

**MAHARASHTRA FILM, STAGE & CULTURAL DEVELOPMENT CORP. LTD.**  
DADASAHEB PHALKE CHITRANAGARI,  
GOREGOAN (EAST), MUMBAI - 400 065

<b>Brief Tender Notice</b>		
<b>E-TENDER NOTICE NO : 02 of 2017-2018</b>		
<b>Name of Work</b>	<b>Time period for this contract of work</b>	<b>Validity of offer</b>
Request for proposal from Individual Practising Company Secretaries for appointment as Company Secretary for Maharashtra Film Stage and Cultural Development Corporation Ltd. on Contract basis.	1 years	90 days

Tenders to be submitted on department's e-Tendering portal i.e. <https://mahatenders.gov.in> in two online envelope system marked as Technical Envelope and Commercial Envelope. Tender forms are available for download on above mentioned e-Tendering Portal. The cost of Tender Document is Rs. 500/- (Rupees Five Hundred only) to be paid online this cost of tender document is non-refundable.

**TENDER TIME SCHEDULE (KEY DATES)**

The tender schedule is as under

<b>Sr.</b>	<b>Stage</b>	<b>Start</b>		<b>Expiry</b>	
		<b>Date</b>	<b>Time</b>	<b>Date</b>	<b>Time</b>
1	Tender Release	27.06.2017	10.00 am		
2	Tender Download	27.06.2017	10.00 am	11.07.2017	5.00 pm
3	Pre-Bid Meeting	06.07.2017	4.00 pm		
4	Bid Submission	27.06.2017	----	11.07.2017	5.00 pm
5	Technical Bid Opening	13.07.2017	3.00 pm		
6	Commercial Bid	15.07.2017	3.00 pm (If Possible)		

**GENERAL INFORMATION:**

1. In order to purchase the Online Tender Documents, it is mandatory for bidders to complete the Online Register process for e-tendering on the website <http://mahatenders.gov.in>
2. If any assistance is required regarding e-Tendering (registration / upload / download) please contact Government of Maharashtra e-Tendering 24 x 7 Toll Free Telephonic Help Desk Number 1800- 3070-2232. Mobile: +91-7878107985, +91- 7878107986, +91-7878007972 and +91-7878007973 Email: [eproc.support@maharashtra.gov.in](mailto:eproc.support@maharashtra.gov.in)
3. Bidders Tool Kit (detailed Help documents, designed for bidders) has been provided on e-tendering website in order to guide them to use e-Tendering process website: <https://mahatenders.gov.in>
4. Right to reject any or all tenders without assigning any reason is reserved by the Corporation.
5. For any tender related query, please contact MFSCDCL on number 022-28497515, 28497524
6. A pre-bid meeting will be held on 06.07.2017 at 3.00 p.m. for the prospective bidders to evaluate the requirements. All the queries from the prospective bidders will be answered in the pre-bid meeting only. No queries will be entertained prior to or after the pre-bid meeting.