

Date:

To,  
Shri Jitender K. Aggarwal  
Vice President – 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**

**Tender for Supply, Installation, Testing and Commissioning of AV equipment  
in NISM Campus at ground floor of Academic block "A" in plot no. IS-1 and IS-2,  
Patalganga Industrial Area, village Wasambe, Sub-District Khalapur, District Raigad**

Sealed tenders are invited for Supply, Installation, Testing and Commissioning (SITC) of AV equipment at NISM Campus, Patalganga. The estimated cost of the work is Rs. 11 Lakh.

Last date for submission of Tender documents is October 26, 2015.

Tenderers fulfilling following criteria are eligible to apply:

<b>Sr. No.</b>	<b>Name of the work</b>	<b>Estimated cost (in Rs.)</b>	<b>Eligibility criteria</b>
1	Supply, Installation, Testing and Commissioning (SITC) of AV Equipment at NISM Campus, Patalganga.	Rs. 11 Lakh	<p>1. The tenderer should have satisfactorily completed atleast any of the following works:</p> <p>a. One similar work costing not less than Rs. 8.80 Lakh.</p> <p>OR</p> <p>b. Two similar works each costing not less than Rs. 5.50 Lakh.</p> <p>OR</p> <p>c. Three similar works each costing not less than Rs. 4.40 Lakh.</p> <p>The work/s should have been completed during the last 7 years (The period of 7 years for the purpose of having completed similar works shall be from 01.10.2008 to 30.09.2015).</p> <p>2. The annual average turnover of the tenderer should not be less than Rs. 120 Lakh during the last 3 years ending 31.03.2015.</p>

# Similar work means supply, installation, testing and commissioning of AV equipment consisting of projector, screen, amplifier and speakers, all in single work, fulfilling the eligibility criteria.

## General conditions

1. Joints ventures are not accepted.
2. NISM reserves the right to independently verify the documents submitted by the tenderer for eligibility and also, to inspect the work already executed by the tenderer to assess the quality and performance of the tenderer.
3. NISM reserves the right to reject any or all the applications without assigning any reason thereof.
4. Application not received in the prescribed manner is liable to be rejected.
5. 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.
6. **Each page of the application shall be signed by the applicant.**
7. 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.
8. 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. 4.40 Lakh for supply, installation, testing and commissioning of AV equipment.
9. 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.”
10. The Applicants 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.

**Application form for Supply, Installation, Testing and  
Commissioning (SITC) of AV equipment at NISM Campus, Patalganga**

**For estimated cost of work Rs. 11 Lakh**

**Basic Information**

1.	Name of the Applicant / Organization and Address of the registered office	:	
2.	Type of the Organization (Whether sole Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	:	
3.	Name of the Proprietor / Partners / Directors of the Organization / Firm  (a) (b) (c) (d)	:	
4.	Details of Registration – (Whether sole Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.). Registering Authority, Date, Registration No., etc. mentioning the business / activity of the firm.	:	
5.	Year of establishment	:	
6.	Experience in the field of supply, installation, testing and commissioning of AV equipment.	:	_____ Years
7.	Technical personnel available in the organization	:	Details to be furnished in the prescribed Proforma (Statement I)
8.	Important works executed during last 7 years (costing not less than Rs. 4.40 Lakh for supply, installation, testing and commissioning of AV equipment)	:	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

	by the applicant. The full address of the clients for whom the works have been executed including name of contact persons and telephone nos.		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.
9.	Important works (costing not less than Rs. 4.40 Lakh for supply, installation, testing and commissioning of AV equipment) 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)
10.	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.	:	
11.	Yearly turnover of the applicant during last 3 years (Year wise). Please attach necessary documents in support of turnover.  (a) 2012-2013  (b) 2013-2014  (c) 2014-2015	:	
12.	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**

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Present Designation</b>	<b>Qualification</b>	<b>Experience in AV equipment work</b>	<b>Name of the major works handled in respect of AV equipment 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**  
**Previous Experience**

**List of important works handled by the firm**  
**during last seven years, ending 30.09.2015, costing not less than Rs. 4.40 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>Tender Cost</u> <u>Actual Cost</u>	<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 handled by the firm costing not less than Rs. 4.40 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.

<b>Sr. No.</b>	<b>Description of items</b>	<b>Enclosed</b>	<b>Not enclosed</b>
1.	Necessary documents in support of having completed works as per the eligibility criteria mentioned in the advertisement.		
2.	Necessary documents in support of annual turnover for the last three years, ending March 31, 2015.		
3.	Basic information and statements I – III duly filled in, as per the prescribed format.		
4.	Any other important information		