



SHCIL HOUSE, P-51, T.T.C. Industrial Area, MIDC, Mahape Navi Mumbai - 400710

Phone No. 6177 8600 /08/37

Website: www.shcilservices.com

General Information for empanelment of vendors:-

Name of Organization	SHCIL Services Limited
Code & Category	EMP/FORM/SSL/ADMIN/2022-24
Date of issue of this document	20 th January , 2022
Period for Empanelment	Up to 31 st December , 2024
Empanelment of vendors for products, works and /or services as mentioned in the list.	Price Value below INR 10,00,000/-
Submission of application	Application Form will be available on our website till February 10 th , 2022

This Form should be duly filled and sent to the following postal address in a sealed envelope in favor of 'SHCIL Services Limited SHCIL HOUSE, P-51, T.T.C. Industrial Area, MIDC, Mahape, Navi Mumbai - 400710, super scribed with the Product or Service Category and code no. (Each Product or Service offered should be in a separate form & envelope).

All sealed envelopes should be dropped in 'Tender Box' kept in Mahape office.

SHCIL SERVICES LIMITED

Please find enclosed here with the application for Empanelment of Vendors. We shall be glad to have your application for the said works/ services. Your application in sealed envelope addressed to the Manager- HWD & Administration, SHCIL Services Ltd., Plot No. P / 51, T.T.C. Industrial area, Mahape, Navi Mumbai - 400 710 and should be submitted at the above address on or before dated February 10, 2022 up to 03:00 PM.

SHCIL Services Ltd. (SSL), reserves the right to accept or to reject any or all the applications without any reason thereof.

Yours faithfully,
Administration Dept.

SHCIL SERVICES LIMITED

(To be submitted on Company's Letter Head)

To,
Manager (HWD & Administration)
SHCIL Services Limited
SHCIL House, Plot No. P-51, T.T.C. Industrial Area, M.I.D.C., Mahape,
Navi - Mumbai – 400710.

Contact Person: Mr. Mayur Patil / Ms. Vanita Jeremiah
Mobile No.: 7718805014 / 9096296770

Application for vendor empanelment

Sr. No.	Description	Details furnished by the bidder
1	Name of the applicant	
2	Organization Type (Partnership/Ltd. Co/Sole Partnership etc.):	
3	Year of establishment/Incorporation	
4	Head Office Address	
5	Contact person	
	1) Name	
	2) Telephone number & Mobile No.	
	3) E-mail ID.	
6	Statutory Registrations details viz.; (Please fill	
	whichever is applicable)	
	1) GST No.	
	2) Provident Fund Act	

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	3) ESIC Act (Registration)	
	4) Labour License (Central / State)	
	5) Company PAN No.	
	6) Shops & Establishment Registration	
	7) Any other regulatory requirement or certification	
7	Indicate past and pending cases, prosecution, fines, penalties, black listing etc. Product / Service offered	
	(As per list mentioned in Annexure -I of this Vendor Empanelment Form)	
8	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)	
	Turnover (Chartered Accountant certificate should be enclosed)	
9	2018-19	
	2019-20	
	2020-21	
10	<u>Imp:</u> Please note that separate form should be filled for each Product and/or Service offered and submitted in a sealed envelope super scribed with the Product / Service Category and code no.	

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 empanelment and SSL shall 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 SSL.

Authorized Signatories

(Name, Designation and Seal of the Company)

Date:

Place:

SHCIL SERVICES LIMITED

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 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. SSL reserves the right to reject any or all the applications without assigning any reason thereof.
7. SSL reserves the right to restrict number of applicants for tendering at its sole discretion. SSL's decision in this regard shall be final and binding on all concerned.
8. 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 SSL 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.
9. The empanelment shall be valid up to 31st December '2024 and the same may be extended / terminated at the sole discretion of SHCIL Services Limited.
10. The applicant needs to submit separate application for each category.
11. The last date of submission is February 10, 2022 up to 3.00 p.m.
12. Any application received after this date and time will be rejected.

Authorized Signatories

(Name, Designation and Seal of the Company)

Date:

Place:

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Categories for Empanelment of Vendors (Contract value up to INR 10 Lakhs)

Code No.	Category	Experience	Annual Turnover (INR)	Additional Terms & Conditions
1	Valuers	3 years	INR 2 Lakhs	Should have valid Certification
2	Supply and Installation of Telephone & EPBAX including maintenance	3 years	INR 5 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
3	Service Provider for Nursery (Indoor Plants)Services	3 years	INR 5 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
4	Supply and installation of air conditioners	3 years	INR 10 Lakhs	Authorised dealer of reputed brands. Certifications to be submitted
5	Air Conditioners maintenance , shifting and reinstallation	3 years	INR 10 Lakhs	Authorised dealer of reputed brands. Certifications to be submitted
6	Housekeeping and Maintenance Services	3 years	INR 5 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
7	Pest control & Office Sanitization Services	3 years	INR 10 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
8	Supply of appliances / equipments e.g. Microwave, fridge, mixer, crockery, TV, smart phones, etc.	3 years	INR 5 Lakhs	Authorised dealers of leading brands.
9	Supply of Mineral Water bottles and packaged drinking water for Mumbai / Thane/ Navi Mumbai offices	3 years	INR 10 Lakhs	1. Authorised dealer of reputed brands 2. Should be able to supply to all offices in Mumbai/Navi Mumbai/Thane district. 3. Must have valid license from the Brand/Company
10	Supply of office stationeries	3 years	INR 25 Lakhs	Should be able to supply to all offices in Mumbai/Navi Mumbai/Thane district.
11	Supply of Photocopy Machine and Operators	3 Years	INR 2 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
12	Purchase of vehicles	3 years	INR 25 Lakhs	Authorised dealers
13	Hiring of vehicles	3 years	INR 10 Lakhs	Able to provide different types of vehicles 24X7. Service Provider must have experience of similar jobs. Experience Letter to be submitted
14	Travel Agencies	3 years	INR 10 Lakhs	1. IATA Registered 2. Should have online booking facility / electronic access for booking air tickets.

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15	Authorised license holder of India post for dispatch of billing statements and labour work related.	3 Years	INR 10 Lakhs	Pickup from SSL offices - Insertion, Cutting, Pasting, Bundling, Sorting and dispatch to post office.
16	Printing of various statements such as Contract Notes / Payout statements / Annual Reports / Brochures etc.	3 Years	INR 25 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
17	Scrap materials and disposal of waste	2 years	INR 10 Lakhs	Service Provider must have experience of similar jobs. Experience Letter to be submitted
18	Supply of carpet / vinyl	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
19	Supply & Maintenance (Cleaning and repairing) of Chairs / Sofa /Upholstery / Carpet)	3 years	INR 10 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs.Experience Letter to be submitted
20	Supply of Name plates / sign boards	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
21	Supply of hardware items	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
22	Supply of sanitary items	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
23	Supply of electrical items	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
24	Service Provider for deployment of outsourced personnel	5 years	INR 25 Lakhs	1. Service Provider must have experience of similar jobs. Experience Letter to be submitted 2. Should have deployed outsourced staffs in at least 5 leading companies/NBFC/ Government Sector at Mumbai / Thane / Navi Mumbai.
25	HR Recruitment Agencies / Consultants	5 years	INR 10 Lakhs	1. Service Provider must have experience of similar jobs. Experience Letter to be submitted 2. Should have deployed outsourced staffs in at least 5 leading companies/NBFC/ Government Sector at Mumbai / Thane / Navi Mumbai
26	Health Check-up Services (Annual & Pre-Employment) for employees	3 years	INR 10 Lakhs	1. Service Provider must have experience of similar jobs. Experience Letter to be submitted 2. Should have corporate tie-up with at least 3 nos. leading companies/NBFC/

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				Government Sector at Mumbai / Thane / Navi Mumbai
27	Emergency Services	5 years	INR 5 Lakhs	1. Service Provider must have experience of similar jobs. Experience Letter to be submitted 2. Should have corporate tie-up with at least 3 nos. leading companies/NBFC/ Government Sector at Mumbai / Thane / Navi Mumbai
28	Supply of Mobile Phones / Apple Iphones / Electronics / Office utility items etc.	5 years	INR 25 Lakhs	Authorised dealers/resellers of leading brands
29	Supply of Assorted Chocolates / Chocolate Hampers /Confectionery items	3 years	INR 5 Lakhs	Authorised Dealers. Service Provider must have experience of similar jobs. Experience Letter to be submitted
30	Corporate Mementoes / Combo items etc.	3 years	INR 10 Lakhs	Authorised dealers/resellers of leading brands