



No. MAHA-METRO/PMRP/PROC/Quot/2024

Date: 26 March 2024

QUOTATION NOTICE

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

Quotation format may be download from 17:00 hrs of 26 March 2024 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 28 March 2024.
2. Quotation submitted by e-mail of any other mode shall not be accepted.



**Executive Director/ 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 policy and Money Insurance of Pune Metro Rail Project.

1. Name of Insurance agency:
2. Registered / Listed with:
3. Address:
4. Date of Issue: 26 March 2024
5. Last Date of submission: On or before 13.00Hrs. of Date. 28 March 2024
6. Opening Date & Time: 13.30 Hrs. on 28 March 2024
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. Is inviting Insurance coverage for Goup Personal Accident Policy for passengers of Pune Metro Rail Project which covered Sum Insured of Rs. 4,00,000/- for death and Rs. 2,00,000/- (Permanent Disability).
- II. Insurance Coverage: While Travelling by metro train in metro station including Boarding, Alighting and Metro platform. *Risks covered: Death, Permanent Disablement due to accident while travelling in Pune Metro Train, or at platform.
- III. Burglary and Theft in this policy, we had insured cash in safe for 24 metro stations (Rs.1 lac in each cash safe).
- IV. The period of the Insurance policy valid from 31 March 2024 to 30 March 2025

Sr. No	Policy	Sum Insured
1	Group Personal Accident for passengers of Pune Metro.	Rs.4 lacs for Death & Rs 2 lacs for permanent disability for 4000 RIDERS
2	Money Insurance for Burglary and Theft.	Rs 1 lacs cash in safe at 24 metro stations



10. Terms & Conditions:

- (i) Bidder shall quote offer as per details of work 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 not be accepted.
- (v) The agency should submit its offer in prescribed format issued by Maha-Metro along with the copy of Goods & Service Tax (GST), 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

SN	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	Rs.4 lakhs for Death & Rs 2 lakhs for permanent disability for 4000 RIDERS			
2	Money Insurance	Rs 1 lakh cash in safe at 24 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 policy 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.....

