

THE MUNICIPAL CO – OPERATIVE BANK LIMITED, MUMBAI

TENDER DOCUMENT FOR PURCHASE OF TERRY COTTON CLOTH

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 purchase of Terry Cotton cloth.

1	Name / Nature of the work	PURCHASE OF TERRY COTTON CLOTH
2	Quantity	265.50-meter cloth
3	Tender Last date and time of submission of Tenders	09/10/2025 up to 5.00 PM
4	Tender Issued Date	To be downloaded from bank's website: www.municipalbankmumbai.com from 03/09/2025 (upload date)
5	Time limit for execution	90 days
6	EMD Cost	Rs.1000/-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 quotation, document envelope separately attaches 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 Sample of cloth along with Tender.
- The sealed envelope superscribed as "Tender for purchase of Terry cotton cloth" should be dropped on or before 09/10/2025 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 in by Pencil.
2.
 - a) Rates should be quoted in words and figures inclusive of all taxes along with G.S.T No.
 - b) Any upward revision/addition in Government taxes or levies after the tender has been accepted will be borne by the vendor and will not be borne by the Bank.
 - c) Unless Tenderer 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 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.
 - d) The Contractor should quote the rates all inclusive i.e. labour, cutting, delivery etc.
 - e) Tenderer should quote the rates on their letterhead

Sr. No.	Description	Quality/ Brand Name	Quantity in Mtrs (Width 54")
1	Terry Cotton Navy Blue Colour Cloth Full Pant	Mafatlal Concorde	59.40
2	Terry Cotton White Cloth Full Sleeves Bushcoat.	Mafatlal Seiko	138.00
3	Terry Cotton Brown Khaki Colour Cloth Full Pant and half sleeves Bushcoat	Mafatlal Concorde	68.10
	Total Cloth:		265.50

It is the responsibility of the supplier to provide the above-mentioned cloth in pieces as mentioned below.

Sr. No.	Description	Qty in mtr	Pieces	Total Cloth	Total mtr Cloth
1.	Terry Cotton Navy Blue Colour Cloth Full Pant (Mafatlal Concorde)	2.70	22	59.40	59.40
2.	Terry Cotton White Cloth Full Sleeves Bushcoat. (Mafatlal Seiko)	5.00 4.00	22 7	110.00 28.00	138.00
3.	Terry Cotton – Brown Khaki Colour Cloth Full Pant and half sleeves Bushcoat (Mafatlal Concorde)	6.70 5.90	4 7	26.80 41.30	68.10

Samples other than quoted by the office will not be accepted.

3. The Tender will be valid for a period of 90 days after acceptance.
4. The claim for an increase in prices will not be considered in any case.
5. Order must be executed within 15 days from receipt of order letter.
6. Tenderer will have to deposit Rs.1,000/- as Earnest Money Deposit along with the Tender in pay order/Demand draft/Cash (not by Cheque) and receipt thereof be attached to the Tender before it is sealed. The successful bidders earnest Money deposit will be transferred as Security Deposit. Tender received without EMD will not be considered.
7. The security deposit will be refunded after satisfactory completion of supply of cloth 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 the security deposit.
8. The said Security deposit shall stand forfeited, appropriately adjusted in full, in the event of: -
 - The supply in part or full is not effected in accordance with the delivery schedule.
 - In the event of rejection of consignment on account of sub-standard product not in conformity with the specifications.
9. If the supplier could not supply the cloth as per Bank's Tender specification, then Bank will recover 10% as a penalty on the value of the supply.
10. In the event of Supplier's inability to supply the cloth by the stipulated date, this office must be informed, and no supplies will normally be accepted by the Bank if delivered late except on production of a specific sanction from this office.
11. The supplier should submit the bill in duplicate with G.S.T. No. and mention the rate of G.S.T. including its amount in the bill separately.
12. PAYMENT: - After successful delivery of Cloth as per terms & 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.
13. 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.
14. If the Cloth is not supplied within the time stipulated, then Bank will recover penalty of Rs.500/- per day for the delayed period beyond the stipulated time.

15. If you fail to deliver the Cloth fully or any part thereof within the period prescribed for delivery, the General Manager of the Bank will charge penalty as prescribed in clause 9 and 14 and also be able,

- To cancel the Contract.

The Contractor shall be liable to make good for any loss which the Bank may sustain by reason of higher price of the cloth 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 cloth supplied by the vendor 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 cloth.

16. The G.S.T. Registration of vendors under Mumbai is mandatory.

17. Delay/wrong/ nonpayment of GST/any applicable taxes may attract legal action against vendor any such loss arises to the Bank due to your negligence; supplier has to make good the same at your risk & cost.

18. The supplier shall provide a memorandum of draft bill so that appropriation entries pertaining to GST shall be known.

19. Delivery should be done at below mentioned address at free of cost.

The Municipal Co-operative Bank Ltd.,
Municipal Bank Bhavan,
245, P.D'mello Road,
Fort, Mumbai -400 001.

-: 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 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: -- TENDER FOR PURCHASE OF TERRY COTTON CLOTH

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: