

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**B. Y. L. NAIR CH. HOSPITAL & T. N. M. C.**  
**MUMBAI 400 008**  
**HOSPITAL ESTABLISHMENT**  
**E-QUOTATION NOTICE**  
NHE/2932 Dt. 16.09.2022

**Sub-E-Quotation Notice for Providing Data Entry Operators at B.Y.L. Nair Ch Hospital**

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, enrolment 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 centre, 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	Qty	E-quotation Price (Rs.)	EMD Rs.	Start Date and Time of online Bid Downloading	End Date and Time of online Bid Submission
1	Data Entry Operators <b>Bid No.- 7200036402</b>	8 Persons for 3 months	220+18%	6000/-	21.09.2022 15.30 p.m.	27.09.2022 12.30 p.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)				29.09.2022 Packet A at 11.00 am 29.09.2022 Packet B at 11.10 am		
Date of Opening of Packet C				03.10.2022 Packet C at 02.00 pm		

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/- 16.09.2022  
Dean  
B.Y.L. Nair Ch Hospital

Address for communication and venue for opening of Bid:  
Office of Joint Chief PO (Nair),  
College Building Gr Floor,  
B.Y.L. Nair Ch Hospital

# MUNICIPAL CORPORATION OF GREATER MUMBAI

## B.Y.L NAIR CH. HOSPITAL & T.N.M.C.

MUMBAI 400 008

E-BID/Quotation

Corrigendum

Hospital Establishment  
B.Y.L Nair Ch. Hospital  
Mumbai 400 008

### **Sub-E-Quotation Notice for Providing Data Entry Operators at B.Y.L. Nair Ch Hospital**

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 of 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 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 produce 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 in form ties 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/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.

Bidder 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.

- Shops and Establishment/ Company registration Certificate
- 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 is case of public limited companies, semi Government undertakings. Government undertaking, no Pan documents will be insisted.
- Photograph of individuals, proprietor or all partners as the case may be;
- Attested copy of valid Sales Tax/ Central Sales Tax/ Vat/ GST registration certificate( whichever is applicable)
- Attested copy of Power of Attorney( If applicable)
- EMD payment receipt.

**PACKET "B" (Technical Bid):-**

Packet 'B' shall contain following documents:

- Copy of Quotation Documents should be Attested by Vendor.

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

Successful quotationer 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	Upto 50,000/-	Nil
2	50,001 to 3,00,000/-	6290/-
3	100001 to 3,00,000	10380/-

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 certificates 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/QUOTAION:-**

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 one 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 itme's Bid/Quotation having more than one alternative rate's for the any item, shall be liable for rejection.

**9. DIGITAL SIGNING OF E-BID/QUOTATION DOCUMENT:**

Bidders are requested to sign the e-Bid/Quotation form, specification 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.

In the e-Bid/ Quotation is made b firm in parternship, it shall be signed by all the partners of the firm abov their full name 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 of its existence before the contract is awarded.

## **बुहन्मुंबई महानगरपालिका**

बा.य.ल.नायर धर्मादाय रुग्णालय

क्र.एनएचई/ 2932 दि. 16.09.2022

### **मा. अधिष्ठाता / महोदय**

विषय : बा.य.ल.नायर धर्मादाय रुग्णालयासाठी 08 डाटा एंट्री  
ऑपरेटर्स नेमण्यासाठी दरपत्रिका मागविण्याबाबत.

संदर्भ : 1. क्र. DIR/ (ME & MH) / 3808 / Gen दि. 30.07.2016  
2. क्र. NHE /2416 दि. 28.10.2020

बा.य.ल.नायर धर्मादाय रुग्णालयातील किरणोत्सर्ग विभागामध्ये असलेले नोंदणी सहाय्यक, क्ष-किरण परिचर, लिपिक, लिपिक - नि - टंकलेखक यांच्या कमतरतेमुळे व पी.सी.एन.डी.टी., जननी सुरक्षा व शिशु कल्याण योजना व राजीव गांधी योजना या शासनाच्या नविन उपक्रमांतर्गत कामकाज वाढल्यामुळे सदर कामकाज करण्याकरीता इ-दरपत्रिका एनएचई /4451 दि.07.12.2021 अन्वये किरणोत्सर्ग विभागासाठी दि. 12.07.2022 ते 11.10.2022 या तीन महिन्याकरीता 08 डाटा एंट्री ऑपरेटर्स मे. केअर वन सोल्युशन या लघुत्तम देकाराकडून घेण्यात आले होते. दि. 11.10.2022 रोजी सदर 08 डाटा एंट्री ऑपरेटर्स यांचा कालावधी संपुष्टात येणार आहे. तरी पुढील तीन महिन्याकरीता 08 डाटा एंट्री ऑपरेटर्स यांची पदे तात्पुरत्या स्वरूपात कंत्राटी/करार तत्वावर भरणे आवश्यक आहे.

बा.य.ल.नायर धर्मादाय रुग्णालय व टो. रा. वैद्यकिय महाविद्यालय आस्थापनेवरील लिपिक संवर्गातील एकूण 64 कर्मचाऱ्यांची पदे रिक्त आहेत. लिपिक संवर्गातील कर्मचाऱ्यांच्या रिक्त पदामुळे बा.य.ल.नायर धर्मादाय रुग्णालय व टो. रा. वैद्यकिय महाविद्यालय आस्थापनेच्या कामावर विपरीत परिणाम होऊन त्याचा प्रभाव एकूणच रुग्णालयीन प्रशासनावर पडत आहे. तसेच रुग्णालयातील कर्मचाऱ्यांची सेवा प्रत्यक्ष व अप्रत्यक्ष रुग्णालयात उपचार घेणाऱ्या रुग्णांशी असते. यास्तव बा.य.ल.नायर धर्मादाय रुग्णालयातील विविध विभागामध्ये कार्यालयीन कामकाजासाठी पुढील तीन महिन्याकरीता 08 डाटा एंट्री ऑपरेटर्स पदे तात्पुरत्या स्वरूपात भरणे आवश्यक आहे.

उपरोक्त बाबीचा विचार करता बा.य.ल. नायर धर्मा. रुग्णालयात खालील 08 डाटा एंट्री ऑपरेटर कंत्राटी तत्वावर घेण्याचे प्रस्ताविण्यात येत आहे.

- 1) उमेदवार मान्यताप्राप्त विद्यापीठाचा पदवीधर असावा.
- 2) डाटा एंट्री ऑपरेटर्सला मराठी / इंग्रजी टंकलेखनाचे (संगणकावर) ज्ञान असावे. तसेच याबाबत किमान 2 वर्षांचा अनुभव असावा.
- 3) एकूण 08 डाटा एंट्री ऑपरेटर्सला अंदाजित दरमहा रु. 12,000/- सर्व करांसहित प्रति डाटा एंट्री ऑपरेटर एवढे मानधन आकारले जाईल.
- 4) याबाबतच्या ई-दरपत्रिका म.न.पा. च्या संकेतस्थळावर प्रसिध्द करण्यात येईल.
- 5) अंदाजित खर्च रु. 3,00,000/- तीन महिन्यांकरिता आहे.
- 6) इसारा मुल्य (ईएमडी) रु. 6,000/- कंत्राटदारांनी म.न.पा. नागरी सुविधा केंद्रावर भरावे.
- 7) दरपत्रिकेची किंमत रु. 210 आहे. दरपत्रिकेचा कालावधी नियत दिनांकापासून 120 दिवस ग्राह्य राहिल.
- 8) सदर बाब ही तातडीची असल्यामुळे दरपत्रिका उघडण्याची तारीख म.न.पा. च्या संकेतस्थळावर प्रसिध्द करण्यात येईल.

9) डाटा एंट्री ऑपरेटर्सचे वेतन अर्थसंकल्पिय वर्ष 2022-23 निधी संकेतांक-12 कार्य संकेतांक-33501000000 कॉस्ट सेंटर संकेतांक - 1000630000 व लेखा संकेतांक 220800400 मधून आकारण्यात येईल.

आवश्यक तरतूद रु. 150000000/-

खर्च झालेली रक्कम रु. 45420787.66/-

शिल्लक रक्कम रु. 104579212.34/- (दि. 15.09.2022 पर्यंत)

सदर डाटा एंट्री ऑपरेटर्सची नियुक्ती खालील अटीसापेक्ष करण्यात येईल.

- अ) कंत्राट तत्वावर नियुक्त करण्यात येणारी डाटा एंट्री ऑपरेटर्स यांची नियुक्ती नियमित स्वरूपातील नसून उमेदवारांस नियुक्त केलेल्या कालावधीकरिता निव्वळ तात्पुरत्या स्वरूपात कंत्राट कालावधीकरिता असेल.
- ब) कंत्राट कालावधीमध्ये काम करणा-या उमेदवारांची सेवा ही सेवाजेष्ठतेसाठी विचारात घेतली जाणार नाही किंवा सदर सेवेचा नियमित नियुक्तीसाठी भविष्यात हक्क सांगता येणार नाही.
- क) उमेदवारांस नियुक्त केलेल्या विभागातील सत्रांनुसार साप्ताहिक रजा अनुज्ञेय असेल त्याव्यतिरिक्त इतर कोणतीही रजा अनुज्ञेय असणार नाही.
- ड) उमेदवारांची सेवा ही त्याने कोणत्याही क्षणी कार्यालयाकडे सादर केलेल्या करारनाम्याचा भंग केल्यास अथवा पालन न केल्यास त्याक्षणी तात्काळ समाप्त करण्यात येईल.
- इ) सरळ सेवेने नियमित तत्वावर कर्मचारी उपलब्ध झाल्यास कंत्राटी पध्दतीने नियुक्त केलेल्या उमेदवाराची सेवा तात्काळ समाप्त करण्यात येईल.
- ई) कंत्राटी तत्वावर नियुक्त कर्मचा-यांना नियमित पदांकरित असणारे कुठलेही फायदे मिळणार नाहीत. तसेच आवश्यकता नसल्यास त्यांची नियुक्ती कोणत्याही क्षणी संपुष्टात येईल.
- उ) कंत्राटी तत्वावर नियुक्त केलेल्या उमेदवाराची नियुक्ती कोणत्याही क्षणी कोणतीही पुर्वसुचना न देता समाप्त करण्याचे अधिकार अधिष्ठाता बा.य.ल.नायर रुग्णालय यांच्याकडे असतील.

तरी मा.अधिष्ठाता (नायर) यांना विनंती करण्यात येते की, बा.य.ल.नायर धर्मादाय रुग्णालयातील विविध विभागांचे कामकाज सुरळीत चालण्यासाठी उपरोक्त अटी व शर्ती सापेक्ष 08 डाटा एंट्री ऑपरेटर्ससाठी इ-दरपत्रिका ऑनलाईन मागविण्यासाठी आपली मंजूरी मिळावी, ही विनंती.

Sd/- 15.09.2022

प्रशासकीय अधिकारी (I)  
बा.य.ल.नायर धर्मादाय रुग्णालय

Sd/- 16.09.2022

सहप्रमुख कर्मचारी अधिकारी (प्र)  
बा.य.ल.नायर धर्मादाय रुग्णालय

उपरोक्त 'अ' मंजूर

Sd/- dt.16.09.2022

अधिष्ठाता  
बा.य.ल.नायर धर्मादाय रुग्णालय