

MMTC/MUM/PM/2015-16

Date :

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**Terms and Conditions of Tender for Security Transportation Services of  
Precious/Semi Precious Cargo**

MMTC Limited, a Govt. of India Enterprise is a notified Custodian at SEEPZ is also dealing in precious cargo at its offices in Mumbai at SEEPZ, Sahar International Airport with its Regional Office at MMTC House, C-22, E Block, Bandra-Kurla Complex, Bandra (E), Mumbai – 400 051.

MMTC requires services for security transportation of precious cargo as also customs clearance at Sahar International Airport for import and export of precious cargo.

Sealed Prices Bids are hereby invited from parties having minimum 5 (five) years experience in security transportation/custom clearance to undertake the above mentioned services.

The Sealed Prices Bids along with earnest money deposit of Rs. 2,00,000/- by Pay Order/Demand Draft favouring “MMTC Limited” are to be submitted at MMTC House, C-22, E Block, Bandra Kurla Complex, Mumbai attn. The General Manager. The last date of submission of tender will be 10th Dec' 2015 upto 16.00 hrs. The completed tenders shall be opened on the 11<sup>th</sup> dec 2015 me day at 11.00 Hrs. in the presence of tenderers who are present.

1. The tenderer must be in a position to provide their services at short notice and if selected should be prepared to give a Bank Guarantee of Rs. 10 lacs from a Nationalized Bank acceptable to MMTC for satisfactory performance and should have legal liability Insurance Policy to cover the risk during transit.

...2/-

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2. The tenderer should obtain Fidelity Guarantee for his employees at his own cost for these operations. For this purpose the value of precious cargo which may be carted at any one point of time would be approximately Rs. 100 crores each.
3. The tenderer must give details of security measures proposed to be taken by them during transport of precious cargo.
4. The agent shall be required to give proper receipt at the time of accepting precious cargo for transportation and will completely satisfy the receivers for complete delivery before ending their liability for such transportation. Necessary guidelines as prescribed by MMTC/Customs/other Regulatory Bodies will have to be followed strictly. All related documentation to the satisfaction of MMTC/other related agencies shall also be done by the Agent including counting of the parcels at the time of receipt and delivery.
5. The timings for transportation of MMTC's precious cargo will be decided by MMTC, adjustments may be made for better security.
6. The tenderer offering security transportation must have in his possession for deployment sufficient security vehicles of required specifications with appropriate communication system such as wireless and GPS System which will be allowed for use after inspection by MMTC.
7. The tenderer shall ensure adequate safety during transportation and besides any other staff and driver, maintain at all times at least 2 (two) guards who shall carry valid licensed fire arms, besides sufficient loaders.
8. The charges (all inclusive) for various services must be given exactly as per scheduled of rates enclosed herewith. No payments over and above than those offered in the schedule of rates will be considered for any reason whatsoever.
9. The contract will be signed and awarded initially for a period of three years and the rates must be valid for a period of three years.
10. MMTC reserves the right to award the whole or part of the contract to one or more tenderers and the tenderer will be bound to accept the work awarded to him under this tender. No enquiries shall be entertained whether written or oral regarding the award of tender.
11. Arbitration Clause will form part of the contract to be signed with the successful tenderer.
12. The tenderer in his offer for transportation will include the charges for loaders which will be made available by them for loading/unloading/staking and carrying material to the desired area.

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13. MMTC shall have the right to award the same work to one or more parties or rational basis.
14. Submission of Price Bids is not a guarantee of its consideration. MMTC reserves the right to consider the Price Bids of only those parties, which qualify as per MMTC quality on technical grounds.
15. The appointed agency will be required to liaison with Customs/Octroi/Airlines etc., and other related agencies on behalf of MMTC Gold, Gem & Jewellery Offices in Mumbai and help to comply with various statutory and other requirements as and when required on no cost basis.
16. The appointed agency has to submit a detailed plan to assist MMTC in setting-up custodian services at other places and Mumbai apart from SEEPZ and also other cities, Airports in India, giving full financial projections and responsibilities of MMTC and the Agent.

17. Transportation requirement would be as follows :

- (i) MMTC SEEPZ (SEZ) to MMTC Strong Room at Sahar Air Cargo Complex and vice versa (one import and one export) trips per day on monthly basis. Also please quote for additional trips on one side.
  - (ii) MMTC Bandra-Kurla Complex to MMTC SEEPZ and/or vice versa, per one side trip and round trip basis.
- (iii) Sahar Air Cargo Complex to MMTC Bandra-Kurla Complex and/or vice versa, per one side trip basis.
  - (iv) MMTC Bandra-Kurla Complex to MMTC Bank of India vault, Zaveri Bazar and/or vice versa, per one side trip and round trip basis.
  - (v) Mumbai Domestic Airport to MMTC Bandra-Kurla Complex or SEEPZ per one side trip and round trip basis.
  - (vi) Door to door delivery of Bullion from MMTC Bandra-Kurla Complex or Zaveri Bazar to local Mumbai parties on per one side trip basis. The same vehicle could be used to deliver to two or more parties on the same day. In such cases discount for each additional delivery to be mentioned.
  - (vii) Carriage of jewellery etc. from MMTC Bandra-Kurla Complex/Showroom for exhibitions within Mumbai/Greater Mumbai to be quoted separately for one side trip and for round trip basis.

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18. Storage Points :

- (i) MMTC House, Jewellery Showroom & Vault
- (ii) MMTC Sahar Airport Strong Room
- (iii) MMTC SEEPZ Strong Room
- (iv) MMTC Office at Bandra Kurla Complex

19. Carting agent shall provide two (2) skilled personnel on their own expenses for coordinating the parcel activities having sufficient knowledge of data entry etc.

Also enclosed is a form as Annex. A for providing detailed information about the tenderer, which is mandatory and without that tender shall be considered incomplete and will be rejected.

Thanking you,

For and on behalf of  
MMTC LIMITED

(B. KRISHNAMURTHY)  
ADDL. GEN. MANAGER

Encl. : as above

**Annexure - A**

DETAILS AS PER ATTACHED ANNEXURE – A

1. Name, Full Address with Phone No. & Fax No., :  
Email of Entity Interested in Empanelment along  
with name of Key Contact persons for the purpose  
of Empanelment.
2. Whether it is Proprietary Concern :  
Partnership Firm or Limited Company
3. Name of Proprietor/Partners/Directors
4. Name and full address of Associated Concern :  
if any
  
5. Address and details of Branch Offices in India :  
and abroad
6. Details of CHA Licences/Licences from Govt. :  
for providing Security Services (enclosed copies)
  
7. Details of Security Personnel employed and :  
armed licences
  
8. Details experience for Clearance/Security of :  
Precious cargo, with detailed client list with names  
and addresses, phone nos. etc. and nature of  
service provided (Reference letters from at  
least two clients to be provided)
  
9. Details of Security Vans owned by the Entity :
10. Copies of last three years Audited Balance sheets :  
attested by C.A.
  
11. Name and Address of Bankers along with :  
Confidential Bank Report to be enclosed in  
sealed envelope
12. PAN Number and a copy of latest Income-Tax Clearance :

Certificate to be attached.

13. Details of any past association with MMTC :

14. Any other information tenderer feels may assist MMTC in Empanelment.

Please Note : Reply to all above points is mandatory and tender without above information will be considered as incomplete and shall be rejected. MMTC reserves the right to not to empanel any entity without assigning any reason. The last date for receipt of information in this format is 10.12.2015 before 16.00 hrs. to be addressed to Mr. P. Ramchandran, General Manager (Precious Metal Division), MMTC Limited, MMTC House, C-22, E Block, Bandra Kurla Complex, Bandra East, Mumbai -400 051.

**SCHEDULE OF RATES**

Sr. No.	Work	Amount		
		Per Month	Round Trip	One day
A		All	Figures in	INR)
1.	SEEPZ to MMTC Strong room, Sahar & Vice Versa-One trip each for export and import every working day. Extra trips to be quoted as one way			
2.	MMTC, BKC to SEEPZ and vice versa			
3.	Sahar Air Carago to MMTC, BKC/Zaveri Bazar			
4.	MMTC, BKC to MMTC, Zaveri Bazar			
5.	Domestic Airport (CSI) to MMTC, BKC Zaveri Bazar or SEEPZ			
6.	Door to door delivery of Bullion from MMTC, BKC or Bank of India, Zaveri Bazar or anywhere in Mumbai a. One delivery b. Two deliveries in same trip c. Three or more deliveries in same trip up to five deliveries d. More than five deliveries in same trip.			
7.	Carriage of Jewellery from MMTC BKC to Display Centre/Exhibition venue anywhere in city of Mumbai on per trips basis.			
B.	<b><u>CUSTOM CLEARANCE</u></b>			
	DTA/OGL Gold at Airport/SEEPZ a. Upto 100 Kgs. b. 100 to 400 Kgs. c. 500 Kgs. d. 500 to 1000 Kgs.			

Complete break-up of all expenses quoted above must be given keeping in view that expenses not mentioned here will not be considered for payment by MMTC.

Date:

Stamp

Place

Signature of Tenderer