



ESTD - 1952

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

Ref. No. MCB/

Date 30 SEP 2025

## TENDER FORM

**Sub: Tender for providing Security Guards Services to the Bank on hire basis.**

To,

M/S \_\_\_\_\_

Dear Sir/ Madam,

Sealed tenders are invited to provide 20 Security Guards for 8 hours & 31 Security Guards for 12 hours basis for Bank's branches & ATM Centers on hire basis for the period of 01/11/2025 to 31/10/2026 on the terms & conditions enclosed separately. The tender should be submitted duly authenticated by stamp and signature on each page with acceptance of the terms & conditions of tender form.

The **Technical bid** and **financial bid** (Annexure I) 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 "**Technical bid and Financial bid**" should be duly superscribed as "**Technical bid and Financial bid**" separately for easy identification. Both the envelopes should be placed together in a bigger envelope superscribed as "**Tender for providing Security Guards services to the bank on hire basis**". Tender should reach this office up to **5.00 p.m. on 10/10/2025**. The Tender received after 5.00 p.m. on that day will not be considered.

The tender will be opened by the Chairman, General Purpose Committee in the presence of Committee Members. The decision of the Committee in that respect shall be binding upon all tenderers.

  
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](http://www.municipalbankmumbai.com) E-mail : [mcbank@mcbmumbai.com](mailto:mcbank@mcbmumbai.com)

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Ref. No. MCB/

Date 30 SEP 2025

## **-: 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 as contained in each of the clauses & the plea of "Custom Prevailing" will not on any count be admitted as an excuse on their part for infringement of any of the conditions.
3. The Bank reserves its right to terminate the contract at any time with one month's notice. The further period of contract will be informed in case renewal or extension of contract takes place.
4. 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 tender in a sealed cover.
5. Any subsequent modification of the rates or alteration in the particulars communicated after the tenders are opened will not be accepted & tenderers will be bound by terms of the tender already submitted by them.
6. If any of the instructions is not fulfilled, the tender will not be considered.
7. Bank Reserves its right to add/alter or modify the conditions depending upon the circumstances at the time of opening the tender.
8. No tender will be accepted unless it is properly sealed (At the places wherever the envelope is pasted)
9. The successful tenderer will have to enter into a contract agreement on award of the order. The specimen form will be made available by the bank before placement of order for providing Security Guards.
10. The agency whose tender is accepted shall hereinafter be called the Supplier, which shall include his heirs, executors, administrators and assignees.

  
**Dy General Manager**

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

Head Office : Municipal Bank Bhavan, 245, P. D'Mello Road, Fort, Mumbai - 400 001.  
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Ref. No. MCB/

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## Terms & Conditions for Security Guards

1. The Firm whose request is accepted shall hereinafter be called the "Supplier", which shall include his heirs, executors, administrators and assignees.
2. Charges per month per Security Guard for 12 hours without weekly off and Bank Holidays & for 8 hours with weekly off and Bank Holidays should be quoted. Rate should inclusive of all taxes (except GST) & charges. The claim for increase in hire charges than that quoted above will not be considered in any case. Firm should quote rate for 12 hours & 8 hours separately.
3. The Firm should be registered under the Maharashtra Security Guard Board or should have license to engage in the business of private security agency (Pasara License) It will be firm's responsibility to comply all the Statutory requirements while providing security services to the Bank. Firm should submit the copies of following documents along with this tender duly certified.
  - a) Company Registration Certificate
  - b) Maharashtra Security Guard Board Registration/valid Pasara License
  - c) License from Commissioner of Police & controlling authority
  - d) Shop & Establishment License (Gumasta)
  - e) PAN in the name of Firm
  - f) GST Certificate
  - g) Professional Tax Registration Certificate
  - h) EPF Registration Certificate
  - i) ESI Registration Certificate
  - j) Any other license required to run security agency & providing the guards on Hire Basis to the Bank or any other authority.
  - k) Most recent Experience Certificate from various organizations. (Minimum 3 Organisations or more)
4. Cost of Tender Rs.590/- (Rupees Five Hundred Ninety only) (Inclusive of GST) by way of Demand Draft/ Pay Order drawn in favour of "The Municipal Co-operative Bank Ltd., Mumbai".



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5. Tenderer shall have to deposit Rs.25,000/- (Rupees Twenty-Five Thousand only) as Earnest Money Deposit by way of Demand Draft/ Pay Order drawn in favour of "The Municipal Co-operative Bank Ltd., Mumbai". No interest will be paid on this Earnest Money Deposit.
6. Firm shall have to keep security deposit of Rs.1,50,000/- for 8 hours & of Rs.1,50,000/- for 12 hours i.e. total Rs. 3,00,000/- before signing the contract. NO interest will be paid on this Security Deposit. The security deposit will be retained in the bank during the tenure of the contract.
7. If the Firm has been exempted from the application of provision of Maharashtra Private Security Guard (Regulation of employment & welfare Act.1981.) then the Firm should produce the documentary evidence which shall be valid as on date.
8. The tenderer shall submit details of all past litigations in the contracts he has executed before 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.
9. The security deposit of Rs.3,00,000/- 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 Firm if any.
10. The said security deposit will be forfeited.
  - a) If the Firm fails to execute the contract.
  - b) If the Firm fails to provide the Security Guard as required by the bank at any site for a period more than 30 days.
  - c) If bank robbery takes place due to the incapacity or negligence of the Security Guard supplied by the Firm provided the negligence on the part of the Security Guard is proved.
  - d) If Firm commits breach of any of the terms & Conditions of the contract.



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11. The Firm will not assign or sublet or otherwise disposed of the contract to third party.

12. The Firm would be responsible to maintain one Security Guard at each Branch and in two shifts in case of ATM. Firm should make an alternate arrangement for Security Guard, when any Security Guard proceeds on leave/ leaves the services or absent from duty etc. and If Security Guard is not provided by the Firm, then penalty will be charged at the following rates per day from the date of requirement till the date of actual deployment of the Security Guard, in particular month.

- Absent for 1 day ... Rs.100/-
- Absent on 2<sup>nd</sup> time ... Rs.200/-
- Absent on 3<sup>rd</sup> time ... Rs.300/-
- For the absence for 4 days and above in a month penalty @ Rs.500/- will be charged from day one for every day of absence.

13. Penalty clause for the deficiency in their services is as follows :

- The Security Guard is not found in proper uniform & not displaying photo identity card (Rs.200/-) (Per instance)
- The Security Guard is found indulging in smoking/drinking at the time of duty hours & such Security Guard shall not be allowed to enter in the office premises in future. (Rs.500/-) (Immediate replacement with penalty)
- The Security Guard is found sleeping during duty hours. (Rs.200/-)
- The Security Guard is found missing from the place of duty for any reason (Rs.200/-)
- The behavior of Security Guard is found harsh/rude & non co-operative towards the staff (Rs.200/-)
- The Security Guard is found performing the duty by submitting fake name & address (Rs.200/-)

14. The specifications of Security Guard are

- a) Educational Qualification: minimum 9th Pass.
- b) Physical Specification: Chest 79 cms, Stretched Chest 84 cms, Height 165 cms, Weight 55 Kg. (min)
- c) Age: As of 01.11.2025, the Security Guard should not be more than 45 years.
- d) The Firm should provide Maharashtrian Security Guards who are having domicile certificate of Maharashtra.

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15. Details as stated herein below of each Security Guard provided at branches & ATM Centers to be submitted at Bank. (1) Full name of Security Guard (2) His Full residential address in Mumbai with proof of address (3) Full address of Native place (4) Proof of residence of Mumbai (Period) (5) Domicile Certificate (6) Latest photograph (7) Age Proof. (8) PAN Card (9) Aadhaar Card (10) Police Clearance. The above documents are to be certified by the firm's authorized officer.
16. Security Guard provided should be well trained to guard Bank premises and ATM centers.
17. Security Guards provided by the Firm should be in clean uniform with leather shoes, cap, belt & stick and should display his photo I-Card with the name of Security issued by the Firm in attentive position who can read & speak Marathi and Hindi fluently.
18. The Firm should follow rotation procedure of security Guard duties at various branches & ATM Centers, strictly every 3 months.
19. The Hired Security Guards will be posted at any of the Bank Offices or ATM Center or Branch of the bank situated within the jurisdiction of Municipal Corporation of Greater Mumbai & they have to work at ATM Center/Branch Offices as well as per the working hours as stipulated by the Bank. The Security Guard services should be Provided for 24 hours on 12 hours shift basis in week at ATM Centers and 8 hours at branch offices. No weekly off, holiday will be considered for Security Guards provided at ATM. An alternate arrangement is entire responsibility of the Firm. Bank will not bear any charges for the same.
20. If the Security Guard provided by Firm found guilty of or indulging in any illegal activities, then the said Security Guard should be immediately removed from the bank premises and should not be provided to any of the bank site thereafter during the contract period.
21. The Bank reserve the right to reject the Security Guard supplied by the Firm and can demand new replacement in the place of rejected one.

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22. PAYMENT: - Payment will be made on submission of attendance report from branches of the Bank along with bill, statutory compliance reports & copies of visit report of supervisor.
23. The Firm 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 Security Guards. The detailed list of the employees and uploaded ECR File on which P.F. dues are remitted in Govt. Treasury should be provided. Then only the payment will be released.
24. If the Provident Fund of a Security Guard is not remitted in Govt Treasury for the month he is deployed at Bank Branch/ ATM Centre, then salary of that Security Guard will be hold by the Bank.
25. 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 Firm. Firm should quote PAN No., GST No. of their Firm on the bills.
26. The contracting Firm shall maintain all statutory registers under the law. The Firm shall produce the same on demand to the concerned authority of Govt/ The Municipal Co-op. Bank Ltd., Mumbai or any other authority under law.
27. The contracting Firm will be responsible for the compliance of all statutory provisions relating to minimum wages, Provident Fund & Employees State Insurance etc. in respect of all Security Guards deployed by it. The firm shall pay the monthly wages to Security Guards as per the guidelines of Maharashtra Government for payment of minimum wages.
28. 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.
29. The Contractor 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

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force and regulating the rights and privileges of the labourers employed by him directly or indirectly.

30. The Contractor shall see that all the provisions regarding employment of young person 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 Contractor 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 Contractor shall be registered with the respective statutory authorities for Contract Labour, P.F., E.S.I.C. and other such laws applicable deemed necessary for the execution of the contract.
31. For all intents & purpose the contracting Firm shall be "Employer" within the meaning of different labour legislations in respect of Security Guards so employed & deployed. The Security Guards so deployed by the Firm with the Municipal Co-op. Bank Ltd., Mumbai shall not have claims, any master & servant relationship against The Municipal Co-op. Bank Ltd., Mumbai, The security Guards so appointed by the Firm at various Bank Offices will not be liability on The Municipal Co-op. Bank Ltd., Mumbai in any manner at any circumstances.
32. The said Security Guards will not be able to claim any employment in the Bank Office/ATM Centers.
33. The Security Guard deployed by the contracting Firm shall 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.
34. The contracting Firm shall be solely responsible to redress the grievances/resolution of dispute relating to Security Guards deployed.

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The Municipal Co-op. Bank Ltd., Mumbai shall in no way be responsible for settlement of such issues whatsoever.

35. The Court at Mumbai, alone shall have jurisdiction to decide any dispute arising out of or in respect of this contract

36. The Municipal Co-op. Bank Ltd., Mumbai shall not be responsible for any financial or other injury to any Security Guard deployed by the contracting Firm in the course of their performing their duties or for payment towards any compensation.

37. The Security Guards provided by the Firm shall not be changed without the knowledge of the Branch Managers of the branches where the Security Guards are posted & Senior Manager (Administration) of the Bank's Head Office.

38. If the Bank robbery takes place at Branch/ATM Center or at any office of the Bank where Security Guard of the Firm is provided and thereby Bank suffer any loss due to incapacity or negligence of the Security Guard provided by Firm then Firm will be liable to make good the loss suffered by the Bank due to such robbery. (Provided the negligence on the part of Security Guard is proved)

39. If Bank requires additional Security Guards, the Firm will be bound to supply additional Security Guards also at the same rate during the contract period.

40. If Bank suffers any loss due to non-provision of Security Guard at any Branch/ATM Center in spite of Bank's persistent demand to provide the same or due to non-provision or absenteeism of Security Guard, then the Firm will be liable to make good the loss suffered by Bank.

41. Bank will in no way remain responsible for making payment of the bonus/ex-gratia payment.

42. The successful tenderer shall look after the welfare of the persons provided to the Bank. The service provider shall cover his persons provided to the Bank against accidents and mishaps.



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43. Tenderer should attach list of firms where they have rendered their security services.
44. The Bank reserves its rights to terminate the contract at any time with one month's notice. The further period of contract will be informed in case of renewal or extension of contract.
45. Tenderer have to provide Name and Contact number of an employee who will resolve all kind of complaints regarding Security Guards.

*Prasanna*  
30/9/25  
**Dy General Manager**  
The Municipal Co-op Bank Ltd, Mumbai



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On Company's Letter Head

## ANNEXURE – I

### ENCLOUSER TO THE FINANCIAL BID DOCUMENTS

Sr No	Particulars (Monthly)	Rates for 8 Hours	Rates for 12 Hours
As per the guidelines of Maharashtra Government for payment of minimum wages			
1.	Basic wage	Rs.	Rs.
2.	Special Allowance/ DA	Rs.	Rs.
	<b>(A) Total Minimum Wages</b>	<b>Rs.</b>	<b>Rs.</b>
3.	HRA	Rs.	Rs.
4.	PF	Rs.	Rs.
5.	ESIC	Rs.	Rs.
6.	Other Allowances	Rs.	Rs.
	<b>(B) TOTAL</b>	<b>Rs.</b>	<b>Rs.</b>
7.	Service charges	Rs.	Rs.
8.	<b>(C) TOTAL</b>	<b>Rs.</b>	<b>Rs.</b>
9.	<b>(D) Total Monthly Wages (A+B+C)</b>	<b>Rs.</b>	<b>Rs.</b>
	<b>CGST</b>	<b>Rs.</b>	<b>Rs.</b>
	<b>SGST</b>	<b>Rs.</b>	<b>Rs.</b>

Authorised Signatory

Company Seal

NOTE: Keep GST blank if on GST certificate **Constitution of Business is mentioned as 'Proprietorship'**

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## Check List to be submitted along with Tender Document (ON LETTER HEAD)

Sr. No.	Details	Remark
1	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 tender in a sealed cover. <b>(Response: Yes)</b> (Note: Proper page numbering to be done)	
2	The Firm should be registered under the Maharashtra Security Guard Board or should have license to engage in the business of private security agency (Pasara License) <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	
3	Company Registration Certificate <b>(Ref the Page No. _____)</b>	
4	Maharashtra Security Guard Board Registration/valid Pasara License <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	
5	License from Commissioner of Police & controlling authority <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	
6	Shop & Establishment License (Gumasta) <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	
7	PAN in the name of Firm <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	
8	GST Certificate <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	
9	Professional Tax Registration Certificate <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	
10	EPF Registration Certificate <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	
11	ESI Registration Certificate <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	
12	Any other license required to run security agency & providing the guards on Hire Basis to the Bank or any other authority. <b>(Ref the Page No. _____)</b> (Note: Proper page numbering to be done)	

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Sr. No.	Details	Remark
13	Most recent Experience Certificate from various organizations. (Minimum 3 Organisations or more) <b>(Ref the Page No._____)</b> (Note: Proper page numbering to be done)	
14	Cost of Tender Rs.590/- (Rupees Five Hundred Ninety only) (Inclusive of GST) by way of Demand Draft/ Pay Order drawn in favour of "The Municipal Co-operative Bank Ltd., Mumbai <b>(Attached)</b> (Note: Proper page numbering to be done)	
15	Tenderer shall have to deposit Rs.25,000/- (Rupees Twenty-Five Thousand only) as Earnest Money Deposit by way of Demand Draft/ Pay Order drawn in favour of "The Municipal Co-operative Bank Ltd., Mumbai". No interest will be paid on this Earnest Money Deposit <b>(Attached)</b>	
16	If the Firm has been exempted from the application of provision of Maharashtra Private Security Guard (Regulation of employment & welfare Act.1981.) then the Firm should produce the documentary evidence which shall be valid as on date <b>(Ref the Page No._____)</b>	
17	The tenderer shall submit details <b>and undertaking on letterhead</b> of all past litigations in the contracts he has executed before 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 <b>(Ref the Page No._____)</b>	
18	Tenderer should attach list of firms where they have rendered their security services <b>(Ref the Page No._____)</b>	