



MALEGAON MUNICIPAL CORPORATION

e-Procurement Tender Information Form

Department: Garden Department

Date: /07/2025

(A) Basic details:

1	TenderReferenceNo.	01/2025-26
2	TenderType	☐ Open ☐ Limited ☐ EOI ☐ Auction ☐ Single
3	FormofContract Service	☐ WorkContract ☐ Auction ☐ ServiceContract ☐ Empanelment ☐ Buy ☐ Sell ☐ Buy& Service
4	No.ofCovers	☐ 1 ☐ 2 ☐ 3 ☐ 4
5	TenderCategory	☐ Goods ☐ Works ☐ Services
6	AllowResubmission	☐ Yes ☐ No
7	AllowWithdrawal	☐ Yes ☐ No
8	AllowOffline Submission	☐ Yes ☐ No
9	PaymentMode	☐ Offline ☐ Online
9(a)	IfOffline:	☐ SS-SmallSavingsInstrument ☐ BG-BankGuarantee ☐ BC-Bankers Cheque ☐ DD-Demand Draft

(B) WorkItemDetails

1	WorkItemTitle	Re-TenderGarden Department Openplace Giving To NGO For Development
2	WorkDescription	
3	Prequal.Details	
4	ProductCategory	
5	ProductSubCategory	
6	ContractType	☐ Tender ☐ Empanelment
8	BidValiditydays If other, specify	☐ 120 ☐ 90 ☐ 60 ☐ 30
9	CompletionPeriodinmonth	
10	Location (Work/services/items)	
12	PreBidMeeting	☐ Yes ☐ No
12(a)	IfPreBidMeetingisYes Pre Bid Meeting Place	
12(b)	PreBidMeetingAddress	
13	BidOpeningPlace	
14	TenderClass	☐ A ☐ B ☐ C ☐ D ☐ E ☐ I ☐ II ☐ III ☐ IV ☐ V ☐ VI ☐ VII ☐ VIII ☐ IX

(C) FeeDetails

1 (a)	TenderFee	
1 (b)	TenderFeePayableTo	
1 (c)	TenderFeePayableAt	
1 (d)	ProcessingFee	
1 (e)	Surcharges	
1 (f)	OtherCharges	
2	EMDFee	☐ Fixed(Amount: /-) ☐ Percentage(____%)

(D) Documents Required

1	NGO Registration Certificate
2	3 Years Audit Report
3	Pancard Copy
4	Aadharcard Copy
5	NOC On Rs100 Stamp
6	Fee Receipt Or D.D. Copy

(E) Critical Dates:

		Day		Month		Year		Hour		Time	
1	PublishingDate		–		–				:		
2	DocumentSaleStartDate		–		–				:		
3	DocumentSaleEndDate		–		–				:		
4	Seekclarificationstartdate		–		–				:		
5	SeekClarificationEndDate		–		–				:		
6	PreBidMeetingDate		–		–				:		
7	BidSubmissionStartDate		–		–				:		
8	BidSubmissionEndDate		–		–				:		
9	BidOpeningDate		–		–				:		

Attachment:

- 1) PDF/jpg file of tender document. (Filename: pdf/jpg)
- 2) Preformatted BOQ File in excel format.

Above all information is true and verified by me with soft copy of attached file.

Tender Clerk Signature

H.O.D Signature

Dy. Commissioner

