

**MUMBAI METRO RAIL CORPORATION LIMITED****(A JV company of Govt. of India and Govt. of Maharashtra)**

MMRC Office Building, Bandra-Kurla Complex, Bandra (E), Mumbai- 400 051.

MMRC e-Tendering portal: [www.tenderwizard.com/MMRC](http://www.tenderwizard.com/MMRC)Website: [www.mmrcl.com](http://www.mmrcl.com)**NOTICE INVITING TENDER (NIT)****1.1 GENERAL (e-Tender)****1.1.1 Name of Work:**

Mumbai Metro Rail Corporation (MMRC) Ltd. Invites online open e-tenders from eligible applicants, who fulfil qualification criteria as stipulated in Clause 1.1.4 of NIT, for the work **Contract No : MML3-CBS-DPT-PEB-I&MW: Design, fabrication, supply and erection of Pre-Engineered steel buildings for OCC Infrastructure and Maintenance Workshop shed at Aarey depot of Mumbai Metro Line-3 (Colaba-Bandra-SEEPZ) Project.**

The brief scope of the work is provided in Clause A1 of ITT (Volume-1) and Employer's Requirement (Volume-3).

**1.1.2 Key details :**

Tender No	MMRC/ML-3/Car Depot/PEB-I&MW/NIT/2022
Name of Work	Design, fabrication, supply and erection of Pre-Engineered steel buildings for OCC Infrastructure and Maintenance Workshop shed at Aarey depot of Mumbai Metro Line-3 (Colaba-Bandra-SEEPZ) Project
(a) Type of Tender	Open
(b) Type of Contract	Lumpsum (Tonnage) rate basis
(c) Estimated Value	Rs. 36,33,46,340/-
(d) Completion Period	9 Months (Including monsoon)
(e) Tender Security (EMD)	Rs. 18,16,732/- through RTGS/NEFT mode using the System Generated challan
(f) Cost of Tender document	Rs. 3,000/- (Tender fee) + Rs. 540/- (18% GST) (Both non refundable) using online payment gateway i.e. Debit Card/Credit Card/Net-Banking
(g) Performance Bank Guarantee	3 % of contract price as per clause F5 of ITT
(h) Officer:	The Executive Director (Civil), 1 <sup>st</sup> Floor, Transit Office Building, Plot No. R-13, E-Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051, e-mail: Charuhas.Jadhav@mmrcl.com
(i) E-Tendering Web Site	E-tendering site: <a href="http://www.tenderwizard.com/MMRC">www.tenderwizard.com/MMRC</a> Help: Please contact Tender wizard helpdesk at 08040482100, India Contact Timings: 10.00 Hrs to 17.00 Hrs Cell No.: (8951906455/08040482100)
(j) Venue of Pre-bid meeting	Board Room, 1 <sup>st</sup> Floor, Wing-A, Transit Office, Plot No. R-13, E-Block, Bandra Kurla Complex, Near City Park, Bandra (East), Mumbai - 400 051

**1.1.3 Online E-Tender Schedule :**

Date of Uploading of NIT & Other Tender Documents (Online Publishing date)	22/11/2022 at 17.00 Hrs
Documents download/Sell start date (Online)	22/11/2022 at 17.01 Hrs
Pre-Bid Meeting	29/11/2022 at 11.00 Hrs
Last date of seeking Clarification	29/11/2022 at 17.00 Hrs
Last Date of Issuing Addendum	30/11/2022 at 17.00 Hrs
Document download/Sell end date (Online)	06/12/2022 at 11.00 Hrs
Bid submission Last date (Online)	06/12/2022 at 18.00 Hrs
Bid Opening date & Time (Online)	07/12/2022 at 11.00 Hrs

## 1.1.4 QUALIFICATION CRITERIA:

### 1.1.4.1 Eligible Applicants:

- i. The tenders for this contract will be considered only from those tenderers (proprietorship firms, partnerships firms, companies, corporations, consortia or joint ventures) who meet requisite eligibility criteria prescribed in the sub-clauses of Clause 1.1.4 of NIT. In the case of a JV or Consortium, all members of the Group shall be jointly and severally liable for the performance of whole contract.
- ii. (a) A non-Indian firm is permitted to tender only in a joint venture or consortium arrangement with any other Indian firm having minimum participation interest of 26% or their wholly owned Indian subsidiary registered in India under Companies Act-1956 with minimum 26% participation.  
  
(b) A tenderer shall submit only one bid in the same tendering process, either individually as a tenderer or as a partner of a JV. A tenderer who submits or participates in, more than one bid will cause all of the proposals in which the tenderer has participated to be disqualified. No tenderer can be a subcontractor while submitting a bid individually or as a partner of a JV in the same bidding process. A tenderer, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity.
- iii. Tenderers shall not have a conflict of interest. All Tenderers found to have a conflict of interest shall be disqualified. Tenderers shall be considered to have a conflict of interest with one or more parties in this bidding process, if:
  - (a) A tenderer has been engaged by the Employer to provide consulting services for the preparation related to procurement for on implementation of the project.
  - (b) A tenderer is any associates/affiliates (inclusive of parent firms) mentioned in subparagraph (a) above; or
  - (c) A tenderer lends, or temporarily seconds its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for on implementation of the project, if the personnel would be involved in any capacity on the same project.
- iv. Joint Venture (JV) or Consortium shall be allowed.
- v. A firm, who has purchased the tender document in their name, can submit the tender either as individual or in Joint venture/Consortium. However, the lead partner In case of JV shall be one who has similar work experience as mentioned in Clause 1.1.4.2 of NIT.
- vi. (a) Tenderers should not have been blacklisted or deregistered by the Central Government, State Government of Maharashtra, any PSU of Government of India or Government of Maharashtra or any public sector Metro Rail corporation in India as on the date of tender submission. Also, the tenderer must not have failed to take possession or to commence any contract after the award of contract.  
  
(b) Also no contract of the tenderer of the value more than 10% of NIT cost of work, executed either individually or in a JV/Consortium, should have been rescinded / terminated by MMRC/ any Central or State Govt. Department / Public Sector Undertaking / Other Govt. entity or local body after award during last 05 years (from the last day of the previous month of tender submission) due to non-performance of the tenderer or any of JV/Consortium members. The tenderer should submit undertaking to this effect in Appendix-19 of Form of Tender.  
  
(c) The overall performance of the tenderer (all members in case of JV/Consortium separately) shall be examined for all the ongoing Civil Engineering Works of value more than 40% of NIT cost of work and also for all the completed Civil Engineering

Works within last one year (from the last day of the previous month of tender submission), of value more than 40% of NIT cost of work executed either individually or in a JV/Consortium. The tenderer shall provide list of all such works in the prescribed Performa given in Appendix-19A of the Form of Tender. The tenderer (all members in case of JV/Consortium separately) may either submit satisfactory performance certificate issued by the Client / Employer for the works or give an undertaking regarding satisfactory performance of the work with respect to completion of work/ execution of work (ongoing works) falling which their tender submission shall not be evaluated and the tenderer shall be considered non-responsive and non-compliant to the tender conditions. In case of non-submission of either satisfactory performance certificate from client / employer or undertaking of satisfactory performance of any of the above work, the performance of such work shall be treated as unsatisfactory while evaluating the overall performance of tenderer in terms of Note(b) of Appendix - 19A. In case of performance certificate issued by the client, same should not be older than three months (from the last day of the previous month of tender submission for the ongoing works).

- (d) Tenderer (including any member in case of JV/consortium) must have been neither penalized with liquidated damages of 10% (or more) of the contract value due to delay nor imposed with penalty of 10% (or more) of the contract value due to any other reason in any Civil Engineering /Electrical /Signaling /System /Traction Contract of value more than 10% of NIT cost of work, during last three years. The tenderer should submit undertaking to this effect in **Appendix-20** of Form of Tender.
- (e) If the tenderer or any of the constituent 'substantial member(s)' of JV/Consortium does not meet the criteria stated in the Appendix 19 or Appendix 19A or Appendix 20, the tenderer including the constituent 'substantial member(s)' of JV/Consortium shall be considered ineligible for participation in tender process and they shall be considered ineligible applicants in terms Clause 1.1.4 of NIT.
- (f) If there is any misrepresentation of facts with regards to undertaking submitted vide Appendix- 19, or performance in any of the works reported in the Appendix 19A, or undertaking submitted vide **Appendix-20**, the same will be considered as "fraudulent practice" under Clause 4.33.1 a (ii) of GCC and the tenderers will be rejected besides taking further action as per Clause 4.33.1(b), (c) & 13.2.1 of GCC.

vii. Any Central / State government department / public sector undertaking / other government entity must not have banned business with the tenderer (any member of JV/ consortium) as on the date of tender submission. Also, no contract of the tenderer should have been rescinded / terminated by MMRCL / Central or State Govt. Department / Public Sector Undertaking / Other Govt. entity after award during last 5 years due to non-performance of the tenderer. The tenderer should submit undertaking to this effect in **Appendix 19** of Form of Tender.

The overall performance of the tenderer shall be examined for all the ongoing Metro Rail Depot workshops, Metro Stations, Railway Car sheds, Railway Stations, Airports, Industrial and Commercial projects completed during last 10 (Ten) years ending on last day of previous month of the last date of submission of tender (30/09/2022), of value more than 40% of NIT cost of work. The tenderer shall provide list of all such works in the prescribed Performa given in **Appendix 19A** of the Form of Tender. In addition, the tenderer shall also submit certificate issued by the Client/Employer for satisfactory performance for all these works with respect to completion of work/execution of work (for running works) failing which their tender submission shall not be evaluated and the tenderer shall be considered non-responsive and non-compliant to the tender conditions.

If the tenderer does not meet the criteria stated in the **Appendix 19A**, the tenderer shall be considered ineligible for participation in tender process, and they shall be considered ineligible applicants in terms Clause 1.1.3.1 of NIT.

- viii. Tenderer (any member of JV/ consortium) must not have been imposed liquidated damages of 5% (or more) of the contract value in a contract due to delay or penalty of 5% (or more) of the contract value due to any other reason during last five years. The tenderer should submit undertaking to this effect in **Appendix 20** of Form of Tender.
- ix. Tenderer (any member of JV/ consortium) must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in **Appendix 21** of **Form of Tender**.

Tenderer (any member in case of JV/consortium) must not have suffered bankruptcy/ insolvency during the last 5 years. The tenderer should submit undertaking to this effect in Appendix-21 of Form of Tender.

x. LEAD PARTNER/ NON-SUBSTANTIAL PARTNERS/ CHANGE IN JV/ CONSORTIUM

- a. Lead partner must have a minimum of 50.1% participation in the JV/Consortium.
- b. Partners having less than 26% participation will be termed as non-substantial partner and shall not be considered for evaluation which means that their financial soundness and work experience shall not be considered for evaluation of JV/Consortium.
- c. In case of JV/Consortium, change in constitution or percentage participation shall not be permitted at any stage after their submission of application otherwise the applicant shall be treated as non-responsive.

d. The tenderer, in case of JV/Consortium, shall clearly and unambiguously define the role and responsibilities for each substantial/non-substantial partner in the JV agreement/ MOU submitted vide foot note (d) of Appendix 6 of Form of Tender, providing clearly that any abrogation/subsequent re-assignment of any responsibility by any substantive/non-substantive partner of JV/Consortium in favor of other JV/Consortium partner or any change in constitution of partners of JV/Consortium (without written approval of Employer) from the one given in JV agreement /MOU at tender stage, will be treated, as 'breach of contract condition' and/or 'concealment of facts' (as the case may be), vide GCC clause 4.33.1 [a (ii) and (iii)] and acted accordingly.

The Employer in such cases may in its sole discretion take action under clause 4.33.1 (b) and/or under clause 4.33.1(c) of GCC against any member(s) for failure in tenderer's obligation and declare that member(s) of JV/Consortium ineligible for award of any tender in MMRC or take action to terminate the contract in part or whole under clause 13 of GCC as the situation may demand and recover the cost/damages as provided in contract.

- xi. Tenderers who have neither obtained debt restructuring in immediately preceding 03 years from the date of submission of tenders nor have applied for it (as on the date of submission of tenders) and also are not currently in the process of corporate debt restructuring shall be considered eligible.

However, tenderers who have obtained debt restructuring in immediately preceding 03 years from the date of submission of tenders or have applied for it (as on the date of submission of tenders) or are currently in the process of corporate debt restructuring shall be considered eligible; if they submit an undertaking to the effect that they shall open a dedicated 'Contract Specific Bank Account' for credit of advances and all other payments received from the Employer as per Clause 11.2 and 11.6 of the GCC against the Contract Number: **MML3/CBS/DPT/PEB-I&MW** and for expenditures/debits made/to-be-made for the purpose of execution of the Works pertaining to Contract Number: **MML3/CBS/DPT/PEB-I&MW**; and that the Contractor will not divert the funds

for the purpose(s) other than the intended purpose(s).

The tenderer shall submit an appropriate undertaking in the format given in **Appendix 23** of Form of Tender duly supported with an appropriate certificate as above from their Bankers and/or Statutory Auditors. Also, during execution of the Contract, the Contractor shall submit a quarterly (every three months) certificate from their Statutory Auditors to the effect that advances and all other payments received from the Employer as per Clause 11.2 and 11.6 of the GCC have been deposited in the said 'Contract Specific Bank Account', the expenditures/debits made for the purpose of execution of the Works pertaining to Contract: **MML3/CBS/DPT/PEB-I&MW** and the funds have not been diverted for the purpose(s) other than the intended purpose(s). The tenderer is also deemed to have given a mandate to the Employer or their representative to make inspection(s) of this account whenever so desired by them.

#### **1.1.4.2 Minimum Eligibility Criteria:**

**A. Work Experience:** The tenderers will be qualified only if they have completed work(s) during last 10 (Ten) years ending on last day of previous month of the last date of submission of tender (i.e. **31.10.2022**) as given below:

- (a) At least one "similar work" \* of value **INR 29.07 crores** or more.  
OR
- (b) Two "similar works" \* each of value **INR 18.17 crores** or more.  
OR
- (c) Three "similar works" \* each of value **INR 14.53 crores** or more.

**\*The "similar work"** means Design, Supply, Fabrication and Erection of Prefabricated Steel Roof Structures including Roof Sheeting etc. for Metro Rail Depot workshops/ Metro Stations/ Railway Car sheds/ Railway Stations/ Airports/ Industrial/ Commercial projects/ Steel Pre-Engineered structures excluding E&M works.

In case of joint venture / Consortium, full value of the work, if done by the same joint venture shall be considered. However, if the qualifying work(s) were done by them in JV/Consortium having different constituents, then the value of work as per their percentage participation in such JV/Consortium shall be considered.

If the tenderer is a JV/Consortium having foreign partner(s) and above work(s) have been executed by the foreign partner of JV and the work(s) were done in the country of the foreign partner, then in addition to this the foreign partner must have executed works of value **INR 14.53 crore** or more outside the country of the foreign partner

#### **Notes:**

- The tenderer shall submit details of works executed by them in the Performa of **Appendix 17 of FOT** for the works to be considered for qualification of work experience criteria. Documentary proof such as completion certificates from client clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work should be submitted. **The offers submitted without this documentary proof shall not be evaluated.** In case the work is executed for private client, copy of work order, bill of quantities, bill wise details of payment received certified by C.A., T.D.S certificates for all payments received and copy of final/last bill paid by client shall also be submitted.
- The similar work should have been executed by the tenderer themselves. The work done by the concessionaire on BOT basis where more than 50 percent of the work was got executed through sub-contractors etc shall not be considered for qualification.

- Value of successfully completed substantial portion of any ongoing work on last day of previous month of the last date of tender submission i.e., upto **31.10.2022** will also be considered for qualification of work experience criteria. In case of ongoing works of similar nature, tenderer shall submit certificate issued by competent authority certifying substantial completion (85%) of Work.
- For completed works, value of work done shall be updated on last day of previous month of the last date of submission of tender i.e. **31.10.2022** price level assuming 10% inflation for Indian Rupees every year and 5% for foreign currency portions per year. The exchange rate of foreign currency shall be applicable 28 days before the submission date of tender.
- If the above work(s) (i.e., Design, Fabrication, Supply and Erection of Pre-Engineering Building Structural Steel Works at Aarey depot-cum-work shop of Mumbai Metro Rail Line-3 Project of MMRCL comprise other works, then client's certificate clearly indicating the amount of work done in respect of the "similar work" shall be furnished by the tenderer in support of the work experience along-with their tender submissions. Client's Certificate shall be issued by competent authority and countersigned by an officer not below the rank of Executive Engineer or equivalent.

**B. Financial Standing:** The tenderers will be qualified only if they have minimum financial capabilities as below:

- (i) **T1 – Liquidity:** It is necessary that the firm can withstand cash flow that the contract will require until payments received from the Employer. Liquidity therefore becomes an important consideration.

This shall be seen from the balance sheets and/or from the banking reference. Net current assets and/or documents including banking reference (as per proforma given in Annexure 8 of ITT), should show that the applicant has access to or has available liquid assets, lines of credit and other financial means to meet cash flow of **INR 2.5 crore** for this contract, net of applicant's commitments for other Contracts. Banking reference should contain in clear terms the amount that bank will be in a position to lend for this work to the applicant. In case the Net Current Assets (as seen from the Balance Sheets) are negative, only the Banking references will be considered. Otherwise, the aggregate of the Net Current Assets and submitted Banking references will be considered for working out the Liquidity.

The banking reference should be from a Scheduled Bank in India and it should not be more than 03 months old as on date of submission of bids.

In Case of JV- Requirement of liquidity is to be distributed between members as per their percentage participation and every member should satisfy the minimum requirement.

Example: Let member-1 has percentage participation=M and member-2 has percentage participation=N.

If minimum liquidity required is 'W' then liquidity of member-1  $\geq \frac{W \cdot M}{100}$

and liquidity of member-2  $\geq \frac{W \cdot N}{100}$ .

- (ii) **T2 - Profitability:** Profit before Tax should be **Positive in at least 2 (two) years**, out of the last five audited financial years.

In Case of JV : The Profitability of only lead member shall be evaluated.

- (iii) **T3 - Net Worth:** Net Worth of tenderer during last audited financial year should be  $\geq$  **INR 3.63 Crore.**

In Case of JV- Net worth will be based on the percentage participation of each Member.

Example: Let Member-1 has percentage participation = M and Member-2 has =N. Let the Net worth of Member-1 is 'A' and that of Member-2 is 'B', then the Net worth of JV will

$$\text{be} = \frac{AM+BN}{100}$$

- (iv) **T4 - Annual Turnover:** The average annual turnover from construction of last five financial years should be  $\geq$  **INR 14.53 Crore.**

The average annual turnover of JV will be based on percentage participation of each member.

Example: Let Member-1 has percentage participation = M and Member - 2 has =N. Let the average annual turnover of Member-1 is 'A' and that of Member-2 is 'B', then the average annual turnover of JV will be

$$= \frac{AM+BN}{100}$$

### **Notes:**

- Financial data for latest last five audited financial years has to be submitted by the tenderer in **Appendix 18 of FOT** along with audited balance sheets. The financial data in the prescribed format shall be certified by Chartered Accountant with his stamp and signature in original with membership number. In case audited balance sheet of the last financial year is not made available by the bidder, he has to submit an affidavit certifying that 'the balance sheet has actually not been audited so far'. In such a case the financial data of previous '4' audited financial years will be taken into consideration for evaluation. If audited balance sheet of any year other than the last year is not submitted, the tender may be considered as non-responsive.
- Where a work is undertaken by a group, only that portion of the contract which is undertaken by the concerned applicant/member should be indicated and the remaining done by the other members of the group be excluded. This is to be substantiated with documentary evidence.

#### **1.1.4.3 Bid Capacity Criteria:**

**Bid Capacity:** The tenderers will be qualified only if their available bid capacity is more than the approximate cost of work as per NIT. Available bid capacity will be calculated based on the following formula:

$$\text{Available Bid Capacity} = 2*A*N - B$$

Where,

A = Maximum of the value of construction works executed in any one year during the last five financial years (updated to **31.10.2022** Price level assuming 10% inflation for Indian Rupees every year and 5% for Foreign Currency portions per year updated to last day of month previous to last day of submission of Tender).

N = No. of years prescribed for completion of the work

B = Value of existing commitments (as on last day of month previous to the last day of submission of Tender) for on-going construction works during period of **9 months.**

Notes:

- Financial data for latest last five financial years has to be submitted by the tenderer in **Appendix 15 of FOT** along with audited financial statements. The financial data in the prescribed format shall be certified by the Chartered Accountant with his stamp and signature in original with membership number.
- Value of existing commitments for on-going construction works during period of **9 months** from the date of Tender Submission to be submitted by the tenderer in **Appendix 16 of FOT**. These data shall be certified by the Chartered Accountant with his stamp and signature in original with membership number.
- In the case of a group, the above formula will be applied to each member to the extent of his proposed participation in the execution of the work. If the proposed % participation is not mentioned, then equal participation will be assumed.

Example for calculation of bid capacity in case of JV / Group

Suppose there are 'P' and 'Q' members of the JV / group with their participation in the JV / group as 70% and 30% respectively and available bid capacity of these members as per above formula individually works out 'X' and 'Y' respectively, then Bid Capacity of JV / group shall be as under:

$$\text{Bid Capacity of the JV / group} = 0.7X + 0.3Y$$

**The Tender documents consist of:**

**Volume 1**

Notice Inviting Tender  
Instructions to Tenderers (including Annexures)  
Form of Tender (including Appendices)

**Volume 2**

General Conditions of Contract  
Special Conditions of Contract (including Schedules)  
Condition of Contract on Safety, Health & Environment (SHE) for Mumbai Metro Rail Project

**Volume 3**

Employer's Requirements – General  
Employer's Requirements – Functional  
Employer's Requirements – Design  
Employer's Requirements – Construction  
Employer's Requirements – Appendices

**Volume 4**

Design Basis Report  
Technical Specifications

**Volume 5**

Tender Drawings

**Volume 6**

Bill of Quantities/ Schedule of Payments, Pricing document



- 1.1.4.4** The tender submission of tenderers, who do not qualify the minimum eligibility criteria & bid capacity criteria stipulated in the clauses 1.1.4.2 to 1.1.4.3 above, shall not be considered for further evaluation and therefore rejected. The mere fact that the tenderer is qualified as mentioned in sub clause 1.1.4.2 to 1.1.4.3 shall not imply that his bid shall automatically be accepted. The same should contain all technical data as required for consideration of tender prescribed in the ITT.
- 1.1.4.5** Certificate of satisfactory completion of similar works issued by competent officer as well as works being performed shall be uploaded online.
- 1.1.4.6** Bidders should have valid class 3 Digital Signature Certificate (DSC) obtained from any Certifying Authorities empanelled by Controller of Certifying Authorities India. In case of requirement of DSC, Bidders should go to the same e-tender [www.tenderwizard.com/MMRC](http://www.tenderwizard.com/MMRC) portal right hand side and follow the procedure mentioned in the document Procedure for Digital Certificate or may contact Tender Wizard helpdesk contact numbers given above.
- 1.1.4.7** Tenderer who are participating in e-tendering for the first time shall have to obtain a User ID & password from the above mentioned portal after filling the registration form on the home page.
- 1.1.4.8** **Validity period of the offer of the tenderer will be 180 days (both days inclusive i.e. the date of submission of tenders and the last date of period of validity of the tender) from the date of submission of Tenders**
- 1.1.4.9** The lowest tenderer will have to submit the rate analysis of all major items if called for.
- 1.1.4.10** Bidder should upload scanned attested photocopies of all documents on above mentioned official e-Tendering portal & produce in original on request by MMRC at any stage from e-Tender opening.
- 1.1.4.11** Awarded tenderer shall have to submit signed copy of tender manually to the department.
- 1.1.4.12** **MMRC reserves the right to verify financial transaction of contractor in his Bank / Financial Institutions. Contractor should give authority to that effect along with his accounts number and Bank/ Financial institution name & address. Any changes / modification may be communicated to MMRC immediately.**
- 1.1.4.13** If there is any amendment in the tender the same shall be published on following MMRC's official e-Tender portals / website :  
MMRC e-Tendering Portal: [www.tenderwizard.com/MMRC](http://www.tenderwizard.com/MMRC)  
MMRC Website: [www.mmrc.com](http://www.mmrc.com)
- 1.1.4.14** Right to reject any or all offers without assigning any reason thereof is reserved by MMRC.

Date. 22/11/2022  
Place: Mumbai  
Tender No.MMRC/ML-3/Car Depot/PEB-I&MW/NIT/2022

Sd/-  
**Director (Projects),**  
**MMRC**

## GENERAL INSTRUCTIONS TO BIDDERS ( ITB)

All bidders must note that this being E-tender, bids received only through online on E-tendering portal [www.tenderwizard.com/MMRC](http://www.tenderwizard.com/MMRC) shall be considered as an offer. **Any bid submitted in paper form will not be received and opened and shall be summarily rejected.**

### **Procedure for submission of E-tender by bidder :**

Interested bidders who wish to participate should visit website [www.tenderwizard.com/MMRC](http://www.tenderwizard.com/MMRC) which is the ONLY website for bidding their offer. Further, the procedure is as follows:

1. Register your company in website [www.tenderwizard.com/MMRC](http://www.tenderwizard.com/MMRC) for obtaining a Login ID and Password (after paying necessary registration charges). This is one time annual payment and applicable for bidding other tenders also.
2. Using the login ID, password and digital signature, enter the tender portal to purchase the tender document.
3. Pay processing fees and tender cost through e-payment gateway.
4. With the payment of processing fee and tender cost, the bidder can download the '**Technical bid**' (Microsoft Excel file '**Technicalbid.xls**') and '**Financial bid**' (Microsoft Excel file '**Financialbid.xls**') by clicking on the link "Show Form".
5. Download the '**Technical bid**' and '**Financial bid**' and save them without changing the file name. Fill up your quotations, save them. Then upload the '**Technical bid**' and '**Financial bid**' in appropriate links.
6. Attach supporting documents first in "Document Library". Then attach them by selecting in particular tender.
7. Submit your tender. You will receive a system generated "Acknowledgement Copy" of tender submission.
8. Bidder can change quoted rates any time before of closing date & time.

Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.

Bidder manual & system requirement is available on website [www.tenderwizard.com/MMRC](http://www.tenderwizard.com/MMRC) for necessary help.