

Detailed advertisement for website

NATIONAL INSTITUTE OF SECURITIES MARKETS PRE-QUALIFICATION TENDER NOTICE

The National Institute of Securities Markets (NISM) has been established by the Securities and Exchange Board of India (SEBI) as a public trust registered under the Bombay Public Trusts Act, 1950 and a society under Societies Registration Act. 1860.

NISM is an educational institute working towards capacity building and enhancing the quality of intermediaries in the Indian securities markets through knowledge initiatives. NISM addresses a number of stakeholders in the securities markets such as the investors, issuers, intermediaries, students who seek a career in the securities markets, regulatory staff and members of academia who wish to study the securities markets.

NISM is currently operating from its City office located in Vashi, Navi Mumbai and its campus located at Patalganga near Panvel. For the purpose of movement of staff, guest, students and support-staff NISM is intended to prequalify eligible agencies/transporters for supply of contact buses and mini-buses on monthly hire basis.

Applications are invited in the prescribed format for pre-qualification of eligible agencies/contractors for supply of one 45 seater A/c bus and 25 seater A/c mini-bus on monthly contract/hire basis for movement of staff, guests, visiting officials, students etc. mostly between city office situated at NISM Bhavan, Plot No.82, Sector-17, Vashi, Navi Mumbai – 400703 and NISM Campus located at Plot no. IS-1, 2 & 4, Patalganga Industrial Area, Wasambe (Mohopada), Raigad, Pin. 410 222. Contract buses hired on the monthly basis will be used in the entire MMR region and outstation as per requirements.

The contractors fulfilling following criteria may apply :

1. The contractor should have experience of at least 5 years in the business of supplying contract buses various types on monthly hire basis to an establishment, other than running travel agency, as on October 31, 2017.
2. The contractor should have satisfactorily completed at least three similar* works each costing not less than Rs. 15.40 lakh per annum during last three years as on March 31, 2017.
3. The contractor should have satisfactorily completed atleast two similar* works each costing not less than Rs. 19.20 lakh per annum during last three years as on March 31, 2017.
4. The contractor should have satisfactorily completed at least one similar* work costing not less than Rs. 31 lakh per annum during last three years as

on March 31, 2017.

5. The annual average turnover of the contractor during period from 01.04.2014 to 31.03.2017 should not be less than Rs. 35 lakh.
6. The Contractor should have a set-up in Mumbai/Navi Mumbai/Panvel/New Panvel/Patalganga.

*Similar work means “ Contractor shall be in the business of supplying of various types of buses and mini-buses to an establishment, other than running purely as a travel agency”

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

Joint ventures are not accepted.

Works of similar nature executed for any private body will be considered only if the applicant produces the tax deduction at source certificate indicating the date and value of the completed work.

The period of five years for the purpose of having completed similar work / experience shall be as on October 31, 2017.

Application forms can be downloaded from NISM website: www.nism.ac.in.

Completed application forms along with copies supporting documents and certificates are to be submitted to **Shri A S Ramayya, Vice President, NISM Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703**. Incomplete application without proper attachments will be forthwith rejected and will not be considered for pre-qualification scrutiny.

Intended applicants requiring additional information may obtain from Shri Dashrath Gavade, Sr. Manager on 022 6673 5122 or 98333 54751 during office hours between 9.30 am to 5.30 pm on any working day.

No other tender notice will be published in the press for the job referred above and issue of tender forms will be restricted among the applicants found suitable for the job.

The NISM reserves the right to reject any or all the applications without assigning any reason thereof.

Applications not received in the prescribed manner will be summarily rejected.

The last date for submission of duly filled in application form is 15(fifteen) days from the date of publication of the advertisement in the new papers.

NATIONAL INSTITUTE OF SECURITIES MARKETS

**APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS/AGENCIES
FOR SUPPLY OF CONTRACT BUSES ON MONTHLY BASIS**

Name of work	:	FOR SUPPLY OF CONTRACT BUSES ON MONTHLY HIRE BASIS
Issued to	:	<hr/>
Last date for submission	:, 2017 on or before 3.00 p.m.
Application to be addressed to	:	Shri A S Ramayya, Vice President, NISM Bhavan, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703

Place :

Date :

Date:

Shri A S Ramayya
Vice President
NISM Bhavan
Plot No. 82, Sector-17
Vashi, Navi Mumbai – 400 703

Dear Sir,

I / We have read and understood the pre-qualification tender notice and instructions to the applicants. I / We do hereby declare that the information furnished in the proforma of pages i.e. basic information – 3 pages and statements (1 to 5) – 5 pages and in the supplementary sheets from pages _____ to _____ is correct to the best of my / our knowledge and belief.

Yours faithfully,

Signature

Name

Designation

Address.

Office seal

NATIONAL INSTITUTE OF SECURITIES MARKETS

Instructions to the Applicants for furnishing information as part of pre-qualification

1. The NISM is pre-qualifying reputed agencies/contractors for supply of contract a/c buses and mini-buses on monthly hire basis for usage as per its requirements.
2. Intending applicants are required to submit their full bio-data giving details about their organization, experience, key personnel in their organization, competence and adequate evidence of their financial standing, etc., in the enclosed statements which will be kept confidential.
3. While deciding upon the selection of contractors, emphasis will be given on the ability and competence of applicants in providing good quality transportation services, fleet of good buses of various type available and similar services undertaken by the contractor/agency. NISM may decide to physically inspect and conduct enquiry with the establishments, where similar services are being provided by the applicant, to confirm the information provided in the pre-qualification application. If any information furnished by the applicant is found incorrect at a later stage, he will be liable to be debarred from tendering / taking up work in NISM.
4. Decision of the NISM in regard to selection of contractors for issue of tender documents will be final. NISM is not bound to assign any reason therefore.
5. Each page of the application 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.
6. 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.

Signature of the Applicant

7. Applications containing false and / or inadequate information are liable for rejection. Applicants 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”
8. While filling up the application form with regard to the list of important works carried out or in hand, the applicants shall include only those works which individually cost not less than Rs. 15.40 lakh for supplying buses of various types only.
9. NISM reserves the right to reject any or all the applications without assigning any reason whatsoever. NISM also reserves the right to restrict number of applicants for tendering at its sole discretion. NISM decision in this regard shall be binding on all concerned.
10. The date of collection of tender papers will be intimated to those firms only whose applications are approved by the Competent Authority in due course.
11. The applicants are requested to obtain any information for the services to be rendered by contacting NISM Officials attached to General Services Department at NISM Bahvan, Plot No. 82, Sector-17, Vashi, Navi Mumbai – 400 703, during working days between 9.30 am & 5.00 pm as per given time schedule.

Contact Person : Shri Dashrath Gavade, Sr. Manager
Telephone Number : 022 6673 5122/ 02192 270202
Fax No. : 022 6673 5110
Email : dashrath.gavade@nism.ac.in

12. The Applicants are requested to submit pre-qualification application form duly filled in along with all the relevant information, duly signed on all pages on the above address within the specified date.

Signature of the Applicant
Address

**APPLICATION FOR PRE-QUALIFICATION OF CONTRACTORS/AGENCIES
FOR SUPPLY OF CONTRACT BUSES OF VARIOUS TYPES ON HIRE BASIS**

Basic Information

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 (a) (b) (c) (d) (e) (f)	:	

Signature of the Applicant

6.	Year of Establishment	:	
7.	Experience in the field of supplying buses of various types on monthly hire basis to an establishment as October 31, 2017.	:	_____ 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.15.40 lakh for supply of contract bus services on monthly hire basis 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. 15.40 lakh for supply of buses services on monthly contract basis 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 buses of various types available with the contractor/agency including garage/workshop/service centre/ parking space and offices to perform services in an uninterrupted manner.	:	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 supplying of various types of buses on monthly contract basis.	:	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

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) 2014-2015 (b) 2015-2016 (c) 2016-2017 The average turnover of the contractor should not be less than Rs. 35 lakh 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

Check List for Enclosures

Please state whether following enclosures has been enclosed or not.

Sr. No.	Description of Items	Enclosed	Not Enclosed
1	Completion certificate or any other documentary evidence in support of having completed three similar works of not less than Rs. 15.40 lakh each or two similar works of not less than Rs. 19.20 lakh each or one similar work of not less than Rs. 31 lakh during the last three years as on March 31, 2017.		
2	Certificate in support of average annual turnover for the last three years not less than Rs. 35 lakh as on March 31, 2017.		
3	Certificate in support of organisation's existence for more than five years in the business of supplying contract busses of various types on monthly basis as on October 31, 2017.		
4	Copies of Audited Balance Sheet and P & L statement for past 3 years ending 31/3/2017		
5	Certificate of GST, Permanent Account Number (PAN), Professional Tax Registration and PF, ESIC as well as other registrations required for driver services.		
6	If registered with the Registrar of companies / Registrar of firms, attach a copy of registration.		
7	Certificate of Registration from any Government / Public Bodies, if any.		
8	A set of formats and standard operating procedures (Sop's) for the proposed services.		
9	Details of tie-ups, technical, financial with reputed foreign organization, if any.		
10	Basic information and statements I to V		
11	Any other important information		

I / We hereby agree to abide by the decision of NISM in all matters related to this pre-qualification.

For.....

Seal

Authorised Signatory

Key Personnel and Experience

Details of key Personnel, giving details about their qualifications, experience, etc.

Sr. No.	Name	Age	Qualification	Designation	Experience	Nature of works handled	Name of the Works handled costing more than Rs. 15.40 Lakh (supply of contract buses on monthly hire basis only)	Date from which employed in the present organization	Any other remarks
1	2	3	4	5	6	7	8	9	10

Signature of the Applicant

Note: Indicate other points, if any, to show the technical and managerial competency to emphasize any important point in firm's favour

Previous Experience

List of important works undertaken by the firm during last three years costing Rs. 15.40 Lakh and above

Sr. No.	Name of work and location	Nature of work involved in the contract: (i.e. Supply of contract buses on monthly hire basis)	Name of client including address and name of the official from the client's side (with phone no.)	Work order value (Rs. in Lakh)	Final Bill Value (Rs. in Lakh)	Completion Period				Whether the work was terminated from either side. Give full details.	Any other relevant information regarding details of penalty imposed/ litigations, if any.	
						Stipulated		Actual				
						Date of Commencement	Date of Completion	Date of Commencement	Date of Completion			
1	2	3	4	5	6	7				8	9	

Signature of the Applicant

Statement III

List of important car hire supply contracts or work orders IN HAND costing Rs. 15.40 Lakh and above

Sr. No.	Name of work and location	Nature of work involved in the contract: (i.e. Supply of contract buses on monthly hire basis)	Name of client including address and name of the official from the client's side (with phone no.)	Contract Amount (Rs. In Lakh)	Completion period		Any other relevant information
					Stipulated		
					Date of Commencement of work	Date of completion of work	

Signature of the Applicant

Details of various types of buses, garage/workshop/service station/ parking space and offices available etc. details to be provided

Signature of the Applicant

Certificates

**Certificates in support of suitability, technical know – how
and capability for having successfully completed the supply of contract bus on monthly hire basis of the similar magnitude.**

Signature of the Applicant