

**NATIONAL INSTITUTE OF SECURITIES MARKETS
NISM Bhavan, Plot No. 82,
Sector 17, Vashi, Navi Mumbai**

Application Form

**Shortlisting of Contractors
For Electrical Maintenance Works**

for

**Campus of National Institute of Securities Markets
situated at Plot nos. IS-1, IS-2 and IS-4 at
Patalganga Industrial Area, Village Mohopada
(Wasambe), Rasayani, Taluka Khalapur, District Raigad,
Maharashtra**

Name of the Applicant

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Notice Inviting Applications for Shortlisting of Contractors

Shortlisting of Contractors for Electrical Maintenance Works for NISM campus at Patalganga

National Institute of Securities Markets (NISM) invites applications for shortlisting of contractors for Electrical Maintenance Works for its campus situated at plot no. IS-1, IS-2 and IS-4, Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra.

The agencies interested in shortlisting for the captioned work and meeting eligibility criteria may download application form from NISM's website <www.nism.ac.in>. The same can also be collected from the office of Shri. Jitender K. Aggarwal, Sr. Vice President (EPMD), NISM Bhavan, 5th floor, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703.

Application form as per the prescribed format may be duly filled up and submitted at the above mentioned address for shortlisting of contractors for electrical maintenance works for NISM campus at Patalganga.

The last date for submission of duly filled application form is 3.00 PM October 11, 2017. The application duly filled may be submitted at the aforesaid address in an envelope superscribing "Application for Shortlisting of Contractors for Electrical Maintenance Works for NISM campus at Patalganga" on or before last date and time of submission. Late applications will not be entertained.

Nature of Work

The contractor who intends to apply for above work should have electrical contractor's license (license issued by the electrical inspectorate or the agency authorized by electrical inspectorate) and must be able to render the services of licensed electrical supervisor/ wiremen/ DG Set operator, etc.

The scope of work will include maintenance of electrical equipment including internal and external LT electrification, distribution boards, associated cabling, earthing, wiring for power points, UPS, light fixtures etc., liasioning with local electricity supply providers, electrical inspectors, DG set operations, routine and breakdown maintenance/ repairs, etc.

Eligibility Criteria

The contractor should fulfill the minimum criteria as per the details given below:

- (i) The contractors should have its office in Mumbai / Navi Mumbai/ Thane/ Raigad or Alibag District.
- (ii) Should be registered with GST.
- (iii) Should be registered with provident fund (PF)
- (iv) Should be registered with employees' state insurance corporation (ESIC) office.
- (v) Should be registered with professional tax office.
- (vi) Should possess electrical contractor's license issued by electrical inspectorate
- (vii) The average annual turnover for last three financial year ending March 31,2017 should not be less than Rs.24,75,000/-.
- (viii) The contractor must meet any of the following eligibility criteria during last 7 years ending September 30, 2017:
 - a) Three similar completed maintenance works (as mentioned in Nature of Works) with yearly compensation not less than Rs.11,00,000/-.
 - or
 - b) Two similar completed maintenance works (as mentioned in Nature of Works) with yearly compensation not less than Rs.13,75,000/-.
 - or
 - c) One similar completed maintenance works (as mentioned in Nature of Works) with yearly compensation not less than Rs.22,00,000/-.

Similar works mean Institutional / Educational / Commercial / Office / Residential premises preferably for Government Departments/ Public sector undertakings/ Central autonomous bodies/ State autonomous bodies/ Financial institutions or other reputed buildings/ societies.

General Rules and Instructions for Applicants:

1. The contractors should fulfill all the criteria as detailed in the eligibility criteria. Contractors not satisfying any eligibility criteria as detailed above will not be considered for shortlisting.
2. The intending contractors are advised to enclose photocopies of all relevant documents as mentioned in the list of testimonials and other required documents wherever required. Incomplete applications or applications with missing documents will not be considered for Shortlisting.
3. NISM may inspect the facilities of the agency as well as enquire with the various clients to assess the service standards, verify the genuineness and to ensure the conformity with the details given. NISM reserves the right to reject any applicant based on the aforesaid criteria.
4. Intending applicants are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed statement (Application Form I, II, III and IV along with requisite testimonials). Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for shortlisting.
5. Each page of the 'Application Form' shall be signed. The application shall be signed by person / persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
6. If the space in the proforma is insufficient for furnishing full details, the information shall be supplemented in separate sheets of paper stating therein the part of the statement and serial number. Separate sheets shall be used for each part.
7. Applications received after due date and time or incomplete in any respect are liable to be rejected.
8. 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 applicants for tendering at its sole discretion. NISM's decision in this regard shall be final and binding on all concerned.
9. The decision of NISM in selection of agencies for shortlisting will be final. NISM reserves the right to shortlist the agencies by relaxing the set criteria or inclusion of other criteria. NISM is not bound to assign any reason thereof. The shortlisted contractors will only be informed.

10. The tender document will be issued to shortlisted contractors only.
11. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by NISM.
12. If information and details furnished by applicants are found to be false/ inadequate at any time in future or any information withheld which comes to the notice of NISM at a later date, the shortlisting of such applicant will be cancelled immediately.
13. Applications received after the due date and time is liable for rejection.
14. The shortlisting shall be valid for a period of three years. The same may be extended/ terminated at the sole discretion of NISM.

APPLICATION FORM

**The Sr. Vice President (EPMD),
NISM Bhavan, 5th floor,
Plot No. 82, Sector-17,
Vashi, Navi Mumbai – 400 703**

Dear Sir,

I/We have read and understood the 'Notice Inviting Applications for Shortlisting of Contractors comprising nature of work, eligibility criteria, list of testimonials to be submitted, general rules and instructions to the intending applicants.

I/We do hereby declare that the information furnished in the application form from pages 1 to_____ and in the supplementary sheets from pages_____ to _____ is correct to the best of my/our knowledge and belief. I/We am/are also aware that the shortlisting will be cancelled at any stage in case the statements and documents furnished are found to be false.

I/We am/are hereby submitting the complete Application Form (Part I, II, III and IV) including the requisite copies of testimonials duly signed and sealed on each page.

Yours faithfully,

Signature and Name of the Contractor

Enclosure: (i) Notice inviting applications for Shortlisting of Contractors (ii) Application form PART I (iii) Application form PART II (iii) Application form PART III(iv) Application form PART IV (v) Copies of testimonials as per check list.

APPLICATION FORM

PART I

1.	Name of the Organization	
2.	Type of Organization (Whether Proprietorship, Partnership, Company etc.)	
3.	Name of the Proprietor/Partners/Directors in the Organization	
4.	Registration (Firm, Company etc.) Registering Authority, Date, Number etc.	
5.	a. Registered office address b. Office address through which the maintenance work will be handled.	
6.	E-Mail ID:	
7.	Tel. No.	
8.	Mobile No.	
9.	Name and address of the Bankers	
10.	GST Registration No.	
11.	PF Registration No.	
12.	ESIC Registration No.	
13.	Professional Tax Registration No.	
14.	Electrical Contractor's License No.	
15.	PAN No.	

16.	<p>Yearly turnover of the organization for the last 3 years. Enclose relevant document in support of the same.</p> <ul style="list-style-type: none"> • 2014-2015 • 2015-2016 • 2016-2017 	
17.	Years of experience in maintenance/ repair works	
18.	Whether working with any Govt. / public sector undertakings/ autonomous bodies/ reputed institutions etc. as approved contractors? If so, furnish details.	
19.	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	

CHECK LIST OF TESTIMONIALS

Sr. No.	List of Testimonials	Enclosed	Not enclosed
1	Completion certificate or any other relevant document/s in support of the work/s completed clearly showing the value, nature of the work executed, duration of the work etc. which should be considered as per the criteria mentioned in the advertisement.		
2	GST registration certificate		
4	PF registration certificate		
5	ESIC registration certificate		
6	Professional tax registration certificate		
7	Electrical contractor's license		
8	Necessary documents in support of annual turnover for the last three years ending March 31, 2017.		
10	PAN card		
12	Any other relevant documents. Please specify		

APPLICATION FORM

PART III

List of important similar works in hand costing not less than Rs. 11,00,000/- per year

Sr. No.	Name of the work and location	Name of the Client. Name of the client's contact person and phone no.	Work order ref. no./date	Work order value	Period of Contract (Years)	Status of the Work	Any other relevant information
1	2	3	4	5	6	7	8

APPLICATION FORM

PART IV

List of Technical Personnel with details about their technical qualifications, experience etc.:

Sr. No.	Name	Age	Qualification	Designation	Experience	Nature of work handled	Name of the project handled	Date from which employed in the present organization	Any other remarks
1	2	3	4	5	6	7	8	9	10