



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)
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Corrigendum – 1 dated 07/08/2018

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.

S.No.	Existing Clause	To be read as
28	<p><u>OTHER TERMS & CONDITIONS</u></p> <p>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.</p> <p>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.</p> <p>iii. The data regarding shareholders &their address slip shall be provided by the Registrar & Share Transfer Agents (RTA) of the MMTC Limited.</p> <p>iv. The Agency should have online tracking facility to track the status of article sent by courier.</p> <p>v. The dispatch work should be completed within 48 hours of delivery of reports to the Agency from MMTC Corporate Office/Printers office.</p> <p>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</p>	<p><u>OTHER TERMS & CONDITIONS</u></p> <p>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.</p> <p>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.</p> <p>iii. The data regarding shareholders &their address slip shall be provided by the Registrar & Share Transfer Agents (RTA) of the MMTC Limited.</p> <p>iv. The Agency should have online tracking facility to track the status of article sent by courier.</p> <p>v. The dispatch work should be completed within 48 hours of delivery of reports to the Agency from MMTC Corporate Office/Printers office.</p> <p>vi. RTA of MMTC shall provide print out of Data regarding the shareholders addresses etc. which have to be pasted on the dispatch envelop by the Courier Agency.</p> <p>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</p>

TO BE READ AS:**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.	
		ii. 500 – 1000 Gms.	
2.	All over India	i. Upto 500 Gms.	
		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)

All other terms and conditions of the tender shall remain the same.

This Corrigendum becomes an integral part of the Tender No.MMTC/CO/Admin/R&I-2017-18 dated 2nd August, 2018 for e-Tender for Dispatch of (Approx. 30000-35000 Nos. MMTC Annual Report and Notice in and outside Delhi/NCR.