

# **BRIHANMUMBAI MUNICIPAL CORPORATION**

Chief Engineer (M&E) Department

## **E- Quotation**



E - Quotation No. (Bid No.)\_\_

### **FOR**

**Name of Work** : Comprehensive servicing and maintenance of new photocopier machine for a period of 3 years in the office of Ch. Eng. (M&E) department.

**E. M. D.** : Rs. 3000.00

**Due Date** :

Office of Chief Engineer (Mechanical & Electrical),

Engineering Hub Building, Dr. E. Moses Road, Worli Naka, Worli,

Mumbai- 400 018.

Prepared by

Checked by

Verified By

sd/- 14.08.2024

sd/- 14.08.2024

sd/- 14.08.2024

S. E.(M&E) P&D

A. E.(M&E) P&D

E. E. Mech.(E. I.) P&D

**BRIHANMUMBAI MUNICIPAL CORPORATION**

**e- QUOTATION**

**Ref: Quotation No. (Bid no.): 2024\_MCGM\_**

**e-QUOTATION DUE ON :- 26.08.2024**

**Time: - Upto :- 4:00 PM**

(1) E-quotations are invited for the work of “**Comprehensive servicing and maintenance of new photocopier machine for a period of 3 years in the office of Ch. Eng. (M&E) department.**” as per attached terms and conditions specifications and Schedule of quantities.

(2) The Quotation form can be downloaded from Mahatenders portal (<https://mahatenders.gov.in>).

(3) Quotation Scrutiny Fee Rs. 600+18% GST shall be paid in CFC before opening of Packet ‘C’.

(4) The quotationer shall pay the Earnest Money Deposit of **Rs. 3000.00** through online payment gateways only while submitting the quotation.

(5) The e- Quotation which is not duly signed by the quotationer will be rejected.

(6) The rates quoted shall be firm and no variation will be allowed subsequently on any account.

(7) **TAXES:**

“The tenderer shall quote 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. Input Tax Credit of GST as available with the bidder will not be claim separately by BMC. However, while quoting the rates benefit of Input Tax Credit or Exemptions shall be passed on to the BMC by way of equivalent reduction in quoted price.”

(8) **Delivery:**

The quotationer shall deliver the material along with challan at site. The quotation shall include free delivery at site.

(9) **Completion Period:**

The period of delivery of articles/Completion of work shall be 36 Days/Weeks/Months from receipt of the work order or finalization of layout at site or clear access to the site, whichever is later.

(10) **Eligibility Criteria:**

The quotationers should be authorized dealer /distributor for repairing & servicing of photocopier machine Model no. iR-4825. Quotationer should submit valid authorization while submission of quotation.

(11) **Validity of the Quotation:**

The E-Quotation shall remain firm and valid at least for 180 days from the date of its opening.

(12) **Terms of Payment:**

As per Municipal procedure the payment of supply/work done will be made within 30 days from the receipt of the bill subject to verification as per normal rules. In case of supply of any article

the payments will be made within 30 days from the receipt of the bill subject to satisfactory test of the article including its installation, if any.

(10) The Municipal Commissioner does not bind himself to accept the lowest or any Quotation. In case of any dispute, Municipal Commissioner's decision shall be final and binding on the Quotationers. The Municipal Commissioner also reserves the right to split the quantity between two or more Quotationers.

(11) **Guarantee :**

(a) The successful Quotationer shall have to furnish a free maintenance guarantee (on the Municipal prescribed Form affixed with a Special Adhesive Stamp/Franking of Rs. 200/- Thereon) for 12 calendar months from the date of supply / commissioning or completion of the Work for any manufacturing defects or faulty workmanship. If any defect is noticed within the guarantee period and intimated to the Contractors, they will rectify the same free of cost.

(b) If the cost of work is more than Rs. 50,000/-, then, the successful quotationer shall enter into a written contract in the Municipal prescribed form for the supply/work to be carried out. Legal & stationary charges upto Rs.10 Lakhs is **Rs. 1000/- + 18% G.S.T.**

(12) The Quotationer shall not withdraw his offer within the valid period. If he does so, the Earnest Money Deposit paid will be absolutely forfeited to the Corporation.

(13) **Penalty :**

I) For failure to comply with the order placed for work / supply of the articles within the stipulated period (exceeding 2 years) a penalty equivalent to 1/4 % 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 5 % of the contract sum.

**II) Penalty for Defects and Lapses observed:**

**A-1 ( for Work quotation )** :: All such work as is not in accordance with the direction of Engineer or other officer aforesaid or is composed of materials disapproved by him or the workmanship whereof is disapproved by him shall be taken down and removed by the contractors at his / their own risk and expense within twenty four hours after receipt by him / them of a notice to that effect signed by the Engineer or other officer aforesaid shall be at liberty at the risk and expense of the contractors to take down and remove the same and to cause such work to be executed by any person or persons at such rates and prices as the Engineer may think proper and cost and expense thereby incurred including 15 percent supervision charges on the works and also such penalty as the Engineer may impose for such wrongful conduct of the contractor which penalty the Engineer shall be competent to impose against the imposition of which or the amount thereof by Engineer an appeal shall be only to the commissioner within seven days at the order in that behalf of the Engineer and the decision of the commissioner on which shall be final and binding upon the contractors may be deducted from any money due or to become due to the contractors under this or any other contract between the contractors and the said corporation.

A contractor will be levied for defects and lapses observed for not attending complaint

After lapses and defects are notified to the contractors and if same are not attended by the contractors in time, a note will be taken in Ephemeral Register. The amount of compensation may be adjusted set off against any sum payable to the contractor under this or any other contract with the Municipal Corporation.

~~**A-2 ( for Supply quotation )** :: In case the contractors at any time during the continuance of these present supply of the material mentioned in schedule is rejected because of inferior quality, the commissioner reserves right to levy penalty for such inferior supply from contractor, not exceeding 20% of the cost of the supplied material. The amount of compensation may be adjusted set off against any sum payable to the contractor under this or any other contract with the Municipal Corporation.~~

(15) The Quotationer shall give the undertaking in the subjoined form.

(16) The Quotation shall invariably Upload this Quotation Notice Form together with the Specifications, necessary undertakings, Rate online only. Any irregularity in this respect may render the quotation liable for rejection.

(17) To upload photo copy of GST registration, ~~Valid PWD Electrical License~~, valid BMC Registration certificate/ undertaking, relevant Past Performance Certificates, and any other document asked for shall be uploaded in e- Quotation.

(18) The quotationer should upload in e- Quotation attested copies of the PAN Documents and photographs of the individuals owners, Karta of the Hindu undivided family, partners of the Partnership Firms & Directors in case of Private Limited /Public Limited companies of the authorized representatives of the Registered Co-operative Societies / Semi-Government undertaking as the case may be the documents can be attested by the Gazzeted Officer or Assistant Engineer / Administrative Officers of BMC. or Notarized by the Notary, appointed by the Government of Maharashtra.

(14) **Bank Guarantee.**

The successful contractors shall pay contract deposit /security deposit amounting to 2 % of contract value within 30 days. The 2% contract value submitted by the contractors as security in cash, or the equivalent Bank Guarantee and or performance guarantee shall be returned / refunded within three months after the issue of final certificate which shall be issued after the period of 12 months of free maintenance is over with satisfactorily performance, or 18 months from the date of erection, whichever is earlier, in case of equipment is not commissioned.

(15) **The Additional Security Deposit (ASD):**

In case of percentage quotation, over and above the earnest money, quotationer quoting the rebate more than 12% on office estimate shall have to pay additional security deposit online depending upon the amount calculated as per formula given below. Formula:

$$ASD = 1 (X/100) \times \text{Office estimated cost}$$

Where 'X' = percentage rebate quoted on office estimate by the quotationer minus 12%

For example = If the quotationer desires to quote percentage rebate 25 (twenty five) % then the ASD shall be worked out as under:-  $1 \times (25-12)/100 \times \text{office estimated cost}$ .

The Additional Security Deposit of the successful quotationer shall be refunded only after successful completion of work in all respect or on completion of the contract period, whichever is later. The Additional Security Deposit will not carry any interest.

(16) **Submission of Quotations :**

**PACKET - A**

The Packet 'A' shall contain scanned certified copies of the following documents Scrutiny of this packet will be done strictly with reference to only the scanned copies of Documents uploaded online in packet 'A'

1. GST Registration Certificate.
2. Certified copies of valid 'PAN' documents and photographs of the individuals, owners, Karta of Hindu undivided Family, firms, private limited companies, registered co-operative societies, partners of partnership firms and at least two Directors, if number of Directors are more than two in case of Private Limited Companies, as the case may be. However, in case of Public Limited companies, Semi Government Undertakings, Government Undertakings, no 'PAN' documents will be insisted.
3. Latest Partnership Deed in case of Partnership firm duly registered with Chief Accountant (Treasury) of BMC.
4. Duly signed & filled copy of draft e-quotation

The bidders shall categorically provide their Email-ID in packet 'A'.

## **PACKET - B**

The Packet 'B' shall contain scanned certified copies of the following documents -

- 1) Performance Certificates and documents establishing the Qualification Criteria mentioned in the Quotation document.
- 2) The successful bidder shall submit valid registration certificate under E.S.I.C., Act 1948, if the tenderer has more than 10 employees /persons on his establishment (in case of production by use of energy) and 20 employees/persons on his establishment (in case of production without use of energy) to MCGM as and when demanded. In case of less employees/persons mentioned above then the successful bidder has to submit an undertaking to that effect on Rs. 500 stamp paper as per circular u/no. CA/FRD/I/65 of 30.03.2013.
- 3) The successful bidder shall submit valid registration certificate under E.P.F. & M.P., Act 1952, if tenderer has more than 20 employees/persons on his establishment, to MCGM as and when demanded. In case if the successful bidder has less employees/persons mentioned above then the successful bidder has to submit an undertaking to that effect on Rs.500/- stamp paper as per circular u/no. CA/FRD/I/44 of 04.01.2013.
- 4) **Declaration Cum-Indemnity Bond:**  
All the quotationers shall upload a declaration-cum-Indemnity Bond on Rs. 500/- stamp paper in the prescribed format as attached in the draft quotation.
- 5) **Irrevocable Undertaking:**  
All the quotationers shall upload notarized an irrevocable undertaking on Rs. 500/- stamp paper in the prescribed format as attached in the draft quotation.
- 6) **Annexure H:**  
All the quotationers shall upload notarized an Annexure H on Rs. 500/- stamp paper in the prescribed format as attached in the draft quotation
- 7) APPENDIX "B", SELF-DECLARATION FOR SELF-ATTESTATION, APPENDIX "A".

(17) **Refund of Additional Security Deposit (ASD) & E.M.D:**

The quotationer shall pay the EMD online instead paying the EMD at any of the CFC centres in MCGM Ward Offices.

Any bid not accompanied by an acceptable Bid Security and not secured as indicated in sub-clause mentioned above, shall be rejected by the Employer as non-responsive.

The Bid Security of the successful quotationer will be discharged when the Bidder has signed the Agreement and furnished the required Security Deposits.

EMD of L-3 and quotationer shall be refunded immediately after opening of financial bid but, the EMD/ASD submitted by the L-2 quotationer will be returned after obtaining Sanction of competent Authority.

The Bid Security may be forfeited:

- a) If the quotationer(s) withdraw quotation offer during the tender validity period, his entire E.M.D shall be forfeited.
  - b) in the case of a successful quotationer, if the quotationer fails within the specified time limit to:
    - i. sign the Agreement; and/or
    - ii. Furnish the required Security Deposits.
1. The cases wherein if the shortfalls are not complied by a contractor, will be informed to Registration and Monitoring Cell. Such non-submission of documents will be considered as 'Intentional Avoidance' and if three or more cases in 12 months are reported, shall be viewed seriously and disciplinary action against the defaulters such as banning/de-registration, etc. shall be taken by the registration cell with due approval of the concerned AMC.
  2. No rejections and forfeiture shall be done in case of curable defects. For non-curable defects the 10% of EMD shall be forfeited and bid will be liable for rejection.

**Note:** i) Curable Defect shall mean shortfalls in submission such as:

- a. Non-submission of **following** documents,
    - i. G.S.T. Certificate
    - ii. Certified Copies of PAN documents and photographs of individuals, owners, etc
    - iii. Partnership Deed and any other documents
    - iv. Undertakings as mentioned in the quotation document.
  - b. Wrong calculation of Bid Capacity
  - c. No proper submission of experience certificates and other documents, etc.
- ii) Non-curable Defect shall mean
- a. In-adequate submission of EMD/ASD amount,
  - b. In-adequacy of technical and financial capacity with respect to Eligibility criteria as stipulated in the quotation.

**(18) Legal + Stationary Charges:**

- a) Successful tender shall pay the Legal Charges + Stationary charges Rs. 1000/- + 18% G.S.T. as per Circular no. 26206 dtd 31.08.2023.

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

(19) If it is found that the quotationer has not submitted required documents in Packet "A & B" then, the shortfalls will be communicated to the quotationer through e-mail only and compliance required to be made within a time period of three working days otherwise they will be treated as non-responsive.

(20) If the shortfalls are not complied by a contractor, such non-submission of documents will be considered as 'Intentional Avoidance' and shall be viewed seriously and disciplinary action against the defaulters such as banning/de-registration, etc. shall be taken with due approval of the concerned DMC/ AMC.

**(21) Jurisdiction.**

In case of any claim, dispute or difference arising in respect of a contract, the cause of action thereof shall be deemed to have arisen in Mumbai and all legal proceedings in respect of any such claims dispute or difference shall be instituted in a competent court in Mumbai city only.

sd/- 14.08.2024

**Executive Engineer Mech. (E. I.) P&D**

**BRIHANMUMBAI MUNICIPAL CORPORATION**

**APPENDIX "B"**

Information regarding status of Quotationer:-

1. (A) Whether it is proprietary concern? : Yes/ No

(B) If so, name of the owner: \_\_\_\_\_

2. If it partnership concern, please furnish name of each partner and copy of registration certificate -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. In case of company, please furnish documentary proof to show that the company is registered.

Stamp and Signature of authorized person

Of concern/ company

**SELF-DECLARATION FOR SELF-ATTESTATION**

I, \_\_\_\_\_ son/daughter of  
\_\_\_\_\_  
Age-\_\_\_\_\_, Occupation-Contractor,  
M/s. \_\_\_\_\_ resident at \_\_\_\_\_  
\_\_\_\_\_, Email ID- \_\_\_\_\_

\_\_\_\_\_ with UID No- \_\_\_\_\_, hereby declares that the  
copies attested by me are true copies of original. I am aware of the fact that if the copies are found to  
be false, i shall be liable for prosecution and punishment under indian penal code and/or any other law  
applicable there to.

**Date-**

**Place-**

**Applicant's Name** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_



**BRIHANMUMBAI MUNICIPAL CORPORATION**

**APPENDIX "A"**

- a. Quotation No. Q \_\_\_\_\_ Due Date \_\_\_\_\_
- b. Quotationer's name: \_\_\_\_\_
- c. Quotationer's address: \_\_\_\_\_  
and telephone No(s): \_\_\_\_\_
- d. Whether registered under GST: Yes/ No  
Reg. No. \_\_\_\_\_
- e. Certificate in support : Enclosed/ Not enclosed Of (d) above if registered
- f. Banker's Name and Branch \_\_\_\_\_
- g. Account No. SB/ CB \_\_\_\_\_

Stamp and Signature of authorized person

Concern/ Company

Note: If this format is not filled in, it will be presumed that the quotationer is not a registered dealer.

## **BRIHANMUMBAI MUNICIPAL CORPORATION**

### **Technical Specification**

- 1) **Name of the work:** Comprehensive servicing and maintenance of new photocopier machine for a period of 3 years in the office of Ch. Eng. (M&E) department.
- 2) **Quantity:** As per BOQ
- 3) **Work Place:** 1<sup>st</sup> floor, Worli Engineering Hub.
- 4) **Work Period:** 3 years
- 5) **Scope of work:**

- i. The successful Quotationer's shall visit the site before filling of these quotations at 1<sup>st</sup> floor, Worli Engineering Hub.
- ii. Quotationer's shall acquaint with nature and scope of work before quoting quotation.
- iii. The work shall be carried out as per site in charge directives and as per specification.
- iv. The tenure of the above work is 3 years. If the quantity of the copies exceeds 3,00,000 copies before 3 years, then the responsive bidder has to provide CSMC for the remaining tenure at the same rates as quoted by them. The payment of extra copies will be paid at actual.

### **6) Technical Specification:**

1. The CSMC of the photocopier machine includes refilling of toner, replacing faulty drum, unlimited breakdown calls in cases of complaints and preventive maintenance of the machine monthly.
2. The service comprises preventive and corrective maintenance covering replacement as well as repair to make all photocopy machine operational. This service also includes carrying out necessary preventive maintenance every quarter. If any other item/part, which is excluded from the offer of CSMC, must be quoted otherwise it will be assumed that all parts are included in CSMC.
3. The successful bidder is required to send technically qualified Engineers on call basis, who should have minimum two years of working experience in repair of Photocopy Machine and has carried out preventive maintenance services. In case of any Breakdown, the Tenderer shall depute his Engineers promptly as and when called to do so by BMC. The Engineer shall rectify any problem for early restoration of the Equipment.
4. The engineer(s) shall not carry out any maintenance repair work of any other party in BMC premises.
5. The successful bidder also provide the regular preventive maintenance service on monthly basis. Under this activity, following jobs are to be done.
6. Internal & External cleaning of the photocopy machine (only which are under CSMC) using vacuum cleaner/other appropriate means.
7. Up-keeping of Photocopy machine to maintain satisfactory performance of it.
8. BMC attaches a lot of importance to timely repair & uptime of the Equipment. After every Breakdown, the Equipment shall be put back in working condition within Two (02) working days from the date of attending the problem. Any Breakdown more than the above permissible Two (02) days shall be counted as downtime. If the System is down due to want of spares the same shall be treated as down time. BMC attaches utmost importance to prompt and proper services. The response time of Contractor to attend to any complaint shall be 48 hours from the time of intimation from BMC. The down time in hours shall be calculated Three (03) Monthly. There will be 8 hours (10:00 to 18.00) of working per day in BMC.

9. However, in case of some emergency, the System shall be operated on Saturdays also. Total down time allowed per quarter is maximum 5 working days. Any delay over this down time will attract penalty 1% of quarterly bill for every delayed week or part thereof.

10. Scheduled Preventive Maintenance must be carried out on 'Monthly' basis. The Dates for such scheduled Preventive Maintenance and related tasks shall be decided with Mutual Agreement. Preventive Maintenance time will be counted as uptime unless a fault occurs during the Preventive Maintenance.

11. Intimation for Breakdown / Malfunctioning of Equipment: It shall be the responsibility of the Tenderer to ensure that Photocopier is in working order, his representative must confirm this, and, the Photocopier that requires attention shall be so attended and commissioned again. BMC will inform the Office of the Tenderer over Phone in case of any problem arising during the day. The Tenderer must ensure that his Office is manned during the working hours of BMC and would receive the message and pass it on to the concerned Maintenance Engineer. A register would be maintained in BMC, keeping record of all such messages. The representative of Tenderer shall sign this register at periodic intervals.

12. A register would be maintained at BMC giving details of time/date when fault message is sent to the Tenderer and when the Service Personnel visited the site, nature of repairs carried out and time/date when Photocopier repaired/recommissioned to the entire satisfaction of BMC.

13. The Tenderer shall maintain a log of defects noticed, details of repairs carried out, by whom, cards/spare parts replaced etc. For each major equipment. The record shall be kept in BMC and shall be got countersigned by BMC representative.

14. The CSMC would be comprehensive in nature i.e. including maintenance of equipments & replacement of all new original spares in original packing for proper functioning of all Photocopy machines. If any part gives repeated problems i.e. 2 or more repairs in a period of two months time, then the contractor/vendor must replace it immediately with an original new one without any additional cost on the part of BMC. All the components required to be replaced will be of original make(OEM).

15. The Contractor shall submit quarterly bills addressed to E. E. Mech. (E. I.) P&D of Worli Engineering Hub at 1<sup>st</sup> floor, Worli Engineering Hub, Dr. Annie Besant Road, Mumbai-400 008. The Contractor shall also submit consolidated report furnishing the details of calls attended, remedial action taken and their status on a monthly basis.

16. The contractor shall not subcontract the maintenance job to outside agency and shall submit duly filled and signed Annexure – H.

**Replacement of Rejected Materials:** - Quotationer/contractor shall have to replace rejected Material with approved one. The supplier should remove the rejected Material within 10 days failing which the same will be disposed off by BMC at the risk and cost of contractors without any further correspondence in this regards.

**Delivery of Material:** - All the spare parts shall be properly and safely delivered to E. E. Mech. (E. I.) P&D of Worli Engineering Hub at 1<sup>st</sup> floor, Worli Engineering Hub, Dr. Annie Besant Road, Mumbai-400 008 without any damage during transit / transportation, Unloading of these materials at site shall be responsibility of the supplier. The delivery shall be done with proper challan mentioning quantity and name of items. The Tenderer also note that, he should give free delivery to BMC within stipulated period failing to which penalty will be recover from final bill.

**Guarantee:** - The supplier shall compulsorily give 12 months replacement guarantee against the material supplied by him, for its quality. The guarantee term one year's shall start from the date of supply of the material to BMC. The supplier shall furnish Maintenance Guarantee/ Guarantee-certificate along with the material/final invoice on Rs.200/- stamp paper.

#### **General Instructions to the Bidders :**

The Municipal Commissioner reserves the right to accept the lowest or any offer or reject any or all offers as deem fit. Material shall be free from surface defects. Tolerance allowable for thickness/gauge of material shall be  $\pm 3\%$ .

The successful Quotationer will be solely responsible for any damages to the Municipal property,

accidents and injurious to human life of contractor's labourers or Municipal labourers. He will be responsible for making good to the damage property & will arrange for the compensation to any loss or damages to human life or site, if caused.

While quoting the prices it must be inclusive of GST and all other taxes as applicable.

All the rates quoted by the Quotationer should be inclusive of all taxes, i.e G.S.T. and other state levies/cess which are not subsumed under GST. The Quotationer shall quote the rates inclusive of all taxes & duties clearly & understood that BMC will not bear any additional liability towards payments of any Taxes & duties.

If the services to be provided by the Quotationer falls under Reverse Charge Mechanism, the price quoted shall be exclusive of GST, however same shall be inclusive of taxes /Duties/Cess other than GST, if any.

Rates accepted by BMC shall hold good 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.

Work should be carried out very carefully in such a way that there should not be any Damage to municipal property.

Complete material for carrying out the job should get approved with BMC Engineer before starting job.

Any minor work which is not mention or include in specification but essential to complete the job should be carried out without charging any extra cost.

As per the provision of Chapter XXI-Miscellaneous section 171(1) of GST Act, 2017 governing, Anti Profiteering Measure" (APM), „any reduction in rate of tax on any supply of goods and services or the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices". Accordingly, the contractor should pass on complete benefit accruing to him on account of reduced tax rate or additional input tax credit to BMC. Further, all the provisions of GST Act will be applicable to the Quotation)

**sd/- 14.08.2024**

**S. E. (M&E) P&D**

**sd/- 14.08.2024**

**A. E. (M&E) P&D**

**sd/- 14.08.2024**

**E. E. Mech. (E. I.) P&D**

**BRIHANMUMBAI MUNICIPAL CORPORATION**

**General Instructions of the Work**

1. It is essential on the part of the quotationer to collect full details/specifications of the material to be supplied & work to be executed from the office of E. E. Mech. (E. I.) P&D. It is also essential on the part of the quotationer to inspect the site before submitting their offer and no claim arising out of ignorance will be entertained later on.
2. The successful quotationer shall be held responsible for any loss or breakdown of the Municipal Property or injury to Staff while carrying out the above work. Any damage to the Municipal property, civil structure, machinery occurred while executing the job shall have to be repaired free of cost by the successful quotationer.
3. "The tenderer shall quote 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. Input Tax Credit of GST as available with the bidder will not be claim separately by BMC. However, while quoting the rates benefit of Input Tax Credit or Exemptions shall be passed on to the BMC by way of equivalent reduction in quoted price". No charges will be paid extra due to ignorance on the part of the quotationer.
4. The quotationer shall note that while executing the work, if any additions/alterations/omissions required to be carried out then the prior approval of E. E. Mech. (E. I.) P&D for each item shall be obtained before proceeding further. It shall be incumbent on the part of the contractor to carry out addition/alteration/omission only after approval from E. E. Mech. (E. I.) P&D.
5. The Municipal Commissioner reserves the right to accept the lowest or any offer or reject any or all offers as deem fit.
6. Watch and ward shall be provided by the Contractor for the protection of material at the site till completion of work.
7. The successful quotationer shall carry out any other minor repair work as directed on site apart from the specifications at no extra cost.
8. The light and water shall be provided free to the contractor where available
9. All charges on account of octroi, or sales tax & other duties on material obtained for the work from any source including the tax applicable as per Maharashtra Sales Tax Act on the transfer of property in goods involved in the execution of work contract (re-enacted) Act 1989 etc. shall be borne by the contractor.
10. Requirements under all statutory provisions of Govt./Semi-Govt/Corporation Departments will be completed & fulfilled by the successful quotationer at his cost and the official charges if any, will not be paid by BMC

**sd/- 14.08.2024**

**E. E. Mech. (E. I.) P&D**



## **Annexure- B**

### **PRE-CONTRACT INTEGRITY PACT**

(On Rs. 500/- Stamp Paper)

1. The Bidder commits himself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage of his bid or during any pre-contract or post-contract stage in order to secure the contract or in furtherance to secure it and in particular commits himself to the following:-
  2. The Bidder will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the MCGM, connected directly or indirectly with the bidding process, or to any person, organization or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting and implementation of the Contract.
  3. The Bidder further undertakes that he has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the BMC or otherwise in procuring the Contract or forbearing to do or having done any act in relation to the obtaining or execution of the Contract or any other Contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the Contract or any other Contract with the Government.
  4. The Bidder will not collude with other parties interested in the contract to impair the transparency, fairness and progress of the bidding process, bid evaluation, contracting and implementation of the contract.
5. The Bidder will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
6. The Bidder, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the BMC or their family members, agents, brokers or any other intermediaries in connection with the contract and the details of services agreed upon for such payments.
7. The Bidder shall not use improperly, for purposes of competition or personal gain, or pass on to others, any information provided by the BMC as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The Bidder also undertakes to exercise due and adequate care lest any such information is divulged.
8. The Bidder commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.

9. The Bidder shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.

10. The Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Bidding Process. Notwithstanding anything to the contrary contained herein, the Authority may reject an Application without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in the Bidding Process

For the purposes of this Clause 9, the following terms shall have the meaning herein after respectively assigned to them:

- 1) “fraudulent practice” means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Bidding Process ;
- 2) “coercive practice” means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any persons participation or action in the Bidding Process;
- 3) “undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by the Authority with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Bidding Process; or (ii) having a Conflict of Interest; and
- 4) “restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Bidding Process.

**Signature of quotationer/Bidder**



## **Annexure- C**

(On Rs. 500/- Stamp Paper)

### **DECLARATION CUM INDEMNITY BOND**

I, \_\_\_\_\_ of \_\_\_\_\_, do hereby declared and undertake as under.

1. I declare that I have submitted certificates as required to Executive engineer (Monitoring) at the time of registration of my firm/company \_\_\_\_\_ and there is no change in the contents of the certificates that are submitted at the time of registration.

2. I declare that I \_\_\_\_\_ in \_\_\_\_\_ capacity as Manager/Director/Partners/Proprietors of \_\_\_\_\_ has not been charged with any prohibitory and /or penal action such as banning(for specific time or permanent)/de-registration or any other action under the law by any Government and/or Semi Government and/or Government undertaking.

3. I declare that I have perused and examined the tender document including addendum, condition of contract, specifications, drawings, bill of quantity etc. forming part of tender and accordingly, I submit my offer to execute the work as per tender documents at the rates quoted by me in capacity as \_\_\_\_\_ of \_\_\_\_\_.

4. I further declare that if I am allotted the work and I failed to carry out the allotted work in accordance with the terms and conditions and within the time prescribed and specified, MCGM is entitled to carry out the work allotted to me by any other means at my risk and cost, at any stage of the contract.

5. I also declare that I will not claim any charge/damages/compensation for non-availability of site for the contract work at any time.

6. I declare that I will positively make the arrangements of the required equipment on the day of commencement or with respect to the progress of the work in phases, as per the instructions of site in charge

**Signature of Tenderer/Bidder**

## Annexure E

### Irrevocable Undertaking

(On Rs. 500/- Stamp Paper)

I, Shri/ Smt \_\_\_\_\_ aged, \_\_\_\_\_ years Indian Inhabitant. Proprietor/ Partner/ Director of M/s \_\_\_\_\_, resident at \_\_\_\_\_ do hereby give Irrevocable undertaking as under;

1. I say & undertake that as specified in section 171 of CGST Act, 2017, any reduction in rate of tax on supply of goods or services or the benefit of input tax credit shall be mandatorily passed on to BMC by way of commensurate reduction in prices.
2. I further say and undertake that I understand that in case the same is not passed on and is discovered at any later stage, BMC shall be at liberty to initiate legal action against me for its recovery including, but not limited to, an appeal to the Screening Committee of the GST Counsel.
3. I say that above said irrevocable undertaking is binding upon me/ my partners/ company/ other Directors of the company and also upon my/ our legal heirs, assignee, Executor, administrator etc.
4. If I fail to compliance with the provisions of the GST Act, I shall be liable for penalty/ punishment or both as per the provisions of GST Act.

Whatever has been stated herein above is true & correct to my/our own knowledge & belief.

Solemnly affirmed at

DEPONANT

This day of

BEFORE ME

Interpreted Explained and Identified by me

Bid no-

## **ANNEXURE H**

**(On Rs. 500/- Stamp Paper)**

I/We, \_\_\_\_\_ of \_\_\_\_\_, do hereby declare and undertake that we will carry out the work without Subcontracting/ Nomination/ subletting without fail. I/We are liable to penal action as per terms and conditions of tender.

**Signature of Tenderer/ Bidder**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

No. : MGC/F/8659 Dtd. 07.09.2019.

Sub : Arbitration clause in the Standard General Conditions of Contract for Construction Works, 2016.

In one of the cases of W.S.P. regarding arbitration dispute, a note was submitted by DyLaw Officer (High Court, Suit & PIL) and subsequently the report is submitted by Jt. M.C. (Vig.) vide No. Jt.M.C./Vig./69/MC dtd. 21-8-2019 proposing a process to deal with the arbitration matters as per the Law & Judiciary, Govt. of Maharashtra, policy for institutional arbitration vide it's G.R. dtd. 13-10-2016 and the report submitted by Jt. M.C. (Vig.) is approved by Hon'ble M.C. on 17-8-2019.

There is a provision of arbitration clause in the Standard General Condition of Contract for Construction Works, point no. 13 (e) reads as follows :-

**13.e) Arbitration and Jurisdiction:**

**If the Commissioner shall fail to give notice of the decision as aforesaid within a period of 90 days after being requested as aforesaid, or if the Contractor be dissatisfied with any such decision, then and in any such case the Contractor may within 90 days after receiving notice of such decision or within 90 days after the expirations of the first named period of 90 days (as the case may be) require that the matter or matters in dispute be referred to arbitration as hereinafter provided. All disputes or differences in respect of which the decision (if any) of the Commissioner has not become final and binding as aforesaid shall be finally settled by arbitration as follows:**

Arbitration shall be effected by a single arbitrator agreed upon the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration Act, 1996 or any statutory modifications thereof, and shall be held at such place and time within the limits of Brihan Mumbai as the arbitrator may determine. The decision of the arbitrator shall be final and binding upon the parties hereto and the expense of the arbitration shall be paid as may be determined by the arbitrator. Performance under the Contract shall, if reasonably be possible, continued during the arbitration proceedings and payment due to the Contractor by the Employer shall not be withheld unless they are the subject matter of arbitration proceedings. The said arbitrator shall have full power to open up, review and revise any decision, opinion, direction, certification or valuation of the Commissioner and neither party shall be limited in the proceedings before such arbitrator to the evidence or arguments put before the Commissioner for the purpose of obtaining his said decision.

No decision given by the Commissioner in accordance with the foregoing provisions shall disqualify him from being called as a witness and giving evidence before the arbitrator on any matters whatsoever relevant to the disputes or difference referred to the arbitrator as aforesaid.

All awards shall be in writing and for claims equivalent to 5,00,000 or more such awards shall state reasons for amounts awarded. The expenditure of arbitration shall be paid as may be determined by arbitrator.

the arbitral tribunal shall be appointed by the recognised arbitral institution i.e. Mumbai Centre for International Arbitration (approved by Government of Maharashtra under G.R. no. ARB/Case No. 1/2017/D-19 dtd. 28.02.2017) as per the Arbitration Rules of the Mumbai Centre for International Arbitration then in force ("MCIA Rules").

(ii) In case of contract where the contract price and/ or contract value is Rs.5,00,00,000/- (Rupees Five Crore Only) or more, any dispute arising out of or in connection with such a contract, including any question regarding its existence, validity or termination, shall be directly referred to and finally resolved by the recognized arbitral institution i.e. Mumbai Centre for International Arbitration (approved by Government of Maharashtra under G.R. no. ARB/Case No. 1/2017/D-19 dtd. 28.02.2017) as per the Arbitration Rules of the Mumbai Centre for International Arbitration then in force ("MCIA Rules"). The arbitral tribunal shall consist of a sole arbitrator. The seat of the arbitration shall be Mumbai. The language of the Arbitration shall be English.

In either case, the law governing this arbitration agreement and the contract shall be Indian Law.

All the HoDs are hereby directed to note the revised clause in G.C.C. as mentioned above and ensure that the same is included in the tenders invited from 15-1-2019 onwards. If the tenders are already invited before 15-1-2019 and the Packet 'A' is not opened, then the corrigendum shall be issued so as to see that all the new tenders accepted/invited after 15-9-2019 shall include this revised condition and will become a part of the contract for all such works.

Sd/-22.08.2019  
Dir. (E.S. & P.)

Sd/-29.08.2019  
A.M.C. (P)

Sd/-06.09.2019  
M.C.

\_No.. : DIR/ES&P/919/MC dtd. 16.09.2019.

Copy to :

Asstt. Comm. A707 Ward / City Engineer/Ch.Eng.(Roads & Traffic) / Ch.Eng. (Bridges) / H. E. / Ch.Eng. (WSP) / Ch.Eng.(S.P.) / Ch.Eng.(MSDP) / Ch.Eng. (BM) / Ch.Eng.(Vig) / Ch.Eng. (M&E) / Ch.Eng.(D.P.)/Ch.Eng.(SWD) / Ch.Eng.(SWM) / Ch.Eng.(CTIRC)/Ch.Eng. (Coastal Roads) / Dv. Ch.Eng.(HIC) / Dv.Ch.Eng.(SIC),  
Supdt. of Gardens / CA (F) / CA (WSSD)/ CA (CPD)

Forwarded for information and necessary action please.

9c  
Director (E. S. & P.)

## AGREEMENT FORM

Tender / Quotation

dated ..... 20...

Standing Committee/Education Committee Resolution No. ....

CONTRACT FOR THE WORKS .....

This agreement made this day of ..... Two thousand .....

..... Between .....

..... inhabitants of Mumbai, carrying on business at..... in

Bombay under the style and name of Messrs ..... (Hereinafter called "the contractor of the one part and Shri .....

..... the Director(E.S.&P.) (hereinafter called "the commissioner" in which expression are included unless the inclusion is inconsistent with the context, or meaning thereof, his successor or successors for the time being holding the office of Director (E,S.& P)of the second part and the Municipal Corporation of Greater Mumbai (hereinafter called "the Corporation") of the third part, WHEREAS the contractor has tendered for the construction, completion and maintenance of the works described above and his tender has been accepted by the Commissioner (with the approval of the Standing Committee/Education Committee of the Corporation NOW THIS

THIS AGREEMENT WITNESSETH as follows:-

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract for works hereinafter referred to:-
2. The following documents shall be deemed to form and be read and constructed as a part of this agreement viz.
  - a) The letter of Acceptance
  - b) The Bid:
  - c) Addendum to Bid; if any
  - d) Tender Document
  - e) The Bill of Quantities:
  - f) The Specification:
  - g) Detailed Engineering Drawings
  - h) Standard General Conditions of Contracts (GCC)
  - i) All correspondence documents between bidder and MCGM
3. In consideration of the payments to be made by the Commissioner to the contractor as hereinafter mentioned the contractor hereby covenants with the Commissioner to construct, complete and maintain the works in conformity in all respects with the provision of the contract.
4. The Commissioner hereby covenants to pay to the Contractor in consideration of the construction, completion and maintenance of the works the contract sum, at times and in the manner prescribed by the contract.

IN WITNESS WHERE OF the parties hereto have caused their respective common seals to be herein to affixed (or have hereunto set their respective hands and seals) the day and year above written.

Signed, Sealed and delivered by the contractors

.....

.....

.....

.....

In the presence of

Trading under the name and style of

.....

.....

.....

.....

Full Name & Address

Contractors

Signed by the Director (ES&P) in the presence of Ex ..... City/ WS/ ES

.....

.....

Director (ES&P)

The Common seal of the Municipal Corporation of Greater Mumbai was hereunto affixed on the .....20 in the presence of two members of the Standing Committee.

1.

1.

2.

2.

And in the presence of the Municipal Secretary

Municipal Secretary

Date –



**BRIHANMUMBAI MUNICIPAL CORPORATION**

**Bill of Quantities**

**Quotation No. 2024\_MCGM\_**

**Due dt. \_\_\_\_\_**

**Note: For information purpose only. Actual rates to be filled online in price bid.**

**Sub- Comprehensive servicing and maintenance of new photocopier machine for a period of 3 years in the office of Ch. Eng. (M&E) department.**

<b>Sr. No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Rate Rs</b>	<b>Unit</b>	<b>Amount Rs.</b>
1	Comprehensive servicing and maintenance of new photocopier machine for a period of 3 years in the office of Ch. Eng. (M&E) department.	1	To be filled online	Job	To be filled online
				<b>Total Cost (Rs.)</b>	To be filled online

**Note: The tenderer shall quote 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. Input Tax Credit of GST as available with the bidder will not be claim separately by BMC. However, while quoting the rates benefit of Input Tax Credit or Exemptions shall be passed on to the BMC by way of equivalent reduction in quoted price.**

## **E-quotation ONLINE SUBMISSION PROCESS**

As per Circular Dir./IT/F-59 Dtd. 10.05.2023 Use of e-Procurement System of Gov. of Maharashtra (Mahatenders) for all tenders in BMC instead of SAP SRM is made mandatory. Contractor has to enroll and obtain credentials for the same. Applicants/Bidders shall refer to bidder's manual kit available on website <https://mahatenders.gov.in> for Bid-Submission. The detail guidelines for creation and submission of bid are available in the referred document

**NOTE:** This tendering process is covered under Information Technology ACT & Cyber Laws as applicable

I. Before entering into online tendering process, the contractors should complete the registration process so as to get User ID for E-tendering links. For this applicants/Bidders shall refer to bidder's manual kit available on website <https://mahatenders.gov.in> for Bid-Submission. The detail guidelines for creation and submission of bid are available in the referred document or at a link

<https://mahatenders.gov.in/nicgep/app?page=HelpForContractors&service=page>

### **Special Instructions to the Contractors/Bidders for the e-submission of the bids online through this e-Procurement Portal**

1. 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 eMudhra CA/GNFC/IDRBT/Mtnl Trustline/SafeScript/ TCS.
2. Bidder then logs into the portal giving user id / password chosen during enrolment.
3. The e-token that is registered should be used by the bidder and should not be misused by others.
4. DSC once mapped to an account cannot be remapped to any other account. It can only be In activated.
5. 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.

6. After downloading / getting the quotation schedules, the Bidder should go through them carefully and then submit the documents as per the quotation document, otherwise, the bid will be rejected.
7. 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 quotation. Bidders are allowed to enter the Bidder Name and Values only.
8. If there are any clarifications, this may be obtained online through the e-Procurement Portal, or through the contact details given in the quotation document. Bidder should take into account of the corrigendum published before submitting the bids online.
9. Bidder, in advance, should prepare the bid documents to be submitted as indicated in the quotation schedule and they should be in PDF/XLS/RAR/DWF formats. If there is more than one document, they can be clubbed together.
10. Bidder should arrange for the EMD as specified in the quotation. The original should be posted/couriered/given in person to the quotation Inviting Authority, within the bid submission date and time for the quotation.
11. The bidder reads the terms and conditions and accepts the same to proceed further to submit the bids
12. The bidder has to submit the quotation document(s) online well in advance before the prescribed time to avoid any delay or problem during the bid submission process.
13. 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.
14. 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.
15. In case of Offline payments, the details of the Earnest Money Deposit(EMD) document submitted physically to the Department and the scanned copies furnished at the time of bid submission online should be the same otherwise the quotation will be summarily rejected
16. The quotation 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.

17. The bidder may submit the bid documents online mode only, through this portal. Offline documents will not be handled through this system.

18. At the time of freezing the bid, the eProcurement 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 quotation 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. The bidder should see that the bid documents submitted should be free from virus and 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. The bidders are requested to submit the bids through online eProcurement system to the TIA well before the bid submission end date and time (as per Server System Clock).

The e-quotation is available on NICs portal of Govt. of Maharashtra, <https://mahatenders.gov.in>, as mentioned in the Header Data of the tender. The tenders duly filled in should be uploaded and submitted online on or before the end date of submission.

The Packet 'A', Packet 'B' & Packet 'C' of the tenderer will be opened as per the time-table shown in the Header Data in the office E. E. Mech. E. I. (P&D).

The Municipal Commissioner reserves the right to reject all or any of the e-quotation(s) without assigning any reason at any stage. The dates and time for submission and opening the tenders are as shown in the Header Data. If there are any changes in the dates the same will be displayed on the BMC Portal (<http://portal.mcgm.gov.in>) as well as on NIC Portal <https://mahatenders.gov.in>.

**Note:** \*As per Circular Dir./IT/F-59 Dtd. 10.05.2023 Use of e-Procurement System of Gov. of Maharashtra (Mahatender) for all tenders in BMC instead of SAP SRM is made mandatory. Contractor has to enroll and obtain credentials for the same.

**BRIHANMUMBAI MUNICIPAL CORPORATION**

e- QUOTATION NOTICE

e- QUOTATION No. : **2024\_MCGM\_**

**Due dt.**

The Municipal Commissioner for Greater Mumbai invites e-quotations from Municipal registered vendors (on line only) for the following subject.

Bidding Process will comprise of THREE stages.

**As per circular vide No. CA/FRG/03 Dt.11.05.2023, the quotation fees is cancelled and the scrutiny fee is to be taken from the bidders, same will be payable immediately after opening of Packet A & B in any of the Ward Citizens Facilitation Centers (CFCs). Scrutiny fee for this quotation is Rs. 330/- + 18% GST.**

The application form can be downloaded from e-procurement system of Government of Maharashtra (Mahatenders) (<http://mahatenders.gov.in>). The applicants not registered with BMC are mandated to get registered (Vendor Registration) with BMC for e-tendering process & obtain login credentials to participate in the online bidding process.

- i) To download the application form, for those applicants not having vendor registration, need to apply first for vendor registration at the office of CPD Byculla.
- ii) The forms of Tender documents are available on the e-Tendering website <https://mahatenders.gov.in>. The aspiring Applicants will have to download Tender form, from the website mentioned above. The bidder has to fill in online format and upload information regarding Tender Online. Also he has to download the Tender application form from website, fill it and upload the scanned copy of duly filled form, along with required documents.
- iii) For purchasing the Tender documents, the bidders will have to get registered with e-tender portal (<https://mahatenders.gov.in>) for the e-tendering process and obtain login credentials to participate in the online Tender process. The details of the same are available on <https://mahatenders.gov.in>. For registration, enrolment for digital signature certificates and user manual, please refer to respective links provided in e-tendering tab on <https://mahatenders.gov.in>.

Sr. No.	NAME OF THE WORK	Contract Period	Estimated Cost of Project
1.	Comprehensive servicing and maintenance of new photocopier machine for a period of 3 years in the office of Ch. Eng. (M&E) department.	36 months	Item Rate quotation

In terms of the 3 stage system of e-quotationing, a Bidder will be required to deposit, along with its Bid, an **Earnest Money Deposit of Rs. 3000.00 (Rupees Three Thousand only)** (the "EMD"). The Bidders will have to provide Earnest Money Deposit through the online payment gateways while submitting the bids. The Bid shall be summarily rejected if it is not accompanied by the Earnest Money Deposit. The e-quotation is available on BMC portal (<http://portal.mcgm.gov.in>) as well as on NIC Portal <https://mahatenders.gov.in>

## A) Eligibility Criteria

### 1.1 Technical Capacity

The quotationer(s) in their own name should have satisfactorily executed the work of similar nature BMC /Semi Govt. /Govt. & Public Sector Organizations during last seven (7) years ending last day of month previous to the one in which bids are invited as a prime Contractor (or as a nominated sub-Contractor, where the subcontract had involved similar nature of work as described in the scope of works in this bid document, provided further that all other qualification criteria are satisfied)

- a) Three similar completed works each of value not less than the value equal to cost put to quotation i.e. Rs. 56,640

OR

- b) Two similar completed works each of value not less than the value equal to cost put to quotation i.e. Rs. 70,800

OR

- c) One similar completed work of value equal and or not less than the cost put to quotation i.e. Rs. 1,13,280

The value of executed works shall be brought to current costing level by enhancing the actual value of work at compound rate of 10 % per annum; calculated from the date of completion to last date of receipt of applications for quotations.

## 1.2 Similar Experience:

For assessing the technical capacity of Regular, Routine and Maintenance works; similar work shall mean, repairing & servicing of photocopier ~~OR the completed work of OHD Protective Housing work/Shed work in Building Construction OR Building Maintenance such as repairs/retrofitting /structural repairs OR construction/repairs of Asphalt/ Concrete roads OR laying/rehabilitation of sewer lines along with allied components OR laying/rehabilitation of water pipe lines in Cast Iron/ M.S. pipes / HDPE/ MDPE pipes OR repairs/maintenance/ construction of culverts over nullah.~~ (Performance certificate from user shall be attach with quotations.)

**Earnest Money Deposit (EMD):-** The quotationers shall pay the Earnest Money Deposit online on or before **till 16.00 Hrs.** Interested quotationer may obtain further information from the office of Ex. Engineer Mechanical (EI) P&D at the address given below.

Office Address :-- **Office of the Executive Engineer Mech. (E.I.) P&D**  
**1<sup>st</sup> floor, Worli Engineering Hub, Dr. Annie Besant Road**  
**Worli , Mumbai -400018**

Date of issue and sale of quotation: 19.08.2024 **from 11:00 Hrs**, The quotation must be submitted online on or before 26.08.2024 **upto 16:00 Hrs.** The “A” “B” Packets will be opened on 27.08.2024 **after 16:00 Hrs.**

sd/- 14.08.2024  
E. E Mech (E. I.) P&D



## HEADER DATA

E-quotation Document No	
Name of Organization	Brihanmumbai Municipal Corporation
Subject	Comprehensive servicing and maintenance of new photocopier machine for a period of 3 years in the office of Ch. Eng. (M&E) department.
Cost of Scrutiny fees.	Rs. 600.00 + 18.0% GST
Cost of E-quotation (Estimated Cost)	Item Rate e quotation.
Bid Security Deposit/ EMD	Rs. 3000/-
Date of issue and sale of quotation	19.08.2024 from 11:00 Hrs
Last date & time for sale of quotation & Receipt of Bid Security Deposit	26.08.2024 upto 16:00 Hrs
Submission of Packet A, B & Packet C (Online)	26.08.2024 upto 16:00 Hrs
Pre-Bid Meeting	N.A.
Opening of Packet A	28.08.2024 after 16:01 Hrs
Opening of Packet B	28.08.2024 after 16:02 Hrs.
Opening of Packet C	03.09.2024 after 16:00 Hrs.
Address for communication	Office of the:-E. E. Mech. (E. I.) P&D, BMC 1 <sup>st</sup> floor, Worli Engineering Hub, Dr. Annie Besant Road, Worli, Mumbai- 400 018
Venue for opening of bid	On line in E. E. Mech. (E. I.) P&D's office.
NIC's Portal	<a href="https://mahatenders.gov.in">https:// mahatenders.gov.in</a>

This quotation document is not transferable.

The BMC reserves the rights to accept any of the application or reject any or all the application received for above subject without assigning any reason thereof.

**sd/- 14.08.2024**

**E. E. Mech (E. I.) P&D**

