

TENDER DOCUMENT



A Govt. of India Enterprise

Invitation of Tender for Skill Development & Livelihood Creation Program through Training Partners of National Skill Development Corporation (NSDC)

MMTC Limited, a Govt. of India Enterprise, invites tender for "Specialized Agencies" for supporting MMTC's CSR Project in Jajpur, Odisha for Implementation of Skill Development and Livelihood Creation Program through training partners of National Skill Development Corporation (NSDC).

The total number of persons to be trained at Jajpur, Odisha is 150.

The intending Tenderer must read the terms and conditions of MMTC carefully. He should submit his Tender only if he considers himself eligible and fulfils the criteria set.

The technical bid will be rejected if it fails to meet **ANY** of the parameters.

Based upon the acceptability of the technical bids, the financial bids will be opened.

MMTC Limited does not bind itself to accept the lowest or any other offer and reserves itself the authority to reject/ accept any or all the offers received without assigning any reason whatsoever.

Terms and conditions:

- Applicant Agency must be a training partner of National Skill Development Corporation (NSDC) and be affiliated to the relevant Sector Skills Council.
- Applicant Agency should not have been black listed by any Central / State Govt. / PSU. An undertaking is to be furnished in this regard.
- The agency should specifically mention their batch-size, program syllabus and sector of Training, keeping in view the criteria of 75% placement after completion and minimum 3 months sustainability after placement. This should be given on a separate sheet and be submitted along with Financial Bid.
- The Technical bid must contain the following documents:-
 - A forwarding letter
 - Type of Organization and Year of Establishment.
 - PAN of the Agency.
 - Certificate of Registration / Memorandum of Article / Trust Deed
 - Audited Accounts / Balance Sheet for the last 3 years as certified by Chartered Accountant
 - Profile of organization must contain experience (in Jajpur), Certificate of completion and ongoing projects if any (in Jajpur)
 - Profile of Key Personnel having relevant experience in design and development of relevant areas
 - Profile of Backup Administrative Staff for providing necessary support
 - Other relevant details of the Responding Agency
 - Detailed Approach and Methodology, methods and techniques, preparation of materials planned to be followed with emphasis on relevant areas.
- The bidder shall quote his rates inclusive of Service Tax along with other taxes, duties, levies etc. The contractor must have registration

no. With Service Tax Authorities and will provide copy of Registration to MMTC before release of any payment by the Corporation.

The sealed Bids containing the technical and commercial offers in separate covers should reach the tender box placed in the office of the General Manager (Personnel), MMTC Limited, SCOPE Complex, Core 1, 2nd Floor, 7 Institutional Area, Lodhi Road, New Delhi 110003.

The last date for the receipt of the bids is 9th December, 2013 by 5.00 P.M.

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