



Regional Office:4th Floor, NIC Building, 8, India Exchange Place,Kolkata-700 001

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Corporate Identity No. L51909DL1963GOI004033

Ref.No. MMTC/KOL/PR/EXPO/2017-18

Date : 11.04.2017

TENDER DOCUMENTS

Sealed quotations are invited in the prescribed format from the interested agencies as per the following terms and conditions for undertaking the **designing & furnishing work of MMTC's Stall in Exhibition "Vibrant North- East- 2017"** to be held from **20.04.2017 to 22.04.2017** at **Veterinary College Play Ground, Khanapara, Guwahati, Assam.**

NAME OF WORK : **Designing & Furnishing of MMTC Stall in "Vibrant North- East- 2017" Veterinary College Play Ground, Khanapara, Guwahati, Assam.**

PERIOD : **From 20.04.2017 To 22.04.2017**

STALL SIZE : **4 Mtr. X 6 Mtr.**

SCOPE OF WORK

1. Designing & Furnishing of MMTC's Stall with 3 side Walls strictly as per the design approved by MMTC.
2. Stall Size : 4 mtr Width (two side walls each 3 mtr) X 6 mtr Length (Back side wall).
3. Backlit Panel Size
 - (a) 8 nos. of Panels with 2.5 ft width X 4ft height for Backside Wall (MMTC Panels),
 - (b) 1no. of Panels with 8ft width X 6ft height 1 no. Panels with 2.5 Ft. Width x 4.0 Ft. height for NINL Panel at Right Side Wall and
 - (c) 1 no Panels with 8 Ft. Width x 6.0 Ft height and 1no. Panels with 2.5 Ft. Width 4.0 Ft. Height for MMTC CSR Panel at Left Side Wall).
4. Platform covered with carpet- any colour.
5. Wall supported by ply fixing with MDF Board and adequate colour painting.
6. Facia work of the Stall. (Facia Matter : MMTC LIMITED with LOGO)
7. Panel designs (art work), Indian Gold Coin TV Clip, Corporate film etc. will be forwarded by MMTC – in due time.
8. Illumination of Stall as per design.
9. Reception Table (with MMTC Logo branding) and Chair.
10. Girl Guide (One number).
11. LCD (about 50 inch) in Hanging Position.

12. Indian Gold Coin design in Rotating Position.
13. Photography and Video.
14. Adequate nos. of Dustbins, Pens, Notebooks.
15. Visitors' Book.
16. Round Table with three chairs for meetings
17. 04 Pages of MMTC's Brochure colour printing with quality paper – 1000 nos.
18. One Brochure Stand.
19. One Glass Bowl for dropping Visitors Cards.
20. Potted Plants – 15 nos.
21. Flower Bouquet – 05 nos. (on 20.04.2017)
22. MMTC/NINL's current "Corporate Video Film Editing".

TERMS & CONDITIONS

1. **The Financial Bids in Sealed condition alongwith a) MMTC's Tender Documents signed by the bidder on each page and b) Initial Design of the MMTC Stall developed by the bidder** shall be reached/submitted to Chief .Manager(P & A), MMTC Limited, NIC Building, 4th Floor, 8, India Exchange Place Kolkata-700 001 **latest by 1130 hours on 17.04.2017.**
2. The Initial Design of the L-1 bidder, if required, shall be modified by MMTC.
3. The standard Stall size of 24 Sq.Mtr. (6 Mtr. X 4 Mtr) shall be provided by the Organizer of the event. They will provide the additional facility such as water connection, additional security, additional power and additional furniture as per requirement.
4. Any overwriting in rates is liable to culminate in the outright rejection of the Financial Bid.
5. The Financial Bids so received shall be opened by a Committee of MMTC Officials in the presence of the available bidders at 12.00 hrs on 17.04.2017.
6. MMTC reserves the right to cancel the tender or part thereof at any stage without assigning any reasons.
7. Since the works specified in this tender is a composite job, Work Order will be issued to the L – 1 bidder only.
8. The Stall completed in all respects has to be handed over to MMTC latest by 17.30 PM on 19/04/2017 by the successful bidder.
9. The Stall has to be maintained properly by the Agency till completion of Exhibition.
10. MMTC will have no claim on the salvage items after completion of the Exhibition.
11. Payment to the successful bidder/agencies shall be released through Electronics Mode only.
12. The Fraud Prevention Policy, Holiday Listing Clause and Public Procurement Policy shall be the part of this tender and during the Exhibition, if any damages occurred to the stall and remaking of the same immediately and the cost shall borne by the successful bidder.

Fraud Prevention Policy of MMTC

Commitments of the Bidder(s) / Contractor(s) / Buyer(s) / Vender(s): The Bidder(s)/Contractor(s)/Buyer(s)/Vender(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 (Full text of which is available on MMTC’s website at <http://mmtclimited.com> during their participation in the tender process, during the execution of Contract and in any other transaction with MMTC.

a. The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not, directly or through any other person or firm offer, promise or give or otherwise allow any of MMTC’s employee(s) 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)/Contractor(s)/Buyer(s)/Vender(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)/Contractor(s)/Buyer(s)/Vender(s) shall not commit or allow any employee of MMTC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder(s)/Contractor(s) / Buyer(s)/Vender(s) will not use improperly or allow any employee of MMTC, for purpose of competition or personal gain or pass on to others any information or document provided by MMTC as part of the business relationship, including information contained or transmitted electronically.

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

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

f. Disqualification from tender process and exclusion from future contracts: If the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s), before award or during execution has committed a transgression through a violation of “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)/Contractor(s)/Buyer(s)/Vender(s) from undertaking any transaction with MMTC and/or declare the

Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) ineligible to be awarded a Contract either indefinitely or for a stated period of time.

(g) **Damages:** If MMTC has disqualified the Bidder(s) from the tender process prior to the award or during execution according to Clause (2), MMTC shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value of the amount equivalent Performance Bank Guarantee.

Holiday- Listing Clause of MMTC

“Notwithstanding anything contained in this agreement, MMTC’s policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of Page 6 of 20 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.”

Public Procurement Policy

Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23rd March 2012 issued by Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner (MSME) shall also be part of this tender and agreement subsequently.

(S B Sethi)
Chief Manager(P & A)
MMTC Limited
Regional Office
Kolkata

Financial Bid

Ref.No. MMTC/KOL/PR/EXPO/2017-18

Date : 11.04.2017

SUB : Designing & furnishing of MMTC's Stall.

Description of Job	Total Area	Amount (Rs) (excluding 15% Service Tax)
Designing & furnishing of MMTC's stall in "Vibrant North- East- 2017" at Veterinary College Play Ground, Khanapara, Guwahati, Assam to be held from 20.04.2017 to 22.04.2017.	4 mtr X 6 mtr	

Amount in Words: _____
(This Bid Amount is exclusive of 15% Service Tax)

We agree to the terms & conditions including the scope of work mentioned in the tender documents of MMTC Limited, Kolkata.

Place :
Date :

Signature :

Name of Company/Bidder :

Official Seal :