



**Delhi Regional Office, F-8-11 Flatted Factory Complex, Rani Jhansi Road,
NEW DELHI - 110055**

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MMTC/DRO/EOI/S& S/84 /2018-19

Date: 20th.Feb. 2019

Expression of Interest

MMTC Limited, Delhi Regional Office invites expression of interest from interested parties, having adequate infrastructure, valid license and experience for empanelment of vendors for Design & Construction of Stall and providing complete security system for our Gold Jewellery exhibition at The Hotel Ashoka New Delhi or any other venue during the period of empanelment. For tender documents and other details kindly visit our website www.mmtclimited.com or www.eprocure.gov.in

General Manager (Retail)



**Delhi Regional Office, F-8-11 Flatted Factory Complex, Rani Jhansi Road,
NEW DELHI - 110055**

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EXPRESSION OF INTREST FOR STALL FABRICATION AND SECURITY SERVICES

Tender No:	MMTC/DRO/EOI/S&S/84 /2018-19 Dt.18.02.2019
Publishing Date of Tender	Dt.20.03.2019 (1730 hrs)
Documents Sale Start Date	Dt.20.03.2019 (1730 hrs)
Submission Start Date	Dt.20.03.2019(1730 hrs)
Document Sale end Date	Dt.29.03.2019(1400 hrs)
Submission End Date	Dt.29.03.2019 (1400 hrs)
Technical bid Opening Date	Dt.29.03.2019(1600 hrs)
Place of opening of the Bids/ address of communication	MMTC Limited, Delhi Regional Office, F,8-11, Flatted Factories Complex, Rani Jhansi Road, New Delhi-110055

EXPRESSION OF INTREST FOR STALL FABRICATION AND SECURITY SERVICES

LETTER OF INVITATION

1. BACK GROUND

MMTC Limited was set up in 1963 under the Ministry of Commerce, Government of India. The Company is engaged in international and domestic trading of commodities/products like minerals, metals, precious metals, fertilizers and fertilizer raw materials, coal & hydrocarbons, agro commodities and general trade. Delhi Regional Office (DRO) of MMTC holds flag ship exhibitions on Diwali and Akshyatrity to exhibit Gold Medallion, Silver Medallion, Gold Jewellery (plain/studded), Sanchi Silverware and Indian Gold Coin. Delhi Regional office also organizes small exhibitions-cum-sale at different locations in Delhi-NCR and also outside Delhi (Within DRO Jurisdictional area).

Taking into consideration the need for smooth Co-ordination and conduct of our exhibitions, MMTC intends to empanel the vendors / Contractor for Stall Design, fabrication, decoration & complete Security system etc initially for a period of two years from the date of concluding this EOI process, empanelment period can further be extended at the sole discretion of MMTC. The vendors must be technically competent, experienced and financially sound. Price bids from the empanelled vendors only shall be called at the time of each Exhibition / requirement and Job shall be awarded to L1 Vendor for the particular exhibition for which price bid has been called. Stall vendors having their own complete security system or a legal tie up arrangements only may apply. Application form as Annexure- "A" is attached with this DOI document.

2. SCOPE OF WORK

- a.** To design layout for the jewellery exhibition.
- b.** To erect octonorm stalls with showcases of different sizes for display cum sale of jewellery .
- c.** To provide music during the exhibition.
- d.** To provide Two Generator – 125 KVA with diesel to cover all the stalls & decoration of hall & lobby. Generator timings- 9:30 am to 9:30 pm. One running and one stand by.
- e.** To decorate the exhibition venue with fresh seasonal flowers
- f.** To Provide security to the exhibition cum sale venue
- g.** To install CCTV cameras in and around the exhibition hall

2. Duration of Work

- a.** Stall fabrication work is to be completed in all manners within 12 hours from the time of handing over the exhibition venue to the vendor.
- b.** Each exhibition shall be of approx. 03 to 10 days duration

3. Earnest Money Deposit and Performance Guarantee

Rs.50,000/- in form of a Demand Draft/ Pay Order only favoring MMTC Limited, payable at Delhi .The EMD should be submitted along with the EOI

documents . The EMD deposited shall be refunded to unsuccessful parties within fifteen days (15) from the date of concluding the EOI process. Parties who qualify the technical bid stage shall be empanelled as our registered vendors for a period of two years from the date of concluding this EOI process. L1 party among the empanelled agencies derived after calling the price bid shall deposit an amount of Rs. 3.00 Lakh as performance guarantee which shall be refunded to such L1 party after satisfactory completion of contract / rate validity period. EMD amount to all empanelled vendors shall be refunded after satisfactory completion of empanelment period. EMD & Performance guarantee amount shall be interest free in all cases.

4. Place of Tender Submission

- a. Through e-Tender on MMTC e-procurement website <https://mmtc.eproc.in>. Or in Physical mode in tender Box available at the address as mentioned at 5(a)

5. Dealing Division

- a. General Manager (Retail), MMTC Limited, Delhi Regional Office, F-8-11, Flatted Factory Complex, Rani Jhansi Road, New Delhi -110 055.
- b. **Last Date of Submission:** 18th March, 2019 (1730 Hours).
- c. **Date of Opening of Technical Bid:** 19th March, 2019 (1100 Hours).
- d. **Price Bid** – Price bids from the empanelled vendors only shall be called at the time of each Exhibition / requirement and Job shall be awarded to L1 Vendor for the particular exhibition for which price bid has been called.

6. Submission of e-bid(s):

- i. e- bid is available on MMTC e-procurement website <https://mmtc.abcprocure.com> for online bidding process. For this, Bidder is required to obtain minimum 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.
- 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.abcprocure.com>. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.
- iii. **Procedure for Registering in E-Procurement portal:** Bidder has to register with our E-procurement portal. For registering, please go to <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. Abhijeet Goware, Technical Support Engineer – email abhijeet@eptl.in, mobile phone +91-9265562826.

Vendor's Queries	Contact Numbers	Mail ID
New Bidder Registration (Portal	+91-(79)- 40016 866	info@abcProcure.com

Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	+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

- v. Tender in both the modes, e-tender as well as physical mode, shall be accepted. Parties can choose any one mode of submission of their bids. Parties who prefer submission of tender in physical mode, may drop their entire tender documents, sealed in a single envelope (indicate the tender no MMTC/DRO/EOI/S& S/84 /2018-19 on top of the envelope), in the tender Box kept at the reception counter of the office at MMTC Limited, F8-11, Flatted factories Complex, Jhendewallan, Ranijhansi Road, New Delhi-55, during office hours.

7. ESSENTIAL ELIGIBILITY CRITERIA

- a) The bidder should be registered in India. Certificate of Incorporation, Copy of PAN, GST Registration, applicable, if any, should be submitted.
- b) The bidder should have a minimum of three years' experience in Stall construction/organizing exhibition and providing the security services as per the scope of work.
- c) The bidder should have an average Annual Turnover Rs. 3 Crore for stall design and Construction and 0.50 Crores for security services and should have made profits in last 3 financial years (Turnover figures on the company letter head duly certified by Chartered accountant needs to be submitted. Bifurcation of annual turnover figures between Stall design & Construction and Security services should be clearly indicated.
- d) For qualifying the technical bid, bidder has to secure minimum 60 marks as detailed here under at clause 8. It may also be noted that there will be negative marking of 10% on the total marks scored, for penalties imposed on the bidder by any agency during last five years.
- e) Agency should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India.
- f) Agency should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- g) The bidder Should submit a declaration on Non- Judicial Stamp paper of Rs 10.00, Annexure-"B" of this EOI document, head duly signed by the authorized person that they have not been blacklisted, penalized or suspended by MMTC/ any other PSU/ Central or State Govt. Departments and have not been held guilty by any Court of Law for any offence involving fraud, dishonest and moral turpitude.(To be submitted in physical form along with EMD).

- h) All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the bidder firm.
- i) Bidder to furnish stipulated documents in support of fulfillment of essential qualifying criteria.
- j) Non-submission of documents may lead to rejection of offer.

**8. Criteria for Evaluation of Technical bid: Total marks: 100;
Qualifying marks: 60**

Turn Over of the single vendor: 30 marks

Turn Over in Crore Minimum Rs. 3.00 Crore & 0.50 crores , Stall Design & fabrication and Security Services respectively, in each Financial year 2014-15, 2015-16, and 2016-17. Zero marks shall be assigned for the turnover of less than Rs. 3.00 Crore & 0.50 crores , Stall Design & fabrication and Security Services respectively and total marks for turnover shall be assigned on the basis of the average turnover of three financial years accordingly.	Marks
Average annual Turnover of a Single Vendor: 30 Marks	
1. Turnover , Rs. 3.00 to 4.00 Crores - For Stall Design & Const. – 5 Marks 2. Turn Over , up to Rs.0.50 to 0.75 crores- For Security Services- 5 Marks	10
1. Turn over Rs. 4.00 to 6.00 Crores For Stall Design & Const. – 10 Marks 2. Turn over Rs.0.75 to 1.50 crores- For Security Services. – 10 Marks	20
1. Turnover above Rs. 6.00 crores For Stall Design & Const. – 15 Marks 2. Turn over above Rs.1.50 crores- For Security Services. – 15 Marks	30
Experience (Stall Design & fabrication) : 30 marks	
1. 03 to 05 years experience	10
2. 05 years - 10 years	20
3. Above -10 years	30
Experience for Security services- 20 Marks.	
1. 03 to 05 years experience	05
2. 05 years - 10 years	10
3. Above -10 years	20
Security Services arrangements -20 Marks	
1. Tie-up arrangement	10
2. Own arrangement	20

Note: There shall be negative marking of 10% of the total scored marks, if panelized by any agency during last Five years.

9. Complete Security System arrangements

To provide the complete security system for CCTV surveillance with round the clock recording and monitoring facility of our Exhibitions , Security personnel required (Security Guards / Armed Guards / Surveillance / frisking personnel) men and women) , all security equipments for frisking and surveillance etc.

9.1 Qualification of Guards/Gunman

The guards provided should be physically fit with good character, conduct & behavior, competent & qualified to perform the security duties for which they are employed. They shall not be beyond the age of 50 years. This office shall have the right to ask the security agency to remove any considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to exhibition venue without the consent of MMTC. The gunman should have gun license. The gunman should have minimum double barrel gun. Copy of the Gun license of the Gunman to be submitted to the nearest police station, if required by the police.

9.2 Duties of the Security Guards

- a) The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit, Alert & smartly dressed in uniform.
- b) To attend with compliments to distinguished visitors, VIP's and Officers.
- c) Check, Control and Restrict entries to Staff/Workers/ Authorized Personnel of Organization/ Firm and others by valid passes or searching if required and incoming/outgoing Materials (with invoices, challan).
- d) Maintain strict security of Men, Material and Premises.
- e) Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in attendance register etc.
- f) In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation.
- g) The security guard must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in or near the exhibition hall.
- h) The security personnel must be in proper neat and tidy uniform
- i) The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- j) The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
- k) The security guard should check the bags/ briefcases of the visitors.

9.3 Duties and Responsibilities of the Agency

- a) The agency should provide necessary equipment to the security guard on duty.
- b) The security guards must be rotated from their deployment
- c) If it is found that any property of the MMTC is lost/ damages due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/ lost from the security agencies bill.
- d) The agency shall furnish the names and addresses of the security guards posted in the exhibition premises of MMTC and also when there is any change in security guards.
- e) The security guards deployed will be deemed to be paid wages for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.

- f) Guarding MMTC's property against any theft/loss etc.
- g) Liaison with local police, assist MMTC in case of theft/ loss in lodging FIR and follow up lodging of insurance claim etc.
- h) Agency will appoint a co-ordinator (at their own cost), who will stay at the exhibition premises during the exhibition. The co-ordinator will conduct regular periodic check during night hours after sealing of exhibition premises so that security guards are alert and perform their duty.

9.4 SECURITY REQUIREMENTS

- a) Color CCTVs, Cameras, cameras with night vision capable of recording HD video in dark, cameras with wide field of vision/adequate VCRs/recording systems for recording of installed cameras, security system etc., to cover the entire exhibition premises including sales counter, passage etc and daily recording to be maintained for all days of exhibition for minimum 60 days from the date of close of exhibition.
- b) Gunman, Security Guards, Lady Searchers, Security Officers to provide vigilance and to control movements and conduct of undesirable elements. Technicians for monitoring /supervising CCTVs. Recording will be required for 24 hours during the period of exhibition. However number of security officials may decrease or increase according to requirement.
- c) Six zone security Control panel and Photo electric infrared Beams (PEIR & PIR) to be provided at each door.
- d) Magnetic sensors at all entry/ exit doors.
- e) DFMDs -, HHMDs
- f) One snuffer dog for checking entire exhibition area from explosive point of view well before start of exhibition every day.
- g) Bouncers for opening day or celebrity visiting day, as required by MMTC, during the period of exhibition.
- h) Any other security equipment as may be required.

10 GENERAL TERMS & CONDITIONS OF TENDER WITH INSTRUCTIONS

1. The EOI received, will be opened by the committee constituted for the purpose.
2. The EOI will be opened in presence of bidders or their authorized representative who chose to remain present on the opening date at the scheduled time.
3. If the bidder deliberately gives wrong information in his tender, MMTC reserves the right to reject such EOI at any stage or to cancel the contract, if already awarded.
4. Sub-contract any part or complete work is not allowed without written permission of MMTC.
5. Timely completion of the work is essence of the contract.
6. The contractor shall be responsible for any injury caused to persons or things any damage caused to any property of MMTC/ Exhibition venue which may arise from the operations or neglect of any person of the bidder or any person engaged by him for any purpose related to the execution of this contract. This clause shall include inter-alia, any damage to buildings, space etc. adjacent to or otherwise to the premises. The bidder shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damage consequent upon any claim arising out of the above. The bidder

- shall further make good all damage caused thus either to MMTC or any third party.
7. The contractor shall ensure the regular supervision and control by himself AND/OR by his authorized representatives on the personnel deployed by him for MMTC work and necessary direction should flow from the bidder to his workforce for undertaking the tender obligations.
 8. The bidder shall comply with all labour/industrial laws.
 9. The contractor shall submit for verification all relevant records/documents to MMTC as asked for.
 10. All Statutory taxes/TDS at the prevailing rates as applicable from time -to- time shall be deducted from Contractor's bills as per statute.
 11. The bidder shall have total responsibility for all items / equipment/ materials in his custody, stores, loose, semi-assembled and /or erected by him at venue.
 12. In the event bidder fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the MMTC or on behalf of the MMTC within the scope of the contract, or shall contravene the provisions of the contract, the MMTC may give notice in writing to the bidder for termination of the contract. Bidder shall be responsible for all losses due to this.
 13. Any deviation of breach of contract will result automatic forfeit of EMD and Performance Guarantee amount.
 14. The stall bidder to provide left luggage counter and security to arrange for keeping visitors left luggage /articles etc., at the entry gate and to ensure no inconvenience is caused to the visitors on this account.
 15. MMTC reserves the right to modify or cancel the whole tender process or award the tender to other than L1 bidder at the sole discretion of MMTC without making reference to any other party and without assigning any reason whatsoever.
 16. No advance payment shall be made in this tender/work order.
 17. Before Tendering, the bidders are advised to carefully go through the terms and conditions.
 18. Full CCTV coverage at all the sale counters, entire exhibition venue to be provided and constant vigil to be kept for undesirable elements.
 19. Successful bidders to provide the cabling for complete security system at the exhibition venue.
 20. Bidder for security system arrangements may also give a presentation on their security system / arrangements, if required.
 21. All the bills /payments due to successful bidders as per the rates and terms of accepted by MMTC shall be submitted within One month from the last day of the exhibition.
 22. Pre bid meeting is scheduled at 09.02.2019 at 1400 hrs.
 23. Annexure "A" of this tender must be submitted on the company letter head of the bidder.
 24. All parties to go through the EOI document details properly before submitting the EOI.

11 Arbitration

- I. Any disputes 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 the Chairman & Managing Director (CMD) of MMTC Limited. The provisions of Arbitration and Conciliation Act 1996 shall apply to such Arbitration proceedings

11.1.1 The venue of Arbitration shall be New Delhi.

OTHER TERMS:-

1. Design of stalls has to be approved by MMTC
2. A presentation may have to be given for the Layout and Designs of the Stalls, if required.
3. Permission required for moving inventory etc, where ever required, shall be arranged by the Contractor at his total cost and risk.
4. Stall layout is subject to last minute changes.
5. Payment terms – Full amount payable after the exhibition. NO ADVANCE PAYMENT.

TECHNICAL – BID

(To be submitted on Company letter head)

Ref: EOI No MMTC/DRO/S&S/84 /2018-19**To,****Date:**_____

General Manager (Retail)
MMTC Limited, Delhi Regional Office,
F,8-11, Flatted Factories Complex,
Rani Jhansi Road, New Delhi-110055

Sub: Technical Bid for Empanelment as vendors for stall Design & fabrication and complete security system including security personal.

Dear Sir,

In response to your **EOI No MMTC/DRO/S&S/84/2019-19** inviting applications from the interested Parties for Design , construction , decoration and providing complete security system with security personal to be empanelled as your registered vendors , we submit our application / bid for your consideration. The profile of the company / firm / unit is as under.

S.No	Details	Remarks
01	Name And Address of the Company/ firm / unit. Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? Please attach certified cop(s) of your registration status etc. a. Please enclose a self certified Copy of the Letter of incorporation, copy of Partnership deed etc as the case may be. b. Please enclose a self certified Copy of the address proof, Electricity or water bill of previous or current month. c. Please enclose a self certified Copy of the license issued.	
02	Name & addresses of Proprietors/ Partners / Directors along with their Contact Numbers and e-mail addresses and copies of Pan cards. a. Please enclose Copy of the PAN cards of the proprietors / partners / directors duly certified by the card holder	
03	PAN Card no of the Company/ firm / unit. a. Please enclose a self certified copy of the company PAN card.	

04	GST no. of the Company/ firm / unit. a. Please enclose a self certified copy of the GST registration Certificate.	
05	Turnover of last three years for stall design & fabrication, 1. 2015-16 = Rs. 2. 2016-17 = Rs. 3. 2017-18 = Rs. a. Please enclose the turnover details of last three years on the company letter head, duly certified by your Chartered accountant.	
06	Turnover of last three years for Security Services 1. 2015-16 = Rs. 2. 2016-17 = Rs. 3. 2017-18 = Rs. Please enclose the turnover details of last three years on the company letter head, duly certified by your Chartered accountant.	
07	Details of experience in Stall Design & Construction for Gold Jewellery exhibitions. 2. List of Clients to whom said services have been provided, duly self certified, may be enclosed.	_____ Years
08	Details of experience in Security services for Gold Jewellery exhibitions. 1. List of Clients to whom said services have been provided, duly Self certified, may be enclosed.	_____ Years
09	Designs, Color print, of the stall Size 20x3x2.5 meter stall (Length x Breadth x Height) to be submitted with the bid. Colored Design sheets must indicate the full and complete details of facilities to be provided.	
10	Security arrangements own or Tie-up. In case tie-up legal document as required under the statute may be submitted.	
11	Bidders to submit Declaration form – Annexure-“B” duly signed by the authorized signatory that they have not been blacklisted or suspended by MMTC/ or any other PSU/ Central or State Govt. Departments) and have not been held guilty by any Court of Law for any offence involving fraud, dishonest and moral turpitude.	
12	Please state whether business dealings with you currently stand suspended/ banned by any Ministry/Deptt. of Government of India or by any State Govt.	
13	Are you involved in any litigation that may have an impact of affecting or	

	compromising the delivery of services as required under this tender?	
14	Details of number of permanent/ regular security personal. 1. Number of armed personal- 2. Number of Un-armed Personal 3. Number of Lady guards / searchers Self certified Copies of PF return and ESIC latest challans may be enclosed.	
15	Details of the EMD amount a) Name of the Bank _____ b) EMD Amount _____	

Note: -. The entire EOI bid document must be submitted in a properly binded / double punch file cover and each page duly serial numbered as per the sequence of the above format. Complete party details with address, e-mail address and phone no may be written on top of the file cover.

Authorized Signatory
 Name of Agency
 With seal and sign

Dated:

Place:

DECLARATION
(Non- Judicial Stamp paper of Rs. 10/-)

1. I _____(Name of the person), am authorized to declare on behalf of the agency _____ (Name of the Agency) that the agency has Full-fledged office establishment at.....and factory for manufacturing of packing material with required manpower and infrastructure.
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, without assigning any specified reasons whatsoever.
5. I also certify that agency has been in operational since the year; _____and has been providing the services of Stall Design & Construction for exhibitions and other events since then.
6. I also certify that agency has got its own / Tie-up arrangements for proving all / complete security services/ system required for a Gold Jewellery exhibition.
7. I also certify that above named agency has not been blacklisted , penalized or suspended by MMTC/ any other PSU/ Central or State Govt. Departments and have not been held guilty by any Court of Law for any offence involving fraud, dishonest and moral turpitude.
8. I also agree to provide any document/proof/supporting papers in respect of our unit as sought by MMTC at any point of time.
9. 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

Notary Public

