

For website

**NATIONAL INSTITUTE OF SECURITIES MARKETS
PRE-QUALIFICATION TENDER NOTICE**

The National Institute of Securities Markets (NISM) has been established by the Securities and Exchange Board of India (SEBI) as a public trust registered under the Bombay Public Trusts Act, 1950 and a society under Societies Registration Act. 1860.

NISM is an educational institute working towards capacity building and enhancing the quality of intermediaries in the Indian securities markets through knowledge initiatives. NISM addresses a number of stakeholders in the securities markets such as the investors, issuers, intermediaries, students who seek a career in the securities markets, regulatory staff and members of academia who wish to study the securities markets.

NISM is coming up with the new 70 acre state-of-the-art campus up at Patalganga near Panvel. Among the main features of the campus 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 being created along with other amenities area.

Applications are invited in prescribed format for pre-qualification of agencies for **Housekeeping and Facility Management Services for its premises located at NISM Campus, located at Plot No. IS-1, 2 & 4, Patalganga Industrial Area Additional, Village Wasambe (Mohpada), Taluka Khalapur, Dist. Raigad, Pin. 410222. Total area would be about 2,60,000 sq. ft. of NISM Campus, Patalganga.** Area comprising of Residential Block, Hostel Block A,MDP Block, Academic Block A & D, Library, Orientation Centre, Dormitory, Common areas like- Roads, Passages, Lobbies, and Walkways, Utility, Amphitheatre, Auditorium, Terraces, Ducts, Ventilating shafts, Glass façade, All corners of bldgs etc.

The contractors fulfilling following criteria may apply:

1. The contractor should have experience of at least 5 years in housekeeping work for the modern educational buildings preferably for Central Government / State Government / Public Sector Undertaking / Autonomous Body/Premier Educational Campus during the last 3 years.
2. The contractor should have satisfactorily completed at least three similar housekeeping works for office premises, each costing not less than Rs. 32 lakh.
3. The contractor should have satisfactorily completed atleast two similar housekeeping works for office premises, each costing not less than Rs. 48 lakh.
4. The contractor should have satisfactorily completed at least one similar housekeeping works for office premises, costing not less than Rs. 64 lakh.

5. The annual average turnover of the contractor should not be less than Rs. 72 lakh during the last 3 years.

Application forms can be obtained from the office of Shri A S Ramayya, Vice President, NISM Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703 upon submission of documentary evidence in support of the criteria mentioned above, at the above address. In case of non-production of performance certificate for satisfactory completion of work as mentioned above, the applicant will submit copies of agreement / work order, final bill and completion certificate for obtaining pre-qualification application form. Joint ventures are not accepted.

Similar work means arranging cleaning and housekeeping works and upkeeping modern educational premises by deploying housekeeping manager, housekeeping supervisors, House attendant, Receptionists and house keeper staff, Carpentry and a Plumbing Services.

For the purpose, “Cost of work” shall mean gross value of completed work.

Work executed for any private body will be considered only if the applicant produces the tax deduction at source certificate indicating the date and value of the completed work.

The period of three years for the purpose of having completed similar work / experience shall be from 01.01.2013 to 31.12.2015, whereas for average annual turnover, it will be from 01.04.2013 to 31.03.2016.

No other tender notice will be published in the press for the job referred above and issue of tender forms will be restricted among the applicants found suitable for the job.

The NISM reserves the right to reject any or all the applications without assigning any reason thereof.

Applications not received in the prescribed manner will be summarily rejected.

The last date for obtaining application & filled submission of application form along with necessary document is November 01, 2016 @ 15.00 hrs.

NATIONAL INSTITUTE OF SECURITIES MARKETS

**APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS
FOR HOUSE KEEPING AND FACILITY MANAGEMENT SERVICES AT NISM
CAMPUS PREMISES, PATALGAGNA**

| | | |
|--------------------------------|---|---|
| Name of work | : | FOR HOUSE KEEPING AND FACILITY MANAGEMENT SERVICES AT NISM CAMPUS PREMISES, PATALGAGNA |
| Issued to | : | <hr/> |
| Last date for submission | : |, 2016 on or before 3.00 p.m. |
| Application to be addressed to | : | Shri A S Ramayya, Vice President, NISM Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703 |

Place :

Date :

Date:

Shri A S Ramayya
Vice President
NISM Bhavan
Plot No. 82, Sector-17
Vashi, Navi Mumbai – 400 703

Dear Sir,

I / We have read and understood the pre-qualification tender notice and instructions to the applicants. I / We do hereby declare that the information furnished in the proforma of pages i.e. basic information – 3 pages and statements (1 to 5) – 5 pages and in the supplementary sheets from pages _____ to _____ is correct to the best of my / our knowledge and belief.

Yours faithfully,

Signature

Name

Designation

Address.

Office seal

NATIONAL INSTITUTE OF SECURITIES MARKETS

Instructions to the Applicants for housekeeping information as part of pre-qualification

1. The NISM is pre-qualifying reputed agencies for housekeeping, cleaning, plumber and carpenter services for its premises located at NISM Campus, Patalganga works.

The work involves:-

i) Cleaning of total area 2,60,000 Sqft ii) Upkeeping & maintaining of Residential Block, Hostel Block A,MDP Block, Academic Block A & D, Library, Orientation Centre, Dormitory, Common areas includes- Roads, Passages, Lobbies, Walkways, Utility, Amphitheatre, Auditorium, Terraces, Ducts, Ventilating shafts, Glass façade, All corners of bldgs etc in a neat and tidy manner on daily basis, iii) Providing a plumber in two shifts iv) a carpenter in general shifts, v) Providing housekeeping Attendants, Receptionist in MDP hostel during three shifts i.e. 24x7 basis for bed spreading, change of linen and sending them to laundry including storing the items cleanly vi) Providing housekeeping staff, supervisors & Manager. Cost incurred towards laundry will be reimbursed by NISM.

Only contractors who have satisfactorily completed not less than three similar works of Rs. 32 lakh each or two similar works of Rs. 48 lakh each or one similar work of Rs. 64 lakh annual value during the last three years involving similar housekeeping works for office premises/campus preferably for Central Government / State Government/Public Sector Undertaking/Autonomous Body/ premier Educational Campus during the last 3 years will only be considered for pre-qualification. The period of three years for the purpose of having completed similar works shall be from 01.01.2013 to 31.12.2015.

2. Intending applicants are required to submit their full bio-data giving details about their organization, experience, key personnel in their organization, competence and adequate evidence of their financial standing, etc., in the enclosed statements which will be kept confidential.
3. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality work for day to day cleaning and maintenance of a modern building/educational campus. NISM may decide to physically inspect the premises where the housekeeping other similar services are being provided by the contractor, before taking final decision in respect of their pre-qualification. If any information furnished by the applicant is found incorrect at a later stage, he will be liable to be debarred from tendering / taking up work in NISM.
4. Decision of the NISM in regard to selection of contractors for issue of tender documents will be final. NISM is not bound to assign any reason therefore.
5. Each page of the application 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. A certified copy of the same shall be submitted along with the duly filled in application form.

Signature of the Applicant

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 containing false and / or inadequate information are liable for rejection. Applicants 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”
8. While filling up the application form with regard to the list of important works carried out or in hand, the applicants shall include only those works which individually cost not less than Rs. 32 lakh for housekeeping work only.
9. NISM reserves the right to reject any or all the applications without assigning any reason whatsoever. NISM also reserves the right to restrict number of applicants for tendering at its sole discretion. NISM decision in this regard shall be binding on all concerned.
10. The date of collection of tender papers will be intimated to those firms only whose applications are approved by the Competent Authority in due course.
11. The applicants are requested to obtain any information for the services to be rendered by contacting NISM Officials attached to General Services Department at NISM Bahvan, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703, during working days between 9.30 am & 5.00 pm as per given time schedule. Only pre-qualified agencies will be allowed to inspect the building after floating the tender.

Contact Person : Shri Dashrath Gavade, Sr. Manager
Telephone Number : 022 6673 5122
Fax No. : 022 6673 5110
Email : dashrath.gavade@nism.ac.in

12. The Applicants are requested to submit pre-qualification application form duly filled in along with all the relevant information, duly signed on all pages on the above address within the specified date.

**Signature of the Applicant
Address**

**Application form for pre-qualification of contractors
FOR HOUSE KEEPING AND FACILITY MANAGEMENT SERVICES AT NISM
CAMPUS PREMISES, PATALGAGNA**

Basic Information

| | | | |
|----|---|---|--|
| 1. | Name of the Applicant / Organization | : | |
| 2. | Address of the registered office | : | |
| 3. | Address of the local office Tel No. : Fax No. : Email : | : | |
| 4. | 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. | : | |
| 5. | Name of the Proprietor / Partners / Directors of the Organization / Firm (a) (b) (c) (d) (e) (f) | : | |

Signature of the Applicant

| | | | |
|-----|--|---|--|
| 6. | Year of Establishment | : | |
| 7. | Experience in the field of Housekeeping Works | : | _____ Years |
| 8. | Organisation chart and details of key personnel available in the organization | : | Details to be furnished in the prescribed Proforma (Statement I) |
| 9. | Important large works carried out during last 3 years (costing more than Rs.32 lakh for housekeeping, cleaning works only) 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 II) |
| 10. | Details of works (costing more than Rs. 32 lakh for housekeeping works only) 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 III) |
| 11. | Details of plant and machinery and other infrastructure available with the tenderer to perform Housekeeping services. | : | Details to be furnished in the prescribed Proforma (statement IV) |
| 12. | Certificates in support of suitability, technical know – how and capability for having successfully completed works of the similar magnitude. | : | Details to be furnished in the prescribed Proforma (statement V) |
| 13. | Details of standards and procedures followed by the contractor for rendering housekeeping services. | : | A set of formats and standard operating procedures (Sop's) for the proposed services to be submitted along with the application. |

Signature of the Applicant

| | | | |
|-----|---|---|--|
| 14. | Address of office through which the proposed work of National Institute of Securities Markets will be handled and the name and designation of the Officer-in-charge. | : | |
| 15. | Adequate and satisfactory evidence to indicate financial capacity of the Organization to undertake the said work with names of Bankers and their full address. Please enclose a copy of latest solvency certificate issued by a Nationalized or Scheduled Bank. | : | |
| 16. | Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard. (a) 2013-2014 (b) 2014-2015 (c) 2015-2016 The average turnover of the tenderer should not be less than Rs. 72 lakh during the last three years. | : | |
| 17. | Ability to provide Bank Guarantee or other equivalent forms of security from a scheduled or nationalized Bank | : | |
| 18. | 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 project, employer, nature of work, contract value, work order and date and brief details of litigation. | : | |

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 | Completion certificate or any other documentary evidence in support of having completed three similar works of Rs. 32 lakh each or two similar works of Rs. 48 lakh each or one similar work of Rs. 64 lakh annual value during the last three years. | | |
| 2 | Certificate in support of average annual turnover for the last three years not less than Rs. 72 lakh. | | |
| 3 | Certificate in support of organisation's existence for more than three years for housekeeping work. | | |
| 4 | Copies of Audited Balance Sheet and P & L statement for past 3 years ending 31/3/2016 | | |
| 5 | Solvency certificate from Bankers | | |
| 6 | Certificate of Service Tax registration, PF, ESIC and other registrations required for manpower services. | | |
| 7 | If registered with the Registrar of companies / Registrar of firms, attach a copy of registration. | | |
| 8 | Certificate of Registration from any Government / Public Bodies. | | |
| 9 | Copy of power of attorney to sign the application on behalf of the tenderer. | | |
| 10 | A set of formats and standard operating procedures (Sop's) for the proposed services. | | |
| 11 | Details of tie-ups, technical, financial with reputed foreign organization, if any. | | |
| 12 | Basic information and statements I to V | | |
| 13 | 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