

Header Data

E-Quotation No.	Bid No.7200038239
Name of Organization	Municipal Corporation of Greater Mumbai
Subject	Work of Providing 05 Nos. Record Assistants on contract basis from the NGO's for not less than two months on specified Terms and Conditions at Khan Bahadur Bhabha Hospital Kurla (W)
Earnest Money Deposit(EMD)	Rs. 4300/-
Start date & Time of e-Quotation	19.10.2022 from 15.00
i) End Date & Time of Submission e-Quotation. ii) e-Quotation Bid Security Deposit/ EMD payment End Date & Time.	26.10.2022 up to 15.00
Opening of Packet "A"	27.10.2022 Hrs.15.00
Opening of Packet "B"	27.10.2022 Hrs.15.10
Opening of Packet "C"	31.10.2022 Hrs.15.00
Address for communication	<u>Office of the:</u> - Medical Superintendent Khan Bahadur Bhabha Hospital Kurla (W) Belgrami Road , Kurla (W) Mumbai: - 400 070. Maharashtra.
Website	http://portal.mcgm.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
Khan Bahadur Bhabha Hospital Kurla (W)

Description	Record Assistants Required	Pay Per month per candidate Rs.	Rate of Taxes Rs.	Total Cost for 2 months Rs.
Work of Providing Record Assistants on contract basis from the NGO's for not less than 2 months on specified Terms and Conditions at Khan Bahadur Bhabha Hospital Kurla (W)	05 Nos.	21,434/-	Nil	214340/-

Check list of Documents to be uploaded in PACKET "A" and PACKET "B" as per the order given below.

Sr. No.	PACKET "A" Description of Document	Sr. No.	PACKET "B" Description of Document
1.	Particulars of the e-Quotation.	1.	Copy of Experience Certificate
2.	PRO-FORMA for uploading details of EMD.	2.	Copy of previous purchase order if any.
3.	Signed copy of e-Quotation Document (Schedule of Specifications, Mandatory Conditions.).		
4.	Firm / Company / Registration Certificates and Partnership deed.		
5.	Attested copy of Solvency Certificate.		
6.	Attested copy of Pan Card. (Only for Indian Bidder).		
7.	Attested copy of payment receipt of EMD and e-Quotation. cost.		
8.	Attested copy of GST Registration Certificate as applicable.		
9.	All the other mandatory documents mentioned in the terms and conditions and related with the job.		

**Full Signature of the e-Quotationer
with Official Seal & Address**

GENERAL TERMS & CONDITIONS

Sub: Work of Providing **Record Assistants (05 Nos.)** on contract basis from the NGO's for not less than 02 months on specified Terms and Conditions at Khan Bahadur Bhabha Hospital Kurla (W)

Ref: e-Quotation Enquiry No. HO/ 6160 /KBBH dt. 19.10.2022

Following documents should be enclosed with the e-quotation.

- a) Attested copy of GST Registration Certificate.
- b) Attested copy of valid Municipal Vendor Registration Certificate
- c) PAN Documents of the Co. / Proprietor / Two Directors with Color Photos.
- d) Authority Letter from the Manufacturing Company / Authorized agent / Distributor should be enclosed. (If Applicable).

1. The rates should be stated in figures as well as in words.
2. Executive Assistants should be supplied at the Khan Bahadur Bhabha Hospital Kurla (W) Mumbai- 400070.
3. The offer 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. The undersigned has reserved all rights to reject any offer without assigning any reasons to the Quotationers.
5. The Municipal Commissioner does not bind himself to accept the lowest or any quotation.
7. Terms of Payment: The payment will be made within 30 days only after the satisfactory services and completion of work of the work through NEFT/RTGS.
8. Penalty: - a) Applicable as per the Terms and Conditions
09. Blacklist: - The firm shall be blacklisted if it is found that:-
 - a) Forged documents are submitted OR
 - b) If it becomes responsive of the basis of submission of bogus certificate OR
 - c) It the supply received substandard quality / non-supply.
10. Validity of the e-quotation: The offer should be kept valid for 60 days period from the due date of the Quotation.
11. Incomplete offer will be left out of consideration.

Sd/-

Medical Superintendent
Khan Bahadur Bhabha Hospital Kurla (W)