

# **BRIHANMUMBAI MUNICIPAL CORPORATION**

## **STANDARD OPERATING PROCEDURE**

MDC/4977/OD dtd 21.12.2023

**Sub:** Migration from SRM Module to Mahatender portal for invitation of tenders below 25 Lakhs in BMC.

On Mahatender portal, tenders to be invited in single packet system wherein the BOQ of all bidders will be submitted along with the documents.

Due to time constraint and urgent nature of works following SOP to be followed till the SBD for tender below 25 lakhs comes into force.

1. The bidder shall get vendor registration in BMC and submit the details of the same in Annexure I while bidding. For Vendor Registration following link to be followed <https://www.mcgm.gov.in/irj/portal/anonymous/qlFirstpage>
2. The bidder will be treated as non-responsive on non-submission of following documents without any intimation and the said bid will be offered to the next lowest (L2) bidder.
  - a. Certified copy of PAN documents
  - b. Equivalent Class of Valid Registration Certificate of BMC or other Government Authorities
  - c. Valid Bank Solvency
  - d. GST Certificate
  - e. Partnership Deed if any
  - f. Annexure I
  - g. Undertakings of Class registration within 45 days (New BMC Vendor)
  - h. One similar completed work in last 05 years costing not less than the amount equal to 40% of the estimated cost
  - i. Average Annual financial turnover during the last 3 years, should be at least 30% of the estimated cost. Certificate certified by Chartered Accountant
  - j. Bid Capacity calculation certified by Chartered Accountant (Annexure – II)

- k. Undertaking of Amount of Works in hand with P.O number
  - l. Undertaking of arrangement of requisite equipment and manpower during commencement of work
  - m. No physical submission of documents will be allowed (in case of corrupt files)
  - n. In adequate EMD / Tender fees / Scrutiny fees
  - o. Rate Analysis as applicable (bidde quoting below -15%)
  - p. Undertaking cum indemnity bond in the prescribed format stating that the firm is not under penal action by any govt., Semi govt. And govt. Undertaking etc.
3. Grievance will be considered, if received within 24 hours after opening of tender.
  4. If bidder submits misleading / false documents, 100% EMD will be forfeited. (no provision of partial forfeiture of EMD in Mahatender)
  5. Circular u/no. Ch.E/Vig/1252/B dated Bid capacity criteria for bidders for quoting works in e-quotation or unstar tenders is applicable.
  6. The successful bidder will have to pay contract deposit @ 5% of total contract price for faithful performance of the contract. Such deposit shall be either in the form of Demand Draft or the successful bidder shall pay such Contract Deposit online. Such Contract deposit shall be refunded after completion of DLP period.
  7. The successful bidder should submit affidavit on Rs. 200/- stamp paper stating that they will submit valid insurance policy i.e. work contact policy, CAR policy and Janata policy in due course of time.
  8. The ASD will be applicable as per the circular u/no. CA (F)/42 dtd 09.01.2021

9. Performance Bank Guarantee

% Quoted	Amount of Performance Guarantee
For premium, at par and rebate less 0 to 12%	PG=0.92% X Contract sum Applicable for Rebate of 12%
For Rebate of 12.01% and more	P.G. = (0.92% X contract sum applicable for rebate of 12%) + (X) x Contract sum where X = Percentage rebate quoted more than 12%

10. In case the recommended bidder refuses / fails to

(a) Accept the purchase order issued to them within 3 days.

(b) Start the work on given date after accepting the PO within 2 days.

Such errant vendors will be debarred from participating in future tenders and the security deposit will be forfeited, and blacklisting of such vendors will also be initiated.

11. As per the provision of section 70 (i)(b) of the MMC act 1888, it is necessary that, successful tenderer has to execute the written contract as well as he has to pay legal and stationary charges.

12. All communication addressed to MCGM by the contractor should invariably mention the bid no., Name of work and ward no. for speedy addressing to the correspondence.

13. C&D permission to be obtained as per 'Construction & Demolition Waste Rules 2016'.

14. Barricading shall be provided free of cost as per circular U/no MGC/F/6342 dtd 05.05.2018. As per Annexure I, II and III of Standard drawings and specifications with slogans and department wise colour codes. (Circular is available on MCGM Portal)

15. The scrutiny report as per Annexure III shall be uploaded for Technical Evaluation, accordingly, responsive bidder shall be processed for further Financial Evaluation.

16. Award of contract shall be processed after 48 hours of Financial Evaluation report (if no grievance is received).

17. The process of tender on Mahatender portal is thus completed.

- Sd -

**Assistant Commissioner P/N**

- Sd -

**Assistant Commissioner K/E**

- Sd -

**D.M.C (Z-IV)**

### BIDDER DETAILS

<b>Subject:</b>	Unstar/E-Tender of CWC Work in K/W Ward.
Name of work	
Bid Number	
Premium/ Rebate quoted	
Date of opening	

I, the undersigned, has read the above directions and noted the same for the bid under reference.

Tenderer's Signature

Tenderer's Name : .....

Bidders to provide personal details in this form and submit the same before taking work order.

Name of work	
Bid No.	
Bidder Name	
Name of the firm	
Vendor No.	
Contact Nos.	
E-Mail ID	
Postal Address	

Contractor's Signature

Date : ...../...../.....

**Annexure-I**

DETAILS KEY PERSONNEL WITH TENDERER WHO ARE PROPOSED FOR THIS CONTRACT

Table - A

Name of work	
Bid No	
Name of the firm	
Vendor No.	

Table - B

SrNo	Description of category	Name	Qualification	Professional experience and details of works carried out	Since how long in service with tenderer	Remarks

SEAL OF COMPANY SIGNATURE OF TENDERER :

DESIGNATION :

DATE :

**(Note:** If the bidder fails to submit the BMC vendor number, then the bidder will be treated as non-responsive and 100% EMD will be forfeited.)

## **Annexure-II**

Name of work	
Bid No	
Name of the firm	
Vendor No.	

**The bid capacity of the prospective bidders will be calculated as under:**

**Assessed Available Bid Capacity =  $(A * N * 2 - B)$**

Where,

A = Maximum value of Engineering works executed in any one year (year means Financial year) during the last five years (updated to the price level of the Financial year in which bids are received at a rate of 10% per year) taking into account the completed as well as works in progress.

N = Number of years prescribed for completion of the Project/Works, excluding monsoon period, for which bids are being invited.

B = Value of existing commitments (only allotted works) on the last date of submission of bids as per bidding document and on-going works to be completed during the period of completion of the Project/ Works for which these bids are being invited.

**The same shall be certified by Chartered Accountant.**

### **Rate Analysis**

Rate Analysis format						
Sr. No.	Item Code	Description of Item	Unit	Quantity	Rate	Amount
		Details of Cost for : 1 Unit				
		for example 1.00 Cum				
		1.00 Sq. Mtr				
		1.00 Rmt				
1		Material				
2		Labour:				
A		Total Material & Labour Cost				
		Total of A:				
B		Overhead & Profit ___% on A	%			
C		Total (A + B)				
D		Per Unit Cost				
					Say	

SEAL OF COMPANY SIGNATURE OF TENDERER :  
DESIGNATION :  
DATE :

### **Annexure-III**

Name of Work:
Tender No :
Scrutiny fee :
E.M.D 1% :
Class :
Tender Amount :
40% of amount of tender work
30% of amount of tender work

Sr No	List of Documents	Scrutiny Report Vendor No
1	Certified copy of PAN documents	
2	Equivalent Class of Valid Registration Certificate	
3	Valid Bank Solvency	
4	GST Certificate	
5	Partnership Deed if any	
6	Annexure I	
7	Undertakings of Class registration	
8	One similar work 40% amount	
9	Average Annual financial turnover 30% amount	
10	Bid Capacity calculation certified by Chartered Accountant	
11	Undertaking of Amount of Works with P.O number	
12	Undertaking of arrangement of requisite equipment and manpower during commencement of work	
13	Rate Analysis	
14	Undertaking cum indemnity bond	

**J.E (M)**

**S.E(M)**

**A.E(M)**

**(Note: If the bidder fails to submit the documents as per SOP, then the bidder will be treated as non-responsive and 100% EMD will be forfeited.)**