



NATIONAL INSTITUTE OF SECURITIES MARKETS

EXPRESSION OF INTEREST FOR PROCUREMENT OF DESKTOPS AT NISM

(Document Reference No: NISM/AD-4/EOI/02/2024-25)

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

1. INTRODUCTION

National Institute of Securities Markets (NISM) is a public trust, an educational initiative of 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. National Institute of Securities Markets has a campus on 70 Acres of land at Patalganga, a location around 40 kilometers away from Vashi on Mumbai-Pune highway.

Purpose of EOI

This document is inviting the Expression of Interest (EOI) to shortlist the companies for procurement of 212 Desktops (without Monitors) of different configuration at NISM.

2. SUBMISSION OF EXPRESSION OF INTEREST

The Expression of Interest (EOI) shall be prepared covering the following information and submitted to NISM through online tender portal <https://www.tenderwizard.com/NISM> 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 documents pertaining to Eligibility Bid shall be submitted via online portal <https://www.tenderwizard.com/NISM> only.
- Supplier must register itself on <https://www.tenderwizard.com/NISM> by paying registration fee for an amount of Rs. 2000/- (Exclusive of GST) in order to applying the EOI. Class-3 Digital Signature Certificate (DSC) must be required for applying the EOI.
- Please note that submissions made by email / postal / hand delivery shall not be accepted. No additional or separate documents shall be entertained during the eligibility opening session.

2.2 Checklist of Expression of Interest

The Suppliers are advised to carefully take a note of the following points to ensure proper online submission of EOI (through <https://www.tenderwizard.com/NISM>) as mentioned in Section 2.1 complete in all respects. List of Documents shall be scanned and uploaded within the last date and time of EOI submission.

#	Content Check list
1.	Application Form – Annexure-A
2.	Purchase Orders and Completion Certificates as mentioned in <u>Section 3.1</u> .
3.	Suppliers balance sheets with profit and loss account statement for 3 years as stated in <u>Section 3.2</u> .
4.	Certificate of incorporation of the supplier / Partnership Deed / or the lead company of the consortium responding to the EOI.
5.	Suppliers Profile – Annexure-B
6.	Projects’ Information – Annexure-C
7.	Copy of GST Certificate
8.	Copy of Supplier’s PAN

2.3 Other Information, Terms and Conditions

- The Vendor shall only be national supplier (firms registered or incorporated in India).
- The Supplier 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 Suppliers 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 holidays.
- Only one response to this request for EOI from each supplier is permitted. In case of partnerships / consortium, only one submission is permitted through the lead supplier.
- All expenses incurred towards the preparation and submission of EOI documents will be entirely borne by the supplier itself.

- Documents/Annexures containing false and / or inadequate information are liable for rejection. Supplier 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 EOIs without assigning any reason thereof. NISM also reserves the right to restrict number of shortlisted suppliers for tendering at its sole discretion. The decision of NISM regarding the shortlisting of suppliers shall be final and binding on all concerned.
- The shortlisted supplier will only be informed for further participation in the tender process and tender document will be issued to shortlisted suppliers 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 online submitted with the documents to the following officer:
Ms. Shatakshi Sharma,
AGM-IT,
National Institute of Securities Markets
- b) For any clarifications/queries contact the following person from NISM:
Mr. Sumit Malik,
Sr. Manager-IT,
Email: sumit.malik@nism.ac.in,
Contact Tel.: 9892030601 / 02192-668382.

3. ELIGIBILITY CRITERIA

The Supplier intending to submit eligibility bid must meet the following criteria. The eligibility bid of the suppliers not meeting these criteria shall be rejected. NISM may ask for supplementary information or additional documents as necessary by either email or through <https://www.tenderwizard.com/NISM> to address inadequacy of information to develop more clarity at the time of eligibility assessment of each supplier 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 Suppliers 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 and also those mentioned in Section 2.2 must be submitted and uploaded via web portal <https://www.tenderwizard.com/NISM>.

Any submission via Email / Postal / Hand Delivery shall not be considered for evaluation.

3.1 Experience

Should have carried out delivery & installation of desktops at either of the following scales in the past 7 years (ending August, 2024).

Should have executed three orders of similar* nature, each order not less than **Rs. 58,26,840/-**

OR

Should have executed two orders of similar* nature, each order value not less than **Rs. 72,83,550/-**

OR

Should have executed one order of similar* nature not less than **Rs. 1,16,53,680/-**.

* Similar work(s) means delivery & installation of Desktops/Laptops.

The period of 7 years for the purpose of having completed similar work(s) shall be from 01.09.2017 to 31.08.2024.

The Company / Lead Company (in case of a consortium) / Supplier must upload copies of Purchase / Work Orders and Completion Certificates in support of the above on <https://www.tenderwizard.com/NISM>. In case of a Lead Company, the Purchase / Work Orders must be in the name of the Lead Company.

3.2 Company Turnover

The Supplier must have an annual average turnover of **Rs. 2,62,20,780/-** for the FY 2023-24, FY 2022-23 and FY 2021-22.

The Supplier must upload copies of Audited Company Balance sheet along with Profit and Loss Account statement for the said financial years on <https://www.tenderwizard.com/NISM>.

3.3 GST Certificate

The Supplier must submit a copy of GST Certificate.

3.4 Other Relevant Documents

The Supplier must upload the other relevant documents / annexures as per the checklist mentioned in Section 2.2.

4. SHORTLISTING OF COMPANIES**4.1. Evaluation Process**

If the supplier is meeting all the criteria stated in Section-3 then the supplier 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 suppliers.

4.2. Notification to Unsuccessful Suppliers

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

5. IMPORTANT DATES

- Date of Issuance of Eligibility Bid: **27th September, 2024**
- Date and Time of submission of duly filled Eligibility Bid: **11th October, 2024 by 15:00 hours.**
- The Eligibility bid will be opened on **11th October, 2024 at 15.30 hours.**

6. DELIVERY LOCATION

#	Delivery Location	Quantity
1	NISM Campus, Plot No. IS 1 & IS 2, Patalganga Industrial Area, Mohopada, Rasayani, District Raigad, Near Navi Mumbai - 410222.	161
2	NISM Bhavan, 5 th Floor, Plot No. 82, Sector- 17, Vashi, Navi Mumbai - 400703.	33

3	NISM, 5th floor, NCL Cooperative Society, Plot No. C-6, E-Block, Bandra Kurla Complex, Bandra East, Mumbai, 400051.	18
---	------------------------------------------------------------------------------------------------------------------------------	----

7. INSPECTION

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

**ANNEXURE - A
APPLICATION FORM**

(This should be included in uploading documents and should be on the company letterhead)

To,
Assistant General Manager - AD-4 (IT),
National Institute of Securities Markets,
NISM Campus, Plot No. IS 1 & 2,
Patalganga Industrial Area, Village Mohopada,
Taluka - Khalapur, Distt: Raigad
Maharashtra, Pin Code- 410222

Dear Madam/Sir,

- I/We have read and understood the instructions/ informations 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 here at confirm that we have fully operational office/service centre in Mumbai Metropolitan Region /Pune. The address and other contact details of the office/service centre are given below:

SUPPLIER 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**Supplier Profile**

(This should be included in uploading document list)

Name of the Supplier	
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 supplier (Attach a separate write-up or brochure that provides details of the business activities of the supplier)	
Year of Establishment	
GST IN	
Email ID of the Supplier	
PAN Number of the Supplier	
TAN Number of the supplier	

A Capacity Building Initiative of SEBI
EXPRESSION OF INTEREST FOR PROCUREMENT OF DESKTOPS
AT NISM

(Document Reference No: NISM/AD-4/EOI/02/2024-25)

Name of the Contact Person with Mobile and land line Number	
Supplier 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-C

(This should be included in uploading document list)

**List of projects on hand / Completed by the supplier costing
not less than Rs. 58,26,840/-**

#	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 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: