



# NATIONAL INSTITUTE OF SECURITIES MARKETS

## EXPRESSION OF INTEREST FOR DESKTOP COMPUTERS FOR NISM (Document Reference No: NISM/ICT/EOI/02/2019-20)

NISM Campus,  
Plot No. IS- 1 and IS-2,  
(Opp. HDFC Bank, Rasayani Branch),  
Patalganga Industrial Area,  
Village Mohopada (Wasambe),  
Taluka - Khalapur,  
District Raigad, Pin code - 410 222  
Web: [www.nism.ac.in](http://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 and certification programs for Securities Market professionals and also various financial literacy initiatives for investors from all walks of life.

A finance lab is being built at the campus to augment initiatives on Securities Market Education. This document is to solicit interest from the prospective bidders and to assess eligibility of the bidders for Desktop Computers to be deployed at the said Finance lab and in other facilities at NISM Campus in Patalganga and at other locations in Mumbai.

## 2. SUBMISSION OF EXPRESSION OF INTEREST

The Expression of Interest (EOI) 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-5 of this document. Please refer the checklist given in Section-2.2 to ensure that the submission has all the required documents.

### 2.1 EOI Submission

The sealed envelope will contain documents as stated in Section-2.2 and the envelope will be super scribed as “EXPRESSION OF INTEREST FOR DESKTOP COMPUTERS FOR NISM”).

### 2.2 Content of Envelope

#	Content Check list
1.	Letter of compliance with EOI terms and conditions - Annexure-A
2.	Purchase Orders and Completion Certificates as mentioned in <b>Section 3.1.</b>
3.	Company balance sheets with profit and loss account statement for 3 years as stated in <b>Section 3.2.</b>
4.	Certificate of incorporation of the company or the lead company of the consortium responding to the EOI.
5.	Company Profile - Annexure-B
6.	Projects' Information - Annexure-C
7.	Copy of GST Certificate
8.	Copy of Company's PAN

### 2.3 Other Information, Terms and Conditions

- The company is advised to study all eligible aspects, instructions, forms, mentioned in this document carefully. Failure to furnish all required information or submission of EOI not substantially responsive to the eligibility criteria in every respect will be at the company's risk and may result in rejection of EOI.
- Each relevant document mentioned in section 2.2 shall be signed by the person / persons on behalf of the organization having necessary authorization / Power to do so.
- EOI not submitted in the prescribed format or incomplete in any manner is likely to be rejected.
- NISM is not responsible for non-receipt of EOI within the specified due date because of any reason including postal delay or holidays.
- Only one response to this request for EOI from each company will be permitted. In case of partnerships / consortium, only one submission is permitted through the lead company.
- All expenses incurred towards the preparation and submission of EOI documents will be entirely borne by the company itself.
- Documents/Annexures containing false and / or inadequate information are liable for rejection. Company shall be disqualified at any stage at their risk and cost if they are found to have "Made untrue or false representation in the Annexures, statements and attachments submitted in proof of qualification and requirements."
- NISM reserves the right to reject any or all the applications without assigning any reason thereof. NISM also reserves the right to restrict number of shortlisted companies for tendering at its sole discretion. The decision of NISM regarding the shortlisting of companies shall be final and binding on all concerned.
- The shortlisted companies will only be informed for further participation in the tender process and tender document will be issued to shortlisted companies only. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by NISM.

#### **2.4 Contact Details**

- a) The EOI must be submitted in sealed envelope as mentioned above to the following officer:

Mr. Narayana Maddala,

Chief Technology Officer,  
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:  
Ms. Harsha Alwani,  
IT Engineer - II,  
NISM Campus, Plot No IS-1&2,  
(Opp. HDFC Bank, Rasayanni Branch),  
Patalganga Industrial Area, Village Mohopada,  
Taluka-Khalapur, Distt-Raigad  
Pin-410222  
Email: [harsha.alwani@nism.ac.in](mailto:harsha.alwani@nism.ac.in), Contact Tel.: 02192-668461.

### **3. ELIGIBILITY CRITERIA**

The Company intending to submit eligibility bid must meet the following criteria. The eligibility bid of the companies 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 company within 5 days from the date of opening of eligibility information. NISM is not responsible for any delay in receiving responses or non-receipt of any response from the companies to such requests. All email correspondence will be addressed to the email id mentioned under Section 2.4 (b).

The items requested in Section-3.1 to 3.4 must be enclosed in an Envelope mentioned in Section 2.2.

#### **3.1 Experience**

Should have delivered and installed Desktop Computers at either of the following scales in the past 7 years (ending February, 2020).

Three orders, each order not less than Rs. 35, 20,000/- (Rupees Thirty-Five Lacs Twenty Thousand only).

OR

Two orders, each order value not less than Rs.44,00,000/- (Rupees Forty-Four Lacs Only).

OR

One order not less than Rs.70,40,000/- (Rupees Seventy Lacs and Forty Thousand Only).

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

### **3.2 Company Turnover**

The company must have an annual average turnover of Rs. 8,20,00,000/- (Eight Crores Twenty Lacs Only) per annum for the FY 2018-19, FY 2017-18 and FY 2016-17.

The Company 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 an Envelope as stated in Section-2.2.

### **3.3 GST Certificate**

The company must submit a copy of GST Certificate.

### **3.4 Other Relevant Documents**

The company must submit the other relevant documents/Annexures as per the checklist mentioned in Section 2.2.

## **4. SHORTLISTING OF COMPANIES**

### **4.1. Evaluation Process**

If the company is meeting all the criteria stated in Section-3 then the company will be considered for shortlisting.

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

#### **4.2. Notification to Unsuccessful Companies**

Unsuccessful companies will be notified by email after the process is completed. Any queries regarding an unsuccessful company should be mailed to the contact address mentioned in Section-2.4 of this document.

### **5. IMPORTANT DATES**

- Date of Issuance of Eligibility Bid: **3<sup>rd</sup> March 2020** .
- Date and Time of submission of Eligibility Bid in a sealed Envelope: **18<sup>th</sup> March, 2020 by 16:30 hours**.
- The envelope will be opened on **18<sup>th</sup> March, 2020 at 17.00 hours** in the Board Room, 5th Floor, NISM Bhavan, Vashi, Navi Mumbai.

### **6. INSPECTION**

NISM reserves the right to inspect the project carried out by the company to satisfy itself regarding quality, finishes, and competence of the company to execute similar projects before considering any company for shortlisting. The project executed by the company, that fulfill the criteria stipulated above, shall only be inspected and the shortlisting of the company will depend upon the overall quality, finishing of the project inspected, competence of the company to take up the similar projects. The decision of NISM in this regard shall be final and binding on all concerned.

**ANNEXURE -A**

(This should be enclosed in an Envelope and should be printed on the company's letterhead)

To,  
**The Chief Technology Officer (CTO),**  
National Institute of Securities Markets,  
NISM Bhavan, Plot No: - 82, Sector 17,  
Vashi, Navi-Mumbai-400703

Dear Sir,

- I/We have read and understood the instructions/ information and the terms and conditions contained in the request for EOI.
- 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 the EOI 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.
- We authorize NISM to approach individuals, employers, firms and corporations to verify our competence and general reputation. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.
- I/We am/are hereby submitting the complete EOI (including all Annexures, Purchase Orders, completion certificate, Balance Sheet and other items mentioned in Section 2.2) duly signed and sealed on each page.
- We hereat confirm that we have fully operational office / Service Centre in Mumbai / Navi-Mumbai / Thane/ Pune. The address and other contact details of the office / service centre are given below:

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

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

TEL: \_\_\_\_\_ Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Thank you.  
Yours faithfully,

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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**

**Company Profile**

(This should be enclosed in Envelope)

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)	
Year of Establishment	
GST IN	
Email ID of the company	
PAN Number of the company	
TAN Number of the company	
Name of the Contact Person with Mobile	



and land line Number	
Company Name as it appears in its Bank Account	
Bank Account Number	
Type of Account	
Bank Name	
Bank's Branch Address	
Bank Branch IFSC Code	

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

**ANNEXURE-C**

List of projects on hand / Completed by the company costing not less than Rs. 35,20,000 (Thirty Five Lakhs Twenty Thousand)

#	Name of the Project and location	Name of Client with full address. Name and Contact No. of contact person	Project cost in lakh	Date of commencement	Date / Likely date of completion	Present stage of project with reasons if the project is getting delayed	Litigations, if any or any other relevant information

\_\_\_\_\_  
 Signature of the Authorized Signatory of Company

Name:

Designation:

Contact no. (Mobile):

Email Id:

Company Seal: