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[www.mmtclimited.com](http://www.mmtclimited.com)

**NOTICE INVITING TENDER (E-TENDER)**

<b>MMTC/IOP/ASSAYERS/LP/DP/2021-22</b>	<b>15<sup>th</sup> January, 2021</b>
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Expression of Interest (EOI) for Empanelment / Appointment of Inspection Agencies for Sampling & Assaying of Iron Ore at Procurement Centres and Pre/Post Shipment at Load Ports / Discharge Ports.

Last date for submission of tender is 1500 hrs on 05/02/2021

For further details please visit our website : [www.mmtclimited.gov.in](http://www.mmtclimited.gov.in) and Govt website at <http://eprocure.gov.in>

GM (Minerals)

**NOTICE INVITING TENDER**  
**NO. MMTC/ IOP/ASSAYERS/ LP/DP/2021-22 DATED 15 /01/2021**

**EXPRESSION OF INTEREST(EOI) FROM ELIGIBLE REPUTED INSPECTION AGENCIES FOR EMPANELMENT/APPOINTMENT AS MMTC'S SAMPLERS/ASSAYERS FOR PRE-SHIPMENT INSPECTION AT PROCUREMENT CENTRES/LOAD PORTS IN INDIA AND DESTINATION SUPERVISION OF IRON ORE AT DISCHARGE PORTS IN JAPAN, S.KOREA AND CHINA**

MMTC Ltd., a Govt. of India Enterprise, under Ministry of Commerce & Industry, a premier trading house, is a major global player in the minerals trade and a significant importer of Non-ferrous Metals, Fertilizers and Agro Products with a turnover in excess of Rs.24,000 crores during 2019-20. MMTC Ltd. proposes to draw a panel of Inspection Agencies for sampling/analysis of Iron Ore at loading stations, load ports in India and discharge ports in Japan/S.Korea/China and other countries valid for a period of two years, which can be extended by one more year at MMTC's option. For this purpose, MMTC invites from eligible inspection agencies item-wise most competitive rates in Indian Rupees for procurement centers/load ports in India and in US Dollars for Discharge Ports in Japan, S.Korea and China and other countries.

**1. SCOPE OF WORK:**

**As per Item I & II of Annexure A.**

**2. ASSESSMENT OF IRON ORE STOCK AT PROCUREMENT CENTRES/LOAD PORTS**

Physical verification of MMTC's Iron Ore stock lying at different locations. Proper tools like theodolite etc. have to be used for the purpose.

**3. ELIGIBILITY CRITERIA:**

Samplers/assayers who fulfill the following criteria would be considered in this tender:

1. They should have laboratories and technical personnel at the procurement stations/load ports in India and discharge ports in Japan/S. Korea/China, as detailed in Annexure-A.
2. They should have minimum 5 years of experience in sampling/analysis of Iron Ore.

They should hold a valid certificate of Export Insurance Council (EIC) for operations in India. Assayers having valid license for a particular place would be eligible for being considered for procurement centre/load port supervision work for that place only.

3. They should have their own office set-up in Japan/S.Korea/China, basically for the purpose of drawl of samples. Complete postal/correspondence address, telephone, mobile, fax numbers and e-mail address along with name and designation, qualifications of personnel deployed at such office set-up to be provided.

And

Their own laboratory facilities in Japan/S.Korea /China having valid licence /accreditation for sampling/analysis of Iron Ore. Copy of such valid license/ accreditation is to be provided by the bidders. Alternatively, in case they do not have their own laboratory facilities in Japan/S.Korea/ China, they must declare as to where (name of place) and by whom (firm/company) the analysis of samples will be carried out. In such a situation, the bidders to provide a copy of the arrangement/agreement with such a firm/company along with declaration

by the bidder about the recognition/ accreditation of such firm/company by appropriate agency of that country.

Assayers having office set-up or laboratory facility in any of these countries are eligible for being considered for discharge port supervision work for that country only.

English translation of all documents, which are in other language, to be provided and should state that it is true translation.

#### **4. Fraud Prevention**

(1) Commitments of the Bidder(s):

The Bidder(s) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with MMTC. They agree and undertake to observe the principles/ provisions as laid down in "Fraud Prevention Policy" of MMTC during the execution of contract and in any other transaction with MMTC.

(a) The Bidder(s) shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of MMTC's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

(b) The Bidder(s) shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(c) The Bidder(s) shall not commit or allow any employees of MMTC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder(s) will not use improperly or allow any employee(s) of MMTC, for purposes of competition or personal gain, or pass onto others, any information or document provided by MMTC as per of the business relationship, including information contained or transmitted electronically.

(d) The Bidder(s) shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.

(e) The Bidder if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform MMTC of same without any delay.

(2) Disqualification from tender process and exclusion from future contracts: If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of this Clause , above or "Fraud Prevention Policy" of MMTC in any other form such as to put their reliability or credibility in question, MMTC other than taking recourse available under law, shall be entitled to disqualify the Bidder(s) from undertaking any transaction with MMTC and/or declare the bidder(s) ineligible to be awarded a contract either indefinitely or for a stated period of time.

(3) Damages: If MMTC has disqualified the Bidder(s) from the tender process prior to the award or during execution according to this Clause, MMTC shall be entitled to demand and

recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

## 5. Holiday Listing Policy

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

- 6. International Standards :** They should be well conversant with BIS standards/Japanese International standards / international practices for carrying out sampling/analysis work at procurement stations, load ports and discharge ports.

The tender comprises of two parts, Part-I: Technical Bid (Annexure-A) and Part-II: Price Bid (Annexure-B)

- a) Part-I: Technical Bid should contain technical details like eligibility criteria, laboratory facilities, skilled man-power, EMD etc. as mentioned in Annexure-A.
- b) Part-II: Price Bid should contain the rates as required in Annexure-B. The Tender Committee will not open the 'Price Bid', if the Bidder is not found to be eligible for award of tender of technical evaluation.
  - (i) The bidders shall quote their best rates for lumps and fines separately, strictly as per the prescribed format for following:-
    - a) Split rates activity-wise
    - b) Consolidated rates for procurement centers
    - c) Consolidated rates at load ports
    - d) Consolidated rates for unloading points
    - e) Consolidated rates at Discharge Ports
    - f) Draft Survey charges
    - g) Quantity assessment of Iron Ore Stocks
  - (ii) The rates finalized shall be kept valid for 2 years from the date of commencement of sampling/analysis work against this tender only mutual consent basis.
  - (iii) Rates to be quoted only in the format enclosed with the Annexure-B.
  - (iv) In case the services attract GST, same should be indicated separately.

Along with Technical Bid, the bidders are required to submit a Demand Draft amounting to Rs. 1,00,000/- (Rs. One Lakh only) towards Earnest Money Deposit (EMD) in favour of MMTC Limited, New Delhi, payable at New Delhi along with Technical Bid. This EMD shall not carry any interest and shall remain deposited with MMTC during the period of empanelment of agency with MMTC.

These documents can also be downloaded from MMTC's website.

Interested bidders have to participate in e-tender and submit their bid online through website <https://mmtc.eprocure.com> latest by 1500 Hrs. on 05.02.2021. Bidders are advised to quote/submit

their offers well in advance to avoid last minute hassle. The guidelines regarding e-tender are at Annexure-C.

MMTC Limited reserves the right to accept or reject any or all tender(s)/quotation(s) of samplers/assayers de-paneled /suspended from MMTC's panel in the past on account of any reason whatsoever.

MMTC Limited also reserves the right to accept or reject any or all tender(s)/quotation(s) in full or part without assigning any reason thereof and also to allocate quantities/area of operations as deemed fit. Samples / assayers accepting the rates finalized by MMTC based on their tender will be empanelled.

The empanelled assayers/supervisors will be required to sign formal agreement with MMTC Ltd.

### **BID Details**

<b>Sl. No.</b>	<b>Subject</b>	<b>Date/Time</b>
i)	Pre bid meeting	1500 hrs on 22/01/2021
ii)	Time & Date of receipt of Bids on line	1500 Hrs. on 05/02/2021
iv)	Time & Date of Opening of Technical Bid	1530 Hrs. on 08/02/2021
v)	Time and Date of Opening of Price Bid	1630 Hrs on 08/02/2021
iv)	Place of opening of Technical Bids	Mrs. Anju Gupta, General Manager, 3 <sup>rd</sup> Floor, MMTC Limited, Core-1, SCOPE Complex,7 Institutional Area, Lodi Road, New Delhi- 110003 Tel – 011-24368077/24381396 Fax:011-24364106
v)	Website address	<a href="http://www.mmtclimited.com">www.mmtclimited.com</a>
vi)	On line bidding	mmtc.abcprocure.com
vii)	e mail address	<a href="mailto:anjug@mmtclimited.com">anjug@mmtclimited.com</a> ; <a href="mailto:ssharma@mmtclimited.com">ssharma@mmtclimited.com</a> <a href="tel:9871716775">(9871716775)</a>

## **Annexure-A**

### **EXPRESSION OF INTEREST(EOI) FROM ELIGIBLE REPUTED INSPECTION AGENCIES FOR EMPANELMENT/APPOINTMENT AS MMTC'S SAMPLERS/ASSAYERS FOR PRE-SHIPMENT INSPECTION AT PROCUREMENT CENTRES/LOAD PORTS IN INDIA AND DESTINATION SUPERVISION OF IRON ORE DISCHARGE PORTS IN JAPAN, S.KOREA, CHINA AND OTHER COUNTRIES**

#### **GUIDELINES FOR TENDERING QUOTATIONS AND DUTIES/ RESPONSIBILITIES OF INSPECTION AGENCIES**

- I. Quotations are to be tendered for carrying out inspection work involving inter-alia sampling/analysis and supervision of Iron Ore in the form of lumps and fines at MMTC's procurement centers, load ports and discharge ports as detailed below:

#### **PROCUREMENT CENTRE**

- (a) Barbil-Banspani-Gandhamradhan Sector
- (b) Goa-Redi Sector
- (c) Bellary/ Hospet sector

#### **LOAD PORTS**

1. Ennore	3. Paradip	5. Goa/Panjim
2. Vizag	4. Haldia	Any other port in India

#### **DISCHARGE PORTS (OVERSEAS)**

1. Japan, 2. South Korea and 3. China

#### **DISCHARGING PORTS (WITHIN INDIA)**

All major ports of India

II. The inspection agencies concerned are required to quote their composite combined rates keeping in view the above points of operations, so far as procurement, shipments supervision of vessels at Discharge ports are concerned. Their duties and responsibilities are briefed as follows:

#### **A. PROCUREMENT CENTRES**

- 1. They shall maintain separate and distinct records for tests being conducted by them at the procurement centers.
- 2. Operations relating to sampling, screening and preparation of samples will be carried out in the presence of MMTC's designated representatives.
- 3. They will adhere to the guidelines/instructions of MMTC's officials at procurement centers from time to time.

4. With regard to supervision of weighment, wagon loading, calibration of weightometers and removal of admixture/foreign material, the inspection agency concerned will be required to supervise/inspect the entire operations and shall furnish the complete records thereof together with their comments/ observations as also the suggestions for improvement.
5. The inspection agencies will be required to make available to MMTC's Regional Offices/Sub-Regional Offices concerned and Corporate Office details of sampling/analysis work handled by them together with their critical analysis and suggestions with regard to improvement in the quality of ore being supplied/procured on monthly basis and to minimize the handling loss, shortage and under-loading of wagons.
6. Payment for the job undertaken would be made on satisfactory discharge of their duties and responsibilities by Regional Office(s) concerned on receipt of their invoice/bills supported by relevant documents on the rates finalized and subject to deduction of Income Tax as per Income tax Act 1961.

#### **B. LOAD PORTS**

1. The inspection agencies would be required to inspect holds of the vessel to ensure as to its fitness to receive the cargo without any contamination/admixture. Draft survey of vessel to be carried out as per established norms.
2. They will inspect the cargo as to its conforming to the requisite specifications 2 days in advance of commencement of loading and submit a written report.
3. They will supervise the quality of the iron ore while loading into the vessel so as to ensure that it matches the MMTC's sale contracts' contractual specifications.
4. They will be required to suggest blending ratio if two or more types of ores are to be loaded to meet the requirements of the relevant sale contract.
5. They will conduct sampling in terms of the relevant provisions of MMTC's sale contract with foreign buyers and as per the international practice/custom.
6. The load port inspection agencies will prepare/seal the sample, conduct physical and chemical analysis and determine the moisture content in terms of the relevant provisions of MMTC's Sale Contract with the foreign buyers. In the event of relevant Sale Contract being silent on the methodology to be adopted by chemical and physical analysis, the inspection agency will conduct the same as per the international practice/custom, keeping in view the guidelines laid down by the Export Inspection Council of India in this behalf.
7. They will be required to send complete details of sampling/analysis results of the shipments by email/fax/telegram/letter to Iron Ore Division of MMTC, Corporate Office, New Delhi under advice to Regional Office(s) SRO(s) concerned.
8. They will be required to issue certificate of sampling/analysis giving briefly the methodology adopted for drawing of samples, conducting chemical and physical tests. The analysis certificate must reach MMTC's Regional Office concerned within the stipulated period as mentioned below at Sl. No.III sub-clause 11 of this tender failing which a penalty of ten paise per ton will be levied apart from other suitable action by MMTC.

#### **C. DISCHARGE PORTS (OVERSEAS)**

1. The supervision work shall be carried out jointly with the assayers appointed by overseas buyers and will include the following operations:
  - a) Supervision of discharge, drawing and preparation of samples for moisture determination and chemical and physical analysis, and sealing of samples jointly with buyers' assayers.
  - b) To conduct draft survey for quantity determination.
  - c) Determination of chemical analysis and physical composition as per MMTC's Sale Contract with the foreign buyers.
  - d) Proper sampling is to be done by the DP Assaying agency of the buyer and in case of any deficiency same to be informed to MMTC immediately.
2. The assayers shall ensure that the weight is ascertained and samples are drawn and prepared in accordance with MMTC's Sale Contract(s) and conforming to the accepted international practices. In case assayers do not agree with the method followed by the assayer's appointed by buyers for ascertaining the weight, drawing of samples, determination of moisture, physical composition, etc., they shall lodge their protest on behalf of MMTC's in writing under intimation to the concerned MMTC Regional Office and also to MMTC Corporate Office, New Delhi.
3. Reports in regard to ascertaining of weight, moisture, chemical and physical analysis shall be sent to MMTC's concerned Regional Office and also to its Corporate Office, New Delhi.
4. Concerned assayers are required to submit a separate critical analysis as to the variation between Discharge Port and Load Port results furnishing, inter-alia, reasons for such variations together with analysis report.
5. Keep track of vessels including furnishing information about ETA at Port of Discharge and progress of discharge of the vessel from time to time.
6. Ascertain the presence of watchman during unloading of the vessel at the discharge port and admixture in cargo, if noticed, should be reported with details. Get suitable certificates issued, signed jointly with the concerned foreign buyer indicating the extent of admixture, damage, if any, to the unloading system and send a copy to MMTC's CO/Concerned RO.
7. Preparation and submission of detailed report indicating on loader-wise/hatch-wise/plot-wise discharge of cargo with stoppages, if any.
8. To report to buyer's representative and MMTC, if the conveyor system is not cleaned properly before discharging of cargo.
9. Foreign material / contamination report and Joint Statement / report to be duly signed by buyer and the respective DP Assayer to be submitted along with Discharge Port Surveyor Report.
10. Any other related work as assigned by MMTC, from time to time, as and when required.

**D. DISCHARGE PORTS (WITHIN INDIA)**

1. The supervision work shall include the following operations:
  - a) To conduct initial and final draft survey (also interim draft survey, if required) for quantity determination.
  - b) Supervision of discharge, drawing and preparation of samples for moisture determination and chemical and physical analysis and sealing of samples.



- c) Determination of physical composition and chemical analysis as per MMTC's import contract / agreement with overseas supplier.
2. Concerned assayers are required to submit a separate critical analysis as to the variation between Discharge Port and Load Port results furnishing, inter-alia, reasons for such variations together with analysis report.
  3. Keep track of vessels including furnishing information about ETA at Port of Discharge and progress of discharge of the vessel from time to time.
  4. Ascertain the presence of watchman during unloading of the vessel at the discharge port and admixture in cargo, if noticed, should be reported with details.
  5. Preparation and submission of detailed report indicating on loader-wise/hatch-wise/plot-wise discharge of cargo with stoppages, if any.
  6. Any other related work as assigned by MMTC, from time to time, as and when required.

### III **Bidders are required to furnish the following details for technical evaluation:**

1. Name of the Inspection Agency, with complete address, Telephone No., e-mail ID and telegraphic address of their registered office.
2. They should hold a valid certificate of Export Inspection Council (EIC) for operations in India (copies of the certificates to be attached). Presently, there is no export/import activities but as and when exports/imports of iron ore resumes by MMTC, empanelled samplers/assayers have to obtain EIC certificate within three months from the date of MMTC's notice to this effect.
3. For discharge port (overseas) operations,
  - a) Copy of valid license/correspondence address, telephone, mobile, fax numbers and e-mail address along with name and designation, qualifications of personnel deployed at such office set-up to be provided.
  - b) Copy of valid license/accreditation certificate of their laboratory facilities by the appropriate authorities in Japan/S.Korea/China. Alternatively, in case they do not have their own laboratory facilities in Japan/S.Korea/China, they must give a declaration as to where (name of place) and by whom (firm/company) the analysis of samples will be carried out. In such a situation, the bidders to provide a copy of the arrangement/agreement with such a firm/company by appropriate agency of that country.
4. Name and addresses of their Bankers (self certified).
5. Details of their branches in India/abroad indicating the place as well as the number of persons employed in each branch with particulars and qualifications of the technical person employed.
6. Details of locations/address of crushing sheds/laboratories in India and the equipment and infrastructure available at the point of operations (self certified).
7. Capacity (in lakh tones) of their branch/crushing sheds/laboratory to undertake the assignments both at procurement centers and load ports in India (bidders certificate).
8. Details of past experience in dealing with Iron Ore, indicating particulars of major clients, quantities handled for them and rates charged for similar assignments.
9. Names and addresses of their Directors/Partners (self certified).

10. **Field Requirement:** A certificate to be obtained by the Bidder from respective MMTC ROs/SROs wherever the bidder is having following facilities, certifying that they have well equipped crushing shed/laboratory.  
Crushing facilities should be available within 25 KM from the loading station(s)/load ports/discharge port (within India)
- Primary Crusher/Jaw Crusher, Secondary Crusher, Ball Mill/Pulveriser
11. Service requirement: An undertaking by Bidder stating that they will submit analysis reports:-
- (a) For Vessels: Within one working day from the date of completion of loading/discharging for Fe, Moisture, size and weight determination. Full chemical analysis within two working days from the date of completion of loading/discharging.
- (b) For all other operations: Within two working days for Fe, Moisture and size and three working days from the time of completion for rest of the parameters as per MMTC's contractual requirement.
12. Bidders are to furnish on-line compliance of documents in the form at Attachment-1
13. Bidders are to submit the price bid as per Annexure-B strictly on-line.
14. In case any India based agency is submitting bid on behalf of other agency based overseas for disport supervision such overseas agency will submit an authority letter in favour of Indian agency to submit bid on their behalf. The sampler / Assayer Agreement with overseas agency will also be counter signed by the India based agency.

M/s Mitra S K Pvt Ltd., M/s Superintendence Company of India Pvt Ltd and M/s Italab (GOA) Pvt Ltd are exempted from submission of EMD, and other documents already submitted against tender no. MMTC / IOP / ASSAYERS /LP/DP/2017-18 dated 6.12.2017 of MMTC. They are required to submit on line compliance of documents in form (Attachment I) and Price bid strictly as per format provided at Annexure B. they may however submit further additional document / information.

**Annexure-B**

**EXPRESSION OF INTEREST(EOI) FOR EMPANELMENT OF REPUTED ELIGIBLE INSPECTION AGENCIES FOR SAMPLING/ASSAYING OF IRON ORE AT PROCUREMENT CENTRES AND PRE/POST SHIPMENT AT LOAD PORTS/DISCHARGE PORTS**

1. Name of Agency : \_\_\_\_\_
2. Correspondence Address : \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone No(s) : \_\_\_\_\_  
 Fax No(s) : \_\_\_\_\_  
 e-mail ID : \_\_\_\_\_

3. RATES QUOTED FOR PROCUREMENT CENTRES/UNLOADING POINTS/LOADPORTS (**excluding GST**)

**PART – A**

Sl.No.	Activity	Procurement Center		Ports	
		Lumps	Fines	Lumps	Fines
1	Drawing of samples ( Rs. PWMT)				
2	Determination of size fractions ( Rs. PWMT)				
3	Determination of moisture (per sample) ( Rs)				
4	Chemical Analysis (per sample) ( Rs.)				
5	Supervision of wagon loading ( Rs. PWMT)				
6	Weight determination at unloading point ( Rs. PWMT)				

**PART- B**

Sl.No.	Activity	Rate	
		Lumps	Fines
1	Consolidated rates for S.No.1 to 5 of Part A at Procurement Centers. ( Rs. PWMT)		
2	Consolidated rates for S.No.1,2,3,4 & 6 of part-A at unloading point ( Rs. PWMT)		
3	Consolidated rates for S.No. 1 to 4 of Part-A at Load Ports for vessel ( Rs. PWMT)		
4	Draft Survey charges at Load Port (per survey) ( Rs.)		

**4. RATES QUOTED FOR DISCHARGE PORT SUPERVISION**  
(excluding GST)

**PART A**

Sl.No.	Activity	In USD		
		Japan	S. Korea	China
Capesize vessel				
1	Drawing of samples (per WMT)			
2	Determination of size fractions (per WMT)			
3	Determination of moisture (per sample)			
4	Chemical Analysis (per sample)			
5	Draft survey/vessel supervision charges (per survey)			
Panamax vessel				
1	Drawing of samples (per WMT)			
2	Determination of size fractions (per WMT)			
3	Determination of moisture (for sample)			
4	Chemical Analysis (per sample)			
5	Draft survey/vessel supervision charges (per survey)			

**PART B**

Sl.No.	Activity	In USD		
		Japan	S. Korea	China
Capesize vessel				
1	Consolidated rates for Sl.No.1 to 4 of Part A above (per WMT)			
Panamax vessel				
1	Consolidated rates for Sl.No.1 to 4 of Part A above (per WMT)			

**CONSOLIDATED RATES :**

Sl.No.	Activity	In USD per WMT		
		Japan	S. Korea	China
1	Capesize vessel			
2	Panamax vessel			

5. RATES QUOTED FOR STOCK ASSESSMENT (excluding Service Tax) :

1	Upto 50,000 WMT	Rs. ___ per WMT subject to minimum of Rs. ___ /-WMT
2	> 50,000 WMT < 1,00,000 WMT	Rs. ___/- plus Re. ___ per WMT for quantity exceeding 50,000 WMT
3	> 1,00,000 WMT < 2,00,000 WMT	Rs. ___/- plus Re. ___ per WMT for quantity exceeding 1,00,000 WMTs
4	> 2,00,000 WMT onwards	Rs. ___ plus Re. ___ per WMT for quantity exceeding 2,00,000 WMT

\_\_\_\_\_  
Authorised Signatory

Date: \_\_\_\_\_

Place: \_\_\_\_\_

\_\_\_\_\_  
(Name of Agency)  
S E A L

**GUIDELINES REGARDING E-TENDER**

Bidders are advised to read the following instructions for participating in the electronic tenders directly through internet :

1. Late and delayed Bids/Offer after due date/time shall not be permitted in On-line Tender system. No bid can be submitted after the last date and time of submission has reached. (However, if bidder intends to change the bid already entered may change/revise the same on or before the last date and time of submission deadline). The system time (IST) that will be displayed on e-tender web page shall be the time and no other time shall be taken into cognizance.
2. Bidders may ensure that bids are uploaded in e-tender system well in advance before the closing date and time of bid.
3. No bid can be modified after the deadline for submission of bids.

After final bid submission, the system generates an acknowledgement in the form of "Bid Number" that should be kept as a proof of successful bid submission.

**SPECIAL TERMS & CONDITIONS FOR E-TENDER :**

1. Offers to be submitted online on MMTC's e-procurement portal (<https://mmtc.abcprocure.com>) against the respective tender along with scanned copy of duly signed price offer on letterhead.
2. The bidder should have legally valid CLASS III DIGITAL SIGNATURE CERTIFICATE from the licensed certifying authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India for submission of their bid on MMTC e-procurement portal.
3. Bidders are requested to register on the e-procurement portal. The bidder should have a valid user ID to access e-procurement portal of MMTC.
4. Bidders may print / save bid submission receipt after submission of bids.
5. Internet browser used should be Internet Explorer version 10.0 and above.
6. Operating system should be Windows Vista/Window 7 and above. System Access with Administrator Rights ; good Internet Connection ; Valid Digital Signature Certificate(s) for users.
7. Bidder may enable ActiveX Controls & Plug-ins. (Tools → Internet Options → Security → Custom Level) – **Mandatory**
8. Please add <https://mmtc.abcprocure.com> in to Trusted Website. (Tools→Internet Option → Security→ Trusted Sites→Sites→ Add this URL → Close) – **Mandatory**

9. Please disable or uninstall Third Party Toolbar / Add-ons from Browser.
10. For more details, bidders are requested to download the document of “Minimum System Requirement” from the home page of <https://mmtc.abcprocure.com>
11. Bidders should fulfil any other pre-requisites mentioned in the tender documents of a specific tender.

#### 11.1 PROCEDURE FOR PARTICIPATION IN E-TENDER.

E-Tender is available on MMTC e-procurement website <https://mmtc.abcprocure.com> for online bidding process. For this, Bidder should have legally valid Class III Digital Signature Certificate from the Licensed Certifying Authority operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India for submission of their bid on MMTC’s e-procurement portal <https://mmtc.abcprocure.com> (a onetime activity) .

#### 11.2 Procedure for Obtaining Digital Certificate

The bidder should obtain digital certificate to participate in the tender.

**NOTE: Class III Digital Signature Certificate (DSC) is mandatory to participate in e-tendering. Participating bidders have to make sure that they have the valid DSC in their name. If not, they can procure from any License Certifying Authority operating under RCAI or CCA. Minimum time to procure DSC is 5 working days.**

#### 11.3 Procedure for Registering in E-Procurement portal

- (i) Further, the bidder will have to register with MMTC’s E-Procurement portal. The bidder should have a valid user ID to access e-procurement portal of MMTC. For registering, please go to <https://mmtc.abcprocure.com> and follow the directions. After successful submission of registration details, please contact M/s. E-Procurement Technologies Ltd. (EPTL) (as given below) to get your registration activated. In case of any technical issues / difficulties pertaining to the e-Procurement portal bidders are advised to get in touch with the service providers helpdesk :
- (ii) (ii) 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
- (iii) Bidders shall be advised to print and save bid submission receipt on submission of bids.

In order to get registration accepted/activated after successful submission of Registration details the bidder may contact helpdesk of service providers i.e. M/s e-Procurement Technologies Limited as per following details :

Vendor’s Queries	Contact Numbers	e-Mail ID
New Bidder Registration (Portal Registration), Vendor’s ID / Profile Activation, Renewal of Vendor’s ID	Sonu Tank : 07935022180 Satabdi Dey : 07935022167 / 07935022166	<a href="mailto:sonu@abcprocure.com">sonu@abcprocure.com</a> info@abcProcure.com

<b>Mr. Himanshu (Dedicated Helpdesk for MMTC for technical query during auction)</b>	+91 9265562826	<b>delhi.support@eptl.in</b>
For Only, Technical Assistance related to eTender or e-Auction filling / submitting (Offsite Team).	+91-(79)- 6813 6848/49/61/71 +91-9374519729	Mr. Nikhil Khalas <a href="mailto:Nikhil@eptl.in">Nikhil@eptl.in</a> Support@abcprocure.com

For any technical queries **during the live e-auction bidding** on MMTC's E-portal.

Name(Mr/Ms)	Email	Phone numbers
Himanshu	<a href="mailto:delhi.support@eptl.in">delhi.support@eptl.in</a>	+91 - 9265562826

Our Portal : [mmtc.abcprocure.com](http://mmtc.abcprocure.com)



**COMPLIANCE FORM**

<b>Sl. No.</b>	<b>Document</b>	<b>Compliance(Y/N)</b>	<b>Deviations, if any</b>	<b>Remarks</b>
1	Name, Address, Tel/Fax Nos., e-mail, etc. of Regd. Office			
2	Self attested copy of valid EIC certificates for India operations			
3	Bankers details			
4	Details of branches, employees etc.			
5	Self Certificate of location/address of crushing sheds/labs & equipments			
6	Self certificate of capacity of branch/ crushing shed/labs to undertake assignments at procurement centers, unloading points & Load ports			
7	Details of past experience			
8	Self certified copy of names & address of Directors/Partners			
9	MMTC certificate on facilities at various operational places/areas (field requirement)			
10	Undertaking to submit analysis reports as per Tender requirement			
11	Details of office set-up/laboratory facilities at discharge port(s) Japan South Korea China			
12	Signed/Stamp Copy of Tender document			
13	DD for EMD of Rs. 1,00,000/- enclosed			
14	DD for cost of tender document of Rs. 5,000/- enclosed			

(Bidders to mark Y – for submission and N – for non submission)

**DISCHARGE PORT ANALYSIS FORMAT**

VESSEL NAME :  
SAILING DATE :  
DISCHARGE PORT :  
DISCHARGE DATE :  
BUYER :

Sr No.	Supervision / Assaying Work	BAILADILA LUMPS	BALADILA FINES
1.	STANDARD ADOPTED - SAMPLING - ASSAYING		
2.	Name and Address of the Lab. Where the chemical analysis of the samples are done		
3.	Supervision of discharge, drawing and preparation of samples for moisture determination and chemical and physical analysis control of moisture determination, granulometry and sealing of samplers jointly undertaken with buyers and / or buyer's Assayers		
4.	Weight of Shipment at the discharge port as per draft survey		
5.	Physical composition, moisture and chemical analysis of the ore		
6.	samples drawn and prepared and standard adopted		
7.	Assayers's Report in regard to weight, moisture, chemical and physical analysis – standard adopted		
8.	Critical analysis of variation between discharge port and load port results and reasons for such variations and suggestions for corrective measures		
9.	Submission of Report to MMTC New Delhi / MMTC vizag office by mail / fax - Photograph on discharge of every 5000 MTs - Daily discharge report - Report on discharge port weight immediately on completion of discharge without waiting for moisture and size determination		
10.	Buyer appointed Assayer		
11.	Information about vessel's ETA, port of discharge, progress of discharge is given.		
	Suitable certificate issued, signed jointly with buyers indicating the admixture, damage to unloading system sent to MMTC New Delhi and Vizag		
12.	Preparation and submission of detailed report unloader wise / hatch wise / plot wise discharge of cargo with stoppages.		
13.	Confirmation of Conveyor system is properly cleaned before discharging of cargo		
14.	Submission of physical and chemical analysis report of samples drawn at Discharge port		
15.	Report on foreign material, if any		

