

MMTC LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

INVITATION OF EXPRESSION OF INTEREST

MMTC Limited, (*Here-in-after* referred as MMTC), a premier Government of India Public Enterprise under Ministry of Commerce & Industry invites Expression of Interest (EOI) for Empanelment of Detective Agencies on centralised basis at New Delhi for carrying out investigation/asset verification of its defaulters/borrowers/guarantors/promoters spread across India/Overseas. Interested reputed private detectives agencies with Pan-India presence may submit their EOI in the desired format in sealed cover addressed to GM(Debt Recovery Cell), MMTC Limited, Core-1, Scope Complex, 7 Institutional Aea, Lodhi Road, New Delhi-110003 on or before 4 PM by **2nd January, 2019** Detailed scope of work, terms & conditions are available on MMTC's website www.mmtclimied.com. The EOIs received without relevant particulars shall be summarily rejected. Only submission of EOI does not mean inclusion of the name of the Detective Agency in the Panel of Detective Agencies and MMTC's decision in this regard shall be final and binding.

MMTC LIMITED
NEW DELHI
EMPANELMENT OF DETECTIVE AGENCIES

SCOPE OF WORK

1. To locate the whereabouts of missing/existing defaulters/borrowers/guarantors /promoters, their present occupation, income streams, any other information specifically sought for by MMTC.
2. To unearth the uncharged moveable/immoveable properties, bank accounts of individual, firm or company alongwith documentary evidences thereof for recovery actions;
3. To search the legal heirs of the defaulters/borrowers/guarantors /promoters, their assets, sources of income etc;
4. To identify the properties alienated/transferred by the defaulters/ borrowers/ guarantors /promoters to their family members/others during the currency of loan of MMTC.
5. Any other requirements of MMTC for making the recovery efforts more effective through legal system.

TERMS & CONDITIONS

1. The Detective Agency should have a valid license issued by Government Agencies to run the detective agency with standing of minimum Three (3) years proven track record and preferably empanelled with Financial Institutions/ Banks/ Public Sector Undertakings/ Govt. Bodies etc.

2. The Detective Agency should submit atleast two (2) work orders (during last three years) of different customers related with the above work.

3. **Award of Assignment**

The Assignments to the empanelled Detective Agencies will be entrusted at sole discretion of MMTC and Agency shall have no right to claim on any specific assignment.

4. **Time frame**

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.

5. **Validity of Panel**

The Panel of Detective Agencies shall be valid for two (2) years. However, MMTC shall review the performance of the empanelled Agency and shall have the right to withdraw the name(s) of the Detective Agency from the Approved Panel during the term of the Panel giving one month's notice. Similarly, if any approved Detective Agency wants to disassociate from MMTC from the assignment/panel, it may do so by giving one month's notice in writing. The Panel of Detective Agencies can be extended for a future period of one (1) year subject to satisfactory performance at the same terms & conditions.

6. **Non-Disclosure Agreement**

The Detective Agencies (the Agency), so selected for empanelment, shall be required to execute a Non-Disclosure Agreement on a stamp paper of Rs. 100 duly notarized with MMTC to the effect that all proprietary and confidential information or personal data of MMTC and the defaulters/borrowers/guarantors/promoters & their legal heirs shall be utilized by the Agency strictly confidentially and shall not be shared with any outside unauthorized person.

7. **Holiday-Listing Policy**

The Detective Agencies (the Agency), so selected for empanelment, shall be required to agree for Holiday-Listing Policy of MMTC.

8. **Verification**

MMTC shall have the right to verify the track record/details of the special Achievement claimed by the Agency empanelled with FIs/Banks/PSUs/Govt. Bodies etc.

**FORMAT FOR SUBMISSION OF EXPRESSION OF INTEREST
FOR EMPANELMENT OF DETECTIVE AGENCY WITH MMTc LIMITED**

Sl.No.	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/ Proprietor.	
7.	Name of promoter(s)	
8.	Background of the promoter(s)	
9.	Name of the key personnel	
10.	Contact details (Fax/Phone/ email/Mobile no.	
11.	Area of Operations	
12.	Geographical presence/Region	
13.	Name(s) of the FIs/ Banks/ PSUs/Govt. Bodies etc. empanelled with (Minimum two (2) references*	
14.	Details of past track 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.

(SIGNATURES)

Name _____

Date _____

Stamp _____

