

No.MMTC/CO/GT/Agent/Nepal/2015-16

Date 14.08.2015



**MMTC LIMITED**

Corporate Office  
Genera Trade Division  
Core-1, Scope Complex,  
Lodhi Road,  
New Delhi-110 003

Website: [www.mmtclimited.gov.in](http://www.mmtclimited.gov.in)

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NOTICE INVITING EXPRESSION OF INTEREST FOR APPOINTMENT OF AGENTS IN NEPAL FOR  
TRADE IN VARIOUS ITEMS INCLUDING ENGINEERING GOODS AND AGRO PRODUCTS.



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MMTC Limited (MMTC) is a Government of India Enterprise (under the administrative control of Ministry of Commerce and Industry) having its Corporate Office at Core 1 Scope Complex, 7 Lodi Road Institutional Area New Delhi-110 003 (hereinafter called 'MMTC'). MMTC is a Premier International Trading Organization of India with experience of handling international and domestic business for over five decades and has been handling import and export of various kinds of products and commodities.

MMTC is considering for appointment of a reputed well-established organization in Nepal to act as an agent of MMTC for trade in various items including Engineering goods and Agro Commodities to Nepal. The agent is expected to have adequate experience in similar fields and is expected to liaise with all concerned Government Departments and Agencies in Nepal. The engagement as agent shall be purely on contractual basis for an initial period of one year from the date of appointment which may be extended further for another one year at the sole discretion of MMTC based on the satisfactory performance of the agent.

MMTC Ltd desires to shift its focus on the Export of engineering goods from India. This sector has shown a consistent growth year on year. The engineering industry in India has built a formidable reputation for a wide range of quality products. In addition, MMTC also intends to trade in agro products like sugar and cereals. MMTC through its foreign offices at Singapore and South Africa could also arrange for third country trade.

Interested organizations in Nepal are requested to send application furnishing complete details of their names, addresses, ownership structure, quantum of business being handled in Engineering goods and Agro Commodities, experience in various fields of liasoning with buyers/ Government agencies in Nepal as agent on behalf of overseas suppliers, etc.



The applications, in two part bidding system in the attached formats, must be addressed to Dr. A P Mishra, Additional General Manager, General Trade Division, MMTC of India Ltd., Core 1, 2<sup>nd</sup> Floor, Scope Complex Lodi Road New Delhi-110003 (India) and should reach MMTC latest by 1500 hrs IST on 07.09.2015 and should be kept valid upto 1730 hrs on 21.09.2015 Bids should be accompanied by Demand Draft favouring 'MMTC Limited' for INR Rs 25,000/ (Rupees Twenty Five Thousand) (non refundable and non interest bearing) towards processing fees.

Pre-Qualification Bids / Envelope-I shall be opened at 15:30 Hrs on 07.09.2015 in MMTC's office in the presence of bidder's representatives desirous to be present. Price Bids / Envelope II of only the qualifying Bidders shall be opened after 16:00 Hrs on 14.09.2015 in MMTC's office.

Successful bidder shall be required to furnish a performance guarantee bond either in the form of demand draft payable at New Delhi or in the form of Bank Guarantee (BG) amounting to INR Rs 1,00,000 (Rupees One Lakh). The format of BG shall be provided once the contract is awarded. The Performance Guarantee bond is to be kept valid for a minimum period of 6 months after expiry of the contract. Successful bidder shall also undertake to work exclusively for MMTC in Engineering products and Agro Commodities without handling similar assignment for any other Principal. MMTC reserves the right to reject the bids without giving any reasons thereof. Incomplete applications are liable to be rejected. All expression of interest documents will become the property of MMTC upon submission. Where the applicant believes that information provided in response to this EOI should be kept confidential or disclosure of this information would unreasonably affect the applicant's business, notice is to be given at the time of delivery of such information or documents by marking such information 'confidential'. As far as possible and practicable, MMTC will give effect to applicant's stated wishes and requests for access to such information will be barred under normal circumstances. MMTC is not obliged to accept or respond to applicant requests for information on the status and progress of EOI evaluation process. Additional information regarding the EOI process shall be posted on MMTC's website [www.mmtclimited.com](http://www.mmtclimited.com) from time to time.



MMTC is not bound contractually or in any other way to any applicant to this Expression of Interest. MMTC is not liable for any cost or compensation in relation to this consideration of this Expression of Interest.

All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The governing Law shall be the Indian Law and the venue of Arbitration shall be New Delhi.

The issue of this Expression of Interest does not in any way commit or otherwise obliges MTC to proceed with all or any part of a tender process. The EOI Request is not the subject of any process contract or any contractual obligations between MMTC and applicants or potential applicants to this Expression of Interest. MMTC may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the applicants.

Additional information / Corrigendum / Addendum regarding the EOI shall be posted on MMTC's website [www.mmtc.gov.in](http://www.mmtc.gov.in) GOI's websites [www.tenders.gov.in](http://www.tenders.gov.in) & [www.eprocure.gov.in](http://www.eprocure.gov.in) only from time to time. No press advertisement shall be issued for the updation / Corrigendum / Addendum. Prospective bidders are therefore advised to regularly visit these websites to update themselves.



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TRADE IN VARIOUS ITEMS INCLUDING ENGINEERING GOODS AND AGRO PRODUCTS.**

1	<b>SCOPE OF WORK</b>	The agent is required to have adequate experience in the field of Engineering products and Agro Commodities and required to liaise with all concerned Government Departments and Agencies in Nepal.
2	<b>ORGANISATION DETAILS</b>	<p>A. Name:</p> <p>B. Address:</p> <p>C. Name of bankers, their addresses and their certificate on the financial condition of applicant:</p> <p>D. Income tax code/statements: (Copy of the tax clearance certificate as proof to be enclosed).</p> <p>E. Valid agency registration certificate from the concerned office of Government of Nepal. (Certified photocopy as proof to be enclosed).</p> <p>F. Sales tax / VAT registration details: (Copy of VAT registration certificate to be enclosed).</p> <p>G. Ownership structure:</p> <p>H. Names, addresses and contact numbers/email IDs of Directors:</p> <p>I. Audited Balance Sheets and Annual Reports for last three years.</p> <p>J. Experience in working as agent on behalf of overseas suppliers for supply of Engineering goods and Agro Commodities against tenders issued by nominated agencies of Government of Nepal:</p> <p>K. Other relevant information, if any:</p> <p>L. Names of overseas companies on whose behalf the applicant represented as agent for supply of Engineering goods and Agro Commodities against Nepalese Tenders.</p>

3	QUALIFICATION CRITERIA	<p>A. The Applicant must be a registered body in Nepal be it a as a Proprietary Firm or Limited Company or Partnership Firm. Applicants have to necessarily submit documentary evidence in support of the above.</p> <p>B. Applicant must be registered under Law of Nepal and in this context, copies of the following registration documents as under must be enclosed:-</p> <p>(a) Tax Clearance Certificate.  (b) VAT registration certificate.  (c) Valid agency registration certificate from the concerned office of Government of Nepal</p>
4.	FUNCTIONS OF AGENT	<p>A. Provide commercial and technical information to MMTC to get orders from buyers in Nepal:</p> <p>B. Assist in preparing technical and commercial offers to buyers in Nepal and submission of the same on behalf of MMTC.</p> <p>C. Advise MMTC during contract negotiations with buyers in Nepal and also in any future negotiations of price, terms and conditions, provide relevant data to enable negotiations to be undertaken effectively.</p> <p>D. Assist in the preparation of the Contract.</p> <p>E. Assist in scheduling, documentation and coordination in supply of Engineering goods and Agro Commodities to buyers in Nepal.</p> <p>F. Extending assistance in handling and resolution of grievance of buyers, if any, in Nepal or their associates in respect of export of Engineering goods and Agro Commodities.</p> <p>G. Assist MMTC to develop and maintain good relations with buyers in Nepal.</p> <p>H. Use its best endeavors to communicate as soon as any significant changes take place in the local market of Nepal pertaining to Engineering goods and Agro Commodities.</p> <p>I. Inform MMTC of competitors' activities,</p>

		<p>deliveries, prices and plans.</p> <p>J. Provide information and coordination as requested by MMTC with regard to buyers in Nepal.</p> <p>K. Maximize the goodwill, trust and understanding between MMTC and buyers in Nepal.</p> <p>L. Carry out any other tasks as required by MMTC from time to time</p>
5	<b>TERM OF APPOINTMENT</b>	One year from the date of appointment which may be extended further for another one year at the sole discretion of MMTC based on the satisfactory performance of the agent.
6	<b>COMPENSATION / REMUNERATION</b>	<p>A. The agency commission to be quoted in Indian Rupees (all inclusive) Agency Commission as a percentage of value of contract (Cost of goods excluding statutory taxes like customs duty, excise, VAT etc). The charges should be inclusive of all applicable taxes.</p> <p>B. The agency commission shall be calculated on actual value on realization by sales proceeds by MMTC as per the Price bid quote.</p> <p>C. The agent shall be paid the Commission only after satisfactory performance of the Contract between MMTC and buyer in Nepal and after realization of 100% of export proceeds by MMTC and on release of performance guarantee furnished by MMTC to the buyer in Nepal.</p> <p>D. All payments are to be processed by MMTC subject to processing / approval under the procedures laid down by the Reserve Bank of India and other financial / Govt. Agencies.</p> <p>E. Payment shall be released after receipt of commercial invoice from the agent.</p> <p>F. TDS/other taxes applicable in India shall be deducted as per statutory requirements.</p>
7	<b>DETAILS OF CORPORATE CLIENTS FOR WHOM SUCH WORK IS BEING CARRIED OUT ON REGULAR BASIS</b>	To be indicated by the applicants with documentary evidence.

8	VALIDITY	Offers should be valid upto 1700 hrs on 21.09.2015
9	GENERAL TERMS	<p>1. Successful applicants shall be required to furnish a Performance Guarantee Bond in the form of Bank Guarantee (BG) amounting to Indian Rupees 1,00,000/- . The format of BG shall be provided once the contract is awarded. Bank Guarantee to be kept valid for a minimum period of 6 months after expiry of the contract.</p> <p>2. The bidder shall keep MMTC indemnified at all times against any claims/liabilities/proceedings etc. from any third party or otherwise arising out/or in connection with this EOI.</p> <p>3. The bidder hereto agree that the courts and tribunals at New Delhi shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this EOI. All disputes arising out of this EOI shall be decided in accordance with the laws of India.</p> <p>4. In case of violation of terms and conditions of the EOI, violation of statutory regulations, local laws, MMTC reserves the right to terminate the appointment under this EOI.</p> <p>5. MMTC reserves the right to summarily reject the offers without giving any reasons thereof. Incomplete applications are liable to be rejected.</p> <p>6. The applications are to be submitted latest by 1500 hours on 07.09.2015 in physical mode for which the applicants have to submit their offers in sealed envelopes to be dropped in tender box placed at second floor at MMTC of India Limited, Core 1 Scope Complex Lodi Road New Delhi 110003.</p> <p>7. MMTC reserves the right to terminate the appointment within validity of agreement/contract without assigning any reason thereof.</p> <p>8. All applicants are required to submit their offers in TWO BID SYSTEM i.e. in two separate envelopes. Envelope I to be labeled as “Pre- qualification Bid” and</p>



		<p>to be filled as per Annexure I and Envelope II to be labeled as</p> <p>“Price Bid-Compensation / Remuneration charges”. Both the envelopes should be separately sealed and superscribed with EOI No. &amp; Date, Name &amp; address of applicant and Date of EOI Opening. Both envelopes should thereafter be kept in a bigger envelope and sealed. This envelope should also be superscribed with the EOI No. &amp; Date, Name &amp; address of applicant and Date of EOI Opening.</p>
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ANNEXURE-I

PRE- QUALIFICATION BID (Envelope I)  
PROSPECTIVE AGENT APPLICATION FORMAT

PARTICULARS:	Name	To be filled by Applicant
	Address	
	Name of the bankers, their addresses and their certificate on the financial condition of the applicant.	
	Income tax code / statements: (Copy of the tax clearance certificate as proof to be enclosed)	
1. Organization details	Valid agency registration certificate from the concerned office of Government of Nepal (certified copy of the certificate as proof to be enclosed)	
	Sales Tax / VAT registration details(VAT registration certificate to be enclosed)	
	Ownership structure (To be attached as separate sheet)	
	Name, Address and contact numbers/email IDs of Directors	
	No. of years of experience in working as agent on behalf of overseas suppliers for supply of Engineering goods and Agro Commodities against Nepalese Tenders.	
	Other relevant information, if any	

	Name of overseas suppliers on whose behalf the applicant represented as agent for Engineering goods and Agro Commodities		
<b>2. All terms and conditions specified in EOI</b>	Accepted or Not accepted		
<b>3. Offer Valid Upto</b>			1700 hrs on 21.09.2015
<b>4. One Set of NIT Document duly signed and stamped on each page as a token of acceptance of all Terms and Conditions</b>	Attached		
<b>5. Details of contracts handled as Agent for Engineering goods and Agro Commodities against tenders issued in Nepal (Documentary Proofs to be attached)</b>	Engineering Products	Agro Commodities	Total Value ( specify currency)
<b>In the year 2011-12</b>			
<b>In the year 2012-13</b>			
<b>In the year 2013-14</b>			
<b>6. processing fees Demand Draft favouring MMTC Limited for Indian Rupees 25,000 (Twenty five thousand only) (non refundable) towards processing fees.</b>	Draft No. Date. Bank name.		Amount Rupees.

Certified that the above information is true and we confirm that all information given in the Expression of Interest are correct and if at any point of time the information is found to be incorrect our EOI will be liable for rejection by MMTC.

Dated  
Signatures:  
Name & Designation  
Place Company Seal



ANNEXURE-II

**PRICE BID-Compensation/Remuneration Charges (Envelope II)**

Offer Ref. No. \_\_\_\_\_ Date \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address : \_\_\_\_\_

Telephone no: \_\_\_\_\_; Fax No: \_\_\_\_\_; E-mail ID:

Description	In Percentage
Agency Commission as a percentage of value of contract (Cost of goods excluding freight ,statutory taxes etc)	

Note:

We have carefully gone through the terms and conditions of the EOI No. MMTC / CO / GT / Agency / NEPAL AGENT / 2015-16 dated 14.09.2015 and hereby agree to abide by the same without any deviation/condition.

Name & Signature of the Applicant  
With Seal of Designation

Place:

Date:

\_\_\_\_\_