



# 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/Tender(O&amp;M)/OVC-1317/2023/1360/5417

Date:04.05.2023

## LETTER OF ACCEPTANCE

**M/s Earthood Services Pvt. Ltd.**  
**409-410, Tower B4, Spaze iTech Park**  
**Sec-49, Sohna Road**  
**Gurugram, Haryana-122018**  
**Mob.No. 9821658665**

**Sub: Contract: OVC-1317: Green House Gases (GHG) Accounting for Operation Activities at Metro Bhawan and Operational Line-4.**

**Ref :**(i) Your Online technical and financial bid opened on 18.04.2023  
(ii) Your Post Bid reply submitted on 01.05.2023

Dear Sir,

1. With reference to above, Letter of Acceptance (LOA) is hereby issued to you for the above mentioned work at total cost of **₹9,80,000/- (Rupees Nine Lakhs Eighty Thousand Only) including all taxes, duties, octroi, royalties and levies etc.**
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 seven days of the receipt of this letter.
3. This "Letter of acceptance" shall be treated as "Notice to Proceed" as defined in clause 8.1 of GCC and the completion period for this work is **06 (Six) months** from the stipulated date of commencement of work.
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. Sr. DGM/Environment of this organization will be the 'Engineer' for this contract.

04/05/2023

हरीश कुमार / Harish Kumar

उप मुख्य अभियंता/निविदा/ओ एंड एम /Dy. CE/Tender/ OSM  
दिल्ली मेट्रो रेल कॉर्पोरेशन लि/ Delhi Metro Rail Corp. Ltd.  
मेट्रो भवन, फायर ब्रिगेड लेन/ Metro Bhawan, Fire Brigade Lane,  
बाराखंबा रोड, नई दिल्ली-11/ Barakhamba Road, New Delhi-11

6. You are requested to contact the 'Engineer' immediately for further necessary action in this matter and to start the work within 7 days from the date of issue of this L.O.A. or as per the instructions of 'Engineer'.
7. All the works shall be executed in accordance with the specifications stipulated in Tender.
8. 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 within 45 days from the issue of Letter of Acceptance and submission of performance security within 30 days from the date of receipt of LOA. Further, it is pertinent to mention that delay in submission of performance security shall attract penal interest/lead to termination as per clause 4.2 of GCC.
9. Vendors are to register themselves on the vendor payment portal on receiving the LOA. The instructions to do the same are provided in Annexure-A.

Thanking you,

Yours sincerely,  
For Delhi Metro Rail Corporation Limited

  
04/05/2023

(Harish Kumar)

Dy. CE/Tender (O&M)

हरीश कुमार / Harish Kumar  
उप मुख्य अभियंता/निवेदा/ओ एंड एम / Dy. CE / Tender / O&M  
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मेट्रो भवन, फायर ब्रिगेड लेन / Metro Bhawan, Fire Brigade Lane,  
बाराखम्बा रोड, नई दिल्ली-11 / Barakhamba Road, New Delhi-11

## **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](mailto:vpp.support@dmrc.org)**
2. User manual is available by clicking the button: " Download vendor user manual" on the help page