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NATIONAL INSTITUTE OF SECURITIES MARKETS

REQUEST FOR PROPOSAL FOR PHOTOCOPIER PRINTERS FOR NISM BHAVAN (Document Reference No: NISM/ICT/RFP/02/2013-14)

NISM Bhavan, Plot No. : 82, Sector – 17,Vashi, NaviMumbai : 400703 Tel : 022-66735100-05, Fax : 022-66735110 Web :<u>www.nism.ac.in</u>

REQUEST FOR PROPOSAL FOR PHOTOCOPIER PRINTERS FOR NISM BHAVAN (Document Reference No: NISM/ICT/RFP/02/2013-14)

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 need for two photocopier printers. Proposals are invited from the interested bidders for the said photocopier printers mentioned in this document.

2. SUBMISSION OF PROPOSALS

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-8 of this document. Please refer the checklist given in Annexure- F 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 Photocopier Printers for NISM Bhavan (Document Reference No. : NISM/ICT/RFP/02/2013-14)". 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 Photocopier NISM Bhavan Printers for (Document Reference No. NISM/ICT/RFP/02/2013-14))". The third sealed envelope will contain the quotation as stated in Section-2.2 and the envelope will be super scribed as "Quotation for Photocopier Printers for NISM Bhavan (Document Reference No. : NISM/ICT/RFP/02/2013-14). The three separate sealed envelopes should be put together in another sealed main envelope super scribing it as "Proposal for Photocopier Printers for NISM Bhavan (Document Reference No. : NISM/ICT/RFP/02/2013-14)". 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.

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2.2 Content of the Quotation

The Quotation should be in the format as mentioned in Annexure - C for Photocopier Printers for NISM Bhavan. Also all documents as mentioned in the check list given in <u>Annexure-F</u> 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. 20,000/- (Rupees Twenty 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 printers 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

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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.
 - \checkmark 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.

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,

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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: Ms. Rutuja Marathe, Assistant Manager -IT, National Institute of Securities Markets, 5th Floor, NISM Bhavan, Plot No. 82, Sector – 17, Vashi, Navi Mumbai – 400 703. Email: rutuja.marathe@nism.ac.in, Contact Tel.: 022-66735124.

3. SCOPE OF WORK AND EQUIPMENT SPECIFICATIONS

The supplier is required to deliver photocopier printers as stated in the RFP. There are brand options provided for the printers. 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 Photocopier Printer – 1

Brand : Canon (imageRunner 2545) or Ricoh (Aficio MP 4002SP) or Toshiba (e-Studio 456SE)

Key Specifications

- Functionality : Printing, Copier and Scanner only (Faxing 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

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- Must have Optional feature of internal Hard Disk
- Life Span : 12,00,000 prints/copies or 3 years whichever is earlier
- Automatic duplex printing

Photocopier Printer - 2

Brand: Ricoh (aficio MP 2501SP) or Toshiba (e-Studio 256SE)

Key Specifications

- Functionality : Printing, Copier and Scanner
- 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
- 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

3.2 Services

The following services should be rendered by the supplier:

- Supply and Installation of photocopier printers device as suggested by NISM.
- Annual Maintenance Service as follows:
 - The maintenance services for the above mentioned photocopier printers will be provided based on costing per print.
 - 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

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The Supplier will deliver and install the Printer at the following Locations: 3.3 Location 1:

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 6 months 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 item 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 Photocopier Printers as mentioned in the scope of work under Section-3 of the RFP within 3 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 6 months from the date of closure of this RFP.

ELIGIBILITY CRITERIA 6

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

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<u>these criteria will be rejected</u>. 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 July,2013) of experience in installation and configuration similar printing devices at either of the following scales:

I. Should have executed three orders of similar nature, each order not less than 8 lakhs.

OR

II. Should have executed two orders of similar nature, each order value not less than 16 lakhs.

OR

III. Should have executed one order of similar nature not less than 32 lakhs.

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

6.2 Company Turnover

The company must have a minimum turnover of 4 Crores per annum for the FY 2012-13, FY 2011-12 and FY 2010-2011 (Please note that the turnover of <u>each</u> <u>year</u> is expected to be a minimum of 4 Crore).

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 <u>Section-2.1</u>

6.3 Scope of Work Confirmation

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

6.4 Letters of Commitment

The supplier is required to produce the following letters

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- 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 in the concerned products.
- 2. A letter from the manufacturer (on its 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".
- 3. The supplier must have their office and Service Centre in Mumbai. The supplier must provide a letter to this effect on the company letterhead duly signed by the authorized signatory.

Supplier is required to submit information pertaining to Section 6.1 to 6.4 in Envelope-2 mentioned in <u>Section2.1</u>.

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 <u>Section-2.3</u>. 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 <u>Section-6</u> for compliance.
- III. The Financial bids 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. The Financial bids will be evaluated on the basis of cost of printers plus AMC cost.

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

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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: 23rd July 2013
- **Pre-bid meeting to seek clarifications regarding the RFP**: **29**th **July 2013**, **16:30 Hrs.** The pre-bid meeting with all prospective bidders shall be held in the Board Room, **5**th 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: 5th August 2013 at 16:30hrs
- The envelopes containing EMD and Eligibility Information will be opened on 6th August 2013 at 16:30hrs in the board room, 5th floor, NISM Bhavan, Vashi, Navi Mumbai.
- The quotations of the eligible suppliers will be opened on 7th August 2013 at 16:30hrs in the conference room, 5th 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 unamended 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.

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

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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 <u>Section-4</u>. 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 8 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

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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.

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ANNEXURE A

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

Date :

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

Dear Sir/Madam,

Subject: <u>Response to the Request for Proposal for Photocopier Printer for NISM Test</u> <u>centers, (Document Reference No : NISM/ICT/RFP/02/2013-14)</u>

- 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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Thank you. Yours faithfully,

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.).



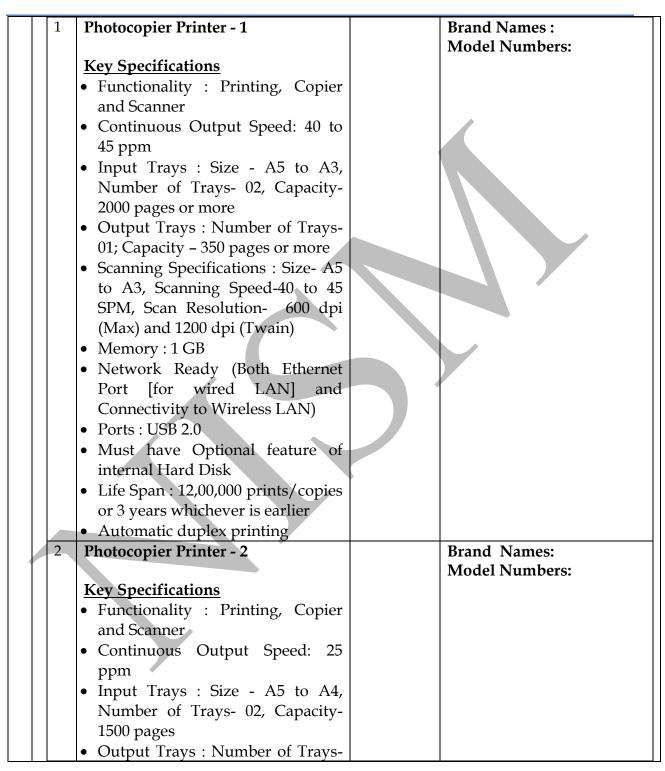
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	ANNEXURE B		
	Confirmation of Scope of Work		
(4	(Fill in <u>all</u> blanks as appropriate) Also read Section-3 of the RFP before filling the following Form. The duly filled form must be submitted in envelope-2)		
1.	COMPANY NAME:		
2.	ADDRESS:		
3.	CONTACT PERSON:		
4.	PHONE NUMBER:		
5.	EMAIL:6. WEB SITE:		

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

#	Highlights			
1	Specifications (Attach Product Brochure Also, if available)			
	# 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.	

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	 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 Must have Optional feature of internal Hard Disk Life Span : 5,00,000 prints/copies or 3 years whichever is earlier Automatic duplex printing 	
3	Delivery, Installation and Configuration of Photocopier Printers (refer Section-3) Note: The configuration of the equipment will be done by suitably qualified personnel.	
4	 Maintenance Support Service The Maintenance Support Services will be provided for 2 years Annual Maintenance Service as follows: The maintenance services for the above mentioned photocopier printers will be provided based on costing per print. The Maintenance Service will cover the following: Routine Preventive Maintenance Service on 	

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 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

Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no (mobile):

Email Id:

Company Seal:

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	A	NNEX	URE C	
		Quota	tion	
	(Must be submitted in the 3rd			ioned in <u>Section-2.1</u>)
	``		1	,
	DANIV ΝΙΑΝΛΈ .			
	PANY NAME:			
וחם	RESS:			
DDF				
ONT	ACT PERSON:	PF	IONE NUMBER	
0111		11		
MAT	L:	WEB S	ITE:	
.,				
ີດເປ	Break Down:			
	- A : Cost of Printers			
#	Item/Description	Quantity	Unit Price	Total Price
	(1)	(2)	(INR) (Excluding	(Excluding Taxes) $(4)=(2)x(3)$
			Taxes)	
			(3)	
1	Photocopier Printer - 1	01		
	Brand Names :			
	Model Number:			
2	Photocopier Printer - 2	01		
	Brand Names :			
2	Model Number:	02		
3	Delivery, Installation and	02		
	Configuration of Photocopier Printers (refer			
	Section-3)			
			TOTAL	
				1

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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Tal	Table - B : Cost of Maintenance			
#	Item	Photocopier Printer - 1	Photocopier Printer - 2	
		Brand Names :	Brand Names :	
		Model Number:	Model Number:	
		AMC Period : 2 Years	AMC Period : 2 Years	
1	Cost per print/copy (In			
	INR). It must be a flat			
	rate independent of			
	number of prints/			
	copies			
2	Free Copies/Prints			
	covered in each year of			
	Agreement (Minimum			
	70,000 prints/copies			
	per year expected)			

NOTE : It is estimated that the average number of prints/copies per year on Printer-1 and 2 will be 4,25,000 and 1,25,000 respectively for two years These figures will be used for computation of AMC cost for 2 years.

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 evelope-3)

Date:

То 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/ 02/2013-14

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)

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ANNEXURE – E

(This will be part of quotation and will be submitted in evelope-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 incor- poration)	
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	

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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	

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



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ANNEXURE - F

Checklist of items to be submitted with Quotation in Envelope-3

#	Items
1	Cover letter as stated in Annexure-A
2	Company profile in the format as given in Annexure –E
3	Quotation in the format as given in Annexure –C.
4	Letter of commitment as per the format given in Annexure-D
5	Letter of incorporation of the company or the lead company of the consortium
	responding to the RFP.

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