

**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/01/2023)**

**Shortlisting of Contractors for
Plumbing & carpentry maintenance works in**

**Premises of National Institute of Securities Markets
situated at Plot No. IS-1 & IS-2 and IS-4, Patalganga Ind. Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, Maharashtra 410 222**

Name of the Contractor:

Last date of submission of Application Form is January 25, 2023

Shortlisting of contractors for plumbing & carpentry maintenance works in NISM premises

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 Contractors 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) 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 contractors (ii) Application form PART I (iii) Application form PART II (iii) Application form PART III (iv) Copies of enclosures as per check list.

Shortlisting of contractors for plumbing & carpentry maintenance works in NISM premises

Notice Inviting Applications for shortlisting of contractors for plumbing & carpentry maintenance works for NISM premises situated at Patalganga

Background and nature of work

National Institute of Securities Markets (NISM) invites applications for shortlisting of contractors for plumbing & carpentry maintenance works in NISM Campus situated at Plot No. IS-1 & IS-2 and IS-4, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222. The estimated cost of work is Rs. 34,39,523/- (Rupees Thirty-Four Lakh Thirty-Nine Thousand Five Hundred Twenty-Three Only) per annum.

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. The campus requires day-to-day plumbing & carpentry maintenance for which it is proposed to engage a suitable contractor after shortlisting and invitation of competitive bids.

Eligibility Criteria

The contractor fulfilling following criteria may apply:

1. Should have its office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/ Pune.
2. The contractor 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. 27.52 Lakh.
OR
 - b. Two similar works each costing not less than Rs. 17.20 Lakh.
OR
 - c. Three similar works each costing not less than Rs. 13.76 Lakh.

The period of 7 years for the purpose of having completed similar works shall be from 01.01.2016 to 31.12.2022.

3. The annual average turnover of the contractor should not be less than Rs. 30.96 Lakh during the last 3 years ending March 31, 2022.

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4. The contractor should have GST registration.

Similar work(s) shall mean completed work consisting of “Execution /maintenance of civil / plumbing/ carpentry works for buildings.”

The contractor 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.

Process for submission of application form

The interested contractor may submit its application form in **online or offline mode**. The process for online / offline mode is as under:

Online mode:

Application forms can be downloaded from the website <https://www.tenderwizard.com/NISM>. The duly filled in application form as per the prescribed format alongwith necessary enclosures will be uploaded on <https://www.tenderwizard.com/NISM>.

The last date of submission of applications is January 25, 2023.

The interested contractor must register itself on <https://www.tenderwizard.com/NISM> by paying registration fee for an amount of Rs. 2,000/- (Exclusive of GST) in order to participate in the process. However, applying for shortlisting is free of cost. Class-3 Digital Signature Certificate (DSC) is must to participate in the process.

For queries relating to Tender Wizard website (online mode), please contact Shri Rudraesh KS (Phone No. 99693 95522 / email id: rudresh.ks@etenderwizard.com) or Shri Mrutyunjay, Mob:-9969313423, Email:- mrutyunjaya.m@etenderwizard.com

Offline mode:

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

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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 Nos. 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 upto 15:00 hrs. on or before January 25, 2023.

For further details relating to tender, please contact Shri Sumit Kumar (Phone no. 75470 07637) of NISM.

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 contractor should fulfill all the criteria as detailed in the eligibility criteria. The contractor not satisfying any of the eligibility criteria as detailed above will not be considered for shortlisting.
6. The intending contractor 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 for shortlisting. ***However, the contractor 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 respect to the submissions made by the applicant.

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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 of the Institute in this regard shall be final and binding on all concerned.
9. The shortlisted contractors will only be informed for further participation in the tender process and tender document will be issued to shortlisted contractors 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. 13.76 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 contractor for a total period of 3 years. However, the initial contract period shall be for one year. If the performance of the contractor is found to be satisfactory, the contract period for 2nd and 3rd year will be extended based on the pre-defined mechanism specified in the bid documents.

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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	

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12.	Yearly turnover of the contractor for the last 3 years ending March 31, 2022. Enclose relevant documents in support of the same. <ul style="list-style-type: none">• 2019-2020• 2020-2021• 2021-2022	
13.	Years of experience in similar 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. Rs. 13.76 Lakh for similar 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 II). 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. 13.76 Lakh for similar 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 III)

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CHECK LIST OF ENCLOSURES (TO BE FILLED BY THE CONTRACTOR)

Check List for Enclosures

Please state whether following enclosures have been enclosed or not.

Sr. No.	List of Testimonials	Enclosed	Not enclosed
1	Undertaking		
2	Notice inviting application for shortlisting of contractors duly signed		
3	Application form Part I duly filled		
4	Application form Part II duly filled		
5	Application form Part III duly filled		
6	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.		
7	Copy of GST registration certificate.		
8	Necessary documents in support of annual turnover for the last three years ending March 31, 2022.		
9	Any other relevant documents. Please specify.		

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APPLICATION FORM

PART III

List of important similar works in hand costing not less than Rs. 13.76 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