



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



## **TENDER NO: MMTC/DRO/EXH\_FOG/INFRA/001/2014-15**

### **TENDER FOR DESIGN AND CONSTRUCTION OF STALLS FOR GOLD/ SILVER MEDALLIONS AND JEWELLERY EXHIBITION AND SUPPLYING SECURITY COVER THOROUGH CCTV'S, DFMD'S, etc.**

MMTC Limited invites sealed bids for fabrication of stalls and for gold and Silver Medallions, Silver Sacnhiware and Gold and Diamond jewellery exhibiton and providing comprehensive security cover for round the clock for an exhibition cum sale of gold, diamonds & precious stone studded jewellery in various locations IN Delhi NCR and Shimla and Dehradun. The tender rates will be applicable in all MMTC's exhibitions during Dhanteras Exhibitions, 2015 and any other exhibition planned later on till June, 2016.

\* The period of exhibition may vary from 3 – 15 days.

Interested Agencies may submit the duly filled technical bid and financial bid in separate covers attached herewith along with and both the covers in closed cover super scribed with "TENDER NO: MMTC/DRO/EXH\_FOG/INFRA/001/2014-15". 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 55

#### **Important Dates**

Date of Tender –	27 Feb, 2015 (1300 hrs)
Pre Bid Meeting –	09 Mar, 2015 (1400 hrs)
Submission Start Date –	10 Mar, 2015 (1300 hrs)
Submission End Date –	17 Mar, 2015 (1300 hrs)
Bid Opening Date –	17 Mar, 2015 (1400 hrs)

#### **REQUIREMENTS**

**The tentative super area of various exhibitions halls will be**

1. **MMTC Community center** – 150 – 200 Sq. meter Stall area
2. **MMTC's Jhandewalan Complex** – 25-35 Sq. Meter Stall Area
3. **MMTC's Corporate Office** – 40-50 Sq. Meter Stall Area
4. **MMTC's CRM Showroom** – 20-25 Sq. Meter Stall Area
5. Bidders may also quote rates for locations for locations at Noida, Gurgaon, Shimla and Dehradun.

6. Any other location as decided by MMTC management.

In addition to stall area there is also a requirement of separate partitions , Entrance gate (decorated with Flowers, Colored cloth, etc.), CCTV' security room, Cash collection Room, System Division/Networking Room which will require Tables, Chairs, Panel Partitions, Sockets, Lights, Carpets, Etc. All other area of the hall where there are no stalls should also be covered with carpet.

The scope of assignment for providing comprehensive design and construction of stalls shall include but not limited to following: (m= meter)

### 1. Stalls -

Sr. No	Tentative Requirement of Stalls	7.5m *4m	6.5m *3m	6m *3m	5m *3m	3m *3m
1	Glass Counter	As per length of stall and requirement				
2	Panels	As required				
3	Wall showcases Length- 1m * Breath - 0.5m	2 nos.	2 nos.	2 nos.	1 nos.	-
4	Cash counter	1 no.	1 no.	1 no.	1 no.	1 no.
5	Carpet	Fully covered				
6	Spot Lights (White/Yellow)	14 nos.	14 nos.	14 nos.	13 nos.	4 nos.
7	Halogens	4 nos.	4 nos.	4 nos.	2 nos.	2 nos.
8	Sockets	4 nos.	4 nos.	4 nos.	4 nos.	2 nos.
9	Chairs	7 nos.	6 nos.	5 nos.	5 nos.	3 nos.
10	Tables	2 nos.	2 nos.	2 nos.	2 nos.	1 nos.
11	Pedestal Fans	3 nos.	3 nos.	3 nos.	2 nos.1	1 nos.
12	Cash box	1 no.	1 no.	1 no.	1 no.	1 no.
13	Waste paper basket	3 nos.	3 nos.	3 nos.	3 nos.	1 nos.
14	CCTV/Cameras	As per length of stall and requirement				

Note - All stalls should have

- a. Fascia With name
- b. Decoration of all stalls with multi colours clothes, ribbon handicrafts decoration, special fascia and mannequins (2-3 for Category A-D stalls).

### 2. Store/central Cash Room/System Division Room/ Security Room/Luggage counter - For various exhibitions we require different sizes of rooms.

- a. One lord Ganesh Idol, Brass Candle Stand, Dia Batti and oil. One garland on daily basis during the exhibition period for Lord Ganesh.
- b. To provide power points and a adjoining the exhibition hall for setting up the security control room. Also to make arrangement for bag deposit/left luggage centre.
- c. To provide sufficient supervisor, electrician, carpenter and other technician(s) required for repairs.
- d. For all the above stalls, wall counters for display should have detachable shelves.

The tentative size of these rooms will be

Sr. No	Tentative Requirement	6m*4m	5m*3m	3m*3m
1	Sockets	4 nos.	4 nos.	4 nos.
2	Chairs	7 nos.	6 nos.	5 nos.
3	Tables	4 nos.	3 nos.	2 nos.
4	Cash box (only in Cash Room)	2 no.	2 no.	2 no.
5	Waste paper basket	2 nos.	2 nos.	2 nos.
6	Panels	As required		

The payment of these rooms will be done on actual nos. of items used during the exhibition. For calculation of the cost, individual rates for each item have to be submitted as per format given in financial bid.

**3. Security Surveillance** – For total area of exhibition hall, including stalls along with entrance and all entry gates, the area should be covered with CCTV Cameras for 24\*7 to maintain proper surveillance.

- a. 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 60 days from the date of close of exhibition. The total tentative requirement of CCTV camera at MMTC community centre (32-48 Nos.) and all other showrooms will be 10 cameras each.
- b. The no. of security systems will vary from premises to premises.
- c. The main entry door should have DFMD's (2 nos.) .
- d. All the stalls should have sufficient CCTV/s cameras to cover all the areas of the stalls.
- e. The lobby's and all entry exit should be covered with CCTV/s cameras
- f. The minimum camera pixel required is 1024\*768 pixels.
- g. The data recording should be maintained for at least 60 days from the closing of exhibition and may be provided to MMTC in case required from time to time.
- h. Security Door frame – 1 nos. (At all entry point with sensor) or as per MMTC Requirement
- i. Six Zone Security Control Panel and photoelectric infrared beams (PEIR & PIR).

**DEPUTY GENERAL MANAGER (RETAIL)**

**APPLICATION FORM/ TECHNICAL BID**

**TENDER NO: MMTC/DRO/EXH\_FOG/INFRA/001/2014-15**

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 participating agency**

We \_\_\_\_\_, hereby furnishing the details of our organization along with the documentary proofs to participate in "TENDER NO: MMTC/DRO/EXH\_FOG/INFRA/001/2014-15".

1	Name of the 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 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 from Govt Organisations/PSU's	1. 2. 3. 4. 5 6

16	Details of EMD of Rs. 50,000/- (Rs. Fifty Thousand only) which will be returned to applicants in case of non-empanelment - within one month of tender opening	DD/BC no. _____ Dt _____ Bank _____ _____
17	Any other Details	

**Date:**

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

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 license/valid permission to function as stall erector.
4. Copies of Income tax returns and audited annual accounts of the firm for last three years (duly attested by chartered accountant)
5. Copies of Income tax returns and balance sheet of the firm/ company for last three years (duly attested by chartered accountant). The minimum annual turnover of the company should be 01 crores.
6. EMD of Rs 50,000/- (Rupees Fifty thousand only) by banker's cheque or DD in favour of MMTC Limited
7. Bank Certificate issued by Branch Manager of the Bank for credit worthiness of the party.
8. Copies of relevant work orders and completion certificate

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

**TENDER NO: MMTC/DRO/EXH\_FOG/INFRA/001/2014-15**

Date - \_\_\_\_\_

To  
The Deputy General Manager (Retail),  
MMTC Limited  
Delhi Regional Office,  
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 NO: MMTC/DRO/EXH\_FOG/INFRA/001/2014-15". The below mentioned rates excluding taxes are valid till June, 2016 from date of opening of price bid.

	<b>STALLS</b>	Rates (In Rs) in per Square meter of stall area
1.	For exhibition conducted by MMTC at various locations in Delhi NCR	
2.	For exhibition conducted by MMTC at various locations in Dehradun	
3.	For exhibition conducted by MMTC at various locations in Shimla	

\*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 the company**

***\*Note - The price bid given in format given above will only be accepted and any variation in the bid from the format given will be rejected. For selection of L-1 rates given in category A will be taken into consideration only.***

### **GENERAL TERMS & CONDITIONS**

1. 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, 2016 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 his 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 labor/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 may be cancelled at discretion of MMTC without assigning any reason.**