

**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)/2026/14)**

**Shortlisting of Consultant for
kitchen refurbishing works in NISM Campus**

situated at

**Plot Nos. IS-1 & IS-2 Patalganga Industrial Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, Maharashtra 410 222**

Last date of submission of Applications: May 29, 2026

Notice Inviting Application

Shortlisting of Consultant for kitchen refurbishing works in NISM Campus at Patalganga

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 invites applications from the eligible consultants for the captioned work to be carried out in NISM campus situated at Plot Nos. IS-1 & IS-2 Patalganga Industrial Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222.

The estimated cost carrying out the kitchen refurbishing work (for enhancing its capacity up to 1,200 PAX per day) is Rs. 3 Crore approx. The above value is tentative only and may likely to change both ways (+/-) as per actual estimate and execution.

The consultant's scope shall include, but not be limited to, the following:

1. **Site Review & Assessment**
 - a) Study and review the existing kitchen layout, available spaces, and completed civil works/site conditions.
 - b) Verify existing utility provisions such as electrical, plumbing, drainage, gas line, exhaust, and HVAC arrangements.
2. **Kitchen Equipment Planning**
 - a) Plan and recommend suitable kitchen equipment considering the target production capacity of 1,000 to 1,200 Pax/day.
 - b) Optimize equipment placement and workflow within the available kitchen areas without major civil modifications.
3. **Preparation of Detailed Layouts**
 - a) Prepare detailed kitchen equipment layout drawings indicating positioning of all equipment and utility connection points.
 - b) Prepare coordinated utility requirement drawings for electrical, plumbing, gas, drainage, steam, exhaust, and ventilation services related to the proposed equipment.
4. **Equipment Specifications & BOQ**
 - a) Provide detailed equipment schedule with technical specifications, capacities, dimensions, material specifications, utility load requirements, and operational details.
 - b) Prepare BOQ and technical specifications suitable for tendering and procurement purposes including costing, rate analysis, brands-model etc.

5. Tender Support

- a) Assist the institute in preparation of tender documentation related to kitchen equipment.
- b) Clarify technical specifications and respond to bidder queries during tender evaluation, if required.

6. Compliance & Operational Efficiency

- a) Ensure the proposed equipment planning complies with applicable hygiene, food safety, fire safety, and operational standards.
- b) Recommend efficient workflow and utility usage for smooth kitchen operations.

7. Deliverables

- a) Submission of detailed drawings, equipment specifications, BOQ, and tender-ready technical documents in soft and hard copy formats.

“The consultant shall carry out the assignment based on the existing kitchen layout and completed site conditions, minimizing changes to the completed civil works as far as practicable.”

Eligibility Criteria

The consultant fulfilling the following criteria may apply:

- 1. The consultant should have its office in Mumbai / Navi Mumbai/ Thane/ Raigad/ Pune.
- 2. The consultant should have valid GST registration.
- 3. The consultant should possess experience in planning and designing kitchen facilities, including kitchen equipment as well as associated electrical, plumbing, and MEP services.
- 4. The consultant should have satisfactorily provided the kitchen consultancy services for at least any of the following similar nature of work(s) during the last 7 years as on April 30, 2026:
 - One similar kitchen consultancy work* for project costing not less than Rs. 2.4 crore
 - OR
 - Two similar kitchen consultancy works* for each project costing not less than Rs. 1.5 crore
 - OR
 - Three similar kitchen consultancy works* for each project costing not less than Rs. 1.2 crore

The period of 7 years for the purpose of having completed similar work(s) shall be from 01.05.2019 to 30.04.2026.

5. The annual average turnover of the agency should not be less than Rs. 5,00,000/- during the last 3 years ending March 31, 2025.

* **Similar work means** planning & designing of kitchens including the kitchen equipment, MEP service for Govt. offices/buildings / Commercial offices/buildings / Other institutions etc. For the purpose of shortlisting, evaluation shall be based on the total project cost of the projects in which the applicant has provided consultancy services.

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

Process for submission of application form:

The agencies interested in shortlisting for the captioned work and meeting eligibility criteria may download application form from NISM's website <www.nism.ac.in>. The same can also be collected from the office of Shri. Dashrath Gavade, Deputy General Manager- AD-EPMS, 2nd floor Orientation block, Plot Nos. IS-1 & IS-2 Patalganga Industrial Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222.

Application form as per the prescribed format may be duly filled up and submitted at the following address:

The Deputy General Manager (AD-EPMS),
National Institute of Securities Markets (NISM),
Plot No. IS 1 & 2, Patalganga Ind. Area,
Mohopada, Rasayani, Dist. Raigad,
Near Navi Mumbai, Maharashtra 410 222.

The last date for submission of duly filled application form is 3.00 PM May 29, 2026. The application duly filled may be submitted at the aforesaid address in an envelope super scribing "Application for Shortlisting of Consultant for Kitchen refurbishing works in NISM Campus at Patalganga" on or before last date and time of submission. Late applications will not be entertained.

For further details, please contact Shri Mohan Ingle (Phone no. 02192-668390)/ Shri Sumit Kumar (Phone no. 02192-668389)

General Rules and Instructions for Applicants:

1. For the purpose, "Cost of project" shall mean gross value of completed project including the cost of materials supplied by the Government / Client, but excluding those supplied free of cost.
2. The consultant should fulfill all the criteria as detailed in the eligibility criteria. The consultant not satisfying any of the eligibility criteria as detailed above will not be considered for shortlisting.
3. The intending consultant 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 consultant is also advised not to attach un-necessary / irrelevant documents with the applications, making it cumbersome for scrutiny. Only documents which have been asked should be submitted to expedite the process.
4. NISM reserves the right to inspect the kitchen projects where the consultancy service has been provided by the agency to satisfy itself regarding planning and management, services, kitchen equipment and competence of the agency to execute similar projects before considering any consultant for shortlisting. The project executed by the consultant, that fulfill the criteria stipulated above, shall only be inspected and the shortlisting of the consultant will depend upon the overall planning and management of the kitchen, services provided and kitchen equipment proposed by the consultant to take up the similar projects. The decision of NISM in this regard shall be final and binding on all concerned.
5. Intending consultant 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 statement (Application Form I, II, III and IV along with requisite testimonials). 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 decision of NISM in selection of consultant for shortlisting will be final. NISM reserves the right to shortlist the consultant by relaxing the set criteria or inclusion of other criteria. NISM is not bound to assign any reason thereof. The shortlisted consultant will only be informed for further participation in the tender process and tender document will be issued to shortlisted consultants only.
10. No costs incurred by the consultant 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. While filling up the application form with regard to the list of important works completed or in hand, the consultant shall include only those works which individually project cost not less than Rs. 1.2 crore for similar work.

UNDERTAKING

The Deputy General Manager (AD-EPMS),
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 Consultant 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 11 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, III and IV) including the requisite copies of testimonials duly signed and sealed on each page.

Yours faithfully,

Signature and Name of the Consultant

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

APPLICATION FORM

PART I

1.	Name of the Organization	
2.	Type of Organization (Whether Proprietorship, Partnership, Company etc.)	
3.	Name of the Proprietor / Partners / Directors in the Organization	
4.	Registered office address	
5.	Name of the authorized representative	
6.	E-Mail ID:	
7.	Tel. No.	
8.	Mobile No.	
9.	GST Registration No.	
10.	Yearly turnover of the organization for the last 3 years ending March 31, 2025. Enclose relevant documents in support of the same.	
	2022-23	
	2023-24	
	2024-25	
11.	Years of experience in kitchen consultancy works	
12.	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	

CHECK LIST OF TESTIMONIALS

Sr. No.	List of Testimonials	Enclosed	Not enclosed
1	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 eligibility section. (Only work orders will not be considered as valid documents in support of completion certificate. Work order must be supported with Completion certificate also along with relevant details such as value of the work, nature of the work executed, duration of the work, etc.).		
2	Copy of GST registration certificate		
3	Necessary documents in support of its office in Mumbai / Navi Mumbai/ Thane/ Raigad/ Pune.		
4	CA certificate in support of annual turnover for the last three years ending March 31, 2025.		
5	Any other relevant documents. Please specify		

APPLICATION FORM

PART II

List of important similar works executed by the applicant during the last seven years ending April 30, 2026 costing not less than Rs.1.2 crore (Project cost)

#	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)	Contract period				Whether the contract was left in between or contract was terminated from the either side. Give details.	Any other relevant information
					Stipulated date of		Actual date of			
					Commencement	Completion	Commencement	Completion		
1	2	3	4	5	6	7	8	9	10	11

Signature and seal of the Consultant:

APPLICATION FORM

PART III

List of important similar works in hand costing not less than Rs.1.2 crore (Project cost)

#	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

Signature and seal of the Consultant:

APPLICATION FORM

PART IV

List of Technical Personnel with details about their technical qualifications, experience etc.:

#	Name	Age	Qualification	Designation	Total Experience (No. of years)	Details of similar work(s) handled	Date from which employed in the present organization	Any other remarks
1	2	3	4	5	6	7	8	9

Signature and seal of the Consultant: