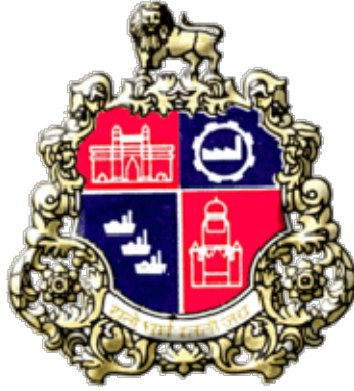


BRIHANMUMBAI MUNICIPAL CORPORATION

Office of Medical Superintendent, V. N. Desai Hospital, Santacruz (E) Mumbai – 400 055.



“Tender for Providing Full Time Record Assistant (RA) 05 nos in 3 shifts for 16 months on contract basis through Sanstha on specified terms & condition at V. N. Desai Hospital Santacruz (E).”

BID NO. 2025_MCGM_1231834

BRIHANMUMBAI MUNICIPAL CORPORATION
Office of Medical Superintendent, V. N. Desai Hospital, Santacruz (E) Mumbai – 400 055.

E-TENDER NOTICE FOR Tender for Providing Full Time Record Assistant (RA) at V.N.Desai Hospital Santacruz (E) for a period of 16 months”.

No. HO/ 6148 /VNDH Dated 17.10.2025

The Commissioner of BRIHANMUMBAI MUNICIPAL CORPORATION (BMC) invites e-quotation as given below in three Packet systems i.e. Packet –A (Administrative), Packet-B (Technical) & Packet-C (Commercial & Folder “c”) from registered vendors. The E-Quotation copy can be downloaded from Mahatender portal (<https://mahatenders.gov.in>) under e – procurement section after the online payment of tender fee.

Bidders who wish to participate in the Bidding process must register on the website <https://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 e-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 certificate and user manual, interested Bidders should follow the respective links provided in Mahatender Portal. (<https://mahatenders.gov.in>)

All interested vendors, are required to be registered with BMC. Vendors not registered with BMC before, can apply online by clicking the link ‘Vendor Registration’ under the ‘e-procurement’ section of BMC Portal, Vendor already registered with BMC need to contact helpdesk to extend their vendor registration.

The administrative, technical and commercial bids shall be submitted online up to the end date & time mentioned below.

Sr. No.	Description	Tender Fess	EMD	Start date & Time for online Bid Downloading	End date & Time for online Bid Submission
1	Tender for Providing Full Time Record Assistant (RA) (RA) at V. N. Desai Hospital, Santacruz (E) for a period of 16 months. Bid No. 2025_ MCGM_1231834	3,630.00 + 18 % GST Rs.4,283.40	Rs. 17,200/-	21.10.2025 at 15:00 hrs	31.10.2025 at 15:00 hrs
NOTE :- EMD shall have to pay through on line only .The last date of paying EMD on line is 00.00.2025 at 15:00 hrs					

~~The pre bid meeting will be held on 00.00.2025 at 15.00 pm, venue of the same is at CMS & HOD (SHCS) Office, 2nd Floor, K.B. Bhabha Hospital Building, Bandra West, Mumbai 400 055.~~ The prospective tenderer(s) should submit their suggestions/observations, if any, in writing minimum 2 days before Pre bid meeting. Only suggestions/observations received in writing will be discussed and clarified in pre bid meeting and any modification of the tendering documents, which may become necessary as a result of pre bid meeting, shall be made by BMC exclusively through the issue of an addendum/corrigendum. The tender uploaded shall be read along with any modification. ~~Authorized representatives of~~

~~prospective tenderer(s) can attend the said meeting and obtain clarification regarding specifications, works & tender conditions. Authorized representatives should have authorization letter to attend the pre-bid meeting.~~ The tender document is available on BMC portal (<http://www.BMC.gov.in>) along with this tender notice. However, the tenderer shall have to pay "e-tender price" through online payment gateway before downloading and uploading the tender document in SRM Module.

The tenderer shall have to **pay EMD of Rs. 17,200/-** through on line payment only.

Note :-

- Bidders /Service Provider has to visit at hospital Location to get the clear idea of about nature of the work, different activities, services and their quantum of work to be provided in the hospital premises well before submitting the rates in the item data of Mahatender Portal.
- Bidders/Service provider will require to arrange no of manpower to carry out services defined in tender.
- Bidders are requested to quote rate as follows.
 1. Providing manpower services in the unit per shift per month (i.e. working 8 hours per shift for 365 Days).

As these services falls under "Pure Services "Hence GST is exempted (As per the Circular no. CA(F)/FRT/31 dated 29.11.2017)

Minimum wages act should be strictly applicable.

The tenderers shall have to pay the tender EMD amount through on line payment. No Exemption will be allowed.

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 concerning or relating to the tender or the bidding process, including any error or mistake therein or in any information or data given by the authority.

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

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

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

**Sd/-
Medical Superintendent
V.N.Desai Hospital Santacruz (E)**

For detailed tender document please scroll down

Tender for “Providing Full Time Record Assistant (RA) 05 nos.in 3 Shift for 16 months on contract basis through sanstha or company on specified Terms & conditions at V.N. Desai Municipal General Hospital, Santacruz (E) Mumbai 400 055.”.

Bid No. 2025_MCGM_1231834

Header Data

Tender ID	Bid No : 2025_MCGM_1231834
Name of Organization	Brihanmumbai Municipal Corporation
Subject	Work of Providing 05 Nos. Full Time Record Assistants on contract basis from the NGO's for not less than sixteen months on specified Terms and Conditions at V. N. Desai Hospital, Santacruz (E).
Earnest Money Deposit(EMD)	Rs. 17,200/-
Tender Fees	Rs. 3630.00 + GST 18 % (Total Rs.4283.40/-)
Start date & Time of e-Quotation	21.10.2025 from 15:00 hrs.
i) End Date & Time of Submission e-Quotation. ii) e-Quotation Bid Tender Fees/ EMD payment End Date & Time.	31.10.2025 up to 15:00 hrs.
Opening of Packet "A "	As mentioned in Header data of Bid in Tender
Opening of Packet "B"	
Opening of Packet "C"	
Address for communication	<u>Office of the: -</u> Medical Superintendent V. N. Desai Hospital, TPS 3 rd Road, Santacruz (E), Mumbai: - 400 055. Maharashtra.
Website	https://mahatenders.gov.in
Venue for opening of Online e-Quotation.	At the above said 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 above subject without assigning any reason thereof.

Sd/-

Medical Superintendent (I/c)
V. N. Desai Hospital, Santacruz (E).