



**MUMBAI DISTRICTS AIDS CONTROL SOCIETY**  
Established by  
**MUNICIPAL CORPORATION OF GREATER MUMBAI**



Regd. No. 891/980

MDACS /Quo/ 010 / PO-ICTC

Date: 17, December, 2024

To,

Dear Sirs,

**Sub: Invitation of Quotation for Hiring of Mobile Clinic Van.**

1. You are invited to submit your most competitive quotation for Hiring of Mobile Clinic Van for the period of 3 months.

| Sr. No. | Description   | Scope and Nature of work | Qty | Contract Period | Place        |
|---------|---|--------------------------|-----|-----------------|--------------|
| 1.      | Providing Mobile Clinic Van<br>Hiring of vehicle on monthly basis (8 hrs per day) | Attached Separately      | 2   | Three Month     | MDACS office |

**2. Bid Price**

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out
  - All duties, taxes and other levis payable on the raw materials and components shall be included in the total price.
  - GST in connection with the sale shall be shown separately.
  - The rates quoted for each item by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
  - The Prices shall be quoted in Indian Rupees only.
3. Each bidder shall submit only one quotation.

**4. Validity of Quotation**

Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission.

**5. Evaluation of Quotations**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- are properly signed; and
- conform to the terms and conditions and specifications

GST in connection with sale of goods shall be taken into account in evaluation.

Acworth Complex, R. A. Kidwai Marg, Wadala (West), Mumbai – 400 031.

Tel No. 24100246/47 Telefax: 24100250 Email: mumbaimacs@gmail.com,



**Life is precious ... .. Stop HIV/AIDS**  
**Keep the Promise**

## 6. Award of Contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 6.1. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
  - 6.2. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
7. Payment shall be made within 30 days from the receipt of bill in duplicate along with report of the completion of the supply with stamp and signature of authorized person as acknowledgement.
  8. As per prevailing rules TDS / SGST / CGST will deducted at source towards income tax / SGST / CGST from all the bills submitted to the department. The TDS / SGST / CGST certificate shall be generated on line by Finance section of Mumbai Districts AIDS Control Society.
  9. Quotationers should submit documentary evidence that they have requisite qualifications, experience, past performance and capacity to complete the work successfully on time for the said work.
  10. Purchaser reserves the right at the time of contract award to increase or decrease the quantities indicated above by 25% without any change in the unit price or any other terms and conditions.
  11. **The quotation shall be enclosed in sealed envelope sealed with sealing wax only Male pasting on envelope will not suffice and such quotations will not be accepted.**
  12. **Incomplete, irregular, unsealed, unsigned and Quotations received after the due date and time will not be considered.**
  13. The Quotationer must fill up the rates in the format given along with the Quotations notice. The quotation must be stamp and signed by authorized person. **If it is filled up in any other format, the same shall be rejected outright.**
  14. The Quotationers must submit the **EMD of Rs. 12,670/- by Demand Draft, Banker's cheque, Bank Guarantee from any bank or payment online in an acceptable form. The Demand Draft should be drawn in favor of Mumbai Districts AIDS Control Society.** The withdrawal of the offer before validity period will entail forfeiture of EMD. The EMD should be paid up to 03.00 p.m. one day prior to the opening of the Quotation. A Xerox copy of the EMD Receipt should be kept along with quotation. EMD Receipt no. and date should be mentioned on the Envelope.
  15. Copy of GST Certificate should be submitted.
  16. Copy of PAN card with photographs of Proprietor / Partners / Directors should be submitted.
  17. Copy of Shop and Establishment (Gumasta) Certificate.
  18. The Quotationers must paginate the quotation properly & mention the page nos. of documents submitted / attached with the quotation on the cover page or letter head of company.

**19. Performance Security:**

The successful bidder will have to pay 5% as **Security Deposit by Demand Draft, Banker's cheque or bank guarantee from any bank or payment online in on acceptable form only within 15 days on receipt of the supply order.** If they fail to pay the Security Deposit within stipulated period, the contractor will be charged extra Rs. 100/- as a penalty.

Security Deposit will be refunded after two months from completion of satisfactory supply contract period.

20. The Quotationer must fill up the rates in the format given along with the Quotations notice. The quotation must be stamp and signed by authorized person. **If it is filled up in any other format, the same shall be rejected outright.**
21. The rate for imported items must be offered in IR. No rate revision shall be offered on the basis of change in rate for foreign exchange.
22. Any dispute arising out of this contract shall be decided by Project Director's whose decision shall be final.
23. Work should be completed within stipulated period from the date of receipt of work order. For delay the penalty will be imposed at the following rates.
- For delay completion – ½ % per week or part thereof after the expiry of the contract period subject to maximum 10%.
  - Failure to complete the work– Earnest Money Deposit / contract deposit will be forfeited.
24. Last Date and time of receipt of quotations:  
The Quotationer must fill up the rates in the format given along with the Quotations notice. Quotationer should submit their sealed Quotation in sealed envelope sealed with sealing wax only duly super-scribed on the envelope as **"Quotation for Hiring of Mobile Clinic Van for HIV Screening Camps"** due on 24/12/2024 latest by 1.00 p.m. which will be opened on the same date at 3.00 p.m.
25. We look forward to receiving your quotations and thank you for your interest in this project.

  
16/12/2024  
**Asst. Director (ICTC)**  
**MDACS**

  
16/12/2024  
**Dy. Director (Proc.)**  
**MDACS**

  
**Add. Project Director (I/c)**  
**MDACS**

### Specifications & Terms and Conditions

| Sr. No. | Particulars  | Description                                     |
|---------|--|---|
| 1       | Providing Mobile Clinic Van<br>Hiring of vehicle on monthly basis<br>(8 hrs per day) | Without Doctor shift 8 hours upto 80 km per day |

### **Special Terms & Conditions for providing Mobile clinic to Mumbai Districts AIDS Control Society**

1. Counseling and testing area should be separate with partition or curtain system to maintain audio visual privacy.
2. Seating arrangement for 2 persons at a time in both the areas i.e. counseling and testing area.
3. In testing area, fixed platform suitable for blood collection and testing.
4. In testing area, Portable or fixed wash basin.
5. Supply of Electric plug suitable for Lab Equipment (Centrifuge, portable refrigerator) at minimum 3 points (one at counseling area and two at testing area)
6. Ventilation system should be there with the van.
7. In counseling and testing source of lights should be available (LED lights).
8. Provision for Fire extinguisher system.
9. The vehicle should have AC facility and proper seat covers.
10. The drivers and cleaner provided on the Vehicles shall be neat & well mannered. They should have knowledge of Roads in Mumbai limits and should have valid driving license.
11. The vehicle should be in good condition with all clearance from RTO passing, legal formalities, labour authorities and insurance covered.
12. In case of any break down, the contractor shall replace the vehicle without any delay within one hour. Otherwise no payment will be made for the said day & the penalty of Rs.750/- will be imposed. Another vehicle will be hired at the risk & cost of the contractor and the amount will be deducted from the contractor's bill.
13. The telephone No. & Names of responsible person shall be clearly stated in the quotation. The quotationers shall have proper communication system at their offices & residences of the consult personnel's. As per the proforma of the log sheet provided by MDACS, a log sheet in triplicate shall be maintained along with the vehicle. The signature of the responsible person at the start and end of journey shall be obtained by the driver without which the validity of the time will not be considered.
14. The staff deputed on the vehicle shall follow the instructions of user officers of MDACS.
15. The Quotationers should have his own office in Mumbai or Navi Mumbai limits.
16. The rate quoted shall include all operational & maintenance charges of the vehicle supplied like petrol/diesel, drivers pay, their wages. **Toll charges will be paid by MDACS office as per actual.**

17. The vehicles should be in good condition having valid Road worthiness Certificate obtained from R.T.O. with 'T' Permit etc. If any complaint is received from the user, MDACS is at liberty to terminate the contract & hire the vehicles from other contractors. In such cases the first contractor will not have any claim against the society.
18. MDACS will indent the vehicle as per the requirement from the successful quotationers. The contractor shall be able to show the vehicles to the Officers of the MDACS whenever asked for, at the time of finalization of the quotation.
19. The quotationers should be in a position to supply the vehicles as per requirement of the MDACS.
20. The successful quotationers will have to produce for inspection the R.C. Book & the other relevant documents of all the vehicles which they intend to supply on any particular day.
21. The bills shall be submitted directly to the offices specified by this department and a copy of the log sheet shall accompany with the bill. The bills will be paid within 30 days on receipt of the same by the office concerned.
22. In case of accident MDACS shall not have any liability whatsoever and all claims shall have to be settled by successful quotationers.
23. In case of any dispute, the decision of Project Director MDACS shall be taken as final.
24. All quotationers must disclose the names of their partners if any in the particular contract. Any quotationers failing to do so will render himself disqualified.
25. In the event of dispute between MDACS & the contractor, the dispute would be subject to the jurisdiction of the courts in Mumbai.
26. Contractor shall not assign this contract or sub Contract of any portion of it, without the client's prior written consent.
27. Contract can be terminated any time during the contract period if irregular supply of vehicles and unsatisfactory performance including violation of condition is noticed.

  
16/12/24.

**Mr. Vyankatesh Bachate**  
**Asst. Director (ICTC)**  
**MDACS**

**FORMAT OF QUOTATION**

| <b>Sr. No.</b> | <b>Description</b>   | <b>Quantity</b> | <b>Rate per vehicle per day</b> | <b>Total Amount for month (In Rs.)</b> | <b>Total Amount for 3 months (In Rs.)</b> |
|----------------|--|-----------------|---------------------------------|--|---|
| 1.             | Providing Mobile Clinic Van<br>Hiring of vehicle on monthly basis (8 hrs per day)<br>(approx 20 days in a month) | 2               |                                 |  |   |
|                | <b>GST % (mention %)<br/>(Along with HSN Code)</b>   |                 |                                 |  |   |
|                | <b>Total Amount ...</b>  |                 |                                 |  |   |

We agree to render the services in accordance with the specifications as attached for a contract price mentioned in the format of quotation within the period specified in the invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature of Supplier**

**Bank Details for online EMD & SD Payment**  
**MUMBAI DISTRICTS AIDS CONTROL SOCIETY**  
**Ackworth Complex, R.A. Kidwai Marg,**  
**Wadala (W),Mumbai 400031**

|                     |   |   |
|---------------------|---|---|
| Name of the A/c .   | : | MUMBAI DISTRICTS AIDS CONTROL SOCIETY DBS |
| Name of the Bank    | : | BANK OF BARODA                            |
| Name of the Branch  | : | WADALA                                    |
| RTGS Code no.       | : | BARBOWADALA (5th Character is Zero)       |
| NEFT Code no.       | : | BARBOWADALA (5th Character is Zero)       |
| Saving Bank A/C No. | : | 04210100016262                            |

**Note:**

Kindly submit the details of Transaction ID to [mdacs.procurement@gmail.com](mailto:mdacs.procurement@gmail.com) & [mdacsfinance@gmail.com](mailto:mdacsfinance@gmail.com) after online transfer of EMD/SD amount for further action.

**INFORMATION TO BE FILLED IN BY THE QUOTATIONER / TENDERER**

| <b>Sr. No.</b> | <b>Particulars</b>  | <b>To be filled by Quotationer / Tenderer</b> |
|----------------|---|---|
| 1              | Quotation / Tender No and Date  |   |
| 2              | EMD Amount, Receipt no. and date  |   |
| 3              | Quotationer / Tenderer Firm Name  |   |
| 4              | Quotationer / Tenderer Address  |   |
| 5              | Name of Contact Person and Contact No.  |   |
| 6              | E-mail ID   |   |
| 6              | If is proprietary concern if so name of the owner   |   |
| 7              | If it partnership concern<br>Name of Each partner   |   |
| 8              | Partnership deed and copy of registration certificate   |   |
| 9              | If it is company if so the documentary proof to show that the company is registered<br>Name of the Director |   |
| 10             | Details of the bank   |   |
|                | 1) Name of the bank   |   |
|                | 2) Name of the Branch   |   |
|                | 3) Address of the branch  |   |
|                | 4) Type of bank Account   |   |
|                | 5) Bank account No.   |   |
|                | 6) IFC Code   |   |
|                | 7) MICR Code  |   |
| 11             | Registration under GST Act  | <b>Yes / No</b>                               |
| 12             | GST Registration No.  |   |
| 13             | GST Registration Certificate  |   |
| 14             | The Certificate of PAN documents and Photograph   | <b>Self-attested</b>                          |

**Signature of authorized person of concern Company / Quotationer / Tenderer**