



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

MMTC/DRO/PAC/83/2018-20/01

Date: 24.01.2019

Expression of Interest

MMTC Limited , Delhi Regional Office invites Expression of Interest from interested parties for empanelment as our registered vendors for supply of packing material and packing of Silver & Gold Coins / bars for a period of 02 (two) years. For EOI documents and other details kindly visit our website www.mmtclimited.com or www.eprocure.gov.in

General Manager (Retail)

EOI NO: MMTC/DRO/PAC/83/2018-20/01

**EXPRESSION OF INTREST FOR EMPANELMENT OF VENDORS FOR GOLD
AND SILVER MEDALLIONS/BARS PACKING**

MMTC Limited invites Expression of Interest for empanelment of Vendors for supply of Packaging material and packing of Gold and Silver Medallions/Bars in Laminated Cards / Blister card packing / Velvet Boxes / Velvet pouches / acrylic boxes or any other option as decided by MMTC. The medallions/bars shall be in various denominations and sizes for eventual sale to its customers from **MMTC Limited Delhi Regional office, Jhandewalan, New Delhi.**

Interested Vendors may submit the duly filled Application and Declaration Forms attached herewith as ANNEXURE "A" & ANNEXURE- "B" along with all relevant documents required as mentioned, in a closed cover duly super scribed as "EOI NO: MMTC/DRO/PAC/83/2018-20/01". The cover should reach through Registered Post/Courier/Hand delivered in our tender box placed at ground floor at MMTC Limited, F-8-11 Jhandewalan Flatted Factory Complex, Rani Jhansi Road, Jhandewalan New Delhi - 110055.

Important Dates

Publishing Date of Tender -	24.01.2019 (1500 hrs)
Document Sale Start Date -	24.01.2019 (1500 hrs)
Pre Bid Meeting Date -	22.02.2019 (1100 hrs)
Submission Start Date -	24.01.2019 (1500 hrs)
Document Sale end Date -	25.02.2019 (1730 hrs)
Submission End Date -	25.02.2019 (1730 hrs)
Technical bid Opening Date -	26.02.2019 (1100 hrs)

This empanelment of Vendors will be valid initially for a period of two years from the date of conclusion of this EOI process and may be extended as per the discretion of MMTC. EOI process shall be a two bid system - Technical bid and Price bid. Venders who qualify the Technical bid shall be registered as our empanelled packers and shall be allowed to participate in price bid called from time to time for packing of various MMTC's gold and silver medallions/bars and any other printing and packaging job work/service required during the period of empanelment. The Price bids shall be called from the empanelled vendors on half yearly basis i.e. after every six months period and L1 bidders so derived shall be awarded the bid for the particular period of L1 rate validity.

MMTC is open to new ideas and concepts in packing. Interested vendors while submitting the bids must submit the creative sample of laminated Card, Blister card, Card jacket, velvet or any other quality box; velvet or any other quality pouch etc., required for packing of our Silver & Gold Medallions as detailed in the attached form. Samples submitted shall become the property of MMTC and the best sample selected by the authorized committee shall be the bench mark design for all the empanelled vendors. Supply and packing is to be carried out by the empanelled L1 vendor as per the Bench mark sample or with changes as required by MMTC from time to time.

SPECIFICATION OF PACKING MATERIAL

MMIC fabricates medallions / bars of Gold and Silver both for retail sale and against corporate orders received from time to time. The Medallions/Bars require packing and branding keeping the interest of our customers in mind. Depending upon the feasibility, MMIC may resort to either laminated or blister proof packaging for each order. The general and indicative specification of laminated and blister proof packaging for various denominations of gold and silver coins is furnished as under:-

A. Laminated/Blister tamper proof plastic card (like credit card) packing:

1. The packing will be in plastic tamper proof card packing (like credit card) along with jacket. Product to be packed will be various gold and silver medallions/bars of following size. The details of Gold and silver Medallions/bars are as under:-

Coin/Bar	Diameter of	Gold Coin/Bar	Silver Coin/Bar
Circular	12 mm	0.5g	- NA -
Circular	14 mm	01g	- NA -
Circular	25 mm	02g	- NA -
Circular	22 mm	05g to 08g	- NA -
Circular	25 mm	09g to 15g	05g to 07g
Circular	28 mm	16g to 22g	- NA -
Circular	32 mm	23g to 30g	08g to 15g
Circular	38 mm	31g to 40g	16g to 38g
Circular	47 mm	- NA -	39g to 75g
Circular	60 mm	- NA -	75g to 100g
Rectangular	31mm x 18mm	20g	- NA -
Rectangular	44mm x 28mm	50g	- NA -
Rectangular	90mm x 40mm	- NA -	100g

It may please be noted that MMIC may add new sizes and shapes of medallions/bars and would accordingly solicit rates from empanelled vendors for supply of packing material as the case may be.

2. Size of card: Length 8.5cm x Breadth 5.5cm (approx.);
3. Thickness: Thickness of plastic card including print sheet and card sheet should be at least 0.9 mm for gold coins up to 10 grams and 1.6mm for 20 gm and above;
4. Lamination: 150 microns lamination (PVC fused card) on both sides; and
5. Paper quality for jacket: Jacket in paper card (Paper thickness: 400 GSM in (imported art card). Size 9 cm x 6cm approx.

B. Gold/Silver Packaging in velvet boxes:

1. Product to be packed: Various gold and silver medallions with following size

Circular	15mm
Circular	22 mm
Circular	25 mm
Circular	28 mm
Circular	32 mm
Circular	38 mm
Circular	47 mm
Circular	60 mm
Rectangular	18mm x 31mm
Rectangular for 20, 50, 100 gram silver	
Rectangular for 250gram, 500 gms and 1000 gms silver med*	

2. Size of box: 3"x3", 4"x4", 5"x5" shape with and without acrylic case inside.
3. Artwork: MMIC Logo or corporate logo to be printed inside of the lid.

C. Velvet pouches

1. Product to be packed: Laminated plastic cards at Serial No. A
2. Size: 14cm x 8.5 cm approx. (Indicative , Vendor may develop its own creative size and design)
3. Other specifications: Pouches should be with zip with flap and button in maroon color or any other attractive color/design. The final order shall only be placed after approval of design and color.

D. Acrylic Box with two aluminum pillar:

Specification – Red Velvet base (With wood inside for hardening the base), with Acrylic cover containing two Aluminum pillar of height 1.5 inches Diameter 0.75 inch with groves on the inner side of pillars to insert 20 gm silver medallions (Diameter of medallion – 38 mm, Thickness of medallion = 1.72 -1.75 mm approx) with screws holes on both sides of acrylic cover to open the case and insertion of medallions.

E. Creative designs:

No separate design charges will be paid for developing in house as well as corporate packaging art work of medallions.

F. Technical bid evaluation criteria:

For qualifying in the technical bid stage, the parties have to score a minimum of 60 marks out of total 100 marks as detailed under. The parties scoring 60 marks shall be treated as having qualified the technical bid stage, subject to clause G(10) of this EOI shall be registered as our vendors for supply of packing material and packing of Silver/ Gold Coins /bars for the period of validity as defined in this EOI document.

S.NO	Criteria	Marks
01	Having own set up/ legally valid tie up with packing supplier party supported by valid documents. a. Own Set up – 20 marks b. Tie up – 15 Marks	20
02	Experience in supply of packing material and packing of Silver / Gold Coins. a. Up to 03 years - 10 Marks b. Above 03 years up to 05 years - 15 Marks c. Above 05 years – 20 Marks	20
03	Turn over details. a. From Rs. 25.00 to 50.00 Lakhs - 10 Marks b. Above Rs 50.00 to 100.00 Lakhs – 20 Marks c. Above 100 Lakhs – 30 marks <u>Note</u> : Zero marks shall be assigned for the turnover of less than Rs. 25.00 lakhs and total marks for turnover shall be assigned on the basis of the average turnover of three financial years.	30
04	Sample marks against the samples submitted shall be 02 marks for each sample as detailed at clause “M” of the application form. <u>Note</u> - Each design submitted carries maximum 02 (two) marks for the purpose of valuating the technical bid. However, marks to each sample shall be assigned by the authorized committee after assessing the creativeness and quality of the designs.	30

G. Criteria for Empanelment of Packing Material Vendor/ Supplier 2018-20

- 1) Vendor must have unit in his own name and or legal tie up. Vendor must be registered with Local as well as Central Tax Authorities and having valid documents like GST, CIN, etc or any other documents as required by MMTC / under Statute.
- 2) Manufacturing of packing material shall fall under works contract.

- 3) The parties should furnish a Security Deposit, EMD, of Rs. 50,000/- (Rupees Fifty thousand only), which shall be refunded within 15 days to unsuccessful parties and after completion of empanelment period to empanelled parties without any interest.
- 4) Successful and empanelled vendors have to provide a performance guarantee of Rs. 1.00 Lakh in the form of DD favoring MMTC Ltd immediately after being empanelled. Same shall be refunded without any interest after successful completion of empanelment period.
- 5) EMD and performance guarantee amount can be forfeited if the vendor is unable to fulfill obligations under the work order, supply the Packing Material within the specified time limit and/or the supplied material does not conform to the quality parameters specified or any breach of contract.
- 6) MMTC shall place job order(s) on the Vendor for printing and supply of laminated cards / blister packing material for Gold & Silver Medallion, which it so wishes, along with necessary specifications and samples.
- 7) The Vendor shall manufacture and supply Packing Material as ordered by MMTC out of Vendors own raw material approved by MMTC and thereafter carry out the medallion packing job in the premises of MMTC.
- 8) The Packing Material fabricated shall be strictly as per specifications as shown or finalized by MMTC.
- 9) The workmanship of the Packing Material manufactured/supplied by vendor shall be of high quality. MMTC will have complete right to reject lots fully or partially of material which are defective or of poor quality.
- 10) Before empanelment of vendor, MMTC shall have all the rights to inspect the manufacturing facilities indicated by the Vendor in the tender documents and only on complete satisfaction of the same, the process of empanelment shall be considered.
- 11) MMTC and/or its authorized agents will be entitled to inspect the Packing Material while the same are in the process of manufacturing;
- 12) The Packing Material shall be delivered by the vendor at the premises of MMTC at the total cost and expenses of the vendor.
- 13) The supplies shall be made by the Vendor within time prescribed in the work order by MMTC. Vendor accepts that the time of supply specified in the order placed on him by MMTC shall be the essence of the contract. In case, the Vendor fails to deliver the articles / fulfill its obligations within time mentioned in the order, he shall be liable to pay damages to MMTC which shall be @ 1% of the value of the material per week with maximum up to 25%.
- 14) MMTC will be entitled to cancel the order. Vendor further accepts that he shall not be entitled to any claim of damages and/or any other relief from MMTC;
- 15) Only those packing material, which comply with the design, specifications prescribed by MMTC referred to above shall be acceptable to MMTC. The decision of MMTC in this respect shall be final. The Vendor shall be paid

only for that Packing Material, which had been approved /accepted and duly received by MMTC.

- 16) Vendor will undertake to reimburse and indemnify MMTC of all damages incurred by MMTC in case any third party to whom any Packing Material fabricated by the Vendor is sold /supplied by MMTC to third part, if found to be defective and/or inferior in quality.
- 17) Vendor will raise proper tax invoices with valid GST No.
- 18) Order of packing shall only be placed after approval of design. The empanelled Vendors have to pack smaller number of medallions as per requirement of MMTC. Vendor should be ready with the packing as soon as MMTC orders packaging. Payment for only packed medallions shall be released; therefore Vendors may plan the packing schedule accordingly and shall not insist for payment of unpacked stocks.
- 19) The order of velvet boxes and pouches will be placed in piece wise manner.
- 20) Vendors shall pack gold and silver medallions in laminated cards /blister plastic card packing in MMTC premises as the case may be. The work hours for this purpose would be strictly from 10 AM to 5 PM on weekdays. The timing should be followed strictly since the medallions have to be safely kept in the vault before leaving the premises. In any case the medallions taken for packing shall have to be returned to the authorized officer of MMTC on the same day (i.e. both packed and unpacked medallions). The unpacked medallions shall not be left with the vendor for packing in any case what so ever.
- 21) In case the vendor leaves his machines in MMTC premises, MMTC shall not be responsible for any damage or loss of material/machinery placed in MMTC premises.
- 22) Vendor will not use MMTC's trade mark or MMTC's logo for and in connection with goods/articles fabricated by Vendor for any other Firm/Company/Individual during the validity of empanelment and work order and after expiry of this agreement. In case Vendor/Supplier is found to be indulging in such activities, MMTC reserves the right to forfeit his Performance Guarantee/FDR and also take appropriate legal action and claim due compensation.
- 23) Gumming in case of blister packing must be strong enough to withstand the climatic heat conditions. Gumming and other parameters of all kind of packing material shall carry a Guarantee from the vendor for a minimum period of One (01) year. Guarantee shall cover free fresh packing at the total cost and expenses of the vendor.
- 24) Parties submitting the EOI shall also submit the declaration form, attached with this EOI document , on the company letter head duly signed and sealed by the authorized person
25. Empanelled vendors, whose price bids shall be approved shall be assigned packing work as per following specifications, as and when required b by MMTC.
Gold / Silver Medallion packing:

- ❖ Tamper proof laminated card packing medallion in different sizes.
- ❖ Tamper proof blister packing of medallions in different sizes
- ❖ High quality velvet box with card board box of different sizes.
- ❖ High quality velvet pouches of different sizes.
- ❖ Acrylic boxes of different sizes.
- ❖ Any other packing as finalized as per our requirement.

(F) Price Bids.

On concluding the EOI process the qualified vendors shall be empanelled as our registered vendors for supply of packing material and packing of Silver / Gold Coins /bars of various denominations for a period of Two years from the date of concluding this EOI process. Price bids with detail specification, terms and conditions shall be called from the empanelled agencies. The L1 bids so received shall be kept valid for a period of six months and the process of calling the price bids shall continue after every six months period and bids for those six months period shall be awarded to the L1 bidder, so on & so forth. .

G. PRE-BID CONFERENCE/MEETING:

For better understanding of the EOI requirements, one pre bid meeting will be held on 22.02.2019 at 1400 Hrs at MMTC Limited, Delhi Regional Office, F8-11, Flatted Factories Complex, Jhendewallan, Rani Jhansi Road, New Delhi-55. All interested parties are welcome to attend the meeting and clarify their queries.

H. Conflict of Interest

1. Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the vendor to inform MMTC, detailing the conflict in writing as an attachment to their application. MMTC will be the final arbiter in cases of potential conflicts of interest. Failure to notify MMTC of any potential conflict of interest will invalidate any verbal or written agreement.
2. A conflict of interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular vendor is successful. Actual potential conflicts of interest must be declared by the vendor involved in a bid process.

-Sd-

General Manager (Retail)
MMTC Limited
Delhi Regional Office
F,8-11,FlattedFactories Complex, Jhendewallan,
Ranijhansi Road,
New Delhi- 110055

(On the Letter Pad of Applicant)

Application for Empanelment as Vendor for supply of Packing Material and packing of MMTC's Gold & Silver Medallions / Bars.

Ref: -EOI NO. MMTC/DRO/PAC/83/2018-20/01 Dt. 24.01.2019

To,
The General Manager,
MMTC Limited,
F 8-11, Flatted Factories Complex,
Rani Jhansi Road, Jhandewalan,
New Delhi-110055

Dated: _____

Dear Sir,

With reference to your advertisement dated _____ inviting applications for empanelment of Vendors for supply of Packing Material and packing of MMTC's Gold & Silver Medallions / Bars, we submit our application for your consideration. The profile of the Firm/Company is as follows:

A	Name of the Company/Firm along with the legal constitution and addresses.	
B	Name of Proprietors/Partners/Directors along with: Telephone No. _____ Mobile No. _____ Email Id: _____ Fax No. if any _____	
C	Whether the vendor has own facilities of printing of packing material In case facilities not available - whether strategic tie up with reputed printers and suppliers of packing material is available. Copy of proof enclosed	YES / NO YES / NO YES / NO
D	Deals in Printing and supply of Packing material for : (Put a tick mark)	1. Gold Medallion 2. Silver Medallion
E	Details of EMD of Rs.50, 000/- (Rs. Fifty Thousand only) which will be returned to applicants within 15 working days in case of non-empanelment and for empanelled vendors same shall be refunded after completion of the EOI period. No interest shall be payable on EMD	DD/BC No. _____ Date _____ Bank _____
F	Agree to abide by the terms and conditions of MMTC's Vendor agreement and sign it.	YES / NO
G	GST no. and PAN No. of Proprietor/Firm along with copies duly self attested	

H	Name and Address of Bank along with account no and other Bank details	
I	Total Experience in executing orders for supply of Printing and packing material	
J	Names of the Government/ PSU's/Private organizations etc. for whom we have supplied packing material in the last three years along with value and relevant documents. A separate list of companies on company letter head duly signed by the authorized person may be submitted along with EOI. If required proof can be asked.	Total No of Companies _____
K	Already doing business with MMTC? (Put a tick mark). If required proof may be asked.	YES / NO
L	Turn over details of last three years i.e 2015-16, 2016-17 & 2017-18 may be provided on your company letter head duly certified by the Chattered accountant. If required, audited accounts may be asked at a later stage.	1. 2015-16- Rs _____ 2. 2016-17- Rs _____ 3. 2017-18- Rs _____
M	<p>Details of Samples, creative designs , submitted in separate envelope along with the tender super scribed as Samples for "EOI NO. MMTC/DRO/PAC/83/2018-20/01". Printing on all the samples is of our company to make the designs identical. Samples details is as under:-</p> <ol style="list-style-type: none"> 1. Laminate card for 10 GM Circular Gold Coin. 2. Laminated Card for 10 GM Circular Silver Coin. 3. Outer Jacket for 10 GM laminate card for Circular Gold Coin. 4. Outer Jacket for 10 GM laminate card for Circular Silver Coin. 5. Blister card for 10 GM Circular Gold Coin. 6. Blister Card for 10 GM Circular Silver Coin. 7. Outer Jacket for 10 GM blister card for Circular Gold Coin. 8. Outer Jacket for 10 GM blister card for Circular Silver Coin. 9. Blister card for 100 & 50 GM Circular Gold Coin. 10. Blister Card for 100 & 50 GM Circular Silver Coin. 11. Blister card for 100 & 50 GM rectangular Gold Coin. 12. Blister Card for 100 & 50 GM rectangular Silver Coin. 13. Outer box, cardboard or paper or velvet for packing of 100 & 50 gram Gold & Silver, Circular & Rectangular Coins. 14. Velvet Boxes for packing of 10, 20 & 50 Gram denomination Gold /Silver circular and rectangular coins. 15. Velvet or cloth pouches for packing of Gold coins from 1 GM denomination coins to 100 GM denomination coins and silver coins from 05 Gram to 1000 Gram denomination. 	

N	Agree to submit a performance guarantee of Rs. 1.00 Lakh in case I/We qualify the technical bid and am/are empanelled as registered vender for supply of packing material and packing of Coins.	YES / NO
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I/We hereby declare that all the information furnished in this application is true to best of my/our knowledge and in case any information in this application form is found to be false or incorrect at any time, this shall entail automatic cancellation of my/our application and forfeiture of EMD besides rendering me/us liable for any other legal action at the discretion of MMTC Limited.

Thanking you,

Yours faithfully,
For _____

Name: _____

Designation: _____

Enclosed: As above from S.No "A" to "N"

DECLARATION
(On official agency letter head)

Ref: - EOI NO: MMTC/DRO/PAC/83/2018-20/01 Dt. 24.01.2019

1. I _____ (Name of the person), am authorized to declare on behalf of the agency _____ (Name of the Agency) that the agency has Full-fledged office establishment at.....and factory for manufacturing of packing material with required manpower and infrastructure.
2. I understand that the decision taken by MMTC is final in all matters.
3. I hereby agree to work as per the terms and conditions specified by MMTC.
4. 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.
5. I also certify that unit has been in operational since the year; _____and has been manufacturing packing material regularly since then.
6. I also agree to provide any document/proof/supporting papers in respect of our unit as sought by MMTC at any point of time.
7. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. 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

Signature _____ Place _____
Name _____ Date _____ Designation _____

Seal of the Company

