Stock Holding Corporation of India Limited

(StockHolding)

RFI Reference Number: RFI/IT-01/2023-24

Date: 08. September. 2023

Request For Information (RFI)

For

Conducting POC on Printing Infrastructure

DISCLAIMER

This **Request for Information (RFI)** is NOT a Request for Proposal, Invitation for Bid, or announcement of a solicitation. It is intended for information or planning purposes only. There is no bid package or solicitation document associated with this announcement. Response to this RFI is strictly voluntary and will not affect any potential participant's ability to submit an offer if a solicitation is released. Any requests for a solicitation package will be disregarded. The Corporation does not intend to award a contract on the basis of this RFI or otherwise pay for the information solicited. No entitlement to payment of direct or indirect costs or charges by the Corporation will arise as a result of preparing submissions in response to this RFI and the Corporation use of such information. Respondents of this RFI may be requested to provide additional information/details based on their initial submittals.

This Request for Information (RFI) is being floated by the Stockholding on behalf of Information Technology Department, for the purpose of identifying organizations who are willing to participate in "**Conducting POC on Printing Infrastructure**" with robust, implementable, innovative, cost effective and scalable technology options.

1. Background

StockHolding would like to request information from experienced and reputable vendors/service providers specializing in printer solutions for implementation of printing infrastructure. Our main goal is to optimize our current printing environment, to reduce printing operational costs, enhance overall security measures and deliver services to our users for printing/photocopying and scanning of documents.

2. Objective

The primary objective of this Request for Information (RFI) is to gain a better understanding of the printing services available in the market and the associated cost models used by the sector. To keep pace with technological advances, it is necessary to periodically evaluate our existing printing solution through network, the infrastructure that supports it, and new market opportunities.

Scope of Work (SOW):
We are interested in receiving proposals for Printer and Print Management Solution supporting the following key objectives:

1. Printer Fleet Optimization:
   ✓ Assess our current printer fleet and recommend a streamlined model selection that meets our requirements while reducing overall operational costs.
   ✓ Implement a standardized set of printer drivers and configurations to enhance compatibility and ease of management.

2. Cost Reduction Strategies:
   ✓ Identify opportunities for cost reduction in terms of consumables (e.g., ink, toner, paper) and energy consumption.
   ✓ Implement monitoring and reporting tools to track printer usage and identify cost-saving opportunities.

3. Enhanced Security Measures:
   ✓ Evaluate and enhance our printer security protocols, including authentication mechanisms and access controls.
   ✓ Implement secure printing solutions to prevent unauthorized access to printing infrastructure.

4. Centralized Management:
   ✓ Implement and support of a centralized print management system to streamline administration, monitor printer health, and track usage patterns.

3. Shortlisting Criteria

Below is the list of Eligibility criteria that would be followed to short list bidders.

Sl. No.	Criteria	Documents to be provided
1	The Bidder should be a company registered under the Indian Companies Act, 2013 and operational for the last five years.	Certificate of incorporation

Sl. No.	Criteria	Documents to be provided
2	The Bidder should have minimum 3 years of similar experience for related projects	Work Orders confirming year and area of activity
3	Minimum 03 (three) references where bidder has implemented similar projects for last 3 years	1. Relevant Purchase Orders (or) 2. Client reference details for at least 3 projects
4	Vendor to have registered office in Mumbai / Navi-Mumbai / Thane for providing service	Relevant document confirming the same is required

4. Solution Requirements

Interested vendors/service providers are requested to submit the following:

1. A detailed proposal outlining your approach to achieving the stated objectives.
2. Details of model proposed for achieving the needed objectives as per below requirement –

Model No		*Please Mention*
Print Speed A4		35ppm or above
Max Monthly Volume		Upto 10,000 pages
Specifications	Duplex Printing	Standard
	No. of Trays by Default	2 Trays support, Upto 100 sheets or above
	Operation Panel	Should be 7 inch to 10 inch
	RAM	*Please mention*
	HDD	*Please mention*
	CPU	*Please mention*
Connectivity	USB Cable Connectivity	*Please mention*
	Wired Network	Should support upto 1 Gbps
	Wireless Network	Not Required
Security Features		Secured PIN and Password based printing (Should support Windows AD Authentication)
		Forced Hold Print- Required for document confidentiality printing
		Self-Health check, SIEM support, Ability to have Antivirus Integration and prevent external attacks
		Data Encryption- As data moves in and out of a printer or is stored within the device, we secure it with several different protocols for encryption, such as Secure Sockets Layer (SSL)/Transport Layer Security (TLS) and Internet Protocol Security (IPSec).
PCL and PS Driver Support		Required
Scan	Scan Speed	30ppm or above
	Scan options	Scan to email, Scan to network folder, Scan to USB
Windows Active Directory Integration		Required

Consumables	Toner Yield	*Please mention*
	Drum Yield	*Please mention*
Toner Price		*Please mention*

Note: The RFI participant may require to showcase the proposed solution validating the above points and SOW at our office at StockHolding, Mahape premises.

5. Procedure for Submission of RFI

All interested, capable and responsible sources that wish to respond to this RFI are required to email their responses (.doc or .pdf format) to **PRIT@stockholding.com** not later than 18:00 HRS IST**, 16th September 2023**."**POC On Printing Infrastructure**" must be included in the subject line. Telephonic responses will not be accepted.

We look forward to receiving your submission and potentially collaborating with your team to optimize our printer infrastructure, reduce costs, and enhance security. Should you have any questions or require further clarification, please do not hesitate to reach out to us at **PRIT@stockholding.com.**

6. Instruction to Bidders

6.1 Language of RFI Preparation

The RFI response prepared by the RFI Participants and all correspondence and documents relating to the RFI responses exchanged by the RFI Participants and StockHolding, shall be written in the **English** language.

6.2 Clarification

If deemed necessary, StockHolding may seek clarifications on any aspect from the participants. However, that would not entitle the RFI Participants to change or cause any change in the substance of the response submitted.

6.3 Right to Accept/Reject any or all RFI Responses

StockHolding reserves the right to accept or reject any RFI and to annul the tender process and reject all RFI responses at any time prior to award of the contract, without thereby incurring any liability to the affected RFI Participants or any obligation to inform the affected RFI Participants of the grounds for StockHolding's action.

StockHolding reserves the right to accept or reject any/all RFI solution if the solutions are not up to the mark.

6.4 General Instructions -

- StockHolding shall not pay for any information or administrative costs incurred in response to this RFI. All costs associated with responding to this RFI will be solely at the participant's expense.
- This RFI is a separate and independent process and is issued solely for information and planning purposes. It does not constitute a Request for Proposal (RFP) or a promise to issue a RFP in the future.
- This RFI does not commit the StockHolding to contract for any supply or service whatsoever. StockHolding is not currently seeking proposals and will not accept unsolicited proposals.
- The response to this RFI will not be used to pre-qualify vendors.