



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/Organizing "Webinar on Code of Medical Ethics/2024/01764

Date:- 19/07/2024

Inviting quotation for Organizing "Webinar on Code of Medical Ethics"

The effectiveness and efficiency of the office are based on the adequate availability of Organizing "Webinar on Code of Medical Ethics. Therefore, Sealed Quotation was invited by the undersigned on behalf of the Maharashtra Medical Council, Mumbai for Organizing "Webinar on Code of Medical Ethics" till 19/07/2024. However, due to low response and non-receipt of required quotations as per procedure not fulfilled, hence, Council has decided to further extend the last date for submission of quotation till **23/07/2024**. The sealed quotations along with all the required documents must reach the office as per the terms & conditions mentioned below.

Terms & Conditions: -

- a) Envelope should be super-scribed "QUOTATION FOR ORGANIZING "WEBINAR ON CODE OF MEDICAL ETHICS ". Quotations need to be submitted on letter head through speed post/registered post/hand delivery in office of Maharashtra Medical Council, 189-A, Anand Complex, 1st Floor, Sane Guruji Marg, Arthur Road Naka, Chinchpokali (West), Mumbai - 400011.
- b) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, service providers must form their own conclusions about the needs required by the council.
- c) Sub-letting of Work: The contractor shall not assign, transfer or sublet or attempt to assign, transfer or sublet, whether wholly or in part, any portion of the work to any other entity.
- d) No advance shall be provided to the service provider for executing the work.
- e) MMC logo should be add on live channel and shall add the digital video watermark for MMC/event in the background of the streaming videos.
- f) All MMC Streams shall start with a Landing Page that shall be designed by the agency and submitted to MMC before finalizing the stream.
- g) It should integrate Power Points presentations, meeting source, webinars, speeches/ lectures Audio-Videos for live streaming as per the requirement of MMC.

- h) The entire setup shall be made operational before the event day, however the Core Team with one Project Leader shall start working prior to the event date so that they can interact with MMC coordinator to edit matters during the event/event period and to run the live streaming of ICR event smoothly.
- i) There shall be a trial initially 2-3 days before the event day.
- j) The Live streaming should have the flexibility to be viewed on any gadget - PC/laptop/I-Pads/Smart Phones. The viewing feature and quality should be the same for both, in live streaming audio-video and that of Recorded copy. Mobile viewer to watch videos from Smart Phones, iPhones and iPads using specific Link of the Live Stream application provided by the agency or using Mobile Browsers such as IE, Edge, Safari, Google Chrome, etc.
- k) Set up all necessary equipment's (laptops, Wi-Fi router, camera, wires etc.) in the premises of MMC to conduct digital events (webinar, conferences and meetings, etc.).
- l) Creation of event registration page/portal for attendees. Send email & SMS upon registration and reminder email & SMS to registrants on event day also.
- m) Register Gateway for the bulk SMS and bulk Email that shall be borne by the service provider.
- n) Providing webinar Platform; Broadcast of whole proceedings on Social Media platforms with MMC logo and Graphic overlays for speaker names and designations. (YouTube, Twitter, Facebook and Council's website).
- o) Generation of Panelists/speakers links, in consultation with MMC and Creation of Instructions for Panelists/speakers/attendees.
- p) Prior testing with each panelist/speakers will be done as per panelist's time availability for each event/meeting/conference etc. and Handling any technical issue related with connectivity/operation etc. with panelists/speakers which will be taken care of by the firm. The person dealing with the panelists/speakers should be well versed with technical processes and should be well educated to deal with high profile individuals.
- q) The estimated quantity of items given in the annexure is tentative and shall not be considered as minimum guarantee. The actual purchase may vary as per requirement.
- r) Unsealed quotation will be rejected.
- s) Quotations must be submitted on the letter head as per in prescribed Performa.
- t) The quotations received after this deadline shall not be entertained under any circumstances. In case of postal delay this Council will not be responsible.
- u) Overwriting or cutting is not permissible, if found, the quotation shall be summarily rejected.

- v) L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified. L1 will be decided for the overall value of quotation and not item wise.
- w) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- x) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
- ❖ Self-attested copy of Firm shall be registered. (must)
 - ❖ Self-attested copy of live PAN/TAN card. (must)
 - ❖ Certificate of non-inclusion in the black list as per given format attached in annexure "2" need to be provided on Rs.100/- stamp paper duly notarized or on firm/agency letter head. (must)
 - ❖ Self-attested copy of Registration Certificate of GST. (must)
 - ❖ Experience letter/work orders related to successful completion of Live Streaming of Audio Visual Events/Conferences & Webinars and integrating them on Social Media Platforms, Websites for broadcast.
- y) If Quotations found vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly and such a conditional quotation shall be rejected summarily.



(Mrs. Ulka Horambe)
Deputy Registrar
Maharashtra Medical Council

QUOTATION FORM

To,
The Registrar,
Maharashtra Medical Council,
189-A, Anand Complex, 1st Floor,
Sane Guruji Marg, Arthur Road Naka,
Chinchpokali (West), Mumbai - 400011.

Sub:- Notice Inviting
" Inviting quotation for Organizing "Webinar on Code of Medical Ethics"

Ref.:- No. MMC/Quotation/Organizing "Webinar on Code of Medical Ethics/
2024/01764 Date:- 19/07/2024.

Respected Sir,

1. I/We submit the quotation for "Non Comprehensive AMC (Annual Maintenance Contract) for Computer System, Laptop, Printers & Scanners" at Maharashtra Medical Council, 189-A, Anand Complex, 1st Floor, Sane Guruji Marg, Arthur Road Naka, Chinchpokali (West), Mumbai - 400011.

2. I/We thoroughly examined and understood terms & conditions given in the enquiry document.

3. I/We hereby offer to supply at the following rates. I/ We undertake that I/ We are not entitled to claim any enhancement of rates on any account during the validity of rate.

Sr. No.	Particulars	Rate	GST	Total
1.	Flyer for circulation on Social Media			
2.	Banner size make & Quantity of Banner as per required.			
3.	Inauguration Video			
4.	Audio visual setup at the inauguration site			
5.	For Webinar Platform			
	a) Full HD video capture and streaming			
	b) Clear audio with minimal latency			
	c) Screen sharing with the attendance			
	d) Interactive tools for Q & A & discussions			
	e) Registration & login facility			
	f) Live steaming on social media e.g. YouTube			
	g) Scalability (Expected attendees around 55000-60000 online)			
	h) Mobile compatibility			
	i) Analytics & reporting (Detailed reports on demographics & feed back)			
6.	Internet Connection			
7.	Venue (Hotel)			

Place- _____

(Signature of Authorized Person)

Date- _____

(Name)

(Designation)

Name of Firm/Company/ Agency

Contact Details:-

DECLARATION

Date.....

To,
 The Registrar,
 Maharashtra Medical Council,
 189-A, Anand Complex, 1st Floor,
 Sane Guruji Marg, Arthur Road Naka,
 Chinchpokali (West), Mumbai - 400011.

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Respected Sir,

I / We hereby confirm that our firm has not been banned or blacklisted by any government organization/Financial institution/ Court /Public sector Unit /Central Government and no police/Vigilance enquiry/ criminal case is pending against us.

Place: Signature of Authorized Person.....

Date: Name.....

Designation.....

Seal