

TENDER FOR APPOINTMENT OF DETECTIVE AGENCY

TENDER REF: MMTC/AHD/DA/2018-19

DATE : 06/04/2018

MMTC Limited, Ahmedabad requires the services of Detective Agency in order to search the attachable Assets (Movable and Immovable Assets) of a Private Limited Company and its Directors on All India basis, as per following Scope of Investigation. The services are required for Execution of Decree against the Company.

Therefore, invites most competitive Rates/Service charges for the following Scope of Investigation as per the terms and conditions of the tender document through Sealed e-tender are invited from All India based Experienced Investigation Agency alongwith DD of Rs. 5,000/- towards EMD in favour of "MMTC LIMITED" clearly mention Part-A, Part-B and Part-C details, separately and Annexure –A attached with tender document.

PART - A : TECHNICAL INFORMATION

1. PROFILE OF AGENCY
2. NO. OF YEARS OF EXPERIENCE
3. WHETHER REGISTERED WITH ANY GOVT.AUTHORITY/LICENCE NO.
4. GST REGISTRATION
5. PAN NO.

PART – B : SCOPE OF INVESTIGATION

The Services are required for execution of a decree against a Private Limited Co.

1. To ascertain the details of the movable and immovable assets of a Private Limited Co. and its Directors and shareholders on All India basis alongwith documentary proof of ownership. This Co. is based at Ahmedabad, Gujarat.
2. **To ascertain the details of Company Accounts** : A detailed investigative report on various company assets and various funds may be acquired by the detectives. All information on Company's associates including private as well as public organizations, business partners may also be reflected.
3. **To ascertain the details of Property(paperwork)** : The investigation leads to the collection of information of the company owner or cost estimation of property (movable/immovable) or shop/plot. Information may also be supported by photographic and video evidence as the case may be, as this adds to the authenticity.
4. In case of change in the name of the Accused Co then to ascertain :
 - a) Names and Relationship between the Directors on the date of change in the name of the company and subsequent Directors;
 - b) Names and Relationship between the shareholders on the date of change in the name of company and subsequent shareholder
 - c) Consideration paid, if any, by the new shareholders to the shareholders on the date of changing in the name of the Co. or thereafter.
 - d) Details of movable and immovable assets in the name of the company and its Directors and Shareholders.

5. Jurisdiction of the above said investigation would be on all India basis.
6. Duration : Ascertained details of movable/immovable property alongwith its documentary proof should be submitted to this office within a month from the date of work allocation.

PART – C : PRICE BID

Most competitive Rates/Service charges for the above Scope of Investigation, Any other charges/taxes may please be shown separately.

Last date for submission of tender is 24/04/2018 at 16.00 hrs

Opening of tender is on 24/04/2018 at 16.15 hrs

Annexure-C

SPECIAL TERMS & CONDITIONS FOR BIDS TO BE SUBMITTED IN ELECTRONIC MODE

Offers to be submitted online on MMTC's e-procurement portal <https://mmtc.abcprocure.com> against the respective tender along with scanned copy of duly signed offer on letter head

For participating in the tender, Bidder is required to obtain Class III Digital Signature (meant for e-tendering) from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCAI), Controller of Certifying Authorities (CCA) of India (www.cca.gov.in) for submission of their bids on MMTC's e-procurement portal.

BIDDERS ARE REQUIRED TO REGISTER ON THE E-PROCUREMENT PORTAL URL:-<https://mmtc.abcprocure.com>. The bidder should have a valid User Id to access e-Procurement portal of MMTC.

Note: After successful submission of Registration details. Please contact M/s E-Procurement Technologies Limited (EPTL) (as given below), to get the registration accepted/activated.

e-Tendering Registration, Digital Signature, user id / profile activation queries	Mr. Himalaya Vaishnav	M 90990 90830 L 079-4001 6811 079-4001 6866 079-4001 6840/48	himalay@abcprocure.com info@abcprocure.com
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- BIDDERS ARE ADVISED TO PRINT AND SAVE BID SUBMISSION RECEIPT AFTER SUBMISSION OF BIDS.

- The internet browser used should be Internet Explorer version 9.0 (32 bit browser only) and above.
- Operating System should be Windows Vista / Windows 7 and above.
- System Access with Administrator Rights
- Good Internet Connection.
- Microsoft Internet Explorer 9.0 (32 bit browser only) or above
- Valid Digital Signature Certificate(s) for users.
- Please do below mentioned things to operate this website smoothly in Internet Explorer Browser:
- Please enable ActiveX Controls & Plug-ins. (Tools Internet Options Security Custom Level) - **Mandatory**
- Please add <https://mmtc.abcprocure.com> in to Trusted Website. (Tools Internet Option Security Trusted Sites Add this URL Close) - **Mandatory**
- Please disable or uninstall Third Party Toolbar / Add-ons from Browser.
- For more details, vendors are requested to download the document of “Minimum System Requirement” from the home page of <https://mmtc.abcprocure.com>
- Vendors should fulfill any other pre-requisites mentioned in the tender documents of a specific tender.
- FOR ANY TECHNICAL ISSUES/DIFFICULTIES PERTAINING TO THE E-PROCUREMENT PORTAL BIDDERS ARE ADVISED TO GET IN TOUCH WITH THE SERVICE PROVIDERS HELPDESK:

HELPDESK TIMINGS: 1000 HRS to 1830 HRS IST (MONDAY TO FRIDAY (Exclusions: MMTC HOLIDAYS))		
Dedicated helpdesk for MMTC		
Name	Email	Phone numbers
Abhijeet Goware	abhijeet@eptl.in	+91- 9265562826
e-Tendering Services (Uploading / Bidding)		
Pankesh Kumar	pankesh@eptl.in	079-40270507 M 9374519729
Rahul Dixit	rahul.dixit@eptl.in	079-40270555
	support@abcprocure.com	079-40270564
		079-40270566

NOTE: Class III Digital Signature Certificate (DSC) is mandatory to participate in e-tendering. Participating bidders have to make sure that they have the valid DSC in their name. If not, they can procure from any of the RAs approved by CCA. Minimum time to procure DSC is 5 working days.