

VOLUME I

ELIGIBILITY BID

**FOR
SUPPLY, INSTALLATION, TESTING
AND COMMISSIONING OF UPS SYSTEM**

**FOR VARIOUS PREMISES OF
NATIONAL INSTITUTE OF SECURITIES
MARKETS**

**AT
NISM BHAVAN, PLOT NO. 82,
SECTOR 17, VASHI, NAVI MUMBAI – 400 703.
&
NISM, 1ST FLOOR, ‘C’ WING, MITTAL COURT,
NARIMAN POINT, MUMBAI – 400 021**

To be submitted in a separate sealed envelope marked as envelope II

Date:

To,

Shri. Jitender K. Aggarwal

Vice President – Estates & Premises Management Department (EPMD)

National Institute of Securities Markets

5th Floor, 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 and true to the best of my/our knowledge and belief. 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.**

Yours faithfully,

Signature

Name: _____

Designation: _____

Address: _____

Office seal:

NATIONAL INSTITUTE OF SECURITIES MARKETS (NISM)

Application Form

Instructions to the applicants for furnishing information

For supply, installation, testing and commissioning of UPS system

Sealed tenders are invited for supply, installation, testing and commissioning of UPS system at various premises of NISM. The estimated cost of work is Rs. 30 Lakh.

Agency fulfilling following criteria are eligible to apply:

Sr. No.	Name of the work	Estimated cost (in Rs.)	Eligibility criteria
1	Supply, installation, testing and commissioning of UPS system of EMERSON / APC / GE / EATON make.	Rs. 30 Lakh	<p>1. The tenderer should have satisfactorily completed atleast any of the following works during the last seven years:</p> <p>a. One similar work[#] costing not less than Rs. 24 Lakh.</p> <p style="text-align: center;">OR</p> <p>b. Two similar works[#] each costing not less than Rs. 15 Lakh.</p> <p style="text-align: center;">OR</p> <p>c. Three similar works[#] each costing not less than Rs. 12 Lakh.</p> <p>The period of 7 years for the purpose of having completed similar works shall be from 1.10.2007 to 30.09.2014.</p> <p>2. The annual average turnover of the tenderer should not be less than Rs. 120 Lakh during the last 3 years.</p>

[#]Similar work(s) means supply, installation, testing and commissioning of UPS system.

General conditions

1. The tenderer will submit an authorization letter from the approved manufacturer(s) as per the draft enclosed - 'Annexure I' along with his eligibility bid, failing which, his bid will stand summarily rejected.
2. Joints ventures are not accepted.
3. NISM reserves the right to independently verify the documents submitted by tenderer and also, inspect the facilities where the systems are installed.
4. NISM reserves the right to reject any or all the applications without assigning any reason thereof.
5. Applications not received in the prescribed manner will be summarily rejected.
6. Corrigendum intimating any modified condition(s), if any, shall be placed on NISM website only, till October 21, 2014. The tenderer is advised to check NISM website before submitting tender and should take printout of corrigendum, if any, and submit the same, duly signed and stamped in token of acceptance of various terms and conditions mentioned therein, in envelope – III, along with other documents.
7. 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 statements which will be kept confidential.
8. **Each page of the application shall be signed by the applicant.**
9. 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.
10. While filling up the application form with regard to the list of important works completed or in hand, the applicants shall include only those works which individually cost not less than Rs. 12 Lakh for supply, installation, testing and commissioning of UPS system.
11. Applications containing false and / or inadequate information are liable for rejection. Applicant shall be disqualified at any stage at their risk and cost if they are found to have "Made untrue or false representation in the forms, statements and attachments submitted in proof of qualification and requirements."
12. The tenderers are requested to submit application form duly filled in alongwith all the

relevant information, duly signed on all pages on the above address within the specified date. Applications not received in the prescribed manner will be summarily rejected.

Tendering Process:

1. The tender documents shall be issued or downloaded as under:
 - a) Eligibility Bid (Volume I)
 - b) Commercial cum Technical Bid (Volume II)
 - c) Price Bid (Volume III)
2. The tenderer is required to submit 4 (four) separate envelopes as mentioned below:
 - a) Envelope I containing "Earnest Money Deposit only" in the prescribed manner.
 - b) Envelope II containing "Eligibility Bid only" along with required enclosures and details.
 - c) Envelope III containing "commercial cum technical bid only" without any conditions.
 - d) Envelope IV containing "price bid only" duly filled in.

All the above 4 (four) sealed envelopes shall then be placed in another single outer envelope and submitted on the following address:

The Vice President (Estates & Premises Management Department),
National Institute of Securities Markets (NISM),
NISM Bhavan, 5th Floor, Plot No. 82,
Sector 17, Vashi, (Next to Vashi Plaza)
Navi Mumbai 400 703

Upto 1500 hrs. on or before the last date of receipt of tenders i.e. October 29, 2014.

Tender(s) received after due date and time specified for receipt of tender will not be accepted under any circumstances.

3. The tenderers are requested to make note of the following important dates:
 - a) Pre-bid Conference shall be held in NISM office at 5rd Floor, NISM Bhavan, Plot No. 82, Sector 17, Vashi, Navi Mumbai 400 703 at 11:00 a.m. on **October 13, 2014** to clarify any points that the intending tenderers may have regarding the

eligibility criteria, commercial conditions, technical specifications, bill of quantities etc.

- b) Last date of receipt of tenders including Earnest Money Deposit, Eligibility Bid, Commercial cum Technical Bid and the Price Bid upto **1500 hrs. on October 29, 2014.**
 - c) Date of Opening of tenders (only envelope-I containing EMD) in the office of undersigned at **1530 hrs. on October 29, 2014.**
 - d) Date of receipt of revised price bids, if required, in the specified manner shall be intimated subsequently.
 - e) Date of opening of price bid / revised price bids, shall be intimated subsequently.
4. On the date stipulated for opening of tenders, the envelope-I superscribed "Earnest Money Deposit only" will be opened first. The tender of the tenderer who does not submit EMD of the required amount in the prescribed form shall not be considered for further evaluation. No other envelope will be opened on this date.
5. Thereafter, the envelope-II superscribed "Eligibility Bid only" shall be opened by NISM and the scrutiny and evaluation of Eligibility bid shall be done by NISM based on the parameters specified in the Eligibility Bid. In case, additional information / clarifications are sought by NISM, from the tenderers, the same shall be furnished by the tenderers within the stipulated time as communicated to them. Non or partial submission by the tenderer within the stipulated period shall render their tender liable for rejection. Tenderers that fulfill eligibility criteria will only be considered for further evaluation.
6. Thereafter, the envelope-III super scribed "Commercial cum technical bid only" will be opened. The scrutiny and evaluation of Commercial cum technical bid shall be done by NISM and in case no clarifications / additional information is required, then the price bids shall be opened in presence of the tenderers who wish to be present during price bid opening. In case, additional information / clarifications are sought by NISM, from the tenderers, the same shall be furnished by the tenderers within the stipulated time as communicated to them. Non or partial submission by the tenderer within the stipulated period shall render their tender liable for rejection.
7. Depending upon the changes / modifications made in scope of work, technical specifications, terms and conditions etc., if any, the tenderers shall be advised to submit fresh rates which may be either increase or decrease in their quoted rates and consequently resulting in increase or decrease in the amount. This plus or minus in the quoted rate / amount shall be given in the form of a letter in a sealed envelope suitably superscribed with the "Name of the Work" and the words "Revised price bid only" by the tenderers and submitted up to the date and time communicated to them. The

Revised Price Bids, if having any condition(s) and / or any conditional rebate, shall be summarily rejected and shall not be considered for further evaluation. The tenders of the tenderers who do not respond for revised price bid, within the stipulated date communicated to them, shall stand rejected. **The date of opening of price bid / revised price bid will be intimated to all the eligible tenderer. The work shall be awarded to the lowest tenderer.**

**Application form for supply, installation, testing
and commissioning of UPS system at various premises of NISM**

Basic Information

1	Name of Tenderer	:	
2	Address of the tenderer	:	
3	Name of the contact person with Phone and Mobile No.:	:	
4	Email Id:	:	
5	Type of the Organization (Whether sole Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	:	
6	Name of the Proprietor / Partners / Directors of the Organization / Firm (a) (b) (c) (d)	:	
7	Year of establishment	:	
8	Experience in the field of supply, installation, testing and commissioning of UPS system	:	_____ Years
9	PAN No:	:	
10	TAN No:	:	
11	TIN / VAT No:	:	
12	CST No:	:	
13	Service tax Registration No:	:	

14	ESI / PF Registration No :	:	
15	Any other Registration details relevant to the contract:	:	
16	Beneficiary's Name:	:	
17	Beneficiary's Address:	:	
18	Beneficiary's Bank:	:	
19	Beneficiary's Bank branch address:	:	
20	Beneficiary's Nature of Bank Account:	:	
21	Beneficiary's Bank Account No. :	:	
22	Beneficiary's Bank Br. IFSC (Code):	:	
23	Technical personnel available in the organization	:	Details to be furnished in the prescribed Proforma (Statement I)
24	Important large works executed during last 7 years (costing not less than Rs. 12 Lakh for supply, installation, testing and commissioning of UPS system) by the applicant. 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 II). Please attach 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.
25	Important large works (costing not less than Rs. 12 Lakh for supply, installation, testing and commissioning of UPS system) on which the applicant is engaged at	:	Details to be furnished in the prescribed Proforma (statement III)

	present and their estimated cost. The full address of the clients, alongwith the name of the contact person and telephone no. shall be indicated against each work.		
26	Address of office through which the proposed work of NATIONAL INSTITUTE OF SECURITIES MARKETS will be handled and the name, contact no. and designation of the Officer-in-charge.	:	
27	Yearly turnover of the applicant during last 3 years (Year wise). Please attach necessary documents in support of turnover. (a) 2010-2011 (b) 2011-2012 (c) 2012-2013 (d) 2013-2014 (if available)	:	
28	Whether any civil suit / litigation arisen in the contracts executed during the last 7 years / being executed. If yes, please furnish the name of the work, employer, nature of work, contract value, work order and date and brief details of litigation.	:	

Statement I
Key personnel and Experience

**List of technical personnel, giving their technical qualifications,
experience, including that in the present organization**

Sr. No.	Name	Age	Present Designation	Qualification	Experience in UPS work	Name of the major works handled in respect of UPS work	Date From Which Employed In the Present Organization	Indicate Special experience, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.

**Statement II
Previous Experience**

**List of important works executed by the tenderer
during last seven years costing not less than Rs. 12 Lakh**

Sr. No.	Name of the Work and Location	Nature of work involved in the contract	Name of the Client with full Address. Name and telephone No. of contact person	Work Cost in Lakh	<u>Date of commencement</u>	Litigation(s) , if any or any other relevant information
					<u>Date of Completion</u>	
					<u>Period</u>	
					<u>a)Stipulated</u> <u>b) Actual</u>	
(1)	(2)	(3)	(4) (5)	(6) (7)	(8) (9) (10) (11)	(12)

Statement III
List of important works IN HAND being executed
by the tenderer costing not less than Rs. 12 Lakh

Sr. No.	Name of the Work and location	Nature of work involved in the contract	Name of Client with full address. Name and telephone No. of contact person	Work cost in Lakh	<u>Date of commencement</u>	Present stage of work with reasons if the work is getting delayed	Litigations , if any or any other relevant information
				<u>Tender Cost</u>	<u>Expected date of completion</u>		
				<u>Expected Cost</u>	<u>Period</u>		
					<u>Stipulated</u>		
					<u>Expected</u>		
(1)	(2)	(3)	(4) (5)	(6) (7)	(8) (9) (10) (11)	(12)	(13)

Check List for Enclosures

Please state whether following enclosures have been enclosed or not.

Sr. No.	Description of items	Enclosed	Not enclosed
1.	Authorization letter from the manufacturer of the UPS as per 'Annexure I'		
2.	Necessary documents in support of having completed work(s) as per the eligibility criteria mentioned in the advertisement.		
3.	Necessary documents in support of annual turnover for the last three years		
4.	Basic information and statements I – III duly filled in, as per the prescribed format.		
5.	Any other important information		

To,
The Vice President (EPMD),
National Institute of Securities Markets (NISM),
NISM Bhavan, 5th Floor,
Plot No. 82, Sector 17,
Vashi, (Next to Vashi Plaza),
Navi Mumbai 400 703

Dear Sir,

**Sub.: Supply, installation, testing and
commissioning of UPS system at various premises of NISM**

With reference to the captioned work, we confirm that M/s. (name of the tenderer) is authorized by us for submitting tender for (make of the UPS) make UPS.

The UPS system will be supplied by (name of the manufacturer) through (name of the tenderer) and installation will be carried out by (name of the tenderer). However, (name of the manufacturer) will be responsible for supply, installation, testing and commissioning of the overall UPS system.

Yours faithfully,

Authorized signatory
(Name of the signatory with designation and contact no.)

(Seal of the manufacturer)