



**NATIONAL INSTITUTE OF SECURITIES
MARKETS**

**REQUEST FOR QUOTATIONS
FOR
TELEPHONE WORKS AT NISM
(Document Reference No: NISM/ICT/RFQ/07/2013-14)**

**NISM Bhavan,
Plot No. : 82,
Sector - 17, Vashi,
NaviMumbai : 400705
Tel : 022-66735100-05,
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. Currently the entire sixth floor of NISM Bhavan at Vashi, Navi Mumbai is being renovated to create office cubicles, cabins, meeting rooms and a Conference Room. This Request for Quotation (RFQ) is for Telephone works (Copper wired) on the 6th floor of NISM Bhavan.

2. SUBMISSION OF QUOTATION

The quotation must be enclosed in a sealed envelope super scribed as “Quotation for Telephone Works at NISM (Document Reference No. : NISM/ICT/RFQ/07/2013-14)”. It will be submitted to NISM at the address given in Section 2.4 on or before the closing date specified in Section-8 of this document.

2.1 Content of the Quotation

The Quotation should be in the format as mentioned in Annexure – B for Telephone Works at NISM. Also all documents as mentioned in the checklist given in Annexure-E must be attached to the quotation and enclosed in Envelope-3.

2.2 Other Information

- The suppliers are advised to study all technical and commercial aspects, instructions, forms, terms and specifications in the RFQ carefully. Failure to furnish all information required in the bid or submission of a bid not substantially responsive to the RFQ in every respect will be at the supplier’s risk and may result in rejection of the bid.
- The quotations not submitted in the prescribed format (See ANNEXURE-B and ANNEXURE-E) 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-8 of this document.
 - ✓ The submission is not by Fax or Email.
 - Only one response to this RFQ from each bidder will be permitted. In case of partnerships / consortium, only one submission is permitted through the lead bidder.
 - All expenses incurred towards the preparation and submission of the quotations by the bidder will be entirely borne by bidder themselves.
 - NISM reserves the right to reduce or increase the scope of this RFQ or cancel this RFQ without stating any reasons whatsoever.
 - NISM reserves the right to accept or reject any quotation and to annul the bidding process and reject all quotations at any time prior to award of the contract/purchase order, without thereby incurring any liability towards the affected supplier(s) or any obligation to inform the affected supplier(s) of the grounds for NISM's action.
 - In the event of NISM requiring additional quantities of the equipment stated in Section-3 within 1 year of placing the order to the selected supplier, the supplier will be required to supply the additional quantity at the same price as quoted in the quotation submitted in response to this RFQ. However, the additional quantity of any of the equipment to be supplied will be restricted to a maximum of 50% of the quantity of the equipment (or item) stated in this RFQ. If 50% of the quantity results in a fractional number then the nearest higher number will be considered.

-
- 100% payment will be made only after delivery of all equipment, installation, configuration, successful testing, Handover of working solution and project sign-off as per NISM guidelines.
 - Quantity of any of the items stated in this RFQ may vary in the purchase order.

2.3 Contact Details

- a) The Quotations must be submitted in the sealed envelope 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. Ankit Kumar Singh,
Assistant Manager -IT,
National Institute of Securities Markets,
5th Floor, NISM Bhavan, Plot No. 82,
Sector - 17, Vashi, Navi Mumbai - 400 703.
Email: ankit.singh@nism.ac.in, Contact Tel.: 022-66735154.

2.4 Location

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

National Institute of Securities Markets,
6th Floor, NISM Bhavan,
Plot No: 82, Vashi,
Navi Mumbai- 400703.

3. SCOPE OF WORK

The supplier is required to deliver, install, configure, successfully test and handover the Telephony solution as stated in this section.

3.1 Material Delivery

The supplier will install telephone network covering all the offices at the location stated in Section-2.4. The following material will be required.

#	Item	Quantity
1	Telephone Points (RJ11) with proper faceplate to fix it on the wall/wooden partition - Brand: Dlink or NT	52
2	Distribution Board with adequate Crone boxes	1
3	Telephone Wire (Cat 6 Cable) (in Boxes of 305 meters) Brand: Dlink	5 Boxes
4	70 pair copper cable from 6 th floor to 5 th floor	60m
5	Cabling, Installation and Testing Services to hand over working telephone network	1

3.2 Services

- Cat6 cabling from the 52 telephone points to the Distribution Box. See Diagram-1 given in ANNEXURE-F for layout of telephone points on the 6th floor.
- Installation of Distribution Box at the designated location in the Server Room on the 6th floor.
- Termination of Cat6 Cable at each telephone point (RJ11) and the Crone Box.
- Labeling of each telephone point (i.e. RJ11 with faceplate) as per NISM standard.
- Dressing and **labeling** of cables (as per NISM standards) in the distribution box.
- Installation of 70 pair copper cable from the Crone Box in the Server Room of 6th floor to the TATA Telephone MUX on the 5th Floor. The supplier will patch the required number of pairs from the copper cable on the crone box in the server room at 6th floor and leave the other end of the cable near the TATA telephone MUX on the 5th floor.
- Complete testing of each telephone point (RJ11) and handover of working telephone network.
- Update NISM documentation on telephone network as necessary.

Note: NISM will provide telephone instruments. Hence it is not included in this RFQ.

4. DELIVERY, INSTALLATION, CONFIGURATION and PROJECT SIGN OFF

The chosen supplier will be expected to deliver equipment and cables, carry out cabling work, install and configure Telephone equipment as mentioned in the scope of work under Section-3 of the RFQ and sign off the project **within 2 weeks from the date of issuance of Purchase Order.**

The suppliers must submit duly signed letter of commitment to the schedule as provided in Annexure-C. This letter must be submitted along with the quotation.

5. PRICE VALIDITY PERIOD

The quoted prices for the equipment will remain valid for a period of 1 year from the date of closure of this RFQ.

6. EXPERIENCE

The Company/Bidder/Supplier intending to submit quotation must have adequate experience in carrying out telephone works (i.e. installation of telephone points (RJ11, Cat6 cabling, patching of telephone points on the crone box etc.).

7. EVALUATION OF QUOTATIONS

7.1. Evaluation Process

- All quotations will be checked for compliance with ANNEXURE-B.
- Quotations that are complying with ANNEXURE-B will be compared and the Purchase Order will be issued to the supplier with lowest quotation.

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-2.3 of this document.

8. IMPORTANT DATES

- **Date of Issuance of RFQ: 20th March, 2014**
- **Pre-bid meeting to seek clarifications regarding the RFQ: 26th March, 2014**
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 to three representatives of each supplier are requested to attend the meeting.
- **Date and Time of submission of quotation in a sealed envelope: 11th April, 2014 by 16.30 hrs**
- The quotations will be opened on **14th April, 2014 at 12.00 hrs** in the Board room, 5th floor, NISM Bhavan, Vashi, Navi Mumbai.

9. SIGNING OF QUOTATIONS

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

10. INSPECTION

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

11. PENALTY FOR DELAY

The supplier must strictly adhere to the delivery, installation and configuration schedule given in Section-4. The supplier shall have to pay penalty to NISM @ One percent (1%) per week on the value of the purchase order inclusive of all taxes, duties levies etc. per week for late delivery. There shall be an upper limit of 10% of the gross amount (i.e. total order value) for the penalty to be deducted. The applicable penalty will be deducted from the amounts due for payment. In case of delay beyond 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 RFQ, the same shall be referred for arbitration to the panel of arbitrators. The panel shall be constituted prior to commencement of arbitration and shall comprise of two arbitrators and an umpire. NISM and the supplier shall each nominate an arbitrator to the panel and these arbitrators shall appoint an umpire. Arbitration shall be carried out at NISM office in Navi Mumbai and as per extant laws.

14. JURISDICTION

The jurisdiction for the purpose of settlement of any dispute of differences whatsoever in respect of or relating to or arising out of or in any way touching the works awarded or the terms and conditions thereof shall be that of the appropriate court in Mumbai. The jurisdiction of any other court in any place other than Mumbai is specifically excluded.

15.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.

NISM

ANNEXURE A

(This will be attached to the quotation)

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 Telephone Works at NISM
(Document Reference No: NISM/ICT/RFQ/07/ 2013-14)

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

NISM NATIONAL INSTITUTE OF SECURITIES MARKETS
Established by the Securities and Exchange Board of India
REQUEST FOR QUOTATIONS
FOR
TELEPHONE WORKS AT NISM
(Document Reference No: NISM/ICT/RFQ/07/2013-14)

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.).

ANNEXURE B

Price-Bid

(Must be submitted in a sealed envelope as mentioned in Section-2.1)

COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE NUMBER: _____

EMAIL: _____ WEB SITE: _____

Cost Break Down (Telephone Works)

#	ITEM/Component	Unit Price (excl. of applicable taxes)	Quantity	Total Price (excl. of applicable taxes)
1	Telephone Points (RJ11) Dlink or NT		52	
2	Distribution Board with Crone box (to be installed in the server room on the 6 th floor).		1	
3	Telephone Wire (Cat 6 Cable) (in Boxes of 305 meters) Brand: Dlink		5 Boxes	
4	70 pair copper cable from 6 th floor to 5 th floor		60m	
5	Cabling, Installation and Testing Services to hand over working telephone network. This includes all services as mentioned in Section 3.2.		1	
TOTAL				

Note:

1. Please note that payment will be made for Cat-6 cable and copper cable based on actual length used.
2. Show applicable taxes on each of the above mentioned items/components separately.

Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no(mobile):

Email Id:

Company Seal:

ANNEXURE C

(This will be attached to the quotation)

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 project schedule for RFQ No.: NISM/ICT/ RFQ/07/2013-14

We commit to the project schedule 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 - D

(This will be attached to the quotation)

Company Profile

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

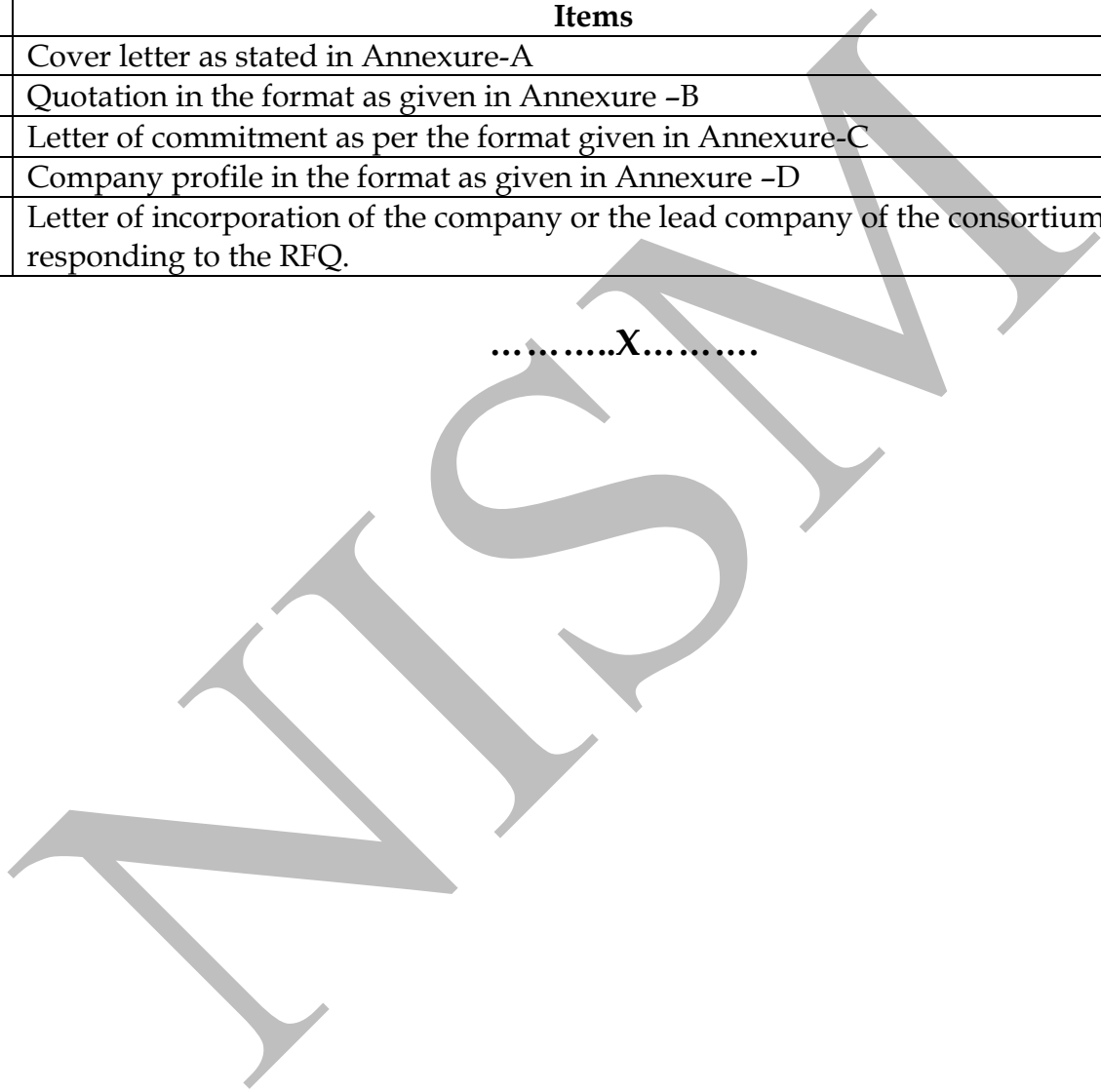
company	
TIN/VAT Number of the company	
Service Tax Registration Number	
Name of the Contact Person with Mobile and land line Number	
Company Name as it appears in its Bank Account	
Bank Account Number	
Type of Account	
Bank Name	
Bank's Branch Address	
Bank Branch IFSC Code	

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

ANNEXURE - E
Checklist of items to be submitted with Quotation

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

.....X.....



ANNEXURE - F
Layout of Telephone Points (on 6th floor, NISM Bhavan, Vashi)

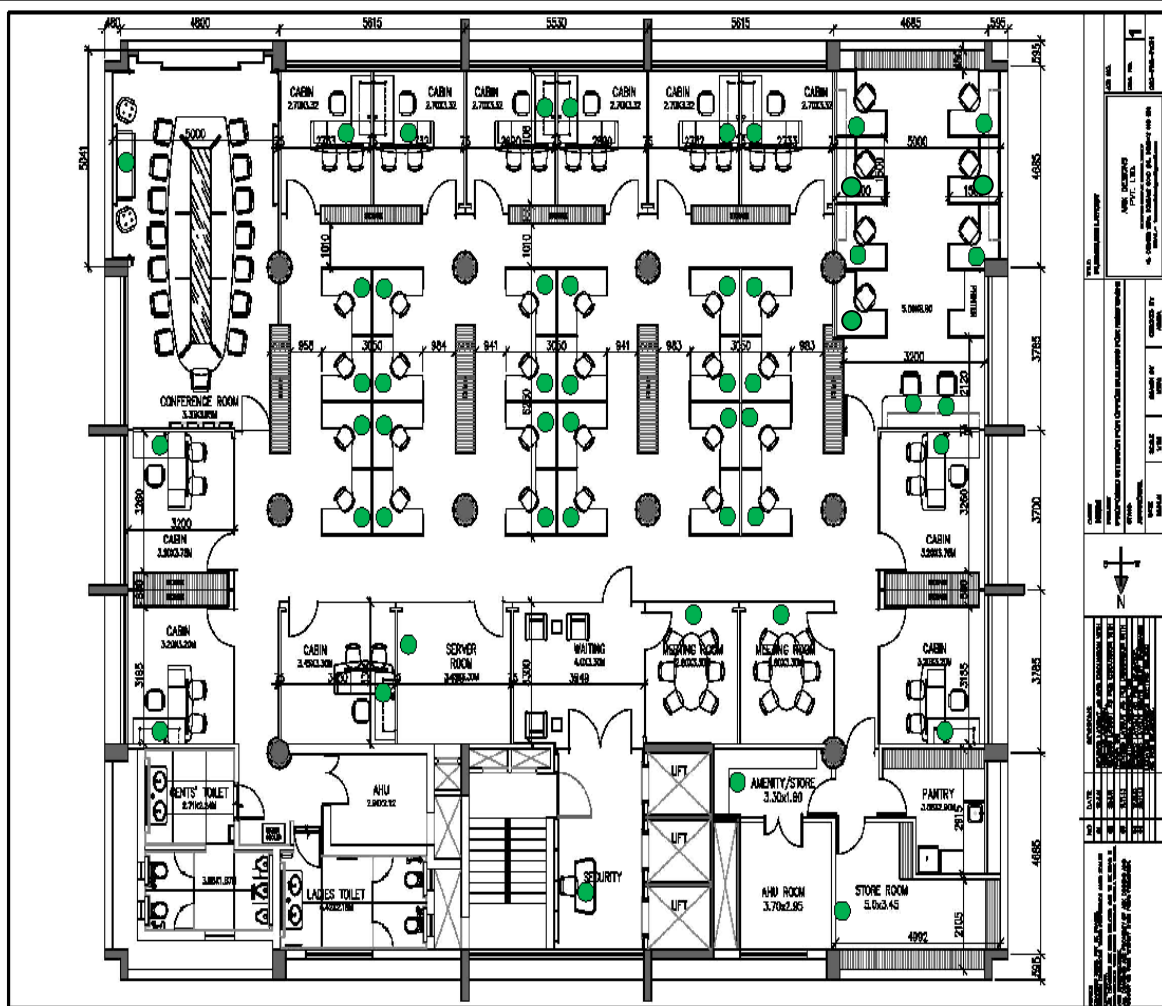


Diagram-1