



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/0013

Date: 17 January 2025

QUOTATION NOTICE

Name of Work: - Providing services for celebration of 76th Republic Day on 26 January 2025 at the District Court Metro Station office complex, Pune.

Quotation format may be download from 15:00 Hrs. of 17 January 2025 from official website of Pune Metro Rail Project (www.punemetrorail.org) by any event management agency or catering services agency.

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 District Court, Next to Kamgar Putala Vasahat, Shivajinagar, Pune-411005**, up till 15:00 Hrs. of 20 January 2025.
2. Quotation submitted by e-mail or 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: - Providing services for celebration of 76th Republic Day on 26 January 2025 at the District Court Metro Station office complex, Pune.

- 1. Name of agency (Issued to):**
- 2. Registered / Listed with:**
- 3. Address:**
- 4. Date of Issue: 17 January 2025**
- 5. Last Date of submission: On or before 15:00 Hrs. of Date 20 January 2025**
- 6. Opening Date & Time: 15:30 Hrs. on 20 January 2025**
- 7. Place of submission:**
Office of Executive Director/ Procurement & Contract,
Maha-Metro, Block No. A2, Food Grain Godown,
Near District 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. Eligibility Criteria:

For Schedule - A:

- a) The agency shall have experience of minimum one similar work, completed within last three financial years (i.e. 2023-24, 2022-23 and 2021-22) and minimum amount received towards the same shall be INR 4.24 Lakh.
- b) "Similar work" refers to professional projects involving event management, decoration, flowering, and lighting for public, private, or corporate events. This includes designing and executing event themes, managing floral arrangements, decorative installations, and lighting setups to enhance the ambiance. Such work typically involves coordination of logistics, adherence to client requirements, and ensuring aesthetic appeal for occasions like ceremonies, festivals, weddings, or official functions of similar scale and complexity.
- c) The agency shall submit the documents like work order, Invoices and completion certificate in support of experience along with quotation.

For Schedule – B:

- a) Agencies interested in submitting quotes for the scope of work mentioned under point 10.2 below must submit a valid Food Standards and Safety Authority of India (FSSAI) certificate along with the quotation.



10. Brief Scope of Work:

It is proposed that 76th Republic Day on 26 January 2025 will be celebrated at the District Court Metro Station office complex, Parking area and elevated District Court Metro station of MAHA-Metro near A-3 building, Nyayamurti Ranade Path, Shivajinagar, Pune as per the scope of work tabulated below.

10.1 Tabulated specification (Decorations/Pillar structure) – Schedule A:

Sr. No.	Particulars	Unit of measurement	Quantity
1.	Welcome Arch Box Gate at District Court Metro Station (Size 26 x 12 x 12) 360 Degree Tri Colour Balloon Decoration.	Nos.	02
2.	Flower decoration at Main Entrance Gate District Court Metro Office with tri colour Toran 36' x 5'	Nos.	01
3.	Lighting at District Court Elevated and Underground Metro Station	Nos.	30
4.	Tri colour balloons	Nos.	6000
5.	Tri colour Pataka	Pkt.	300
6.	Marigold Flower Décor at Flag Pole at Parking Area of District Court Office	No.	1
7.	Flag area 8 Pillars decoration with structure 110' x 50'	No.	5500
8.	Iron framing with flex printing & designing 12 x 8 sq ft (Qty. 2)	Sq ft	96
9.	Overall labour & Transportation	LS	-

10.2 Tabulated specification (Refreshment/Sweet packets) – Schedule B:

Sr. No.	Particulars	Unit of measurement	Quantity
1.	Refreshment for 140 people, menu as under: - (Idali, Meduwada, Sambhar, Sabudana Khichadi, Poha, Upma, Chutney, Motichur Ladoo, Tea, Coffee & mineral water) (Labour and transportation as actual).	Nos.	140
2.	Sweet Boxes for distribution which includes sweets (Rawa/Besan Ladoo, Chirota, Maishoor Pak, Balushai & Sonpapadi) 250 gram each packet.	Pkt.	500

NOTE:

- Items used for decoration, such as tri-colour lighting, balloons, tri-colour patakas, etc., shall be of good quality. Fresh flowers shall be used for flower decorations, iron pillars shall be wrapped with tri-colour cloth, and flexes should be mounted on iron frames.
- Refreshments, as per the menu, must be hygienic, prepared with fresh ingredients, and free from artificial colors. Any substandard items will not be paid for.
- The agency agrees to provide all items necessary for lighting, decoration, and



refreshments in accordance with the specifications and scope.

- d. The items supplied for the event should be in good quality.
- e. Any issues arising after the completion of the work must be rectified by the vendor upon request from MAHA-Metro at no additional cost.
- f. Any defects or issues discovered within a warranty period of 90 days after completion must be promptly addressed and rectified by the contractor at no additional cost.
- g. Decoration and lighting materials must be removed within three days of work completion.
- h. The agency shall clean the site after the completion of the program and restore it to its original condition.
- i. MAHA-Metro, Pune reserves the right to terminate the agreement at any time during the contract period by giving short notice, without assigning any reason. No compensation will be paid for such termination.
- j. Any disputes arising from this contract shall be resolved under Pune jurisdiction.

11. Delivery Details:

The work as per the scope of work shall be completed on **25th January 2025 by 8 PM**. The refreshment items must be ready before **7 AM on 26th January 2025**. No delays in work will be accepted, and a penalty will be imposed for any delays beyond the stipulated time mentioned above.

12. Earnest Money Deposit (EMD):

- a) The bidder shall deposit the EMD for an amount of INR 10,000/- (Ten Thousand Only) in the bank account of Maha-Metro. Details of the bank account are as follows-
Name of Beneficiary: MMRCL- PUNE-TENDER FEE AND EMD
Account No: 50200068854177
IFSC Code: HDFC0000104
- b) Evidence of submission / payment of EMD to be submitted along with quotation.
- c) Any bid with non-deposition of EMD shall be rejected by the Employer as non-responsive.
- d) The EMD of unsuccessful bidders shall be returned as promptly as possible upon the successful Bidder's acceptance of Letter of Acceptance (LOA) issued by MAHA-Metro.
- e) The EMD of successful bidders shall be returned as promptly as possible upon the successful Bidder's submission of security deposit.

13. Terms & Conditions:

- (i) Quoted rates shall be excluding all taxes.
- (ii) Bidder may quote either for single schedule or for both schedules.
- (iii) Bidder shall quote offer as per scope of work given above in figures as well as in words.
- (iv) All pages/formats & documents provided by bidder must be self-attested.
- (v) Overwriting on the quoted rates shall not be accepted.
- (vi) Any modification/correction/replacement in offer after opening time & date shall not be permitted.



- (vii) Any condition(s) incorporated by bidder other than above, shall result in outright rejection of the offer/proposal.
- (viii) 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.
- (ix) 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-C, statutory registration (if any) like shop act, Certificate of Incorporation etc.
- (x) Agencies interested in submitting quotes for the scope of work mentioned under point 10.2 above must submit a valid Food Standards and Safety Authority of India (FSSAI) certificate.
- (xi) The agency shall take all necessary NOC/permissions from any other concern government agency if it is required to operate.
- (xii) Bids submitted after the stipulated submission deadline will not be accepted under any circumstances.
- (xiii) Bids submitted without the documents specified under point 17 below will be liable for rejection.

14. Evaluation Criteria:

The evaluation of submitted quotations shall be as per the eligibility criteria as mentioned above. The submitted quotations will be opened on the scheduled date and time by an authorized opening committee. The total cost quoted for each schedule, i.e., Schedule – A and Schedule – B, by each bidder will be compared individually. A comparative statement will be prepared separately for Schedule – A and Schedule – B by the committee of Maha-Metro. The bidder quoting the least amount for an individual schedule will be declared the L-1 bidder for that schedule and may be considered for the award of the work.

15. Payment Terms:

- a) 100% amount shall be released after successfully completing the scope of work and successful completion of program.
- b) Payment shall be made within 15 days from the date of submission of satisfactory certified bill by Executive department 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 agency and the quoted price shall be inclusive of these taxes & duties. The agency 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.

16. 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.

17. Any condition(s) incorporated by agency other than above; shall result in outright rejection of the offer/proposal.

18. Documents to be enclosed with quotation form: -

- i. Copy of PAN Card
- ii. Copy of GST registration certificate
- iii. Original cancelled cheque
- iv. Food Standards and Safety Authority of India (FSSAI) certificate
- v. Evidence of submission / payment of EMD
- vi. Annexure-A: Format for Firm/Agency details
- vii. Annexure-B: Format for Financial Quote
- viii. Annexure-C : Authorization letter on company letter head as per the format given
- ix. 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

Schedule - A

Sr. No.	Particulars	Unit of measurement	Quantity	Rate in INR (Excluding GST)	Amount in INR
1.	Welcome Arch Box Gate at District Court Metro Station (Size 26 x 12 x 12) 360 Degree Tri Colour Balloon Decoration.	Nos.	02		
2.	Flower decoration at Main Entrance Gate District Court Metro Office with tri colour Toran 36' x 5'	Nos.	01		
3.	Lighting at District Court Elevated and Underground Metro Station	Nos.	30		
4.	Tri colour balloons	Nos.	6000		
5.	Tri colour Pataka	Pkt.	300		
6.	Marigold Flower Décor at Flag Pole at Parking Area of District Court Office	No.	1		
7.	Flag area 8 Pillars decoration with structure 110' x 50'	No.	5500		
8.	Iron framing with flex printing & designing 12 x 8 sq ft (Qty. 2)	Sq ft	96		
9.	Overall labour & Transportation	LS	-		
GST @ 18%					
Total Amount in INR (Incl. GST)					

We agree to supply the above items in accordance with the specification/scope for Rs.....(In Figures) Rupees (In words) within the period specified in the invitation for quotations.

Name:.....

Signature:.....

Date:



Format for Financial Quote

Schedule - B

Sr. No.	Particulars	Unit of measurement	Quantity	Rate in INR (Excluding GST)	Amount in INR
1.	Refreshment for 140 people, menu as under: - (Idali, Meduwada, Sambhar, Sabudana Khichadi, Poha, Upma, Chutney, Motichur Ladoo, Tea, Coffee & mineral water) (Labour and transportation as actual).	Nos.	140		
2.	Sweet Boxes for distribution which includes sweets (Rawa/Besan Ladoo, Chirota, Maishoor Pak, Balushai & Sonpapadi) 250 gram each packet.	Pkt.	500		
3.	Overall labour & Transportation	LS	-		
GST @ 5%					
Total Amount in INR (Incl. GST)					

We agree to supply the above items in accordance with the specification/scope for Rs.....(In Figures) Rupees
(In words) within the period specified in the invitation for quotations.

Name:.....
Signature:.....
Date:



**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 **Providing services for celebration of 76th Republic Day on 26 January 2025 at the District Court Metro Station office complex, Pune** on behalf of M/s _____ **(Company Name)**.

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

Name

Designation.....

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

Name

Designation.....

Date.....

