

**NATIONAL INSTITUTE OF SECURITIES MARKETS**  
**NISM Bhavan, Plot No. 82,**  
**Sector 17, Vashi, Navi Mumbai**

**Application Form**

**Shortlisting of agencies  
For Active Harmonic Filters work**

**in**

**Campus of National Institute of Securities Markets  
situated at Plot nos. IS-1 and IS-2 at  
Patalganga Industrial Area, Village Mohopada  
(Wasambe), Rasayani, Taluka Khalapur, District Raigad,  
Maharashtra**

***Name of the Applicant***

.....

## **Notice Inviting Applications for Shortlisting of agencies**

### **Shortlisting of agencies for Active Harmonic Filters work for NISM campus at Patalganga**

National Institute of Securities Markets (NISM) invites applications for shortlisting of agencies for Active Harmonic Filters work for its campus situated at plot no. IS-1 and IS-2 Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra.

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>. The same can also be collected from the office of Shri. Jitender K. Aggarwal, Sr. Vice President (EPMD), NISM Bhavan, 5<sup>th</sup> floor, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703.

Application form as per the prescribed format may be duly filled up and submitted at the abovementioned address for shortlisting of agencies for Active Harmonic Filters work in NISM campus at Patalganga.

The last date for submission of duly filled application form is December 28, 2018. The application duly filled may be submitted at the aforesaid address in an envelope superscribing "Application for Shortlisting of agencies for Active Harmonic Filters work in NISM campus at Patalganga" on or before last date and time of submission. Late applications will not be entertained.

#### **Nature of Work**

The scope of work consists of Supply, Installation, Testing and Commissioning of Active Harmonic Filters works in NISM campus at Patalganga.

#### **Eligibility Criteria**

The agency should fulfill the minimum criteria as per the details given below:

- (i) The agency should be registered with GST.
- (ii) The average annual turnover for last three financial year ending March 31, 2018 should not be less than Rs.86,40,000/-.
- (iii) The agency should have executed one of the following works during last 7 years ending October 31, 2018:
  - a) Three similar completed works (as mentioned in Nature of Works) each costing not less than Rs.9,60,000/-.
  - or

- b) Two similar completed works (as mentioned in Nature of Works) each costing not less than Rs.12,00,000/-.
- or
- c) One similar completed works (as mentioned in Nature of Works) each costing not less than Rs.19,20,000/--.

Similar works mean Supply, Installation, Testing and Commissioning of Active Harmonic Filters Panels / Capacitor Panels work (s).

**General Rules and Instructions for Applicants:**

1. The agency should fulfill all the criteria as detailed in the eligibility criteria. Agency not satisfying any of the eligibility criteria as detailed above will not be considered for shortlisting.
2. The intending agencies are 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.
3. NISM may inspect the facilities of the agency as well as enquire with the various clients to assess the service standards, verify the genuineness and to ensure the conformity with the details given. NISM reserves the right to reject any applicant based on the aforesaid criteria.
4. Intending applicants are required to submit their full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing 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.
5. 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.
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 received after due date and time or incomplete in any respect are liable to be rejected.
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 agencies for shortlisting will be final. NISM reserves the right to shortlist the agencies by relaxing the set criteria or inclusion of other criteria. NISM is not bound to assign any reason thereof. The shortlisted agencies will only be informed.
10. The tender document will be issued to shortlisted agencies only.
11. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences 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 any information withheld which comes to the notice of NISM at a later date, the shortlisting of such applicant will be cancelled immediately.
13. Applications received after the due date and time is liable for rejection.

**APPLICATION FORM**

**The Sr. Vice President (EPMD),  
NISM Bhavan, 5th floor,  
Plot No. 82, Sector-17,  
Vashi, Navi Mumbai – 400 703**

Dear Sir,

I/We have read and understood the 'Notice Inviting Applications for Shortlisting of 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 shortlisting will be cancelled at any stage in case the statements and documents furnished are found to be false.

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 and Name of the Contractor**

**Enclosure:** (i) Notice inviting applications 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 testimonials as per check list.

## **APPLICATION FORM**

### **PART I**

1.	Name of the Organization	
2.	Type of Organization (Whether Proprietorship, Partnership, Company etc.)	
3.	Name of the Proprietor/Partners/Directors in the Organization	
4.	Registration (Firm, Company etc.) Registering Authority, Date, Number etc.	
5.	a. Registered office address  b. Office address through which the maintenance work will be handled.	
6.	E-Mail ID:	
7.	Tel. No.	
8.	Mobile No.	
9.	Name and address of the Bankers	
10.	GST Registration No.	
11.	PAN No.	
16.	Yearly turnover of the organization for the last 3 years. Enclose relevant document in support of the same. <ul style="list-style-type: none"><li>• 2015-2016</li><li>• 2016-2017</li><li>• 2017-2018</li></ul>	

17.	Years of experience in Active Harmonic Filters works / Capacitor Panels works	
18.	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	

**CHECK LIST OF TESTIMONIALS**

<b>Sr. No.</b>	<b>List of Testimonials</b>	<b>Enclosed</b>	<b>Not enclosed</b>
1	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.		
2	GST registration certificate		
3	Necessary documents in support of annual turnover for the last three years ending March 31, 2018.		
4	PAN card		
5	Any other relevant documents. Please specify		



## APPLICATION FORM

## PART II

**List of important similar works executed by the firm during the last seven years ending October31, 2018each costing not less than Rs.9,60,000/-**

[illegible]

**APPLICATION FORM**

**PART III**

**List of important similar works in hand each costing not less than Rs.9,60,000/-**

Sr. No.	Name of the work and location	Name of the Client. Name of the client's contact person and phone no.	Work order ref. no./date	Work order value	Period of Contract (Years)	Status of the Work	Any other relevant information
1	2	3	4	5	6	7	8

**APPLICATION FORM**

**PART IV**

**List of Technical Personnel with details about their technical qualifications, experience etc.:**

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Qualification</b>	<b>Designation</b>	<b>Experience</b>	<b>Nature of work handled</b>	<b>Name of the project handled</b>	<b>Date from which employed in the present organization</b>	<b>Any other remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>