

APPLICATION FORM FOR EMPANELMENT OF VENDOR FOR IT PRODUCTS & SERVICES

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Name of Organization	StockHolding Document Management Services Limited
Document Reference No.	SDMS/IT-Infra/2024-25/001
Date of issue of this document	29/04/2024-31/03/2025
Empanelment of vendors for products and services as mentioned in the list	Price value below Rs. 20,00,000/-
Period for Empanelment	3 Years
Downloading of Applications	Can be downloaded on or before 31 st March, 2025 by 1800 Hrs.
Submission of Application	On Immediate basis (form will available on our website till 31 st March, 2025 at 18:00 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 category offered should be in a separate form & envelope):

Postal Address & Contact Details for Sending Applications:

CTO
StockHolding Document Management Services Limited
SHCIL House, Plot No. P-51, T.T.C. Industrial Area, M.I.D.C., Mahape
Navi Mumbai - 400710

Contact Person:

Mr. Tushar Talmohite
Landline No.: 022-61778717

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

S.N.	Description	Details to be furnished by the Applicant
1.	Name of the firm/Company (applicant)	
2.	Organization Type (Partnership/Ltd. Co/Sole Partnership/LLP 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.; (Please fill whichever is applicable)	
	Company PAN No.	
	GST Registration	
	Provident Fund Act	
	ESIC Act (Registration)	
	Labor License (Central / State)	
	Company Establishment / Incorporation Certificate	
	Any other regulatory requirement or certification	
7.	Are you related to any person currently employed with STOCKHOLDING DMS? (Yes or No) If YES, please provide name and position	
8.	Indicate past and pending cases, prosecution, fines, penalties, black listing etc. against your Organization	
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) <u>Imp:</u> Please note that separate form should be filled for each Product and/or Service offered and submitted in a sealed envelope <u>super scribed</u> 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.	Turnover (Chartered Accountant certificate should be enclosed for the last three preceding years)	Kindly specify the Financial Years for which proofs are submitted / enclosed (For e.g. 2021 – 22, 2020-21, 2019-2020).

Declaration:

I / We hereby solemnly declare that the information furnished above is true and correct to the best of my / our knowledge. I / We am /are aware, that any incorrectness in the aforesaid information, if discovered or brought to the notice of StockHolding DMS, shall result in immediate termination / ouster from the panel of StockHolding DMS. StockHolding DMS at its discretion may also blacklist and bar the entity from participating in any future tender / empanelment. StockHolding DMS shall also be entitled to recover the necessary costs and damages. I /We declare that I/We am/are complying with all the Regulatory Provisions and will continue to do so. I/ We confirm that we understand and comply with the empanelment eligibility criteria of StockHolding DMS.

Authorized Signatory/Signatories

(Name, Designation and Seal of the Company)

Date:

Place:

APPLICATION FORM FOR EMPANELMENT OF VENDOR FOR IT PRODUCTS & SERVICES**ANNEXURE – I****LIST OF INFORMATION TECHNOLOGY (IT) PRODUCTS AND SERVICES**

S/N.	Category	Sub-Category	Experience	Annual Turnover (Rs.)	Remarks
1	Hardware				
	a	UPS	3 years	20 lakhs	
	b	Desktop	3 years	20 lakhs	
	c	Laptop / Tablets	3 years	20 lakhs	
	d	Printers	3 years		
	e	Servers	3 years	20 lakhs	OEM should be appearing in the Gartner's Magic Quadrant for Modular Servers published in 2020 or later.
	f	Storage	3 years	20 lakhs	OEM should be appearing in the Gartner's Magic Quadrant for General-Purpose Disk Arrays published in 2020 or later.
	g	Projector & related consumables (lamp, etc.)	3 years	5 Lakhs	
	h	Voice Call Logger	3 years	10 lakhs	
	i	Batteries & Accessories	3 years	5 lakhs	
	j	Backup Media	3 years	5 lakhs	
	k	Accessories, Peripherals & Consumables for IT Hardware items	3 years	2 lakhs	
	l	Any component(s) for Server, desktop and laptop (memory, CPU, Ethernet card, etc.)	3 years	2 lakhs	
	m	Scanners(Flatbed, ADF, Book scanners and others) with necessary consumables and parts	3 Years	20 Lakhs	
2	Software				
	a	OS Licenses / Subscription	3 years	20 lakhs	
	b	Application Software (Corel, Microsoft, Adobe, IBM Notes, MicroFocus, Antivirus, DLP, Endpoint security, etc.)	3 years	10 Lakhs	
	c	Database Licenses	3 years	20 lakhs	
	d	Backup Software Licenses	3 years	10 lakhs	
	e	Enterprise Content Management	3 Year	20 Lakhs	OEM should be appearing in the Gartner's Magic Quadrant

					published in 2017 or later
	f	Replication Software	3 Year	20 Lakhs	
	g	RTO/RPO Monitoring tools, System Monitoring Tools	3 year	20 Lakhs	
3	Networking				
	a	Router	3 years	10 lakhs	
	b	Switches	3 years	10 lakhs	
	c	Firewall	3 years	10 lakhs	
	d	Passive Components (cables, patch cords, jack panels, etc.)	3 years	5 lakhs	
	e	Wireless Equipment	3 years	10 lakhs	
4.	IT Services				
	A	AMC for UPS	3 years	20 Lakhs	
	B	AMC for Servers, Storage, Tape Libraries and Accessories	3 years	20 Lakhs	
	C	AMC for Desktops and Laptops	3 years	15 lakhs	
	D	AMC for Printers, Scanners	3 years	5 lakhs	
	E	AMC for Voice Call Logger	3 years	5 lakhs	
	F	AMC for Projectors	3 years	5 lakhs	
	G	AMC for Networking equipment (routers, switches, anti-spam equipment, etc.)	3 years	10 lakhs	
	H	AMC for Firewall & Intrusion Prevention Systems (Proventia, Checkpoint, etc.)	3 years	15 lakhs	
	I	AMC for Training Setup & Auditorium Equipment	3 years	10 lakhs	
	J	AMC for EPABX	3 years	10 lakhs	
	K	AMC for Video Conferencing Setup	3 years	10 lakhs	
	L	ISO Audit Services	3 years	5 lakhs	Should have Cert-In Empanelment
	M	ISMS Advisory & InfoSec Audit Services, CMMI, Prism certification Audits and consultation services	3 years	5 lakhs	
	N	CISO Services	3 years	15 lakhs	
	O	Application, VA-PT and System Audit Services	3 years	5 lakhs	Should have Cert-In Empanelment
	P	Network Audit Services	3 years	20 Lakhs	
	Q	Domain Registration Services	3 years	5 lakhs	
	R	ATS for MQ Series Software	3 years	10 lakhs	

	S	ATS for Firewall, IPS and Iron Port Software	3 years	15 lakhs	
	T	ATS for Websense Software	3 years	10 lakhs	
	U	ATS for StarTeam	3 years	20 Lakhs	
	V	ATS for OS, Storage, Backup and Database licenses	3 years	20 lakhs	
	W	Software development services, Resource Contracting	3 years	15 lakhs	
	X	Secure Socket Layer (SSL) certificate obtaining/renewal services	3 years	5 lakhs	
	Y	Onsite & On-call IT Support / Skill Services	3 years	10 lakhs	
	Z	IT equipment packing, loading, transporting, unpacking, etc. services	3 years	5 lakhs	
	AA	Rented printer services			
	AB	Tally software and implementation services	1 year	10 Lakhs	
	AC	RPA	1 year	10 lakhs	
	AD	Blockchain	1 year	10 lakhs	
	AE	Artificial Intelligence	1 year	10 lakhs	
	AF	CMMI Certification Services	5 years	20 lakhs	
	AG	IT Training	3 years	20 lakhs	

Note: Products and Services availed from OEMs and Availing of Connectivity Links not part of the above list.

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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.
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 Organization 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. Any strikeout / ambiguity shall render the application liable for rejection.
7. StockHolding DMS at its sole discretion may reject an application without assigning any reasons thereof.
8. 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.
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 from date of empaneled to till 3 years 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 31st March, 2025 till 18:00 hours.
13. Any application received after this date and time will be rejected.