



**Delhi Regional Office, F-8-11 Flatted Factory Complex,
Jhandewalan, Rani Jhansi Road, NEW DELHI – 110055**

MMTC/DRO/EOI/FAB-SANCHI/2018-19

Date: 06.12.2018

Notice for EOI

**Sub: Notice for empanelment of Sanchi Silver-ware
fabricator in .925/.999 purity.**

MMTC Limited , Delhi Regional Office invites Expression of interest from interested Silver-ware fabricators for empanelment, as its registered fabricator for fabrication such as **Trays, Bowls, Glass, Katori, Thalys and images** etc for a period of 02 (two) years. Sealed Tender, complete in all respects, is to be submitted in Prescribed form before 3.00pm on 27.12.2018. For EOI documents and other details kindly visit our website www.mmtclimited.com & www.eprocure.gov.in.

Addl. General Manager (Sanchi)



**Delhi Regional Office, F-8-11 Flatted Factory Complex, Jhandewalan
Rani Jhansi Road, NEW DELHI – 110055**

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**EXPRESSION OF INTEREST FOR EMPANELMENT OF SANCHI
SILVER WARE FABRICATORS.**

Ref. No:	MMTC/DRO/EOI/FAB-SANCHI/2018-19
Pre-bid meeting	17.12.2018 3.30PM
Last date & Time for receipt of EOI	27.12.2018 by 3.00PM
Time & Date for opening of (Technical Bids)	27.12.2018 3:30PM
Place of opening of the Bids/ address of communication	MMTC Limited, Delhi Regional Office, F,8-11, Flatted Factories Complex, Rani Jhansi Road, New Delhi-110055

Signature of Quote
with Seal

**EXPRESSION OF INTEREST FOR EMPANELMENT OF FABRICATORS
FOR SUPPLY OF SANCHI SILVERWARE.**

LETTER OF INVITATION

A) 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 desires to empanel experienced, financially sound, reputed Silver-ware fabricating agencies from across country, having capacity to supply prescribed items in time. The services of Manufacturing / fabricating agencies will be utilized for fabrication of Silver -ware of different categories like Bowls, spoons, thalis, Idols and tea-sets etc. MMTC has decided to empanel such eligible firms for a period of two years extendable further only once on mutually agreed terms & conditions. The selection of agencies will be done in two stages.

B. SCOPE OF WORK

The agencies shall, as and when referred by MMTC, render the following services:-

- a) Manufacturing / Fabrication of Silver-ware of various categories.
- b) Manufacturing / Fabrication of such silver-ware/images of desired specification out of silver of 925/999 finesse or any other stock of different purity handed over by MMTC to the fabricator / manufacturer, which MMTC so wishes.
- c) Polishing of old Silverware.
- d) Etching/Engraving work as required by MMTC.

C) ESSENTIAL ELIGIBILITY CRITERIA

The Manufacturing / fabricating agencies agency should fulfill the following criteria. Supporting documents (To be submitted):

- I.** The applicant should be legal entity registered in India.
- II.** Minimum 3 years experience in Silver Ware Fabrication / Manufacturing.
- III.** Minimum annual turnover of Rs. 10 lakhs during each last three financial years.
- IV.** Agency should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India. (Affidavit to be submitted.)
- V.** Agency 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.** Agency must have a valid PAN and GST No, and other licenses required under various act.
- VII.** To furnish Copy of the IT returns for the Last three years.
- VIII.** To submit an EMD of Rs.50,000/- in the form of a Demand Draft drawn from any nationalized bank in favor of MMTC Limited, payable at New Delhi
- IX.** Selection process will be done in two stages and bidders shall have to qualify both the stages for empanelment as defined at Annexure-“A” of this EOI document.

D) Submission of EOI:

- i.** EOI document is available on www.mmtclimited.com And MMTC e-procurement website <https://mmtc.eproc.in> 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.eproc.in> (a one-time activity) independent of each other as detailed below.
- ii.** **Procedure for obtaining Digital Certificate:** Bidder should obtain digital certificate to participate in the e-Tender. The procedure for obtaining Digital certificate is given in the web site <https://mmtc.eproc.in>. In case of any difficulty, the bidders can either mail or talk to the Technical Support Engineer, whose contact details are given below.
- iii.** **Procedure for Registering in E-Procurement portal:** Bidder has to register with our E-procurement portal. For registering, please go to <https://mmtc.eproc.in> and follow the directions. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.
- iv.** For any assistance on e-bidding process, please contact Mr. Pankaj Verma, Technical Support Engineer – email pankaj.verma@clindia.com, mobile phone +91-7210027839 or 0120-4888888.
- v.** Parties who prefer submission of EOI in physical mode, may drop their entire EOI documents, sealed in a single envelope (indicate the tender no and EOI for Silver ware fabrication / Fabricating agency on top of the envelope), in the tender Box kept at the reception counter of the office at MMTC Limited, F8-11, Flatted factories Complex, Jhendewallan, Rani jhansi Road, New Delhi-55, between the office hours.
- vi.** EOI in the modes, e-tender as well as physical, shall be accepted. Parties can choose any one mode of submission of their bids.

E) GENERAL CONDITIONS

1. The Tender should be submitted in sealed covered, addressed to AGM(Sanchi) MMTC Limited, Delhi Regional Office – Jhandewalan.
2. No advance payment will be made for any of the work assigned by MMTC. The e-payments shall be released by MMTC against the bills received from the agency after having completed the job to the satisfaction of MMTC.
3. MMTC reserves the right to remove any such agency from the empanelled list along with forfeiture of EMD as well as Performance Guarantee amount, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false or in the event of a breach of contract by the agency.
4. MMTC reserves the right to reject any application without assigning any reason.
5. The empanelled fabricator to submit 110% value of silver in the form of Bank Gurantee/FD/CASH to enable MMTC issue Silver for fabrication.
6. MMTC shall place on Manufacturer /Fabricator order (s) for fabrication of such silver-ware, which it so wishes, along with necessary specifications and samples. The Silver, which shall be handed over by MMTC to Fabricator, shall normally be of 999.0 fine silver or any other stock of different purity.
7. The Silver so handed over to Fabricator by MMTC shall be property of MMTC and shall remain in trust with him.
8. Fabricator shall manufacture and supply silver-ware items selected by MMTC, out of the silver taken by the fabricator from MMTC.
9. The workmanship of the silver-ware fabricated shall be of high and good quality.
10. MMTC or its authorized officials shall be entitled to inspect the work-in-progress while same is under process of fabrication.
11. Fabricator shall render an account of the silver on monthly basis, which is taken by him from MMTC also give quarterly certificate as required by MMTC.
12. The Fabricator shall follow input and output norms as under:-

INPUT	OUTPUT
Against 1000 grams of 999.0 fine silver issued by MMTC for fabricating of silver-ware in 925 purity.	The fabricator will supply 1080 grams of finished silver ware of 925.0 fineness melting purity.

13. The silver-ware fabricated along with the balance silver, if any, shall be delivered at his own cost, by the Fabricator at MMTC Jhandewalan office, Delhi.
14. The supplies shall be made by the Fabricator within time prescribed by MMTC. Fabricator accepts that the time of supply specified in the order placed on him by MMTC shall be the essence of the contract. In case, the Fabricator fails to deliver the items within time mentioned in the order, he shall be liable to pay damages to MMTC which shall be @ 1% of the fabrication charges of the job order per week or subject to maximum of 20% fabrication charges agreed.
15. MMTC will be entitled to cancel the order and on such cancellation he shall return the silver to MMTC. Fabricator further accepts that he shall not be entitled to any claim of damages and/or any other relief from MMTC;
16. Only those silver-ware items, which comply with the design, specifications prescribed by MMTC and are of the purity agreed to and referred to above, shall be acceptable to MMTC. The decision of MMTC in this respect shall be final. The Fabricator shall be paid only for those silver-ware items, which have been accepted by MMTC.
17. The Fabricator undertakes not to use MMTC trade mark or designs or dies for fabrication of silver-ware items for own use or for any other firm/ Company /third party including individual etc, both during the tenancy and after expiry of this agreement. In case the fabricator is found to be indulging in any such activity, MMTC reserves the right to forfeit the BG / FDR / invoke the BG lying with MMTC. In addition MMTC reserves the right to take legal action and claim suitable compensation.
18. On termination / expiry of the fabrication arrangement the dies / mould lying with the Fabricator pertaining to MMTC will need to be deposited back with MMTC.
19. The General Manager (DRO), MMTC Limited, New Delhi reserves the right in its sole and absolute discretion to change or modify the terms & conditions.
20. Fabrication charges will be payable in Kilograms.
21. The fabrication cost should include the packing material (with MMTC Logo and Sanchi Logo) as per the sample.
22. Maximum tolerance permissible (+/-) 5%, as per the case.
23. Any deviation to the bench mark commitment while supplying the fabricated articles by the empanelled party shall be rejected at the total risk, cost and expenses of the fabricator.

Note: The decision of the Chief General Manager/ General Manager (DRO), MMTC Limited, New Delhi regarding acceptance or otherwise of the proposals shall be final and shall not be called upon to question under any circumstances.

Dated:
Place:

Authorized Signatory
Name of Agency
With seal and sign

DECLARATION

I/we have fully understood the above Terms & Conditions of the EOI which are returned herewith duly signed by me / us in token of having accepted the same and I /We have made our offer keeping in view these Terms & Conditions.

SIGNATURE OF FABRICATOR

NAME

ADDRESS

DATE

F) Criteria for Evaluation of EOI: Total marks: 100

Annexure-“A”

STAGE-1 = 75 MARKS

1. Turn Over: 15 marks

Turn Over in Lakhs Minimum Rs. 10.00 LAKHS in each financial year i.e. 2015-16, 2016-17 & 2017-18 / Total 30 LAKHS in three financial years.	Marks
Rs. 10 Lakhs – 15 Lakhs	05
over 15.01 Lakhs -20.00 Lakhs	10
Above 20.01 Lakhs	15

2. Experience: 25 marks

Experience as Fabricator	Marks
3 years experience	10
Above 3 years -5 years	15
Above 5 years -10 years	20
Above 10 years -15 years	25

3. Existing supplier who supplied to MMTC(As per work order) in Past two years: 10 marks

No. of years	Marks
2	10

4. Submission of 05 new design Dummy items : 25 Marks

Details	Total
0-10 GMS	1
10-20 GMS	1
20-50 GMS	1
50-100 GMS	1
250 GMS and Above	1

STAGE-2 = 25 MARKS

5. Assessment by the authorized Committee: 25 Marks.

A Committee Nominated and authorized by Chief General Manager (DRO) shall inspect the submitted sample of **STAGE-1** shortlisted bidders to assess the design, creativity , operation capabilities etc. and assign the marks out of 25 marks and give its recommendations. Only those parties shall qualify in Stage-2 of the selection process who will score a minimum of 15 marks out of 25 marks.

6. Procedure for Short listing and Empanelment:

- i.** Bidders scoring minimum 55 marks out of 75 marks in Stage-1 of selection process , on the basis of marks scored as detailed above from table No 1 to 04 and submission of all the required documents , shall be short listed for assessment in Stage -2 of the selection process .
 - ii.** A Committee Nominated by Chief General Manager (DRO) shall inspect sample of STAGE-1 shortlisted bidders to assess the capabilities and design etc. and assign the marks out of 20 marks and give its recommendations. Only those parties shall qualify in Stage-2 of the selection process who will score a minimum of 15 marks out of 25 marks.
 - iii.** On qualifying the selection processes fabricators shall be empanelled as our registered Fabricator for Silverware for a period of Two years from the date of concluding this EOI process
 - iv.** Product wise Price Bid will be invited from empanelled fabricators only.
- 7.** Dummy sample of silverware (Ref. Annexure-“A” table-4 of this EOI document), submitted with the tender shall become the property of MMTC Ltd as a bench mark commitment.

Dated:
Place:

Authorized Signatory
Name of Agency
With seal and sign

(On the Letter Pad of Applicant)
Application Form for Empanelment of Fabricators for MMTC's
Silverware- 2018-20

Dated: _____

To,
The Addl. General Manager,
MMTC Limited,
F 8-11, Flatted Factories Complex,
Rani Jhansi Road, Jhandewalan,
New Delhi-110055

Dear Sir,

With reference to your advertisement dated _____ inviting applications for empanelment of Manufactures / Fabricators for Silverware, 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.50, 000/- (Rs. Fifty Thousand only) which will be returned to applicants in case of non empanelment within three month of tender opening. DD/BC No. _____ Date _____ Bank _____	
04	GST Registration Number (CST) and PAN No. of Proprietor/Firm. (Self attested Copies to be attached)	
05	Name and Address of the Bank along with account no. Certificate duly signed by Branch Manager is enclosed	
06	Any other relevant information.	
07	Names of the Government/ PSU's/Private organizations etc. for whom you have supplied / fabricated the Silverware in the last three years along with value and relevant documents. (Attach copies of	

	the work / job orders)	
08	Agree to furnish performance guarantee or Bank guarantee / Cash guarantee equal to 110 % of the value of silver supplied by MMTC for fabrication. The same has to be kept with MMTC till successful supply of the fabricated material. This amount will not earn any interest.	YES/NO
09	Agree to abide by the terms and conditions of Fabricator's agreement as annexed and sign it when required.	
10	Already doing business with MMTC? If so give details (Attach Copies of Work/Job orders)	
11	Details of Dummy samples , submitted with the tender.	

Name: _____

Designation: _____

STAMP

Enclosed:

1. Registration certificate.
2. EMD of Rs 50,000/- (Rupees Fifty thousand only) by banker's cheque or DD in favor of MMTC Limited
3. Copy of PAN Card & CST Regd. of the firm. (Duly self attested)
4. Copies of Income tax returns and balance sheet of the firm for last three years (duly attested by chartered accounted)
5. Documents in support of fabrication work for Government/PSU's/private organizations during last three years (Job order duly self attested).
6. Bank Certificate issued by Branch Manager of the Bank.
7. Dummy sample.

ANNEXURE - I

NAME OF THE FIRM :

PAN NO :

BANK A/C DETAILS :

GST NO :

LAST 3 YEAR TURNOVER

2015-16	2016-17	2017-18

SIGNATURE

NAME

ADDRESS