



Delhi Regional Office:F 8-11 Jhandewalan Flatted Factories Complex,Rani Jhansi Road,New Delhi-55
GSTIN : 07AAACM1433E1Z1 PAN: AAACM1433E CIN:L51909DL1963GOI004033

**MMTC Limited,
Delhi Regional Office
F 8-11, Flatted Factories Complex,
Rani Jhansi Road, Jhandewalan,
New Delhi-110055**

TENDER NO: MMTC/DRO/MEDALLION UNIT/AMC/001/2021-22

**TENDER FOR ANNUAL MAINTENANCE CONTRACT OF STAMPING AND CUTTING
MACHINES INSTALLED IN MEDALLION MANUFACTURING UNIT**

MMTC Limited invites bids for annual maintenance contract of Stamping and Cutting machine installed in the medallion Manufacturing unit at Delhi Regional Office, Jhandewalan, New Delhi.

Important Dates

Publishing Date of Tender – 11.03.2022 16:30 Hours
Submission Start Date – 11.03.2022 16:30 Hours
Submission End Date –05.04.2022 16:00 Hours
Bids Opening Date – 05.04.2022 16:30 Hours

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KEY DETAILS OF THE TENDER

Tender Number	MMTC/DRO/MEDALLION UNIT/AMC/001/2021-23
Name of Work	TENDER FOR ANNUAL MAINTENANCE CONTRACT OF STAMPING AND CUTTING MACHINES INSTALLED IN MEDALLION MANUFACTURING UNIT
Mode of submission of technical bid/EOI	Online / Physical mode of submission
Mode of submission of price/financial bid	Online /Physical Mode of submission
Last date and time of Submission of bids	05.04.2022 16:00 Hours
Tender Security Amount (EMD)	NA
Date and time of opening of technical bid	05.04.2022 16:30 Hours
Date and time of opening of price/financial bid	05.04.2022 16:30 Hours

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**TENDER FOR ANNUAL MAINTENANCE CONTRACT OF STAMPING AND CUTTING
MACHINES INSTALLED IN MEDALLION MANUFACTURING UNIT**

1 LETTER OF INVITATION

MMTC Limited invites bids from technically competent firms having relevant service /experience for Annual Maintenance Contract (AMC) of Medallion Stamping and Cutting Machines installed at the Medallion Manufacturing Unit at Delhi Regional Office at Jhandewalan.

Interested and relevant bidders will submit the technical and financial bids online or in a closed cover super scribed with "TENDER NO: MMTC/DRO/MEDALLION UNIT/AMC/001/2021-22" The covers should reach through Registered Post/courier/Hand delivered in the tender box placed at ground floor at MMTC Limited, F-8-11 Jhandewalan Flatted Factory Complex, Rani Jhansi Road, Jhandewalan New Delhi - 110055

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1.1 BACKGROUND

MMTC Limited (hereinafter referred to as MMTC) was set up in 1963 under the Ministry of Commerce; Government of India and is engaged in international and domestic trading of commodities/products like minerals, metals, precious metals, fertilizers, coal & hydrocarbons, agro commodities and general trade. Further MMTC also diversified into Precious Metal retail business and has earned reputation in the domestic market through high quality products.

The integral part of MMTC's precious metal retail business is the Medallion Manufacturing Unit installed in our Delhi Regional Office at Jhandewalan, New Delhi. This tender is a notice inviting bids for Annual Maintenance Contract of stamping and cutting machines installed in the medallion Manufacturing Unit. MMTC invites quotation from technically competent firm/agencies, having adequate expertise and experience for AMC for stamping and cutting machinery .

1.2.SCOPE OF WORK

The selected firm shall, as and when referred by MMTC, shall render the following services:-

- a) Shall be responsible for troubleshooting /repair of the subject machine as detailed under section 1.4 in this tender.
- b) Shall be responsible for restoring the machine back to working condition by finding spare parts/alternatives as required for the proper working of the machine.
- c) The AMC shall also include the electric supply and any additional parts being maintained by medallion Unit for the operation of the subject stamping/Cutting machines.
- d) The financial bids are solicited for AMC services alone and not for the spare parts. The cost of the spare parts if any required will be provided separately. However if the AMC vendor can supply the spare parts then the discount details if any shall be provided in the financial bid at Sl. No 3.1.

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1.3 Minimum Eligibility Criteria

Any company/firm fulfilling the following minimum eligibility criteria are eligible for bidding in this tender

(i) The bidder must not have been blacklisted by any Government/Ministry/Department/PSU, nor should they have been debarred from dealing with any public Department for a period of 5 years. The bidder will submit a affidavit declaration to that effect as per section 2.5

(ii) The bidder must be registered with all Government/statutory authorities such as GST, Income Tax Department, etc MMTC will accept only GST tax invoices for payment of AMC charges for the AMC services provided. Only the applications that have relevant GST/PAN details in the Technical bid at Section 2.1 will be accepted.

1.4 Technical Specification of the Machines:

The following are the technical specifications of the stamping and hydraulic press machines installed in our medallion unit for which the AMC contract bids are being solicited.

1.4.1 StampingMachine -1

S No	Particulars	Details
1	Make	Godrej & Boyce Mfg Co. Ltd, Bombay
2	Model No	GE1-25-NIGFC-761
3	Mfg year	1994
4	Capacity	25 Tonne
5	Stroke	8 – 63 MM
6	Strokes per Min	56
7	Slide Adjustment	50 MM
8	Shut Height	280 MM
9	Main Motor	2.2 KW/1500 RPM

1.4.2 Stamping Machine -2

Specifications

S No	Particulars	Details
1	Make	Profi-Tech manufacturers
2	Model No	Fix Frame 'H' Frame Type
3	Installed year	2011-12
4	Capacity	10 Tonne
5	Hydraulic Cylinder stroke	150 mm
6	Electric Motor	7.5 HP (Vertical flanch type) 440 V
7	Oil Tank capacity	180-185 Litrs (approx.)
8	Ejector Stroke	20 m

1.4.3 Hydraulic PressMachine

Specifications

S No	Particulars	Details
1	Make	Nuchem limited, Faridabad
2	Type of Press	Up Stroking
3	Year of Make	1996
4	Capacity	350 Tonne
5	Hydraulic Pump Motor	30 HP, 22 KW, 1440 RPM
6	Electric Supply/Control	415 V, 3 Phase, 4 wire AC / 220V AC/24V DC PLC Controller
7	Oil Tank capacity	300Ltrs
8	Ejector Stroke	25 mm



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1.5 INSTRUCTIONS TO BIDDERS

1.5.1 Instructions regarding submission of bids:

1. If the bidder is a manufacturer or supplier of the spare parts required for the machines then the details of discount if any shall also be mentioned in the financial bid.
2. Only the bidder who satisfy the minimum eligibility criteria at S. No:1.3 should submit their bid.
3. The bidder can inspect the subject machines for which the AMC is required by visiting our Medallion Unit at MMTC Limited,Delhi Regional Office, Jhandewallan.
4. As part of the technical bid , the bidder will submit the documents as per clause 2.0
5. As part of price bid, the bidder will submit the price bid details as per Sec 3.1 at P. No:19 .In case if bidder is a manufacturer/supplier of spare parts discount on spare parts if any can also be mentioned in the price bid.

1.5.2 Instructions regarding online submission of bids

- i. EOI document is available on <https://www.mmtclimited.com/tenders> and Government's e-procurement website <https://mmtc.eproc.in> for online as well as physical mode submission of EOI. For online submission , Bidder is required to obtain Class III Digital Signature (meant for e-tendering) from any of Certifying Authority recognized by Controller of Certifying Authority (www.cca.gov.in) and have to register with e-procurement portal <https://mmtc.eproc.in> (a one-time activity) independent of each other as detailed below in Section 1.5 (Vii to ix)
- ii. **Procedure for obtaining Digital Certificate:** Bidder should obtain digital certificate to participate in the e-Tender. The procedure for obtaining Digital certificate is given in the web site <https://mmtc.eproc.in>. In case of any difficulty, the bidders can either mail or talk to the Technical Support Engineer, whose contact details are given at SI . No Viii below.
- iii. **Procedure for Registering in E-Procurement portal:** Bidder has to register with our E-procurement portal. For registering, please go to

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<https://mmtc.eproc.in> and follow the directions. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.

- iv. For any assistance on e-bidding process, please contact Mr. Sumit Kumar, Technical Support Engineer – sumit.kumar@eptl.in, mobile phone [+91-9265562826](tel:+91-9265562826).

Vendor's Queries	Contact Numbers	Mail ID
New Bidder Registration (Portal Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	+91-(79)- 68136833	info@abcProcure.com support@abcProcure.com
	+91-(79)- 68136850	
	+91-(79)- 68136878	
	+91-(79)- 68136823	
Mr. Sumit Kumar (Dedicated Helpdesk for MMTC)	+91 9265562826	sumit.kumar@eptl.in ,
For Only, Technical Assistance related to e-Tender or e-Auction filling/ submitting (Offsite Team).	+91 9374519729	pankesh@eptl.in
	+91-(97)-68136848	Mr. Pankesh Kumar
	+91-(97)-68136854	jeetiksh@eptl.in Mr. Jeetish Shamnani

- v. Bidders who prefer submission of EOI in physical mode, may drop their entire EOI documents, sealed in a single envelope super scribed as MMTC/DRO/Medallion Unit/AMC/2021-22 and drop in the tender Box kept at the reception counter of the office at MMTC Limited, F8-11, Flatted factories Complex, Jhandewallan, Ranijhansi Road, New Delhi-55, between the office hours.
- vi. EOI documents in the either of the modes,i.e) e-tender as well as physical, shall be accepted. Parties can choose any one mode for the submission of their bids.

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2.0 TECHNICAL BIDS FOR ANNUAL MAINTENANCE CONTRACT OF STAMPING AND CUTTING MACHINES INSTALLED IN MEDALLION MANUFACTURING UNIT

Any eligible bidder who wishes to apply for AMC of the machines will submit all the following documents as provided under this section from 2.1 to 2.5.

- a. Application for empanelment along with enclosures as per Section 2.1.
- b. Duly signed copy of the Terms & Conditions as per Section 2.2
- c. Declaration for no near relatives in Rs.20/- stamp paper at Sec 2.3
- d. Declaration reg acceptance of tender at Sec 2.4
- e. Declaration reg. blacklisting from taking part in Govt Tender in Rs.20/- stamp paper at Sec 2.5



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(On the Letter Head of Applicant)
2.1 Application Form for AMC vendor of medallion Unit Machines – 2021-22

Dated: _____

To,

The Chief General Manager,
 MMTC Limited,
 F 8-11, Flatted Factories Complex,
 Rani Jhansi Road, Jhandewalan,
New Delhi-110055

Dear Sir,

With reference to your tender No MMTC/DRO/MEDALLION UNIT/AMC/001/2021-22 dated _____ inviting applications for AMC contract of the machines installed at Medallion Unit , we submit our application for your consideration. The profile of the Firm/Company is as follows:

01	Name and address of the company/firm Also state legal constitution of the company/firm	
02	Legal constitution – Proprietorship/Partnership/Pvt Limited/Public Limited	
03	Details of business of the firm- (any other core competency/businesses inside the unit apart from machine service works)Eg: manufacturing of machinery, Trade etc.)	
02	Name of Proprietors/Partners/Directors along with: Telephone No. _____ Mobile No. _____	

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	PAN No. _____ Email Id: _____ Fax No. if any _____ (Attach a Copy of PAN Card)	
05	Details of any three year –wise Turnover in Rs. Crores (Any three years since 2015)	2016-17- 2017-18- 2018-19- 2019-20- 2020-21-
06	Years of Experience in such engineering works/services in years.	
09	GST Tax Registration Number (GST) and PAN No. of Proprietor/Firm. (Self attested Copies to be attached)	
11	Any other relevant information. (Details of any major corporate client/customers or other core competency/business inside the unit apart from machine service works)	
14	Agree to abide by the terms and conditions as submitted under Terms & Conditions at Sec 2.2	
15	Previous business relationship with MMTC? If so please give details.	

I/We hereby declare that all the information furnished in this application is true to best of my/our knowledge and in case any information in this application form is found to be false or incorrect at any time, this shall entail automatic cancellation of my/our application besides rendering me/us liable for any other legal action at the discretion of MMTC Limited.

Thanking you,

Name: _____

Designation: _____

STAMP

Enclosed:

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-
1. Copy of PAN Card and GST Certificate of the firm. (Duly self attested)
 2. Copies of Income tax returns and balance sheet of the firm for any (last) three years (duly audited or attested by chartered accounted)
 3. Bank Certificate issued by Branch Manager of the Bank where account is maintained.



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[To be submitted on the company letter Head]

2.2) TERMS & GENERAL CONDITIONS :

1. The company/firm awarded the AMC contract will be responsible for the making the subject machines (Details at Sl. No 1.3) operational by troubleshooting/repair of the parts and scope will also include the additional spare parts like spare motors being maintained by the medallion Unit.
2. All AMC services shall be performed only by the firm/company applied and accepted AMC contract awarded by MMTC. The services shall not be outsourced/assigned to any other person or any other third party. In case of any special requirement of third party services the same shall be done only after approval from MMTC.
3. The company engaged should not have any adverse police records/criminal cases against them.
4. The AMC service provider or its personnel shall not divulge or disclose to any persons any details of the office, operation process, technical know-how, security arrangements, Administrative/ organization matters of the organisation as all are confidential/secret in nature.
5. In case emergency services are required,the service provider shall provide the required services on holidays also to the best of their ability.
6. The service provider shall be contactable at all times and service request/message by Phone/Email/Fax from MMTC shall be acknowledged immediately on receipt on the same day.
7. The Service Provider shall strictly observe the instructions issued by MMTC from time to time.
8. The payment shall be done by MMTC on quarterly basis based on the GST tax invoice submitted by the service provider.
9. In case of denial of service or if the service was not provided within 2 working days from the date of receipt of service request from MMTC, then the service provider will forfeit the applicable service charges for that quarter. The decision of MMTC will be final and binding on the service provider.
10. The successful bidder shall enter into an agreement with MMTC LIMITED.
11. **HOLIDAY LISTING:** Notwithstanding anything contained in this agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this

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agreement and in the event, the seller while discharging its obligations under the Agreement or otherwise, comes 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 bidder in accordance with the policy in force.

Name: _____

Designation: _____

STAMP

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2.3 Proforma for no near relative(s) of the tenderer working in MMTC LIMITED

(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I, Proprietor/Partner/Director/Company Secretary (CS) of the company M/s _____ hereby certify that none of my near relative (s) is/are employed in MMTC Ltd as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, MMTC Ltd shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

Certificate will be given by all the Directors of the company (or company secretary on behalf of all directors).

Any breach of these conditions by the company, the tender/work will be cancelled and the AMC charges will be forfeited at any stage whenever it is so noticed. MMTC Ltd will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

1. Name of Director/Partner/Proprietor _____
Signature _____

OR

Name of Company Secretary _____
Signature _____

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2.4 – Declaration Regarding Acceptance of the Tender

(To be submitted mandatorily in Company Letter Head)

1. I _____(Name of the person), am authorized to declare on behalf of the agency _____ (Name of the Agency) that the agency has relevant competency, experience and the man power required in the maintenance of the subject machines.
2. I understand that the decision taken by MMTC is final in all matters.
3. I hereby agree to work as per the terms and conditions specified by MMTC.
4. I understand that the MMTC reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contract.
5. I also certify that our company has previous experiences of such maintenance activity work since _____and has been carrying such works regularly since then.
6. I also agree to provide any document/proof/supporting papers in respect of our unit as sought by MMTC at any point of time.
7. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled /terminated

Signature _____ Place _____ Name _____
Date _____ Designation _____

Seal of the Company

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2.5 Declaration regarding Blacklisting from Taking Part in a Govt. Tender

(To be executed on Rs.20/- Stamp paper &attested by Public Notary/Executive Magistrate by the bidder)

I/We Director(s)/Authorized Signatory of of M/S _____ hereby declare that the Company has not been blacklisted or debarred in the past by MMTC Ltd or Ministry of Commerce & Industry or any other Government Department/Organization/Under Taking from taking part in Government tenders.

Or

I / We Director(s) of M/S. ----- hereby declare that the Company namely M/S.- -----was blacklisted or debarred by MMTC Ltd or Ministry of Commerce & Industry or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on -----and now the company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MMTC Ltd, and EMD/SD shall be forfeited.

In addition to the above, MMTC Ltd, will not be responsible to pay the bills for any completed / partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL



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(On the Letter Pad of Applicant)
3.1 PRICE BIDS

SNO	Machine	AMC Amount (Rs excl GST)	HSN Code and current GST Details (in percentage)	Discount in Spare Parts
02	Stamping machine at SI.No 1.4.1			
03	Stamping Machine al SI No: 1.4.2			
	Cutting Press Machine al SI No 1.4.3			

SIGNATURE OF THE BIDDER WITH SEAL

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