

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

Application Form

Shortlisting of contractors for providing catering services

in

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

&

Office premises at NISM Bhavan, Plot no. 82, Sector 17, Vashi – 400 703

***Name of the Applicant***

Shortlisting of Contractors for catering services in NISM premises at Patalganga and Vashi

Notice Inviting Applications for Shortlisting of Contractors for catering services in NISM premises at Patalganga and Vashi

National Institute of Securities Markets (NISM) invites applications for shortlisting of contractors for catering services in its campus situated at Plot no. IS-1 and IS-2 Patalganga Industrial Area, Village-Wasambe, Mohopada, Rasayani, Taluka Khalapur, District Raigad, Pin 410 222 and office premises at NISM Bhavan, Plot no. 82, Sector 17, Vashi – 400 703.

The contractor interested in shortlisting for the captioned work and meeting eligibility criteria may download application form from NISM's website <www.nism.ac.in>.

The last date for submission of duly filled application form is **March 08, 2021**. The application duly filled may be submitted at the aforesaid **Patalganga Industrial Area** address in an envelope addressed to **"The Chief Engineer and In-Charge-General Services Department"** and superscribed as **"Application for Shortlisting of Contractors for catering services in NISM premises at Patalganga and Vashi"** on or before last date and time of submission. Late applications will not be entertained.

Background and nature of work

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.

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 Regulator Studies and Supervision (SRSS)
- School for Corporate Governance (SCG)
- School for Securities Education (SSE)

Currently, NISM has been operating from its campus situated at Plot no. IS-1 and IS-2 Patalganga Industrial Area, Village Wasambe (Mohopada), Rasayani, Taluka Khalapur, District Raigad, Maharashtra - 410 222. **It is a residential campus. Apart from other facilities, it has academic blocks, offices and hostel block for Senior Executives (attending training programmes of short durations (1 day to 2 months' durations)) and hostel blocks for students (attending full time regular programmes of duration of 1 year / 2 years). The campus has a full-fledged kitchen facility for cooking inside the campus alongwith necessary kitchen equipment and all other associated facilities. The contractor will be allowed to make use of these facilities for providing catering services.**

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NISM is in the process of identifying and selecting a suitable contractor for providing catering services for its above mentioned campus at Patalganga and office premises at Vashi. The following will be the broad scope of services to be provided by the selected contractor:

In Patalganga campus:

- a) To serve tea/coffee, cold drinks, juices, snacks, breakfast, lunch, dinner etc. to the Senior Executives / Trainees and Students staying in the hostel blocks.
- b) To serve tea/coffee, cold drinks, juices, snacks, lunch, etc. to the Staff Members and Guests of NISM attending office.
- c) Day to day up keeping of the dining halls and kitchen area.

In Vashi Office premises:

- a) To serve tea/coffee, snacks, etc. to the Staff Members and Guests of NISM.

Eligibility Criteria

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

- (i) Its office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/ Alibag District/ Pune.
- (ii) Minimum experience of 5 years in catering field. The agency should have been established on or before February 01, 2016.
- (iii) Registration certificate / License from office of the Regional Labour Commissioner.
- (iv) Provident Fund Registration.
- (v) ESIC Registration.
- (vi) GSTIN Registration.
- (vii) Permanent Account Number (PAN).
- (viii) Food License (FSSAI License). After award of the work, the selected contractor will have to obtain food license with the address of NISM campus.
- (ix) The average annual turnover for last three financial years ending March 31, 2020 should not be less than Rs.3.15 Crore.

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- (x) The contractor should have handled any of the following works during last 7 years ending January 31, 2021 successfully:
- a) Three similar* completed catering services contracts with yearly compensation not less than Rs.1.40 Crore.
or
 - b) Two similar* completed catering services contracts with yearly compensation not less than Rs.1.75 Crore.
or
 - c) One similar* completed catering service contract with yearly compensation not less than Rs.2.80 Crore.

*Similar completed catering service contract(s) meaning catering service contract(s) carried out for Institutional / Educational / Commercial / Office / Residential premises etc.

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

General Rules and Instructions for Applicants:

1. The contractor should fulfill all the criteria as detailed in the eligibility criteria. The contractor not satisfying any of the eligibility criteria as detailed above will not be considered for shortlisting.
2. The intending contractor 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 contractor 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.***
3. NISM may inspect the facilities / set-up of the contractor 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 contractor(s) based on the aforesaid criteria.
4. Intending applicants are required to submit their full bio-data giving details about their organization and experience etc. in the enclosed statement ([Application Form I, II and III](#) 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.

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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.
9. The tender documents, for submission of bids, will be issued to the shortlisted contractors only.
10. No costs incurred by the applicant for submitting application for shortlisting, 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.

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APPLICATION FORM

The Chief Engineer and In-Charge-General Services Department,
National Institute of Securities Markets
Plot no. IS 1 & IS 2
Village Wasambe, 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 and III) including the requisite copies of testimonials duly signed and sealed on each page.

Yours faithfully,

Signature:

Name:

Enclosure: (i) Notice inviting application for Shortlisting of Contractors (ii) Application form PART I (iii) Application form PART II (iv) Application form PART III (v) Copies of testimonials as per check list.

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APPLICATION FORM

PART I

1.	Name of the Organization	
2.	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, attach a copy of registration.	
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 this contract will be handled.	
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.	Catering License No.	
14.	PAN No.	

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15.	Yearly turnover of the organization for the last 3 years ending March 31, 2020. Enclose relevant documents in support of the same. <ul style="list-style-type: none">• 2017-2018• 2018-2019• 2019-2020	
16.	Year of Establishment	
17.	Years of experience in catering related work	
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.	

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CHECK LIST OF TESTIMONIALS (TO BE FILLED BY THE CONTRACTOR)

#	List of Testimonials	Enclosed	Not enclosed
1.	Documentary proof in support of office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/ Alibag District/ Pune.		
2.	Documentary proof in support of establishment of the contractor on or before February 01, 2016.		
3.	Registration certificate / License from office of the Regional Labour Commissioner.		
4.	Provident Fund Registration.		
5.	ESIC Registration.		
6.	GSTIN Registration.		
7.	Permanent Account Number (PAN).		
8.	Food License (FSSAI License). After award of the work, the selected contractor will have to obtain food license with the address of NISM campus.		
9.	Necessary documents in support of annual turnover for the last three years ending March 31, 2020.		
10.	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.).		
11.	Copy of registration from Registrar of companies / Registrar of firms, if applicable.		
12.	Any other relevant documents. Please specify.		

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APPLICATION FORM

PART II

List of important similar works executed by the applicant during the last seven years ending January 31, 2021 costing not less than Rs.1.40 Crore per annum

#	Name of the work and location	Name of the Client, Contact person, mobile no. & email ID	Work order value (Rs. in Crore)	Final bill value (Rs. in Crore)	Date of commencement	Date of completion	Whether the contract was left in between or contract was terminated from the either side. Give details.	Any other relevant information
1	2	3	4	5	6	7	8	9

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APPLICATION FORM

PART III

List of important similar works in hand costing not less than Rs. 1.40 Crore per annum

#	Name of the work and location	Name of the Client, contact person, mobile no. & email ID	Work order value (Rs. in Crore)	Period of Contract (Year(s))	Present status of the contract	Any other relevant information
1	2	3	4	5	6	7