

**NiSM NATIONAL INSTITUTE OF SECURITIES MARKETS**

**Plot no. IS-1 and IS-2, Patalganga Industrial Area,  
Village Mohopada (Wasambe), Rasayani, Taluka Khalapur,  
District Raigad, Maharashtra, PIN- 410 222**

**Application Form**

**Ref No: NISM/GSD/2023/Printing/01**

**Shortlisting of various Agencies for Printing of Notebook/Similar  
General other Miscellaneous Printing work for NISM**

***Name of the Applicant/Agency.....***

## **Tender Notice for Inviting Applications**

### **Shortlisting of various Agencies for Printing of Notebook/Similar General other Miscellaneous Printing work for NISM**

1. National Institute of Securities Markets (NISM) invites applications for shortlisting of various agencies for Printing of notebook/similar general other miscellaneous printing work for its campus situated in Plot No. IS-1 & IS-2 at Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra, PIN- 410 222. The estimated cost of the work is Rs. 20 Lakh.
2. The agencies interested in shortlisting for the captioned work and meeting eligibility criteria may download application form from NISM's website <www.nism.ac.in>.
3. 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 – (General Services Division)  
NISM, plot no. IS-1 and IS-2 Patalganga Industrial Area,  
Village Mohopada (Wasambe), Rasayani, Taluka Khalapur,  
District Raigad, Maharashtra, PIN- 410 222.**

4. The envelope should be superscribed as **“Application for shortlisting of various agencies for Printing of notebook/similar General other miscellaneous Printing work for NISM”**
5. The last date for submission of duly filled application form is **October 20, 2023**. Late applications will not be entertained.

### **Background and nature of work**

6. 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 seeks to add to market quality through educational initiatives. It is an autonomous body governed by its Board of Governors.
7. Currently, NISM has been functional at its campus situated at Plot no. IS-1 and IS-2, Patalganga Industrial Area, Village Wasambe (Mohopada), Rasayani, Taluka Khalapur, District Raigad, Maharashtra, PIN- 410 222. It is a residential campus.

8. NISM requires to print artwork printed notebook quantity – 1 Lakh Nos, specifications are as follows:-

**Size: W 5.5 in X H 8 in (Close Size)**

**Print: Front Back Printing**

**Paper: Cover Paper 250 GSM with lamination Glossy Inner (Writing) page: 90 GSM (Qty: 50 Single, F/B 100)**

**One page Colour pamphlet (100 GSM Paper Matt): Insert in the Middle between notebook. (Writing page 50- Colour pamphlet insert- Writing page 50).**

9. **Eligibility Criteria** The agency should fulfill all the criteria as per the details mentioned below. Agency should have:-

- (a) Its office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/Pune.
- (b) Minimum average annual turnover of Rs. 18 Lakh for last three financial years ending March 31, 2023.
- (c) The agency should have handled any of the following works during last 7 years ending September 30, 2023 successfully:
  - (i) Three similar\* completed printing of notebook/similar general other miscellaneous printing work with value not less than Rs. 8 Lakh.  
or
  - (ii) Two similar\* completed printing of notebook/similar general other miscellaneous printing work with value not less than Rs. 10 Lakh.  
or
  - (iii) One similar\* completed printing of notebook/similar general other miscellaneous printing work with value not less than Rs. 16 Lakh.
- (d) \*Similar completed printing of notebook/General other miscellaneous printing work, meaning notebook printing work(s)/ any other kind of general miscellaneous day to day printing work performed for Corporates / Institutions / Offices etc.
- (e) The applicant will enclose necessary certificates / documents in support of the requirements mentioned at (a) to (c) above.
- (f) For the purpose, “Cost of work” shall mean gross value of completed work.

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

10. **General Rules and Instructions for Applicants:**

- (a) Joint ventures are not accepted.
- (b) 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.
- (c) 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 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.***
- (d) While deciding upon the selection of agencies, emphasis will be given on the ability and competence of applicants in providing good quality printing notebook. NISM may decide to physically inspect and / or conduct enquiry with the establishments, where similar services have been provided by the agency, to confirm the information provided in the application.
- (e) Intending 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 shortlisting.
- (f) 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.
- (g) 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.
- (h) 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.
- (i) The decision of NISM in selection of agency for shortlisting 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.
- (j) The tender documents, for submission of bids, will be issued to the shortlisted agencies only.

(k) No costs incurred by the applicant for submitting application for shortlisting, providing necessary clarifications or attending discussion, meeting or site visits will be reimbursed by NISM.

(l) If information and details furnished by applicants are found to be false/ blacklist/ inadequate at any time in future or any information withheld which comes to the notice of NISM at a later date, the shortlisting of such agency will be cancelled immediately.

(m) The shortlisting 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

### **General Manager (GSD)**

National Institute of Securities Markets  
Plot no. IS 1 & IS 2, Village Mohopada, Taluka Khalapur,  
Patalganga, District Raigad,  
Maharashtra – 410 222

Dear Sir,

1. 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.
2. 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.
3. I/We do hereby declare that our agency has never been blacklisted and no pending case regarding compliances like GST/ITR/applicable taxes.
4. 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 Sincerely,**

**Signature:**

**Name:**

**Designation:**

**(Office Seal)**

**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"><li>• 2020-2021</li><li>• 2021-2022</li><li>• 2022-2023</li></ul>	
12.	Year of establishment	
13.	Years of experience in providing printing services on hiring basis	
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.	

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**CHECK LIST OF TESTIMONIALS**  
**(To be filled by the applicant)**

<b>Sr. No.</b>	<b>List of Testimonials</b>	<b>Enclosed</b>	<b>Not enclosed</b>
1	Documentary proof in support of office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/Pune		
2	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 along with relevant details such as value of the work, nature of the work executed, duration of the work, etc.</b> ).		
3	Necessary documents in support of annual turnover for the last three years ending March 31, 2023.		
4	Any other relevant documents. Please specify		



## APPLICATION FORM

### PART III

List Of Important Similar Contracts **In Hand** Costing Not Less Than Rs. 08 Lakh

Ser	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

**APPLICATION FORM**

**PART IV**

**Details Of The Other Infrastructure Available With The Applicant To Perform Printing Services In An Uninterrupted Manner**

