



Core-1, Scope Complex, 7 Institutional Area, Lodhi Road, New Delhi-110 003 (INDIA)  
Phone No. +91 11 24362200, 24366305, 24360527, Fax +91 11 24364587

No.MMTC/CO/IC- 1/GA/2014-15

28<sup>th</sup> May, 2014

MMTC Limited, a Government of India Enterprise, is inviting sealed tenders from renowned printers in Delhi/NCR for printing of PVC Fused System Identity Cards for employees at Corporate Office. Tender should be accompanied with interest free EMD of Rs.2,000/- (Rs. Two Thousand only) through DD favouring MMTC Limited, payable at New Delhi. All interested parties are requested to drop their sealed tenders in **two separate envelopes comprising (A) TECHNICAL BID (Annexure – I) with prescribed EMD and documents (B) PRICE BID (Annexure – II)** bearing the name and address of the bidders in both bids in Tender Box kept in Administration Division, 2<sup>nd</sup> Floor, Scope Complex, Lodhi Road, New Delhi latest by 4.00 pm on 12<sup>th</sup> June, 2014. Tender will be opened at 11.00 a.m. on 13<sup>th</sup> June, 2014.

The terms & conditions of tender/scope of work are given below :

1. The supply of Identity Cards as per approved sample including designing, printing, taking colour photographs at Scope Building, incorporation of photograph, data and signature, MMTC Logo (Coloured) in the Identity Cards by Electronic typing/printing both in Hindi & English and delivery of complete PVC Fused System Identity Cards with clip at MMTC Office, Core-1, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi – 110003. Approved sample Identity Cards is available in Administration Division, MMTC Office, Core-1, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi – 110003 and can be seen any time between 10 A.M. to 5 P.M. on working days.
2. The rates quoted shall be valid for a minimum period of two years inclusive of all charges (Taxes extra).
3. Delivery of cards at this office shall be the responsibility of the supplier.
4. The material of Identity Cards and printing work has to be carried out strictly as per the specification. In case any defective or damaged or substandard material card is supplied by supplier, the same shall not be accepted and same is to be replaced by new card as per specified material.

5. The quotation must accompany a interest free Demand Draft of Rs.2,000/- in favour of "MMTC Limited" payable at New Delhi as earnest money, which will be converted into security deposit in case of successful bidder. The demand draft received from other parties will be returned immediately after finalization of the tender.
6. In the event of failure to execute the job satisfactorily the security deposit will be forfeited.
7. No advance will be paid against the order placed by this office. The payment will be made soon after completion of work and on receipt of bills. The work should be done within one week of issuance order. In case of any delay, a penalty @ 2% per day will be imposed of the total of the job.
8. MMTC reserve the right at its sole discretion to accept/reject any tender without assigning any reason whatsoever.

ADMN. DIVISION  
Core-1, Scope Complex,  
7, Institutional Area,  
Lodhi Road,  
New Delhi – 110003

**ANNEXURE – I**

**PROFORMA FOR TECHNICAL BID**

- 1) Tenderer/contractor's Name:
- 2) Tenderer/Contractor's Address with Telephone, Fax and E-mail:
- 3) PAN of the tenderer/Contractor (Attach copy):
- 4) Registration No. of the tenderer/contractor (VAT No. and Service Tax No.)  
(Attach copy)
- 5) EMD Details: DD No: \_\_\_\_\_, Dated: \_\_\_\_\_, issued by \_\_\_\_\_  
Amount Rs.2,000/-.
- 6) Details of experience in the field of maintaining plants:

S.No.	Name & Address of Govt. Organization

(Signature of Owner/Authorized Representative)

NAME OF THE AGENCY WITH SEAL

**ANNEXURE – II**

TENDER PROFORMA FOR PVC FUSED SYSTEM IDENTITY CARDS WITH CLIP

To

The General Manager (Admn.)  
MMTC Limited,  
Scope Building, Lodhi Road,  
New Delhi.

Sir,

**I have gone through the Terms and Conditions as detailed in the Tender dated \_\_\_\_\_ for supply of "PVC Fused System Identity Cards with clip"**

**I am agreeable to all the terms and conditions mentioned therein. My rates are furnished below both in words and figures.**

S.No. Name of the item particulars  
of work

Rate per card  
**(Exclusive of all taxes)**  
**In figures and words**

1. PVC Fused System Cards with Clip

Signature