



MUMBAI METRO RAIL CORPORATION LIMITED
(A SPV of Govt. of India and Govt. of Maharashtra)

NaMTTRI Building, Plot No. R-13, 'E'- Block, Bandra Kurla
Complex, Bandra (East), Mumbai - 400051.

MMRC E-Tendering Portal

<https://www.tenderwizard.com/MMRC>

Website: <https://www.mmrcl.com>

Tender Notice

Mumbai Metro Rail Corporation Limited (MMRCL) invites bids through e-tendering from experienced firms for "Designing, Manufacturing, Installation and Maintenance of MMRC Stall for Urban Mobility India Exhibition cum Conference 2018 (UMI) from 2nd to 4th November 2018 at Chitnavis Center, Nagpur". All information regarding tender is available on the website <https://www.mmrcl.com> & <https://www.tenderwizard.com/MMRC>. The Agency shall be selected on the basis of Quality and Cost Based Selection (QCBS). The proposal must be submitted on or before 12th October 2018.

Any Corrigendum pertaining to this tender notice will be uploaded on the website.

Date: 09/10/2018
Place: Mumbai

Sd/-
(R. Ramana)
Executive Director (Planning),
MMRCL



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.mmrc.com>

Detailed Notice Inviting Tender (NIT)

Mumbai Metro Rail Corporation Limited (MMRCL) invites open bids through e-Tendering portal from qualified & experienced firms for Designing, Manufacturing, Installation and Maintenance of Stall for Urban Mobility India Exhibition cum Conference (UMI) from 2nd to 4th November 2018 on "Lumpsum" for appointment of agency 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. for Mumbai Metro Rail Corporation Limited. Agency shall be selected on the basis of Quality and Cost Based Selection.

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

Sr. No.	Name of Work	Cost of Tender Form	Earnest Money Deposit (In Rs.)	Contract Period
1	2	4	5	7
1.	Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of Stall for Urban Mobility India Exhibition cum Conference	590/- (500+GST@18%= 590/)	10, 000/-	10 days
3.	Contact Details	Shri. Avinash Patil, Asst. General Manager (PR). Tel: 022 – 26384615 / 022- 26384672		
4.	Important dates	Bid document download	From 10/10/2018	To 16/10/2018
		Last date of Online submission	16/10/2018 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/MMRC>

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

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

Date: 09/10/2018

Place: Mumbai

Sd/-

(R. Ramana)

Executive Director (Planning)

Mumbai Metro Rail Corporation Ltd.



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 2nd to 4th November 2018 at Chitnavis Centre, 56, Temple Road, Civil Lines, Nagpur, Maharashtra - 440001

**TENDER COST: Rs. 590/- (Non-Refundable)
(Inclusive of GST @18%)**

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

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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.mmrc.com>

Detailed Notice Inviting Tender (NIT)

Mumbai Metro Rail Corporation Limited (MMRCL) invites open bids through e-Tendering portal from qualified & experienced firms for Designing, Manufacturing, Installation and Maintenance of Stall for Urban Mobility India Exhibition cum Conference (UMI) from 2nd to 4th November 2018 on "Lumpsum" for appointment of agency 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. for Mumbai Metro Rail Corporation Limited. Agency shall be selected on the basis of Quality and Cost Based Selection.

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

Sr. No.	Name of Work	Cost of Tender Form	Earnest Money Deposit (In Rs.)	Contract Period
1	2	4	5	7
1.	Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of Stall for Urban Mobility India Exhibition cum Conference	590/- (500+GST@18%= 590/)	10, 000/-	10 days
3.	Contact Details	Shri. Avinash Patil, Asst. General Manager (PR). Tel: 022 – 26384615 / 022- 26384672		
4.	Important dates	Bid document download	From 10/10/2018	To 16/10/2018
		Last date of Online submission	16/10/2018 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/MMRC>

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

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

Date: 09/10/2018

Place: Mumbai

Sd/-

(R. Ramana)

Executive Director (Planning)

Mumbai Metro Rail Corporation Ltd.

SECTION 1

DETAILED SHORT E-TENDER NOTICE

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

Mumbai Metro Rail Corporation Limited (MMRCL) invites open bids through e-Tendering portal from qualified & experienced firms engaged in designing and installation work on task and output “Lumpsum 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 for. Agency shall be selected on the basis of Quality and Cost Based Selection.

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	----- -	10/10/2018, 10.00 hrs.	10/10/2018, 18.00 hrs.
2.	-----	Tender Document Download	10/10/2018, 10.01 hrs.	16/10/2018, 18.00 hrs.
3.	Tender Closing	----- -		16/10/2018, 18.01 hrs.

4.	Opening Envelope- A Technical Bid	----- -	17/10/2018, 11.00 hrs.
5.	Opening Envelope B Financial Bid	-----	To be notify later

- 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. 590/- (Rupees Five Hundred and Ninety 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 20 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) 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.
- 20) If there is any amendment in the tender the same shall be published on following MMRCL's official E-Tender: <https://www.tenderwizard.com/MMRC>
- 21) 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.
- 22) 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.
- 23) 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.
- 24) The agency is bound to complete the work within given time limit.
- 25) 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.
- 26) 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/-

(R. Ramana)

Executive Director (Planning)
Mumbai Metro Rail Corporation Ltd.

SECTION 2. QCBS DATA SHEET

2.1 Introduction

2.1.1 MMRC policy requires that Agency provide professional, objective, and Impartial advice and always hold the Client's interest paramount, without any Consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Agency shall not be hired for any assignment that would be in conflict with their prior or current obligations.

2.1.2 MMRC will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;

2.2 Clarification and Amendment.

2.2.1 Agency may request a clarification of any clauses in this document, any request for clarification must be sent in writing by paper mail, cable telex, facsimile, or electronic mail to the Client's address. The Client will respond by cable, telex, facsimile, or electronic mail to such requests.

2.3 Data Sheet

2.3.1 The data sheet for the RFP is as follows

Sr. No.	Details
1.	Name of Employer: Mumbai Metro Rail Corporation Limited
2.	Name of Assignment: Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of Stall for Urban Mobility India Exhibition cum Conference (UMI) from 2 nd to 4 th November 2018
3.	Proposal shall be submitted in English Language only.
4.	Proposals must remain valid for 20 days after the submission deadline date.
5.	All the payments shall be made only in Indian National Rupees (INR).
6.	Time and date of the Proposal submission deadline: <u>Time: 18.01 hrs & Date:16.10.2018</u>
7.	Proposals must be submitted no later than the following date and time: - <u>Time: 18.01 hrs & Date:12.10.2018</u>
11.	Following Self-Certified Documentary Evidence to be submitted in support of Eligibility with Technical Proposal

	<ul style="list-style-type: none"> a. Copy of Contract/work completion certificates indicating the details of previous assignment, client etc. The Competent authority of the Consulting firm shall self-certify if the firm has done assignments on non-disclosure agreements. In such cases, broad details of the assignment must be provided to ascertain relevance (Annexure I) b. CVs of key personnel (clearly stating tenure of the key personnel working with the current firm) and details of associate/s likely to be involved in executing this assignment, must be submitted c. An undertaking stating that firm/organization is not blacklisted or debarred to from providing services by Government or its agencies including Central/State Level Public Enterprises. d. A Certificate regarding non-disclosure/sharing of confidential information with third parties. e. Annual turnover certificates & audited balance sheet for last 3 financial years (Yr. 2014-15, Yr. 2015-16, Yr. 2016-17) f. Certificate of incorporation, PAN Number & Goods & Service Tax Registration. g. Covering letter declaring the offer to be unconditional, confirming its validity for 120 days and a list of all the documents submitting along with the Bid. h. Bidder should upload scanned copy of Presentation along with Technical proposal. i. An affidavit stating the firm is not indulged in any litigation or legal issues going on in any of the judiciary body in the country j. Copy of valid partnership deed, if any, should be attached along with the technical proposal. k. Authority letter clearly mentioning details of authorized representative of the Agency to submit the proposal and to execute and complete the contract formalities should be attached along with technical proposal.
12.	Expected date (month/year) for public opening of Financial Proposals shall be intimated later.
13.	Quality cost Ratio: 70:30 (Technical Evaluation: Financial Evaluation)
14.	<p>Expected date and address for contract negotiations:</p> <p>Date: 5 days after opening of Financial proposal</p> <p>Address: 2nd Floor, Committee Room, MMRCL NaMTTRI Building, Bandra Kurla Complex, Bandra (East) Mumbai-400 051</p>

15.	Expected date for commencement of services: Immediate Basis.
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2.4 Criteria & Point System for Quality & Cost Based System:

Sr. No.	<u>Criteria</u>	<u>Points</u>
1.	<p><u>Firm's Experience</u></p> <ol style="list-style-type: none"> 1. Experience in working with Government Entities/Bodies. 2. Turnover (Minimum 10 Lakhs) (Agency shall provide documents to locate number of years' experience and establishment) 3. Agency shall provide relevant supporting documents to prove working experience with Government Organizations for similar work 	<u>25</u>
2.	<p><u>Professional Experience in Relevant Field</u></p> <ol style="list-style-type: none"> 1. Experience in Conceptualization 2. Experience in designing and execution of stall or similar work 3. 3 or more awards for similar work for Government entities 	<u>50</u>
3.	<p><u>Work Plan</u></p> <ul style="list-style-type: none"> • Understanding of the Requirements • Approach & Workplan for the following: <ul style="list-style-type: none"> -Innovative ideas and suggestions based on theme -Design & Execution of Stall 	<u>25</u>

Note: Proposals scoring less than **70%** in technical evaluation will not be considered for opening of financial bid

- a) MMRCL will assign points to the technically qualified bidders based on the technical evaluation criterion mentioned & approved by a committee constituted for evaluation/selection. The commercial bids for the technically qualified bidders will then be opened and reviewed to determine whether the commercial bids are substantially responsive. The passing score in Technical stage is 70% in the above-mentioned criteria.
- b) Bidder is required to submit necessary credentials/ documentary proof of Purchase Order/ Agreement/Completion Certificates, detailing Scope of Work, Timelines, project experience certificate etc. or relevant documents in support each of above parameters.
- c) The Technical evaluation will consist of evaluation of the bidder responses to the technical bids submitted by the bidder. The bidders proposed implementation

methodology, project management methodology will also be considered for technical evaluation.

2.4 Financial Evaluation Criteria

- a) The commercial bid has to be provided based on the format provided in the RFP on e-tendering portal.
- b) Accepted tender contract amount shall be paid in lumpsum.

SECTION 3: GUIDELINES FOR SUBMISSION OF E-TENDER

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

Location of the work:

The work is to be carried out at Chitnavis Centre, 56, Temple Road, Civil Lines, Nagpur,
Maharashtra - 440001

1.1 Time limit for completion of work:-

The work shall be completed in the stipulated period as mentioned in the LOA.

1.2 Cost of Blank Tender Form: - Rs. 590/- (Rupees Five Hundred Only) non-refundable including GST

1.3 Earnest Money 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.

1.4 **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.

1.5 **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.

1.6 **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.

1.7 **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.

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 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 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 in lumpsum over 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.

2.2 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 - B

Technical Bid

- 1. Name of the Agency:**

- 2. Date of commencement of Business (Incorporation Certificate /MSME/NSIC/34E Act/Partnership Firm):**

- 3. GST Certificate:**

- 4. EMD (with details):**

- 5. Details of the work done in last 3 financial years (Attach copy of work orders and completion certificate from competent authority):**

- 6. Any other information (Please attach separate sheet if necessary):**

DATE:

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

FINANCIAL PROPOSAL – STANDARD FORMS
FINANCIAL PROPOSAL SUBMISSION FORM

FROM: _____
M/s.

To,
The Executive Director,
Mumbai Metro Rail Corporation Ltd.
NaMTTRI Bldg., Plot No. R-13, E Block,
Bandra Kurla Complex,
Bandra (E), Mumbai – 400 051.

SUB: Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of Stall for Urban Mobility India Exhibition cum Conference (UMI)

Dear Sir/ Madam,

We, the undersigned, offer to provide the services for the above subject work in accordance with Tender provisions at and our financial offer and fees inclusive of all taxes for this work shall be as follows:

Name of the Firm		
Sr. No.	Name of Work	Rate ₹
1	Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of Stall for Urban Mobility India Exhibition cum Conference	

Yours sincerely,

M/s.....

Annexure-1

Name of work: Appointment of Agency for Designing, Manufacturing, Installation and Maintenance of Stall for 3 days for Urban Mobility India Exhibition cum Conference 2018 (UMI) at Chitnavis Centre Nagpur.

Exhibition Schedule: - 2nd to 4th November 2018 (03 Days)

Venue: - Urban Mobility India Exhibition cum Conference 2018, at Chitnavis Centre, 56, Temple Road, Civil Lines, Nagpur, Maharashtra – 440001

Sr. No.	Description of Items
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
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
3	Design, create and install a realistic 3D selfie corner includes a 3D pillar with logo, layered 3D backdrop as per instructions of employer
4	Customized fascia of the stall with signage's
5*	Providing Carpet
6*	Providing and arrangements for palm in pots for 3 days
7*	Chair and round table
8*	Overheads and miscellaneous work as per the stall requirement
9*	Dustbin, fish bowl for cards, visitor book, sweets with serving bowl.
10*	Photography charges
11*	Providing and installation of LED TV with USB provision and laptop
12*	Reception Desk
13*	Providing of Internet Connectivity high speed wi-fi
14	Flower bouquets (as required)
15	Hostess

Note: -

The items mentioned from No.5* to 13* in the above table shall be arranged on rental basis by the vendor.

Above quantities are provisioned /tentative.

Total space available for the exhibition of MMRC is approximately 300 sq. ft. (3 stalls of 100 sq.ft each)