

2. NOTICE INVITING BIDS

2.1. Uttar Pradesh Metro Rail Corporation Ltd. (UPMRCL) invites open Tender from established and qualified Communication Agencies (“Communication Agency”) who fulfil qualification criteria stipulated in tender document for the work **“KNPAGPR-01: Engagement of Communication Agency for Kanpur & Agra Metro Projects.**

2.2. Key Details:

1	Cost of Tender Document	Rs. 23,600/- (inclusive of 18% GST) (In form of Demand Draft in favour of “Uttar Pradesh Metro Rail Corporation Ltd.” Payable at Lucknow).
2	Tender Security Amount	Rs. 2,50,000/- (Refundable to unsuccessful applicants)
3	Period of Contract	36 Months
4	Tender documents on sale	05.05.2020 to 29.05.2020
5	Last date of seeking clarifications	04.06.2020
6	Pre-bid meeting	04.06.2020 @ 15:00 Hrs
7	Last date of issuing Reply to Pre-bid queries & issue of addendum (if any)	11.06.2020
8	Date & Time of submission of Tender	22.06.2020 upto 15:00 Hrs
9	Date & Time of opening of Tender	22.06.2020 at 15:30 Hrs
10	Date for Strategy Presentation	Will be informed later
11	Tender Validity Period	180 Days from the date of submission of the tender as above.
12	Authority & place for purchase of tender documents, seeking clarification and submission of completed tender documents	Chief Engineer/ Contract, Uttar Pradesh Metro Rail Corporation, Administrative Building, Vipin Khand, Gomti Nagar, Near Dr.Bhimrao Ambedkar Samajik Parivartan Sthal, Lucknow-226010, Uttar Pradesh. Email: cecontractlmrc@gmail.com

2.3 Minimum Eligibility Criteria

- a. The agency should have at least 5 years of experience in the field of Communication / PR or advertising. Enclose copy of work orders / agreements / experience certificates, etc. of Public Relations / Corporate Communications job undertaken in last 5 years.
 - b. The agency should have Average Annual Turnover of **Rs. 2.5 crore** (from PR, advertising, social media, event management) in the last 3 financial years (i.e. 2016-17, 2017- 18 and 2018-19). CA certificate to be attached.
 - c. The agency should have atleast one of its branch in the state of Uttar Pradesh.
 - d. Tenderer shall submit with his tender a Tender Security/Earnest Money Deposit for a sum of **Rs. 2, 50,000/-** (Rs. Two Lakh Fifty Thousand only) in the form of Demand Draft in favour of Uttar Pradesh Metro Rail Corporation Ltd, payable at Lucknow from a scheduled commercial bank. The tender security shall be submitted in a sealed envelop clearly marked on the top “**Tender Security for KNPAGPR-01**”.
- 2.4. Any tender not accompanied by an acceptable Tender Security shall be rejected the Employer considering it as a non-responsive and their Technical Package shall not be opened and if opened then it will not be evaluated. No post bid clarification shall be sought on tender security.
- 2.5. The tender security of the unsuccessful bidders shall be released upon receipt of Unconditional Acceptance of “Letter of Acceptance” by the successful bidder.
- 2.6. EMD of the successful agency will be converted into Security deposit. The Security deposit will remain with UPMRC till the validity of contract. The Security deposit will be refunded after three months of the successful completion of the Contract, after due settlement /adjustment of damages, if any, that may be imposed under the terms of Contract.