

**NATIONAL INSTITUTE OF SECURITIES MARKETS  
Plot Nos. IS-1 & IS-2, Patalganga Ind. Area,  
Mohopada, Rasayani, Dist. Raigad,  
Near Navi Mumbai, Maharashtra 410 222**

## **Application Form**

**(Reference no. NISM/EPMD/Civil /06/23)**

**Registration of contractors for  
Execution of civil work for value of works upto Rs. 10 Lakh  
in NISM Campus at Patalganga (District Raigad), Maharashtra**

***Name of the Contractor .....***

***Last date of submission Application Form is February 20, 2023***

Registration of contractors for execution of civil work  
for value of works upto Rs. 10 Lakh in NISM Campus at Patalganga

**Undertaking**

**The Chief Engineer (EPMD),**  
National Institute of Securities Markets (NISM),  
Plot Nos. IS-1 & IS-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 Registration of Contractors comprising nature of work, eligibility criteria, list of enclosures 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.

We authorize NISM to approach individuals, employers, firms and corporations to verify our competence and general reputation. **The undersigned is fully authorized to sign and submit this application form on behalf of the organization, he / she represents.**

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 Registration of contractors (ii) Application form PART I (iii) Application form PART II (iii) Application form PART III (iv) Copies of enclosures as per check list.

Registration of contractors for execution of civil work  
for value of works upto Rs. 10 Lakh in NISM Campus at Patalganga

**Notice Inviting Application for Registration of Contractors for  
execution of civil work for value of works upto Rs. 10 Lakh in NISM Campus at Patalganga**

National Institute of Securities Markets (NISM) *hereinafter referred as "Institute"* invites applications for registration of contractors for execution of civil works for value of works **upto Rs. 10 Lakh** in NISM Campus situated at Plot nos. IS 1 & 2 and IS 4 *hereinafter referred as "Campus"*, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222.

**Background and nature of work**

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.

Currently, NISM has been operating from its campus situated at Plot Nos. IS-1 & IS-2, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222. The campus is having a built up area of 7.00 lakh sq. ft. on plot of lands admeasuring about 70 acres.

The campus requires execution of civil works in the campus on periodical basis for which it is proposed to empanel contractors for value of work upto Rs. 10 Lakh (on each occasion).

**Eligibility Criteria**

The contractor fulfilling following criteria may apply:

1. Should have its office in Mumbai / Navi Mumbai/ Thane/ Raigad / Pune or Alibag District.
2. Should be registered with GST.
3. The average annual turnover for last three financial year ending March 31, 2022 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 works costing not less than Rs.4,00,000/-.
  - or
  - b) Two similar completed works costing not less than Rs.5,00,000/-.
  - or
  - c) One similar completed work costing not less than Rs.8,00,000/-.

The period of 7 years for the purpose of having completed similar works shall be from 01.02.2016 to 31.01.2023.

Similar work shall mean completed work consisting of **"Execution of civil works such as flooring, painting, blockwork, plastering, G.I. / PVC Piping, M. S. fabrication etc."**

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The contractor 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.

Application forms can be downloaded from the website <https://www.nism.ac.in>

The duly filled in application form as per the prescribed format alongwith necessary enclosures will be submitted to the following address:

**Shri. Jitender K. Aggarwal, Chief Engineer, 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 last date of submission of applications is February 20, 2023 on or before 17:00 hours. Late submission of applications shall not be entertained.

For further details, please contact Shri Sumit Kumar (Phone no. 75470 07637).

**General Rules and Instructions for Applicants:**

1. Joint ventures are not accepted.
2. Intending applicants are required to submit their full bio-data giving details about their organization, experience, competence and adequate evidence of their financial standing, etc., in the enclosed statements which will be kept confidential. Incomplete applications or applications without proper proofs for establishing their credentials may not be considered for registration.
3. 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.
4. 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.
5. 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 registration.
6. The intending contractor is advised to enclose photocopies of all relevant documents as mentioned in the list of enclosures and other required documents wherever required. Incomplete applications or applications with missing documents will not be considered for Registration. However, the contractor is also advised not to attach un-necessary / irrelevant documents with the application, making it cumbersome for scrutiny. Only documents which have been asked should be submitted to expedite the process.
7. 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

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to reject any application, if the information gathered is not in line with respect to the submissions made by the applicant.

8. The Institute reserves the right to reject any or all the applications without assigning any reason thereof. The Institute also reserves the right to restrict number of applicants for tendering at its sole discretion. The decision of the Institute in this regard shall be final and binding on all concerned.
9. The registered contractors will only be informed for further participation in the tendering process and tender document will be issued to registered contractors only as per the requirement of the Institute time to time.
10. 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.
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 applicants shall include only those works which individually cost not less than Rs. 4 Lakh for execution of civil work.
13. The registration shall be valid for a period of three years. The same may be extended/terminated at the sole discretion of the Institute.
14. Performance and conduct of every registered contractor will be observed by the Institute. The registered contractor(ies) is / are liable to be removed from the list of approved registered contractors 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.
15. The contractor registered for Rs. 10 Lakh will automatically stand registered for lower values of work and the contractor need not submit separate applications for lower values of work.
16. Names of the contractors, who do not respond continuously on 3 occasions to the enquiries floated by the Institute, will be deleted from the approved list of registered contractors, from the respective value(s) of work. For example, if a contractor is registered for value of work upto Rs. 10 Lakh, the contractor will be eligible to participate in the bidding for value of work upto Rs. 5 Lakh also. In case the contractor is issued bid documents for value of work upto Rs. 5 Lakh on three occasion and if the contractor does not participate in the bidding process continuously on three occasions, the contractor will not be considered for participation in future for value of work upto Rs. 5 Lakh.
17. **Corrigendum intimating modified condition(s), if any, shall be placed on <https://www.nism.ac.in> only, till February 14, 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.**

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for value of works upto Rs. 10 Lakh in NISM Campus at Patalganga

**APPLICATION FORM**

**PART I**

**BASIC INFORMATION**

|    |  |  |
|----|--|--|
| 1. | Name of the Organization   |  |
| 2. | Type of the Organization (Whether sole / Proprietorship / Partnership / Private Ltd. / Ltd. or Co-operative body etc.) |  |
| 3. | Name of the Proprietor / Partners / Directors in the Organization  |  |
| 4. | Registration (Firm, Company etc.)<br>Registering Authority, Date, Number etc.  |  |
| 5. | a. Registered office address<br><br>b. Office address through which this contract will be handled.                     |  |
| 6. | Name of the authorized representative  |  |
| 7. | E-Mail ID:   |  |
| 8. | Tel. No.   |  |
| 9. | Mobile No.   |  |

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|     |   |  |
|-----|---|--|
| 10. | GST Registration No.  |  |
| 11. | PAN No.   |  |
| 12. | Yearly turnover of the contractor for the last 3 years ending March 31, 2022. Enclose relevant documents in support of the same.<br><br><ul style="list-style-type: none"> <li>• 2019-2020</li> <li>• 2020-2021</li> <li>• 2021-2022</li> </ul>   |  |
| 13. | Year of Establishment   |  |
| 14. | Years of experience in execution of civil work  |  |
| 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(s) executed during last 7 years (costing not less than Rs. 4 Lakh for execution of civil work only) by the applicant. 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). Please attach 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. |
| 17. | Details of work(s) (costing not less than Rs. 4 Lakh for execution of civil work only) on which the applicant is engaged at present and their estimated cost. The full address of the clients, alongwith the name of the contact person and telephone no. shall be indicated against each work. | Details to be furnished in the prescribed Proforma (statement III)   |

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**CHECK LIST OF ENCLOSURES (TO BE FILLED BY THE CONTRACTOR)**

**Check List for Enclosures**

Please state whether following enclosures have been enclosed or not.

| <b>Sr. No.</b> | <b>List of Testimonials</b>   | <b>Enclosed</b> | <b>Not enclosed</b> |
|----------------|---|-----------------|---------------------|
| 1              | Undertaking   |                 |                     |
| 2              | Notice inviting applications for registration of contractors 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. <b>Merely submission of work order will not suffice as valid document towards completion certificate.</b> |                 |                     |
| 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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**APPLICATION FORM**

**PART II**

**List of similar work(s) executed by the contractor during the last seven years ending January 31, 2023 each costing not less than Rs. 4 Lakh**

| # | 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) | 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 III**

**List of similar work(s) in hand costing not less than Rs. 4 Lakh**

| # | 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                              |
|   |                               |   |                                |                              |                                |                                |