



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

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**MMTC/DRO/FOG-2018/STALL & SECURITY/2018-19      Date: 3<sup>rd</sup>.Aug.2018**

**Tender Notice**

MMTC Limited, Delhi Regional Office invites bids from interested parties, having adequate infrastructure, valid license and experience for Design & Construction of Stall and providing complete security system for our Gold Jewellery exhibition at Hotel "The Ashok" New Delhi during the period 31.10.2018 to 06.11.2018. 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)

Addl. General Manager (Retail)



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

**NEW DELHI - 110055**

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**TENDER FOR STALL FABRICATION AND SECURITY SERVICES- FOG-2018**

Tender No:	MMTC/DRO/FOG-2018/STALL & SECURITY/2018-19
Pre-bid meeting	29.08.2018 at 1400 hrs
Last date & Time for receipt of Tender	31.08.2018 at 14.00 hrs.
Time & Date for opening of (Technical Bids)	31.08.2018 at 15.00 hrs.
Time & Date for opening of (Price Bids)	03.09.2018 at 1600 hrs
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

# **TENDER FOR STALL DESIGN & CONSTRUCTION AND SECURITY SERVICES.**

## **LETTER OF INVITATION**

### **1. BACK GROUND**

MMTC Limited was set up in 1963 under the Ministry of Commerce, Government of India. The Company 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. DRO of MMTC today continues to hold its foremost position as India's largest trading company Delhi Regional offices organizing Festival of Gold , FOG-2018 at Hotel " The Ashok" Chankyapuri, New Delhi to exhibit its retail precious metal products for sale , Gold Medallion, Silver Medallion, Gold Jewellery (plain/studded), Sanchi Silverware and Indian Gold Coin.

Taking into consideration the need for smooth Co-ordination and conduct of our exhibition, MMTC intends to appoint a single vendor / Contractor for Stall Design, fabrication, decoration, complete Security system etc. The vendor must be technically competent, experienced and financially sound. MMTC has decided to appoint, through a competitive bidding process, such single vendor for providing the said services during our ensuing FOG-2018 (Diwali Exhibition) to be conducted at Hotel Ashoka Chankya Puri New Delhi during the period 31.10.2018 to 06.11.2018.

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

- a.** To design layout for the jewellery exhibition.
- b.** To erect octonorm stalls with showcases of different sizes for display cum sale of jewellery.
- c.** To provide PA system with music during the exhibition.
- d.** To provide Two Generator – 125 KVA with diesel to cover all the stalls & decoration of hall & lobby. Generator timings- 9:30 am to 9:30 pm. One running and one stand by.
- e.** To decorate the exhibition venue with fresh flowers (Mostly Lily and Roses).
  - Decoration from main lobby of the hotel throughout the passage of the convention hall till the entry gate of the convention hall (exhibition entry).
  - Decoration of outside wall of the exhibition venue with flowers and fabrics with light effect.
  - All counters to be decorated with fresh flower bouquets
  - Convention hall stage steps to be decorated with fresh flowers.
- f.** To Provide security to the exhibition cum sale venue
- g.** To install CCTV cameras in and around the exhibition hall

### **2. Duration of Work**

- a. **Exhibition days-31.10.2018 TO 06.11.2018. The exhibition hall will be handed over to Vendor on 30.10.2018 (11.55 Pm) midnight and all work must be completed by 12.05 pm on 31.10.2018. Total completion time 12 hours.**

### **3. Earnest Money Deposit**

Rs.100,000/- in form of a Demand Draft/ Pay Order only favoring MMTC Limited, payable at Delhi .The EMD should be submitted before date of opening of technical bid. The EMD deposited shall be refunded in case the work is not awarded. In case the work is awarded, the same will be kept as security deposit till the satisfactory completion of work. The EMD can be forfeited in case of non-performance by the contractor. Bids without EMD shall be rejected outright.

### **4. Place of Tender Submission**

- a. Through e-Tender on MMTC e-procurement website <https://mmtc.eproc.in>. Or in Physical mode in tender Box available at the address as mentioned at 5(a)

### **5. Dealing Division**

- a. General Manager (Delhi Regional Office), F-8-11, Flatted Factory Complex, MMTC Limited, Rani Jhansi Road, New Delhi -110 055.

**6. Last Date of Submission: 31<sup>st</sup>. August, 2018 (1400 Hours).**

**7. Date of Opening of Technical Bid: 31<sup>st</sup>. August, 2018 (1500 Hours).**

**8. Date of opening of Price Bid: 3<sup>rd</sup>.September, 2018 (1630 Hrs.)**

- a. Price Bid

8.a.1. Conditional Offers or Offers with deviations are liable to be rejected at the sole discretion of MMTC.

8.a.2. Price Bids of only those bidders who will qualify in Technical Bid shall be opened.

### **9. Submission of tender:**

Tender in both the modes, e-tender as well as physical mood, shall be accepted. Parties can choose any one mode for submission of their bids.

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

- i. e-Tender 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.

- 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.abcprocure.com>**. In case of any difficulty 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. 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>

**b) Submission of bids in Physical Mode.**

- i. Parties who prefer submission of tender in physical mode, Tender document is available on [www.mmtclimited.com](http://www.mmtclimited.com), may drop their entire tender documents, sealed in a single envelope (indicate the tender no MMTC/DRO/FOG-2018/STALL & SECURITY/2018-19 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, Ranijhansi Road, New Delhi-55, during office hours.
- ii. 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 should be placed 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 Stall Design & Fabrication with Complete security system".

**10. PART-A- Technical Bid.**

- i. Duly filled Annexure- "A", with all the documents as requested.
- ii. EMD for RS. 1.00 Lakh-DD favoring MMTC Limited, payable at New Delhi.
- iii. Notarized affidavit as at clause 10 (d) (a).

**Note:** - Parties who prefer submission of e-tender must submit the EMD and Notarized affidavit only in physical mode before the tender closing hours.

**11. PART-B-Price Bid.**

- i. Duly filled signed and stamped, price Bid format, Annexure- "B" to this tender.

**12. ESSENTIAL ELIGIBILITY CRITERIA**

- a) The bidder should be registered in India. Certificate of Incorporation, Copy of PAN, GST Registration, should be submitted in Technical bid.
- b) The bidder should have a minimum of three years' experience in Stall construction/organizing exhibition and providing the security services as per the scope of work.
- c) The bidder should have an average Annual Turnover Rs. 3 Crore for stall design and Construction and 0.50 Crores for security services and should have made profits in last 3 financial years (Turnover figures on the company letter head duly certified by Chartered accountant needs to be submitted. Bifurcation of annual turnover figures between Stall design & Construction and Security services should be clearly indicated.
- d) For qualifying the technical bid, bidder has to secure minimum 60 marks as detailed here under at clause 13. It may also be noted that there will be negative marking of 10% on the total marks scored, for penalties imposed on the bidder by any agency during last five years.
- e) The tenderer Should submit notarized affidavit that they have not been blacklisted , penalized or suspended by MMTC/ any other PSU/ Central or State Govt. Departments and have not been held guilty by any Court of Law for any offence involving fraud,

dishonest and moral turpitude.(To be submitted in physical form along with EMD).

- f) Agency should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India.
- g) 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 tender.
- h) All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the bidder firm.
- i) All financial standing data should be certified by certified accountant's e.g., Chartered Accountants (CA) in India.
- j) Bidder to furnish stipulated documents in support of fulfillment of essential qualifying criteria.
- k) Non-submission of documents may lead to rejection of offer.

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

**Turn Over of the single vendor: 30 marks**

<b>Average Turn Over in Crore Minimum Rs. 3.00 Crore &amp; 0.50 corers, Stall Design &amp; fabrication and Security Services respectively, in each Financial year 2015-16, 2016-17 and 2017-18.</b>	<b>Marks</b>
<b>Average annual Turnover of a Single Vendor: 30 Marks</b>	
Turnover , up to Rs. 3.00 Crores - For Stall Design & Const. – 5 Marks Turn Over , up to Rs.0.50 crores- For Security Services- 5 Marks	<b>10</b>
Turn over Rs. 3.00 to 5.00 Crores For Stall Design & Const. . – 10 Marks Turn Over Rs.0.50 to 1.50 crores- For Security Services. – 10 Marks	<b>20</b>
Turnover above Rs. 5.00 crores For Stall Design & Const. – 15 Marks Turn Over Rs.1.50 to 2.50 crores- For Security Services. – 15 Marks	<b>30</b>
<b>Experience ( Stall Design &amp; fabrication) : 30 marks</b>	
05 years experience	<b>10</b>
Above 05 years - 10 years	<b>20</b>
Above -10 years	<b>30</b>
<b>Experience for Security services- 20 Marks.</b>	
05 years experience	<b>05</b>
Above 05 years - 10 years	<b>10</b>
Above -10 years	<b>20</b>
<b>Security Services arrangements 20 Marks</b>	
Stall Design and fabrication agency having a tie up with security agency Or Vice versa	<b>10</b>
Stall Design and fabrication agency having its own security agency Or Vice versa	<b>20</b>

**14. DESIGN & CONSTRUCTION OF STALLS FOR GOLD JEWELLERY EXHIBITION.**

MMTC Limited invites offers for design & construction of Stalls for Gold jewellery exhibition scheduled from 31.10.2018 to 06.11.18 at Convention Hall, Hotel The Ashok, New Delhi

**14.1 Stall Size and Measurement parameters.**

THE STALL SIZES DURING THE EXHIBITION MAY VARY, DEPENDING UPON THE AREA AVAILABLE. Illustrative Stall Sizes can be of the size of (Length x Breadth x Height) 3x3x2.5, 4x2x2.5, 6x3x2.5, 9x3x2.5, 15x3x2.5, 20x3x2.5 METERS etc. depending upon the exhibition venue. Stall measurements shall be made on the basis of Length x Breadth of the stall only. For eg. 6x3x2.5 meter stall of length x breadth x height shall be measured as 6x3 (Length x Breadth) = 18 sq.meters only.

<b>DIMENSION (L*B*H) H=2.5 Meters</b>	<b>STALL NAME</b>	<b>NO. OF STALLS</b>
12*3	To be decided at the time of Designing & fabrication of stalls	FOUR
20*3	-----do-----	ONE
9*3	-----do-----	THREE
6*3	-----do-----	FOUR
13*3	-----do-----	ONE
5*3	-----do-----	TWO
36 sqm	-----do-----	ONE
51 Sqm	-----do-----	ONE
33 sqm	-----do-----	ONE

THE STALL SIZES MAY VARY BUT THE TOTAL STALL CONSTRUCTION AREA WILL BE AS PER TENDER (+/- 5 %)

**MISCELLNEOUS STALL FOR FABRICATION WITHOUT SALES COUNTER**

- a) 3\*3 = 3 outside convention Hall
- b) One VIP Lounge in the exhibition hall beside the stage. Sofa and centre table will be provided by Hotel. Fabricator to provide curtain.
- c) 7\*3 Store outside the convention hall with a facility to lock.
- d) 7\*3 Luggage Centre. Octonorm with selves where customer can keep his/her luggage.
- e) One Media Desk with power points, tables and chair.
- f) 5\*4 Surveillance room with power points and tables.
- g) One Lord Ganesh Idol, brass candle stand, Dia, Bati and oil. One fresh flower garland for lord Ganesh on daily basis during the exhibition.



- h) The stage set up with required backdrop for the hall and another backdrop for Kalinga room.
- i) Refreshing of flowers shall be as per the requirement but there should be regular maintenance, freshen up of the flowers.

**ANNEXURE—1**

LIST OF ITEMS REQUIRED IN EACH STALL

S.N O	LIST OF ITEMS	HEIGHT (METERS)	DIMENSI ON L x B x H (METERS )	NUMBER
1	<b>Stalls - each stall should include;</b>	-	<b>9 x 3x2.5</b>	<b>3 Stalls</b>
	Panels	- to cover the Stall		
	Toughened Glass Counters	As per length of stall and requirement		
	Wall Showcases (with LED light in every shelf)	Three in each stall		
	Cash Counters			3 nos. (1 on each stall )
	New carpets	- to cover the stall		
	Spot lights –CFL (white/yellow)	-	-	12 each stall
	LED Lights in all display counter (white/yellow)			
	Metal halide 150 W	-	-	6 on each stall
	Sockets	-	-	6 on each stall
	Chairs	-	-	10 chairs on each stall
	Table (Delivery/Cash Box)	-	-	2 on each stall
	FASCIA with Name		As	

			required	
	Cash Box for cash collection			1 on each stall
	Dustbin		As required	

S.N O	LIST OF ITEMS	HEIGHT (METERS)	DIMENSIO N L x B x H (METERS)	NUMBER
2	<b>Stalls – each stall should include;</b>	-	<b>6 x 3x2.5</b> <b>51 Sqm</b> <b>33 sqm</b> <b>36 sqm</b>	<b>4 Stalls</b> <b>1 stall</b> <b>1 stall</b> <b>1 stall</b>
	Panels	- to cover the stall		
	Toughened Glass Counters	As per length of stall and requirement		
	Wall Showcases/corner showcases (with LED light in every shelf)	Three in each stall		
	Cash Counters			4 ( 1 on each stall)
	New carpet	- to cover the stall		
	Spot lights –CFL (white/yellow)			12 each stall
	LED Lights in all display counter (white/yellow)			
	Metal halide 150 W			5 each stall
	Sockets			6 each stall

	Chairs			6 on each stall
	FASCIA with name			As Reqd.
	Table			2
	Cash Box			2
	Waste paper Basket		As required	

<b>S.N O</b>	<b>LIST OF ITEMS</b>	<b>HEIGHT (METERS)</b>	<b>DIMENSIO N L x B x H (METERS)</b>	<b>NUMBE R</b>
3	Stalls –stall should include;	-	5 x 3x2.5	2 Stalls
	Panels	- to cover the stall		
	Toughened Glass Counters	As per length of stall and requirement		
	Wall Showcases (with LED light in each shelf)	Two in each stall		
	Cash Counters			2
	New carpet	- to cover the stall		
	Spot lights –CFL (white/yellow)			12 in each stall
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W			3 in each stall

	Sockets			6 each stall
	Chairs			5 each stall
	Table for delivery			1
	Cash Box			2
	Waste Paper Basket		As required	

<b>S.N O</b>	<b>LIST OF ITEMS</b>	<b>HEIGHT (METERS)</b>	<b>DIMENSIO N L x B x H (METERS)</b>	<b>NUMBE R</b>
4	Stalls –stall should include;	-	12x 3x2.5	4 Stalls
	Panels	As per dimension of the stall and requirement		
	Toughened Glass Counters	As per dimension of the stall and requirement		
	Wall Showcases and corner showcases (with light in each shelf)	As required		
	Cash Counters			4
		- to cover the stall		
	New carpet			
	Spot lights –CFL (white/yellow)			14 each stall
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W			5 each stall
	Sockets			6 each

				stall
	Chairs			12 each stall
	Table for delivery			1 each stall
	Cash Box			1 each stall
	Dustbin		As reqd	

<b>S.N O</b>	<b>LIST OF ITEMS</b>	<b>HEIGHT (METERS)</b>	<b>DIMENSIO N L x B x H (METERS)</b>	<b>NUMBE R</b>
1	Stalls –stall should include;	-	20x 3x2.5	1 Stall
	Panels	As per dimension of the stall and requirement		
	Toughened Glass Counters	As per dimension of the stall and requirement		
	Wall Showcases and corner showcases (with light in each shelf)	6		
	Cash Counters			1
		- to cover the stall		
	New carpet			
	Spot lights –CFL (white/yellow)			20
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W			5
	Sockets			6

	Chairs			15
	Table for delivery			1
	Cash Box			1
	Dustbin		As reqd	

<b>S.N O</b>	<b>LIST OF ITEMS</b>	<b>HEIGHT (METERS)</b>	<b>DIMENSIO N L x B x H (METERS)</b>	<b>NUMBE R</b>
1	Stalls –stall should include;	-	13x 3x2.5	1 Stall
	Panels	As per dimension of the stall and requirement		
	Toughened Glass Counters	As per dimension of the stall and requirement		
	Wall Showcases (with light in each shelf)	4		
	Cash Counters			1
		- to cover the stall		
	New carpet			
	Spot lights –CFL (white/yellow)			17
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W			5
	Sockets			6
	Chairs			10
	Table for delivery			1
	Cash Box			1
	Dustbin		As reqd	

**Stalls outside Convention Hall, Hotel The Ashok**

05	<b>Patwa/Repairs, Panditji, Feedback forms</b>  Stalls – Platform, carpet, Sockets, fascia, table & chairs, spot light as per requirements	3 x 3	3
<b>Other requirement</b>			
06	Chairs		11
07	Table		6
08	Security area – 21 sq. meter as per requirements in the lobby or as per requirement.		1
09	Display showcase of 1 meter height as per requirement.		4

10	Emergency light Adequate emergency lights & power backup Sound proof Two			
11	Generator – 125 KVA with diesel to cover all the stalls & decoration of hall & lobby.			
12	Two Big Backdrop 26' x 7'. One to be placed on the stage and other(16'x5') to be placed at kalinga room for media interaction.			
13	Outside store, lounge room and bag deposit/left luggage center			
14.	<b>Solvent vinyl print poster of sizes:-</b>  <b>Back ply print size-950 mm * 2435 mm—60 nos</b>  <b>Mirrors on Back Ply-25 NO's ( Minimum 2-3 Mirrors of the Back ply size on each stall)</b>  <b>Show case—950 mm * 678 mm—60 nos</b>			

15	A five meter height (thickness 5 inch* 5inch) Truss frame self standing on periphery of entire exhibition hall along with fabric draping.			
16	Signage indicating direction all around exhibition venue (inside & outside).			
17.	Space for CCTV observation room and also support for installing CCTV at stalls/exhibition hall(in the corridor)			CCTV room enclosed from all sides
18	Storeroom in the refreshment Area for keeping packaging & display material with proper door, lock and key provision.			
19	Two Entrance Gate			
20	Corner showcases with shelves and lock and key arrangement as per the requirement of the layout			

OTHER TERMS:-

- i. Participants have to submit designs for the following:
  - o Main Stage
  - o Main entrance to exhibition hall.
  - o Entrance from Sagar Ratna Side
- ii. Layout of Hall
- iii. Design to be submitted with the Bid.
- iv. Design of stalls has to be approved by MMTC.
- v. A presentation may have to be given for the Layout and Designs of the Stalls, if required.
- vi. Permission required for moving inventory in and out of Hotel The Ashok to be arranged by the Stall Contractor.
- vii. Completion Period – 12 hours. Failure to complete the job work within the stipulated time frame, as defined at clause 2 (a) of this tender document, will amount to penalty as decided by the competent authority of MMTC.



- viii. All counters for display should have detachable shelves.
- ix. Stall layout is subject to last minute changes.
- x. Payment terms – Full amount payable after the exhibition. NO ADVANCE PAYMENT.
- xi. Bidders may like to visit Convention Hall, Hotel The Ashok, New Delhi before forwarding the quotation to us.
- xii. If desired, tenderer may witness the technical and price-bid opening.

## **15. Complete Security System arrangements**

To provide the complete security system for CCTV surveillance with round the clock recording and monitoring facility of our Exhibitions , Security personnel required ( Security Guards / Armed Guards / Surveillance / frisking personnel ) men and women ) , all security equipments for frisking and surveillance etc.

### **15.1 Qualification of Guards/Gunman**

The guards provided should be physically fit with good character, conduct & behavior, competent & qualified to perform the security duties for which they are employed. They shall not be beyond the age of 50 years. This office shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to exhibition venue without the consent of MMTC. The gunman should have valid gun license. The gunman should have minimum double barrel gun. Copy of the Gun license of the Gunman to be submitted to the nearest police station, if required by the police.

### **15.2 Duties of the Security Guards**

- i. The Personnel supplied ought to be polite but Firm, Disciplined, Physically Fit, Alert & smartly dressed in uniform.
- ii. To attend with compliments to distinguished visitors, VIP's and Officers.
- iii. Check, Control and Restrict entries to Staff/Workers/ Authorized Personnel of Organization/ Firm and others by valid passes or searching if required and incoming/outgoing Materials (with invoices, challan).
- iv. Maintain strict security of Men, Material and Premises.
- v. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in attendance register etc.
- vi. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation.
- vii. The security guard must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in or near the exhibition hall.
- viii. The security personnel must be in proper neat and tidy uniform
- ix. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- x. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
- xi. The security guard should check the bags/ briefcases of the visitors if considered necessary.

### **15.3 Duties and Responsibilities of the Agency**

- i. The agency should provide necessary equipment to the security guard on duty.
- ii. The security guards must be rotated from their deployment
- iii. If it is found that any property of the MMTC is lost/ damages due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/ lost from the security agencies bill.
- iv. The agency shall furnish the names and addresses of the security guards posted in the exhibition premises of MMTC and also when there is any change in security guards.
- v. The security guards deployed will be deemed to be paid wages for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.
- vi. Guarding MMTC's property against any theft/loss etc.
- vii. Liaison with local police, assist MMTC in case of theft/ loss in lodging FIR and follow up lodging of insurance claim etc.
- viii. Agency will appoint a co-ordinator (at their own cost), who will stay at the exhibition premises during the exhibition. The co-ordinator will conduct regular periodic check during night hours after sealing of exhibition premises so that security guards are alert and perform their duty.

### **15.4 SECURITY REQUIREMENTS**

- a. Installation of 8 Colour CCTVs, Cameras 110 Nos , 10 cameras with night vision capable of recording HD video in dark, 05 cameras with wide field of vision/adequate VCRs/recording systems for recording of installed cameras, security system etc., to cover the entire exhibition premises including sales counter, passage etc and daily recording to be maintained for all days of exhibition for minimum 60 days from the date of close of exhibition.
- b. Gunman 8 Nos (4 per shift of 12 hrs), 18 Nos Security Guards (9 per shift of 12 hrs), Lady Searchers – 2 nos (during exhibition timing), Security Officers 2 nos (one in each shift of 12 hours) to provide vigilance and to control movements and conduct of undesirable elements. Technicians -4 (2 in each shift of 12 hrs) for monitoring /supervising CCTVs. Recording will be required for 24 hours during the period of exhibition. However number of security officials may decrease or increase according to requirement.
- c. Six zone security Control panel and Photo electric infrared Beams (PEIR & PIR) to be provided at each door.
- d. Magnetic sensors at all entry/ exit doors.
- e. DFMDs – 01 no, HHMDs – 03 no
- f. One snuffer dog for checking entire exhibition area from explosive point of view well before start of exhibition every day.
- g. 04 Bouncers for opening day or celebrity visiting day, as required by MMTC (Will be informed later), during the period of exhibition. However

number of security officials may decrease or increase according to situation.

## **16 GENERAL TERMS & CONDITIONS OF TENDER WITH INSTRUCTIONS**

1. The tenders received, will be opened by the committee constituted for the purpose.
2. The tenders will be opened in presence of tenderers or their authorized representative who chose to remain present on the opening date at the scheduled time.
3. The tenderer shall quote the rates in English language and International numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, rates mentioned in words shall be treated as valid rate.
4. MMTC reserves the right to add or delete any part of scope of work if situation demands.
5. If the tenderer deliberately gives wrong information in his tender, MMTC reserves the right to reject such tender at any stage or to cancel the contract, if already awarded.
6. The successful tenderer shall not sub-contract any part or complete work as detailed in the tender specifications without written permission of MMTC.
7. No deviations to the tender conditions shall be accepted whatsoever.
8. Any dispute or difference whatsoever arising between the parties relating to the work allotted or effect of this contract/ tender 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.
9. The court of competent jurisdiction at Delhi, shall have exclusive jurisdiction in regard to all disputes in respect of this tenders.
10. Timely completion of the work is essence of the contract.
11. The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of MMTC.
12. The quoted rates shall include all costs including transportation of material to and from the site as and when required. Nothing extra is payable on this account. Transportation of any wastage, exchange of rejected or defective material, surplus material etc. shall have to be arranged by the tenderer at his own risk and costs. Also any material brought inside or taken out of the premises shall have necessary prior permission to do so.
13. The contractor shall be responsible for any injury caused to persons or things any damage caused to any property of MMTC/ Exhibition venue which may arise from the operations or neglect of any person of the tenderer team or any person engaged by him for any purpose related to the execution of this contract. This clause shall include inter-alia, any damage to buildings, space etc. adjacent to or otherwise to the premises. The tenderer shall indemnify MMTC of

all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damage consequent upon any claim arising out of the above. The tenderer shall further make good all damage caused thus either to MMTC or any third party.

14. The contractor shall ensure the regular supervision and control by the tenderer himself AND/OR by his authorized representatives on the personnel deployed by him for MMTC work and necessary direction should flow from the tenderer to his workforce for undertaking the tender obligations.
15. The tenderer shall comply with labour/industrial laws.
16. The contractor shall submit for verification all relevant records/ documents to MMTC as asked for.
17. The contractor shall indemnify MMTC against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
18. All Statutory taxes/TDS at the prevailing rates as applicable from time -to- time shall be deducted from Contractor's bills as per rules.
19. The tenderers shall have total responsibility for all items / equipment/ materials in his custody, stores, loose, semi-assembled and /or erected by him at venue.
20. In the event tenderer fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the MMTC or on behalf of the MMTC within the scope of the contract, or shall contravene the provisions of the contract, the MMTC may give notice in writing to the tenderer for termination of the contract. Tenderer shall be responsible for all losses due to this
21. The stall tenderers to provide left luggage counter and security tenderer to arrange for keeping visitors left luggage /articles etc., at the entry gate and to ensure no inconvenience is caused to the visitors on this account.
22. MMTC reserves the right to modify or cancel the whole tender process or award the tender to other than L1 bidder at the sole discretion of MMTC without making reference to any other party and without assigning any reason whatsoever.
23. No advance payment shall be made in this tender/work order.
24. EMD of Successful bidders will be refunded without any interest at the end of contract period.
25. Before Tendering, the bidders are advised to carefully go through the terms and conditions.
26. Full CCTV coverage at all the sale counters, entire exhibition venue to be provided and constant vigil to be kept for undesirable elements.
27. Successful bidders to provide the cabling for complete security system at the exhibition venue.
28. Bidder for security system arrangements may also give a presentation on their security system / arrangements, if required.

29. All the bills /payments due to successful bidders as per the rates and terms of accepted by MMTC shall be submitted within One month from the last day of the exhibition.
30. Pre bid meeting is scheduled at 22.09.2017 at 1400 hrs.
31. Annexure "A" & Annexure "B" of this tender must be submitted on the company letter head of the bidder.

#### **17 PRE-BID CONFERENCE/MEETING:**

For better understanding of the Tender requirements, one pre-bid meeting will be held on 29<sup>th</sup>.August,2018 at 1400 Hrs at MMTC Limited, Delhi Regional Office, F8-11, Flatted Factories Complex, Jhendewallan, Rani Jhansi Road, New Delhi-55. All interested agencies are welcome to attend the meeting and clarify their queries, etc.

#### **18 Arbitration**

- I. Any disputes 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 the Chairman & Managing Director (CMD) of MMTC Limited. The provisions of Arbitration and Conciliation Act 1996 shall apply to such Arbitration proceedings

18.1.1 The venue of Arbitration shall be New Delhi.

#### **OTHER TERMS:-**

1. Design of stalls has to be approved by MMTC
2. A presentation may have to be given for the Layout and Designs of the Stalls, if required.
3. Permission required for moving inventory etc, where ever required, shall be arranged by the Contractor at his total cost and risk.
4. Stall layout is subject to last minute changes.
5. Payment terms – Full amount payable after the exhibition. NO ADVANCE PAYMENT.

**Annexure-“A”****TECHNICAL – BID**

(To be submitted on Company letter head)

**Ref: Tender No MMTC/DRO/FOG-2018/STALL & SECURITY/2018-19****To,****Date:** \_\_\_\_\_

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

**Sub:** Technical Bid for stall Design & fabrication and complete security system including security personal for FOG-2018 at “The Hotel Ashoka, Chankiya Puri New Delhi.

Dear Sir,

In response to your tender No. **MMTC/DRO/FOG-2018/STALL & SECURITY/2018-19** inviting applications / bids from the interested Parties for Design , construction , decoration and providing complete security system with security personal during the Festival of Gold -2018 at The Hotel Ashoka, Chankyapuri New Delhi during the period 31.10.2018 to 06.11.2018, 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>Remarks</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 cop(s) of your registration status etc. <b>a.</b> Please enclose a self certified Copy of the Letter of incorporation, copy of Partnership deed etc as the case may be. <b>b.</b> Please enclose a self certified Copy of the address proof, Electricity or water bill of previous or current month. <b>c.</b> Please enclose a self certified Copy of the license issued.	
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. <b>a.</b> Please enclose a self certified copy of the company PAN card.	
04	GST no. of the Company/ firm / unit. <b>a.</b> Please enclose a self certified copy of the GST registration Certificate.	
05	Turnover of last three years for stall design & fabrication, 1. 2015-16 = Rs. 2. 2016-17 = Rs. 3. 2017-18 = Rs. <b>a.</b> Please enclose the turnover details of last three years on the company letter head, duly certified by your Chartered accountant.	

06	<p>Turnover of last three years for Security Services</p> <ol style="list-style-type: none"> <li>1. 2015-16 = Rs.</li> <li>2. 2016-17 = Rs.</li> <li>3. 2017-18 = Rs.</li> </ol> <p>Please enclose the turnover details of last three years on the company letter head, duly certified by your Chartered accountant.</p>	
07	<p>Details of experience in Stall Design &amp; Construction for Gold Jewellery exhibitions.</p> <p>List of Clients to whom said services have been provided, duly certified, may be enclosed.</p>	_____ Years
08	<p>Details of experience in Security services for Gold Jewellery exhibitions.</p> <p>List of Clients to whom said services have been provided, duly certified, may be enclosed.</p>	_____ Years
09	<p>Designs, Color print, of the stall Size 20x3x2.5 meter stall (Length x Breadth x Height) to be submitted with the bid. Colored Design sheets must indicate the full and complete details of facilities to be provided.</p>	
10	<p>Bidders to submit notarized Affidavit that they have not been blacklisted or suspended by MMTC/ or any other PSU/ Central or State Govt. Departments) and have not been held guilty by any Court of Law for any offence involving fraud, dishonest and moral turpitude.</p>	
11	<p>Please state whether business dealings with you currently stand suspended/ banned by any Ministry/Deptt. of Government of India or by any State Govt.</p>	
12	<p>Are you involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender?</p>	
13	<p>Details security arrangements.</p> <ol style="list-style-type: none"> <li>1. Tie up with the security agency. Provide the details and KYC documents of the tie up agency and copy of the agreement.</li> <li>2. Having own security agency. Provide all the KYC documents.</li> </ol>	

**Note:** - In case Stall Design & fabrication and Security Services companies are registered under different names / entities the above details of both the companies may be provided separately. Qualifying marks shall accordingly be worked out for qualifying the technical bid. Minimum average annual Turnover for Stall design & fabrication is Rs.3.00 Crore and for Security is Rs. 0.50 Crores While submitting the bids Please ensure submission of the documents only requested as above and in the tender duly self certified.

Authorized Signatory  
Name of Agency  
With seal and sign

Dated:

Place:

**PRICE -BID**

(To be submitted on Company letter head)

**Ref: Tender No MMTC/DRO/FOG-2018/STALL & SECURITY/2018-19**

Addl. 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 stall Design & fabrication and complete security system including security personal for FOG-2018 at “The Hotel Ashoka, Chankiya Puri New Delhi.

Dear Sir,

I, M/S \_\_\_\_\_, after having understood all the terms and conditions of the tender No. **MMTC/DRO/FOG-2018/STALL & SECURITY/2018-19**, do here by agree all the terms and conditions and quote the all inclusive, excluding tax, rates as under:

**1. All inclusive Lum-Sum Price.**

ALL INCUSIVE LUM-SUM RATE FOR STALL DESIGN, CONSTRUCTION, DECORATION ETC. PLUS COMPLETE SECURITY SYSTEM AND SECURITY PERSONAL FOR FOG-2018 RS..... (IN WORDS .....)
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**GST as applicable shall be extra.**

Date:  
Place:

Yours faithfully

Authorized Signatory  
Name of Agency

With seal and sign