

## E-TENDER NOTICE

### BRIHANMUMBAI MAHANAGARPALIKA CORPORATION LOKMANYA TILAK MUNICIPAL MEDICAL COLLEGE & GENERAL HOSPITAL, SION MUMBAI-22

**E-TENDER NOTICE FOR -**“ Tender for appointing agency for supply of multi tasker Executive Assistants on outsource basis at LTMG Hospital, Sion for the period of Two years.”  
No. LTH/895/Dean (L), Dated. 10.06.2025

The Commissioner of BMC invites the following online tender. The tender copy can be downloaded from BMC 's portal (<https://mahatenders.gov.in/>) under “Tenders” section.

All interested vendors, whether already registered or not registered in BMC , are mandated to get registered with BMC for e-Tendering process and obtain Login Credentials to participate in the Online bidding process. However, bidder who have been debarred / blacklisted by BMC /Central Govt. /State Govt. / Public Sector Undertaking / any other Local Body cannot be participated in bidding process. The details of the same are available on the above mentioned portal under 'Tenders'. For registration, enrollment for digital signature certificates and user manual, please refer to respective links provided in 'Tenders' tab.

The vendors can get digital signature from any one of the certifying Authorities (CA's) licensed by the Controller of Certifying Authorities namely Safes crypt, IDRBT, National Informatics Centre, TCS, Customs, MTNL GNFC and e-Mudhra. BMC has also opened a Help-desk at the CPD's office to help the vendors in this regard.

The administrative, technical and commercial bids shall be submitted online up to the end date & time mentioned below.

Sr. No	Description	E-Tender Price	EMD	Start date & Time for online Bid Downloading	End date & Time for online Bid Submission
1	<b>Tender for appointing agency for supply of multi tasker executive assistants (85 Nos) on outsource basis at LTMG Hospital for the period of 19 Months from 01.09.2025 to 31.03.2027 (It may vary). Bid No. 2025_MCGM_1188651_1 Tender No. LTH/895/Dean (L), Dated. 10.06.2025</b>	<b>18150.00 + 18 % GST ----- Rs.21,417/-</b>	<b>Rs. 6,46,000/-</b>	<b>14.06.2025 at 16:00hrs</b>	<b>25.06.2025 at 16:00 hrs</b>

**NOTE :- EMD shall have to pay through on line only .The last date of paying EMD on line is 25.06.2025at 16:00 hrs.**

The pre-bid meeting will be held on 20.05.2025 at 3.00 pm, venue of the same is at Dean Conference Hall, LTMG Hospital College Building. The prospective tenderer(s) should submit their suggestions/observations, if any, in writing minimum 2 days before Pre-bid meeting. Only suggestions/observations received in writing will be discussed and clarified in pre-bid meeting and any modification of the tendering 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. The tender uploaded shall be read along with any modification. Authorized representatives of prospective tenderer(s) can attend the said meeting and obtain clarification regarding specifications, works & tender conditions. Authorized representatives should have authorization letter to attend the pre-bid meeting. The tender document is available on BMC portal (<https://mahatenders.gov.in>) along with this tender notice. However, the tenderer shall have to pay "e-tender price" through online payment gateway before downloading and uploading the tender document in mahatenders.

The tenderer shall have to pay EMD of Rs. 6,46,000/- through on line payment only.

Note :-

- Bidders /Service Provider has to visit at hospital Location to get the clear idea of about nature of the work , different activities , services and their quantum of work to be provided in the hospital well before submitting the rates in the BoQ of mahatenders system.
- Bidders/Service provider will require to arrange manpower to carry out services defined in tender.

Note: No Exemption will be allowed. The tenderers shall have to pay the tender EMD amount through on-line payment.

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 concerning or relating to the tender or the bidding process, including any error or mistake therein or in any information or data given by the authority.

The Municipal Commissioner reserves the right to reject all or any of the e-tender(s) without assigning any reason at any stage.

Tenders shall note that any corrigendum issued regarding this tender notice will be published on the BMC portal only. No corrigendum will be published in the local newspapers.

**Sd/-**

**Dean LTMG Hospital, Sion**

**For detailed tender document please scroll down**

Tender for appointing agency for supply of multi tasker executive assistants on outsource basis at LTMG Hospital, Sion for the period of 19 Months from 01.09.2025 to 31.03.2027 (It may vary).

**Bid no : 2025\_MCGM\_1188651\_1**