

MUNICIPAL CORPORATION OF GREATER MUMBAI
PUBLIC HEALTH DEPARTMENT
Office of Chief Medical Superintendent & HOD(SHCS), 7th Floor, K.B.Bhabha Hospital Building,
R.K.Patkar Marg, Bandra(W), Mumbai – 400 050.

No. CMS&HOD/SHCS/2119 Dated 16.08.2024

E - PROCUREMENT TENDER NOTICE

Mahatender ID: 2024_MCGM_1070706

The Commissioner of Municipal Corporation of Greater Mumbai (MCGM) invites the following online tender. The tender copy can be downloaded from BMC's portal (<http://www.mcgm.gov.in>) under "Tenders" section. However, the bid will be invited through Mahatender portal (<https://mahatenders.gov.in>) only.

Bidders who wish to participate in the bidding process must register on the website <Http://www.mahatenders.gov.in/nicgep/app>. Bidders, whose registration is valid, may please ignore this step. At the time of enrolment, the information required for enrolment should be filled. After enrolment the bidder will get his user name and password to his mail ID. Bidders should have valid Class III Digital Signature Certificate (DSC) obtained from any licensed Certifying Authorities (CA). for registration, enrolment for digital signature certificates and user manual, interested bidders should follow the respective links provided in Mahatenders Portal (<https://mahatenders.gov.in>).

All interested vendors, are required to be registered with BMC. Vendors not registered with BMC before can apply online by clicking the link "Vendor Registration" under the "e-Procurement" section of BMC Portal. Vendors already registered with BMC need to contact helpdesk to extend their vendor registration.

The administrative, technical and commercial bids shall be submitted online up to the end date & time mentioned below:

Sr no	Description	Scrutiny Fee	EMD	Start Date and Time of online Bid Downloading	End Date and Time Of online Bid Submission
1	Providing 06 posts of Full time Executive Assistants from NGO for 6 months	Rs. 1,200/- + GST 18%	Rs. 8,000/-	19.08.2024 from 11.00 Hrs.	26.08.2024 till 15.00 Hrs.

Earnest Money Deposit (EMD) shall be paid on line through payment gateway on or before due date and time prescribed. The vendors having standing deposit shall also have to pay full EMD amount online.

The Authority (MCGM) shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the application/quotation or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

The Municipal Commissioner reserves the right to reject all or any of the E-Quotation(s) without assigning any reason at any stage.

Bidders shall note that any corrigendum issued regarding this notice will be published on the MCGM portal only. No corrigendum will be published in the local newspapers.

By Order of the Municipal commissioner
Brihanmumbai Municipal Corporation

Sd/-
CMS&HOD(SHCS)(I/c.)

Portal Copy

Header Data

E-Tender No.	2024_MCGM_1070706
Name of Organization	Brihanmumbai Municipal Corporation
Subject	Providing 06 Nos. Executive Assistant on contract basis from the NGO`s for not less than six months on specified Terms and Conditions at Office of CMS&HOD(SHCS), 7 th Floor, K.B.Bhabha Hospital Building, R.K.Patkar Marg, Bandra(W), Mumbai – 400 050.
Earnest Money Deposit(EMD)	Rs. 6,000/-
Start date & Time of e-Quotation	19.08.2024 from 11.00 Hrs.
i) End Date & Time of Submission e-Quotation. ii) e-Quotation Bid Security Deposit/ EMD payment End Date & Time.	26.08.2024 till 15.00 Hrs.
Opening of Packet "A"	As mentioned in https://mahatender.gov.in
Opening of Packet "B"	
Opening of Packet "C"	
Address for communication	Office of Chief Medical Superintendent & HOD (SHCS), 7th Floor, K.B.Bhabha Hospital Building, R.K.Patkar Marg, Bandra(W), Mumbai – 400 050.
Venue for opening of Online e-Quotation.	At the above said address.

This tender document is not transferable.

The MCGM reserves the rights to accept any of the application or reject any or all the application received for above subject without assigning any reason thereof.

Sd/-
CMS&HOD(SHCS)

Description	Record Assistants Required	Pay Per Day per candidate (Rs.)	Rate of Taxes (Rs.)	Total Cost for 3 months (Rs.)
Providing Executive Assistants on contract basis from the NGO`s for not less than 6 months on specified Terms and Conditions at Office of CMS&HOD(SHCS), 7 th Floor, K.B.Bhabha Hospital Building, R.K.Patkar Marg, Bandra(W), Mumbai – 400 050.	06 Nos.	22,000/-	Nil	7,92,000/-

Check list of Documents to be uploaded in PACKET "A" and PACKET "B" as per the order given below.

Sr. No.	PACKET "A" Description of Document	Sr. No.	PACKET "B" Description of Document
1.	Particulars of the e-Quotation.	1.	Copy of Experience Certificate
2.	PRO-FORMA for uploading details of EMD.	2.	Copy of previous purchase order if any.
3.	Signed copy of e-Quotation Document (Schedule of Specifications, Mandatory Conditions.).		
4.	Firm / Company / Registration Certificates and Partnership deed.		
5.	Attested copy of Solvency Certificate.		
6.	Attested copy of Pan Card. (Only for Indian Bidder).		
7.	Attested copy of payment receipt of EMD and e-Quotation. cost.		
8.	Attested copy of GST Registration Certificate as applicable.		
9.	All the other mandatory documents mentioned in the terms and conditions and related with the job.		

**Full Signature of the Bidder
with Official Seal & Address**

GENERAL TERMS & CONDITIONS

Sub: Providing **Executive Assistants (06 Nos.)** on contract basis from the NGO's for not less than 06 months on specified Terms and Conditions for the Office of Chief Medical Superintendent & HOD(SHCS), 7th Floor, K.B.Bhabha Hospital Building, R.K.Patkar Marg, Bandra(W), Mumbai – 400 050.

Ref: e-Quotation Enquiry No. CMS&HOD/SHCS/2119 Dated 16.08.2024

Following documents should be enclosed with the e-quotation.

- a) Attested copy of GST Registration Certificate.
 - b) Attested copy of valid Municipal Vendor Registration Certificate
 - c) PAN Documents of the Co. / Proprietor / Two Directors with Color Photos.
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1. The rates should be stated in figures as well as in words.
 2. Executive Assistants should be supplied at the Office of Chief Medical Superintendent & HOD(SHCS), 7th Floor, K.B.Bhabha Hospital Building, Bandra(W), Mumbai – 400 050.
 3. The offer should be inclusive of all taxes. (i.e. GST / Delivery charges etc.) Subsequent increases in the price /cost due to any reasons will not be entertained.
 4. The undersigned has reserved all rights to reject any offer without assigning any reasons to the Bidders.
 5. The Municipal Commissioner does not bind himself to accept the lowest or any quotation.
 6. Terms of Payment: The payment will be made within 30 days only after the satisfactory services and completion of work of the work through NEFT/RTGS.
 7. Penalty: - a) Applicable as per the Terms and Conditions
 8. Blacklist: - The firm shall be blacklisted if it is found that:-
 - a) Forged documents are submitted OR
 - b) If it becomes responsive of the basis of submission of bogus certificate

OR

 - c) It the supply received substandard quality / non-supply.
 9. Validity of the e-quotation: The offer should be kept valid for 180 days period from the due date of the Quotation.
 10. Incomplete offer will be left out of consideration.

Sd/-
CMS&HOD(SHCS)