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CIN NO. L51909DL1963GOI004033

DELHI REGIONAL OFFICE

F-8-11, Flatted Factories Complex,

Rani Jhansi Road, Jhandewalan,

New Delhi – 110055, Tel: 011-23623955

TENDER No.MMTC/DRO/ADMN/EXHIB/2016-17

16<sup>TH</sup> SEPTEMBER, 2016

Bid Submission Start Date & Time :19-09-2016 (1130 hours)

Bid Submission Closing Date & Time :26-09-2016 (1500 hours)

Bid Opening Date & Time :26-09-2016 (1530 hours)

**SUB: Tender for empanelment of Packing/Display Material for Jewellery**

TENDERS are invited in a two bid system (Technical Bid and Financial Bid separately) from reputed suppliers/firms located in New Delhi having minimum **03 (Three) years in the field**. The contract can be extended or short-closed on account of unsatisfactory services rendered by the firm, at the discretion of the MMTC Limited. Tender documents containing detailed terms and conditions can be downloaded from MMTC's website [www.eprocure.gov.in](http://www.eprocure.gov.in) or [www.mmtclimited.com](http://www.mmtclimited.com). Last date for submission of tender documents completed in all respect is **26-09-2016 by 1500 hrs**. The technical bid will be opened on same day i.e. on **26-09-2016 at 1530 hrs**.

1. The technical bid offered should include the following details :
  - a) Name of the firm
  - b) Name(s) of the Proprietor/Partners
  - c) Business address of the firm
  - d) Annual turnover of the firm (Proof of the same must be attached)
  - e) Copy of the details of the past experience (minimum 3 years) of providing services in the same field in Government / PSUs / Reputed Corporate Sectors.
  - f) Copy of PAN Number
  - g) 15 digits Service Tax Code Number / VAT Account Number.
  - h) The earnest money of Rs.10000/- (Rs. Ten thousand only) through a demand draft / pay order in favour of MMTC Limited payable at New Delhi.
2. The rates quoted in the Financial Bids should be both in words and figures.
3. Financial bids of only those firms will be considered who are short-listed on the basis of the Technical Bid.

## **TERMS & CONDITIONS:**

1. The supplier / firm (s) whose agreement short-closed/terminated due to dis-satisfactory services at any point of time with MMTC Limited are not eligible to participate in the tender.
2. The supplier / firm (s) proposed to be supplied should either be registered in the name of the firm or in the name of proprietor or in the name of partner(s) of the firm.
3. The supplier / firm (s) should have atleast 3 years of experience in the supplying/making of Packing/Display Material and supplied to any of the Government Sector / PSUs / Corporate Sectors.
4. The bidders shall pay Bid Security (EMD) of Rs 10000/- ( Ten Thousand Only) in form of Demand Draft /Banker's cheque drawn on any Nationalized Bank/Scheduled Bank in favor of "MMTC Limited" Payable at New Delhi along with technical bid. The bids received without EMD shall be summarily rejected. Unsuccessful bidders' EMD will be refunded without any interest. No interest will also be paid to successful bidder on EMD amount.
5. Supplier/ firm (s) are required to be registered with the Central Excise Department and pay Service Tax. They should provide us 15 digits Service Tax Code Number.
6. Supplier / firm (s) should mention their VAT No. and TIN No.
7. Delivery Period: **Ten days after placing of confirmed purchase order.**
8. The price should be inclusive of all taxes, duties levies and incidental expenses.
9. Sample of each product should be submitted along with price bid.
10. 100% payment shall be released within 30 days against delivery of the ordered item (s) at the delivery location.
11. Bid Validity: The bid shall be valid and open for the acceptance of the Competent Authority of MMTC for a period of 30 days from the date of opening of the tenders and no request for any variation in quoted rates and/ withdrawal of tender on any ground by successful bidder shall be entertained.
12. In case any bidder withdraw or alter its bid during validity period (30 days) the EMD shall be forfeited.
13. Contract would be awarded to the lowest evaluated bidder whose bid has been found to be responsive and who is found eligible and qualified as per tender document. In case two or more agencies are found to have quoted the same rates. The Competent Authority of MMTC Limited shall decide about the Bidder to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority of MMTC shall be final.
14. The period of contract of under the scope of work shall be valid for one year which may be extended by two years, one year at a time, if the services are found to be satisfactory on the same terms and conditions and at the discretion of Authority of MMTC Limited, Delhi Regional Office, New Delhi.
15. Preference will be given to those covered under Small Medium Micro Enterprise (SMME). To avail preference under this category should furnish details of all particulars.

16. MMTC reserves the right to reject any or all the quotations without assigning any reason thereof.
17. Delivery Location: **Administration Division, MMTC Limited, F8-11, Flatted Factories Complex, Rani Jhansi Road, Jhandewalan, New Delhi – 110055**
18. The offer complete in all respect should be dropped in ***two separate envelopes comprising (A) TECHNICAL BID and documents (B) PRICE BID*** bearing the name and address of the bidders in both bids in Tender Box kept at **MMTC Limited, F-8-11, Flatted Factories Complex, Rani Jhansi Road, Jhandewalan, New Delhi – 110055 latest by 1500 hours on 26-09-2016. The two envelopes should be superscribed “TENDER FOR EMPANLEMENT OF PACKING/DISPLAY MATERIAL FOR JEWELLERY”.**

On letter head

## TECHNICAL BID

### Form - A

MMTC LIMITED

TENDER FOR EMPANELMENT OF PACKING/DISPLAY MATERIALS FOR JEWELLERY

1. Name of Firm & Address/  
Telephone No.:
2. Type of Firm:

Proprietary	Name of proprietor
Partnership	Name of Partners
Company	Name of Directors
Others (Specify)	Name of Owners/ Principal Officials
3. Main Business activity of  
Firm/ Partnership Company:
4. Date of Registration of Firm/Partnership/Company:
5. Annual Turnover of the firm:
6. Experience:
7. a) Bank Account No./ Bankers Name/ Branch Address:
  - b) Income Tax / PAN:
  - c) VAT No.:
  - d) Service Tax No.
  - e) EMD of Rs. 10,000/- vide DD/BC No.                      dtd.

Signature with date

Name

Designation

Stamp

ON LETTER HEAD

**PRICE BID**

<b>PACKING MATERIAL</b>		
Sl.No.	Packing Material	Rate per piece Inclusive of taxes
1.	Bangle Box Velvet	
2.	Ring Box Small	
3.	Zip Folder 7*7	
4.	Zip Folder 6*6	
5.	Zip Folder 8*8	
6	Set Box 6*6.5	
7	Set Box 7*7.5	
8	Set Box 8*8.5	
9	Set Box 6*6.	
10	Set Box 12*8	
11	Set Box 9*9.5	
12	Chain Box (Medium)	
13	Chain Box(Small)	
14	Ear Ring Box (Small)	
15	Ear Rings Box (Medium)	
16	Bangle Box	
17	Pendent Box	
18	Ring Folder	
19	Chain Folder	
20	Stone Boxes	
21	Pouches (4 set)	
<b>DISPLAY MATERIAL</b>		
1	Hands	
2	Neck	
3	Statute	
4	Tops display Tray 12*9	
5	Ear Rings display TPT12*9	
6	Chain display Tray12*9	
7	Pendent Tray 12*9	
8	Finger Ring Display Tray 12*9	
9	Bangle Display Tray 12*9	
10	Display Tray Plain 12*9	



