



# 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/

Date: 09 July 2024

### QUOTATION NOTICE

**Name of Work: - Hiring of consultant towards obtaining Consent to Establish (CTE) for Pune Metro Rail Project.**

Quotation format may be download from 16:00 Hrs. of 09 July 2024 from official website of Pune Metro Rail Project ([www.punemetrorail.org](http://www.punemetrorail.org))

### Instructions: -

1. Stamped, Signed and Sealed quotations (in Hard Copy only) shall be submitted by Consultancy 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**, up till 16:00 Hrs. on or before 16:00 Hrs. of 15 July 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: - Hiring of consultant towards obtaining Consent to Establish (CTE) of Pune Metro Rail Project.

1. Name of agency: (Issued to):
2. Registered / Listed with:
3. Address:
4. Date of Issue: 09 July 2024
5. Last Date of submission: On or before 16.00 Hrs. of Date 15 July 2024
6. Opening Date & Time: 16.30 Hrs. on 15 July 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. Brief Scope of Work

Sr. No.	Scope of Work
1	<ol style="list-style-type: none"><li>1. Preparation of Documents &amp; drawings required for applying the CTE to MPCB.</li><li>2. Extraction of all technical details from the respective department and submission of Consent application to MPCB office.</li><li>3. Obtaining required NOC from concerned department prior to applying the CTE.</li><li>4. Coordinate the field visits of MPCB officials at site.</li><li>5. Presentation of CTE case to Consent Appraisal Committee (CAC) Meeting.</li><li>6. Responding to MPCB queries if any.</li><li>7. End to end liasioning with MPCB officials and submission of CTE permission to Maha-Metro.</li></ol>

Note: Draft documents & drawings required for applying the CTE to MPCB shall be submitted to Maha-Metro for approval prior submission to MPCB.



**1. Terms & Conditions:**

- (i) Bidder shall quote offer as per scope of work given above in figures as well as in words.
- (ii) All pages/formats & documents provided by bidder must be self-attested.
- (iii) Overwriting on the rates quoted shall not be accepted.
- (iv) Any modification/correction/ replacement in offer after opening time & date shall not be permitted.
- (v) Any condition(s) incorporated by bidder other than above, shall result in outright rejection of the offer/ proposal.
- (vi) Any conditions, deviations, assumptions, exclusions, suggestions of alternative clauses, request of amendments in conditions & specifications of work or any other information submitted by you along with the Quotation Form, which is different from the Quotation Form & Quotation Notice issued by Maha-Metro or its representatives, shall not be treated as a part of the LOA/Work Order and shall not be binding upon Maha-Metro in anyway whatsoever at any stage of work during execution or thereafter, unless specifically agreed to by Maha-Metro in writing.
- (vii) 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-C, statutory registration (if any) like shop act, Certificate of Incorporation etc.

**2. Evaluation Criteria:** The submitted quotations shall be opened on Scheduled Date, by an authorized opening committee & the total cost quoted by each bidder shall be compared. A comparative statement shall be prepared by the Committee & the Bidder who quoted least amount shall be declared as L-1 bidder & may be considered for award of the work.

**3. Completion Period:** Completion period shall be 4 months from date of issue of Letter of Acceptance (LOA).

**4. Payment Terms**

- a) 100% amount shall be released after successfully obtaining the CTE from MPCB.
- b) Payment shall be made within 15 days from the date of submission of satisfactory certified bill by Engineer of Maha-Metro to the Finance Department. However, no interest / compensation shall be paid due delay due to unforeseen reasons or whatsoever. Payments will be made in INR only, through electronic means like RTGS, NEFT or Net banking etc.
- c) Maha-Metro shall deduct the tax at source (TDS) from the payments to the agency which Employer will be required by law for deposition with the statutory authorities in India for which TDS certificates will be issued by Maha-Metro.
- d) The payment of all applicable taxes & duties including GST and any other charges shall be in scope of the Contractor and the quoted price shall be inclusive of these taxes & duties. The Contractor shall provide break up of taxes and duties in its invoices. Any variation in statutory taxes and duties will be borne both ways i.e. in



case of increase in taxes and duties, Maha-Metro will bear the additional amount and in case of decrease in taxes and duties, Maha-Metro will be reimbursed the difference amount.

e) **Milestones and Deliverables along with Payment schedule is as follows:**

Scope of Work	Deliverables	Stage of Payment of Lump-sum
1. Preparation of Documents & drawings required for applying the CTE to MPCB. 2. Extraction of all technical details from the respective department and submission of Consent application to MPCB office. 3. Obtaining required NOC from concerned department prior to applying the CTE. 4. Coordinate the field visits of MPCB officials at site. 5. Presentation of CTE case to Consent Appraisal Committee (CAC) Meeting. 6. Responding to MPCB queries if any. 7. End to end liasioning with MPCB officials and submission of CTE permission to Maha-Metro.	Grant of CTE from MPCB & Submission to Maha-Metro	100%

5. **Termination:** Maha-Metro reserves the right to terminate the LOA/Work order at any time without assigning any reasons, after giving notice of three (03) days.
6. Any condition(s) incorporated by agency other than above; shall result in outright rejection of the offer/proposal.
7. **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
  - 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.	Scope of Work	Total cost (Excl. GST)
1	<ol style="list-style-type: none"> <li>1. Preparation of Documents &amp; drawings required for applying the CTE to MPCB.</li> <li>2. Extraction of all technical details from respective departments and submission of Consent application to MPCB office.</li> <li>3. Obtaining NOC from concerned department required for applying the CTE.</li> <li>4. Coordinate the field visits of MPCB officials at site.</li> <li>5. Presentation of CTE case to Consent Appraisal Committee (CAC) Meeting.</li> <li>6. Responding to MPCB queries if any.</li> <li>7. End to end liasioning with MPCB officials and submission of CTE permission to Maha-Metro.</li> </ol>	
2	GST @ 18 %	
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)** is authorized for signing and submission of quotation and take all decisions for the work of **Hiring of consultant towards obtaining Consent to Establish (CTE) for 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.....

