



MMTC LIMITED  
CORE-1, SCOPE COMPLEX, 7, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI – 110 003  
TEL NO.: 011-24381343, 011-24361560

No: **MMTC/CO/COMP/ACCESSORIES/2013-14/1277**

Date: 06.05.2015

**REQUEST FOR EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDORS FOR  
"SUPPLY OF IT HARDWARE/SOFTWARE" IN SMALL QUANTITY**

EOI REFERENCE NO.	EOI – 01/15-16
DATE OF EOI DOCUMENT	06-05-2015
DATE OF PRE BID MEETING	NIL
LAST DATE FOR SUBMISSION OF EOI	26-05-2015 UPTO 3.00PM
DATE OF OPENING OF EOI	26-05-2015 AT 3.30PM
Contact Person for Further Communication	Praveen Kr Srivastava Manager(Systems), Tel No: 011- 24381343 e-mail: <a href="mailto:praveen@mmtclimited.com">praveen@mmtclimited.com</a>

## **1.0 BACKGROUND**

Established in 1963, MMTC is today India's leading international trading company. It is the first international trading company of India to be given the coveted status "SUPER STAR TRADING HOUSE" and it is the first Public Sector Enterprise to be accorded the status of "GOLDEN SUPER STAR TRADING HOUSE" for long standing contribution to exports. MMTC is the largest non-oil importer in India. MMTC's diverse trade activities encompass Third Country Trade, Joint Ventures, Link Deals – all modern day tools of international trading. Its vast international trade network, which includes a wholly owned international subsidiary in Singapore, spans more than 85 countries in Asia, Europe, Africa, Oceania and Americas, giving MMTC global market coverage. The purchases (in bulk/planned) of Desktops, Printers, Network Equipments & related software is done as per the tender guideline of the company. However, for small/single quantity of computer item(s) needed on urgent basis by MMTC's Corporate Office, we would like to EMPANEL the vendors from Delhi/NCR to supply the following items on immediate delivery basis:-

Sl. No.	Category	Details of Product
1	Computer Hardware	TFT Monitors, Printer (DMP / Inkjet /LaserJet) / Scanner or MFP /UPS (Up to 1 KVA), Laptop Battery etc - in Single / Small quantity.
2	Network Equipments	HUB / Switches, Modems, N/W Cat5/Cat6 Cables (Patch Cord), RJ45 Connectors, I/O Boxes etc
3	Computer Peripherals	Key Boards, Mouse, Wi-Fi connectors / routers, DVD/CD-ROM, USB Hard disk / Pen drive, Memory Sticks ((SDRAM, DDR), data cables/connectors, KVM switch etc
4	System Software	Desktop/Server Operating System, MS Office, Adobe, Visual Studio, Antivirus renewal or New Purchase, Divers, service pack etc

A vendor submitting the proposal in response to this EOI shall hereinafter be referred to as Bidder (or Empanelled Vendors). Interested Bidders/Vendors who are dealing in Supply, Installation and Commissioning of IT Hardware/Software and meeting the following Eligibility Criteria may respond.

## 2.0 ELIGIBILITY CRITERIA

Sl. No	Eligibility Criteria	Documents to be submitted with this EOI
1	The Bidder should be an Indian entity with Delhi/NCR presence having minimum 5 years of experience as on today date in the activity of supply, installation and commissioning of IT Hardware, Peripherals and System & Off the Shelf Software	Manufacturer / Dealer / Distributer Certificate. The registration no. of the firm /company along with Sales Tax no./ Valid IT Certificate /Certificate of Incorporation
2	The Bidder company/firm/service provider should be financially sound i.e., it must have made profits in the immediately preceding three financial years.	Copy of audited accounts for the last three years i.e. 2012-13, 2013-14 and 2014-15 should be enclosed.
3	The applicant must not have been blacklisted by any Government or any Government agencies in India	A self declaration Signed by the authorized signatory
4	The turnover of the Bidder should have been minimum Rs.1 Crore per year during last two financial years. The major revenue should be from IT equipment sale.	The Bidder must produce a certificate/provisional certificate from the Company's Chartered Accountant/Auditor to this effect with segmented balance sheet showing product wise turnover.
5	The applicant shall have local office/showroom in Delhi/NCR for various activities like delivery, installation and commissioning of goods supplied. **No extra cost will be paid for delivery/installation.	The Bidders to furnish their existing service centre infrastructure details like contact details with postal address Phone No, Mobile No, Email etc.
6	The Bidder company/firm/service provider must have a Service Tax Registration Number and PAN Number.	Enclose attested copy of the relevant document
7	The bidder should have supplied, and installed Desktops, Printers and other accessories etc to at least 2 Public Sector Organizations in India during last 2 years	Satisfactory performance certificate from 2 Public Sector Organizations should be submitted.
8	Bidders shall be the Original Equipment Manufacturers (OEM) of Desktops, Laptops, Printers & other Computer hardware Peripherals and other off-the-shelf software items detailed above. (OR) An authorized dealer	If the applicant is Manufacturer, they should have manufacturing and testing facilities of international standards and should enclose the details of locations where the manufacturing and testing facilities are available. If the bidder is an Authorised Dealer, an Authorisation letter from their OEM to deal/market their product in India and it should be valid for a minimum period of 2 years including empanelment period from the date of empanelment

\* Failure to produce the documents as necessary proof along with submission of EOI proposal shall render the applicant ineligible for empanelment.

### **3.0 SCOPE OF EMPANELMENT**

- a. Empanelment would be for following items category :-
  - Computer Hardware
  - Network Equipments
  - Computer Peripherals
  - System Software
- b. During empanelment period, MMTC reserves the right to de-empanel any vendor. MMTC's decision will be final in this regard.
- c. During the empanelment period, MMTC will float limited tenders by sending an email amongst the empanelled vendors and seek responses for various requirements. Individual tender/s will contain detailed terms and conditions, instructions and scope of work.
- d. If the service provided by the vendor is found to be unsatisfactory or if at any time it is found that the information provided for empanelment or for any tender is false or if irregularities shown by the vendor when applying for the tenders, MMTC reserves the right to remove such vendors from the empanelled list without giving any notice to the vendor in advance.

### **4.0 EMPANELMENT PROCEDURE**

The vendor will be empanelled as per the following process:

Vendors satisfying the eligibility criteria will be short listed and will be empanelled with MMTC after due scrutiny of documents submitted by the bidder.

- 4.1** The empanelment will be valid for one year initially from the date of work order.
- 4.2** This contract may be renewed for further period of one year with same terms and conditions, provided MMTC is satisfied with the services of Service Providers or on the terms & conditions mutually agreed by MMTC and Service Providers.
- 4.3** MMTC will select top ten (10) vendors based on their higher Turnover and after fulfilling the above eligibility criteria as per clause 2.0.
- 4.4** Preference will be given to those vendors who have submitted dealership certificate for more categories.

## **5.0 INSTRUCTIONS TO THE BIDDERS**

- 5.1** The response should be submitted in a structured format and it should be paginated. Each page of the application should be signed by person/s on behalf of the organization having necessary authorisation / PA to do so, duly affixing the company seal. Applications containing false or inadequate information are liable for rejection.
- 5.2** Any alterations, erasures, overwriting, blanking out or discrepancies in figures etc may render the EOI submission as invalid.
- 5.3** The Sealed envelopes containing the response to EOI along with the required documents shall be super scribed on the top of the envelope “**REQUEST FOR EXPRESSION OF INTEREST FOR EMPANELMENT FOR "SUPPLY OF IT HARDWARE/SOFTWARE" IN SMALL QUANTITY** in response to EOI 01/15-16 dated 06.05.2015”. The EOI response should be deposited in the Tender Box kept at MMTC Limited, 5th Floor, Core - 1, SCOPE Complex,7, Institutional Area, Lodhi Road, New Delhi -110003, on or before Tuesday, 26th May 2015, 03:00 PM. The Bid should be addressed to:

**THE MANAGER (SYSTEMS) ,  
MMTC Limited, Core - 1, SCOPE Complex, 7,  
Institutional Area, Lodhi Road, New Delhi -110003**

- 5.4** The EOI will be opened in the presence of the applicants on **Tuesday, 26-05-2015 at 03.30 PM at MMTC Limited, 5th Floor, Core - 1, SCOPE Complex,7, Institutional Area, Lodhi Road, New Delhi -110003**. The applicant's representative may be present during the bid opening at our office address mentioned above well in time along with the authorization letter from the company. The applicants may note that no further notice in this regard will be given. Further, in case MMTC does not function on the aforesaid date due to unforeseen circumstances or Holiday, then the EOI will be accepted up to 03.00 PM on the immediate next working day and EOIs will be opened at 03.30 PM at the same venue on the same day. **The response not received in conformity with the above will not be evaluated.**
- 5.5** The short listed applicants will be notified in due course. Only shortlisted applicants will be invited to participate in the tender for supply, installation and commissioning of hardware, peripherals & software in MMTC. No interim enquiries will be entertained. The decision taken by MMTC shall be final and no representation or correspondence shall be entertained.
- 5.6** MMTC reserves the right to accept / reject any or all expression of interest received in response to this advertisement without assigning any reasons, whatsoever.
- 5.7** The Bidder shall bear all the costs associated with the preparation, submission of its bid and MMTC will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 5.8** The prices quoted will be valid for a minimum period of 30 days from the last date for submission of bid.

## **6.0 CHECKLIST**

Interested applicants conforming to the above requirements may respond by furnishing the following.

- 1. Covering Letter as Per Annexure I**
- 2. Applicant's Profile - Annexure II**
- 3. Write up on the Company's experience / expertise in Supply, Installation and commissioning of computer hardware items such as Desktops, Printers and other Peripherals and software items (max 5 pages).**
- 4. Copy of the Authorization letter from the OEMs for marketing / supplying the hardware and software items. - Annexure IV**
- 5. 3 Years Audited Balance sheet & Profit and Loss A/Cs. Certificate from the Company's Chartered Accountant stating that the company has an Annual Turnover of Rs. 1 Crore from Computer Systems and Peripherals alone shall be attached.**
- 6. List of major clients and the quantum of orders with approximate value executed to various organisations including PSU, Banks and other organizations for the last 3 years. – Annexure III**
- 7. The Applicant shall produce certificate available for the respective hardware items manufacture / marketed by them.**
- 8. The documents in support of Eligibility Criteria, wherever required as mentioned in this EOI.**

## **7.0 PAYMENT AND OTHER TERMS & CONDITIONS**

1. Mode of Payment will be e-payment only.
2. No advance payment will be made.
3. 100% of payment will be released only after 7(Seven) days of delivery and successful installation of particular items, if required by providing installation report.
4. Vendor will be responsible for any physical damage/breakage of items till delivery/installation (whichever applicable).
5. Each item should be cover under warranty as given by manufacturer in favor of MMTC Limited.
6. Total amount of items should be all inclusive of VAT/TAX as applicable and should be in Indian currency and in words along with figures
7. MMTC reserves the right to withdraw or amend any quotation/requirement prior to issue purchase order.
8. An email will be sent to you for providing us sealed quotation/proforma invoice for computer accessories by giving date and time.
9. Quotation will not be considered beyond mentioned date and time.
10. All quotations received will be open on particular date and time by committee members in front of company's representatives (if any).
- 11. Out of all quotations lowest price quoted by vendor will be given purchase order for delivery of said items within two days and installation of item by vendor itself if required provided other conditions are also met by the vendor.**

**ANNEXURE – I**

**Covering letter format**

Offer Reference No:

Date:

To  
The Manager (Systems),  
**MMTC Limited, Core - 1,**  
**SCOPE Complex,**  
**7, Institutional Area,**  
Lodhi Road, New Delhi -110003

Dear Sir,

**EOI Ref: EOI 01/15-16 DT: 06-05-2015**

Having examined the EOI document including all Annexure the receipt of which is hereby duly acknowledged, we, the undersigned, offer to empanel our company to supply, deliver and commission Hardware and Software in conformity with the said EOI.

If our offer is accepted, we undertake to supply, install and commission Hardware and Software to MMTC for the given period.

We agree to abide by and fulfill all the terms and conditions of the EOI and in default thereof, to forfeit and pay to you or your successors, or authorized nominees such sums of money as are stipulated in the conditions contained in EOI. We enclose a list of clients in India (giving their full addresses) where the model quoted by us now has been supplied by us. We also confirm that we have not been disqualified by any PSU/bank for supply of Hardware and Software.

Our PAN number for Income Tax is \_\_\_\_\_.

We are registered with the Sales Tax/Service Tax authorities and our registration numbers are as follows.

Sales Tax/VAT Registration Number is \_\_\_\_\_. Service Tax Registration Number is \_\_\_\_\_.

We accept all the Instructions and Terms and Conditions of the subject EOI.

Date

Signature \_\_\_\_\_

**Signature of the Authorized Signatory with date & seal**

## Annexure II

### APPLICANT'S PROFILE

Sl. No.	Particulars	Details (at Page no.)		
1	Name of the Applicant / Bidder			
2	Status of Applicant (Company, Partnership, Prop., etc)			
3	Classification [i.e. Manufacturer (OEM), Authorized agent, dealer, others, please specify]			
4	If the applicant is a sole distributor / vendor, valid authorization letter from OEMs to deal / market their product in India and date up to which the agreement is valid			
5	Year of Establishment & Details of Registration (attach Documentary Proof)			
6	Number of years experience in Computer Hardware / Software Business			
7	Telephone number			
8	Fax number			
9	Email Address			
10	Website address of the Company			
11	Key person (s) with contact details			
12	Authorized Official with Name, Designation, Contact Phone No/Mobile No / FAX No. etc for the EOI			
13	Sales Tax Number			
14	Income Tax Number			
15	3 Years Audited Balance sheet and Financial Statements			
16	Annual turnover from Hardware / Software Integration alone for the last three years (certificate from Auditor).			
17	Brief Financial Particulars for the last 3 financial years			
	Year	2012-13	2013-14	2014-15
	Net Profit/Loss			
	Turnover			
18	Enclose copies of Income Tax registration and last Income Tax clearance certificate			
19	Whether blacklisted by any Government or any Government agencies or Banks in India			
20	No. of Employees (Permanent / Under Contract) with Dept.-wise break-up [i.e. Production, Quality control, Marketing, Installation & Commissioning, Service, Spare parts, Administrative, etc]			

Wherever applicable submit documentary evidence to facilitate verification.

**We hereby declare that the information submitted above is true to the best of our knowledge. We understand that in case any discrepancy is found in the information submitted by us our tender is liable to be rejected.**

**Signature of the Authorized Signatory with date & seal**



**Annexure – III**

**LIST OF APPLICANT'S MAJOR CUSTOMERS IN LAST 3 YEARS AND  
REFERENCES**

Sl. No.	Name and complete Postal Address of the Customer (Purchaser)	Name, Designation, Telephone, Fax, E-mail address of the contact person (customer)	Nature and Description, Quantity of Goods ordered by the customer during last 3 years	Value of Goods ordered in last 3 years	Whether reference Letter Enclosed

**(Enclose necessary documentary proof)**

**Signature of the Authorized Signatory with date & seal**

**ANNEXURE - IV**

**Authorization letter format**

To  
The Manager (Systems),  
**MMTC Limited, Core - 1,**  
**SCOPE Complex,**  
**7, Institutional Area,**  
**Lodhi Road, New Delhi -110003**

Date:

**Dear Sir,**

SUB: Authorization Letter for attending the Bid Opening

**REF: YOUR EOINO: 01/15-16 Dated: 06-05-2015**

This has reference to your above EOI for Empanelment of vendors for supply, installation, and commissioning of IT Hardware and Software.

Mr. /Miss/Mrs. \_\_\_\_\_ is hereby authorized to attend the bid opening of the above EOI \_\_\_\_\_ DT: \_\_\_\_\_ on \_\_\_\_\_ on behalf of our organization.

The specimen signature is attested below:

Specimen Signature of Representative

Signature of Authorizing Authority

Signature of Attesting Authority

Name of Authorizing Authority