

THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI
(Incorporating The Vidarbha Co-op. Bank Ltd.)
Regional Office, Aurangabad.
Plot No.10 Town Center, 0240-2485810/ 2485221
CIDCO, Aurangabad - 431005.
Email : aurangabad.ro@msc.bank.in

TENDER NOTICE

We invite Sealed Two Bid (Technical & Financial) tenders to provide House Keeping & Cleaning Service Contract for "**Three Years**" at The Maharashtra State Co-op. Bank Ltd., Regional Office, Aurangabad. Tender Form are available at our following address during office hours i.e. 10.15 am to 5.15 pm on working days from dt.24.04.2026 to 05.05.2026 on payment of Rs.1000/-+ (CGST & SGST Rs.180/-) Total Rs.1180/- each (non refundable)

Interested Contractors should submit their proposal/offer at following address from dt.24.04.2026 to 05.05.2026 during office hours i.e. 10.15 am to 5.15 pm on working days. Bank reserves the rights to accept or reject any tender.

Required Staff : 03 Sweepers.

Sd/-
(Chitrasen B.Lomte)
Joint Manager,
Regional Office, Aurangabad
(Chh.Sambhajinagar)
Mob.No.7972354467

ADDRESS :

The Joint Manager
THE MAHARASHTRA STATE CO-OP. BANK LTD., MUMBAI
(Incorporating the Vidarbha Co-op. Bank Ltd.)
REGIONAL OFFICE, Aurangabad (Chh.Sambhajinagar)
Plot No.10, Town Center, Cidco, Aurangabad – 431003 (Chh.Sambhajinagar)
Phone No. 0240-2485810 / 2485221
Email : aurangabad.ro@msc.bank.in

TERMS & CONDITION

- 1) The service Provider/s should be a proprietorship Firm / Partnership Firm/ Pvt., Ltd., Company / Public Ltd. company and should have proper Office infrastructure with in house permanent staff for office, administrative and Supervisory Duties at Aurangabad (Enclose details).
- 2) The Service provider/s should have been in the job of providing House Keeping & Cleaning Service for a minimum period of **Three years**.
- 3) The Service provider/s should have earned Net profit during the last Three financial years (Enclose Chartered Account Certificate with quantum of profit)
- 4) The service provider should submit an undertaking declaration that there is no legal dispute / any legal matter relating to the service, pending with any Honorable Court of Law.
- 5) The Tender form Shall be available for Rs.1000/- + 18% GST (Non refundable) by cash or by NEFT/RTGS A/c No.0071116900000033, IFSC Code No.- MSCI0082064 Branch Aurangabad.
- 6) The Service Provider shall provide all the cleaning materials including disinfectants, equipment's, tools etc. at his own cost required for the work. The Cleaning materials include the following items which shall be of standard quality and shall not pose any health hazard to the occupants.
 - i) Detergent / Dish Wash Liquid
 - ii) Naphthalene Ball
 - iii) Phenyl
 - iv) Bleaching Powder
 - v) Toilet Cleaner / Disinfectant (I Harpic Brand)
 - vi) Liquid Hand Wash (Life boy / Dettol Brand)
 - vii) Cleaning Dusters
 - viii) Soft Dusters
 - ix) Garbage Bags
 - x) Vacuum Cleaner
 - xi) Brooms
 - xii) Mops
 - xiii) Buckets
 - xiv) Any other Cleaning Material / items that may be required
- 7) The Service provider shall deploy only those persons whose police verification has been done as required by the police authorities. In case for any reason police Verification is not completed the copy of the relevant (duly acknowledge) application made to the police Authorities for verification should be available.
- 8) The Person/s attending to the cleaning job shall be in uniform supplied by the service provider and shall be in possession of the identity Card issued by the service providers/s on all working days.
- 9) The Service Provider/s shall deploy service personnel for the House keeping & Cleaning work of properties, Job requirements are indicated as under:-
 - i) To attend to the regular cleaning of floors, lobbies, stores, gents/ ladies toilets etc.,
 - ii) Initial daily cleaning job should be completed before arrival of staff i.e. before 10.00 a.m. hours every day. Other general cleaning can continue thereafter
 - iii) The Service Provider/s will be required to arrange for removing dead pests etc. as and when required.
 - iv) Carpets, Window Glasses, Plants etc. should be cleaned once in a week, preferably on Sunday.

- 10) The Service Provider/s will be required to nominate one/two of its personnel in each building as co-coordinator, who will be responsible for coordination with the Bank Authorities in the matter of housekeeping & cleaning in addition to performing housekeeping & cleaning service allotted to them. Such Coordinator/s will be required to report to the officer concerned, of having carried out proper cleaning work.
- 11) The bank shall be entitled to recover from service provider. the cost of any damage/s caused to the equipment, furniture / fixtures due to the negligence of the cleaning staff.
- 12) In case of any deficiency in service, the Bank shall be entitled to levy damages as deemed fit or get the work done from any other person and recover the cost with penalty. The Bank's decision in the matter will be final and binding upon the service provider.
- 13) The Service provider/s shall be required to maintain a register of attendance of personal deployed at our office. The Service Provider should also have adequate service personal and Back-up plan to cater to leave absence of Service Personnel deployed.
- 14) The bill for the complete month should be submitted to the Bank latest by 7th of the next month.
- 15) The Service Provider shall indicate all deductions, statutory and otherwise. The payment shall be made to the persons deployed for the service by 10th of the next month by the Service Provider.
- 16) The Service Provider shall comply with the payment of wages and benefits as per applicable law. Applicable in the State of Maharashtra for this category of personnel i.e. Housekeeping & Cleaning staff.
- 17) Depending of the Bank's requirements the Bank may ask the Service Provider to increase/decrease number of service personnel or discontinue any existing service or add new services for which payment of charges. If any will be decided accordingly with mutual consent.
- 18) Termination of the Contract:- Either party can terminate the contract by giving one month's notice.
- 19) Period of Contract:- Contactor should submit the quotation for **"Three Years"** contract
- 20) Jurisdiction of Dispute Redresses - All disputes are subjected to Aurangabad jurisdiction area.
- 21) The Service Provider shall be required to enter into an agreement with the Bank
- 22) Service Provider shall have record of the personnel deployed by him with their contact details such as photograph, Aadhar Card, address and contact No. This must be made available to the Bank as and when required.
- 23) The Service Provider submitting quotation for **"Three Years"** has to submit EMD of Rs.25000/- payable through DD of any Nationalized Bank favoring. The Maharashtra State Co-op. Bank Ltd., payable at Aurangabad Demand Draft of EMD should be enclosed with the Technical bid. Bid not supported by EMD will be liable to rejected. The demand draft of EMD deposited with tender will be treated as under :-
 - a) The EMD of those service provider/s whose bid will be found successful and awarded contract will be retained by the Bank for the continuance of the contract.
 - b) The EMD of bidders, whose bid will be found unsuccessful, will be returned without any interest within one month of the process.
 - c) EMD of successful contractor will be forfeited who rejects the ordered work and will be black listed for next three years.
- 24) Tender form fee is Rs.1000/- (+ 18% G.S.T.) & is nonrefundable.
- 25) The Bank reserves the right to reject any or all the tender/s without assigning any reason.

SCOPE OF WORK :-

The scope of work is detailed in the below mentioned table. The work shall need repetition / intermittent cleaning during the duty period to ensure that all areas of work remain clean during office hours.

Sr. No.	Description of Job be carried out	periodicity
1	Parking	daily
2	Conference Rooms	weekly
3	Floors & Tree	daily
4	Work Stations	daily
5	Table & Chairs	daily
6	Cabins	daily
7	Walls	daily
8	Carpet	daily
9	Sweeping & Mopping	daily
10	Doors	daily
11	Window	daily
12	Window Panels for inside	daily
13	Toilets (Gents & Ladies)	daily
14	Bath Room	daily
15	Wash Basins with platforms	daily
16	Lift Lobbies	daily
17	Dust Bins	daily
18	Drainage System for free flow of waste water	daily
19	Disposal of Dry Garbage	daily
20	Disposal of Wet Garbage	daily
21	Window Panels form outside & Grils	weekly
22	Terrace Water Tanks / Ground Floor water Tank	Monthly
23	Terrace	Monthly
24	Carpet with Vaccum Cleaner	weekly
25	Clocks	weekly
26	Water Cooler	weekly
27	Photo Frames	weekly
28	Telephone	daily
29	Cupboard, Cabinets, Suck & Signboard	weekly
30	Fax Machine / Xerox Machine / Printer/ Ceilings Fan/ Wall Fan/ Light Fixture	weekly
31	Bank vehicle (4 wheeler)	Daily

TENDER FORM

"COMMERCIAL BID"

- A. Service provider/s are required to quote premises wise rates for daily House Keeping / Cleaning of properties.

Sr. No.	Name of Premises	Area (Sq. Ft.)	Rate (Per.Sq.Ft.) (Rs.)	Amount including all Taxes (Per month Rs.)
1	Regional Office, Aurangabad	34230		
	Total -	34230		

TENDER FORM
"TECHNICAL BID"

Sr. No	Description of the Information	Details
1	Name of the Firm / Company	
	Status of the firm. (Whether Public Ltd., Co./ Private Ltd., Co./ Partnership, Firm / Proprietorship firm.)	
2	Address	
3	Telephone number / eMail address	
4	Fax Nos./ mail / No.	
5	Date of Establishment	
6	Date of Registration	
7	PAN Number, GST Number	
8	Registration No. of the Firm with Labour Commissioner's Office.	
9	Provident Fund Registration No.	
10	ESIC Registration No.	
11	Permanent Account No. of Income Tax (furnish Copies of Income Tax Clearance Certificate)	
12	GST No.	

I/ we hereby confirm that there is no legal dispute / any legal matter relating to my/ our firm/ company, pending with any Honorable Court of Law. I read all the terms & conditions & are accepted by me.

Note : Please ensure that all columns are filled with relevant details and no column should be left blank in the absence of any of the required information the Bid of the Service Provider is liable to be reject , all relevant supporting documents should be enclosed in respect of each description of information.

Signature :-

Name of the Signatory :-

Seal of the Firm / Company :-

Date :-

Place:-

efo ceneje<i^ misi keÀes.De@He.yeBkeÀ efue.,cegbyeF&
(efo efJeoYe& keÀes.De@He. yeBkeÀ meefcceuerele)
He´eosefMekeÀ keÀe³ee&ue³e, Deewjbieeyeo

Huee@i veb. 10, ieGÀve meWij, efme[keÀes Deewjbieeyeo- 431003
HeÀesve veb.(0240) 2485221/2485810,

aurangabad.ro@msc.bank.in

efveefJeo meq@evee

efo ceneje<i^ misi keÀes.De@He. yeBkeÀ efue., He´eosefMekeÀ keÀe³ee&ue³e, Deewjbieeyeo ³eeb@es Fceejleer@es meeHeÀmeHeÀeF&@es kebÀ\$eeier HeOoleerves leerve Je<ee&keÀjerlee vesceCetkeÀeryeeyele \$ewJeeef<e&keÀ keÀeueeJeOeer@ee keÀej keÀjCes meboYee&le efmeueyebome efveefJeo ceeieefJele Deenesle. lejer F@itkeÀ efveefJeo OeejkeÀebveer DeefOekeÀ ceeefnleermeeper GHejeskelle Hell³eeJefkeÀJebe yeBkesÀ@³ee mebkesÀlemLeUeJef mebHeke&À meeOeeJee oskeÀej / He´mleeJe efo.24.04.2026 les efo.05.05.2026 ojc³eeve keÀe³ee&ue³eerve JesUsle mekeÀeUer 11.00 les mebO³eekeÀeUer 5.00 ojc³eeve GHejeskelle veceto Hell³eeJef eqmJekeÀejC³eele ³esleerue. efveefJeo eqmJekeÀejCes Je veekeÀejCes@ee DeefOekeÀej jeKetve psJeC³eele ³esle Deens. efveefJeo Depe& Jejerue Hell³eeJef ©.1000/ö (DeefOekeÀ meerpeerSmeier/SmepeerSmeier ©.180/ö) Demes SkegÀCe ©.1180/öjesKe mJe@Heele YejCee keÀ@ve He´eHle keÀjlee ³esleerue meoj efveefJeo yeBkesÀ@³ee mebkesÀlemLeUeJef www.msc.bank.in / <http://www.msc.bank.in> tenders. osKeerue GHeueyOe Deens. efveefJeo Depe& yeBkesÀ@³ee mebkesÀlemLeUeJe@ve [eTveues[kesÀu³eeme Jejerue vecego Depe& HeÀe@ce& HeÀer jkeÀkeÀce ©.1000/ö (DeefOekeÀ meerpeerSmeier/SmepeerSmeier ©.180/ö) Demes SkegÀCe ©.1180/öjesKe (De#ejer jÀHe³es SkeÀ npeej SkeÀMes SWMeer HeÀkelle) SveF&SHeÀierÜejs DeLeJee jesKe mJefÀHeele YejCee keÀjCes DeeJeM³ekeÀ Deens. (efJeeve Hejleer@es) lemes@e He´eHle Peeuesu³ee efveefJeo Jejerue Hel³eeJef efo.06.05.2026 jespeer mekeÀeUer 11.00 Jeepelee efveefJeoOeejkeÀ efkebÀJee l³eeb@es He´efleefveOeer lemes@e yeBkesÀ@es DeefOekeÀejer ³eeb@es mece#e Gle[C³eele ³esleerue. leoveblej efveefJeo Deece@³ee cegK³e keÀ@esjerme cebpetjermeeper HeepfJeC³eele ³esleerue lemes Hee\$e efveefJeoOeejkeÀeme cebpetjer He\$eeÜejs keÀUefJeCesle ³esF&ue.

menJ³eJemLeeHekeÀ,
He´eosefMekeÀ keÀe³ee&ue³e,

Deewjbieeyeeo