

THE MAHARASHTRA STATE CO-OP BANK LTD., MUMBAI.
(Incorporating The Vidarbha Co-op. Bank Ltd.,)

REGIONAL OFFICE, KOLHAPUR.

4th floor, Ayodhya Tower, Dabholkar Corner, Kolhapur – 416001.
e-mail : kolhapur.ro@msc.bank.in. Tel : 0231 - 2666792 / 93. Fax : 0231-2662708

TENDER NOTICE

Sealed Tenders are invited for three years Housekeeping Service Contract for the period 01.08.2026 to 31.07.2029 at its two locations i.e Regional Office, Kolhapur AND Branch, Kolhapur. The tender forms are available @ Rs.1500/- + Gst Rs.270/- total Rs.1770/- (Non Refundable) from 06.07.2026 to 17.07.2026. Sealed tenders should be submitted on or before 18.07.2026 by 4.00PM. Qualified technical bidders will be called for opening of the financial bids. However Bank reserves the right to accept or reject the tender without quoting any reason.

Please Note following schedule:-

1. Tender document will be available on Bank website - www.msc.bank.in/ViewTenders.aspx from 06.07.2026 to 17.07.2026 AND also available at Regional Office, Kolhapur during from 06.07.2026 to 17.07.2026 during office hours (10.15 am up to 5.15 pm) -Excluding Bank Holidays.
2. Submission of tender form - at the aforesaid address on or before **18.07.2026** up to 4.00 p.m.
3. The Technical and Financial Bid opening - date **20.07.2026** at 3.00 p.m. at Regional Office, Kolhapur.

**Required Staff : 01 Sweeper For Regional Office ,Kolhapur AND
01 Sweeper For Branch, Kolhapur.**

Joint Manager (OSD)
Office Head,
Regional Office, Kolhapur.

ADDRESS /Location:

1)Regional Office:-

The Jt Manager,
The Maharashtra State Co-op. Bank Ltd., Mumbai.
Regional Office, Kolhapur.

4th floor, Ayodhya Tower, Dabholkar Corner, Kolhapur – 416001.

2) Branch: -

Branch Manager ,

The Maharashtra State Co-op. Bank Ltd., Mumbai , Branch Kolhapur
401, Gorpade Estate, Dattawad Renaissance.
Shop No 4, Ground Floor, Near Trade Centre,
Station Road , Kolhapur 416001

ELIGIBILITY CRITERIA AND TENDER PROCESS

1. The Bidders should be a registered body for providing services of skilled, unskilled labourers having requisite license.
2. The Bidder /s should be a Proprietorship Firm / Partnership Firm / Pvt. Ltd. Company / Public Ltd., Company and should have a register Office Address with Gumastha License.
3. The Bidders should be experienced in providing Facility Management Services or Housekeeping services should have been in existence for the last 3 years.
4. The Bidder should have experience of Facility Management or Housekeeping services at Commercial Banks, Pvt. Banks, Co-operative Banks, Government /Public Sector/ Private organizations of Repute/ Large hotels, Commercial Complexes, Autonomous bodies.
5. Profitable company during last 3 years.
6. Satisfactory service certificates should be produced from two of their existing major clients with details of contact person, Telephone No. email etc.

The Bidders should ensure and confirm that they have the entire mandatory compliance certificates/ registrations/ license under various applicable laws including labour laws applicable for the state/zone where the Bank has assigned them contract.

The Bidder should comply with various provisions of Contract Labour (R & A) Act 1970 and Central Rules 1971 and other applicable laws and should enclose the copies of the following:

1. License from Labour Commissioner to employ contract labour under the Contract Labour Act.
2. Registration certificate under Employees Provident Act, with latest proof.(Copies Challens to be attached)
3. Registration under Employees State Insurance Act, with latest proof. .(Copies Challens to be attached)
4. Latest Income tax clearance certificate and PAN Card of the Contractor to be enclosed.
5. GST registration with latest proof (if applicable) .(Copies Challens to be attached)
6. Copies of audited Balance Sheets for the past 3 years.

The Bidders shall have good name, standing and professional reputation for performing similar job/ assignment. In addition they should not have defaulted in providing similar services with MSC Bank or any other establishments. The Bidders should have proper tools & tackles for providing House Keeping Services at Bank's Regional Office and Branch ,Kolhapur

: Tender Process :

- A. Two bid system (Technical & Financial) Tenders will have to be submitted in two separate sealed envelopes embedded in a single envelop prescribing "Tender for providing authorized Housekeeping Services to MSC Bank. Tender Should submit Separate financial bid for providing services at both the location i.e For Regional Office ,Kolhapur and Branch ,Kolhapur.
- B. The tender form fee shall be Rs.1500/- + Gst Rs.270/- total Rs.1770/- (Non-Refundable) payable through NEFT: IFSC: MSC10082038 A/c No.0038116900000063 (RTGS & NEFT for Tender) MSC Bank, Kolhapur Branch before submission of the tender.
- C. The Service Provider shall submit Bid Security (EMD) for an amount of 30,000/- (Rupees Thirty Thousand only) through NEFT: IFSC: MSC10082038 A/c No.0038116900000063, (RTGS & NEFT for Tender) MSC Bank, Kolhapur, Branch before the date of submission of the tender.
- D. The EMD shall be refunded to unsuccessful Service Provider (bidder) within one month from the day of the opening of the bid. EMD will not carry any interest.
- E. The Successful bidder shall deposit the amount of Rs.50,000/-(Fifty Thousand Rupees Only) towards Security Deposit. And the EMD amount of Successful bidder can be adjusted towards the security deposit to be paid.
- F. The tender shall be sealed in an outer envelope and marked. **TENDER for Housekeeping** with address / contract details of the party.

a. Technical Bid :

- i. Technical Bid – inside the envelope marked as **“Technical Bid”**
(Annexure 'A') Documents to be enclosed along with Technical Bid.

b. Financial Bid - inside the envelope marked as **“Financial Bid” (Annexure 'B')**

i)Financial Bid For Branch,Kolhapur

ii) Financial Bid For Regional Office, Kolhapur.

Note: Bank has absolute right to make negotiation in respect of tender price and accept the tender.

For any clarification please contact at 0231-2666792/2666793.

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 Kolhapur (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 and if there is/are such litigations then give details.
- 5) The Service Provider shall provide all the cleaning materials including disinfectants, equipments, 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) Mugs etc.
 - xv) Any other Cleaning Material / items that may be required
 - xvi) Air freshener (Odonil Brand) etc.

- 6) 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.
- 7) 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.
- 8) The Service Provider/s shall deploy service personnel for the Housekeeping & Cleaning work of properties, Job requirements are indicated as under:-
 - i) To attend to the regular cleaning of floors, lobbies, cabins, meeting hall, Guest house, stores, pantries, gents/ ladies toilets etc,
 - ii) Initial daily cleaning job should be completed before arrival of Bank's staff i.e. before 10.00 a.m. hours every day. Other general cleaning can continue thereafter if necessary
 - 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 at the time allotted by Bank.
- 9) The Service Provider/s 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. For this purpose the Service Provider may nominate any person as co-coordinator.
- 10) The bank shall be entitled to recover the cost of any damage/s caused to the equipment, furniture / fixtures due to the negligence of the cleaning staff. The same can also be compensated from the security deposit.
- 11) In case of any deficiency in service, the Bank will be entitled to levy damages or indemnified 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.
- 12) The Service provider/s shall be required to maintain a register of attendance of personal deployed (If any) at our office for both of the locations. The Service Provider should also

have adequate service personal and Back-up plan to cater to leave absence of Service Personnel deployed.

- 13) The bill for the complete month should be submitted to the Bank latest by 7th of the next month with required documents.
- 14) 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.
- 15) The Service Provider shall comply with the payment of wages and benefits as per Minimum Wages Act applicable in the State of Maharashtra for this category of personnel i.e. Housekeeping & Cleaning staff. The successful bidder / service Provider should submit "Undertaking cum Indemnity Bond" on Rs.500/- stamp paper stating that the Service Provider shall indemnify and hold harmless the MSC Bank if the MSC Bank suffers any legal, financial or any other kind of loss on account of non-compliance of any provisions of the minimum wages Act 1948, the relevant labour loss, guidelines and notifications prevailing from time to time relating thereto by the Service Provider.
- 16) The Tender/Price Bids are not transferable and unconditional.
- 17) Time is the essence of the contract and the works must be started without delay or within one week from the date of issue of work order. Any Bidder who disagrees with the time schedule and stipulates a longer period is liable to be rejected.
- 17) The Bid shall be signed by a person or person so authorized by the Bidder. In case, the Bidder is a Company, the officer so authorized by the Company with its seal duly affixed shall sign the Bid.
- 18) The Bid Form and the documents attached to it shall not be detached and no alteration or mutilation (other than filling in all the blank spaces) shall be made in any of the documents attached hereto. Any alterations or changes to the entries in the attached documents shall be made by a separate covering letter otherwise it shall not be entertained.
- 19) Bidders are requested to visit the site and also carefully examine the Bid Documents, condition of contract, specifications, schedules and the frequency of work. In case there should be or appear to be any ambiguity in or discrepancy between any of the document, they should immediately refer the matter to the Bank for clarification
- 20) The Bank will not be responsible and will not pay for expenses, which may have been incurred, or losses to person or property suffered by any Bidder in connection with visits to inspect the site and in the preparation of Bid for submission.

- 21) The Bidder (whether he submits the Bid or not) shall treat the details of the document as secret and confidential and shall not share or part with third party without prior written consent of the Bank.
- 22) The Bank reserves the right to adjust arithmetical or other errors in any Bid in the way that it is considers suitable. Any adjustments so made by the Bank shall be stated to the Bidders. Bank has absolute right to make negotiation in respect of tender price and accept the tender.
- 23) 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.
- 24) Bank will not be responsible for any wrongful act of the Service Provider or any staff deployed by Service Provider.
- 25) Termination of the Contract:- Either party can terminate the contract by giving one month's notice.
- 26) Period of Contract:- Contactor should submit the quotation for three years contract.
- 27) Jurisdiction of Dispute Redresses - As dispute are subject to Kolhapur jurisdiction area.
- 28) The Service Provider shall be required to enter into an Notarised agreement with the Bank on Rs.500/- stamp paper.
- 29) Service Provider shall have record of the personnel deployed by him at both the locations with their contact details such as Identity Card, Aadhar Card, Photograph Proof of address and contact No. This must be made available to the Bank as and when required. Attested xerox copy of same is to be submitted to bank.
- 30) The Service Provider submitting quotation for Three years has to submit EMD of Rs.30,000/- payable either through DD drawn on The Maharashtra State Coop Bank Ltd., or any Nationalized Bank favouring The Maharashtra State Co-op. Bank Ltd., payable at Kolhapur or by NEFT . EMD DETAILS should be enclosed with the Technical bid. Bid not supported by EMD will be liable to be rejected. The demand draft of EMD deposited with tender will be treated as under :-
- i. The EMD of those service provider/s whose bid will be found successful and awarded contract will be adjusted by the Bank towards the security deposit of Rs.50,000/-for the continuance of the contract.
 - ii. The EMD of bidders, whose bid will be found unsuccessful will be returned without any interest within one month of the process.

- iii. EMD of successful contractor will be forfeited; who rejects the ordered work and will be black listed for next three years.
- 31) The Bank reserves the right to reject any or all the tender/s without assigning any reason.
- 32) Supervisor of the Service Provider requires to visit the site once in week or as and when required.
- 33) Access to inspect the site will be given with prior appointment upto one day prior to the last date of submission of the tender.

SCOPE OF WORK :-**A) For Regional Office, Kolhapur: (Carpet Area –Approx 5340 Sqft)**

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 cleaning Job be carried out	periodicity	Penalties for non completion /unsatisfactory Work
1	Conference Rooms & Chairman's Cabin	Daily	Rs.100/- per day
2	Rest Room	Daily	Rs.100/-per day
3	Floors including Carpets	Daily	Rs.200/-per day
4	Work Stations	Daily	Rs.200/-per day
5	Table & Chairs	Daily	Rs.200/-per day
6	Cabins	Daily	Rs.200/-per day
8	Sweeping & Mopping all premises.	Daily	Rs.200/-per day
9	Doors cleaning	Daily	Rs.200/-per day
10	Toilets (Gents & Ladies)	Daily	Rs.200/-per day
11	Bathrooms	Daily	Rs.200/-per day
12	Wash Basins with platforms	Daily	Rs.200/-per day
13	Dust Bins	Daily	Rs.200/-per day
14	Drainage System for free flow of waste	Daily	Rs.200/-per day
15	Disposal of Dry Garbage	Daily	Rs.200/-per day
16	Disposal of Wet Garbage	Daily	Rs.200/-per day
17	Telephone	Daily	Rs.100/-per day
18	Bank Vehicle	Twice a week	Rs.100/-per day
19	Windows	Weekly	Rs.200/-per day
20	Window Panels for inside and outside	Weekly	Rs.200/-per day
21	Clocks	weekly	Rs.100/-per day
22	Cupboard, Cabinets, Suck & Signboard	weekly	Rs.100/-per day
23	Fans/coolers/ Printer/ / Light Fixture	weekly	Rs.100/-per day
24	Carpet with Vacuum Cleaner	Fortnightly	Rs.100/-per day
25	Walls	Fortnightly	Rs.200/-per day
26	Dry vacuum cleaning.	Monthly Once	Rs. 500 per Month
27	Effective Paste Control	Quarterly	Rs.500/- Per Month

B) For Branch Kolhapur:(Carpet Area Approx 1258 Sqft)

Sr. No.	Description of cleaning Job be carried out	periodicity	Penalties for non completion /unsatisfactory Work
1	Floors including Carpets	Daily	Rs.200/-per day
2	Work Stations	Daily	Rs.200/-per day
3	Table & Chairs	Daily	Rs.200/-per day
4	Cabins	Daily	Rs.200/-per day
5	Sweeping & Mopping	Daily	Rs.200/-per day
6	Doors cleaning	Daily	Rs.200/-per day
7	Toilets (Gents & Ladies)	Daily	Rs.200/-per day
8	Bathrooms	Daily	Rs.200/-per day
9	Wash Basins with platforms	Daily	Rs.200/-per day
10	Dust Bins	Daily	Rs.200/-per day
11	Drainage System for free flow of waste	Daily	Rs.200/-per day
12	Disposal of Dry Garbage	Daily	Rs.200/-per day
13	Disposal of Wet Garbage	Daily	Rs.200/-per day
14	Telephone	Daily	Rs.100/-per day
15	Clocks	weekly	Rs.100/-per day
16	Cupboard, Cabinets, Suck & Signboard	weekly	Rs.100/-per day
17	Fans/coolers/ Printer/ / Light Fixture	weekly	Rs.100/-per day
18	Walls	Fortnightly	Rs.200/-per day
19	Dry vacuum cleaning.	Monthly Once	Rs. 500/- per Month
20	Effective Paste Control	Quarterly	Rs.500/- Per Qrt

TENDER FORM

"TECHNICALBID"

Sr. No.	Description of the Information	Details
1	Name of the Firm / Company	
2a	Status of the firm. (Whether Public Ltd., Co./ Private Ltd., Co./ Partnership, Firm / Proprietorship firm.)	
2b	Whether registered with Register of Companies, if so, number & date.	
3	Registered Address	
4	Telephone number & Mobile number	
5	E Mail ID	
6	Date of Establishment	
7	PAN Number,.	
8	Registration No. of the Firm with Labour Commissioner's Office.	
9	Provident Fund Registration No.	
10	ESIC Registration No.	
11	Name & details of Directors / Partners / Proprietor	
12	Company profile with year of establishment	
13	Registration with tax authorities (with copies of 3 years IT returns) 1. Income Tax No. 2. Sales / Commercial Tax No. 3. GSTN	
14	Name of the Bankers with address	
15	Turnover of the company. Please provide the details for the last 3 years ending (Certified copies of audited Balance Sheet and profit & loss account statement to be enclosed)	
16	Details of the works executed by the firm during last 3 Financial years (only those works to be mentioned which qualify the eligibility criteria) Copies of satisfactory work experience obtained from the existing service receivers.	
17	Organizational set up and trained man power available (Enclose the chart)	
18	Details of litigation / arbitration cases resulting from the contracts executed by your firm in the past or currently under execution.	
19	Shop & establishment licence copy/Gumasta License	
20	List of equipments and Machineries	
21	Other information applicant might like to give in support of the application	

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 rejected , all relevant supporting documents should be enclosed in respect of each description of information.

DECLARATION

1. All the above information furnished by me /us here above is correct to the best of my knowledge and belief.
2. 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.
3. I/we have no objection if enquiries are made about the work listed by me /us as above/in the annexures.
4. I/we agree that the decision of MSC Bank Ltd in selection of the Contractors will be final and binding on me/us.
5. I/we have read the instructions appended to the pro forma and I/we understand that if any false information is detected at a later date, the empanelment/award of contract shall be cancelled at the discretion of the bank.

Signatures :-

Name of the Signatory :-

Seal of the Firm / Company :-

Date :-

Place:-

"FINANCIAL BID"

A. House Keeping / Cleaning of properties - Regional Office,Kolhapur

4th floor, Ayodhya Tower, Dabholkar Corner, Kolhapur – 416001.

Sr. No.	Name of Premises	Area (Sq. Ft.)	Rate (Per.Sq.Ft.)	Rate including Tax (Per Month)
1	Regional Office Kolhapur	5340.00		
	Total -	5340.00		

B. House Keeping / Cleaning of properties - Branch,Kolhapur

401,Gorpade Estate,Dattawad Renaissance. ,Shop No 4,Ground Floor, Near Trade Centre,Station Road ,Kolhapur 416001

Sr. No.	Name of Premises	Area (Sq. Ft.)	Rate (Per.Sq.Ft.)	Rate including Tax (Per Month)
1	Branch Office, Kolhapur	1258.00		
	Total -	1258.00		

Total Area A + B :-	6598.00
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❖ UNDERTAKING CUM INDEMNITY ❖

This Undertaking cum Indemnity is made and executed on this date.....at
....., hereinafter referred to as the
"Service Provider" (which expression shall, unless repugnant to the context or meaning thereof,
include its successors, administrators, and assigns), in favour of The Maharashtra State
Cooperative Bank Ltd., having its registered office Regional Office, Kolhapur.
4th floor, Ayodhya Tower, Dabholkar Corner, Kolhapur – 416001. e-mail :
ro_kolhapur@mscbank.com. Tel : 0231 - 2666792 / 93. Fax : 0231-2662708
hereinafter referred to as the "MSC Bank."

WHEREAS :

1. The Service Provider has submitted a tender to provide services to MSC Bank in compliance with the terms and conditions set forth in the tender documents.
2. It is the Service Provider's responsibility to strictly adhere to the provisions of the Minimum Wages Act, 1948, other applicable labour laws, and guidelines, and notification issued from time to time.

1. Compliance Assurance :

The Service Provider undertakes and agrees to comply with all applicable provisions of the Minimum Wages Act, relevant labour laws, and guidelines (applicable), as amended and notified from time to time by the appropriate authorities.

2. Indemnity Clause

The service Provider further undertakes to indemnify and hold harmless if the MSC Bank suffers any Bank, any legal, financial or other kind of loss, damage, penalty, or claim arising on account of non-compliance by the Service Provider of any provisions of the Minimum Wages Act, 1948, the relevant labour laws guidelines & notifications prevailing from time to time relating thereto by the Service Provider.

3. Liability for Non-compliance :

In the event of any claims, litigation, or penalties imposed due to the Service Provider's failure to comply with the aforesaid laws, the Service Provider accepts full liability and responsibility for such consequences and shall bear all associated costs, including legal expenses, fines, or settlements, without recourse to MSC Bank.

4. Loss by theft, burglary, Misappropriation at Service site :

Bank reserves rights to retain or forfeit the amount to the extent of loss suffered by the Bank during the period of Service contract. In no case such amount shall be returned / refunded to the Service Provider unless the loss suffered by the Bank is made good or immaterial goods etc. is a part of theft/burglary or misappropriate restored in its original state at service site.

5. Binding Effect :

This undertaking cum Indemnity Bond shall be binding upon the Service Provider and enforceable by MSC Bank in accordance with the applicable laws in India.

Firm Name :

Authorized Signatory

Name :

Designation :

Contact Details :