

BRIHANMUMBAI MUNICIPAL CORPORATION

DISASTER MANAGEMENT DEPARTMENT

Chief Officer/ T-01/ DM dtd 12.07.2024

Tender ID:2024_MCGM_1052153

e-Tender Notice

Subject:- Providing Control Room Operators for ward disaster control rooms of BMC for two years.

The Brihanmumbai Municipal Commissioner invites the following online tender. The application form can be downloaded from NICs portal (<https://mahatenders.gov.in>) on payment of ₹1461900 of EMD. The applicants not registered with BMC are mandated to get registered (Vendor Registration) with BMC.

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.

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>.

Note:-*Applicable only if e-procurement (Mahatenders) system permits.

In terms of the 3 stage system of e-tendering, a Bidder will be required to deposit, along with its Bid, an Earnest Money Deposit of ₹ 1461900/- .refundable in accordance to the relevant clause of bid document, from the Bid Due Date, except in the case of the selected Bidder whose Bid Security/EMD shall be retained. The Bidders will have to provide Earnest Money Deposit through the payment gateways while submitting the bids. The Bid shall be summarily rejected if it is not accompanied by the Earnest Money Deposit. The e-tender notice is available on NIC Portal <https://mahatenders.gov.in> as mentioned in the Header Data of the tender.

As per THREE Packet systems, the document for Packet A &B is to be uploaded by the bidder in vendors' document online in Packet A, B. Packet A, B & C shall be opened on dates as mentioned in header data. All the responsive and eligible bidders if they so wish can be present at the time of opening of bids, in the office of **Chief Officer (Disaster Management Department)** . The Packet C shall be opened if bids submission in Packet A& B satisfies/includes all the requirements and same are found acceptable to the Authority.

The Municipal Commissioner reserves the right to reject all or any of the e- tender(s) without assigning any reasons at any stage.

The dates and time for submission and opening the bids are as shown in the Header Data. If there are any changes in the dates the same will be displayed on the NIC Portal <https://mahatenders.gov.in>.

Any clarification on Tender contents i.e. scope of work, terms & conditions of subject work shall be communicated to concern Executive Engineer (M&E) or Sub Engineer (M&E) whose contact Nos. are 61234000, 22694725/27, 9820303625, 9921735060, & email address is co.dm@mcbgm.gov.in

The technical and commercial bids shall be submitted on line up to the Bid End Date & Time mentioned below.

Sr. No.	Name of the work	Earnest Money Deposit (Rs.)	Scrutiny Fees (Rs.) (Inclusive of GST)	Bid Start Date & time	Pre-bid date & time	Bid End Date & time
1	2	3	4	5	6	7
1.	Providing Control Room Operators for ward disaster control rooms of BMC for two years. Tender ID.: 2024_MCGM_1052153	Rs. 1461900/-	Rs.16500/- + 18% GST	15.07.2024 at 4:00PM	25.07.2024 at 3:00PM	14.08.2024 Upto 03:00PM

The bidder shall have to pay the “e Tender Price” as mentioned in the above table through online payment gateway before downloading the tender documents.

All bidders are required to pay the EMD online only & shall upload the scanned copy of the receipt in Packet ‘A’ instead of paying the EMD at any of the CFC centers in BMC Offices. All bidders are requested to go through <https://mahatenders.gov.in> before submitting the e-Tender successfully.

The bidders fulfilling the following criteria are eligible to bid for tender-

1.1 Technical Capacity (For Routine Work)

1) The renderer(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 Rs.14619000/- (**20%** of estimated cost i.e. Rs. 73094517.56/-).(Excluding of GST)
Or
- b) **Two similar completed works each** of value not less than the value equal to Rs.18273629/- (**25%** of estimated cost i.e. Rs. 73094517.56/-).(Excluding of GST)

Or

- c) **One similar completed** work of value equal and or not less than the Rs.29237900 /- (40% of estimated cost i.e. Rs. 73094517.56/-) (Excluding of GST)

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 tenders.

2) **The bidder should have the valid ISO 9001 registration certification.**

Note: Partly completed work of ongoing contract will not be considered as completed work and the same will not be considered for evaluation of technical capacity.

1.2 Financial Capacity

Achieved an average annual financial turnover as certified by 'Chartered Accountant' equal to **30%** of the estimated cost (i.e. Rs. 21928400) of work in **last three (3) financial years** immediately preceding the Financial Year in which bids are invited.

1.3 Similar Experience:

For assessing the technical capacity of Regular & Routine similar work shall mean: Providing skilled man power having any of the work experience as mentioned below. (Performance certificate from user shall be uploaded.)

- a) Customer handling for various operations related to customer queries/ complaints by deputing computer literate staff.
- b) Deputing Computer literate employees for handling computerized operations involving data entry and handling telephonic calls etc.

Note: The statement showing the value of existing commitments and on-going works as well as the stipulated period of completion remaining for each of the works listed should be attached along with certificates duly signed by the Engineer-in Charge, not below the rank of an Executive Engineer or equivalent.

Important Note: This department is in process of recruitment of vacant post of control room operator. Hence, this department reserves right to foreclose the contract immediately after appointment & training of 3 months of newly appointed control room operators, whichever is earlier by serving prior one month notice in writing during the contract period of 24 months.

Even though the bidders meet the above qualifying criteria, they are subject to be disqualified if they have:

- made misleading or false representation in the forms, statements and attachments submitted in proof of the qualification requirements; and/or

- Record for poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures etc

Special instruction to bidder.

- 1) Bids must be uploaded on BMC portal on or before **14.08.2024 Upto 03:00PM**. Late bids cannot be uploaded after due date & time. Bids will be opened in the presence of the Bidders' representatives who choose to attend at the address above on after 1605 Hrs.
- 2) The pre-bid meeting is arranged on **25.07.2024 at 3:00PM** at Disaster Management Department, 2nd floor, BMC Head Office, Annex Building, Fort, Mumbai -01. The interested bidders are requested to attend the same
- 3) For any suggestions/deviations in specifications, general specifications, terms and conditions, the same shall be submitted at the time of pre-bid meeting on a separate letter head of the company stating "Deviations from the offer". No claims on this account will be entertained later on.
- 4) The details of short description in the Item Data are mentioned in BOQ.

THE OFFERS WHICH DO NOT COMPLY WITH ABOVE QUALIFICATION CRITERIA WILL NOT BE CONSIDERED.

Any clarification on Tender contents shall be communicated to concern Executive Engineer (M. & E.) & email address is co.dm@mcgm.gov.in

The tenders will be received electronically online only.

**Sd/-
Chief Officer (DM)**

BRIHANMUMBAI MUNICIPAL CORPORATION
DISASTER MANAGEMENT DEPARTMENT

Chief Officer/ T-01/ DM dtd 12.07.2024

Tender Notice

E-Tender No.	Chief Officer/ T-01/ DM dtd 12.07.2024
Tender ID	2024_MCGM_1052153
Name of Department	Disaster Management Department, BMC
Subject	Providing Control Room Operators for ward disaster control rooms of BMC for two years.
Tender Scrutiny Fees	Rs.16500/-+ 18% GST/- (By the way of challan issued by DM dept., BMC after opening the packet A & B & before opening of packet C)
Office Estimate	Rs.7,30,94,517.56 (Excluding GST)
Earnest Money Deposit	Rs14,61,900/- (through payment gateways of GOM on URL https://mahatenders.gov.in)
Date & time of issue of Tender Document	15.07.2024 from 4:00PM
Date & time of Pre Bid Meeting	25.07.2024 at 3:00PM
End Date and Time of Bid Submission	14.08.2024 Upto 03:00PM
Date & time of Opening of The 'Folder ONE - Technical Bid' (Folder "A"&"B" will be considered as 'Folder one-Technical Bid')	16.08.2024 after 03:00PM
Date & time of Opening of The 'Folder TWO Financial Bid' (Folder "C" will be considered as 'Folder two-Financial bid')	will inform later
Website	https://mahatenders.gov.in
Name of Contact Person	1.Sunil Jadhav, EE (DMU) - 9820303625 2.Shubham Pagariya, SE (DMU)– 9921735060
Address for Communication & pre bid meeting	Office of the Chief Officer (DMU), Municipal Head Office, 2 nd floor, Annex Building, Mahapalika Marg, Mumbai-400001. P:022-61234000 / 22694725/27 Email ID: co.dm@mcgm.gov.in
Venue for opening of bid	On Line at above address

Note-

- 1. All interested bidders shall note that corrigendum (if any) in regards of this work will be published on mahaetender portal only.**
- 2. The BMC reserved the right to accept any of the application or reject any or all applications received for above subject without assigning any reasons at any stage.**

Sd/-
Chief Officer
(DMP & CCRS)

BRIHANMUMBAI MUNICIPAL CORPORATION

DISASTER MANAGEMENT DEPARTMENT TECHNICAL SPECIFICATIONS & SCOPE OF WORK

Sub: Providing Control Room Operators for ward disaster control rooms of BMC for two years.

Preamble: Disaster Management Department of BMC is situated at 2nd floor of Annex building of Municipal head office, Mumbai. The centralized operation of disaster management is executed from this office. There is training institute called “City Institute of Disaster Management” & back up control room is constructed at Parel by BMC. The CIDM,PAREL is located at Kalpataru Habitat, Amenity Center, Saibaba Road, Parel, Mumbai - 400 012. Also there are ward disaster control rooms in all 26 ward offices.

The deployment of the CROs will be in 26 ward disaster control room situated in the 26ward offices for two years as per the requirement of this office. The services will have to be provided MANDATORILY in THREE shifts on all the days of the month for three years. There will not be any holiday or break in the requirement of these services. The detailed information of location, where Control Room Operators will be deployed is provided by this department.

Scope of work and Special Conditions

I)TERMS AND CONDITIONS FOR CONTRACTOR

- 1) The Contractor should provide **78** Control Room Operators (1 CRO per shift per ward in 3 shifts per day) to work in ward disaster control rooms in 26 wards of the BMC for two years. This department has right to decrease the Control Room Operators during contract period which will be intimated to Lowest Successful Bidder well in advance & Payment will be made as per actual certified attendance. If the Contractor wants to transfer any of the operators it has to inform the same to Chief Officer (DMU) or any other officer so authorized.
- 2) **This department is in process of recruitment of vacant post of control room operator. Hence, this department reserves right to foreclose the contract immediately after appointment & training of 3 months of newly appointed control room operators, whichever is earlier by serving prior one month notice in writing during the contract period of 24 months.**
- 3) The Contractor should provide personnel having minimum qualification as under,
 - i) Age preferably between 18-45 years.
 - ii) Passed at least Std.10th from recognized board/institute.
 - iii) Proficiency in English & Marathi Typing with 30 wpm speed.

- iv) Fluent in reading ,writing & speaking Marathi & working knowledge of Hindi & English languages.
- v) Good knowledge of computer and should have passed MSCIT.
- vi) Should have sound knowledge of Computer operating system, MS office, email & internet etc.
- 4) The personnel shall maintain a good hygiene standard, he/she should be free from any skin, chronic diseases. He / She should submit the medical fitness certificate. He / she should obtain Police verification report within one month from deployment.
- 5) The contractor shall provide the list containing the details of the candidates who are to be engaged by the contractor to BMC, before deploying them.
- 6) The deployed personnel shall be on the rolls of the contractor. No outsourcing by the contractor shall be allowed under any circumstances.
- 7) The deployment of manpower shall be as per the requirement of the BMC, which may increase or decrease depending upon the requirement during the contract period. Entering into the contract doesn't guarantee any manpower requirement to BMC.
- 8) The duty timings of the Disaster Control Rooms in ward offices will be **7.00 am to 3.00 pm, 3.00 pm to 11.00 pm & 11.00 pm to 7.00 am** for 365 /366 days in a year including all the holidays, Saturdays & Sundays. The deployment of operator shall be as per the requirement of BMC which may increase or decrease depending upon the requirement during the contract period.
- 9) It shall be the responsibility of the operators appointed by the bidder Contractor to accept calls, maintain the record of it & forward the same to the concern authority from BMC/ Stake holder.
- 10) The Contractor would be responsible to maintain the required minimum fixed manpower at each ward Disaster Control Room.
- 11) BMC will select the personnel to be appointed by the Contractor & the decision of BMC will be binding upon the Contractor.
- 12) If any of the personnel remain absent at Ward disaster control room & CIDM, Parel due to any reason, Contractor should have to arrange the substitute from trained personnel within 3 hour. Failing to which will attract the penalty as per tender conditions.
- 13) The Contractor shall replace immediately (within 48 hrs) any of its personnel who is found unacceptable to BMC because of security risks, incompetence, conflict of interest, improper conduct etc. upon receiving written notice from BMC. The delay in providing a substitute would attract a penalty @Rs.2000/- per day per shift on the vendor.
- 14) If any of the personnel remain absent at any of the ward disaster control room due to any reason, Contractor should have to arrange the substitute from trained personnel within 3 hour. Failing to which will attract the penalty of Rs.2000/- per day per shift.
- 15) There shall not be any complaints or shortfall in duties from head of department / in-charge of user side. If any such complaint or shortfall in duties happens and after verification if it is found to be correct, bidder shall be fined for Rs. 1000/- per each such complaint for first time lapses & Rs. 2000/- per each such complaint for second time lapses.

- 16) The Contractor shall keep adequate pool of personnel to work as substitute/ reliever in place of regular operator, whenever the regular operator is on weekly holiday, national holiday, any leave, unauthorized absence or he/she left the services of Contractor. No extra payment shall be made to the Contractor in case of substitutes /relievers deployed except in case of statutory paid leave when the regular operator is on authorized statutory paid leave.
- 17) It shall be the responsibility of Contractor to pay wages to the employee through bank account. It shall also be the responsibility of Contractor to make timely contributions towards PF, ESIC, and other statutory provisions.
- 18) The Contractor should not pay wages to its employees less than the minimum wages prescribed by the state of Maharashtra from time to time. BMC will not bear the extra cost arise due to the increase in the Minimum wages time to time during contract period.
- 19) After paying wages & other statutory dues, the Contractor should submit its bill to the BMC, relevant documents of PF, ESIC, professional tax and any other payment made under any other statute.
- 20) The payment shall be made Monthly after verifying all details of the bill & the relevant documents attached to it, following BMC procedure.
- 21) It will be binding on the Contractor to implement all labour laws which are applicable to the Contractor and its employees and the principal employer i.e. BMC.
- 22) The Contractor shall be responsible to make good the loss/damage caused due to the negligence and dishonesty of its personnel & due to breach of terms & conditions of contract to the BMC. If the Contractor fails to pay the losses/damages, it shall be recovered from the bills to be paid or from the security deposit.
- 23) The Contractor shall nominate a coordinator who would be responsible for immediate interaction with BMC so that optimal services of the persons deployed by the Contractor could be availed without any disruption and arrange to maintain attendance of all staff at each Ward Disaster Control Room & ensure for daily properly working of all Disaster Control Rooms. Also install the Biometric Machine System in each wards for online monitoring the attendance of all staff deployed by the contractor and give the access of Biometric to the engineer in charge & submit online record of biometric attendance in the respective month bill. BMC will not bear any additional cost for installation & maintenance of biometric machine installed by contractor. Procurement of biometric machine to be install in each ward & maintaining the same throughout the contract period is sole responsibility of lowest vendor.
- 24) The Contractor shall have no right to give, bargain, sell, assign or sublet or otherwise dispose of contract to a third party. The Contractor should not outsource any activity assigned to them by BMC through this contract.
- 25) It shall be the duty of Contractor to ensure the personnel deployed by it should observed dress code as prescribed by BMC. The personnel also display his/her identity card on his/her person duly signed by BMC officials.
- 26) The personnel deployed by the Contractor shall not claim of the status of direct employee of BMC since they are appointed by the contractor. The contractor shall be the employer of the personnel deployed by it.

- 27) The Contractor shall submit an affidavit in the proforma specified by BMC at the time signing the contract, stating that the Bidder or any of his employees will not claim employment in BMC, based on its services rendered in Disaster Control Rooms in ward offices ever in future.
- 28) BMC reserves its right to foreclose the contract at any time without assigning any reason & by giving one month notice to the contractor.
- 29) In case of termination of this contract on its expiry or otherwise, the persons deployed by the contracting Contractor shall not be entitled to and will have no claim for absorption in the regular employment of BMC.
- 30) The Contractor shall be solely responsible to redress the grievances / resolution of disputes relating to person deployed by the Contractor. BMC shall not in any way, be responsible for settlement of such issues whatsoever.
- 31) The contractor shall be responsible for paying compensation to its employee for an injury/accidental death during the course of employment. If the contractor fail to pay the same that shall be paid to the concern employee from the bills to be paid to the contractor or from the security deposit.
- 32) No joint Ventures and consortia be allowed for this contract.
- 33) The contractor shall be held responsible for Data tempering, sharing & pilferage by any employee appointed by the Contractor. In such cases suitable legal action deemed fit taken against the contractor & concerned employee.

(Note: The term contractor includes individual Indian citizen (Proprietor), firm, society & a body incorporated under any Central /State law)

II) Duties & liabilities of Contractual Control Room Operator:

- 1) Control room Operator should operate telephone, IP phone, computer, fax machine, photocopier machine & other concerned machineries installed in ward disaster control room.
- 2) He/ She should attend all calls on the telephone lines, IP phones, hotlines & DMR wireless set provided in ward disaster control room.
- 3) He/ She should operate DMR set.
- 4) To check the functioning of all the equipment he/ she should check all equipment in control room at the commencement of his/ her shift. If any fault is noticed in any of the equipment he/she should report the same to concerned respective agencies & maintain the register for the same.
- 5) It is mandatory to attend all the training programs organized by BMC related to his/her job from time to time.
- 6) It is mandatory to the contractual control room operator to give attendance to Emergency Operation Control Room staff at MHO in each shift by mean of Hotlines/ DMR set/ IP phone. Also to maintain attendance register at their end. This attendance will considered for the verification carried out by Emergency Operation Control room staff at MHO.
- 7) He/ She should get acquainted with the various software applications developed by BMC from time to time.
- 8) He/ She should update the resource inventory/other disaster related information of ward as per actual available resources.
- 9) He/ She should promptly attend to the call/complaints/information related to disaster & should take its follow up & also give status of action taken.
- 10) He/ She should co-ordinate with all concerned authorities/agencies about the disaster & pursue the action taken by them & record in prescribed register.
- 11) The control room operator should brief the staff from the next shift about the incident & both should sign the register as acknowledgement. Same should be produce to concern authorities of BMC as and when required.
- 12) If any disastrous incident occurs, he/ she should immediately inform the concerned authorities, Supportive agencies & Disaster Management Control Room at BMC Head Office at CST, about the incident.
- 13) In such cases every detail of such incidence should be recorded immediately. Monthly report of the same should be maintained at ward level.
- 14) Enter every information regarding disastrous incident should be updated into the command & control system.
- 15) Keep every information regarding disaster and any other incident handy & providing the same to the higher authorities as & when needed.

- 16) He/ She should perform any other official work assigned by Chief Officer (DM).
- 17) He/ She should work under the supervision of assistant control room operator / shift in charge/ JE, SE of ward office in respective ward.
- 18) He/ She should handover/takeover proper charge from other contractual control room operator.
- 19) He/ She should maintain decorum of the ward disaster control room.

III) **General Terms and conditions:**

1. It is mandatory to quote according to Labour Department's latest Circular effective at the time of this e-tender. (It is the responsibility of the contractor to make payment to his employees not less than as per the Minimum wages Act which will revise after every six months. Bidder should consider this fact before quoting for this tender. **BMC will not bear the extra cost arise due to the increase in the Minimum wages from time to time during the contract period. While quoting in BOQ, contractor should consider the cost of material required (If any).**
2. The bidder shall submit the undertaking on Rs 500/- Stamp Paper, stated that, payment of employees appointed by him for disaster management department site, will be made not less than the minimum wages act during the contract period.
3. The tenderer shall ensure that the monthly payment towards the staff appointed has to be made within the 15 days after the completion of monthly service. Also successful tenderer has to ensure that there is no complaint from such outsourced person about non- payment of wages / dues otherwise the penalty of ½% per week of the value of monthly manpower bill for delay in payment of wages / dues to the outsourced persons will be levied subject to maximum 10% of Contract Value.
4. If any mishap happens to the person it will be the contractor's responsibility.
5. If any damages takes place to BMC equipment, due to lack of knowledge of the workers or mishandling, the contractors will have to reinstate the same at their own cost.
6. **The bidders are requested to visit the site preferably before quoting, to get them well acquainted with the exact scope of work involved in this particular work.**
7. The firm must submit copy of GST/CST registration certificate along with the tender.
8. **This department is in process of recruitment of vacant post of control room operator. Hence, this department reserves right to foreclose the contract immediately after appointment & training of 3 months of newly appointed control room operators, whichever is earlier by serving prior one month notice in writing during the contract period of 24 months.**

9. **Contractor should provide at least 15 days onsite training to staff before deployment, in order to perform the duties assigned to them.** The staff must be well conversant in the respective field and no trials on this account will be allowed under any circumstances. The staff should know and speak Marathi, Hindi or English.
10. No ladies staff will be allowed to work in night shift.
11. It will be the prerogative of the principal employer i.e. BMC to deploy any number of personnel appointed by successful bidder in any of the Municipal Head Office/ CIDM, Parel/Ward disaster control room as required.
12. Contractor should not replace their CRO at least for 3 months & if the contractor wants to transfer any of the employees it has to seek prior permission from Chief Officer(DM) or any other officer so authorized.
13. He/ She should be physically fit & he/she should obtain Police verification report/ Submit the indemnity bond for the same.
14. It will be binding on the Contractor to implement all labour laws which are applicable to the Contractor and its employees and the principal employer i.e. BMC.
15. The Contractor shall submit an affidavit in the Performa specified by BMC at the time signing the contract, stating that the Bidder or any of his employees will not claim employment in BMC, based on its services rendered in Disaster Control Rooms in ward offices ever in future.
16. In case of termination of this contract on its expiry or otherwise, the persons deployed by the contracting Contractor shall not be entitled to and will have no claim for absorption in the regular employment of BMC.
17. The BMC material shall be handled properly and it shall be returned back to the office in good condition at the end of the contract.
18. If the services of the contractor are not found satisfactorily the contract will be terminated at any instance without giving any reason.

IV) ADDITIONAL CONDITIONS OF CONTRACT

1. Contractor should take all the necessary precaution as per the contract (Regulation & Abolition) act 1971 to ensure that any personal appointed by him for this work should not claim any right on the employment in BMC.
2. Contractor should ensure that there should not be continuous 240 days service of their any personal for this work. For this he should ensure to appoint any personal initially for six months only after that there shall a break of at least one month before appointing the same personal for this work.

3. It is mandatory for contractor to carry out the compliance of following and maintain the documentation of the same.
 - A. To obtain the labor license from competent authority for the deployment of the contractual man power for this work in BMC.
 - B. To maintain the necessary records as per the contractual labor act.
 - C. To make the payment as per the minimum wages act 1948 along with applicable levy to the contractual man power appointed for this work in BMC.
 - D. To follow the provisions and to give the wages to contractual man power as per the rates prescribed and revised every six months by the BRIHANMUMBAI MUNICIPAL CORPORATION on the basis of minimum wages issued by Govt. of Maharashtra under Minimum Wages Act, 1948.
 - E. To submit the bi-annual return as per the contractual law to competent authority.
4. In order to ensure the social security of the contractual man power and to maintain healthy relationship between the management and the contractual man power, it is mandatory for contractor to follow the provisions made under The Employee Provident Funds and Miscellaneous Provision Act- 1952, The Employees State Insurance Act- 1948, The Payment of Bonus Act-1965, The Payment of Gratuity Act-1972.
5. Bidder should upload the Company/ Organization registration certificate, GST certificate, Last three years income tax certificate, Pancard, ESIC & EPF registration certificate & Professional tax certificate in Packet A & B , failing to which bidder will be treated as non eligible for the bidding.
6. Bidder should ensure that payment made to the personnel appointed by them are in accordance with the circular issued by the chief labour office of the BMC u/No.- Ch. L.O./ 64 dt. 30.04.2011.
7. Bidder should maintain all records related to the Contract labour act, EPF, ESIC & applicable minimum wages of the compliance made for the personnel appointed by him at this site.
8. Bidder should carry out the compliance as per the circulars issued by the GoM u/No. शासन निर्णय/परिपत्रक क्र. पदनि 2512/ प्र.क्र.157/का.12 दि.27 जानेवारी 2015 Sr. No. 16, 17 & शासन निर्णय/परिपत्रक क्र. संकीर्ण-2011/प्र.क्र.75/नवि 20 दि.15 जून 2011.
9. As per CA circular u/No. CA/F/P/24 dt. 10.10.2017 successful bidder should submit C.A. certificate for applicable taxes within 6 months from issuance of the work order, failing to which action will be taken as per the circular u/No.-CA/F/P/24 dt.10.10.2017.
10. As per CA circular u/No. CA/F/P/19 dt. 15.09.2017 successful bidder should submit Irrevocable Undertaking on Rs. 500/- stamp paper in prescribed format.

Important Terms:-

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

**Sd/-
Dy. Chief Officer
(DM & CCRS)**

**Sd/-
Chief Officer
(DM & CCRS)**

Annexure R

Following tables are provided for the better understanding of the skilled manpower services. However bidders are not supposed to fill the rates in these tables in tender documents to be uploaded on e-tendering portal. L1 and L2 bidder after demand notification by e-mail to bidders by Chief Officer (DMU) should submit rate analysis in this format.

REVISED ESTIMATE -A

Sub: Providing Control Room Operators for ward disaster control rooms of BMC for first year.

Sr No	Description	Wages (In Rs.)
1	Basic Rate (Skill Employee / Zone -1)	A 14,000.00
2	Special Allowance as per Local government bodies (exclluding grampanchayat) (Zone-1) i.e. 1.10* Rs.8365/-	B 9,201.50
3	Minimum Wages	C=(A+B) 23,201.50
4	HRA (@5% On C)	D 1,160.08
5	Sub Total (Minimum Wages +HRA)	E=(C+D) 24,361.58
6	EPF (@13% On (Basic + Special Allowance) max limit upto Rs.15000/-)	F 1,950.00
7	ESIC (@3.25% On E)(Max.Capping Rs.21,000/-)	G 682.50
8	Leave Encashment & Paid Holiday (6+1) (@7% on C)	H 1,624.11
9	Bonus (@8.33% on C)	I 1,932.68
10	Gratuity @ 4% on C	J 0.00
11	Uniform (@4% on E)	K 974.463
12	Maharashtra Labour Welfare Fund	L 36.00
13	Sub Total for month(C to K)	M 7,199.75
14	Service / Administration Charges (@5% on E)	N 1,218.08
15	Sub total for 1 months for one person	O=(E+M+N) 32,779.41
16	Rate per shift for one person (O / 26 days)	P 1,260.75
17	Total No. of Shift (26 Nos wards*3 Shifts/ day*365 days in 1 Year)	Q 28470
18	Subtotal for 12 months for total 78 Nos shifts per day	R=P*Q 35,893,450.34

REVISED ESTIMATE-B

Sub: Providing Control Room Operators for ward disaster control rooms of BMC for second year.

Sr No	Description		Wages (In Rs.)
1	Basic Rate (Skill Employee / Zone -1)	A	14,000.00
2	Special Allowance as per Local government bodies (exclusing grampanchayat) (Zone-1) by considering 10% escalation on Special Allowance rate cosidered for the first year	B	10,121.65
3	Minimum Wages	C=(A+B)	24,121.65
4	HRA (@5% On C)	D	1,206.08
5	Sub Total (Minimum Wages +HRA)	E=(C+D)	25,327.73
6	EPF (@13% On (Basic + Special Allowance) max limit upto Rs.15000/-)	F	1,950.00
7	ESIC (@3.25% On E)(Max.Capping Rs.21,000/-)	G	682.50
8	Leave Encashment & Paid Holiday (6+1) (@7% on C)	H	1,688.52
9	Bonus (@8.33% on C)	I	2,009.33
10	Gratuity @ 4% on C	J	0.00
11	Uniform (@4% on E)	K	1013.1093
12	Maharashtra Labour Welfare Fund	L	36.00
13	Sub Total for month(C to K)	M	7,379.46
14	Service / Administration Charges (@5% on E)	N	1,266.39
15	Sub total for 1 months for one person	O=(E+M+N)	33,973.58
16	Rate per shift for one person (O / 26 days)	P	1,306.68
17	Total No. of Shift (26 Nos wards*3 Shifts/ day*365 days in 1 Year)	Q	28470
18	Sub total for 12 months for total 78 Nos shifts per day	R=P*Q	37,201,067.22

REVISED ESTIMATE C

Sub: Providing Control Room Operators for ward disaster control rooms of BMC for two years.

Sr No	Description		Wages (In Rs.)
1	Providing Contractual Control Room Operators for ward disaster control room in 26 wards of BMC for first year.	A	35,893,450.34
2	Providing Contractual Control Room Operators for ward disaster control room in 26 wards of BMC for second year.	B	37,201,067.22
Grand Total (Exclusive of GST) (A+B)			C 73,094,517.56

Note : Above rate analysis based on

- 1) Minimum wages circular issued Labour department of state government u/No. क्र.ग्रा.वि./कि.वे.अ./वि.भ./२०२४(१) /कार्या-१० दि.०५.०२.२०२४.
Special Allowance as per Local government bodies (exclcluding grampanchayat) (Zone-1) for the period of 01.01.2024 to 30.06.2024 amounting to Rs. 8365/- applicable for skilled manpower.
For 2nd year estimation 10% raise in Special Allowance of first year.
- 2) Minimum wages circular issued Labour department of BMC u/No. क्र.प्रकाअ/०९/२०२०-२०२१ दि.०२.०९.२०२०.
- 3) Minimum wages circular issued Labour department of BMC u/No. क्र.प्रकाअ/०६/२०२२-२०२३ दि.०२.०९.२०२४.
- 4) The gratuity @4% is applicable for 5 years continuous service. Therefore gratuity @4% is not considered in office estimate.
- 5) The manpower for newly created ward offices (P/N is divided into P/E & P/W & K/E ward is divided into K/N & K/S) is also considered in above estimate.

BILL OF QUANTITIES

BILL OF QUANTITIES

Sr. No	Actual Description of Item	Description in e-tendering Commercial Window	Qty	Unit	Cost (in Rs) (Inclusive of all taxes)	Premium (+) / Discount (-) whichever is applicable including all taxes.	Cost after Premium (+) / Discount (-) (in Rs) (Inclusive of all taxes)
1	Providing Control Room Operators for disaster management department for 2 Years	Providing CRO for DM	1	Job	Rs.73094517.56		
Gross Total amount (including all taxes)							
(Gross Total in words.....)							

Bidder's Address

Tel. No. _____

Vendor No. _____

Email ID. _____

Signature of Bidder & Office Stamp

(Note: Above BOQ is to be filled & submitted by successful bidder after allotment of work as a part of contract document.)