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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 1 year
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: nmrcnoida@gmail.com 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	19/08/2020
	Pre-Bid Meeting	25/08/2020 1100 hrs (IST)
	Last Date Receipt of Pre- Bid Queries	01/09/2020
	Last Date of Bid Submission	08/09/2020up to 1500 hrs (IST)
	Date of Technical Bid Opening	09/09/2020, 1100 hrs (IST)
12	Consortium to be allowed	No
13	Sub-contracting is allowed	No
14	Account details	For Bid processing fee & EMD State Bank of India (04077) – Sector 18, Noida Gautam Budh Nagar, UP -201301 IFSC Code: SBIN0004077 A/c No. 37707840592 Noida Metro Rail Corporation Ltd.