



Corporate Office:
Core-1, Scope Complex, Lodhi Road,
New Delhi-110 003
Website: www.mmtclimited.com

EOI -MMTC/CO/GT/APBL/2014/9311 Dated 13.09.2017

MMTC invite bids for appointment of Detective Agency for obtain details of a Judgment Debtor / Defaulter in Delhi/NCR.

Detailed scope of work, terms, & conditions are available on MMTC's website www.mmtclimited.com. Amendment, if any, will be hoisted in the website only.

(Additional General Manager (Projects))



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TENDER FOR APPOINTMENT OF DETECTIVE AGENCY

MMTC Limited, A Government of India Enterprise functioning under the aegis of Ministry of Commerce, is one of the largest trading companies of India. MMTC hereby invites bid from leading private Detective/Investigative agencies for appointment.

1. ELIGIBILITY / DOCUMENTS REQUIRED

1.1 The bidder should be a detective agency with minimum Three (3) years proven track record. The bidder should be on the panel of at least one Central PSU or a Nationalised Bank. Otherwise, the bidder should produce completion certificate of at least one assignment given by a PSU or Nationalised Bank in the past one year.

1.2 Since the proposed assignment relates to NCR area, the bidder should have an establishment in Delhi. (Proof of address to be submitted).

1.3 The bidder is required to submit self attested copies of the following towards KYC:

1.3.1 Bank Account details duly certified by the bankers along with a cancelled cheque.

1.3.2 Brief profile of the agency and its past experience.

1.3.3 Annexure 1 and Annexure 2 of this tender.

2. EMD

The bidder would be required to submit EMD of Rs.5,000/- through banker's cheque in favour of MMTC Limited, payable at New Delhi. The EMD of the successful bidder shall be retained till the conclusion of the assignment. EMD of all other bidders shall be refunded. No interest is payable by MMTC on the EMD amount.

3- Verification

MMTC may verify the track record/ details with the concerned Central PSU and / or Nationalised Banks of the special achievement claimed by the agency in respect of assignment completed with Central PSUs and/or Nationalised Banks.

4. Timeline for submission of bid

The deadline for submission of the bid is 1430 hours on 09.10.2017 and bids shall be opened at 1500 hours on the same date in the presence of the participants / their authorized representative.

5. Place for submission of bid & method of delivery.

The bids addressed to "Dr. A.P.Mishra, Additional General Manager (Projects Division), MMTC Limited, Corporate Office, 3rd Floor, Core-1, Scope Complex, Lodi Road, New Delhi-110 003" should be dropped in the tender box kept at 3rd floor of MMTC Limited, Corporate Office, New Delhi.

6. Request for status update on evaluation process.

MMTC is not obliged to accept or respond to bidder's requests for information on the status and progress of the bid evaluation process.

7. Ownership of bid documents and information therein.

All bid documents will become the property of MMTC upon submission. Where the bidder believes that information provided in response to this tender is, or should be kept confidential; or disclosure of this information would unreasonably affect the Bidder's business affairs, notice is to be given at the time of delivery of the information or documents by clearly marking such information 'confidential'. In so far as is practicable, MMTC will give effect to

the Bidders stated wishes, and requests for access to such information will be barred under normal course.

8. Job Description

- 8.1–** To locate the whereabouts of individual, firm, or company as informed by MMTC their present occupation, income streams, any other information specifically sought for by MMTC.
- 8.2–** To unearth the uncharged moveable/immoveable properties, bank accounts of individual, firm or company and documentary evidences thereof;
- 8.3–** To search the legal heirs of the individual, firm or company, their assets, sources of income.
- 8.4–** To identify the properties moveable and immovable assets alienated/transferred by the individual, firm or company to their family members/others.
- 8.5–** Any other requirements related to above mentioned facts.

9. Terms and Conditions

- 9.1** The Agency shall be given specific time frame depending upon urgency of required information by MMTC. However, MMTC, at its sole discretion, may extend the time frame considering the complexity of the assignment.
- 9.2** MMTC may, at its absolute discretion, elect to abandon the bidding process without giving prior notice to the Bidders or potential Bidders.
- 9.3** The agency shall be given assignment for obtaining the details of one Judgment Debtor / Defaulter at a time.

10 Non-Disclosure Agreement

The Detective Agencies (the Agency), shall be required to execute a Non-Disclosure Agreement with MMTC to the effect that all proprietary and confidential information or personal data of MMTC and the borrowers/guarantors & their legal heirs shall be utilized by the Agency strictly confidentially and shall not be shared with any outside unauthorized person.

11- ARBITRATION

All disputes arising between the parties (MMTC and the Agency) out of or in relation to the work order shall be settled amicably. If, however, the parties fail to resolve amicably, the same shall be referred to and settled through an arbitration proceeding of a single/sole arbitrator, to be nominated by CMD, MMTC. The arbitration proceeding shall be conducted in accordance with the arbitration and conciliation Act, 1996 of India. The reasoned award made in pursuance thereof shall be binding on the parties, the venue of arbitration shall be New Delhi. Only the courts at New Delhi shall have the jurisdiction over the disputes in relation to and arising out of the work order.

12- FRAUD PREVENTION

(1) Commitments of the Bidder(s) / Contractor(s) / Buyer(s) / Vendor(S):

The Bidder(s) / Contractor(s) / Buyer(s) / Vendor(S) shall be bound to take all measures necessary to prevent Fraud and Corruption while dealing with MMTC. They agree and undertake to observe the principles/ provisions as laid down in "Fraud Prevention Policy" of MMTC (full text of which is available on MMTC's website at <http://mmtclimited.com> during their participation in the tender process, during the execution of contract and in any other transaction with MMTC.

(a) The Bidder(s)/Contractor(s)/Buyer(s)/Vendor(S) shall not, directly or through any other person or firm, offer, promise or give or otherwise allow any of MMTC's employees any material or other benefit which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the tender process or during the execution of the contract.

(b) The Bidder(s)/Contractor(s)/Buyer(s)/Vendor(S) shall not enter with other Bidders into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certifications, subsidiary contracts, submission, or non-submission of bids or any other actions to restrict competitiveness or to introduce cartelization in the bidding process.

(c) The Bidder(s)/Contractor(s)/Buyer(s)/Vendor(S) shall not commit or allow any employees of MMTC to commit any offence under the relevant provisions of IPC/Prevention of Corruption Act; further the Bidder(s)/Contractor(s) Buyer(s)/Vendor(S) will not use improperly or allow any employee(s) of MMTC, for purposes of competition or personal gain, or pass onto others, any information or document provided by MMTC as per of the business relationship, including information contained or transmitted electronically.

(d) The Bidder(s)/Contractor(s)/Buyer(s)/Vendor(S) shall not instigate third persons to commit offences/activities outlined in Fraud Prevention Policy or be an accessory to such offences.

(e) The Bidder(s)/Contractor(s)/Buyer(s)/Vendor(S) if in possession of any information regarding fraud/suspected fraud, hereby agree and undertake to inform MMTC of same without any delay.

(2) Disqualification from tender process and exclusion from future contracts: If the Bidder(s)/Contractor(s), before award or during execution has committed a transgression through a violation of this Clause, above or "Fraud Prevention Policy" of MMTC in any other form such as to put their reliability or credibility in question, MMTC other than taking recourse available under law, shall be entitled to disqualify the Bidder(s)/ Contractor(s) Buyer(s)/ Vendor(S) from undertaking any transaction with MMTC and/or declare the bidder(s)/contractor(s) ineligible to be awarded a contract either indefinitely or for a stated period of time.

(3) Damages: If MMTC has disqualified the Bidder(s) from the tender process prior to the award or during execution according to this Clause, MMTC shall be entitled to demand and recover from the Contractor liquidated damages of the Contract value or the amount equivalent to Performance Bank Guarantee.

Annexure –1

Declaration Regarding Black Listing

Declaration of _____(name of the person making this declaration) S/o Mr. _____ aged _____years R/o _____(address of the person making this declaration)

I, the above named deponent do hereby solemnly affirm and declare as under:

1) That I _____ (name of the person making this declaration) am working as _____(designation of the person making declaration) with M/s. _____(name & address of the bidder)

2) That bidder is submitting a bid in response to invitation for EOI for appointment of detective work in Delhi–NCR.

3) That no order for Blacklisting/ Banning of the bidder has been passed for participation in tenders issued by any of the Government/ Semi Government companies in India which is still in force.

4) That if at any point of time the declarations given above are found to be incorrect, MMTC shall have the full right to terminate the contract and take any action as per applicable laws for breach of contract.

(Signature & Stamp)

(Signature & Stamp)

DEPONENT

Date & PLACE:

Annexure-2

**FORMAT FOR SUBMISSION OF EXPRESSION OF INTEREST
FOR EMPANELMENT OF DETECTIVE AGENCY**

S.N.	Particulars	
1	Name of the Agency	
2	Registration no if any	
3	Full Address with PIN Code.	
4	PAN No.	
5	GST No. If Registered	
6	Constitution (Co./Pvt.Co./ Partnership /Prop. Ship.	
7	Name of the Promoters.	
8	Background of the promoters.	
9	Name of the Key Person.	
10	Contact details Phone No. Mobile Number E- Mai ID	
11	Area of Operation	
12	Geographical presences/Region	
13	Name(s) of the Financial Institutions/Banks/PSU/ Govt. Bodies etc. Empanelled with minimum three (3) references*	
14	Details of past record/ Experience	
15	Details of special achievement if any.	

* Pls. give details of the official who can be contacted by MMTC for seeking nature of work & performance details.

Signature

Annexure-3

Price Bid

1. Name of the bidder
2. Address of the bidder
3. Price quoted in Rs.
4. Price in words:

Signature