

Shortlisting of Agencies for Comprehensive Annual Maintenance
Contract (CAMC) of Audio Visual (AV) Equipment in NISM Campus at Patalganga

**NATIONAL INSTITUTE OF SECURITIES MARKETS
Plot No. IS-1 & IS-2, Patalganga Ind. Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, Maharashtra 410 222**

**Application Form
(Reference no. NISM/EPMD/ 21/2022)**

**Shortlisting of Agencies for Comprehensive Annual
Maintenance Contract (CAMC) of Audio Visual (AV) Equipment
in**

**Campus of National Institute of Securities Markets
situated at Plot No. IS-1 & IS-2, Patalganga Ind. Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, Maharashtra 410 222**

**Last date of submission Application Form is January 20, 2023 on or
before 15:00 hrs.**

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Undertaking

The Chief Engineer (EPMD),

National Institute of Securities Markets (NISM),
Plot No. IS 1 & 2, Patalganga Ind. Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, 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 enclosures 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.

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.**

I/We am/are hereby submitting the complete Application Form (Part I, II, III & IV) including the requisite copies of enclosures duly signed and sealed on each page.

Yours faithfully,

Signature:

Name:

Designation:

Enclosure: (i) Notice inviting application for shortlisting of Agencies (ii) Application form PART I (iii) Application form PART II (iii) Application form PART III (iv) Application form PART IV (v) Copies of enclosures as per check list.

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**Notice Inviting Applications for Shortlisting of Agencies for Comprehensive Annual
Maintenance Contract of Audio Visual (AV) Equipment in NISM Campus at Patalganga**

Background and nature of work

National Institute of Securities Markets (NISM) invites applications for shortlisting of agencies for Comprehensive Annual Maintenance Contract (CAMC) of Audio Visual (AV) Equipment installed in NISM Campus situated at Plot No. IS-1 & IS-2, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222. The estimated cost of work is Rs. 25.64 Lakh.

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 & IS-2, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222. The campus is having a built up area of 7.00 lakh sq. ft. on plot of lands admeasuring about 70 acres.

Eligibility Criteria

The Agency fulfilling following criteria may apply:

1. Should have its office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/ Pune.
2. The Agency should have satisfactorily completed at least any of the following works during the last 7 years in a period of 12 months:
 - a. One similar work* costing not less than Rs. 20.51 Lakh.
OR
 - b. Two similar works* each costing not less than Rs. 12.82 Lakh.
OR
 - c. Three similar works* each costing not less than Rs. 10.26 Lakh.

The period of 7 years for the purpose of having completed similar works shall be from 01.12.2015 to 30.11.2022.

3. The annual average turnover of the Agency should not be less than Rs. 23.08 Lakh during the last 3 years ending March 31, 2022.
4. The Agency should have GST registration.

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Similar work(s)* shall mean work(s) consisting of “Annual maintenance contract (AMC) of Audio Visual Equipment comprising of Microphone, Mixer, Amplifier, Speaker, Digital Signal Processor, Audio Transmitter/ receiver, AV control Panel, AV processor, Switcher, AV TX/RX, Projector, Projector Screen etc.” **Note: - AMC of TV/ Display only will not be considered as similar work(s).**

The agency will enclose necessary certificates / documents in support of the requirements mentioned at 1. to 4.

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

Application forms can be downloaded from the website <https://www.nism.ac.in>

The duly filled in application form as per the prescribed format alongwith necessary enclosures will be submitted to the following address:

Shri. Jitender K. Aggarwal, Chief Engineer, National Institute of Securities Markets, Plot No. IS-1 & IS-2, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222.

The last date of submission of applications is January 20, 2023.

For further details, please contact Shri Mohan Ingle (Phone no. 76780 40444).

General Rules and Instructions for Applicants:

1. Joint ventures are not accepted.
2. Intending applicants are required to submit their full bio-data giving details about their organization, experience, competence and adequate evidence of their financial standing, etc., in the enclosed statements which will be kept confidential. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for shortlisting.
3. 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.
4. **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.
5. 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.
6. The intending Agency is advised to enclose photocopies of all relevant documents as mentioned in the list of enclosures and other required documents wherever required. Incomplete applications or applications with missing documents will not be considered

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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.**

7. The Institute reserves the right to enquire with the various clients to verify the genuineness and to ensure the conformity with the details given. Further, The Institute reserves the right to reject any application(s), if the information gathered is not in line with the submissions made by the applicant.
8. The Institute reserves the right to reject any or all the applications without assigning any reason thereof. The Institute also reserves the right to restrict number of applicants for tendering at its sole discretion. The decision the Institute in this regard shall be final and binding on all concerned.
9. The shortlisted Agencies will only be informed for further participation in the tender process and tender document will be issued to shortlisted Agencies only.
10. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by the Institute.
11. 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."
12. While filling up the application form with regard to the list of important works completed or in hand, the applicant shall include only those works which individually cost not less than Rs. 10.26 Lakh for similar work.
13. The shortlisting shall be valid for a period of three years.
14. It is intended to engage services of the agency for a total period of 3 years. However, the initial contract period shall be for one year. If the performance of the agency is satisfactory, the contract period shall be further extended for 2nd and 3rd year.

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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.	a. Registered office address b. Office address through which this contract will be handled.	
5.	Name of the authorized representative	
6.	E-Mail ID:	
7.	Tel. No.	
8.	Mobile No.	
9.	GST Registration No.	
10.	PAN No.	
11.	Year of Establishment	
12.	Yearly turnover of the Agency for the last 3 years ending March 31, 2022. Enclose relevant documents in support of the same.	

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	<ul style="list-style-type: none"> • 2019-2020 • 2020-2021 • 2021-2022 	
13.	Years of experience in Audio Visual Equipment Maintenance works	
14.	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	
15.	Important large works executed during last 7 years (costing not less than Rs. 10.26 Lakh for Audio Visual Equipment Maintenance works only) by the applicant. 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 (Part III). Please attach 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.
16.	Important large works (costing not less than Rs. 10.26 Lakh for Audio Visual Equipment Maintenance works only) 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 (Part IV)

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CHECK LIST OF ENCLOSURES (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	Undertaking on the letter head of the agency (To be submitted as a separate document)		
2	Notice inviting application for shortlisting of Agencies duly signed		
3	Application form Part I duly filled		
4	Application form Part II duly filled		
5	Application form Part III duly filled		
6	Application form Part IV duly filled		
7	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. Merely submission of work order will not suffice as valid document towards completion certificate.		
8	Copy of GST registration certificate		
9	Necessary documents in support of annual turnover for the last three years ending March 31, 2022.		
10	Any other relevant documents. Please specify.		

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APPLICATION FORM

PART III

List of important similar works executed by the Agency during the last seven years ending November 30, 2022 each costing not less than Rs. 10.26 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 work 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

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APPLICATION FORM

PART IV

List of important similar works in hand costing not less than Rs. 10.26 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