



THE MUNICIPAL CO-OP. BANK LTD., MUMBAI

ESTD - 1952

TENDER DOCUMENT

Ref. No. MCB/

FOR OUTSOURCING OF 2 DEDICATED CASH VANS

Date: 23 APR 2026

Date: 22nd April 2026

Subject: Inviting sealed tenders from reputed agencies for hiring the services of 2 fully outsourced cash vans, including **one Cash Executive, two valid licence holder Armed Guards, one Driver, and one Loader for each cash van.**

Important Dates & Information

Particulars	Details
Date of issue of Tender Document	22nd April 2026
Last date for submission of Tender Documents	30th April 2026 up to 05:00 PM at Head Office
Cost of Tender Document	₹1,000/- by DD / PO in favour of "The Municipal Co-op Bank Ltd, Mumbai" payable at Mumbai (Non-refundable)
Earnest Money Deposit (Bid Security)	₹50,000/- by DD / PO in favour of "The Municipal Co-op Bank Ltd, Mumbai" payable at Mumbai

The Tender documents can be obtained from the **Assistant General Manager (Accounts)** at the above address or downloaded from the bank's website:

www.municipalbankmumbai.com

Offers from firms not having their own office in Mumbai will not be considered.

Contact numbers: **022-22717831 / 33**

The Bank reserves the right to reject any or all applications without assigning any reason whatsoever.

Section 1: Scope of Work

1. To provide cash van services including **one Cash Executive, two valid licence holder Armed Guards, one Driver, and one Loader** for each cash van.
2. The vehicles used should be **new at the time of commencement of the agreement** and should not be older than **three years**.
3. **Working Hours:** Normally 8 hours per working day. The Bank may require the vehicle on Sundays/holidays or at odd hours. Extra hours will be paid as per the

Head Office : Municipal Bank Bhavan, 245, P. D'Mello Road, Fort, Mumbai - 400 001.

Tel.: (022) 2271 7800 Website : www.mcb.bank.in E-mail : mcbank@mcbmumbai.com



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agreement. Mileage beyond the stipulated limit will be paid extra. Kilometre counting starts when the vehicle reports to the Bank and ends when released for the day.

4. **Vehicle Specification:** Specially designed and fabricated Light Commercial Vehicle (LCV) – e.g., Force Traveller / Tata 407 or equivalent chassis, tubeless tyres, CCTV covering compartments, wireless (mobile) communication, GPS tracking system, and hooters.
5. The cash van must have valid fitness certificate and standard fittings for bulk cash transportation between Head Office and branches (and vice versa).
6. **Mandatory Features:**
 1. CCTV covering both compartments and wireless (mobile) communication.
 2. Collapsible grill gate and metal doors at the rear with adequate locking.
 3. Inside partition (separate seating & cash storage) with chain and locking.
 4. First aid box with required medicines.
 5. Anti-riot shield / grill to protect front windscreen & side windows.
 6. Fire extinguisher(s).
 7. Security alarm system with panic switches and motorised siren.
 8. GPS tracking system with monitoring app.
 9. Tubeless tyres.
 10. Rear view sliding seat in driver's cabin to keep watch on cash boxes.
 11. Provision of suitable fan at rear and front seating areas.
 12. The outsourced agency will bear the cost of any modifications required by the Bank.
 13. Suitable light arrangements in driver, cash storage, and rear guard compartments.
 14. **Contract period:** One year, renewable by mutual agreement based on Bank's requirement and agency's satisfactory performance.
 15. Bank may utilize the vehicle for purposes other than cash transportation if required.

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Section 2: Terms & Conditions

2.1 Eligibility

The agency should be an individual / registered company / firm involved in providing cash van services to banks for the past **five years** as on the tender issue date. Documentary evidence required.

2.2 Statutory Registrations

Must be registered with EPF, ESIC, and GST departments. Submit self-attested copies.

2.3 PAN – Submit self-attested copy.

2.4 ISO Certification – Preference may be given if quoted rates are same/similar.

2.5 Staff Antecedents

Agency must ascertain antecedents of all personnel. Provide deployment letter, bio-data, photo ID, address proof (duly attested) to Bank's Cash In-charge.

2.6 Police Verification

Agency to arrange police verification for all deployed personnel. Copy to be given to Assistant Manager – Cash. Agency is directly responsible for its employees. No employee shall claim to be Bank's employee. Any issues with police, transport authorities, etc. to be handled by agency at its own cost.

2.7 Uniform & Identity

All crew to be in uniform with company ID card authenticated by agency officer. Crew not to be changed without prior permission of Bank's Assistant Manager. Standby staff with police verification must be available. Agency must inform Bank immediately of any suspension/termination/removal and provide updated list with photo and signature.

2.8 Breakdown

In case of breakdown, agency must provide replacement cash van of similar quality/features without delay. No overtime payment for such situation.

2.9 Staff Absence

Immediate replacement must be provided. All personnel (male) to be aged 18–55 years.

Handwritten mark

Handwritten signature

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2.10 Fuel & Maintenance

Fuel, oil, lubricants, and maintenance costs borne by agency. No hike within contract period. Only considered at renewal by mutual agreement.

2.11 Police & State Regulators

Agency must be registered with Police and State regulators for cash van services. Submit copy of police license and registration letter.

2.12 Net Worth & Fleet Size

Minimum net worth: **₹100 Crores**. Minimum fleet size: **300 specially fabricated cash vans** (owned/leased).

2.13 Vehicle Documents

Registration, insurance, pollution certificate, road tax, permit – arranged by agency. Driver to carry original documents. Photocopies to be given to Bank. Renewal at agency's cost.

2.14 Roadworthiness

Vehicle to be kept in roadworthy condition and comply with emission norms.

2.15 Log Book

Daily log book to be maintained and authenticated by Assistant Manager – Cash at end of day.

2.16 Monthly Billing & Payment to Staff

Monthly bill to be submitted to Assistant Manager – Cash by **3rd of succeeding month**, along with EPF & ESIC payment receipts. Agency must pay Cash Executive, Guards, Driver, and Loader into their bank accounts by **7th of succeeding month**, regardless of whether Bank has paid the agency.

2.17 Reporting Time

Cash van to reach Bank's Head Office (or destination) by **10:00 AM**. Normal working hours: **10:00 AM to 6:00 PM**.

2.18 Penalty for Delay / Absence

If cash van or any personnel fails to turn up or is delayed by 30 minutes or more, penalty @ 1.5 times the hourly rate (cost including van and all manpower) for hours lost on pro-rata basis will be deducted. Hourly rate = (Total monthly amount) ÷ [26 working days × 8 hours].

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2.19 Recovery of Penalty

Date :

Bank may recover penalty by adjusting from any payments due to the agency.

2.20 Agreement

Agreement to be signed on stamp paper (cost borne by agency).

2.21 Rejection Right

Bank reserves right to reject any/all applications without assigning reasons.

2.22 Cash Insurance

Bank has its own cash-in-transit insurance, but agency must take necessary security measures.

2.23 Successful Vendor's Insurance

Must take: Fidelity Insurance (minimum ₹5 Crores), Workmen Compensation, Third Party Liability, and all-risks insurance policies.

2.24 No Subletting

Work must be carried out by agency's own staff/employees. Subletting not permitted.

Section 3: Tender Offer System

The tender should be submitted in **separate sealed covers** duly superscribed:
"Tender for Providing Dedicated Cash Van Services"

Address to:

Assistant General Manager, Accounts Section
The Municipal Co-op Bank Ltd, Mumbai
245, Municipal Bank Bhavan, P.D. Mello Road, Fort, Mumbai – 400001

Last date & time: 30th April 2026, 05:00 PM

Section 4: Earnest Money Deposit (EMD)

- Amount: ₹50,000/- (Rupees Fifty Thousand only)
- Form: DD / PO favouring **The Municipal Co-op Bank Ltd, Mumbai**, payable at Mumbai

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- Must be submitted along with the tender. Offers without EMD will be rejected.
- EMD refunded to unsuccessful bidders.
- For successful bidder, EMD will be converted into **Security Deposit**, released only after completion of contract period.
- No interest payable on EMD / Security Deposit.
- If agency fails to provide services within agreed period, agreement may be cancelled and EMD forfeited.

Section 5: Tender Offer Contents

The tender offer must be complete in all respects and include:

- 5.1** Covering letter in prescribed format (Annexure I)
- 5.2** EMD of ₹50,000/- (DD/PO)
- 5.3** Agency profile in prescribed format (Annexure II)
- 5.4** Specifications of the cash van proposed
- 5.5** All pages serially numbered and signed by authorised signatory
- 5.6** Rates quoted in Indian Rupees in prescribed format only
- 5.7** Quoted price to be inclusive of:
 - One Air Conditioned Cash Van (Tata 407 / Force Traveller / equivalent chassis, seating capacity 5)
 - One Cash Executive, two Armed Guards, one Driver, one Loader
- 5.8** Manpower charges inclusive of minimum wages, training costs, miscellaneous costs, and service charges
- 5.9** GST will be paid by Bank as per extant guidelines
- 5.10** Bank will shortlist bidders satisfying requirements
- 5.11** No advance payment
- 5.12** Bank will deduct TDS as applicable
- 5.13** Fixed rates agreement – no upward revision during contract period
- 5.14** Contract for one year, renewable on mutual consent based on requirement and satisfactory performance

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Section 6: No Erasures or Alterations

Tender details must be completely filled. Corrections, if any, must be duly authenticated.

Section 7: Validity of Offer

The offer must remain valid for **90 days** from the last date for submission.

Section 8: No Commitment to accept lowest or any Tender

The Bank is not obliged to accept the lowest or any other offer and may reject any or all offers without assigning reasons.

Section 9: Order Cancellation

If the vendor fails to provide cash van services within **one week** (or extended date communicated by Bank), it shall be a breach of contract. Bank may cancel the work order and forfeit the EMD.

Section 10: L1, L2, L3 Mechanism

Bank may enter into agreements with one or more agencies. Work order to L1 bidder. If L1 fails to provide satisfactory service, its work order may be cancelled and work reassigned to L2 or L3 at **L1 price**.

Section 11: Termination for Cause

Bank reserves right to terminate contract with immediate effect if agency fails to provide satisfactory services, fails to take security measures, or does not adhere to terms & conditions.

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Section 12: Termination without Cause

Bank may terminate the agreement during the contract period by giving **one month's notice** to the agency.

General Manager

The Municipal Co-op Bank Ltd, Mumbai



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Annexure I – Covering Letter (on Agency's letterhead)

Date :

To,
The General Manager
The Municipal Co-op Bank Ltd, Mumbai
245, Municipal Bank Bhavan, P.D. Mello Road, Fort, Mumbai – 400001

Date: _____

Subject: Tender for providing two dedicated cash van services including one Cash Executive, two valid licence holder Armed Guards, one Driver and one Loader for each cash van

Dear Sir,

With reference to the above tender notice, having examined and understood the terms and conditions, we hereby enclose our offer for providing cash van services as required.

We confirm that we have not been disqualified by any bank for providing such services. Our offer is in conformity with the tender documents and shall remain valid for 90 days from the last date for submission.

We understand that the Bank is not bound to accept our offer in part or full and may reject it without assigning any reason.

We enclose:

- DD / PO for ₹50,000/- (EMD) – Details below
- DD / PO for ₹1,000/- (Tender Fee) – Details below

Particulars	EMD Draft (₹50,000)	Tender Fee Draft (₹1,000)
Demand Draft No.		
Date of DD		
Issuing Bank		

Yours faithfully,

Authorised Signatory
(Name, Designation & Seal)

Head Office : Municipal Bank Bhavan, 245, P. D'Mello Road, Fort, Mumbai - 400 001.
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Annexure II – Agency Profile & Bid (on Agency's letterhead)

Sr. No.	Description -	Details Provided	Page No.
1	Name of Agency		
2	Address		
3	Contact / Fax Nos.		
4	Email ID		
5	Status (Proprietorship / Pvt Ltd / Partnership / Other)		
6	Proprietor / Partners / Directors (with qualifications)		
7	Year of establishment; ROC / Firm registration No. & Date		
8	Years of experience in cash van services		
9	EPF Registration details		
10	GST Registration details		
11	ESIC Registration details		
12	PAN details		
13	ISO Certification (if any)		
14	Any additional information		

Authorised Signatory (Name, Designation & Seal)



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Details of Organisations to which Cash Van Services are Being Provided

(Attach satisfactory completion certificates)

Sr. No.	Name of Organisation	Contact Person	Phone & Email	No. of Cash Vans	Certificate Attached (Y/N)

Authorised Signatory (Name, Designation & Seal)

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Declaration – I (on Agency's letterhead)

I/We have read the terms and conditions and furnished all information required. The information is correct to the best of my/our knowledge.

If any information is found false or withheld, my/our application/agreement will be cancelled and EMD/Security Deposit forfeited. I/we shall be solely responsible.

The decision of The Municipal Co-op Bank Ltd, Mumbai in selection shall be final and binding.

I/we have no objection to enquiries being made about our work.

I/we understand that the Bank is not bound to accept any proposal.

I/we agree to pay all taxes/insurance/statutory charges as levied.

Authorised Signatory (Name, Designation & Seal)

Date:

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Date :

Declaration – II (on Agency's letterhead)

I/We declare that we will adhere to the provisions of the following Acts (as amended from time to time):

1. The Payment of Wages Act, 1936
2. The Industrial Dispute Act, 1947
3. The Minimum Wages Act, 1948
4. The Employee Provident Funds and Miscellaneous Provisions Act, 1952
5. The Payment of Bonus Act, 1965
6. The Contract Labour (Regulation and Abolition) Act, 1970
7. The Payment of Gratuity Act, 1972
8. The Equal Remuneration Act, 1976
9. The Inter-State Migrant Workmen (Regulation of Employment and Condition of Service) Act, 1979
10. The ESI Act

Authorised Signatory

(Name, Designation & Seal)

Date:



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Commercial Bid (on Agency's letterhead)

For providing Cash Van Services including one Cash Executive, two valid licence holder Armed Guards, one Driver and one Loader for each dedicated cash van

Sr. No.	Description	Rates (inclusive of all except GST)
1	Provisioning of one cash van up to 2000 km per month (along with one Cash Executive, two Armed Guards, one Driver, one Loader per van)	₹ _____
2	Additional charges per km beyond 2000 km (monthly)	₹ _____
3	Additional charges per hour per person beyond 8 hours (per day)	₹ _____

Note:

1. Bidding will be evaluated on the basis of amount quoted at Sr. No. 1.
2. GST (extra) will be paid by the Bank as per extant guidelines.

Authorised Signatory (Name, Designation & Seal)

Date:

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