



# BRIHANMUMBAI MUNICIPAL CORPORATION

Office of the Assistant Commissioner, F-South Ward  
17 -19, 2<sup>nd</sup> Floor, F/South Ward building Dr. B. A. Road, Parel (East), Mumbai -400012



## QUOTATION DRAFT

Office of the Assistant Commissioner,  
'F/S' Ward Municipal Office Building,  
12, Dr. B.A. AmbedkarMarg, Parel,  
Mumbai-400 012.

- 1) Sealed quotations are invited for **Decoration arrangement of flowers for 14 th April 2026 on account of Birth Anniversary of Dr. Babasaheb Ambedkar at B.I.T. Chawl No. 01 in F/South Ward.**
- 2) The Quotation shall be enclosed in sealed envelope, addressed to the Municipal Commissioner of Greater Mumbai and super scribed as above and delivered at the office of

Assistant Commissioner 'F/S' Ward  
'F/S' Ward Municipal Office Building,  
12, Dr. B.A. AmbedkarMarg, Parel,  
Mumbai - 400 012.

On or before due date 13.04.2026 not later than **12.00 p.m.** Quotations received after this hour and date shall be returned unopened to the Quotationer. Telegraphic Quotation will not be accepted under any circumstances. The Quotations will be opened on the same day immediately after 1.00 p.m.

- 3) The Quotationer shall pay the Earnest Money Deposit of Rs. ....../- on any previous day and produce the Earnest Money Deposit Receipt at the Counter while submitting the quotation on the Due Date. No Earnest Money Deposit will be accepted on the Due Date of the Quotation. (The Earnest Money Deposit should be paid in the office of the Assistant Commissioner, 'F/S' Ward Office during the payment hours i.e. from 11.00a.m. to 2.00p.m. on week days except 2<sup>nd</sup> & 4<sup>th</sup> Saturday. The Earnest Money Deposit will not be accepted by Cheque. The Earnest Money Deposit will be accepted by way of Banker's Guarantee from the approved Bank of the Corporation by Bank Draft or in Cash only. Demand Draft should be drawn in favor of "M.C.G.M.")
- 4) The rates quoted shall be firm and no variation will be allowed subsequently on any account.
- 5) **Taxes** "Chapter XXI-Miscellaneous, section 171(1) of GST Act, 2017 governs the 'Anti Profiteering Measure' (APM).As per the provision of this section, 'Any reduction in rate of tax on any supply of good service the benefit of input tax credit shall be passed on to the recipient by way of commensurate reduction in prices' Accordingly, the contractor should pass on the complete benefit accruing to him on account of reduced tax rate or additional input tax credit, to MCGM. Further, all the provisions of GST Act will be applicable to the tender."

- 6) **Delivery Period:** Period of delivery and installation of article/completion of work shall be specifically stated but shall not more than 30 days from the date of receipt of the Work Order and giving layout of the work, etc.
- 7) **Validity:** The offer shall remain firm and valid at least for 120 days from the date of its opening.
- 8) **Terms of payment:** As per the municipal procedure, the payment of work done will be made within 30 days from the receipt of the bill, subject to verification as per normal rules. Payment will be made through Electronic clearance services. It is mandatory to quote vendor number of supplier.
- 9) The Municipal Commissioner does not bind himself to accept the lowest or any quotation.
- 10) The Quotationer shall not withdraw his offer within the validity period. If he does so, the Earnest Money Deposit paid will be absolutely forfeited by the Corporation.
- 11) Penalty @1/2 % per week or part thereof subject to maximum limit of 10% of value supplies not received in time is to be deducted from the supplier bills. If the supplied material is found defective, the same should be replaced immediately approved one. The supplier should remove the rejected material within 15 days failing which the same will be disposed of by M.C.G.M. at the risk and cost of contractors without any further correspondence in this regard and strictly action will be taken as per MCGM Process.
- 12) The Quotationer shall invariably submit this Quotation Notice Form together with the Specifications. Schedule of Quantities and Rate duly filled in and signed. Any irregularity in this respect may render the quotation liable for rejection.
- 13) **Guarantee:** The successful quotationer shall give the Indemnity bond on Rs.500/- stamp paper with that he must prepare Contract Agreement on Rs.500/- Stamp Paper.
- 14) **Black Listing**  
The Firm Shall is black-listed, if it is found that:-
  - i) Forged documents are submitted OR
  - ii) If it becomes responsive on the basis of submission of bogus certificate/Information.  
OR
  - iii) In case of non-supply / supply of substandard material.
- 15) The payment by NEFT or RTGS will be made in contractor's or supplier's account in the bank. The contractor/suppliers shall, therefore, state the name of Bank, Branch and Account No. the bill and quotations form.
- 16) Quotationers should attach copy of registration certificate under G.S.T. Act 2017, copy of a permanent Account number.
- 17) If the supplied material is found defective, the same should be replaced immediately. Otherwise penalized or blacklisted as per MCGM Process.
- 18) During execution of the said work there should not be any damage to the structure. If any damage is found, you will be held responsible for the same & will be rectified without claiming any additional charges from MCGM.
- 19) **Jurisdiction of Court:** In case of any claim dispute or difference arising in respect of the contract, the cause of action thereof shall be deemed to have arisen in Mumbai and all legal proceeding in respect of any such claim, dispute or difference, shall be instituted in a competent court in city of Mumbai only.

Sd/-  
**Assistant Engineer**  
**F/South Ward**

**Acceptance of Terms and conditions**

To,

**The Assistant Commissioner 'F/S' ward**  
Sir,

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

Yours Faithfully,

Quatationer's signature,  
Address office, stamp and  
Telephone no. if any,

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**Copy to:**

M/s. -----  
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Office of the Assistant Commissioner, F-South Ward  
17 -19, 2<sup>nd</sup> Floor, F/South Ward building Dr. B. A. Road, Parel (East), Mumbai -400012



## QUOTATION NOTICE

The Assistant Commissioner F/South Ward invites sealed quotations from the firms dealing in the line. The Quotations duly filled in and lacquer sealed along with the receipt of earnest money deposit should reach in the office of Assistant Commissioner 'F/South' Ward situated at 12 Dr. B.A. Marg, Parel , Mumbai – 400 012 up to 1.00 PM on due date.

Sr. No.	Description of Work	Earnest money Deposit for each Work is RS.	Quotation Price in Rs.	Quotation due date
1	Decoration arrangement of flowers for 14 th April 2026 on account of Birth Anniversary of Dr. Babasaheb Ambedkar at B.I.T. Chawl No. 01 in F/South Ward. in F/South Ward.	Rs.3000/-	Rs. 370 /- + 18% GST	13.04.2026

**Eligibility Criteria** – The Quotation (s) in their own name should have satisfactorily executed the work of similar nature in MCGM / Semi Govt. / Govt. of work as described in the scope of works in this quotation.

The blank Quotations copies will be available at Maintenance Department at above address till **13.04.2026** between 11.00 am to 01.00 pm in any working day except Sunday & Holiday. Quotations copies will not be sent by post. The Quotations will be opened on due date at 3.00 pm. The Quotations received after this hour & date will not be opened. Telegraphic quotations will not be accepted under any circumstances.

The Earnest money deposit e – challan should be collected from the maintenance department at above address & should be paid at MCGM's citizens Facilitation (CFC) in any ward office. Contracting deposit for requisite class & category registration need not pay a separate Earnest Money deposit for these quotations.

**Assistant Engineer (M&R) F/South Ward**