

MUMBAI METRO RAIL CORPORATION LIMITED
NaMMTRI Building R13 E Block Bandra Kurl Complex Bandra (East) Mumbai 400051

E-mail: asst.admin@mmrcl.com
Website: <https://www.mmrcl.com/en>

☎ 022-26384614/ 26384660 | Fax: 022-26591264 / 26594152
dated 25.09.2018

E-Tender Notice

1. Mumbai Metro Rail Corporation Limited (MMRCL) intends Providing A/c & Non A/c Vehicles like Indica/Wagon R, Indigo, Swift dezire, Honda City, Innova, OR equivalent vehicles etc. on Monthly Rental Basis and on daily basis for year 2018-2019.
2. The tender document is available on MMRCL website <https://www.mmrcl.com/en> from which it can be downloaded by the bidder MMRCL e-Tendering Portal: <http://www.tenderwizard.com/MMRC>
3. Summary of the E-Tender notice is as follows:

E-Tender Reference	Particulars
E-Tender No.	MMRCL/Admin/Rental Vehicle/2018/E-Tender
Subject of E-Tender	Providing A/c & Non A/c Vehicles like Indica/Wagon R, Indigo, Swift dezire, Honda City, Innova, OR equivalent vehicles etc. on Monthly Rental Basis and daily basis for year 2018-2019.
Estimated E-Tender Amount	Rs.3,20,00,000/-
E-Tender document Fees	Rs.25,000/-
Earnest Money Deposit (EMD)	Rs.3,00,000/-
Security Deposit / Bank Guarantee (5%)	Rs.16,00,000/-
Tender Opening Date	From Dt. 17.10.2018 at 11.30Hrs.
Tender Closing Date	On or before Dt. 16.10.2018 at 18.00 Hrs.
Pre Bid Conference	Dt. 27.09.2018 @ 15.00 Hrs in MMRCL.
Date & Time (Hrs.) for online opening of Tender Document	a) Technical bid opening Dt.17.10.2018 at 11.30 Hrs. b) Financial bid opening Dt. 22.10.2018 at 11.30Hrs.
Registration of Vendors	From Dt. 25.09.2018 at 11.00 Hrs. onwards
Contact Person	Officer on Special Duty (Administration), MMRCL Ph – 022-26384615
For details, please refer e-tendering E- tendering site: www.tenderwizard.com/MMRC Help: Please contact Tender wizard helpdesk at Mobile No.: 7666563870/8356932487	

4. Selection of bidder will be strictly on the basis of fulfillment of the eligibility criteria and considering past performance.
5. MMRCL reserves the right to reject any or all of the tender offers/cancel the entire procedure, without assigning any reasons thereof.

Note: All eligible bidders are mandated to get enrolled / registered on E-tendering portal.

Sd/-

MUMBAI METRO RAIL CORPORATION LIMITED

NaMMTRI Building R13 E Block Bandra Kural Complex Bandra (East) Mumbai 400051

E-Tender Notice

Mumbai Metro Rail Corporation Limited (MMRCL) invites bids from eligible Bidder through E-Tender. Details are as under

Sr.No.	Parameters	Details		
1	Tender/Bid No.	MMRCL/Admin/Rental Vehicle/2018/E-Tender		
2	Division	Administration		
3	Name of Tender/Bid	Providing A/c & Non A/c Vehicles like Indica/Wagon R, Indigo, Swift dezire, Honda City, Innova, OR equivalent vehicles etc. on Monthly Rental Basis for year 2018-2019.		
4	Contact Details	Officer on Special Duty (ADMINISTRATION), Administration Division. Tel : 26384614 / 26384660 Email : asst.admin@mmrcl.com		
5	Important dates	Milestone	From Date/Time	To Date/Time
		Bid document download	25.09.2018 (11.00 hrs)	16.10.2018 (18.00 hrs)
		Pre Bid meeting	27.09.2018 (15.00 hrs)	
		Bid Preparation and Submission	25.09.2018 (11.00 hrs)	16.10.2018 (18.00hrs)
<p>The E-Tender can be downloaded from http://www.tenderwizard.com/MMRC And for any e-tendering support, mail MMRCL e-tendering Helpdesk at twhelpdesk358@gmail.com or call Helpdesk no. 7666563870/8356932487</p>				

Online E-Tender Schedule

Sr.No.	Tender Schedule	Bidder Schedule	Start Date & Time	End Date & Time
1	Tender Authorization and Publishing	-----	25.09.2018 (11.00 hrs)	16.10.2018 (17.00 hrs)
2	-----	Tender Document Download	25.09.2018 (11.00 hrs)	16.10.2018 (17.00 hrs)
3	-----	Bid Preparation and Submission	25.09.2018 (11.00 hrs)	16.10.2018 (18.00 hrs)
4	Tender Closing	-----	-----	16.10.2018 (18.00 hrs)
5	Opening -Tender Fees, EMD	-----	17.10.2018 (11.00 hrs)	17.10.2018 (11.00 hrs)
6	Opening -Technical Bid	-----	17.10.2018 (11.00 hrs)	17.10.2018 (11.00 hrs)
7	Opening -Financial Bid	-----	22.10.2018 (11.30 hrs)	22.10.2018 (11.30 hrs)

A. Guidelines for submission of e-Tender

MMRCL invites bids for Providing A/c & Non A/c Vehicles like Indica/Wagon R, Indigo, Swift dezire, Honda City, Innova, OR equivalent vehicles etc. on Monthly Rental Basis for the period of one year or till the requirement exist. The interested agencies / companies, who are experienced in providing Rental Vehicle Services and comply following conditions, may submit bids:-

1. Bidders 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.
2. Bidders who are participating in e-tendering for the first time shall have to obtain User ID & password from the above mentioned portal.
3. Tender Document and Supporting can be downloaded for reference purpose from the e-Tendering Portal of MMRCL (www.tenderwizard.com/MMRC) during the period mentioned in the tender notice. Interested Bidders have to make online payment of Rs.25,000/- (Rupees Twenty Five Thousand only) inclusive of MVAT (nonrefundable) as Tender Processing Fee using online payment gateway during bid preparation. Tender Fee receipt can be system generated during bid preparation by the Bidder.
4. Tender Fee receipt must be uploaded during bid preparation by the bidder.
5. The tenders shall be received online on above mentioned MMRCL official e-Tendering portal.
6. Validity period of the offer of the tender will be **180** days from the date of opening of the financial bid of the e-tender.
7. The lowest bidder will have to submit the rate analysis of all major items if called for.
8. Bidder should upload scanned attested photocopies of all documents on above mentioned MMRCL official E-Tendering portal & produce in original on request by MMRCL at any stage from e-Tender opening.
9. A statement showing names of partners, Directors, etc. of the firm with complete address of each should be uploaded to above mentioned MMRCL official e-Tendering portal and authorized person on behalf of firm should sign e-tender using digital signature certificate.
10. The acceptance of tender will be intimated by email or otherwise by the authority competent to accept the tender or by the higher Authority of MMRCL, to the contractor, which shall be deemed to be an intimation of the tender.
11. Successful bidder shall have to submit signed copy of tender manually to the department.
12. MMRCL reserves the right to verify financial transaction of contractor in his Bank / Financial Institutions. Contractor should give authority to that effect along with his accounts number and

Bank/ Financial institution name & address. Any changes / modification may be communicated to MMRCL immediately.

13. If there is any amendment in the tender the same shall be published on following MMRCL's official e-Tender portals / website:-

MMRCL Portal: <http://www.tenderwizard.com/MMRC>

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

14. In case of any queries, Bidders may contact MMRCL's e-tendering service desk at <http://www.tenderwizard.com/MMRC> on any working day from 9 a.m. to 8 p.m. (Phone No. **7666563870**) or at the address given above.
15. The tender documents can be downloaded only online from aforesaid website, within aforesaid date.
16. The bidder should have to submit their appropriate bids online, well in advance within aforesaid date & time. The scan copy of EMD receipt and tender fees receipt should be submitted online along with the bid.
17. The Technical Bid will be opened online on **17.10.2018** at **11.00hrs** and thereafter successful bidder will be allowed to participate in Financial Bid which will be opened on **22.10.2018** at **11.30hrs** on website.
18. MMRCL will not be responsible for non-submission of bid due to any website related problems.
19. The undersigned reserves the right to cancel the tender at any time without assigning any reason.
20. MMRCL reserves the right to accept or reject or cancel any tender or relax any part of the tender offer without assigning any reasons thereof.
21. In case of any discrepancy decision of **General Manager (Admin) is final and binding on the bidder.**

B. General Instructions to Bidders

1. The Earnest Money Deposit (EMD) of **Rs.3,00,000/- (Rupees Three Lakhs Only)** refundable without interest should be paid through RTGS / NEFT mode or Online Banking.
2. The successful tenderers will have to deposit Security Deposit of **Rs.16,00,000/-** in the form of Demand Draft in favour of “Mumbai Metro Rail Corporation” issued by a nationalized or scheduled bank payable to Mumbai.
3. Conditional bids shall not be considered and will be out rightly rejected in very first instance.
4. All original documents to be scanned and uploaded in Technical Bid should be valid, authentic, clear and legible.
5. It is to be ensured that the complete information as required by this office may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.
6. The technical bid shall be opened on the scheduled date and time (Dt.17.10.18 @ 11.00hrs), in the Conference Room of MMRCL, Nammitri Building, R-13, E Block in the presence of Authorized representatives of the Agency, if any, who wish to be present at the time of opening the tender.
7. The Financial Bid of only those tenderers will be opened whose Technical Bids are found in order. The Financial bid shall be opened at later stage. The scheduled time and venue etc. will be communicated to only those firms whose technical bids are found in order.
8. The Agency shall not be allowed to transfer, assign, pledge, sublet or sub-contract its rights and liabilities under this contract to any other agency.
9. The successful Agency will be required to execute an agreement with MMRCL within the period specified in the award letter.

All bidders must note that this being E-tender, bids received only through online on E-tendering portal www.tenderwizard.com/MMRC shall be considered as an offer. ***Any bid submitted in paper form will not be received and opened and shall be summarily rejected.***

Step 1: Registration of Applicants/Bidders

- Go to website: www.tenderwizard.com/MMRC.
- Click on “Register Me” button.
- Fill in their desired User ID, Company Details by their own.
- Vendor in possession of DSC Class III may insert Digital Signature Certificate token in computer’s USB drive, and click on “Update Digital Signing Certificate Serial No. From USB token”. A new PKI based Signer Certificate” window will open. Browse your Signer Certificate, enter token password and click on Register.
- For those without DSC, it is mandatory to apply for the DSC.
- Do not enter special character(s) in any field except “Email Address”, “Website (URL)” and “Alternative Email Address”.

- Then click on “Create profile”.
- You will be forwarded to “Document Upload” screen. Upload documents as specified in previous page. After uploading is completed, click on “Finish Upload”.
- You will be forwarded to Payment screen. Make registration payment.
- The User ID and system generated password with payment confirmation will appear on the next screen which can be printed for future reference.
- For enabling the User ID, forward the registration acknowledgement to twhelpdesk680@gmail.com and twhelpdesk753@gmail.com along with a Request Letter.
- Download the format for Request letter from Home page (available under Click to view Latest Circulars / Format). Letter should be duly signed with rubber stamp.

Step 2: Apply digital signature (known as “digital signature certificate”): following registration a token (data card) will be issued to the registered company.

- **Applying Class III Digital Signature Certificate: (token issued upon registration)**
- The applicant/bidder is required to apply for a class III Digital Signature Certificate (DSC). Digital Signature Certificate which is obtainable from either the authorized agencies of CCA (Controller of Certifying Authorities in India www.cca.gov.in).
- **Procedure for submission of E-tender by bidder:**
- Interested bidders who wish to participate should visit website <http://www.tenderwizard.com/MMRC> which is the ONLY website for bidding their offer. Further, the procedure is as follows:
 - Register your company in website www.tenderwizard.com/MMRC for obtaining a Login ID and Password (after paying necessary registration charges). This is one time annual payment and applicable for bidding other tenders also.
 - Using the login ID, password and digital signature, enter the tender portal to purchase the tender document.
 - Pay processing fees and tender cost through e-payment gateway.
 - With the payment of processing fee and tender cost, the bidder can download the ‘Technical bid’ (Microsoft Excel file ‘Technicalbid.xls’) and ‘Financial bid’ (Microsoft Excel file ‘Financialbid.xls’) by clicking on the link “Show Form”.
 - Download the ‘Technical bid’ and ‘**Financial bid**’ and save them without changing the file name. Fill up your quotations, save them. Then upload the ‘Technical bid’ and ‘Financial bid’ in appropriate links.
 - Attach supporting documents first in “Document Library”. Then attach them by selecting in particular tender.
 - Submit your tender. You will receive a system generated “Acknowledgement Copy” of tender submission.
 - Bidder can change quoted rates any time before of closing date & time.
 - Bidder must submit the offer before the online closing date & time. The website will automatically stop accepting the offer after online closing date and time.
 - Bidder manual & system requirement is available on website www.tenderwizard.com/MMRC for necessary help.
 - All Bids must be uploaded on-line on E-Tendering portal. www.tenderwizard.com/MMRC before the time and date specified in the pre-qualification Data sheet / Bid Data sheet.
 - Being e-tenders the bidders will not be able to upload bids after the designated time of bid submission.

- The Applicants/Bidders are advised to keep in touch with the e-tendering portal www.tenderwizard.com/MMRC for updates.
- N.B: Bidders are requested to refer to the Vendor's manual by downloading the Vendor's Manual by visiting www.tenderwizard.com/MMRC and clicking on "Help Manuals".

Bidders should ensure that his system is virus free. MMRCL shall not be responsible for any blank or document which is corrupt due to virus infection.

Bidder manual & system requirement is available on website www.tenderwizard.com/MMRC for necessary help.
