

NATIONAL INSTITUTE OF SECURITIES MARKETS

PRE-QUALIFICATION TENDER NOTICE

The National Institute of Securities Markets (NISM) has been established by the Securities and Exchange Board of India (SEBI) as a public trust registered under the Bombay Public Trusts Act, 1950 and a society under Societies Registration Act. 1860.

NISM is an educational institute working towards capacity building and enhancing the quality of intermediaries in the Indian securities markets through knowledge initiatives. NISM addresses a number of stakeholders in the securities markets such as the investors, issuers, intermediaries, students who seek a career in the securities markets, regulatory staff and members of academia who wish to study the securities markets.

NISM has been set up 72-acre state-of-the-art campus up at Patalganga. i.e.15km from Panvel towards pune. Among the main features of the campus would be modern classrooms equipped with latest technology, 400-seater auditorium, library, amphitheatre, recreational block, Academic blocks, Residential Block, Hostel Block SH1 SH2 & SH3, MDP Block with 100 rooms, Orientation Centre, Fountain & Swimming Pool, Dormitory, Director bungalow. Accommodation for 900 students is available along with other amenities.

Applications are invited in prescribed format for pre-qualification of agencies for Housekeeping/Facility Management Services for its premises located at NISM Campus, located at Plot No. IS-1 & 2 and IS-4, additional Patalganga Industrial Area, Village Wasambe (Mohopada), Taluka Khalapur, Dist. Raigad, Pin. 410222 , Vashi & BKC premises. Total area would be about 5,27,000 sq. ft. of NISM Campus at Patalganga comprising of auditorium, library, amphitheatre, recreational block, Academic blocks, Residential Block, Hostel Block SH1 SH2 & SH3, MDP Block, Orientation Centre, Fountain & Swimming Pool, Dormitory, Director bungalow, Common areas like- Roads, Passages, Lobbies, and Walkways, Utility, Amphitheatre, Auditorium, Terraces, Ducts, Ventilating shafts, Glass façade, All corners of buildings etc.

The contractors fulfilling following criteria may apply:

1. The contractor should have experience of at least 7 years in housekeeping work preferably in educational institute, modern educational buildings, preferably for central, state Govt/ PSU/ Autonomous body as on January 31, 2023.
2. The contractor should have satisfactorily completed at least three similar* works each costing not less than Rs. 100 lakh per annum during last three years as on January 31, 2023.
3. The contractor should have satisfactorily completed atleast two similar* works

each costing not less than Rs. 125 lakh per annum during last three years as on January 31, 2023.

4. The contractor should have satisfactorily completed at least one similar* work costing not less than Rs. 200 lakh per annum during last three years as on January 31, 2023.
5. The annual average turnover of the contractor should not be less than Rs. 221 lakhs during the last 3 years ending on March 31, 2022.
6. The Contractor should have an establishment in India and their regional office at Mumbai/Thane/Raigad Districts.

*Similar work means "Facility management/housekeeping work for an establishment other than purely residential premise"

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

The interested contractor can 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. [OR] can download application form and submit duly filled application along with annexures to the mentioned address.

For queries relating to Tender Wizard website, please contact Shri Rudresh KS (Phone No. 99693 95522 / email id: rudresh.ks@etenderwizard.com).

Work executed for any private body will be considered only if the applicant produces the tax deduction at source certificate indicating the date and value of the completed work.

No other tender notice will be published in the press for the job referred above and issue of tender forms will be restricted among the contractors found suitable for the job.

The NISM reserves the right to reject any or all the applications without assigning any reason thereof.

Applications not received in the prescribed manner will be summarily rejected.

The last date for submission of duly filled in application form is 15 (Fifteen) days from February 20, 2023 – (i.e., the date of publication of the advertisement in the new papers). The last date for submission is March 09, 2023 @ 15.00Hrs.

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**APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS
FOR HOUSE KEEPING / FACILITY MANAGEMENT SERVICES AT NISM CAMPUS
PATALGAGNA, VAHSI NAVI MUMBAI , BKC MUMBAI PREMISES,**

Name of work	: FOR HOUSE KEEPING/ FACILITY MANAGEMENT SERVICES AT NISM CAMPUS PATALGAGNA AND VASHI BKC MUMBAI PREMISES.
Application to whom and Address.	: GM, NISM Campus, Plot No. IS-1 & 2, additional Patalganga Industrial Area, Village Wasambe (Mohopada), Taluka Khalapur, Dist. Raigad, Pin. 410222.
Last date for submission	: March 09, 2023 on or before 3.00 p.m.

Place :

Date :

Date:

GM,
NISM Campus, Plot No. IS-1 & 2,
additional Patalganga Industrial Area,
Village Wasambe (Mohopada),
Taluka Khalapur, Dist. Raigad, Pin. 410222.

Dear Sir,

I / We have read and understood the pre-qualification tender notice and instructions to the applicants. I / We do hereby declare that the information furnished in the proforma of pages i.e. basic information – 3 pages, Checklist and statements (1 to 5) – 5 pages and in the supplementary sheets from pages _____ to _____ is correct to the best of my / our knowledge and belief.

Yours faithfully,

Signature

Name

Designation

Address.

Office seal

NATIONAL INSTITUTE OF SECURITIES MARKETS

Instructions to the Applicants for furnishing information as part of pre-qualification

1. The NISM is pre-qualifying reputed contractors for housekeeping, cleaning, services for its premises located at NISM Campus, Patalganga, Vashi and BKC Mumbai premises. The scope work for pre-qualifying an agency would include as under:
 - i) Cleaning and upkeep services of campus carpet 5,27,000 Sqft area.
 - ii) To provide Manpower at Campus- 1 housekeeping manager, 5 housekeeping supervisors, 1 receptionist, 1 storekeeper, 7 Caretakers, 1 Attendant for recreational block, 03 CCTV operator & 01Gym trainer and 51 male female housekeeper staff.
 - iii) To provide Manpower at Vashi & BKC Mumbai office- 1 housekeeping supervisors, and 6 male female housekeeper staff.
 - iv) To provide housekeeping staff round the clock in MDP Block for change of linen, cleaning of rooms just before allotting the rooms including regular basis and providing water, soap etc. Sending the linen to laundry from time to time. The cost of laundry will be reimbursed by NISM.
 - v) Cleaning of Common Spaces like - Roads, Open Spaces, Lobbies, Passages, Walkways, terraces, ducts, ventilating shafts, glass façade all corners etc.
 - vi) To provide required machinery for cleaning floors, walls and glass facade etc.
 - vii) Housekeeping material will be provided by NISM.
2. Intending applicants are required to submit their full bio-data giving details about their organization, experience, key personnel in their organization, competence and adequate evidence of their financial standing, etc., in the enclosed statements which will be kept confidential.
3. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants to do good quality work for day-to-day cleaning and maintenance of a modern building / educational campus. NISM may decide to physically inspect the premises where the housekeeping other similar services are being provided by the contractor, before taking final decision in respect of their pre-qualification. If any information furnished by the applicant is found incorrect at a later stage, he will be liable to be debarred from tendering / taking up work in NISM.
4. Decision of the NISM in regard to selection of contractors for issue of tender documents will be final. NISM is not bound to assign any reason therefore.
5. Each page of the application 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.

6. 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.
7. Applications containing false and / or inadequate information are liable for rejection. Applicants 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”
8. While filling up the application form with regard to the list of important works carried out or in hand, the applicants shall include only those works which individually cost not less than Rs. 100 lakhs for housekeeping work only.
9. **NISM reserves the right to reject any or all the applications without assigning any reason whatsoever. NISM also reserves the right to restrict number of applicants for tendering at its sole discretion. NISM decision in this regard shall be binding on all concerned.**
10. The date of collection of tender papers will be intimated to those firms only whose applications are approved by the Competent Authority in due course.

The applicants are requested to obtain any information for the services to be rendered by contacting NISM Officials attached to General Services Department at NISM Campus, Plot No. IS-1 & 2, additional Patalganga Industrial Area, village Wasambe (Mohopada), Taluka Khalapur, Dist. Raigad, Pin. 410222.during working days between 9.30 am & 5.00 pm as per given time schedule. Only pre-qualified agencies will be allowed to inspect the building after floating the tender.

Contact Person : Shri Dashrath Gavade, Sr. AGM
Telephone Number : 02192 668300
Direct : 02192 668484
Email : dashrath.gavade@nism.ac.in

11. The Applicants are requested to submit pre-qualification application form duly filled in along with all the relevant information, duly signed on all pages on the above address within the specified date.

Signature of the Applicant
Address

**Application form for pre-qualification of contractors
FOR HOUSE KEEPING / FACILITY MANAGEMENT SERVICES AT NISM CAMPUS
PREMISES, PATALGAGNA, VASHI AND BKC MUMBAI PREMISES**

Basic Information

1.	Name of the Applicant / Organization	:	
2.	Address of the registered office	:	
3.	Address of the local office Tel No. : Fax No. : Email :	:	
4.	Type of the Organization (Whether sole Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.) Whether registered with the Registrar of companies / Registrar of firms. If so, mention no. and date and attach a copy of registration.	:	
5.	Name of the Proprietor / Partners / Directors of the Organization / Firm (a) (b) (c) (d) (e) (f)	:	

Signature of the Applicant

6.	Year of Establishment	:	
7.	Experience in the field of Housekeeping Works	:	_____ Years
8.	Organisation chart and details of key personnel available in the organization	:	Details to be furnished in the prescribed Proforma (Statement I)
9.	Important large works carried out during last 3 years (costing not less than Rs.100 lakhs for housekeeping works only) by the firm. 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 (Statement II)
10.	Details of works (costing not less than Rs. 100 lakhs for housekeeping works only) on which the firm is engaged at present. The full address of the clients, along with the name of the contact person and telephone no. shall be indicated against each project.	:	Details to be furnished in the prescribed Proforma (statement III)
11.	Details of plant and machinery and other infrastructure available with the contractor to perform housekeeping services.	:	Details to be furnished in the prescribed Proforma (statement IV)
12.	Certificates in support of suitability, technical know – how and capability for having successfully completed works of the similar magnitude.	:	Details to be furnished in the prescribed Proforma (statement V)
13.	Details of standards and procedures followed by the contractor for rendering housekeeping services.	:	A set of formats and standard operating procedures (Sop's) for the proposed services to be submitted along with the application.

Signature of the Applicant

14.	Address of office through which the proposed work of National Institute of Securities Markets will be handled and the name and designation of the Officer-in-charge.	:	
15.	Adequate and satisfactory evidence to indicate financial capacity of the Organization to undertake the said work with names of Bankers and their full address. Please enclose a copy of latest solvency certificate issued by a Nationalized or Scheduled Bank.	:	
16.	Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard. (a) 2019-2020 (b) 2020-2021 (c) 2021-2022 The average turnover of the contractor should not be less than Rs. 221 lakhs during the last three years.	:	
17.	Ability to provide Bank Guarantee or other equivalent forms of security from a scheduled or nationalized Bank	:	
18.	Whether any civil suit / litigation arisen in the contracts executed during the last 3 years / being executed. If yes, please furnish the name of the project, employer, nature of work, contract value, work order and date and brief details of litigation.	:	

Signature of the Applicant

Check List for Enclosures

Please state whether following enclosures has been enclosed or not.

Sr. No.	Description of Items	Enclosed	Not Enclosed
1	Completion certificate or any other documentary evidence in support of having completed three similar works of not less than Rs. 100 lakh each per annum or two similar works of not less than Rs. 125 lakh each per annum or one similar work of not less than Rs. 200 lakh per annum during the last three years as on January 31, 2023.		
2	Certificate in support of average annual turnover for the last three years not less than Rs. 221 lakhs as on March 31, 2022.		
3	Certificate in support of organisation's existence for more than five years for housekeeping work as on January 31, 2023.		
4	Copies of Audited Balance Sheet and P & L statement for past 3 years ending 31/3/2022		
5	Solvency certificate from Banker		
6	Certificate of Service Tax registration, PF, ESIC and other registrations required for manpower services.		
7	If registered with the Registrar of companies / Registrar of firms, attach a copy of registration.		
8	Certificate of Registration from any Government / Public Bodies.		
9	A set of formats and standard operating procedures (Sop's) for the proposed services.		
10	Details of tie-ups, technical, financial with reputed foreign organization, if any.		
11	Basic information and statements I to V		
12	Any other important information		

I / We hereby agree to abide by the decision of NISM in all matters related to this pre-qualification.

For.....

Seal

Authorised Signatory