

## RFP for Appointment of Practising Company Secretary (CS) Firm for NMRC

### NOTICE INVITING TENDER (NIT)

E Tender No. NMRC/CS/PCSFirm/246R/269/2023

1	Name of the Bid	RFP for Appointment of PRACTICING COMPANY SECRETARY FIRM for NMRC
2	Time-period of contract	1 year; Extension may be granted for 2 years
3	Method of selection	Cost Based Selection (Lowest –L1)
4	Bid Processing Fee	Rs 2,360/- (Rupees Two Thousand Three Hundred Sixty Only) through RTGS/NEFT only payable in favour of Noida Metro Rail Corporation Limited.
5	Earnest Money Deposit (EMD)	Rs. 20,000/- (Rupees Twenty Thousand Only)
6	Bid System	Two Bid System (Technical and Financial)
7	Name of the Corporation and Official	Executive Director Noida Metro Rail Corporation, Block-III, 3rd Floor, Ganga Shopping Complex, Sector-29, Noida 201301 Email: <a href="mailto:nmrcnoida@gmail.com">nmrcnoida@gmail.com</a> Website:www.nmrcnoida.com
8	Bid Validity Period	180 days
9	Bid Language	English
10	Bid Currency	INR
11	Key Dates	Schedule
	Uploading of Bid Document	02.05.2023
	Pre-Bid Meeting	09.05.2023 (11:30 Hrs.)
	Last Date Receipt of Pre- Bid Meeting	16.05.2023
	Last Date of Bid Submission	23.05.2023 (11:30 Hrs.)
	Date of Technical Bid Opening	24.05.2023 (11:30 Hrs.)
12	Consortium to be allowed	No
13	Sub-contracting is allowed	No
14	Account details	<b>For Bid processing fee &amp; EMD</b> State Bank of India (04077) – Sector 18, Noida Gautam Budh Nagar, UP -201301 IFSC Code: SBIN0004077 <b>A/c No. 37707840592</b> <b>Noida Metro Rail Corporation Ltd.</b>

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**Note: (i)** Tender Cost and Tender Security is exempted for Micro & Small Enterprises (MSEs) registered with District Industries Centre or Khadi & Village Industries Commission or Khadi & Village Industries Board or Coir Board or National Small Industries Corporation or Dte. of Handicraft & Handloom or any other bodies

Specified by Ministry of Micro, Small & Medium Enterprises for appropriate category “”, and have valid registration certificate as on date of tender submission.

The MSEs would not be eligible for exemption of tender security if they do not have valid registration as on the date of tender submission.

The tenderers seeking exemption from ‘tender security’, being MSEs, shall ensure their eligibility w.r.t above and submit registration certificate issued by the body.

In absence of any of the above requirements no exemption for ‘tender security’ will be allowed and tenderers eligibility shall be dealt as if they are not registered with MSEs.

No further clarification shall be sought on the above.

1. In case the bidder who has been exempted Tender Cost/Tender Security being Micro & Small Enterprise, and;
  - (i) withdraws his Tender during the period of Tender validity; or
  - (ii) becomes the successful bidder, but fails to commence the work (for whatsoever reasons) as per terms & conditions of Tender; or
  - (iii) refuses or neglects to execute the contract; or
  - (iv) fails to furnish the required Performance Security within the specified time,

The bidder shall be debarred from participating in future tenders for a period of 1 year from the date of discharge of tender/date of cancellation of NOA/annulment of award of contract as the case may be. Thereafter, on expiry of period of debarment, the bidder may be permitted to participate in the procurement process only on submission of required Tender Cost/ Tender Security.

Further the Employer may advise the authority responsible for issuing the exemption certificate to take suitable actions against the bidder such as cancellation of enlistment certificate etc.