

**BRIHANMUMBAI MUNICIPAL CORPORATION  
DISASTER MANAGEMENT DEPARTMENT**

No. Chief Officer/Q – 01 /DMP/dt.13.06.2024

**Quotation Notice**

The Brihanmumbai Municipal Corporation invites sealed quotation from municipal vendors for the following works.

<b>Quotation No.</b>	<b>Name of the Work</b>	<b>E.M.D. (Rs)</b>	<b>Due Date &amp; Time</b>	<b>Date of Opening &amp; Time</b>
Q- 01	Providing Group Insurance Policy for 10 No. of Unnamed Naval Divers.	2800.00	25.06.2024 up to 4PM	25.06.2024 after 4PM

**Eligibility Criteria :-** The firms dealing in this kind of works. Vendor registration of BMC is mandatory for intending quotationers. The blank quotation forms are available at cost of Scrutiny fee Rs.330/- + 18% GST at the office of the Chief Officer (DMP & CCRS), Municipal Head Office, Second Floor, New Annex building, Mahapalika Marg, Mumbai-400001 between 11.00 am to 03.00 pm on any working days from 13.06.2024 to 25.06.2024 except Saturday, Sunday and Public Holidays. The quotation forms will not be issued or received by post.

All quotationer are required to pay the EMD of **Rs. 2800/-** by the way of Demand Draft drawn in favors of “BRIHANMUMBAI MUNICIPAL CORPORATION” payable at Mumbai. **Also the EMD can be accepted at any of the CFC centers in BMC Ward Offices.**

**Original Demand Draft / Xerox copy of receipt of EMD paid at CFC shall be submitted physically in separate envelope in this office before the prescribed time for opening the quotation.**

**Sd/-  
Chief Officer  
Disaster Management Department**

## **Specification & Scope of Work**

Disaster Management Department of BMC availing the service of naval diver in case of flooding and drowning emergency in BMC jurisdiction. As Per requirement of Navy, BMC is taking Group Personal Accident Insurance Policy for 10 Nos. Naval Divers (Rs. 50 Lakhs per Divers). Total Rs. 5,00,00,000 for 10 Divers every year. The Work Nature for this Naval Divers for rescue operation considering the accidents or casualties that can happen during these rescue operations, this department issues a Group Insurance policy for these divers to provide compensation.

### **Scope of the work**

1. The intended Quotationer should visit this office on following address and get well acquainted with the scope of work and other requirements of this office by reviewing the old policy drawn by this department.

Chief Officer (DMP & CCRS)  
2<sup>nd</sup> Floor, DM department,  
Annexe Buidling, Municipal Head Office,  
CST Fort -01

2. The Intended Quotationer should be Insurance providing company itself or Intermediate Broker or Agent.
3. Policy should cover 10 No. of Unnamed Naval divers.
4. Maximum sum assured per diver – 50 lacs.
5. Divers are covered for Insurance during the Diving Operations instructed by BMC officials.
6. Policy should also cover the Death, Permanent Total Disability (PTD), Medical Expenses etc. in relation with their diving operations.

❖ The quotationer in their own name should have satisfactorily executed the similar kind of work in BMC /Semi Govt. /Govt. & Public Sector Organizations.

### **Terms & Conditions :-**

1. The lowest quotationer failing to submit the essential documents will be given a grace period of 3 days after the intimation of this department to furnish the relevant documents.

2. If the concerned lowest bidder fails to submit the same within given time frame, quotationer with valid relevant essential documents and having next lowest quote may be awarded the work.
3. **After intimation of this department about the work assignment via Letter of acceptance and SAP PO, the contractor has to complete the work within 30 days, failing to which a penalty of ½ percent per week will be levied maximum up to 10% of the contract amount.**
4. This department will not provide any additional cost besides the cost quoted in the quotation submitted by the bidder.
5. As per CA circular u/No. CA/F/P/24 dt. 10.10.2017 successful bidder should submit C.A. certificate for applicable taxes within 6 months from issuance of the work order, failing to which action will be taken as per the circular u/No.-CA/F/P/24 dt.10.10.2017.
6. The Quotationer has to be registered with AO (CPD) department of BMC for vendor registration number. The Quotationer is requested to contact for the same on following address  

Accounts Officer (CPD) , CA (CPD) Department, BMC  
Central Purchase Department, Bakri Adda,  
N.M. Joshi Marg, Byculla,Mumbai-01.  
Tel – 022 2308 3161 /62/63  
E-mail id - [ao.cs@mcgm.gov.in](mailto:ao.cs@mcgm.gov.in) /[ao.cpa@mcgm.gov.in](mailto:ao.cpa@mcgm.gov.in)
7. The quotationer is requested to read carefully all the instructions before filling the quotation form.
8. The successful contractor is entitled to execute the written contract agreement as per BMC procedures along with applicable stamp duty, if applicable as per due BMC procedure.
9. If successful Quotationer fail to submit any of the documents mentioned in this Quotation Form within due period, the said Quotationer will be termed as non-responsive and non-eligible. 10% EMD of such non-responsive and non-eligible vendor will be forfeited.
10. The quotationer shall quote the rate in Rupees in figures and grand total in figure as well as in schedule of quantity & rates.

11. All the rates quoted shall be inclusive of all taxes, duties, Octroi, transportation etc and successful bidder shall submit the attested copies of taxes, duties & Octroi etc.

❖ **Important Terms :-**

1. Quotationer shall read the mandatory condition, General condition, Technical condition, Specifications, Specific instructions carefully before submitting Quotation.
2. Municipal Commissioner is not bound for any relief/compensation if there is any reduction in the scope /quantum of the work or if no work is awarded at all.
3. Municipal Commissioner Reserves the rights to reject any quotation or all quotations without assigning any reason therefore .Municipal Commissioner reserves the rights to negotiate with the lowest bidder.

**Sd/-  
Ex. Engr.(M&E)  
DMP & CCRS**