



### **Quotation Notice**

Sub: Inviting Quotation for “**Digitization of Service Books and Development for Employees performance appraisal/ filling up confidential Reports (CR)**”.

**Ref.: - Quotation No. MMRDA/IT Cell/SM/2025/25.**

MMRDA invites quotations from reputed Companies/ supplier/ agencies for “**Digitization of Service Books and Development for Employees performance appraisal/ filling up confidential Reports (CR)**”. The interested Supplier/ Agency may submit their technical and financial bid documents in prescribed format in sealed envelope at IT Cell, 5<sup>th</sup> Floor, B Wing, Old MMRDA Bldg., behind Family Court, BKC, Bandra East, Mumbai – 400051. Details of items are as follows,

<b>Sr. No</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>
1	Scanning of Documents	Pages	1,50,000
2	Meta Data Entry	Files	1000
3	Development of Software Application for Employees performance appraisal and efficient data retrieval	No.	1

## **TERMS & CONDITIONS**

1. Bidder is directed to collect quotation documents from this office mentioned below and fill up the required information. Bidder shall submit the quotations with signed and stamp of authorised signatory, the quotation in sealed envelope shall be submitted at below address on or before **15/07/2025**.

Sr. No.	Quotation Stage	Date and time	Details
1	Publishing date	10/07/2025	-
2	Quotation Document collection	From 10 <sup>th</sup> July to 14 <sup>th</sup> July 2025.	Address: IT Cell, 5 <sup>th</sup> Floor, B Wing, Old MMRDA Bldg., behind Family Court, BKC, Bandra East, Mumbai – 400051.
3	Document Submission	15 <sup>th</sup> July 2025 up to 5 PM	Sealed quotation submits to above address.
4	Bid Opening date		Will be communicated through mail.

For any queries mail to: [mmrda.itcell@mailmmrda.maharashtra.gov.in](mailto:mmrda.itcell@mailmmrda.maharashtra.gov.in)

Date: 10/07/2025

Sd/-  
Systems Manager  
IT Cell/MMRDA