

**NOTICE INVITING EXPRESSION OF INTEREST FOR ENGAGEMENT AS  
AGENT IN NEPAL FOR FERTILIZER BUSINESS**

**MMTC LIMITED: NEW DELHI**

MMTC Limited is a Government of India Enterprise engaged in international trading of various commodities including Minerals, Metals, Precious Metals, Fertilizers, Coal and Hydrocarbons, Agricultural Products, etc.

MMTC is considering appointment of a reputed well-established Organization in Nepal to act as an agent of MMTC for export of fertilizers to Nepal. The agent is expected to have adequate experience in similar fields and is expected to liaise with all concerned Government Departments and agencies in Nepal. The engagement as agent shall be purely on contractual basis for an initial period of two years which may be extended based on performance.

Interested Organizations are requested to send application furnishing complete details of their Names, Addresses, Ownership Structure, quantum of Business being handled in every field, Experience in various fields of liasioning as agent on behalf of overseas suppliers, etc. The applications, in the attached format, must reach General Manager, Fertilizer Division, MMTC Limited, Core No. 1, Scope Complex, Lodi Road, New Delhi, latest by 1100 HRS IST ON 28<sup>th</sup> August 2014.

**APPLICATION FOR ENGAGEMENT AS AGENT IN NEPAL FOR  
FERTILIZER BUSINESS**

**MMTC/FERT/EOI NEPAL AGENT/2014-15/01 DATED 28.07.2014**

1	SCOPE OF WORK	THE AGENT IS EXPECTED TO HAVE ADEQUATE EXPERIENCE IN THE FIELD OF FERTILIZER TRADE AND EXPECTED TO LIAISE WITH ALL CONCERNED GOVERNMENT DEPARTMENTS AND AGENCIES IN NEPAL.
2.	ORGANISATION DETAILS	<p>A. NAME :</p> <p>B. ADDRESS :</p> <p>C. NAME OF BANKERS, THEIR ADDRESSES AND THEIR CERTIFICATE ON THEIR FINANCIAL CONDITION OF TENDERER</p> <p>D. INCOME TAX CODE/STATEMENTS</p> <p>E. COMPANY REGISTRATION CERTIFICATE(CERTIFIED PHOTOCOPY AS PROOF TO BE ENCLOSED)</p> <p>F. SALES TAX REGISTRATION</p> <p>G. OWNERSHIP STRUCTURE :</p> <p>H. NAMES, ADDRESSES AND CONTACT NUMBERS/MAIL ID OF DIRECTORS</p> <p>I. EXPERIENCE IN LIASIONING AS AGENT ON BEHALF OF OVERSEAS SUPPLIERS :</p> <p>J. OTHER RELEVANT INFORMATION, IF ANY :</p> <p>K. NAME OF OVERSEAS COMPANIES REPRESENTED AS AGENT</p>

3	QUALIFICATION	<p>THE APPLICANT SHOULD BE :</p> <p>A. THE BIDDERS MUST HAVE SATISFACTORILY HANDLED AT LEAST 1.0 LAKH MTS OF UREA, DAP, MOP AND OTHER FERTILIZERS PUT TOGETHER FOR IMPORT IN NEPAL DURING LAST 4 YEARS. BIDDERS HAVE TO SUBMIT DOCUMENTARY EVIDENCE IN SUPPORT OF THE ABOVE.</p> <p>B. YEARWISE QUANTUM OF BUSINESS HANDELED :</p>
4	FUNCTION OF AGENT	<p>A. PROVIDE COMMERCIAL AND TECHNICAL INFORMATION TO ASSIST MMTC TO GET ORDER FROM BUYER IN NEPAL</p> <p>B. ASSIST IN PREPARING TECHNICAL AND COMMERCIAL OFFER TO BUYERS IN NEPAL.</p> <p>C. ADVISE MMTC DURING CONTRACT NEGOTIATIONS WITH BUYERS IN NEPAL AND ALSO IN ANY FUTURE NEGOTIATIONS OF PRICE, TERMS AND CONDITIONS. THE AGENT SHALL PROVIDE RELEVANT DATA TO ENABLE NEGOTIATION TO BE UNDERTAKEN EFFECTIVELY.</p> <p>D. ASSIST IN THE PREPARATION OF THE CONTRACT.</p> <p>E. ASSIST IN SCHEDULING, DOCUMENTATION AND CO-ORDINATION OF FERTILIZERS TO BUYERS IN NEPAL TO THE CONVENIENCE OF MMTC.</p> <p>F. ASSISTING IN THE HANDLING AND RESOLUTION OF ANY GRIEVANCE FROM</p>

		<p>BUYERS IN NEPAL OR THEIR ASSOCIATES IN RESPECT OF EXPORT OF FERTILIZERS.</p> <p>G. ASSIST MMTC TO DEVELOP AND MAINTAIN GOOD RELATIONS WITH BUYERS IN NEPAL</p> <p>H. USE ITS BEST ENDEAVOURS TO COMMUNICATE AS SOON AS ANY SIGNIFICANT CHANGES TAKE PLACE IN LOCAL MARKET OF NEPAL PERTAINING TO FERTILIZERS.</p> <p>I. INFORM MMTC OF COMPETITORS' ACTIVITIES, DELIVERIES, PRICES AND PLANS.</p> <p>J. PROVIDE INFORMATION AND COORDINATION AS REQUESTED BY MMTC WITH REGARD TO ALL BUYERS.</p> <p>K. MAXIMIZE THE GOODWILL, TRUST AND UNDERSTANDING BETWEEN MMTC AND BUYERS IN NEPAL.</p> <p>L. CARRY OUT ANY OTHER TASK AS REQUIRED BY MMTC IN WRITING.</p>
5.	TERM OF EMPANELMENT	TWO YEAR FROM DATE OF APPOINTMENT WHICH MAY BE EXTENDED FURTHER BASED ON THE PERFORMANCE.
6.	COMPENSATION / REMUNERATION	<p>A. THE AGENCY COMMISSION TO BE QUOTED IN INDIAN RUPEES (ALL INCLUSIVE) FOR EACH TONNE OF FERTILIZER HANDLED.</p> <p>B. THE AGENCY COMMISSION SHALL BE CALCULATED ON ACTUAL QUANTITY DELIVERED AFTER FULL SETTLEMENT OF ALL SERVICES PROVIDED BY THE</p>

		<p>AGENT.</p> <p>C. THE AGENT SHALL BE PAID THE COMMISSION ONLY AFTER SATISFACTORY PERFORMANCE OF CONTRACT BETWEEN MMTC AND BUYER IN NEPAL AND AFTER REALIZATION OF 100% OF EXPORT PROCEEDS BY MMTC.</p> <p>D. ALL PAYMENTS ARE TO BE PROCESSED BY MMTC SUBJECT TO PROCESSING / APPROVAL UNDER THE PROCEDURES LAID DOWN BY THE RESERVE BANK OF INDIA AND OTHER FINANCIAL / GOVT. AGENCIES.</p> <p>E. PAYMENT SHALL BE RELEASED AFTER RECEIPT OF INVOICE FROM THE AGENT.</p>
7.	DETAILS OF CORPORATE CLIENTS FOR WHOM SUCH WORK IS BEING CARRIED OUT ON REGULAR BASIS	TO BE INDICATED BY BIDDERS WITH DOCUMENTARY EVIDENCE.
8	VALIDITY	BIDS SHOULD BE VALID UPTO 1730 HRS ON 29.09.2014.
09.	GENERAL TERMS	1. SUCCESSFUL BIDDERS SHALL BE REQUIRED TO FURNISH A PERFORMANCE GUARANTEE BOND EITHER IN THE FORM OF DD PAYABLE AT NEW DELHI OR IN THE FORM OF BANK GUARANTEE(BG) AMOUNTING TO INDIAN RUPEES 1,00,000/- . THE FORMAT

		<p>OF BG SHALL BE PROVIDED ONCE THE CONTRACT IS AWARDED. PG BOND TO BE KEPT VALID FOR A MINIMUM PERIOD OF 6 MONTHS AFTER EXPIRY OF THE CONTRACT.</p> <p>2. THE BIDDERS SHALL UNDERTAKE TO WORK EXCLUSIVELY FOR MMTC WITHOUT HANDLING SIMILLAR AGENCY ASSIGNMENT OF ANY FERTILIZER EXPORTER FROM INDIA / IMPORTER OF FERTILIZER INTO NEPAL.</p> <p>3. MMTC RESERVES THE RIGHT TO SUMMARILY REJECT THE BIDS WITHOUT GIVING ANY REASONS THEREOF. INCOMPLETE APPLICATIONS ARE LIABLE TO BE REJECTED.</p> <p>4. THE APPLICATIONS ARE TO BE SUBMITTED LATEST BY 1100 HOURS ON 28.08.2014 EITHER THROUGH ELECTRONIC MODE FOR WHICH BIDDERS MAY LOG ON TO WEBSITE <a href="https://mmtc.eproc.in">https://mmtc.eproc.in</a> OR IN PHYSICAL MODE FOR WHICH THE BIDDERS HAVE TO SUBMIT THEIR BIDS PHYSICALLY IN SEALED ENVELOPE TO BE DROPPED IN TENDER BOX PLACED AT MMTC LIMITED, FERTILIZER DIVISION, 7TH FLOOR, CORE-1, SCOPE COMPLEX, LODHI</p>
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