

# **NOIDA METRO RAIL CORPORATION (NMRC) LIMITED**

**Application  
for  
Empanelment of Vendors**

**No. NMRC/T-155/March/2020**

**March 2020**

**Issued by:**

**Noida Metro Rail Corporation (NMRC) Limited  
Block-III, 3<sup>rd</sup> Floor,  
Ganga Shopping Complex, Sector-29, Noida -201301,  
District Gautam Budh Nagar, Uttar Pradesh, India**

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## ABOUT NMRC

Noida and Greater Noida are being developed as the industrial towns to New Delhi and more and more people from Delhi and other areas are shifting to these towns in search of fresh air, greenery and better infrastructure. There is a need of providing an efficient, reliable and comfortable transportation system for the population intending to settle in these towns and also the public coming to these areas for education, service and business.

Noida Metro Rail Corporation (NMRC) Limited is a Special Purpose Vehicle (SPV) formed for planning and executing urban transport projects in Noida, Greater Noida regions. NMRC desires to provide a world-class Public Transportation System with state-of-the-art technology. As such, the overarching criterion for setting up of NMRC is to help create an efficient, safe, reliable, economical and affordable public transport system.

## DISCLAIMER

This Application for “Empanelment of Vendors” contains brief information about the scope of work.

While all efforts have been made to ensure the accuracy of information contained in this Application Document, this Document does not purport to contain all the information required by the Applicants. The Applicants should conduct their own independent assessment, investigation and analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their application/s. Noida Metro Rail Corporation Ltd. (“NMRC” or “the Company”) or any of its employees or advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the Application Document.

NMRC reserves the right to change any or all conditions/information set in this Application Document by way of revision, deletion, updating or annulment through issuance of appropriate addendum as NMRC may deem fit without assigning any reason thereof.

NMRC reserves the right to accept or reject any or all applications without giving any reasons thereof. NMRC will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the documents to be submitted in terms of this Application Document.

**Notice Inviting Application**

1	Name of the Work	Application for empanelment of Vendors
2	Empanelment Period	1 Year with lock –in-period of Six Months
3	Method of selection	Cost Based Selection (Highest - H1)
4	Bid System (Hard Copy Submission in single stage)	Two Bid System (Technical and Financial)
5	Name of the Corporation and Official	GM/Technical Noida Metro Rail Corporation, Block-III, 3rd Floor, Ganga Shopping Complex, Sector-29, Noida - 201301 Email: nmrcnoida@gmail.com Website:www.nmrcnoida.com
6	Bid Currency	INR
7	Key Dates	Schedule
(a)	<b>Uploading of Application on NMRC website</b>	<b>19.03.2020</b>
(b)	<b>Pre Submission Meeting</b>	<b>01.04.2020, 11:00 hrs (IST) at NMRC Office, 3<sup>rd</sup> Floor, Ganga Shopping Complex, Sec – 29, Noida, UP</b>
(c)	<b><i>Last date of receipt of written queries against the Application /Pre-Bid meeting</i></b>	<b>06.04.2020 upto 18:00 hrs. Queries must also be emailed to nmrcnoida@gmail.com</b>
(d)	<b><i>NMRC response to queries (if any)</i></b>	<b>09.04.2020 till 18:00 hrs.</b>
(e)	<b>Last Date for Submission of Application in Hard Copy</b>	<b>20.04.2020 up to 15:00 hrs (IST)</b>

**GM/Technical**

## Application for Empanelment of Vendors

### 1. Background

- I. NMRC has certain policies such as
  - Policy for Birthday Party, Pre-Wedding and Other Similar Celebrations on Wheels in Noida Metro
  - Policy for Hiring of NMRC's Premises including Metro Stations, Trains and Depot for a Particular Duration
  - Policy for Leasing part of Station Parking Space for Metro MarketThe details of the policies can be found on NMRC website ([www.nmr-cnoida.com](http://www.nmr-cnoida.com)) in "Offers" section.
- II. NMRC is interested to empanel **one or more** (preferably 2) competent and resourceful vendors for providing support to the applicants in making arrangements and to promote the various initiatives of NMRC resulting in better services and experience of the users.

### 2. Duration of empanelment:

The initial empanelment will be for a period of one year with 6 months lock in period. Also, there shall be provision of subsequent extension of one year subject to periodical review of performance of the empanelled vendor/s by the NMRC. In case of unsatisfactory performance/deficiency in services, vendor will be liable for de-empanelment any time. Vendor shall intimate NMRC immediately about change of its location, change in ownership pattern if any during the empanelment period.

### 3. Scope of Work

- I. The empanelled vendor shall facilitate the applicant in order to make the required arrangements as per the NMRC policies.  
For example:  
As per Policy for Birthday Party, Pre-Wedding and Other Similar Celebrations on Wheels in Noida Metro – Applicant can opt in for the decorated category of coach/es. Thus, the empanelled vendor may provide services to decorate the proposed coach/es and other related activities.
  - It may be noted that **“Decoration” shall mean placing standees, banners, balloons, flowers on the grab handles/ poles of the metro.**
  - Further, as mentioned in the policy,
    - Artificial flowers/ party props shall be allowed with non-adhesive material.
    - Use of spray or magic candles is strictly prohibited inside the metro.
    - No spilling of liquid is allowed.
    - No permanent structure is allowed to be placed. Only temporary structure is allowed with due permission of NMRC.
    - Other facilities like Magician, Temporary tattoo artist as may be required shall be allowed subject to restrictions under “The Metro Railways (Operation and Maintenance) Act, 2002.
  - The responsibility to ensure that no damage happens to NMRC property due to decoration shall be of empanelled vendor/s.

- II. The empanelled vendor may seek required permissions from NMRC/ any other concerned authorities/ local authorities, wherever required on behalf of the applicant.
- III. The empanelled vendor shall take initiatives to promote the various initiatives of NMRC as per mentioned policies.
- IV. Successful vendors empanelment by NMRC for mentioned services is no guarantee of any future award or inclusion on a particular tenders list.

#### **4. Obligations of NMRC**

- I. NMRC shall authorize the vendor to facilitate the applicants of the mentioned policies.

#### **5. Obligations of the Empanelled Vendor/s**

The empanelled vendor/s

- I. Should be easily approachable for NMRC applicants.
- II. Should be from NCR region in order to facilitate the prospective bidders seamlessly.
- III. Should deploy at least one dedicated resource for managing the applications and the details of such resource/s shall be shared with NMRC. Any change in this resource must be intimated to NMRC.
- IV. Should keep NMRC informed regarding the application/s and their requirements, as and when received/ within 2 days of receiving of application.
- V. Shall share the list of Tariff/ payment to be charged from Applicants service wise other than the approved rental rates of NMRC's assets within 15 days of being selected and the same shall not be revised without approval from NMRC.
- VI. Shall share a semi-annual report regarding the number of applicants facilitated with respective to various services (as per policies)

**Note: NMRC's booking fees/ license fees along with Security Deposit fees must be remitted directly to NMRC by the Applicant.**

NMRC invites Applicants ("Interested parties") to submit their Applications. Based on the responses of Applications received, NMRC shall select **one or more** vendors (preferably 2) based on the received application.

#### **6. Eligibility of Applicants**

- I. Should be Sole Proprietorship Firm/Registered Partnership Firm/Public Limited Company/ Private Limited Company/ Government Organization/ Public Sector Undertaking having registered office in India.
- II. The Applicant should have undertaken at least one similar nature of work in last 5 (five) Financial Years. (2014-15, 2015-16, 2016-17, 2017-18 & 2018-19). Similar nature of work shall mean handling of public services/ events.
- III. The Applicant Firm should have a minimum average annual turnover of Rs. 50.00 Lakhs (Rupees Fifty Lakhs) during the last 3 (three) Financial Years (2016-17, 2017-18 & 2018-19).
- IV. The Applicant should neither be a black listed/debarred firm nor should its contracts have been terminated/ foreclosed by any company / department during the last 5 (five) Financial Years due to non- fulfilment of Contractual obligations.

The Applicant shall also furnish the following documentary proof:

- **For above criteria 6(I)** – Proof of legal status (such as Registration certificate of the firm/ Partnership deed/ certificate of incorporation, etc., Articles of Association and Memorandum of Association (if applicable))
- **For above criteria 6(II)** – Work experience with documentary evidence such as Completion Certificate
- **For above criteria 6(III)** – Audited Statement of accounts (Balance sheet & Profit and loss accounts) of last three Financial Years (2016-17, 2017-18 & 2018-19).
- **For above criteria 6(IV)** –Form 1: Cover Letter, which has declaration pertaining to the clause.

#### **7. Selection Process**

At first, the committee of NMRC shall evaluate the Eligibility of the applicants. All the applicants, who conform to the eligibility, their financial quote/ proposal shall be opened by NMRC.

The Selected Applicant shall be the Applicant, who quotes the **highest non-refundable lump sum annual fees to NMRC**. Basis Application, the second highest Applicant, shall be asked to match the annual fees of the highest Applicant to become the second empanelled vendor. The remaining Applicants shall be kept in reserve and may be invited to match the Financial quote/proposal submitted by the highest Applicant in case the second highest Applicant withdraws or is not selected for any reason. If none of the other Applicants match the Financial Quote/Proposal of the highest Applicant, then NMRC decision shall be as per discretion of MD, NMRC.

#### **8. Application Registration and Instructions**

- I. Applicants are advised to study all policies, instructions, forms, terms, requirements and other information in the Application carefully.
- II. Applicant shall be deemed to have applied after careful study and examination of the Application Document with full understanding of its implications.

#### **9. Submission of**

- I. All the notifications & detailed terms and conditions regarding this Application notice hereafter will be published on the NMRC website.
- II. The application should be submitted in hardcopy deadline as specified in Clause 12 in the manner mentioned below:
  - a. The **Form 1, 2 and 3** has to be submitted in “Envelope 1”, which shall be marked as **“Envelope 1: Technical Eligibility”**.
  - b. The **Form 4** has to be submitted in “Envelope 2”, which shall be marked as **“Envelope 2: Financial Quote/Proposal”**.
  - c. Both the Envelopes i.e. “Envelope 1” and “Envelope 2” need to be placed in one outer envelope marked as **“Application for Empanelment of Vendors”**
- III. Once the Application submission date and time is over, the Applicants cannot submit their Application.
- IV. Applicant shall submit all formats and suggested documentary evidence with the Application document.

#### **10. Documents to be submitted**

The Application to be submitted by the Interested Parties shall, *inter alia*, include:

- I. Cover Letter expressing interest to participate in the form and manner prescribed hereunder as Form 1;
- II. Details of the Applicant in the form and manner as prescribed hereunder as Form 2;
- III. Undertaking in the form and manner as prescribed hereunder as Form 3;
- IV. Financial Bid/ Quote in the form and manner as prescribed hereunder as Form 4.

#### **11. Date of Pre – Submission Meeting**

A pre- submission meeting shall be called on **01/04/2020 [11:00 AM]** at NMRC Office. Any change corresponding to date, if any, shall be communicated to the applicants vide NMRC website ([www.nmrcnoida.com](http://www.nmrcnoida.com))

#### **12. Date of submission**

- I. The Interested parties shall submit their respective details in aforesaid format latest by **20/04/2020 [3:00 PM]** at NMRC's herein below mentioned address:

O/o GM/Technical  
Noida Metro Rail Corporation (NMRC) Limited  
Block-III, 3<sup>rd</sup> Floor, Ganga Shopping Complex, Sector-29,  
Noida -201301  
District Gautam Budh Nagar, Uttar Pradesh  
Email: [www.nmrcnoida.com](http://www.nmrcnoida.com)  
Website: [www.nmrcnoida.com](http://www.nmrcnoida.com)

- II. Applications received by the NMRC after the specified time on the Application Due Date shall not be eligible for consideration and shall be summarily rejected.

#### **13. Clarifications**

During evaluation of Application, NMRC may, at its discretion, ask the Applicant for a clarification of his/her submission. The request for clarification and the response shall be in writing.

#### **14. Nodal Officer for Information about the Project Application**

Applicants may obtain further information/ clarifications pertaining to this Application from the office of **DGM (Operations)**, +91-120-4344481,82,83,84, Noida Metro Rail Corporation (NMRC) Limited, Block-III, 3<sup>rd</sup> Floor, Ganga Shopping Complex, Sector-29, Noida -201301, District Gautam Budh Nagar, Uttar Pradesh.

#### **15. De-empanelment for default**

NMRC without prejudice to any remedy for breach of agreement, by written notice of default sent to vendor may terminate the agreement in whole or in part.

- I. If it fails to provide any or all of the services for which it has been empanelled within the period specified in the agreement or within any extension thereof, if granted by NMRC.
- II. If the vendor fail to perform any other obligation(s) under the agreement.
- III. If in the judgment of NMRC, vendor has engaged in the corrupt or fraudulent practices in executing the agreement.

#### **16. Indemnity**



The empanelled vendor/s shall all times indemnify and keep NMRC indemnified against all actions, suits, claims and demands brought or made against it in respect of anything done or purported to be done by vendor in execution of or in connection with the services under this agreement and against any loss or damage to the NMRC along with(or otherwise), vendor/s as a party for anything done or purported to be done in the course of the execution of this agreement. The vendor/s will at time abide by job safety measures and other statutory requirements prevalent in India and will keep free and indemnify the NMRC from all demands or responsibilities arising thereof. The vendor/s will pay all indemnities arising from such incidents without any extra cost to NMRC and will not hold NMRC responsible or obligated.

**17. Arbitration**

If any dispute or difference of any kind whatsoever shall arise between the NMRC and vendor/s upon or in relation to or in connection with or arising out of agreement, shall be referred to for arbitration by the Managing Director, NMRC, who will give written award to the parties. Decision of MD, NMRC will be final and binding. Place of arbitration shall be Noida.

**18. Exit from panel**

Rates once agreed shall continue to hold good until and unless revision is agreed mutually. In case, any vendor for any reason does not wish to continue on the panel of NMRC, post 6 months lock in period, it can apply for exit from the panel by giving **one-month notice**.

**19. Language**

- I. The Applications prepared by the Applicant and all correspondence and documents relating to the applications exchanged by the Applicant and NMRC, shall be written in English/Hindi language, provided that any printed literature furnished by the Applicant in another language shall be accompanied by an English/Hindi translation in which case, for purposes of interpretation of the application, the English/Hindi translation shall govern.
- II. If any supporting documents submitted are in any language other than English/Hindi, translation of the same in English/Hindi language is to be duly attested by the Applicant.

GM (Technical)  
Noida Metro Rail Corporation (NMRC)  
Uttar Pradesh

**Note:**

- I. Once an applicant vendor is empanelled by NMRC, an agreement will be signed between both the parties, which will incorporate above mentioned terms and conditions, in addition to other standard terms and conditions.

**Formats  
for Submission of  
Application**

**Form 1: Cover Letter**

Date:

**To,**  
GM (Technical)  
Noida Metro Rail Corporation (NMRC) Limited  
Block-III, 3<sup>rd</sup> Floor, Ganga Shopping Complex,  
Noida -201301,  
District Gautam Budh Nagar, Uttar Pradesh

**Sub: Application for Empanelment of Vendors**

Dear Sir,

1. With reference to your Application document dated \_\_\_\_\_, I/We the undersigned am/are hereby expressing our Interest to be empanelled vendor of NMRC.
2. We hereby declare that we are neither black listed/debarred firm nor have contracts, which have been terminated/ foreclosed by any company / department during the last 5 (five) financial years due to non- fulfilment of Contractual obligations.
3. We hereby declare that all the information and statements made in this Application are true and accept that any misinterpretation contained in it may lead to our disqualification. Our Application is binding upon us.
4. We have prepared our application for the captioned project as specified in Application Document.

I/We hereby declare that all the information and statements made in this Application are true.

\_\_\_\_\_  
(Name and Title of the Signatory)

\_\_\_\_\_  
(In the capacity of)  
Company Seal

\_\_\_\_\_  
(Name of the Entity)

**Form 2: Details of the Applicant****1. About the Applicant**

S. No.	Particulars	Details
1 (a)	Name of Entity	
(b)	Legal Status (Sole Proprietorship Firm/Registered Partnership Firm/Public Limited Company/Private Limited Company/Government Organization/Public Sector Undertaking)  <b>(Please attach the proof)</b>	
(d)	Registered Address	
(e)	Telephone / Mobile No.	
(f)	E-Mail Address	
(g)	PAN <b>(Please attach the proof)</b>	
(h)	GST No. <b>(Please attach the proof)</b>	
(i)	Number of years of experience in the relevant field	
(j)	Brief profile of the Entity (May be submitted on separate sheet if required)	

**2. Details of individual(s) who shall serve as the point of contact/ communication for NMRC:**

S. No.	Particulars	Details (INR)
(a)	Name	
(b)	Telephone / Mobile No.	
(c)	E-Mail Address	

**3. Existing Business (As applicable)**

S. No.	Particulars	Description
(a)	Type of business	
(b)	Similar nature of work undertaken	

**3. Financial Capacity**

S. No.	Particulars	Details (INR)
(a)	2018-19	
(b)	2017-18	
(c)	2016-17	
	Average Turnover for last 3 FYs <b>(Please attach the proof)</b>	

**4. Existing Empanelment**

S. No.	Particulars	Details
(a)	Are you the authorized vendor with any other government organization? If yes, please mention the names of all the organizations, wherein you are empanelled.	

**Please note: Documents to be attached are**

- **Proof of legal status**
- **Proof of GST**
- **Proof of PAN**
- **Proof of Turnover - Audited Statement of accounts (Balance sheet & Profit and loss accounts)**

**Form 3: Undertaking**

I hereby certify that all the information furnished above are true to my knowledge. I have no objection to NMRC for verifying any or all the information furnished in this document, with concerned authority, if necessary. I also know that for submitting any wrong information my application shall be rejected summarily. I/We also agree with all the terms and condition specified.

\_\_\_\_\_  
(Name and Title of the Signatory)

\_\_\_\_\_  
(In the capacity of)  
Company Seal

\_\_\_\_\_  
(Name of the Entity)

**Form 4: Financial Quote/ Proposal**

Date:

**To,**  
GM (Technical)  
Noida Metro Rail Corporation (NMRC) Limited  
Block-III, 3<sup>rd</sup> Floor, Ganga Shopping Complex,  
Noida -201301,  
District Gautam Budh Nagar, Uttar Pradesh

**Sub: Application for Empanelment of Vendors**

I hereby declare to give non-refundable annual lump sum fees of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) (excluding applicable tax,  
if any) payable to NMRC for being the empanelled vendor of NMRC pertaining to mentioned  
scope of work.

Our Financial Proposal shall be binding upon us. We understand you are not bound to  
accept any Proposal you receive.

\_\_\_\_\_  
(Name and Title of the Signatory)

\_\_\_\_\_  
(In the capacity of)  
Company Seal

\_\_\_\_\_  
(Name of the Entity)