

# **VOLUME I**

## **ELIGIBILITY BID**

FOR  
MAINTENANCE OF LANDSCAPE  
AND HORTICULTURE WORK

IN

**THE CAMPUS OF NATIONAL  
INSTITUTE OF SECURITIES MARKETS**

AT

Plot No. IS- 1, IS-2 & IS-4 (Opp. HDFC Bank,  
Rasayani Branch), Patalganga Industrial Area,  
Village Mohopada (Wasambe), Taluka –  
Khalapur, District Raigad, Pin code – 410 222

**Last date of submission of Eligibility bid is May 31, 2018.**

Date:

To

Shri. Jitender K. Aggarwal  
Senior Vice President – Estates & Premises Management Department  
National Institute of Securities Markets  
Plot No. 82, Sector 17, 5<sup>th</sup> Floor,  
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. 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:

**Notice Inviting Applications for Shortlisting of Contractors  
for landscape and horticulture work in NISM campus at Patalganga**

National Institute of Securities Markets (NISM) invites applications for shortlisting of contractors for landscape and horticulture work 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 estimated cost of work per annum is Rs. 28 Lakh.

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, 5<sup>th</sup> 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 following address:

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

The last date for submission of duly filled application form is May 31, 2018. Late applications will not be entertained.

**Nature of Work**

NISM has constructed a state of art educational campus having built up area of 7.00 lakh sq. ft. on plot of lands admeasuring about 70 acre at Patalganga near Panvel along Mumbai Pune Express way. The campus has around 7 acre of lawn, 1,750 trees and 6,000 shrubs which are required to be maintained by the agency on day-to-day basis.

**Eligibility Criteria**

The contractor fulfilling minimum eligibility criteria as per the details given below **(either condition no. a) or condition nos. b) to h))** shall be eligible to apply.

- a) Should be a registered contractor for horticulture work with CPWD for value of Rs. 28 lakh or more.

Or

- b) The contractor should have its office in Mumbai / Navi Mumbai/ Thane/ Raigad / Pune or Alibag District.
- c) Should be registered with GST.
- d) Should be registered with provident fund (PF)
- e) Should be registered with employees' state insurance corporation (ESIC) office.
- f) Should be registered with professional tax office.
- g) The average annual turnover for last three financial year ending March 31,2018 should not be less than Rs. 25,20,000/-.
- h) The contractor must meet any of the following eligibility criteria during last 7 years ending April 30, 2018:
  - (i) Three similar completed works with yearly compensation not less than Rs.11,20,000/-.
  - or
  - (ii) Two similar completed works with yearly compensation not less than Rs.14,00,000/-.
  - or
  - (iii) One similar completed work with yearly compensation not less than Rs.22,40,000/-.

Similar work shall mean completed work consisting of **“Execution / maintenance of landscape and horticulture work.”**

**General Rules and Instructions for Applicants:**

1. Joints ventures are not accepted.
2. 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.
3. 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.

4. 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.
5. The contractor should fulfill all the criteria as detailed in the eligibility criteria. Contactor not satisfying any eligibility criteria as detailed above will not be considered for shortlisting.
6. NISM may inspect the project executed / being maintained by 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.
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 shortlisted contractors will only be informed for further participation in the tender process and tender document will be issued to shortlisted contractors only.
10. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by NISM.
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. While filling up the application form with regard to the list of important projects completed or in hand, the applicants shall include only those projects which individually cost not less than Rs. 11.20 Lakh for landscape and horticulture work only.

13. The Shortlisting shall be valid for a period of three years. The same may be extended/ terminated at the sole discretion of NISM.
14. Pre-bid Conference shall be held in the Ground floor meeting room of Orientation block, NISM campus, plot no. IS- 1 & IS-2 (Opp. HDFC Bank, Rasayani Branch), Patalganga Industrial Area, Village Mohopada (Wasambe), Taluka – Khalapur, District Raigad, Pin code – 410 222 at 11:00 a.m. on May, 23 2018 to clarify any points that the intending tenderers may have regarding the eligibility criteria.
15. **Corrigendum intimating modified condition(s), if any, shall be placed on NISM website only, till May, 28 2018. The applicant is advised to check NISM website before submitting its application 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 along with other documents.**

## 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 enclosures as per check list.

**Application form for eligibility of tenderer for maintenance  
of landscape and horticulture work in NISM campus at Patalganga**

**Basic Information**

**Application form PART I**

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 maintenance of landscape and horticulture work	:	_____ Years
9	PAN No.	:	
10	PF Registration No.	:	
11	ESIC Registration No.	:	

12	Professional Tax Registration No.		
13	Whether working with any Govt. / public sector undertakings/ autonomous bodies/ reputed institutions etc. as approved contractors? If so, furnish details.		
14	GSTIN No. (copy of certificate to be attached)	:	
15	Beneficiary's Name:	:	
16	Beneficiary's Address:	:	
17	Beneficiary's Bank:	:	
18	Beneficiary's Bank branch address:	:	
19	Beneficiary's Nature of Bank Account:	:	
20	Beneficiary's Bank Account No. :	:	
21	Beneficiary's Bank Br. IFSC (Code):	:	
22	Technical personnel available in the organization	:	Details to be furnished in the prescribed Proforma (Statement I)
23	Yearly turnover of the firm during last 3 years (Year wise). Please attach necessary documents in support of turnover.  (a) 2014-2015	:	

	(b) 2015-2016  (c) 2016-2017		
24	Important large works executed during last 7 years (costing not less than Rs. 11.20 Lakh for landscape and horticulture work) 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 project/s completed clearly showing the value, nature of the project executed, duration of the project etc. which should be considered as per the criteria mentioned in the advertisement.
25	Important large works (costing not less than Rs. 11.20 Lakh for landscape and horticulture work on which the applicant is engaged at 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.	:	Details to be furnished in the prescribed Proforma (statement III)
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.	:	

**Statement I**

**Application form PART II**

**Key personnel and Experience**

**List of skilled personnel, giving their qualifications,  
Experience, including that in the present organization**

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Present Designation</b>	<b>Qualifications</b>	<b>Landscape and horticulture Experience</b>	<b>Name of the major projects handled in respect of Landscape and horticulture work</b>	<b>Date From Which Employed In the Present Organization</b>	<b>Indicate Special experience, if any</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>	<b>(6)</b>	<b>(7)</b>	<b>(8)</b>	<b>(9)</b>

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

**Statement II**

**Application form PART III**

**Previous Experience**

**List of important projects handled by the firm  
during last seven years costing not less than Rs. 11.20 Lakh**

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

Statement III

Application form PART IV

List of important projects IN HAND being handled  
by the firm costing not less than Rs. 11.20 Lakh

Sr. No.	Name of the Project and location	Nature of work involved in the contract	Name of Client with full address. Name and telephone No. of contact person	Project cost in lakh  <u>Tender Cost</u>  <u>Expected Cost</u>	<u>Date of commencement</u>	Present stage of project with reasons if the project is getting delayed	Litigations , if any or any other relevant information
					<u>Expected date of completion</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.

<b>Sr. No.</b>	<b>List of Testimonials</b>	<b>Enclosed</b>	<b>Not enclosed</b>
1	Notice inviting application for shortlisting of Contractors duly signed		
2	Application form duly signed		
3	Application form Part I duly filled		
4	Application form Part II duly filled		
5	Application form Part III duly filled		
6	Registration certificate of CPWD (in case of CPWD registered contractor)		
7	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.		
8	GST registration certificate		
9	PF registration certificate		
10	ESIC registration certificate		
11	Professional tax registration certificate		
12	Necessary documents in support of annual turnover for the last three years ending March 31, 2017.		
13	PAN card		
14	Any other relevant documents. Please specify		