



**MMTC LIMITED, NEW DELHI**  
(A Govt. of India Undertaking)

**ADMINISTRATION DIVISION**

**TENDER DOCUMENT**

No. MMTC/Admin/Printing/2020-21

Dated 06.11.2020

**E-NIT FOR EMPANELMENT OF PRINTERS FOR UNDERTAKING PRINTING JOB**  
**Time schedule for various e-tender related events**

Start date for Downloading tender document	<u>06.11.2020</u>	From 1530 Hrs
Last date for Downloading tender document	<u>01.12.2020</u>	Up to 1430 HRS
Due date of tender submission (Technical & Price Bid)	<u>01.12.2020</u>	Up to 1500 HRS
Technical Bids opening Date	<u>02.12.2020</u>	at 1100 HRS

EMD	:	Rs. 20,000/- (Rupees Twenty Thousand only)
Non-refundable tender Participation Fees	:	Rs.500/- (Rupees Five Hundred Only)
Period of contract	:	The agreement shall remain valid initially for a period of one year with a provision of an extension / renewal for a further period upto another one year on same rates, terms and conditions.

The submission and opening of bids will be through e-tendering process. Tender document can be downloaded from the MMTC website <https://mmtc.abcprocure.com>, [www.mmtclimited.com](http://www.mmtclimited.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in)

**SPECIAL TERMS & CONDITIONS FOR e-TENDER**

1. For any technical issues difficulties pertaining to the e- Procurement portal bidders are advised to get in touch with the service providers helpdesk:

<b>Vendor's Queries</b>	<b>Contact Numbers</b>	<b>Mail ID</b>
New Bidder Registration (Portal Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	<u>+91-(79)- 68136 866</u>	<u>info@abcprocure.com</u>
	<u>+91-(79)- 68136 878</u>	
	<u>+91-(79)- 68136 845</u>	
	<u>+91-(79)- 68136 841</u>	
<b>Mr. Himanshu (Dedicated Helpdesk for MMTC)</b>	<b><u>+91 9265562826</u></b>	<u>delhi.support@eptl.in</u>
For Only, Technical Assistance related to e-Tender or e-Auction filling/ submitting (Offsite Team).	<u>+91-(79)- 68136 833</u>	<u>support@abcprocure.com</u>
	<u>+91-(79)- 68136 854</u>	
	09374519729	<u>pankesh@eptl.in</u> <u>fany.shah@eptl.in</u>
	<u>+91-(79)-6813 6849</u>	
<u>+91-(79)-6813 6849</u>		
<u>+91-(79)-6813 6850</u>		
<b>HELPDESK TIMINGS: 1000 HRS to 1830 HRS IST - MONDAY TO FRIDAY</b> <b>(Exclusions: MMTC HOLIDAYS)</b>		

2. The bidder shall have valid Class-III Digital Signature Certificate (DSC) (with signing and encryption) issued from licenced Certifying Authorities operating under Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) in India. The details of the licensed CA's are available on [www.cca.gov.in](http://www.cca.gov.in) wherein details have been mentioned.
3. The bidders shall be asked to register on the e-portal so as to have a valid user id for accessing e-tendering/ e-auction portal of MMTC.
4. For minimum system requirements clients/bidders should be asked to refer to home page of the URL <https://mmtc.abcprocure.com> under tab Download/ Minimum System Requirements- V2.0
5. Bidders shall be advised to print and save bid submission receipt on submission of bids.
6. Earnest money in physical form should reach us on or before closing date and time oftender.

# MMTC LIMITED

Core 1, SCOPE COMPLEX LODHI ROAD, NEW DELHI 110 003

## E-NIT FOR EMPANELMENT OF PRINTERS FOR UNDERTAKING PRINTING JOB

### TENDER DOCUMENT

MMTC Limited, a Government of India Enterprise invites E-bids for applications for empanelment of printers for undertaking printing jobs from experienced and competent agencies having its office and supply point in Delhi/NCR only. Interested bidders fulfilling minimum eligibility criteria as mentioned below may submit their bid along with the following set of documents. Self certified scanned copies of following documents are required to be furnished through e-mode in the TECHNICAL BID. However, hard copy of Technical Bid with EMD shall be sent in physical mode as well so as to reach the Office of General Manager (Admin), 2<sup>nd</sup> floor, Core- I, SCOPE Complex, Lodhi Road, New Delhi – 110003 before **1500 HRS IST of 01.12.2020**. Format for Technical bid is placed at Annexure - I and that of financial bid is at Annexure – II.

#### Submission of Bid:

1. Bidders are hereby requested to submit their e-bids in the following format:
2. The Earnest Money envelope and the non-refundable Participation Fees envelope, along with Technical e-bid envelope, addressed to GM (Admn.), MMTC Limited, Core 1, SCOPE Complex, 7 Lodhi Road, New Delhi 110 003, shall be dropped in the tender box, marked with name of work and placed in the Administration Division, 2<sup>nd</sup> Floor of MMTC Office in SCOPE Complex on or before due date and time specified in the bid.
3. “Under Public Procurement Policy (PPP) issued by the Ministry of Micro, Small and Medium Enterprises, Government of India for Micro & Small Enterprises (MSEs), a minimum of 25% share out of the total procurement of goods and services by Central Ministries/Departments/PSUs are to be made from MSEs. Further out of the 25% target of annual procurement from MSEs, a sub-target of 5% annual procurement from MSEs owned by SC/ST Entrepreneurs and an additional 3% reservation for the Women owned MSEs within the above 25% reservation. Preference will be given to firms registered with the M/o MSME as per guidelines prescribed under MSMEs Act, 2006.”
4. In case the party is registered with Ministry of MSME/its authorized agencies. the bidder is required to submit registration certificate and store details in addition to above. The MSMEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.
5. Opening of Earnest Money, Participation Fees and Technical e- bids would take place simultaneously on the date and time of bid opening in the presence of the intending bidders or their authorized representatives who may wish to be present.
6. Technical e-bids received and opened shall then be evaluated by the Evaluation Committee of MMTC as per Eligibility Criteria as mentioned in Clause 26 of this NIT.
7. MMTC will open the “Financial E-bids” of all the technically qualified Bidders. The intimation of date, time and venue of the opening of the “Financial E-bids” shall be informed separately through e mail/ fax/ telephonically to such bidders.
8. MMTC does not own any liability if the e-bids are not submitted within due date and time as per requirement.
9. Sealed envelopes containing EMD & Participation Fees received after due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. MMTC shall not be responsible for late receipt of the EMD, Participation Fees and Technical E-bids envelopes submitted by any bidder. The bidders may depute their authorized representatives at the time of opening of the bid with authority letter.

10. MMTC reserves the right to extend the deadline for submission of e-bids by issuing an amendment in which case all rights and obligation of the MMTC and the bidders previously subject to the original deadline will then be subject to the new deadline.
11. Withdrawal or modification of a bid after submission of e-bids may result in the forfeiture of the EMD and non-refundable Participation Fees.  
N.B. – Financial bid or rate should not be reflected in any case in the Technical Bid.
12. Documents to be enclosed while submitting e-bids through e- mode:
  - (a) Earnest Money of Rs. 20,000/- (Rupees Twenty thousand only) : (Through physical mode only ) Demand Draft/pay order of required amount of Earnest Money issued in favour of "MMTC Limited" payable at Delhi required to be deposited in a sealed cover. Following information should be marked on the face of the sealed envelope:  
Name of Party ....  
Tender No .....  
Earnest Money Amount and Issuing Bank with Date ...
  - (b) Participation Fees of Rs.500/--(Rupees Five hundred only) : (Through physical mode only ) Demand Draft/pay order of required amount of non-refundable Participation Fees issued in favour of "MMTC Limited" payable at Delhi required to be deposited in a sealed cover. Following information should be marked on the face of the sealed envelope:  
Name of Party ....  
Tender No .....  
Participation Fee Amount & Issuing Bank with Date ...
  - (c) Technical Bid (Through e-mode and physical mode):  
The following Documents scanned images (in PDF format) stamped & signed by the Authorized Signatory to be uploaded with the on-line Technical Bid (these documents need not be digitally signed):
    - i.** Techno-Commercial Bid (as per format given in Annexure-I)
    - ii.** Complete bid document as a token of acceptance of Terms & Conditions.
    - iii.** Documents as per "Eligibility criteria" Clause No.26 of bid document.
  - (d) Financial Bid : (Through e mode only) : Financial bid as per enclosed Format in Annexure - II.
13. The e-bids will be received up to 1500 hrs on last date of receipt of bids. E-Technical bids of bidders who have submitted the valid & requisite EMD and non-refundable participation Fees will be opened on the **02.12.2020** at 11:00 hrs in the presence of the representatives of the bidders present.
14. The EMD and Participation Fees of the bidder shall be forfeited
  - a.** If the bidder withdraws the bid during the period of bid validity
  - b.** In case the successful bidder fails to accept Letter of Award (LOA) within the stipulated period mentioned in LOA.
  - c.** Besides forfeiture of EMD and Participation Fees, bidder shall not be considered for participation in any bidding process for next three years in MMTC.
15. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after successful completion of the contract. The EMD of unsuccessful bidders will be returned after completion of bidding process and award of work without interest. The EMD amount is liable to be forfeited in the event of unsatisfactory work and or delay in execution of the work entrusted or in case of failure on the part of the printer. The EMD will be refunded to the printer on successful completion of the contract period without any interest.

16. The successful bidder shall have to execute an agreement with MMTC immediately after issuance of Work Order. The agreement shall remain valid initially for a period of one year with a provision of an extension / renewal for further period upto another one year on same rates, terms and conditions. However, no escalation in rates quoted by the bidder shall be permitted during the currency of the agreement / extended period(s).
17. During the operation of the contract, if it is established that the printer is not able to complete the job assigned in time, the contract can be terminated by giving one month's notice period and the job will be awarded to another Printer at their cost, expenses and risk.
18. On placement of work order, the Printer is required to execute the job within the specified delivery period. In case of failure, to supply the printed/finished material within the specified time, including reasons beyond the printer's control, there will be deduction in the bill submitted beyond the delivery date @ 10% per work on the total cost of the job.
19. In case the work is not done as per the specifications/requirement, MMTC will be at liberty to straight away reject the entire material without paying any compensation on any ground.
20. MMTC will place the job orders on the Printers as per the requirement from time to time during the contract period.
21. The bid shall remain valid for a period of three months from the date of opening of the e-bids.
22. The rates quoted shall be valid for one year ( or extended period) from the date of acceptance of the Tender documents. No request for increase in the rates and during the tenure of contract period shall be entertained under any circumstances or on any account.
23. One set of samples (duly signed and stamped by the authorized signatory) along with specifications to be enclosed in the tender for the items quoted by the participants.
24. Rates to be quoted in the prescribed format only and only in e- mode (as per the format in the Financial Bid placed at Annexure II). Rates submitted separately will not be considered.
25. MMTC reserves the right to empanel / award work to one or more agencies for the jobs without assigning any reason(s) thereof.

**26. ELIGIBILITY CRITERIA:**

Bidders are to submit the Techno Commercial details online as well as in physical mode in the format at Annexure-I. Bidder should have following qualification:

A	The agency should have minimum three (3) preceding years of Current work experience in the field of printing and/or related work to various agencies of repute in Delhi/ NCR (Attach copies of work orders).
B	The agency should be on the panel of Government Organizations/ Public Sector Banks/ Reputed Private Sector Companies etc. (Attach copies of work orders).
C	The agency must be having its office and supply point in Delhi/NCR only.
D	The agency should be an income tax assesses having valid PAN number and having filed its return for the last three assessment years (copies of IT-returns to be furnished along with a copy of the PAN Card).
E	Copy of GSTIN Registration to be enclosed (if applicable).

**27. RATES AND PRICES**

Bidders should quote the rates through online mode only in the format given at Annexure-II. Incomplete e-bids will summarily be rejected. The rates quoted by the bidder shall be valid till the final completion of the job.

The rates quoted should be inclusive of all statutory duties, levies, excise and customs. However, GST as applicable shall be extra.

Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD and action(s) as deem fit by MMTC.

No additional freight or any other charges, etc., would be payable by MMTC. The rates quoted shall also include the salvage value.

Successful bidder shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under any applicable/new act or order of Government. MMTC in no way, whatsoever, will be responsible in this regard and MMTC remains harmless during tenure of contract.

**28. Taxes and duties**

All statutory dues, taxes, duties, levies, excises, cess and VAT, GST etc. which may be imposed by the Central Govt. and / or local authorities shall be paid by the successful bidder ; and successful bidder undertakes to keep the MMTC indemnified against any liability arising on account of excise, sales tax, turnover tax, purchase tax, VAT, GST (which ever applicable)and other statutory local taxes levies including penalty, interest levied by any statutory authorities and payment / settlement of such taxes / levies demanded by concerned authorities shall be the exclusive responsibility of the successful bidder during the currency or conclusion of the contract.

Any type of liability arises, if any, during the transaction/contract period or in future which is associated directly or indirectly with the transaction execution herein will be on account of successful bidder who shall accept it without any demur or protest.

**29. Payment:**

- The successful bidder shall submit his/her monthly GST complied bills in triplicate to MMTC, Corporate Office for further necessary action. The payment shall be released after necessary deductions. The payment will be made through e-payment system only in the bank account of the successful bidder.

**B) TERMS FOR PAYMENT:**

- Payment of bills, which are ready in all respects, shall be endeavored within 3 weeks of receipt of bill at MMTC.
- Any clarification/correction/modification, if required, in the bill will be sought from the successful bidder/supplier/service provider within 1-2 working days from the date of submission of bills in MMTC and same shall be re-submitted after making required corrections, to MMTC within the next 2-3 working days except in exceptional circumstances. In this case, the date of receipt of bill at MMTC will be the date on which the corrected bill, ready in all respects, is resubmitted by the vendor in MMTC, CO.

**30. Modification.**

Any modification of the Contract/agreement shall be in writing and signed by an authorized representative of each Party which shall form the part the existing contract.

**31. Relationship between the Parties**

- a) Nothing in the Agreement constitutes any fiduciary relationship between the MMTC and Selected Bidder/ Bidder's Team or any relationship of employer employee, principal and agent, or partnership, between the MMTC and Selected Bidder.
- b) No Party has any authority to bind the other Party in any manner whatsoever except as agreed under the terms of the Agreement.
- c) MMTC will not be under any obligation to the Implementation successful bidder except as agreed under the terms of the Agreement.

**32. No Assignment:**

The Selected Bidder shall not sub-contract, transfer, assign or otherwise part with the tender/Agreement or any part thereof, either directly or indirectly or transfer any interest, right, benefit or obligation under the agreement.

**33. Waiver**

The failure of either party to enforce or to exercise at any time or for any period, any term of or any right pursuant to this tender/agreement shall not be construed as a waiver of any such term or right and shall in no way affect that party's right later to enforce or exercise it.

**34. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY**

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date / deficiency in service will entail a pre- estimated pre-determined liquidated damages equal to 5% of the value of total contract price.

**35. EVALUATION CRITERIA**

The responsive bid/s will be first evaluated on the basis of Techno-commercial parameters listed in Annexure-I. Financial bid/s of such bidders who meet the techno- commercial parameters will thereafter be opened and the bidder quoting lowest amount will be awarded the contract.

**36. INDEMNITY:**

The successful bidder undertakes to fully indemnify and at all times keep MMTC fully indemnified and harmless against any actions, sanctions, claims, losses, demurrage, demands, expenses or costs whatsoever that MMTC may incur and / or suffer on account of any default on the part of the successful bidder in the discharge of the obligation under this agreement, including but not limited to the claims on account of any other circumstances incidental to the scope of work. In case, successful bidder fails / has failed to give the services as agreed in the tender, scope of work, terms and condition, subsequent agreement, undertaking or if MMTC at its sole discretion considers that the successful bidder is not in a position to fulfill its obligations, MMTC may without being obliged to do so and without prejudice to any of its other rights and remedies, repudiate this agreement and procure the scope of work done at the cost and risk of the successful bidder from alternative sources. The provisions of the aforementioned indemnity clause shall survive the termination of this agreement.

**37. Arbitration Clause :**

“Any dispute or difference whatsoever arising between the parties relating to construction, interpretation, application, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the “SCOPE” and the award made in pursuance thereof shall be final and binding on the parties.”

**38. Compliance with Laws**

- a) The Selected Bidder shall comply with the laws in force in India in the course of performing the Agreement/contract.
- b) If during the tenure of work stipulated herein, successful bidder may found violating any laws, norms attributed & applicable from this tender/subsequent agreement, in such event, the successful bidder will be solely liable to face the consequence of violation, inasmuch, the successful bidder may keep MMTC safe and indemnify from any of the losses/risk which may occasioned by non-performing any statutory rules, regulation or law in force.

**39. FORCE MAJEURE**

If at any time during the existence of this agreement either party is unable to perform in whole or in part any obligations under this agreement because of war, hostility, military operations, civil commotion, sabotage, quarantine, restrictions, acts of God and acts of Government, fires, floods, explosions, then the date of

fulfilment of any obligations engagement shall be postponed during the time when such circumstances are operative.

If operation of such circumstances exceeds one months, either party shall have the right to refuse further performance of the agreement in which case neither party shall have the right to claim eventual damages. The party which is unable to fulfil its obligations under the present agreement shall, within 15 days of occurrence of any of the causes mentioned in this clause inform the other party of the existence or termination of the circumstances preventing the performance of the agreement. In case either party invoking the force majeure clause, it is incumbent on him to submit the documentary evidence to that effect from the competent government authority

#### **40. APPLICABLE LAW AND JURISDICTION**

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.

#### **41. Holiday Listing:**

Notwithstanding anything contained in this Agreement, MMTC's policy for Holiday-Listing of any agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under this agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealing or take any curative measures with the agency(s) in accordance with the policy in force.

#### **42. FRAUD PREVENTION POLICY:**

All the bidders shall be required to certify that they would adhere to the Fraud Prevention Policy of MMTC and shall not indulge themselves or allow other (working in MMTC) to indulge in fraudulent activities and that they would immediately apprise the organization of the fraud/suspected fraud as soon as it comes to their notice. Concealment of facts regarding their involvement in fraudulent activities in connection with the business transaction(s) of MMTC is liable to be treated as crime and dealt with by the procedures of MMTC as applicable from time to time.

#### **43. Termination Clause**

##### **Right to Terminate the Process**

MMTC reserves the right to cancel the agreement/contract placed on the selected bidder and recover expenditure incurred by MMTC under the following circumstances:-

- a) The selected bidder commits a breach of any of the terms and conditions of the bid/subsequent agreement. The bidder goes into liquidation, voluntarily or otherwise.
- b) If the selected bidder fails to complete the assignment/deliver the services as agreed herein/subsequent agreement and as per the time lines and guidelines prescribed in this TENDER and subsequent Agreement and the extension if any allowed, it will be a breach of agreement. The MMTC reserves its right to cancel the agreement in the event of delay and forfeit the bid security/Performance security deposit as liquidated damages for the delay.
- c) In the event of the successful bidder being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a successful bidder passing any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the bidder/successful bidder failing to comply with any of the conditions herein specified, the MMTC shall have the power to terminate the agreement/contract *with* one month notice period.



- d) In case the selected bidder fails to deliver the services as stipulated in the agreement/contract, MMTC reserves the right to procure the same or similar services from alternate sources at the risk, cost and responsibility of the selected bidder.
- e) After award of the agreement, if the selected bidder does not perform satisfactorily or delays execution of the agreement, MMTC reserves the right to get the balance agreement executed by another party of its choice by giving 15 days notice for the same. In this event, the selected bidder is bound to make good the additional expenditure, which MMTC may have to incur in executing the balance agreement. This clause is applicable, if for any reason, the agreement is cancelled.
- f) MMTC reserves the right to recover any dues payable by the selected Bidder from any amount outstanding to the credit of the selected bidder, including the pending bills and/or invoking the performance security deposit under this agreement.

**44. Consequences of Termination**

- a) In the event of termination of the Agreement/contract due to any cause whatsoever, [whether consequent to the stipulated term of the Agreement or otherwise], MMTC shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity of the Service(s)/scope of work intended under the present tender which the successful bidder shall be obliged to comply with and take all available steps to minimize loss resulting from the termination/breach, and further allow the next successor to take over the obligations of the erstwhile successful bidder in relation to the execution/continued execution of the scope of the Agreement.
- b) Nothing herein shall restrict the right of MMTC to invoke the Guarantee and other guarantees, securities furnished, enforce Indemnity of successful bidder and pursue such other rights and/or remedies that may be available to MMTC under law or otherwise against successful bidder.
- c) The termination hereof shall not affect any accrued right or liability of either Party nor affect the operation of the provisions of the Agreement that are expressly or by implication intended to come into or continue in force on or after such termination.

**45. General:**

**Entire Agreement**

The terms and conditions laid down in this Tender, scope of work, subsequent agreement and all annexures thereto as also the Proposal and any Attachments/annexes thereto shall be read in consonance with and form an integral part of the Agreement.

The subsequent Agreement/contract constitutes the whole of the agreement between the Parties relating to the matters dealt with herein along with any allied exchange correspondence and, save to the extent otherwise provided herein, no undertaking, representation, term or condition relating to the subject matter of subsequent Agreement/contract not incorporated in this Agreement/contract shall not be binding on either of the Parties.

All provisions and the various clauses of subsequent Agreement/contract are, notwithstanding the manner in which they have been grouped together or linked grammatically, severable from each other. Any provision or clause of subsequent Agreement/contract which is or becomes unenforceable in any jurisdiction, whether due to voidness, invalidity, illegality, unlawfulness or for any other reason whatever, shall, in such jurisdiction only and only to the extent that it is so unenforceable, be treated as pro non scrip to and the remaining provisions and clauses of subsequent Agreement shall remain of full force and effect. The Parties declare that it is their intention that Agreement would be executed without such unenforceable provision if they were aware of such unenforceability at the time of execution hereof.

46. No alternative offer shall be considered.
47. MMTC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all e-bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of MMTC's action.
48. MMTC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all e-bids, at any time prior to placement of order, without thereby incurring any liability.
49. MMTC shall not in any manner whatsoever be responsible for any sufferings or mis-happening or compensation to the workers/officials of the service provider/successful bidder for holding of this event and service provider/successful bidder shall be personally and exclusively responsible for the same.
50. All previous correspondence entered into by the company before entering into this tender shall be null and void and the terms of this empanelment / tender supersedes the previous advice/acceptance in this regard.
51. Any clarification on the documents may be obtained from:-

**Mr S K Dutta**

Chief Manager (Estate)  
MMTC Limited, Core-1, SCOPE Complex  
New Delhi-110003  
Telephone No: 011-24381338

## **INSTRUCTIONS TO BIDDERS TENDER SUBMISSION PROCEDURE:**

The bidder shall submit the tender in two bid system. PART – I shall be TECHNICAL BID, PART – II shall be FINANCIAL BID.

The bidder shall enclose the following papers, documents with the Bid:

### **ENCLOSURES TO PART – I (THROUGH E-MODE & PHYSICAL MODE):**

1. E-TENDER DOCUMENTS ALONG WITH THE COMPLETION CERTIFICATES ISSUED BY THE CLIENTS WHERE WORKS HAVE BEEN EXECUTED, COPIES OF LOI/ AWARD LETTER ETC OF SIMILAR NATURE/TYPE SHOULD BE ENCLOSED AS A PROOF INCLUDING WORKS EXECUTED IN MMTC LIMITED/ DELHI-NCR. **If submitted – tick (yes)**
2. **EARNEST MONEY DEPOSIT OF RS. 20,000/- (Rupees Twenty Thousand Only) IN THE FORM OF DEMAND DRAFT/PAY ORDER IN FAVOUR OF ‘MMTC LIMITED’ PAYABLE AT ‘NEW DELHI’.** **If submitted – tick (yes)**
3. **NON-REFUNDABLE PARTICIPATION FEES OF RS. 500/- (Rupees Five Hundred only) THROUGH DD/ PAY ORDER IN FAVOUR OF ‘MMTC LIMITED’ PAYABLE AT ‘NEW DELHI’ ALSO SHALL HAVE TO BE SUBMITTED.** **If submitted – tick (yes)**
4. PROOF IN SUPPORT OF VALID REGISTRATION WITH STATUTORY AUTHORITIES: COPY OF GSTIN REGISTRATION TO BE ENCLOSED (IF APPLICABLE). **If submitted – tick (yes)**
5. THE AGENCY SHOULD BE AN INCOME TAX ASSESSEE HAVING VALID PAN NUMBER AND HAVING FILED ITS RETURN FOR THE LAST THREE ASSESSMENT YEARS (COPIES OF IT RETURNS MAY BE FURNISHED ALONWITH A COPY OF THE PAN CARD). **If submitted-tick (yes)**
6. In case the party is registered with Ministry of MSME/its authorized agencies, he is required to submit registration certificate and store details in addition to above. The MSMEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006. **If submitted-tick (yes)**
7. THIS IS TO CONFIRM THAT IN CASE OF ACCEPTANCE OF OUR TENDER BID, WE DO HEREBY UNDERTAKE TO CARRY OUT THE SAID WORKS AS PER OUR ALL INCLUSIVE QUOTED RATES (IN INDIAN RUPEES) UNDER THE LAID DOWN TERMS, CONDITIONS, SPECIFICATIONS, ETC IN THIS TENDER. WE ALSO CONFIRM THAT THE WORK SHALL BE DONE WITHIN THE STIPULATED PERIOD AS PER THE TERMS AND CONDITIONS OF THIS E-NIT. **If submitted- tick (yes).**

### **Foot Notes:**

1. The empanelment / tender shall be liable for rejection at the option of the MMTC Limited, if the party fails to submit any one of the above documents.
2. It should be noted that no price / rate indication directly or indirectly be reflected in anyway in the Part – I (Technical Bid).

**ENCLOSURES TO PART – II (THROUGH E-MODE ONLY):**

1. FINANCIAL BID in prescribed format DULY FILLED AND SIGNED.

**FOR MMTC LIMITED**

**S K Dutta  
Chief Manager (Estate)  
MMTC Limited, Core-1,  
SCOPE Complex, 7,  
Institutional Area, Lodhi  
Road, New Delhi –  
110003.**

## TECHNO-COMMERCIALBID

1	<b>Details of Bidder</b>			
	Name			
	Address			
	Contact Person's			
	i. Name & Design.			
	ii. Address			
	iii Tel No.		Landline	
			Mobile	
	iv. Email ID			
2	PAN No. (Please upload photocopy)			
	Has the copy of PAN been uploaded?			
3	VAT/Service Tax No.			
	Has the copy of VAT/ Service Tax			
4	Details of experience in the field of printing job:		<b>S.No.</b>	
			<b>Name &amp; Address of Govt. Organization</b>	
5	EMD details Please upload copy of DD/BC		Amount: Rs.20,000/- DD/BC No.: Dated : Drawn on	
6	Non-refundable participation fee tender		Amount: Rs.500/- DD.BC No.: Dated: Drawn on:	

7	In case of a MSME, Registration Certification from Ministry of MSME/its authorized agencies be uploaded	
8.	Please upload copies of work order of executing similar works/ completion certificates issued by client in support of their claims of executing similar works	

(Signature of Authorized Signatory)

Name:

Designation:

Seal:

**FORMAT FOR PRICE BID**

(To be submitted on-line mode only)

**LIST OF ITEMS/ PRICE BID**

(RS)

-	NAME OF ITEMS	PACKING	UNITS	RATE (in words)	RATE (in figures)
1	File Cover 13x10 Bilingual 500 gsm	25	100		
2	Letter Head General A-4 size 95 gsm	100	100		
3	DO Letter Head on imported paper A-4 size 95 gsm	100	100		
4	DO Letter Head on imported paper A-8 size 95 gsm	100	100		
5	White Envelopes 10x4 90 gsm	25	100		
6	White Envelopes 6x4 90 gsm	25	100		
7	Green Envelopes plain 12x10 90 gsm	25	100		
8	Green Envelopes plain 12x16 90 gsm	25	100		
9	Green Envelopes with jali 12x10 80 gsm	25	100		
10	Green Envelopes with jali 12x16 80 gsm	25	100		
11	Plastic Folder with Clip	25	100		
12	Plastic Folder without Clip	25	100		
13	Log Book ordinary binding 30 sheets in each 80 gsm		One Pc.		
14	Log Book ordinary binding 100 sheets in each 80 gsm		One Pc.		
15	Multi purpose Register leather binding 200 sheets 80 gsm		One Pc.		
16	Stationery Register leather binding 13 set 12 page 80 sheets 80 gsm		One Pc.		
17	Peon Book Ord. binding 50 sheets 80 gsm		One Pc.		
18	TA/DA Register leather binding 200 sheets 80 gsm		One Pc.		
19	Foreign TA/DA Register leather binding 100 sheets 80 gsm		One Pc.		
20	VAT/TDS Register leather binding 200 sheets 80 gsm		One Pc.		
21	Spiral Pad with Ivory binding & with Logo 100 sheets 58 gsm		One Pc.		
22	Meeting Pad ord. binding 15 sheets with Logo 100 sheets 58 gsm		One Pc.		
23	Note Sheet Pad in packet of 100 sheets A-4 size with logo 95 gsm		One Pc.		
24	ALTC Claim form 70 gsm one side printing 100 sheets in one pad bilingual		One Pad		
25	ALTC Claim Form 70 gsm of 100 sheets in one pad bilingual		One Pad		
26	Leave Application one side printing bilingual 100 sheets 70 gsm		One Pad		
27	On duty form one side printing bilingual 100 sheets 70 gsm		One Pad		
28	Monthly stationery form bilingual one side printing 100 sheets 70 gsm		One Pad		

29	Supplementary form one side printing bilingual 100 sheets 70 gsm		One Pad		
30	Photo paper demand form one side printing bilingual 100 sheet 70 gsm		One Pad		
31	Cartridge demand form one side printing bilingual 100 sheets 70 gsm		One Pad		
32	Overtime claim form bilingual printing both side 100 sheets 70 gsm		One Pad		
33	Fresh Flat allotment form bilingual 100 sheets 70 Gsm		One Pad		
34	Temporary Allotment form bilingual 100 sheets 70 Gsm		One Pad		
35	Flat Allotment letter bilingual 100 sheets 70 gsm		One Pad		
36	Allotment Rules bilingual 100 sheets 70 gsm		One Pad		
37	Application form for booking of community center Bil. 100 sheet		One Pad		
38	Allotment Letter for community centre 100 sheets bilingual		One Pad		
39	AR Form for staff Jr. Asst. to Sr. OM 3 sheets Bil.Green		One Set		
40	AR for Dy. Manager & above below Board lever 7 sheets Yellow		One Set		
41	AR Form for Gr.I-III 2 sheets white		One Set		
42	Visiting Cards Ivory 210 gsm bilingual	100 Nos	One Box		
43	Visiting Cards Hand made as per sample bilingual 210 microns	100 Nos	One Box		
44	Invitation Cards with Logo and envelopes 7"x5" 210 micron	100 Nos	One Box		
45	Complimentary Cards ( 210 gsm ivory)	100 Nos	One Box		
46	Complimentary Cards hand made big size 4"x5" 300 Microns	100 Nos	One Box		
47	Complimentary Cards hand made as per sample 300 Microns	100 Nos	One Box		
48	Complimentary Cards Ivory 210 gsm 4"x5"	100 Nos	One Box		
49	Visitor's Register 100 sheets leather binding 80 Gsm	100 Nos	One Pcs		
50	Car Parking claim form one side printing bilingual 70 gsm	100 Nos	One Pad		
51	Flat Change form bilingual printing 70 gsm	100 Nos	One Pad		
52	Retired/Permanently disabled Employees Medical benefit scheme card bilingual	100 Nos	One Pkt		
53	Medical Identity Card with Plastic Cover	100 Nos	One Pkt		
54	MOU copy printing per copy 50 pages (+/- 20%)	200 Nos			
55	Leave Encashment form bilingual 100 sheets 70 gsm	100 Nos.	One Pad		



56	Complaint Slip 100 sheets 70 gsm	100 nos.	One Pad		
57	Visitor Slip 100 sheets 70 gsm	100 Nos.	One Pad		
58	Membership Card (with plastic cover) as per sample				
59	Cash Receipt Book (in triplicate) as per sample	50 Nos.	One Pad		
60	Slip Pad (15 pages)		One Pad		
61	Medical form bilingual 100 sheets 70 gsm	100 Nos.	One Pad		
62	Stationary Issue Register Bilingual	100 Nos.	One Pad		
63	Stock Register	200 Nos.	One Pad		
64	Cobra File 13x10 Bilingual 300 gsm (Brown Card)	25	100		

- N.B.**
- (a) The rates quoted above are inclusive of all statutory duties, levies, excise, customs but exclusive of GST. Applicable GST shall be paid extra.
  - (b) The terms and conditions contained in the Tender Document are acceptable to undersigned.
  - (c) The above quoted prices shall remain valid for a period of three months from the date of opening of the bids, for acceptance by MMTTC Limited.

(Signatures of Authorized Signatory)

Name:

Designation:

Seal:

**PLACE :**

**DATE :**