

THE MUNICIPAL CO-OPERATIVE BANK LTD., MUMBAI.
HEAD OFFICE:- Municipal Bank Bhavan, 245, P.D'Mello Raod, Fort,
Mumbai - 400 001.

Business Hours :-

On Week days	:	11.00 a.m. to 1.30 p.m.	Telephone Nos.:-
&		&	HEAD OFFICE :-
1st, 3rd & 5th		2.00 p.m. to 5.30 p.m.	22616911-12
Saturday			22613814

Ref.No.MCB/PTG-STN/ **32**/2024-2025

Date : 29.04.2024

TENDER FORM

Sub : Tender for printing of CTS Cheques.



To,
M/s.....
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Dear Sir,

Sealed Tenders are invited for printing of CTS Cheques as per tender specification mention below. The rates should be quoted in figures & words against each item and final cost should be arrived at and written in figures & words on tender specification form duly authenticated by stamp and signatures on each page.

The tender should be submitted alongwith the acceptance of terms and conditions in this respect to the General Manager, The Municipal Co-operative Bank Ltd., Mumbai, Municipal Bank Bhavan, 245, P. D'mello Road, Fort , Mumbai - 400001 in a duly waxed sealed cover superscribed as "**TENDER FOR PRINTING OF CTS CHEQUES**" so as to reach this office not later than 5.00 p.m. on 10.05.2024 the Friday. The Tender 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 its meeting 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.



Note : Only Wax Sealed Tenders will be considered.

TERMS, CONDITIONS AND SPECIFICATIONS

1.	Quotation/Tender should not be filled in by Pencil,		
2.	a) Rates should be quoted inclusive of all taxes inclusive with G.S.T. Registration No.		
	b) Unless specific mention is made by tenderer for the extra payment of tax on the prices quoted by them, it will be presumed that the prices quoted are inclusive of taxes payable under G.S.T. the payment of Tax on the bills submitted by them. Where the contractor is able to obtain 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 refund obtained. He should mention the amount of percentage to what extent he will be in position to do so. The contractor should also note that the prices quoted by him include the tax paid by him at source under G.S.T. No. subsequent claim for such tax paid by him at the source will be entertained.		
	c) Tenderer should provide Rates as per following table :		
	Description	Rate Per Leaf (Rs.)	Total Cost (Rs.) (Min. for 22000 leaves)
	Rate per leaf minimum quantity per month is approx. 22000 leaves		
3.	The tenderer must provide Printer, Toner and Software for printing of CTS Cheques. The maintenance of the printer shall be taken care of by tenderer.		
4.	The tenderer will have to deposit Rs. 2,500/- as EARNEST MONEY DEPOSIT (E.M.D.) along with tender by the way of Demand Draft/Pay Order (not by Cheque) in the name of The Municipal Co-operative Bank Ltd., Mumbai. If the tenderer fails to comply with the conditions, E.M.D. will be forfeited which please note.		
5.	No interest will be paid on Earnest Money Deposit. E.M.D. will be refunded to successful tenderer after completion of contract period. In case of others, Earnest Money Deposit will be refunded after placing the work order to the successful tenderer.		
6.	No advance shall be paid by the bank and the tender should be valid for period of 3 months,		
7.	The claim for increase in prices will not be considered in any case.		
8.	The tenderer should quote the rates all inclusive i.e. Printer, Toner, Software maintenance etc.		
9.	Tenderer should provide servicing of printing machine once in two months.		
10.	The successful tenderer will have to enter into a contract on award of the order of printing of CTS Cheques.		
11.	The tenderer should submit the bill in duplicate with G.S.T. registration No. on monthly basis and mention the rate of G.S.T. including its amount in the bill separately.		
12.	For monthly billing tenderer should quote the rates with G.S.T. in two decimal.		
13.	The G.S.T. registration of vendors under Mumbai is mandatory.		
14.	Delay/wrong/non payment of G.S.T./ any applicable taxes may attract legal action against vendor, any such loss arises to the Bank due to vendors negligence, vendors has to make good the same at your risk & cost		
15.	The supplier should provide memorandum of draft bill so that appropriate entries pertaining to G.S.T. should be known.		
16.	Charges for wrong printed/double printed cheques due to printing machine or software error will not be paid by the Bank.		
17.	PAYMENT:- After successful printing of CTS Cheques payment will be made within 30 days from the submission of invoice from the successful tenderer on monthly intervals.		
18.	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 contractors/suppliers.		
19.	The Rate Contract prices shall be valid for a period of 2 years from the date of issue of Empanelment letter.		
20.	Tenderer must be cheque book printing solution provider as per RBI Guidelines and must be IBA approved Security printer. The certificate issued by IBA should be enclosed & it should be valid.		
21.	The tenderer must have experience of printing of CTS Cheque Books of Co-operative Bank's for 3 years and have never been black listed by any Bank. Letter of undertaking regarding not blacklisted to be provided on letter head of tenderer. Experience letters from Banks shall be enclosed.		

-: 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 and 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.
- 3) 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 alongwith the tender of the rate in a sealed cover.
- 4) 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 terms of the tender already submitted by them.
- 5) If any of the instructions is not fulfilled, the tender will not be considered.
- 6) Bank Reserves its right to add/alter or modify the conditions depending upon the circumstances at the time of opening the tender.
- 7) No tender will be accepted unless it is properly wax sealed. (At the places wherever the envelop is pasted)
- 8) The person whose tender is accepted shall hereinafter be called the vendor, which shall include his heirs, executors, administrators and assignees.
- 9) The court at Mumbai, alone shall have jurisdiction to decide any dispute arising out of or in respect of this contract.


DY. GENERAL MANAGER,
The Municipal Co-op. Bank Ltd., Mumbai.
