

**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**K.E.M. HOSPITAL, PAREL, MUMBAI – 400 012**



**Quotation Document for**  
**KEM/ 285 /MST/E-quotation**

**“Purchase of Ordinary Denatured Spirit for use K.E.M. Hospital of B.M.C.”**

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

**e-Tender ID-2024\_MCGM\_1107624\_1**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

**K.E.M.HOSPITAL, PAREL, MUMBAI 400 012**

**e-PROCUREMENT QUOTATION NOTICE**

**KEM/285/MST/ E-Quotation (NON-SCH)**

**e-Tender ID-2024\_MCGM\_1107624\_1**

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 Brihanmumbai Municipal Corporation (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	<b>Ordinary Denatured Spirit Qty-1800 litres</b>  e-Tender ID- <b>2024_MCGM_1107624_1</b>	330+(18% GST)	6,000/-	10.10.2024  18.00 HRS	21.10.2024  18.00 HRS

The Quotation 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 (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  
K.E.M. Hospital**

Address for Communication:  
**Medical Store**  
Store Bldg, 1<sup>st</sup> Floor  
K.E.M. Hospital & GSM College  
Parel Mumbai-400012  
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>	KEM/ 285/MST /E-Quotation
<b>Name of Organization</b>	Brihanmumbai Municipal Corporation, KEM Hospital, Parel, Mumbai – 12
<b>Subject</b>	Purchase of Ordinary Denatured Spirit Qty-1800 litres
<b>Estimated Cost</b>	<b>Rs. 300000/-</b>
<b>Scrutiny fee of E-Tender</b>	<b>Rs.330/- + 18%GST</b>
<b>Earnest Money Deposit</b>	<b>Rs. 6,000/-</b>
<b>Start date</b>	<b>10.10.2024 18.00 HRS</b>
<b>End date &amp; time of Bid Submission</b>	<b>21.10.2024 18.00 HRS</b>
<b>End date &amp; time for receipt of EMD</b>	<b>21.10.2024 18.00 HRS</b>
<b>Opening of Packet “A”</b>	As mentioned in <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>Medical Store</b> 1 <sup>st</sup> Floor, Store Building KEM Hospital Parel, Mumbai – 400 012 Tel. No. 022-24107416
<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**  
**K.E.M. Hospital**

**SECTION 4 : Instructions to Vendors participating in e-Tendering for the supply of Ordinary denatured spirit to KEM 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 document 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 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

12.	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 Centres (CFCs) by collecting Challan from Medical Store, KEM 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.

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><u>invalid offers</u></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 dialling 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. 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.



Description	Quantity Required	Rate Per unit Rs.	Rate of Taxes Rs.	Total Cost Rs.
<b>Ordinary Denatured Spirit</b>	<b>1800 liters</b>			

*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 No	PACKET A Description of Document
1	Signed copy of E-Quotation Document (Schedule of Specifications, Mandatory Conditions)
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) However, in case of public limited companies, semi Government undertakings, Government undertakings, no Pan Documents will be Insisted.
3	Copy of valid Sales Tax/Central Sales Tax/ GST registration certificate (whichever is applicable)
4	EMD payment receipt.
5	Bidder Profile (Annexure I) and Details of Litigation History (Annexure II)
6	Authority letter for appointment of Distributor Certificate, wherever applicable.
7	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)
Sr No	PACKET B Description of Document (Attested Valid Copy of Following Documents Should be Submitted.)
1.	In case of Spirit Valid Licence DS VI No.6
2.	Quality control test report.
3.	Rate to quote per Litre.
4.	Supply will be in 20 Litres jar/cans for proper handling.
5.	copy of Valid Drug Mfg Lic / Import Lic. Along with approved Product List as applicable

**Full Signature of the Quotationer  
With Official Seal & Address**

## TERMS & CONDITIONS

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 rates 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.
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 K.E.M.Hospital, Parel Mumbai-12 in full quantity at once.
6. EMD Should be paid online on or before of the due date & time.
7. The payment will be made within 30 days after receipt of complete supply.
8. 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 maximum upto 10%.
  - III. Failure of the supply of material E.M.D. will be forfeited and any action deemed fit will be taken against bidder.
  - IV. Variation in specification – If any variation in specification is found, material will be rejected and cost of the said material will be recovered from the Quotationer / supplier.
9. On Finalization of Quotation at time of supply indemnity bond on 200/- rupees stamp paper is required.
10. On Completion of supply Contract Bond on 500/- Rupees Stamp Paper is required. (P.O. of above Rs.50,000/- to Rs.3,00,000/-)
11. Legal and Stationery charges are to be paid by the successful bidder 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.
12. Scrutiny fee of rs.330 + 18% GST has to be paid on given date and time. Please note that if Scrutiny fee not paid within time, failing of which offer will be treated as non- responsive.
13. Action deemed fit including blacklisting will be taken if it is found that:-
  - I. Forged documents are submitted OR
  - II. If it becomes non responsive of the basis of submission of bogus certificate OR
  - III. If the supply received substandard quality / non supply.

14. Sample should be submitted by the first lowest bidders after the opening of Packet C and need **to submit sample with test report**, failing of which offer will not be consider and action will be taken.

15. Incomplete offer will be left out of consideration.

16. **“MCGM supply not for sale” is compulsory on the product. No MRP on the product.**

17. Minimum one year of the expiry period should be available for user department from the date of delivery and unused drugs or expired drugs will be replaced.

Need to submit the documents (Pkt B) as per check list given failing of which offer will be treated as invalid

18. Signature & Company Seal/Stamp is required on quotation form.

19. The undersigned has reserved all rights to reject any offer without assigning any reasons to the Quotationer.

20. The drugs / medicine shall fullfill all the requirements set out as per WHO GMP standard.

\* In order to get maximum response, any ` shortfall of documents in Packet “A” & “B” cab be submitted by bidder on his own immediately within two days 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”.**

Sd/-  
Dean  
K.E.M.Hospital

**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**K.E.M. HOSPITAL, PAREL, MUMBAI – 400 012**  
**KEM/285/MST/24 (Chemical )(E-Quotation)**

To,  
Dean  
Medical Store Department.  
Store Bldg, 1<sup>st</sup> Floor  
KEM Hospital & GSM College  
Parel Mumbai-400012

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 .....  
.....  
.....

**ANNEXURE –I**  
**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 & Name of the Branch	
16.	Bank Account Type & Number	
17.	9 Digit MICR No. of Bank & IFSC Code	

**BRIHANMUMBAI MUNICIPAL CORPORATION**  
**K.E.M. HOSPITAL, PAREL, MUMBAI – 400 012**

**KEM/285 /MST/24 ( C )(E-Tender)**

**Tender ID:- 2024\_MCGM\_1107624\_1**

**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				
4				
5				

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.**