



MUMBAI METRO RAIL CORPORATION LIMITED

(A JV- SPV of Govt. of India and Govt. of Maharashtra)
NaMTTRI Building, Plot No. R-13, E-Block Bandra-Kurla Complex, Bandra (E),
Mumbai- 400 051

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

E-Tender Notice

Mumbai Metro Rail Corporation Limited, (MMRCL) hereby invites open bids from eligible bidders through E-Tendering for **“Empanelment of INS accredited Advertisement Agency for publishing Tender Notices, Recruitment Advertisement and Corporate Advertisement of MMRCL, for a period of two years (2018-19 & 2019-2020)”** The bid document and detailed schedule is available on the portal <https://www.tenderwizard.com/MMRC>

For any additional information and help for uploading & downloading tender document, please contact MMRCL’s E-Tendering service desk at the following ID: twhelpdesk358@gmail.com
Phone No. 7666563870, 8013426317.

The last date of submission of the tender document is **16th May 2018 at 18.01 hrs.**

Any Corrigendum pertaining to this e-tender notice will be uploaded on the MMRCL website- <https://www.mmrc.com>

Date: 26.04.2018

Place: Mumbai

- Sd -

Executive Director (Planning)



**MUMBAI METRO RAIL CORPORATION LIMITED
(MMRCL)**

Empanelment of INS accredited Advertisement Agency for publishing Tender Notices, Recruitment Advertisement and Corporate Advertisement of MMRCL, for a period of two years.
(2018-2019 & 2019-2020)

TENDER COST: Rs. 590/- PER COPY (Non-refundable, including GST)

Mumbai Metro Rail Corporation Limited (MMRCL), NaMTTRI Building, 1st Floor, Plot R13, E Block, BKC, Bandra (East), Mumbai – 400 051.

DETAILED e-TENDER NOTICE

MMRCL e-Tendering portal: <https://www.tenderwizard.com/MMRC>

1. Mumbai Metro Rail Corporation Ltd (MMRC) is a 50:50 Joint Venture Company of Government of India and Government of Maharashtra established for implementing Mumbai Metro Line-3 (Colaba-Bandra-SEEPZ).
2. MMRC executing construction of Colaba-Bandra-SEEPZ Metro 3 Corridor, which is most challenging in urban city, it will change the way Mumbaikar travels hence it is important to aware the citizens and media about the project details through proper dissemination information.
3. Project activities are in progress throughout the city, the activities have direct indirect impact on the citizen's life hence there is need to ensure that MMRC activities and its approach on the relevant aspects and project related and associated initiatives are projected in right spirit.

DURATION OF EMPANELMENT:

The empanelment of the selected agency shall initially for a period of two years, which may be renewed up to one year in part of full depending upon performance of the empaneled agencies to satisfaction of MMRCL.

ELIGIBILITY CRITERIA:

1. The agency must have an INS (Indian Newspapers Society) accreditation (to be supported by documentary evidence).
2. The advt. agency must be in business for at least 5 years (to be supported by a Certificate of Incorporation).
3. The agency must have an average annual turnover of Rs.2 crore for last 3 years i.e. 2014-15, 2015-16 and 2016-17 certified by C.A (Also copies of audited balance sheet for last 3 years, IT Returns and Company PAN Card to be submitted).
4. Agency should submit at least one-year old Professional Tax Certificate.
5. Agency should submit a copy of GST Certificate
6. Agency should have served PSU/ Govt. clients for last two years with annual billing more than Rs.1 Crore (To be supported by C.A. certificate).
7. Agency should not have been barred by any department of Govt. /PSU. (An affidavit regarding the same to be submitted along with bid documents).

8. The agency must have an easy accessible office in Mumbai with staff and facilities mainly telephone, Mobile, fax, email, DTP etc. Agency must have good messenger who can come to offices at short notice.
9. The agency will have to submit Demand Draft (D.D) or Pay Order of Rs.1 Lakh (Rupees One lakh) through online payment against EMD
10. The selected agency will have to submit a Bank Guarantee of Rs.5 Lakh (Rupees five Lakh only) for security purpose.
11. The right to reject or all bids or to change the condition without assigning any reason is reserved with MMRCL

1) Online E- Tender Schedule:

Sr. No.	Tender Schedule	Bidder Schedule	Start Date & Time	End Date & Time
1.	Tender Authorization and Publishing	-----	26.04.2018 10.00 hrs.	26.04.2018 18.00 hrs.
2.	-----	Tender Document Download	27.04.2018 09.00 hrs.	16.05.2018 18.00 hrs.
3.	-----	Bid Preparation and Submission	26.04.2018 09.00 hrs.	16.05.2018 18.00 hrs.
4.	Tender Closing	-----	16.05.2018 10.00 hrs.	16.05.2018 18.01 hrs.
5.	Opening Envelope A – Tender Fees, EMD	-----	17.05.2018	17.05.2018
6.	Opening Envelope B – Technical Bid	-----	17.05.2018	17.05.2018
7.	Opening Envelope C – Financial Bid	-----	To be notify later	

- 2) Tenderers should have valid class 3 Digital Signature Certificate (DSC) having both Signing and Encryption Certificates obtained from any Certifying Authorities empaneled by Controller of Certifying Authorities India. In case of requirement of DSC, Tenderers should go to <https://www.tenderwizard.com/MMRC> and follow the procedure mentioned in the document Procedure for Digital Certificate.

- 3) Tenderers who are participating in E-Tendering for the first time will have to register and obtain User ID & Password from the above-mentioned portal.
- 4) In case of any queries, Tenderers may contact MMRCL's E-Tendering service desk at twhelpdesk358@gmail.com on any working day from 10 am to 5.30 pm (Phone No. 7666563870, 8013426317)
- 5) 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 Tenderers have to make online payment of Rs.590/- (Rupees Five hundred and Ninety only) including GST (non-refundable) as Tender Processing Fee using online payment gateway during bid preparation using i.e. Debit Card/Credit Card/Net-Banking. Tender Fee receipt can be system generated during bid preparation by the Bidder.
- 6) The tenders shall be received online on above mentioned MMRC's official e-tendering portal and opened by the Tender Committee on scheduled date and time.
- 7) If there is any amendment in the tender, the same shall be published on following MMRC's official e-Tender portals / website:
MMRCL e-Tendering Portal: <https://www.tenderwizard.com/MMRC>
MMRCL Website: <https://www.mmrc.com/>
- 8) The bidder should visit the site prior to submission of tender. The successful bidder shall have to sign an agreement manually as required. The necessary stamp fees, etc. required for completing the agreement will have to be borne by the successful bidder. Submission of a bid by a bidder implies that they have read these instructions and made himself aware of the scope of the work, conditions of contract.
- 9) The acceptance of tender will be intimated by email or by the Competent Authority to the Advertisement Agency, which shall be deemed to be an intimation of the tender given by the Company Competent to accept the tender.