

MMTC/CCD/News Clippings/2018-20

LAST DATE FOR SUBMISSION: 16th February 2018

NIT for Supply of Web-Based Press News Clippings

MMTC Limited invites techno-commercial bids from parties/agencies for the supply of web-based Press News Clippings during 2018-20. Interested parties should send in their bids in sealed envelopes addressed to Manager, Corporate Communications, MMTC Ltd, Core-1, SCOPE Complex, Lodhi Road, New Delhi – 110003 with a covering letter clearly stating the enclosures, to reach latest by 1200 hours (IST) on 16th February 2018 (Friday) For detailed information about our company, please visit our website www.mmtclimited.com

TECHNICAL BID REQUIREMENTS

1) Essential Profile Requirements (EPR):

- a) The bidding party should be registered within India (under the Companies Act or the Shops & Establishments Act). (Self-attested copies of the 'Registration Certificate' to be submitted. The bidder has to declare the Agency profile such as Partnership/ Proprietorship/ Company etc.)
- b) The bidding party should be financially sound, i.e. it must have made profits (minimum profit (FT) to be mentioned) in each of the immediately preceding two financial years. (The certificate to this effect should be enclosed duly certified by a Chartered Accountant.)
- c) The bidding party should have annual financial turnover of at least of Rs. 10 lakhs (Rupees ten lakhs) during each of the immediately preceding two financial years. (The certificate to this effect should be enclosed duly certified by a Chartered Accountant.)
- d) The bidding party should have more than 3 years of experience in providing web-based press news clippings. The party must have ongoing service of providing web-based press news clipping to at least two Ministries/ Govt. Departments/ PSUs/ International Organizations. Performance certificate from these organizations (min. two) and/or copies of the work order may be attached.
- e) The bidding party must have a GST Registration Number and PAN Number. (Enclose self-attested copies of both documents.)
- f) The bidding party should have its own office(s) in Delhi- NCR, equipped with in-house scanning facility etc., for the systems service support. (Enclose proof of address)

- 2) **Demand Draft/Banker's Cheque:** EMD (earnest money deposit): for Rs. 10,000/- , drawn in favour of 'MMTC Limited' payable at New Delhi must be submitted towards performance guarantee. It would be returned after finalization of the tender process to all except to the successful bidder to whom it will be returned only after satisfactory completion of the job/tenure. No interest will however be payable on the D/D amount.

JOB SPECIFICATIONS

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| Subject | Supply of web-based trade-related news clippings concerning MMTC's activities and business areas via e-mail & e-news portal to MMTC officials (as per Scope of Work defined below). |
| Scope of Work | <ol style="list-style-type: none"> 1. News related to MMTC's Awards, Activities, Exhibitions, Events, etc. 2. MMTC's press releases, advertisements, financial results, tenders, etc. 3. Business News concerning commodities being handled by MMTC; namely, non-ferrous metals, industrial raw material, minerals, fertilizers and fertilizer raw materials, gems & jewellery, precious metals, agro products, general trade items, coal & hydrocarbons, etc., (for detailed information, please refer to our website www.mmtclimited.gov.in) 4. News items concerning MMTC regional offices at Delhi, Jaipur, Ahmedabad, Bengaluru, Bellary, Bhubaneswar, Kolkata, Chennai, Goa, Hyderabad, Mumbai, Vizag, foreign office at Johannesburg (South Africa), subsidiary company MTPL in Singapore, etc. 5. News items concerning joint ventures and projects of MMTC; eg. NINL, MTPL, MGPL (Shuddhi Jewels), MMTC-PAMP, FTWPL (Kandla & Haldia), SIOTL (Ennore), etc. 6. All policy related news on trade and services covering import/export matters 7. News and announcements by Govt. Departments & Ministries of Heavy Industries & Public Enterprises, Commerce, Steel, Mining, Food & Civil Supplies, Coal, Petroleum, Fertilizer, Finance, Urban Development, etc. 8. Major news from Organizations/Bodies like CAG, PESB, SCOPE, FICCI, ASSOCHAM, PHDCCI, CII etc, and from PSUs like SAIL, NMDC, Coal India, BHEL, STC, PEC, etc. |

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| Conditions | <ol style="list-style-type: none"> 1. News items must be sent to MMTC by 9.00 am <u>each day</u> at the email addresses provided, and the same need to be made available on the vendor's 'E- News Portal' to be accessed only by MMTC officials through exclusive Login/Password ID. 2. The vendor has to ensure accessibility and readability of the news clippings on desktops/clients with different versions of Microsoft Windows installed in MMTC. The vendor would also ensure compatibility of its service with any new release of the Windows OS during the contract period at no additional cost. 3. The software, if any, for launching news clip services through internet is to be provided by the vendor. 4. The vendor would ensure IT-Security of the e-news portal. |
| Coverage | All major national/vernacular/business/regional papers publishing MMTC related news in any of their editions (All-India, Delhi, and otherwise). The coverage should compulsorily include clips in English as well as Hindi and other languages. |
| Charges | <ol style="list-style-type: none"> 1. Quoted price should be inclusive of all costs, i.e. software, hardware, web-hosting, development and maintenance, etc. 2. Taxes, Surcharges, Service charges, etc., if any, may also be included in the quoted price. |
| Penalty | MMTC may recover a penalty of Rs.100/- per day if news is not received by 10.00 AM. |
| Payment terms | <ol style="list-style-type: none"> 1. E-Payment will be made on monthly basis after the end of each month on basis of bill raised for that month by the vendor. 2. For ensuring e-payment, the vendor would have to complete all formalities related to payment through electronic mode. |
| Validity | Contract will be valid for 2 years from the date of issue of work order, and may be extended by one more year based on satisfactory performance by the vendor. |
| Arbitration | Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by Chairman and Managing Director (CMD) of MMTC. The provisions of Arbitration and Conciliation Act - 1996 shall apply to such arbitration proceedings. The venue of arbitration shall be New Delhi. |

HOW TO TENDER

Bidders are requested to submit their bids in a single sealed package (marked 'MMTC News Clippings 2018-20) containing the following, with a covering letter clearly stating the enclosures:-

1. Essential Profile Requirements (EPR documents) at S.No. 1 (a to f) of this tender doc
2. EMD of Rs. 10,000/- (in a separate sealed envelope) at S.No. 2 of this tender doc
3. Price Bid in the below mentioned format (in a separate sealed envelope).

Format for PRICE BID

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| Total turnkey cost for daily supply of web-based trade-related news clippings (as per Scope of Work & Job Specifications above) via e-mail & e-news portal to MMTC; including charges for system support and maintenance, web hosting, scanning work, all taxes, surcharges, etc. (Bidder to indicate HSN/SAC code) Add: GST@ ____% | Rs..... per month |
| Total | Rs..... |

Commercial bids should be most competitive and comprehensive.

OTHER INFORMATION: Bids received after the due date and time mentioned below will be treated as invalid. Offers not in line with our format, terms/conditions, eligibility norms, technical parameters will be rejected. **MMTC reserves the right to accept or reject any or all the offers without assigning any reason whatsoever.**

Kindly address the complete physical tender package to: Ms. Venita Solomon, Manager, Corporate Communications Division, 2nd Floor, MMTC Limited, Core-1, SCOPE Complex, Lodhi Road, New Delhi-110003 (Phone: 24362200 Extn – 1474/ 1247).

LAST DATE FOR SUBMISSION IS: 16.02.2018 (Friday) at or before 12:00 Noon
OPENING DATE & TIME IS: 16.02.2018 (Friday) at 3:00 PM

Bid Document is non-transferable. Each page of the bid submitted should be signed/ stamped by the bidder. Authorized representatives of the bidders may attend the opening of technical bids.
