

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

**Notice Inviting Tender (NIT)**

**E tender No. NMRC/GA/Printed Stationery/2025/354R2/384**

**Rate Contract for Supply of Printed Stationery in NMRC**

**May 2025**

**Issued by:**

**Noida Metro Rail Corporation (NMRC) Limited Block-  
III, 3<sup>rd</sup> Floor,**

**Ganga Shopping Complex, Sector-29, Noida -201301, District  
Gautam Buddha Nagar, Uttar Pradesh, India**

**Rate Contract for supply of Printed Stationery in NMRC**

**1.1 GENERAL**

1.1.1 Noida Metro Rail Corporation Ltd. invites Open e-tender through e-tendering system (i.e. Technical and Financial bid) from eligible applicants who fulfill qualification criteria as stipulated in NIT/RFP for “**Rate Contract for Supply of Printed Stationery in NMRC**”.

1.1.2 The key details are as follows:

1	Name of the Bid	Rate Contract for supply of Printed Stationery in NMRC
2	Approximate Cost of Work	INR 71,70,844/- (including GST)
3	Time-period of contract	24 Months
4	Method of selection	Cost Based Selection (Lowest -L1)
5	System of Tendering	Single stage Two Packet/Bid System (Technical bid and Financial bid to be submitted together on e-Tender portal.)
6	Bid Processing Fee	INR 5,900/- (including GST) (Rupees Five thousand nine hundred only) through RTGS/NEFT only payable in favour of Noida Metro Rail Corporation Limited
7	Earnest Money Deposit (EMD)	INR 1,43,417.00/- through RTGS/NEFT only payable in favour of Noida Metro Rail Corporation Limited
8	Financial Bid to be submitted together with Technical Bid	Yes
9	Name of the Corporation’s official for addressing queries and clarifications	GM/Fin. & HR/GA Noida Metro Rail Corporation Limited, Block-III, 3rd Floor, Ganga Shopping Complex, Sector-29, Noida 201301 Email: <a href="mailto:gmfinance.nmrc@gmail.com">gmfinance.nmrc@gmail.com</a> Website: <a href="http://www.nmrcnoida.com">www.nmrcnoida.com</a> , <a href="http://etender.up.nic.in">http://etender.up.nic.in</a>
10	Bid Validity Period	180 days
11	Bid Language	English
12	Bid Currency	INR
13	<b>Schedule of Bidding Process</b>	
	Task	Key Dates
	<b>Uploading of Bid</b>	30-05-2025
	<b>Pre-bid Meeting</b>	06-06-2025 (11:30 hrs) at NMRC Head office, Sector 29, Noida
	<b>Last date of receipt of Pre-bid Queries</b>	06-06-2025 (17:30 hrs)
	<b>Last date of issuing amendment, if any</b>	13-06-2025
	<b>Last Date of Bid Submission</b>	23-06-2025 (15:00 hrs)
<b>Date of Technical Bid Opening</b>	23-06-2025 (15:30 hrs)	

**Rate Contract for supply of Printed Stationery in NMRC**

14	JV/Consortium to be allowed	<b>No</b>
15	Account details	<b>For Bid Processing Fee &amp; EMD</b> State Bank of India (04077) – Sector 18, Noida Gautam Budh Nagar, Uttar Pradesh -201301 IFSC Code: SBIN0004077 <b>A/c No. 37707840592</b> <b>Noida Metro Rail Corporation Ltd.</b>

**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 Dpt. 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:

- a. Either they are not registered for appropriate category.
- b. Or 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 under which they are registered which clearly mentions category of registration i.e. **valid code of supply items/ office administrative/ office support/ Business Support Activities/ Stationery items/ Printed Material supply/ Printed Paper Supply**.

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 MSMEs.

No further clarification shall be sought on the above.

1. JV/Consortium is not permitted.
2. 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

**1.2 Minimum Eligibility Criteria:**

The Bidder's competence and capability is proposed to be established by the following parameters. The Bidder should meet all the criteria given in this section:

**Rate Contract for supply of Printed Stationery in NMRC**

- a) Sole proprietorship, registered partnership firm (including LLP), public limited company, private limited company can submit the Bid. The firms and the companies should be registered in India.
- b) The Bidder should have completed in India during last 7 (Seven) years period ending last day of month previous to the one in which the bids are invited should be either of the following:
- i. One similar completed work costing not less than the amount equal to Rs. 57.37 Lakh (Fifty-Seven Lakh Thirty Seven Thousand rupees only)  
OR
  - ii. Two similar completed works each costing not less than the amount equal to Rs. 35.85 Lakh (Thirty Five Lakh Eighty Five Thousand only)  
OR
  - iii. Three similar completed works each costing not less than the amount equal to Rs. 28.68 Lakh (Twenty- Eight Lakh Sixty Eight Thousand Rupees only)

**Definition of Similar Work: Supply of Printed Stationery in any Metro Organization/ Central govt./ State govt./PSU/Private Firm of repute.**

- c) **Bidders are required to enclose copies of the work orders and work completion certificate in support of the same with the Technical-Bid. Work completion certificate clearly indicating the nature/scope of work, actual completion cost and actual date of completion for such work without proper and valid certificates from the Employers, bid will be rejected.**
- d) The Bidder should have minimum average annual turnover of **Rs. 71.71 Lakh (Seventy One Lakh Seventy one Thousand rupees only)** in the last 3 (three) audited Financial Years (2021-22, 2022-23, 2023-24) preceding the Bid Due Date.
- e) Profit before Tax (PBT) during any of the financial year should be positive during immediately preceding 3 audited financial years (2021-22, 2022-23 and 2023-24).
- f) NMRC/any other Metro Organization (100% owned by Govt.) / Ministry of Housing & Urban Affairs / Order of Ministry of Commerce, applicable for all Ministries must not have banned business with the tenderer (including any member in case of JV/consortium) as on the date of Bid submission for "Rate Contract for supply of Printed Stationery in NMRC". The tenderer should submit undertaking to this effect in Form-7 of Tender.
- g) The Bidder should be registered with the Goods and Services Tax Authority.

**Note:**

Bidders are required to go through the website <http://etender.up.nic.in> for submitting the e- bid.