

NATIONAL INSTITUTE OF SECURITIES MARKETS

Empanelment of Agencies for Hiring & Management of Contractual Staff for employing at NISM

National Institute of Securities Markets (NISM) invites applications for empanelment of Agencies for Hiring & Management of Contractual Staff for employing at various locations of NISM as follows:

- a) NISM campus situated at Plot No. IS 1 & IS 2, Patalganga Industrial Area, Mohopada, Rasayani, District Raigad, Near Navi Mumbai, Maharashtra – 410222,
- b) NISM Bhavan, Sector-17, Plot No. 82, Vashi, Navi Mumbai – 400703 and
- c) NISM Registered office, 5th floor, NCL Cooperative Society, Plot No. C-6, E-Block, Bandra Kurla Complex, Bandra East, Mumbai - 400051.

The estimated cost of the work is **Rs. 3.40 Cr Per Annum**.

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 capacity building. It is an autonomous body governed by its Board of Governors.

NISM requires 75 numbers of staff of various categories (Assistant, Tele Callers, Administration, IT Supports, Drivers, Receptions, Secretaries, Office Assistant or any staff of similar category to be projected in future if any). Therefore, the scope of work will be Hiring & Management of Contractual Staff for employing at various locations of NISM as per Labour Law.

Eligibility Criteria

The agency should fulfill all the criteria as per the details mentioned below. Agency should have:

- (i) Its office / establishment in Mumbai / Navi Mumbai/ Thane/ Raigad/Pune.
- (ii) Minimum average annual turnover of **Rs. 3.06 Cr.** for last three financial years ending March 31, 2024.
- (iii) The contractor should have handled any of the following works during last 7 years ending July 31, 2024 successfully:
 - a) Three similar* completed contracts for hiring and management of contractual staff with yearly compensation not less than **Rs. 1.36 Cr.**
or
 - b) Two similar* completed contracts for hiring and management of contractual staff with yearly compensation not less than **Rs. 1.70 Cr.**
or
 - c) One similar* completed contract for hiring and management of contractual staff with yearly compensation not less than **Rs. 2.72 Cr.**
- (iv) The contractor should have company PAN, GST registration, EPFO registration, ESIC registration, Company registration number.

*Similar completed contract(s) means hiring & management of contractual staff for employing at Corporates / Institutions / Office etc.

The applicant shall enclose necessary certificates / documents in support of the requirements mentioned at (i) to (iv) above.

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 or offline mode. The process for online / offline mode is as under:

Online mode:

Application forms can be downloaded from the website <https://www.tenderwizard.com/NISM>
The duly filled in application form as per the prescribed format alongwith necessary enclosures will be uploaded on <https://www.tenderwizard.com/NISM>

The last date of submission of applications is upto 15:00 hrs. on or before February 09, 2025.

The interested agency must register itself on <https://www.tenderwizard.com/NISM> by paying registration fee for an amount of Rs. 2,000/- (Exclusive of GST) in order to participate in the process. However, applying for shortlisting is free of cost. Class-3 Digital Signature Certificate (DSC) is must to participate in the process.

For queries relating to Tender Wizard website (online mode), please contact Shri Rudresh KS, Mob. No:- 99693 95522 / email id: rudresh.ks@etenderwizard.com or Shri Mrutyunjaya, Mob. No:- 99693 13423, email id:- mrutyunjaya.m@etenderwizard.com

Offline mode:

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

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

Shri Sanjay Shamrao Dhakite, DGM (AD - 1) National Institute of Securities Markets, Plot Nos. IS-1 & IS-2, Patalganga Ind. Area, Mohopada, Rasayani, Dist. Raigad, Near Navi Mumbai, Maharashtra 410 222.	Shri Sanjay Shamrao Dhakite, DGM (AD - 1) NISM Bhavan, Sector-17, Plot No. 82, Vashi, Navi Mumbai Maharashtra 400703
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Last date for submission of application is **February 09, 2025.**

For further details, please contact **Shri Nishant Kumbhare-AGM**, Mobile no. **9870571175** of NISM.