



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

**EOI NO: MMTC/DRO/FABRICATION/001/2021-23**

**EXPRESSION OF INTEREST FOR EMPANELMENT OF**  
**MANUFACTURERS/FABRICATORS FOR FABRICATION OF GOLD & SILVER**  
**COINS / MEDALS AND BARS**

MMTC Limited invites expression of interest from fabricators/manufacturers for empanelment for fabrication and supply of Gold & Silver Coins/Medals/Bars required by MMTC Limited.

**Important Dates**

Publishing Date of Tender – 19.07.2021  
Date & Time of Pre-Bid Meeting- 20.07.2021 11:00 Hours  
Submission Start Date – 20.07.2021 14:00 Hours  
Submission End Date – 10.08.2021 15:00 Hours  
Bids Opening Date – 10.08.2021 16:00 Hours

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**TENDER NO: MMTC/DRO/FABRICATION/001/2021-23**

### **KEY DETAILS OF THE TENDER**

Tender Number	MMTC/DRO/FABRICATION/001/2021-23
Name of Work	EXPRESSION OF INTEREST FOR EMPANELMENT OF FABRICATORS FOR FABRICATION AND SUPPLY OF GOLD & SILVER COINS / MEDALS AND BARS.
Mode of submission of technical bid/EOI	Online and Physical mode of submission
Mode of submission of price/financial bid	NA
Last date and time of Submission of bids	10.08.2021 -15:00 Hours
Tender Security Amount (EMD)	Rs. 50,000
Date and Time of Pre Bid meeting	20.07.2021 11:00 Hours
Last date and time of submission of tender- online and physical modes	10.08.2021 – 15:00 Hours
Date and time of opening of technical bid	10.08.2021 – 16:00 Hours
Date and time of opening of price/financial bid	NA. The EOI is only for empanelment. The price bids will be sought subsequently.

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**TENDER NO: MMTC/DRO/FABRICATION/001/2021-23**

**EXPRESSION OF INTEREST FOR EMPANELMENT OF FABRICATORS FOR  
MANUFACTURING/FABRICATION OF GOLD & SILVER COINS / MEDALLIONS  
AND BARS.**

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**EXPRESSION OF INTEREST FOR EMPANELMENT OF FABRICATORS FOR  
MANUFACTURING/FABRICATION OF GOLD & SILVER CINS / MEDALLIONS AND  
BARS**

**1 LETTER OF INVITATION**

MMTC Limited invites expression of interest from technically competent, experienced and financially sound Manufacturing / fabrication agencies, having their own adequate infrastructure, machinery with valid statutory licenses for manufacturing of Gold & Silver Medallions for empanelment for supply of Gold & Silver Medallions of various dimensions that MMTC may require in retail precious metal market.

Interested fabricators/manufacturers of medallions will submit the required documents in a closed cover super scribed with "EOI-TENDER NO: MMTC/DRO/FABRICATION/001/2021-23" The covers 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 - 110055

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Also it may be noted that this empanelment of fabricators/manufacturers of fabriator will be valid for two years from the date of empanelment and may be extended as per MMTC Discretion. Further MMTC may invite fresh Price bid from such empanelled manufacturers from time to time for fabrication of Gold & Silver bars/ coins of different denominations as required by MMTC during the time of empanelment.

## **1.1 BACKGROUND**

MMTC Limited (hereinafter referred to as MMTC) was set up in 1963 under the Ministry of Commerce; Government of India and is engaged in international and domestic trading of commodities/products like minerals, metals, precious metals, fertilizers, coal & hydrocarbons, agro commodities and general trade. On recognizing the lack of quality products in the Precious Metal Retail market, MMTC Limited, one of India's largest international trading companies, diversified in to retail business of precious metals to cater to the customers' demand of Gold Jewellery , Gold & Silver Medallions / Coins of various denominations and various other products with zero compromise on quality.

In order to achieve its above vision and in view of the increasing demand of the market, MMTC intends to empanel technically competent, experienced and financially sound Manufacturing / fabricating agencies, having their own adequate infrastructure, machinery with valid licenses etc as required under the statute. The services of Manufacturing / fabricating agencies will be utilized for fabrication of Gold & Silver Coins (Silver Medallions), Bars of different denominations and any other requirements that may arise involving its precious Metal Product line on offer in the market. MMTC will empanel such eligible firms for a period of two years from the date of empanelment.

## **1.2. SCOPE OF WORK**

The manufacturer/fabricator shall, as and when referred by MMTC, render the following services:-

- a) Manufacturing / Fabrication of primarily Silver Coins /Medallions / bars of various denominations ranging from 5GM to 1000 GM denomination from raw silver supplied by MMTC and Bars. Primarily in round, oval, square and rectangular shapes with positive tolerance in terms of weight and Purity.
- b) Manufacturing / Fabrication of any other Coins / Medallions or of desired specification or shape from the raw silver or Gold (999 fineness or any other fineness as required) handed over by MMTC to the fabricator / manufacturer, which MMTC so desires as per its requirement.
- c) All stock issues and receipts shall be ex- MMTC Jhandewallan office complex.
- d) Acceptance of all fabricated medallions/bars lots submitted by the fabricator is subject to the strict quality check that MMTC conducts as per its internal policy to maintain the quality it promises in the market.

### **1.3 MINIMUM ELIGIBILITY CRITERIA:**

The Manufacturing / fabricating agencies (herein after referred as bidder) should fulfill the following criteria:

1. Should be legal entity registered in India
2. Must have its own Medallion Fabrication / Manufacturing unit with adequate infrastructure and machinery. ( Relevant document proof to be submitted; Eg.Previous records of job orders received )
3. **Minimum** 3 years experience in Coins/Medallions fabrication / Manufacturing.
4. **Minimum** Rs. 1 Crore annual turnover during any of these last five years ie) 2016-17,2017-18,2018-19 , 2019- 20,2020-21.
5. Should not have been blacklisted by any Central/ State Government/ Public Sector Undertaking . An undertaking in this regard is required to be submitted.
6. Bidder should not be involved in any litigation that may put the stock of MMTC Limited at risk or compromise the performance/delivery of services as required under the scope of work & Terms & Conditions of Empanelment and in execution as per agreement.
7. Bidder must have a valid PAN and GST certificate number .
8. Bidder must be compliant of all statutory requirement in terms of tax & GST rules.

### **1.4 CRITERIA FOR EVALUATION OF EOI:**

**Total marks: 100**

<b>S. No</b>	<b>PARTICULARS</b>	<b>MARKS</b>
<b>1</b>	<b>TURNOVER</b>	<b>10</b>
<b>2</b>	<b>EXPERIENCE</b>	<b>10</b>
<b>3</b>	<b>PREVIOUS CUSTOMERS DETAILS</b>	<b>10</b>
<b>4</b>	<b>PRODUCTION CAPACITY PER DAY</b>	<b>40</b>
<b>6</b>	<b>PHYISCAL TEAM VISIT</b>	<b>30</b>
	<b>TOTAL</b>	<b>100</b>

## **1.5 General Instructions to Bidder:**

- i.** For details regarding submission of documents please refer to Section 2 AND Section 3 of this EOI document.
- ii.** Interested parties who are eligible as per Min. eligibility Criteria at Section 1.3 shall submit the documents as requested at Main Section 2 (P. No.9) of this EOI document.
- iii.** EOI document is available on <https://www.mmtclimited.com/tenders> And Governments' e-procurement website <https://mmtc.eproc.in> for online as well as physical mode submission of EOI. For online submission , Bidder is required to obtain Class III Digital Signature (meant for e-tendering) from any of Certifying Authority recognized by Controller of Certifying Authority ([www.cca.gov.in](http://www.cca.gov.in)) and have to register with e-procurement portal <https://mmtc.eproc.in> (a one-time activity) independent of each other as detailed below in Section 1.5 (Vii to ix)
- iv.** The empanelment of eligible bidders shall be done based on the Criteria for evaluation as defined at Section 1.4 of this EOI document. Bidders scoring minimum 60 marks shall be shortlisted for empanelment.
- v.** In case of multiple entries, Evaluation marks will be considered to empanel required no. of manufactures as desired by Competent Authority of MMTC.
- vi.** The EMD of the unsuccessful/rejected bidder will be returned within 14 working days time. No interest will be paid on any EMD.
- vii.** **Procedure for obtaining Digital Certificate:** Bidder should obtain digital certificate to participate in the e-Tender. The procedure for obtaining Digital certificate is given in the web site <https://mmtc.eproc.in>. In case of any difficulty, the bidders can either mail or talk to the Technical Support Engineer, whose contact details are given at Sl . No Viii below.
- viii.** **Procedure for Registering in E-Procurement portal:** Bidder has to register with our E-procurement portal. For registering, please go to <https://mmtc.eproc.in> and follow the directions. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.

- ix.** For any assistance on e-bidding process, please contact Mr. Himanshu, Technical Support Engineer – , mobile phone +91- 9265562826 or 0120-4888888 or Mr. Bhargav 011- 24381453.
- x.** Bidders who prefer submission of EOI in physical mode, may drop their entire EOI documents, sealed in a single envelope super scribed as MMTC/DRO/FABRICATION/001/2019-21 and drop in the tender Box kept at the reception counter of the office at MMTC Limited, F8-11, Flatted factories Complex, Jhandewallan, Ranijhansi Road, New Delhi-55, between the office hours.
- xi.** EOI documents in the either of the modes, i.e) e-tender as well as physical, shall be accepted. Parties can choose any one mode for the submission of their bids.



**EXPRESSION OF INTEREST FOR EMPANELMENT OF FABRICATORS FOR MANUFACTURING/FABRICATION OF GOLD & SILVER COINS / MEDALLIONS AND BARS.**

**2. DOCUMENT REQUIRED FOR SUBMISSION**

Any eligible bidder who wishes to apply for empanelment of MMTC Limited for fabrication of Medallions/Coins will submit all the documents as provided under this section from 2.1 to 2.6.

- a. Application for empanelment along with enclosures as per Section 2.1.
- b. Self attested copy of the Terms & Conditions as per Section 2.2
- c. Self attested copy of the Specifications as per Section 2.3 along with the details/relevant information (if any) the bidder may want to provide.
- d. Declaration for no near relatives in Rs.20/- stamp paper at Sec 2.4
- e. Declaration reg acceptance of tender at Sec 2.5
- f. Declaration reg. blacklisting from taking part in Govt Tender at Sec 2.6

**(On the Letter Pad of Applicant)**  
**2.1 Application Form for Empanelment of Fabricators for MMTC's Silver/Gold**  
**Coin/bars / Medallion – 2021-23**

Dated: \_\_\_\_\_

To,

The Chief General Manager,  
MMTC Limited,  
F 8-11, Flatted Factories Complex,  
Rani Jhansi Road, Jhandewalan,  
New Delhi-110055

Dear Sir,

With reference to your EOI dated \_\_\_\_\_ inviting applications for empanelment of Manufacturers / Fabricators for Gold/Silver Medallions/bars, we submit our application for your consideration. The profile of the Firm/Company is as follows:

01	Name and address of the company/firm (along with duly attested copies of registration certificates in support of manufacturing unit Also state legal constitution of the company/firm	
02	Name of Proprietors/Partners/Directors along with:  Telephone No. _____  Mobile No. _____  PAN No. _____  Email Id: _____  Fax No. if any _____  ( Attach a Copy of PAN Card )	
03	Location and Address of Manufacturing unit along with	

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	a copy of proof/ license. ( attach the copy of the address proof and License duly self attested)	
04	Facilities available in the unit : (Put a tick mark)  1. Melting / Rolling / Embossing/Cutting /Polishing. 2. Other Facilities, Please Specify separately. Example : Colouring, Gold Plating etc. (along with details of relevant documentary proofs to be submitted)	
05	Details of year -wise Turnover in Rs. Crores <b>(Relevant Documentary proof to be submitted for evaluation)</b>	2016-17- 2017-18- 2018-19- 2019-20 2020-21
06	Years of Experience in Medallion fabrication <b>(Relevant documentary proof to be submitted for evaluation)</b> in years.  Ex: Job order received from any corporate/PSU during any financial year,Audited balance sheet etc.	
07	Production Capacity Per day – (No. of 10 Gram Silver /Gold coins that can be minted per day in your factory) . <b>The details are mandatory and will be used for evaluation.</b>	
08	Details of EMD of Rs.50, 000/- (Rs. Fifty Thousand only) which will be returned to applicants in case of non empanelment within three month of tender opening.  DD/BC No. _____  Date _____  Bank _____  MSME registration certificate is to be submitted mandatorily if exemption is being claimed as MSME.	
09	Tax Registration Number (GST) and PAN No. of Proprietor/Firm. ( Self attested Copies to be attached)	

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10	Name and Address of the Bank along with account no. (Also a Certificate duly signed by Branch Manager is to be enclosed)	
11	Any other relevant information. (any other core competency/business inside the unit apart from medallion fabrication)	
12	Names of the Government/ PSU's/Private organizations etc. for whom you have supplied / fabricated the Silver coins in the last three years along with value and relevant documents. ( <b>Attach copies of the work / job orders</b> ) <b>The details are mandatory and will be used for evaluation of the bids.</b>	
13	Agree to furnish performance guarantee or Bank guarantee / Cash guarantee equal to 110 % of the value of Gold/Silver supplied by MMTC for fabrication. The same will be kept with MMTC till successful supply of the fabricated material. This amount will not earn any interest.	YES/NO
14	Agree to abide by the terms and conditions of Fabricator's agreement as submitted under Terms & Conditions at Sec 2.2	
15	Already doing business with other division of MMTC? If so give details ( Attach Copies of Work/Job orders)  (Ex: OGL Gold KG bar Importer/ DTA exporter, Jewellery Supplier etc.)	

I/We hereby declare that all the information furnished in this application is true to best of my/our knowledge and in case any information in this application form is found to be false or incorrect at any time, this shall entail automatic cancellation of my/our application and forfeiture of EMD besides rendering me/us liable for any other legal action at the discretion of MMTC Limited.

Thanking you,

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

STAMP

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**TENDER NO: MMTC/DRO/FABRICATION/001/2021-23**

Enclosed:

1. Registration certificate/License of manufacturing Unit.
2. EMD of Rs 50,000/- (Rupees Fifty thousand only) by banker's cheque or DD in favor of MMTC Limited
3. Copy of PAN Card GST Certificate of the firm. (Duly self attested notary)
4. Copies of Income tax returns and balance sheet of the firm for last three years (duly attested by chartered accounted)
5. Documents in support of fabrication work for Government/PSU's/private organizations during last three years (Job order duly self attested).
6. Bank Certificate issued by Branch Manager of the Bank where account is maintained.

[To be submitted in company letter Head]

**2.2) TERMS & GENERAL CONDITIONS :**

1. Bidder/fabricator/manufacturer (hereinafter referred to as bidder) must have his own manufacturing / fabricating unit for fabrication of Silver Medallions / Coins.
2. Bidder must have a Valid PAN No issued by the IT department in favour of the agency and has to furnish Copy of the IT returns for the Last three years.
3. Bidder/s shall have to submit an EMD of Rs. 50,000/- in the form of a Demand Draft drawn from any nationalized bank in favor of MMTC Limited, payable at New Delhi.
4. Successful empanelled bidders shall enter in to an agreement with MMTC for manufacturing/fabrication of Gold/Silver medallions/coins/bars of various denominations. The job order/ work order placed by MMTC on empanelled bidders will be guided by the Terms of the said agreement.
5. MMTC reserves the right to remove any such empanelled bidder from the empanelment list along with forfeiture of EMD as well as Performance Guarantee amount, if the service provided by the bidder is found to be unsatisfactory or if the information provided for empanelment is proved to be false or in the event of a breach of contract by the agency.
6. MMTC reserves the right to reject any application that does not fit or comply to its requirement or by assigning any other reason as per its policy.
7. The bidder will be required to submit a minimum of Rs. 25 Lakhs of security in the form of Bank Guarantee or equal to 110 % of the raw material value (whichever is higher) supplied to the bidder by MMTC for fabrication of medallions/bars as per job order. No interest will be paid on cash deposited if any by the empanelled bidder as security .
8. The Security amount in the form of BG/cash deposit shall become refundable only when the bidder has supplied the full quantity of medallions/bars placed vide the job orders ,and no metal balance after reconciliation physical metal balance account with MMTC.
9. MMTC shall place on the bidder order (s) for fabrication of medallions / coins and bars out of silver or gold, which it so requires, along with necessary specifications and samples. The raw Silver or Gold in appropriate fineness required for the completion of job order shall be handed over by MMTC to the bidder against the bank Guarantee/security submitted by the bidder.

10. The raw material required will be handed over by MMTC ex-Jhandewalan from our Medallion Unit. The bidder has to arrange for lifting the raw material to their godown or factory for the fabrication of medallions at their own expense and shall take adequate transit insurance to cover all incidental risk in logistics.
11. The raw Silver or Gold so handed over to the empanelled bidder by MMTC shall be property/inventory of MMTC and shall remain in trust with the bidder. Any financial damages due to physical loss of the raw material or damages in any other form due to any unforeseen circumstance while in trust of the bidder will be recovered from the bidder or by invoking the bank guarantee submitted by the bidder.
12. Bidder shall manufacture and supply medallions / coins / bars as ordered / required by MMTC, out of the raw material supplied to the fabricator from MMTC.
13. Medallions / Bars / Coins supplied shall be as per the specification / purity provided by MMTC. Any minor deviation shall result in rejection of the lot supplied at the total cost and expenses of the bidder. No Claim of what so ever nature, against the rejected lot, shall be accepted by MMTC in any case.
14. No advance payment in any form will be made for any of the work assigned by MMTC . The e-payments shall be released by MMTC against the bills received from the bidder after having completed the job to the satisfaction of MMTC.
15. The workmanship of the coins / Medallions and Bars fabricated shall be of high and good quality.
16. MMTC shall send its authorized officials to inspect the work-in-progress while its job order is under production for fabrication of medallion or pending submission of an existing job order.
17. Bidder shall render a statement of the raw Gold & Silver on monthly basis, which is supplied by MMTC and also give quarterly certificate of metal balance or as and when requested by MMTC.
18. The bidder shall follow input and output norms as under:-

<b>INPUT</b>	<b>OUTPUT</b>
Against 1000 grams of 999.0 fine Gold or Silver issued by MMTC for manufacturing of Gold/Silver medallions	The fabricator will supply 1000 grams of finished Gold or silver medallions / bars/ coins of 999.0 fineness melting purity. No Coin/bars shall be negative tolerance in terms of weight or purity.
Against 1000 grams of 925.0 fine old silverware issued by MMTC for manufacturing of silver medallions	The fabricator will supply 925.0 grams of finished silver medallions / bars/ coins of 999.0 fineness melting purity.

19. The medallions/bars fabricated along with the raw metal balance , if any, shall be delivered at bidder own cost, by the bidder in the medallion unit at our MMTC Jhandawalan office.
20. The supplies shall be made by the bidder within time prescribed by MMTC. The bidder accepts the time of supply specified in the order placed on him by MMTC through job order or e-mail or through request in writing. All such documents, email will be binding on the bidder and shall form integral part of this agreement. In case, the bidder fails to deliver the items within time mentioned in the order, he shall be liable to pay damages to MMTC which shall be @ 1% of the fabrication charges of the job order per week or subject to maximum of 20% of the job order value.
21. MMTC will be entitled to cancel the order and on such cancellation the bidder shall return the silver and gold and the medallions/bars fabricated and the remaining raw material back to MMTC.
22. bidder unequivocally accepts to undertake any job order placed and accepts that he shall not be entitled to any claim of damages and/or any other relief from MMTC for any damages occurred due to handling and in the operation of fabrication at the bidders' premises and in transit.
23. MMTC reserves the right to accept only those coins/medallions/bars submitted by the bidder, which comply with the design, specifications prescribed by MMTC and are of the purity as ordered by MMTC. The decision of MMTC in this respect shall be final. The bidder shall be paid only for those medallions/bars, which have been accepted by MMTC.
24. Bidder will undertake to reimburse and indemnify MMTC of all damages incurred by MMTC in case any third party to whom any item fabricated by the Fabricator is sold /supplied by MMTC is found to be defective and/or have purity less than what has been declared.
25. The bidder undertakes not to use MMTC trade mark or designs or dies for fabrication of Coins / Medallions/ Bars for own use or for any other firm/ Company /third party including individual etc, both during the tenancy and after expiry of this agreement. In case the fabricator is found to be indulging in any such activity, MMTC reserves the right to forfeit the PG / FDR / invoke the BG lying with MMTC. In addition MMTC reserves the right to take legal action and claim suitable compensation.
26. On termination / expiry of the fabrication arrangement the dies / mould lying with the empanelled bidder pertaining to MMTC will need to be deposited back with MMTC.
27. The empanelment of eligible bidders shall be done based on the Criteria for evaluation as defined at Section 1.4 of this EOI document.
28. Sample Coin / Medallion/ Bars submitted with the tender (Refer Section 3) shall become the property of MMTC Ltd as a bench mark commitment by the bidder. Any deviation to the bench mark commitment while supplying the fabricated



Silver and Gold Coins /Medallions/Bars by the empanelled bidder shall be rejected at the total risk, cost and expenses of the bidder. This will also amount to breach of contract and could cause termination of the empanement or as decided by the Competent Authority of MMTC Limited.

29. MMTC Limited reserves the right in its sole and absolute discretion to change or modify the terms & conditions. In case of change in any terms & condition based on the dynamics of the market the same will be communicated to the bidder and bidder hereby abides to comply with the same.
30. **ARBITRATION:** Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this agreement or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator in accordance with Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties.
31. **HOLIDAY LISTING:** Notwithstanding anything contained in this agreement, MMTC's policy for Holiday-Listing of an Agency mutatis mutandis applies to this agreement and in the event, the seller while discharging its obligations under the Agreement or otherwise, comes within the ambit of the said policy, MMTC at its sole discretion reserves the right to suspend/discontinue dealings or take any curative measures with the bidder in accordance with the policy in force.

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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## **2.3 SPECIFICATION OF MEDALLIONS**

(To be submitted on the Letter Pad of Applicant with self attestation)

The following is the specification of the Gold/Silver medallions that MMTC generally requires in the retail market.

### **1.3.2 DIMENSION OF DIES REQUIRED FOR SILVER MEDALLION:**

<b>Shape of Coin</b>	<b>Diameter of the coin</b>	<b>Weight of the Gold/Silver coin</b>
Circular	25 mm	5 gms to 8 gms
Circular	28 mm	10 gms
Circular	32 mm	10gms to 15 gms
Circular	38 mm	16 gms to 35 gms
Circular	47 mm	36 gms to 75 gms
Circular	60 mm	60 gms to 150 gms
Circular	75 mm	250 gms
Circular	100 mm	500 gms
Circular	100 mm	1000 gms
Rectangular	31x18 mm	10 gms
Rectangular	31x18 mm	20 gms
Rectangular	44 x 28 mm	50 gms
Rectangular	90 x 40 mm	100 gms
Rectangular	110 X 55 mm	250 gms
Rectangular	110 X 55 mm	500 gms

Rectangular	130 X 65 mm	1000 gms
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We have read/reviewed the above specifications required and agree to provide as per your requirement. Apart from Silver we can also fabricate and supply Gold medallions of different shapes and dimensions of any fineness as per your requirement .

[ Manufacturer may add his comments /details on their expertise/experience in making the above dimensions as required including any previous empanelment details with MMTC, Value of job order details of major corporate customers or any other details as seem relevant to the manufacturer bid. The above details will be used for evaluation of the technical bid .Refer Section 1.5 ]

<PARTY STAMP & SIGNATURE>

## **2.4 Proforma for no near relative(s) of the renderer working in MMTC LIMITED**

(To be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder)

I, Proprietor/Partner/Director/Company Secretary (CS) of the company M/s \_\_\_\_\_ hereby certify that none of my near relative (s) is/are employed in MMTC Ltd as per detail given below. In case at any stage, it is found that the information given by me is false/incorrect, MMTC Ltd shall have the absolute right to take any action as deemed fit, without any prior intimation to me.

The near relative (s) means:

- a) Members of a Hindu Undivided family;
- b) They are husband and wife.
- c) The one is related to the other in manner as father, mother, son(s) & son's wife (daughter-in-law), Daughter (s) & daughter's husband (son-in-law) brother (s) and brother's wife, sister (s) sister's husband (brother-in-law)

Certificate will be given by all the Directors of the company (or company secretary on behalf of all directors).

Any breach of these conditions by the company, the tender/work will be cancelled and earnest money/security deposit will be forfeited at any stage whenever it is so noticed. MMTC Ltd will not pay any damages to the company or firm or the concerned person. The company or firm or the persons will also be debarred for further participation in the concerned unit.

1. Name of Director/Partner/Proprietor \_\_\_\_\_  
Signature \_\_\_\_\_

2. Name of Director/Partner/Proprietor \_\_\_\_\_  
Signature \_\_\_\_\_

OR

Name of Company Secretary

Signature \_\_\_\_\_

## **2.5 - Declaration Regarding Acceptance of the Tender**

(To be submitted mandatorily in Company Letter Head)

1. I \_\_\_\_\_(Name of the person), am authorized to declare on behalf of the agency\_\_\_\_\_ (Name of the Agency) that the agency has Full-fledged office establishment at.....and factory for manufacturing / fabrication of Silver coins with required manpower and infrastructure.
2. I understand that the decision taken by MMTC is final in all matters.
3. I hereby agree to work as per the terms and conditions specified by MMTC.
4. I understand that the MMTC reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of contract.
5. I also certify that unit has been in operation since the year, \_\_\_\_\_and has been fabricating medallions /coins regularly since then.
6. I also agree to provide any document/proof/supporting papers in respect of our unit as sought by MMTC at any point of time.
7. I also declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled /terminated

Signature\_\_\_\_\_ Place\_\_\_\_\_ Name\_\_\_\_\_

Date\_\_\_\_\_ Designation\_\_\_\_\_

Seal of the Company

**2.6 Declaration regarding Blacklisting from Taking Part in a Govt. Tender**

(To be executed on Rs.20/- Stamp paper &attested by Public Notary/Executive Magistrate by the bidder)

I/We Director(s)/Authorized Signatory of of M/S \_\_\_\_\_ hereby declare that the Company has not been blacklisted or debarred in the past by MMTC Ltd or Ministry of Commerce & Industry or any other Government Department/Organization/Under Taking from taking part in Government tenders.

Or

I / We Director(s) of M/S. ----- hereby declare that the Company namely M/S.- -----was blacklisted or debarred by MMTC Ltd or Ministry of Commerce & Industry or any other Government Department from taking part in Government tenders for a period of ----- years w.e.f.----- . The period is over on -----and now the company is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/ contract will be rejected/cancelled by MMTC Ltd, and EMD/SD shall be forfeited.

In addition to the above, MMTC Ltd, will not be responsible to pay the bills for any completed / partially completed work.

SIGNATURE OF THE BIDDER WITH SEAL

### **3.DOCUMENT SUBMISSION DETAILS AND RELEVANT INFORMATION:**

The bid submitted by the eligible bidders will contain the following documents placed in a master envelope.

- b) The bid submitted by the eligible bidders will contain the following documents placed in a master envelope
- a. Application for empanelment along with enclosures as per Section 2.1.
  - b. Self attested copy of the Terms & Conditions as per Section 2.2
  - c. Self attested copy of the Specifications as per Section 2.3 along with the details/relevant information (if any) the bidder may want to provide.
  - d. Sample Coins of 10 Gram, 100 Gram and 250 Grams as per specification at 2.3
  - e. DD for EMD Rs.50,000
  - f. Declaration for no near relatives in Rs.20/- stamp paper at Sec 2.4
  - g. Declaration reg acceptance of tender at Sec 2.5
  - h. Declaration reg. blacklisting from taking part in Govt Tender at Sec 2.6
- c) Bidder may place the above documents and place them in a single large cover/envelope with Heading/Title **TENDER No: MPMC/DRO/FABRICATION/001/2021-23** and arrange to submit /deliver the same before the deadline at the designated box for the subject Tender at our Jhandewalan Office at F8-11, FLATTED FACTORIES COMPLEX, RANI JHANSI ROAD, JHANDEWALAN -110051.
- d) The cover should reach through Registered Post/courier/Hand delivered in our tender box placed at ground floor at MPMC Limited, F-8-11 Jhandewalan Flatted Factory Complex, Rani Jhansi Road, Jhandewalan New Delhi – 110055.
- e) The empanelment of eligible bidder shall be done based on the Criteria for evaluation as defined at Section 1.4 of this EOI document. A minimum of 50 Marks is required for empanelment.
- f) In case of multiple entries, Evaluation marks will be considered to empanel required no. of bidder as desired by Competent Authority of MPMC Limited. Bidders may ensure they submit all relevant documents as required for evaluation as at Section 1.4.
- g) For any queries or for viewing samples available at our medallion manufacturing unit or for any query regarding the subject tender, the bidder may contact Sh GANESH THAPA, DGM (RETAIL) Sh. V S MEENA GM(RETAIL) , OR Sh. Arun Chandra (CGM/ DRO –In Charge) at our office location as mentioned above