

BRIHANMUMBAI MUNICIPAL CORPORATION

CENTRAL PURCHASE DEPARTMENT

Subject: Minutes of Pre-bid meeting held on 09.09.2025 for the e-tendering
procurement for supply of office Stationary to various department of BMC.

Tender ID No.: 2025_MCGM_1205918_1

As the DMC CPD was occupied in another work so that Pre-bid meeting was arranged on 09.09.2025 at 03:00 p.m. in the Chamber of Dy. Chief Engineer (M&E) C.P.D. at C.P.D. Office to discuss issues raised by the tenderers and to clarify the same for supply of office Stationary to various department of BMC., through e-tender. Following officers of BMC were present.

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| 1. Shri. Ajay Patil | Dy.Ch. Engineer (M&E) C.P.D. |
| 2. Swapna Ghule | Dy. MMP, Municipal Printing Press |
| 3. Archana Gangurde | Superintendent Municipal Printing Press |
| 4. Smt. Sonal Nehete | AE- 02 CPD i/c |
| 5. Shri. Prakash Satkar | Account Officer (CPD) |

Following tenderers representatives were present in the meeting-

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| 1. Satish Mehta | : | M/s. Yash Enterprises |
| 2. Prachi Kamble | : | Kendriy Bhandar |
| 3. Vikas Dhandaria | : | M/s. Shivam Book Mfg.co. |
| 4. Nimesh B. Patel | : | M/s.Vasant Traders |
| 5. Vijay Choudhary | : | M/s. Janka Ventores |
| 6. Kinjal Doshi | : | M/s. Amee Enterprises |

The tenderer stated that they have no issue in tender document regarding technical specifications.

The queries/suggestions were received from the tenderers and decisions taken are as follows:

Sr. No.	Tender Section/ Clause	Tender Condition	Queries/Suggestions of Tenderer	Clarification	Decision taken
M/s Vasant Traders					
1	Section 6 : General Instructions and conditions to the Tenderes- Sr.no. 25(C) &29	1.Submission of tender sample - Lowest Tenderer must submit duly labeled & sealed sample of materials mentioned in tender. 2.Commercial Bid (pkt C) - The Evaluation and thereafter the allotment of the Bidder will be done Item wise on the basis of lowest item wise rate received (inclusive of all taxes and duties).	1. Should samples be submitted for all items or only those where bidder is L-1? Will evaluation be item-wise or overall L-1? 2. Request reference samples for clarity, suggest submitting all samples before tender submission.	1.Lowest Tenderer must submit the duly labeled & sealed sample of materials mentioned in tender in which bidder offer rate is L1 2. It is decided to keep the tender condition same	Tender condition prevails

2	Section 6 : General Instructions and conditions to the Tenderes- Sr.no.16	Affixing of digital signature anywhere while submitting the bid shall be deemed to be signed by bidder and mean acceptance of the terms, conditions and instructions contained in this tender document as well as confirmation of the bid/bids offered by the vendor which shall include acceptance of special directions/terms and conditions if any, incorporated.	Will digital signatures be accepted, or is manual signing on all pages necessary ?	Tender condition is self explanatory.	Tender condition prevails
3	Section 6 : General Instructions and conditions to the Tenderes - Sr.no.26	Taxes and Duties	Due to GST reforms, manufacturers are unsure to slabs. Kindly allow flexibility in GST rates.	GST rate related formal notification from GST Council is yet to come. So there is no clarity in GST rate. The Evaluation and thereafter the allotment of the Bidder will be done Item wise on the basis of lowest basic item wise rate received (EXclusive of all taxes and duties).	The Changes will be reflected in Corrigendum
4	Section 6 : General Instructions and conditions to the Tenderes Sr.no.27	Pre-bid meeting	Suggest making Pre- Bid Meeting compulsory to ensure clarity and avoid supply mismatches	It is decided to keep the tender condition same	Tender condition prevails

5	Section 7 : General Conditions of Contract – Sr.No. 12	The Tenderer should give free delivery to user Dept. at different location in Mumbai as and when required within 30 days from the date of receipt of purchase order by e-mail/courier/hand delivery or by any electronic communication system.	Recommend extending delivery period to 40-45 days due to multidepartment coordination and low-value orders.	It is decided to keep the tender condition same	Tender condition prevails
6	9.Description and Technical specifications of material and Details of the item data (Rates to be filled by the tenderer in commercial offer)	Description of the items	Request inclusion of JB9 brand as equivalent to Mongoose and Music - 555, see item mapping below. Neon flag 1"x3", Neon flag 3"x3", Neon flag 1"x4", Highlighter and white corrective pen	It is decided to keep the tender condition same	Tender condition prevails

M/s Shivam Book MFG Co

1	9.Description and Technical specifications of material and Details of the item data (Rates to be filled by the tenderer in commercial offer)	Description of the items	The brands mentioned are not equivalent. For example kangaroo stapler and mangoose staplers are two wide range products with kangaroo superior in quality and mangoose of low quality and hence there is price gap accordingly. The user departments however do not prefer Mongoose brand as there are lot of issues with its quality....Similarly many other items have multiple brands mentioned but they are very different in quality standard. We suggest that brands mentioned should be equivalent in quality else	It is decided to keep the tender condition same	Tender condition prevails
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			lower quality brand will always come L1		
2	Section 6 : General Instructions and conditions to the Tenderes- Sr.no.29	Lowest Tenderer must submit duly labeled & sealed sample of materials mentioned in tender.	Sample submission. We would request you to make sample submission prior to the tender opening mandatory as done by other departments of BMC. Check the tender samples and then only open the tender packets after checking the samples.	It is decided to keep the tender condition same	Tender condition prevails
3	9. <u>Testing Parameter</u> s For Item No.44 & 45 (Stationery)		Removal from lab testing for items like Dustbin and Plastic tray as the quantity requirements as less as compared to earlier years and it takes long time to test. This test can be done in house itself as done for other stationery items	It is decided to keep the tender condition same	Tender condition prevails
	Section 6 : General Instructions and conditions to the Tenderes-25(C)	The Evaluation and thereafter the allotment of the Bidder will be done Item wise on the basis of lowest item wise rate received (inclusive of all taxes and duties).	Comparison of rates should be done on basic price of tenderes	GST rate related formal notification from GST Council is yet to come. So there is no clarity in GST rate. The Evaluation and thereafter the allotment of the Bidder will be done Item wise on the basis of lowest basic item wise rate received (EXclusive of all taxes and duties).	The Changes will be reflected in Corrigendum

Thus meeting concluded.

Sd/- **Sd/-** **Sd/-**
Superintendant Municipal Printing Press **Account Officer (CPD)** **Assistant Engineer-2(C.P.D.) i/c**

Sd/- **Sd/-**
Dy. MMP, Municipal Printing Press **Dy.Chief Engineer (M&E)C.P.D.**