

THE MUNICIPAL CO – OPERATIVE BANK LIMITED, MUMBAI

TENDER DOCUMENT FOR SUPPLY OF SHAWL

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		&
Saturdays: -		2.00 p.m. to 5.00 p.m.

INVITATION FOR TENDER

The Municipal co-op Bank Ltd., Mumbai invites sealed tender for supply of shawl.

1	Name / Nature of the work	PURCHASE OF SHAWL
2	Quantity	3500
3	Last date and time of submission of Tenders	02/12/2025 up to 5.00 PM
4	Tender issued Date	To be downloaded from bank's website: www.mcb.bank.in from 24/11/2025 (upload date)
5	Time limit for execution	60 days
6	EMD Cost	EMD will be Rs.9,000/- 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 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 the sample shawl in 5 different colors along with Tender documents.**
- The sealed envelope superscribed as "Tender for supply of Shawl" should be dropped on or before **02/12/2025** 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-operative Bank Ltd., Mumbai

Terms & conditions

1. Tender should not be filled by Pencil.
2. a) Rates should be quoted in figures and words inclusive of all taxes with G.S.T. Registration No.
b) Any upward revision/addition in Government taxes or levies after the tender has been submitted will not be considered by the Bank.
c) 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 Tenderer 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 the refund obtained. He should mention the amount or percentage to what extent he will be in a position to do so. The Tenderer should also note that the prices quoted by him should be inclusive of all tax paid by him at the source under no subsequent claim for such tax paid by him at the source will be entertained.
d) The tenderer should quote the rates all-inclusive i.e. cost of shawl (as per sample), cost of packaging, delivery etc.
e) Each shawl should be packed separately in a plastic bag and delivered in packets of 50 shawls.
f) Tenderer should quote the rates in two decimal places.
3. Tenderer should quote the rates as per following table for below mentioned specific shawl only.

Sr. no.	Brand name	Description/Quality	Size and approx. weight	Basic Rate (per shawl)	Rate including all taxes (Per Shawl)	Total cost (incl. all taxes)
1.	Oswal 3450 shawl	Reliance polyester yarn	45" x 90" 450 gm			

Samples other than specification will not be accepted.

Tenderer should submit the sample shawl in 5 different colors along with Tender documents (Specific colors will be selected).

4. The tender will be valid for a period of 60 days for acceptance and the rate quoted in the approved tender shall be valid for one year. If the Bank requires additional shawl the supplier will be bound to supply the same at the same rate up to one year from the date of acceptance of purchase order.
5. The tenderer will have to deposit Rs.9,000/- as earnest money deposit (EMD) along with tender by demand draft/Pay order/cash (not by cheque) EMD will be refunded after completion of work. If the tenderer fails to comply with the condition, 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% of the value of the tender as security deposit for execution of order for supply of shawl. If the tenderer fails to comply with the conditions, the security deposit will be forfeited, which please note. No interest is payable on Security Deposit.
7. The claim for an increase in prices will not be considered in any case for the period of one year.
8. The Tenderer is bound to supply the shawl as per sample provided by him and sanction by bank.
9. The **supplier** will have to supply the shawl, as per the Bank's requirement, within 15 Days from placement of order letter.
10. If the Tenderer could not supply the shawl as per sample sanctioned by the bank & terms and conditions, as per Bank's tender specification then Bank will recover 10% as a penalty on the value of the supply and the defective shawl will be returned, and the supplier will be responsible for the resupply of shawl (as per sample) as per bank's tender specification.
11. The Bank must be kept informed of the progress of the delivery of shawl.
12. In the event of Tenderer's inability to supply the shawl by the stipulated date, no supplies will normally be accepted by the Bank if delivered late except on production of a specific sanction from this office.
13. The Tenderer should submit the bill in duplicate with G.S.T. Registration No. if applicable & mention the rate of GST including its amount in the bill separately.
14. The G.S.T. Registration of vendors is mandatory.
15. Delay/wrong/non-payment of GST/any applicable taxes may attract legal action against vendor any such loss arises to the Bank due to your negligence, supplier must make good the same at your risk & cost.
16. The Tenderer shall provide memorandum of draft bill so that appropriation entries pertaining to GST shall be known.
17. PAYMENT: - After successful delivery of shawl (as per sample provided by him and sanction by bank) as per terms and conditions laid down by the Bank, the delivery will be physically inspected and thereafter the payment will be made within 30 days from the date of successful delivery. No advance payment will be made by the Bank
18. Income Tax (TDS etc.) at the appropriate rate if applicable will be deducted as per the provisions of prevalent income Tax Act from the amount of bill payable to the contractors/suppliers.

19. If the shawls are not supplied within the time stipulated, then Bank will recover penalty Rs.200/- 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.
20. The bank will purchase 3500 shawls as per the bank requirement.
21. Delivery should be done at below mentioned address:
- The Municipal Co-operative Bank Ltd., Mumbai
Fort Market Building, 2nd floor,
Above Fish Market, Mint Road,
Fort, Mumbai – 400 001.
22. If you fail to deliver the shawl fully or any part of thereof within the period prescribed for delivery, the General Manager of the Bank will charge penalty as prescribed in clause 19 and also be able,
- (i) To purchase the shawl (as per sample) from elsewhere on Supplier's account & at Supplier's risk the shawl 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 by reason of higher price of the shawl (as per sample) so 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 Duffel bag 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 shawl (as per sample).

-: 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 its 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 wax sealed.**
 - f. The person whose tender is accepted shall hereinafter be called as the Supplier, 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)	

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: -- SUPPLY OF SHAWL

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: