

Instructions to Applicant

- 1.0 The application for the Walk –In-Policy scheme will be received through online Google Form which is open for a period of four weeks i.e. 28 days starting from **01.09.2022 upto 18 : 00 Hrs on 28.09.2022** . The online Google Form will be submitted to e-mail Id nmrcnoida@gmail.com and nmrcwalkin@gmail.com both. Applicant must submit single Google Form for one or more Metro Station(s) as per their choice, eligibility and turn over criteria.
- 2.0 Eight Metro Stations are offered for the Co-Branding and Outdoor advertising Rights along with Inside Station Advertisement Rights through the Walk-In-Policy. The applicant can submit their application either for the Scope of Work as “Co – Branding and Outdoor Advertising Rights of Metro Station only **or** for Indoor Advertisement Rights of Metro Station only **or** for both as per their choice. The tenure of the contract will be of Ten (10) years with a lock – in – period of 2 years. The selection of successful eligible applicant will be done on H1 financial quote basis among the applications received within stipulated time period for individual/particular Metro Station and Scope of work.
- 3.0 Eligible applicant (Refer eligibility criteria as per Annexure – 2) shall be required to submit the duly filled **online Google Form** along with required documents and requisite application/Bid processing fee of Rs. 10,000/- upfront i.e. online pay the application/Bid processing Fee in the below mentioned designated Bank account and submit the UTR No. in the Google Form (Mandatory). The complete RFP along with requisite documents duly filled, signed and complete in all respect along with requisite EMD (Rs. 7.50 lacs for each Metro Station) must be submitted in Hard copy. The EMD can be submitted either through online or DD mode in the below mentioned bank detail. The following document (duly signed and filled) must be submitted in hard copy to the NMRC office after the submission of Google form within stipulated time period of 28 days for further necessary action:-
 - a) Complete RFP/Walk –In – Policy document each page duly signed and stamped by the applicant
 - b) Proof against payment of application/Bid processing fee (Non-refundable) and EMD (refundable) duly signed by the applicant.
 - c) Duly filled and signed Annexure – A of RFP.
 - d) Online submission of Google Form – Annexure – B of RFP
 - d) Duly filled and signed Annexure – C, D, E, I, J and K of RFP
 - e) Duly Filled and signed Annexure – F, G, H of RFP (As per format if applicable)
 - f) Documents establishing the eligibility of the applicant duly signed by the applicant and certified by the chartered accountant (wherever applicable)
 - g) Proof of EMD submission (Detail of UTR No.) or DD in physical form.
 - h) Duly filled and signed Annexure – 6 (Financial Quote by the applicant).

Non-submission of any of the above mentioned applicable documents will lead the cancellation of application treating it non-responsive and non-compliant. NMRC at its discretion may seek clarifications/some additional documents from the applicant post submission of application through Google Form and during evaluation of application. NMRC also reserves the right to accept or reject any application and to annul the Selection Process and reject all application/s, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. NMRC also reserves the right to reject any application at any time; if a material misrepresentation is made or uncovered. Any decision taken by NMRC management will be final & binding on the applicants.

- 4.0 The submission of online Google Form will be entertained from prospective applicants for a stipulated time period only. Online Google Form/application received after predefined stipulated time period will be rejected out rightly.

5.0 The applicant must pay application processing fee of Rs. 10,000/- (Inclusive of GST & Non-refundable in nature) through online mode only at the time of online Google Form submission & requisite EMD against each intended inventory (EMD for each Metro Station is Rs. 7.50 lacs) of Metro Station either through online mode or in the form of DD at the time of hard copy submission. The application/bid processing fee and EMD must be paid in the below mentioned bank details:-

HDFC Bank A/c No.	-	50200035332880
IFSC Code	-	HDFC0004715
Account Name	-	Noida Metro Rail Corporation Ltd PB A/C

The EMD of successful applicant will be forfeited if

- a) If successful applicant withdraws its application during the period of scrutiny/award of contract and
- b) If successful applicant does not honor the Notice of Award issued by NMRC or fails to sign the License Agreement with the *NMRC*.

The successful applicant's EMD will be adjusted with Performance Bank Guarantee/ or with *1st Advance License Fee and the EMD* of the ineligible/unsuccessful applicant will be refunded without incurring any interest at the earliest.

6.0 The applicant shall be required to submit Hard Copy of requisite documents as under :-

- i) All requisite documents except Annexure – 6 (Financial Quote) in **Envelope – 1 (Sealed)**
- ii) Annexure – 6 (Financial Quote/Proposal) in **Envelope – 2 (Sealed)**
- iii) Both Envelope – 1 & 2 in Envelope – 3 (Sealed) super scribed as “**Application Under the Walk-In-Policy of NMRC**” within stipulated time period at the below mentioned address:-

O/o GM Technical
NMRC Ltd. 3rd Block, 3rd Floor
Ganga Shopping Complex
Sec 29 Noida, 201301 UP

7.0 The contract of intended inventory will be awarded to the eligible applicant at the more or equal to minimum reserve price quoted in the financial quote form (Annexure – 6) on H1 financial quote basis. In case two or more technically qualified applicants quote the same price, then such applicants alone will given an opportunity to better their rates through separate sealed quotations. The applicant with highest rate offer in such quotation will be taken as successful applicant. **The Financial Quote of H1 applicant for intended Scope of work for intended Metro station will be converted into license fee for 1st year post award of the contract.**

8.0 NMRC will notify the successful applicant in writing, by letter (Notice of Award)/e-mail/fax, that its application has been accepted. The acceptance of NOA and subsequent payments by successful applicant will constitute the formation/*execution* of the License Agreement.

9.0 The successful applicant shall have to sign the License Agreement with relevant document as mentioned in the RFP. The License Agreement draft along with other related terms and conditions will be same as furnished in this RFP. Any refusal will not be allowed.

Noida Metro Rail Corporation Limited