

Core-1, Scope Complex, 7 Insitutional Area, Lodhi Road, New Delhi-110 003 (INDIA)

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No.MMTC/CO/Admin/R&I-2017 Date : 27/07/2017

**SUB : Tender for Dispatch of (Approx. 30000 Nos.) MMTC Annual Report and Notice in and outside Delhi/NCR.**

MMTC Limited, a Government of India Enterprise is inviting sealed quotation from reputed and established Courier Agencies for dispatch of its Annual Report & Notice for FY 2016-17 to its members (approx. 30000 nos. in physical form) in Delhi NCR & other parts of the country. Tender documents containing detailed terms and conditions can be downloaded from MMTC’s website [www.mmtclimited.com](http://www.mmtclimited.com) or [www.tender.gov.in](http://www.tender.gov.in)

Bidders should have minimum turnover of Rs.30,00,000/- (rupees Thirty Lac only) per year during each of the last three years (valid and certified proof has to be attached). Last date for submission of tender documents completed in all respect is 16/08/2017 by 15.00 hrs. The technical bid will be opened 16/08/2017 by 15.30 hrs.

The important details schedules and dates are as under:

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| S.NO. | Key Event | Dates |
| i) | Last Date for submission of Bids  | 16/08/2017 at 15.00 hrs |
| ii) | Date of opening of Bids by Tender/Purchase Committee (Participating bidder(s) if so desires, may be present at the time opening of bid) | 16.08/2017 at 15.30 hrs |
| iii) | Date of Opening of financial bids | Will be intimated at the time of opening of Technical bid |
| iv)  | Earnest Money Deposit (EMD) | Rs.25,000/- |
| v) | Venue for Opening of Bids | 2nd Floor, Admn. Division, MMTC Limited, SCOPE Complex, New Delhi-110003 |

**ANNEXURE –I**

1. **THE TECHNICAL BID OFFER SHOULD INCLUDE THE FOLLOWING DETAILS :**
2. Name of the firm/Proprietor/Company
3. Name(s) of the Proprietor/Partners/Directors
4. Business address of the firm/Company
5. Annual turnover of the firm for the last 3 years along with annual audited accounts.
6. Copy of the details of the part experience (minimum 3 years) of providing services in the same field in Government / PSUs / Reputed Corporate Sectors/Listed Companies. The experience should be continuous for the last three years.
7. Copy of PAN Number
8. The bidders must submit copies of their valid GST IN or proof of having applied for GST IN number.
9. The quotation should be accompanied with EMD of Rs. 25,000/-(Rupees Twenty Five Thousand only) through Bankers Cheque/DD favoring MMTC Limited payable at New Delhi. The EMD will be refunded to the successful bidder only after conclusion of AGM and on satisfactory performance of the successful bidder.
10. In case the party is registered with Ministry of MSME/ its authorized agencies, party is required to submit registration certificate and store details in addition to above.
11. The rates quoted in the Financial Bids should be both in words and figures in prescribed format (Annexure-1) inclusive of all taxes including applicable GST.
12. Financial bids of only those firms will be considered who are short-listed on the basis of the Technical Bid.

(S.B. Mathpal)

Addl. General Manager(Admn.)

**TERMS & CONDITIONS**

1. The Agency should have its operational registered office/one of its operational office in Delhi and the agency should perform the job himself and will not entrust/transfer the job to the another agency.
2. The Agency should be able to provide the 100% Proof of Dispatch (POD Slips) in scanned form (i.e. PDF Format) and in physical form for all the shareholders within 10 days of completion of dispatch.
3. The data regarding shareholders &their address slip shall be provided by the Registrar & Share Transfer Agents (RTA) of the MMTC Limited.
4. The Agency should have online tracking facility to track the status of article sent by courier.
5. The dispatch work should be completed within 48 hours of delivery of reports to the Agency from MMTC Corporate Office/Printers office
6. If required, physical verification of the bidder with regard to its location/manpower etc. to verify party’s credentials may be done by authorized representative of MMTC Limited.
7. CONCILIATION/ARBITRATION : If any dispute(s) or difference (s) of any kind whatsoever arise between the parties (MMTC and Contractor), the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appoint4ed by CMD, MMTC. In the event, no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to the appointed by CMD, MMTC. In case dispute is not settled through amicable settlement same may be referred to arbitration as per following clause : “Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman & Managing Director of MMTC Limited. The provision of Arbitration and Conciliation Act, 1996 shall apply to such arbitration.

Notwithstanding the existence or any dispute or difference and/or reference for the arbitration, the contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and payment due to the contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

In the event of any dispute, the court of Delhi shall be exclusive jurisdiction to adjudicate any dispute.

The fee and other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties. The arbitrator will give speaking and reasoned award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

1. FORCE MAJEURE : In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected such Force Majeure shall be suspended for the period during which such cause lasts. The terms “Force Majeure” as employed herein shall mean acts of God, War Civil, Riots, Fire directly affecting the performance of the contract, flood and Acts and Regulations of respective government of the two parties, namely MMTC and the Contractor. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause immediately amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions. MMTC shall have the option of canceling this contract in whole or part at his discretion without any liability at his part.

Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause last.

1. APPLICABLE LAW AD JURISDICTION : All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.
2. MMTC reserves the right to reject any or all the quotations without assigning any reason thereof.
3. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms & conditions of the tender.

MMTC reserves the right to cancel the contract at any point of time without assigning any reason whatsoever.

1. Under Public Procurement Policy(PPP) issued by Ministry of Micro, Small & Medium Enterprises, Government of India for Micro & Small Enterprises(MSEs), a minimum 20% share out of the total procurement of goods and services by Central Ministries/Departments/Public Sector Undertakings are to be made from MSEs. Further out of 20% target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement form MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference and benefits as applicable will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.
2. **SUBMISSION OF BIDS**

Eligible agencies are requested to submit their offer in Two bid system viz. technical bid and financial bid in two separate sealed envelopes will be with Technical bid documents.

1. TECHNICAL BID

The first sealed cover should be superscribed as “Technical Bid” and should have details/documents as mentioned at Annexure-I.

ii) FINANCIAL BID

The second sealed envelope should be superscribed as “Financial Bid” as per Annexure-II should contain only rates.

The Technical bids alongwith EMD & Financial bid are to be put in two separate sealed covers and should be placed in the main sealed envelope containing quotations is to be superscribed as **“Quotation for Dispatch of MMTC Annual Report & NOTICE”** andit should be addressed to **General Manager(Admin), MMTC Limited, Core-1, SCOPE Complex, Lodhi Road, New Delhi – 110003** and same may be dropped in the tender box kept at **2nd floor,** **MMTC Limited, Core-1, SCOPE Complex, Lodhi Road, New Delhi Delhi – 110003** **on or before 16.08.2017 at 1500 Hrs (IST) and bids will be opened on 16.08.2017 at 1530 Hrs (IST).**

(S.B. Mathpal)

 Addl. General Manager (Admn.)

New Delhi.

 ANNEXURE - II

**FINANCIAL BID**

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| --- | --- | --- | --- |
| **S.No.** | **Destination** | **Weight in Gms.****Per parcel** | **All inclusive rates both in figure & words****(Rs.)** |
| 1. | Delhi/NCR | 300 - 450 |  |
| 2. | All over India |  |
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Declaration:

I hereby certify that the information furnished above is full and correct to the best of our/my knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not be allowed to have any dealing with the MMTC in future.

( Signature with Stamp of Tenderer )