

NATIONAL INSTITUTE OF SECURITIES MARKETS
Plot no. IS-1 and IS-2, Patalganga Industrial Area, Village
Mohopada (Wasambe), Rasayani, Taluka Khalapur, District
Raigad, Maharashtra 410 222

Application Form

Shortlisting of Contractors
for Maintenance of Landscape and Horticulture Work

in

Premises of National Institute of Securities Markets
situated at Plot nos. IS-1 & IS-2 and IS-4 at
Patalganga Industrial Area, Village Mohopada
(Wasambe), Rasayani, Taluka Khalapur, District Raigad,
Maharashtra – 410 222

Name of the Applicant

Notice Inviting Applications

Shortlisting of Contractors for Maintenance of Landscape and Horticulture Work in NISM premises at Patalganga

National Institute of Securities Markets (NISM) invites applications for shortlisting of contractors for Maintenance of Landscape and Horticulture work for its campus and residential premises situated in Plot no. IS-1 & IS-2 and IS-4 respectively at Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra – 410 222. The estimated cost of the work is Rs. 53.60 Lakh per annum.

The contractors interested in shortlisting for the captioned work and meeting eligibility criteria may download application form from NISM's website <www.nism.ac.in>.

Application form as per the prescribed format may be duly filled up and submitted at the following address on or before last date of submission:

**Shri. Jitender K. Aggarwal, Chief Engineer,
NISM, plot no. IS-1 and IS-2 Patalganga Ind. Area,
Village Mohopada (Wasambe), Rasayani, Taluka Khalapur,
District Raigad, Maharashtra 410 222.**

The envelope should be superscribed as ***"Application for Shortlisting of Contractors for Maintenance of Landscape and Horticulture work in NISM premises at Patalganga"***

The last date for submission of duly filled application form is **July 16, 2021**. Late applications will not be entertained.

Background and nature of work

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. NISM seeks to add to market quality through educational initiatives. It is an autonomous body governed by its Board of Governors.

Currently, NISM has been operating from its campus situated at Plot no. IS-1 and IS-2 and residential premises situated at Plot no. IS-4, Patalganga Industrial Area, Village Wasambe (Mohopada), Rasayani, Taluka Khalapur, District Raigad, Maharashtra - 410 222.

The scope under Maintenance of Landscape and Horticulture work will include dressing, cutting, re-sapling, watering, cleaning of garden waste and leaves etc. of NISM Campus, Plot No IS-1&2 (Approximate area of 54 acres of land) and NISM AAVAS plot no IS-4 (Approximate area of 10 acres of land).

The details of the lawn area, no. of trees, shrub and other plants are as under:

Sr. No	Type	Approx. Area/ Quantity	Unit
1	Lawn	28,611.60	Sqmt.
2	Shrubs	75,000.00	Nos.
3	Trees	3,960.00	Nos.
4	Potted Plants	172.00	Nos.

Eligibility Criteria

The contractor fulfilling minimum eligibility criteria as per the details given below shall be eligible to apply:

- (i) Should have its office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/ Alibag District/ Pune.
- (ii) The average annual turnover for last three financial years ending March 31, 2020 should not be less than Rs. 48.24 Lakh.
- (iii) The contractor should have handled any of the following works during last 7 years ending June 30, 2021 successfully:
 - a) Three similar* completed work with yearly compensation not less than Rs. 21.44 Lakh.
 - Or
 - b) Two similar* completed work with yearly compensation not less than Rs. 26.80 Lakh.
 - Or
 - c) One similar* completed work with yearly compensation not less than Rs. 42.88 Lakh.

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

The applicant will enclose necessary certificates / documents in support of the requirements mentioned at (i) to (iii) above.

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

General Rules and Instructions for Applicants:

1. Joint ventures are not accepted.
2. The applicant should fulfill all the criteria as detailed in the eligibility criteria. The applicant not satisfying any of the eligibility criteria as detailed above will not be considered for shortlisting.

3. The intending applicant is advised to enclose photocopies of all relevant documents as mentioned in the list of testimonials and other required documents wherever required. Incomplete applications or applications with missing documents will not be considered for Shortlisting. **However, the applicant is also advised not to attach un-necessary / irrelevant documents with the applications, making it cumbersome for scrutiny. Only documents which have been asked should be submitted to expedite the process.**
4. NISM may inspect the facilities of the applicant 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 the application of any applicant based on the aforesaid criteria.
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 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.
6. 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.
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. 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 decision of NISM in selection of contractor for shortlisting will be final. NISM reserves the right to shortlist the contractor by relaxing the set criteria or inclusion of other criteria. NISM is not bound to assign any reason thereof.
10. The tender documents, for submission of bids, will be issued to shortlisted contractors only.
11. No costs incurred by the applicant for submitting application for shortlisting, providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by NISM.

12. If information and details furnished by applicants are found to be false/ inadequate at any time in future or any information withheld which comes to the notice of NISM at a later date, the shortlisting of such contractor will be cancelled immediately.
13. The shortlisting shall be valid for a period of three years. The same may be extended/ terminated at the sole discretion of NISM.

NISM

Undertaking

The Chief Engineer,
National Institute of Securities Markets
Plot no. IS 1 & IS 2, Patalganga Ind. Area,
Village Mohopada, Taluka Khalapur,
District Raigad, Maharashtra – 410 222

Dear Sir,

I/We have read and understood the 'Notice Inviting Application' 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:

Name:

Designation:

Enclosure: (i) Notice inviting application for Shortlisting of Contractors (ii) Application form PART I (iii) Application form PART II (iv) Application form PART III (v) Application form PART IV (vi) Copies of testimonials as per check list.

APPLICATION FORM

PART I

1.	Name of the applicant	
2.	Type (Whether Proprietorship, Partnership/ Pvt. Ltd. / Ltd. or Co-operative body etc.)	
3.	Name of the Proprietor / Partners / Directors	
4.	Registration (Firm, Company etc.) Registering Authority, Date, Number etc.	
5.	a. Registered office address b. Office address through which this contract will be handled.	
6.	Name of the authorized representative	
7.	E-Mail ID:	
8.	Tel. No.	
9.	Mobile No.	
10.	GST Registration No.	
11.	PF Registration No.	
12.	ESIC Registration No.	
13.	PAN No.	

14	Yearly turnover of the applicant for the last 3 years ending March 31, 2020. Enclose relevant documents in support of the same. <ul style="list-style-type: none"> • 2017-2018 • 2018-2019 • 2019-2020 	
15	Year of establishment	
16	Years of experience in horticulture and landscape maintenance work(s)	
17	Whether working with any Govt. / public sector undertakings/ autonomous bodies/ reputed institutions etc. as approved contractors? If so, furnish details.	
18	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	

CHECK LIST OF TESTIMONIALS (To be filled by the applicant)

Sr. No.	List of Testimonials	Enclosed	Not enclosed
1	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 (Only work orders will not be considered as valid documents in support of completion certificate. Work order must be supported with Completion certificate alongwith relevant details such as value of the work, nature of the work executed, duration of the work, etc.).		
2	Necessary documents in support of annual turnover for the last three years ending March 31, 2020.		
3	Any other relevant documents. Please specify		

APPLICATION FORM

PART III

List of important similar works in hand costing not less than Rs. 21.44 Lakh per annum

#	Name of the work and location	Name of the Client, contact person, mobile no. & email ID	Work order value (Rs. in Lakh)	Period of Contract (Year(s))	Present status of the contract	Any other relevant information
1	2	3	4	5	6	7

APPLICATION FORM

PART IV

List of Technical Personnel with details about their technical qualifications, experience etc.:

#	Name	Age	Qualification	Designation	Total Experience (No. of years)	Details of similar work(s) handled	Date from which employed in the present organization	Any other remarks
1	2	3	4	5	6	7	8	9