

BRIHANMUMBAI MUNICIPAL CORPORATION**Chief Engineer (Sewerage Operations)**

Bid No. 2025_MCGM_1168494_1

E-QUOTATION NOTICE

Subject: Repairs to Photocopier Canon make machine IR Adv 4725 of Ch.E.(SO) department.

1. The Brihanmumbai Municipal Corporation (B.M.C.) invites e-quotation on **ITEM RATE BASIS** to appoint Contractor for the aforementioned work.
2. **Quotationer shall be authorized sales & service partner and shall have previous experience in “Supply/Installation/Repairs of Canon make photocopier machines”.** The tenderer(s) in their own name should have satisfactorily completed the work of “Supply/Installation/Repairs of Canon make photocopier machines” in B.M.C./Semi Govt. /Govt. and Public Sector Organizations during last seven (7) years ending last day of month previous to the one in which quotations are invited as a prime Contractor.
3. Bidding Process will comprise of TWO stages.
4. The quotationer has to pay **Tender Fee of Rs. 363+ 18 % GST** as per Circular No. CA/FRG/17 dt.17.03.2025 on Mahatender portal.
5. 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 and obtain login credentials to participate in the online bidding process.
 - a. To download the application form, for those applicants not having vendor registration, need to apply first for vendor registration at the office of Central Purchase Department (CPD), Office at Byculla, BakariAdda, Mumbai.
 - b. The forms of Quotation documents are available on the e-Tendering website <https://mahatenders.gov.in>. The aspiring Applicants will have to download Quotation form, from the website mentioned above. The bidder has to fill in online format and upload information regarding Quotation Online. Also, he has to download the Quotation application form from website, fill it and upload the scanned copy of duly filled form, along with required documents.
 - c. For purchasing the Quotation documents, the bidders will have to get registered with e-tender portal (<https://mahatenders.gov.in>) for the e- Quotation process and obtain login credentials to participate in the online Quotation process. The details of the same are available on <https://mahatenders.gov.in>. For registration,

enrolment for digital signature certificates and user manual, please refer to respective links provided in e-tendering tab on <https://mahatenders.gov.in>.

Name of Work	Contract Period	Estimated Cost of Project
Repairs to Photocopier Canon make machine IR Adv 4725 of Ch.E.(SO) department.	30 Days	Item Rate Tender

6. In terms of the 2-stage system of e- Quotation, a Bidder will be required to deposit, along with its Bid, an Earnest Money Deposit of **Rs. 550/-** (Rupees Five Hundred Fifty only) (the "EMD"), refundable in accordance to the relevant clause of bid document, from the Bid Due Date, except in the case of the selected Bidder whose Bid Security / EMD shall be retained. The Bidders will have to provide Earnest Money Deposit through the payment gateways while submitting the bids. The Bid shall be summarily rejected if it is not accompanied by the Earnest Money Deposit. The e- Quotation is available on B.M.C. portal (<http://portal.mcg.gov.in>) as well as on NIC Portal <https://mahatenders.gov.in> as mentioned in the Header Data of the tender.
7. As per Two Packet systems, the document for Packet 'A' is to be uploaded by the bidder in vendors' document online in Packet A. Packet 'B' will be price packet. Packet 'A' and Packet 'B' 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 **E.E.(Procurement)SO**. The Packet 'B' shall be opened if bids submission in Packet 'A' satisfies/includes all the requirements and same are found acceptable to the Authority.
8. The Municipal Commissioner reserves the right to reject all or any of the e-Quotation(s) without assigning any reasons at any stage.
9. 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 the B.M.C. Portal. (<http://portal.mcg.gov.in>) as well as on NIC Portal <https://mahatenders.gov.in>.
10. The Applicants interested for the above referred works may contact the **E.E. (Procurement)SO** at the following address on any working day during office hours.

Office of: Ex.Engineer (Proc.)Sewerage Operation
2nd floor, Ch.E.(S.O.), Engineering Hub Building,
Dr. E.Moses road, Worli, Mumbai-400018.

11. The applicants may wish to visit the site under reference, located at Mumbai and can collect the information of the present status from the department who have invited the bids.
12. The B.M.C. 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 Website of B.M.C. (<http://portal.mcgm.gov.in/tenders>) as well as on NIC Portal <https://mahatenders.gov.in>.
13. Note: As per Circular Dir./IT/F-59 Dtd. 10.05.2023 Use of e-Procurement System of Gov. of Maharashtra (Mahatender) for all tenders and quotations in BMC instead of SAP SRM is made mandatory. Contractor has to enroll and obtain credentials for the same.

Sd/-

**Deputy Chief Engineer
(Sewerage Operation) Transport**

HEADER DATA

e-Quotation Number	2025 MCGM 1168494 1
Name of Organization	Brihanmumbai Municipal Corporation
Subject	Repairs to Photocopier Canon make machine IR Adv 4725 of Ch.E.(SO) department.
Cost of Tender Fee	Rs. 363/- +18% GST = Rs.429/-
Cost of E- Quotation (Estimated Cost)	Item Rate Tender
E.M.D.	Rs. 550/-
Date of issue and sale of Quotation	09/04/2025 from 11.00 Hrs
Last date and Time for sale of Quotation and Receipt of Bid Security Deposit	15/04/2025 upto 16.00 Hrs
Submission of Packet A, and Packet B (Online)	15/04/2025 upto 16 .00 Hrs
Opening of Packet A	16/04/2025 after 16:00 Hrs
Address for Communication	Office of Deputy Chief Engineer (Sewerage Operation) Transport, BMC, 2 nd floor, Engineering Hub Building, Dr. E. Moses Rd, Worli, Mumbai – 400018. Smt. Smeeta R. Zore Mobile no. 9987173007 Email id – seproc01.so@mcgm.gov.in
Venue of Opening of bid	On line in Deputy Chief Engineer (Sewerage Operation)Transport office.

This quotation document is not transferable.

The B.M.C. reserves the rights to accept any of the application or reject any or all the application received for above subject without assigning any reason thereof. . If there are any changes in the dates the same will be displayed on the MCGM portal (<http://portal.mcgm.gov.in/tenders>) and on the e-procurement system of Government of Maharashtra ([Mahatenders](#))

**Sd/-
Deputy Chief Engineer
(Sewerage Operation) Transport**