



**NATIONAL INSTITUTE OF SECURITIES  
MARKETS**

**REQUEST FOR PROPOSAL  
FOR LAPTOPS, DESKTOPS, MS OFFICE 2013 STANDARD  
ACADEMIC LICENSES AND OTHER MISCELLANEOUS  
ACCESSORIES FOR NISM  
(Document Reference No: NISM/ICT/RFP/01/2014-15)**

**NISM Bhavan,  
Plot No. : 82,  
Sector - 17, Vashi,  
NaviMumbai : 400703  
Tel : 022-66735100-05,  
Fax : 022-66735110  
Web : [www.nism.ac.in](http://www.nism.ac.in)**

## 1. INTRODUCTION

National Institute of Securities Markets (NISM) is a public trust established by SEBI with the objective of enhancing the quality of securities market in the country through knowledge-based interventions. There is a need for 8 laptops, 25 desktops, 33 MS Office 2013 Standard Academic Licenses, 3 HDMI to VGA converters and 7 Pen Drives. Proposals are invited from the interested bidders for the items mentioned in this document.

## 2. SUBMISSION OF PROPOSALS

The proposal must be prepared covering the following information and submitted to NISM at the address contained herein on or before the closing date specified in Section-8 of this document. Please refer the checklist given in Annexure- G to ensure that submissions have all the required items.

### 2.1 Proposal Format

The proposal will be submitted in three separate sealed envelopes. The first sealed envelope will contain the EMD as indicated in Section-2.3 and the envelope will be super scribed as “EMD for the items as mentioned in Section-3.1 for NISM (Document Reference No. : NISM/ICT/RFP/01/2014-15)”. The second sealed envelope will contain the response to the Eligibility Criteria as stated in Section-6 and the envelope will be super scribed as “Eligibility for the items as mentioned in Section-3.1 for NISM (Document Reference No. : NISM/ICT/RFP/01/2014-15)”. The third sealed envelope will contain the quotation as stated in Section-2.2 and the envelope will be super scribed as “Quotation for laptops, desktops, MS office 2013 Standard Academic licenses and other miscellaneous accessories for NISM (Document Reference No. : NISM/ICT/RFP/01/2014-15). The three separate sealed envelopes should be put together in another sealed main envelope super scribing it as “Proposal for laptops, desktops, MS office 2013 Standard Academic licenses and other miscellaneous accessories for NISM (Document Reference No. : NISM/ICT/RFP/01/2014-15)”. Please note that the Eligibility Proposal must not contain cost figures of the proposed products and services. If the cost figures

are mentioned anywhere in the Eligibility Proposal, the proposal will be disqualified and will not be evaluated. The quotation must be unconditional. Condition if any should be indicated in eligibility proposal only.

## **2.2 Content of the Quotation**

The Quotation should be in the format as mentioned in Annexure - C for the items as mentioned in Section-3.1 for NISM. Also all documents as mentioned in the check list given in Annexure-G must be attached to the quotation and enclosed in Envelope-3.

## **2.3 Earnest Money Deposit (EMD)**

- All bidders will provide an EMD of Rs. 50,000/- (Rupees Fifty Thousand only) by Demand Draft/Bankers Cheque/Pay Order drawn on any bank in Mumbai in favor of "National Institute of Securities Markets". Cheques for EMD will not be accepted and bids accompanying cheques or without EMD will stand rejected.
- The bidder must write the name of the company and the RFP Document reference Number at the back of EMD Demand Draft/Bankers Cheque/Pay Order.
- The EMD will be placed in envelope-1 and submitted to NISM as indicated in Section-2.1.
- The EMD will be released to the unsuccessful bidders within a week after the tender is awarded.
- The EMD will not bear any interest.
- Bids not accompanied by EMD will be rejected.
- The EMD of the successful bidder will be released within two weeks from the date of sign off of the project (which involves successful installation, configuration and testing of the items as mentioned in Section3.1 as per the requirements of NISM and delivery of all necessary documents and media.)

## 2.4 Other Information

- Suppliers are required to quote for all items mentioned in Section-3 of this document. Please note that the proposals from suppliers not bidding for all items as requested in section-3 will be rejected.
- The suppliers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications in the RFP carefully. Failure to furnish all information required in the bid or submission of a bid not substantially responsive to the RFP in every respect will be at the supplier's risk and may result in rejection of the bid.
- The bids not submitted in the prescribed format or incomplete in any manner are likely to be rejected.
- NISM is not responsible for non receipt of Proposals within the specified due date due to any reason including postal delay or holidays.
- The equipment/products quoted should not be from the discontinued production line. In case of discontinuation of production line after the issue of the purchase order, the supplier will supply the next higher configuration on the same terms.
- The prices quoted shall be in Indian Rupees only.
- Submission will be valid only if
  - ✓ It is received on or before the closing date and time as stated in Section-8 of this document.
  - ✓ The submission is not by Fax or Email.
- Only one response to this RFP from each bidder will be permitted. In case of partnerships / consortium, only one submission is permitted through the lead bidder.
- All expenses incurred towards the preparation and submission of the Proposals by the bidder will be entirely borne by bidder themselves.
- NISM reserves the right to reduce or increase the scope of this RFP or cancel this RFP without stating any reasons whatsoever.
- NISM reserves the right to accept or reject any proposal and to annul the bidding process and reject all Proposals at any time prior to award of the contract/purchase order, without thereby incurring any liability towards the

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affected supplier(s) or any obligation to inform the affected supplier(s) of the grounds for NISM's action.

## **2.5 Contact Details**

- a) The Proposals must be submitted in the sealed envelopes as mentioned above to the following officer:

Mr. Narayana Maddala  
Senior Vice president,  
National Institute of Securities Markets,  
5<sup>th</sup> Floor, NISM Bhavan, Plot No. 82,  
Sector - 17, Vashi, Navi Mumbai - 400 703.

- b) For any clarifications/queries contact the following person:

Mr. Vaibhav Dixit,  
Assistant Manager -IT,  
National Institute of Securities Markets,  
5<sup>th</sup> Floor, NISM Bhavan, Plot No. 82,  
Sector - 17, Vashi, Navi Mumbai - 400 703.  
Email: [vaibhav.dixit@nism.ac.in](mailto:vaibhav.dixit@nism.ac.in), Contact Tel.: 022-66735123.

## **3. SCOPE OF WORK AND EQUIPMENT SPECIFICATIONS**

The supplier is required to deliver the items as stated in the RFP. There are brand options provided for the laptops and desktops. The supplier is required to quote for one or more than one of the given brand options. NISM will evaluate and choose one of the options.

### **3.1 Specifications**

#### **Laptops**

**Brand:** Lenovo, Dell, HP

**Quantity:** 8

**Client Category:** Business / Commercial (Not Consumer)

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## **Key Specifications**

- Processor : 3<sup>rd</sup> Generation Intel® Core™ i-3 Processor
- Operating System : Windows 8.1 PRO **Academic** Licenses (Paper based or through MS Portal)
- Memory : 4 GB DDR3 RAM
- Hard Disk Drive : 500 GB, 7200 RPM SATA Hard Drive
- Video Card: Intel® HD Integrated Graphics
- **Optical Drive (CD/DVD) : Not Required**
- Screen: 14 Inch.
- Ports : USB, HDMI, VGA, Ethernet, Wi-Fi, Mice, Multi Card Slot
- Weight: 2 KG
- Laptop Bag : Backpack
- Warranty: 3 Year Warranty with On-site Service and Phone Support + 2 Years additional Warranty with On-site Service and Phone Support

## **Desktops**

**Brand:** Lenovo, Dell, HP

**Quantity:** 25

**Client Category:** **Business / Commercial** (Not Consumer)

## **Key Specifications**

- Processor : 3<sup>rd</sup> Generation Intel® Core™ i-3 Processor
- Operating System : Windows 8.1 PRO **Academic** Licenses (Paper based or through MS Portal)
- Memory : 4 GB DDR3 RAM
- Hard Disk Drive : 500 GB, 7200 RPM SATA Hard Drive
- Video Card: Intel® HD Integrated Graphics
- Optical Drive : 16X, CD/DVD burner (DVD+/-RW), write to CD/DVD
- Keyboard and Optical Mouse
- Monitor: 19 Inch.
- Warranty: 3 Year Warranty with On-site Service and Phone Support + 2 Years additional Warranty with On-site Service and Phone Support

## Microsoft Office

**Brand:** Microsoft

**Quantity:** 33

### **Key Specifications**

- Version : 2013 Standard
- Type : Academic License

## HDMI to VGA Converter

**Brand:** HP, Lenovo, Dell

**Quantity:** 3

## Pen Drive

**Brand:** Sandisk, HP

**Capacity:** 32 GB

**Quantity:** 7

### **3.2 Services**

The following services should be rendered by the supplier:

- Delivery, Installation, Configuration and Testing of the items as mentioned in Section 3.1 as suggested by NISM.
- MS Windows 8.1 PRO Academic and MS Office 2013 Standard Academic Version will be installed in all the desktops and laptops by the supplier.
- MS Windows 8.1 PRO Academic Licenses and MS Office 2013 Standard Version Academic Licenses will be provided by supplier over email as well as CD/DVD.

### **3.3 The Supplier will deliver and install the items at the following Location:**

National Institute of Securities Markets,  
5th Floor, NISM Bhavan,  
Plot No: 82, Vashi,  
Navi Mumbai- 400703.

In the event NISM requires additional quantities of the equipment stated in Section-3.1 within one year of placing the order to the selected bidder, the bidder will be required to supply the additional quantity at the same price as quoted in the proposal submitted in response to this RFP.

100% payment will be made only on successful delivery, installation and configuration of all items stated in Section-3.

NOTE: Quantity of any of the items stated in this RFP may vary in the purchase order.

#### 4 DELIVERY, INSTALLATION, CONFIGURATION and PROJECT SIGN OFF

The chosen supplier will be expected to deliver, install and configure of all the items as mentioned in the scope of work under Section-3 of the RFP **within 2 weeks from the date of issuance of Purchase Order.**

The suppliers must submit duly signed letter of commitment to the delivery lead time as provided in Annexure-D. This letter must be part of quotation and to be submitted in envelope-3.

#### 5 PRICE VALIDITY PERIOD

The quoted prices for the equipment will remain valid for a period of one year from the date of closure of this RFP.

#### 6 ELIGIBILITY CRITERIA

The Company/Bidder/Supplier intending to submit Proposals in response to this RFP must meet the following criteria. **The Quotations of the suppliers not meeting these criteria will be rejected.** The items requested in section 6.1 to 6.4 must be enclosed in Envelope - 2 mentioned in Section 2.1

##### 6.1 Experience

Should have minimum of 3 years (ending May, 2014) of experience in

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installation and configuration of all the items as stated in Section 3.1 at either of the following scales:

I. Should have executed three orders of similar nature, each order not less than Rs. 7, 00,000.00.

OR

II. Should have executed two orders of similar nature, each order value not less than Rs. 10, 00,000.00.

OR

III. Should have executed one order of similar nature not less than Rs. 14,00,000.00.

**The Suppliers must enclose copies of Purchase Orders in support of the above. This should be submitted in envelope-2 as stated in Section-2.1.**

## 6.2 Company Turnover

The company must have a minimum turnover of Rs. 70,00,000.00 per annum for the FY 2013-14, FY 2012-13 and FY 2011-12 (Please note that the turnover of **each year** is expected to be a minimum of Rs. 70,00,000.00).

**The Suppliers must enclose copies of Audited Company Balance sheet for the said financial years. This should be submitted in envelope-2 as stated in Section-2.1**

## 6.3 Scope of Work Confirmation

Supplier will provide confirmation regarding scope of work to be executed in the format as stated in Annexure-B of this RFP.

## 6.4 Letters of Commitment

The supplier is required to produce the following letters

1. Letter from Manufacturer (on its letterhead with name, designation and signature of the authorized signatory) stating the fact that the bidder is the authorized partner or dealer of the manufacturer of the concerned products.

2. The supplier must have their office and Service Centre in Mumbai / Navi-Mumbai. The supplier must provide a letter to this effect on the company letterhead duly signed by the authorized signatory in the format as stated in Annexure-F.
3. A letter from the manufacturer (on its letterhead with name, designation and signature of the authorized signatory) confirming the fact that the Warranty Services will be continued directly by the manufacturer himself or by another authorized partner or dealer in the event of the bidder not being able to continue with the warranty services during the warranty period.

**Supplier is required to submit information pertaining to Section 6.1 to 6.4 in Envelope-2 mentioned in Section 2.1.**

## 7 EVALUATION OF PROPOSALS

### 7.1 Evaluation Process

- I. Envelope-1 containing EMD will be opened first. If the EMD is found to be in order as per the terms stated in Section-2.3. Then the second envelope of the supplier will be opened.
- II. The Eligibility Information of all those suppliers whose EMD is found to be in order will be checked against the eligibility criteria stated in Section-6 for compliance.
- III. The quotations of only those suppliers who meet the eligibility criteria will be opened and evaluated by the evaluation committee of NISM. The supplier with the lowest bid price will be awarded the tender.

All decisions made by the Evaluation Committee of NISM during the evaluation process will be final and binding on bidders.

### 7.2 Notification to Unsuccessful Bidders

Unsuccessful bidders will be notified by email. Any queries regarding an unsuccessful proposal should be mailed to the contact address mentioned in Section-2 of this document.

## 8 IMPORTANT DATES

- **Date of Issuance of RFP:** 31<sup>st</sup> May 2014
- **Pre-bid meeting to seek clarifications regarding the RFP:** 5<sup>th</sup> June 2014 at 4:30 PM. The pre-bid meeting with all prospective bidders shall be held in the Board Room , 5<sup>th</sup> floor, NISM Bhavan, plot no: 82, Sector-17, Vashi, Navi Mumbai . Only two representative of each supplier is requested to attend the meeting.
- **Date and Time of submission of duly filled and sealed proposal:** 13<sup>th</sup> June 2014 at 5:30 PM.
- The envelopes containing EMD and Eligibility Information will be opened on **16<sup>th</sup> June 2014 at 4:30 PM** in the board room, 5<sup>th</sup> floor, NISM Bhavan, Vashi, Navi Mumbai.
- The quotations of the eligible suppliers will be opened on **18<sup>th</sup> June 2014 at 4:30 PM** in the conference room, 5<sup>th</sup> floor, NISM Bhavan, Vashi, Navi Mumbai.

## 9 SIGNING OF PROPOSALS

The proposal shall be typed or written in ink and shall be signed (on the cover letter) by a person or persons duly authorized by the supplier to bind the supplier to the contract. All pages of the proposal, except printed literature, shall be initialed by the person or persons signing the proposal. The proposal shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the supplier, in which case such corrections shall be initialed by the person or persons signing the proposal.

## 10 INSPECTION

NISM or its representative will carry out inspection and testing to confirm the conformity of the goods and services to the stated technical specifications. Should any inspected or tested equipment fail to conform to the specifications or it is not as per the purchase order, NISM may reject them and the supplier shall either replace

the rejected goods or make all alterations necessary to meet specification requirements free of cost to NISM.

## 11 PENALTY FOR DELAY

The supplier must strictly adhere to the delivery, installation and configuration schedule given in Section-4. The supplier shall have to pay penalty to NISM @ One percent (1%) per week on the unexecuted value of the purchase order inclusive of all taxes, duties levies etc. per week for late delivery. There shall be an upper limit of 10% of the gross amount (i.e. total order value) for the penalty to be deducted. The applicable penalty will be deducted from the amounts due for payment. In case of delay beyond 3 weeks from the stipulated delivery, installation and configuration schedule (as per section-4), NISM reserves the right to terminate the contract by recovering the penalty.

## 12 INDEMNITY

The supplier shall indemnify, protect and save NISM against all claims, losses, costs, damages, expenses, action suits and other proceedings resulting from infringements in respect of all hardware and software supplied to NISM.

## 13 ARBITRATION

In the event of a dispute or difference of any nature whatsoever between NISM and the supplier during the course of assignment arising as a result of this RFP, the same shall be referred for arbitration to the panel of arbitrators. The panel shall be constituted prior to commencement of arbitration and shall comprise of two arbitrators and an umpire. NISM and the supplier shall each nominate an arbitrator to the panel and these arbitrators shall appoint an umpire. Arbitration shall be carried out at NISM office in Navi Mumbai and as per extant laws.

## 14 JURISDICTION

The jurisdiction for the purpose of settlement of any dispute of differences whatsoever in respect of or relating to or arising out of or in any way touching the works awarded or the terms and conditions thereof shall be that of the appropriate

court in Mumbai. The jurisdiction of any other court in any place other than Mumbai is specifically excluded.

## 15 FORCE MAJEURE

Should either party be prevented from performing any of its obligations under this RFP by reason of any cause beyond its reasonable control, the time for performance shall be extended until the operation or such cause has ceased, provided the affected party gives prompt notice to the other of any such factors or inability to perform, resumes performance as soon as such factors disappear or are circumvented. If under this clause either party is excused of performance of any obligation for a continuous period of 90 days, then the other party may at any time hereafter while such performance continuous to be excused, terminate this agreement without liability, by notice in writing to the other. In all such cases NISM's decision shall be final and binding on all concerned.

NISM

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**ANNEXURE A**

(This will be part of quotation and will be submitted in envelope-3)

Date :

To,  
National Institute of Securities Markets,  
NISM Bhavan,  
Plot No : 82, Sector - 17, Vashi,  
Navi Mumbai - 400703.

Dear Sir/Madam,

**Subject: Response to the Request for Proposal for laptops, desktops, MS office 2013 Standard Academic licenses and other miscellaneous accessories for NISM, (Document Reference No : NISM/ICT/RFP/01/2014-15)**

1. Having examined the Request for Proposals including Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned offer to supply, install and configure the equipment in accordance with the scope of work as stated Section-3 of the RFP within the cost stated in the proposal.
2. If our proposal is accepted, we undertake to abide by all terms and conditions of this RFP and also to comply with the delivery schedule as mentioned in the RFP.
3. We certify that we have provided all the information requested by NISM in the requested format. We also understand that NISM has the right to reject this offer if NISM finds that the required information is not provided or is provided in a different format not suitable for evaluation process for any other reason as it deems fit. NISM's decision shall be final and binding on us.

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(Document Reference No: NISM/ICT/RFP/01/2014-15)**

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Thank you.  
Yours faithfully,

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Signature of the Authorized Signatory of Company  
Name:  
Designation:  
Contact no (mobile):  
Email Id:  
Company Seal:

(This letter should be typed on the letterhead of the Company and must be signed by the Authorized Signatory of the Company/Lead Company of the Consortium.).

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**ANNEXURE B**

**Confirmation of Scope of Work**

(Fill in all blanks as appropriate)

(Also read Section-3 of the RFP before filling the following Form. The duly filled form must be submitted in envelope-2)

1. COMPANY NAME:

\_\_\_\_\_

2. ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. CONTACT PERSON: \_\_\_\_\_

4. PHONE NUMBER: \_\_\_\_\_

5. EMAIL: \_\_\_\_\_

6. WEB SITE: \_\_\_\_\_

**(NOTE: You may attach the brochures providing more details of the product)**

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#	Highlights			
1	<b>Specifications (Attach Product Brochure Also, if available)</b>			
	#	Components	Quantity	Specify Additional features if any. Otherwise write "Yes" against each item if the proposed equipment has same specifications as stated in Section-3 of the RFP.
	1	<p><b>Laptop</b>  <b>Brand:</b> Dell, Lenovo, HP  <b>Client Category:</b> Business / Commercial (Not Consumer)</p> <p><b>Key Specifications</b></p> <ul style="list-style-type: none"> <li>• Processor : 3<sup>rd</sup> Generation Intel® Core™ i-3 Processor</li> <li>• Operating System : Windows 8.1 PRO Academic Licenses (Paper based or through MS Portal)</li> <li>• Memory : 4 GB DDR3 RAM</li> <li>• Hard Disk Drive : 500 GB, 7200 RPM SATA Hard Drive</li> <li>• Video Card: Intel® HD Integrated Graphics</li> <li>• <b>Optical Drive (Cd/DVD) : Not Required</b></li> <li>• Screen: 14 Inch.</li> <li>• Ports : USB, HDMI, VGA, Ethernet, Wi-Fi, Mice, Multi Card Slot</li> <li>• Weight: 2 KG</li> <li>• Laptop Bag : Backpack</li> <li>• Warranty: 3 Years Warranty with On-site Service and Phone</li> </ul>	8	<p><b>Brand Names :</b>  <b>Model Numbers:</b></p>

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	Support + 2 Years additional Warranty with On-site Service and Phone Support		
2	<p><b><u>Desktop</u></b>  <b>Brand:</b> Dell, Lenovo, HP  <b>Client Category:</b> Business / Commercial (Not Consumer)</p> <p><b><u>Key Specifications</u></b></p> <ul style="list-style-type: none"> <li>• Processor : 3<sup>rd</sup> Generation Intel® Core™ i-3 Processor</li> <li>• Operating System : Windows 8.1 PRO <b>Academic</b> Licenses (Paper based or through MS Portal)</li> <li>• Memory : 4 GB DDR3 RAM</li> <li>• Hard Disk Drive : 500 GB, 7200 RPM SATA Hard Drive</li> <li>• Video Card: Intel® HD Integrated Graphics</li> <li>• Optical Drive : 16X, CD/DVD burner (DVD+/-RW), write to CD/DVD</li> <li>• Keyboard and Optical Mouse</li> <li>• Monitor: 19 Inch.</li> <li>• Warranty: 3 Years Warranty with On-site Service and Phone Support + 2 Years additional Warranty with On-site Service and Phone Support</li> </ul>	25	<p><b>Brand Names:</b>  <b>Model Numbers:</b></p>
3	<p><b><u>MS Office</u></b></p> <p><b><u>Key Specifications</u></b></p> <ul style="list-style-type: none"> <li>• MS Office</li> <li>• Version : 2013 Standard</li> <li>• Type : Academic License</li> </ul>	33	

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4	<b><u>HDMI to VGA Converter</u></b>  <b>Brand:</b> HP, Lenovo, Dell	3	<b>Brand Names:</b> <b>Model Numbers:</b>
5	<b><u>Pen Drive</u></b>  <b>Brand:</b> Sandisk, HP <b>Capacity:</b> 32 GB	7	<b>Brand Names:</b> <b>Model Numbers:</b>
6	Services as indicated in Section-3.  Note: The configuration and installation of the equipment will be done by suitably qualified personnel.	01	

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Signature of the Authorized Signatory of Company  
Name:  
Designation:  
Contact no (mobile):  
Email Id:  
Company Seal:

## ANNEXURE C

### Quotation

(Must be submitted in the 3<sup>rd</sup> sealed envelope as mentioned in Section-2.1)

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_ WEB SITE: \_\_\_\_\_

### Cost Break Down:

Cost of the items as mentioned in below table

#	Item/Description (1)	Quantity (2)	Unit Price (INR) (Excluding Taxes) (3)	Total Price (Excluding Taxes) (4)= (2)x(3)
1	Laptop Brand Names : Model Number:	08		
2	Desktop Brand Names : Model Number:	25		
3	MS Office Brand Names : Version:	33		
4	HDMI to VGA Converter Brand Name:	03		
5	Pen Drive Brand:	07		

# NISM NATIONAL INSTITUTE OF SECURITIES MARKETS

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6	Services as indicated in Section-3	01		
				TOTAL

**Note: The supplier is required to provide applicable taxes (i.e. VAT, Service Tax, Local Body Tax and any other Tax) separately on each of the above mentioned items.**

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Signature of the Authorized Signatory of Company  
Name:  
Designation:  
Contact no(mobile):  
Email Id:  
Company Seal:

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**ANNEXURE D**

(This will be part of quotation and will be submitted in envelope-3)

Date:

To  
National Institute of Securities Markets,  
NISM Bhavan,  
Plot No: 82,  
Sector - 17, Vashi,  
Navi Mumbai - 400703.

Dear Sir/Madam,

Subject: Letter of Commitment to delivery Lead time for RFP No.: NISM/ICT/ RFP/01/2014-15

We commit to the delivery lead time as stated in Section -4 of the RFP.

Thank you.  
Yours faithfully,

-----  
Signature of the Authorized person

Name:

Designation:

Phone No (Mobile):

Fax and Email Address:

Official Seal: (This letter should be typed on the letterhead of the Company and must be signed by the Authorized Signatory of the Company/Lead Company of the Consortium)

## ANNEXURE - E

(This will be part of quotation and will be submitted in envelope-3)

### Company Profile

Name of the company	
Legal Status (e.g., sole proprietor, partnership, limited liability partnership, corporation etc., (Attach a copy of the certificate of incorporation)	
Physical Address	
Business Profile of the company (Attach a separate write-up or brochure that provides details of the business activities of the company)	
Email ID of the company	
PAN Number of the company	
TAN Number of the company	

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TIN/VAT Number of the company	
Service Tax Registration Number	
Name of the Contact Person with Mobile and land line Number	
Company Name as it appears in its Bank Account	
Bank Account Number	
Type of Account	
Bank Name	
Bank's Branch Address	
Bank Branch IFSC Code	

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Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no(Mobile):

Email Id:

Company Seal:

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**ANNEXURE - F**

(This will be part of quotation and will be submitted in envelope-3)

Date:

To  
National Institute of Securities Markets,  
NISM Bhavan,  
Plot No: 82,  
Sector - 17, Vashi,  
Navi Mumbai - 400703.

Dear Sir/Madam,

Subject: **Confirmation of office/ Service Centre in Mumbai / Navi-Mumbai**

We here at confirm that we have fully operational office / Service Centre in Mumbai / Navi-Mumbai. The address and other contact details of the office / service centre are given below:

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TEL: \_\_\_\_\_

Email: \_\_\_\_\_

Mobile: \_\_\_\_\_

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(Document Reference No: NISM/ICT/RFP/01/2014-15)**

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Thank you.  
Yours faithfully,

-----  
Signature of the Authorized person

Name:

Designation:

Phone No (Mobile):

Fax and Email Address:

**Official Seal:** (This letter should be typed on the letterhead of the Company and must be signed by the Authorized Signatory of the Company/Lead Company of the Consortium)

## ANNEXURE - G

### A. Checklist of items to be submitted in Envelope-1

#	Items
1	EMD

### B. Checklist of items to be submitted in Envelope-2

#	Items
1	Cover letter as stated in Annexure-A
2	Company profile in the format as given in Annexure -E
3	Letter of commitment as per the format given in Annexure-D
4	Letter of incorporation of the company or the lead company of the consortium responding to the RFP.
5	Copy of purchase order(s) executed in the past.
6	Copy of audited balance sheet
7	Confirmation regarding scope of work in the format given in Annexure-B
8	Letter from manufacturer confirming authorized partnership as stated in section 6.4
9	Letter from manufacturer regarding continuity of Warranty services as stated in section 6.4
10	Letter confirming location of office of the bidder in Mumbai / Navi-Mumbai as stated in Annexure-F.

### C. Checklist of items to be submitted in Envelope-3

#	Items
1	Quotation in the format as given in Annexure -C.

.....X.....