

NATIONAL INSTITUTE OF SECURITIES MARKETS

**Plot No. IS 1 & IS 2, Patalganga Industrial Area,
Mohopada, Rasayani, District Raigad, Near Navi Mumbai,
Maharashtra – 410222**

Application Form

**Empanelment of Agencies for Hiring & Management of
Contractual Staff for employing at NISM**

Name of the Applicant/Agency.....

Tender Notice Inviting Applications

Empanelment of Agencies for Hiring & Management of Contractual Staff for Employing at various locations of NISM

National Institute of Securities Markets (NISM) invites applications for empanelment of Agencies for Hiring & Management of Contractual Staff for employing at various locations of NISM as follows:

- a) NISM campus situated at Plot No. IS 1 & IS 2, Patalganga Industrial Area, Mohopada, Rasayani, District Raigad, Near Navi Mumbai, Maharashtra – 410222,
- b) NISM Bhavan, Sector-17, Plot No. 82, Vashi, Navi Mumbai – 400703 and
- c) NISM Registered office, 5th floor, NCL Cooperative Society, Plot No. C-6, E-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400051.

The estimated cost of the work is **Rs. 3.00 Cr 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.

NISM requires 64 numbers of staff of various categories (Assistant, Tele Callers, Administration, IT Supports, Drivers, Receptions, Secretaries, Office Assistant or any staff of similar category to be projected in future if any). Therefore, the scope of work will be Hiring & Management of Contractual Staff for employing at various locations of NISM as per Labour Law.

Eligibility Criteria

The agency should fulfill all the criteria as per the details mentioned below. Agency should have:

- (i) Its office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/Pune.
- (ii) Minimum average annual turnover of **Rs. 2.70 Cr.** for last three financial years ending March 31, 2023.
- (iii) The contractor should have handled any of the following works during last 7 years ending July 31, 2023 successfully:
 - a) Three similar* completed contracts for hiring and management of contractual staff with yearly compensation not less than Rs. **1.20 Cr.**
or
 - b) Two similar* completed contracts for hiring and management of contractual staff with yearly compensation not less than Rs. **1.50 Cr.**
or
 - c) One similar* completed contracts for hiring and management of contractual staff with yearly compensation not less than Rs. **2.40 Cr.**

(iv) The contractor should have GST registration.

*Similar completed contract(s) means hiring & management of contractual staff for employing at Corporates / Institutions / Office etc.

The applicant shall enclose necessary certificates / documents in support of the requirements mentioned at (i) to (iv) above.

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

Process for submission of application form

The interested agency 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 upto 15:00 hrs. on or before November 08, 2023.

The interested agency 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 Rudresh KS, Mob. No:- 99693 95522 / email id: rudresh.ks@etenderwizard.com or Shri Mrutyunjaya, Mob. No:- 99693 13423, email id:- mrutyunjaya.m@etenderwizard.com

Offline mode:

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

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

Shri Sanjay Shamrao Dhakite, DGM (AD - 1) National Institute of Securities Markets, Plot Nos. IS-1 & IS-2, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222.	Shri Sanjay Shamrao Dhakite, DGM (AD - 1) NISM Bhavan, Sector-17, Plot No. 82, Vashi, Navi Mumbai Maharashtra 400703
--	---

Last date for submission of application is **November 08, 2023**.

For further details, please contact **Shri Nishant Kumbhare**, Mobile no. **98705 71175** of NISM.

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 empanelment.
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 empanelment. ***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.***
4. While deciding upon the selection of agencies, emphasis will be given on the ability and competence of applicants in providing good quality manpower services and similar services undertaken by the agencies. NISM may decide to physically inspect and/ or conduct enquiry with the establishments, where similar services have been/ are being provided by the agency, to confirm the information provided in the application.
5. 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 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 the shortlisted agencies only.
11. No costs incurred by the applicant for submitting application for empanelment, providing necessary clarifications or attending discussion, meeting 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 the applicant is blacklisted 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.
14. It is intended to engage services of the applicant for a total period of 3 years. However, the initial contract period shall be for one year. Subject to satisfactory performance, the contract period may be further extended for 2nd and 3rd year based on the Service Charges / Management Fee quoted by the tenderer for the original tender.

Undertaking

Shri Sanjay Shamrao Dhakite

Deputy General Manager, Administration Department-1,

National Institute of Securities Markets

Plot no. IS 1 & IS 2, Patalganga Industrial Area

Mohopada, Rasayani, Taluka Khalapur,

District Raigad, Near Navi Mumbai,

Maharashtra – 410 222

Dear Sir,

I/We have read and understood the 'Tender Notice Inviting Application' for Shortlisting of the 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 empanelment 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 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 for Shortlisting of agencies (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 applicant / Agency	
2.	Type (Whether Proprietorship, Partnership/ Pvt. Ltd. / Ltd. or Co-operative body etc.)	
3.	Name of the Proprietor / Partners / Directors	
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.	Tele. No.	
8.	Mobile No. & Alternative mobile no.	
9.	GST Registration No.	
10	PAN No.	
11	Yearly turnover of the applicant for the last 3 years ending March 31, 2023. Enclose relevant documents in support of the same. <ul style="list-style-type: none">• 2020-2021 • 2021-2022 • 2022-2023	

12	Year of establishment	
13	Years of experience in hiring & management of contractual staff manpower	
14	Whether working with any Govt. / public sector undertakings/ autonomous bodies/ reputed institutions etc. as approved contractors? 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.	
16	Important large works executed during last 7 years (costing not less than Rs. 1.20 Cr 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.
17	Important large works (costing not less than Rs. 1.20 Cr 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)

CHECK LIST OF TESTIMONIALS (TO BE FILLED BY THE APPLICANT)

Sr. No.	List of Testimonials	Enclosed	Not enclosed
1)	Undertaking		
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)	Documentary proof in support of office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/Pune.		
8)	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.		
9)	Necessary documents in support of annual turnover for the last three years ending March 31, 2023.		
10)	Copy of GST registration certificate		
11)	Any other relevant documents. Please specify		

APPLICATION FORM

PART III

List of important similar contracts IN HAND costing not less than Rs. 1.20 Crore per annum

Sr. no.	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 (Years)	Present status of the contract	Any other relevant information
1	2	3	4	5	6	7

PART – IV (you may decide whether this form is to be kept as no weightage is being considered for empanelment)

DETAILS OF THE INFRASTRUCTURE AVAILABLE
WITH THE APPLICANT TO PERFORM HIRING & MANAGEMENT OF CONTRACTUAL STAFF
IN AN UNINTERRUPTED MANNER
