



CIN: U74899 DL 1995 GOI 068150

दूरभाष Tel. : 23417910/12
फैक्स Fax : 23417921

दिल्ली मेट्रो रेल कॉर्पोरेशन लि० DELHI METRO RAIL CORPORATION LTD.

(भारत सरकार एवं दिल्ली सरकार का एक संयुक्त उपक्रम)
(A JOINT VENTURE OF GOVERNMENT OF INDIA AND GOVT. OF DELHI)

No. DMRC/20/III-848/2022

Date: 23.09.2022

LETTER OF ACCEPTANCE

M/s MS Support Services Pvt. Ltd.

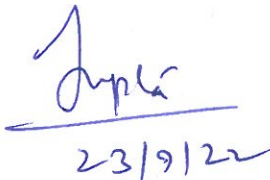
Khasra No. 378, 4th Floor, Sri Sai Complex,
Above ICICI Bank Ltd., Old Delhi-Gurgaon Road,
Kapashera, New Delhi- 110037
Phone: 011-46037330/31/32,
Mobile: 09871371577, 9871757773
Email: dharmendra.sethi@mssspl.in

Sub: Contract DMRC/STENO-01R/2021: Providing Graduate Stenographers at Metro Bhawan and other offices of DMRC in Delhi & NCR Region.

Ref: (i) Your online Tender submission on e-tendering portal for the subject work opened on 18.05.2022.
(ii) Post bid clarification asked online on 12.08.2022.
(iii) Your reply to post bid clarifications submitted online on 25.08.2022.
(iv) Opening of financial bids online on 05.09.2022.

Dear Sir,

1. With reference to above, Letter of Acceptance (LOA) is hereby issued to you for the above-mentioned work at the total cost of **Rs. 11,38,10,367.90 (Rupees eleven crores thirty-eight lakhs ten thousand three hundred sixty-seven and paise ninety only)** including all taxes, duties, levies, royalties etc. except GST which will be paid extra as applicable.
2. This 'Letter of Acceptance' is sent herewith to you in duplicate. You are required to return one copy of it duly signed by you on all pages indicating "Unconditional Acceptance" thereof so as to reach the undersigned within one week of the receipt of this letter (as per Clause F3 of Instructions to Tenderers ITT).
3. This Letter of Acceptance shall be treated as '**Notice to Proceed**' as defined in Clause 8.1 of GCC and the period of work shall be **03 years** (Three Years) from **01.10.2022**.


23/9/22

Page 1 of 3 (DMRC/STENO-01R/2021)

4. You shall ensure full compliance with Tax Laws of India with regard to this contract and shall be solely responsible for the same. You shall keep the employer fully indemnified against your liability of tax, interest, penalty etc. in respect thereof, which may arise.
5. You are instructed to register yourself with DMRC Vendor Payment Portal for payments etc. as per procedure annexed as Annexure-A.
6. **Deputy General Manager/ Admin** of this organization will be the 'Engineer' for this contract.
7. You are requested to contact **Deputy General Manager/ Admin** immediately for further necessary action in this matter and to start the work.
8. All the work shall be executed in accordance with the specifications stipulated in Tender.
9. It may please be noted that until a formal agreement is executed, this letter will constitute a binding Contract between you and DMRC. Please take necessary action as required vide Clause Nos. F4 and F5 of Instructions to Tenderers (ITT) regarding signing of agreement and submission of performance security.

Thanking you,

Yours Sincerely,



(R.K. Gupta)

Sr. General Manager/Contracts
For and on the behalf of Delhi Metro Rail Corporation Ltd.

Encl.: Annexure-A.

Annexure-A

In order to facilitate contract management and ensure timely processing of requests made by the vendor, DMRC has implemented the Vendor Payment Portal that will allow the vendor to register themselves, raise payment requests, modify vendor information and request variation in contract. The portal will provide updates to the vendor and DMRC of the current status of the process and help to ensure timely action.

To register on the portal, follow these steps:

1. Go to: <https://vpp.dmrc.org>
2. Click on vendor sign up button
3. Enter the required contact information and contract details.
4. The information about nodal officer may be obtained from engineer-in-charge
5. Click on submit button.
6. You will get the message "Your request has been sent to the nodal officer for verification. Once verified, you will receive notification via email and sms".

In case of any queries, click the help button on the landing page:

1. Queries can be sent on the following email id : vpp.support@dmrc.org
2. User manual is available by clicking the button: "Download vendor user manual" on the help page.



23/9/22