



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)
Phone No. +91 11 24362200, 24366305, 24360527, Fax +91 11 24364587

No.MMTC/CO/Admin/R&I-2017-18

Date : 02/08/2018

e-Tender for Dispatch of (Approx. 30000-35000 Nos.) MMTC Annual Report and Notice in and outside Delhi/NCR.

Time schedule for various e-tender related events

Date of issue of bids : 02.08.2018

Last date and Time for bid Submissions : 17.08.2018 upto 1100 HRS

Techical bids Opening Date & Time : 17.08.2018 at 1130 HRS

EMD : Rs.25,000/- (Rupees Twenty Five Thousand only)

THE SUBMISSION AND OPENING OF BIDS WILL BE THROUGH E –TENDERING PROCESS

Special terms & conditions for bids to be submitted in electronic mode

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 offer on letter head

For any technical issues difficulties pertaining to the e-Procurement portal bidders are advised to get in touch with the service providers helpdesk:

Vendor's Queries	Contact Numbers	Mail ID
New Bidder Registration (Portal Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	+91-(79)- 40016 866	info@abcProcure.com
	+91-(79)- 40016 840	
	+91-(79)- 40016 818	
	+91-(79)- 40016 821	
Mr. Abhijeet Goware (Dedicated Helpdesk for MMTC)	+91 9265562826	abhijeet@eptl.in
For Only, Technical Assistance related to e-Tender or e-Auction filling/ submitting (Offsite Team).	+91-(79)- 4027 0555	support@abcProcure.com
	+91-(79)- 4027 0564	
	+91-(79)- 4027 0569	
	+91-(79)- 4027 0507	pankesh@eptl.in

2. The bidder shall have valid Class-III Digital Signature Certificate (DSC) (with signing and encryption) issued from licenced Certifying Authorities operating under Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) in India. The details of the licensed CA's are available on www.cca.gov.in wherein details have been mentioned.

3. The bidders shall register on the e-portal so as to have a valid user id for accessing e-tendering/ e-auction portal of MMTC.

4. For minimum system requirements clients/bidders should refer to home page of the URL <https://mmtc.abcprocure.com> under tab Download/ Minimum System Requirements- V2.0

5. Bidders are advised to print and save bid submission receipt on submission of bids.

MMTC LIMITED
Core 1, SCOPE COMPLEX
LODHI ROAD, NEW DELHI 110 003

e-Tender for Dispatch of (Approx. 30000-35000 Nos.) MMTC Annual Report and Notice in and outside Delhi/NCR.

TENDER DOCUMENT

MMTC Limited, a Government of India Enterprise, invites e-bids through e- mode for selection of courier agency for dispatch of MMTC Annual Report and Notice in and outside Delhi/NCR. The bidders are required to quote through **on line mode only** as per **Scope of Work and Bill of Quantity indicated in Annexure - I & II respectively**. Format for techno commercial bid is placed at **Annexure - III** and that of financial bid is at **Annexure – IV**.

Submission of Bid :

1. Bidders are hereby requested to submit their e-bids in the following format :
 - i) (a) **EARNEST MONEY (EMD)** to be sealed in a separate envelope superscribed as **“EARNEST MONEY ” for “Quotation for Dispatch of MMTC Annual Report and Notice”**

(b) **EMD payment through NEFT or other net mode is also allowed. In case of EMD through e-payment, copy of the proof of the payment can be submitted either through physical mode or through e mode alongwith technical documents. The bank details of MMTC for e payment are as follows :**

State Bank of India,
CAG Branch
Parsvnath Towers, Bhai Veer Singh Marg, Gole Market,
New Delhi

A/c No. 10813608375
IFSC : SBIN0017313
 - ii) Technical bid and Financial bid are 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 offer on letter head. No other mode of submission of bid shall be accepted under any circumstances.
2. The Earnest Money envelope addressed to GM(Admn.), MMTC Limited, Core 1, SCOPE Complex, 7 Lodhi Road, New Delhi 110 003 shall be dropped in the tender box, marked with name of work and placed in the Administration Division, 2nd Floor of MMTC Office in SCOPE Complex on or before due date and time specified in the bid.

3. Opening of Earnest Money and Technical e-bids would take place simultaneously on the date and time of bid opening in the presence of the intending bidders or their authorized representatives who may wish to be present.
4. The Technical e-bids received and opened shall then be evaluated by the Evaluation Committee of MMTC as per Eligibility Criteria as mentioned in Clause 15 of this NIT.
5. MMTC will open the "Financial E-bids" of all the technically qualified Bidders. The intimation of date, time and venue of the opening of the "Financial E-bids" shall be informed separately through e mail or fax to such bidders.
6. MMTC does not own any liability if the e-bids are not submitted within due date and time as per requirement.
7. Sealed envelope containing EMD received if submitted in physical mode after due date and time or if submitted to any other place other than that mentioned above, shall not be considered and would be liable to be rejected without assigning any reason whatsoever. MMTC shall not be responsible for late receipt of the EMD, Technical and Financial E-bids envelopes submitted by any bidder. The bidders may depute their authorized representatives at the time of opening of the bid.
8. MMTC reserves the right to extend the deadline for submission of e-bids by issuing an amendment in which case all rights and obligation of the MMTC and the bidders previously subject to the original deadline will then be subject to the new deadline.
9. Withdrawal or modification of a bid after submission of e-bids may result in the forfeiture of the EMD.

10. Documents to be enclosed while submitting e-bids through e mode:

(A). Earnest Money of Rs. 25,000/- **(i) (In case through physical/offline mode)** Demand Draft/pay order of required amount of Earnest Money issued in favour of "MMTC Limited" payable at Delhi required to be placed. Following information should be marked on the face of the sealed envelope:

Name of Party.....

Tender No

Earnest Money Amount Issuing Bank Date.....

Bid without EMD will out rightly be rejected. SSI/ NSIC/ MSME registered Industries are exempted from submission of EMD and must enclose the SSI/NSIC/ MSME registration certificate for the same products/Services in this contract. If the SSI certificate does not contain the item as listed in our NIT and no EMD is found enclosed, the offer shall be rejected.

(i) EMD in e payment mode : Documents in proof of e payment mode should be submitted in e-mode.

(B) Technical Bid (Through e mode only):

The following Documents scanned images (preferably in pdf format) signed by the Authorized Signatory to be uploaded with the on-line Technical Bid (these documents need not be digitally signed):

- i. Techno-Commercial Bid (as per format given in Annexure-I)
- ii Complete bid document as a token of acceptance of Terms & Conditions & scope of services etc.
- iii. Documents regarding average annual turnover during the last three financial years ending March 2018 as per "Eligibility criteria" clause no. 15 of bid document.
- iv Other Documents required as Per "Eligibility Criteria" clause no. 15 of document.
- v PAN & GST NO.
- vi. EMD paid in e-mode – Documents/Details in proof of e-payment mode before closure of tender.

(C) Financial Bid : (Through e mode only) : Financial bid as per enclosed Format in Annexure - II.

11. The e-bids will be received up to 11:00 hrs on last date of receipt of bids. e- Technical bids of bidders who have submitted the valid & requisite EMD will be opened on the same date at 11:30 hrs in the presence of the representatives of the bidders present.

12. The EMD of the bidder shall be forfeited

- a. If the bidder withdraws the bid during the period of bid validity
- b. In case successful bidder fails to accept letter of award within the stipulated period mentioned in letter of award, besides forfeiture of EMD, bidder shall not be considered for participation in any bidding process for next three years in MMTC.

13. The EMD of successful bidder shall be retained towards making of the security for the performance of the contract and shall only be discharged after conclusion of AGM and on satisfactory performance of the successful bidder. The EMD of unsuccessful bidders will be returned after completion of bidding process and award of work.

14. The bid shall remain valid from the date of opening of the e-bids till successful conclusion of AGM scheduled to be held on 28th September, 2018.

15. ELIGIBILITY CRITERIA

Bidders are to submit the Techno Commercial" details online/physical mode in the format at Annexure-I. Bidder should have following qualification:

- a) In case of company the Certificate of incorporation, list of Directors with PAN numbers, contact details etc.

In case of partnership firm or Proprietorship, relevant documents like PAN cards, Partnership Deed and last three years' Income Tax Return copies.

- b) The Bidder should have valid Pan No. & GST No./proof of having applied for GSTN.
- c) The Bidder should have average annual turnover of at least Rs. 30 lakh for the last three financial years ending March 2018, and
- d) Bidder must have executed at least 3(three) orders of similar work having minimum value of Rs.30 lakh each during preceding 3(three) financial years ending March 2018.

Similar work means dispatching of Annual Reports and Notice of PSU/ Govt/Financial Institution/Public Limited Listed companies having shareholder base of 50,000 or more in Delhi/NCR.

Documents required to be uploaded on line:

- (i) PAN & GST No.
- (ii) Audited Balance Sheet, Statement of Profit & Loss turnover for the last three financial years;
- (iii) Copy of work orders of executed similar work / completion certificates in support of their claims of executing similar work duly certified by the Statutory Auditor.

16. RATES AND PRICES

Bidders should quote the rates through **e-mode only** in the format given at Annexure-II. Incomplete e-bids will summarily be rejected. The rates quoted by the bidder shall be valid till the final completion of the job.

The rates quoted should be inclusive of all statutory duties and taxes (including GST) and other charges. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

17. TERMS OF PAYMENT

Payment of bills, which are ready in all respects, shall be made within **3 weeks** of receipt of bill at MMTC.

Any clarification/correction/modification, if required, in the bill will be sought from the contractor/supplier/service provider within **1-2** working days from the date of submission of bills in MMTC and same shall be re-submitted after making required corrections, to MMTC within the next **2-3** working days except in exceptional circumstances. In this case, the date of receipt of bill at MMTC will be the date on which the corrected bill, ready in all respects, is resubmitted by the vendor in MMTC,CO.

In case of any disagreement between MMTC and the contractor/supplier/service provider on any part of the bill, such part may be severed from the rest. Payment against agreed and admissible part can be processed as per laid down procedure, while the disputed part can be dealt as per contract provisions viz. conciliation, dispute resolution, arbitration as mentioned in the tender.

18. LIQUIDATED DAMAGES FOR DELAY IN SUPPLY

Time is essence of the contract. The successful bidder must adhere to the time limit and ensure delivery/services. Failure to supply all or part of the delivery/services on or before the stipulated date / deficiency in service will entail a pre-estimated pre-determined liquidated damages equal to 10% of the value of total contract price.

19. EVALUATION CRITERIA

The responsive bid/s will be first evaluated on the basis of Techno-commercial parameters listed in Annexure-I. Financial bid/s of such bidders who meet the techno- commercial parameters will thereafter be opened and the bidder quoting lowest (L-1) amount will be awarded the contract.

20. 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 appointed by CMD, MMTC.

In the event no amicable resolution or settlement is reached between the parties (MMTC and Contractor) 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 be appointed by CMD, MMTC.

Notwithstanding the existence or any dispute or differences 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 the 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.

The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

The venue of the arbitration shall be New Delhi, India. The fee & 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 the speaking and the reasoned Award. The parties will not be entitled to any pendente-lite interest during arbitration proceedings.

21. 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 by such Force Majeure shall be suspended for the period during which such cause lasts.

The term "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

22. APPLICABLE LAW AND 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.

23. No alternative offer shall be considered

24. MMTC reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all e-bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of MMTC's action.

25. MMTC reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all e-bids, at any time prior to placement of order, without thereby incurring any liability.

26.. Under Public Procurement Policy (PPP) issued by Ministry of Micro, Small & Medium Enterprises, Government of India for Micro & Small Enterprises (MSMEs), 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 MSMEs, a sub-target of 4% is earmarked for procurement from MSEs owned by Scheduled Caste (SC) / Scheduled Tribes (ST) entrepreneurs. Preference will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.

In case the party is registered with Ministry of MSME/its authorized agencies, the bidder is required to submit registration certificate and store details in addition to above. The MSMEs parties will be eligible for the benefits as applicable to them under MSMEs Act, 2006.

27. For details, please visit www.mmtclimited.com, www.eprocure.gov.in & <https://mmtc.abcpocure.com>

28. OTHER TERMS & CONDITIONS

- i. The Agency should have its office based in Delhi and the agency should perform the job itself and will not entrust/transfer the job to the another agency.
- ii. It is mandatory that the Agency should 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.
- iii. The data regarding shareholders & their address slip shall be provided by the Registrar & Share Transfer Agents (RTA) of the MMTC Limited.
- iv. The Agency should have online tracking facility to track the status of article sent by courier.
- v. The dispatch work should be completed within 48 hours of delivery of reports to the Agency from MMTC Corporate Office/Printers office

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

29. Any clarification on the documents may be obtained from:-

Mr. Arun D' Rozario GM (Estate & Administration), MMTC Limited, Core-1, SCOPE Complex, NEW DELHI-110 003. Telephone No: 011-24366364	Mr.S.B. Mathpal Addl.GM (Administration), MMTC Limited, Core-1, SCOPE Complex, NEW DELHI-110 003. Telephone No: 011 - 24381238
---	---

Annexure-I

TECHNO-COMMERCIALBID

1	<u>Details of Bidder</u>		
	Name		
	Address		
	Contact Person's		
	i. Name & Design.		
	ii. Address		
	iii Tel No.	Landline	
Mobile			
iv. Email ID			
2	PAN No. (Please upload photocopy)		
	GST No.		
	Please upload copy of GST No		
3	Average Annual Turnover for the last 3 financial years:		
		FY	Annual turnover in lakh Rs.
		2015-16	
		2016-17	
		2017-18	
		(Please upload copies of documentary evidence i.e. audited balance sheets or statement of Profit & Loss or certificate from CA certifying the turnover for last three years)	

5	<p>Details of executing three works during preceding 3 (three) financial years ending March, 2018 having minimum annual turnover of Rs.30 lakh</p> <p>Similar work means holding of AGM for a PSU/ Govt./ Financial Institution/ Public Limited listed companies having shareholder base of 50,000 or more in Delhi/NCR</p> <p>Please upload copies of work order of executing similar works/completion certificates issued by client in support of their claims of executing similar works</p>	
6	<p>EMD details Please upload copy of DD/BC</p>	<p>Amount: Rs.25,000/- DD/BC No.: Dated : Drawn on</p>

(Signature of authorized signatory)

Name _____

Designation_____

ANNEXURE - II

FINANCIAL BID

S.No.	Destination	Weight in Gms. Per parcel	All inclusive rates(inclusive of all taxes) both in figure & words (Rs.)
1.	Delhi/NCR	i. Upto 500 Gms.	
2.	All over India	ii. 500 – 1000 Gms.	

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)

