

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

**TENDER DOCUMENT
FOR**

Tender for Plastic Security Envelope for Cheque Books.

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 **Tender for Plastic Security Envelope for Cheque Books.**

1	Name / Nature of the work	Tender for Plastic Security Envelope for Cheque Books.
2	Quantity	25000
3	Last date and time of submission of Tenders	08/05/2026 up to 5.00 PM
4	Issue of Tenders	To be downloaded from bank's website: www.mcb.bank.in from 30/04/2026 (upload date)
5	Time limit for execution	90 days
6	EMD Cost	Rs. 1,000/- by way of CASH or DD/PAY ORDER drawn in favor of "The Municipal Co-Operative Bank Ltd., Mumbai" payable at Mumbai

- Kindly place EMD in separate envelope and document envelope separately attach to the tender.
- 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.
- 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.
- Tenderer should submit samples of Plastic Security Envelopes along with Tender.
- The sealed Envelope superscribed as "**Tender for Plastic Security Envelope for Cheque Books**" 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. Tender should not be filled in by Pencil.
 - a) Rates should be quoted in figures & words inclusive of all taxes with G.S.T. Registration No.
 - b) Unless Tenderers mentioned specifically that extra payment of tax on the prices quoted by them, it will be presumed that the prices quoted are inclusive of the taxes payable under the G.S.T. as the payment of Tax on the bills submitted by them. Where the Contractor is able to obtain a 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 or percentage to what extent he will be in a position to do so. The Contractor should also note that the prices quoted by him should be inclusive of the tax paid by him at the source under G.S.T. & no subsequent claim for such tax paid by him at the source will be entertained.
 - c) Any upward revision/addition in Government taxes or levis after the tender has been submitted will not be considered by the bank.
 - d) Specification for Plastic Security Envelope for Cheque Books is as follows: -
Tenderer should quote the rates as per following table in two decimals on their letterhead.

Particular	Quantity	Rate per plastic Envelope	Rate per plastic Envelope (Incl. GST)	Total Rate For 25000 plastic Envelopes (Inc. GST) (Rs.)
Size 9.5 X4.5 X1.5 Flap with security gluing strip (+-1/2" variation) 60microns (With Printing) As per our sample	25000			

(Sample can be seen at Bank Head office on working day during working hours.)

2. Only Press owners shall be qualified for filling the Tenders for printing items & proof thereof is required to be submitted.
3. The tender will be valid for a period of 90 days for acceptance & the rate quoted in the approved tender shall be valid for period of one year from the date of work order. If the Bank requires additional Plastic Security Envelope for Cheque Books, the supplier will be bound to supply the same at the same rate throughout the year.
4. The claim for an increase in prices will not be considered in any case.
5. The printer will have to deposit **Rs. 1,000/- as earnest money deposit** along with tender in Cash / Demand Draft / Pay Order (Not by Cheque). EMD will be refunded after completion of work. If the tenderer fails to comply with the conditions, EMD as well as security deposit will be forfeited, please note no interest is payable on EMD and security deposit
6. The tenderer whose tender is approved will have to deposit 10% amount of the value of the order as a security deposit for execution of order of supply the materials.
7. Tenderer should write specifically name of Press, Quality of plastic material with sample, otherwise the Tender will not be considered.
8. Printers are bound to supply the Plastic Security Envelope for Cheque Books as per the Bank's tender specification.
9. The supplier will have to supply the Plastic Security Envelope for Cheque Books as per Bank's requirements within 10 Days from the receipt of last proof and the proof should be produced within 5 Days from placement of order letter.

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10. Delivery should be made to below mentioned address, at free of cost:
The Municipal Co-operative Bank Ltd., Mumbai
Municipal Bank Bhavan, 245 P. D'mello road, Fort,
Mumbai – 400 001.
11. If the printers could not supply the Plastic Security Envelope for Cheque Books as per Bank's tender specification, then Bank will recover 10% as a penalty on the value of the supply & the defective Plastic Security Envelope will be returned & the supplier will be responsible for the resupply of Plastic Security Envelope as per bank's tender specification.
12. Bank will purchase 25000 Plastic Security Envelope in two lots.
13. The Bank must be kept informed of the progress of the delivery of Plastic Security Envelope and intimation should be sent upon final completion of the contract.
14. In the event of Supplier's inability to supply the Plastic Security Envelope by the stipulated date, no supplies will normally be accepted by the Bank if delivered late except for the production of a specific sanction from this office.
15. If the Plastic Security Envelope are not supplied within the time stipulated, then Bank will recover penalty Rs.100/- per day for the delayed period beyond the stipulated time or 10% as late charges on the value of supply whichever is higher but total penalty will not exceed the amount of bill payable to the supplier.
16. Tenderers must submit their G.S.T. registration copy along with tender form.
17. Non G.S.T. applicable vendors are not allowed to submit the tender.
18. The Tenderer should submit the bill in duplicate with GST registration No. & mention the rate of GST including its amount in the bill separately
19. PAYMENT: - After successful delivery of Plastic Security Envelope as per terms & conditions, the delivery will be physically inspected and tested and thereafter the payment will be made within 30 days from the date of successful delivery.
20. 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.
21. If you fail to deliver the Plastic Security Envelope for Cheque Books fully or any part of thereof within the period prescribed for delivery, the General Manager of the Bank will charge the penalty as prescribed in clause 15 and also be able,
 - i. To purchase the Plastic Security Envelope for Cheque Books from elsewhere on Supplier's account & at Supplier's risk & cost the Plastic Security Envelope for Cheque Books so undelivered or other of similar description where other exactly complying with the particulars are, in the opinion of the General Manager, The Municipal co-op Bank Ltd., Mumbai (which shall be final) not readily procurable without canceling the contract in respect of consignments not yet due for delivery.

OR

ii. To cancel the Contract.

In the event of the action being taken under Sub clause (i) above you shall be liable to make good for any loss which the Bank may sustain because of the higher price of the Plastic Security Envelope for Cheque Books purchased or otherwise. Howsoever, the decision of the General Manager of The Municipal Co-op Bank Ltd, Mumbai, shall be final as regards the acceptability of Plastic Security Envelope for Cheque Books supplied by the supplier and General Manager of the Bank shall not be required to give any reason in writing or otherwise at any time for the rejection of the Plastic Security Envelope for Cheque Books.

-: GENERAL DIRECTIONS TO TENDERERS: -

- 1) The Bank is not bound 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.
- 3) 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 in a sealed cover.
- 4) Any subsequent modification of the rates or alteration in the particulars communicated after the tenders are opened will not be accepted & tenderers will be bound by the terms of the tender already submitted by them.
- 5) If any of the instructions are not fulfilled, the tender will not be considered.
- 6) Bank Reserves it's right to add/alter or modify the conditions depending upon the circumstances at the time of opening the tender.
- 7) **No tender will be accepted unless it is properly sealed.**
- 8) The person whose tender is accepted shall hereinafter be called the Supplier, which shall include his heirs, executors, administrators and assignees.
- 9) The Earnest Money Deposit & security deposit will be refunded after satisfactory completion of supplies of calendars at the end of the tender period or extended period as the case may be and after deducting the dues from the supplier if any. No interest is payable by the Bank on Earnest Money Deposit & the security deposit.
- 10) The said Earnest Money Deposit & Security deposit shall stand forfeited, appropriately adjusted in full, in the event of:-
 - i. The supplies in part or in full are not affected in accordance with the delivery schedule.
 - ii. In the event of rejection of consignment on account of sub-standard product not in conformity with the specifications.
- 11) 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	TIN No. (Enclose the copy of certificate issued by the Authorities)	
11	GST Registration No. (Enclose the copy of certificate issued by the Authorities)	

FORM OF APPLICATION
(On Tenderer's letter Head)

Date-

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 Plastic Security Envelope for Cheque Books

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: