



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

ESTD - 1952

Ref. No. MCB/GEN/156/2026-27

Date : 10 JUL 2026

**EXTENSION OF RE- TENDER DOCUMENT FOR HIRING 12
NUMBER OF PEONS ON CONTRACT BASIS**

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

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: hadmin@mcb.bank.co.in

**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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THE MUNICIPAL CO-OPERATIVE BANK LTD., MUMBAI. **MUMBAI – 400 001.**

Sub: Extension of Re-Tender for Providing 12 number of Peons on a Contract Basis

Sealed Re-Tender are invited from the reputed Service Provider based in Mumbai/Mumbai suburban for providing the services of 12 Peons on a Contract Basis, on the terms and conditions as enclosed.

The eligibility criteria (Annexure 'A') and financial bid (Annexure 'B') should be submitted in two separate sealed envelopes to The General Manager, The Municipal Co-operative Bank Ltd., Mumbai. Sequential page numbering should be made on all pages of the bid submitted including (supporting documents). The sealed envelope containing "Annexure A and Annexure B" should be duly superscribed as "Eligibility Details" and "Financial bid" separately for easy identification. Both the envelopes should be placed together in a bigger envelope superscribed as "Tender for providing Peons on contract basis". **The last date to submit the Re-Tender was 09/07/2026 up to 5.00 p.m., however further extension has been given, and the tenders should reach this office on or before 20/07/2026 up to 5.00 p.m.** The Tender received after 5.00 p.m. on that day/ date later will not be considered.

The Tender 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.

Only sealed Tender shall be considered.

S/d-

General Manager

The Municipal Co-op. Bank Ltd., Mumbai.

\\Tender\\Peon\\Tender for the post of peon
Bns:01/04/2026

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THE MUNICIPAL CO-OPERATIVE BANK LTD., MUMBAI:

MUMBAI – 400 001.

TERMS AND CONDITIONS

1.	Tenderer shall have to provide 12 number of Peons on contract basis to our Head Office & its branches which are scattered throughout Central, Western and City area of Mumbai.
2.	Tenderer shall have to deposit Rs.10,000/- as Earnest Money Deposit and Rs. 590/- (inclusive of GST) as Cost of Tender (Non-refundable) by Bank Draft/DD only Drawn in favour of The Municipal Co-operative Bank Ltd., Mumbai. No interest will be paid on Earnest Money Deposit. Note: Tender must accompany DD/Pay order of stipulated EMD and tender cost. Tender submitted without DD/Pay order will be rejected.
3.	The successful Tenderer shall have to deposit Rs. 100,000/- (Rupees One Lakh Only.) as Security Deposit. No interest will be paid on Security Deposit. The Security Deposit will be retained in the Bank during the tenure of the contract. The Security Deposit will be refunded after satisfactory execution of the contract within one month from the end of the contract period and after deducting the dues to be recovered from the Tenderer if any. The said security deposit will be forfeited if the Tenderer commits breach of any of the terms and conditions of the contract.
4.	Eligibility Criteria: Minimum Educational Qualification : 9th Std Passed Age : As on 01.07.2026 should not be more than 45 years Languages known : Should able to Read, Write and Speak Marathi, Hindi fluently.

....2

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THE MUNICIPAL CO-OP. BANK LTD., MUMBAI

ESTD - 1952

Ref. No. MCB/

-: 2 :-

Date :

5.	Scope of Services: a) The Tenderer will provide 12 number of Peons on Contract Basis to the Bank for tasks such as filing and other administrative duties as specified by the Bank. The tasks assigned to these staff will exclude housekeeping duties. b) The Hired Peons will be posted at any of the Bank Offices situated within the jurisdiction of Municipal Corporation of Greater Mumbai. c) The staff shall work 8 hours per day from 10:15 A.M to 6:15 P.M. No leaves will be applicable except weekly off and Bank Holiday. Staff should come on Bank holiday/ weekly off if Branch Manager/ Reporting Manager asks to come to complete any pending work, no extra amount will be paid for working extended hours. d) The contracting Tenderer should maintain all statutory registers under the law. The Tenderer should produce the same on demand to the concerned authority of Govt/ The Municipal Co-op. Bank Ltd., Mumbai or any other authority under law.
6.	Statutory Conditions: a) Compliance with Laws: The Tenderer shall comply with all applicable laws, regulations, and guidelines related to employment, labour, and contractual services. b) Licensing: The Tenderer must possess and maintain all necessary licenses, permits, and authorizations required to provide the services under this contract. Insurance: The Tenderer must ensure that all Hired outsource peons are covered under appropriate insurance policies, including but not limited to, worker's compensation and general liability insurance.

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THE MUNICIPAL CO-OP. BANK LTD., MUMBAI

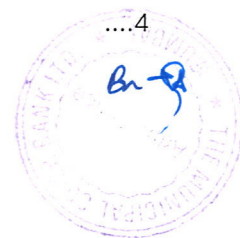
ESTD - 1952

-: 3 :-

Ref. No. MCB/

Date :

7.	Minimum Wages and Benefits a) Wages: The Tenderer shall pay wages to the Hired outsource peons in accordance with the Minimum Wages Act, 1948 and ensure that the wages are not less than the prevailing rates as notified by the government from time to time. Benefits: The Tenderer shall provide statutory benefits to the Hired outsource peons.
8.	Payment Terms: a) Invoicing: The Tenderer shall submit a detailed invoice to the Bank on a monthly basis for the services provided. b) The company should make payment to hired outsource peons in advance & submit the bill in duplicate with proof of duly paid provident fund/ ESIC Contribution, pension contribution, other charges, professional tax etc. of the employed hired outsource peons of the respective wage month. The payment will be made after verifying that the detailed list of peons deployed at The Municipal Co-operative Bank Ltd., Mumbai matches the uploaded ECR file on which the P.F. dues have been remitted to the Government Treasury. c) "Payment Cycle: The Bank will process the payment within 30 days of receiving the invoice, subject to verification and approval of the services rendered. d) Deductions: The Bank reserves the right to deduct any penalties or recoveries from the payment as per the terms of this contract. Income Tax (TDS etc.) at the appropriate rate will be deducted as per the provisions of prevalent Income Tax Act from the amount of bill payable to the Tenderer. Tenderer should quote PAN No., GST No. of their Tenderer on the bills.



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ESTD - 1952

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Ref. No. MCB/

-: 4 :-

Date :

9.	Performance and Conduct: a) Performance Standards: The Company shall ensure that the Hired outsource peons perform their duties diligently, efficiently, and to the satisfaction of the Bank. b) Conduct: The Hired outsource peons must adhere to the Bank's code of conduct and maintain professionalism at all times. c) Replacement: In case of unsatisfactory performance or misconduct by any Hired outsource peon, the Company shall provide a suitable replacement within 24 hours of receiving the Bank's request. If replacement is not provided by the Tenderer then penalty will be charged at the following rates per day from the date of requirement till the date of actual deployment of the peons in particular month. • Absent for 1 Day Rs. 100/- • Absent on 2nd Time Rs. 200/- • Absent on 3rd Time Rs. 300/- For the absence of 4 days and above in a month penalty @Rs.500/- will be charged from day one for every day of absence. The above penalties will be levied by the bank on the Tenderer in their monthly billing and the bill will be paid after deduction of such penalties. d) If the hired outsource Peons provided by the agencies found guilty of or indulging in any illegal activities, then the said hired outsource Peons should be immediately removed from the bank premises and should not be provided thereafter during the contract period.
10.	Confidentiality and Security: a) Confidentiality: The Tenderer and the Hired Staff must maintain strict confidentiality of all information accessed during their tenure at the Bank. Security: The Hired Staff shall adhere to the Bank's security protocols and guidelines

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Signature

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ESTD - 1952

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Ref. No. MCB/

-: 5 :-

Date :

11.	Duration and Termination: 1) Contract Duration: This contract is valid for a period of one year from the date on which contract will be commenced, unless terminated earlier as per the terms herein. 2) Termination by the Bank: The Bank may terminate the contract with a 30-day notice period for any reason, including but not limited to, non-performance or breach of contract. Termination by the Tenderer: The Tenderer may terminate the contract with a 60-day notice period, provided all ongoing tasks are handed over smoothly and without disruption.
12.	Indemnification: The Tenderer shall indemnify and hold the Bank harmless from any claims, damages, losses, or expenses arising out of or in connection with the services provided by the hired outsource Peons.
13.	Dispute Resolution: a) Amicable Settlement: Both parties will endeavor to resolve any disputes amicably through mutual discussions. Arbitration: If a dispute cannot be resolved amicably, The Court at Mumbai, alone shall have jurisdiction to decide any dispute arising out of or in respect of this contract.



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ESTD - 1952

Ref. No. MCB/

-: 6 :-

Date :

14.	Miscellaneous: a) The said hired outsource peons will not be able to claim any employment in the Bank. b) The hired outsource peons deployed by the Tenderer should not claim nor shall be entitled to pay perks & other facilities admissible to regular confirmed employees of The Municipal Co-op. Bank Ltd., Mumbai during the contract period or after expiry of the contract. c) Bank will in no way remain responsible for making payment of the bonus/ex-gratia payment. d) The Bank shall not be liable to pay any compensation in cases where services are disrupted/not availed due to the any reason. e) Details as stated herein below of each hired outsource peons so provided are submitted to the Bank. (1) Copy of Marksheet, Passed 9th Std. (2) Copy of Leaving Certificate (3) Copy of Aadhaar Card (4) Copy of PAN Card (5) Recent Photograph (6) Appointment Letter issued by Tenderer
15.	Bank reserves its right to add/ alter or modify the conditions depending upon the circumstances.
16.	The Tenderer should provide a uniform i.e. dress pant and button-down shirt with an apron to the hired peons (Agency name and logo should affix on the uniform/apron).

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THE MUNICIPAL CO-OP. BANK LTD., MUMBAI

ESTD - 1952

-: 7 :-

Ref. No. MCB/

Date :

17.	The Tenderer shall submit details of all past litigations in the contracts he has executed with Government/Semi-Government Organisations/Public Sector Undertakings etc., If the same is not disclosed in the Tender and subsequently the Bank comes to know about past litigations of the Tenderer, the Tender of such Tenderers shall be out rightly rejected. (Self declaration to be provided on Letter-head, must signed by authorized person.)
18.	In future, employee requirement may vary based on the actual requirement of outsourced services.
19.	The Tenderer must have a minimum of 3 Years experience in Government/Semi-Government Organisations/Public Sector Undertakings etc., executing similar works and must have successfully completed at least two projects of similar nature during the last three financial year (i.e. 2023-2024, 2024-2025, 2025-2026). Further to that tenderer should submit Work Order, Completion Certificates along with designation and telephone number of Establishment to whom service has been rendered.
20.	The Earnest Money Deposit (EMD) of the shortlisted tenderer shall be forfeited under the following circumstances: 1. If the tenderer refuses to accept the Work Order. 2. If the tenderer accepts the Work Order but fails or is unwilling to commence or fails to provide the required services within the stipulated time.
21.	The Tenderer shall have Office in Mumbai/Mumbai Suburban area.

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Dy. General Manager



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Annexure "A"

Ref. No. MCB/

(To be printed on Company's Letter Head)
Eligibility Criteria

Date :

Sr. No.	Requirement	Remark
1	Each Page of the terms & conditions should be signed and stamped by the Service Provider indicating his acceptance of the same and it should be enclosed alongwith the Tender in a sealed cover (Responses: Yes)	
2	The Contractor shall comply with the provisions of payment of Minimum wages Act 1948	
3	The Firm should be registered under Udyam Or State's Labour Department to engage in providing office staf on Contract basis (Registration certificate of contract Labour Licence/Udyam employment activities to be attached. (Ref. the Page No.____))	
4	Shop & Establishment Licence (Gumasta) to be attached (Ref the Page No.____)	
5	PAN in the name of Firm/Proprietor/Partnership etc., to be attached (Ref the Page No.____)	
6	GST Certificate to be attached (Ref the Page No.____)	
7	Professional Tax Registration Certifcate to be attached (Ref the Page No.____)	
8	EPF Registrantion Certificate to be attached (Ref the Page No.____)	
9	ESIC Registration Certificate to be attached (Ref the Page No.____)	
10	Service Provider shall have to deposit Rs. 10,000/- as Earnes Money Depoosit and Rs. 590/- (Inclusive of GST) as Cost of Tender (non refundable) by Bank Draf/DD only drawn in favour of The Municipal Co-operative Bank Ltd., Mumbai. No Intrest will be paid on Earnest Money Deposit. Note: Tender must accompany DD/Pay order of stipulated EMD and tender cost. Tender submitted without DD/Pay order will be rejected.	
11	The Service Provider shall submit details and undertaking on letterhead of all past litigations in the contracts he has executed with Government/Semi-Government Organisations/ Public Sector Undertakings etc., If the same is not disclosed and subsequently the Banks comes to know about past litigations of the Service Provider, the Tender of such Service Provider shall be out rightly rejected.(Ref the Page No.____)	
12	The Tenderer must have a minimum of 3 Years experience in Government/Semi-Government Organisations/Public Sector Undertakings etc., executing similar works and must have successfully completed at least two projects of similar nature during the last three financial year (i.e. 2023-2024, 2024-2025, 2025-2026) Further to that tenderer should submit Work Order, Completion Certificates along with designation and telephone number of Establishment to whom service has been rendered.	
13	The Tenderer shall have Office in Mumbai/Mumbai Suburban area.	

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On Company's Letter Head

Ref. No. MCB/

Date: ANNEXURE - 'B'

THE FINANCIAL BID DOCUMENTS

Sr. No.	Particulars (Monthly)	Amount
As per the guidelines of Maharashtra Government for payment of minimum wages		
1.	Basic wage	Rs.
2.	Special Allowance/ DA	Rs.
	(A) Total Minimum Wages	Rs.
3.	HRA	Rs.
4.	PF	Rs.
5.	ESIC	Rs.
6.	Other Allowances	Rs.
	(B) TOTAL	Rs.
7.	Service charges	Rs.
8.	(C) TOTAL	Rs.
9.	(D) Total Monthly Wages (A+B+C)	Rs.
	CGST @ 9%	Rs.
	SGST @9%	Rs.
	Total Monthly Wages including GST	

Authorized Signatory
Company Seal



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