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

Registration of agencies for Supply of office and program kit stationery items
for value of works up to Rs. 10 Lakh in NISM Premises
(Reference no. NISM/AD-GS/DI/2026/02)

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 hereinafter referred as "Institute" invites applications for Registration of agencies for supply of office and program kit stationery items for value of works upto Rs. 10 Lakh in NISM Premises situated at Plot No. IS 1 & 2, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222 & NISM Bhavan, Plot No. 82, Sector- 17, Vashi, Navi Mumbai, Maharashtra 400703, hereinafter referred as "Premises".

"This notice is for the registration of eligible agencies for the supply of office and program kit stationery items in NISM Premises for a value of up to Rs. 10 Lakh on each occasion. It may be noted that an agency registered for Rs. 10 Lakh will automatically be considered registered for lower value requirements i.e 5 Lakh, and the agency need not submit separate applications for value of up to Rs. 5 Lakh categories."

The scope of work includes the supply of various office items and program kit stationery items, as and when required, up to a value of Rs. 10 Lakh on each occasion.

Eligibility Criteria

The Agency fulfilling following criteria may apply:

1. Should have its office in Mumbai / Navi Mumbai/ Thane/ Raigad.
2. Should be registered with GST.
3. The average annual turnover for last three financial year ending March 31, 2026 should not be less than Rs. 9,00,000/-.
4. Should have satisfactorily completed at least any of the following works during the last 7 years:
   a) Three similar* completed supplies each costing not less than Rs.4,00,000/-.

   or

   b) Two similar* completed supplies each costing not less than Rs.5,00,000/-.

   or

   c) One similar* completed supplies costing not less than Rs.8,00,000/-.

The period of 7 years for the purpose of having completed similar works shall be from November 01, 2019

to October 31, 2026.

* **Similar work(s) means supply of office stationery items.**

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

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

Process for submission of application form

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

The application form is uploaded by NISM in tenderwizard portal: https://www.tenderwizard.com/NISM

The interested agency will download the application form from tenderwizard website. After filling all the required details, the application form consisting of **Undertaking, Notice Inviting Application and PART-I (duly filled in)** will be uploaded on the tenderwizard website. In addition, the agency will also upload PART II and PART III duly filled in alongwith other supporting documents as mentioned in the list of enclosure of the application form.

After due date of receipt of the application form, the Institute will verify the eligibility of the agency based on the specified criteria and documents submitted by the agency. Subject to fulfillment of eligibility criteria based on the scrutiny of the documents, the eligible agencies will be shortlisted for participation in further process. For details, please refer NISM's website: https://www.nism.ac.in/ and https://www.tenderwizard.com/NISM

The interested agency 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 Dipali Ingle, Landline No. +91-2192-668439,
email ID – gsd@nism.ac.in

The last date of submission of applications is **December 20, 2026**.