



CORE-1, SCOPE COMPLEX, 7 INSTITUTIONAL AREA, LODHI ROAD,
NEW DELHI - 110003

**REQUEST FOR EMPANELMENT OF FABRICATOR/ VENDOR/ MANUFACTURER/
EXPORTER FOR FABRICATION/ SUPPLY OF PLAIN GOLD JEWELLERY**

RFE NO.—MMTC/PMD/RETAIL/JEWELLERY/SEPT2015/01

MMTC Ltd. Invites application from interested fabricators/ vendors for fabrication/ job orders of MMTC's selected designs of Plain Gold Jewellery for sales in MMTC's upcoming domestic exhibitions, Retail outlets/ JV/ Stockists across India. The details can be seen at our website www.mmtclimited.gov.in or www.eprocure.gov.in . Empanelment is open till 7th Dec,2015 however those who are interested to supply/ fabricate for upcoming Jewellery exhibition (Festival of Gold, 2015) to be held in October may submit the empanelment forms by 21.9.2015.



CORE-1, SCOPE COMPLEX, 7 INSTITUTIONAL AREA, LODHI ROAD,
NEW DELHI - 110003

Request for Empanelment Document

(Total 13 Pages)

**EMPANELMENT OF FABRICATOR/ VENDOR/ MANUFACTURER/
EXPORTER FOR FABRICATION/SUPPLY FOR PLAIN GOLD
JEWELLERY**

RFE NO.—MMTC/PMD/RETAIL/JEWELLERY/SEPT2015/01



CORE-1, SCOPE COMPLEX, 7 INSTITUTIONAL AREA, LODHI ROAD,
NEW DELHI - 110003

MMTC Limited has been holding exhibition- cum sale of assayed & hallmarked Jewellery at various locations in India and also selling hallmarked Jewellery through own showrooms/ stockist/ JV's showroom/ Exhibition. Applications are invited on behalf of MMTC Limited from eligible Jewellery fabricators/ vendors/ manufacturer of Plain Gold Jewellery on all India Basis.

RFE can also be downloaded from MMTC website (www.mmtclimited.com or www.eprocure.gov.in) and should be submitted to nearest MMTC Regional Office as per the list given in Annex – IV.

1. Preferred items for plain Gold Jewellery (without any stones) are Chains, Bangles, Kangans, Pendants, Rings (Ladies & Gents), Bracelets, Mangalsutra, Ear chains, Pendant sets, Earrings, light weight necklace sets, Back Chains, Tikka, Baby Jewels, Trendy Jewellery etc. for both youngsters and working women. **The designs should be latest, trendy and as per selection/ finalization by MMTC from time to time. The procurement/ fabrication will be based upon quality designs with lowest making charges/ fabrication charges. There will be an upper limit on fabrication charges which will be communicated by MMTC to the empanelled fabricators.**

Tentative types of required Jewellery are Machine Made Jewellery: Hand Made Jewellery: Oxidized Jewellery, Casting/ Chennai/ South Indian Jewellery, Kolkata Jewellery, Imported Jewellery. MMTC may also select as per its requirement various other type ethnic/ traditional or contemporary designs both domestically produced and imported.

2. Category of empanelment for plain Gold Jewellery

Fabricator/ vendor may apply under the below categories by clearly indicating choice in the empanelment form given at Annex-I or Annex-II as applicable.

Category-I: Fabrication/ supply with condition to exchange/ redesign minimum 15% and maximum 30% of the supplied lot with new designs of same quantity within 90 days without any extra cost. MMTC prefer to empanel fabricator/ vendor who agree for 30% exchange/ redesign for long term business.

Category-II: Supply of Imported Jewellery wherein exchange/ redesign not possible.

Category-III: Supply of plain gold Jewellery on approval basis (approval period 29 days for Delhi state, For other states local VAT/ sales Tax laws be consulted) under deferred payment basis if MMTC procurement office and vendor/ supplier office is situated in same state . No equivalent gold will be released at the time of procurement. Only sold quantity equivalent gold content plus agreed making charges will be settled.

Alternatively advance gold can be released at MMTC option and against acceptable security, However at the time of settlement the balance gold shall be returned to MMTC in 0.9999/0.999 purity at MMTC's option.

3. Eligibility Criteria

- 3.1. Vendors should have experience in the Jewellery field with a minimum total Jewellery turnover of Rs.3.00 crore during last financial year **OR** for a manufacturer/ fabricator the minimum turnover of Rs. 50.00 lakhs from fabrication/ making charges.
- 3.2. MMTC's Bullion customers who are already registered under DTA export or OGL domestic schemes with notable DEFAULT FREE past performance are also eligible for registrations and require to fill Annex II Form only.
- 3.3. The vendor/ fabricator should exchange/ redesign minimum 15% of the unsold design/ Jewellery of the supplied stocks within a period of **three months** without any extra cost. Preference will be given to those vendors who agree to exchange upto 30% of the unsold designs. However for the Imported Jewellery and category II exchange/ redesign will not be applicable.
- 3.4. The making charges/ fabrication charges should be in the range of 2% to 6% of the gold rate depending upon the item, efforts required in manufacturing and exclusivity of the design. However MMTC at its discretion is free to select a design and approve a particular making charges depending upon its requirement.

Note: The clause no 3.3 and 3.4 are essential requirement and fabricator/ vendors who does not agree with clause 3.3 and clause 3.4 need not apply.

4. FABRICATION OF PLAIN GOLD JEWELLERY (For Category I and II only)

- 4.1. MMTC officials will select the designs shown by the vendor or may give their own designs for fabrication. **MMTC want these design should be fabricated against the equivalent gold supplied.**

After selection of the designs of plain gold Jewellery by MMTC, the fabricator should get the selected designs/jewellery duly BIS hallmarked from the Government approved BIS hall mark unit. This duly hallmarked Jewellery should be delivered at MMTC vault by the vendor at no extra cost. MMTC reserve the right to further test these Jewellery for their workmanship, quality/ purity checking.

The testing result of MMTC shall be final and the fabricator/ suppliers have to agree/ accept the same.

- 4.2. If fabricator wants advance gold to be released then they should provide a bank guarantee as per MMTC format for 110% of the gold value .
- 4.3. The fabricator shall follow the input and output norm as under:

INPUT

Against 1 Kg of 0.995 purity

OUTPUT

The Jeweller will supply 1086.25 gms of 0.916 Purity.

For any other fineness of Gold input the calculation will be done accordingly. Each piece of Jewellery should be plastic tagged with the MMTC supplied items code clearly mentioning the weight and purity along with the item list.

- 4.4. The fabricator will raise invoice / bill for the agreed rates of the job work undertaken for manufacturing the selected designs. The 97% of the making charges will be released within 15 days of the invoice date and balance 3% will be released after the exchange of the designs. Any other statutory taxes as applicable from time to time will be deducted.
- 4.5. All delivery of gold bars, receipt of Jewellery etc. shall be done under CCTV and recorded.
- 4.6. All items to be hallmarked from BIS approved hallmarking agency with following marks:
 - a. BIS standard mark,
 - b. Purity Mark with fineness grade,
 - c. Assay Centre's mark,
 - d. Year of marking (as defined by BIS)
 - e. Jeweler Identification mark
 - f. MMTC's identification code which will be provided by MMTC.

5. TERMS AND CONDITIONS WITH INSTRUCTIONS:

- 5.1. The making charges quoted by the fabricator should be minimum and MMTC reserve the right to accept these and will fabricate/ procure Jewellery based on the designs and minimum making charges.
- 5.2. The item rate shall be inclusive of wastage, hallmarking charges, transportation/ delivery charges, insurance charges, service tax etc upto MMTC's locations etc. i.e. all inclusive rates.
- 5.3. The selected fabricator/ vendor shall sign an agreement with MMTC agreeing in principle to exchange/ redesign the unsold/ leftover designs of the stocks of Jewellery (for exchanging/ redesign the same for different designs as selected by the representative of MMTC Ltd).
- 5.4. The fabricator/ vendor shall supply to MMTC Plain Gold Jewellery (No stones) designs as selected by the MMTC Representative/ team against the equivalent gold supplied. The Jewellery has to be a variety of high class quality and finish Jewellery with accurate carat age 22K (916 Fineness). If required the entire lot of BIS hall marked Jewellery shall be retested through XRF machine/ fire assay method by MMTC.
- 5.5. The Jewellery so selected and part utilized for assay purpose & shall be kept in the custody of MMTC at MMTC's Vault. For this a due acknowledgement would be given to the fabricator/ supplier. After test report, the balance of the broken pieces of Jewellery shall be returned back to the jeweler and the good assayed pieces shall be taken.
- 5.6. At the time of delivery of Jewellery, the fabricator/ vendor shall also submit hallmarking certificate along with the Jewellery as proof that the Jewellery has been certified and tested, (tested of purity) at a certified BIS approved hallmarking centre. In case it is found that purity of Jewellery supplied is less than the agreed purity, then the entire

consignment would be rejected and he/ she shall be debarred from further supply of Jewellery to MMTC and considered for blacklisting. The testing result of MMTC shall be final and the fabricators have to agree/ accept the same.

- 5.7. The vendor shall hand over the Jewellery to MMTC with packing list as per MMTC specific format in excel sheet as well as hard copy with complete details on quantity, weight, description etc. and also along with proper item codes tag on each item. The format of Item codes shall be provided by MMTC. Only plastic tags and no thread Tags should be used.
- 5.8. For category I the vendor/ fabricator shall agree to exchange/ redesign minimum 15% of the designs of the supplied stocks within a period of **three months** without any extra cost. Preference will be given to those vendors who agree to exchange/ redesign upto 30% of the unsold designs.
- 5.9. Defective items to be exchanged/ replaced/ repaired at the vendor/ fabricator's cost and expenses.
- 5.10. The empanelled fabricator shall undertake to keep MMTC harmless and fully indemnified against all actions, claims, design claim, quality claims, demands and expenses whatsoever on account of the non-performance of breach by the fabricator of any of the terms, conditions and stipulations of the agreement signed.
- 5.11. Any related statutory taxes applicable will be as those existing in the concerned state.
- 5.12. Empanelment forms complete in all respects should reach concern MMTC office as per list given in Annex-iv till 7th Dec,2015. Those who are interested to supply/ fabricate for upcoming Jewellery exhibition (Festival of Gold, 2015) to be held in October may submit the empanelment forms by 21.9.2015.
- 5.13. Separate agreement will be entered into between MMTC procuring office & empanelled fabricator containing exhaustive terms and conditions for handling procurement of plain Gold for the retail outlets and for exhibitions.
- 5.14. The making charges should include all costs including transportation and insurance of material and VAT to identified MMTC's locations. Nothing extra is payable on this account. Transportation, exchange of rejected or defective material, surplus material etc. shall have to be arranged by the fabricator.
- 5.15. If the fabricator deliberately gives wrong information MMTC reserves the right to reject such empanelment at any stage or to cancel the contract, if already awarded.
- 5.16. In the event fabricator/ vendor 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 MMTC or on behalf of MMTC, within the scope of the agreement, or shall contravene the provisions of the agreement, MMTC may give 15 days notice in writing for termination of the agreement. Empaneled fabricator/ vendor shall be responsible for all losses arising out of the same and MMTC may claim the damages, if any.
- 5.17. MMTC reserves the right to add or delete or modify the requirements of Gold Jewellery if situation demands.

5.18. The bidder/ agency shall indemnify MMTC against losses or damages, if any, caused to it due to any reason including quality of the product.

For any further clarifications please visit our website www.mmtclimited.com or contact:

Mr. Navneet Sharma, AGM (PMD-Retail), MMTC Limited, Corporate Office, Core -1, Scope Complex, New Delhi, Telephone No: 011-24381482, e-mail: navneet@mmtclimited.com

Annexure -I

Empanelment Form- New

(To be typed on Party's Letter Head)

To,

Regional Incharge

..... (Please Fill MMTC Submission Office address as given in Annexure IV)

1.	Name of the Firm/ Agency	
2.	Address	
3.	Telephone / Fax No./ Email	TEL: FAX: EMAIL:
4.	Year of Establishment	
5.	Proprietor/ Partnership Firm/ Limited/ Pvt. Limited	
6.	Name of Proprietor/ Partner(s)/ Director (s)	
7.	Have an established manufacturing facility? If yes then please Give address.	Yes / No
8.	Annual Turnover in last financial year. (Minimum Rs. 3 crores in last financial year) OR (for a purely manufacturer or fabricator the minimum turnover of Rs. 50.00 lakhs from fabrication/ making charges in last financial year)	Please fill the turnover figure and clearly mention whether only fabricator / manufacture or Jewellery retailer/ trader
	Please enclose documentary evidence for turnover. Copies of relevant documents/audited balance sheets are to be enclosed in support of above information.	
9.	Registration No. (Enclose copy of Registration Certificate)	
10.	Please mention the list of items interested in fabrication/ supply of plain Jewellery. (Preferred items for plain Gold Jewellery are: Chains, Bangles, Kangans, Pendants, Rings (Ladies & Gents), Bracelets, Mangalsutra, Ear chains, Pendant sets, Earrings, light weight necklace sets, Back Chains, Tikka, Baby Jewels, Trendy Jewellery etc. for both youngsters and working women. This will be as per the designs selected and finalized by MMTC.)	

11.	<p>Agreed to fabricate / supply of Plain Gold Jewellery under any of the following category: -</p> <p>Category -I: - Fabrication/ supply with condition to exchange/ redesign minimum 15% and maximum 30% of the supplied lot with new designs of same quantity within 90 days without any extra cost. MMTC prefer to empanel fabricator/ vendor those who agree for 30% exchange/ redesign for long term business.</p> <p>Category -II: Supply of Imported Jewellery Wherein exchange/ redesign not possible.</p> <p>Category III: - Supply of plain gold Jewellery on approval Basis as given in clause 2</p>	CLEARLY Mention Category here and if category -I then also mention the agreed percentage of exchange
12.	Permanent Account No. (PAN) Please enclose Copy	
13.	Income Tax return for preceding last three (03) Years Please enclose copy	
14.	Work Contract Tax (Registration No., if applicable)(Please enclose copy)	
15.	Sales Tax/ VAT /TIN/ Service Tax Regn. No. (Please enclose copy)	
16.	Value upto which party can take up jobs	
17.	Declaration as per Annexure - III	
18.	Copy of any of these - Passport/ Driving License/ Pan card/ Election Card/ Adhar card of Proprietor/ of Partners/ Directors	

Date:

Signature of Authorized Signatory
With Name, Address & Seal

Annexure -II

Plain Gold Jewellery Empanelment Form – (OGL/ DTA)

(To be typed on Party's Letter Head)

To,

Regional Incharge

.....(Please Fill MMTC Submission Office address as Given in Annexure IV)

1.	Name of the Firm/ Agency	
2.	Address	
3.	Telephone / Fax No./ Email	TEL: FAX: EMAIL:
4.	Register with MMTC for Domestic/ Export	Please Mention under OGL/ Under DTA
5.	Proprietor/ Partnership Firm/ Limited/ Pvt. Limited	
6.	Name of Proprietor/ Partner(s)/ Director (s)	
7.	Have an established manufacturing facility? Yes/ no	
8.	Quantity of gold taken from MMTC from 1 st April'2014 till date	
9.	<p>Please mention the list of items interested in fabrication/ supply of plain Jewellery</p> <p>(Preferred items for plain Gold Jewellery are: Chains, Bangles, Kangans, Pendants, Rings (Ladies & Gents), Bracelets, Mangalsutra, Ear chains, Pendant sets, Earrings, light weight necklace sets, Back Chains, Tikka, Baby Jewels, Trendy Jewellery etc. for both youngsters and working women. This will be as per the designs selected and finalized by MMTC.)</p>	
10.	<p>Agreed to fabricate / supply of Plain Gold Jewellery under any of the following category: -</p> <p>Category -I: - Fabrication/ supply with condition to exchange/ redesign minimum 15% and maximum 30% of the supplied lot with new designs of same quantity within 90 days without any extra cost. MMTC prefer to empanel fabricator/ vendor those who agree for 30% exchange/ redesign for long term business.</p> <p>Category -II: Supply of Imported Jewellery Wherein exchange/ redesign not possible.</p> <p>Category III: - Supply of plain gold Jewellery on approval Basis as given in clause 2</p>	<p>CLEARLY Mention Category here and if category -I then also mention the agreed percentage of exchange</p>

Date:

Signature of Authorized Signatory
With Name, Address & Seal

(On Rs.100/ - Non- judicial stamp Paper)

ANNEXURE – III

DECLARATION

I/ We declare that

- a. Our Company/ Firm has not been banned or blacklisted by any government or quasi government agencies or Public Sector Undertaking.
- b. We hereby unequivocally confirm and declare that we shall be fully responsible for any kind of defaults and false declaration, if any, in any of the documents submitted and / or representations made to MMTC related to the transactions with MMTC.
- c. We shall be solely responsible for claims/ counter claims of any nature on the Gold Jewellery that has been manufactured by us and supplied to MMTC Limited as per their selection of designs.
- d. I, hereby agree for the terms and conditions as per RFE No.- **MMTC/PMD/RETAIL/JEWELLERY/SEPT2015/01dated 04.09.2015**

Date:

Place:

Signature of Proprietor/ Partner/ Director

Name:

(Stamp of the firm)

ANNEXURE- IV

Empanelment Office Address

<u>Sl. No.</u>	<u>MMTC Submission office</u>
1.	MMTC LIMITED, DELHI REGIONAL OFFICE, F-8-11, FLATTED FACTORY COMPLEX, RANI JHANSI ROAD, NEW DELHI - 110055 TEL: 011-23623950
2.	MMTC LIMITED, 2ND FLOOR, BLOCK-C, GAURAV TOWER - II, MALVIYA NAGAR, JLN MARG, JAIPUR -302017 RAJASTHAN TEL :0141-2601882
3.	MMTC LIMITED, NIC BUILDING, 4TH FLOOR, 8, INDIA EXCHANGE PLACE, KOLKATA - 700-001, WEST BENGAL TEL: 033-22421252
4.	MMTC LIMITED, ALOK BHARTI COMPLEX, 7TH FLOOR, SAHID NAGAR, BHUBANESHWAR - 751-007, ODISHA TEL:0674-2546848
5.	MMTC LIMITED, 2, NAGINDAS CHAMBERS, USMANPURA, ASHRAM ROAD, AHMEDABAD - 380-014, GUJARAT TEL: 079-40244712
6.	2ND FLOOR, JOS TRUST BUILDING, CHITOOR ROAD, ERNAKULAM, KOCHI 682-035, KERALA TEL:0484-2372873
7.	MMTC LIMITED, 9-1-76 TO 77/ 1/ B, 3RD FLOOR, S.D. ROAD, SECUNDERABAD - 500-003, TELANGANA. TEL:040-27804033
8.	MMTC LIMITED, GROUND FLOOR, SHIKSHAK SADAN, K.G. ROAD, BANGALORE - 560-002, KARNATAKA. TEL:080-22244605
9.	MMTC LIMITED, MMTC HOUSE, PLOT NO. C-22, BLOCK - E, BANDRA KURLA COMPLEX, BLOCK-E, BANDRA(E), MUMBAI - 400051, MAHARASHTRA. TEL: 022-26572807
10.	MMTC LIMITED, 3RD FLOOR, COLACO BUILDING, SWATANTRA PATH, VASCO-DA-GAMA, GOA - 403802. TEL: 0832-2513054
11.	MMTC LIMITED, ESSAR HOUSE, 6, ESPLANADE, CHENNAI - 600-108, TAMIL NADU TEL:044-25341938
12.	MMTC LIMITED, MMTC BHAWAN, PORT AREA, P.B. NO. 132, VISAKHAPATNAM- ANDHRA PRADESH 530035 TEL: 0891-2562771

Fabricator/ vendor may empanel and submit forms to their nearest MMTC regional

Office as per above list.