

**DRAFT TENDER DOCUMENT FOR RS. 10 LAKHS PURCHASE**

**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**B.Y.L. NAIR HOSPITAL, MUMBAI CENTRAL, MUMBAI – 400 008**



**Quotation Document for**

**“Purchase for B.Y.L. NAIR. Hospital of B.M.C.”**

**Website: <https://mahatenders.gov.in>**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**  
**BYL NAIR HOSPITAL**  
**e-PROCUREMENT QUOTATION NOTICE**  
**NGS/ 423 DT-09/08/2024**

The Commissioner of Brihanmumbai Municipal Corporation invites the following online Quotation. The quotation copy can be downloaded from BMC's portal (<http://www.mcgm.gov.in>) under "Quotation –Others" 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 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 BrihanmumbaiMunicipalCorporation(BMC) .Vendors not registered with BMC before, can apply online by clicking the link 'Vendor Registration' under the 'eProcurement' section of BMC Portal, Vendors already registered with BMC need to contact helpdesk to extend their vendor registration.

| <b>Sr. No</b> | <b>Description</b>                               | <b>E-Quotation scrutiny fee</b> | <b>EMD</b> | <b>Start Date and Time of online Bid Downloading</b> | <b>End Date and Time of online Bid Submission</b> |
|---------------|--|---------------------------------|------------|--|---|
| 1             | Compostable<br>Garbage Bags Blue<br>Qty:-5700 Kg | 3300+(18% GST)                  | 40,000     | 13.08.2024<br>06.00 p.m.                             | 19.08.2024<br>06.00 p.m.                          |

Bidders should note that the Scrutiny fee will be payable immediately before opening of Packet 'A' in any of the Ward Citizens Facilitation Centres (CFCs) by collecting Challan from General Store, Nair Hospital . In case of revision of the above-mentioned scrutiny fee, bidders shall pay revised scrutiny fee.

The bid will be invited through Mahatender portal (<https://mahatenders.gov.in>)

Earnest Money Deposit (EMD) shall be paid online 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 (BMC) 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.

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

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

**By Order of the  
Municipal Commissioner  
Municipal Corporation of Greater Mumbai**

**SD**

**Dean  
B.Y.L. NAIR. Hospital**

Address for Communication:

**General Store**

BYL NAIR HOSPITAL

Mumbai-400008

And

Venue for Opening of Bid:

**Office of Dy. Dean-I Office**

## Header Data

| <b>Section: 2</b>                             |  | <b>HEADER DATA</b>   |  |
|---|--|--|--|
| <b>E-Tender File No.</b>                      |  | NGS/ 423 Dt. 09.08.2024  |  |
| <b>Name of Organization</b>                   |  | Brihanmumbai Municipal Corporation,<br>BYL Nair Hospital, Mumbai Central, Mumbai - 08  |  |
| <b>Subject</b>                                |  | Purchase of Compostable Garbage Bag Blue<br>Qty:-5700 Kg                               |  |
| <b>Estimated Cost</b>                         |  | <b>Rs. 20,00,000</b>   |  |
| <b>Scrutiny fee of E-Tender</b>               |  | <b>Rs.3300/- + 18%GST</b>  |  |
| <b>Earnest Money Deposit</b>                  |  | <b>Rs.40,000/-</b>   |  |
| <b>Start date</b>                             |  | 13.08.2024<br>06.00 p.m.   |  |
| <b>End date &amp; time of Bid Submission</b>  |  | 19.08.2024<br>06.00 p.m.   |  |
| <b>End date &amp; time for receipt of EMD</b> |  | 19.08.2024<br>06.00 p.m  |  |
| <b>Opening of Packet "A"</b>                  |  | As mentioned in<br><a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> |  |
| <b>Opening of Packet "B"</b>                  |  |  |  |
| <b>Opening of Packet "C"</b>                  |  |  |  |
| <b>Address for Communication</b>              |  | <b>General Store</b><br><b>BYL Nair Hospital, Mumbai Central, Mumbai 08</b>            |  |
| <b>Venue for opening of Bid</b>               |  | Online at above 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 the above subject without assigning any reason thereof.

**Sd**

**Dean**

**BYL NAIR HOSPITAL**

**SECTION 4 : Instructions to Vendors participating in e-Tendering for the supply of Medicines to NAIR Hospital**

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| 1.  | The e-Tendering process of BMC is enabled through Mahatender portal ( <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> ).   |
| 2.  | Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as eMudhraCA /GNFC/ IDRBT/ MTNL Trustline/ SafeScript/TCS. |
| 3.  | Bidder then logs into the portal giving user id / password chosen during enrollment. and follow the instructions given in the document 'Bidders manual kit – online bid submission – Three Cover Bid Submission New' which is available on e-tendering portal of Government of Maharashtra i.e.' <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> ' |
| 4.  | The e-token that is registered should be used by the bidder and should not be misused by others.   |
| 5.  | DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated  |
| 6.  | The Bidders can update well in advance, the documents such as certificates, purchase order details etc., under My Documents option and these can be selected as per tender requirements and then attached along with bid documents during bid submission. This will ensure lesser upload of bid documents  |
| 7.  | After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.   |
| 8.  | The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.  |
| 9.  | If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online   |
| 10. | Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together. Bidders should upload the documents serially as asked in document.   |
| 11. | Bidder should Pay EMD and other charges, where applicable, as per the instructions given in the Tender Notice and / or Tender Document   |

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| 12. | Bidders should note that the Scrutiny fee will be payable immediately before opening of Packet 'A' & 'B' in any of the Ward Citizens Facilitation Centres (CFCs) by collecting Challan from General Store, BYL Nair Hospital . In case of revision of the above-mentioned scrutiny fee, bidders shall pay revised scrutiny fee.   |
| 13. | The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.   |
| 14. | The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process. Vendors trying to submit the bid at last moment just before due date and due time and failing to do so due to system problems at their end, internet problems, User Id locking problems etc. shall note that no complaints in this regard will be entertained. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. So The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock). |
| 15. | There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.  |
| 16. | It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he / she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete / Invalid bids and are not considered for evaluation purposes.   |
| 17. | The bidder may submit the bid documents online mode only, through mahatenders portal. Offline documents will not be handled through this system.  |
| 18. | At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.   |
| 19. | After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.   |
| 20. | Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.  |

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| 21. | It is the responsibility of the vendors to maintain their computers, which are used for submitting their bids, free of viruses, all types of malware etc. by installing appropriate anti-virus software and regularly updating the same with virus free signatures etc. Vendors should scan all the documents before uploading the same. if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected. |
| 22. | The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30.The bidders should adhere to this time during bid submission   |
| 23. | All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.                    |
| 24. | During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer(SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.   |
| 25. | All the tender notices including e-Quotation notices will be published under the ‘ section of BMC Portal and on Mahatender portal.  |
| 26. | All interested vendors, are required to be registered with BMC for e-Tendering process. Vendors not registered with BMC before can apply on-line 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 registration to e-Tendering process.  |
| 27. | Manual offers sent by post/Fax or in person will not be accepted against e-tenders even if these are submitted on the Firm’s letter head and received in time. All such manual offers shall be considered as <b>invalid offers</b> and shall be rejected summarily without any consideration.   |
| 28. | As BMC has switched over to e-Tendering, if any references in this tender document are found as per manual bidding process like Packets A, B, C etc. may please be ignored. All documents that are required to be submitted as part of eligible & technical bid, need to be uploaded in the Packets provided for this purpose and commercial bid need to be filled online.  |
| 29. | Affixing of digital signature for the bid document while submitting the bid, shall be deemed to mean acceptance of the terms and conditions contained in the tender document as well as confirmation of the bid/bids offered by the vendor which shall include acceptance of special directions/terms and conditions if any, incorporated.  |



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| 30. | The browser settings required for digitally signing the uploaded documents are provided under download section of Mahatender Portal. Site compatibility required for Mahatender portal has been provided under Site compatibility on Home Page of Mahatender Portal.                         |
| 31. | The administrative, technical and commercial evaluation documents will be available for all the participating vendors after completion of the evaluation.  |
| 32. | Additional information can be availed by referring to FAQs under FAQ on Home Page of Mahatender Portal.  |
| 33. | For any help, in the e-Tendering process, can be availed by dialing help-desk number or Email support provided under contact us on Home Page of Mahatender Portal.   |
| 34. | For any help, in the e-Tendering process, can be availed by dialling help-desk number 022-24811275/76 (BMC IT Cell) from 11.30 AM to 5.00 PM on all working days of BMC.<br>Or Contact Mahatenders helpline mentioned in <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> |

**SPECIAL NOTE:**

TENDERERS ARE REQUESTED TO GO THROUGH THE bid submission guidelines as given in Bidders manual kit – online bid submission – Three Cover Bid Submission New’ on -tendering portal of Government of Maharashtra i.e. ‘<https://mahatenders.gov.in>’

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 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). Interested Bidders should follow the “Manuals” available on Mahatender Portal (<https://mahatenders.gov.in>.)

For registration, enrolment for digital signature certificate & user manual, please refer to respective links provided in e-tendering 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.

**Sd**

**Dean  
B.Y.L. NAIR. Hospital**

**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**B. Y. L. NAIR CH. HOSPITAL**  
(GENERAL STORE DEPARTMENT)

**PART-A**  
**TECHNICAL SPECIFICATION**

**Sub: - Compostable Garbage Bags Blue**

| Items Description             | Quantity Required |
|-------------------------------|-------------------|
| Compostable Garbage Bags Blue | 5700 Kg           |

**Check list of Documents to be uploaded in PACKET-A and PACKET-B as per the order given below. Attached copies of following documents as applicable should be submitted**

| Sr.<br>No. | PACKET A<br>Description of Document  |
|------------|--|
| 1          | Shops and Establishment/ company registration Certificate  |
| 2          | Attested copy of PAN Card Of his own, in case of retailer /dealer /supplier /distributor, of proprietor if proprietary/ ownership firm, of Company if, Pvt. Ltd. Company, of firm if partnership firm, of Santa's/society or Trust, in case of the Santa's/society trust which are registered under public trust Act 1950/ Registration Act 1860/ The Maharashtra Co-op. societies Registration Act 1960. (whichever is Applicable)<br>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)   |

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| 6       | Bidder Profile (Annexure —I)  |
| 7       | EMD payment receipt.  |
| 8       | Scrutiny Fee Receipt (Rs.3300+18% GST)  |
| 9       | Term & Conditions acceptance letter on your letterhead.   |
| 10      | Details of Litigation History on your letterhead. (Annexure —II)  |
| 11      | Copy of Tender Documents should be Attested by Vendor.  |
| 12      | Taxes bifurcation and HSN code mentioned letterhead as specified at pt.no.4 in Terms and condition copy.( Do not disclosed any indication of Basic rate)  |
| 13      | The average annual turnover of the bidder during preceding three financial years shall be minimum <b>Rs. 3,50,000/-</b> Evidence in the form of certificate issued by Auditor of firm/ Chartered Accountant shall be uploaded during the submission of the tender.  |
| 14      | Valid Bank Solvency Certificate for minimum of <b>Rs. 10 Lack</b> issued by The Nationalised/Scheduled/Foreign Bank. The date of issue of such certificate shall not be more than <b>06</b> months prior to the date of submission of tender and the same shall be considered valid for 12 months from the date of issue.   |
| 15      | <p>For Supply of Compostable Garbage Bags:<br/>Capacity</p> <p>The tenderer(s) in their own name should have satisfactorily executed the supply of similar nature BMC /Semi Govt. /Govt. &amp; Public Sector Organizations during last seven (7) years ending last day of month previous to the one in which bids are invited.</p> <p>Three similar completed supply each of value not less than the value equal to 20% of estimated cost put to tender i.e. Rs. 4,00,000/-lacks.<br/>OR</p> <p>a) Two similar completed supply each of value not less than the value equal to 25% of estimated cost put to tender i.e. Rs. 5,00,000/-lacks.<br/>OR</p> <p>b) One similar completed supply of value equal and or not less than the 40% of estimated cost put to tender i.e. Rs. 8,00,000/- lacks.</p> |
| Sr. No. | <b>PACKET B</b><br><b>Description of Document</b>   |
| 1.      | Copy of valid Drug/ <b>CPCB Of Manufacturer and Seller and Trader</b> /Consumable manufacturing   |

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|         | license/Import license with product list.   |
| 2.      | Copy of valid FDA Drug License for sell of drugs/Medical goods /Consumable. (As applicable)   |
| 3.      | Item wise WHO-GMP Certificate/COPP certificate.   |
| 4.      | Quality Control Report from manufacturer/FDA approved laboratory /Govt. aided laboratory/in house test report from manufacturer the time of supply. |
| 5.      | Authority letter for appointment of Distributor Certificate.  |
| Sr. No. | <b>PACKET C</b><br><b>BOQ</b>   |
| 1.      | Fill Vendor details in the BOQ file in MS Excel format which is provided in the tender document.  |
| 2.      | Fill the Item Rate in the BOQ file in MS Excel format which is provided in the tender document.   |

**NOTE: ALL THE UPLOADED DOCUMENTS SHOULD BEIN “PDF FORMAT”& DULY ATTESTED SHOULD BE ENCLOSED WITH EQUOTATION.Kindly do not upload unnecessary documents in Packet “A” and Packet “B”. Upload only those documents which are asked.**

**PART- B**  
**GENERAL INSTRUCTIONS**

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| 1. | The e-Tendering process of BMC is enabled through Mahatender portal ( <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> ). However, tender document can be downloaded from MCGM’s portal website under “Quotation” section or from Mahatender portal.  |
| 2. | Bidder should do Online Enrolment in this Portal using the option Click Here to Enroll available in the Home Page. Then the Digital Signature enrollment has to be done with the e-token, after logging into the portal. The e-token may be obtained from one of the authorized Certifying Authorities such as e-MudhraCA /GNFC/ IDRBT/ MTNL Trust line/ SafeScript/TCS. |
| 3. | Bidder then logs into the portal giving user id / password chosen during enrollment. and follow the instructions given in the document ‘Bidders manual kit – online bid submission – Three Cover Bid Submission New’ which is available on e-tendering portal of Government of Maharashtra i.e.’ <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a> ’   |
| 4. | The e-token that is registered should be used by the bidder and should not be misused by others.   |
| 5. | DSC once mapped to an account cannot be remapped to any other account. It can only be Inactivated  |

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| 6.  | Incomplete offer will be left out of consideration.   |
| 7.  | After downloading / getting the tender schedules, the Bidder should go through them carefully and then submit the documents as per the tender document; otherwise, the bid will be rejected.  |
| 8.  | The BOQ template must not be modified/ replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for that tender. Bidders are allowed to enter the Bidder Name and Values only.   |
| 9.  | If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the tender document. Bidder should take into account of the corrigendum published before submitting the bids online  |
| 10. | Bidder, in advance, should prepare the bid documents to be submitted as indicated in the tender schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together. Bidders should upload the documents serially as asked in document.  |
| 11. | Bidder should Pay EMD and other charges, where applicable, as per the instructions given in the Tender Notice and / or Tender Document  |
| 12. | Bidders should note that the Scrutiny fee will be payable immediately before opening of Packet 'A' in any of the Ward Citizens Facilitation Centre's (CFCs) by collecting Challan from General Store, BYL CH. NAIR HOSPITAL. In case of revision of the above-mentioned scrutiny fee, bidders shall pay revised scrutiny fee.   |
| 13. | The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids.   |
| 14. | The bidder has to submit the tender document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process. Vendors trying to submit the bid at last moment just before due date and due time and failing to do so due to system problems at their end, internet problems, User Id locking problems etc. shall note that no complaints in this regard will be entertained. The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders due to local issues. So The bidders are requested to submit the bids through online e-Procurement system to the TIA well before the bid submission end date and time (as per Server System Clock). |
| 15. | There is no limit on the size of the file uploaded at the server end. However, the upload is decided on the Memory available at the Client System as well as the Network bandwidth available at the client side at that point of time. In order to reduce the file size, bidders are suggested to scan the documents in 75-100 DPI so that the clarity is maintained and also the size of file also gets reduced. This will help in quick uploading even at very low bandwidth speeds.  |

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| 16. | It is important to note that, the bidder has to Click on the Freeze Bid Button, to ensure that he / she completes the Bid Submission Process. Bids Which are not Frozen are considered as Incomplete / Invalid bids and are not considered for evaluation purposes.   |
| 17. | The bidder may submit the bid documents online mode only, through Mahatender portal. Offline documents will not be handled through this system.   |
| 18. | At the time of freezing the bid, the e-Procurement system will give a successful bid updation message after uploading all the bid documents submitted and then a bid summary will be shown with the bid no, date & time of submission of the bid with all other relevant details. The documents submitted by the bidders will be digitally signed using the e-token of the bidder and then submitted.   |
| 19. | After the bid submission, the bid summary has to be printed and kept as an acknowledgement as a token of the submission of the bid. The bid summary will act as a proof of bid submission for a tender floated and will also act as an entry point to participate in the bid opening event.   |
| 20. | Successful bid submission from the system means, the bids as uploaded by the bidder is received and stored in the system. System does not certify for its correctness.  |
| 21. | It is the responsibility of the vendors to maintain their computers, which are used for submitting their bids, free of viruses, all types of malware etc. by installing appropriate anti-virus software and regularly updating the same with virus free signatures etc. Vendors should scan all the documents before uploading the same. if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected. |
| 22. | The time that is displayed from the server clock at the top of the tender Portal, will be valid for all actions of requesting bid submission, bid opening etc., in the e-Procurement portal. The Time followed in this portal is as per Indian Standard Time (IST) which is GMT+5:30. The bidders should adhere to this time during bid submission  |
| 23. | All the data being entered by the bidders would be encrypted at the client end, and the software uses PKI encryption techniques to ensure the secrecy of the data. The data entered will not be viewable by unauthorized persons during bid submission and not viewable by any one until the time of bid opening. Overall, the submitted bid documents become readable only after the tender opening by the authorized individual.                    |
| 24. | During transmission of bid document, the confidentiality of the bids is maintained since the data is transferred over secured Socket Layer (SSL) with 256 bit encryption technology. Data encryption of sensitive fields is also done.  |
| 25. | All the tender notices including e-Tender notices will be published under the ‘ ’ section of on Mahatender portal.  |
| 26. | All interested vendors, are required to be registered with BMC for e-Tendering process.   |

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|     | Vendors not registered with BMC before can apply on-line by clicking the link ‘Vendor Registration’ under the ‘e-Procurement’ section of MCGM Portal, Vendors already registered with BMC need to contact helpdesk to extend their registration to e-Tendering process.   |
| 27. | Manual offers sent by post/Fax or in person will not be accepted against e-tenders even if these are submitted on the Firm’s letter head and received in time. All such manual offers shall be considered as <u>invalid offers</u> and shall be rejected summarily without any consideration.   |
| 28. | As BMC has switched over to e-Tendering, if any references in this tender document are found as per manual bidding process like Packets A, B, C etc. may please be ignored. All documents that are required to be submitted as part of eligible & technical bid need to be uploaded in the Packets provided for this purpose and commercial bid need to be filled online.   |
| 29. | Affixing of digital signature for the bid document while submitting the bid, shall be deemed to mean acceptance of the terms and conditions contained in the tender document as well as confirmation of the bid/bids offered by the vendor which shall include acceptance of special directions/terms and conditions if any, incorporated.  |
| 30. | The browser settings required for digitally signing the uploaded documents are provided under download section of Mahatender Portal. Site compatibility required for Mahatender portal has been provided under Site compatibility on Home Page of Mahatender Portal.  |
| 31. | The administrative, technical and commercial evaluation documents will be available for all the participating vendors after completion of the evaluation.   |
| 32. | Additional information can be availed by referring to FAQs under FAQ on Home Page of Mahatender Portal.   |
| 33. | For any help, in the e-Tendering process, can be availed by dialing help-desk number or Email support provided under contact us on Home Page of Mahatender Portal.  |
| 34. | For any help, in the e-Tendering process, can be availed by dialing help-desk number 022-24811275/76 (BMC IT Cell) from 11.30 AM to 5.00 PM on all working days of BMC.<br>Or Contact Mahatender helpline mentioned in <a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>  |
| 35. | 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 Mahatender portal. These shall be digitally signed and shall form a part of the e-Bid/Quotation.<br>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. |
| 36. | 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 BMC will not bear any additional liability towards payment of any Taxes & Duties. Wherever the Services to be provided by the Tenderer falls under Reverse Charge mechanism, the Price  |



|     |  |
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|     | <p>quoted shall be exclusive of GST, but inclusive of Taxes/Duties/Cess other than GST, if any.</p> <p>Rates accepted by BMC 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.</p>  |
| 37. | <p>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.</p> <p>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 &amp; RTGS mode regarding MICR code, IFSC code, account number etc.</p> <p>As per the Municipal procedure the payment will be made within 30 days from the receipt of the bill subject to</p> <ul style="list-style-type: none"> <li>- Satisfactory supply of material as per quotation specification.</li> <li>- Submission of all documents for execution of written contract.</li> <li>- Submission of document showing details of the payment of Octroi and other taxes as applicable.</li> </ul>   |
| 38. | <p>A) Please fill the quotation according to the specification &amp; submit the mentioned certificate otherwise your quotation will be considered as invalid.</p> <p>B) The Bidder shall include all taxes, duties and levies. No changes will be paid extra due to ignorance on the part of the Bidder.</p> <p>C) 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.</p> <p>D) It is essential on the part of the Bidder to collect full details/specifications of the material to be supplied.</p> <p>E) 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.</p> <p>F) Duly filled CONTRACT AGREEMENT FORM shall be submitted within prescribed time limits, wherever specified, after awarding the contract to the successful contractor.</p> <p>G) Please submit batch wise test report at the time of supply.</p> <p>H) "MCGM supply not for sale" is compulsory on the product. No MRP on the product.</p> |
|     | <p><b><u>SPECIAL NOTE:</u></b></p> <p>TENDERERS ARE REQUESTED TO GO THROUGH THE bid submission guidelines as given in Bidders manual kit – online bid submission – Three Cover Bid Submission New’ on -tendering portal of Government of Maharashtra i.e. ‘<a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>’</p> <p>Bidders who wish to participate in the Bidding process must register on the website <a href="http://www.mahatenders.gov.in/nicgep/app">http://www.mahatenders.gov.in/nicgep/app</a>. Bidders, whose registration is valid, may please ignore this step. At the time enrolment, the information required for enrolment should be</p>   |



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| <p>filled. After enrolment the bidder will get his user name and password to his Mail Id.</p> <p>Bidders should have valid Class III Digital Signature Certificate (DSC) obtained from any licensed Certifying Authorities (CA). Interested Bidders should follow the “Manuals” available on Mahatender Portal (<a href="https://mahatenders.gov.in">https://mahatenders.gov.in</a>.)</p> <p>For registration, enrolment for digital signature certificate &amp; user manual, please refer to respective links provided in e-tendering 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.</p> |
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**PART- C**  
**E-Tender TERMS & CONDITIONS**

1) . Following documents duly attested should be uploaded in packet “A”

I. GST Registration Certificate.

II. PAN Documents of the Co. / Proprietor / Two Directors with Color Photos.

III. The average annual turnover of the bidder during preceding three financial years shall be minimum **Rs. 3,50,000/-** Evidence in the form of certificate issued by Auditor of firm/ Chartered Accountant shall be uploaded during the submission of the tender 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.

2) 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.

3) Contract period: 180 days.

4) Validity: The commercial and technical offer should be valid for 180 days.

5) The successful bidder should note that the purchase order will be raised as per requirement.

6) Bifurcation of taxes should be submitted on letterhead with HSN code along with name of items. (Basic rate should not be disclosed any indication of basic rate will lead to rejection)

7) A tenderer shall pay entire amount of EMD through payment gateway of GoM on URL <http://mahatenders.gov.in>. The bidder shall upload scan copy of online paid EMD along with the bid submission in Packet A. Any bid not accompanied by an acceptable bid security shall be rejected as non-responsive.

If the bidder is found non-responsive after scrutiny of packet ‘A’/’B’ in such circumstances, the bidder will be made non-responsive and financial Packet ‘C’ of non-responsive bidder will not be opened.

Except successful bidder all other unsuccessful bidders 100% EMD paid online will be refunded automatically.

8) The bidder should pay scrutiny fee of Rs3300 + 18% GST at any of the Ward Citizen

Facilitation Centers (CFCs) and submit the receipt of the same at General Store BYL Nair Ch. Hospital before opening of Packet 'A'. The challan for scrutiny fee payment will be available at General Store, BYL Nair Ch. Hospital. In case of revision of the above mentioned scrutiny fee bidders shall pay revised scrutiny fee.

- 5) Item/Material Sample should be submitted in General Store Dept. (BYL Nair Ch. Hospital) before the opening of packet A, if sample failed / rejected by Pharmacy or Concern Dept. of Nair Hospital, then offer will be treated as disqualified/non-response.
- 6) A) If the cost of work is more than Rs. 50,000/- the successful bidder shall enter into a written contract agreement/Bond on Rs.500/- stamp paper.
- 7) The successful Bidder will have to furnish Municipal prescribed form affixed with a separate affidavit stamp/indemnity bond of Rs. 200/- at the time of supply.
- 8) Legal and Stationery charges are to be paid by the successful bidder on receipt of acceptance letter for the supply of the material as per prevailing circular. This can change and the successful tenderer shall have to pay the applicable legal charges at the time of award of contract.
- 9) Bid shall include free delivery at General Store, Nair Hospital, and Mumbai – 400008 in full Quantity as per requirement.
- 10) Delivery and Penalty:
  - I. Supply should be made within 15 days of the receipt of Purchase order.
  - II. For delay supply – ½ % per week or part thereof after the expiry of the delivery period subject to maximum 10%.
  - III. Failure of the supply Security Deposit / EMD will be forfeited and action deemed fit will be taken against bidder.
  - IV. Variation in specification – material will be rejected and cost of the said material will be recovered from the Quotationer / supplier.
  - V. “MCGM supply not for sale” is compulsory on the product. No MRP on the product.
  - VI. Minimum half of the expiry period should be available for user department from the date of delivery and unused drugs or expired drugs will be replaced.
  - VII. The drugs / medicine shall make all the requirements set out as per WHO GMP standard.
  - VIII. Copy of ‘License to Import’ if applicable.
  - IX. 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 BMC at the Risk and Cost of contractors without any further correspondence in this regard. Regarding substandard /inferior supply of goods.
- 11) Action deemed fit including blacklisting will be taken if it is found that:-
  - I. Forged documents are submitted OR
  - II. If it becomes responsive of the basis of submission of bogus certificate OR
  - III. If the supply received substandard quality / non supply.
- 12) Details of Litigation history - The Bidder shall disclose the litigation history in Annexure-II to be submitted in Packet 'A'. If there is no litigation history, the bidder shall specifically mentioned in Annexure-II that there is no litigation history as per the clause of litigation

history for the period of 5 years prior to due date of the quotation. In case there is litigation history, litigation History must cover in Annexure-II. Any action of blacklisting, debarring, banning, suspension, deregistration and cheating with BMC, State Govt., Central Govt. or any authority under State any action like show cause issued, blacklisting, debarring, banning, suspension, deregistration and cheating with BMC and BMC is party in the litigation against the company, firm, directors, partners or authorized signatory for carrying out any work for BMC by any authority of BMC and the orders passed by the competent authority or by any Court where BMC is a party. Depends upon the gravity of the submission made by the bidder in Annexure-II for litigation history , Dean (K) as the case may be will take suitable decision whether to consider the bid for further process or not.

- 13) The drugs / medicine shall make all the requirements set out as per WHO GMP standard.
- 14) Copy of 'License to Import' if applicable.
- 15) The tenderer need to submit the documents (Packet A&Packet B) as per check list given failing which offer will be treated as invalid
- 16) Signature & Company Seal/Stamp is required on Tender form.
- 17) The undersigned has reserved all rights to reject any offer without assigning any reasons to the Tenderer.

**\*In order to get maximum response, any shortfall of documents in Packet "A" and "B" can be submitted by bidder on his own immediately within three days of opening packet A & B failing of which offer will be treated as non-response.**

**NOTE: ALL THE UPLOADED DOCUMENTS SHOULD BEIN "PDF FORMAT"& DULY ATTESTED SHOULD BE ENCLOSED WITH EQUOTATION. Kindly do not upload unnecessary documents in Packet "A" and Packet "B". Upload only those documents which are asked.**

**Sd**  
**Dean**  
**BYL Nair Ch. Hospital**

**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**B. Y. L. NAIR CH. HOSPITAL**  
(GENERAL STORE DEPARTMENT)

To,  
Dean  
General Stores Department  
BYL Nair Ch. Hospital  
1<sup>st</sup> Floor 'A' Bldg.  
Dr.A.L.Nair Rd, Mumbai Central,  
Mumbai 400008.

SUBJECT: -

Sir/madam,

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

Yours faithfully.

Quotationers Signature, Address,  
Office stamp & Telephone No., if any

Copy to:

M/s .....

.....

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**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**B. Y. L. NAIR CH. HOSPITAL**  
(GENERAL STORE DEPARTMENT)

**ANNEXURE 1**  
**BIDDER PROFILE**

| <b>Sr. No.</b> | <b>Particular of Bidder (To be submitted in Bidder's Letterhead)</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 &<br>Name of the Branch   |                |
| 16.            | Bank Account Type & Number   |                |
| 17.            | 9 Digit MICR No. of Bank & IFSC Code   |                |

**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**B. Y. L. NAIR CH. HOSPITAL**  
(GENERAL STORE DEPARTMENT)

**ANNEXURE – II**

**DETAILS OF LITIGATION HISTORY**

- 1) I M/s ..... participating in the above subject Bid, here by declared that there is no litigation history against me during the last 5 years, prior to due date of the tender.
- Or
- 2) I M/s ..... participating in the above subject Bid, here by declared that the litigation history against me during the last 5 years, prior to due date of the tender, is as under

| <b>Sr. No</b> | <b>Year</b> | <b>Action taken</b> | <b>Name of the Organization</b> | <b>Remarks</b> |
|---------------|-------------|---------------------|---------------------------------|----------------|
| 1             |             |                     |                                 |                |
| 2             |             |                     |                                 |                |
| 3             |             |                     |                                 |                |

I further declared that information furnished above is correct, and in future, if BMC finds that information disclosed is false or in complete, then BMC can directly disqualify my bid and can initiate penal action including blacklisting of the firm.

**Full Signature of the tenderer**  
**With Official Seal and Address.**