



## AN OVERVIEW OF MMTC LIMITED



MMTC Limited (A Govt. of India Enterprise), the leading international trading enterprise of India, deals in international and domestic trading of precious metals, Fertilizers, Agro Products, Coal & Hydrocarbons, and Non-ferrous Metals besides general trading from last 50 years. The average business turnover of the Company and of Precious Metals Groups for the last three financial years ended on 31<sup>st</sup> March, 13 is around Rs 54,400 Crores and Rs 38,501 Crores respectively. MMTC enjoys the position of market leader in the Indian bullion trade (precious metals) having flexibility to operate from various centers spread all over the country offering novel products/services. The Precious Metals Group of the Company is continuously working on improving service to customers and is focusing on improving sales of value added products, viz gold and silver medallions, silverware and gold jewellery. The Company has Assaying & Hallmarking (A&H) Centers at Delhi and other cities of India.

Across India, the Company has number of jewellery Showrooms and very large number of stockists to sell MMTC's Hallmarked Gold Jewellery, Gold & Silver Medallions and Sanchi Brand Silverware products. From time to time MMTC Limited organizes exhibition cum sale of gold, diamonds & precious stone studded across various locations all over the country. We have organized highly successful exhibitions in last few years at various premier locations like Hotel The Ashok, Hotel Samrat. Cross River Mall, International Trade Promotion Organization, Pragati maidan in Delhi, Hotel Fidalgo, Goa, The gateway Hotel, Vishakhapatnam, etc. We are having highly dedicated and co-operative business partners which are helping us in every possible manner to make every single event the best of its kind. On the other hand MMTC makes every effort to nourish its business partners with long term national level exposure.



**MMTC Limited,  
Delhi Regional Office  
F 8-11, Flatted Factories Complex,  
Rani Jhansi Road, Jhandewalan,  
New Delhi-110055**



## **TENDER NO: MMTC/DRO/EXH\_FOG/SECURITY/003/2013-14**

### **TENDER FOR SECURITY SYSTEM & SECURITY FOR FESTIVAL OF GOLD/ GOLD EXHIBITION**

MMTC Limited invites sealed bids for providing comprehensive security cover for round the clock for an exhibition cum sale of gold, diamonds & precious stone studded jewellery in **MMTC community center, Malviya Nagar and our MMTC showrooms in Jhandewalan, Lodhi Road and CRM Mall from 18<sup>th</sup> Oct, 2013 to 1st Nov, 2013 (15 days) and in Hotel Samrat from 28 Oct, 2013 to 1<sup>st</sup> Nov, 2013 (5 days)**. Also it may be noted that the tender rates will be applicable in all MMTC's exhibitions during Lohri, Valentine, Baisakhi and Akshiya Tritya, 2014 and any other exhibition planned later on till June, 2014.

Interested Agencies may submit the duly filled application form, Technical bid along with financial bid attached herewith along with and other relevant documents required in closed cover super scribed with "TENDER NO: MMTC/DRO/EXH\_FOG/SECURITY/003/2013-14". The cover should reach through Registered Post/courier/Hand delivered to tender box placed at ground floor of MMTC Limited, F-8-11 Jhandewalan Flatted Factory Complex, Rani Jhansi Road, Jhandewalan New Delhi 55

#### **Important Dates**

Date of Tender -	04 October, 2013 (1300 hrs)
Submission Start Date -	07 October, 2013 (1130 hrs)
Submission End Date -	08 October, 2013 (1130 hrs)
Bid Opening Date -	08 October, 2013 (1400 hrs)

#### **REQUIREMENTS**

The scope of assignment for providing comprehensive security cover shall include but not limited to following:

1. Installation of adequate Color CCTVs / Cameras at each counter /adequate VCRs for 24 hrs recording/ Adequate number of Monitor recording of installed cameras, security system etc., Any other perimeter devices / anti theft device to cover the entire exhibition premises and daily recording to be maintained during all days of exhibition and to be maintained for minimum 30 days from the date of close of exhibition. The total tentative requirement of CCTV camera at MMTC community centre (35 Nos.) and hotel SAMRAT (50 NOs.) and all other showrooms will be 10 cameras each.

\* The no. of security systems will vary from premises to premises. Price Bid should be given for 1 CCTV camera including all charges for recording, set-up/installation and surveillance and monitoring devices.

2. Security & Technical Support staff –
  - Gunman - 2 – 6 nos.
  - Security guards (with metal detector) - 6 -12 nos.
  - Lady searcher – 1 - 3 nos
  - Security officers - 2 -4 nos.
  - Vigilance and general surveillance officers - 2 - 4nos. (during exhibition timings on daily basis including lady officials) to provide vigilance and to control movements of stock/crowd and conduct of undesirable elements.
  - Staff for luggage counters during exhibition – 2-4 nos.
  - Technicians - 4 nos. for monitoring/supervising CCTV's.
3. Security Door frame – 1 – 2 nos. (At all entry point with sensor)
4. Six Zone Security Control Panel and photoelectric infrared beams (PEIR & PIR).

**Note** - The cost bid be given individually for each category on per day basis in the exact format given in financial bid (Kindly take note of no. of officials in each category while giving quotes).

#### **Qualification of Guards/Gunman**

The guards provided should be physically fit with good character, conduct & behavior, competent & qualified to perform the security duties for which they are employed. They shall not be beyond the age of 55 years. This office shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to exhibition venue without the consent of MMTC.

#### **Duties of the Security Guards/Gunman**

1. The Personnel supplied ought to be polite but firm, disciplined, physically fit and alert, smartly dressed in uniform.
2. To attend with compliments to distinguished visitors, VIP's and officers.
3. Check, control and restrict entries to staff/workers/authorized personnel of organization/firm and others by valid passes or searching if required and incoming/outgoing materials (with invoices, challan).
4. Maintain strict security of men, material and premises and maintain diary to note all important events/happenings information received/passed to the management.
5. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in attendance register etc.
6. In case of fire, the Security Guard will immediately alert the staff on duty and assist in fire fighting operations.
7. The security guard must watch that there are no unidentified/unclaimed/suspicious objects/persons in or near the exhibition hall.
8. The security personnel must be in proper, neat and tidy uniform.
9. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
10. The agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.

11. The security guard should check the bags/brief cases of the visitors if considered necessary.

**Duties and Responsibilities of the Agency**

1. The agency should provide necessary equipment to the security guard on duty.
2. The security guards must be rotated from their deployment.
3. If it is found that any property of the MMTC is lost/damages due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/lost from the security agencies bill.
4. The agency shall furnish the names and addresses of the security guards posted in the exhibition premises of MMTC and also when there is any change in security guards.
5. The security guards deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour laws applicable to them.
6. Agency should submit details of personnel deployed at the exhibition venue along with their photographs and police verifications (only for personnel deployed at the exhibition venue).
7. Guarding MMTC's property against any theft/loss etc.
8. Liaison with local police, assist MMTC in case of theft/loss in lodging FIR and follow up lodging of insurance claim etc.
9. Agency will appoint a coordinator (at their own cost), who will stay at the exhibition premises during the exhibition. The co-coordinator will conduct regular periodic check during night hours after sealing of exhibition premises so that security guards are alert and perform their duty.

**DEPUTY GENERAL MANAGER (RETAIL)**

**APPLICATION FORM/ TECHNICAL BID**

**TENDER NO: MMTC/DRO/EXH\_FOG/SECURITY/003/2013-14**

To  
The Deputy General Manager (Retail),  
MMTC Limited  
Delhi Regional Office,,  
F-8 to F-11, Flatted Factory Complex,  
Rani Jhansi Road, Jhandewalan,  
New Delhi- 110055.

Sir,

**Subject -Details/Information of Security agency**

We \_\_\_\_\_, hereby furnish the details of our security agency along with the documentary proofs to participate in Tender: MMTC/DRO/EXH\_FOG/Security/003/2013-14 dated 3 October, 2013,

1	Name of the Security firm/agency	
2	Address	
3	Telephone / Fax no./ E-mail	
4	State Govt. Dept. /Pvt. Party/others	
5	Year of Establishment	
6	Proprietor / Partnership firm /Company	
7	Name of Proprietor / Partners / Directors	
8	Average Annual Turnover in last 3 financial years	
9	Registration No. (enclose copy of certificate)/ Partnership	
10	Permanent Account Number (PAN)	
11	Work Contract Tax Registration No., (if applicable):	
12	VAT (Registration No. if applicable):	
13	Value up to which party can take up jobs	
14	Service Tax Registration No.	
15	Details of similar/other works carried out in any of last 3 financial years along with <b>order value</b> along with copies of relevant work orders and completion certificate	1. 2. 3. 4. 5. 6.

16	Details of EMD of Rs. 50,000/- (Rs. Fifty Thousand only) If already submitted in Tender No : MMTC/ DRO/ EXH_FOG/ SECURITY/001/2013-14, Only provide details	DD/BC no. _____ Dt _____ Bank _____ _____
17	Any other Details	

**Date:**

**Signature of Authorized Signatory of bidder  
With name, address & seal of company**

**Note - If the party has already submitted the required documents in Tender No: MMTC/DRO/EXH\_FOG/SECURITY/001/2013-14, only provide details in technical bid form.**

Enclosed Copies of:

1. Registration certificate and related documents (MOA, AOA, certificate of incorporation)
2. Address proof along with telephone, electricity bills. (including ownership papers/ rent agreement)
3. Copy of PAN Card VAT& CST, Service tax, work contract, Regd. of the firm. (Duly attested by public notary)
4. Copies of Income tax returns and audited annual accounts of the firm for last three years (duly attested by chartered accountant)
5. EMD of Rs 50,000/- (Rupees Fifty thousand only) by banker's cheque or DD in favour of MMTC Limited
6. Bank Certificate issued by Branch Manager of the Bank for credit worthiness of the bank account maintained with the bank.
7. Color Photos of Directors/Partners/Proprietors and related documents.
8. Copies of relevant work orders and completion certificate

**FINANCIAL BID (On letter head of agency)**

**TENDER NO: MMTC/DRO/EXH FOG/SECURITY/003/2013-14**

To  
The Deputy General Manager (Retail),  
MMTC Limited  
Delhi Regional Office.,  
F-8 to F-11, Flatted Factory Complex,  
Rani Jhansi Road, Jhandewalan,  
New Delhi- 110055.

Sir,

**Subject -RATES/QUOTATION FOR EXHIBITION/FESTIVAL OF GOLD**

We \_\_\_\_\_, hereby quote the rates for various requirements furnished by MMTC to participate in Tender: MMTC/DRO/EXH\_FOG/Security/003/2013-14 dated 3 October, 2013. The below mentioned rates excluding taxes are valid till June, 2014 from date of opening of price bid.

<b>Category - Staff/ Personal (Rates in Rs per day)</b>		
1	Gunman - 2 nos. (1 per shift of 12 hrs)	
2	Security guards - 6 nos. (3 per shift of 12 hrs, 1 with metal detector)	
3	Lady searcher - 1 no (during exhibition timing)	
4	Security officers - 2 nos. (1 per shift of 12 hrs)	
5	Vigilance and general surveillance officers - 2 nos	
6	Staff for luggage counters during exhibition - 2 nos.	
7	Technicians - 4 nos. (2 in each shift of 12 hrs) for monitoring/supervising CCTV's.	
<b>Category - Security Equipments (Rates in Rs per day)</b>		
1	Charges for 1 no. of CCTV's cameras including all charges for recording, set-up/installation/Cabling and surveillance and monitoring devices.	
2	Metal/security door frame - 1 no.	
3	Six Zone Security Control Panel and photoelectric infrared beams (PEIR & PIR).	

\* Taxes Extra equal to \_\_\_\_\_% (if applicable)

I agree to all conditions mentioned herewith. Kindly consider my quotation for above tender

**Date:**

**Signature of Authorized Signatory of bidder  
With name, address & seal of company**

## GENERAL TERMS & CONDITIONS

1. Security agency should submit Price Bid bearing the name and address of the agency. All pages of the offer must be signed and numbered and duly stamped under seal of firm/company.
2. Physical price bid complete in all respects should reach by courier/ Registered post/ hand delivered to our premises MMTC LIMITED, Delhi Regional Office, F-8-11 Jhandewalan Flatted Factory Complex, Rani Jhansi Road, Jhandewalan New Delhi 55 on or before the tender due date and time as given.
3. The price once quoted under physical mode is not allowed for any subsequent price revision/adjustments/revamping; as such, panel agencies are advised to ensure that their offers are most competitive, in full conformity to our tender specifications and final.
4. The work order will be given to the party who will emerge as L-1 with respect to our total requirement of Exhibitions.
5. **The offered rates will be valid till June, 2014 from the date of opening of Price Bid.**
6. The Price bid will be opened in presence of all participated agencies or their authorized representative (max one) who choose to remain present on the opening date at the scheduled time.
7. The Price bid received after the due date and time of opening is liable to be rejected.
8. The agencies shall quote the rates in English language and International numerals. These rates shall be entered in figures as well as in words. In case of differences in rates between words and figures, rate mentioned in words shall be treated as valid rates.
9. All entries in the Price bid under physical mode shall be written in Erasers and over writing are not permitted and may render such price bid liable to summarily rejection. All cancellation and insertions should be initialed and stamped.
10. If the agencies deliberately give wrong information in the price bid, MMTC reserves the right to reject such bid at any stage or to cancel the contract, if already awarded.
11. The successful bidder shall not sub-contract any part or complete work as detailed in the tender specifications without written permission of MMTC. Any dispute or difference whatsoever arising between the parties relating to the work allotted or effect of this contract/tender or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator or be nominated by Chief General Manager (DRO) of MMTC. The provisions of Arbitration and Conciliation Act – 1996 shall apply to such arbitration proceedings. Venue of arbitration shall be New Delhi.
12. The court of competent jurisdiction at Delhi shall have exclusive jurisdiction in regard to all disputes in respect of this tenders.
13. Timely completion of the work is essence of the contract.
14. The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of MMTC.
15. The quoted rates shall include all costs including transportation of material to and from the site as and when required. Nothing extra is payable on this account. Transportation of any wastage, exchange of rejected or defective material, surplus material etc. shall have to be arranged by the bidder at his own risk and costs. Also any material brought inside or taken out of the premises shall have necessary prior permission to do so.
16. The contractor shall be responsible for any injury caused to persons or things, any damaged caused to any property of MMTC/Exhibition venue, which may arise, from the operations or neglect of any person of the bidder team or any person engaged by him for any purpose related to the execution of this contract. This clause shall include inter-alia, any damage to building, space etc. adjacent or otherwise to the premises. The bidder shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in



award of any compensation or damage consequent upon any claim arising out of the above. The bidder shall further make good all damage caused thus either to MMTC or any third party.

17. The contractor shall ensure the regular supervision and control by the bidder himself or by his authorized representative on the personnel deployed by him for MMTC work and necessary direction should flow from the bidder to his workforce for undertaking the contract obligations.
18. The contract shall comply with labour/industrial laws.
19. The bidder shall submit for verification all relevant records/documents to MMTC as asked for.
20. The contractor shall indemnify MMTC against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
21. All statutory taxes/TDS at the prevailing rates as applicable from time to time shall be deducted from contractor's bills as per rules.
22. The tenderers shall have total responsibility for all items/equipments/materials in his custody, store, loose, semi-assembled and/or erected by him at venue.
23. In the event tenderer fails to execute the work the due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the MMTC or on behalf of the MMTC within the scope of the contract, or shall contravene the provisions of the contract, the MMTC may give notice in writing to the tender for termination of the contract. Tenderer shall be responsible for all losses/claims due to termination.
24. Bidders may also give presentation on their arrangement if required.
25. MMTC reserves the right to modify or cancel the whole tender. Process of award the tender to other than L1 bidder at the sole discretion of MMTC without referring to any other party and without assigning any reason whatsoever.
26. No advance payment shall be made in this tender/work order.
27. In case of non- empanelment the deposit will be returned within one month of the bid opening without any interest payment.
- 28. Disclaimer - The original requirements/dates/venues may vary at the actual time and payments will be done on proportionate basis. Any venue can be cancelled at sole discretion of MMTC without assigning any reason.**