

**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/AD-EPMS/2026/11)**

**Shortlisting of contractors - Annual Maintenance Contract (AMC)
for civil and electrical operation & maintenance related works
in NISM premises at Patalganga.**

Last date of submission of application form is March 30, 2026.

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Notice Inviting Application

**Shortlisting of contractors - Annual Maintenance Contract (AMC)
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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.

Applications are invited from the eligible contractors for the captioned work in NISM Premises situated at Plot Nos. IS-1, IS-2 & IS-4, Patalganga Industrial Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222.

The estimated cost of work is Rs. 1,28,91,003/- per annum.

The broad scope of work in the aforesaid contract will be as under:

- a) Deployment of following manpower:
 - I. 1 no. Electrical Supervisor – Highly skilled
 - II. 8 nos. Electrician- Skilled
 - III. 1 no. Civil Supervisor – Highly skilled
 - IV. 2 nos. Plumbers- Skilled
 - V. 1 no. Carpenter- Highly skilled.
 - VI. 1 no. Carpenter – Skilled
 - VII. 1 no. Mason- Highly skilled
 - VIII. 2 nos. Painters- Skilled.
 - IX. 6 nos. helpers- Semi Skilled.
- b) Carrying out day to day operation of electrical equipment's/ systems installed at the premises.
- c) Carrying out day to day civil related repair & maintenance works at the premises.
- d) Carrying out various other day to day civil related activities (i.e. excavation, painting, flooring, masonry, concreting, false ceiling, fabrication etc.) including day to day repair and maintenance by using the aforesaid manpower except for excavation, false ceiling and fabrication works).
- e) Procurements of miscellaneous civil, plumbing and carpentry related materials.

Eligibility Criteria

The contractor fulfilling following criteria may apply:

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1. The contractor 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 work (s) during the last 7 years as on February 28, 2026:

One similar work* costing not less than Rs. 1,03,12,802/-

OR

Two similar works* each costing not less than Rs.64,45,502/-

OR

Three similar works* each costing not less than Rs. 51,56,401/-

The period of 7 years for the purpose of having completed similar work(s) shall be from 01.03.2019 to 28.02.2026.

3. The annual average turnover of the contractor should not be less than Rs. 1,16,01,903/- during the last 3 years ending March 31, 2025.
4. The contractor should have valid GST registration.
5. The contractor should have valid EPFO and ESIC registration.

* Similar work(s) shall mean completed work consisting of "Execution /maintenance of civil/electrical works."

The contractor will enclose necessary certificates / documents in support of the requirements mentioned at 1. to 5. above.

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

Process for submission of application form

The interested contractor will submit its application form in **online mode**. The process for online mode is as under:

Online mode:

For details, please refer NISM's website <https://www.nism.ac.in/> and <https://www.tenderwizard.com/NISM>

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The interested contractor must register itself on <https://www.tenderwizard.com/NISM> by paying registration fee, as applicable in order to participate in the bidding process. Class-3 Digital Signature Certificate (DSC) is must to participate in the process.

For queries relating to Tender Wizard website (online portal), please contact on the details provided under the Contact Us section of the website <https://www.tenderwizard.com/NISM>

For further details, please contact Shri Sumit Kumar, Landline No. +91-2192-668389, email ID – epmd@nism.ac.in

The last date of submission of applications is March 30,2026.

General Rules and Instructions for Applicants:

1. Intending applicants are required to submit their details about their organization, experience and adequate evidence of their financial standing, etc., which will be kept confidential. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for shortlisting.
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 upload copies of all relevant documents as mentioned in the checklist 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 upload un-necessary / irrelevant documents, making it cumbersome for scrutiny. Only documents which have been asked should be submitted to expedite the process.***
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. The Institute 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.
6. The shortlisted Contractors will only be informed for further participation in the tender process and tender document will be issued to shortlisted Contractors only.
7. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussion, conferences or site visits will be reimbursed by the Institute.

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8. 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.”
9. 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. 51,56,401/- for similar work.
10. The shortlisting shall be valid for a period of Three years. The same may be extended/ terminated at the sole discretion of the Institute.
11. It is intended to engage services of the contractor for the total period of 3 years. However, the initial contract period shall be for one year. If the performance of the contractor is satisfactory, the contract period shall be further extended for 2nd and 3rd year.



APPLICATION FORM

PART I

**List of important similar works executed by the contractor during the
last seven years ending February 28, 2026 each costing not less than Rs. 51,56,401/-**

#	Name of the work and location	Name of the Client, Contact person, mobile no. & email ID	Work order value (in Rs.)	Final bill value (in Rs.)	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 II**

List of important similar works in hand costing not less than Rs. 51,56,401/-

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