

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

Office of the Asstt. Commissioner M/East Ward, M/East Ward Office building, Room no. 203, 2<sup>nd</sup> floor, M. T. Kadam marg, Govandi, Mumbai-400043.

**Terms & Conditions**

To,

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Sub :- e-Spot-Quotation to provide cleaning / housekeeping services at Rafi Nagar Cemetery in beat no. 134 in M/East Ward.

Ref :- Hon' D.M.C.(Z-V)'s sanction u/no. MDM/P/1931 Dtd.22.07.2025

Gentlemen,

e-Spot-Quotation returnable on Dtd. 31.07.2025 till 01.00 p.m. to provide cleaning / housekeeping services at Rafi Nagar Cemetery in beat no. 134 in M/East Ward.

The quotation shall be available and addressed to 'The Assistant Commissioner, M/East Ward,' whose office is situated at M/East Ward Office Building, 2<sup>nd</sup> Floor, M. T. Kadam Marg, Govandi, Mumbai – 400 043.

The quotation should be delivered in wax sealed envelope which shall be super scribed "e-Spot-Quotation to provide cleaning / housekeeping services at Rafi Nagar Cemetery in beat no. 134 in M/East Ward."

The quotation shall be put in quotation box placed at Expenditure Section, 3rd Floor on or before 1.00 p.m. on Dtd. 31.07.2025. Quotation received after due date & time will not be accepted, quotations sent by post will not be taken into consideration.

The bidder shall be noted that :

- 1) Contract period :- Total 30 days.
- 2) Qualification criteria of work:- to provide cleaning / housekeeping services at Rafi Nagar Cemetery in beat no. 134 in M/East Ward.
- 3) Estimated amount for work Rs.1,58,600/-
- 4) Work should be carried out as per USOR of MCGM, available on MCGM website along with additional compliances.
- 5) Before submission of the quotation the quotationer must visit the site to get himself acquainted with the nature of the work.
- 6) The rates quoted shall be firm and no variation will be allowed on any account.
- 7) The rate amount should be quoted in words as well as in figures.
- 8) All the rates shall be inclusive of all duties such as customs, excise, GST etc. (if applicable) or otherwise there actual amount should be shown extra.
- 9) Validity of Quotation:- The quotation shall remain firm and valid at least 120 days from the date of its opening.
- 10) Quotationer shall not withdraw his offer within validity period. If he does, EMD /SD paid will be absolutely forfeited to the corporation.
- 11) Terms of payment – As per the Municipal procedure the payment for work done will be made within 45 days from the receipt of the bill subject to correction. The bill will be processed only after completion of work i.e. complying as mentioned at sr. no. 2.
- 12) Penalty-As per the terms and conditions of G.C.C. / MCGM. For failure to execute the work within the stipulated period, a penalty equivalent to half per cent per week or part thereof on the value of the work will be recovered for the contractor's bill without any reference to the

- contractor.
- 13) The Assistant Commissioner does not bind himself to accept the lowest or any quotation.
  - 14) Quotations shall be submitted up to Dtd. 31.07.2025 up to 1.00 p.m. Quotation received after 1.00 p.m. will not be accepted and same will be opened at 3.00 p.m. on Dtd. 31.07.2025 in the presence of Account Officer M/East Ward.
  - 15) Unsealed quotation will not be opened and kept unopened.
  - 16) Quotation sent by post will not be considered, the undersigned reserve right to accept or reject any quotations without assigning any reason.
  - 17) No advance payment will be given. Payment will be made within 30 (Thirty) days from the receipt of the bill subject to satisfactory of work.
  - 18) The quotationer may visit the site and contact to A.E. (Maint.) M/East Ward for any guidance/clarification before submitting quotations.
  - 19) M.C.G.M. will not responsible for any damage/stolen of contractor's materials.
  - 20) Any damage to the municipal property due to contractual work will be recovered from contractor.
  - 21) Quotationer has to submit attested xerox copy of the PAN card and photographs.
  - 22) The Quotationers shall invariably submit this quotations notice form together with the specification schedule of the quantities and rates duly filed in and signed. Any irregularity in this respect may render the quotations liable for rejection.
  - 23) The Municipal Commissioner and the Municipal Corporation of Greater Mumbai do not bind himself to accept the lowest or any quotation and reserve the rights to reject all the quotations. In case of any dispute Municipal Commissioner's decision shall be final and binding on the quotations.
  - 24) Firms with common proprietor/partner or connected with one another either financially or as a principal and agent or as master and servant or with proprietor/partner closely related to each other shall not submitted quotation separately under different names for the same work.
  - 25) The quotation form will be made available after payment of necessary fees Rs.300/- + GST. Further, quotationer shall pay EMD of Rs.3,000/-
  - 26) Additional "Terms and Conditions" shall be collected along with Quotation Form from Expenditure Section, 3rd Floor in M/East Ward office.

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**Ward Executive Engineer (M/East Ward)**

**MUNICIPAL CORPORATION OF GREATER MUMBAI**

Office of the Asstt. Commissioner M/East Ward, M/East Ward Office building, Room no. 203, 2<sup>nd</sup> floor, M. T. Kadam marg, Govandi, Mumbai-400043.

**ESTIMATED QUOTATION COST**

Sub.- Spot-Quotation to provide cleaning / housekeeping services at Rafi Nagar Cemetery in beat no. 134 in M/East Ward.

Sr. No.	Description	Qty.	Unit	MCGM Estimated Cost (Rs.) (GST Inclusive)	Total Amount (Incl. all taxes) Rs.      Ps.
1.	provide cleaning / housekeeping services at Rafi Nagar Cemetery in beat no. 134 in M/East Ward	1	Work	Rs.1,58,600.00	
				Grand Total	

Grand Total in Words (Rupees \_\_\_\_\_ Only)

Quotationer's Signature with Office Stamp

Quotationer's full address and Telephone No.

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**BRIHANMUMBAI MUNICIPAL CORPORATION**

Office of the Asstt. Commissioner M/East Ward, M/East Ward Office building, Room no. 203, 2<sup>nd</sup> floor, M. T. Kadam marg, Govandi, Mumbai-400043.

No. AC/M-E/ 1304 / Gen /A.E.(M-III) Dt. 28 / 07 / 2025

**e-Spot-Quotation NOTICE**

**Sub:- e-Spot-Quotation to provide cleaning / housekeeping services at Rafi Nagar Cemetery in beat no. 134 in M/East Ward.**

**Ref:- Hon' D.M.C.(Z-V)'s sanction u/no. MDM/P/1931 Dtd.22.07.2025**

The office of Assistant Commissioner (M/East Ward) situated a Room No.201, 2<sup>nd</sup> floor, M. T. Kadam Marg, Durgadevi Chowk, Govandi, Mumbai – 400 043 invites sealed e-spot quotations for the work of 'to provide cleaning / housekeeping services at Rafi Nagar Cemetery in beat no. 134 in M/East Ward' from the registered/authorized and eligible contractors as per terms and conditions mentioned in the quotation form.

The blank Quotation forms will be available with Head Clerk (Exp.) M/East Ward, at Room no.301, M/East Ward Office Building, 3<sup>rd</sup> Floor, M. T. Kadam Marg, Govandi, Mumbai – 43 on any working day from Dt. 29.07.2025 to Dt. 31.07.2025 between 11.00 a.m. to 01.00 p.m. on payment of Rs.300/- + 18% GST. The sealed quotations should reach to the office of Assistant Commissioner (M/East Ward) on due Date i.e. Dt. 31.07.2025 up to 01.00p.m. Sealed quotaions will be opened on Dt. 31.07.2025 at 03.00 p.m.

The Quotationer should pay E.M.D. of Rs.3000/- by Demand Draft (DD) or in cash by obtaining challan from H.C.(Exp.)M/E and shall submit the photocopy of DD / Payment Receipt alongwith sealed tender to H.C.(Exp.)M/E. Demand Draft should be drawn in favor of 'Brihanmumbai Municipal Corporation' payable at Mumbai. Quotation Drop Box will be kept in the office of Head Clerk (Exp) M/E Ward where, all tender documents shall be dropped in the box.

Please note that NO quotation Documents will be sent or accepted by post / courier service.

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**Ward Executive Engineer (M/East Ward)**

MUNICIPAL CORPORATION OF GREATER MUMBAI

Office of the Asstt. Commissioner M/East Ward, M/East Ward Office building, Room no. 203, 2<sup>nd</sup> floor, M. T. Kadam marg, Govandi, Mumbai-400043.

ACCEPTANCE OF TERMS & CONDITIONS OF e-QUOTATION

To,  
The Hon' Municipal Commissioner,  
BMC, Mahapalika Marg, Mumbai-01,

Sub. :- e-Spot-Quotation to provide cleaning / housekeeping services at Rafi Nagar Cemetery in  
beat no. 134 in M/East Ward.

Hon' Sir,

I / We have read all the terms and conditions as stipulated in the above subject  
quotation notice & form and accept the same.

Full name and office and residential address of the proprietor / partner is follows,

No.	Full Name	Office Address	Residential Address	Quotationers Sign and seal

Yours' faithfully,

Quotationers sign and office stamp