



RFP for Rented Printer and Services

Document Control Sheet

Name of the Organisation	Stockholding Document Management Services Ltd.
RFP Reference No.	RFP10102018
Date of issue of RFP Document	11th Oct 2018
Last Date and Time for submission of Bids	31st Oct 2018 on or before 3:00 PM
Address for Communication	Roop Narayan Sharma StockHolding Document Management Services Limited (formerly known as SHCIL Projects Limited). Compound No. 11/16-18, Site-IV, Sahibabad Industrial Area, Sahibabad, Ghaziabad (UP) - 201010
No of Pages in this RFP Document	06 (Six)
This Bid document is not transferable	

RFP for Rented Printer and Services

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.

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 **Rented Printer and Services** for the project in NOIDA location that needs to be provided by the bidder.

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.

Sealed offers (**Technical Bids & Commercial Bids**) for Rented Printer and Services are invited directly from the service providers. Further details and prescribed format of application can be obtained from the website www.stockholdingdms.com.

QUALIFYING / ELIGIBILITY CRITERIA

The firm / company shall fulfill the following criteria:

1. The firm /company should be the able to provide support all over NOIDA locations.

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) Bidder has to submit the Technical Specification of the Printer they are proposing.
- iv) Bid to meet the requirement and specifications as per annexure I.
- v) Further, the rates shall be fixed and shall remain unchanged, for a period of one year.

RFP for Rented Printer and Services

EVALUATION PROCESS:

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

Requirements:

Phase I

Sr. No.	Details	Qty.	Paper Type	Print Type	Paper Thickness	Location
1	Scanned Images to be printed. Note: The images may increase or decrease	Up to 2 Crores which may be increased to 4.5 Crores	A4 /Legal	(Single side or Duplex)	70GSM	Noida

- Printer has to be placed onsite of client premises.
- Printer, A4 paper, Toner and maintenance will be the responsibility of the vendor.
- Rates quoted by the bidder shall be inclusive of paper cost
- Printer Service is also required, i.e., bidder's person would take care of printing job & stapling and incidental activities.
- The printed documents have to be couriered to multiple locations in a radius of around 1200 kms.

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

Terms and Conditions:

(1) Payment Terms:

- 1.1 Invoice will be raised on 45 days cycle.
- 1.2 Payments shall be released within 30 days of raising the invoice

RFP for Rented Printer and Services

(2) Taxes:

Taxes 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. Applicable TDS will be deducted from the payment.

(3) Service:

The bidder will provide service for printers installed across NOIDA location.

(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

Commercial Bid Format:

Sr. No.	Description	Size	Rate/Page (Rs) Excluding Taxes
1	Printing of Documents(one Side) including Courier Charges	A4/Legal	
2	Printing of Documents(Both Sides) including Courier Charges	A4/Legal	

- For any other updates and corrigendum related to the RFP, please visit www.stockholdingdms.com website.

RFP for Rented Printer and Services

In company Letter Head

DECLARATION

I / We hereby declare that we have quoted rates in financial response after careful study of terms and conditions of the documents. We shall also accept the decision of StockHolding in this regard.

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, no alterations and additions have been made in it to the best of my/our knowledge.

SIGNATURE OF RECIPIENT

With Seal