



**APPLICATION FOR EMPANELMENT
OF VENDORS**

**Procurement of Engineering/Industrial goods
(MSME Division, MMTC Limited)**

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APPLICATION FOR EMPANELMENT OF VENDORS

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APPLICATION FOR EMPANELMENT OF VENDORS

MMTC Limited

**NOTICE FOR EMPANELMENT OF VENDORS ON MMTC'S VENDOR LIST
FOR A PERIOD OF THREE YEARS FOR ENGINEERING PRODUCTS ONLY.**

MMTC Ltd. is interested to empanel MSME units, registered with DIC (District Industries Center), for supply of engineering goods. MMTC invites applications from all potential "Manufacturers / Vendors" of engineering/industrial products who meet the "Qualifying Criteria" (specified in Qualifying Requirement for enlistment for procurement of goods, chapter-4. They are requested to submit the details as per the prescribed format on Annexure 1

Procurement will be for supply of goods.

Forms can either be downloaded from MMTC Website www.mmtclimited.gov for empanelment of manufacturers for engineering goods or can be obtained from DGM, MMTC, SME Division, 3rd Floor, SCOPE Complex, Lodhi Road, New Delhi. Manufacturers are advised to read the "Instructions to Manufacturers". Last date for receipt of applications is 19.03.14 latest by 1400 hrs

MMTC reserves the right to accept or reject any or all the requests without assigning any reason(s) whatsoever it/they may be.

Dy.General Manager (MSME),
MMTC Limited,
7, Institutional Area,
CORE-1, SCOPE Complex,
Lodhi Road,
New Delhi-110003.

APPLICATION FOR EMPANELMENT OF VENDORS

Chapter - 1

LIST OF GOODS FOR WHICH EMPANELMENT OF VENDORS IS SOUGHT (FIGS IN RS. Lakhs).

PROCUREMENT OF GOODS

Sl. No.	Category	Approx. value of Manufacturing p.a.	Minimum Turnover of vendor	Brief specifications	Installed capacity
1	Flexible wires and cables				
2	Material handling/wear and abrasion resistant lining systems				
3	Auto components				
4	Switch gears, transformers, automatic voltage regulators				
5	Precision machined components and assemblies				
6	Gears, gearboxes, precision CNC machined components, Compressor parts				
7	Drilling mining equipments, electrical sub-assemblies				
8	Sheets, plates, coils, round bars, pipes, tubes, bars, all type of fittings, sections in ferrous and non-ferrous metal for industrial use and raw materials for foundries				

9	Carbon steel, mild steel, alloy steel, copper, brass, aluminium, ferrous and non-ferrous metal products				
10	Hard chrome plated rod, tie rod, and piston rod with machining				
11	Silica gel breathers				
12	Plastic moulded furniture and crates				
13	Valve components				
14	Shipping barrels/containers				
15	Diesel engine parts				
16	Power pressing components				
17	Hard chrome plating rod and marine line spare parts				
18	Stainless steel, carbon steel, mild steel, alloy steel, copper, brass, aluminium, ferrous and non ferrous metals				
19	Gearing and engineering applications				
20	Rubber moulded and extruded parts				
21	Sheet steel enclosures-fabricated goods				
22	Builders of boats, passenger ferries, floating jetties and FRP components				
23	Conveyor belts, rollers etc.				

APPLICATION FOR EMPANELMENT OF VENDORS

Chapter – 2

INSTRUCTIONS TO MANUFACTURES /VENDORS

1. ITEM / EQUIPMENT Manufacturers desirous of empanelment with MMTC may apply for empanelment furnishing required documents in duplicate in two separate folders for our consideration. Vendors/manufactures to ensure that all documents are in chronological order with separator sheets. Documents should be in A4 size.
2. Applicants interested in empanelment for supply of Material to MMTC can download the Performa for application along with other details of <http://www.mmtclimited.com#Tenders> Application for Empanelment of Vendors of engineering goods or obtained from Deputy General Manager (MSME division, MMTC Limited).
3. Vendors/manufactures shall submit details **after ensuring that** they are meeting all our requirements stipulated in Annexure-1.
4. Vendors/manufactures are not permitted to seek enlistment in more than one name, including proprietorship / partnership firms.
5. Validity of Empanelment shall be for three years. However, this is subject to cancellation of empanelment (de-listing) due to any of the reasons mentioned hereunder.
6. If vendor/manufacture refuses to execute the job at his quoted rates, after finalizing order on him, he shall be liable for action as deemed fit.
7. MMTC reserves the right to cancel the enlistment of any supplier inter alia for any of the following reasons:
 - a) If they/he found black-listed in any Govt/Public sector organization.
 - b) If they / he found to have submitted false particulars fake documents for securing enlistment;
 - c) If they/ he found not quoting for three(3) tenders consecutively ;
 - d) If continuous poor performance has been observed for 3 years at vendors performance.
8. Vendors/manufactures meeting the following mandatory/minimum qualifying criteria need only to apply for empanelment.
 - a. The Vendor/manufacture must be registered under Indian Company Act 1956 /Indian Partnership Act 1932 / The Indian Factories Act 1948 / any relevant Indian Laws, whichever is applicable (**Applicable for Indian Vendors/ manufacturers only for supply of Goods**)
 - b. The vendor/ manufacturer must have experience of supplying goods in relevant/ similar line for at least three years.

c. The Vendor/ manufacturer must have Sales Tax Registration No./ VAT registration no., Permanent Account No. (PAN), whichever is applicable (**Applicable for Indian Vendors/ manufacturers only**)

d. **MMTC is following e-Procurement / e-tendering. Vendor once approved shall have to create facility like procuring and keeping valid digital signature certificate, computer system and internet etc., for the same as and when advised by MMTC. Vendor's/ manufacturers confirmation for the same is essential along with the application.**

e. The vendor/ manufacturer must be financially sound, operating margin for the previous three financial years should be positive.

f. The vendor/ manufacturer must meet the statutory compliance as laid down in the vendor empanelment form.

9. The applicant should submit **the Initial Company Information first** as per Annexure – 1 and **subsequently** he shall be required to submit the following documents in proof of satisfying the above pre-qualification criteria.

(i) Copies of the work order / Letter of Acceptance / email / agreements / schedule of rates / other documents of work completed.

(ii) Completion certificates for final bill value and date of completion of work from competent authority.

(iii) Balance Sheet and Profit & Loss A/c of the preceding three years in proof of turnover.

(iv) Latest solvency certificate indicating specifically the financial limit.

(v) Ownership details indicating the nature of the firm – whether sole proprietor, partnership, private limited, public limited etc. with contact person and telephone / telex / fax number, local office address, if any, etc.

(vi) Design capabilities, workshop facilities with list of equipment, tools and tackles, etc. owned by the contractor and list of technical personnel employed with brief bio-data.

(vii) List of export orders executed, if any.

Copies of item (i), (ii), (iii), (iv), v), (vi), (vii) should be counter-signed by a notary public (or original for our verification). The original of above documents are to be produced for verification, if so required by MMTC. The copy of this document duly stamped and signed on all pages, as token of acceptance of conditions mentioned herewith, shall also be submitted along with the application form. **MMTC may also ask for further information/documents, which shall be furnished by the applicant.**

10. The applicant shall mention clearly the category and class of MSME unit to which he/they may be considered for empanelment. Based on the value of job, experience and turnover, as submitted and verified, the applicants will be registered under relevant category and class as decided by MMTC.

11. Vendors/manufacturers who fulfil our requirements shall subsequently select the materials /services for which they intend to register along with the description and category, the same to be indicated in appropriate place provided in the form.

12. Vendors/manufacturers will be required to complete all details if called upon later on and provide information requested therein to the satisfaction of MMTC. Where the answer is a statement of fact it must be accurate and supported by documentary evidence where required. Where it is a statement of opinion, it must be both true and reasonable. **It is the Vendor's/manufacturer's responsibility to answer questions with such clarity that will ensure MMTC will not misinterpret any of the responses.**
13. Any supplementary sheets or enclosed information must have the name of the vendor clearly marked on it and also the number of question to which it relates.
14. MMTC reserves the right to verify all statements of the applicants and inspect applicant's establishment to evaluate their capacity to execute contract works. MMTC reserves the exclusive right and absolute discretion to call for tenders for any specialized job or otherwise it deems fit, even during the validity of the empanelment period.
15. The empanelment process may consist of a multiphase evaluation with the possibility of Vendor's presentation, Factory / Site visit for inspection, verification of documents / information, assessment by survey for design, manufacturing and testing facilities for indigenous suppliers. After completion of document review and shop floor assessment, as applicable, the case shall be taken up for approval by competent authority and issue of empanelment letters to all those vendors who fulfil the criteria require for empanelment and their name would be kept in the Master Vendor Data Base (MVDB).
16. MMTC reserves the exclusive right to reject any or all of the applications without assigning any reasons whatsoever. MMTC also reserves the absolute right to reject any or all applicants and/or delete or add the name of any contractor from the list of registered contractors, solely based on the past unsatisfactory performance by the applicant(s) in MMTC. The opinion / decision of MMTC regarding the same being final and conclusive.
17. Empanelment shall be for the purpose of inclusion of vendor's/manufacturer's name in the Master Vendor Data Base (MVDB) at SME Division, Delhi. MMTC reserves its right to short list vendors from the MVDB for regular issue of Purchase Enquiries.
18. If the Vendor/ manufacturer are unsuccessful and not registered, the vendor will be notified of the decision and informed of the reasons for non-acceptance.
19. Should a vendor/ manufacturer fail to qualify, then MMTC reserves the right to refuse a re-application for empanelment within 6 months of the date of notification of failure.
20. **SUCCESSFUL EMPANELMENT BY MMTC IS NO GUARANTEE OF ANY FUTURE AWARD OR WORK OR INCLUSION ON A PARTICULAR TENDER LIST.**
21. Any inaccuracy in any response given in the questionnaire or failure to substantiate any response as required by MMTC may result in failure to qualify for inclusion in the Vendor/manufacturer Master Data Base. Where such information comes to the notice at a later date, the vendor may be removed from the Vendor Master Data Base.
22. Any vendor/manufacturer providing false information or grossly inaccurate or forged documents will not be considered for this or any other notification for a period of three years. Again, if such information come to light after successful qualification and empanelment, MMTC reserves the right to remove the vendor from the Vendor Master Data Base for that Group/area.

23. It will be the responsibility of the vendor/ manufacturer to submit / update MMTC with latest balance sheet subsequently and also to keep MMTC informed of any matter that may affect the vendor's continued qualification and attributes. If the vendor's/manufacturer's future circumstances change so that they no longer comply with the qualification criteria for that particular category / group / area , then the vendor/ manufacturers name will be removed from the Master Data Base. MMTC shall not bear any responsibility or risk for any suspension / cancellation or other termination of the vendor's qualification to be registered.

24. Rules and criteria for qualification may be changed or added to as necessary for the qualification assessment for a particular purchase/ works / project group. Vendors who have previously been qualified and whose names are detained on qualified Vendor Master Data Base will be invited to demonstrate that they can comply with the changed or additional criteria. Failure to comply with the changed or additional criteria will result in removal / suspension from the qualified Vendor Master Base.

25. Throughout the period of Vendor's/manufacturer's empanelment validity, the vendor shall update MMTC with any time sensitive data supplied at the time of original application.

26. MMTC keeps the right to undertake further pre-tender qualification to identify suitable tenderers for a particular tender list.

27. Once the initial qualification process has been completed and the successful vendors are registered, the database is subjected to annual review. Any allowable re-application will be considered in the next annual review and successful vendors/ manufacturers will be registered and the database updated.

28. MMTC reserves the right to restrict the size of any specific tender list, in accordance with the regulations to a level, which is justified by the characteristics of the award procedure and resources required to complete it.

29. Vendors/manufacturers operating from notified industrial area should have required clearances from statutory authorities.

30. In case of receipt of incomplete documentation, supplier shall be given opportunity to complete the balance data. However, in case supplier is not able to furnish complete data within a period of three months from the date of intimation, such cases shall be closed. Further, Empanelment will be cancelled at any time of the firm does not respond to our enquiries continuously for three times.

31. Empanelment shall be accorded for a period of three years. Thereafter, empanelment shall have to be regularly "Revalidated" before the expiry of validity period.

32. This invitation for empanelment shall remain open till 19.03.14, by 1400 hrs

33. Based on the products offered by the empanelled associates, MMTC will further participate in tenders/trade enquiries for the prospective buyers of such goods. The registered manufacturers/vendors will indemnify MMTC of all risks and consequences arising of the goods supplied by them. MMTC's trade margin will be decided on case to case basis.

34. Sealed application forms super scribed as "Application for Empanelment for Vendors for Jobs in Category (as application) Ref No. MMTC/GT-MSME/2013-14 and addressed to Dy.General Manager (MSME Division), MMTC Limited, Delhi shall be deposited in the Tender Box before 1400 hrs by 19.03.14. It should reach the above address before the stipulated time and date. The company will not be responsible for any delay in receipt/non-receipt of documents sent by post/courier.



35. All applications with Annexure -1 (duly stamped and signed on each page) complete in all respects superscripting “Application for empanelment of manufacturers/vendors for engineering goods” on the envelop, may be submitted directly to Dy.General Manager (MSME Division), MMTC Limited, 7 Institutional Area, 3rd Floor, Lodhi Road, New Delhi-110003.

Dy.General Manager (MSME),
MMTC Limited,
7, Institutional Area,
CORE-1, SCOPE Complex,
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New Delhi- 110003.
Tel. - 011 24362200

Manufacturer / Vendor Empanelment Performa

Initial Company Information

1.	<p>Full Name and Address of the Regd Office / Corporate Office</p> <p>Telephone No.</p> <p>Fax No.</p> <p>Contact Person</p> <p>Mobile No.</p> <p>Email</p>	
2.	<p>Whether the company is Proprietorship / Partnership (please specify names of the partners/Directors) / Private Ltd. / Government / Public Sector / Manufacturers / Others.</p>	
3.	<p>Annual Turnover for the last 3 years</p> <p>2010-11</p> <p>2011-12</p> <p>2012-13</p>	
4	<p>Products Manufactured and Capacity</p>	
5	<p>Brochures/catalogues, if available, may be submitted.</p>	