

NATIONAL INSTITUTE OF SECURITIES MARKETS

NISM Bhavan, Plot No.82

Sector -17, Vashi,

Navi Mumbai – 400 703.

EMPANELMENT OF AGENCIES FOR CATERING AND CARETAKING INCLUDING HOUSE KEEPING 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 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)

Currently, it is operating from NISM Bhavan, Plot no. 82, Sector-17, Vashi, Navi Mumbai – 400 703. Total strength of staff is around 100.

NISM has a hostel viz. NISM Nivas at Plot no.23, Sector-14, Vashi, Navi Mumbai – 400 703. The NISM Nivas is a independent building having six floor (area admeasuring about 14,400 sft) and has a capacity for accommodating around 80 students..

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 Bhavan (i.e. office).
- b. The agencies should be responsible for day to day upkeep including housekeeping, maintenance and catering services for the students and officials at NISM Nivas (hostel) located at Plot no.23, Sector-14, Vashi, Navi Mumbai – 400 703. At NISM Nivas kitchen facility is available for a limited capacity.

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

Proprietary /partnership firms/ private/public limited companies preferably having equipped to handle catering and caretaking including housekeeping services for hostel/guest house/transit accommodations having atleast 10 to 20 rooms 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 atleast carried out one similar job for value of Rs. 32.00 lacs per annum.
 - OR
 - b) Should have atleast carried out two similar jobs each costing atleast Rs 24.00 lacs
 - OR
 - c) Should have atleast carried out three similar jobs each costing atleast Rs.16.00 lacs

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 01.04.2008 to 31.03.2013).

- 2) The agency should have an average annual turnover of atleast Rs.40.00 lacs during the last three years.
- 3) Agency shall have central kitchen in Navi Mumbai for preparation of food to be served at NISM Bhavan (i.e. Office).
- 4) Agency shall have following statutory valid registration certificates and licenses:
 - a) Registration under Shops and Establishment Act.
 - 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, caretaking including housekeeping to

provide complete catering services such as serving tea/coffee, milk, cold drinks, juices, lunches (both working and executive lunches) in an office and/or day to day maintenance for the guest houses / hostel/ transit accommodations including bed spreading etc.

The agencies shall be prequalified based on the quality of catering services in an office and/or guest houses/transit accommodation/hostel being maintained by them. NISM also reserves the right to inspect some of such set-ups being maintained by the agency before shortlisting the agencies.

The decision of NISM regarding the shortlisting 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 and Caretaking including House Keeping Services” shall be issued to the shortlisted agencies only.

The applicants meeting the above criteria and willing to provide the same to NISM can obtain the application forms from the office of Sr. Vice President, General Services Department, National Institute of Securities Markets, NISM Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703 or can download the application forms from NISM website www.nism.ac.in. The duly filled in forms in a sealed cover shall be submitted at the above address so as to reach his office within 15 days from the date of the publication of the aforesaid advertisement in the newspapers.

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 application is July 29, 2013.

For further details, please contact Shri A. S. Ramayya, Asst. Vice President, telephone no.022- 66735121.

**EMPANELMENT OF AGENCIES FOR CATERING AND CARETAKING INCLUDING
HOUSEKEEPING 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 and caretaker including housekeeping services”** addressed to:

Shri Vishvesh G Bhagat
Sr. 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.

**Part II – Information to be furnished by the applicant
for empanelment of agencies for Catering and caretaking including
housekeeping services**

1.	Name of the Applicant / Organization	:	
2.	Address	:	
2a	Contact Phone nos Mobile	:	
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 in an office and/or caretaking consisting of housekeeping and providing catering services for the guest house / hostel/ transit accommodation	:	_____ 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.	<p>Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard.</p> <p>(a) 2011 - 2012</p> <p>(b) 2010 - 2011</p> <p>(c) 2009 - 2010</p> <p>The average annual turnover of the contractor should not be less than Rs.20.00 lacs for the last three years.</p>	:	
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.16.00 lacs and above (01.04.2008 to 31.03.2013)

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.)	Work order value for care-taking services	Amount of the work order towards the catering and other 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	9

Signature of the Applicant

Statement - II

List of similar works IN HAND costing Rs.16.00 lacs 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.40.00 lacs 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