



**QUOTATION FORM**

Quotation No: MAHA-METRO/PMRP/P&C/QUOT/2024/Sep/01

Date: 05-Sep-2024

Name of Work: Hiring of Print service for PMRP office for 1 year

1. Name of Bidder: \_\_\_\_\_
2. Address of Bidder's Registered Office: \_\_\_\_\_  
\_\_\_\_\_
3. Name of Bidder's Authorized Signatory: \_\_\_\_\_
4. Email-ID & Contact no. of Bidder's Authorized Signatory: \_\_\_\_\_  
\_\_\_\_\_
5. Date of Issue of Quotation Form: 05-Sep-2024
6. Last Date & Time of Submission: Till 16:00 Hrs.on 20-Sep -2024
7. Quotation Opening Date & Time: 16:30 Hrs on 20-Sep-2024
8. Place of Submission: Office of Executive Director/Procurement & Contracts, Pune Metro Rail Project, Block No. A2, Food Grain Godown, Near Civil Court, Next to Kamgar Putala Vasahat, Shivajinagar, Pune-411005.
9. Assigned Time period for Completion of Work: 15 days from the date of issuance of LOA/Work Order.
10. Scope of Work: To hire print service for PMRP office with the following mandatory specifications.
  - i. Make: Canon/Hp/Sharp
  - ii. Print/Copy/Scan/Send/Store
  - iii. Speed 35 ppm
  - iv. Paper size (Original/Image): A3, A4, Legal
  - v. RAM 4GB
  - vi. HDD 250 GB
  - vii. Scan resolution: 600 \* 600 dpi
  - viii. Print Resolution: 1200 \* 1200 dpi
  - ix. Duplex Automatic Document Feeder



Stamp & Signature of Bidder's Authorized Signatory	
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11. Bill of Quantity (BOQ) / Financial Offer:

Mention Make and Model No.:

Sr.No.	Size of paper	No.of pages For 1 year	Rate (Excl. GST) per page	Amount in INR (Excl. GST)
1	A3/A4 black & white	1,80,000		
2	A3/A4 Colour	Only rate is required		
3	Legal black & white	Only rate is required		
GST %				
Total Amount in INR (incl. GST)				

Instructions regarding submission of Quotation Form:

a. The Bidder shall submit his offer as above along with prescribed formats enclosed as:

**Annexure-A: Format for Firm /Agency details**

**Annexure-B: Format for Authorization letter on company letter head.**

The offer shall be submitted along with the copies of Company Incorporation certificate/Statutory Registration certificate (like Shop Act Certificate etc.), Goods & Service Tax (GST) registration certificate, PAN card, Original Cancelled Cheque/Copy of Cancelled Cheque/Bank Mandate Form, Authorization letter in the name of the person authorized for Signing and submission of quotation on company letter head.

- b. All pages/formats & documents provided by bidder must be duly stamped & signed by authorized signatory of the Bidder.
- c. Overwriting on the rates quoted shall not be accepted.
- d. Any modification/ correction/ replacement in offer after opening time & date shall not be permitted.
- e. Any condition(s) incorporated by bidder other than above, shall result in outright rejection of the offer/ proposal.
- f. 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



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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.

**12. Evaluation Criteria:**

The submitted bids shall be opened on scheduled date & time, by an authorized Opening Committee. Bidders shall have similar experience in providing the service and bidder shall submit OEM authorised certificate during bid submission. The evaluation will be based on A3/A4 black-and-white quotations only (as per BOQ Sr.No.1) and the printer shall have provision for colour printouts and legal paper also. Payment will be done at the accepted rate for the A3/A4 colour/legal B&W if utilized. A comparative statement shall be prepared by the Committee & the Bidder who has quoted the least cost and having similar work experience shall be declared as L-1 bidder & may be considered for award of the work.

**13. Payment Terms, Key Dates and Work Milestones:**

- a. Payment will be done on monthly basis and within 30 days from the date of submission of certified bill by contractor to Maha-Metro.
- b. No advance payment will be made.
- c. No interest/compensation shall be paid due to any delay due to unforeseen reasons or whatsoever.
- d. Payment shall be made to the bidder in INR only, and through electronic means: RTGS, NEFT or Net banking only.
- e. Maha-Metro shall deduct the tax at source (TDS) from the payments to the Bidder which will be required by law for deposition with the statutory authorities in India for which TDS certificates will be issued by Maha-Metro.
- f. The payment of all applicable taxes & duties excluding GST and any other charges shall be in scope of the bidder and the quoted price shall be inclusive of these taxes & duties. The Bidder 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.

**14. Liquidated Damages (LD)**

The work shall be strictly completed as per the timeline given above. LD shall be imposed at a rate of 0.2% of the accepted LOA/Work Order amount for each day of delay for attending breakdown



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or providing delivery as mentioned in the bid document subject to a maximum of 10% of accepted LOA/work order amount

**15. Penalty**

In case the service of printer is not found to be satisfactory, proportionate deduction from Bidder's Bill shall be made and the LOA/Work Order can be terminated by Maha-Metro after giving a Notice of Seven (07) days to the Bidder. In case of such termination, the Performance security deposit shall be forfeited by Maha-Metro.

**16. Termination:**

Maha-Metro reserves the right to terminate the LOA/Work Order at any time without assigning any reasons, after giving a notice of Seven (07) days.

**17. Extension of time:** Suitable extension may be granted for delay due to unforeseen reasons, if certified by Maha-Metro.

**18. Variation:**

- a) The quantities provided in BOQ is provisional and may vary up to 25% (+/-) both ways.
- b) The LOA/Work Order shall be awarded on fixed rate basis for the entire work period. No request for escalation in rates shall be entertained on account of any reasons during the work period or its further extension due to unforeseen reasons.
- c) The Employer at its discretion, may reduce/delete items as specified in scope of work depending upon requirement & other factors. Any addition in the scope of work shall be payable at the mutually agreed rates & amounts.

**19. Performance Security Deposit:**

Performance Security Deposit @5% of the Accepted LOA/Work order amount shall be deposited through NEFT/RTGS/Internet Banking in the account of Maharashtra Metro Rail Corporation Ltd. within 10 days from the date of issue of LOA/Work order. The Performance Security Deposit shall be returned within 30 days after contract period over.



Stamp & Signature of Bidder's Authorized Signatory	
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महाराष्ट्र मेट्रो रेल कॉर्पोरेशन लिमिटेड  
MAHARASHTRA METRO RAIL CORPORATION LIMITED  
संयुक्त संप्रदाय - जॉयंट वेन्चर ऑफ इंडिया व महाराष्ट्र सरकार  
Joint Venture of Govt. of India & Govt. of Maharashtra  
PUNE METRO RAIL PROJECT

20. The Bidding Process & LOA/Work Order shall be governed by, and construed in accordance with, the Laws of Govt. of India & Govt. of Maharashtra and the Courts at Pune & High Court of Bombay shall have exclusive jurisdiction over all disputes arising under, pursuant to and/or in connection with the Bidding Process & LOA/Work Order.

**21. Essential Enclosures:**

- a. Copy of Company Incorporation Certificate/Statutory Registration Certificate (like Shop Act Certificate etc.)
- b. Copy of PAN Card
- c. Copy of GST Registration Certificate
- d. Original Cancelled Cheque/Copy of Cancelled Cheque/Bank Mandate Form



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महाराष्ट्र मेट्रो रेल कॉर्पोरेशन लिमिटेड  
MAHARASHTRA METRO RAIL CORPORATION LIMITED  
भारत सरकार & महाराष्ट्र शासनाचा संयुक्त उपक्रम  
Joint Venture of Govt. of India & Govt. of Maharashtra  
PUNE METRO RAIL PROJECT

Annexure-A

**Format for Firm/Agency Details**

SN	Description
1.	Name of the Firm/Agency:  
2.	Address with Telephone, Email, Fax Numbers & name(s) of the Contact person  
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.



Stamp & Signature of Bidder's Authorized Signatory	
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महाराष्ट्र मेट्रो रेल कॉर्पोरेशन लिमिटेड  
MAHARASHTRA METRO RAIL CORPORATION LIMITED  
Joint Venture of Govt. of India & Govt. of Maharashtra  
PUNE METRO RAIL PROJECT

Annexure-B

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

It is certified that Mr./Ms. \_\_\_\_\_ (*Name of Official*) working as \_\_\_\_\_ (*Designation*) is authorized for signing and submission of Quotation and take all decisions for the work of " \_\_\_\_\_ (*Name of Work*) " of Pune Metro Rail Project on behalf of M/s \_\_\_\_\_ (*Name of Company*).

.....  
(Specimen Signature of Authorized signatory)

Name .....

Designation .....

.....  
(Signature of Proprietor/company head)

Name .....

Designation .....

Date .....



Stamp & Signature of Bidder's Authorized Signatory	
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