



**NATIONAL INSTITUTE OF SECURITIES  
MARKETS**

**REQUEST FOR QUOTATION  
FOR  
SYMANTEC END POINT PROTECTION ANTIVIRUS  
LICENSES**

**(Document Reference No: NISM/ICT/RFQ/05/2017)**

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

## 1. INTRODUCTION

The National Institute of Securities Markets (NISM) is a public trust established in 2006 by the Securities and Exchange Board of India (SEBI), the regulator of the securities markets in India. The institute carries out a wide range of capacity building activities at various levels aimed at enhancing the quality standards of and increase the participation in the securities markets. The institute's six schools of excellence and the National Center for Financial Education works in synergy towards professionalized securities markets. This institute request for quotation for 343 Symantec End Point Protection Antivirus Academic Licenses to protect all PCs, Laptops and Servers at NISM Chennai office, NISM Bhavan Vashi and NISM Campus, Patalganga. Quotations are invited from the interested bidders for the items mentioned in this document.

## 2. SUBMISSION OF QUOTATION

The Quotation 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-7 of this document. Please refer the checklist given in Section-2.2 to ensure that the submission has all the required items.

### 2.1 Quotation Submission

The Quotation should be submitted in one sealed envelope and it should contain the response to RFQ as stated in Section-2.2 and the envelope will be super scribed as "REQUEST FOR QUOTATION FOR SYMANTEC END POINT PROTECTON ANTIVIRUS LICENSES (Document Reference No: NISM/ICT/RFQ/05/2017)".

**The Price Bid must be unconditional. Conditions, if any should be indicated in eligibility Quotation only.**

### 2.2 Content of Envelopes

#	Content Check list
1.	Letter of Commitment to RFQ terms and conditions as per Annexure -A
2.	Price Bid as per Annexure -B
3.	Company profile as per Annexure -C

4.	Statement of Commitment to Delivery Schedule as per Annexure -D
5.	Scope of work confirmation as per Annexure -E
6.	Manufacturer's Authorization Form as per Annexure -F

## 2.3 Other Information

- The supplier is 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 Quotation or submission of a Quotation not substantially responsive to the RFQ in every respect will be at the supplier's risk and may result in rejection of the quotation.
- The Quotations 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 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-7 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 Symantec End Point Antivirus Licenses 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 RFQ.
- 100% payment will be made only after delivery, installation, configuration and successful testing of the Symantec End Point Protection Antivirus as per NISM guidelines.
- Quantity of any of the items stated in this RFQ may vary in the purchase order.

## **2.4 Contact Details**

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

Mr. Narayana Maddala,  
Senior Vice President (ICT),  
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,  
Deputy 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**

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

### **3.1 Specifications**

#### **New Symantec End Point Protection Antivirus**

**Brand: Symantec**

**Quantity: 100**

**Key Specifications**

- Version : 12.1.6
- Type : End Point Protection Academic License

## **Renewal of Symantec End Point Protection Antivirus Licenses**

**Brand: Symantec**

**Quantity: 243 (159 + 84)**

### **Key Specifications**

- Version : 12.1.6
- Type : End Point Protection Academic License
- Renewal ID : RNW558-030-384

Renewal SKU	Renewal SKU Description	Ref. No.	Expiry date	Qty
0E7IOZZ0-ER1AA	SYMC ENDPOINT PROTECTION 12.1 PER USER RENEWAL ESSENTIAL 12 MONTHS ACAD BAND A	51065672	November 24, 2017	84
0E7IOZZ0-ER1AA	SYMC ENDPOINT PROTECTION 12.1 PER USER RENEWAL ESSENTIAL 12 MONTHS ACAD BAND A	51076308	November 24, 2017	159

### **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.
- Symantec End Point Protection Academic Licenses will be provided by supplier over email as well as paper based.

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

National Institute of Securities Markets,  
5th Floor, NISM Bhavan,  
Plot No: 82, Sector 17, Vashi,  
Navi Mumbai- 400703.

## 4. DELIVERY, INSTALLATION, CONFIGURATION AND SUCCESSFUL TESTING

The selected supplier is expected to deliver, install and configure 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.**

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

## 5. PRICE VALIDITY PERIOD

The quoted prices for the Symantec Antivirus will remain valid for a period of one year from the date of closure of this RFQ.

## 6. EVALUATION OF QUOTATION

### 6.1. Evaluation Process

The evaluation process will be as follows:

- i. The envelope should contain all the items as mentioned in section 2.2.
- ii. The Purchase Order shall 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.

### 6.2. 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-2.4 of this document.

## 7. IMPORTANT DATES

- **Date of Issuance of RFQ: 23<sup>rd</sup> October 2017.**
- **Date and Time of submission of duly filled and sealed Quotation: 27<sup>th</sup> October, 2017 by 17.30 hours.**
- **The envelope will be opened on 30<sup>th</sup> October, 2017 at 15.00 hours in the Board Room, 5<sup>th</sup> Floor, NISM Bhavan, Vashi, Navi Mumbai.**

## **8. SIGNING OF QUOTATIONS**

The Quotation 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 Quotation, except un-amended 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.

## **9. 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 Antivirus 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.

## **10. 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.

## **11. 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.

## **12. 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.

## **13. FORCE MAJEURE**

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 should be included in Envelope)

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 Quotation for SYMANTEC END POINT PROTECTON ANTIVIRUS LICENSES (Document Reference No: NISM/ICT/RFQ/05/2017) as well as Confirmation of office/ Service Centre in Mumbai / Navi-Mumbai / Thane**

1. Having examined the Request for Quotation including Annexures, the receipt of which is hereby duly acknowledged, we, the undersigned offer to supply, install and configure the Symantec Antivirus in accordance with the scope of work as stated in 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 required 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 / Thane. The address and other contact details of the office / service centre are given below:

# Ni&M NATIONAL INSTITUTE OF SECURITIES MARKETS

An Educational Initiative of SEBI

REQUEST FOR QUOTATION FOR SYMANTEC END POINT PROTECTON ANTIVIRUS LICENSES  
(Document Reference No: NISM/ICT/RFQ/05/2017)

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 -B

(This should be included in Envelope)

### Price Bid

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) (Including GST) (3)	Total Price (Including GST) (4)= (2)x(3)
1	Renewal of Symantec End Point Protection Antivirus for a period of 3 years License Type: Academic Renewal ID : <b>RNW558-030-384</b>	<b>243</b>		
2	New Symantec End Point Protection Antivirus Licenses for a period of 3 years License Type : Academic	<b>100</b>		
3	Installation and configuration of Symantec End Point Protection Antivirus Licenses	<b>NA</b>	<b>nil</b>	<b>nil</b>
<b>Total Cost</b>				

-----  
Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no.(Mobile):

Email Id:

Company Seal:

NISM

## ANNEXURE -C

(Company Profile. This should be included in Envelope 1)

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	
GSTIN Number	
Name of the Contact	

# NISM NATIONAL INSTITUTE OF SECURITIES MARKETS

An Educational Initiative of SEBI

REQUEST FOR QUOTATION FOR SYMANTEC END POINT PROTECTON ANTIVIRUS LICENSES  
(Document Reference No: NISM/ICT/RFQ/05/2017)

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 -D**

(This should be included in Envelope 1)

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 RFQ No.: NISM/ICT/RFQ/05/2017**

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

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**

**Confirmation to 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. Supplier is advised to submit prices for multiple brand options in the format given below)

1. COMPANY NAME:

---

2. ADDRESS:

---

---

---

---

---

3. CONTACT PERSON:

---

4. PHONE NUMBER:

---

5. EMAIL:

---

6. WEB SITE:

---

#	Components	Brand	Quantity	Write "Yes" against each item if the proposed Antivirus has same specifications as stated in Section-3 of the RFQ.  Specify Additional features, if any.

# NISM NATIONAL INSTITUTE OF SECURITIES MARKETS

An Educational Initiative of SEBI

REQUEST FOR QUOTATION FOR SYMANTEC END POINT PROTECTON ANTIVIRUS LICENSES  
(Document Reference No: NISM/ICT/RFQ/05/2017)

	<b><u>New Symantec End Point Protection Antivirus</u></b> <ul style="list-style-type: none"><li>• Version: 12.1.6</li><li>• Type: End Point Protection Academic License</li></ul>	Symantec	100	
	<b><u>Renewal of Symantec End Point Protection Antivirus Licenses</u></b> <ul style="list-style-type: none"><li>• Version: 12.1.6</li><li>• Type: End Point Protection Academic License</li><li>• Renewal ID : RNW558-030-384</li></ul>	Symantec	243	
3	Services as indicated in Section-3. <ul style="list-style-type: none"><li>• Note: The installation and configuration of the Antivirus will be done by suitably qualified personnel.</li></ul>	NA	01	

-----  
Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no (mobile):

Email Id:

Company Seal:

# NISM NATIONAL INSTITUTE OF SECURITIES MARKETS

An Educational Initiative of SEBI

REQUEST FOR QUOTATION FOR SYMANTEC END POINT PROTECTON ANTIVIRUS LICENSES  
(Document Reference No: NISM/ICT/RFQ/05/2017)

---

## ANNEXURE -F

(This will be submitted in Envelope, 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: **Symantec's Authorization Form**

We Symantec, the maker of Antivirus software / product 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.

Thank you.  
Yours faithfully,

-----  
Signature of the Authorized person

Name:

Designation:

# NISM NATIONAL INSTITUTE OF SECURITIES MARKETS

An Educational Initiative of SEBI

REQUEST FOR QUOTATION FOR SYMANTEC END POINT PROTECTON ANTIVIRUS LICENSES  
(Document Reference No: NISM/ICT/RFQ/05/2017)

---

Phone No (Mobile):

Fax and Email Address:

Official Seal:

**Note:** This Authorization Form should be on the letterhead of Symantec and should be signed and sealed by a competent and authoritative representative of the manufacturer.

NISM