

RFP for Comprehensive AMC of Kodak Scanners

Document Control Sheet

Name of the Organisation	Stockholding Document Management Services Ltd.
RFP Reference No.	SDMS/IT-Infra/2017-18/011
Date of issue of RFP Document	16th Feb 2018
Pre-bid Meeting	22th Feb 2018 at 11:30 AM at Mahape Office
Last Date and Time for submission of Bids	05th March 2018 on or before 3:00 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. 60,000/- 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	11 (Eleven)
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.



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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 take **Comprehensive Annual Maintenance Contract of Kodak Scanners** for a period of 1 year across all the project locations in India needs to be provided by the bidder. This support needs to be backed by the OEM.

Prices shall include 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 (**Commercial Bids**) in prescribed format for take Comprehensive Annual Maintenance Contract of Kodak 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 stating 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.
- iv) Further, the rates shall be fixed and shall remain unchanged, for a period of one year.

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The bids shall be scrutinized by the committee, constituted for the purpose with right to inspection of manufacturing unit by the Committee. If the Bidders fulfill the Eligibility criteria, SDMS may call the bidder for presentation to understand the capability to supply and install the required service. The decision of the SDMS in this regard shall be final and binding.

On conclusion, SDMS shall raise the Purchase Order with the successful bidder detailing the commercials, period and terms & conditions.

Annexure to this RFP:

Annexure I –

Requirement

Requirement:

- The bidder should be an Original Equipment Manufacturer (OEM) or authorized partner to maintain the Kodak Scanners. Specific OEM authorization letter addressed to CTO, Stockholding Document Management Services Ltd against this tender enquiry shall be submitted by the bidder along with his/her bid.
- The different models of Kodak scanners which are to be considered for AMC are as mentioned below with quantity.

Sr. No.	Make and Model of the scanner	Qty.
1	Kodak i1420 Scanner	14
2	Kodak i1320 Scanner	12
3	Kodak i2800 Scanner	20
4	Kodak i4200 Scanner	4
5	Kodak i2620 Scanner	18

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- Details of Kodak Scanners to be taken under AMC are as under

S. N.	Model	Serial Number
1	Kodak i1420 Scanner	45632258
2		45632741
3		45631824
4		45634368
5		45634544
6		45644599
7		45644595
8		45644600
9		45644603
10		45644601
11		45644607
12		45644596
13		45644611
14		45644608

S. N.	Model	Serial Number
1	Kodak i1320 Scanner	44826799
2		44826767
3		44826740
4		44826760
5		44826783
6		44826766
7		44826785
8		44826794
9		44826797
10		44831570
11		44831568
12		44831572

S. N.	Model	Serial Number
1	Kodak i2800 scanner	51600908
2		51600870
3		51600933
4		51600930
5		51600905
6		51603934
7		51603935
8		51603936
9		51001083
10		51603401
11		51603399
12		51603402
13		51603406
14		51602631
15		51602646
16		51603407
17		51604464
18		51604447
19		51604450
20		51604432

Sr. No.	Model	Serial Number
1	Kodak i2620 Scanners	56038826
2		56038588
3		56038805
4		56038629
5		56038838
6		56038835
7		56033303
8		56038822
9		56038620
10		56038651
11		56038648
12		56038664
13		56038549
14		56038630
15		56038608
16		56038639
17		56038650
18		56034426

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S. N.	Model	Serial Number
1	Kodak i4200 Scanner	46312623
2		46312607
3		46312605
4		46312624

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

Terms and Conditions:

(1) Payment Terms:

The payment will be made in advance within 30 days of submission of the invoice.

(2) Taxes:

Taxes are inclusive in the price bid but needs to give detailed break up of each and every component. All the invoices must be in the name of “Stockholding Document Management Services Ltd” and needs to be submitted at our Mahape office. Applicable TDS will be deducted from the payment.

(3) Service:

The bidder will provide service across PAN India

(4) Escalation Matrix:

Detailed Escalation Matrix must be shared.

(5) SLA (Service Level Agreement):

- The equipment shall be carried to the repair center (if needed) by the persons authorized by the vendor and returned to the location at the vendor's expense. SDMS will not bear the freight, labor charges or any other charges.
- Vendor will make its Technical Staff available on call to SDMS from Monday – Saturday, on a 9 a.m. to 7.00 p.m. basis for resolution of any problem.
- Vendor hereby agrees to indemnify, protect and save SDMS 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 Vendor.
- Any publicity by Vendor in which name of SDMS is used should be done only with the explicit permission of SDMS. This service level agreement is an exclusive agreement between the Vendor and SDMS. Neither party shall disclose any part of the agreement to a third party without the written permission of the other

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Commercial Bid Format:

Sr. No.	Material Description	Support Period	Qty.	Amount (Rs.)	GST	Grand Total (Rs.)
1	Comprehensive AMC of Kodak i1420 Scanners	1 Year	14			
2	Comprehensive AMC of Kodak i1320 Scanners	1 Year	12			
3	Comprehensive AMC of Kodak i2800 Scanners	1 Year	20			
4	Comprehensive AMC of Kodak i4200 Scanners	1 Year	4			
5	Comprehensive AMC of Kodak i2620 Scanners	1 Year	18			

- For any other updates and corrigendum related to the RFP, please visit www.stockholdingdms.com website.
- For any queries regarding login/e-tending 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 Comprehensive AMC of Kodak Scanners 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