



ESTD - 1952

Ref. No. MCB/

Date : 24 JUL 2026

Expression of Interest (EOI) for GST Audit (GSTR-9C) and Annual Return (GSTR-9) filing pertaining to Financial Year 2025-2026

A. Background of MCB

The Bank Registered under co-operative Societies Act in 1952, it comes under the purview of the banking Regulation Act. The Municipal Co Op Bank Ltd., Mumbai is a salary earner 'Co-operative Bank of the employees of Municipal Corporation of Greater Mumbai (MCGM). Today Bank is running 21 branches, Head Office and 13 ATM with Business mix as on 31.03.2026 Rs 7942.88 Cr (audited) and its area of operation is within MCGM limit.

B. Purpose of EOI

The Municipal Cooperative Bank Limited, Mumbai, intend to appoint registered chartered accountant/ Cost accountant firm to conduct GST Audit (GSTR-9C) and Annual Return (GSTR-9) filing pertaining to Financial Year 2025-2026. The GST Audit to be conducted as per Section 35(5) of the CGST Act, Wherein the scope is statutorily defined and also requires Reconciliation between the Audited Accounts of FY 2025-2026, supporting during GST Audit/Departmental Proceedings, preparation of documentation & working papers, etc

Eligibility Criteria:

1. The Chartered Accountant's/ Cost Accountant's Firm should be Mumbai based.
2. The firm should not be currently blacklisted by any Government / Government agency/ Bank / institution in India or abroad.
3. The firm should have a sound reputation i.e. no partner should have been subjected to any disciplinary proceedings initiated by the Institute of Chartered Accountants of India/ Institute of Cost Accountants of India and no such proceedings should be pending as on the date of appointment.
4. The firm should have at least one year experience in GST related work of Banking Industry.
5. The firm should depute a Chartered Accountant/ Cost Accountant, having a fair knowledge of the functioning of the Co-operative Banks and should have knowledge of Marathi language.

Head Office : Municipal Bank Bhavan, 245, P. D'Mello Road, Fort, Mumbai - 400 001.
Tel.: (022) 2271 7800 Website : www.mcb.bank.in E-mail : mcbank@mcbmumbai.com



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Other terms & conditions

1. Merely meeting the eligibility criteria shall not automatically entitle the firm for appointment.
2. The Bank reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.
3. Bank reserves its right to add/alter or modify conditions depending upon the circumstances at the time of opening quotations.
4. Fee payment shall be made after completion of work subject to satisfactory work.
5. Bank shall not pay any expenses incurred other than fees/price quoted in the quotation.
6. The firm should not enter into any sub-contract for the conduct of the audit work.

Required Annexure 1 shall be placed in an envelope duly sealed and superscribed accordingly. The envelope shall be addressed to **"The General Manager, The Municipal Co-op. Bank Ltd., Mumbai"** and to be delivered to Municipal Bank Bhavan, 245, 1st Floor, P. D' Mello Road, Fort, Mumbai – 400 001. It needs to be superscribed **"Quotation for GST Audit (GSTR – 9C) and Annual Return (GSTR– 9) filing pertaining to Financial Year 2025-2026"**. The sealed Quotations should reach the above address on or before 03/08/2026 by 5.00 P.M.

Yours faithfully,


General Manager

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Annexure-1

(To be printed on CA firm's letter head)

Sr. No.	Details	CA Firm's Declaration	Documents to be attached
1.	The Chartered Accountant's/ Cost Accountant's firm should be Mumbai based (Registration certificate and Address Proof)		Shop Act/ Gumasta License
2.	Whether firm is currently blacklisted by any Government / Government agency / Bank / Institution in India or abroad		Undertaking to be given on Company letterhead
3.	The firm should have a sound reputation i.e. no partner should have been subjected to any disciplinary proceeding initiated by the institute of Chartered Accountants of India Institute of Cost Accountants of India and no such proceedings should be pending as on the date of appointment.		Undertaking to be given on Company letterhead
4.	The Firm should have at least one year's experience in GST related work of Bank		Work allotment letter
5.	The Firm should depute a Chartered Accountant/ Cost Accountant, having a fair knowledge of the functioning of the Co-operative Bank and should have knowledge of Marathi language, please share the client list, appointment letters along with GST work handled.		Client list to be attached
6.	Fees (inclusive of all expenses) (A)		
	Applicable Taxes (B)		
	Total Fees (A+B)		
7.	Contact Person's Name and Contact Number		

Seal and Sign of the Authorized Person

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