



**F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055**

REQUEST FOR EMPANELMENT OF MANUFACTURER / FABRICATOR

FOR FABRICATION/ SUPPLY OF PLAIN GOLD JEWELLERY

RFE NO.—MMTC/PMD/RETAIL/JEWELLERY/AUG 2017/01

MMTC Ltd. Invites application from interested Manufacturers/Fabricators for fabrication and supply of Plain Gold Jewellery based on the designs selected by MMTC. The said jewellery would be retailed through MMTC's Showrooms and also through its upcoming Domestic Exhibitions / JVs / Stockists across India. The details are available on our website www.mmtclimited.gov.in or www.eprocure.gov.in . Empanelment is open till 31st March, 2017. However, those who are interested to supply / fabricate for upcoming Jewellery exhibition (Festival of Gold, 2017) to be held in October may submit the empanelment forms by 05.09.2017 positively.



F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055

Request for Empanelment Document

(Total 12 Pages)

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

RFE NO.—MMTC/PMD/RETAIL/JEWELLERY/AUG 2017 /01



**F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055**

MMTC Limited has been holding Exhibition-cum-Sale of Assayed & Hallmarked Jewellery at various locations in India and also selling Hallmarked Jewellery through its own Showrooms / Stockists / JV's Showrooms / Exhibitions. Applications are invited from eligible Jewellery Manufacturers / Fabricators 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 MMTC's Delhi Regional Office at Jhandewalan, New Delhi as per the list given in Annex – IV.

1. Preferred items for plain Gold Jewellery (without any stones) are Chains, Bangles, Kadas, Kangans, Pendants, Rings (Ladies & Gents), Bracelets, Mangalsutra, Ear Rings, Pendant sets, Light weight Necklace Sets, Back Chains, Tikka, Baby Jewels, Trendy Jewellery etc. with focus on segment targeting youngsters and working women. The plain gold items required would be a combination of Machine Made, Hand Made and Casted Jewellery. **The designs should be latest and trendy having universal appeal. The procurement/ fabrication will be based upon quality designs with competitive making charges. There will be an upper limit on fabrication charges which will be communicated by MMTC to the empanelled fabricators.**

MMTC caters to a wide segment of consumers based across the length and breadth of India. Hence the focus would be to have a wide variety of designs catering to the tastes of its customers.

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

Manufacturer/Fabricator 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 up to 20% with new designs of same quantity within 120 days at the option of MMTC without any extra cost on Outright basis at pre-determined making charges.



**F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055**

Category-II: Supply of plain gold Jewellery on approval basis (approval period shall be in conformity with GST Laws) under deferred payment basis. 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's option and against acceptable security, however, at the time of settlement the balance gold shall be returned to MMTC in 9999/999 purity at MMTC's option.

3. Eligibility Criteria

- 3.1. A Manufacturer/ Fabricator should have a minimum turnover of Rs. 100.00 lakhs from fabrication / making charges.
- 3.2. MMTC's Bullion customers who are Manufacturers and currently registered under DTA export or OGL domestic schemes are also eligible for registrations and require to fill Annex II and III Form only.
- 3.3. MMTC would focus on fabricating Jewellery with making charges / fabrication charges falling in the range of 2% to 6% of the gold rate depending upon the item. However MMTC at its discretion is free to select a design and approve a particular making charges depending upon its requirement. The Manufacturer / Fabricator should be willing to exchange / redesign up to 20% of the unsold jewellery of the supplied stocks within a period of 120 days without any extra cost.

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 against equivalent gold / value.

After selection of the designs of plain gold Jewellery by MMTC, the fabricator shall fabricate and get the selected items 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 the Jewellery for their workmanship, quality/ purity checking.

The testing result of MMTC shall be final and the manufacturer/fabricator 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 .



**F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055**

4.3. The fabricator shall follow the input and output norm as under:

INPUT	OUTPUT
Against 1 Kg of 995.0 fine Gold	The Fabricator will supply Jewellery weighing 1086.25 gms of 916.0 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. All delivery of gold bars, receipt of Jewellery etc. shall be done under CCTV and recorded.

4.5. All items to be hallmarked from BIS approved hallmarking agency with following marks:

- BIS standard mark,
- Purity Mark with fineness grade,
- Assay Centre's mark,
- Year of marking (as defined by BIS)
- Jeweler Identification mark
- 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, GST etc up to 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 (917 Fineness melting purity). If required the entire lot of BIS hall marked Jewellery shall be retested through XRF machine/ fire assay method by MMTC.



**F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055**

- 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. Defective items to be exchanged/ replaced/ repaired at the vendor/ fabricator's cost and expenses.
- 5.9. 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.
- 5.10. Empanelment forms complete in all respects should reach MMTC Delhi office by 5th September, 2017 in respect of supply/ fabrication for upcoming Jewellery exhibition (Festival of Gold, 2017) to be held in October 2017. For others, the empanelment shall be open till 31.03.2018.
- 5.11. 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.
- 5.12. The making charges should include all costs including transportation and insurance of material and GST 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.



**F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055**

- 5.13. 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.
- 5.14. 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.
- 5.15. MMTC reserves the right to add or delete or modify the requirements of Gold Jewellery if situation demands.
- 5.16. 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:

The Additional General Manager, (PMD-Retail), MMTC Limited, Delhi Regional Office, F8 – 11, Flatted Factories Complex, Rani Jhansi Road, Jhandewalan, New Delhi, Telephone No: 011 47136149, e-mail: gaur@mmtclimited.com



F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055

Annexure -I

Empanelment Form- New

(To be typed on Party's Letter Head)

To,
The General Manager,
MMTC Limited,
Rani Jhansi Road,
New Delhi – 110 055.

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.	Address details of manufacturing facility	
8.	Annual Turnover in last financial year. (Minimum turnover of Rs. 100.00 lakhs from fabrication/ making charges in last financial year)	
	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 GST Registration Certificate)	



**F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055**

10.	<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. The above items are only indicative)</p>	
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 upto maximum 20% of the supplied lot with new designs of same quantity within 120 days without any extra cost.</p> <p>Category II: - Supply of plain gold Jewellery on approval Basis as given in clause 2</p>	<p>YES / NO</p> <p>YES / NO</p>
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.	Value upto which party can take up jobs	
16.	Declaration as per Annexure – III	
17.	Copy of any of these - Passport/ Driving License/ Pan card/ Election Card/ Adhar card of Proprietor/ of Partners/ Directors	
18.	Copy of Factory Registration Certificate / documents	

Date:

Signature of Authorized Signatory
With Name, Address & Seal



F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055

Annexure -II

Plain Gold Jewellery Empanelment Form – (OGL/ DTA)
(To be typed on Party's Letter Head)

To,

The General Manager,
MMTC Limited,
Rani Jhansi Road,
New Delhi – 110 055.

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.	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.)	



F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055

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 upto maximum of 20% of the supplied lot with new designs of same quantity within 120 days without any extra cost.</p> <p>Category II: - 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



F 8 TO 11, JHANDEWALAN FLATTED FACTORIES COMPLEX,
RANI JHANSI ROAD, NEW DELHI - 110055

(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/AUG 2017/01dated 21.08.2017**

Date:
Place:

Signature of Proprietor/ Partner/ Director
Name:
(Stamp of the firm)