



**NATIONAL INSTITUTE OF SECURITIES
MARKETS**

**REQUEST FOR PROPOSALS
FOR
DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS
AT PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

**NISM Bhavan, Plot No.: 82,
Sector - 17, Vashi,
Navi Mumbai: 400703
Tel: 022-66735100-02,
Fax: 022-66735110
Web: www.nism.ac.in**

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 and also various financial literacy initiatives for investors from all walks of life.

National Institute of Securities Markets has built a campus on 70 Acres land at Patalganga, a location around 40 kilometres away from Vashi on Mumbai-Pune highway. The campus has a number of facilities i.e. Orientation Block (with ground plus two floors), Academic Blocks (four blocks with interconnecting corridor and each block with ground plus two floors), Student Blocks (Four blocks with each block having ground plus seven floors), an Amphi-Theatre, an Auditorium, a Recreation Block and Residential Blocks.

This Request for Proposals (RFP) is for Desktops, Laptops and Printers to be deployed at NISM Campus.

2. SUBMISSION OF PROPOSAL

The proposals 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-9 of this document. Please refer the checklist given in Section 2.2 to ensure that submissions have all the required documents.

2.1 Proposal Submission Instructions

The proposal will be submitted in three separate sealed envelopes strictly following the instructions given below:

- The first sealed envelope will contain the EMD as mentioned in Section-2.3 and the envelope will be super scribed as “EMD for Desktops, Laptops and Printers for NISM Campus at Patalganga (Document Reference No.: NISM/ICT/RFP/01/2017-18)”.
- The second sealed envelope will contain documents as mentioned in Section-2.2 confirming “Eligibility” of the bidder and the envelope will be super scribed as “Eligibility for Desktops, Laptops and Printers for NISM Campus at Patalganga (Document Reference No.: NISM/ICT/RFP/01/2017-18)”.

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA**

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

- The third sealed envelope will contain the Price Bid as mentioned in Section-2.2 and the envelope will be super scribed as “Price Bid for Desktops, Laptops and Printers for NISM Campus at Patalganga (Document Reference No.: NISM/ICT/RFP/01/2017-18)”.
- The three separately sealed envelopes should be put together in another sealed main envelope super scribed as “Proposal for Desktops, Laptops and Printers for NISM Campus at Patalganga (Document Reference No.: NISM/ICT/RFP/01/2017-18)”.
- The first and the second envelope mentioned above must not contain any documents showing the bid price of the proposed products and services. If bid price figures are mentioned in any of the documents enclosed in envelope one or two, the proposal will be disqualified and will not be evaluated. The Price Bid will be enclosed only in Envelope-3 as mentioned Section 2.2.
- The Price Bid must be unconditional. Condition if any should be indicated in eligibility proposal only.

2.2 Checklist of Proposal Content

The bidders are advised to carefully take a note of the following table to ensure proper submission of proposal complete in all respects.

#	<u>Content Check list</u>
<u>Envelope - 1: EMD</u>	
1.	EMD with cover letter Note: 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
<u>Envelope - 2: ELIGIBILITY BID</u>	
1.	Company profile in the format as given in Annexure-A
2.	Letter of compliance with RFP terms and conditions in a format as stated in Annexure-B.
3.	Purchase Orders and Completion Certificates as mentioned in <u>Section 6.1.</u>
4.	Company balance sheets with profit and loss account statement for 3 years as stated in <u>Section 6.2.</u>
5.	Scope of work confirmation as per Annexure-C
6.	Certificate of incorporation of the company or the lead company of the consortium responding to the RFP
7.	Statement of Commitment to Delivery Schedule as per Annexure-D
8.	Manufacturer’s Authorization Form as per Annexure-E
<u>Envelope - 3: PRICE BID</u>	

1.	Price Bid in the format as per Annexure-F
----	---

2.3 Earnest Money Deposit (EMD)

- Suppliers are required to provide an EMD of Rs.2,45,000/- (Rupees Two Lakhs Forty-Five Thousand only) by Demand Draft/Bankers Cheque/Pay Order drawn on any bank in Mumbai in favor of "National Institute of Securities Markets". The EMD must be valid for a minimum period of 3 months. 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-2.2.
- The EMD will be released to the unsuccessful bidders without interest soon after the tender is awarded.
- The EMD shall stand absolutely forfeited if the bidder revokes his bid during the period he is required to keep his bid open for acceptance by the institute.
- The EMD will not bear any interest.
- Bids not accompanied by EMD will be rejected.
- The EMD of the successful bidder will be released soon after receipt of The Performance Bank Guarantee in accordance with the condition stated in Section 7.
- EMD of the successful bidder will be forfeited if the project does not kick off within 30 days from the date of issuance of Purchase Order.

2.4 Other Information

- The supplier is 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 Proposal or submission of a Proposal not substantially responsive to the RFP in every respect will be at the supplier's risk and may result in rejection of the proposal.
- The proposal 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.

REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

- 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 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-9 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 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 Desktops, Laptops (Inclusive of Windows 10 Pro and MS office Standard 2016) and Printers as 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 response to this RFP.
- Quantity of any of the items stated in this RFP may vary in the purchase order. NISM reserves the right to reduce or increase the quantity of an item or even completely remove an item while issuing the Purchase Order.

2.5 Contact Details

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

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

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

Mr. Gaurishankar R. Sharma,
National Institute of Securities Markets,
6th Floor, NISM Bhavan, Plot No. 82,
Sector - 17, Vashi, Navi Mumbai - 400 703.
Email: gaurishankar.sharma@nism.ac.in, Contact Tel.: 022-66735134.

3. SCOPE OF WORK

The supplier is required to deliver the items as stated in this section. 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

Note: All Tiny/Micro form factor PCs and Laptops must be of Business/Commercial series and not of Retail series. Please note that if wrong delivery is made on this aspect then Performance Bank Guarantee shall not be released and no payment shall be made for the equipment.

#	Item/Component	Brand Options	Quantity
1	<u>Tiny/Micro form factor PCs</u> <u>Specifications:</u> <ul style="list-style-type: none">• Product Series: <u>Business/ Commercial (not retail)</u>• Processor: 7th generation Intel® Core i-5 Processor, Minimum 3.3 GHZ Processor Base Frequency, 3MB Cache)• Operating System: DOS	Lenovo/HP/Dell	140

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

	<ul style="list-style-type: none"> • Memory: 4 GB (1*4G) 1600 MHz DDR3L RAM (Only ONE DIM slot should be occupied) • Hard Disk Drive: 500 GB, 7200 RPM SATA Hard Drive • Video Card: Intel® HD Integrated Graphics • Monitor: 19 Inch • Keyboard and Optical Mouse (with Mouse Pad). <u>20 PCs will be with Wireless Keyboard & Mouse and the remaining PCs will be with wired Keyboard and Mouse. Wireless Keyboard and Mouse to be supplied with Batteries.</u> • Ports: 6 USB Ports (4 USB 3.0 Ports and 2 USB 2.0 Ports), One VGA, One Ethernet (RJ-45) and One HDMI • Warranty: 3 Years. On-Site Service with Phone Support • <u>All power cords must have 3 pin plugs (5 Amps).</u> • <u>The supplied monitor and CPU must have adequate provisions with necessary brackets and required assemblies to ensure that the Tiny/Micro CPU is firmly fastened with nuts and screws to the monitor. This is an important requirement.</u> 		
2	<p><u>Laptops</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Product Series: <u>Business</u> / <u>Commercial (not retail)</u> • Processor: 7th generation Intel® Core i-5 Processor, Minimum 3.3 GHZ Processor Base Frequency, 3MB Cache) • Operating System: DOS 	Lenovo/HP/Dell	18

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA**

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

	<ul style="list-style-type: none"> • Memory: 4 GB (1*4G) 1600 MHz DDR3L RAM (Only ONE DIM slot should be occupied) • Hard Disk Drive: 500 GB, 5400 RPM SATA Hard Drive • Wireless LAN: IEEE 802.11ac • Bluetooth: v4.1 • Video Card: Intel® HD Integrated Graphics • Monitor: 15.6 Inch • Keyboard: Full Size 10 - key numeric keypad • Touchpad: Multi-touch Touchpad • Ports: 3 USB Ports (2 USB 3.0 Ports and 1 USB 2.0 Ports), One VGA, One Ethernet (RJ-45) and One HDMI • Battery: Li-ion Removable Battery, Backup up to 5 hours • Weight: Not exceeding 1.7 Kg. • Color: Silver or Gold • Memory Card Slot • Audio-Mike Jack • Warranty: 3 Years. On-Site Service with Phone Support 		
3	<p><u>Operating System</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • OS Architecture: 64 bit • MS Windows • Version: 10 PRO • Type: Academic License • Since the Desktops are coming pre-loaded with DOS Operating system only, NISM expects a proper windows PRO Academic license, not an upgrade pack or any variant thereof (which assumes a pre-existing version of windows license installed on the desktop) 	Microsoft	158

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

4	<p><u>Microsoft Office</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • MS Office • Version: 2016 Standards • Type: Academic License 	Microsoft	158
5	<p><u>Photocopier Printer-Heavy Duty</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: Print, Copy and Scan only (Fax is not required) • Continuous Output Speed: 40 to 45 ppm • Input Trays: Size - A5 to A3, Number of Trays- 02, Capacity-2000 pages or more • Output Trays: Number of Trays-01; Capacity - 350 pages or more • Scanning Specifications: Size- A5 to A3, Scanning Speed-40 to 45 SPM, Scan Resolution- 600 dpi (Max) and 1200 dpi (Twain) • Memory: 1 GB • Network Ready (Both Ethernet Port [for wired LAN] and Connectivity to Wireless LAN) • Ports: USB 2.0 • Compatible with Windows OS • Must have <u>Optional</u> feature of internal Hard Disk • Life Span: 12,00,000 prints/copies or 3 years whichever is earlier • Automatic duplex printing 	Canon/Ricoh/Toshiba	3
6	<p><u>Photocopier Printer-Medium Duty</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: Print, Copy and Scan • Continuous Output Speed: 25 ppm 	Canon/Ricoh/Toshiba	3

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

	<ul style="list-style-type: none"> • Input Trays: Size – A5 to A4, Number of Trays- 02, Capacity-1500 pages • Output Trays: Number of Trays-01; Capacity – 350 pages or more • Scanning Specifications: Size- A5 to A3, Scanning Speed-40 to 45 spm, Scan Resolution- 600 dpi (Max) and 1200 dpi (Twain) • Memory: 1 GB • Network Ready (Both Ethernet Port [for wired LAN] and Connectivity to Wireless LAN) • Ports: USB 2.0 • Compatible with Windows OS • Must have <u>Optional</u> feature of internal Hard Disk • Life Span: 5,00,000 prints/copies or 3 years whichever is earlier • Automatic duplex printing 		
7	<p><u>Light Duty Multi-Function Laser Printer</u></p> <p><u>Specifications:</u></p> <p><u>Printing Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: Print, Copy and Scan • Warm-up Time: Less than 15 Seconds • Print Technology: Laser • Duplex: Automatic • Paper Size: A4 • First Copy Speed: Maximum 8 Seconds • Print Speed: <u>25 Pages Per Minute (PPM)</u> • Resolution B/W: 1200x1200 dpi • Duty Cycle: 8000 (Monthly) • Wi-Fi/LAN enabled • Memory: Minimum 128 MB • Compatible with Windows OS 	HP/Canon/Ricoh	3

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

	<ul style="list-style-type: none"> • Paper Handling: Minimum 100 Sheets • USB: 2.0 <p><u>Scanning Specifications:</u></p> <ul style="list-style-type: none"> • Optical Resolution: 1200x1200 dpi • Scan Feature: Email, Client URL <p><u>Copier Specifications:</u></p> <ul style="list-style-type: none"> • Copy Speed: Minimum 20 CPM • Resolution B/W: 1200x1200 dpi 		
8	<p><u>Medium Duty B/W Laser Printer</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: <u>Printing only</u> • Print Technology: Laser • Warm-up Time: Less than 15 Seconds • Duplex: Automatic • Paper Size: A4 • First Copy Speed: Maximum 8 Seconds • Print Speed: Minimum 38 to 40 Pages Per Minute (PPM) • Resolution B/W: 1200x1200 dpi • Duty Cycle: 80,000 (Monthly) • Wi-Fi/LAN enabled • Compatible with Windows OS • Memory: Minimum 128 MB • Paper Handling: Minimum 100 Sheets • USB: 2.0 	HP/Canon/Ricoh	7
9	<p><u>Medium Duty Color Printer:</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: <u>Printing only (in color)</u> • Print Technology: Laser • Warm-up Time: Less than 30 Seconds • Duplex: Automatic • First Copy Speed (B/W): Maximum 15 Seconds 	HP/Canon/Ricoh/Samsung	3

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

	<ul style="list-style-type: none"> • Print Speed: Minimum 20 Pages Per Minute (PPM) • Resolution: Minimum 1200x1200 dpi • Duty Cycle: Minimum 30,000 (Monthly) • Wi-Fi/LAN enabled • Memory: Minimum 256 MB • Paper Handling: Minimum 100/150 Sheets • USB: 2.0 		
10	Necessary Cables like power cords, Factory made Cat-6 patch cords and any other cables for all equipment mentioned above.	-	As Required

3.2 Installation and Configuration Services

- The supplier shall deliver all material mentioned in Section 3.1.
- All PCs will be installed in specified offices in the campus.
- MS Windows 10 PRO will be installed and configured as per NISM's requirement on all PCs and Laptops.
- MS Office 2016 Standard will be installed and configured on all PCs and Laptops.
- MS Windows 10 PRO Academic Licenses and MS Office 2016 Standard Version Academic Licenses will be provided by supplier.
- The supplier is require to install a few free-ware on each Laptop and PC. NISM will provide the free-ware.
- Supply and Installation of multifunction printer device as suggested by NISM.
- NISM will carry out the "Acceptance Testing" with the assistance of the supplier.

3.3 Annual Maintenance Services

- The maintenance services for the following printers will be provided for 3 years based on cost per print. The cost per print will remain unchanged for 3 years.

#	Printers	Quantity
1	Photocopier Printer-Heavy Duty	3
2	Photocopier Printer-Medium Duty	3

REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

- A letter from the manufacturer (on the letterhead with name, designation and signature of the authorized signatory) confirming the fact that the Maintenance 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 maintenance services during the tenure of the “Annual Maintenance Contract”.
- The Maintenance Service will cover the following:
 - Routine Preventive Maintenance Service on quarterly basis
 - Supply of original toners (the supplier must maintain two toners in stock at NISM).
 - Replacement of Drum Kit, Teflon Coating, Fuser Assembly at no cost to NISM.
 - Replacement of any other parts (that are subject to intensive wear and tear) at no cost to NISM.
- NISM will draft and sign a maintenance service agreement with the supplier based on mutually agreeable terms and conditions.
- The bidder shall quote cost per print for Photocopier Printer-Heavy Duty and also for Photocopier Printer-Medium Duty. An estimated quantity of 2,00,000 prints per year will be on Photocopier Printer-Heavy Duty and 1,00,000 prints per year on Photocopier Printer-Medium Duty. The total cost of annual maintenance for all Photocopier printers will be based on number of printers, cost per print, estimated volume of printing per year on each printer and number of years.

3.4 Labeling Work

- i) The supplier shall set machine name on each PC and Laptop at the time of configuration as per NISM’s Labelling standard.
- ii) The supplier shall set a device name in each printer at the time of configuration as per NISM’s Labelling standard.

3.5 Documentation

The supplier will provide installation manual/guides for all devices.

3.6 Location:

The entire scope of work as mentioned in Section 3 will be delivered at the following location:
National Institute of Securities Markets, Campus,

Plot No: 16-1 & 16-2, Mohapada,

Patalganga, District- Raigad,

Maharashtra- 400703.

4. DELIVERY, INSTALLATION, CONFIGURATION AND PROJECT SIGN OFF

The chosen supplier will be expected to deliver, install and configure all the items as mentioned in the scope of work under Section-3 of the RFP **within 4 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 submitted in Envelope- 2.

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 must meet the following criteria. **The Proposal of the suppliers not meeting these criteria shall be rejected.** NISM may ask for supplementary information or additional documents as necessary by email only to address inadequacy of information to develop more clarity at the time of eligibility assessment of each bidder within 10 days from the date of opening of envelopes containing EMD and Eligibility Information (Envelope-1 and Envelope-2). NISM is not responsible for any delay in receiving responses or non-receipt of any response from the bidders to such requests. All email correspondence will be addressed to the email id mentioned under Section 2.5 (b).

6.1 Experience

Should have carried out installation and configuration of similar Desktops, Laptops and Printers at either of the following scales in the past 3 years (ending May, 2017). Please note that the purchase orders must be for Desktops, Laptops and Printers.

Should have executed three orders of similar nature, each order not less than 49 lakhs.

OR

Should have executed two orders of similar nature, each order value not less than 61 lakhs.

OR

Should have executed one order of similar nature not less than 98 lakhs.

The Bidder/Lead Bidder (in case of a consortium) must enclose copies of Purchase Orders and Completion Certificates in support of the above. In case of a Lead Bidder, the Purchase Orders must be in the name of the Lead Bidder. This should be submitted in Envelope-2 as stated in Section-2.2.

6.2 Company Turnover

The company must have a minimum turnover of 5 crores per annum for the FY 2015-16, FY 2014-15 and FY 2013-14 (Please note that the turnover of each year is expected to be a minimum of 5 crores)

Then Bidder/Lead Bidder (in case of a consortium) must enclose copies of Audited Company Balance sheet along with Profit and Loss Account statement for the said financial years. This should be submitted in Envelope-2 as stated in Section-2.2.

6.3 Scope of Work Confirmation

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

6.4 Manufacturer's Authorization Form

The supplier shall provide Manufacturer's Authorization Form duly filled, signed and sealed as mentioned in Annexure-E.

All the information pertaining to Section-6.1 to 6.4 in Envelope- 2 as mentioned in Section 2.2.

7. PERFORMANCE BANK GUARANTEE (PBG)

The selected supplier will be required to submit a Bank Guarantee of 10% of the Bid Price (inclusive of applicable taxes) covering the scope of work as stated in Section-3. The Bank Guarantee will be valid for a period of 12 months from the date of issuance of the Bank Guarantee. The Bank Guarantee of correct value and validity period as mentioned above must be submitted within a week from the date of issuance of the Purchase order. In case the supplier fails to submit the said performance bank guarantee within the said time frame including the extended period as agreed, the Earnest Money deposited by the supplier shall be forfeited automatically without any notice to the contractor. The bank guarantee will be promptly extended by the supplier (if required) by a suitable period in

line with the above mentioned validity period. The bank guarantee from Cooperative Banks will not be acceptable.

8. EVALUATION OF PROPOSALS

8.1. Evaluation Process

The evaluation process will be as follows:

- i. Envelope-1 containing EMD will be opened first. The EMD will be checked in accordance with Section 2.3.
- ii. Envelope-2 containing Eligibility Criteria of only those bidders whose EMD is found to be in order will be opened and checked against the Eligibility criteria stated in Section-6 for compliance.
- iii. Envelope-3 containing Price bid of only those bidders who meet the Eligibility Criteria will be opened and evaluated by the evaluation committee of NISM. The price bid will be checked for completeness as per Annexure-F and also for possible errors if any. The bid price is the total cost of all equipment, software, services and annual maintenance cost for photocopier printers. The annual maintenance cost for photocopier printers will be calculated for 3 years as mentioned in section 3.3.
- iv. The Purchase Order will be issued to the bidder with the lowest bid price.

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

8.2. Notification to Unsuccessful Bidders

Unsuccessful bidders will be notified by email. Any queries regarding an unsuccessful Proposal shall be mailed to the contact address mentioned in Section-2.5 (b) of this document.

9. IMPORTANT DATES

Bidders are requested to take note of the following dates:

- **Date of Issuance of RFP:** 2nd June 2017
- **Pre-bid meeting to seek clarifications regarding the RFP:** 12th June 2017 by 16:00 hours. The pre-bid meeting with all prospective bidders shall be held in the Board Room, 5th floor, NISM Bhavan, plot no: 82, Sector-17, Vashi, Navi Mumbai. Only two representatives of each supplier are requested to attend the meeting.

- **Date and Time of submission of duly filled and sealed Proposal:** 26th June 2017 by 17.00 hours.
- **Opening of Envelope containing EMD and Eligibility Information:** 27th June 2017 at 16.00 hours in the Board Room, 5th Floor, NISM Bhavan, Vashi, Navi Mumbai.
- **Opening of Price Bids:** 11th July 2017 at 16:30 hours in the Board Room, 5th Floor, NISM Bhavan, Vashi, Navi Mumbai.

10. PAYMENT PLAN

NISM will issue a Purchase Order for the project covering the entire scope of work as stated in Section 3. 100% payment for the entire scope of work as stated in Section-3 shall be made only after project sign off upon submission of invoices.

11. SIGNING OF PROPOSALS

The Proposal comprising of the documents mentioned in Section-2.2 shall be typed or written in ink and shall be signed by a person or persons duly authorized by the supplier to bind the supplier to the contract. All pages of the Proposal, except un-amended 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.

12. INSPECTION

NISM or its representative will carry out inspection and testing to ascertain 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 found to be 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 additional cost to NISM.

13. 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.

14. 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.

15. 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.

16. 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.

ANNEXURE -A

(Company Profile. This should be included in Envelope 2)

Name of the company	
Legal Status (e.g., sole proprietor, partnership, limited liability partnership, corporation etc., (Attach a copy of the certificate of incorporation)	
Registered 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	

REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

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	

Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no. (Mobile):

Email Id:

Company Seal:

ANNEXURE -B

(This will be part of Eligibility Information. This should be included in Envelope 2 and should be on the company letterhead)

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 Desktops, Laptops and Printers for NISM Campus at Patalganga (Document Reference No: NISM/ICT/RFP/01/2017-18) as well as Confirmation of Office/Service Centre in Mumbai/Navi-Mumbai.

1. Having examined the Request for Proposal 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 in 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.
4. 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 center are given below:

REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)

COMPANY NAME: _____

ADDRESS: _____

TEL: _____

Email: _____

Mobile: _____

Thank you.
Yours faithfully,

Signature of the Authorized Signatory of Company

Name:

Designation:

Contact 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 -C

Confirmation to 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:

Specifications (Attach Product Brochure Also, if available)

REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

Note: All proposed models of Desktops and Laptops must be from Business / Commercial Series and not from Retail Series

#	Components	Brand	Model	Quantity	Write "Yes" against each item if the proposed equipment has same specifications as stated in Section-3 of the RFP. Specify Additional features, if any.
1	<p><u>Tiny/Micro form factor PCs</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Product Series: <u>Business / Commercial (not retail)</u> • Processor: 7th generation Intel® Core i-5 Processor, Minimum 3.3 GHZ Processor Base Frequency, 3MB Cache) • Operating System: DOS • Memory: 4 GB (1*4G) 1600 MHz DDR3L RAM (Only ONE DIM slot should be occupied) 	Lenovo/HP/Dell		140	

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA**

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

<ul style="list-style-type: none"> • Hard Disk Drive: 500 GB, 7200 RPM SATA Hard Drive • Video Card: Intel® HD Integrated Graphics • Monitor: 19 Inch • Keyboard and Optical Mouse. <u>20 PCs will be with Wireless Keyboard & Mouse and the remaining PCs will be with wired Keyboard and Mouse. Wireless Keyboard and Mouse to be supplied with Batteries.</u> • Ports: 6 USB Ports (4 USB 3.0 Ports and 2 USB 2.0 Ports), One VGA, One Ethernet (RJ-45) and One HDMI • Warranty: 3 Years. On-Site Service with Phone Support • All power cables must have 3 pin plugs (5 Amps). • <u>The supplied monitor and CPU must have adequate provisions with necessary brackets and required assemblies to ensure that the Tiny/Micro CPU is firmly fastened with nuts and</u> 				
---	--	--	--	--

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

	<u>screws to the monitor. This is an important requirement.</u>				
2	<p><u>Laptops</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • <u>Product Series:</u> <u>Business / Commercial (not retail)</u> • Processor: 7th generation Intel® Core i-5 Processor, Minimum 3.3 GHZ Processor Base Frequency, 3MB Cache) • Operating System: DOS • Memory: 4 GB (1*4G) 1600 MHz DDR3L RAM (Only ONE DIM slot should be occupied) • Hard Disk Drive: 500 GB, 5400 RPM SATA Hard Drive • Wireless LAN: IEEE 802.11ac • Bluetooth: v4.1 • Video Card: Intel® HD Integrated Graphics • Monitor: 15.6 Inch • Keyboard: Full Size 10 - key numeric keypad 	Lenovo/HP/Dell		18	

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA**

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

	<ul style="list-style-type: none"> • Touchpad: Multi-touch Touchpad • Ports: 3 USB Ports (2 USB 3.0 Ports and 1 USB 2.0 Ports), One VGA, One Ethernet (RJ-45) and One HDMI • Battery: Li-ion Removable Battery, Backup up to 4 hours • Weight: Not exceeding 1.7 Kg. • Color: Silver or Gold • Memory Card Slot • Audio-Mike Jack • Warranty: 3 Years. On-Site Service with Phone Support 				
3	<p><u>Operating System</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • OS Architecture: 64 bit • MS Windows • Version: 10 PRO • Type: Academic License • Since the Desktops are coming pre-loaded with DOS Operating system only, NISM expects a proper windows PRO Academic license, not an upgrade pack or any variant thereof 	<p>Microsoft</p>		158	

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

	(which assumes a pre-existing version of windows license installed on the desktop)				
4	<p><u>Microsoft Office</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • MS Office • Version: 2016 Standards • Type : Academic License 	Microsoft		158	
5	<p><u>Photocopier Printer-Heavy Duty</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: Print, Copy and Scan only (Fax is not required) • Continuous Output Speed: 40 to 45 ppm • Input Trays: Size - A5 to A3, Number of Trays- 02, Capacity- 2000 pages or more • Output Trays: Number of Trays-01; Capacity - 350 pages or more • Scanning Specifications: Size- A5 to A3, Scanning Speed-40 to 45 SPM, Scan Resolution- 600 dpi (Max) and 1200 dpi (Twain) • Memory: 1 GB 	Canon/Ricoh/Toshiba		3	

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

	<ul style="list-style-type: none"> • Network Ready (Both Ethernet Port [for wired LAN] and Connectivity to Wireless LAN) • Ports: USB 2.0 • Must have Optional feature of internal Hard Disk • Life Span: 12,00,000 prints/copies or 3 years whichever is earlier • Automatic duplex printing 				
6	<p><u>Photocopier Printer-Medium Duty</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: Print, Copy and Scan • Continuous Output Speed: 25 ppm • Input Trays: Size - A5 to A4, Number of Trays- 02, Capacity-1500 pages • Output Trays: Number of Trays- 01; Capacity - 350 pages or more • Scanning Specifications: Size- A5 to A3, Scanning Speed-40 to 45 spm, Scan Resolution- 600 dpi (Max) and 1200 dpi (Twain) • Memory: 1 GB 	Canon/Ricoh/Toshiba		3	

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

	<ul style="list-style-type: none"> • Network Ready (Both Ethernet Port [for wired LAN] and Connectivity to Wireless LAN) • Ports: USB 2.0 • Must have Optional feature of internal Hard Disk • Life Span: 5,00,000 prints/copies or 3 years whichever is earlier • Automatic duplex printing 				
7	<p><u>Light Duty Multi-Function Laser Printer</u></p> <p><u>Specifications:</u></p> <p><u>Printing Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: Print, Copy and Scan • Warm-up Time: Less than 15 Seconds • Print Technology: Laser • Duplex: Automatic • Paper Size: A4 • First Copy Speed: Maximum 8 Seconds • Print Speed: <u>25 Pages Per Minute (PPM)</u> • Resolution B/W: 1200x1200 dpi 	HP/Canon/Ricoh		3	

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA**

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

	<ul style="list-style-type: none"> • Duty Cycle: 8000 (Monthly) • Wi-Fi/LAN enabled • Memory: Minimum 128 MB • Compatible with Windows OS • Paper Handling: Minimum 100 Sheets • USB: 2.0 <p><u>Scanning Specifications:</u></p> <ul style="list-style-type: none"> • Optical Resolution: 1200x1200 dpi • Scan Feature: Email, Client URL <p><u>Copier Specifications:</u></p> <ul style="list-style-type: none"> • Copy Speed: Minimum 20 CPM • Resolution B/W: 1200x1200 dpi 				
8	<p><u>Medium Duty B/W Laser Printer</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: <u>Printing only</u> • Print Technology: Laser • Warm-up Time: Less than 15 Seconds • Duplex: Automatic • Paper Size: A4 • First Copy Speed: Maximum 8 Seconds 	HP/Canon/Ricoh		7	

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA**

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

	<ul style="list-style-type: none"> • Print Speed: Minimum 38 to 40 Pages Per Minute (PPM) • Resolution B/W: 1200x1200 dpi • Duty Cycle: 80,000 (Monthly) • Wi-Fi/LAN enabled • Compatible with Windows OS • Memory: Minimum 128 MB • Paper Handling: Minimum 100 Sheets • USB: 2.0 				
9	<p><u>Medium Duty Color Printer:</u></p> <p><u>Specifications:</u></p> <ul style="list-style-type: none"> • Functionality: <u>Printing only (in color)</u> • Print Technology: Laser • Warm-up Time: Less than 30 Seconds • Duplex: Automatic • First Copy Speed (B/W): Maximum 15 Seconds • Print Speed: Minimum 20 Pages Per Minute (PPM) • Resolution: Minimum 1200x1200 dpi 	HP/Canon/Ricoh/Samsung		3	

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA**

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

	<ul style="list-style-type: none"> • Duty Cycle: Minimum 30,000 (Monthly) • Wi-Fi/LAN enabled • Memory: Minimum 256 MB • Paper Handling: Minimum 100/150 Sheets • USB: 2.0 				
10	Necessary Cables like power cords, Factory made Cat-6 patch cords and any other cables for all equipment mentioned above.	-	-	As Required	
11	Confirmation regarding all PCs and Laptops being from Business/Commercial series	NA	NA	NA	
12	The proposed monitor and CPU have adequate provisions with necessary brackets and required assemblies to ensure that the Tiny/Micro CPU is firmly fastened with nuts and screws to the monitor.	NA	NA	NA	
13	<p><u>Services as indicated in Section-3.</u></p> <p>Note: The installation and configuration of</p>	NA	NA	1	

REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

	the equipment will be done by suitably qualified personnel.				
--	---	--	--	--	--

Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no (mobile):

Email Id:

Company Seal:

ANNEXURE -D

(This will be submitted in Envelope-2)

Date:

To
Senior Vice President (ICT)
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/01/2017-18**

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 submitted in Envelope-2, should be typed on the letterhead of the Manufacturer and must be signed by the Authorized Signatory of the Manufacturer)

Date:

To
Senior Vice President (ICT)
National Institute of Securities Markets,
NISM Bhavan,
Plot No: 82, Sector - 17, Vashi,
Navi Mumbai - 400703.

Dear Sir/Madam,

Subject: **Manufacturer's Authorization Form**

We (*insert name of the manufacturer*), the manufacturers of original equipment Located at (*insert address of the registered office*) do hereby authorize M/s. (*insert Name and address of Supplier*) to submit a bid, negotiate and receive the order from you.

We hereby extend our full guarantee and warranty for the goods and services offered by the above mentioned supplier. Warranty Services will be continued directly by us or by another authorized partner or dealer in the event of the above mentioned supplier not being able to continue with the warranty services during the warranty period.

Furthermore, we confirm that Annual Maintenance for the equipment as mentioned in the RFP shall be carried out at the quoted charges for 3 years.

Thank you.
Yours faithfully,

Signature of the Authorized person

Name:

Designation:

Phone No (Mobile):

Fax and Email Address:

Official Seal:

ANNEXURE -F

Price Bid

(Must be submitted in the 3rd sealed envelope as mentioned in Section-2.2.)

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL: _____ WEB SITE: _____

Cost of Items:

Table-A: Cost of Equipment, Software and Services

#	Item/Description (1)	Brand Name (2)	Model Number (3)	Quantity (4)	Unit Price (Inclusive of Tax) (5)	Total Price (Inclusive of Tax) (6) = (4)*(5)
1	Desktops			140		
2	Laptops			18		
3	Microsoft Windows 10 PRO Operating System			158		
4	MS Office 2016 Standards			158		

**REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA
(Document Reference No: NISM/ICT/RFP/01/2017-2018)**

5	Photocopier Printer-Heavy Duty			3		
6	Photocopier Printer-Medium Duty			3		
7	Light Duty Multi- function Laser Printer			3		
8	Medium Duty B/W Laser Printer			7		
9	Medium Duty Color Printer			3		
10	Necessary Cables like power cords, Factory made Cat-6 patch cords and any other cables for all equipment mentioned above.	-	-	As Required		
11	Services as indicated in Section-3	NA	NA	1		
Total						

Table-B: Cost of Maintenance

#	Photocopier Printer	Number of Printers	AMC Period	Minimum Estimated number of prints per Printer per year	Cost * per print/ copy
1	Printer-1 Photocopier Printer Heavy Duty Brand Name: Model Number:	3	3 Years	2,00,000	
2	Printer-2	3	3 Years	1,00,000	

REQUEST FOR PROPOSALS FOR DESKTOPS, LAPTOPS AND PRINTERS FOR NISM CAMPUS AT
PATALGANGA

(Document Reference No: NISM/ICT/RFP/01/2017-2018)

Photocopier Printer Medium Duty Brand Name: Model Number:				
--	--	--	--	--

* The cost per print/copy must be a flat rate independent of number of prints/copies.

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

NISM