



**REQUEST FOR PROPOSAL (RFP) 08022018**

Request For Proposal (RFP) for Empanelment of Additional Business Associates for Scanning and Data Entry in Digitisation Projects of StockHolding Document Management Services Limited



StockHolding Document Management Services Limited.

CIN: U74140MH2006GOI163728

P – 51, T.T.C. Industrial Area,

M.I.D.C., Mahape,

Navi Mumbai – 400710

Business Associates who have already been empanelled in response to RFP dated January 27,2016, November 11,2016 and August 2017 need not apply and shall continue to be in the empanelled list of StockHolding Document Management Services Limited

1	Date of Issue of this Document	February 08, 2018
2	Submission	On immediate basis or on or before February 23, 2018 till 15:00 hours.



## CONFIDENTIALITY

This document is meant for the specific use by the Company / person/s interested to participate in the current empanelment process. StockHolding Document Management Services Limited expects the respondents or any person (s) acting on behalf of the respondents to strictly adhere to the instructions given in the document and maintain confidentiality of information. The respondents will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by StockHolding Document Management Services Limited in the event of such a circumstance being brought to the notice of StockHolding Document Management Services Limited. By downloading the document, the interested party is subject to confidentiality clauses.



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This Document is not an agreement, recommendation, offer or invitation by StockHolding Document Management Services Limited in respect of the services. The purpose of this Document is to provide the respondent (s) with information to assist the formulation of their responses. This Document does not claim to contain all the information each respondent may require. Each respondent should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this Document and where necessary obtain independent advice. StockHolding Document Management Services Limited 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 Document. StockHolding Document Management Services Limited may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP. StockHolding Document Management Services Limited, reserve the right to accept or reject any or all proposals without assigning any reason.



## Section – 1

1. **INTRODUCTION**

StockHolding Document Management Services Limited (Previously known as SHCIL Projects Limited), a company incorporated as per Companies Act, 1956 and having its registered office at SHCIL House, P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai- 400710 is in the business of Document Management Solutions and acquires business on a regular basis to be implemented by Business Associates. StockHolding DMS Ltd had floated RFP dated January 27, 2016, November 11, 2016, and August 2017 for empanelment of business associates for Scanning and Data Entry in digitisation projects. Those business associates who have already been empanelled pursuant to RFP dated January 27, 2016, November 11, 2016, and August 2017 continue to be on the empanelled business associates list of StockHolding DMS Ltd. The business associates would be in addition to and not in substitution of the earlier empanelled business associates. This Document has been prepared solely to enable StockHolding Document Management Services Limited for selection of additional suitable Business Associates for carrying out digitisation projects of StockHolding Document Management Services Limited on PAN India basis.

2. **CONFIDENTIALITY:**

This document is confidential and is not to be reproduced, transmitted, or made available by the Recipient to any other party. The document is provided to the Recipient on the basis of the undertaking of confidentiality given by the Recipient to StockHolding Document Management Services Limited, which may update or revise the document or any part of it. The Recipient acknowledges that any such revised or amended document is received subject to the same terms and conditions as this original and subject to the same confidentiality undertaking.

3. **COSTS BORNE BY RESPONDENTS:**

All costs and expenses incurred by Recipients / Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by StockHolding Document Management Services Limited, will be borne entirely and exclusively by the Recipient / Respondent.

4. **NO LEGAL RELATIONSHIP:**

No binding legal relationship will exist between any of the Recipients / Respondents and StockHolding Document Management Services Limited until execution of a contractual agreement.

5. **RECIPIENT OBLIGATION TO INFORM ITSELF:**

The Recipient must conduct its own investigation and analysis regarding any information contained in this document and the meaning and impact of that information.

6. **SUBMISSION of RESPONSE:**

a. **RESPONSE SUBMISSION & CLOSING DATE**

Response may be received by the official indicated below immediately but not later than 3.00 pm (IST) on February 23, 2018.

Documents to be delivered at the mentioned address in hard copies Two (2) sets and one (1) soft copy in (Microsoft Word, Excel or PDF file in CD/DVD).

**Mr. E. R. Subramanian**  
**Stock Holding Document Management Services Limited**  
**(Formerly known as SHCIL Projects Ltd.)**  
**M.L.Tower Building No.101.**  
**07TH Floor , Sector No.2 , Millenennium Business Park,**  
**Mahape, Navi Mumbai – 400710**

b. **REQUESTS FOR INFORMATION**

All questions or queries relating to the Document, technical or otherwise, must be in writing only and should be addressed by email to:

StockHolding Document Management Services Limited

Ms.Shilpa Bhise /E R Subramanian

Email ID – [shilpa.bhise@stockholdingdms.com](mailto:shilpa.bhise@stockholdingdms.com) ,/[ers.iyer@stockholdingdms.com](mailto:ers.iyer@stockholdingdms.com)

Stockholding Document Management Services Limited will not answer any communication initiated by Respondents later than three business days prior to the last date for submission of Responses. However, StockHolding Document Management Services Limited may in its absolute discretion seek, but under no obligation to seek, additional information or material from any Respondents after the Responses closes and all such information and material provided must be taken to form part of that Respondent's response.



### **C. TIME FRAME**

The following is an indicative timeframe for the overall selection process. Changes to the timeframe will be relayed to the affected Respondents during the process.

The staff technical and non-technical of the successful Business Associate deployed at the site should submit Police verification certificate or they should submit copy of valid Passport.



## Section – 2



## ELIGIBILITY CRITERIA:

- Business Associate shall have minimum 3 years of experience in digitization project along with successful execution of at least 3 projects having combined completed volumes of 5 crores, out of which one project having completed volumes of one crore. Supporting documents for the same should be attached.
- Business Associate shall be capable of deploying minimum of 25 Scanners to scan different sizes of documents along with required PC's and manpower within a week of allocation of the project.
- Business Associate shall be capable in all respects to successfully complete the work.
- Business Associate shall submit duly attested copies of the following Documents -
  - Copy of PAN Card
  - Address proof
  - Email address, Phone Nos
  - Past experience
  - Business/ Volume handled
  - Client List
  - GST registration document
  - Proof of Constitution of Business Entity
  - Provident fund Account number (compliance)
  - ESIC Account number (Compliance)

Documents to be delivered at the mentioned address in hard copies Two (2) sets and one (1) soft copy in (Microsoft Word, Excel or PDF file in CD/DVD)



## Section – 3

## 1. Verification of Manpower:

- All the manpower resources employed by the Business Associate shall undergo Police verification process and a certificate to that effect shall be produced by the Business Associate.
- Selected Business Associate for the project should adhere to all labour compliance and a monthly report to this effect should be submitted every month to StockHolding Document Management Services Limited.

## 2. SCOPE OF WORK:

The scope of work may vary from project to project. The below is an indicative list of scope of work.

### Proposed Process towards Scanning:

Scanning will be carried out at the premises assigned by the customer.

#### **Step 1: Document Study**

This step includes the following:

- Identifying the quality and condition of the documents
- Receiving the files

This includes:

- Collection of documents from relevant locations.
- Cleaning, Dusting and Fumigation of Documents
- Inwarding the documents in register
- Affixing Barcodes on the inwarded files as required.

#### **Step 2: Batch Preparation**

Each paper page is prepared for scanning by:

- De-filing
- De-stapling, removing paper clips
- Unbinding
- Smoothing edges, orienting direction
- Segregating and sorting documents
- Pasting and physical preparation of Documents

### **Step 3: Scanning/QC of Images:**

- ADF Scanners/Overhead scanners/AO scanners/Flat bed scanners
- Depending upon the nature and quality of documents the Business Associate shall deploy ADF/Overhead scanners/AO scanners/Flat bed scanners, as the case may be. The number of the scanners shall be determined by the volume of the feed that shall be allocated to the Business Associates and daily targeted output. Business Associate should be capable of deploying the required number of scanners and manpower for completing the project as per the assigned timelines.
- Each paper page is scanned and all the pages in the file is stored as one of digital file searchable formats (PDF/A) using appropriate scanners with high quality document and image results.
- The scanning shall be carried out under the following specifications:

Image Format: Jpeg/Tiff/PDF/PDF-A/Searchable PDF

Resolution : Up to 600 DPI in Grey Scale/Black & White/Color

- Quality check of the scanned images for blank pages, skewing, deskewing, despeckling, cleansing of images etc. shall be carried out by the scanning operator before saving the image file generated. Quality check will be carried out by checking the physical file with the scanned digitized file to check the quality of scanning and other guidelines to check the quality of checking.
- Wherever Barcodes needs to be affixed, the Business associate has to ensure that the barcodes affixed on the files are not duplicate. In case the barcode number affixed on the file is found to be duplicate, new barcode shall be affixed and rescanned and saved.
- Capturing of Book mark / Water mark and digitized signatures where ever applicable.

### **Step 5: Refilling and handing over the files**

this includes:

- Stapling
- Rebinding
- Rearranging / Re-filing
- Maintaining outward Register

### **3. Scanner and PC's Configuration:**

#### **Scanners:**

ADF Scanners/Overhead Scanners/A0 Scanners/ Flat bed Scanners/Book Scanners to scan A4, Legal, A3, A2, A1, A0 documents which can provide high image quality and output

#### **PC's:**

3rd Generation i3 processor, 4 GB RAM and 500 GB HDD, minimum 1 Gbps speed NIC with Licensed windows 7 Operating System and Antivirus loaded.

### **4. Data Entry**

Data entry comprises of capturing of data of requisite fields by viewing the images using our application.

Data entry includes the following process

- **Maker Entries:** Maker entries involve capturing of data of all the fields.
- **Checker entries:** Checker entries involve reentering of critical fields and eye ball verification of the balance fields from the Maker entries already carried out. Any errors found shall be rectified and updated.
- **Quality Check:** Quality Check involves verification of the data captured and carrying out necessary modifications in case of errors in data entry

5. Responsibility Statement:

Sr.No.	Particulars	Responsibility
1.	ADF Scanners / Overhead Scanners/Manpower / Scanning software / PCs / Anti Virus Software /Licensed Operating System etc.	Business Associate
2.	Air condition space / Continuous flow of electricity / Furniture / Fixtures / Power point / Continuous flow of Document.	StockHolding Document Management Services Limited
3.	Recreation facility	StockHolding Document Management Services Limited
4.	Binding and Unbinding	Business Associate/ StockHolding Document Management Services Limited



## **DECLARATION**

I / We hereby also declare that our firm/company is registered with Government for the above work and we are not black listed. We are in the business of above work, for which we have enclosed appropriate work experience certificate. We have all technical infrastructure and technical staff etc. for smooth and effective execution of above work.

I/ We have not been black listed by any Government (Central and state) Board/University/Public undertakings/Banks/ R.B.I. etc. I / We certified that the document published by Stockholding DMS Limited, no alterations and additions have been made in it to the best of my/our knowledge.

SIGNATURE OF RESPONDENT  
With Seal