

**THE MUNICIPAL CO – OPERATIVE BANK LIMITED,
MUMBAI**

**TENDER DOCUMENT
FOR
PRINTING OF CTS CHEQUE**

Tender invited by

THE MUNICIPAL CO OP. BANK LTD., MUMBAI

Municipal Bank Bhavan
245, P. D'mello Road, Fort
MUMBAI 400 001

Telephone: 022 – 22717881 /22717882

Email: mcbank@mcbmumbai.com

Business Hours

On Weekdays: -

11.00 a.m. to 1.30 p.m.

&

1st, 3rd & 5th

2.00 p.m. to 5.00 p.m.

Saturdays: -

INVITATION FOR TENDER

The Municipal co-op Bank Ltd., Mumbai invites sealed tenders for **Printing Of CTS Cheque.**

1	Name / Nature of the work	<u>Printing Of CTS Cheque.</u>
2	Last date and time of submission of Tenders	08/05/2026 up to 5.00 PM
3	Issue of Tenders	To be downloaded from bank's website: www.mcb.bank.in from 29/04/2026 (upload date)
4	Time limit for execution	90 days
5	EMD Cost	Rs. 4,000/- by way of CASH or DD/PAY ORDER drawn in favor of " The Municipal Co-Operative Bank Ltd., Mumbai " payable at Mumbai

1. Kindly place EMD in separate envelope and document envelope separately attach to the tender.
2. The Bank reserves the right to accept or reject, wholly or partly, any or all the applications without assigning any reason whatsoever. The bank's decision in this regard will be final and binding on all applicants.
3. The tenders will be opened by the Chairman, General Purpose Committee in its meeting in the presence of Committee Members. The decision of the Committee in that respect shall be binding upon all tenderers.
4. The tenders should be submitted along with the acceptance of terms and conditions in this respect to the General Manager, the sealed envelope superscribed as "**Tender for Printing of CTS Cheque.**" should be dropped on or before 08/05/2026 up to 5.00 pm, in the "Tender Box" kept at the office of

The General Manager,
The Municipal Co-operative Bank Ltd., Mumbai
Municipal Bank Bhavan,
245, P. D'mello Road, Fort,
Mumbai 400 001.

- The Bank will not be responsible for any delay or late submission of the tender or any loss arising therefrom in any manner whatsoever.

Sd/-
General Manager
The Municipal Co-op Bank Ltd, Mumbai

-: TERMS & CONDITIONS: -

1. (a) Quotation should not be filled in by pencil.
(b) Rates should be quoted inclusive of all taxes including G.S.T. with Registration No. etc.
(c) Rates should be quoted in figures and words inclusive of all taxes & expenses. Financial figures provided in the tender submission must be expressed in two decimal places.
(d) Unless specific mention is made by tenderers for the extra payment of Tax on the prices quoted by them, it will be presumed that the prices quoted are inclusive of taxes payable under the GST the payment of Tax on the bills submitted by them. Where the Contractor is able to obtain refund of the whole or part of the Tax paid, to him under G.S.T. he should reimburse the bank to the extent of refund obtained. He should mention the amount of percentage to what extent he will be in position to do so. The Contractor should also note that the prices quoted by him include the tax paid by him at source under G.S.T. no subsequent claim for such tax paid by him at the source will be entertained.
(e) Any upward revision/ addition in Government taxes or levies after the tender has been submitted will be borne by the vendor and will not be borne by the bank.
- 2) Tenderer should provide Rates as per following table.

Description	Basic Rate Per Leaf (Rs.)	Rate Per Leaf Inclusive GST (Rs.)	Total Cost Inclusive GST (Rs.) (Min. For 20000 leaves)
Rate per leaf minimum quantity per month is approx. 20000 leaves			

- 3) The tenderer must provide Printer, Toner and Software for printing of CTS Cheques. As per NPCI guideline. The maintenance of the printer shall be taken care of by tenderer.
- 4) Tenderer should provide servicing of printing machine once in two months.
- 5) Tenderer should provide extra printer toner for uninterrupted service.
- 6) The tenderer should quote the rates all inclusive i.e. Printer, Toner, Software maintenance etc.
- 7) The Tenderer must resolved any complaint regarding printer, software etc. on same day. If failed to comply penalty of Rs.100/- charged per day.
- 8) Charges for wrong/double printed cheques due to printing machine or software error will not be paid by the Bank.
- 9) Any upgradation of software or printer should be done free of cost.
- 10) Tenderer must be cheque book printing solution provider as per RBI Guidelines and must be IBA approved Security printer and toner ink. The certificate issued by IBA should be enclosed & it should be valid.

- 11) Any subsequent modification of the rates or alteration in the particulars communicated after the tenders are opened will not be accepted and tenderers will be bound by terms of the tender already submitted by them.
- 12) The tenderer must have experience of printing of CTS Cheque Books of Co-operative Bank's for 3 years and have never been blacklisted by any Bank. Letter of undertaking regarding not blacklisted to be provided on letter head of tenderer. Experience letters from Banks shall be enclosed.
- 13) The Tenderer will have to deposit Rs.4,000/- as Earnest money deposit (EMD) along with tender in Cash/ Demand draft/ Pay order (not by cheque). The tender whose tender is approved, will have to deposit 10% amount of value of the total order as security deposit, for execution of the order. If the Tenderer fails to comply with the conditions, EMD and security deposit will be forfeited which please note.
- 14) No interest will be paid on Earnest Money Deposit and Security Deposit. E.M.D and security deposit will be refunded to successful tenderer after completion of contract period. In case of others, Earnest Money Deposit will be refunded after placing the work order to the successful tenderer.
- 15) No advances shall be paid by the Bank.
- 16) The Printer should submit the bill in duplicate with G.S.T. registration No. & mention the rate of G.S.T. including its amount in the bill separately.
- 17) The GST registration of vendors under Maharashtra is mandatory.
- 18) Delay/ wrong/Non-payment of GST/ any applicable taxes may attract legal action against vendor any such loss arise to the bank due to your negligence, vendor has to make good the same at your risk & cost.
- 19) The supplier should provide memorandum of draft bill, so that appropriate entries pertaining to G.S.T. shall be known.
- 20) The tender will be valid for a period of 3 months.
- 21) The Rate Contract prices shall be valid for a period of 2 years from the date of issue of Empanelment letter.
- 22) Bank reserves its right to add/alter or modify the conditions depending upon the circumstances at the time of opening the tender.
- 23) Income Tax (TDS etc.) at the appropriate rate will be deducted as per the provisions of the prevalent income Tax Act from the amount of bill payable to the contractors/ suppliers.
- 24) **PAYMENT**: - After successful printing of CTS Cheques payment will be made within 30 days from the submission of invoice from the successful tenderer on monthly intervals. If any of the instructions are not fulfilled, the tender will not be considered.

NOTE : Cheque should be printed as per R.B.I.'s new directives and CTS 2010 standard.

-: GENERAL DIRECTIONS TO TENDERERS: -

- 1) The General Manager does not bind himself to accept the lowest or any tender.
- 2) Tenderers must distinctly understand that they will be strictly required to confirm to the conditions of this tender form contract as contained in each of the clauses & the plea of "Custom Prevailing" will not on any account be admitted as an excuse on their part for infringement of any of the conditions.
 - a. **Each page of the terms & conditions should be signed and stamped by the tenderer indicating his acceptance of the same and it should be enclosed along with the quotation of the rate on a sealed cover.**
 - b. Any subsequent modification of the rates or alteration in the particulars communicated after the tenders are opened will not be accepted and tenderers will be bound by the terms of the tender already submitted by them.
 - c. **If any of the instructions are not fulfilled, the tender will not be considered.**
 - d. Bank Reserves it's right to add/alter or modify the conditions depending upon the circumstances at the time of opening the tender.
 - e. **No tender will be accepted unless it is properly sealed.**
 - f. The person whose tender is accepted shall hereinafter be called the Vendor, which shall include his heirs, executors, administrators and assignees.

The court at Mumbai, alone, shall have jurisdiction to decide any dispute arising out of or in respect of this contract.

Signature of the Tenderer.

Name:

Designation

Place:

Tenderer's Detail Form

Sr. No.	Description	Details
1	Name of the Agency/ Organization	
2	Complete Address	
3	Name of the Contact Person	
4	Contact Numbers E-mail id	
5	Savings /Current account number	
6	Name of the Bank	
7	Name of the Branch with Complete Address	
8	IFSC Code	
9	PAN Number (photocopy of PAN card to be attached)	
10	GST Registration No. (Enclose the copy of certificate issued by the Authorities)	
11	Proof of empanelment as a security printer on the IBA/ RBI approved panel for printing of MICR instruments. (Enclose the copy of certificate issued by the Authorities).	

FORM OF APPLICATION

(On Tenderer's letter Head)

Date: -

To,
The General Manager,
The Municipal Co-Op. Bank Ltd., Mumbai
Municipal Bank Bhavan,
245, P. D'mello Road, Fort,
Mumbai - 400 001.

Dear Sir,

SUB: -- Tender for Printing of CTS Cheque.

1. I/we have read and understood the instructions and other terms & conditions furnished in the tender published on the Municipal Bank's Website in respect of the captioned subject and hereby agree to abide by the said conditions. I/we hereby submit my/our application for the captioned subject. I/we do hereby declare that all the information furnished in the application and supplementary sheets are correct to the best of my/our knowledge and belief.
2. I/we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
3. I/we clearly understand and agree that if any of the information furnished by me/us hereunder is found to be wrong or untrue or false or incorrect or incomplete, my/our tender is liable to be rejected. Further, if I am/we are appointed as the 'Executing Agency' for the above subject, on the basis of the information furnished in my/our application and the information furnished therein is subsequently found to be wrong or untrue, false or incorrect, my/our contract with the Bank is liable to be terminated forthwith at the discretion of Bank, at any stage, without any notice and without any compensation whatsoever for such termination.
4. I/We understand and agree that the decision of Municipal Bank in selection of the contractor is final and binding to me / us.

Thanking You,

Yours faithfully,

Signature of the Tenderer:

Name:

Designation:

Place: