

# **NATIONAL INSTITUTE OF SECURITIES MARKETS**

**NISM Bhavan, Plot No.82  
Sector -17, Vashi, Navi Mumbai – 400 703.**

## **INVITATION FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF STATIONERY SUPPLIERS**

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. It is located in Navi Mumbai, India.

NISM seeks to add to market quality through educational initiatives. It is an autonomous body governed by its Board of Governors.

NISM consists of six different schools as follows:

School for Investor Education and Financial Literacy (SIEFL)

School for Certification of Intermediaries (SCI)

School for Securities Information and Research (SSIR)

School for Regulatory Studies and Supervision (SRSS)

School for Corporate Governance (SCG)

School for Securities Education (SSE), and

National Centre for Financial Literacy (NCFE).

Currently, it is operating from NISM Bhavan, Plot no. 82, Sector-17, Vashi, Navi Mumbai – 400 703 and it has plans to move to its 70 acre new NISM campus located at Plot no. IS 1 & 2, Patalganga Industrial Area, Mohopada Village, Taluka Khalapur, Dist. Raigad, Maharashtra from December 2016 onwards.

NISM is intend to invite expression of interest (EOI) from eligible stationers for supply of office stationery items including computer cartridges/toners of routine nature and non-routine items such as printing and supply of office stationery items such as letter heads, visiting cards, envelopes of various sizes, writing pads, files of various types etc.

The agencies, who have been supplying office stationery items including computer cartridges/toners various types and carrying out printing of office stationery items to any of the Government Offices, Public Sector Units (PSUs), PSU banks, financial institutions, premier educational institutes would be preferred.

A stationery shop/supplies run by proprietary/partnership firms/private/public limited companies preferably having equipped to supply stationery items of all types (routine as well as non- routine) and carrying out printing of various types of office stationery during the last 5 years can apply.

The agencies should satisfy the following criteria :

1. The agency shall have to satisfy one of the following conditions:

a) Should have atleast supplied stationery items including computer cartridges/toners to any one such organisation, having value of Rs. 8 lakh per annum.

OR

b) Should have atleast supplied stationery items including computer cartridges/toners to two such organisations, having value of atleast Rs 6 lakh per annum.

OR

c) Should have atleast supplied stationery items including computer cartridges/toners having value of Rs. 4 lakh in a year to at least three such organisations.

Preferably supplies made to Government Offices, Public Sector Undertakings / PSU banks/ Financial Institutions/ Autonomous Body/Premier Educational Institutes during the last 5 years will be considered. (The period of five years for the purpose of having completed stationery supplies shall be from 01.04.2011 to 31.03.2016).

2. The applicant agency should have an average annual turnover of atleast Rs.9.00 lacs during the last three years.

3. The applicant agency should be a bonafide supplier/ vendor for Stationary Items. Applicant should submit proof in support of the same.

4. Agency shall make arrangements to deliver desired items of various types of stationery items including computer cartridges/tones in a short notice and in an uninterrupted manner at its both locations viz. NISM Bhavan, Vashi as well as NISM Campus, at Patalganga. Agency shall be able to provide an undertaking and to substantiate the same by explaining their capability to supply at both the locations at a short notice.

5. Agency shall have following statutory valid registration certificates and licenses:

- VAT, Sales Tax and Service Tax Registration Number
- Permanent Account Number (PAN)
- Any other registration that is required as per statutory/local norms for supply of stationery items.

The agencies shall be prequalified based on the criteria laid hereinabove, NISM also reserves the right to visit or inspect some of the office to whom supplies are made by the agency before shortlisting the agencies.

The decision of NISM regarding the shortlisting/empanelment of the agencies shall be final and binding on all concerned.

The tender documents to invite price bid and the terms and conditions for appointing the suppliers, a "Request for quote for Supply of Stationery Items" will be issued only to the

shortlisted agencies.

The applicants suppliers meeting the above criteria and willing to provide the same to NISM can obtain the application forms from the office of Vice President, General Services Department, National Institute of Securities Markets, NISM Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703 or can download the application forms from NISM website [www.nism.ac.in](http://www.nism.ac.in). The duly filled in forms in a sealed cover shall be submitted at the above address so as to reach his office within 15 days from the date of the publication of the aforesaid advertisement in the newspapers.

NISM reserves the right to accept or reject any or all the applications without assigning any reason thereof. The decision of NISM shall be final and binding on all concerned.

Last date for submission of application is 28.10.2016.

For further details, please contact Shri Rupesh Kumar Tiwari, Executive telephone no.022-66735133.

**EMPANELMENT OF STATONERY SUPPLIERS**

**Name of the applicant** \_\_\_\_\_

**Last date for submission:** .....

The application form duly filled in shall be submitted in a sealed envelope super subscribing “**Application Empanelment of Stationery Suppliers**” addressed to:

Mr. A.S.Ramayya  
Vice President  
General Services Department  
National Institute of Securities Markets  
NISM Bhavan, Plot No.82  
Sector-17, Vashi  
Navi Mumbai – 400 703.

Dear Sir,

I/We have read and understood the instructions and the terms and conditions contained in the application form. I/We do hereby declare that the information furnished in the application and in the supplementary sheets from pages \_\_\_\_\_ to \_\_\_\_\_ is correct to the best of my/our knowledge and belief. The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

Seal of the applicant.

**Part II – Information to be furnished by the applicant  
for empanelment of stationery suppliers**

1.	Name of the Applicant /Supplier/ Organization/Stationers	:	
2.	Address	:	
2a	Contact Phone number/s: Mobile :	:	
3.	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.	:	
4.	Name of the Proprietor / Partners / Directors of the Organization / Firm  (a)  (b)  (c)  (d)  (e)  (f)	:	
5.	Year of Establishment	:	
6.	Experience in the field of Office Stationery Supplies	:	_____ Years

**Signature of the Applicant**

7.	Similar supplies carried out during last 5 years by the firm. The full address of the clients to whom, said supplies made including name of contact persons and telephone nos.	:	Details to be furnished in the prescribed Proforma (Statement I)
8.	Details of similar supplies 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 II)
9.	Whether working with any of the Government / Semi-Government. Undertaking/s as approved/ registered vendors as suppliers and if so, furnish details like copies of work orders/agreement issued, etc.	:	
10.	<p>Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard.</p> <p>(a) 2015 - 2016</p> <p>(b) 2014 - 2015</p> <p>(c) 2013 - 2014</p> <p>The average annual turnover of the contractor should not be less than Rs. 9 lacs for the last three years.</p>	:	
11.	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 work, employer, nature of work, work order value and date and brief details of litigation.	:	

**Signature of the Applicant**

**Statement - I**

**Previous Experience**

**List of similar supplies undertaken by the shop/firm during last five years costing Rs.4.00 lakh and above (01.04.2011 to 31.03.2016)**

Sr. No	Name of work and location	Nature of supplies & work involved in the contract:	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/Autonomous Body/ Private Body/Educational Institute with address and name of the official from the client's side (with phone no.)	Work order value for Supply of stationery items	Amount of the work order towards the Supply of stationery items	Period of the contract	Whether the work was left in between or contract was terminated from either side. Give full details.	Any other relevant information regarding details of penalty imposed/ litigations, if any.
1	2	3	4	5	6	7	8	9

**Signature of the Applicant**

**Statement - II**

**List of similar supply orders IN HAND costing Rs.4.00 lakh and above**

Sr. No.	Name of supplies and location	Nature of supplies involved in the contract:	Name of client. Whether Central Govt./ Semi Govt. / Public Sector Undertaking/ Autonomous Body/ Private Body/Educational Institute with address and name of the official from the client's side (with phone no.)	Supply/ Contract Amount	Period of the contract	Any other relevant information

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.	Necessary Certificate/s issued by your client/s in support of having completed works as per the prequalification criteria mentioned in the advertisement. Certificate shall contain nature of service, value and contract duration.		
2.	Certificate in support of average annual turnover for the last three years not less than Rs.5.00 lacs along with extracts of P& L Statement and Balance sheet.		
3.	Copies of registration certificates/licenses : a) VAT b) Sales Tax c) Service Tax Registration Number. d) Permanent Account Number (PAN) e) Any other registrations required for a stationery supplies under local norms		
4.	Basic information and statements I – II		
5.	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**