

The Maharashtra State Co-op. Bank Ltd.

Sir Vithaldas Thackersey Smruti Bhavan,9, Maharashtra Chamber of
Commerce Lane, Fort, Mumbai - 400001.

SUPPLY, DELIVERY OF STATIONARY ITEMS

TENDER NOTICE

The Maharashtra State Co-op. Bank Ltd., Sir Vithaldas Thackersey Smruti Bhavan,9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai invites sealed offers from eligible contractors having sound financial background for Supply, Delivery of Stationary Items at our various offices of The Maharashtra State Co-op. Bank Ltd. to Head Offices & Regional Offices on Door to Door basis across the state of Maharashtra in single stage two bids system.

The minimum eligibility criteria for prequalification will be as under:

- i. The contractor should have all the required statutory licenses to continue business in the declared line of activity which should be the primary activity of the contractor.
- ii. The applicant contractor should have experience in the same field for at least three years.
- iii. The contractor should have Sales/Service Centers/Offices in Mumbai.
- iv. Applicant contractor should be an Income Tax assessee with PAN No. and its Tax Returns must be up to date.
- v. The Bank will have the right to relax the minimum prequalification criterion in exceptional circumstances without assigning any reason thereof.
- vi. The contractors not fulfilling any of the above conditions will be disqualified.

The Maharashtra State Co-op. Bank Ltd.
Sir Vithaldas Thackersey Smruti Bhavan,9, Maharashtra Chamber of
Commerce Lane, Fort, Mumbai - 400001.

**Tender for Supply, Delivery of Stationary Items at
Our Various Offices of The Maharashtra State Co-op.
Bank Ltd.**

Sr. No	Particulars	Details
1	Last Date of Submission of Tender	02.09.2026 (Upto 05:00 PM)
2	Sealed Envelopes Be Addressed To	The Manager, Gen. Administration, 3rd Floor, The Maharashtra State Co- operative Bank Ltd., Head Office, Fort, Mumbai - 400001
3	Date of Pre-Bid Meeting	24.08.2026
4	Opening of Technical Bid	03.09.2026 At 03:00 PM
5	Commercial Bid Opening	Inform to Eligible Bidders By Mail.
6	Tender Fee	Rs. 1,000/- + GST 18% = 1,180/- (Non Refundable) In the form of NEFT details given below. Account No - 0002116900000006 IFSC Code – MSCI0082002
7	Earnest Money Deposit	Rs. 10,000/- (Interest free) In the form of NEFT details given below. Account No - 0002116900000006 IFSC Code – MSCI0082002

Note –

1. Two separate sealed covers marked as 1) Technical Bid & 2) Financial Bid super scribing advertisement reference, applicant's name, mobile no, e-mail ID & address be put in one sealed cover.

2. Sealed Envelope Containing Completed Tender Document Should Be Super Scribed "Tender For Stationery Items."

NAME IN FULL :-----

PAN NO. :-----

ADDRESS (IN FULL) : -----

E-Mail ID : -----

MOBILE NO. : -----

The **Tender** are required to present documents regarding experience /po in carrying out similar job along with the **Tender**.

THE MAHARASHTRA STATE CO-OPERATIVE BANK LIMITED, MUMBAI.

TERMS AND CONDITIONS

1. All Tender must be accompanied by earnest money of Rs.10,000/- in the form of NEFT details as given Account No – 0002116900000006 IFSC Code – MSCI0082002. Earnest money will not earn any interest.
2. Firm's whose Tender has been accepted shall have to furnish a Security Deposit equivalent to 10% (present) of the total Tender amount in the form of PBG/FD within a week from the date of receiving work order.
3. Each and every item should be quoted per lot separately in each set. Including all (i.e. Transportation, delivery etc.)
4. As per requirement by the bank / organisation the delivery supply of article / item should be strictly as per the make, specific description in the tender & should be delivered within time frame at various location (list of location is attached i.e. Annexure I)
5. Delivery of articles shall have to be made within the stipulated time mentioned in the work order and time is the ESSENCE of the contract. Penalty will be applicable as per the work order.
6. Delivery should be given at the cost of the supplier at any of our offices in Mumbai as well as outside of Mumbai may be indicated by the Bank at the predetermined time and date. (Offices address list attached)
7. If quotation is approved and final order is placed, Supplier shall have to accept the same failing which not only earnest money and/or security deposit shall stand forfeited but also suitable legal action may be resorted to for costs and consequences, for which the Supplier shall be held responsible.
8. The Supplier shall have to supply full quantity of the order placed. Payment shall be released only after the successful delivery, installation (where applicable), and acceptance of the supplied items, in accordance with the terms and conditions of the Work Order.
9. No Enhanced rate will be permissible for any reason whatsoever.
10. Acceptance of the Tender will be communicated within one month from the date of opening of the Tender tenders.
11. T.D.S. will be deducted if applicable.
12. EMD will be returned after issuing the work order to the contractor/vendor.
13. The Bank reserves the right to place repeat orders with the successful Supplier on a yearly basis for a further period of up to three (3) years, subject to satisfactory performance of the Supplier and at the sole discretion of the Bank, on the same terms and conditions of the original Work Order.
14. The Bank reserves the absolute right to accept or reject any or all tenders, either in whole or in part, without assigning any reason whatsoever. The Bank also reserves the right to cancel, withdraw, modify, or re-invite the tender at any stage of the tender process without incurring any liability or obligation towards any bidder.

I /We have read the terms and conditions in this regard and I/We accept the same.

(Signature of the Tenderer)
Seal

Technical Bid

(Please make a separate envelope for Technical Bid)

Sr. No	Particular	
1	Name of Firm/Company	
2	Address of Firm	
3	GST	
4	PAN	
5	Udyam / Shop Act	
6	3 Years ITR (including P & L, Balance Sheet, Computation)	
7	Average Turnover of the firm certified by the CA	
8	Mail Id & Mob No	

Note- All required documents should be attached with this Technical Bid and also the Technical BID should be filled properly for evaluation.

(Signature of the Tenderer)
Seal

Commercial Bid

Commercial Bid: The bidder shall submit the commercial quotation separately in the prescribed Commercial Bid Annexure (uploaded separately). The bidder shall mention the applicable rates, taxes, and total quoted amount only in the said Commercial Bid Annexure. No rates, prices, or other commercial details shall be mentioned in the Technical Bid/BOQ.

Annexure I

OFFICE ADDRESSES

SR. NO.	OFFICE	ADDRESS
1	HEAD OFFICE	Sir Vithaldas Thackersey Smruti Bhavan,9, Maharashtra Chamber of Commerce Lane, Fort, Mumbai - 400001.
2	AURANGABAD REGIONAL OFFICE	Plot no.10, Town Center Cidco,Aurangabad – 431003 Ph. No.- 00240-2485112
3	NASHIK REGIONAL OFFICE	Plot No. 3, Sector-E, Mumbai Agra Road, Cidco, Nashik-422009 Ph No.- 0253-2379589
4	PUNE REGIONAL OFFICE	915/2, Dr. Sule Marg, Shivajinagar, Post Box No. 882, Pune – 411004 Ph.No.020-25675455
5	KOLHAPUR REGIONAL OFFICE	Ayodhya Towers, Fourth Floor, Dabholkar Corner, Shahupuri, Kolhapur – 416001 Ph.No. 0231-2662708
6	NANDED REGIONAL OFFICE	Plot No. 180.Vasantnagar, Purna Road,Nanded 431605 Ph No.02462-284919
7	NAGPUR REGIONAL OFFICE	Dr. Dhanjayrao Gadgil Marg, Mahal, Nagpur – 440032 Ph No. 0712-2774967