

**NATIONAL INSTITUTE OF SECURITIES MARKETS
Plot No. IS-1 & IS-2, Patalganga Ind. Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, Maharashtra 410 222**

**Application Form
(Reference no. NISM/EPMD/Civil/12/2022)**

**Shortlisting of Contractors
for Maintenance of Landscape and Horticulture Work
in**

**Premises of National Institute of Securities Markets
situated at Plot No. IS-1 & IS-2 and IS-4, Patalganga Ind. Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, Maharashtra 410 222**

Name of the Contractor:

**Last date of submission Application Form is November 11,
2022**

Shortlisting of contractors for maintenance of landscape and horticulture work in NISM premises at Patalganga

Undertaking

The Chief Engineer (EPMD),
National Institute of Securities Markets (NISM),
Plot No. IS 1 & 2, Patalganga Ind. Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, 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 enclosures 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.

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.**

I/We am/are hereby submitting the complete Application Form (Part I, II, III and IV) including the requisite copies of enclosures duly signed and sealed on each page.

Yours faithfully,

Signature:

Name:

Designation:

Enclosure: (i) Notice inviting application for shortlisting of contractors (ii) Application form PART I (iii) Application form PART II (iii) Application form PART III (iv) Application form PART IV (v) Copies of enclosures as per check list.

Shortlisting of contractors for maintenance of landscape and horticulture work in NISM premises at Patalganga

Notice Inviting Applications for shortlisting of contractors for maintenance of landscape and horticulture work for NISM premises situated at Patalganga

Background and nature of work

National Institute of Securities Markets (NISM) invites applications for shortlisting of contractors for maintenance of landscape and horticulture work for its campus and residential premises situated at Plot Nos. IS-1 & IS-2 and Plot No. IS-4 respectively, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410222. **The estimated cost of work is Rs. 69.50 Lakh per annum.**

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.

Currently, NISM has been operating from its premises situated at Plot Nos. IS-1 & IS-2 and IS-4, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222. The premises are having a built up area of 7.00 lakh sq. ft. on plot of lands admeasuring about 70 acres.

The scope under Maintenance of Landscape and Horticulture work will include dressing, cutting, re-sapling, watering, cleaning of garden waste and leaves etc. of NISM Campus situated at Plot Nos. IS-1 & IS-2 (Approximate area - 54 acres of plot of land) and NISM AAVAS situated at plot no. IS-4 (Approximate area - 10 acres of plot of land).

Eligibility Criteria

The contractor fulfilling following criteria may apply:

- 1) Should have its office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/ Pune.
- 2) The contractor should have satisfactorily completed at least any of the following works during the last 7 years:

One similar* work costing not less than Rs. 55.60 Lakh.

OR

Two similar* works each costing not less than Rs. 34.75 Lakh.

OR

Three similar* works each costing not less than Rs. 27.80 Lakh.

The period of 7 years for the purpose of having completed similar works shall be from 01.10.2015 to 30.09.2022.

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- 3) The annual average turnover of the contractor should not be less than Rs. 62.55 Lakh during the last 3 years ending March 31, 2021 / March 31, 2022.
- 4) The contractor should have GST registration.

*Similar work shall mean completed work(s) consisting of "Execution / maintenance of landscape and horticulture/garden work."

The contractor will enclose necessary certificates / documents in support of the requirements mentioned at 1. to 4. above.

For the purpose, "Cost of work" shall mean gross value of completed work.

Application forms can be downloaded from the website <https://www.nism.ac.in>

The duly filled in application form as per the prescribed format alongwith necessary enclosures will be submitted to the following address:

Shri. Jitender K. Aggarwal, Chief Engineer, National Institute of Securities Markets, Plot Nos. IS-1 & IS-2 and Plot No. IS-4 respectively, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222.

The last date of submission of applications is November 11, 2022.

The contractor who has already applied through tenderwizard (online mode) need not apply once again.

For further details, please contact Shri Mohan Ingle (Phone no. 76780 40444).

General Rules and Instructions for Applicants:

1. Joint ventures are not accepted.
2. 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.
3. The intending contractor is advised to enclose photocopies of all relevant documents as mentioned in the list of enclosures 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.***

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4. The Institute reserves the right to enquire with the various clients to verify the genuineness and to ensure the conformity with the details given. Further, The Institute reserves the right to reject any application, if the information gathered is not in line with respect to the submissions made by the applicant.
 5. 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. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for shortlisting.
 6. **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.
 7. 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.
 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 shortlisted contractors will only be informed for further participation in the tender process and 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. 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."
 12. The shortlisting shall be valid for a period of three years. The same may be extended/ terminated at the sole discretion of the Institute.
 13. While filling up the application form with regard to the list of important works completed or in hand, the applicant shall include only those works which individually cost not less than Rs. 27.80 Lakh for similar work.
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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.)	
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.	

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13.	PAN No.	
14.	Yearly turnover of the contractor for the last 3 years ending March 31, 2021 / March 31, 2022. Enclose relevant documents in support of the same. <ul style="list-style-type: none"> • 2018-2019 • 2019-2020 • 2020-2021 • 2021-2022 	
15.	Year of Establishment	
16.	Years of experience in maintenance of landscape and horticulture work	
17.	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	
18.	Important large works executed during last 7 years (costing not less than Rs. 27.80 Lakh for maintenance of landscape and horticulture work only) 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 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.
19.	Important large works (costing not less than Rs. 27.80 Lakh for maintenance of landscape and horticulture work only) 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.	Details to be furnished in the prescribed Proforma (statement III)

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

Check List for Enclosures

Please state whether following enclosures have been enclosed or not.

Sr. No.	List of Testimonials	Enclosed	Not enclosed
1	Undertaking		
2	Notice inviting application for shortlisting of contractors duly signed		
3	Application form Part I duly filled		
4	Application form Part II duly filled		
5	Application form Part III duly filled		
6	Application form Part IV duly filled		
7	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. Merely submission of work order will not suffice as valid document towards completion certificate.		
8	Copy of GST registration certificate		
9	Necessary documents in support of annual turnover for the last three years ending March 31, 2021 / March 31, 2022.		
10	Any other relevant documents. Please specify.		

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APPLICATION FORM

PART III

List of important similar works executed by the contractor during the last seven years ending September 30, 2022 each costing not less than Rs.27.80 Lakh

#	Name of the work and location	Name of the Client, Contact person, mobile no. & email ID	Work order value (Rs. in Lakh)	Final bill value (Rs. in Lakh)	Date of commencement	Date of completion	Whether the work 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 IV

List of important similar works in hand costing not less than Rs.27.80 Lakh

#	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