing signed by a duly authorized representative of the respective Parties. This Agreement may be executed in several counterparts (physical or electronic form), each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. This Agreement may not be assigned or transferred except by a mutual written consent of both the Parties.

For Stock Holding Corporation of India Limited	For Company Name

**RFP for Supply of Office Stationery to StockHolding Offices
located in Mumbai, Thane and Navi Mumbai (Rate Contract)**



Name:	Name:
Title:	Title:
In the Presence of	
Name:	Name:
Title:	Title: