**Application form for pre-qualification of contractors**

**FOR HOUSE KEEPING / FACILITY MANAGEMENT SERVISES AT NISM CAMPUS PREMISES, PATALGAGNA, VASHI AND BKC MUMBAI PREMISES**

**Basic Information**

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| 1. | Name of the Applicant / Organization | : |  |
| 2. | Address of the registered office | : |  |
| 3. | Address of the local office  Tel No. :  Fax No. :  Email : | : |  |
| 4. | 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. | : |  |
| 5. | Name of the Proprietor / Partners / Directors of the Organization / Firm  (c)  (d)  (e)  (f) | : |  |

**Signature of the Applicant**

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| --- | --- | --- | --- |
| 6. | Year of Establishment | : |  |
| 7. | Experience in the field of Housekeeping Works | : | \_\_\_\_\_ Years |
| 8. | Organisation chart and details of key personnel available in the organization | : | Details to be furnished in the prescribed Proforma (Statement I) |
| 9. | Important large works carried out during last 3 years (costing not less than Rs.100 lakhs for housekeeping works only) by the firm. 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) |
| 10. | Details of works (costing not less than Rs. 100 lakhs for housekeeping works only) 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 III) |
| 11. | Details of plant and machinery and other infrastructure available with the contractor to perform housekeeping services. | : | Details to be furnished in the prescribed Proforma (statement IV) |
| 12. | Certificates in support of suitability, technical know – how and capability for having successfully completed works of the similar magnitude. | : | Details to be furnished in the prescribed Proforma (statement V) |
| 13. | Details of standards and procedures followed by the contractor for rendering housekeeping services. | : | A set of formats and standard operating procedures (Sop’s) for the proposed services to be submitted along with the application. |

**Signature of the Applicant**

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| 14. | Address of office through which the proposed work of National Institute of Securities Markets will be handled and the name and designation of the Officer-in-charge. | : |  |
| 15. | Adequate and satisfactory evidence to indicate financial capacity of the Organization to undertake the said work with names of Bankers and their full address. Please enclose a copy of latest solvency certificate issued by a Nationalized or Scheduled Bank. | : |  |
| 16. | Yearly turnover of the firm during last 3 financial years (Year wise). Please attach certified copies in this regard.  (a) 2019-2020  (b) 2020-2021  (c) 2021-2022    The average turnover of the contractor should not be less than Rs. 221 lakhs during the last three years. | : |  |
| 17. | Ability to provide Bank Guarantee or other  equivalent forms of security from a scheduled or nationalized Bank | : |  |
| 18. | 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 project, employer, nature of work, contract value, work order and date and brief details of litigation. | : |  |

**Signature of the Applicant**