



**National Institute of
Securities Markets**

A Capacity Building Initiative of SEBI

NATIONAL INSTITUTE OF SECURITIES MARKETS

Plot no. IS-1 and IS-2, Patalganga Industrial Area, Village
Mohopada (Wasambe), Rasayani, Taluka Khalapur,
District Raigad, Maharashtra 410 222

Application Form

for

**Shortlisting of the Agencies for Hiring of AC Buses
for the Usage of NISM**

Name of the Applicant/Agency.....

Tender Notice Inviting Applications

Shortlisting of the Agencies for Hiring of AC Buses for various usages of NISM

1. National Institute of Securities Markets (NISM) invites applications for shortlisting of the agencies for hiring of AC buses for various usages of NISM for its campus situated in Plot No. IS-1 & IS-2 at Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra – 410 222. **The estimated cost of the work is Rs. 32 Lakh per annum.**

2. 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

3. Application form as per the prescribed format may be duly filled up and submitted at the following address on or before last date of submission. The envelope should be superscribed as **“Application for shortlisting of the agencies for hiring of AC buses for the various usage of NISM”**

General Manager General Services Department (AD-5) NISM, plot no. IS-1 and IS-2 Patalganga Industrial Area, Village Mohopada (Wasambe), Rasayani, Taluka Khalapur, District Raigad, Maharashtra 410 222.	General Manager General Services Department (AD-5) Plot No : 82, Sector No -17, Vashi, Navi Mumbai -400703
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3. The last date for submission of duly filled application form is **September 24, 2024**. Late applications will not be entertained.

Background and Nature of Work

4. NISM, globally acknowledged as a leading institution in the securities market ecosystem, is dedicated to furthering capacity building with a focus on quality, compliance, efficiency, and effectiveness of market participants. Through its specialized programs in skill development, professional training, and certification, NISM continually raises the bar for market standards. Established by the Securities and Exchange Board of India (SEBI), NISM operates as a public trust with governance by an autonomous Board of Governors, committed to enhancing market integrity and advancing capacity building excellence in the financial sector

3. NISM operates from its residential campus located at Plot No. IS-1 and IS-2, Patalganga Industrial Area, Village Wasambe (Mohopada), Rasayani, Taluka Khalapur, District Raigad, Maharashtra - 410 222.

4. NISM requires the provision of air-conditioned (AC) bus services for the transportation of guests attending training programs, conferences, and other events at its Patalganga campus. The scope of work includes: -

(a) **Daily Provision of AC Buses** Supply AC buses (**45 Seater, 35-Seater and 25-seater and 17-Seater**) on a day to-day basis, as required, for transporting guests/participants/staff between the Mumbai/Vashi offices and the Patalganga campus.

(b) **Flexible Scheduling** Ensure availability of buses for both outbound trips from Mumbai/Vashi to Patalganga and return trips from Patalganga to Mumbai/Vashi, according to the schedule provided by NISM.

(c) **High-Quality Service** Maintain high standards of service and vehicle cleanliness, ensuring that all buses are in excellent working condition and meet all safety and comfort requirements.

Eligibility Criteria

5. The agency must meet all essential qualifying criteria & proof as outlined below: -

(a) Its office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/Pune.

(b) Minimum average annual turnover of **Rs. 32 Lakh** for last three financial years ending **March 31, 2023**.

(c) The contractor should have handled any of the following works during last **7 years** ending **June 30, 2024** successfully:-

“Three similar* completed bus hiring contracts with yearly compensation not less than Rs. 12.80 Lakh”

OR

“Two similar* completed bus hiring contracts with yearly compensation not less than Rs. 16 Lakh”

OR

“One similar* completed bus hiring contract with yearly compensation not less than Rs. Rs 25.6 Lakh”

***Similar** completed bus hiring contract(s) meaning bus hiring contract(s) performed for Corporates / Institutions / Office etc.

The agency will enclose necessary certificates / documents in support of the requirements mentioned at **Para 5 (a) to (c)** above.

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

General Rules and Instructions for Applicants

1. Joint ventures are not accepted, only bus owners having own fleet may participate.
2. The agency must meet all the eligibility criteria specified. Any agency that does not fulfill the listed criteria will not be shortlisted.
3. The agency is advised to submit photocopies of all required documents listed in the testimonials and other necessary sections. Incomplete applications or those missing documents will not be considered for shortlisting. To streamline the process, agencies should only submit the requested documents and avoid attaching unnecessary or irrelevant materials.
4. While deciding upon the selection of agencies, emphasis will be given on the ability and competence of applicants in providing good quality services, fleet of buses available and similar services undertaken by the agencies. NISM may decide to physically inspect and / or conduct enquiry with the establishments, where similar services have been / are being provided by the agency, to confirm the information provided in the application.
5. Intending applicants are required to submit their full bio-data giving details about their capability and experience etc. in the enclosed statement ([Application Form I, II, III](#) and IV) along with requisite testimonials).
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 alongwith seal/stamp on each page.
7. If the space provided in the form is insufficient for complete details, please use separate sheets of paper to provide the additional information. Clearly reference the relevant section and serial number on each sheet, and use a separate sheet 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 tender documents, for submission of bids, will be issued to the shortlisted agencies only.
10. Applicants are responsible for covering any costs related to submitting the application, providing clarifications, or attending discussions, meetings, or site visits. Reimbursement for these expenses is not provided by NISM.
11. If any information or details provided by the applicants are found to be false, inadequate, or related to blacklisting, or if relevant information is withheld and later any time discovered by NISM, the agency’s shortlisting will be immediately revoked. This will also result in the cancellation of the contract, even if it would have been awarded based on the false information provided.
12. The shortlisting shall be valid for a period of three years. The same may be extended/ terminated at the sole discretion of NISM.

UNDERTAKING

To,

General Manager

General Services Department (AD-5)
NISM, plot no. IS-1 and IS-2 Patalganga Industrial Area,
Village Mohopada (Wasambe),
Rasayani, Taluka Khalapur,
District Raigad,
Maharashtra 410 222.

UNDERTAKING ON TENDER NOTICE INVITING APPLICATION

Dear Sir,

1. I/We have carefully reviewed and understood the '**Tender Notice Inviting Application**' for the shortlisting of agencies, including the nature of work, eligibility criteria, list of required testimonials, and general rules and instructions for applicants.
2. I/We hereby declare and undertake that the information provided in the application form, from pages 1 to 10, and in the supplementary sheets, from pages _____ to _____, is accurate and complete to the best of my/our knowledge. I/We acknowledge that any false statements or documents may result in the cancellation of the shortlisting at any stage.
3. I/We am/are submitting the complete Application Form (Parts I, II, III, and IV), along with the required copies of testimonials, each duly signed and sealed.

Yours Sincerely,

Signature: _____

Name:

Designation:

(Office /Company Seal/Stamps)

Enclosures:-

- (a) Notice Inviting Application for Shortlisting of Agencies
- (b) Application Form - Part I
- (c) Application Form - Part II
- (d) Application Form - Part III
- (e) Application Form - Part IV
- (f) Copies of Testimonials as per Checklist

APPLICATION FORM

PART I

1.	Name of the applicant / Agency	
2.	Type (Whether Proprietorship, Partnership/ Pvt. Ltd. / Ltd. or Co-operative body etc.)	
3.	Name of the Proprietor / Partners / Directors	
4.	(a) Registered office address (b) Office address through which this contract will be handled.	
5.	Name of the authorized representative	
6.	E-Mail ID	
7.	Tele. No.	
8.	Mobile No. & Alternative mobile no.	
9.	GST Registration No.	
10.	PAN No.	
11.	Yearly turnover of the applicant for the last 3 years ending March 31, 2023 . Enclose relevant documents in support of the same. <ul style="list-style-type: none">• 2020-2021• 2021-2022• 2022-2023	
12.	Year of establishment	
13.	Years of experience in providing buses on hiring basis	
14.	Whether working with any Govt. / public sector undertakings/ autonomous bodies/ reputed institutions etc. as approved contractors? If so, furnish details.	
15.	Indicate, if involved in any litigation. Any Civil suits pending in any of the works executed. Furnish details, If any.	

Note: Attached documents containing relevant information wherever required or if space is inadequate in above columns.

CHECK LIST OF TESTIMONIALS (To be filled by the applicant)

Sr. No.	List of Testimonials	Enclosed	Not enclosed
1	<p>Documentary proof in support of office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad.</p> <p>Note: Check Part I of application for documents.</p>		
2	<p>Completion Certificate or other relevant documents in support of the completed work must clearly show the following details:</p> <p>(a) Value of the work (b) Nature of the work executed (c) Duration of the work</p> <p>Note: Only work orders are not considered valid. A work order must be accompanied by a Completion Certificate that includes the above details.</p>		
3	<p>Documents supporting the annual turnover for the last three financial years ending March 31, 2023, are required to be attached.</p> <p>Note: Ensure all documents are signed and stamped by the authorized representative of the Chartered Accountant or auditing firm.</p>		
4	<p>Any other relevant documents. Please specify</p>		

APPLICATION FORM

PART II

LIST OF IMPORTANT SIMILAR CONTRACTS PERFORMED BY THE APPLICANT DURING THE LAST SEVEN YEARS ENDING JUNE 30, 2024 COSTING NOT LESS THAN RS. 12.8 LAKH PER ANNUM

Ser	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
					Date of Commencement	Date of Completion		
1	2	3	4	5	6	7	8	9

APPLICATION FORM

PART III

LIST OF IMPORTANT SIMILAR CONTRACTS IN HAND COSTING NOT LESS THAN RS. 12.8 LAKH PER ANNUM

Ser	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

APPLICATION FORM

PART IV

**DETAILS OF THE BUSES AND OTHER INFRASTRUCTURE AVAILABLE
WITH THE APPLICANT TO PERFORM BUS HIRING SERVICES IN AN UNINTERRUPTED MANNER**

45 Seaters	35 Seaters	25/17 Seaters	Infrastructures