



DRO Cell ,Core-1,Scope Complex,7, Institutional area, Lodhi Road,New Delhi-110003  
GSTIN: 07AAACM1433E1Z1 PAN: AAACM1433E CIN: L51909DL1963GOI004033-

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**MMTC Limited,  
DRO Cell ,  
Core-1,Scope Complex,  
7, Institutional area, Lodhi Road,  
New Delhi-110003**

**TENDER NO: MMTC/DRO/LAW/EMPANELMENT OF DETECTIVE  
AGENCIES/2023-24**

**EOI FOR EMPANELMENT OF DETECTIVE AGENCIES**

MMTC Limited invites EOI bids from leading private detective/ investigative agencies for empanelment for various services as described in this tender document as required by MMTC LIMITED from time to time .

**Important Dates**

Publishing Date of Tender – 27.03.2024 14:30 Hours  
Submission Start Date – 01.04.2024 16:30 Hours  
Submission End Date – 24.04.2024 15:00 Hours  
Bids Opening Date – 24.04.2024 16:00 Hours

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## KEY DETAILS OF THE TENDER

Tender Number	MMTC/DRO/LAW/EMPANELMENT OF DETECTIVE AGENCIES/2023-24
Name of Work	EOI FOR EMPANELMENT OF DETECTIVE AGENCIES
Location	DRO Cell ,Core-1,Scope Complex,7, Institutional area, Lodhi Road,New Delhi-110003
Mode of submission of price/financial Bid	Online or Physical mode of submission.
Mode of submission of price/financial Bid	Not Applicable
Last date and time of Submission of bids	15.04.2024 15:00 Hours
Tender Security Amount (EMD)	Not Applicable
Contact Details	Mr. Alex Prabakaran,MGR 9315792424 Mr.Nitya nand Sinha, Sr MGR 9958894771
Last date of issuing addendum/corrigendum (if any)	As and when necessary
Date and time of opening of the bids	15.04.2024 16:30 Hours

**TENDER NO: MMTC/DRO/LAW/ EOI –DETECTIVE AGENCY/2023-24**

**TENDER FOR EMPANELMENT OF DETECTIVE AGENCIES**

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## **1 LETTER OF INVITATION**

### **INTRODUCTION**

MMTC Limited invites Expression Of Interest (EOI) bids from leading private detective/ investigative agencies for empanelment for rendering of various services as described in this tender document as required by MMTC LIMITED from time to time .

Interested bidders who satisfy the minimum criteria at Clause 1.3 can submit their application in any of the available modes: Physical or online mode. For online mode please refer to Clause 1.4 . In physical mode the bidders are required to submit the application form along with other required documents as per tender in Sealed envelope super scribed with “TENDER NO: MMTC/DRO/LAW/EOI-DETECTIVE AGENCIES/2023-24” . The tender documents should reach through Registered Post/courier/Hand delivered in the tender box placed at seventh (7<sup>th</sup>) floor at MMTC Limited, DRO Cell ,Core-1,Scope Complex,7,Institutional area, Lodhi Road,New Delhi-110003.

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## **1.1 Scope of Work/ Description of services required**

MMTC LIMITED( hereinafter called ' MMTC') shall require (indicative and not exhaustive) the following services within reasonable (negotiable) time frame from their empanelled Detective Agencies (hereinafter called 'DA')

- (i) To locate the whereabouts of individual, firm or company and their present occupation , bank accounts details , income streams or any other information as required by MMTC;
- (ii) To find out about uncharged moveable /immoveable properties and documentary evidences thereof of individual, firm or company;
- (iii) To search the legal heirs of individual, firm or company , their assets and source of income;
- (iv) To identify the properties alienated/transferred by the individual, firm or company to their family members/others
- (v) Any other requirement as required by MMTC.

## **1.2 Minimum Eligibility Criteria**

Any company/firm/proprietorship/partnership fulfilling the following minimum eligibility criteria are eligible for bidding in this tender

(i) The bidder must have a valid license (if and as required under statute) for carrying out the services required as per Scope Of Work and must have at least three (03) years experience in dealing regarding the required services. (Previous work orders is to be submitted as required in the application form at Clause 2. The work orders thus submitted should include atleast three (03) work orders from any Government or autonomous body)

(ii) The bidder must not have been blacklisted by any Government/Ministry/Department/PSU, nor should they have been debarred from dealing with any public Department for a period of 5 years. The bidder shall submit an affidavit declaration to that effect as per Clause 2.5.



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### **1.3 General Instructions To Bidders**

1. Only the bidders who satisfy the minimum eligibility criteria at Clause 1.2 should submit their bid. Application of bidders who does not satisfy the minimum eligibility criteria shall be rejected and the decision of MMTC shall be final and binding on the bidders.
2. Bidders shall submit their bid through online or physical mode. For physical mode refer to instructions in P. No: 4 and for online mode refer to Clause 1.4 .
3. Refer to Clause 2 of this document for the application form and the list of documents to be submitted after duly signed stamped and self attested.
4. Incomplete and irrelevant application bids/forms shall be rejected. Also the bidders are required to share correct contact details (Phone number, Email and location address etc) mandatorily for ease in communication .
5. This EOI is for empanelment of DA for engaging various detective services required by MMTC from time to time. Such empanelled panel shall be valid initially for a period of three (03) years and the same shall be renewed at the discretion/requirement of MMTC only.
6. MMTC at its sole discretion shall conduct annual review of the empanelled DA and shall withdraw any DA from the approved panel based on its performance.
7. The DA empanelled as per this EOI is required to execute Non-Disclosure agreement with MMTC to the effect that all proprietary and confidential information or personal data of MMTC and the external details collected in the assignment/services for MMTC shall be utilized confidentially and shall not be shared with any third party unless authorized by MMTC in writing.
8. MMTC shall have the right to verify the details submitted and the details claimed by the bidders with other Banks/Government Bodies/ PSUs etc and reserves

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right to reject applications based on the information so gathered from other govt. parties /Banks and any relevant third party.

9. After evaluation of EOI bids, the bidders whose application for empanelment has been approved will be informed and accordingly provisional empanelment letter will be issued. The empanelment will be complete only after successful execution of Non disclosure agreement as mentioned above in clause No: 7. At all times the decision of the competent Authority of MMTC Limited will be final and will be binding on all the bidders.
10. No advance payment will be made by MMTC for the services required. Only 50% payment will be made in case none of the persons , property or required details could be traced by DA.
11. MMTC reserves the right to reduce the agreed payment incase if the report was not submitted within the agreed/stipulated or the extended time period.
12. MMTC shall hold the DA liable for all the information submitted by the DA.
13. The performance of the empanelled DA shall be reviewed by MMTC every year or within such period as they may deem fit and if the performance of the empanelled DA is not satisfactory to MMTC such empanelled DAs shall have to be cancelled.

#### **1.4 Submission of e-bid(s):**

1.4.1 For submission of EOI in e-modes shall be done through MMTC e-procurement website <https://mmtc.eproc.in>. <https://eprocure.gov.in>

1.4.2 **Tender Submission through online mode:** - e-bid through MMTC e-procurement website <https://mmtc.abcprocure.com> for online bidding process. For this, Bidder is required to obtain minimum Class III Digital Signature (meant for e-tendering) from any of Certifying Authority recognized by Controller of Certifying Authority ([www.cca.gov.in](http://www.cca.gov.in)) and have to register with



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e-procurement portal <https://mmtc.eproc.in> (a one-time activity) independent of each other as mentioned below.

- 1.4.3 **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.abcprocure.com>**.
- 1.4.4 **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.

## **1.5 Fraud Prevention Policy**

### **Commitments of the Bidder(s) / Contractor(s) / Buyer(s) / Vender(s):**

The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with MMTC. They agree and undertake to observe the principles/provisions as laid down in “Fraud Prevention Policy” of MMTC (Full text of which is available on MMTC’s website at <http://mmtclimited.com> during their participation in the tender process, during the execution of Contract and in any other transaction with MMTC.

- 1.5.1 The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not, directly or through any other person or firm offer, promise or give or otherwise allow any of MMTC’s employee(s) any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind, whatsoever, during the tender process or during the execution of the Contract.
- 1.5.2 The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not enter with other bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process
- 1.5.3 The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not commit or allow any employee of MMTC to commit any offence





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under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder(s)/Contractor(s) /Buyer(s)/Vender(s) will not use improperly or allow any employee of MMTC, for purpose of competition or personal gain or pass on to others any information or document provided by MMTC as part of the business relationship, including information contained or transmitted electronically.

- 1.5.4 The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) shall not instigate third person to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.
- 1.5.5 The Bidder(s)/Contractor(s)/Buyer(s)/Vender(s) if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform MMTC of same without any delay.
- 1.5.6 Disqualification from tender process and exclusion from future contracts : If the Bidder(s)/Contractor(s)/Buyer(s)/Vender(s), before award or during execution has committed a transgression through a violation of “Fraud Prevention Policy” of MMTC in any other form such as to put their reliability or credibility, in question, MMTC, other than taking recourse available under law, shall be entitled to disqualify the Bidder(s) / Contractor(s) / Buyer(s) / Vender(s) from undertaking any transaction with MMTC and/or declare the Bidder(s)/Contractor(s)/ Buyer(s)/Vender(s) ineligible to be awarded a Contract either indefinitely or for a stated period of time.
- 1.5.7 Public Procurement Policy for Micro and Small Enterprises (MSEs) order, 2012 dated 23rd March 2012 issued by Ministry of Micro, Small and Medium Enterprises Office of Development Commissioner (MSME) shall also be part of this tender and agreement subsequently

## **1.6 Holiday Listing**

Notwithstanding anything contained in this Notice inviting Quotation, MMTC’s policy for Holiday- Listing of an Bidder/ Successful bidder mutatis mutandis applies to this Notice inviting Quotation and in the event, the Bidder/ Successful bidder(s) while discharging its obligations under the contract or otherwise, come(s) within the ambit of the said policy, MMTC at its

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sole discretion reserves the right to suspend/discontinue dealing or take any curative measures with the Bidder/ Successful bidder(s) in accordance with the policy in force

### **1.7 Force majeure**

If at any time during the existence of this contract either party is unable to perform in whole or in part any obligation under this contract because of war, hostility, military operation , Civil Commotion, sabotage, quarantine , restrictions, acts of God and acts of Government ( Including but not restricted to prohibitions of exports and imports), fires, floods, explosions, epidemics, strikes, or any other labour trouble, embargoes, then the date of fulfillment of any obligations engagement shall be postponed during the time when such circumstances are operative. Any waiver/extension of time in respect of Delivery of any installment or part of the goods shall not be deemed to be waiver/ extension of time in respect of the remaining deliverers.

If operation of such circumstances exceeds one month, either party will have the right to refuse further performances of the contract in which case nether party shall have the right to claim eventual damages.

The party which is unable to fulfill its obligations under the present contract within 15 days of occurrence of any of the causes mentioned in this clause shall inform the other party of the existence or termination of the circumstances preventing the performance of the contract. Certificate issued by the chamber of commerce or any other competent authority connected with the case in the country of sellers or the buyers shall be sufficient proof of existence of the above circumstances and their duration. Non-availability of raw material will not be an excuse to the sellers for not performing their obligations under the contract

### **1.8 Dispute Settlement**

Any dispute or differences whatsoever arising between the parties out of or relating to the construction,interpretation, application, meaning, Scope, operation or effect of this contract or Validity or breach thereof

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shall be settled by arbitration in accordance with the Rules of Arbitration of the “SCOPE” and the award made in pursuance thereof shall be binding on the parties. The place and seat of arbitration will be at New Delhi and the governing law shall be Indian law.

The parties hitherto agree that any matter or issue arising hereunder or any dispute hereunder shall be subjected to the exclusive jurisdiction of the courts in Delhi only.

### **1.9 Confidentiality and Safeguard of Property Clause**

MMTC and the successful bidder respectively agree to keep in confidence and not to disclose or use for its own respective benefit or for the benefit of any third party (except as may be required for the performances of services under this contract or as may be required by law) any information, documents or materials that are reasonably considered confidential regarding each other’s products, business, customers, MMTC’s suppliers or methods of operation; provided however that such obligation of confidentiality will not extend to anything in the public domain or that was in the possession of either party prior to disclosure. Parties here will take reasonable precautions to safeguard property of the other entrusted to it.

### **1.10 Fair Practice Code:**

The detective agencies should not have been black listed by any financial institution by any agencies and the license and/or the registration should not get revoked by the government, court and/or any other authority during the period of empanelment.

### **1.11 Submission of reports clause:**

When MMTC actually assigns any work to the empanelled detective agencies by issuing separate work order, they shall submit the reports along with the supporting documents/papers, photographs audio/video recording etc. if any collected by them within the time frame allotted by MMTC for such assignment. They also will be responsible for



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the authenticity of the information provided by them based on which MMTC can proceed for taking appropriate legal resources available to it.

### **1.12 Notices**

Any notices to be given hereunder by either party to the other shall be in English and sent by registered letter, courier or facsimile to the other party at the addresses stated below:

(a) MMTC LIMITED

DRO –in Charge, DRO Cell, MMTC LIMITED, Core -1 Scope Complex, 7 Institutional Area, New Delhi -110003

(b) [INSERT NAME]

[Fill in the communication address above while submitting attested copy]

Any notice shall be effective only upon actual receipt at the above mentioned address unless change in the address is notified by a party by giving 10 days advance notice.



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## **2.0 APPLICATION FOR EMPANELMENT OF Detective Agencies (DA)**

Any eligible detective agency who wishes to register for detective service should submit all the following documents as provided under this Clause from 2.1 to 2.5.

- a. Application for empanelment per enclosed format in Clause 2.1.
- b. Duly signed copy of the Terms & Conditions as per Clause 2.2
- c. Declaration for no near relatives in Rs.20/- stamp paper at Clause 2.3
- d. Declaration regarding acceptance of tender at Clause 2.4
- e. Declaration regarding blacklisting from taking part in Govt. Tender in Rs.20/- stamp paper at Clause 2.5



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**(On the Letter Head of Applicant)**  
**2.1 Application Form for Empanelment**

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 tender No MMTC/DRO/LAW/EMPANELMENT OF DETECTIVE AGENCIES/2023-24 inviting applications for empanelment of detective agencies, we submit our application for your consideration. The profile of the Firm/Company is as follows:

01	Name and address of the company/firm	
02	Legal constitution & Date of Incorporation – Proprietorship/Partnership/Pvt Limited/Public Limited/LLP/HUF (Please attach Company Registration copy)	
03	Details of any other business of the firm/proprietor-	
04	Name of Proprietors/Partners/Directors along with:  Telephone No. _____  Mobile No. _____  PAN No. _____  Email Id: _____	

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	( Attach a Copy of PAN Card of Proprietor/ Each Partner/Director )	
05	Name of the Key Contact person along with contact number	
06	GST Tax Registration Number (GST) and PAN No. of Proprietor/Firm.	
07	Experience in rendering detective services of the firm/proprietor in Years . <b>Please submit work order in proof of claim of experience to qualify as per the min. eligibility criteria at Clause 1.2 .</b>	
08	Area of Operation	
09	Area of Geological Presence (areas where registered offices are present)	
10	Mention Brief Profile/ Highlights/achievements of the company here or in a separate write-up (May also Submit a separate writing /or brochure and enclose it with the application form if this space is not enough)	
11	Whether agree to execute Non disclosure agreement after receipt of provisional empanelment ? abide by the terms and conditions as submitted under Terms & Conditions at Clause 2.2	
12	Previous relationship with MMTC? If so please give details.	



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I/We hereby declare that all the information furnished in this application is true to best of my/our knowledge and in case any information in this application form is found to be false or incorrect at any time, this shall entail automatic cancellation of my/our application besides rendering me/us liable for any other legal action at the discretion of MMTC Limited.

Thanking you,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

STAMP

Enclosed:

1. Copy of PAN Card and GST Certificate of the firm. (Duly self attested)
2. Copy of Company Registration Certificate
3. Copy of PAN card of proprietor/partner/Director
4. Self attested copy of Clause.1 (P.No: 4-12 of the tender document) [Ref Clause. No. 2.2.3 under Terms & Conditions]





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[To be submitted on the company letter Head]

**2.2) TERMS & CONDITIONS**

1. I /We hereby confirm that I/We am/are competent to carry out the detective services mentioned in the scope of the tender document and that the details submitted by me/us is valid and correct .
2. I/we do not have any adverse Police records/criminal cases against me/us.
3. I/We shall strictly agree to all the terms and conditions mentioned in the EOI document and abide by the instructions issued by MMTC from time to time. In regard to the same I have submitted duly self attested copy of the Clause 1 of the tender document.
4. I/We agree to execute non disclosure agreement with MMTC. I/We understand that the empanelment will be complete only after execution of the non disclosure agreement
5. I/We understand and agree that I/We will be held responsible for all the information shared by me/us as part of the detective services rendered by me/us.
6. I/We will be responsible for the personnel employed by me/us for the assignment given by MMTC. I have done a thorough background check on the personnel deployed by me. I/We shall produce documentary evidence on demand by MMTC through sight visit/inspection or through any of MMTC's authorised consultant. MMTC shall reserve the right to examine/verify the supportive documents/reports furnished by me/us.
7. I/we understand that MMTC will not provide advance payment for the service requested by it.
8. I/We understand that all the bid documents submitted will become property of MMTC. MMTC shall share the part or full details including general conduct and

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performance details of of my firm/company with any Government parties on request.

9. I/We will use only lawful means for investigation. I will not hold MMTC responsible for any breach of law in the investigation.
10. I/We will not sub-contract transfer , assign or otherwise part with the job provided by MMTC to any third party
11. I/We will immediately inform MMTC in case of any actual or potential conflict of interest that exists ,arise or may arise in the course of performance of a service as soon as I/We become aware of it.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

STAMP



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## **2.3 Proforma for no near relative(s) of the tenderer working in MMTC LIMITED**

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

I, Proprietor/Partner/Director/Company Secretary (CS) of the company M/s \_\_\_\_\_ hereby certify that none of my near relative (s) is/are employed in MMTC Ltd as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, MMTC 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-in-law), 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 tender/work will be cancelled and the EMD will be forfeited at any stage whenever it is so noticed. MMTC 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/Partner/Proprietor \_\_\_\_\_  
Signature \_\_\_\_\_

OR

Name of Company Secretary  
Signature \_\_\_\_\_



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## **2.4 – Declaration Regarding Acceptance of the Tender**

(To be submitted mandatorily in Company Letter Head)

1. I \_\_\_\_\_(Name of the person), am authorized to declare on behalf of our firm \_\_\_\_\_(Name of the firm) that the firm agree to purchase the subject items as per the terms & conditions mentioned on this tender document.
2. I understand that the decision taken by MMTC is final in all matters.
3. I hereby agree to work as per the terms and conditions specified by MMTC.
4. I understand that the MMTC reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the Offer.
5. I also certify that our company has previous experiences of such services activity since \_\_\_\_\_and has been carrying such works regularly since then.
6. I also agree to provide any document/proof/supporting papers in respect of our unit as sought by MMTC at any point of time.
7. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled /terminated.

Signature\_\_\_\_\_ Place\_\_\_\_\_ Name\_\_\_\_\_

Date\_\_\_\_\_ Designation\_\_\_\_\_

Seal of the Company



DRO Cell ,Core-1,Scope Complex,7, Institutional area, Lodhi Road,New Delhi-110003  
GSTIN: 07AAACM1433E1Z1 PAN: AAACM1433E CIN: L51909DL1963GOI004033-

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## **2.5 Declaration regarding Blacklisting from Taking Part in a Govt. Tender**

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

I/We Director(s)/Authorized Signatory of M/S \_\_\_\_\_ hereby declare that the Company has not been blacklisted or debarred in the past by MMTC Ltd or Ministry of Commerce & Industry or any other Government Department/Organization/Under Taking from taking part in Government tenders.

Or

I / We Director(s) of M/S. ----- hereby declare that the Company namely M/S.- -----was blacklisted or debarred by MMTC Ltd or Ministry of Commerce & Industry or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on -----and now the company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MMTC Ltd, and EMD/SD shall be forfeited.

SIGNATURE OF THE BIDDER WITH SEAL