

Municipal Corporation of Greater Mumbai

No.CA/F/Project/City/120A Dt. 08.05.2017

Subject: Condition of quoting Tax rates & amount in Special Annexure-I prior to imposition of Goods and Services Tax (GST) in tenders that are being floated by M.C.G.M for various works and services.

Reference: Circular No. CA/F/Project/City/33 Dated 04.03.2017

With reference to the subject matter instructions have been given vide the circular under reference no. The same has now been developed and provided by IT department w.e.f. 04.05.2017. In this regard further instructions are as below.

- 1) While creating structure of three packet e-tenders, Bid creator shall create following subfolders in Bidders' folder.
 - 1) PACKET A
 - 2) PACKET B
 - 3) C
- 2) While creating structure of two packet e-tenders, Bid creator shall create following subfolders in Bidders' folder.
 - 1) PACKET A/B
 - 2) C
- 3) Bid creators shall note that it is made mandatory to create folder C. Only one folder with name C shall be created and no text other than C shall be used to create folder C.
- 4) Bidders shall upload 'Special Annexure-I' as directed in the reference circular in PDF format in the folder C only. Bidders shall not upload 'Special Annexure-I' in PACKET A or PACKET B folder. If bidder does not upload 'Special Annexure-I' as given in the reference circular in folder C or uploads 'Special Annexure-I' in PACKET A or PACKET B folder, such bidders shall be treated as Non-Responsive.

- 5) The **folder C** can be visible/opened only after opening of Commercial Packet (Packet C). Commercial Packet (Packet C) shall be opened as per usual practice in the presence of Accounts Officer. **Immediately after opening Commercial Packet (Packet C), folder C of all the bidders shall be opened and hard copy of documents/‘Special Annexure-I’ uploaded by bidders shall be taken and be signed by department’s concerned Officers and Accounts Officer in presence of whom the bid is opened and be kept in sanction file for future reference.**
- 6) Department shall incorporate above instructions in the e-tenders which are already published but are still open, i.e. A packet opening date and time is yet not lapsed, by way of corrigendum. Department shall also incorporate/implement above instructions in/for the e-tenders that are yet to be invited.

The instructions shall come into force with immediate effect.

Sd/- 04.07.2017

(R.K.Avhad)
Chief Accountant (Finance)

Sd/- 04.05.2017

(Hemlata Yekhe)
Chief Accountant (Finance)

All Head of the Departments.

All Assistant Commissioners

All Deans