

BRIHANMUMBAI MUNICIPAL CORPORATION
B. Y. L. NAIR CH. HOSPITAL
(GASTROENTEROLOGY DEPARTMENT)

PART- A

TECHNICAL SPECIFICATION

**Sub: - Invited E – Quotation through Mahatender Portal for the Purchase of
Repicide OPA 28 Disinfectant for the Department of Gastroenterology.**

Items Description	Quantity Required
Repicide OPA 28 Disinfectant	Quantity:- 145

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	Shops and Establishment/ company registration Certificate
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	Photograph of individuals, proprietor or all partners as the case may be.
4	Attested copy of valid Sales Tax/Central Sales Tax/VAT/GST registration certificate (whichever is applicable)
5	Attested copy of Power of Attorney (if applicable)
6	Bidder Profile (Annexure —I)
7	EMD payment receipt.
8	Scrutiny Fee Receipt (Rs.1320+18% GST)
9	Authority letter for appointment of Distributor Certificate, wherever applicable.
10	Term & Conditions acceptance letter on your letterhead.
11	Details of Litigation History on your letterhead.(Annexure —II)

Sr. No.	PACKET B Description of Document
1.	Copy of valid Drug/Medical Devices manufacturing license/Import license with product list.
2.	Copy of valid FDA Drug License for sell of drugs/Medical Devices. (As applicable)
3.	Item wise WHO-GMP, CE/COPP certificate
4.	Test report from manufacturer/FDA approved laboratory /Govt. aided laboratory/in house test report from manufacturer.
5.	Copy of Quotation Documents Should be Attested by Vendor.
6.	Quality Control Report at the time of supply.
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)
8.	USFDA approved Certificate
Sr. No.	PACKET C BOQ
1.	Fill Vendor details in the BOQ file in MS Excel format which is provided in the tender document.
2.	Fill the Item Rate in the BOQ file in MS Excel format which is provided in the tender document.

NOTE:-

- 1. ALL THE UPLOADED DOCUMENTS SHOULD BE IN “PDF FORMAT”& DULY ATTESTED AND SHOULD BE ENCLOSED WITH EQUOTATION.**
- 2. VENDOR DETAILS AND ITEM RATE SHOULD BE FILLED IN THE BOQ FILE IN MS EXCEL FORMAT WHICH IS PROVIDED IN THE TENDER DOCUMENT.**
- 3. Kindly do not upload unnecessary documents in Packet “A” and Packet “B”. Upload only those documents which are asked**

PART- B

GENERAL INSTRUCTIONS

1.	The e-Tendering process of BMC is enabled through Mahatender portal (https://mahatenders.gov.in). However, tender document can be downloaded from MCGM'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 e-MudhraCA /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. ' https://mahatenders.gov.in '
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.	Incomplete offer will be left out of consideration.
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 before opening of Packet A in any of the Ward Citizens Facilitation Centers (CFCs) by collecting Challan from Medical Store, BYL CH. NAIR 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 MCGM 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 <u>invalid offers</u> 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 dialing 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 dialing 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 Mahatender helpline mentioned in https://mahatenders.gov.in
35.	Modification/s of specifications and/or extension of the closing date of the e-Bid/Quotation if required will be made by an addendum, which will be published online on Mahatender portal/MCGM portal. These shall be digitally signed and shall form a part of the e-Bid/Quotation. The Bidder shall not add to or amend the text of any of the documents except in so far as may be necessary to comply with any agenda.
36.	GST and other state levies/cess which are not subsumed under GST will be applicable. The tenderer shall be quote rate/s inclusive of all taxes. It is clearly understood that BMC will not bear any additional liability towards payment of any Taxes & Duties. Wherever the Services to be provided by the Tenderer falls under Reverse Charge mechanism, the Price quoted shall be exclusive of GST, but inclusive of Taxes/Duties/Cess other than GST, if any. Rates accepted by BMC shall hold well till completion of work and no additional individual claim shall be admissible on account of fluctuations in market rates; increase in taxes / any other levies / tolls etc. except that payment / recovery for overall market situation shall be made as per price variation.
37.	As per Municipal procedure, the payment of work will be made within 30 days from the receipt of valid bill/invoice. Necessary form for ECS with Bank details have to be submitted along with bill/invoice. Intending Bidders are informed that the payment of the bills and other claims arising out of the contract will be made in the name of their bank by ECS only. Successful Bidder therefore will have to furnish the information as regards the name and complete address of their Bank, by filling ECS form. They will also have to submit fresh information when there is any change in these regards. They may submit fresh information for payment through NEFT & RTGS mode regarding MICR code, IFSC code, account number etc. As per the Municipal procedure the payment will be made within 30 days from the receipt of the bill subject to

	<ul style="list-style-type: none"> - Satisfactory supply of material as per quotation specification. - Submission of all documents for execution of written contract. - Submission of document showing details of the payment of Octroi and other taxes as applicable.
38.	<p>A) Please fill the quotation according to the specification & submit the mentioned certificate otherwise your quotation will be considered as invalid.</p> <p>B) The Bidder shall include all taxes, duties and levies. No changes will be paid extra due to ignorance on the part of the Bidder.</p> <p>C) The successful Bidder will be solely responsible for any damages to the Municipal property, accidents and injurious to human life of contractor's labourers or Municipal labourers, reinstatement of damage property and / or arrangement for the compensation to any loss or damages to human life or site, if caused, shall be reason ability of successful contractor.</p> <p>D) It is essential on the part of the Bidder to collect full details/specifications of the material to be supplied.</p> <p>E) The undersigned on behalf of Municipal Commissioner reserves the right to accept or reject any or all Bid/Quotations, full or in part, without assigning any reason thereof.</p> <p>F) Duly filled CONTRACT AGREEMENT FORM shall be submitted within prescribed time limits, wherever specified, after awarding the contract to the successful contractor.</p> <p>G) Please submit batch wise test report at the time of supply.</p> <p>H) "MCGM supply not for sale" is compulsory on the product. No MRP on the product.</p>
	<p><u>SPECIAL NOTE:</u></p> <p>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 –</p> <p>tendering portal of Government of Maharashtra i.e. ‘https://mahatenders.gov.in’</p> <p>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.</p> <p>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.)</p> <p>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.</p>

PART- C

E-QUOTATION- TERMS & CONDITIONS

(For Local Purchase of Items/Materials estimated cost below Rs 10,00,000/-)

- 1) 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.
- 2) 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)
- 3) Bidder shall pay EMD only online through Mahatender portal with the submission of the bid online. If during the Bid/Quotation's validity period, the Bidder withdraws his Bid/Quotation, the Earnest Money shall be forfeited and the Bidder may be disqualified from Bid/Quotation/s for further works of the Municipal Corporation of Greater Mumbai. On Opening of bid, if it is found that tenderer has not submitted required document as per Packet A & B, then 10% amount of the EMD Paid by him shall be forfeited.
- 4) Bidders should note that the Scrutiny fee will be payable immediately before opening of Packet A in any of the Ward Citizens Facilitation Centers (CFCs) by collecting Challan from Gastroenterology Department, BYL CH. NAIR HOSPITAL. In case of revision of the above-mentioned scrutiny fee, bidders shall pay revised scrutiny fee
- 5) Item/Material Sample should be submitted in Gastroenterology Department (BYL Nair Ch. Hospital) after the opening of packet A & B, if sample failed / rejected by Gastroenterology Department of Nair Hospital, the offer will be treated as disqualified/non-response.
- 6) A) If the cost of work is more than Rs. 50,000/- the successful bidder shall enter into a written contract agreement/Bond on Rs. 500/- stamp paper.
B) The successful Bidder will have to furnish Municipal prescribed form affixed with a separate affidavit stamp/indemnity bond of Rs. 200/- at the time of supply.
- 7) Legal and Stationery charges are to be paid by the successful bidder on receipt of acceptance letter 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.
- 8) Bid/Quotation shall include free delivery at Gastroenterology Department, Nair Hospital, and Mumbai – 400008 in full Quantity at once.
 - I. Supply should be made within 30 days of the receipt of Purchase order.
 - II. For delay supply – ½ % per day or part there of after the expiry of the delivery period subject to maximum 10%.
 - III. Failure of the supply Security Deposit / EMD will be forfeited and action deemed fit will be taken against bidder.
 - IV. Variation in specification – material will be rejected and cost of the said material will be recovered from the Quotationer / supplier.
 - V. “MCGM supply not for sale” is compulsory on the product. No MRP on the product.
 - VI. Minimum half of the expiry period should be available for user department from the date of delivery and unused drugs or expired drugs will be replaced.

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

VIII. Copy of 'License to Import' if applicable.

IX. The successful Bidder shall have to replace the rejected material with approved one. The supplier should remove the rejected material within 15 days failing which the same will be disposed of by BMC at the Risk and Cost of contractors without any further correspondence in this regard. Regarding substandard /inferior supply of medicine.

9) Action deemed fit including blacklisting will be taken if it is found that:-

I. Forged documents are submitted OR

II. If it becomes responsive of the basis of submission of bogus certificate OR

III. If the supply received substandard quality / non supply.

10) Details of Litigation history - The Bidder shall disclose the litigation history in Annexure-II to be submitted in Packet 'B'. If there is no litigation history, the bidder shall specifically mentioned in Annexure-II that there is no litigation history as per the clause of litigation history for the period of 5 years prior to due date of the quotation. In case there is litigation history, litigation History must cover in Annexure-II. Any action of blacklisting, debarring, banning, suspension, deregistration and cheating with BMC, State Govt., Central Govt. or any authority under State or Central Govt./Govt. organization initiated against the company, firm, directors, partners or authorized signatory shall be disclosed for last 5 years from the date of submission of bid. Also, bidder must disclose the litigation history for last 5 years from the date of submission of bid about any action like show cause issued, blacklisting, debarring, banning, suspension, deregistration and cheating with BMC and BMC is party in the litigation against the company, firm, directors, partners or authorized signatory for carrying out any work for BMC by any authority of BMC and the orders passed by the competent authority or by any Court where BMC is a party. Depends upon the gravity of the submission made by the bidder in Annexure-II for litigation history, Dean (K) as the case may be will take suitable decision whether to consider the bid for further process or not.

•Sample should be submitted All bidders before opening of "A" packet and need to compulsory submit sample with test report, without test report sample not accepted failing of which offer will not be consider and action will be taken

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

•Copy of 'License to Import' if applicable.

•The tenderer need to submit the documents (Packet A & Packet B) as per check list given failing which offer will be treated as invalid

• Signature & Company Seal/Stamp is required on Tender form.

• The undersigned has reserved all rights to reject any offer without assigning any reasons to the Tenderer.

- If any grievances occur, it will be directed to Director (ME & MH)
- Quality Control Report
- As per Circular No.Ch.E.(vig)/16/MC dated 09.02.2024. PO selected for vigilance inspection in 72 & 75 type notification shall not be made before closure of notification. In exceptional Cases ,payment not more than 80% payable amount of PO value may be considered for the Reasons recorded writing & with approval of Zonal DMC/AOD & 20% payment shall be restricted against PO selected for vigilance observations.
- Purchase Order will be placed as when required within 3 months & payment will be released according to that. 26) If the Contractor's fail to comply with the orders within the period stipulated , the Municipal Commissioner/Dean/Purchasing Officer shall exercise his discretionary powers to recover from contract as agreed, liquidated damages or by way of penalty as may deem reasonable under the circumstance & the same shall be recovered from any dues of the Contractors,with the MCGM.

***In order to get maximum response, any shortfall of documents in Packet "A" and "B" can be submitted by bidder on his own immediately within two day 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"& DULY ATTESTED SHOULD BE ENCLOSED WITH E-QUOTATION. Kindly do not upload unnecessary documents in Packet "A" and Packet "B". Upload only those documents which are asked.

SD/- 03.02.2026	SD/- 03.02.2026	SD/- 25.02.2026	SD/- 04.03.2026
Gastroenterology Department	Administrative Officer	Dy. Dean	Dean
(BYL Nair Ch. Hospital)	(BYL Nair Ch. Hospital)	(BYL Nair Ch. Hospital)	(BYL Nair Ch. Hospital)

