

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

## **Application Form**

**Shortlisting of agencies for  
Civil and Development works in  
NISM Campus at Patalganga (District Raigad)**

***Name of the Applicant .....***

Shortlisting of agencies for Civil and Development works in NISM Campus at Patalganga

**Civil and Development works in NISM Campus at Patalganga**

National Institute of Securities Markets (NISM) invites applications for shortlisting of agencies for civil and development works in NISM Campus at Patalganga. The estimated cost of the work is Rs. 1.20 Crore.

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](http://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 Industrial Area,  
Village Mohopada (Wasambe), Rasayani, Taluka Khalapur,  
District Raigad, Maharashtra 410 222.**

The envelope should be superscribed as "***Application for Shortlisting of Agencies for civil and development works in NISM Campus at Patalganga***"

The last date for submission of duly filled application form is **December 22, 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 located at Plot no. IS-1 and IS-2 Patalganga Industrial Area, Village Wasambe (Mohopada), Rasayani, Taluka Khalapur, District Raigad, Maharashtra - 410 222 (near Panvel). NISM intends to shortlist eligible agencies for Civil and Development works in the campus.

**Eligibility Criteria**

The contractor fulfilling following criteria (either 1. or 2. to 4.) may apply:

1. Should be a registered contractor under composite category with CPWD for value of Rs. 1.20 Crore or more.  
OR
2. The contractor should have satisfactorily completed at least any of the following projects during the last 7 years:
  - a. One similar project costing not less than Rs. 96 Lakh.  
OR
  - b. Two similar projects each costing not less than Rs. 60 Lakh.  
OR
  - c. Three similar projects each costing not less than Rs. 48 Lakh.

The period of 7 years for the purpose of having completed similar projects shall be from 01.12.2014 to 30.11.2021.

3. The annual average turnover of the contractor should not be less than Rs. 2.16 Crore during the last 3 years ending March 31, 2021.
4. The contractor should have GST registration.

Similar project means **execution of civil works**.

The agency will enclose necessary certificates / documents in support of the requirements mentioned at (either 1. or 2. to 4.).

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 agency should fulfill all the criteria as detailed in the eligibility criteria. The agency not satisfying any of the eligibility criteria as detailed above will not be considered for shortlisting.
3. The intending agency 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 agency is also advised not to attach un-necessary / irrelevant documents with the application, making it cumbersome for scrutiny. Only documents which have been asked should be submitted to expedite the process.***

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4. NISM may decide to physically inspect and / or conduct enquiry with the establishments, where similar works have been / are being carried out by the agency, to confirm the information provided in the application.
5. Intending applicants are required to submit their full bio-data giving details about their capability and experience 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 agency for shortlisting will be final. NISM reserves the right to shortlist the agency 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 the shortlisted agencies 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 agency will be cancelled immediately.

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**Undertaking**

**The Chief Engineer**

National Institute of Securities Markets

Plot no. IS 1 & IS 2

Village Wasambe, Mohopada, Taluka Khalapur,

Patalganga, District Raigad,

Maharashtra – 410 222

Dear Sir,

I/We have read and understood the 'Notice Inviting Application' for Shortlisting of Agencies 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 (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 Organization	
2.	Type of the Organization (Whether sole / Proprietorship / Partnership / Private Ltd. / Ltd. or Co-operative body etc.)	
3.	Name of the Proprietor / Partners / Directors in the Organization	
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.	PAN No.	

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12.	Yearly turnover of the organization for the last 3 years ending March 31, 2021. Enclose relevant documents in support of the same. <ul style="list-style-type: none"> <li>• 2018-2019</li> <li>• 2019-2020</li> <li>• 2020-2021</li> </ul>	
13.	Year of Establishment	
14.	Years of experience in civil works	
15.	Whether working with any Govt. / public sector undertakings/ autonomous bodies/ reputed institutions etc. as approved agency? If so, furnish details.	
16.	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	

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**CHECK LIST OF TESTIMONIALS (TO BE FILLED BY THE AGENCY)**

**Check List for Enclosures**

Please state whether following enclosures have been enclosed or not.

Sr. No.	List of Testimonials	Enclosed	Not enclosed
1	Notice inviting applications for shortlisting of Contractors duly signed		
2	Application form Part I duly filled		
3	Application form Part II duly filled		
4	Application form Part III duly filled		
5	Application form Part IV duly filled		
6	<b>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.</b>		
7	Copy of GST registration certificate		
8	<b>Necessary documents in support of annual turnover for the last three years ending March 31, 2021.</b>		
9	Any other relevant documents. Please specify.		

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**APPLICATION FORM**

**PART III**

**List of important similar contracts performed by the applicant during the last seven years ending November 30, 2021 costing not less than Rs.48 Lakh**

#	Name of the work and location	Name of the Client, Contact person, mobile no. & email ID	Work order value (Rs. in Lakh)	Final bill value (Rs. in Lakh)	Date of commencement	Date of completion	Whether the contract was left in between or contract was terminated from the either side. Give details.	Any other relevant information
1	2	3	4	5	6	7	8	9

**APPLICATION FORM**

**PART IV**

**List of important similar contracts in hand costing not less than Rs.48 Lakh**

#	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