# NATIONAL INSTITUTE OF SECURITIES MARKETS Plot no. IS-1 and IS-2, Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra 410 222

# **Application Form**

**Shortlisting of Contractors For Electrical Maintenance Work** 

for

Campus of National Institute of Securities Markets situated at Plot nos. IS-1, IS-2 and IS-4 at Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra – 410 222

and

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

Name of the Applicant	
-----------------------	--

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

# Shortlisting of Contractors for Electrical Maintenance Work in NISM premises at Patalganga & Vashi

National Institute of Securities Markets (NISM) invites applications for shortlisting of contractors for Electrical Maintenance Work for its campus/ premises situated at Plot no. IS-1, IS-2 and IS-4, Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra and NISM Bhavan, Plot no. 82, Sector 17, Vashi, 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, Chief Engineer, NISM, plot no. IS-1 and IS-2 Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra 410 222.

Application form as per the prescribed format may be duly filled up and submitted at the above mentioned address for shortlisting of contractors for electrical maintenance work in NISM premises at Patalganga and Vashi.

The last date for submission of duly filled application form is 3.00 PM February 03, 2021. The application duly filled may be submitted at the aforesaid address in an envelope superscribing "Application for Shortlisting of Contractors for Electrical Maintenance Work in NISM premises at Patalganga & Vashi" on or before last date and time of submission. Late applications will not be entertained.

#### **Nature of Work**

The contractor who intends to apply for above work should have electrical contractor's license (license issued by the electrical inspectorate or the agency authorized by electrical inspectorate) and must be able to render the services of licensed electrical supervisor/ electricians/ wiremen/ DG Set operator, etc.

The scope of work will include maintenance of electrical equipment including internal and external LT electrification, distribution boards, associated cabling, earthing, wiring for power points, UPS, Isolation Transformer, light fixtures etc., liasoning with local electricity supply providers, electrical inspectors, DG set operations, HT panel operation, routine and breakdown maintenance/repairs, etc.

#### **Eligibility Criteria**

The contractor should fulfill all the criteria as per the details mentioned below:

- (i) The contractor should have its office in Mumbai / Navi Mumbai / Thane / Raigad / Alibag District / Pune.
- (ii) Should be registered with the office of GST.
- (iii) Should be registered with the office of provident fund (PF)
- (iv) Should be registered with the office of Employees' State Insurance Corporation (ESIC).
- (v) Should be registered with the office of professional tax.
- (vi) Should possess electrical contractor's license issued by the electrical inspectorate or the agency authorized by electrical inspectorate
- (vii) The average annual turnover for last three financial years ending March 31, 2020 should not be less than Rs. 34.50 Lakh.
- (viii) The contractor should have handled any of the following works during last 7 years ending December 31, 2020 successfully:
  - a) Three similar\* completed electrical maintenance contracts with yearly compensation not less than Rs. 15.23 Lakh.

or

b) Two similar\* completed electrical maintenance contracts with yearly compensation not less than Rs. 19 Lakh.

or

c) One similar\* completed electrical maintenance contract with yearly compensation not less than Rs. 30.50 Lakh.

#### **General Rules and Instructions for Applicants:**

1. The tenderer should fulfill all the criteria as detailed in the eligibility criteria. The tenderer not satisfying any of the eligibility criteria as detailed above will not be considered for shortlisting.

<sup>\*</sup>Similar completed electrical maintenance contract(s) mean electrical maintenance contract(s) carried out for Institutional / Educational / Commercial / Office / Residential premises preferably for Government Departments/ Public sector undertakings/ Central autonomous bodies/ State autonomous bodies/ Financial institutions or other reputed buildings/ societies.

- 2. The intending tenderer 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 tenderer is also advised not to attach un-necessary / irrelevant documents with the applications, making it cumbersome for scrutiny. Only documents which have been asked should be submitted to expedite the process.
- 3. NISM may inspect the facilities of the tenderer 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 the application of any tenderer 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. 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.
- 8. The decision of NISM in selection of contractor for shortlisting will be final. NISM reserves the right to shortlist the contractor by relaxing the set criteria or inclusion of other criteria. NISM is not bound to assign any reason thereof. The shortlisted contractor will only be informed.
- 9. The tender document will be issued to shortlisted contractors only.
- 10. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by NISM.

- 11. 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 contractor will be cancelled immediately.
- 12. The shortlisting shall be valid for a period of three years. The same may be extended/ terminated at the sole discretion of NISM.

\*\*\*\*\*\*

The Chief Engineer, National Institute of Securities Markets Plot no. IS 1 & IS 2 Village Mohopada, Taluka Khalapur, Patalganga, District Raigad, Maharashtra - 410 222 Dear Sir, I/We have read and understood the 'Notice Inviting Application' for Shortlisting of Contractors 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 Tenderer

**Enclosure:** (i) Notice inviting application for Shortlisting of Contractors (ii) Application form PART I (iii) Application form PART III (iv) Application

form PART IV (v) Copies of testimonials as per check list.

#### **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	
	<ul> <li>b. Office address through which the electrical maintenance work will be handled.</li> </ul>	
6.	Name of the authorized representative	
7.	E-Mail ID:	
8.	Tel. No.	
9.	Mobile No.	
10.	GST Registration No.	
11.	PF Registration No.	
12.	ESIC Registration No.	
13.	Professional Tax Registration No.	
14.	Electrical Contractor's License No.	
15	PAN No.	

16.	Yearly turnover of the organization for the last 3 years ending March 31, 2020. Enclose relevant documents in support of the same.  • 2017-2018	
	<ul><li>2018-2019</li><li>2019-2020</li></ul>	
17.	Years of experience in electrical maintenance works	
18.	Whether working with any Govt. / public sector undertakings/ autonomous bodies/ reputed institutions etc. as approved contractors? If so, furnish details.	
19	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	

### **CHECK LIST OF TESTIMONIALS**

Sr. No.	List of Testimonials	Enclosed	Not enclosed	
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 (Only work orders will not be considered as valid documents in support of completion certificate. Work order must be supported with Completion certificate also alongwith relevant details such as value of the work, nature of the work executed, duration of the work, etc.).			
2	Copy of GST registration certificate			
4	Copy of PF registration certificate			
5	Copy of ESIC registration certificate			
6	Copy of Professional tax registration certificate			
7	Copy of Electrical contractor's license issued by the electrical inspectorate or the agency authorized by electrical inspectorate			
8	Necessary documents in support of annual turnover for the last three years ending March 31, 2020.			
10	Copy of PAN card			
12	Any other relevant documents. Please specify			

#### **PART II**

List of important similar works executed by the applicant during the last seven years ending December 31, 2020 costing not less than Rs.15.23 Lakh per annum

#	Name of the work and location	he Name of the	Client, order val Contact value (Rs. person, (Rs. in Lak	Final bill	ill Contract period				Whether the	Any other
		Client,		(Rs. in Con	Stipulated date of		Actual date of		contract was	relevant
		person, mobile no. &			Commen cement	Completion	Commen cement	Completion	left in between or contract was terminated from the either side. Give details.	information
1	2	3	4	5	6	7	8	9	10	11

PART III

# List of important similar works in hand costing not less than Rs. 15.23 Lakh per annum

#	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

**PART IV** 

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

#	Name	Age	Qualification	Designation	Total Experience (No. of years)	Details of similar work(s) handled	Date from which employed in the present organization	Any other remarks
1	2	3	4	5	6	7	8	9