

TENDER NOTICE No.06

SUB: Auction notice for digitalization of office records.

1. Bids are invited for digitalization of office records / Registers "as is where is basis".
2. The items are located in the premises of Shikshak Sadan and Malleswaram offices, MMTC LIMITED
3. MMTC Limited, GROUND FLOOR, SHIKSHAK SADHAN, KG ROAD, BENGALURU. Details of contact person for inspection are as under

SL NO	DETAILS	DATE AND TIMINGS
01	DATE AND TIME FOR INSPECTION OF ITEMS	18/01/2023 TO 05/02/2023 BETWEEN:10.00Hrs to 16.00Hrs (Excl Saturday, Sunday & Holidays)
02	Contact person	Kariyappa TH, Manager/Admin Mobile No. 8073117239 / 9945451947
03	Submission of tender	Tender Box ,MMTC Ltd, Shikshak sadhan, KG Road, Bengaluru
04	Last date and time for acceptance of tender	07/02/2023 at 14.00Hrs
05	Date and time for opening of tender	07/02/2023 at 15.00Hrs.

4. Bidder should submit DD of Rs.15,000/- towards Earnest Money Deposit(EMD) along with tender quotation drawn in favour of MMTC Limited, Bangalore.

GENERAL TERMS & CONDITIONS.

5. Bidders may inspect the office records and registers on the stipulated dates and time.

Contd....2/-

GSTIN : 29AAACM1433E1ZV

" हिन्दी में लिखो पत्रों का स्वगत है "

CIN No. : L51909DL1963GOI004033

शिक्षक सदन, ग्रउण्ड फ्लोर, के.जी.रोड, बेंगलूर - 560 002 Shikshak Sadan, Ground Floor, K.G. Road, Bengaluru - 560 002

टेलि. ऑ. Tel : Off : 080-22534800 - 830 फैक्स / Fax : 080-22272043

ई-मेल / E-mail : mmtcbglr@mmtclimited.com वेबसाइट / Website : www.mmtclimited.com

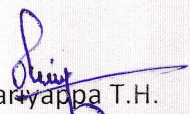
कारपोरेट कार्यालय : कोर -1, स्कोप 'कॉम्प्लेक्सट' लोधी रोड, नई दिल्ली - 110 003 Corporate Office : 1, "SCOPE COMPLEX", Lodhi Road, New Delhi - 110 003

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6. Successful Bidder is liable to **make advance payment of entire bidding amount within two working days from the date of intimation through phone call / whatsapp / letter / e.mail.** In case if bidder fails to carry out the digitalization work, the deposited amount shall be forfeited by the Company and Company shall proceed to allocate the work to next highest bidder.
7. The financial bid should be given in both in figures and words. Any overwriting or erasing in the figures shall not be considered for acceptance of the rates offered by the tenderer.
8. MMTC Ltd, Bengaluru reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.
9. Each page of tender document should be signed by the bidder(s)
10. Incomplete and unsigned quotations are liable to be rejected. The bid is to be submitted per image and also for books / registers.
11. Bidders must enclose copy of address Proof (Voter I-card/Adhar card/Driving license etc.) and PAN CARD along with the bid. **The bidders to provide e.mail ID and Whatsapp number without fail for communication.**
12. **GST as applicable will be extra on the items quoted by the bidder.**
13. In case of any dispute in relation to the tender / bidding, the same shall be resolved through amicable settlement by the Parties. If such amicable settlement not possible then the same shall be resolved by the Arbitrator to be nominated by MMTC. The decision of Arbitration shall be binding on the parties.
14. In case of any legal issues, the Jurisdiction for all disputes shall be at Bangalore only.

Date: 18.01.2023


Karayappa T.H.
Sr Manager/Admin
Ph: 8073117239

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"Annexure I"

PRICE BID

Tender No.:06

PRICE BID BREAKUP

S.No	Particulars	Specification	Quantity.	Rate per page (excl. of GST)
1	Scanning and Digitalization of documents (including labour / manpower to be provided by bidder) At Location 1 : MMTC Limited, Sub-Regional Office, Ground Floor, Shikshak Sadan, K.G.Road, Opp: Cauvery Bhavan, Bengaluru-560009 Location 2 : #D3-216 11nd Floor, Kailash apartment, 8 th main, 9 th cross, Malleswaram, Bengaluru	A/4 size and A/5 (legal paper) for scanner/scan folder, and adjustable.	#2-3 Lakh pages (approx).	Rs. _____ In words _____

(The total amount should be both words and figures. In case of any discrepancy the amount in words will prevail. No alternation/ over writing is permitted)

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ANNEXURE II

PROFORMA FOR FURNISHING BIDS FOR DIGITALISATION OF OFFICE RECORDS

1. Name & Address of the Firm:

2. Name of the Contact person:

3. Telephone Numbers
(O) :
(R) :
(M) :
(FAX) :

4. PAN No :

5. Total Amount Quoted for items in Annexure I

In Figure _____

In Words _____

Name and Signature of the Bidder

