



MAHARASHTRA MEDICAL COUNCIL, MUMBAI

Established by Government of Maharashtra Under MMC Act 1965

189-A, Anand Complex, 1st Floor, Sane
Guruji Marg, Arthur Road Naka,
Chinchpokali (West), Mumbai - 400011.

Tel No.: 022-23007650

Website: www.maharashtramedicalcouncil.in

Email Id: maharashtramcouncil@gmail.com

No. MMC/Quotation/Appointment of Architect/Consultant/Firm for Renovation of the MMC Office/2024/02010

Date:- 17/08/2024

Inviting Quotation for Appointment of Architect/Consultant/Firm for Renovation of the MMC Office

The office of the Maharashtra Medical Council invites quotations form through website <http://maharashtramedicalcouncil.com> from firms/architects/consultants.

Interested bidders may submit their Quotations in the MMC office. Applicants are requested to follow the instructions carefully as per this document and the instructions given in the above said website.

TERMS AND CONDITIONS

1. The Council intends to appoint consultant/architect/firm for providing: -
 - a) Providing of Civil Drawings & Architectural Elevations
 - b) Providing of Interiors & Working Drawings
 - c) Providing of Electrical Looping Layouts
 - d) Providing and Specifications of HVAC/ Cassette AC Drawings
 - e) Providing & Drafting of 3D Visualization & Walkthrough Video of Complete Premises of the MMC Office at Anand Complex, Arthur Road, 189 A, Sane Guruji Marg, Chinchpokali West, Naka, Mumbai, Maharashtra 400011. The office is about ~2981 sq.ft. in area.
2. The consultant/architect/firm should have prior experience in similar type of projects. The relevant documents should be attached in the Technical Bid.
3. The firm should have not been black listed by any department. The relevant documents should be attached in the Technical Bid.
4. You are requested to give your TECHNICAL BIDS and COMMERCIAL BIDS separately in two different sealed envelopes. The format for Technical bid is attached as Appendix 'I' and for Commercial Bid is attached as Appendix 'II' to this letter.
5. Technical Bid : Please ensure that all documents as per Appendix 'I' are placed inside the envelope No.1 (Technical Bid) else the Bid would be rejected.
6. The envelopes should be clearly marked TECHNICAL BID/ COMMERCIAL BID. If the bidder qualifies in the Technical Bid, then the Financial Bid envelope of that applicant shall be considered for opening. The Financial Bid of the unsuccessful applicant shall not be opened and shall be kept in the file with a remark "Not opened because disqualified in the Technical Bid". During the scrutiny period the council is at liberty to visit the shop/establishment of the bidder and select the firms /dealers for opening of Commercial Bids. The decision of the council shall be final & binding on all and no representations in this regard will be entertained. All the pages of this document, Technical bid and Financial bid are required to be signed by the applicant or the authorized representative on behalf of the applicant along with seal of the firm and date.

7. Interested bidders may submit their quotations in the MMC office. Applicants are requested to follow the instructions carefully as per this document and the instructions given in the above said website.
8. Architect shall have to ensure quality of works mentioned, contract has to furnish and complete the works within mentioned period in work order.
9. The entire works under contract including connected services shall be completed within stipulated time period from the date of handing over of site.
10. Architect will ensure that the works shall have to be done strictly in accordance with specifications, drawing and orders.
11. Weekly progress report of works will be submitted to the council in writing.
12. At the end of each month, the contractor and Architect will schedule a meet and update the council about the progress made in construction. The meeting will purely be to brief about the progress.
13. The firm having experience for execution of Government, semi Government Undertaking, Government Autonomous bodies & Corporate bodies projects of office renovation work etc. will be preferred.
14. The firm should have executed at least one project during last three years comprising of civil, electrical and interior designing and furniture & furnishing work etc.
15. TIME and PROGRESS CHART: (Critical path method/ Net Work analysis and Time schedule). The time and progress chart to prepared shall consist of detailed net work analysis and a time schedule.
16. If Architect fails to fulfill the above quoted work conditions, he will be liable for compensation or penalty. Contract of Architect may be terminated for unsatisfactory progress/ works.
17. Scope of work should be verified physically before submitting the quotations. The representatives of the company/ firm may visit the site at the office.
18. Dispute Resolution: In the event of any dispute or difference between the parties hereto, such dispute or difference shall be resolved amicably by mutual consultation. Final deciding authority will be the council.

Last Date for Submission of Quotations: 26.08.2024

Sd/-
Registrar
Maharashtra Medical Council

Technical Eligibility Criteria & Documents Required

Sr. No.	Conditions	Documents Required
1.	Applicant should be a registered Architect/Firm/Consultant	<ul style="list-style-type: none">• Copy of Certificate or equivalent;• PAN Card;
2.	Applicant should have positive turnover and net worth as on the date of submission of the bid.	<ul style="list-style-type: none">• Income Tax Return Certificate of last 2 Assessment year.
3.	The Applicant shall not be under a declaration of ineligibility/banned/blacklisted by any state or central government/ any other government institutions in India for any reason or convicted of economic offence in India for any.	<ul style="list-style-type: none">• Self-Declaration by the Applicant
4.	The Applicant should be registered with tax authority such as income tax/GST	<ul style="list-style-type: none">• GST Registration Certificate.

(Technical Bid)

(APPOINTMENT OF ARCHITECT/CONSULTANT/FIRM FOR RENOVATION OF THE MMC OFFICE) DETAILS

Sr. No.	Particulars	Details
1	DETAILS OF SERVICE PROVIDER	
	1	Contact Details of Service Provider
		Name
		Designation
		Land Line No.
		Mobile No.
	2	Details of Incorporation of the company/firm or Certificate of Registration or Equivalent
		Date :
		Ref. No. :
	3	Status of Applicant
		Documentary proof enclosed(yes/no)
	4	Address of Registered office with contact numbers OR Legal Business Profile
		Location Info
		Address
		Pin Code
		Land Line No.
		Fax No
	5	Address for Correspondence (If different from above)
		Address
		Pin Code
		Land Line No./ Primary Contact
		Fax No
	6	PAN No.
		Copy of PAN enclosed (Yes/No)
	7	GSTIN No.
		Copy of GST enclosed (Yes/No)
	8	Business Location
		Primary Contact
	9	Terms and Conditions Accepted?
		(Yes/No)

DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

1. Copy of Registration Certificate.
2. Copy of GST
3. Copy of PAN
4. IT Return Certificates for last two years.
5. Undertaking by Bidder

Note: If the above documents are not submitted the quotation will be summarily rejected

Date :- __/__/_____

Place :- _____

Signature of authorized
person Seal:

Financial Bid

(APPOINTMENT OF ARCHITECT/CONSULTANT/FIRM FOR RENOVATION OF THE MMC OFFICE)

Sr. No.	Particulars	Amount	GST	Total
1.	<u>a. Providing of Civil Drawings & Architectural Elevations</u>			
	<u>b. Providing of Interiors & Working Drawings</u>			
	<u>c. Providing of Electrical Looping Layouts</u>			
	<u>d. Providing and Specification of HVAC/ Cassette AC Drawings</u>			
	<u>e. Providing & Drafting of 3D Visualization & Walkthrough Video of Complete Premises</u>			

Note :-

- 1.All rates to be quoted in Indian Rupees only.
- 2.No column should be left blank.

I/ We accept all the terms and conditions.

Date:- / /

Place:-

Signature of authorized signatory
with his/her names and designation
and seal of the firm