



महाराष्ट्र मेट्रो रेल कॉर्पोरेशन लिमिटेड

MAHARASHTRA METRO RAIL CORPORATION LIMITED

भारत सरकार आणि महाराष्ट्र शासनाचा संयुक्त उपक्रम
Joint Venture of Govt. of India & Govt. of Maharashtra
PUNE METRO RAIL PROJECT

No. MAHA-METRO/PMRP/PROC/Quot/2025/ 0097

Date: 21 March 2025

QUOTATION NOTICE

Name of Work: - Invitation of Quotation from Insurance agencies for Insurance of Group Personal Accident and Money Insurance of Pune Metro Rail Project.

Quotation format may be download from 15:00 Hrs. of 21 March 2025 from official website of Pune Metro Rail Project (www.punemetrorail.org)

Instructions:

1. Stamped, Signed and Sealed quotations (in Hard Copy only) shall be submitted by Agency in the office of **Executive Director/ Procurement & Contract, Maha-Metro, Block No. A2, Food Grain Godown, Near Civil Court, Next to Kamgar Putala Vasahat, Shivajinagar, Pune-411005**, on or before 13:00 Hrs. of 26 March 2025.
2. Quotation submitted by e-mail of any other mode shall not be accepted.
3. The envelope shall be clearly labelled with the agency name, notice name, and notice number.



[Signature]
21/3/2025
**Sr. Dy. CPM/Procurement & Contract
Maha-Metro/PMRP**

Copy to:

1. Notice Board, Maha-Metro
2. Office File

**MAHARASHTRA METRO RAIL CORPORATION LIMITED
(PUNE METRO RAIL PROJECT)**

QUOTATION FORM

Name of Work: - Invitation of Quotation from Insurance agencies for Insurance of Group Personal Accident and Money Insurance of Pune Metro Rail Project.

- 1. Name of Insurance agency:**
- 2. Registered / Listed with:**
- 3. Address:**
- 4. Date of Issue: 21 March 2025**
- 5. Last Date of submission: On or before 13:00 Hrs. of 26 March 2025**
- 6. Opening Date & Time: 15:00 Hrs. on 26 March 2025**
- 7. Place of submission:**
**Office of Executive Director/ Procurement & Contract,
Maha-Metro, Block No. A2, Food Grain Godown,
Near Civil Court, Next to Kamgar Putala Vasahat,
Shivajinagar, Pune-411005.**
- 8. Bidder shall quote his offer in the formats enclosed as:**
Annexure-A: Format for Firm/Agency details
Annexure-B: Format for Financial Quote
Annexure-C: Format for Authorization letter on company letter head

9. Scope of Policy:

- I. Maharashtra Metro Rail Corporation Ltd. invites proposals for Group Personal Accident Insurance coverage for passengers of the Pune Metro Rail Project. The policy will provide a sum insured of ₹ 4,00,000/- for accidental death and ₹ 2,00,000/- for permanent disability for 4000 riders.
- II. The coverage applies while traveling by metro train and within metro stations, including boarding, alighting, and staying on the metro platform.
- III. Risks Covered: Accidental death and permanent disablement while traveling on the Pune Metro Train or being present on the platform.
- IV. This policy also includes coverage for burglary and theft, insuring cash kept in safes at 28 Metro stations, with a sum insured of ₹ 2 lakh per cash safe at each station.
- V. The insurance policy will be valid from 31 March 2025 to 30 March 2026.



| Sr. No. | Policy | Sum Insured |
|---------|---|---|
| 1 | Group Personal Accident for passengers of Pune Metro. | Rs. 4 Lakhs for Death & Rs. 2 Lakhs for permanent disability for 4000 riders. |
| 2 | Money Insurance for Burglary and Theft. | Rs. 2 Lakhs cash in safe at each of 28 Metro Stations |

10. Terms & Conditions:

- (i) Bidder shall quote offer as per scope of policy given above in figures as well as in words.
- (ii) GST which shall be paid by Maha-Metro, additionally as per the prevailing rate at the time of billing, against valid GST number.
- (iii) All pages/formats & documents provided by bidder must be self-attested.
- (iv) Overwriting on the rates quoted shall be avoided.
- (v) The agency should submit its offer in prescribed format issued by Maha-Metro along with the copy of Goods & Service Tax (GST) registration certificate, PAN card, original cancelled cheque, authorization letter in the name of the person authorized for signing and submission of quotation on company letter head as per format given at Annexure-B, statutory registration (if any) like shop act, Certificate of Incorporation etc.

Documents to be enclosed with quotation form: -

- (i) Copy of PAN Card
- (ii) Copy of GST registration
- (iii) Original cancelled cheque
- (iv) Annexure-A: Format for Firm/Agency details
- (v) Annexure-B: Format for Financial Quote
- (vi) Annexure-C: Authorization letter on company letter head as per the format given at Annexure-C
- (vii) Statutory registration (if any) like shop act, Certificate of Incorporation (for Year of Establishment)

Name:

Signature:

Date:.....



Format for Firm/Agency Details

| Sr. No. | Description |
|---------|--|
| 1. | Name of Firm/Agency: |
| 2. | Address with Telephone, Email, Fax Numbers & the name(s) of the Contact Person(s): |
| 3. | Year of Establishment (Please attach Shop Act Certificate/Certificate of Incorporation etc.): |
| 4. | Income Tax – PAN No. (Please attach PAN card): |
| 5. | GST No. (Please attach GST certificate): |
| 6. | Bank Details: |
| 7. | Verifications: The authorized person shall sign all the documents on the bottom right-hand side. Documents without signatures shall not be considered for evaluation purpose & the bidder may be disqualified on this account. |



Format for Financial Quote:

| Sr. No | Policy | Sum Insured | Premium Base value (INR) | GST 18% Value (INR) | Amount (Incl. GST) (INR) |
|--------|---|---|--------------------------|---------------------|--------------------------|
| | | A | B | C | (B+C) |
| 1 | Group Personal Accident for passengers of Pune Metro. | Rs. 4 Lakhs for Death & Rs. 2 Lakhs for permanent disability for 4000 riders. | | | |
| 2 | Money Insurance for Burglary and Theft. | Rs. 2 Lakhs cash in safe at each of 28 Metro Stations | | | |
| | | Total Amount in INR (incl. GST) | | | |
| | | Total Amount in INR (in words) | | | |



**Authorization Letter
(On company letter head)**

It is certified that Mr./Mrs./Ms. _____ **(Name)** _____ working as **(Designation)** authorized for signing and submission of quotation and take all decisions for the work of **Invitation of Quotation for Insurance for Group Personal Accident and Money Insurance of Pune Metro Rail Project** on behalf of M/s _____ **(Company Name)**.

.....
(Specimen Signature of authorised signatory)

Name

Designation.....



.....
(Signature of Proprietor/Company Head)

Name

Designation.....

Date.....