

## **BRIHANMUMBAI MUNICIPAL CORPORATION**

### **Disaster Management Department**

No. Ch.Off./Q- 02B/DMP/ dt.21.09.2022

### **Quotation Notice**

The Brihanmumbai Municipal Corporation invites sealed quotation from municipal vendors for the following works.

<b>Quotation No.</b>	<b>Name of the Work</b>	<b>E.M.D. (Rs)</b>	<b>Due Date &amp; Time</b>	<b>Date of Opening &amp; Time</b>
Q- 02B	Procurement of Cartridges for Printers and Fax Machines for Disaster Management Department at MHO and CIDM Parel	3500.00	29.09.2022 at 4 PM	29.09.2022 at 4.05 PM

**Eligibility Criteria:-** The firms dealing in this kind of works. Vendor registration of BMC is mandatory for intending quotationers. The blank quotation forms are available at cost of Rs.220/-+ GST at the office of the Chief Officer (DMP & CCRS), Municipal Head Office, Second Floor, New Annex building, Mahapalika Marg, Mumbai-400001 between 11.00 am to 03.00 pm on any working days from 22.09.2022 to 29.09.2022 except Saturday, Sunday and Public Holidays. The quotation forms will not be issued or received by post.

**Demand Draft of Earnest money deposit shall be paid physically in separate envelope in this office before the prescribed time for opening the quotation or The EMD can be also accepted at any of the CFC centers in BMC Ward Offices.**

**Sd/- 21.09.2022  
Chief Officer  
Disaster Management Department**

**Scope of Work –**

1. The quotationer should supply the cartridges as per schedule of quantities in the quotation form.
2. The cartridges to be supplied should be original and manufacturer sealed.
3. Reused or refilled cartridges will not be accepted.
4. The cartridges after breaking the seal if found damaged or not working properly shall be replaced with a new one without any extra cost.
5. The cartridges to be supplied shall be of Expiry date at least one year ahead from the date of delivery of cartridges so that it can be used till one year without any difficulty.
- 6. The bidder must be authorized dealer/distributor of OEM of HP cartridges in BOQ. Valid authorization certificates for the same must be submitted along with the quotation form. If not, this department will intimate the quotationer to submit the same within 3 working days failing to which the quotationer will be treated as non responsive and 10% EMD will be forfeited.**
7. Quotes received with no authorized dealer/distributor certificate of OEM will not be considered for evaluation and liable to get penalized upto 10% of EMD amount paid.
8. All the cartridges should be delivered free of cost at Disaster Management Department, Second Floor, Annex Building, Mahapalika Marg ,CST Fort-01 and City Institute of Disaster Management, Sai Baba Marg, Opp. Finley Mill & Near BEST Staff Quarters, Parel (E), Mumbai – 400012 as intimated by this office.
9. The quantity of cartridges being procured by this department is subject to change as per requirement of this department within sanctioned amount for procurement of cartridges.
- 10. Color printer works as a combination of Black, Cyan, Yellow and Magenta cartridges. Hence the entire work will be split on the basis of lowest rates quoted for set of cartridges for color printer and black&white printer to avoid any ambiguity about the functioning of printer.**
11. 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.

❖ **Terms & Conditions :-**

1. The quotationer should visit the office of this department and get well acquainted with scope of work.
2. **After intimation of this department about the work assignment via Letter of acceptance and SAP PO, the contractor has to complete the work within 30 working days, failing to which a penalty of Rs. Half % per week will be levied maximum up to 10% of the contract amount.**
3. 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.
4. The Quotationer has to be registered with AO (CPD) department of BMC for vendor registration number. The Quotationer is requested to contact for the same on following address

Accounts Officer (CPD) , CA (CPD) Department, BMC

Central Purchase Department, Bakri Adda,

N.M. Joshi Marg, Byculla, Mumbai-01.

Tel – 022 2308 3161 /62/63

E-mail id - [ao.cs@mcgm.gov.in](mailto:ao.cs@mcgm.gov.in) / [ao.cpa@mcgm.gov.in](mailto:ao.cpa@mcgm.gov.in)

5. The quotationer is requested to read carefully all the instructions before filling the quotation form.
6. The successful quotationer must submit an affidavit for Best Price on Rs 200/- Stamp Paper & Indemnity Bond on Rs 500/- Stamp Papers duly notarized as per attached Annexure B & C respectively with Quotation form.
7. The successful contractor is entitled to execute the written contract agreement as per BMC procedures along with applicable stamp duty, if applicable as per due BMC procedure.
8. If successful Quotationer fail to submit any of the documents mentioned in this Quotation Form within due period, the said Quotationer will be termed as non-responsive and non-eligible. 10% EMD of such non-responsive and non-eligible vendor will be forfeited.

9. The quotationer shall quote the rate in Rupees in figures and grand total in figure as well as in schedule of quantity & rates.
10. All the rates quoted shall be inclusive of all taxes, duties, Octroi, transportation etc and successful bidder shall submit the attested copies of taxes, duties & Octroi etc.

❖ **Important Terms :-**

1. Quotationer shall read the mandatory condition, General condition, Technical condition, Specifications, Specific instructions carefully before submitting Quotation.
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 quotation or all quotations without assigning any reason therefore .Municipal Commissioner reserves the rights to negotiate with the lowest bidder.

**Sd/- 21.09.2022**  
**Ex. Engr.(M&E)**  
**DMP & CCRS**