

MMTC LIMITED, MUMBAI

(A Govt. of India Enterprise)

ADMINISTRATION DIVISION

No.MMTC/MUM/ADMN/TENDER/STATIONERY/2017-18

Dated: 24.03.2017

NOTICE INVITING TENDER

WORK: EMPANELMENT OF CONTRACT FOR PRINTING AND STATIONARY
BINDING OF OFFICE FILES FOR THE YEAR 2017-18.

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MMTC LIMITED, MUMBAI

(A Govt, of India Enterprise)

ADMINISTRATON DIVISION

No.MMTC/MUM/ADMN/TENDER/STATIONERY/2017-18

Dated : 24.03.2017

TENDER DETAILS

**WORK: PRINTING OF STATIONERY FOR OFFICE AND BINDING OF FILES
FOR THE YEAR 2017-18**

Sr No	Particulars	Details
1	Issue of tender document	(During working days i.e Monday to Friday between 10.00 am to 5.00 pm from 24.03.2017 till 13.04.2017)
2	Tender fee	Rs. 500/- (Five Hundred only) RTGS/NEFT/Fund Transfer. Axis Bank Limited,BKC Branch, Bandra (East),Mumbai-51. Current Account No : - 230010200004688 IFSC Code : - UTIB0000230.
3	Earnest money deposit (EMD)	Rs.5,000/- only(Five Thousand only)
4	Due date of tender (two bids) submission	Upto 14:00 Hours on 13.04.2017
5	Technical bid's opening date	14:30 Hours on 13.04.2017
6	Price Bid's opening date	Within one week from the date of technical bid opening date.
6	Interest free Security deposit	Rs. 10,000/-(Rs. Ten Thousand Only)
7	Defect liability period	3 months from date of completion.



MMTC LIMITED, R.O., MUMBAI

MMTC HOUSE, PLOT NO. C-22
'E' BLOCK, BANDRA-KURLA COMPLEX
BANDRA (E), MUMBAI – 400 051

MMTC/Mum/Admn/Printing/2016-17

Date : 24.03.2017

NOTICE INVITING LIMITED TENDER FOR PRINTING OF OFFICE STATIONERY FOR THE YEAR 2017-18.

1 Tenders are hereby invited from all eligible and experienced/reputed firms, for empanelment of contractor for Printers and binding of office files under the jurisdiction of MMTC Limited, MMTC House, Plot No. C-22, E Block, Bandra-Kurla Complex, Bandra (E), Mumbai – 400 051. .

2. Tender Document may be seen and downloaded from the website of the MMTC Limited, www.mmtclimited.com.in and www.eprocure.gov.in. The intending bidders may download the tender document containing the terms and conditions and submit the same along with the Tender Document Fee of Rs.500/- (Rupees Five Hundred only) which can be paid either along with tender application (put in a seal cover containing the bid) in the form of RTGS/NEFT/Fund Transfer for Rs. 500/- in favour of "MMTC Limited payable at Mumbai, copy of UTR number may please be attached.

3. All interested service providers are requested to submit their sealed Tender/Quotations as per prescribed procedure in the tender box kept in this office on or before 1400 hrs of 13.04.2017.

4. The sealed Tender/Quotations will be opened before the tender opening Committee at 1430 hrs on 13.04.2017 in the conference hall, 3rd floor, MMTC House, BKC, Bandra(E) Mumbai 400 051. Bidders/authorized representatives are requested to attend the bid opening process on scheduled date, time and venue.

Yours faithfully,
FOR MMTC LIMITED

(Sanjay N. Ramraje)
SR. MANAGER(ADMN)
MMTC HOUSE,C-22, E Block,
Bandra Kurla Complex,
Bandra(E),Mumbai 400 051



MMTC LIMITED, MUMBAI
(A Govt. of India Enterprise)

ADMINISTRATON DIVISION

No.MMTC/MUM/ADMN/TENDER/STATIONERY/2017-18

Dated: 24.03.2017

NOTICE INVITING TENDER

To,

M/s.....
.....
.....
.....

Sub: Empanelment of contract for printers and binding of office files as per requirement -reg

Dear Sir,

Sealed tenders are invited in two bid systems on behalf of MMTC Limited (A Govt. of India Enterprises), MMTC House, C-22, Block 'E', Bandra Kurla Complex, Bandra (East), Mumbai-400 051 from Mumbai based experienced printers.

1. ELIGIBILITY CRITERIA:

- a. The agency should have overall turnover of minimum Rs.1.5 Lacs (Rupees One Lakh Fifty Thousand Only) in printing and binding of files last three years i.e. 2014-15, 2015-16 & 2016-17 and in support thereof their balance sheets/profit & loss accounts be attached duly certified by their Chartered Accountant.
- b. The agency should have minimum experience of printing and binding of office files in Central Government/State PSU(s)/State Government Department/Semi-Govt. Department / PSU/MNC and should submit copies of award letters in support thereof duly attested.
- c. The firm should have executed printing and binding of files in the past and should have got valid license issued by Government or competent authority (copy to be submitted)
- d. Firm must have PAN, TAN, TIN, VAT and Service Tax No.

- e. Annual financial turnover during last 3 years ending 31st March
 - f. Firm to provide valid Service Tax Registration.
 - g. List of supply order related to printing and binding of office files executed by the firm to be provided in technical bid.
 - h. Offer should be as per tender specification; any deviation in the offer should be clearly indicated.
 - i. Firm has to produce certificate duly ink signed by CA for status whether firm is proprietary/partnership, etc.
 - j. Firm must deposit tender fee of Rs. 500/- (RTGS/NEFT/Fund transfer) in the account of the MMTC Limited, payable at Mumbai. **Axis Bank Limited, BKCBBranch,Bandra(E)MumbaiCurrent Account No : -230010200004688 IFSC Code : - UTIB0000230**
 - k. The firms registered in MSME/NSIC are exempted from the payment of EMD and Tender fee. A valid certificate of registration need to be submitted alongwith the bill.
 - l. The firm should submit financial capability through latest report along with balance sheet, profit and loss statement.
 - m. Submission of bid will be only through tender process only.
 - n. Service tax will be payable as per latest notification applicable.
 - o. The firm should be registered under Shop & Establishment Act, copy to be submitted alongwith the bid.
 - p. Availability of a responsible person on telephonic call on all working days between 09.00 a.m. to 05.30 p.m. for supply of printing materials.
 - q. The selected tenderer shall also provide name and telephone, mobile no. of a person to be contacted on any time in working hours for printing and also the items which are not covered in the list.
2. Management reserves the right to increase or decrease the tender quantity or duration or both.
 3. The contractor has to claim payment on monthly basis, including the reimbursement of cost of printing supplied and binding of file work.
 4. Firm shall submit Performance Security Deposit (PSD) of Rs. 10,000/-(Rs. Ten Thousand only) including EMD for total supply order value within 30 days of receipt of supply order. This PSD will be returned/adjusted at the end of contract period. PSD will be accepted in the form of Bank Guarantee/RTGS.
 5. Firm should not be allowed to sub-let/sub-contract to any other agency. If it is found that the firm has given the sub contract, the contract shall stand cancelled/forfeited.
 6. Non-transferable tender documents shall be issued to the eligible contractors within due date from the office of The General Manager, MMTC Limited, MMTC House, Plot No. C-22, 'E' Block , Bandra-Kurla Complex, Bandra (E), Mumbai 400 051.
 7. Tender documents can also be downloaded from MMTC websites www.mmtclimited.com and eprocure.gov.in In case of downloaded Tender Documents the tender fee in the form of RTGS/NEFT/Fund Transfer in the account of MMTC, Axis Bank Limited, BKC Branch, Bandra, Mumbai Current Account No. 230010200004688



IFSC Code : - UTIB0000230 for Rs.500/- (Rupees Five Hundred only) in addition to prescribed EMD of Rs.5,000/- (Rupees Five Thousand only) in favour of 'MMTC LIMITED' payable at 'Mumbai' must be enclosed.

8. Earnest Money Deposit of Rs. 5,000/- (Rupees Five Thousand Only) in the form of RTGS/NEFT/Fund Transfer in the account of MMTC, AxisBankLimited,BKCBBranch,Bandra,Mumbai
CurrentAccountNo.-**230010200004688**
IFSC Code : - UTIB0000230 for participation in tender is to be enclosed with the Technical Bid. The EMD of successful tenderer shall be adjusted against Security Deposit on award of work. The EMD of unsuccessful bidder will be refunded within one month.

9. Sealed tenders in **TWO SEPARATE ENVELOPES** comprising
(A) **TECHNICAL BID** with prescribed EMD & documents and (B) **PRICE BID** in prescribed format duly filled in and signed by the bidders in both bids should reach to the office of General Manager, MMTC Limited, MMTC House, Plot No. C-22, E Block, Bandra-Kurla Complex, Bandra (E), Mumbai 400 051 on or before 13.04.2017 at 14.00 Hrs. on due date. Offer likely to be rejected if the tenderer fails to apply without complete documents.

10. Following documents are required to be enclosed with (TECHNICAL BID)

- a. Self certified and stamped copies of Proof of Registration issued by authorised agency for printing and binding of files in the State of Maharashtra
- b. Experience Certificate/work order issued to the bidder for three years.
- c. Proof of valid registration with statutory authorities for Service Tax.
- d. Permanent Account Number allotted by Income Tax Department. Pan card copy.
- e. Certified copies of annual turn-over details for the one year (balance sheet, IT returns) certified by C.A signed and sealed by tenderer.
- f. Copy of Profession Tax Certificate.
- g. Registration certificate under NSIC/MSME.
- h. Profile of Tenderer/Contractor (Name, full address, mobile no. email address)
- i. Certificate under Shop and Establishment Act.
- j. Tender fee (non-refundable) in the form of RTGS/NEFT/Fund Transfer in the account of MMTC Ltd., Mumbai Axis BankLimited,BKCBBranch,Bandra,MumbaiCurrent Account No : - **230010200004688**
IFSC Code : - UTIB0000230 for Rs.500/- (Rupees Five Hundred only) is to be enclosed in addition to prescribed EMD of Rs.5,000/- (Five Thousand only) in favour of MMTC Limited payable at Mumbai.
- k. Undertaking as per Annexure-1 (on tenderer's letter head)
- l. Details of Bank account e.g. Name of Bank, Name of branch, type of A/c, IFSC Code, Branch Code duly certified by their bankers.




NOTE; Please note that all the above documents at Sr.No. 10 form a part of TECHNICAL BID. The tenders submitted without the requisite tender fee, EMD and all the documents are liable to be summarily rejected.

11. TECHNICAL BID shall be opened on schedule date/ time in MMTC office in presence of the tenderers who wish to be present on the date of opening.
12. The TECHNICAL BIDS shall be scrutinized/ verified by a Committee in terms of the tender and subsequently the eligible PRICE BIDS shall be opened within a week. The date will be intimated to the participants.
13. The period of this contract shall be one year w.e.f. 01.05.2017. The same shall be extendable only at the discretion of the MMTC subject to satisfactory completion of work during contract period/ extended contract period. The decision of the MMTC shall be final and binding on the contractor, in this regard.
14. The Tender should remain valid for a period of 60 (sixty) days from the date of opening of the **PRICE BID**.
15. All pages of the offer must be signed and sealed by the tenderers.
16. Tenders with any additional conditions/ deviations by the tenderers, whatsoever shall be rejected.
17. 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 and final.
18. All entries in the tender shall be typed/written in ink. Erasers and over writing are not permitted and may render such tenders liable for rejection. The tenderer shall duly attest all cancellations and insertions.
19. The Earnest money may be forfeited in the event of:
 - i) If a tenderer withdraws its tender during the period of tender's validity.
 - ii) In case of successful tenderer, if the tenderer fails to commence the work, as required.
20. The Earnest money of unsuccessful tenderers shall be returned within reasonable time without any interest. The EMD of successful Tenderer shall be retained and converted as part of interest free Security deposit, to be refunded after successful completion of defect liability period.
21. 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 awarded and forfeit the Earnest Money/Security deposit/ any other moneys due.
22. The successful tenderer shall not sub-let part of the contract work without written permission of MMTC. The tenderer is fully responsible for all execution satisfactorily as per terms & conditions of the contract awarded to him.



23. Tenderers are advised to visit office to acquaint themselves with requirement and quantum of work, facilities available to understand the tender requirement fully before submission of their tender/bids. No claim shall be entertained later on the grounds of lack of knowledge. It is understood that the tenderers/ contractor has satisfied himself on the information and knowledge required before tendering.
24. MMTC do not bind itself to accept the lowest or any tender and reserves the right to reject any or all the Tenders in full or part, without assigning any reasons thereof.
25. The tenderers must comply with all terms and conditions contained herein.
26. The successful tender shall be submitted an Affidavit as per Annexure 'C' and enter into an agreement as per DRAFT AGREEMENT Enclosed in Annexure 'D'. The terms and conditions of the tender documents shall also form an integral part of the agreement to be entered upon successful bidding of tender
27. The successful Tenderers to furnish Performance Security Deposit (PSD) of Rs.10,000/- (Rs. Ten Thousand Only) including EMD of total supply order value within 30 days of receipt of supply order. The same is applicable in case amendment to supply order is done due to revision of wages or if option clause operated. This PSD will be returned/adjusted at the end of contract period. PSD will also be accepted in the form of Bank Guarantee.
28. Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by Arbitration by a sole arbitrator to be nominated by CMD of MMTC. The provisions of Arbitration & Conciliation Act-1996 as amended upto date, shall apply to such arbitration proceedings. The venue of arbitration shall be Mumbai.

Yours faithfully,
FOR MMTC LIMITED


(Sanjay N. Ramraje)
SR. MANAGER(ADMN)
MMTC HOUSE,C-22, E Block,
Bandra Kurla Complex,
Bandra(E),Mumbai 400 051
Tel. No. : 022-61214588



SECTION -1**TERMS & CONDITIONS**

1. The contractor shall ensure that workmen (in case of binding of office files) deployed by him behave decently and do not indulge themselves in any such activities which are unbecoming on the part of a person working in a Government Office.
2. The workmen employed by the Contractor for binding of office files jobs, shall be of sound health, be mentally alert and physically fit. The contractor shall be bound to change the personnel deployed, if any, if found unsuitable by MMTC and decision of the MMTC in this regard shall be final and binding on the contractor without any questioning.
3. **PENALTY:** In the event of failure of supply of printing material and binding of office files, on any day as per terms and conditions of this tender in part or in full, contractor shall be liable for payment for damage charges @ Rs.5,000/- or 10 percent of job work which ever is higher shall be recovered from monthly bills.
4. **PAYMENT TERMS:** The contractor shall submit bill in duplicate. The payment shall be released through E-payment after necessary deductions of security, prevalent taxes, cess, etc. duly certified by Admn.Division. The payable amount will be released through e-payment system only in the bank account of the Contractor.
5. **SECURITY DEPOSIT:** Rs. 10,000/- (Rupees Ten Thousand only) including EMD, is to be deposited by way of BG/RTGS by the contractor for due and satisfactory performance of the contract and shall be refunded only after completion of agreement period and on adjustment of dues, if any.



6. **TERMINATION OF CONTRACT:**

In the event Contractor fails to execute the work with due diligence or expedition or refuses or neglects to comply with any order given to him in writing by the MMTC or on behalf of the MMTC within the scope of the contract, or contravenes the provisions of the contract, MMTC may terminate the contract after giving one month notice in writing to the contractor. Such notice may be served either by hand delivery or through post at the address given in Contract. This shall be deemed to be served on contractor. In such eventuality of termination of contract, the liabilities and obligations of contractor for the work done during the currency of the agreement/contract shall not come to an end unless settled with MMTC as per Law.

For and on behalf of
MMTC LIMITED



(Sanjay N. Ramraje)
SR. MANAGER(ADMN)
MMTC HOUSE,C-22, E Block,
Bandra Kurla Complex,
Bandra(E),Mumbai 400 051
Tel. No. : 022-61214588



(Letter for submission with tender on tenderer's own letterhead)
UNDERTAKING.

No.

Dated :

General Manager,
MMTC limited
MMTC house, C-22, E-Block,
Bandra(E)
Mumbai 400 051.

Sub.:- Tender for awarding annual contract for printing job and binding of office files at
MMTC House, BKC, Bandra(E)Mumbai-400 051.

Ref. No. MMTC/MUM/ADMN/TENDER/PRINTING /2016-17.

Dear Sir,

1. I/We, the undersigned certify that I/We have carefully gone through and clearly understood the site, terms and conditions of the tender documents, the work requirements and undertake to comply with them.
2. I/We undertake to execute and complete the work as per tender terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.
3. I/We enclose herewith tender fee non-refundable of Rs. 500/- (Rupees Five Hundred only) and the Earnest Money Deposit (EMD) of Rs. 5,000/- (Five Thousand Only) by e-payment through RTGS/NEFT/Fund Transfer favouring MMTC Limited, Mumbai
Axis Bank Limited, BKC Branch, Bandra, Mumbai Current Account No : -
230010200004688
IFSC Code : - UTIB0000230
4. I/We also undertake to comply with all the laws/acts/enactments/modifications of Central and State Government in respect of contract work and applicable service tax, profession tax etc., I / We will be responsible for proper health of the worker and injury, if any, caused to the workers while doing the work of binding of office files at MMTC House, BKC, Bandra(E) Mumbai 400 051 and for the behavior and conduct of the workers. I/We certify that no criminal /Income tax / Service tax / black listing case is pending my / our firm/company.



5. My /our offer includes door delivery of printing material with all the government charges and levies.
6. My/our offer shall be valid of 60 days from the date of opening of the price bid.

Thanking you,

Yours Faithfully,

For M/s. _____

Signature _____

Date _____

Name _____

Address: _____

Seal of contractor.

1. I/We accept all the terms & conditions mentioned in the tender.

SIGNATURE _____

NAME _____

Name of the Company/Firm _____

Date

Seal of contractor

(Duly Notarized)



A F F I D A V I T

PROFORMA OF AN AFFIDAVIT TO BE GIVEN BY THE CONTRACTOR TO MMTC LIMITED ON Rs. 200/- NON JUDICIAL STAMP PAPER FOR COMPLIANCE OF VARIOUS STATUS.

1. That I/We have taken a contract from M/s. MMTC Limited Mumbai (A company incorporated under the Companies Act, 1956) having its Regional Office at MMTC house, C-22, Block E Bandra Kurla Complex, Bandra (E) Mumbai -400 051 and its Registered office at Core-1, Scope Complex, Institutional Area, Lodhi Raod, New Delhi 110 003 for printing and binding of files at MMTC House, BKC, Bandra (E), Mumbai.
2. That I/We have executed an agreement dated _____ with MMTC Limited for execution of the work as per the terms and conditions specified therein.
3. I/We further undertake to keep MMTC fully indemnified against my/our claim that may arise under the aforesaid contract.

VERIFICATION

Verified that the contents of the above affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed there from and no part of it is false.

Verified on this _____ day of _____ at Mumbai.

DEPONENT

Identified by me



AGREEMENT

This agreement is made at Mumbai on this _____ day of _____ 2017 between M/s. _____ (Proprietor/Company/or partnership firm, having _____ address _____ at _____ hereinafter referred to as “Contractor” at (which expression shall unless repugnant to the context or meaning hereof shall include its Successors, assigns, heirs and executors) of ONE PART.

AND

M/s. MMTC Limited, a Company incorporated under the Companies Act, 1956, having its Regional Office at MMTC House, Plot No. C-22, 'E' Block, Bandra-Kurla Complex, Bandra (E), Mumbai-400 051 and Registered Office at Core-1, Scope Complex, 7, Institutional Area, Lodhi Road, New Delhi-110 003 hereinafter referred to as “MMTC” (which expression shall unless repugnant to the context or meaning hereof shall include its successor, assign, administrative and executors) of THE OTHER PART.

WHEREAS MMTC is engaged in the global/domestic trade of various items and is desirous of empanelment of contract for printers and binding of official files at MMTC House, Plot No. C-22, 'E' Block, Bandra-Kurla Complex, Bandra (E), Mumbai-400 051 AND WHEREAS the said Contractor is engaged in this type/nature of work (printers) and _____ has _____ become _____ successful _____ in _____ Tender _____ No. _____ dated _____ for work related to annual contract for printing job and binding of office files at MMTC House, BKC, Bandra(E)Mumbai-400 051.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :

1 AND WHEREAS MMTC has issued a work order no. _____ dated _____ in favour of contractor herein. The Contractor agrees to execute fulfill and supply the printing items and binding of official files AT MMTC HOUSE as per the details of tender no. _____ dated _____ for premises known as MMTC House.

2 In case the jobs entrusted/assigned to the Contractor are found not satisfactory or not in accordance with the specifications or specified/samples given by the Management, the Contractor shall be liable to change the same and in default whereof the Contractor shall compensate to MMTC as per provisions in tender.



3 The rates quoted by the Contractor shall be remain valid through the period of contract.

4 The Contractor shall submit bills on monthly basis for the work executed as per this contract. MMTC may verify the work and shall clear the bills within seven days of the verification. MMTC shall have all rights to make adjustment from the bills in respect of the amount due to it from the Contractor as per terms contained herein.

5 Interest Free Performance Security Deposit of Rs. 10,000/- (Rupees Ten thousand only) in the shape of _____ deposited by the contractor is for due and satisfactory performance of the contract and shall be refunded only after satisfactory completion of agreement and Defect Liability Period and on adjustment of dues, if any. The decision of MMTC in this regard shall be final and binding on the Contractor.

6 In case any loss is caused to MMTC on account of non-fulfillment of any obligation by Contractor then MMTC shall have full right to make adjustment for the said losses from the bills/ performance security deposits payable by MMTC to the Contractor. If the said losses are found to be more than the security deposits and/or amount available with MMTC, then Contractor shall pay on demand the said amount of losses to MMTC. MMTC reserves its right to recover such losses from the Contractor.

7 The duration of this contract is for a period of one year w.e.f. 01/05/2017 though the parties will have a right to extend the period to any extent to which the parties may mutually agree before 30 days of the expiry of the stipulated period subject.

8 The agreement may be terminated even before the stipulated period by either party by giving one month's notice in writing at the address given herein above.

9 In the event of non-compliance or breach of any terms of the contract or unsatisfactory or inefficient working, MMTC shall be at liberty to terminate/revoke the agreement by giving one month's notice in writing and the contract shall come to an end.

In that case, the liabilities, responsibilities of the contractor for the work done during the existing of this agreement shall not come to an end unless settled with MMTC as per law.

10 The Contractor shall submit following documents:-

- i) Proof of Registration issued by authorized agency in State of Maharashtra/NSIC/MSME.
- ii) Experience Certificates issued to the company for previous three years.
- iii) Proof of valid registration with statutory authorities for Service Tax/VAT etc.



- iv) Permanent Account Number allotted by Income Tax Department.
- v) Certified copies of annual turnover details for the last three years (balance sheet, IT returns) certified by C.A. Signed and sealed by tenderer.
- vi) Profession Tax No.
- vii) Profile of Tenderer/Contractor
- viii) Attested copy of certificate obtained under Shop and Establishment Act.

11 Arbitration Clause : Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator to be nominated by CMD of MMTC Ltd.. The provisions of Arbitration and Conciliation Act, 1996 shall apply to such arbitration proceedings. The venue of Arbitration shall be at Mumbai.

12 Fraud Prevention Policy : All the bidders shall be required to certify that they would adhere to the Fraud Prevention Policy of MMTC and shall not indulge themselves or allow others (working in MMTC) to indulge in fraudulent activities and that they would immediately apprise the organization of the fraud/suspected fraud as soon as it comes to their notice. Concealment of facts regarding their involvement in fraudulent activities in connection with the business transaction(s) of MMTC is liable to be treated as crime and dealt with by the procedures of MMTC as applicable from time to time.

13 Holiday Listing : Notwithstanding anything in this agreement, MMTC's policy for holiday listing of an Agency mutatis mutandis applies to this agreement and in the event, the agency(s) while discharging its obligations under the Agreement or otherwise, come(s) within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or taken any curative measures with the agency(s) in accordance with the policy in force.

IN WITNESS WHEREOF this agreement is executed at Mumbai on ----- above written.
(Contractor) For M/s _____ For M/s. For MMTC Limited, _____

Signature with seal of MMTC

Signature with seal of Party

Witnesses :

1)

2)



FINANCIAL BID

Annexure – V

SR. NO	PARTICULARS	SIZE	RATES FOR	AMT (RS)
1	N.T.VISITING CARDS (2 COL.PTG ON BOTH SIDES		200 PCS	
2	LETTER HEAD(LOOSE) 2 COL.SC.PTG.100GSM.S/S PAPER	A4	12000 PCS	
3	LETTER HEAD OF GM/ (100 GSM G.A.PAPER) LOOSE	A4	200 PCS	
4	NOTE SHEETS (100GSM LEDGER)	100 x 1	200 PADS	
5	WHITE PLAIN ENVELOPE (2 COL.S. PTG 80 GSM S/S PAPER)	9.5 x 4.5"	5000 PCS	
6	CLOTHLINE ENVELOPES(2COL.SC.PTG) 80 GSM LEDGER	12 x 16"	5000 PCS	
7	CLOTHLINE ENVELOPES (2COL.SC.PTG)80 GSM LEDGER	11 x 5"	5000 PCS	
8	BROWN ENVELOPES(KRAFT)1COL SC.PTG 80GSM	12.5 x 9"	5000 PCS	
9	CONTINGENT BILL (ONE SIDE PRINTING	A4 100 x 1	100 PADS	
10	T.A.FORM ONE SIDE PRINTING	A4 100 x 1	50 PADS	
11	LEAVE APPLICATION FORMS	LEGAL A4 100 x1	100 PADS	
12	HOLIDAY HOME APPLICATION FORMS (BACK TO BACK PRINTING	A4 100 x 1	50 PADS	
13	HOLIDAY HOME CONFIRMATION FORMS (BACK TO BACK PRINTING	A4 100 x 1	50 PADS	
14	VISITER REGISTER	200 x 1	30 REG.	
15	STACK CARD(1 COL.SC.PTG.ON BOTH SIDE)CARD PAPER		1000 PCS	



16	GATE PASS	200 x 1	25 PDS
17	IMPORT REGISTER FOR PM DIVI.	400 PGS	5 REGISTER
18	EXPORT REGISTER	400 F	10 REGISTER
19	VISITING CARDS(IVORY;2 COLR.PRINTING		200 PCS
20	BILL REGISTER H.B.	400 PGS	10 REGISTER
21	CASH REGISTER	200 F	5 REGISTER
22	VALUABLE REGISTER	200 PGS	5 REGISTER
23	SEEPZ INVOICE(CONTINUOUS STATIONERY) 2COL.PRINGING	3 PART	2000 PCS
24	MMTC LOGO (1 COLOR) PRINTING ON PLASTIC FLODER (IF FOLDER PROVIDED BY MMTC OR WITH PLASTIC FOLDER BOTH RATES		500 PCS
25	CAR REQUISITION SLIPS	¼ SIZE	50 PADS
26	FLAT FILES(3 IMP) FOR 1000 PCS	AS PER SAMPLE	1000 PIECES
27	SEEPZ BILL BOOKS(CARBONLESS PAPER1+2)		20 BOOKS
28	MMTCSHOWROOM PLASTIC BAGS AS PER SAMPLE	13 x "18"	2000 BAGS
29	MMTC SHOWROOM PLASTIC BAGS AS PER SAMPLE	10" x 9"	2000 BAGS
30	RE-BINDING BILL INVOICE PADS/FILES	14" x 11"	100 FILES
31	RE-BINDING OF FILES	16"x12"	100 FILES
32	DELIVERY CHALLAN (PM DIVISION)		10 PADS
33	MANUAL PCTM CARBONLESS PREPRINTED 5 PARTS (2 WHITE + 2 GREEN + 1 YELLOW) FOR SEEPZ		1000 SHEETS
34	WHITE PLAIN WINDOW ENVELOPE	9.5 x 4.5	2000 NOS.

