

## NOTICE INVITING BID

MMRDA e-Tendering Portal: <https://mahatenders.gov.in>

Digitally Signed & unconditional online Tenders are invited by Mumbai Metropolitan Region Development Authority, Bandra (East), Mumbai-400 051, from agencies fulfilling conditions as under:

### 1. Details of tender:

The tenders will be received online on above mentioned Maha-Tendering portal and will be opened on scheduled date and time.

2.

Sr No	Name of Work	Cost of Blank Tender Form (Non-Refundable)	Earnest Money Deposit (Refundable)	Performance Security deposit	Contract Period
1	2	3	4	5	6
1	Appointment of Consultant for carrying out Bid Process Management for Various Projects under MMRDA	Rs.2000 (Excl. GST)	Rs. 11.50 Lakh	5% of accepted fees	12 Month

3. Online E-Tender Schedule: Online e-tender schedule shall be followed and the same shall be prevailed.

Note: All bidders are requested to e-mail their queries in word and PDF format well prior to pre-bid meeting to: [tendercell2026@mailmmrda.maharashtra.gov.in](mailto:tendercell2026@mailmmrda.maharashtra.gov.in) followed by queries submitted on their letterhead.

**Pre-bid meeting shall be held on 07.05.2026 @ 15.00 Hrs. at 2<sup>th</sup> Floor, MMRDA office, BKC, Mumbai.**

- Bidders should have valid Digital Signature Certificate (DSC) having both signing and Encryption Certificates obtained from any Certifying Authorities empanelled by Controller of Certifying Authorities India. In case of requirement of DSC, Bidders should go to [support-eproc@nic.in](mailto:support-eproc@nic.in) and follow the procedure mentioned in the document Procedure for Digital Certificate.
- Bidders who are participating e-tendering for the first time will have to register and obtain User ID & Password from the above mentioned portal. For further references/ queries bidders are requested to go through the tutorial section.
- Tender Fee Payment:  
Tender Document and Supporting can be downloaded for reference purpose from the e-Tendering Portal of MMRDA during the period mentioned in the tender notice. Interested Bidders have to make online payment (Non-Refundable) for an amount as Tender Fees mentioned above as Cost of Blank

e-Tender Form (Per Each) inclusive of GST using online payment gateway during bid preparation using Debit Card/Credit Card/Net Banking. Tender Fee receipt can be system generated during bid preparation by the Bidder. Tender Fee receipt must be uploaded during bid preparation by the bidder.

7. **Earnest Money Deposit payment/ Performance Security Deposit:**

- i. EMD Payment as mentioned above can be made through online mode only after payment of stipulated Tender fee. Bidders should ensure that the payment of the EMD is made at-least 5 working days prior to the last date of Bid Preparation and Hash Submission of the Tender Schedule to have seamless submission. Bidders need to upload scanned copy of EMD paid receipt in Cover 1’.
- ii. Bidders failing to complete the payment of EMD using the above mentioned process of online payment.
- iii. The earnest money deposit of unsuccessful bidders will be refunded through online mode only after award of the tender. Bidders should mention the beneficiary details for EMD refund in the Earnest Money Deposit Form. Bidders should also upload scanned copy of cancelled cheque along with refund letter for refund of their EMD payment. MMRDA or e-Tendering Service Provider will not be liable for delays caused in EMD refund due to incorrect beneficiary details.
- iv. EMD refund account should remain active until refund of EMD take place.
- v. In case of successful bidder, amount of the earnest money deposit may be adjusted towards part of the security deposit to be paid after the award of the work, if he intends to do so in writing.
- vi. **Performance Security Deposit** - After receiving the letter of Acceptance, the successful bidder shall submit a performance security of 5 % of accepted fees in the form of Bank Guarantee to be drawn on any Nationalized or scheduled bank branch located in Mumbai only. Upon furnishing the performance e-security by the successful bidder, work order, execution of contract agreement etc. to start work will be issued. Bank Guarantee shall be valid up to 28 days after scheduled date of completion of work. The same shall be extended by consultant, if extension is granted to the work. The said performance security shall be returned to the Consultant after completion of work.
- vii. **The Bank Guarantee shall be furnished through SFMS (Structured financial Messaging System) mode and Payable at Mumbai. The hard copies of the Bank guarantee along with confirmation message from Bank of Maharashtra, Kalanagar, Bandra (East), Mumbai shall be submitted separately as per procedure. The details of the bank account for the same areas under,**
  - a) **Name of Bank: Bank of Maharashtra**
  - b) **Branch: Kalanagar, Bandra (East)**
  - c) **IFSC code: MAHB0000164**
  - d) **Account no: 60259778998**

8. The competent authority reserves the right to reject any or all of the tender offers, without assigning any reason thereof.
9. The tenders shall be received online on above mentioned official Maha Tendering portal.
10. Validity period of the offer of the tenderer will be 120 days from the date of opening of the financial bid of the e-tender.
11. The lowest tenderer will have to submit the rate analysis of all major items if called for.
12. While quoting the offer, the Tenderer should mention/ quote the amount of lumpsum fess.
13. Bidder should upload scanned attested photocopies of all documents on above mentioned Maha-Tendering portal & produce in original on request by MMRDA at any stage from e-Tender opening.
14. A statement showing names of partners, Directors, etc. of the firm with complete address of each should be uploaded to above mentioned Maha-Tendering portal and authorized person on behalf of firm should sign e-tender using digital signature certificate.
15. The acceptance of tender will be intimated by email or otherwise by the authority competent to accept the tender or by the higher Authority of MMRDA, to the Tenderer, which shall be deemed to be an intimation of the tender given by the Authority Competent to accept the tender.
16. Awarded Bidder shall have to submit signed copy of tender manually to the department.
17. MMRDA reserves the right to verify financial transaction of Tenderer in his Bank / Financial Institutions. Tenderer should give authority to that effect along with his account numbers and Bank/ Financial institution name & address. Any changes / modification may be communicated to MMRDA immediately.
18. If there is any amendment in the tender the same shall be published on following official e- Tender portals / website:  
E-tender Portal: <https://mahatenders.gov.in>  
MMRDA Website: <https://www.mmrda.maharashtra.gov.in>
19. In case of any queries, Bidders may contact MMRDA's e-tendering service desk at [support-eproc@nic.in](mailto:support-eproc@nic.in) , [mahatender@mailmmrda.maharashtra.gov.in](mailto:mahatender@mailmmrda.maharashtra.gov.in)  
In case of any queries, Bidders may contact help desk number 0120-4001 002 / 0120-4001 005 / 0120-6277 787 / Email Support: [support-eproc@nic.in](mailto:support-eproc@nic.in) on 24 x 7.
20. Joint Venture is not allowed.

**Chief Engineer**