



MMTC LIMITED
Corporate Office
Projects & General Trade Division
Core-1, Scope Complex,
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NOTICE INVITING EXPRESSION OF INTEREST FOR APPOINTMENT OF AGENTS IN NEPAL
and BANGLADESH
FOR
SUPPLY OF INDIAN COTTON.

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MMTC Limited (MMTC) is a Government of India Enterprise (under the administrative control of Ministry of Commerce and Industry) having its Corporate Office at Core 1 Scope Complex, 7 Lodi Road Institutional Area New Delhi-110 003 (hereinafter called 'MMTC'). MMTC is a Premier International Trading Organization of India with experience of handling international and domestic business for over five decades and has been handling import and export of various kinds of products and commodities.

MMTC is considering for appointment of a reputed well-established organization in Nepal and Bangladesh to act as an agent of MMTC for trade in various items especially COTTON to Nepal and Bangladesh. The agent is expected to have adequate experience in similar fields and is expected to liaise with all concerned Government Departments and Agencies in Nepal and Bangladesh. The engagement as agent shall be purely on contractual basis for an initial period of three year from the date of appointment which may be extended further for another one year at the sole discretion of MMTC based on the satisfactory performance of the agent.

MMTC Ltd desires to focus on the Export of COTTON from India.

Interested organizations in Nepal and Bangladesh are requested to send application furnishing complete details of their names, addresses, ownership structure, quantum of business being handled in COTTON experience in various fields of liasoning with private buyers / Government agencies in Nepal and Bangladesh as agent on behalf of overseas suppliers, etc.

The applications, in two part bidding system in the attached formats, must be addressed to Dr. A P Mishra, Additional General Manager, General Trade Division, MMTC of India Ltd., Core 1, 3rd Floor, Scope Complex, Lodi Road, New Delhi-110003 (India) and should

reach MMTC latest by 1500 hrs IST on 14.03.2019. Bids should be accompanied by Demand Draft favouring 'MMTC Limited' for INR Rs 25,000/ (Rupees Twenty Five Thousand) (non refundable and non interest bearing) or USD 355 towards processing fees.

Pre-Qualification Bids / Envelope-I shall be opened at 1600 hrs on 14.03.2019 in MMTC's office in the presence of bidder's representatives desirous to be present. Price Bids / Envelope II of only the technically qualifying Bidders shall be opened after evaluation of pre qualification bid.

Successful bidder shall be required to furnish a performance guarantee bond either in the form of demand draft payable at New Delhi or in the form of Bank Guarantee (BG) amounting to INR Rs 1,00,000 (Rupees One Lakh). The format of BG shall be provided once the contract is awarded. The Performance Guarantee bond is to be kept valid for a minimum period of 36 months after expiry of the contract. Successful bidder shall also undertake to work exclusively for MMTC in COTTON without handling similar assignment for any other Principal.

Bidder will be informed time, date and venue of opening the price bid at least one working day prior to the opening of price bid.

MMTC reserves the right to reject the bids without giving any reasons thereof. Incomplete applications are liable to be rejected. All expression of interest documents will become the property of MMTC upon submission. Where the applicant believes that information provided in response to this EOI should be kept confidential or disclosure of this information would unreasonably affect the applicant's business, notice is to be given at the time of delivery of such information or documents by marking such information 'confidential'. As far as possible and practicable, MMTC will give effect to applicant's stated wishes and requests for access to such information will be barred under normal circumstances. MMTC is not obliged to accept or respond to applicant requests for information on the status and progress of EOI evaluation process.

MMTC is not bound contractually or in any other way to any applicant to this Expression of Interest. MMTC is not liable for any cost or compensation in relation to this consideration of this Expression of Interest.

All disputes or differences whatsoever arising between the parties out of or relating to the construction, meaning and operation or effect of this contract or the breach thereof shall be settled by arbitration in accordance with the Rules of Arbitration of the Indian Council of Arbitration and the award made in pursuance thereof shall be binding on the parties. The governing Law shall be the Indian Law and the venue of Arbitration shall be New Delhi. The award shall be made within a period of twelve months from the date arbitration tribunal enters into the reference.

The issue of this Expression of Interest does not in any way commit or otherwise obliges MMTC to proceed with all or any part of a tender process. The EOI Request is not the subject of any process contract or any contractual obligations between MMTC and applicants or potential applicants to this Expression of Interest. MMTC may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the applicants.

Additional information / Corrigendum / Addendum regarding the EOI shall be posted on MMTC's website www.mmtclimited.com & www.eprocure.gov.in only from time to time. No press advertisement shall be issued for the updation / Corrigendum / Addendum. Prospective bidders are therefore advised to regularly visit these websites to update themselves.

1	SCOPE OF WORK	The agent is required to have adequate experience in the field of COTTON and required to liaise with all concerned Private and Government Departments in Nepal and Bangladesh
2	ORGANISATION DETAILS	A. Name: B. Address:

		<p>C. Name of bankers, their addresses and their certificate on the financial condition of applicant:</p> <p>D. Income tax code/statements: (Copy of the tax clearance certificate as proof to be enclosed).</p> <p>E. Valid agency registration certificate from the concerned office of Government of Nepal and Bangladesh. (Certified photocopy as proof to be enclosed).</p> <p>F. Sales tax / VAT registration details: (Copy of VAT registration certificate to be enclosed).</p> <p>G. Ownership structure:</p> <p>H. Balance sheet and Annual report for last three financial years.</p> <p>I. Names, addresses and contact numbers/email IDs of Directors:</p> <p>J. Experience in working as agent on behalf of overseas suppliers for supply of COTTON against tenders issued by nominated agencies of Government of Nepal and Bangladesh :</p> <p>K. Other relevant information, if any:</p> <p>L. Names of overseas companies on whose behalf the applicant represented as agent for supply of COTTON against Nepalese and Bangladeshi Tenders.</p>
3	QUALIFICATION CRITERIA	<p>A. The Applicant must be a registered body in Nepal / Bangladesh be it a as a Proprietary Firm or Limited Company or Partnership Firm. Applicants have to necessarily submit documentary evidence in support of the above.</p>

		<p>B. Applicant must be registered under Law of Nepal / Bangladesh and in this context, copies of the following registration documents must be enclosed:-</p> <p>(a) Tax Clearance Certificate. (b) VAT registration certificate. (c) Registration certificate from the concerned office of Government of Nepal / Bangladesh</p>
4.	FUNCTIONS OF AGENT	<p>A. Provide commercial and technical information to MMTC to get orders from buyers in Nepal / Bangladesh</p> <p>B. Assist in preparing technical and commercial offers to buyers in Nepal / Bangladesh and submission of the same on behalf of MMTC.</p> <p>C. Advise MMTC during contract negotiations with buyers in Nepal / Bangladesh and also in any future negotiations of price, terms and conditions, provide relevant data to enable negotiations to be undertaken effectively.</p> <p>D. Assist in the preparation of the Contract.</p> <p>E. Assist in scheduling, documentation and coordination in supply of COTTON to buyers in Nepal / Bangladesh.</p> <p>F. Extending assistance in handling and resolution of grievance of buyers, if any, in Nepal / Bangladesh or their associates in respect of export of COTTON and other general goods.</p> <p>G. Assist MMTC to develop and maintain good relations with buyers in Nepal / Bangladesh.</p> <p>H. Use its best endeavors to communicate as soon as any significant changes take place in the local market of Nepal / Bangladesh</p>

		<p>pertaining to COTTON.</p> <p>I. Inform MMTC of competitors' activities, deliveries, prices and plans.</p> <p>J. Provide information and coordination as requested by MMTC with regard to buyers in Nepal / Bangladesh</p> <p>K. Maximize the goodwill, trust and understanding between MMTC and buyers in Nepal / Bangladesh</p> <p>L. Carry out any other tasks as required by MMTC from time to time</p>
5	TERM OF APPOINTMENT	Three year from the date of appointment which may be extended further for another one year at the sole discretion of MMTC based on the satisfactory performance of the agent.
6	COMPENSATION REMUNERATION /	<p>A. The agency commission to be quoted in Indian Rupees (all inclusive) Agency Commission as a percentage of value of contract (Cost of goods excluding statutory taxes like customs duty, GST etc). The charges should be inclusive of all applicable taxes.</p> <p>B. The agency commission shall be calculated on actual value on realization by sales proceeds by MMTC as per the Price bid quote.</p> <p>C. The agent shall be paid the Commission only after satisfactory performance of the Contract between MMTC and buyer in Nepal / Bangladesh and after realization of 100% of export proceeds by MMTC and on release of performance guarantee furnished by MMTC to the buyer in Nepal / Bangladesh</p> <p>D. All payments are to be processed by MMTC subject to processing / approval under the procedures laid down by the Reserve</p>

		<p>Bank of India and other financial / Govt. Agencies.</p> <p>E. Payment shall be released after receipt of commercial invoice from the agent.</p> <p>F. TDS/other taxes applicable in India shall be deducted as per statutory requirements.</p> <p>G. No remuneration / Commission would be payable in case of imports by MMTC.</p>
7	DETAILS OF CORPORATE CLIENTS FOR WHOM SUCH WORK IS BEING CARRIED OUT ON REGULAR BASIS	To be indicated by the applicants with documentary evidence.
8	VALIDITY	Offers should be valid upto 180 days from the date of opening the price bid. However, same rate will remain valid till validity of agreement/contract.
9	GENERAL TERMS	<p>1. Successful applicants shall be required to furnish a Performance Guarantee Bond in the form of Bank Guarantee (BG) amounting to Indian Rupees 1,00,000/- . The format of BG shall be provided once the contract is awarded. Bank Guarantee to be kept valid for a minimum period of 36 months after expiry of the contract.</p> <p>2. The bidder shall keep MMTC indemnified at all times against any claims/liabilities/proceedings etc. from any third party or otherwise arising out/or in connection with this EOI.</p> <p>3. The bidder hereto agree that the courts and tribunals at New Delhi shall have exclusive jurisdiction to settle any or all disputes which may arise out of or in connection with this EOI. All disputes arising out of this EOI shall be decided in accordance with the laws of India.</p> <p>4. In case of violation of terms and conditions of the EOI, violation of statutory</p>

		<p>regulations, local laws, MMTC reserves the right to terminate the appointment under this EOI.</p> <p>5. MMTC reserves the right to summarily reject the offers without giving any reasons thereof. Incomplete applications are liable to be rejected.</p> <p>6. The applications are to be submitted latest by 1500 hours on 14.03.2019 in physical mode for which the applicants have to submit their offers in sealed envelopes to be dropped in tender box placed at Third floor at MMTC of India Limited, Core 1, 3rd Floor, Scope Complex, Lodi Road, New Delhi 110003.</p> <p>7. MMTC reserves the right to terminate the appointment within validity of agreement/contract without assigning any reason thereof.</p> <p>8. All applicants are required to submit their offers in TWO BID SYSTEM i.e. in two separate envelopes. Envelope I to be labeled as "Pre- qualification Bid" and to be filled as per Annexure I and Envelope II to be labeled as "Price Bid-Compensation / Remuneration charges". Both the envelopes should be separately sealed and superscribed with EOI No. & Date, Name & address of applicant and Date of EOI Opening. Both envelopes should thereafter be kept in a bigger envelope and sealed. This envelope should also be superscribed with the EOI No. & Date, Name & address of applicant and Date of EOI Opening.</p>
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ANNEXURE-I

PRE- QUALIFICATION BID (Envelope I)

PROSPECTIVE AGENT APPLICATION FORMAT

PARTICULARS:	Name	To be filled by Applicant
	Address	
	Name of the bankers, their addresses and their certificate on the financial condition of the applicant.	
	Income tax code / statements: (Copy of the tax clearance certificate as proof to be enclosed)	
	Registration certificate from the concerned office of Government of Nepal / Bangladesh (certified copy of the certificate as proof to be enclosed)	
1. Organization details	Sales Tax / VAT registration details(VAT registration certificate to be enclosed) of Bidders country.	
	Ownership structure (To be attached as separate sheet) Sole proprietor / Partnership / Pvt.co / Public co.	
	Name, Address and contact numbers/email IDs of Directors	
	No. of years of experience in working as agent on behalf of overseas suppliers for supply of Cotton.	
	Other relevant information, if any Name of overseas suppliers on whose behalf the applicant represented as	

	agent for Engineering goods and Agro Commodities	
2. One Set of EOI Document duly signed and stamped on each page as a token of acceptance of all Terms and Conditions	Attached	
3.Details of contracts handled as Agent for COTTON tenders issued in Nepal / Bangladesh (Documentary Proofs to be attached)		Total Value (specify currency)
In the year 2016-17		
In the year 2017-18		
In the year 2018-19		
4. processing fees Demand Draft favouring MMTC Limited for Indian Rupees 25,000 (Twenty five thousand only) non refundable towards processing fees OR USD 355.	Draft No. Date. Bank name.	Amount Rupees.

Certified that the above information is true and we confirm that all information given in the Expression of Interest are correct and if at any point of time the information is found to be incorrect our EOI will be liable for rejection by MMTC.

Dated
Signatures:
Name & Designation
Place Company Seal

ANNEXURE-II

PRICE BID-Compensation/Remuneration Charges (Envelope II)

Offer Ref. No. _____ Date _____

Name of Applicant: _____

Address : _____

Telephone no: _____; Fax No: _____; E-mail ID: -----

Description	In Percentage
Agency Commission as a percentage of value of contract (Cost of Cotton exported excluding freight, statutory taxes etc)	

Note:

We have carefully gone through the terms and conditions of the EOI No. MMTC/ CO/GT/Expo-Cotton/2018/19 dated 21.02.2019 and hereby agree to abide by the same without any deviation/condition.

Name & Signature of the Applicant
With Seal of Designation

Place:

Date:
