

MUNICIPAL CORPORATION OF GREATER MUMBAI

QUOTATION NOTICE

The Commissioner of MUNICIPAL CORPORATION OF GREATER MUMBAI invites sealed quotations for Photocopier Machine as detailed below at the Municipal Commissioner's Office, Municipal Head Office.

Sr. No.	Description	Quantity	Specification	E.M.D.	Due Date & Time	Eligibility for Quotationer
1	Purchase of Digital Photocopier Machine	1 No.	Annexure-1	Rs.4,555/-	30.06.2026 upto 4.00 p.m.	The firm submitting the quotation shall be dealing in line.

Instructions to bidders

- The blank quotation form is available for Rs.400 + 18% GST at the office of Administrative Officer (M.C.) at the address given below. Quotation copies will not be sent by post.
- Offers must be submitted, giving full particulars in sealed envelope at the MCGM's address given below, on or before **30.06.2026 upto 4.00 p.m.**. The envelopes should be securely wax — sealed and stamped with company seal.

Address for all correspondence with MCGM
Office of the Administrative Officer (M.C.) 2 nd floor, Room No. 100, Municipal Head Office (Old) Building, Mahapalika Marg, Mumbai — 400 001.

- The quotation will be opened on **dt. 30/06/2026** at **4.00 pm** at the same address.
- The Earnest Money Deposit (E.M.D.) shall be paid by way of cash or by Demand Draft (payable within Mumbai) on any previous working days of due date at CFC centres of any ward office between **8.00 a.m. To 8.00 p.m.** Copy of EMD receipt shall be attached on Envelope while submitting the quotation. If the copy of EMD receipt is not attached on the envelope of quotation, the same will be rejected.
- Refund of EMD**
The EMD of the unsuccessful quotationers except first four lowest will be released immediately. The EMD of 2nd lowest quotationer will released after work order is placed to the lowest/successful quotationer. The EMD of the quotationer who have been awarded the contract will be refunded after compliance of contractual formalities.

- The envelope must be superscribed with the following information:

1.Quotation Reference Number

2.Name of the work

3.Due Date

4.Name of Bidder

Photocopier Machine – Specification

Annexure- 1

Type	Digital Photocopier (Printer, Scanner & Copier)	
Maximum Original Size	A3	
Copy Sizes		A3,A4 ,A4R,A5R
		Custom Size 139.7 X 182mm to 297X431.8mm
Multipurpose Tray		A3,A4 ,A4R,A5R & Custom size (99 X 148mm to 297 X431.8mm)
Print Resolution		1200 X 1200dpi Minimum
DADF		Duplex Automatic Document Feeder 50 Sheets
Print Discription Language		UFR II LT
Copy / Print Speed		25 cpm
		Inbuilt Duplex (Printing) and Network Scanning
Magnification	Copy Ratio:	25% to 400% (1% increment)
Duplexing		Standard (Cassette: 64 to 90 g/m ²)
First Copy Time		6.4 seconds or less
Warm-Up Time	From Power On:	30 seconds or less
Paper Weight		Up to 128 gsm
Paper Capacity	Cassette 1, 2:	2 x 550 (80gsm)
	Total Capacity	900 Sheets Paper Tray
CPU	Speed	400MHz or Better
Memory		256MB RAM or better
Interface		Ethernet (100Base-TX / 10Base-T)
Power Supply	220 - 240V AC,50/60Hz	
Consumable:	Only Toner & Drum Mono component	
Supported OS	UFR II-LT:Windows2000/XP/Server2003 /Vista/Server2008/Window7, Mac OS X (10.4 or later) , Linux, Mac-PPD: Mac OS X10.4 or later	
Network Protocol	TCP/IP (LPD/Port9100 HTTP), SMB,SNMP v1,WSD,Ipv4/Ipv6 support.	
Pull Scan	Network TWAIN Driver (75 to 300 dpi 8bit colour/75-600dpi1bit Black & White)	
Scan	Window 2000/XP/Server2003/Vista/Server2008/Win 7, Mac OSX (10.4.9 Or later)	
Scanning Speed	25 ipm or more.	

Quotation Form

MUNICIPAL CORPORATION OF GREATER MUMBAI

Subject : Supply of 1 No. Of Photocopier for Adm. Officer (Commissioner)'s Office.

Quotation of Supply Of Digital Photocopier Machine.

Part A: Supply				
Sr. No.	Discription	Quantity	Rate	Amount
(1)	Photocopier	1 No.		
	(GST Taxes)			
	Total cost of Photocopier			

Amount in words Rs. _____

Quotationer's signature and office stamp

Trading under the name & style of

MUNICIPAL CORPORATION OF GREATER MUMBAI

Submission of Technical Details

It is mandatory to provide the technical details in the exact format of Technical Details Column given in the technical specifications. The offer may not be evaluated by the MCGM in case of non-adherence to the format or partial submission of technical details as per the format given in the quotation.

Fixed Price

The commercial offer shall be on a fixed price basis, inclusive of all taxes and levies including.

The total cost of Photocopier shall be inclusive of all taxes will be payable at the rates revised by Govt of India from time to time.

Price Comparison

The MCGM will consider the total cost of offer for the purpose of price comparisons.

Tax

The quotationer shall have to submit the the certified copy of GST Tax registration certificate and as on date alongwith the quotation.

The quotationer should posses Vendor No. allotted by M.C.G.M.

Qualification Criteria

Quality Standards

Photocopier offered should be manufactured in a ISO certified factory, copies of ISO certificates must be enclosed in the Quotation Offer.

The manufacturer or their authorized dealer are eligible to quote. The authorized dealer shall have to furnish the documentary evidence of authorization from the respective manufacturer.

The bidder must have full-fledged maintenance and servicing department for the post installation service in Mumbai. The details of the servicing department should be submitted.

The bidder have to submit the Authorisation letter from OEM (Original Equipment Manufacturers) for sales and services.

Terms and Conditions of the Quotation

1. Technical Inspection and Performance Evaluation

The MCGM reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of machines offered by short listed bidders.

2. Payment Terms

M.C.G.M will make payment after supply/installation and completion of successful work. The payment will be given by E.C.S./R.T.G.S./NEFT/CBS only

3. Delivery, Installation and Commissioning

The Bidder shall be responsible for delivery and installation of the equipment ordered at the delivery sites and for making them fully operational at no additional charge within 2 weeks of receiving the purchase order. Address of the delivery site will be issued at the time of issuing of work order.

4. Order Cancellation

The MCGM reserves its right to cancel the order in the event of one or more of the following situations:

Delay in delivery beyond the specified period for delivery.

Delay in installation beyond 2 weeks from the date of purchase order.

In addition to the cancellation of purchase order, the MCGM reserves the right to appropriate the damages from the security deposit given by the bidder and / or foreclose the bank guarantee given by the supplier against the advance payment if any.

5. Hardware Warranty

The offer must include a five years comprehensive on-site warranty for hardware and from the date of installation and acceptance of the system by the Municipal Commissioner's Office.

Bidder shall be fully responsible for the manufacturer's warranty in respect of proper design, quality and workmanship of all equipment, accessories, spare parts etc. covered by the quotation. Bidder must warrant all equipment, accessories, spare parts against any manufacturing defects during the warranty period. During the warranty period, bidder shall maintain the systems and repair/replace at the installed site all defective components, at no charge to the Municipal Commissioner's Office.

Warranty should not become void if the Municipal Commissioner's Office buys any other supplemental hardware from a third party and installs it with/in these machines in the presence of the representative of the bidder. However, the warranty will not apply to such third-party hardware items installed by the Municipal Commissioner's Office.

6. Successful Quotationer should submit following document

- 1) As per circular No. CAF/Project/19 Dt. 15.09.2017, The successful quotationer shall have to submit the affidavit for Irrevocable undertaking in given format (Annexure-B) of this office. (on Rs. 500/- stamp paper)
- 2) The successful quotationer have to pay 5% security deposit & Stamp duty as per Bombay Stamp Act.1958. The amt. Of security deposit will be refunded to successful quotationer after satisfactory completion of work
- 3) The successful quotationer shall have to submit the Undertaking-cum-Indemnity Bond in given format on Rs. 500/- stamp paper (For not Black listed)
- 4) The successful quotationer shall enter into a written contract in the Municipal prescribed form for the supply/work to be carried out. The requisite stamp duty for preparation of contract agreement will be payable by the successful quotationer.(on Rs.500/- stamp paper)

7. After receiving the Purchase Order by the successful quotationer the supply of material is not in a satisfactory condition or rejected to supply the material in interim period, the quotationer E.M.D. Will

be forfeited and he will be noted in the Black list of M.C.G.M.

8. Penalty for delay

For any delay in supply, installation and commissioning of the hardware, the MCGM charge penalty@0.5% of the order value per week or part thereof, subject to a maximum of 10%. The date of commissioning will be taken for calculating the penalty charges.

Complaint should be attend within 2 hrs after register the complaint, otherwise the MCGM charge penalty for Rs.100 for every 1 hour.

9. Validity of the Quotation

The quotation shall remain firm & valid at last for 120 days from the date of its opening. The Quotationer can not withdraw his offer within the validity period. If he does so, the earnest money deposit paid will be forfeited by the Corporation.

10 Guarantees

Bidder should guarantee that the systems delivered to the Municipal Commissioner's Office are brand new, including all components. In the case of software, the bidder should guarantee that the software supplied to the MCGM is licensed and legally obtained. All hardware and software must be supplied with their original and complete printed documentation.

11 Spare Parts

Bidder will make the spare parts for the systems available for a minimum period of five years from the time of acceptance of the system.

12 The Municipal Commissioner's Office reserves the right to accept or reject any quotation offer.

Mandatory Conditions:

The quotation shall be rejected if the quotationer:-

- a. Stipulates the validity period less than 90 days.
- b. Stipulated own conditions.

Does not fill and sign the quotation form incorporated in the quotation.

- d. Does not fill and sign under taking forms, which are incorporated in the quotation document.
- e. Does not disclose the full name/names and address/addresses of Proprietor/partner/Directors in case of proprietorship /partnership/Pvt.Ltd./Public Ltd. Concern firm.
- f. Does not have experience of as mentioned in track record as mentioned in Qualification Criteria.
- g. Does not submit the certified copies of the PAN documents & photographs of the individuals, owners, karta of the Hindu undivided family, partners of the partnership firms and Director/Directors in case of private limited/Public limited /Companies or the authorized representatives of the registered Co- Operative Societies /Semi Govt. undertakings as the case may be, also the documents can be certified by the Gazetted Officer or officers not below the rank of Assistant Engineers/ Administrative Officer of MCGM or Practicing Notary appointed by the Govt. of Maharashtra or Govt. of India with his stamp with or without a red seal clearly stating his name and registration number.
- h. The rates are quoted with variables.

Quotation does not fulfill eligibility criteria.

- j. If any bidder to comply with any of the above mandatory condition or fails to submit relevant information with the bid, it will be open to the department to call for necessary information/clarification/document from the bidder before proceeding further with the evaluation of the bid within a period of seven days from the date opening of Quotation document.

- k. Does not submit the Authorisation letter from OEM (Original Equipment Manufacturers) for sales and services

sd/17.06.2026

Chief Personnel Officer