

BRIHANMUMBAI MUNICIPAL CORPORATION

Assessment and Collection Department

Notice Inviting Tender (NIT)

Bid No. - 2026_MCGM_1295014_1

Subject: Appointment of an organization to provide 54 Data Entry Operator for a period of 2 months in 24 department offices & 3 zonal offices as per 02 each for making Data Entry through the available records in the department office in accordance with the reconstruction of the records that have not been overwritten in the assessment account and available collection account from 01.04.2010.

1. The Commissioner of Brihanmumbai Municipal Corporation invites e-bids for the work mentioned below. The bid copy can be downloaded from Mahatenders portal (<https://mahatenders.gov.in/nicgep/app>) -> "Tenders by Organization" tab -> Municipal Corporation of Greater Mumbai.
2. All interested Bidders, whether already registered or not registered in BMC, are mandated to get registered with Mahatenders for e-Tendering process and obtain Login Credentials to participate in the Online bidding process. The details of the same are available on the above-mentioned Mahatenders portal under 'Help For Contractors'.
3. The Bidders can get digital signatures from any one of the Certifying Authorities (CA's) licensed by the Controller of Certifying Authorities published under Licensed CAs. A list of CAs is available on https://cca.gov.in/licensed_ca.html
4. The technical and commercial bids shall be submitted online up to the end date & time mentioned below.

Sr. No.	Description	EMD (Rs.)	Tender Fee (Rs.)	Start Date & Time for Downloading of Bids	Due Date & Time for online Bid Submission
1	Provide 54 Data Entry Operator for a period of 2 months in Assessment and collection Department	61,700/-	7,986/- + (18% GST) = Rs.9,424/-	17.04.2026 at 11.00 am	27.04.2026 upto 11.00 am

Note: Last date for online payment of Bid Security / Earnest money Deposit (EMD) is before due / end date & time for online Bid Submission prescribed above.

- ~~5. The pre-bid meeting will be held on 00/00/2026 at 12.00 noon, at venue— Office of Jt. Municipal Commissioner(A&C), 6th Floor, New Annex Building, Brihanmumbai Municipal Corporation Head Office, Fort, Mumbai— 400 001.~~
 - ~~6. The prospective Bidder(s) should submit their suggestions/observations, if any, by email to ao02comphe.ac@mcgm.gov.in upto dt.17.03.2026 at 16:00 pm. Only suggestions / observations received by email will be discussed and clarified in pre-bid meeting and any modification of the bidding documents, which may become necessary as a result of pre-bid meeting, shall be made by BMC exclusively through the issue of an addendum/ corrigendum and shall be published on <https://mahatenders.gov.in/nicgep/app>.~~
 7. Bidders shall note that any corrigendum issued regarding this E-Procurement notice will be published on the <https://mahatenders.gov.in/nicgep/app> portal only. No corrigendum will be published in the local newspapers.
 8. The Bid document uploaded shall be read in conjunction with any addendum / corrigendum. A maximum of two authorized representatives of prospective Bidder(s), who have an authorization letter to attend the pre-bid meeting, can attend the pre-bid meeting and obtain clarification regarding specifications, works & Bid conditions.
 9. Tender fee is to be paid online on <https://mahatenders.gov.in/nicgep/app> portal only. The Bidder is required to be registered with BMC for further transactions in respect of the bidding process. The bidder can register as a vendor with BMC using online application available at <https://portal.mcgm.gov.in/irj/portal/anonymous/qlVendorApp>
 10. The Bidder shall have to pay Tender Fee & Earnest Money Deposit (EMD) through online payment only. This could be done through payment gateways of GoM on URL <https://mahatenders.gov.in>.
- Note: - No Exemption will be allowed for the Bidders having a standing deposit with BMC.**
11. Bidder agencies are advised to study this bid document carefully before submitting their bids in response to the Notice Inviting Tender. Submission of a bid in response to this notice shall be deemed to have been made after careful study and examination of this document with full understanding of its terms, conditions and implications.
 12. This bid document is non-transferable.
 13. A three-envelope (prequalification, technical qualification, and commercial offer selection procedure shall be adopted.
 14. Bidder (authorized signatory) shall submit their offer online in electronic formats of technical (including prequalification documents) and financial proposal.
 15. BMC will not be responsible for delays in online submission due to any reason. For this, bidders are advised to upload the complete bid proposal well

in advance before the due date and time so as to avoid issues like slow speed, choking of web site due to heavy load or any other unforeseen problems.

16. Bidders are also advised to refer to “Bidders Manual Kit” and Help for Contractors available at <https://mahatenders.gov.in/nicgep/appfor> for further details about the e-tendering process.
17. For any assistance on use of e-Tendering system, kindly contact helpdesk number 0120-4001 002, 0120-4001 005, 0120-4493 395, Email: support-eproc(at)nic(dot)in .
18. The Authority (BMC) shall not be liable for any omission, mistake, or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the Bid or the Bidding Process, including any error or mistake therein or in any information or data given by the Authority.
19. The Municipal Commissioner reserves the right to reject all or any of the e-Bid(s) without assigning any reason at any stage.

Sd/-

Dy. Assessor & Collector (Computer)

HEADER DATA

Tender Document No.	2026_MCGM_1295014_1
Name of Organization	Brihanmumbai Municipal Corporation
Subject work	Provide 54 Data Entry Operator for a period of 2 months in Assessment and collection Department
Tender Fee Charges	Rs.7,986 + 1438(18% GST) = Rs.9424/-
Estimated Cost	Rs. 30,80,160/-
Bid Security Deposit/ EMD	Rs. 61,700/-
Date of issue and sale of tender	17.04.2026 From 11:00 am
Last date & time for sale of tender & Receipt of Bid Security Deposit	27.04.2026 upto 11:00 am
Submission of Packet A, B & Packet C (Online)	27.04.2026 upto 11:00 am
Opening of Packet A	28.04.2026 upto 16:00 am
Opening of Packet B	28.00.2026 upto 16:05 am
Office Address	Office of: Dy. Assessor & Collector (Computer) 3 rd Floor, Municipal Printing Press Building, N. M. Joshi Marg, Byculla (W) Mumbai – 400 011.

This tender document is not transferable.

The BMC reserves the rights to accept any of the application or reject any or all the application received for above subject without assigning any reason at any stage.

sd/-

Dy. Assessor & Collector (Computer)