



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

NEW DELHI - 110055

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MMTC/DRO/SMVDSB/REF/03/2017-18

Date: 22<sup>nd</sup>.Dec. 2017

### Tender Notice

In cancellation of the earlier tender No. MMTC/DRO/SMVDSB/REF/02/2016-17, MMTC Limited, Delhi Regional Office invites fresh bids from interested parties, having adequate infrastructure and valid license etc as required under the statute, for Melting & refining of white metal appearing like Sliver and subsequently fabricating the fine silver so retrieved into Silver Coins of different denominations. 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 REFINING OF SILVER**

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| Tender No:  | MMTC/DRO/SMVDSB/REF/03/2017-18   |
| Last date & Time for receipt of Tender                    | 08.01.2018 at 14.00 hrs.   |
| Time & Date for opening of (Technical Bids)               | 08.01.2018 at 15.00 hrs.   |
| Place of opening of the Bids/<br>address of communication | MMTC Limited, Delhi Regional Office,<br>F,8-11, Flatted Factories Complex, Rani<br>Jhansi Road, New Delhi-110055 |

Signature of Quote with Seal

# TENDER FOR REFINING OF SILVER

## LETTER OF INVITATION

### A. 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 received from devotees at their various temples.

Taking into consideration the need to have a tie-up with reputed Silver 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 adequate infrastructure, melting / refining plant and machinery with valid license etc as required under the statute. The L1 Bids so received shall be valid for a period of two years from the date of finalization of the tender process on mutually agreed terms & conditions.

### B. SCOPE OF WORK

The agencies shall, as and when referred by MMTC, render any one or all of the following services:-

- a) Melting of the white metal appearing like silver.
- b) Converting the melted metal, B (a), in to bars of about 30 Kgs each or as per our requirement.
- c) Refining of melted metal, B (b), in to fine silver Bars of 999 finesse of about 30 Kgs each or as per our requirement.
- d) Fabrication of the refined metal, B( c ), in to Silver coins of various denominations as per our requirement.

### C. Submission of tender:

- i. Tender document is available on [www.mmtclimited.com](http://www.mmtclimited.com) And MMTC e-procurement website <https://mmtc.eproc.in> for online as well as physical mood submission of tender. For online submission , Bidder is required to obtain 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.eproc.in>. 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. Pankaj Verma, Technical Support Engineer - email [pankaj.verma@c1india.com](mailto:pankaj.verma@c1india.com), mobile phone +91-7210027839 or 0120-4888888.
- v. Parties who prefer submission of tender in physical mood, may drop their entire tender documents, sealed in a single envelope (indicate the tender no for Refining of Silver 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, between the office hours.
- vi. Tender in both the moods, e-tender as well as physical mood, shall be accepted. Parties can choose any one mood of submission of their bids.

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.

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

- I. Duly filled Annexure-"A", with all the documents as requested.
- II. Duly Signed and stamped Annexure-"B", accepting all the terms and conditions.

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

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

#### **D. ESSENTIAL ELIGIBILITY CRITERIA**

1. The applicant / Bidder must be a legal entity having a valid GST Number
2. Must be having its own Silver Melting and refining unit and fulfilling all the statutory conditions as required under the statute.
3. Minimum 5 years experience in Melting & refining of Silver.
4. Average Annual Turnover of the Bidder firm during last three financial years ending 31.03.2017 should be more than Rs. 300 lakh.
5. Agency should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking Govt. of India.
6. 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.
7. All experience, past performance and capacity/capability related data should be certified by the authorized signatory of the bidder firm.
8. All financial standing data should be certified by certified accountant's e.g., Chartered Accountants (CA) in India.
9. Bidder to furnish stipulated documents in support of fulfillment of essential qualifying criteria.
10. Non-submission of documents may lead to rejection of offer.

#### **E. TERMS AND CONDITIONS**

- i. 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.
- ii. 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.
- iii. MMTC reserves the right to reject any application without assigning any reason.
- iv. The performance security as well as EMD will be forfeited in the event of a breach of contract by the agency.
- v. The price bids of the Agencies / companies, who qualify the technical bid only, shall be opened at schedule time and date. The evaluation criterion for qualifying the technical bid shall be as per the Annexure-"A".
- vi. MMTC reserves the right to inspect the melting and refining unit. Of the bidder / bidders before finalizing the bids.
- vii. In addition to the EMD the L1 bidder shall furnish a Bank Guarantee equal to 100% value of the silver consignment supplied by MMTC for melting and refining at any given time. For calculation of the silver content in the metal appearing like silver supplied by MMTC to melter/ refiner 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 supply of melted / refined material and subsequently fabrication

and supply of fabricated silver coins. Any breach of contract / agreement / tender term shall be sufficient reason to invoke the BG without any intimation to L1 bidder.

- viii. Each consignment of white metal appearing like Silver issued for melting to the L1 bidder shall ordinarily not be more than the per day melting capacity of the plant. After receiving back the melted bricks (unrefined silver) of the first lot, 2<sup>nd</sup>. Lot of white metal appearing like Silver will be issued for melting. The procedure and process till the entire proposed lot for melting is melted, converted into desired weight bricks of unrefined silver and received back by MMTC.
- ix. 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 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 final and binding on all parties.
- x. After melting the entire proposed lot as defined at vii, viii & ix above the Process of refining shall be undertaken on the same pattern and method as adopted for melting.
- xi. In case MMTC prefers to fabricate the silver coins of 999 finesse out of the melted / unrefined, white metal appearing like Silver, job orders for fabrication of silver coins of required denominations shall be placed on the bidder by MMTC and subsequently will supply the unrefined bricks of white metal appearing like Silver to L1 bidder equal to the 90% value of the performance guarantee.
- xii. However each consignment quantity slab of 100 Kgs , as at E(viii) above, can be changed, depending upon the plant capacity of the L1 bidder subject to submission of the Bank guarantee accordingly , as at E (vii) above.
- xiii. On receipt of the BG as at E (vii) MMTC shall supply white metal appearing like silver to the melter / Refiner for melting and refining as defined at E (viii) or E (xii) above, as the case may be.
- xiv. Delivery of the raw metal to L1 bidder and subsequently receipt of the refined material from the L1 bidder shall be ex-our office at F8-11, flatted factories complex, Rani jhansi Road, Jhendewalan , New Delhi-55.
- xv. Prices in price bid to be quoted all inclusive, excluding the taxes.
- xvi. 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.
- xvii. Payments will be made on per KG basis of the material issued for melting , refining and fabrication.
- xviii. Melting , refining & fabrication 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 and shall attract a weekly penalty of minimum 1 % to maximum 20% amount of the melting or refining or fabrication charges as the case may be.
- xix. MMTC and / or its nominated officers will be entitled to inspect the process of melting, refining and fabrication.
- xx. MMTC will be entitled to cancel the order and on such cancellation Silver 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.

- xxi. 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.
- xxii. 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. No overwriting is allowed.
- xxiii. Parties who have submitted the EMD amount along with their bids against our earlier tender no. MMTC/DRO/SMVDSB/REF-2/2017-18 need not to submit the EMD while submitting the fresh bid against this fresh tender.

## **F. PROCEDURE FOR MELTING , REFINING AND FABRICATION**

### **1. MELTING OF METAL APPEARING LIKE SILVER.**

1. Total approx. weight of the Silver / White metal appearing like silver consignment proposed to be melted and refined shall be communicated to the refiner at the time of placing the Job order.
2. MMTC will issue Silver / White metal appearing like silver, quantity not exceeding to the per day melting capacity of the plant , for melting in the presence of MMTC officials and or their representatives.
3. The melted Silver / White metal appearing like silver will be converted into bars of about 30 Kgs each.
4. The MMTC Officials or their authorized representative will divide the bars in to different lots as decided by them.
5. Four samples will be drawn from each lot. Two samples for MMTC and One each for Govt. Of India mint and the L1 bidder.
6. Unrefined melted bars derived out of the Silver / white metal appearing like silver shall be delivered back to MMTC and fresh lot of Silver / white metal appearing like silver will be issued to the L1 bidder to repeat the above process. The process and procedure will continue till entire proposed consignment is got melted and converted in to bricks.

### **2. REFINING OF THE MELTED BARS OF METAL APPEARING LIKE SILVER.**

1. On receipt of the purity reports from L1 bidder, Govt. Mint Mumbai and MMTC, unrefined bars, melted and converted into bars as at F (1 to 6) above, shall be issued to the L1 bidder for refining and converting into 999 finesse bars in the manner that the total refined silver content value, as per the Govt. Mint Mumbai Purity report, at one given time does not exceed to the Bank

Guarantee value pledged towards the performance Security as defined at E (vii) above.

2. On receipt of the 999 finesse silver bars refined out of the unrefined silver by MMTC afresh lot will be issued for refining, as defined at F 2(1) above. The process and procedure will continue till entire proposed consign as per the Job order is purified, converted into 999 finesse bars and deliver back to MMTC.
3. L1 bidder will be issued the different lot bars for refining them to 999 finesse purity.
4. Silver bars of 999 finesse, so purified from melted bars, will be of about 30 Kgs each.

### **3. FABRICATION OF SILVER COINS**

In case MMTC intends to fabricate the Silver coins of different denominations out of any above consignment, in that case refining and fabrication will take place accordingly as under.

1. MMTC will issue the unrefined bars containing the quantity of silver content, as per the Govt. Mumbai, to L1 bidder within the limit of 90% of the performance guarantee.
2. L1 bidder will fabricate the coins, out of the so retrieved fine silver after melting and refining of the white metal appearing like silver, as per the denomination and other details provided by MMTC.
3. Adequate samples shall be drawn from the fabricated coins and tested for purity by MMTC, in its own A & H unit. The purity report of MMTC shall be final and binding on all parties concerned.
4. If the fabricated coins confirm to the 999 fineness / purity every single coin supplied shall be weighed. Coins confirming with positive tolerance .02 to 0.2 gram maximum each shall be accepted and the coins with negative tolerance shall be rejected.
5. Rejected coins shall be returned back to the fabricator / L1 bidder to be replaced, on the same day of return, by fresh coins of 999 finesse with positive tolerance at the total cost and expenses of L1 bidder.
6. In case fabricated coins supplied by the L1 bidder does not confirm to the 999 fineness as per the MMTC purity report, the bidder will immediately, on the day of intimation to L1 bidder about the failure of the purity report, replace the silver issued against the said consignment, failing which it will be sufficient cause to invoke the performance Security BG and forfeit the EMD amount without any intimation.



## **G. 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
- ii. The venue of Arbitration shall be New Delhi.

Addl. General Manager (Retail)

Annexure-“A”

**TECHNICAL - BID**  
(To be submitted on Company letter head)

**Ref: Tender No** MMTC/DRO/SMVDSB/REF/03/2017-18

**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 melting & refining of Silver / White metal  
appearing like Silver to be supplied by MMTC-DRO

Dear Sir,

In response to your tender No. MMTC/DRO/SMVDSB/REF/02/2017-18 dated \_\_\_\_\_ inviting applications / bids from the interested Silver Melter / Refiner for melting and refining of the Silver/ white metal appearing like silver and subsequently fabricating the silver coins of various denominations out of the so retrieved fine silver, we submit our application / bid for your consideration. The profile of the company / firm / unit is as under.

| S.No | Details  | Remarks |
|------|--|---------|
| 01   | Name And Address of the Company/ firm / unit.<br>Are you currently registered under the Indian Companies Act, 1956 or any other similar Act?<br>Please attach certified cop(s) of your registration status etc.<br><b>a.</b> Please enclosed a self certified Copy of the Letter of incorporation, copy of Partnership deed etc as the case may be.<br><b>b.</b> Please enclosed a self certified Copy of the address proof, Electricity or water bill of previous or current month.<br><b>c.</b> Please enclosed a self certified Copy of the license issued for melting and refining of silver 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.   |         |

|    |  |  |
|----|--|--|
|    | a. 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.<br>a. Please enclose a self certified copy of the company PAN card.   |  |
| 04 | GST no. of the Company/ firm / unit.<br>a. Please enclose a self certified copy of the GST registration Certificate.   |  |
| 05 | Turnover of last three years,<br>1. 2014-15 = Rs.<br>2. 2015-16 = Rs.<br>3. 2016-17 = Rs.<br>a. Please enclose the turnover details of last three years on the company letter head, duly certified by your Chartered accountant. |  |
| 06 | Details of experience in melting and refining of silver.<br>a. List of Clients to whom said services have been provided, duly certified, may be enclosed.  |  |
| 07 | Facilities other than melting and refining of silver, available at the unit / company / firm   |  |
| 08 | Details of the per day melting, converting of white metal appearing like silver in to melted unrefined bricks, capacity, in Kgs, of plant / melting unit.  |  |
| 09 | Details of the per day refining, converting of unrefined bricks in to refined / fine silver bricks of 999 finesse, capacity, in Kgs, of plant / refining unit.   |  |
| 10 | Details of the per day fabricating, converting of fine silver in to silver coins of different denominations, capacity, in Kgs, of plant / fabricating unit.  |  |
| 11 | Please state whether business dealings with you currently stand suspended/ banned by any Ministry/Deptt. of Government of India or by any State Govt.  |  |
| 12 | Are you involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender?  |  |

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

Authorized Signatory  
Name of Agency  
With seal and sign

Dated:

Place:

**Annexure-“B”**

**DECLARATION- (On official agency letter head)**

1. I \_\_\_\_\_(Name of the person), am authorized to declare on behalf of the agency \_\_\_\_\_ (Name of the Agency) hereby declare that the agency has Full-fledged Silver Melting and refining unit establishment at-----  
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with required manpower.
2. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and brief. 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.
3. I understand that the decision taken by MMTC is final in all matters.
4. I hereby agree to work as per the terms and conditions rolled out by MMTC.
5. 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 contract, without assigning any specified reasons whatsoever.

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_

Place \_\_\_\_\_  
Date \_\_\_\_\_

Organization Seal (In case of organization) /Signature

**PRICE -BID**

(To be submitted on Company letter head)

**Ref: Tender No** MMTC/DRO/SMVDSB/REF/03/2017-18

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 melting, refining & Fabrication of Silver / White metal  
appearing like Silver to be supplied by MMTC-DRO

Dear Sir,

I, M/S \_\_\_\_\_, after having understood all the terms and conditions of the tender No. MMTC/DRO/SMVDSB/02/REF/2017-18, do here by agree all the terms and conditions for melting , refining and fabrication of the Silver / white metal appearing like silver and quote the all inclusive ,excluding tax, rates on per kg basis as under:

1. **Melting Charges** = Rs.\_\_\_\_\_ per KG
2. **Refining Charges on purity %age**
  - A. Up to 70% = Rs.\_\_\_\_\_per KG
  - B. 70% to 45% = Rs.\_\_\_\_\_per KG
  - C. 45% to 25% = Rs.\_\_\_\_\_per KG
  - D. 25% or less = Rs\_\_\_\_\_per KG
3. **Fabrication Charges ( including embossing+ die charges)- Any Shape**
  - a. 5Gm denomination Coins = Rs.\_\_\_\_\_per KG
  - b. 10Gm denomination Coins = Rs.\_\_\_\_\_per KG
  - c. 15Gm denomination Coins = Rs.\_\_\_\_\_per KG
  - d. 20Gm denomination Coins = Rs.\_\_\_\_\_per KG
  - e. 50Gm denomination Coins = Rs.\_\_\_\_\_per KG
  - f. 100Gm denomination Coins = Rs.\_\_\_\_\_per KG
  - g. 250Gm denomination Coins = Rs.\_\_\_\_\_per KG
  - h. 500Gm denomination Coins = Rs.\_\_\_\_\_per KG
  - i. 1000Gm denomination Coins = Rs.\_\_\_\_\_per KG

Note: The rates quoted above are Ex- MMTC Ltd. Delhi regional office, Jhendewalan new Delhi-110055 and GST as applicable shall be extra. The fabrication charges as indicated above are inclusive of embossing and die charges but excluding packing charges.

Thanking You

Date:

Place:

Yours faithfully

Authorized Signatory  
Name of Agency  
With seal and sign