

# **BRIHANMUMBAI MUNICIPAL CORPORATION**

Assessment and Collection Department

## **E-TENDER NOTICE**

**Bid No. - 2025\_MCGM\_1171625\_1**

Name of Work : Supply of White Window Printed Envelops (24.0 c.m.× 32.0 c.m) for the use of Assessment & Collection department of Municipal Corporation.

Brihanmumbai Municipal Corporation (BMC) invites e-tender on Item Rate basis to appoint Contractor for the aforementioned work from reputed, multidisciplinary organizations i.e. eminent firms, Proprietary/Partnership Firms/ Private Limited Companies/ Public Limited Companies/Companies registered under the Indian companies' act 2013 who are registered with the Brihanmumbai Municipal Corporation (BMC) as contractor in appropriate Class as per old registration and Class as per new registration and from the contractors/firms equivalent and superior classes registered in Central or State Government/Semi Govt. Organization/Central or State Public Sector Undertakings.

All interested vendors, whether already registered or who are not registered with BMC in BMC, are mandated to get registered with BMC. The details of the same are available on portal.mcgm.gov.in under 'for Business'. For registration, enrolment for digital signature certificates and user manual, please refer to respective links provided in <https://portal.mcgm.gov.in/>. Otherwise their Bid Security i.e. E.M.D (Earnest Money Deposit) will be forfeited/recovered and an amount equal to Registration Fee of respective class will be recovered as penalty. BMC has also opened a Help-desk at the Central Purchase Department's office at Byculla west to help the vendors in this regard.

Bidding Process will comprise of THREE stages.

The application form can be downloaded from e-procurement system of Government of Maharashtra (Mahatenders) (<http://mahatenders.gov.in>). The applicants not registered with BMC are mandated to get registered (Vendor Registration) with BMC for e-tendering process & obtain login credentials to participate in the online bidding process.

To download the application form, for those applicants not having vendor registration, need to apply first for vendor registration at the office of Account Officer (FAR), 3rd floor, Municipal Headquarter.

For e-Tendering registration, enrollment for digital signature certificates and user manual, please refer to respective links provided in 'Tenders' tab. Vendors can get digital signature from any one of the Certifying Authorities (CA's) licensed by

controller of certifying authorities namely, Safes crypt, IDRBT, National informatics center, TCS, USTOMS, MTNL, GNFC and e- Mudhra, CA.

| Sr. No. | Description  | EMD (Rs.) | Tender Fee (Rs.)               | Start Date & Time for Downloading of Bids | Due Date & Time for online Bid Submission |
|---------|--|-----------|--------------------------------|---|---|
| 1       | Supply of White Window Printed Envelops (24.0 c.m. x 32.0 c.m) for the use of Assessment & Collection department of Municipal Corporation. | 36,000/-  | 3300/- + (18% GST) = Rs.3894/- | 18.04.2025 at 16.00 Hrs.                  | 05.05.2025 upto 16.00 Hrs.                |

In terms of the 3 stage system of e-tendering, a Bidder shall pay, an Earnest Money Deposit of Rs.36,000.00 (Rupees Thirty Six Thousand only) through payment gateways of GoM on [www.mahatenders.gov.in](http://www.mahatenders.gov.in) along with its Bid. The Bidder shall upload the scanned copy of online paid EMD alongwith the Bid Submission in Packet A. Any Bid not accompanied by an acceptable Bid Security/EMD shall be rejected by the Employer as a Non-Responsive. The “EMD”, is refundable in accordance to the relevant clause of bid document. The e-tender is available on State Govt. official portal (<http://www.mahatenders.gov.in>) as mentioned in the Header Data of the tender.

As per Three Packet systems, the document for Packet A, B & C is to be uploaded by the bidder in vendors’ document online in Packet A, B & for Packet C, bidder fill in data in item data tab in service online item via details and quotes his figure variation. Packet A, B & C shall be opened on dates as mentioned in header data. All the responsive and eligible bidders if they so wish can be present at the time of opening of bids, in the office of Assessor and Collector. The Packet C shall be opened if bids submission in Packet A, B satisfies/includes all the requirements and same are found acceptable to the Authority.

The Municipal Commissioner reserves the right to reject all or any of the e-tender(s) without assigning any reasons at any stage.

The dates and time for submission and opening the bids are as shown in the Header Data. If there are any changes in the dates the same will be displayed on e-procurement system of Government of Maharashtra (Mahatenders) (<http://mahatenders.gov.in>)

The Applicants interested for the above referred works may contact the Dy. Assessor and Collector (Computer) at the following address on any working day during office hours.

Office of:  
Dy. Assessor & Collector (Computer)  
3<sup>rd</sup> Floor, Municipal Printing Press Building,  
N. M. Joshi Marg, Byculla (W)  
Mumbai – 400 011.  
Tel.No.022-23005754

Email : [ao02compho.ac@mcbgm.gov.in](mailto:ao02compho.ac@mcbgm.gov.in)

BMC reserves the rights to accept any of the application or reject any or all the application received for above works, without assigning any reasons thereof. The information regarding above subject matter is available on e-procurement system of Government of Maharashtra (Mahatenders) (<http://mahatenders.gov.in>).

Bidders are also advised to refer “Bidders Manual Kit” available at <https://mahatenders.gov.in/nicgep/app?page=BiddersManualKit&service=page> for further details about the e-tendering process.

For any help, in the e-Tendering process, can be availed by dialing help-desk number 022- 22046934/22837339 from 11.30 AM to 5.00 PM on all working days .  
Email: [support-eproc@nic.in](mailto:support-eproc@nic.in)

**SPECIAL NOTE : TENDERERS ARE REQUESTED TO GO THROUGH THE e- TENDER GUIDELINES ON NIC PORTAL (<https://mahatenders.gov.in>). 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.**

Sd/-

**Dy. Assessor & Collector (Computer)**

## HEADER DATA

|   |   |
|---|---|
| Tender Document No.   | 2025_MCGM_1171625_1   |
| Name of Organization  | BrihanMumbai Municipal Corporation  |
| Subject work  | Supply of White Window Printed Envelops (24.0 c.m.× 32.0 c.m) for the use of Assessment & Collection department of Municipal Corporation.   |
| Tender Fee Charges  | Rs.3300 + 18% GST = Rs. 3894/-  |
| Estimated Cost  | Rs. 18,00,000/-   |
| Bid EMD   | Rs. 36,000/-<br>To be paid online through payment gateways of GoM on <a href="http://www.mahatenders.gov.in">http://www.mahatenders.gov.in</a> .<br>The Bidder shall upload the scanned copy of online paid EMD along with the Bid Submission in Packet A.        |
| Date of issue and sale of tender                                      | 18.04.2025 From 16:00Hrs  |
| Last date & time for sale of tender & Receipt of Bid Security Deposit | 05.05.2025 upto 16:00 Hrs   |
| Submission of Packet A, B & Packet C (Online)                         | 05.05.2025 upto 16:00 Hrs   |
| Opening of Packet A   | 07.05.2025 upto 16:00 Hrs   |
| Opening of Packet B   | 07.05.2025 upto 16:05 Hrs   |
| Address for communication   | Office of :<br>Dy. Assessor & Collector (Computer)<br>3rd Floor, Municipal Printing Press Bldg,<br>N. M. Joshi Marg, Byculla (W),<br>Mumbai – 400 011.<br>Tel.No.022-23005754<br>Email : <a href="mailto:ao02compho.ac@mcgm.gov.in">ao02compho.ac@mcgm.gov.in</a> |
| Venue for opening of bid  | Online in Dy. Assessor & Collector (Computer)'s Office.   |

**This tender document is not transferable.**

The BMC reserves the rights to accept any of the application or reject any or all the application received for above subject without assigning any reason at any stage.

**Sd/-**  
**Dy. Assessor & Collector (Computer)**