

RFP for Procurement of A0 Scanner

Document Control Sheet

Name of the Organisation	Stockholding Document Management Services Ltd.
RFP Reference No.	SDMS/IT-Infra/2017-18/009
Date of issue of RFP Document	13th Jan 2018
Pre-bid Meeting	18th Jan 2018 at 12:00 PM at Mahape Office
Last Date and Time for submission of Bids	2nd Feb 2018 on or before 6:00 PM
1) Tender Fees	Tender Fees of Rs. 590/- (Tender Fee: Rs. 500 + GST@18%: Rs. 90) to be paid in the form of Demand Draft issued by Scheduled/Nationalized bank in favor of Stockholding Document Management Services Ltd.
2) Earnest Money Deposit (EMD)	EMD of Rs. 80,000/- to be paid in the form of Demand Draft or BG (BG Format attached in Page No. 6) issued by Scheduled/Nationalized bank in favor of Stockholding Document Management Services Ltd. & payable at Navi Mumbai. EMD should be submitted in physical form on or before last date and time for submission of Bids.
3) Exemption for firms under NSIC / MSME	The firms who are registered with NSIC / MSME are exempted from payment of EMD, Tender Fee. The bidders have to attach NSIC/ MSME certificate along with the tender during submission.
Address for Communication	CTO Stockholding Document Management Services Ltd. SHCIL House, Plot No.51, T.T.C. Industrial Area M.I.D.C., Opp. L&T Infotech, Mahape, Navi Mumbai - 400 710
Submission of Bids	https://stockholdingdms.eproc.in
No of Pages in this RFP Document	9 (Nine)
This Bid document is not transferable	

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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 Stockholding Document Management Services Ltd (SDMS), 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 SHCIL 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. SDMSL 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. SDMSL 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 Procurement of A0 Scanner Stockholding Document Management Services Ltd.

CIN – U74140MH2006GOI163728

Website – www.stockholdingdms.com

Stockholding Document Management Services Ltd (SDMS), a company incorporated under the Indian Companies Act 1956 and having its registered office at **Plot No. P -51, TTC Industrial Area, Mahape, Navi Mumbai – 400710**, intends to procure **Graphtec A0 Scanners** and also intends to do **Buy-Back of A0 Scanners**.

Prices shall exclude taxes. The prices quoted by the bidder shall remain firm during the entire period of the contract and shall not be subject to variation on any account.

E-Bids (**Technical Bids and Commercial Bids**) in prescribed format for procurement of Graphtec A0 Scanners are invited directly from the authorized partners. Further details and prescribed format of application can be obtained from the office of the undersigned.

QUALIFYING / ELIGIBILITY CRITERIA

The firm / company shall fulfill the following criteria:

1. The Firm should not have been debarred / blacklisted by any government, Semi Govt., P.S.U, Board/ Corporation or any Autonomous Body in last 3 years.
2. The firm /company should be the authorized dealers/agent of the company/who are able to provide PAN India support.

The following documents should be contained, in Bid submission.

- i) Covering letter should state the Bid Title, Bidders name, Address.
- ii) Bidder should submit valid documentary proof of GST, PAN and other KYC documents.
- iii) Bid to meet the requirement and specifications as per annexure I & II, with one set of Product Brochure with precise technical information about particular product capabilities and features as per tender.
- iv) Further, the rates shall be fixed and shall remain unchanged, for a period of one year.
- v) An undertaking stating the bidder satisfies the eligibility criteria as mentioned above.
- vi) The bidder should be an Original Equipment Manufacturer (OEM) authorized partner to Supply, Install and Maintain the Scanners. Specific OEM authorization letter addressed to CTO, Document Management Services Ltd. against this tender enquiry shall be submitted by the bidder along with his/her bid.

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EVALUATION PROCESS:

The bids shall be scrutinized by the committee, constituted for the purpose with right to inspection of manufacturing unit by the Committee. The decision of the SDMS in this regard shall be final and binding.

On conclusion, SDMS shall issue the Purchase Order with the successful bidder detailing the commercials, period and terms & conditions. The vendor shall sign the Integrity Pact with SDMS.

Annexure to this RFP:

Annexure I – Requirement / Technical Specification

Sr. No.	Specification of Scanner	Qty.	Location
1	Graphtec A0 Color Scanner: 36" scan width, 38" max width, Resolution Optical: 600dpi, Scan Speed:3.3ips Color & 10ips, BW @400dpi, Color Space, RGB & Adobe RGB, Scan System CIS w/ LED Light Source, Interface: USB 2.0 + Additional 2 years onsite warranty	2	Mahape
		1	Allahabad
		1	Bilaspur

Buy-Back Scanner details		
Sr. No.	Details	Qty.
1	Graphtec CSX300-09 Scanner	4

Annexure II – SLA/SoW, Payment terms, Forms and guidelines for Tenderers

Terms and Conditions:

(1) Payment Terms:

1.1 50% payment will be made against delivery and on submission of original invoice, delivery challan duly authorized by SDMS official(s).

1.2 40% payment will be made against installation and submission of original installation certificates duly authorized by SDMS official(s) and Balance 10% after Bank Guarantee.

(2) Taxes and Levies:

2.1 Taxes and levies are exclusive in the price bid. All the invoices must be in the name of "Stockholding Document Management Services Ltd" and needs to be submitted at our Mahape office along with original Delivery challans and installation reports duly signed by the concerned officials at the Branch. Applicable TDS will be deducted from the payment.

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(3) Warranty:

3.1 1 year comprehensive onsite warranty and extended warranty from 1 year onsite warranty to 3 years onsite.

(4) The said bid security amount (EMD) will be forfeited, if the bidder withdraws his proposal during the period of the proposal validity; or if the bidder, having been notified of the acceptance of its proposal by the purchaser during the period of validity of the proposal fails or refuses to execute the contract in accordance with the RFP

(5) The bid security amount (EMD) of the unsuccessful bidder(s) will be returned after completion of tendering process. However, the EMD of successful bidder will be returned within 30 days of date of acceptance of Purchase Order.

Commercial Bid Format:

Sr. No.	Material Description	Qty.	Amount (Rs.)	Freight Charges (Rs.)	Sub Total (Rs.)	Buy-Back Price (Rs.)	Grand Total (Rs.) Excluding Taxes	Warranty
1		4						

- For any other updates and corrigendum related to the RFP, please visit www.stockholdingdms.com website.
- For any queries regarding login/e-tendering process flow, kindly contact the following:

Name	Email	Phone Number
Sachin Toraskar	sachin.toraskar@c1india.com	+91-22-66865610
Fairlin Jivin	fairlin.jivin@c1india.com	+91-22-66865603



RFP for Procurement of A0 Scanner BANK GUARANTEE

To

StockHolding Document Management Services Limited
(formerly known as SHCIL Projects Limited)
SHCIL House,
P-51, T.T.C. Industrial Area,
MIDC, Mahape,
Navi Mumbai - 400710
(Hereinafter referred to as "StockHolding DMS / you")

THIS BANK GUARANTEE AGREEMENT issued at this..... day of 2017 by (Bank Name) having its Registered Office at and its Branch at (hereinafter referred to as "the **Guarantor**", which expression shall, unless it be repugnant to the subject, meaning or context thereof, be deemed to mean and include its successors and permitted assigns) **IN FAVOUR OF StockHolding Document Management Services Limited (formerly known as SHCIL Projects Limited), a company incorporated under the Companies Act, 1956 and having its registered office at SHCIL House, P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai – 400710** hereinafter referred to as "**StockHolding DMS**" which expression shall, unless repugnant to the subject, context or meaning thereof, be deemed to mean and include its successors and assigns).

WHEREAS StockHolding DMS, a company incorporated under the Companies Act, 1956 and having its registered office at SHCIL House, P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai – 400710 has entrusted the task of **Procurement of _____** to Vendor Name. (hereinafter referred to as "vendor") having office at Address _____. and requires the Vendor to furnish a Bank Guarantee for a sum of Rs. _____/- (**Rupees _____ only**) as a Bank Guarantee.

2. **M/s. _____**, our constituent, has requested us to furnish guarantee to **StockHolding DMS Ltd.** in respect of the said sum of Rs. _____/- (**Rupees _____ only**).

NOW THIS GUARANTEE WITNESSETH AS FOLLOWS WITHOUT ANY DEMUR

1. We **Oriental Bank Of Commerce**, the Guarantors, do hereby irrevocably & unconditionally agree undertake to **StockHolding Document Management Services Limited**, their Successors, Assigns that in the event of StockHolding Document Management Services Limited coming to the conclusion that the Vendor - M/s. _____ have not adhered to the terms and conditions of Stock Holding DMS or committed a breach thereof, which conclusion shall be binding on us as well as the said



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vendor, we shall on demand by StockHolding Document Management Services Limited, pay without demur to StockHolding Document Management Services Limited, a sum of Rs. _____/- (Rupees _____ only), or any lower amount that may be demanded by Stock Holding Document Management Services Limited. Our guarantee shall be treated as equivalent to the Security Deposit for the due performance of the obligations of the vendor under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs. _____/- (Rupees _____ only).

2. We also agree to undertake to and confirm that the sum not exceeding Rs. _____/- (Rupees _____ only), as aforesaid shall be paid by us without any demur or protest, merely on demand from Stock Holding Document Management Services Limited on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence in this regard. The notice from StockHolding Document Management Services Limited shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by Stock Holding Document Management Services Limited within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to Stock Holding Document Management Services Limited under this guarantee shall be independent of the agreement or other understandings, whatsoever, between Stock Holding Document Management Services Limited and the Vendor. We hereby further agree that-

(a) Any forbearance or omission on the part of Stock Holding Document Management Services Limited in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and / or hereunder or granting of any time or showing of any indulgence by StockHolding Document Management Services Limited to the Vendor or any other matters in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Vendor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs. _____/- (Rupees _____ only).

(b) Our liability under these presents shall not exceed the sum of Rs. _____/- (Rupees _____ only).

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(c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in undertaking & in completion of the said task or their obligations there under or by dissolution or change in the constitution of our said constituents.

(d) This guarantee shall remain in force up to _____ provided, that if so desired by StockHolding Document Management Services Limited, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

(e) Our liability under this BANK GUARANTEE shall remain in force till _____ unless it is renewed as provided hereinabove on _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by StockHolding Document Management Services Limited alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within four months from the date or any extended period, all the rights of StockHolding Document Management Services Limited against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

(f) The liability of the Guarantor under this Bank Guarantee shall not be affected by –

- (i) Insolvency or winding up of the Bidder or absorption, merger, acquisition or amalgamation of the Bidder with any other Company, Corporation or concern; or
- (ii) Insolvency or winding up of the Guarantor or absorption, merger, acquisition or amalgamation of the Guarantor with any other Company, Corporation or concern; or change in the constitution structure or management of the Guarantor.
- (iii) any change in the management of the VENDOR by takeover of the management of the VENDOR by the Central or State Government or by any other authority; or
- (iv) This guarantee shall be governed by Indian Laws and the Courts at Mumbai, India alone shall have the jurisdiction to try & entertain any dispute arising out of this guarantee. Notwithstanding anything contained herein :

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(g) Our liability under this BANK GUARANTEE shall not exceed Rs. _____/- (**Rupees** _____ **only**).

(h) This BANK GUARANTEE shall be valid _____

(i) We are liable to pay the guaranteed amount or any part thereof under this BANK GUARANTEE only and only if you serve upon us a written claim or demand **on or before** _____ (date -- which is 3 months after date mentioned at (h) above).

Yours faithfully,

For and on behalf of Bank _____

Authorised official