

# **VOLUME I**

## **ELIGIBILITY BID**

**FOR  
SUPPLY, INSTALLATION, TESTING  
AND COMMISSIONING OF BUILDING  
MANAGEMENT SYSTEM**

**FOR CAMPUS OF**

**NATIONAL INSTITUTE OF SECURITIES MARKETS**

**AT**

**Plot No. IS- 1 & IS-2 (Opp. HDFC Bank, Rasayani  
Branch), Patalganga Industrial Area, Village  
Mohopada (Wasambe), Taluka - Khalapur, District  
Raigad, Pin code - 410 222**

**To be submitted in a separate sealed envelope marked as envelope II**

Date:

To

Shri. Jitender K. Aggarwal

Senior Vice President – Estates & Premises Management Department

National Institute of Securities Markets

Plot No. 82, Sector 17, 5<sup>th</sup> Floor,

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. 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.**

Yours faithfully,

Signature

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

Office seal:

**NATIONAL INSTITUTE OF SECURITIES MARKETS (NISM)**

**Application Form**

**Instructions to the Applicants for furnishing  
information as part of eligibility bid**

**For supply, installation, testing and commissioning of  
Building Management System (BMS) for NISM campus at Patalganga**

Sealed tenders are invited for supply, installation, testing and commissioning of BMS in NISM campus at Patalganga. The estimated cost of work is Rs. 170 Lakh.

**Original Equipment Manufacturer (OEM) cum System Integrator of approved make (Honeywell / Siemens / Trane / Johnson) who fulfill the following requirements shall be eligible to apply**

- a) Should have satisfactorily completed the works as mentioned below during the last seven years:
- (i) Three similar completed works each of value not less than **Rs. 68 Lakh**
  - Or
  - (ii) Two similar completed works each of value not less than **Rs. 85 Lakh**
  - Or
  - (iii) One similar completed work of value not less than **Rs. 136 Lakh**

Similar work shall mean completed work consisting of **“Supply, Installation, Testing & commissioning of Building Management System.”**

The period of 7 years for the purpose of having completed similar projects shall be from 01.12.2010 to 30.11.2017.

- b) Should have had average annual financial turnover of **Rs. 612 lakh** during the last three years ending 31<sup>st</sup> March 2017.

**Other conditions**

1. Joints ventures are not accepted.
2. 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 statements which will be kept confidential.

3. Each page of the application shall be signed by the applicant. The application shall be signed by the person / persons on behalf of the organization having necessary authorization / Power to do so.
4. 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.
5. Applications containing false and / or inadequate information are liable for rejection. Applicant 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."
6. While filling up the application form with regard to the list of important projects completed or in hand, the applicants shall include only those projects which individually cost not less than Rs. 68 Lakh for Building Management System project only.
7. NISM reserves the right to reject any or all the applications without assigning any reason thereof.
8. The Applicants are requested to submit eligibility bid consisting of application form and statements duly filled in alongwith all the relevant information and supporting documents, duly signed on all pages on the above address within the specified date. Applications not received in the prescribed manner will be summarily rejected.
9. **Tendering Process will be as under:**
  - i. The tender documents shall be issued or downloaded as under:
    - a) Eligibility Bid (Volume I)
    - b) Commercial cum Technical Bid (Volume II)
    - c) Price Bid (Volume III)
  - ii. The tenderer is required to submit 4 (four) separate envelopes as mentioned below:
    - a) Envelope I containing "Earnest Money Deposit only" in the prescribed manner.

- b) Envelope II containing “Eligibility Bid only” along with required enclosures and details.
- c) Envelope III containing “commercial cum technical bid only” without any conditions duly signed and stamped.
- d) Envelope IV containing “price bid only” duly filled in.

All the above 4 (four) sealed envelopes shall then be placed in another single outer envelope and submitted on the following address:

The Senior Vice President (Estates & Premises Management Department),  
National Institute of Securities Markets (NISM),  
NISM Bhavan, 5th Floor, Plot No. 82,  
Sector 17, Vashi, (Next to Vashi Plaza)  
Navi Mumbai 400 703

**Upto 1500 hrs. on or before the last date of receipt of tenders i.e. January 04, 2018**

**Tender(s) received after due date and time specified for receipt of tender will not be accepted under any circumstances.**

iii. The tenderers are requested to make note of the following important dates:

- a) Pre-bid Conference shall be held in the Ground floor meeting room of Orientation block, NISM campus, plot no. IS- 1 & IS-2 (Opp. HDFC Bank, Rasayani Branch), Patalganga Industrial Area, Village Mohopada (Wasambe), Taluka – Khalapur, District Raigad, Pin code – 410 222 at 11:00 a.m. on December 20, 2017 to clarify any points that the intending tenderers may have regarding the eligibility criteria, commercial conditions, technical conditions, bill of quantities etc.
- b) Last date of receipt of tenders including Earnest Money Deposit, Eligibility Bid, Commercial cum Technical Bid and the Price Bid upto **1500 hrs. on January 04, 2018.**
- c) Date of Opening of tenders (only envelope-I containing EMD) in the office of undersigned at **1530 hrs. on January 04, 2018.**
- d) Date of receipt of revised price bids, if required, in the specified manner shall be intimated subsequently.

- e) Date of opening of price bid / revised price bids, shall be intimated subsequently.
- iv. **Corrigendum intimating modified condition(s), if any, shall be placed on NISM website only, till December 22, 2017. The tenderer is advised to check NISM website before submitting tender and should take printout of corrigendum, if any, and submit the same, duly signed and stamped in token of acceptance of various terms and conditions mentioned therein, in envelope - III, along with other documents.**
- v. On the date stipulated for opening of tenders, the envelope-I superscribed "Earnest Money Deposit only" will be opened first. The tender of the tenderer who does not submit EMD of the required amount in the prescribed form shall not be considered for further evaluation.
- vi. Thereafter, the envelope-II superscribed "Eligibility Bid only" shall be opened by NISM and the scrutiny and evaluation of Eligibility bid shall be done by NISM based on the parameters specified in the Eligibility Bid. In case, additional information / clarifications are sought by NISM, from the tenderers, the same shall be furnished by the tenderers within the stipulated time as communicated to them. Non or partial submission by the tenderer within the stipulated period shall render their tender liable for rejection. Thereafter, inspection of the completed project/s mentioned by the tenderer shall be carried out by a team of NISM representatives to satisfy itself regarding material, quality, workmanship, present status of operation of the system, etc. to assess competence of the tenderer to execute similar projects before considering any tenderer for eligibility. The project executed by the tenderer, that fulfill the criteria stipulated above, shall only be inspected. Tenderers that fulfill eligibility criteria (including findings of the inspection report based on the parameters specified above) will only be considered for further evaluation.
- vii. Thereafter, the envelope-III super scribed "Commercial cum technical bid only" will be opened. The scrutiny and evaluation of Commercial cum technical bid shall be done by NISM and in case no clarifications / additional information is required, then the price bids shall be opened in presence of the tenderers who wish to be present during price bid opening. In case, additional information / clarifications are sought by NISM, from the tenderers, the same shall be furnished by the tenderers within the stipulated time as communicated to them. Non or partial submission by the tenderer within the stipulated period shall render their tender liable for rejection.
- viii. Depending upon the changes / modifications made in scope of work, technical specifications, terms and conditions etc., if any, the tenderers shall be advised to submit fresh rates which may be either increase or decrease in their quoted rates and consequently resulting in increase or decrease in the amount. This plus or minus in the

quoted rate / amount shall be given in the form of a letter in a sealed envelope suitably superscribed with the "Name of the Work" and the words "Revised price bid only" by the tenderers and submitted up to the date and time communicated to them. The Revised Price Bids, if having any condition(s) and / or any conditional rebate, shall be summarily rejected and shall not be considered for further evaluation. The tenders of the tenderers who do not respond for revised price bid, within the stipulated date communicated to them, shall stand rejected. **The date of opening of price bid / revised price bid will be intimated to all the eligible tenderer. The work shall be awarded to the lowest tenderer.**

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**Application form for eligibility of tenderer for supply, installation, testing and commissioning of Building Management System (BMS) for NISM campus at Patalganga**

**Basic Information**

1	Name of Tenderer	:	
2	Address of the tenderer	:	
3	Name of the contact person with Phone and Mobile No.:	:	
4	Email Id:	:	
5	Type of the Organization (Whether sole Proprietorship / Partnership / Private Ltd/ Ltd. or Co-operative body etc.)	:	
6	Name of the Proprietor / Partners / Directors of the Organization / Firm  (a) (b) (c) (d)	:	
7	Year of establishment	:	
8	Experience in the field of supply, installation, testing and commissioning of BMS	:	_____ Years
9	PAN No:	:	
10	GSTIN No. (copy of certificate to be attached)	:	
11	Beneficiary's Name:	:	
12	Beneficiary's Address:	:	



13	Beneficiary's Bank:	:	
14	Beneficiary's Bank branch address:	:	
15	Beneficiary's Nature of Bank Account:	:	
16	Beneficiary's Bank Account No. :	:	
17	Beneficiary's Bank Br. IFSC (Code):	:	
18	Technical personnel available in the organization	:	Details to be furnished in the prescribed Proforma (Statement I)
19	Yearly turnover of the firm during last 3 years (Year wise). Please attach necessary documents in support of turnover.  (a) 2014-2015  (b) 2015-2016  (c) 2016-2017	:	
20	Important large works executed during last 7 years (costing not less than Rs. 68 Lakh for supply, installation, testing and commissioning of BMS) 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 (Statement II). Please attach completion certificate or any other relevant document/s in support of the project/s completed clearly showing the value, nature of the project executed, duration of the project etc. which should be considered as per the criteria mentioned in the advertisement.
21	Important large works (costing not less than Rs. 68 Lakh for supply,	:	Details to be furnished in the prescribed Proforma (statement III)

	installation, testing and commissioning of BMS) 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.		
22	Address of office through which the proposed work of NATIONAL INSTITUTE OF SECURITIES MARKETS will be handled and the name, contact no. and designation of the Officer-in-charge.	:	
23	Whether any civil suit / litigation arisen in the contracts executed during the last 7 years / being executed. If yes, please furnish the name of the work, employer, nature of work, contract value, work order and date and brief details of litigation.	:	

**Statement I**  
**Key personnel and Experience**

**List of technical personnel, giving their technical qualifications,  
experience, including that in the present organization**

<b>Sr. No.</b>	<b>Name</b>	<b>Age</b>	<b>Present Designation</b>	<b>Qualifications</b>	<b>BMS Experience</b>	<b>Name of the major projects handled in respect of BMS</b>	<b>Date From Which Employed In the Present Organization</b>	<b>Indicate Special experience, if any</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>

Mention other points, if any, to show technical and managerial competency to indicate any important point in your favour.

**Statement II  
Previous Experience**

**List of important projects handled by the firm  
during last seven years costing not less than Rs. 68 Lakh**

Sr. No.	Name of the Project and Location	Nature of work involved in the contract	Name of the Client with full Address. Name and telephone No. of contact person	Project Cost in Lakh	<u>Date of commencement</u>	Litigation(s) , if any or any other relevant information
				<u>Tender Cost</u>	<u>Date of Completion</u>	
				<u>Actual Cost</u>	<u>Period</u>	
					a) <u>Stipulated</u>	
					b) <u>Actual</u>	
(1)	(2)	(3)	(4) (5)	(6) (7)	(8) (9) (10) (11)	(12)

**Statement III**  
**List of important projects IN HAND being handled**  
**by the firm costing not less than Rs. 68 Lakh**

Sr. No.	Name of the Project and location	Nature of work involved in the contract	Name of Client with full address. Name and telephone No. of contact person	Project cost in lakh  <u>Tender Cost</u>  <u>Expected Cost</u>	<u>Date of commencement</u>  <u>Expected date of completion</u>  <u>Period</u>  <u>Stipulated</u>  <u>Expected</u>	Present stage of project with reasons if the project is getting delayed	Litigations , if any or any other relevant information
(1)	(2)	(3)	(4) (5)	(6) (7)	(8) (9) (10) (11)	(12)	(13)

### **Check List for Enclosures**

Please state whether following enclosures have been enclosed or not.

<b>Sr. No.</b>	<b>Description of items</b>	<b>Enclosed</b>	<b>Not enclosed</b>
1	Necessary documents in support of having completed projects as per the qualification criteria mentioned in the advertisement.		
2	Necessary documents in support of annual turnover for the last three years		
3.	Basic information and statements I - III		
4.	Copy of GSTIN registration certificate		