

APPLICATION FORM FOR EMPANELMENT OF VENDOR FOR MARKETING ACTIVITIES

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Name of Organization	StockHolding Document Management Services Ltd
Document Reference No.	SDMS/MARKETING/2018-19/001
Date of issue of this document	16/05/2018
Period for Empanelment	3 Years
Submission of this document (form)	On Immediate basis (form will available on our website till 16 May, 2018 10:00 hours)
Note: This document is not transferable	

This Form should be duly filled and send to the following postal address in a sealed envelope superscribed with the Product or Service Category (Application for Each Product or Service offered should be in a separate form & envelope):

CTO

StockHolding Document Management Services Limited
7th Floor, M L Tower, Millenium Business Park,
Sector 2, Mahape, Navi Mumbai - 400710,

Contact Person: Sunil S. K.

Mobile No.: 9167197407

APPLICATION FORM FOR EMPANELMENT OF VENDOR FOR MARKETING ACTIVITIES

A. Applicant's (vendor's) Company & related details:

SN	Parameters	Details furnished by the bidder
1.	Name of the firm/Company (applicant)	
2.	Organization Type (Partnership/Ltd. Co/Sole Partnership etc.):	
3.	Year of establishment /Incorporation	
4.	Head Office Address	
5.	Contact person	
	a) Name	
	b) Telephone number & Mobile No.	
	c) E-mail ID.	
6.	Statutory Registrations details viz.; <u>(Please fill whichever is applicable)</u>	
	1) GST Registration	
	2) Provident Fund Act	
	3) ESIC Act (Registration)	
	4) Labor License (Central / State)	
	5) Company PAN No.	
	6) Company Registration	
	7) Any other regulatory requirement or certification	
7.	Are you related to any person currently employed with STOCKHOLDING DMS? (Yes or No) a) If YES, please provide name and position	

8.	Indicate past and pending cases, prosecution, fines, penalties, black listing etc. against your Organisation	
9.	Any civil or criminal suit(s) arisen against the applicant / owners / directors / proprietors / partners, etc.	
10.	Product / Service offered (As per list mentioned in Annexure -I of this Vendor Empanelment Form) Imp: Please note that separate form should be filled for each Product and/or Service offered and submitted in a sealed envelope superscribed with the Product / Service Category.	
11.	List of Important Clients (Please mention Client Name, Contact person, contact no., email id) (Please use additional lines and/or sheets if multiple products offered)	
12.	<p><u>Certification regarding Terrorism:</u></p> <p>I/We certify that I/We have not knowingly provided and will not knowingly provide, in violation of applicable laws, material support or resources to any individual or Organisation that advocates, plans, sponsors, engages in, or has engaged in an act of Terrorism</p> <p>Authorized Signatory(ies) (Name, Designation and Seal of the Company)</p> <p>Date:</p> <p>Place:</p>	

Declaration:

I / We hereby declare that the information furnished above is true and correct. I / We am /are aware that incorrectness of the aforesaid information shall result in immediate termination of the contract and/or empanelment and StockHolding DMS shall be entitled to recover the necessary costs and damages. I /We am/are complying with all the Regulatory Authorities / Provisions and will continue to do so if empanelled as our vendor. I / We confirm that we comply with the empanelment eligibility criteria, which are at the sole discretion of StockHolding DMS, and further understand and accept the disclaimer fully.

Authorized Signatories
(Name, Designation and Seal of the Company)

Date:

Place:

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ANNEXURE – I

LIST OF MARKETING RELATED ACTIVITIES & SERVICES TO BE EMPANELLED FOR

S/N.	Category	Sub-Category	Experience	Annual Turnover (Rs.)	Remarks
1	Marketing Event Management				
		<ul style="list-style-type: none">• <u>Marketing Materials</u> Banners, Signage, Event Tickets, Invitation Cards, social media, hoardings, Collateral and Merchandise (badges, name tag, t-shirts, band etc) etc	3 years	Average turnover of 50 Lakhs in last three years.	
		<ul style="list-style-type: none">• <u>Venue Management</u> Venue Bookings, Fabrication (stage, backdrop, standees etc), Sound and Light, Led Wall and Projection	3 years		
		<ul style="list-style-type: none">• <u>Resourse Management</u> Hostess, Anchor, Volunteer, Security, Bouncer, Registration management,	3 years		
		<ul style="list-style-type: none">• <u>Logistic Management</u> Car, Bus booking etc	3 years		
		<ul style="list-style-type: none">• <u>Food and Refreshment</u> Multi Cuisine, Beverages	3 years		

APPLICATION FORM FOR EMPANELMENT OF VENDOR FOR IT PRODUCTS & SERVICES

ANNEXURE – II

GENERAL TERMS AND CONDITIONS

1. The applicants are advised to enclose photocopies of all relevant documents as mentioned in the application form and other required documents wherever required.
2. Incomplete applications or applications without proper proof for establishing their credentials may not be considered for short listing for empanelment.
3. Selection of the applicants will be done on the ability and competence to supply good quality goods / good services /etc.
4. Each page of the application form needs to be signed. The application shall be signed by person / persons on behalf of the Organisation having necessary authorization / Power of Attorney to do so
5. If the space in the application form is insufficient for furnishing full details, the information shall be supplemented in separate sheets.
6. StockHolding reserves the right to reject any or all the applications without assigning any reason thereof.
7. StockHolding reserves the right to restrict number of applicants for tendering at its sole discretion. StockHolding DMS's decision in this regard shall be final and binding on all concerned.
8. The empanelled contractors will only be informed.
9. If any details furnished by applicants are found to be false /inadequate at any time in future or any information withheld which comes to the notice of the StockHolding DMS at later date, the empanelment of such applicant will be cancelled immediately and the applicant will be debarred from participating in any of the bidding process.
10. The empanelment shall be valid upto 15thApril, 2021 and the same may be extended / terminated at the sole discretion of StockHolding DMS.
11. The applicant needs to submit separate application for each category.
12. The last date of submission is 23rd May, 2018 18:00 hours.
13. Any application received after this date and time will be rejected.