

MMTC LIMITED

QUOTATIONS FOR DISPATCH OF MMTC ANNUAL REPORT AND NOTICE IN AND OUTSIDE DELHI / NCR

MMTC Limited, a Govt. of India Enterprise, having its registered office in SCOPE Complex, Lodhi Road, New Delhi-110003 invites Quotations from reputed and established Courier agencies in sealed envelope, for dispatch of its Annual Report & Notice for FY 2015-16 to its members in Delhi NCR & other parts of the country. The terms & conditions are as follows:

1. The quotation should be accompanied with EMD of Rs. 25,000/-(Rupees Twenty Five Thousand only) through Bankers Cheque/DD favoring MMTC Limited payable at New Delhi. The EMD will be refunded to the successful bidder only after conclusion of AGM and on satisfactory performance of the successful bidder.
2. The Agency should have a minimum of 5 years experience in dispatching the Annual Reports of reputed Listed Government/Non-Government Companies.
3. The bidders must submit copies of their valid VAT/Sales Tax a registration Certificate including CIN number,PAN Card, Service Tax, TAN number
4. The Agency should have its operational registered office/one of its operational office in Delhi and the agency should perform the job himself and will not entrust/transfer the job to the another agency.
5. The Agency should be able to provide the Proof of Dispatch (POD Slips) in scanned form (i.e. PDF Format) and in physical form for all the shareholders within 15 days of completion of dispatch.
6. The data regarding shareholders &their address slip shall be provided by the Registrar & Share Transfer Agents (RTA) of the MMTC Limited.
7. The Agency should have online tracking facility to track the status of article sent by courier.
8. The dispatch work should be completed within 48 hours of delivery of reports to the Agency from MMTC Corporate Office/Printers office
9. If required, physical verification of the bidder with regard to its location/manpower etc. to verify party's credentials may be done by authorized representative of MMTC Limited.
10. Under Public Procurement Policy(PPP) issued by Ministry of Micro, Small & Medium Enterprises, Government of India for Micro & Small Enterprises(MSEs), a minimum 20% share out of the total procurement of goods and services by Central

Ministries/Departments/Public Sector Undertakings are to be made from MSEs. Further out of 20@ target of annual procurement from MSEs, a sub-target of 4% is earmarked for procurement form MSEs owned by Scheduled Cast (SC)/Scheduled Tribes (ST) entrepreneurs. Preference and benefits as applicable will be given to firms registered with the Ministry of MSME as per guidelines prescribed under MSMEs Act, 2006.

Eligible agencies are requested to quote their best price and submit their quotations as mentioned above in a sealed envelope addressed to **General Manager(Admin), MMTC Limited, Core-1, SCOPE Complex, Lodhi Road, New Delhi – 110003** and same may be dropped in the tender box kept at **2nd floor, MMTC Limited, Core-1, SCOPE Complex, Lodhi Road, New Delhi Delhi – 110003 on or before 22.08.2016 at 1500 Hrs (IST) and bids will be opened at 1530 Hrs (IST) on the same day i.e. 22.08.2016** The sealed envelope containing quotations is to be superscribed as **“Quotation for Dispatch of Annual Report MMTC”**.