



**THE MUNICIPAL CO-OP. BANK LTD.,  
MUMBAI**

ESTD - 1952

Ref. No. MCB/121/2026-27

Date: 11 JUN 2026

**TENDER DOCUMENT FOR POSTAL MAILING**

**AT**

**THE MUNICIPAL CO-OPERATIVE BANK LTD., MUMBAI**  
**MUNICIPAL BANK BHAVAN, 245, P.D' MELLO ROAD, FORT,**  
**MUMBAI 400 001**

**Website: [www.mcb.bank.in](http://www.mcb.bank.in)**

**Tender invited by**

**THE MUNICIPAL CO OP. BANK LTD., MUMBAI**  
**Municipal Bank Bhavan**  
**245, P D'mello road, Fort**  
**MUMBAI 400 001**

**Telephone: 022 – 22717863 /22717864**

**Email: [hradmin@mcb.bank.co.in](mailto:hradmin@mcb.bank.co.in)**



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Sealed tenders are invited from the reputed firms for postal mailing services on the terms and conditions as enclosed.

## NOTICE INVITING TENDER – NIT

Tender schedule will be as under:

Issue of Tenders	Bank Website <a href="http://www.mcb.bank.in">www.mcb.bank.in</a>
Submission of Tenders	On or before <u>20/06/2026</u> at 5.00 P.M. At Municipal Bank Bhuvan 245, P.D' Mello Road, Fort, Mumbai 400 001.
Cost of Tender Document	Rs. 590/- (non-refundable i/e GST @18%) in the form of crossed Demand Draft/ Bank Draft from scheduled commercial bank in favour of "The Municipal Co Op Bank Ltd., Mumbai" payable at Mumbai
Earnest Money Deposit	Rs. 10,000/- (Rupees Ten Thousand only) by crossed Demand Draft/ Bank Draft from scheduled commercial bank, in favour of "The Municipal Co Op Bank Ltd., Mumbai" payable at Mumbai
Validity of Tender	90 days from the date of opening of Tender Document
Place of Physical Bid Submission	The Municipal Co Op Bank Ltd., Mumbai, Municipal Bank Bhuvan 245, P.D' Mello Road, Fort, Mumbai 400 001.
Contact Person	Sr. Manager (Admin Dept) 022- 22717863

All the bidders are required to submit Crossed Demand Draft of Rs. (590/-) towards the cost of tender document and EMD of Rs. 10,000/- failing which, the bids shall be rejected.

Based on the Tender document/ clarification of conditions by the Bank, an intending bidder shall submit its unconditional acceptance on the prescribed format along with tender document and alteration is not permitted, failing which the bids shall be rejected.



Head Office : Municipal Bank Bhavan, 245, P. D'Mello Road, Fort, Mumbai - 400 001.  
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All disputes arising out of or in connection with this Tender/Agreement shall be deemed to have arisen in Mumbai and only the courts of Mumbai shall have the jurisdiction to determine the same.

The Bank reserves the right to accept/reject any or all the offers submitted in response to this advertisement without assigning any reason whatsoever. The Bank will not be bound to accept the lowest tender and reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.

The Bank reserves the right to request for any additional information and also reserves the right to reject or accept the bid of a bidder, if in the opinion of Bank, the qualification data is incomplete or the bidder is found not qualified to satisfactorily execute the requirements of the project and no communication shall be entertained in this regard in future.

Sd/-

General Manager

Head Office : Municipal Bank Bhavan, 245, P. D'Mello Road, Fort, Mumbai - 400 001.  
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**THE MUNICIPAL CO-OPERATIVE BANK LTD., MUMBAI.**  
**MUMBAI - 400 001.**

**TERMS AND CONDITIONS.**

1.	<p>Postal/ Courier services to be commenced on execution of an agreement with the Bank as per our instructions in the Mumbai Metropolitan Area.</p> <p>Postal Mailing Service to be provided at Head Office (Municipal Bank Bhavan) &amp; its 20 branches which are scattered throughout Central, Western and City area of Mumbai as under:</p>																											
	<table border="1"><thead><tr><th>Central</th><th>Western</th><th>City</th></tr></thead><tbody><tr><td>Sion</td><td>Bandra</td><td>C.S.T.</td></tr><tr><td>Deonar</td><td>Andheri (West)</td><td>Byculla</td></tr><tr><td>Ghatkopar</td><td>Kandivali</td><td>Parel</td></tr><tr><td>Mulund T/Ward</td><td>Borivali</td><td>Nanachowk</td></tr><tr><td>Bhandup</td><td>Andheri (K/East)</td><td>Nair</td></tr><tr><td>Chembur</td><td>Goregaon</td><td>G/South</td></tr><tr><td></td><td></td><td>G/North</td></tr><tr><td></td><td></td><td>Marinelines</td></tr></tbody></table>	Central	Western	City	Sion	Bandra	C.S.T.	Deonar	Andheri (West)	Byculla	Ghatkopar	Kandivali	Parel	Mulund T/Ward	Borivali	Nanachowk	Bhandup	Andheri (K/East)	Nair	Chembur	Goregaon	G/South			G/North			Marinelines
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		G/North																										
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	<p><b>Note:</b> Changes in branch address due to renovation work if any will be informed by the Bank Administration Department.</p>																											
2)	<p>Bank documents in closed envelopes will be provided for postal /courier mailing. Maximum approximate weight of documents will be 5 kg.</p>																											

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3) **Nature of Work:**

To deliver bank documents from Head Office to branches and vice versa.  
Morning collecting time will be

- i. At H.O. as mentioned in the chart i.e. 3 (a)
- ii. At Branches 10.30 a.m.

3(a) Time for collecting documents from Head Office

8.30 a.m. for	9-00 a.m. for	9-30 a.m. for
Kandivali	G/South	C.S.T.
Borivali	G/North	
Deonar	Nanachowk	
Ghatkopar	Parel	
Mulund	Byculla	
Bhandup	Nair	
Andheri (West)	Bandra	
Andheri (East)	Sion	
Chembur	Marinelines	
Goregaon		

Note: Documents are to be delivered at concern Branch/Office on or before 10:45 AM

3(b) Time for submitting documents collected from Branches Monday to Saturday  
(except Second & Fourth Saturday)

Submission of collected documents at H.O. on or before 11-30 a.m.

3(c) Apart from the abovementioned timings on every Monday & Thursday (Or Loan Meetings Days other than Monday & Thursday) loan batches should be collected from all branches in the following given timings and should be submitted to Head Office.

Timing for loan batches collection

At Branch 11-30 a.m.

Timing for loan batches submission at H.O. 12-30 p.m.

**And**

Submission of batches the day before the loan committee meeting is twice in a day from Branches to Head office.

Note: Bank reserve its right to modify the time as per Banks requirements



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4)	Payment will be made only after receipt of proof of Delivery (POD). No payment will be made in respect of non-delivered documents.
5)	Successful Tender have to deposit Rs.25,000/- as Security Deposit. No interest will be paid on Security Deposit. The Security Deposit will remain with Bank till validity of the contract.
6)	The said Security Deposit will be forfeited: a) If the Tenderer fails to execute the contract and/or b) If the Tenderer commits breach of any of the terms and conditions of the contract and/or c) In case of any losses/damages incurred thereof due to negligence, unawareness, misuse of any Bank documents/ information by delivery person/or any employee of service provider.
7)	If the delivery person is not provided and that to the schedule given then penalty will be charged at Rs.300/- per day per instance.
8)	The Tenderer should be in the business of courier/parcel mailing service for at least three years with good track record & should be having ability to handle given job.
9)	The Tenderer should have enough trained / experienced personnel & manpower to carry out this activity
10)	The track record of the Service Provider should be clean and it should not have any involvement in dispatch of illegal articles or frauds. Tenders without declaration on letter head to this effect would not be considered.
11)	Conditional tenders will be straightaway rejected.
12)	Service Provider has to bear all charges including travelling charges. Insurance, miscellaneous charges etc. Other than the charges quoted in the price bid, no other charges will be paid by the Bank (except G.S.T. applicable)
13)	No escalation in rates on any account will be permitted during the contract period.
14)	The tenure of contract will be for one year i.e. from 01/08/2026 To 31/07/2027
15)	Service provider should agree to meet the officials of the Bank periodically or as & when called upon to review its performance



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16)	Service provider shall not enter into any agreement with any contractor or sub-contractor in connection with the services to be provided under the terms of this agreement without the prior written consent of the Bank
17)	The service provider should agree to indemnify and hold Bank Harmless from all losses, claims, damages, costs, taxes, duties, additions, penalties, interest charges & expenses of any kind of which the Bank may be subjected to on account of any proven warranty representations, unauthorized acts, fraud, deed loss of documents or thing done by Service Provider & its employees, officers, agents & Service Provider will be liable for consequent damages that the Bank may suffer.
18)	Bills will be raised on monthly basis after completion of particular month. Bank will process the bill in due course & payment will be settled. Bank is entitled to deduct the Income Tax at Source at the prevailing rate as applicable to service agreement under provisions of the Income Tax act at the time of payment. Bank in turn will issue TDS Certificate to the Service Provider by financial year ending. The payment of the Service Provider will be made by RTGS/ NEFT
19)	Service provider has to make arrangement to collect the TDS Certificates from Bank. In any situation Certificates will not be courier to Tenderer.
20)	Rate should be inclusive of all applicable taxes statutory dues etc.
21)	On Termination of the agreement or on expiry of the period of this agreement, Service Provider shall handover all the records/documents/parcels in its possession to the designated authorized official of Bank.
22)	The successful tenderer shall have to enter into an agreement with the Bank at his/their own cost within 15 days of the acceptance of his/their tender.
23)	The service provider should confirm to have obtained all Licenses under all applicable laws viz. Labour law etc. pertaining to its business and should confirm that all legal, statutory requirements are completed. It further should confirm that it has taken all the necessary approvals as required under the local, state or central legislation in respect of the premises from where the Service Provider is operating its business. Service Provider should provide all documents to the Bank as & when required.
24)	The Service Provider should comply with all the Labour Legislation in the state of Maharashtra prevailing and as applicable from time to time in the state of Maharashtra.

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25)	In the event of any misuse, services are not up to the mark/Industry Standards, data/document lost or any reasons thereof which could incur any type of loss to the Bank, The Bank reserves the right to take necessary action including inter alia, deducting all direct & indirect losses incurred will be recovered from the vendor, subject to gravity and significance of the document involved from the monthly bill or recovering from other mode The Bank reserves the right to terminate the contract by giving 10 days notice during the contract period without assigning any reason therefore.
26)	Service provider may make arrangement for Transit insurance for delivering important docs/ parcels/boxes of the Bank Head Office to their branches and vice versa. Service Provider may further insure delivery person towards accident/death. Bank will not reimburse such cost.
27)	The Service Provider will be required to sign indemnity bond to secure Bank's Confidential Information.
28)	In the absence of regular delivery person, Service Provider should provide substitute who has knowledge and well versed with given assignments. Service Provider will monitor attendance of all delivery persons and will inform Bank office for arrangement of substitute.
29)	Delivery person should visit branches assigned to him on daily basis even though there is no deliverables from Head Office for that particular branch. There may be pickups from branches. He will be asked to take branch officer's initials on attendance card/register.
30)	The contractor should inspect Branch offices & satisfy himself before submitting his quotation any complaint regarding increase in work will not be entertained afterwards.
31)	The Service Provider should confirm that payment of delivery person appointed by him will be made not less than the latest revised minimum wages act during the contract period.
32)	Delivery Person appointed to accomplish this job should be well mannered and should behave courteously with Bank staff. Service Provider should replace particular delivery person if any complaint is received either from Bank Branch or Head Office in respect of misbehavior, irresponsibility or any other thing which may damage Bank's activities/reputations.
33)	Service provider should provide contact numbers and resumes with photos of all delivery persons appointed for this job to Bank.

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34)	Partial pickups/dispatch is not allowed. Delivery Persons should carry and bring all deliverables kept in dispatch section of Head Office and Bank Branch.
35)	Once considered, any claim for an increase in rate will not be entertained under any circumstances.
36)	Income Tax (TDS etc.) at the appropriate rate will be deducted as per provisions of prevalent Income Tax Act from the amount of bill payable to you.
37)	Bank reserves its right to add/ alter or modify the conditions depending upon the circumstances
38)	The service Provider should submit the bill in duplicate with proof of duly paid provident fund/pension contribution, other charges, professional tax etc. of the employed delivery person. The detailed list of the employees & uploaded ECR file on which P.F. dues are remitted in Govt. Treasury should be provided. Then only payment will be made.
39)	The Service Provider should make an alternate arrangement for delivery person, when any delivery person proceeds on leave/leaves the service etc. If delivery person is not provided by the Service Provider then penalty will be charged @ Rs.300/- per day per instance from the date of requirement till the date of actual availment of the service person.

Tender/08.06.2026  
Tender Mailing 2026

  
Dy. General Manager  
The Municipal Co-Op Bank Ltd., Mumbai  


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