



MUMBAI METRO RAIL CORPORATION LIMITED

E TENDER FOR

Empanelment of INS accredited Advertisement Agency for publishing Tender Notices, Recruitment Advertisement and Corporate Advertisement of MMRCL, for a period of two years.

Tender processing Fee: Rs. 2000/- Per Copy (Non-refundable, including GST)

Tender No. NIT/PR/Empanelment of Advertising Agency/MMRC/01

Public Relations Department, MMRC

Mumbai Metro Rail Corporation Limited (MMRCL), 202, 2nd Floor, 801 & 803, 8th Floor, Hallmark Business Plaza, Opp. Gurunanak Hospital, Sant Dnyaneshwar Marg, Bandra (East), Mumbai – 400 051.

DETAILED e-TENDER NOTICE

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

1. Mumbai Metro Rail Corporation Ltd. (MMRCL) is a 50:50 Joint Venture Company of Government of India and Government of Maharashtra established for execution of Mumbai's first fully underground metro; Colaba-Bandra-SEEPZ Metro Line-3 project with 26 underground and 1 at grade stations.
2. Digitally Signed & unconditional online offers are invited by Executive Director (Planning), Mumbai Metro Rail Corporation Ltd (MMRCL), from the qualified and experienced firms, who have provided services of similar nature and fulfilling conditions as under:

DURATION OF EMPANELMENT:

The empanelment of the selected agency shall be initially for a period of two years, which may be renewed up to one year in part or 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 from advertisement business of Rs.2 crore for last 3 years i.e., 2017-18, 2018-19 and 2019-20 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 current or one-year old Professional Tax Certificate.
- 5) Agency should furnish details of their firm about manpower, facilities available with them, past experience, INS registration, MSME status etc. in Annexure-E
- 6) Agency should submit a copy of GST Certificate.
- 7) 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).
- 8) Agency should not have been barred by any department of Govt. /PSU. (An affidavit regarding the same to be submitted along with bid documents).
- 9) The agency must have an 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.
- 10) The agency will have to submit Earnest Money Deposit through e-payment on MMRC's tenderwizard portal or submit Demand Draft (D.D) or Pay Order of Rs.1,00,000/- (Rupees One Lakh Only) against EMD from a scheduled commercial bank. If the tendered withdraws/ resiles from his offer, EMD will be forfeited.

- 11) The selected agency will have to submit a Performance Bank Guarantee of Rs.5,00,000/- (Rupees Five Lakh Only) for security purpose valid for Six months after the expiry of the contract and claim period of further six months issued by a scheduled commercial bank. (Format enclosed in Annexure F)
- 12) The right to reject or all bids or to change the condition without assigning any reason is reserved with MMRCL.
- 13) MSME bidder shall submit MSME certificate along with TReDS registration certificate, if not registered on TReDS than shall be willing to register once appointed by MMRC.
- 14) On appointment, the agency has to submit declaration on letter head having filed Income tax return in last 2 FYs (2019-20 & 2020-21) as required under section 206AB of the Income Tax Act,1961. In case of ITR of FY 2020-21 not being filed, then submit copy of ITR FY 2018-19 & 2019-20., failing which TDS at a higher rate will be deducted.

15) Online E- Tender Schedule:

Sr. No.	Tender Schedule	Bidder Schedule	Start Date & Time	End Date & Time
1.	Tender Authorization and Publishing	-----	09.08.2021 10.00 hrs.	09.08.2021 18.00 hrs.
2.	-----	Tender Document Download	09.08.2021 09.00 hrs.	30.08.2021 18.00 hrs.
3.	-----	Bid Preparation and Submission	09.08.2021 09.00 hrs.	30.08.2021 18.00 hrs.
4.	Tender Closing	-----	30.08.2021 10.00 hrs.	30.08.2021 18.01 hrs.
5.	Opening Envelope, A - Tender Fees, EMD	-----	01.09.2021 10.00 hrs.	01.09.2021 18.00 hrs.
6.	Opening Envelope B - Technical Bid	-----	01.09.2021 10.00 hrs.	01.09.2021 18.00 hrs.
7.	Opening Envelope C - Financial Bid	-----	To be notify later	

Note: Due to Covid-19 pandemic issue no physical pre-bid meeting will be conducted, instead bidders can raise their queries through email on vaidehi.more@mmrcl.com or afreen.shaikh@mmrcl.com

- 16)** 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.
- 17)** 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.
- 18)** In case of any queries, Tenderers may contact MMRCL's E-Tendering service desk at twhelpdesk358@gmail.com on any working day from 09:00 am to 8.00 pm (Phone No. 7666563870/8040482100)
- 19)** 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.2000/- (Rupees Two Thousand 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.
- 20)** 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.
- 21)** 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/>
- 22)** 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.
- 23)** 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.
- 24)** Validity period of the offer of the RFP will be **90 days** from the date of submission of the bid of the e-Tender.