

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**B. Y. L. NAIR CH. HOSPITAL & T. N. M. C.**  
**MUMBAI 400 008**  
**DEPARTMENT OF CLINICAL PHARMACOLOGY**  
**E-QUOTATION NOTICE**  
**CP / 165 dated 23.06.2022**

**Sub- E-Quotation Notice for the Comprehensive Maintenance Contract (CMC) of the HPLC Instrument (Surveyor LC Series) at Department of Clinical Pharmacology**

The commissioner of Municipal Corporation of Greater Mumbai invites the following online E-Quotation. The tender copy can be downloaded from MCGM's portal (<http://www.mcgm.gov.in>) under "E-Quotation" section.

**All interest vendors, whether already registered or not registered in MCGM, are mandated to get registered with MCGM for e-Tendering process and obtain Login Credentials to participate in the Online bidding process. However, bidder who have been debarred/blacklisted till the bidding period by MCGM/Central Govt./State Govt./Public Sector Undertaking/any other Local Body, cannot participated in bidding process. The details of the same are available on the above mentioned portal under 'E- Quotation'. For registration, enrollment for digital signature certificates and user manual, please refer to respective links provided in 'E-Quotation' tab.**

The vendors can get digital signature from any one of the certifying Authorities (CA's) licensed by the Controller of Certifying Authorities namely Safes crypt, IDRBT, National informatics center, TCS, CUSTOMS, MTNL, GNFC and e-Mudhra. MCGM has also opened a Helpdesk at the CPD's office to help the vendors in this regard. The administrative, technical and commercial bids shall be submitted online up to the end date & time mentioned below.

Sr. No	Description /Bid No. 7200033079	Qty	E-quotation Price (Rs.)	EMD Rs.	Start Date and Time of Online Bid Downloading	End Date and Time of online Bid Submission
1.	Comprehensive Maintenance Contract (CMC) of the HPLC Instrument (Surveyor LC Series)	1 No.	220+18%	5980/-	30.06.2022 18:00 p.m.	07.07.2022 11:00a.m.
Note: Last date for payment of earnest money deposit (EMD) online is on or before due date and time prescribed						
Date of opening of packet A & B (Eligibility)					11.07.2022 Packet A at 11:00 a.m.	
					11.07.2022 Packet B at 11.05 a.m.	
Date of Opening of Packet C					15.07.2022 Packet C at 11.00 a.m.	

The tender document is available on MCGM portal (<http://www.mcgm.gov.in>) along with this tender notice. However, the bidder/service provider shall have to pay "e-tender price" through online payment gateway before downloading and uploading the tender document in SRM Module.

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 tender or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.

Tenders shall note that any corrigendum issued regarding this E-Quotation shall be published on the MCGM portal only. No corrigendum shall be published in the local newspapers.

Sd/-  
**Asst. Dean**  
 B.Y.L. Nair Ch. Hospital

Sd/-  
**Dy. Dean**  
 B.Y.L. Nair Ch. Hospital

Sd/-  
**Dean**  
 B.Y.L. Nair Ch. Hospital

Address for communication and venue for opening of Bid:  
 Office of Clinical Pharmacology, G Building, 5<sup>th</sup> Floor,  
 Nair Hospital  
 Telephone No: – 022 23027205  
 E-mail: -assoprof01.bylnair@mcgm.gov.in

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**B. Y. L. NAIR CH. HOSPITAL & T. N. M. C.**  
**MUMBAI 400 008**  
**DEPARTMENT OF CLINICAL PHARMACOLOGY**  
**E-BID/ Quotation**

Department of Clinical Pharmacology  
B. Y. L. Nair Ch. Hospital & T. N. M. C.  
Mumbai 400 008

**Sub- E-Quotation Notice for the Comprehensive Maintenance Contract (CMC) of the  
HPLC Instrument (Surveyor LC Series) at Department of Clinical Pharmacology**

If you have all or any item in stock then submit the e-bid well in time before the due date. Bidders will be solely responsible, if they try to submit the bid just before due date & time and fail to do so due to their system problems, internet problems, User Id locking etc. The Bid/ Quotation need to be submitted on / before specified end date & time and will be opened on specified date & time or thereafter. Bidder's authorized representative/s may present while Bid/Quotation opening when the relevant details will be readout.

**SPECIAL INSTRUCTIONS TO BIDDERS PARTICIPATING IN E-BIDDING OF MCGM**

**1. Earnest Money:**

Bidder shall pay Earnest Money Deposit (EMD) of specified amount through MCGM's SRM Portal along with the submission of the bid online.

If during the Bid/Quotation's validity period, the Bidder withdraws his Bid/Quotation, the Earnest Money shall be forfeited and the Bidder may be disqualified from Bid/Quotation/s for further works of the Municipal Corporation of Greater Mumbai.

The successful Bid/Quotation's Earnest Money will be retained as security till the completion of the work.

**2. Submission of Bid/Quotation Online:**

As MCGM switched to E-Bidding, all the references in respect to traditional bidding three packet process like packets A,B,C etc may please be ignored, if found any. All documents that are required to be submitted as part of technical bid need to be uploaded and commercial bid need to be filled online.

The document/s available in "MCGM documents" folder of the respective E-Bid/Quotation on MCGM portal, is/are part of Bid/Quotation unless stated otherwise in the Bid/Quotation document. Affixing of digital signature at any one place in the bid document while submitting the bid shall be deemed to mean acceptance of the terms and conditions contained in the Bid/Quotation as well as confirmation of the bid/s offered by the bidder which shall include acceptance of special directions/terms and conditions if any, incorporated.

All the documents and data submitted by bidder online will be digitally signed by the system by prompting for digital signature certificate. Thus, it is mandatory for the bidders willing to participate in e-Bid/ Quotation Bidding to procure digital signature certificate, which can be obtained from any one of the Certifying Authorities (CA's) licensed by the controller of Certifying Authorities namely Safes crypt, IDRBT, National Informatics Centre, TCS, Customs, MTNL, GNFC and e-Mudra CA.

**3. Submission of the Bid/s:**

The e-Bid/Quotation shall be submitted in packets / folders i.e. Technical Bid / Documents in folder "Bidder Documents – Packet 'A & B', while price/rates/commercial offer in "Item Data" online. Upload the e-Bid/Quotation (bid) documents, technical documents, relevant documents & all the required documents as given below, which are available in the same folder named " Bidders Documents "System will prompt for digital signature certificate while uploading these documents.

**4. Packet Bid System:**

In this system the Bidder will submit the bid/offer documents in packets/folders as specified in respective bid/Bid/Quotation i.e. eligibility criteria / per-qualifying criteria etc. Bid documents in Packet / Folder 'A cum B' & commercial bid / rate in "Item Data / Packet C". All the packets / folders shall be filled as follows.

## **Folder for “Bidder Documents – Packet A & B”**

### **PACKET “A” (Eligibility criteria):-**

Bidder shall submit the documents for compliance of eligibility criteria / per-qualifying criteria. Specified if any.

- (1) Shops and Establishment / company registration Certificate
- (2) Attested copy of PAN card of his own, in case of retailer / dealer / supplier ltd. Company, of firm if partnership firm, of Sansthas/society or Trust, in case of the Sansthas/society trust which are registered under public trust Act 1950 / Registration Act 1860 / The Maharashtra Co-Op. Societies Registration Act 1960. (Whichever is Applicable)  
However in case of public limited companies, semi Government undertakings, Government undertakings, no Pan documents will be insisted
- (3) Photograph of individuals, proprietor or all partners as the case may be.
- (4) Attested copy of valid Sales Tax/Central Sales Tax/VAT/GST registration certificate (whichever is applicable)
- (5) Attested copy of Power of Attorney (if applicable)
- (6) Bidder Profile (**Annexure “E”**)
- (7) EMD payment receipt.

### **PACKET “B” (Technical Bid):-**

Packet “B” shall contain following documents:

1. Copy of Quotation Documents without disclosing price should be attested by vendor.
2. Company should agree to provide 04/year of schedule visit to perform instrument maintenance procedure and unlimited break down calls which will be included in the Rs. 100/- stamp paper
3. Company hereby should agree to replace the damage parts of the machine.

### **5. LEGAL + STATIONARY CHARGES (AS PER APPLICABLE CIRCULAR IN FORCE):-**

Successful quotation shall pay the Legal Charges + Stationery charges as per Circular no CA/FRG/03 dt 23.04.2019

Sr. No.	Contract Value in Rs.	Legal & Stationery charges in Rs.
1	Up to 50,000/-	Nil
2	50,000/- to 1,00,000/-	5710
2	100,000/- to 3,00,000/-	9430/-

The bidders are requested to note that stationery charges as given in the table above will be recovered from the successful tendered for supply of requisite prescribed forms for preparing certificate bills in respect of the work.

### **6. Opening of Bid / Quotation:-**

Authorized representative may attend the Bid/Quotation opening on scheduled date & time, wherein all Packets 'A' / 'B' & 'C' i.e. Commercial Bid will be opened.

### **7. Filling up the Bid/Quotation:-**

Bidder is expected to fill in his bid/offer carefully and scrutinize it before uploading it on the MCGM portal. No variation on any ground, such as mistake or misunderstanding, will be allowed once e-bid/Quotation is opened and /or recommended for acceptance. Deviation from Municipal Specifications, Terms and Conditions, should be clearly brought to the notice in the separate: Deviation sheet”, which if found not-filled/blank, shall be considered as “No Deviation”.

### **8. Rates / Prices:-**

Rate/s or Percentage shall be filled only in “ITEM DATA” section of e-Bid/Quotation. The price/s quoted shall be firm and no variation will be allowed on any account. Bidder should not quote more than one alternative rate/s for any item/s. Bid/Quotation having more than one alternative rate/s for the any item, shall be liable for rejection.

### **9. Conditional Bid/Quotation rates:**

Bid/Quotation/s containing contradictory onerous and vague Stipulation and hedging conditions such as “subject to prior sale”. “Offer subject to confirmation at the time of order”, “Rates subject to market fluctuations”, etc. are liable to be rejected.

### **10. Digital Signing of e-Bid/Quotation Document:**

Bidders are requested to sign the e-Bid/Quotation form, specifications and schedule of Quantities and Rate and

relevant documents etc. After making appropriate entries wherever necessary. If the e-Bid/Quotation is made by an individual it shall be signed with his full name above his current address.

If the e-Bid/Quotation is made by a proprietary firm it shall be signed by the Proprietor above his name and the name of his firm with its current address.

If the e-Bid/Quotation is made by firm in partnership, it shall be signed by all the partners of the firm above their full names and current addresses or by a partner holding the power of Attorney for the firm for signing the Bid in which case a certified

Copy of the power of Attorney shall accompany the Bid/Quotation/Bid. A certified copy of the partnership deed, current address of the firm and full names and current addresses all the partners of the firm shall also accompany the Bid/Quotation. If the e-Bid/Quotation is made by a limited Company or a limited Corporation, it shall be signed by a duly authorized person holding the power of Attorney for signing the Bid/Quotation. Such limited Company or Corporation may be required to furnish satisfactory evidence or its existence before the contract is awarded.

If the e-Bid/Quotation is made by a group of firms, the sponsoring firm shall submit complete information pertaining to each firm in the group and state in along with the Bid as to which of the firms shall have the authority for bidding and for completion of the contract documents and furnish evidence admissible in Law in respect of the authority to such firm on behalf of the group of firms and for completion of the contract document. The full information and satisfactory evidence pertaining to the participation of each member of the group of firms in Bid/Quotation, shall be furnished along with the Bid/Quotation.

#### **11. Modifications of Documents:**

Modification/s of specifications and/or extension of the closing date of the e-Bid/Quotation if required will be made by an addendum, which will be published online on MCGM portal. These shall be digitally signed and shall form a part of the e-Bid/Quotation.

The Bidder shall not add to or amend the text of any of the documents except in so far as may be necessary to comply with any agenda.

#### **12. Taxes and Duties on material:**

GST and other state levies / cess which are not subsumed under GST will be applicable. The tenderer shall be quote rate/s inclusive of all taxes. It is clearly understood that MCGM will not bear any additional liability towards payment of any Taxes & Duties. Wherever the Services to be provided by the Tenderers falls under Reverse Charge mechanism, the Price quoted shall be exclusive of GST, but inclusive of Taxes/Duties/Cess other than GST, if any.

Rates accepted by MCGM shall hold well till completion of work and no additional individual claim shall be admissible on account of fluctuations in market rates; increase in taxes / any other levies / tolls etc. except that payment / recovery for overall market situation shall be made as per price variation.

#### **13. Evaluation of Bid/Quotation:**

In comparing Bid/Quotations the Corporation shall consider such factors as the compliance with the specifications, quality apart from the prices offered.

#### **14. Payment Terms:**

As per Municipal procedure, the payment of work will be made within 30 days from the receipt of valid bill/invoice.

Necessary form for ECS with Bank details have to be submitted along with bill/invoice.

Intending Bidders are informed that the payment of the bills and other claims arising out of the contract will be made in the name of their bank by ECS only. Successful Bidder therefore will have to furnish the information as regards the name and complete address of their Bank, by filling ECS form. They will also have to submit fresh information when there is any change in these regards. They may submit fresh information for payment through NEFT & RTGS mode regarding MICR code, IFSC code, account number etc.

As per the Municipal procedure the payment will be made within 30 days from the receipt of the bill subject to

- Satisfactory supply of material as per quotation specification.
- Submission of all document for execution of written contract.
- Submission of document showing details of the payment of Octroi and other taxes as applicable.

#### **15. Validity:**

The Bid/Quotation shall remain firm and valid at least for 180 days i.e. will be valid up to 180 days from the date

of opening the Bid/Quotation.

**16. Completion / Delivery period:**

The Bid/Quotation shall include free delivery at Department of Clinical Pharmacology, Nair Hospital, Mumbai 400008. Delivery within 30 days from the date of receipt of order.

**17. Guarantee:**

The successful Bidder will have to furnish Municipal prescribed form affixed with a separate affidavit stamp of Rs. 200/- at the time of supply.

If the cost of work is more than Rs. 50000/- the successful quotationer shall enter into a written contract agreement on Rs. 500/- stamp paper under circular No \_\_\_\_\_ the successful Bidder shall have to replace the rejected Material with approved one. The supplier should remove the rejected material within 15 days failing which the same will be

Disposed of by MCGM at the Risk and Cost of contractors without any further correspondence in this regards. Regarding substandard / inferior supply of medicine. Circular No \_\_\_\_\_

**18. Penalty:**

For failure to comply with the order placed for work / supply of the articles within the stipulated period (not exceeding 6 months) a penalty equivalent to 1/2% per week or part thereof on the value of the delayed work / supply of articles will be recovered from the contractors without making any reference to the contractors. The amount of the penalty will, however, be subject to the maximum of 10% of the contract sum.

**19. GENERAL CONDITIONS OF THE CONTRACT:**

- 1) Please fill the quotation according to the specification & submit the mentioned certificate otherwise your quotation will be considered as invalid.
- 2) The Bidder shall include all taxes, duties and levies. No changes will be paid extra due to ignorance on the part of the Bidder.
- 3) The successful Bidder will be solely responsible for any damages to the Municipal property, accidents and injurious to human life of contractor's labourers or Municipal labourers, reinstatement of damage property and / or arrangement for the compensation to any loss or damages to human life or site, if caused, shall be reason ability of successful contractor.
- 4) It is essential on the part of the Bidder to collect full details/specifications of the material to be supplied.
- 5) The undersigned on behalf of Municipal Commissioner reserves the right to accept or reject any or all Bid/Quotations, full or in part, without assigning any reason thereof.
- 6) Duly filled CONTRACT AGREEMENT FORM (attached herewith as ANNEXURE) shall be submitted within prescribed time limits, wherever specified, after awarding the contract to the successful contractor.

**Sd/-  
Asstt. Dean**  
B.Y.L. Nair Ch Hospital

**Sd/-  
Dy. Dean**  
B.Y.L. Nair Ch Hospital

**Sd/-  
Dean**  
B.Y.L. Nair Ch Hospital

To  
Department of Clinical Pharmacology  
B.Y.L. Nair Hospital  
Mumbai 400008

Sir,

I / We have read all the Terms & Condition as stipulated in the above E-Quotation notice and accept the same.

Yours faithfully.

Quotationer's Signature, Address,  
Office stamp & Telephone No., if any

Copy to:

M/s.....  
.....  
.....

**ANNEXURE - "E"**  
**Bidder Profile**

Particular of Bidder (To be submitted in Bidder's Letterhead)

<b>Sr. No.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of the Bidder	
2.	Postal Address	
3.	Telephone Numbers	
4.	Fax Numbers	
5.	Constitution of the Company	
6.	Name & Designation of the person authorized to make commitments to the Municipal Corporation of Greater Mumbai	
7.	Email Address	
8.	Year of commencement of business	
9.	Turnover of the company for last 3 years	
10.	Profit of the company for last 3 years	
11.	GST registration Number	
12.	PAN Document Number	
13.	Mention all the third party certification (please enclose the copies of the certificates)	
14.	Brief Description of facilities available with the bidder	
15.	Name of the Bank & Name of the Branch	
16.	Bank Account Type & Number	
17.	9 Digit MICR No. Of Bank & IFSC Code	

**Signature & Seal of the Bidder**

## ANNEXURE

**(to be submitted on Stamp paper/ Franking of Rs. 500/-)**

**MUNICIPAL CORPORATION OF GREATER MUMBAI B.  
Y. L. NAIR CH. HOSPITAL & T. N. M. C. MUMBAI 400  
008**

### CONTRACT AGREEMENT FORM

Tender / Quotation No. \_\_\_\_\_ Dated \_\_\_\_\_ Director (M.E. & M.H.) sanction / Addl. Municipal  
Commissioner PO NO \_\_\_\_\_ dt \_\_\_\_\_. Contract for the work of supply  
of \_\_\_\_\_

\_\_\_\_\_ is agreement made this day of inhabitants of \_\_\_\_\_

carrying on business at \_\_\_\_\_ under the style and name  
of \_\_\_\_\_

M/s. \_\_\_\_\_ (hereinafter called “the Contractor”) of the one part  
and \_\_\_\_\_

Shri. \_\_\_\_\_ The Hon. Municipal Commissioner (Hereinafter called  
“The

Commissioner” in which expressions are included, unless the inclusion is inconsistency with the context or meaning thereof his successors for the time being holding the office of the Commissioner of second part and the Municipal Corporation of Brihanmumbai (hereinafter called “the Corporation”) of the third part WHEREAS the contractor has tendered for the works described above and his tender has been accepted by the Commissioner (with the approval of the Standing Committee of the Corporation)

NOW THIS AGREEMENT WITNESS as follows:-

- 1) In this agreement words expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract for Works hereinafter referred to.
- 2) The following documents shall be deemed to form and be read constructed as part of this agreement viz.
  - a. The said Tender and letter of acceptance
  - b. The specifications
  - c. The Conditions of Contractor
  - d. The appendices
  - e. The schedule of prices
  - f. The Performance Security
  - g. Instructions to tenderers



3) In consideration of the payment to be made by the Commissioner to hereby convenient with the commissioner to carry out the work\_\_\_\_\_ in conformally in all respects with the provisions the contract.

4) The Commissioner hereby convent to pay to the Contractor in consideration carrying out the work of \_\_\_\_\_, the contract price at times in the manner prescribed by the contract.

IN WTINESS WHEREOF the parties hereto have caused their respective common seals to be here unto affixed (for have hereunto set their respective hands and seal the day and year above written.

Signed and delivered by the

Contractor\_\_\_\_\_

\_\_\_\_\_

in the presence of & style of

\_\_\_\_\_

Full name\_\_\_\_\_

\_\_\_\_\_

Address\_\_\_\_\_

\_\_\_\_\_

Trading under the name

Contractors.

Department of Clinical  
Pharmacology

in the presence of

\_\_\_\_\_

\_\_\_\_\_

The common seal of the Municipal

Corporation of Brihanmumbai was

hereunto affixed to the \_\_\_\_\_

\_\_\_\_\_ 20 \_\_\_\_\_