

MMTC LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

REGIONAL OFFICE:
F-8-11, Flatted Factories Complex
Jhandewalan, Rani Jhansi Road
New Delhi – 110 055
Website: www.mmtclimited.com

INVITATION OF EXPRESSION OF INTEREST

MMTC Limited, a premier Government of India Enterprise under Ministry of Commerce invites Expression of Interest (EOI) from leading private Detective/Investigative agencies for empanelment. Detailed scope of work, terms & conditions are available on MMTC's website www.mmtclimied.com. Last date of submitting bids is 9th July, 2015.

Date: _____

Sd/-
Authorized Officer
MMTC Ltd.

MMTC LIMITED
NEW DELHI
EMPANELMENT OF DETECTIVE AGENCIES

JOB DESCRIPTION

1. To locate the whereabouts of individual, firm or company as informed by MMTC their present occupation, income streams, any other information specifically sought for by MMTC.
2. To unearth the uncharged moveable/immoveable properties, bank accounts of individual, firm or company and documentary evidences thereof;
3. To search the legal heirs of the individual, firm or company, their assets, sources of income.
4. To identify the properties alienated/transferred by the individual, firm or company to their family members/others.
5. Any other requirements related to above mentioned facts.

TERMS & CONDITIONS

1. The DA should have a standing of minimum Three (3) years proven track record and preferably empanelled with Financial Institutions/ Banks/ Public Sector Undertakings/ Govt.Bodies etc.
2. The DA should submit atleast two (2) work orders (during last three years) of different customers.
3. Award of Assignment: The Assignments to the empanelled Detective Agencies will be entrusted at sole discretion of MMTC and Agency shall have no right to claim on any specific assignment.

4. Time frame

The Agency shall be given specific time frame depending upon urgency of required information by MMTC. However, MMTC, at its sole discretion, may extend the time frame considering the complexity of the assignment.

5. Validity of Panel

The Panel of Detective Agencies shall be valid for two (2) years. Further, MMTC, on annual basis, shall review the performance of the empanelled Agency and shall have the right to withdraw the name(s) of the Detective Agency from the Approved Panel on recommendation of RO during the currency of the Panel giving one month's notice. Similarly, if any approved Detective Agency wants to disassociate from MMTC from the assignment/panel, it may do so by giving one month's notice. The same will be placed before the Committee for taking a direction on that. The Panel of Detective Agencies can be extended for a future period of one (1) year subject to satisfactory performance at the same terms & conditions.

6. Non-Disclosure Agreement **(As per Annexure-I enclosed)**

The Detective Agencies (the Agency), so selected for empanelment, shall be required to execute a Non-Disclosure Agreement with MMTC to the effect that all proprietary and confidential information or personal data of MMTC and the borrowers/guarantors & their legal heirs shall be utilized by the Agency strictly confidentially and shall not be shared with any outside unauthorized person.

7. Verification

MMTC shall have the right to verify the track record/details of the special Achievement claimed by the Agency empanelled with FIs/Banks/PSUs/Govt Bodies etc.

**FORMAT FOR SUBMISSION OF EXPRESSION OF INTEREST
FOR EMPANELMENT OF DETECTIVE AGENCY**

Sl.No.	Particulars	
1.	NAME OF THE AGENCY	
2.	CONSTITUTION (Co./Pvt. Co./ Partnership/Prop.	
3.	Name of promoter(s)	
4.	Background of the promoter(s)	
5.	Name of the key personnels	
6.	Contact details (Fax/Phone/ email/Mobile no.	
7.	Area of Operations	
8.	Geographical presence/Region	
9.	Name(s) of the FIs/Banks/PSUs/ Govt. Bodies etc. empanelled with (Minimum three (3) references*	
10.	Details of past track record/ Experience	
11.	Details of Special Achievement, if any	

* Pls. Give details of the official who can be contacted by MMTC for seeking nature of work & performance details.