

# **BRIHANMUMBAI MUNICIPAL CORPORATION**

## **BHARATRATNA DR. BABASAHEB AMBEDKAR MUN.GEN.HOSPITAL KANDIVALI (WEST)**

**e-PROCUREMENT QUOTATION NOTICE**  
**HO/BDBA/6712 DATED.12.09.2024**  
**e-Tender ID- 2024\_MCGM\_1084435\_1**

The Commissioner of Brihanmumbai Municipal Corporation invites the following online Quotation. The quotation copy can be downloaded from BMC portal <https://portal.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 <https://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 Mahatender 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 ‘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	Inj.Rabies Human Monoclonal Antibody 100 IU/2.5ML  Qty:- 1000 Vials ( 2.5 ml) e-Tender id 2024_MCGM_1084435_1	3000 + (18% GST) = 3540/-	40000/-	14.09.2024 13:00 HRS	23.09.2024 13:00 HRS
Bidders should note that the Scrutiny fee will be payable immediately after opening of Packet ‘A’ & ‘B’ and before opening of Packet ‘C’ in any of the Ward Citizens Facilitation Centers (CFCs) by collecting Challan from Account Dept, BDBA Hospital . In case of revision of the above-mentioned scrutiny fee, bidders shall pay revised scrutiny fee.					

The Tender document is available on BMC portal (<https://portal.mcgm.gov.in>) along with this Quotation notice. However, 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 (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.

The Municipal Commissioner 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 E-Quotation shall be published on the Maha Tender portal only. No corrigendum shall be published in the local newspapers.

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

**SD/-  
Medical Superintendent  
BDBA. Hospital Kandivali (west).**

Address for Communication:  
**Medical Store  
BDBA. Hospital Kandivali (west).**  
Mumbai-400067

And  
Venue for Opening of Bid:  
**Office of Medical Superintendent  
BDBA. Hospital Kandivali (west).**

## Header Data

<b>E-Tender File No.</b>	<b>HO/BDBA/6712 DATED.12.09.2024</b> e-Tender ID- 2024_MCGM_1084435_1
<b>Name of Organization</b>	Brihanmumbai Municipal Corporation, <b>BDBA. Hospital Kandivali (west).</b> Mumbai-400067
<b>Subject</b>	Inj.Rabies Human Monoclonal Antibody 100 IU/2.5ML
<b>Estimated Cost</b>	<b>Rs. 2000000 /-</b>
<b>Scrutiny fee of E-Tender</b>	<b>Rs.3000/- + 18%GST</b>
<b>Earnest Money Deposit</b>	<b>Rs.40,000/-</b>
<b>Start date &amp; time of Bid Submission</b>	<b>14.09.2024, 13.00 HRS</b>
<b>End date &amp; time of Bid Submission</b>	<b>23.09.2024, 13.00 HRS</b>
<b>End date &amp; time for receipt of EMD</b>	<b>23.09.2024, 13.00 HRS</b>
<b>Opening of Packet “A” &amp; “B”</b>	<b>26.09.2024, 13.00 HRS</b>
<b>Address for Communication</b>	<b>Medical Store</b> <b>Medical Superintendent</b> <b>BDBA. Hospital Kandivali (west).</b> Email ID –headpharmacist02@mcgm.gov.in
<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/-

**Medical Superintendent**  
**BDBA. Hospital Kandivali (west).**

**Instructions to Vendors participating in e-Tendering for the supply of Consumables to BHARATRATNA DR. BABASAHEB AMBEDKAR MUN.GEN.HOSPITAL**

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 Notice can be downloaded from BMC'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 eMudhraCA /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
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

12.	Bidders should note that the Scrutiny fee will be <b><u>payable immediately after opening of Packet ‘A’ &amp; ‘B’ and before opening of Packet ‘C’</u></b> in any of the Ward Citizens Facilitation Centers (CFCs) by collecting Challan from Account Dept, BDBA 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 updating 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 acknowledgment 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-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.

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. 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 enrollment 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-Mudra.

Description	Quantity Required	Rate Per unitRs.	Rate of Taxes Rs.	Total Cost Rs.
Inj.Rabies Human Monoclonal Antibody 100 IU/2.5ML	1,000 Vials			

**Check list of Documents to be uploaded in PACKET A and PACKET B as per the order givenbelow.**

**Attached copies of following documents as applicable should be submitted**

Sr No	PACKET A Description of Document
1	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) However, in case of public limited companies, semi Government undertakings, Government undertakings, no Pan Documents will be Insisted.
2	Attested copy of valid Sales Tax/Central Sales Tax/VAT/GST registration certificate (whichever is applicable)
3	Bidder Profile ( <b>Annexure —I</b> )
4	EMD payment receipt.
Sr No	PACKET B Description of Document
1	Valid Product wise WHO-GMP Certificate of Manufacturer.
2	Valid Product wise COPP Certificate of Manufacturer. OR Product list.
3	Copy of Quotation Documents Should be Attested by Vendor.
4	Quality Control Report at the time of supply.
5	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)
6	Valid Drug License of Bidder
7	Litigation history (Annexure- II)

**Full Signature of theQuotationer  
With Official Seal & Address**



## TERMS & CONDITIONS

(For Purchase of Consumables costing below Rs. 3,00,000/-)

1. Following documents duly attested should be enclosed with e-quotation
  - I. GST Registration Certificate.
  - II. PAN Documents of the Co. / Proprietor / Two Directors with Color Photos.
2. The rates should be stated in figures as well as in words.
3. The offer should be inclusive of all taxes other than GST (Excluding GST), Levies, Duties, Cess etc as applicable at the time of bid submission. GST as applicable shall be paid separately on submission of bills / Invoice.
4. 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)
5. Supply should be made at Medical Store BDBA Hospital, Kandivali (W), Mumbai-67.
6. EMD Should be paid online on or before of the due date & time.
7. Delivery / Penalty:-
  - I. Supply should be made within 30 days of the receipt of Purchase order.
  - II. For delay supply – ½ % per day 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 the material purchased at the risk and cost of the supplier? 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.
8. On Finalization of Quotation at time of supply indemnity bond on 200/- rupees stamp paper is required.
9. On Completion of supply Contract Bond and irrevocable undertaking on 500/- Rupees Stamp Paper each is separately required. (P.O. of above Rs.50,000/- to Rs.3,00,000/-)
10. 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.
11. scrutiny fee of 3000+(18% GST) = 3540/- (Bidders should note that the Scrutiny fee will be **payable immediately after opening of Packet 'A' & 'B' and before opening of Packet 'C'** in any of the Ward Citizens Facilitation Centers (CFCs) by collecting Challan from Medical Store, BDBA Hospital. In case of revision of the above mentioned scrutiny fee, bidders shall pay revised scrutiny fee.
12. 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.
13. Details of Litigation history. The Bidder shall disclose the litigation history in Annexure-II to be submitted in Packet 'B'. 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 or Central Govt./Govt. organization initiated against the company, firm, directors, partners or authorized signatory shall be disclosed for last 5 years from the date of submission of bid. Also, bidder must disclose the litigation history for last 5 years from the date of submission of bid about 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, Medical Superintendent as the case may be will take suitable decision whether to consider the bid for further process or not.

14. Incomplete offer will be left out of consideration.
15. Copy of 'License to Import' if applicable.
16. Signature & Company Seal/Stamp is required on quotation form.
17. The undersigned has reserved all rights to reject any offer without assigning any Reasons to the Quotationer.
18. Quality Control Report.
19. **"MCGM USE ONLY , NOT FOR SALE" is compulsory on the product.**
20. **The Drugs/medicines shall fill all the requirements set out as per WHO GMP Standard.**
21. **Samples must be submitted immediately after the opening of A and B packets within two days to the hospital medical store, failing which an offer will not be considered and action will be taken.**

**\*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 two day of opening packet A & B failing of which offer will be treated as non-response.**

**NOTE: ALL THE UPLOADED DOCUMENTS SHOULD BE IN "PDF FORMAT".**  
Kindly do not upload unnecessary documents in Packet "A" and Packet "B".  
Upload only those documents which are asked.

SD/-

**Medical Superintendent  
BDBA. Hospital Kandivali (west).**