



CIN NO. L51909DL1963GOI004033
 DELHI REGIONAL OFFICE
 F-8-11, Flatted Factories Complex,
 Rani Jhansi Road, Jhandewalan,
 New Delhi – 110055, Tel: 011-23623955

• **EXPRESSION OF INTEREST FOR EMPANELMENT OF VENDOR FOR SUPPLY OF FLEX BOARDS/BANNERS/STANDEE/SIGN BOARDS/RUBBER STAMPS**

EOI Number	MMTC/DRO/ADMIN/BANNER/2018-19 dated 03-04-2019
Name of Work	EMPANELMENT FOR SUPPLY OF FLEX BAORDS/FLEX BANNERS/STANDEE/ SIGN BOARDS AND RUBBER STAMPS
Mode of submission of Technical Bid for physical form	THROUGH TENDER BOXES
Mode of submission of Technical Bid in Online form	THORUHG https://mmtc.abcpurchase.com
Bid Submission Start Date	03-04-2019
Security Amount (EMD)	RS. 25,000/- (Rupees Twenty five Thousand Only)
	-
	-
Last date and time of submission of EOI	25-04-2019 BY 1500 HOURS
Date and time of opening of technical bid	25-04-2019 AT 1530 HOURS

BACK GROUND

MMTC Limited set up in 1963 under the Ministry of Commerce; Government of India is engaged in international and domestic trading of commodities/products like minerals, metals, precious metals, fertilizers, coal & hydrocarbons, agro commodities and general trade. MMTC vertical of precious metal caters to demand of Silver-ware, Gold Jewellery , Gold & Silver Medallions / Coins of various denominations and various other products.

MMTC Delhi Regional Office, Jhandewalan, New Delhi desires to empanel experienced, financially sound, vendors for supply of FLEX BOARDS/BANNERS/STANDEE/SIGN BOARDS/RUBBER STAMPS etc as per given design and having capacity to supply prescribed items in time. MMTC has decided to empanel eligible firms for a period of two years extendable further only once on mutually agreed terms & conditions.

1) Instructions to Bidders for submission of the EOI

EOI in the both online or physical modes shall be accepted. Vendor can choose any one mode of submission of their bids as per their choice.

The bidder shall download the EOI document from www.mmtclimited.com or <https://mmtc.abcprocure.com>. Bidder shall drop in a sealed envelope super scribed as "EOI for Flex Banners/Standee/Sign Boards/Rubber Stamps" addressed to " Chief Manager (Admn), in the Tender Box kept at MMTC Limited, F8-11, Jhandewalan Flatted Factories Complex, Rani Jhansi Road, Jhandewalan, New Delhi – 110055 on or before 25-04-2019 by 1500 hours.

A) For Online Submission :-

- i. EOI document is available on www.mmtclimited.com And MMTC e-procurement website <https://mmtc.abcprocure.com> for online as well as physical mode submission of EOI . For online submission , Bidder is required to obtain Class III Digital Signature (meant for e-tendering) from any of Certifying Authority recognized by Controller of Certifying Authority (www.cca.gov.in) and have to register with e-procurement portal <https://mmtc.abcprocure.com> (a one-time activity) independent of each other as detailed below.
- ii. EMD as prescribed at para 2(I) should be submitted in physical form for online bidders also other wise online bids will be rejected.
- iii. **Procedure for obtaining Digital Certificate:** Bidder should obtain digital certificate to participate in the EOI . The procedure for obtaining Digital certificate is given in the web site <https://mmtc.abcprocure.com> . In case of any difficulty, the bidders can either mail or talk to the Technical Support Engineer, whose contact details are given below.

iv. Procedure for Registering in E-Procurement portal: Bidder has to register with our E-procurement portal. For registering, please go to **<https://mmtc.abcprocure.com>** and follow the directions. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.

v. For any assistance on e-bidding process, please contact **Mr Sumit Kumar** , **9265562826**, **sumit.kumar@eptl.in** or below persons :-

e-Tendering Services (Uploading / Bidding)

S.Nos	Name of Contact Person	Mobile & Landline No.	e-Mail Ids
1	Pankesh Kumar	09374519729 / 079-6813 6848	pankesh@eptl.in
2	Jeetiksh Shamnani	079-6813 6854	jeetiksh@eptl.in
		079-6813 6833 / 50 / 78 / 23 / 49	support@abcprocure.com

B) For Physical submission

The EOI containing technical bid and EMD are to be submitted through Single bid systems (Technical Bid) in a sealed cover super scribed on it “EOI FOR FLEX BOARDS/BANNERS/STANDEE/SIGN BOARDS/RUBBER STAMPS” at the tender box kept at Main Gate, Ground Floor, MMTC Limited, F8-11, Jhandewalan Flatted Factories Complex, Rani Jhansi Road, Jhandewalan, New Delhi - 110055 on or before 25-04-2019 by 3.00 p.m.

C) ESSENTIAL ELIGIBILITY CRITERIA

The bidder should fulfill the following criteria. Supporting documents (To be submitted):

- I.** The bidder should be legal entity registered in India.
- II.** Minimum 3 years experience in Fabrication / Manufacturing of FLEX BOARDS/BANNERS/STANDEE/SIGN BOARDS/RUBBER STAMPS.
- III.** Minimum annual turnover of Rs. 10 lakhs during each last three financial years.
- IV.** Bidder should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India. (Affidavit to be submitted as per format of Annex -II.)
- V.** Bidder should not be involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this Request for empanelment and in execution of agreement.

- VI.** Bidder must have a valid PAN and GST No, and other licenses required under various act.
- VII.** To furnish Copy of the audited balance sheet for the Last three years and IT returns of last 3 years.
- VIII.** To submit an EMD of Rs.25000/- in the form of a Demand Draft drawn from any nationalized bank in favor of MMTC Limited, payable at New Delhi

2) Technical Bid Details (signed and stamped EOI document and mandatory documents):- The Technical Bid should contain EOI Document duly signed and stamped.

- I. **Earnest Money Deposit** for both physical EOI submission or Online submission is Rs. 25000/-(Rupees Twenty five Thousand Only) and shall be accepted in the form of a Demand Draft/Bankers cheque drawn on any nationalized / scheduled bank in favour of MMTC Limited payable at New Delhi. EMD shall be valid for 90 days from the date of opening of EOI . If Bids are submitted online then EMD be submitted in a sealed envelope super scribing "EMD for Online bid submission for EOI no MMTC/DRO/ADMIN/BANNER/2018-19 dated 03-04-2019".

For the successful bidder, the EMD without any interest payable will be retained with MMTC for the empanelment period of two years and for unsuccessful bidder's EMD will be returned without any interest after finalization of empanelment . The Security deposit/EMD shall be forfeited in the following cases:

- a) If the Bidder is found to have a Conflict of interest as specified in this EOI .
- b) If the Successful bidder commits a breach of the terms & conditions prescribed in this EOI .

- III. Company registration Certificate under the companies act, Shop establishment Certificate or any other evidence.
- IV. The Bidder/s should have an annual turnover not less than Rs. 10 lakhs. Copy of stipulated proof may also be enclosed with Technical bid. Bidder/s whose turnover is less than Rs. 10 lakh will not be qualified in the Technical Bid.
- V. The Company/Firm should have experience in similar field for more than 03 years as on the date of EOI and must have a dedicated office with all required services and machineries to undertake such work.
- VI. Proof of GST Number
- VII. Copy of Pan Card number
- VIII. Audited balance sheet of the last three years
- IX. Copy of Income Tax Return (ITR) of last three years.
- X. An undertaking that the firm is not blacklisted/debarred from any Government Organization/Department. Format provided in this EOI as Annexure-II.
- XI. The bidders registered in MSME/NSIC shall be given preference. Copy of certificate issued by MSME/NSIC to be submitted. Any bidder run by proprietor registered with MSME/NSIC belongs to SC/ST Category and Women may be given priority.

3) Financial Price /Rates

The financial prices/rates for Printing, Fixing of Flex Banners/Boards/Standee/Rubber Stamps/Sign Boards should not be submitted with this bid and will be called later after making the eligible bidders panel. Work order will be issued to L1 empanel vendor based on the requirement and rates submitted .

4) Validity of the Rates:

The prices quoted by the empaneled bidder shall be firm and shall remain valid initially for six month from the date of issue of the work order to the L1 empaneled bidder. MMTC reserves the right to call for fresh rates after six month or as and when required, within the validity period of empanelment.

5) Additional Information:

a). Bidders may add any further information that they consider relevant for the evaluation of their EOI that gives a better understanding of their capability.

The mandatory documents specified in this document shall be submitted on or before the prescribed dates physically or online in the office of MMTC Limited, New Delhi.

- a) Right to accept / reject EOI : No EOI will not be considered unless the EOI documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished.
- b) MMTC Limited reserves to itself the right to accept or reject any EOI or reject all EOIs without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.
- c) The EOI shall be considered invalid and non-responsive for non-submission of any document stipulated herein.
- d) Empanelment Period : The empanelment is for two year for the eligible vendor after issue of Letter of empanelment.
- e) The date of receipt of Work order shall be considered to be the date of commencement of work.

Terms and Conditions of the EOI

1. Scope of Work:

- i) The banners/standee/sign boards/rubber stamps must be prepared as per the creative provided by MIMTC. The data in this regard shall be provided by MIMTC Limited to the successful bidder. The samples will be approved by MIMTC Limited.
- ii) The banners/standee/sign boards/rubber stamps must be in the languages of Hindi, English or any other languages if required, after acquiring appropriate approval from MIMTC Limited and work should be completed strictly within the time line given.
- iii) The size and quantity of banners/standee/rubber stamps will be intimated to the successful bidder at the time of placing order.
- iv) The banners/standee must be on Digital Flex Banners of minimum 340 GSM.

2. Conflict of Interest: Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the vendor to inform MIMTC Limited, detailing the conflict in writing as an attachment to their application. MIMTC Limited will be the final arbiter in cases of potential conflicts of interest. Failure to notify MIMTC Limited of any potential conflict of interest will invalidate any verbal or written agreement.

3. Rates and Quotes: The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever.

4. The EOI shall be submitted through Single bid systems (Technical Bid) in a sealed envelope super scribed as “EOI for Flex Banners/Standee/Sign Boards/Rubber Stamps” addressed to “Chief Manager (Admn), MIMTC Limited, F8-11, Jhandewalan Flatted Factories, Rani Jhansi Road, Jhandewalan, New Delhi – 110055 on or before 25-04-2019 by 1500 hours.

5. Opening of EOI : MIMTC Limited will open the Technical Bid on 25-04-2019 at 1530 hours at MIMTC Limited, F8-11, Jhandewalan Flatted Factories, Rani Jhansi Road, Jhandewalan, New Delhi – 110055 as indicated in the NIT.

6. EOI Evaluation: The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the empanelment on the basis of eligibility criteria of Technical bid provided by each bidder . The EOI will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the EOI Document. The EOI received, are liable to be treated as non – responsive and will be summarily ignored, if following documents are not attached along with the bid.

- (i) EOI form not duly signed and stamped. (i.e. all the terms & conditions of EOI document are acceptable.)
- (ii) EOI is unsigned and incomplete in any aspect
- (iii) EOI validity is shorter than the required period.

8. EOI Validity: The EOI shall remain valid for acceptance for a period of 90 days (ninety days) after the date of Technical Bid opening prescribed in the EOI Document.

9. Security Deposit: Successful bidder's EMD of Rs. 25000/- will be retained till the completion of the contract. The Security Deposit will be returned interest free by MMTC Limited after completion of the contract.

10. Empanelment of vendor : Empanelment against the EOI is at the sole discretion of MMTC Limited. Price rates obtained later based on the work required by MMTC from the L1 empanel bidders would form the basis for future issuing of a Work Order.

Note:

- In case bidder needs any clarification on the EOI Document or Scope of Work, they can contact Administration Division, MMTC Limited, F8-11, Jhandewalan Flatted Factories Complex, Jhandewalan, New Delhi during office hours. Tel: 011-23523955.
- After selection, a Letter of Empanelment shall be issued in duplicate by MMTC Limited to the Successful Bidder and the Successful Bidder shall sign and return the duplicate copy of the LOE in acknowledgement thereof. In the event of the duplicate copy of the LOE duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consent is holding to extension of time for submission thereof, cancel the LOE.
- MMTC Limited reserves the right to relax any of the conditions of the EOI Document if suitable bidders are not found due to exigency of situation.

GENERAL TERMS & CONDITIONS GOVERNING THE CONTRACT

1. Bidders are strictly advised to go through all the documents in connection with these EOI terms carefully.

2. The work shall be carried out in appropriate stages under the direction and supervision of MMTC Limited.

3. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.

4. MMTC Limited's decision with regard to the material and the workmanship will be final and binding and any material rejected by MMTC shall be immediately removed from the Site.

5. Damage to Persons and Property: The Successful Bidder shall indemnify and keep indemnified MMTC Limited against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

6. Conflict of interest:

The Bidder shall disclose to MMTC in writing, all actual and potential conflicts of interest that exist, arise or may arise (either for the Bidder's team) in the course of performing the Service(s) as soon as practical after it becomes aware of that conflict.

7. Compliance with the Law:

1. The Successful Bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and keep MMTC Limited informed of the said compliance with the by-laws, payments made, notices issued and received.

2. If any conflict arises between the successful bidder and MMTC Limited during the period of execution or after completion of work, Hon'ble Courts of Delhi shall have the jurisdiction and the venue of arbitration shall be New Delhi and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

8. Payments:

Successful Bidder can claim the payment only after completion of the job against invoice. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by MIMTC Limited and MIMTC Limited shall give effect to such payment arising out of the additional work.

9. Work treated as Completed:

The work shall not be treated as complete until and unless

- a) The site is clear from all unused, excess, waste material etc.
- b) The Successful Bidder to the satisfaction of MIMTC Limited has rectified any damage caused by the Successful Bidder to the location where the work is executed.

10. Scope of Contract:

The Successful Bidder shall carry out and complete the said work in every respect in accordance with this EOI.

- a. The removal/re-execution of any works executed by the Successful Bidder.
- b. The amending and making good of any defects after completion

11. Prices for Extra Work, Ascertainment of:

Should it be found after the completion of the works that some extra work has been carried out on due instruction from MIMTC Limited, the price for such extra work will be ascertained on mutually agreed terms.

ANNEXURE-I

TECHNICAL BID

(On the Letter Head of Applicant)

**Application Form for Empanelment of vendor for SUPPLY OF FLEX BAORDS/FLEX
BANNERS/STANDEE/ SIGN BOARDS AND RUBBER STAMPS**

To,

Manager.
MMTC Limited,
F 8-11, Flatted Factories Complex,
Rani Jhansi Road, Jhandewalan,
New Delhi-110055
Dear Sir,

Dated: 03-04-2019

With reference to your EOI No..... inviting applications for empanelment of vendor FOR SUPPLY OF FLEX BAORDS/FLEX BANNERS/STANDEE/ SIGN BOARDS AND RUBBER STAMPS, we submit our application for your consideration. The profile of the Firm/Company is as follows:

01	Name and address of the company/firm (along with duly attested copies of registration)	
02	Name of Proprietors/Partners/Directors along with: Telephone No._____ Mobile No._____ PAN No._____ Email Id: _____ Fax No. if any_____ (Attach a Copy of PAN Card)	
03	Details of EMD of Rs.25, 000/- (Rs. Twenty five Thousand only) which will be returned to applicants in case of non empanelment within three month of EOI opening. DD/BC No._____	

	Date _____ Bank _____	
04	GST Registration Number and PAN No. of Proprietor/Firm. (Self attested Copies to be attached)	
05	Any other relevant information or certificate issued by MSME/NSIC.	
06	Names of the Government/ PSU's/Private organizations etc. for whom you have supplied / fabricated similar work in the last three years along with value and relevant documents. (Attach copies of the work / job orders)	
07	Agree to abide by the terms and conditions of EOI	

Name: _____

Designation: _____

STAMP

Following documents are required to be furnished in the TECHNICAL BID complete in all respects.

Please fill the below table and submit.

<u>Information/Documents</u>	<u>Submitted (Yes/NO)</u>
Copy of work orders/ services where the Bidder is providing/provided the similar services for the last 3(three) years for any Government/ PSU's/Private organizations etc.	
Proof of valid registration with statutory authorities for work contract tax/GST/ TIN/Service Tax registration etc	
Copy of PAN card issued by Income Tax Dept and IT returns of last 3 years.	
Audited balance sheet of last 3 years	
Prescribed EMD of Rs.25000/- (Twenty five thousand only) in favour of MMTC Limited payable at New Delhi.	
Whether black-listed by any clients in the last 5 years, if any. Proforma as per Annex -II	
Arbitration cases pending against the Bidder , if any submit details	
Declarations as per format of Annex –III and Annex IV given in EOI .	
In case the party is registered with Ministry of MSME/ its authorized agencies, he is required to submit registration certificate and store details in addition to above.	

FORMAT OF UNDERTAKING REGARDING BLACKLISTING

I/WE DIRECTOR(S)/PARTNER (S)/AUTHORISED SIGNATORY OF
M/S. _____ HEREBY DECLARE THAT THE COMPANY
HAS NOT BEEN BLACKLISTED OR DEBARRED IN THE PAST BY ANY GOVERNMENT
DEPARTMENT/ORGNISATION/UNDERTAKING FROM TAKING PART IN GOVERNMENT
TENDERS/EOI.

OR
I/WE DIRECTOR(S)/PARTNER (S)/AUTHORISED SIGNATORY OF
M/S. _____ HEREBY DECLARE THAT THE COMPANY
NAMELY M/S. _____ WAS
BLACKLISTED OR DEBARRED BY GOVERNMENT DEPARTMENT FROM TAKING PART IN
GOVERNMENT TENDERS/EOI FOR A PERIOD _____ YEARS W.E.F. _____. THE
PERIOD IS OVER ON _____ AND NOW THE COMPANY IS ENTITLED TO TAKE
PART IN GOVERNMENT TENDERS/EOI.

IN CASE THE ABOVE INFORMATION FOUND FALSE I/WE ARE FULLY AWARE THAT THE
TENDER/EOI/ CONTRACT WILL BE REJECTED/CANCELLED BY MIMTC LTD AND EMD/SD SHALL
BE FORFIETED.

SIGNATURE _____

NAME: _____

COMPANY'S NAME & SEAL

DECLARATION REGARDING ACCEPTANCE TO TERMS & CONDITIONS OF THE EOI

1. I/We, Director/authorized signatory of the Company M/s _____, is competent to sign this declaration and execute this EOI document.
2. I have carefully read understood and accept all the terms and conditions of the EOI and undertake to abide by them.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief.

I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my Bid at any stage besides liabilities towards prosecution under appropriate law.

SIGNATURE OF THE BIDDER WITH SEAL

PROFORMA FOR NO NEAR RELATIVE (S) OF THE BIDDER WORKING IN MIMTC Ltd

(Recommended to be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I, Director/Company Secretary (CS) of the company M/s
_____ hereby certify that none of my near relative
(s) is/are employed in MIMTC Ltd as per detail given below. In case at any stage, it is found
that the information given by me is false/incorrect, MIMTC Ltd shall have the absolute right
to take any action as deemed fit, without any prior intimation to me.

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-inlaw), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

Certificate will be given by all the Directors of the company (or company secretary on behalf of all directors).

Any breach of these conditions by the company, the EOI/tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. MIMTC Ltd will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

1. Name of Director _____
Signature _____

2. Name of Director _____
Signature _____

OR

Name of Company Secretary

Signature _____