

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

For

**Shortlisting-cum-Registration of various agencies
for supply of Office / program kit Stationery for value of works
upto Rs. 10 Lakh in NISM Campus at Patalganga (District Raigad),
Maharashtra**

Name of the Applicant

**Shortlisting-cum-Registration of various agencies for supply of office/program kit
Stationery for value of works upto Rs. 10 lakh in NISM campus at Patalganga**

**Notice Inviting Applications for Registration-cum-shortlisting of various agencies for
supply of office/program kit Stationery for value of works upto Rs. 10 lakh in NISM
campus at Patalganga**

1. National Institute of Securities Markets (NISM) invites applications for Shortlisting-cum-Registration of various Agencies for Supply of Office Stationery in premises of NISM. The estimated cost of the work is upto Rs. 10 Lakh at NISM campus at Plot nos. IS 1 & 2 and IS 4, Patalganga Industrial area, Mohopada, Rasayani, Dist- Raigad, Near Navi Mumbai, Maharashtra 410 222.

Background and nature of work

2. 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 intends to form a panel of suitable agencies for supply of office/program kit Stationery for value of works upto 10 Lakh at NISM campus at Patalganga.

3. The scope of work will include the supply of various day to day office stationery and program kit stationery items to the Institute for value of work upto Rs. 10 Lakh (on each occasion)

Eligibility Criteria

4. The agency fulfilling minimum eligibility criteria as per the details given below shall be eligible to apply:

- i. Should have its office / establishment in Mumbai / Navi Mumbai/ Thane / Raigad District.
- ii. Should be registered with GST (with regular compliance)
- iii. The average annual turnover for last three financial years ending March 31, 2022 should not be less than Rs. 9,00,000/-.
- iv. The agency should have handled any of the following works during last 7 years ending April 30, 2023 successfully:-
 - a) Three similar work* each costing not less than Rs. 4,00,000/-.
Or
 - b) Two similar work* each costing not less than Rs. 5,00,000/-.
Or
 - c) One similar* completed work not less than Rs. 8,00,000/-.

**Shortlisting-cum-Registration of various agencies for supply of office/program kit
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*Similar work shall mean “completed work” consisting of **Supply of various office stationery items such as Pen/ Pencil/ Xerox Paper/printing/spiral binding/ office files etc. to Institute/ School/ College/ Govt. Offices/ Pvt. Offices/ PSUs etc.”**

The applicant to enclose necessary certificates / documents in support of the requirements mentioned at (i) to (iv) above.

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

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

The duly filled in application form as per the prescribed format along with necessary enclosures will be submitted to the following address (or) to email dipali.ingle@nism.ac.in

**General Manager - GSD,
National Institute of Securities Markets,
Plot Nos. IS-1 & IS-2, Patalganga Ind. Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, Maharashtra 410 222.**

The envelope should be superscribed as :-

“Application for Shortlisting-cum-Registration of various agencies for supply of office/program kit Stationery for value of works upto 10 Lakh in NISM campus at Patalganga”

The last date for submission of duly filled application form is **June 27, 2023**. Late applications will not be entertained.

General Rules and Instructions for Applicants

- (a) Joint ventures are not accepted.
- (b) The applicant should fulfill all the criteria as detailed in the eligibility criteria. The applicant not satisfying any of the eligibility criteria as detailed above will not be considered for registration.
- (c) The intending applicant 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 registration. ***However, the applicant is also advised not to attach un-necessary / irrelevant documents with the applications,***

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Stationery for value of works upto Rs. 10 lakh in NISM campus at Patalganga**

making it cumbersome for scrutiny. Only documents which have been asked should be submitted to expedite the process.

- (d) NISM may enquire with 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 applicant based on the aforesaid criteria.
- (e) Intending applicants are required to submit their full bio-data giving details about experience, competence and adequate evidence of their financial standing etc. in the enclosed statement which will be kept confidential. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for registration.
- (f) 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.
- (g) 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.
- (h) 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.
- (i) The decision of NISM in selection of agency for registration will be final. NISM reserves the right to shortlist the agency by relaxing the set criteria or inclusion of other criteria. NISM is not bound to assign any reason thereof.
- (j) The tender documents, for submission of bids, will be issued to registered agencies only.
- (k) No costs incurred by the applicant for submitting application for registration, providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by NISM.
- (l) 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 registration of such agency will be cancelled immediately.

**Shortlisting-cum-Registration of various agencies for supply of office/program kit
Stationery for value of works upto Rs. 10 lakh in NISM campus at Patalganga**

(m) The registration shall be valid for a period of three years. The same may be extended/ terminated at the sole discretion of NISM.

(n) Performance and conduct of every registered agencies will be observed by the Institute. The registered agencies are liable to be removed from the list of approved registered agencies if they fail to abide by the terms and conditions of the registration or fail to execute work on time or carry out sub-standard work or make any false declaration to the Institute or for any ground which, in the opinion of the Institute, is not in the interest of the Institute.

(o) Names of the agencies, who do not respond continuously on 3 occasions to the enquiries floated by the Institute, will be deleted from the approved list of registered agencies from the respective value(s) of work. For example, if a agency is registered for value of work upto Rs. 10 Lakh, the agency will be eligible to participate in the bidding for value of work upto Rs. 5 Lakh also. In case the agency is issued bid documents for value of work upto Rs. 5 Lakh on three occasion and if the agency does not participate in the bidding process continuously on three occasions, the agency will not be considered for participation in future for value of work upto Rs. 5 Lakh.

(p) Corrigendum intimating modified condition(s), if any, shall be placed on <https://www.nism.ac.in> only, till **June 23, 2023**. The applicant is advised to check the aforesaid website before submitting its application 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 along with other documents.

**Shortlisting-cum-Registration of various agencies for supply of office/program kit
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Undertaking

The General Manager-GSD,
National Institute of Securities Markets
Plot no. IS 1 & IS 2, Patalganga Ind. Area,
Village Mohopada, Taluka Khalapur,
District Raigad, Maharashtra – 410 222

Dear Sir,

I/We have read and understood the 'Notice Inviting Application' for Registration of agencies 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 Registration 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:

Designation:

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

**Shortlisting-cum-Registration of various agencies for supply of office/program kit
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APPLICATION FORM

PART I

1.	Name of the applicant/Company	
2.	Type (Whether Proprietorship, Partnership/ Pvt. Ltd. / Ltd. or Co-operative body etc.)	
3.	Name of the Proprietor / Partners / Directors	
4.	Office address	
5.	Name of the authorized representative (if any)	
6.	E-Mail ID:	
7.	Tel. No.	
8.	Mobile No.	
9.	GST Registration No.	
10	PAN No.	
11	Yearly turnover of the applicant for the last 3 years ending March 31, 2022. Enclose relevant documents in support of the same. <ul style="list-style-type: none">• 2019-2020• 2020-2021• 2021-2022	

**Shortlisting-cum-Registration of various agencies for supply of office/program kit
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12	Year of establishment (Copy of approved form of Shop & Establishment Act)	
13	Years of experience in supply of stationery and related works	
14	Whether working with any Govt. / public sector undertakings/ autonomous bodies/ reputed institutions etc. as approved Agency? If so, furnish details.	
15	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	
16	Details of work executed during last 7 years (costing not less than Rs. 4 Lakh for supply of stationery items) by the applicant. The full address of the clients for whom the stationery items have been supplied including name of the contact persons and telephone nos.	Details to be furnished in the prescribed proforma (part II). Please attach completion certificate or any other relevant documents in support of the work completed clearly showing the value, nature of work executed, duration of work etc.
17	Details of work (costing not less than Rs. 4 Lakh for supply of stationery items) on which the applicant is engaged at present and their estimated cost. The full address of the clients, name and telephone nos. shall be indicated for each work.	Details to be furnished in the prescribed proforma (part III).

**Shortlisting-cum-Registration of various agencies for supply of office/program kit
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CHECK LIST OF TESTIMONIALS (To be filled by the applicant)

Sr. No.	List of Testimonials	Enclosed	Not enclosed
1	Undertaking		
2	Notice inviting applications for registration of agencies duly signed		
3	Application form part I duly filled		
4	Application form part II duly filled		
5	Application form part III duly filled		
6	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 alongwith relevant details such as value of the work, nature of the work executed, duration of the work, etc.).		
7	Copy of GST registration certificate		
8	Necessary documents in support of annual turnover for the last three years ending March 31, 2022.		
9	Any other relevant documents. Please specify		

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NISM campus at Patalganga**

APPLICATION FORM

PART III

List of important similar works in hand costing not less than Rs. 4 Lakh

Ser	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