



THE MUNICIPAL CO-OP. BANK LTD., MUMBAI

ESTD - 1952

Ref. No. MCB/

Date :

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



Tender for providing One Four Wheeler (Sedan) AC Vehicle **with Driver on Hire Basis.**

Sealed tenders are invited from the reputed agencies for **One Four Wheeler (Sedan) AC Vehicle with Driver** and another **Four Wheeler (Sedan) AC Vehicle with Driver if required at the same rate** on hire basis for Bank's Senior Officials on the terms and conditions as enclosed.

The tender should be submitted addressed to The General Manager, The Municipal Co-operative Bank Ltd., Mumbai, Municipal Bank Bhavan, 1st Floor, P.D. 'Mello Road, Fort, Mumbai – 400 001 in a sealed cover superscribed as **"for providing One Four Wheeler (Sedan) AC Vehicle with Driver on Hire Basis."** so as to reach this office up to 5.00 p.m. on 13.10.2025. The tenders received after 5.00 p.m. on that day will not be considered.

The tenders will be opened by the Chairman, General Purpose Committee in the meeting in the presence of committee members. The decision of the committee in that respect shall be binding upon all tenderers.

ONLY SEALED TENDERS WILL BE CONSIDERED.


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


Head Office : Municipal Bank Bhavan, 245, P. D'Mello Road, Fort, Mumbai - 400 001.
Tel.: 2261 8653 / 2261 3814 / 2261 6911-12 / 2271 7800 Fax : 2271 7898-99. G.P.O. Post Box No. 1027
Website : www.municipalbankmumbai.com E-mail : mcbank@mcbmumbai.com



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TERMS & CONDITIONS

1.	The Tenderer whose request is accepted shall hereinafter be called the "Service Provider", which shall include his heirs, executors, administrators and assignees.
2.	Tenderer shall have to deposit Rs.10,000/- as Earnest Money Deposit. No interest will be paid on this Earnest Money Deposit. The Earnest Money deposit will be retained in the Bank during the tenure of the contract of the successful tenderer as Security Deposit & No interest will be paid on security deposit.
3.	The said security deposit will be forfeited. 1) If the Tenderer fails to execute the contract. 2) If the Tenderer fails to provide the Driver as required by the bank. 3) If the Tenderer commits breach of any of the terms & Conditions of the contract.
4.	The security deposit of Rs.10,000/- 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.
5.	The claim for increase in hire charges than quoted in tender will not be considered in any case.
6.	Tenderer should make an alternate arrangement for Driver, when any Driver proceeds on leave/ leaves the services etc. If Driver is not provided by the Tenderer, then penalty will be charged at Rs.500/- per day from the date of requirement till the date of actual provision of the Driver.
7.	Details as stated herein below of each other so provided to be submitted to the Bank. 1) Full name of Driver 2) Full residential address of Mumbai/Thane 3) Full address of Native Place 4) Proof of resident of Mumbai (Period)/Thane 5) Domicile Certificate 6) Latest Photograph 7) Copy of valid Driving License 8) Copy of Aadhar Card and Pan Card Upon expiry of license, renewed license should be submitted within 15 days or proof of RTO having completed the renewal process.

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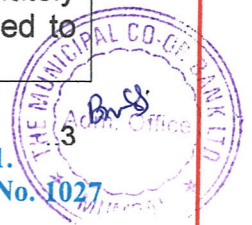
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8.	<p>The specifications of Driver are:</p> <ol style="list-style-type: none">1) Educational Qualification : Minimum 9th Pass & should have knowledge of all traffic rules & regulations.2) Age : As on 01.10.2025, the Driver should not be more than 50 years.3) The Tenderer should provide Drivers who are having domicile certificate of Maharashtra.4) Should have Driving experience of minimum 5 years.
9.	<p>Driver provided by the Tenderer should be in clean uniform with leather shoes & belt and also name of company written on their shirts and should be able to read, write & speak Marathi and Hindi fluently.</p>
10.	<p>The One/Two & as per bank requirement) Four Wheeler (Sedan) AC Vehicle with Driver services should be provided for 8/12 hours per day basis in week. No weekly off, holiday will be considered by the Bank.</p> <p>An alternate arrangement is entire responsibility of the Agency. Bank will not bear any charges for the same.</p> <p>Reporting timing of the duty will be 8.30.a.m. or may vary depending upon location of resident of the Bank's Officials and same will be informed to the agency.</p>
11.	<p>The Bank reserve the right to reject the Driver provided by the Tenderer and can demand new replacement in place of rejected one without assigning any reason thereof.</p>
12.	<p>The Drivers provided by Tenderer will not be able to claim any employment in the Bank.</p>
13.	<p>Bank will in no way remain responsible for making payment of the bonus/ex-gratia payment.</p>
14.	<p>The Driver deployed by the agency 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 the expiry of the contract.</p>
15.	<ol style="list-style-type: none">1) If the Bank suffers any loss due to non-provision of Driver in spite of Bank's persistent demand to provide the same or due to non-provision or absenteeism of Driver then the Tenderer will be liable to make good the loss suffered by Bank.2) If Bank suffers any loss due to breaking of traffic rules and regulations by the driver then Tenderer will be liable to make good the loss suffered by Bank.
16.	<p>If the Driver provided by Tenderer found guilty of or indulging in any illegal activities, then the said Driver should be immediately removed from the bank premises and should not be provided to the bank thereafter during the contract period.</p>



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17.	The tenderer shall submit details of all past litigations in the contracts he has executed before the Government/Semi-Government Organizations/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.
18.	Tenderer should make payment to drivers in advance. The Tenderer should submit the bill in duplicate with proof of duly paid provident fund/ESIC Contribution, pension contribution, other charges, professional tax etc. of the employed Drivers. The detailed list of the employees & uploaded ECR File on which P.F. dues are remitted in Govt. Treasury should be provided. Month on Govt/statutory documents should be same as wage month.
19.	PAYMENT:- Payment will be made on submission of attendance report of the Driver from concern department of the Bank and after receiving all statutory documents from tenderer.
20.	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/supplier. Tenderer should quote (1) PAN No. (2) G.S.T No. on the bills.
21.	The tenderer shall see that all the provisions regarding employment of young persons covered by the employment of Children Act, 1933 and the Factories Act, 1948, as amended from time to time shall be fully complied with. The tenderer shall also see that the provisions set for under the minimum Wages Act and Contract Regulation and Abolition Act 1970 with The Maharashtra Contract Labour (Regulation and Abolition) Rules 1971 as amended from time to time are fully complied with by him and shall maintain necessary registers and records for payment of Wages, Overtime etc. made to his workmen as required by the Conciliation Officer (Central), Ministry of Labour, Government of India, or such other authorize person appointed by the Central of the State Government. The tenderer shall be registered with the respective statutory authorities for Contract Labour, P.F., E.S.I.C., M.T., Workers Act and other such laws applicable deemed necessary for the execution of the contract.



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22.	The tenderer shall comply with the provisions of payment of Wages Act, 1936, Minimum Wages Act 1948, Employees Compensation Act 1923, Industrial Dispute Act 1947 or any modification thereof or any other law relating thereto and rules made there under from time to time, he will observe and give effect to the provisions of any law for the time being in force and regulating the rights and privileges of the labourers employed by him directly or indirectly.
23.	It will be the total responsibility of the successful tenderer to maintain requisite documents, registers, wage cards, daily attendance muster, service records including P.F., Gratuity etc. where applicable and submit returns regularly to the statutory authority if necessary.
24.	The successful tenderer shall look after the welfare of the persons provided to the Bank. The service provider shall duly insure his person against accident & mishaps.
25.	The Municipal Co-op, Bank Ltd., Mumbai shall not be responsible for any financial or other injury to any Driver deployed by the Contracting agency in the course of their performing their duties or for payment towards any compensation.
26.	The Service Provider shall be solely responsible to redress the grievances/resolution or dispute relating to Drivers deployed. The Municipal Co-op. Bank Ltd., Mumbai shall in no way be responsible for settlement of such issues whatsoever.
27.	The Vehicle shall not be registered prior to 1st October, 2020.
28.	The Vehicle to be provided for use of 12hrs/day and for 2200 kms in a month. No payment will be made if the vehicle is not used for office purpose during the leave period of office.
29.	The Vehicle shall be in white colour only.
30.	The Vehicle to be hired should be registered as commercial vehicle.
31.	The Vehicle shall not have any accidental history/case.
32.	There should be at least two sets of white seat covers, towels and napkins for the vehicle. It should be changed every week. There should be in air spray in the vehicle. The items mentioned shall be made available at the cost of the owner of the agency/firm.



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33.	Car should be 1000 cc and above. Car should be air conditioner tourist permit car. LPG cylinder shall not be used as fuel for running the vehicle in any case.
34.	Vehicle should carry necessary permits/ clearance from the Transport Authority or any other relevant Authority/required as per law. The vehicle should also carry necessary pollution certificates issued by the relevant authority. Copy of the above certificates has to be furnished to the office concerned for which the vehicle is offered.
35.	Vehicle will have to be maintained in good running condition with shining body and good upholstery.
36.	Tender period is of 1 Year.
37.	The Bank reserves its right to terminate the contract at any time which one month's notice. The further period of contract will be informed in case of renewal or extension of contract.

[Signature]
GENERAL MANAGER
BmB

Psm- 04.10.2025
Tender for Vehicle with Driver 2025

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