

**MAHARASHTRA FILM, STAGE & CULTURAL DEVELOPMENT CORP. LTD.**

DADASAHEB PHALKE CHITRANAGARI,  
GOREGOAN (EAST), MUMBAI - 400 065

<b>Brief Tender Notice</b>		
Re -E-TENDER NOTICE NO : 04 of 2017-2018		
<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

Sr.	Stage	Start		Expiry	
		Date	Time	Date	Time
1	Tender Release	28.09.2017	10.00 am		
2	Tender Download	28.09.2017	10.00 am	16.10.2017	5.00 pm
3	Bid Submission	28.09.2017	----	16.10.2017	5.00 pm
4	Technical Bid Opening	18.10.2017	3.00 pm		
5	Commercial Bid	21.10.2017	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