

**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**

**Empanelment of Agencies**  
**for Supply of Office Stationery**

**in**

**Premises of National Institute of Securities Markets**  
**situated at Navi Mumbai.**

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

## **Notice Inviting Applications**

### **Empanelment of Agencies for Supply of Office Stationery in premises of NISM situated at Navi Mumbai**

National Institute of Securities Markets (NISM) invites applications for empanelment of Agencies for Supply of Office Stationery in premises of NISM situated at NISM Bhavan, Plot no.82, Sector-17, Vashi, Navi Mumbai- 400 703

The estimated cost of the work is Rs. 26 Lakh per annum.

The Agencies interested in empanelment 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:

**General Manager- GSD,  
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 empanelment of Agencies for Supply of Office Stationery in premises of NISM situated at Navi Mumbai”**

The last date for submission of duly filled application form is **June 17, 2022**. 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 intends to form a panel of suitable agencies for supply of various stationery items to its premises situated at NISM Bhavan, Plot no.82, Sector-17, Vashi, Navi Mumbai- 400 703. An annual rate contract will be signed with the empaneled agencies based on the competitive rates for various items (the list of the same will be provided by NISM for submitting the competitive rates). The scope of work will include the supply of various day to day office stationery items to the Institute based on the agreed annual rate contract as and when required.

## Eligibility Criteria

The agency 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 District.
- (ii) The average annual turnover for last three financial years ending March 31, 2021 should not be less than Rs. 23.40 Lakh.
- (iii) The agency should have handled any of the following works during last 7 years ending April 30, 2022 successfully:
  - a) Three similar\* completed work with yearly compensation not less than Rs. 10.40 Lakh.  
Or
  - b) Two similar\* completed work with yearly compensation not less than Rs. 13 Lakh.  
Or
  - c) One similar\* completed work with yearly compensation not less than Rs. 20.80 Lakh.

\*Similar work shall mean completed work consisting of **“Supply of various office stationery items such as Pen/ Pencil/ Xerox Paper/ office files etc. to Institute/ School/ College/ Govt. Offices/ Pvt. Offices/ PSUs etc.”**

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 empanelment.
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 empanelment. **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 enquire with 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 experience, competence and adequate evidence of their financial standing etc. in the enclosed statement (Application Form I, II, III along with requisite testimonials). Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for empanelment.
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 empanelment 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 empaneled agencies only.
11. No costs incurred by the applicant for submitting application for empanelment, 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 empanelment of such agency will be cancelled immediately.
13. The empanelment shall be valid for a period of three years. The same may be extended/ terminated at the sole discretion of NISM.

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## Undertaking

**The General Manager- GSD,**  
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 Empanelment 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 10 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 empanelment 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) including the requisite copies of testimonials duly signed and sealed on each page.

**Yours faithfully,**

**Signature:**

**Name:**

**Designation:**

**Enclosure:** (i) Notice inviting application for Empanelment of Agencies (ii) Application form PART I (iii) Application form PART II (iv) Application form PART III (v) 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.	Office address	
5.	Name of the authorized representative	
6.	E-Mail ID:	
7.	Tel. No.	
8.	Mobile No.	
9.	GST Registration No.	
10	PAN No.	
11	Yearly turnover of the applicant 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>	

12	Year of establishment	
13	Years of experience in supply of stationery and related works	
14	Whether working with any Govt. / public sector undertakings/ autonomous bodies/ reputed institutions etc. as approved Agency? If so, furnish details.	
15	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 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 <b>(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.).</b>		
2	Necessary documents in support of annual turnover for the last three years ending March 31, 2021.		
3	Any other relevant documents. Please specify		



**APPLICATION FORM**

**PART III**

**List of important similar works in hand costing not less than Rs. 10.40 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