



MUMBAI METRO RAIL CORPORATION LIMITED (MMRCL)

E-TENDER FOR

Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of Stall for Urban Mobility India Exhibition cum Conference (UMI) from 4th to 6th November 2017 at Hyderabad International Convention Centre (HICC), Novotel & HICC Complex, Izzathnagar, Kothaguda, Hyderabad, Telangana 500 081.

ESTIMATED COST: Rs. 11, 00,000/-

TENDER COST: Rs. 500/- (Non-Refundable)

MUMBAI METRO RAIL CORPORATION LIMITED (MMRCL)
NaMTTRI BUILDING, PLOT NO. R-13, 'E'- BLOCK, BANDRA KURLA COMPLEX, BANDRA
(EAST), MUMBAI - 400051



MUMBAI METRO RAIL CORPORATION LIMITED (MMRCL)

(Joint Venture of Govt. of India and Govt. of Maharashtra)

NaMTTRI Building, Plot No. R-13, 'E'- Block, Bandra Kurla Complex, Bandra (East),
Mumbai - 400051. Website: <https://www.mmrcl.com>

E-Tender Notice

MMRCL invites bids in B-1 Form (Percentage Rate) for the following work from the bidders who are registered in appropriate class with any State/Center Government Organization or State/Center Government undertaking organization and/or have carried out similar type of work and fulfil the criteria as mentioned in detailed tender notice.

MMRCL E-Tendering Portal: <https://www.tenderwizard.com>

Sr. No.	Name of Work	Estimated Cost (In Rs.)	Cost of Blank Tender Form (Per Each)	Earnest Money Deposit (In Rs.)	Security Deposit (In Rs.)	Contract Period
1	2	3	4	5	6	7
1.	Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of Stall for Urban Mobility India Exhibition cum Conference 2017 (UMI) from 4 th to 6 th November 2017 at Hyderabad, Telangana	11,00,000/-	500/-	11, 000/-	55, 000/-	70 days
3.	Contact Details	Smt. Vaidehi More, Asst. General Manager (PR). Tel: 022 – 26384633 / 022- 26384672				
4.	Important dates	Bid document download	From 07/09/2017		To 15/09/2017	
		Last date of Online submission	15/09/2017 up to 6.00 p.m.			

Bidders who are participating in E-Tendering for the first time shall have to obtain digital ID & Password from the above-mentioned portal. Bidders have to upload tender document in Commercial Envelope 'C' that they downloaded from the <https://www.tenderwizard.com>

All information regarding E-Tendering is available on the portal.

For any additional information & help for uploading & downloading the E-Tender, please contact MMRCL's E-Tendering service desk at the following ID: twhelpdesk358@gmail.com Phone No. 7666563870 and 7980042472.

Date: 07/09/2017

Place: Mumbai

Sd/-

(R. Ramana),

Executive Director (Planning), MMRCL

DETAILED SHORT E-TENDER NOTICE AND GUIDELINES FOR SUBMISSION OF TENDER

A. DETAILED SHORT E-TENDER NOTICE

MMRCL E-Tendering Portal: <https://www.tenderwizard.com>

MMRCL invites bids in B-1 Form (Percentage Rate) for the following work from the bidders who are registered in appropriate class with any State/Center Government Organization or State/Center Government undertaking organization and/or have carried out similar type of work and fulfil the criteria as mentioned in detailed tender notice. Only those Bidders, who possess the following eligibility criteria, would be eligible to participate in the bidding process: -

- 1) Bidders shall have successfully completed 2 similar works having value of Rs. 10 Lakhs with any State/Center Government Organization or State/Center Government undertaking organization during last three (3) financial years. The Agency should have the adequate resources to handle similar assignments at short notice
- 2) The Bidder shall have certified copy of Income Tax PAN Card No. of the bidder.
- 3) The Bidder shall have GST registration in the name of the bidder.
- 4) Scanned Copy of all the documents shall be uploaded by contractor in online Envelope No. B correctly and completely, otherwise his Envelope No. C will not be opened.
- 5) Even though the Bidder meets the above qualifying criteria, they are subject to be disqualified if they have made misleading or false representations in the Statements attachments submitted in proof of the qualification requirements.
- 6) The bids will be received online on above mentioned MMRCL official E-Tendering portal and will be opened by Tender Committee, MMRCL on scheduled date and time.
- 7) Online E-Tender Schedule

Sr. No.	Tender Schedule	Bidder Schedule	Start Date & Time	End Date & Time
1.	Tender Authorization and Publishing	----- -	07/09/2017, 10.00 hrs.	15/09/2017, 18.00 hrs.
2.	-----	Tender Document Download	07/09/2017, 18.00 hrs.	15/09/2017, 18.00 hrs.
3.	Tender Closing	----- -		18/09/2017, 18.00 hrs.
4.	Opening Envelope, A-Tender Fees, EMD	----- -	20/09/2017, 10.00 hrs.	
5.	Opening Envelope B - Technical Bid	----- --	20/09/2017, 10.00 hrs.	
6.	Opening Envelope C – Financial Bid	-----	20/09/2017, 10.00 hrs.	

- 8) Bidders should have valid class 3 Digital Signature Certificate (DSC) having signing certificate obtained from any Certifying Authorities empaneled by Controller of Certifying Authorities India.

In case of requirement of DSC, Bidders should go to <https://tenderwizard.com/MMRC> and follow the procedure mentioned in the document procedure for Digital Certificate. Bidders who are participating in e-tendering for the first time shall have to obtain User ID & password from the above-mentioned portal.

- 9) Tender Document and Supporting can be downloaded for reference purpose from the E-Tendering Portal of MMRCL during the period mentioned in the tender notice. Interested Bidders have to make online payment of Rs. 500/- (Rupees Five Hundred Only) inclusive of GST (non-refundable) as Tender Processing Fee using online payment gateway during bid preparation using Debit Card/Credit Card/Net- Banking. Tender Fee receipt will be system generated during bid preparation.
- 10) Tender Fee receipt must be uploaded during bid preparation by the bidder.
- 11) The competent authority reserves the right to reject any or all of the tender offers, without assigning any reasons thereof.
- 12) The bids shall be received online on above mentioned MMRCL's official e-Tendering portal.
- 13) Validity period of the offer of the bidder will be 90 days from the last date of submission of the e-tender.
- 14) The lowest bidder will have to submit the rate analysis of all major items, if called for.
- 15) Bidder should upload scanned attested photocopies of all documents on above mentioned MMRCL official E-Tendering portal & produce in original on request by MMRCL at any stage.
- 16) A statement showing names of partners, Directors, etc. of the firm with complete address of each should be uploaded to above mentioned MMRCL official E-Tendering portal and authorized person on the behalf of firm who will sign E-Tender using Digital Signature Certificate.
- 17) The acceptance of bid will be intimated by email or otherwise by the authority competent to accept the tender or by the higher Authority of MMRCL, to the contractor, which shall be deemed to be an intimation of the tender given by the Authority Competent to accept the tender.
- 18) The lowest bidder shall be responsible for immediately executing, completing the work as per specifications.
- 19) Successful bidder shall have to submit signed copy of tender manually to the department.
- 20) MMRCL reserves the right to verify financial transaction of contractor in his Bank / Financial Institutions. Contractor should give authority to that effect along with their Account number and Bank/ Financial institution name & address. Any changes /Modification may be communicated to MMRC immediately.
- 21) If there is any amendment in the tender the same shall be published on following MMRCL's official E-Tender portals / website :- MMRCL Portal: <https://www.tenderwizard.com>

- 22) The bidder should get himself acquainted to submission of tender and ascertain the local site condition, working restrictions, constraints, conditions in tender document regarding necessary approvals, NOC required for the work from the local Authorities and shall quote the offer inclusive of all such expenses likely to be incurred while execution of the work and taxes. No claim or compensation for any extra payments incurred by the bidders towards the approvals/ NOC's/ permissions will be entertained by MMRCL, which shall be noted.
- 23) The quantities given in the Schedule-B are tentative. It may vary to any extent or some of the item may not be executed. Under the circumstances, the contractor shall not be paid for any variation for the excess quantity shall be paid at the BOQ rates only.
- 24) The contract period shall be extended for a period of one year, if required. The contractor shall have to execute the work at the quoted price only.
- 25) The agency is bound to complete the work within given time limit.
- 26) MMRCL reserves the right to reject any or all the bids or award / split the job to the suitable bidder/s who need not be the lowest bidder.
- 27) In case of any queries, Bidders may contact MMRCL's E-Tendering service desk at twhelpdesk358@gmail.com any working day from 10 a.m. to 5.30 p.m. (Phone No. 7666563870 & 7980042472).

Sd/-
Executive Director (Planning)
MMRCL

B. GUIDELINES FOR SUBMISSION OF E-TENDER

The Executive Director (Planning), Planning Division, MMRCL, BKC, Bandra (East), Mumbai-400 051

MMRCL invites bids in B-1 (Percentage Rate) form for the “Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of MMRCL Stall at Urban Mobility India Exhibition cum Conference 2017 (UMI) from 4th to 6th November 2017 at Hyderabad, Telangana”.

1.1 Location of the work:

The work is to be carried out at **Urban Mobility India Exhibition cum Conference 2017, Hyderabad International Convention Centre (HICC), Novotel & HICC Complex, Izzathnagar, Kothaguda, Hyderabad, Telangana - 500 081.**

1.2 Time limit for completion of work-

The work shall be completed in **07 Days** from the date of order to commence the work.

1.3 Cost of Blank Tender Form: - Rs. 500/- (Rupees Five Hundred Only) non-refundable

1.4 Earnest Money Deposit and Security Deposit:

Earnest money for this work will be as mentioned in the detailed e-tender notice.

EMD Payment as mentioned above has to be made through RTGS / NEFT mode using the System Generated Challan. Bidders should ensure that the payment of the EMD is made at least 3 working days prior to the last date of Bid Preparation of the Tender Schedule to have seamless submission.

Bidders need to upload scanned copy of EMD paid receipt during bid preparation.

Bidders should mention the beneficiary details for EMD refund in the Earnest Money Deposit Form for fields marked as details required for Refund. MMRCL or e-Tendering Service Provider will not be liable for delays caused in EMD refund due to incorrect beneficiary details.

The earnest money deposit of unsuccessful bidders will be refunded through RTGS, NEFT mode only after finalization of the tender for which the above refund details are required. Bidders should also upload scanned copy of cancelled cheque along with refund letter for refund of their EMD payment. In case of successful bidder, amount of the earnest money deposit may be transferred towards part of the security deposit to be paid after the award of the work, if he intends to do so in writing.

Bidders failing to complete the payment of EMD using the above mentioned process of RTGS / NEFT after downloading the system generated challans will not be able to submit their bids.

1.5 Details of Security Deposit:

The successful bidder shall have to pay a sum of Rs. 55, 000/- (Rupees Fifty Five Thousand Only) towards Security Deposit.

The bidder shall be responsible to pay stamp duty as payable under Bombay Stamp Duty Act 1978 for Deposit paid in form of Demand Draft / Bank Guarantee etc. and shall furnish a copy of challan having paid the same to Government. Failure to furnish within 1 week from the date of work order, the same will be covered at the rates in prevalence as per Stamp Duty Act from the bills and submitted to Government.

1.6 Additional Security Deposit:

Additional Security Deposit to be paid by the selected contractor towards unreasonably low tender shall be calculated as follows:-

No additional Security Deposit will be applicable, if the quoted percentage is up to and inclusive of 10% below the cost put to tender.

If the tendered offer is anything more than 10% below compared to the cost put to tender, the amount of additional Security Deposit will be worked out by considering 100% difference between the 90% of cost put to tender and that of offer of the tenderer.

The payment of Additional Security Deposit towards unbalanced tender shall be in the form of Demand draft of any Nationalized Bank or Banks promoted by All India Financial Institutes issued by a branch located in M u m b a i .

The additional security deposit shall be released along with the final Bill or on satisfactory completion of work.

1.7 Validity of Tender:

90 Days (Ninety days from the date of submission of financial bid). During this period, no bidder shall be allowed to withdraw his bid.

1.8 Revision or Amendment in Bid Document:

The Competent Authority, may omit or suspend certain items of work, revise or amend the bid document before online submission of bid. Such revisions or amendments or extension.

If any, shall be communicated to all concerned by email on above mentioned MMRCL official e-Tendering portal which will be issued 7 days before the due date of receipt of bid.

1.9 Tender Rates:

The rates quoted in schedule 'B' are for finished and completed items and no extra amount for carting or transporting material, labour etc. shall be paid unless specifically so mentioned or provided for in the tender. The rates are inclusive of all leads and lifts for all materials in the completed items and also including GST. No payment on this account will be made. The Income Tax, Works Contract Tax, Labour cess etc. shall be deducted at source at the rate that will be in force from time to time.

1.10 The successful bidder will have to sign an agreement as required. The necessary stamp fees, etc. required for completing the agreement will have to be borne by the bidder. The bidder is requested to visit the site of the work and see for himself the site conditions regarding layout and all other matters, affecting the work and made himself aware of the scope of the work, conditions of contract and MMRCL will not, therefore, bear any extra charges on any account, in case he finds on to have misjudged the site conditions or specifications.

1.9 Conditional bid shall not be accepted.

1.10 The right to reject all or any of the bids without assigning any reason, whatsoever, is reserved with the Competent Authority.

1.11 If the offer is above than the estimated cost, **The Executive Director (Planning), Planning Division, MMRCL** shall be the Competent Authority for accepting the tender.

1.12 The bidder will have to enter into regular agreement in form 'B-1' on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein and pay the initial security deposit as shown in the schedule, failing which the MMRCL shall be entitled to forfeit the full amount of earnest money deposited by the bidder. While entering in to the B-1 agreement, the Successful bidder will have to submit the duly signed e-Tender document to the MMRCL office.

1.12.1 GST ordered by the competent authority at the rates in force during the progress of contract or the percentage that will be in force from time to time shall be recovered / deducted from the gross amount of the bill whether for measured work or advance payment or secured advance.

- 1.13 The contractor will keep the stall clean and hygienic throughout till work is completed in all respects.
- 1.14 The detailed E-Tender notice along with the subsequent corrigendum, addendum etc. shall form part of the tender document.
- 1.15 The Contractor shall furnish all tools plants, instruments, supervisory staff, labour, materials, any temporary works, consumable and everything necessary whether or not such items are specifically stated herein, for completion of the job in accordance with the specification requirements.
- 1.16 The Contractor shall visit the location of the stall to check the space/size allotted to MMRCL for above work before starting the installation work.
- 1.17 Bids from joint ventures are not accepted.
- Bidder shall follow the instructions on the portal for submission of e-tender.
- 2.1 Bid shall be submitted online on the e-tendering portal in 'three electronic envelopes system' within prescribed schedule.
- 2.2 E-Envelope 'A'
Bidder shall upload scanned copies of the following: -
- a) Receipt of e-tender fee
 - b) Receipt of Earnest Money Deposit
- 2.3 E-Envelope 'B' (Technical bid)
Bidder shall upload scanned copies of the following:
- a) Details of work carried out by the bidder as prime contractor during last three financial years of the similar work with value of not less than Rs. 10, 00,000/- (Rupees Ten Lakhs).
 - b) Copy of Income Tax PAN Card No. of the bidder.
 - c) Copy of GST certificate

2.4 E-Envelope 'C' (Financial bid)

- a) Bidder shall quote his offer as percentage below / above the estimated cost at the prescribed space in E-Envelope 'C'. The amount quoted by the bidder shall be calculated by the system.
- b) Upload the digitally signed copy of bid document & price bid cover letter.

2.5 Procedure for E-Tender opening

Contents of e-Envelope 'A' will be scrutinized and only those bidders who have fulfilled the requirements shall be eligible for opening of E- Tender Envelope 'B'. Similarly, contents of E- Envelope 'B' will be scrutinized and only those bidders who have fulfilled the requirements shall be eligible for opening of E-Envelope 'C'.

Bidder may remain present in the office of the tender opening authority at the time of opening of financial bids. However, the results of the financial bids of all bidders shall be available on the E-Tendering portal immediately after completion of the opening process.

Envelope - E - B

Technical Bid

- 1. Name of the Agency:**
- 2. Date of commencement of Business (Incorporation Certificate):**
- 3. GST Certificate:**
- 4. EMD (with details):**
- 5. Details of the work done in last 3 financial years:**
- 6. Any other information (Please attach separate sheet if necessary):**

DATE:

(Sign. with Name, Designation and Seal of the Agency)

SCHEDULE: - 'B – Bill of Quantity'

Name of work: Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of Stall for 3 days for Urban Mobility India Exhibition cum Conference 2017 (UMI) at Hyderabad, Telangana.

Exhibition Schedule: - 4th to 6th November 2017 (03 Days)

Venue: - Urban Mobility India Exhibition cum Conference 2017, Hyderabad International Convention Centre (HICC), Novotel & HICC Complex, Izzathnagar, Kothaguda, Hyderabad, Telangana - 500 081.

Sr. No.	Description of Items	Measurement Unit	Quantity	Amt.
1	Conceptualization and installation of Diorama, complete with wooden base structure with roof as per design including illumination, decoration of the stall and required fixtures etc. complete including all as per the instructions of employer	LS	1 job	10, 00,000
2	Designing and printing of digital flex giving information of MMRC, logo etc. as per approved text and images etc. complete including all as per the instructions of employer	LS	1 Job	
3	Design, create and install a realistic 3D selfie corner includes a 3D pillar with logo, layered 3D backdrop as per instructions of employer	Lumsum	1	
4	Customized fascia of the stall with signage's	9m x 3m		
5*	Providing Carpet	Per. sq. ft.	300	1, 00, 000
6*	Providing and arrangements for palm in pots for 3 days	Number	10	
7*	Chair and round table		5	
8*	Overheads and miscellaneous work as per the stall requirement	LS		
9*	Dustbin, fish bowl for cards, visitor book, sweets with serving bowl.	LS	1	
10*	Photography charges	Per day	3	
11*	Providing and installation of LED TV with USB provision and laptop	Per day	4	
12*	Reception Desk	Lumsum	1	
13*	Providing of Internet Connectivity high speed wi-fi	Per day	3	
14	Flower bouquets (as required)	Number	10	
15	Hostess	Per day	1	
	Total Amount			11, 00, 000

(In Words – Rupees Eleven Lakhs Only excluding GST)

Note: - The items mentioned from No.5* to 13* in the above table shall be provided on rental basis.