



**NATIONAL INSTITUTE OF SECURITIES  
MARKETS**

**REQUEST FOR QUOTATIONS  
FOR  
LAPTOPS AND MONITORS FOR NISM  
(Document Reference No: NISM/ICT/RFQ/07/2015)**

**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)**

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## 1. INTRODUCTION

National Institute of Securities Markets (NISM) is a public trust established by Securities and Exchange Board of India (SEBI) with the objective of enhancing the quality of securities market in the country through knowledge-based interventions. The institute therefore conducts a number of educational programs for Securities Market professionals. There is a need for 06 laptops, three 24-inch monitors, 06 MS Office 2013 Standard Academic Licenses. This Request for Quotations (RFQ) is for 06 laptops, 06 MS Office 2013 Standard Academic Licenses and three 24-inch monitors for NISM.

## 2. SUBMISSION OF QUOTATION

The Quotations 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 section 2.2 to ensure that submissions have all the required items.

### 2.1 Quotation Submission

The Quotation will be submitted in two separate sealed envelopes.

The First sealed envelope will contain the response to the Eligibility Criteria as stated in Section-2.2 and the envelope will be super scribed as "Eligibility to quote for Laptops and Monitors for NISM (Document Reference No: NISM/ICT/RFQ/07/2015)".

The second sealed envelope will contain the Price Bid as stated in Section-2.2 and the envelope will be super scribed as "Price Bid for Laptops and Monitors - NISM(Document Reference No: NISM/ICT/RFQ/07/2015)".

The two separate sealed envelopes should be put together in another sealed main envelope super scribing it as "Quotation for Laptops and Monitors for NISM (Document Reference No: NISM/ICT/RFQ/07/2015)".

Please note that envelope – 1 containing Eligibility Information must not contain cost figures of the proposed products and services. If the cost figures are mentioned anywhere in the documents enclosed in Envelope – 1, the quotation will be disqualified and will not be evaluated. The Price Bid must be unconditional.

## 2.2 Content of Envelopes

#	Content Check list
<b>Envelope -1: Eligibility Information</b>	
1.	Documents in support of eligibility criteria stated in section 6.1.
2.	Company balance sheets with profit and loss account statement for 3 years as stated in section 6.2
3.	Scope of work confirmation as per Annexure - B
4.	Company profile as per Annexure - D
5.	Letter of Commitment to RFQ terms and conditions as per Annexure -A
6.	Letter of incorporation of the company or the lead company of the consortium responding to the RFQ
<b>Envelope -2: Price Bid</b>	
1.	Company profile as per Annexure - D
2.	Price Bid as per Annexure - C

## 2.3 Other Information

- Please note that Suppliers must quote for all items.
- The suppliers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications in the RFQ carefully. Failure to furnish all information required in the bid or submission of a bid not substantially responsive to the RFQ in every respect will be at the supplier's risk and may result in rejection of the bid.
- The suppliers are advised to visit the site prior to submission of 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 Quotations 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

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order, the supplier will supply the next higher configuration on the same terms and conditions.

- 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 RFQ 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 Quotations by the bidder will be entirely borne by bidder themselves.
- NISM reserves the right to reduce or increase the scope of this RFQ or cancel this RFQ without stating any reasons whatsoever.
- NISM reserves the right to accept or reject any Quotation and to annul the bidding process and reject all Quotations at any time prior to award of the contract/purchase order, without thereby incurring any liability towards the affected supplier(s) or any obligation to inform the affected supplier(s) of the grounds for NISM's action.
- In the event of NISM requiring additional quantities of the equipment (or item) stated in Section-3 within 1 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 Quotation submitted in response to this RFQ. However, the additional quantity of any of the equipment to be supplied will be restricted to a maximum of 50% of the quantity of the equipment (or item) stated in this RFQ. If 50% of the quantity results in a fractional number then the nearest higher number will be considered.
- 100% payment will be made only after delivery of all equipment, installation, configuration, successful testing and project sign-off as per NISM guidelines.
- Quantity of any of the item stated in this RFQ may vary in the purchase order.

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## **2.4 Contact Details**

The Quotations must be submitted in the sealed envelopes as mentioned above  
Also, for any clarifications/queries contact the following person:

Mr. Sandeep kumar Macha,  
Engineer Trainee -IT,  
National Institute of Securities Markets,  
6<sup>th</sup> Floor, NISM Bhavan, Plot No. 82,  
Sector - 17, Vashi, Navi Mumbai - 400 703.  
Email: [Sandeep.macha@nism.ac.in](mailto:Sandeep.macha@nism.ac.in), Contact Tel.: 022-66735181.

## **2.5 Location**

The entire scope of work as mentioned in Section 3 will be delivered at the following location.

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

## **3. SCOPE OF WORK**

### **3.1. Specifications**

#### **a) Laptops**

**Brand:** Lenovo, Dell, HP

**Quantity:** 06

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

#### **Key Specifications**

- Processor : 4th Generation Intel® Core Tm 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.

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- 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

**b) Additional Warranty**

- 2 Years additional Warranty with On-site Service and Phone Support

**c) Microsoft Office**

**Brand:** Microsoft

**Quantity:** 06

**Key Specifications**

- Version : 2013 Standard
- Type : Academic License

**d) 24-inch Monitor**

**Brand:** Lenovo, Dell, HP, Samsung

**Quantity:** 03

**Key Specifications**

**Size:** 24inch

**Resolution:**1920 × 1080pixels or better

**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 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.

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**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 RFQ.

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 RFQ 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 RFQ **within 2 weeks from the date of issuance of Purchase Order.**

**5. PRICE VALIDITY PERIOD**

The quoted prices for the equipment will remain valid for a period of 6 months from the date of closure of this RFQ.

**6. ELIGIBILITY CRITERIA**

The Company/Bidder/Supplier must meet the following criteria. **The Quotations of the suppliers not meeting these criteria will be rejected.**

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### **6.1. Experience**

Should have carried out installation and configuration of similar Computer Hardware at either of the following scales in the last 4 years (ending December, 2014).

I. Should have executed three orders of similar nature, each order not less than 1.98 lakhs.

OR

II. Should have executed two orders of similar nature, each order value not less than 2.48 lakhs.

OR

III. Should have executed one order of similar nature not less than 3.98 lakhs.

**The Suppliers must enclose copies of Purchase Orders in support of the above. This should be submitted in envelope-1 as stated in Section-2.1.**

### **6.2. Company Turnover**

The company must have a minimum turnover of 13 lakhs per annum for the FY 2013-2014, FY 2012-13 and FY 2011-12 (Please note that the turnover of each year is expected to be a minimum of 13 lakhs).

**The Suppliers must enclose copies of Audited Company Balance sheet (including profit & loss statement) for the said financial years. This should be submitted in envelope-1 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 RFQ.

**Supplier is required to submit information pertaining to Section 6.1 to 6.3 in Envelope-1 as mentioned in Section 2.2.**

## 7. EVALUATION OF QUOTATIONS

### 7.1. Evaluation Process

The evaluation process will be as follows:

- i. Envelope - 1 containing Eligibility Information of all suppliers will be checked against the eligibility criteria stated in Section-6 for compliance.
- ii. Price bids of only those suppliers who meet the eligibility criteria will be opened and evaluated by the evaluation committee of NISM.
- iii. The tender will be awarded to the supplier who has submitted the lowest price bid.

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

### 7.2. Notification to Unsuccessful Bidders

Unsuccessful bidders will be notified by email. Any queries regarding an unsuccessful Quotation should be mailed to the contact address mentioned in Section-2.6 of this document.

## 8. IMPORTANT DATES

- **Date of Issuance of RFQ: 11<sup>th</sup> February, 2015**
- **Date and Time of submission of duly filled and sealed Quotation: 26<sup>th</sup> February, 2015 by 17.00 hrs.**
- **The envelopes containing Eligibility Information will be opened on 27<sup>th</sup> February, 2015 at 17.00 hrs in the Board Room, 5<sup>th</sup> Floor, NISM Bhavan, Vashi, Navi Mumbai.**
- **The price bids of the eligible suppliers will be opened on 03<sup>rd</sup> March, 2015 at 17.00 hrs in the Board room, 5<sup>th</sup> floor, NISM Bhavan, Vashi, Navi Mumbai.**

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## 9. SIGNING OF QUOTATIONS

The Quotation 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 Quotation, except unamended printed literature, shall be initialed by the person or persons signing the Quotation. The Quotation 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 Quotation.

## 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 @0.75 percent (0.75%) of the 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.

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## **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 RFQ, 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.FORCEMAJEURE**

Should either party be prevented from performing any of its obligations under this RFQ 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.

## ANNEXURE A

(This will be part of Eligibility Info and will be submitted in envelope-1)

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 Quotations Laptops & Monitors for NISM(Document Reference No : NISM/ICT/RFQ/07/ 2015)**

1. Having examined the Request for Quotations 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 RFQ within the cost stated in the Quotation.
2. If our Quotation is accepted, we undertake to abide by all terms and conditions of this RFQ and also to comply with the delivery schedule as mentioned in the RFQ.
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.

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.)

**ANNEXURE B**

**Confirmation of Scope of Work**

(Fill in all blanks as appropriate)

(Also read Section-3 of the RFQ before filling the following Form. The duly filled form must be submitted in envelope-1)

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)

#	ITEM/Component	Brand	Model	Qty.	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	<u>Laptop</u> <u>Client Category:</u> Business / Commercial (Not Consumer)			6	

REQUEST FOR QUOTATIONS  
 FOR  
 Laptops & Monitors for NISM  
 (Document Reference No: NISM/ICT/RFQ/07/2015)

	<p><b><u>Key Specifications</u></b></p> <ul style="list-style-type: none"> <li>• Processor : 4th 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>• <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 Support .</li> </ul>				
2	<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 Type : Academic License</li> </ul>	Microsoft	N.A	6	
3	Additional Warranty with On-site Service and Phone Support	N.A	N.A	2 Years	
4	<p><b><u>24-inch Monitors</u></b></p> <p><b><u>Key Specifications</u></b></p> <ul style="list-style-type: none"> <li>• Size: 24inch</li> </ul>			3	

	• Resolution: 1920 × 1080pixels				
5	<b><u>Charges for Installation and other services as mentioned in section 3.2</u></b>	N.A	N.A	1	

**NOTE: The Supplier must fill all empty column in the above table**

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Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no(mobile):

Email Id:

Company Seal

## ANNEXURE C

### Price Bid

(Must be submitted in the 2<sup>nd</sup> sealed envelope as mentioned in Section-2.2)

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

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

\_\_\_\_\_

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

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

#### Cost Break Down:

#### Laptops & Monitors

**Note:** Please note that the quoted price must not include any applicable taxes.

#	ITEM/Component	Brand	Model	Qty.	Unit price (excl. of applicable taxes)	Total Price (excl. of applicable taxes)
1	<p><b>Laptop</b>  <b>Client Category: Business / Commercial</b> (Not Consumer)</p> <p><b>Key Specifications</b></p> <ul style="list-style-type: none"> <li>• Processor : 4th Generation Intel® Core™ i-3 Processor</li> <li>• Operating System : Windows</li> </ul>			6		

	<p>8.1 PRO Academic Licenses (Paper based or through MS Portal)</p> <ul style="list-style-type: none"> <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 Support</li> </ul>					
2	<ul style="list-style-type: none"> <li>• Additional Warranty with On-site Service and Phone Support</li> </ul>	N.A	N.A	2 Years		
3	<p><b><u>MS Office</u></b></p> <p>Microsoft</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>		N.A	6		
4	<p><b><u>24-inch Monitors</u></b></p> <p><b><u>Key Specifications</u></b></p> <ul style="list-style-type: none"> <li>• Size: 24inch</li> <li>• Resolution: 1920 × 1080pixels</li> </ul>			3		
5	<p><b><u>Charges for Installation and other services as mentioned in section 3.2</u></b></p>	N.A	N.A	1		

**Note:**

1. Show applicable taxes on each of the above mentioned items/components separately.

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Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no(mobile):

Email Id:

Company Seal:

NISM

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## ANNEXURE - D

(This will be part of Price Bid and will be submitted in envelope-1 and 2)

### 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	

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: