



**Delhi Regional Office, F-8-11 Flatted Factory Complex, Rani Jhansi  
Road,**

**NEW DELHI – 110055**

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MMTC/DRO/SMVDSB/MR/91/2019-20/01 Dates: 2<sup>nd</sup>. Sep. 2019

**Tender Notice**

MMTC Limited, Delhi Regional Office invites bids from interested parties, having their own arrangements for Melting & refining of white metal appearing like Sliver and yellow metal appearing like Gold. For tender documents and other details kindly visit our website [www.mmtclimited.com](http://www.mmtclimited.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in)

Dy. General Manager (Retail)



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

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**TENDER FOR REFINING OF SILVER**

<b>S.N o</b>	<b>Details</b>	<b>Date</b>
1	Tender No	MMTC/DRO/SMVDSB/MR/91/ 2019-20 /01
2	Name of Work	
3	Mode of Submission of Technical Bid	Physical mode or e-tender
4	Mode of Submission of Price/Financial Bid	Physical mode or e-tender
5	Last date & time of Submission of Bids – online as well as Physical mode.	24.09.2019– 1500 Hrs
6	Tender Security amount (EMD)	Rs. 50,000.00
7	Date & time of Pre Bid meeting	23.09.2019- 1430 Hrs
8	Last date and time of issuing addendum/corrigendum (if Any)	23.09.2019
9	Date & time of opening the technical Bids	24.09.2019– 1600 Hrs
10	Date & time of opening the price Bids of technically qualified bidders	27.09.2019 1500 Hrs

Signature of Quote with Seal



## **LETTER OF INVITATION**

### **1. 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 and fertilizer raw materials, coal & hydrocarbons, agro commodities and general trade. Besides the above trading activities MMTC- Delhi Regional office has a tie-up with various shrine Boards /temple trusts of the country to refine their offerings appearing like silver / Gold received from devotees at their various temples.

Taking into consideration the need to have a tie-up with Silver / Gold melting and refining agencies /units, MMTC intend to seek the bids under two Bid System, Technical Bid and Price Bid, from technically competent, experienced and financially sound agencies having their own arrangements for melting and refining of white metal appearing like Silver and Yellow metal appearing like Gold on Job work basis. The value of the Job order shall be approx. Rs. 50.00 Lakhs based on last three years figures.

### **2. SCOPE OF WORK**

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

- 2.1 Melting of the white metal appearing like silver.
- 2.2 Melting of Yellow metal appearing like Gold.
- 2.3 Converting the melted metal, 2.1, in to bars of about 30 Kgs each or as per MMTC requirement.
- 2.4 Converting the melted metal, 2.2, in to bars of about 5 Kg each or as per MMTC requirement.
- 2.5 Refining of melted metal, 2.3, in to fine silver Bars of 999 finesse of about 30 Kgs each or as per MMTC requirement.
- 2.6 Refining of melted metal, 2.4, in to fine Gold Bars of 999 finesse of about 1 Kgs each or as per MMTC requirement.
- 2.7 Based on last three years figures the total Job order value shall be approx. Rs. 50.00 Lakhs.

### 3. Submission of tender:

- 3.1 e- Bid is available on 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 e-procurement portal <https://mmtc.eproc.in> (a one-time activity) independent of each other as detailed below.
- 3.2 **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 ite <https://mmtc.abcprocure.com>. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.
- 3.3 **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.
- 3.4 For any assistance on e-bidding process, please contact Mr. Abhijeet Goware, Technical Support Engineer – email [abhijeet@eptl.in](mailto:abhijeet@eptl.in), mobile phone +91-9265562826.

Vendor's Queries	Contact Numbers	Mail ID
New Bidder Registration (Portal Registration), Vendor's ID/ Profile Activation, Renewal of Vendor's ID.	+91-(79)- 40016 866	<a href="mailto:info@abcProcure.com">info@abcProcure.com</a>
	+91-(79)- 40016 840	
	+91-(79)- 40016 818	
	+91-(79)- 40016 821	
Mr. Abhijeet Goware (Dedicated Helpdesk for MMTC)	+91 9265562826	<a href="mailto:abhijeet@eptl.in">abhijeet@eptl.in</a>
For Only, Technical Assistance related to e-Tender or e-Auction filling/ submitting (Offsite Team).	+91-(79)- 4027 0555	<a href="mailto:support@abcProcure.com">support@abcProcure.com</a>
	+91-(79)- 4027 0564	
	+91-(79)- 4027 0569	
	+91-(79)- 4027 0507	<a href="mailto:pankesh@eptl.in">pankesh@eptl.in</a>

- 3.5 Tender in both the modes, e-tender as well as physical mode, shall be accepted. Bidders can choose any one mode of submission of their bids.
- 3.6 Tender will consist of two bid systems (Technical bid & Price bid). Technical bid & Price bid are to be submitted in two separate sealed envelopes and both the sealed envelopes put and sealed into a single envelope and submitted on or before the due date of submission of tender. It may be noted that the price is not to be quoted

in the Technical Bid. It shall only be quoted in Price Bid. Non-adherence to this shall make tender liable for rejection. The envelopes containing Technical bid & Price bids shall be super scribed as, 'Technical Bid' and 'Price Bid' as the case may be. The Sealed envelope containing the technical and price bid must be super scribed as, " Bid for Melting & Refining of white metal appearing like silver.

**3.6.1 PART-A- Technical Bid.**

3.6.1.0 Duly filled Annexure-**"A", "B", "C" & "D"** as per the guidelines and instruction provided in the tender and the annexure.

**3.6.2 PART-B-Price Bid.**

3.6.2.0 Duly filled signed and stamped, price Bid format as per the guidelines and instructions provided in the tender and the annexure, Annexure- **"E"** of this tender.

**4 TERMS AND CONDITIONS**

- 4.6 Bidder shall have to submit an Earnest Money Deposit (EMD) of Rs. 50,000/- in the shape of a Demand Draft drawn from any nationalized bank in favor of MMTC Limited, payable at New Delhi. EMD to unsuccessful bidders shall be refunded, without any interest, after concluding the tender process however Interest free EMD to successful bidder shall be refunded after successful completion of the contract / Agreement period.
- 4.7 MMTC reserves the right to reject any application without assigning any reason.
- 4.8 The price bids of only those bidders who qualify the technical bid shall be opened at schedule time and date. The evaluation criterion for qualifying the technical bid shall be as per the clause 6 of this tender and submission of supporting documents as indicated in Annexure "A" of this tender.
- 4.9 Total marks required for qualifying the technical bid shall be 60 marks out of total 100 marks.
- 4.10 MMTC reserves the right to inspect the melting and refining unit. Of the bidder / bidders before finalizing the bids.
- 4.11 After concluding the tender process an agreement with the detailed terms and conditions shall be executed between MMTC and L1 bidder on Rs.100.00 Non Judicial Stamp paper. L1 bidder has to accept the terms and conditions as rolled out in the said agreement.
- 4.12 In addition to the EMD the L1 bidder only shall furnish a performance Guarantee in the form of Bank Guarantee (BG) equal to 100% value of the silver / Gold consignment

supplied by MMTC for melting and refining at any given time. For calculation of the silver / Gold content in the metal appearing like silver / Gold supplied by MMTC for melting purity of 40% silver will be taken in to consideration just for the purpose of calculating the BG value. The BG in favour of MMTC shall be kept with MMTC till the successful completion of the contract / period.

- 4.13 Any breach of contract / agreement / tender term / Job order shall be sufficient reason to invoke the BG without any intimation. Any loss incurred by MMTC shall be recovered from the value of the performance security / BG invoked, EMD and pending bills.
- 4.14 No advance payment will be made to the agency for any of the work assigned by MMTC. The payments shall be released by MMTC against the bills received from the agency after having completed the job to the satisfaction of MMTC.
- 4.15 Each consignment of metal appearing like Silver / Gold issued for melting to the L1 bidder shall ordinarily not be more than the per day melting capacity of the plant or within the BG / performance guarantee limits . After receiving back the melted bricks (unrefined silver/ Gold) of the first lot, 2<sup>nd</sup>. lot of metal appearing like Silver / Gold will be issued for melting. The procedure and process will continue till the entire proposed quantity is got melted, converted into desired weight bricks of unrefined silver/ Gold and received back by MMTC.
- 4.16 The process of melting shall be undertaken in presence of authorized representatives of MMTC and four dip samples shall be taken from each lot for testing the silver / Gold purity. The melted bricks of the consignment lot and the dip samples taken from the said lot must be identically marked. Out of the four Samples on sample shall be tested by the L1 Bidder at his cost and expenses, other sample will be sent to Govt. mint Mumbai , by MMTC, for testing the purity 3<sup>rd</sup>. sample will be tested by MMTC and fourth one shall be retained by MMTC . Purity report of Govt. Mint Mumbai shall be final and binding on all parties.
- 4.17 After melting the entire proposed quantity the Process of refining shall be undertaken on the same pattern and method as adopted for melting.
- 4.18 Delivery of the raw metal to L1 bidder and subsequently receipt of the melted and refined material from the L1 bidder shall be ex-our office at F8-11, flatted factories complex, Rani jhansi Road, Jhendewalan , New Delhi-55.
- 4.19 Prices in price bid to be quoted all inclusive, excluding the taxes.

- 4.20 The rates quoted shall be valid for a period of two year from the date of concluding this tender process and can be extended further / reduced at the sole discretion of MMTC.
- 4.21 Payments will be made on per KG of gross weight basis of the material issued for melting and refining.
- 4.22 Melting and refining shall be done and completed within the specified period of time as indicated in the work order otherwise it will Amount to breach of tender / contract / agreement terms.
- 4.23 MMTC and / or its nominated officers will be entitled to inspect the process of refining.
- 4.24 MMTC will be entitled to cancel the order and on such cancellation Silver / Gold Supplied by MMTC for melting and refining shall be returned to MMTC. L1 bidder accepts that he shall not be entitled to any claim of damages and / or any other relief from MMTC.
- 4.25 L1 bidder will undertake to reimburse and indemnify MMTC of all damages incurred by MMTC in case any third party to whom any refined silver is sold/ supplied by MMTC is found to be defective and / or has purity less than the declared.
- 4.26 Bidders should provide their price bid in prescribed format with utmost care. They should use their Company letter head and put their signature along with the rubber stamp of the company. All crossing / cutting should be signed.
- 4.27 All the documents as requested along with Annexure, A, B, C, D & E must be submitted as per the guidelines and instructions stipulated in this tender and respective Annexure.

## **5 ESSENTIAL ELIGIBILITY CRITERIA**

- 5.6 The bidder should be registered in India. Certificate of Incorporation, Copy of PAN, GST Registration, applicable, if any, should be submitted.
- 5.7 Bidder must have its own Melting and refining of silver / Gold unit / plant.
- 5.8 The bidder should have a minimum of two years' experience in melting and refining of silver / Gold.
- 5.9 The bidder should have an average Annual Turnover of Rs. 1 Crore during last two financial years (Turnover figures on the company letter head duly certified by Chartered accountant needs to be submitted).
- 5.10 For qualifying the technical bid, bidder has to secure minimum 60 marks as detailed here under at clause 6.
- 5.11 Bidder should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India.

- 5.12 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 tender.
- 5.13 The bidder should submit a declaration on Non- Judicial Stamp paper of Rs 10.00, Annexure-“B”, “C” & “D” of this tender document as per the guidelines provided there in. To be submitted along in physical mode along with EMD) / technical bid.
- 5.14 Bidder to furnish stipulated documents in support of fulfillment of essential qualifying criteria.
- 5.15 Non-submission of documents may lead to rejection of offer.

**6. Criteria for Evaluation of Technical bid:** Total marks: 100;Qualifying marks: 60

Average Turn Over in Crore Minimum Rs. 1.00 Crore, Financial year 2017-18, and 2018-19.	<b>Marks</b>
<b>Average annual Turnover: 40 Marks</b>	
Turnover , Rs. 1.00 to 3.00 Crores	<b>30</b>
Turn over Rs. 3.00 to 8.00 Crores	<b>35</b>
Turnover above Rs. 8.00 crores	<b>40</b>
<b>Experience Gold Melting &amp; Refining : 30 Marks</b>	
02 to 05 years experience	<b>20</b>
05 years - 10 years	<b>25</b>
Above -10 years	<b>30</b>
<b>Experience Silver Melting &amp; Refining : 30 Marks</b>	
02 to 05 years experience	<b>20</b>
05 years - 10 years	<b>25</b>
Above -10 years	<b>30</b>

**7. PRE-BID CONFERENCE/MEETING:**

For better understanding of the Tender requirements, one pre-bid meeting will be held on 23.09.2019 at 1500 Hrs at MMTC Limited, Delhi Regional Office, F8-11, Flatted Factories Complex, Jhendewallan, Rani Jhansi Road, New Delhi-55. All interested bidders are welcome to attend the meeting and clarify their queries, etc.

Addl. General Manager (Retail)



**TECHNICAL – BID**

(To be submitted on Company letter head)

**Ref: Tender No** MMTC/DRO/SMVDSB/MR/91/2019-20/01**Date:**\_\_\_\_\_

Dy. General Manager (Retail)  
MMTC Limited, Delhi Regional Office,  
F,8-11, Flatted Factories Complex,  
Rani Jhansi Road, New Delhi-110055

Sub: Technical Bid for melting & refining of White metal appearing like Silver and Yellow metal appears like Gold to be supplied by MMTC-DRO for Melting and refining, 999 fineness.

Dear Sir,

In response to your tender No. MMTC/DRO/SMVDSB/MR/91/2019-20/01 dated\_\_\_\_\_ inviting applications / bids from the interested parties for melting and refining of White metal appearing like Silver and Yellow metal is appearing like Gold in to 999 fineness. We submit our application / bid for your consideration. The profile of the company / firm / unit is as under.

<b>S.No</b>	<b>Details</b>	<b>Details of enclosures</b>
01	Name And Address of the Company/ firm / unit. Are you currently registered under the Indian Companies Act, 1956 or any other similar Act? Please attach certified copy of your registration status etc. <b>a.</b> Please enclosed a self certified Copy of the Letter of incorporation, copy of Partnership deed etc as the case may be. <b>b.</b> Please enclosed a self certified Copy of the address proof, Electricity or water bill of previous or current month. <b>c.</b> Please enclosed a self certified Copy of the license issued for melting and refining of silver / Gold by the appropriate authority.	
02	Name & addresses of Proprietors/ Partners / Directors along with their Contact Numbers and e-mail addresses and copies of Pan cards. <b>a.</b> Please enclose Copy of the PAN cards of the proprietors / partners / directors duly certified by the card holder	
03	PAN Card no of the Company/ firm /	

	unit. a. Please enclose a self certified copy of the company PAN card.	
04	GST no. of the Company/ firm / unit. a. Please enclose a self certified copy of the GST registration Certificate.	
05	Turnover of last two years, 1. 2017-18 = Rs. 2. 2018-19 = Rs. a. Please enclose the turnover details of last two years on the company letter head, duly certified by your Chartered accountant.	
06	Details of experience in melting and refining of silver / Gold. a. List of Clients to whom said services have been provided, duly certified, may be enclosed. b. Self certified Copy of the job orders may also be enclosed.	
07	Details of per day melting, converting of white metal appearing like silver / Gold in to melted unrefined bricks, capacity, in Kgs, of plant / melting unit.	1. Gold ____ Kgs 2. Silver ____ Kgs
08	Details of per day refining, converting of unrefined bricks in to refined / fine silver / Gold bricks of 999 finesse, capacity, in Kgs, of plant / refining unit.	1. Gold ____ Kgs 2. Silver ____ Kgs

Note: Please ensure submission of the documents only requested as above.

Authorized Signatory  
Name of Agency  
With seal and sign

Dated:

Place:

**ANNEXURE- "B"**

**PROFORMA FOR NO NEAR RELATIVE (S) OF THE TENDERER  
WORKING IN MMTC 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  
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 earnest money/security deposit 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 \_\_\_\_\_

Signature \_\_\_\_\_

2. Name of Director \_\_\_\_\_

Signature \_\_\_\_\_

OR

1. Name of Company Secretary

Signature \_\_\_\_\_

**ANNEXURE- "C"**

**DECLARATION REGARDING ACCEPTANCE TO TERMS &  
CONDITIONS OF THE TENDER**

1. I/We, Director/authorized signatory of the Company M/s \_\_\_\_\_, is competent to sign this declaration and execute this tender document.
2. I have carefully read understood and accept all the terms and conditions of the tender 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 tender at any stage besides liabilities towards prosecution under appropriate law.

SIGNATURE OF THE BIDDER WITH SEAL

**ANNEXURE- "D"**

**DECLARATION REGARDING BLACKLISTING/ NON-BLACKLISTING  
FROM TAKING PART IN GOVT.TENDER**

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

I/We Director(s)/Authorized Signatory of 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.

In addition to the above, MMTC Ltd, will not be responsible to pay the  
bills for any completed / partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL

**PRICE -BID**

(To be submitted on Company letter head)

**Ref: Tender No** MMTC/DRO/SMVDSB/MR/91/2019-20/01

Dy. General Manager (Retail)  
MMTC Limited, Delhi Regional Office,  
F,8-11, Flatted Factories Complex,  
Rani Jhansi Road, New Delhi-110055

**Date:**\_\_\_\_\_

Sub: Price Bid for melting and refining of White metal appearing like Silver and Yellow metal appears like Gold Silver to be supplied by MMTC-DRO for melting and subsequently refining in to 999 fineness.

Dear Sir,

I, M/S\_\_\_\_\_, after having understood all the terms and conditions of the tender No. MMTC/DRO/SMVDSB/MR/91/2019-20/01 , do here by agree all the terms and conditions for melting and , refining of White metal appearing like Silver and Yellow metal appearing like Gold and quote the all inclusive but excluding tax, rates on per kg of gross weight basis as under:

1. Melting Charges - **Silver** = Rs.\_\_\_\_\_ per KG  
Gross weight
2. Melting Charges - **Gold** = Rs.\_\_\_\_\_ per KG  
Gross weight
3. Refining Charges on purity %age - **Silver**
  - 3.1 70% and above = Rs.\_\_\_\_per KG Gross weight
  - 3.2 45% to 70% = Rs.\_\_\_\_per KG Gross weight
  - 3.3 Up to and below 45% = Rs.\_\_\_\_per KG Gross weight
4. Refining Charges on purity %age - **Gold**
  - 4.1 70% and above = Rs.\_\_\_\_per KG Gross weight
  - 4.2 45% to 70% = Rs.\_\_\_\_per KG Gross weight
  - 4.3 Up to and below 45% = Rs.\_\_\_\_per KG Gross weight

Note: The rates quoted above are Ex- MMTC Ltd. Delhi regional office, Jhendewalan new Delhi-110055.

Thanking You

Yours faithfully

Date:  
Place:

Authorized Signatory  
Name of Agency  
With seal and sign