

NATIONAL INSTITUTE OF SECURITIES MARKETS

**NISM Bhavan, Plot No.82
Sector -17, Vashi, Navi Mumbai – 400 703.**

Expression of Interest (EOI)

for

EMPANELMENT OF AGENCIES FOR PROVIDING CATERING SERVICES

National Institute of Securities Markets (NISM) is a public trust, established by the Securities and Exchange Board of India (SEBI), the regulator for securities markets in India. It is located in Navi Mumbai, India.

NISM seeks to add to market quality through educational initiatives. It is an autonomous body governed by its Board of Governors.

NISM consists of six different schools and a National Center as follows:

- School for Investor Education and Financial Literacy (SIEFL)
- School for Certification of Intermediaries (SCI)
- School for Securities Information and Research (SSIR)
- School for Regulatory Studies and Supervision (SRSS)
- School for Corporate Governance (SCG)
- School for Securities Education (SSE), and
- National Center for Financial Education (NCFE)

Currently, it is operating from partly from its Vashi premise and partly from its new Campus located Plot No. IS-1 & IS-2 & IS-4, Patalganga Industrial Area, Mohpada Village, Taluka Khalapur, Dist. Raigad, Maharashtra, Pin 410 222. It is slated to move its operations to its 70 acre new NISM campus located at Patalganga some times during December 2016/January 2017. Currently, NISM has a total strength of 200+ comprising staff and students. The same expected to grow up to 500 over a period of two to three years.

Among the main features of the campus at Patalganga would be modern classrooms equipped with latest technology, 400 seater auditorium, library, amphitheatre and a recreational block. In its first phase accommodation for 900 students is being created along with other amenities area.

This Expression of Interest (EOI) issued for the purpose of pre-qualifying agencies for providing catering services at its new campus located at Patalganga.

Broad Scope of work:

- a. The agencies should be responsible to serve tea/coffee, cold drinks, juices, snacks, lunch to the executives, staff, trainees and students during working

hours as well as during extended hours of working at NISM Campus at Patalganga. Also, round the clock catering services for students and executive trainees as per requirement indicated by management.

- b. The agencies should be responsible for day to day cleaning of dining hall area including kitchen and shall be maintained in a clean and tidy condition all the time.

The agencies who had provided/providing similar type of catering and caretaking services in an office and guest house /transit accommodation/hostel for PSUs, PSU banks, financial institutions, premier educational institutes would be preferred.

Proprietary /partnership firms/ private/public limited companies preferably having equipped to handle Catering Services round the clock for student/ executive hostel/guest house/transit accommodations/ Office premises for providing catering services such as serving tea/coffee, lunch etc. during working hours for staff and executives having strength of at least 200 during the last 5 years can apply.

The agencies should satisfy the following criteria :

- 1) The contractor should have satisfactorily completed any of the following works :
 - a) Should have at least carried out one similar job for value of Rs.130 Lakh.

OR
 - b) Should have at least carried out two similar jobs for value of Rs. 98 Lakh.

OR
 - c) Should have at least carried out three similar jobs for value of Rs. 65 Lakh.

Preferably for Public Sector Undertakings / PSU banks/ Financial Institutions/ Autonomous Body/Premier Educational Institutes during the last 5 years. (The period of five years for the purpose of having completed similar works shall be from 01.04.2011 to 31.03.2016).

- 2) The agency should have an average annual turnover of atleast Rs.146 Lakh during the last three years.
- 3) Agency shall have following statutory valid registration certificates and licenses:
 - a) Registration under Shops and Establishment Act.
(for food and beverages including a canteen licence)
 - b) Contract Labour, License
 - c) Professional Tax Registration
 - d) Provident Fund Registration Number
 - e) ESIC Registration Number

- f) Registration Number of Maharashtra Labour Welfare Board
- g) VAT, Sales Tax and Service Tax Registration Number
- h) Permanent Account Number (PAN)

Similar job means providing catering services such as serving tea/coffee, milk, cold drinks, juices, lunches for both staff, executives, senior executives in an office environment and for providing round the clock catering services for students and executive trainees in a premier educational institute in guest houses/ hostel/ transit accommodations.

The agencies shall be prequalified based on the quality of catering services in an office and/or guest houses/transit accommodation/hostel/hotel. NISM also reserves the right to inspect some of premises/offices managed by the agency before short-listing the agencies.

The decision of NISM regarding the short-listing of the agencies shall be final and binding on all concerned.

The tender documents to invite price bid and the terms and conditions for appointing the agency for "Catering Services" shall be issued to the shortlisted agencies only.

The applicants meeting the above criteria and willing to provide the same to NISM can download the application from NISM's website www.nism.ac.in. Application forms shall be duly filled and attaching all the relevant documents shall be submitted to the office of **Vice President, General Services Department, National Institute of Securities Markets, NISM Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703** in a sealed cover within 15 days from the date of the date of the publication of the aforesaid advertisement in the newspapers or latest by 3.00 pm on November 09, 2016.

NISM reserves the right to accept or reject any or all the applications without assigning any reason thereof. The decision of NISM shall be final and binding on all concerned.

Last date for submission of duly filled applications with attachments is on or before 3.00 pm on November 09, 2016. Applications received after the said will be forthwith rejected.

For further details, please contact -Shri Dashrath Gavade. Sr. Manager.

Telephone no.022- 66735122

EMPANELMENT OF AGENCIES FOR PROVIDING CATERING SERVICES

Name of the applicant _____

Last date for submission:

The application form duly filled in shall be submitted in a sealed envelope super subscribing “**Empanelment of agencies for providing catering services**” addressed to:

Shri A S Ramayya
Vice President (General Services Department)
National Institute of Securities Markets
NISM Bhavan, Plot No.82
Sector-17, Vashi
Navi Mumbai – 400 703.

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages _____ to _____ is correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature _____

Name _____

Designation _____

Address _____

Place _____

Date _____

Seal of the applicant.

Information to be furnished by the applicant
For empanelment of agencies for Catering services

1.	Name of the Applicant / Organization	:	
2.	Address	:	
2a	Contact Phone nos. including Mobile numbers	:	
3.	Type of the Organization (Whether sole / Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.) Whether registered with the Registrar of companies / Registrar of firms. If so, mention no. and date and attach a copy of registration.	:	
4.	Name of the Proprietor / Partners / Directors of the Organization / Firm (a) (b) (c) (d) (e) (f)	:	
5.	Year of Establishment	:	
6.	Experience in the field of catering services for the guest house / hostel/ transit accommodation including an office.	:	_____ Years

Signature of the Applicant

7.	Similar Works carried out during last 5 years by the firm. The full address of the clients for whom the works have been executed including name of contact persons and telephone nos.	:	Details to be furnished in the prescribed Proforma (Statement I)
8.	Details of similar works on which the firm is engaged at present. The full address of the clients, along with the name of the contact person and telephone no. shall be indicated against each project.	:	Details to be furnished in the prescribed Proforma (statement II)
9.	Whether working with any of the Government / Semi-Government. Undertaking/s as approved contractors and if so, furnish details like copies of work orders issued, etc.	:	
10.	Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard. (a) 2015- 2016 (b) 2014-2015 (c) 2013-2014 The average annual turnover of the contractor should not be less than Rs. 146 Lakh during the last three years.	:	
11.	Whether any civil suit / litigation arisen in the contracts executed during the last 3 years / being executed. If yes, please furnish the name of the work, employer, nature of work, work order value and date and brief details of litigation.	:	

Signature of the Applicant

Statement- I

Previous Experience

List of similar works undertaken by the firm during last five years costing Rs. 65.00 lacs and above (01.04.2011 to 31.03.2016)

Sr. No	Name of work and location	Nature of work involved in the contract :	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/Autonomous Body/ Private Body/Educational Institute with address and name of the official from the client's side (with phone no.)	Amount of the work order towards the catering services	Period of the contract	Whether the work was left in between or contract was terminated from either side. Give full details.	Any other relevant information regarding details of penalty imposed/ litigations, if any.
1	2	3	4	5	6	7	8

Note: In case the space is insufficient a separate annexure may be attached.

Signature of the Applicant

Statement- II

List of similar works IN HAND costing Rs.65 lakh and above

Sr. No.	Name of work and location	Nature of work involved in the contract:	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/ Autonomous Body/ Private Body/Educational Institute with address and name of the official from the client's side (with phone no.)	Contract Amount	Period of the contract	Any other relevant information

Signature of the Applicant

Check List for Enclosures

Please state whether following enclosures has been enclosed or not.

Sr. No.	Description of Items	Enclosed	Not Enclosed
1.	Necessary Certificate/s issued by your client/s in support of having completed works as per the prequalification criteria mentioned in the advertisement. Certificate shall contain nature of service, value and contract duration.		
2.	Certificate in support of average annual turnover for the last three years not less than Rs.146 lakh along with extracts of P& L Statement and Balance sheet.		
3.	Copies of registration certificates/licenses : a) Registration under Shops and Establishment Act. (for food and beverages). b) Contract Labour, License c) Professional Tax Registration d) Provident Fund Registration Number e) ESIC Registration Number f) Registration Number of Maharashtra Labour Welfare Board g) VAT, Sales Tax and Service Tax Registration Number. h) Permanent Account Number (PAN)		
4.	Basic information and statements I – II		
5.	Any other important information		

I / We hereby agree to abide by the decision of NISM in all matters related to this pre-qualification.

For.....

Seal

Authorised Signatory