

## **DRAFT QUOTATION NOTICE**

Office of The:-  
Assistant Engineer(SWM)  
M/West Ward Office Bldg.,  
Room No. 12, Ground Flr.  
Sharad Bhau Acharya Marg,  
Chembur, Mumbai – 71.

Ref : Quotation No. AE/ SWM /M-W/ 12961 / dated / 27/ 11 /2025

Due on 01 / 12 /2025

To,

M/s. \_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

Wax sealed quotations are invited for to provide 02 data entry operator for work of transfer of project from mahul PAP to kurla premium compound in M/West ward to Designated officer, M/West Ward Office Building Chembur, as per terms and conditions as below.

1. The quotations shall be enclosed in sealed envelope addressed to Asstt.Engineer (SWM) M/West Ward may be dropped into the quotation box M/West Ward Office Bldg., GR Floor, Chembur, Mumbai-71.
2. Quotations shall be given from **27.11.2025** to **01.12.2025** up to 1.00 p.m. and same will be opened at **3.00 p.m.** on **01.12.2025** in presence of Account Officer, M/West Ward.
3. Quotation sent by post will not be considered, the undersigned reserve right to accept or reject any quotations without assigning any reason.
4. No advance payment will be given.
5. The rates quoted shall be firm and shall be inclusive GST and Transport etc. No variation will be allowed subsequently or any account and the same should be eligible and written in words as well as in figure.
6. Income Tax and Surcharge will be deducted at source.
7. Payment will be made within 30 (Thirty) days from the receipt of the bill subject to satisfactory of work.
8. Delivery of material and work shall be included with free delivery at above subject site.
9. The quotationer should be current licensed holder /Vendor from the competent authority to carry out the said works /facilities. For further guidance/clarification in this case, quotationer may visit the site and contact to A.E. (SWM) M/West Ward before submitting quotations.
10. The quotationer should have experience or carried out the same nature of work in the past or should have associated with firm who have experience or carried out the same nature of work in the past.
11. BMC will not responsible for any damage/stolen of contractor's materials.
12. Any damage to the garden due to contractual work will be recovered from contractor.

13. Quotationer has to submit attested Xerox copy of the PAN card and photographs.
14. G.S.T. will be applicable as per prescribed BMC guidelines.
15. The EMD /contract deposit /Security Deposit shall to be deposited before opening the tenders.
16. The quotationer is requested to quote rates on their head of their company duly filed in and signed by the proprietors/partners apply their rubber stamp for following items.
17. Conditions of GCC shall be applicable to quotationer.

Sd/-

**A.E. (SWM) M-W WARD**

# **BRIHANMUMBAI MUNICIPAL CORPORATION**

(SWM DEPT. M-WEST WARD)

Assistant Engineer(SWM) M/West Ward Office Bldg., Room No. 12, Ground Flr. Sharad Bhau  
Acharya Marg,Chembur, Mumbai – 71.

**Sub: - To provide 02 data entry operator for work of transfer of project from mahul PAP  
to kurla premium compound in M/West ward**

## **A. Technical Specifications**

1. Data Entry operator specification quotationer shall provide 02 nos of data entry operators to M/W Ward for 120 days
2. Qualification of Data Entry operator shall be of graduate(min)
3. Documents of Data Entry operator shall be submitted after issue of LOA
4. Contract period is of 120 days

# MUNICIPAL CORPORATION OF GREATER MUMBAI

(SWM DEPT. M-WEST WARD)

Assistant Engineer(SWM) M/West Ward Office Bldg., Room No. 12, Ground Flr. Sharad Bhau Acharya  
Marg,Chembur, Mumbai – 71.

**Sub: -** To provide 02 data entry operator for work of transfer of project from mahul PAP  
to kurla premium compound in M/West ward

## SCHEDULE OF QUANTITY AND RATES

r.	Description of the work	Rate/ KG	Qty	unit
1	To provide 02 data entry operator for work of transfer of project from mahul PAP to kurla premium compound in M/West ward		1	Job
Sub Total				
Total Cost With All Taxes			GST	
Total				

Quotationer's address,

Office stamp and telephone No. if any.

**Quotationer signature and**

**Office stamp Trading under the name& style of**

## **ANNEXURE - A**

**To,**

**The Municipal Commissioner**

**Municipal Corporation of Greater Mumbai**

**Mahapalika Marg,**

**MUMBAI - 400 001.**

Sub:- \_\_To provide 02 data entry operator for work of transfer of project from mahul PAP to  
kurla premium compound in M/West ward

**Due on:-**

**Sir,**

I/We have read all the terms and conditions as stipulated in the above Quotation

Notice and accept the same.

Yours faithfully,

**QUOTATIONER'S SIGNATURE &**

**OFFICE STAMP**

**QUOTATIONER'S FULL ADDRESS**

**& TELEPHONE NO. :**

## ANNEXURE - C

To,  
The Municipal Commissioner  
For the Municipal Corporation of Greater Mumbai  
Sir,

M.C.G.M. Bid Invitation No. \_\_\_\_\_

“I/We \_\_\_\_\_

(full name in capital letters, starting with surname), the Proprietor/ Managing Partner/Managing Director/ Holder of the Business/ Manufacturer/ Authorised Dealer, for the establishment/ firm/ registered company, named herein below, do hereby state and declare that I/We \_\_\_\_\_ whose names are given herein below in details with the addresses have not filled in this tender under any other name or under the name of any other establishment/ firm or otherwise, nor are we in any way related or concerned with any establishment/ firm or any other person who have filled in the tender for the aforesaid work.”

“I/We do hereby further undertake that, we have offered the best prices for the subject supply work as per the present market rates. **Further, we do hereby undertake and commit that we have not offered/supplied the subject product/similar product/ systems or sub systems in the past one year in the Maharashtra State for quantity variation upto – 50% or + 10% at a price lower than that offered in the present bid to any other outside agencies including Govt./Semi Govt. Agencies and within M.C.G.M.** also. Further, we have filled in the accompanying tender with full knowledge of the above liabilities and therefore we will not raise any objection or dispute in any manner relating to any action including forfeiture of deposit and blacklisting, for giving any information which is found to be incorrect and against the instruction and direction given in this behalf in this tender.

“I/We further agree and undertake that in the event, if it is revealed subsequently after the allotment of work/contract to me/us that any information given by me/us in this tender is false or incorrect. I/We shall compensate the Municipal Corporation of Greater Mumbai for any such losses or inconveniences caused to the Corporation, in any manner and will not raise any claim for such compensation on any grounds whatsoever. I/We agree and undertake that I/We shall not claim in such case any amount, by way of damages or compensation for cancellation of the contract given to me/us or any work assigned to me/us or is withdrawn by the Corporation.

“However, in case of price difference, if it is a result of differential tax structures, different Dollar value of Rupee, considering this aspect, before invoking the penalty, blacklisting etc. I/We will be given a reasonable opportunity of being heard by representing our case as to why such price variation / differential has arisen.

“In case, if the explanation submitted by me/us is unsatisfactory then action as stated above including forfeiture of deposit & blacklisting may be taken against me/us.

**TENDERER’S FULL SIGNATURE  
WITH FULL NAME & RUBBER STAMP**

**(Note:- This affidavit should be given on Rs.200/- stamp paper duly notarized by Notary with red seal and registration number)**

## **ANNEXURE - D**

**To,**  
**The Municipal Commissioner,**  
**Municipal Corporation of Greater Mumbai**  
**Mumbai.**

### **UNDERTAKING CUM INDEMNITY**

I, \_\_\_\_\_ . having its office  
at \_\_\_\_\_ Mumbai –

, do hereby state and give undertaking as under :

And whereas MCGM had published the quotation notice for the above mentioned work and whereas we want to participate in the said quotation procedure. We hereby given an undertaking-cum-indemnity bond as hereafter appearing.

I agree, I under any other name or under the name of any other establishment/ firm or otherwise, nor are we in any way related or concerned with any establishment/firm or any other person, who have filled in the tender for the aforesaid work.

I agree and undertake that my firm is not under any penal action such as Demolition, Suspension, Blacklisting, De-registration etc. by any Government, Semi Government and Government Undertaking etc.

I hereby further, undertake to communicate if my/our firm comes under any penal action such as Demolition, Suspension, Blacklisting, De-registration etc. by any Government, Semi Government and Government Undertaking etc.

I hereby further agree and undertake that, at any stage of tendering procedure if the said information is found incorrect, it should be lawful for the MCGM to forthwith debar me/us from the tendering procedure and initiate appropriate penal action.

**Signature of the Quotationer and  
Office stamp Trading under the  
name and style of**

**(Note:- This affidavit should be given on Rs.100/- stamp paper duly notarized by Notary with red seal and registration number)**

## ANNEXURE - E

### **Irrevocable Undertaking**

(on Rs.500/-Stamp Paper)

I Shri/Smt.....aged,.....years Indian  
Inhabitant. Proprietor/Partner/Director of M/s.....  
resident at ..... do hereby give Irrevocable  
undertaking as under;

- 1) I say & undertake that as specified in section 171 of CGST Act, 2017,  
any reduction in rate of tax on supply of goods or services or the benefit  
of input tax credit shall be mandatorily passed on to MCGM by way of  
commensurate reduction in prices.
- 2) I further say and undertake that I understand that in case the same is not  
passed on and is discovered at any later stage, MCGM shall be at liberty  
to initiate legal action against me for its recovery including, but not  
limited to, an appeal to the Screening Committee of the GST Counsel.
- 3) I say that above said irrevocable undertaking is binding upon me/my  
partners/company/other Directors of the company and also upon my /our  
legal heirs, assignee, Executor, administrator etc.
- 4) If I fail to compliance with the provisions of the GST Act, I shall be  
liable for penalty/punishment or both as per the provisions of GST Act.

Whatever has been stated here in above is true & correct to my/our own  
knowledge & belief.

Solemnly affirmed at

DEPONENT

This day of

BEFORE ME

Interpreted Explained and Identified by me.