



# 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/ 3378

Date: 03 January 2025

### QUOTATION NOTICE

**Name of Work: - Providing services for celebration of 9<sup>th</sup> Foundation Day of Maha – Metro at Maha-Metro Range Hill Office Complex, Pune on 23<sup>rd</sup> January 2025.**

Quotation format may be download from 10:00 Hrs. of 04 January 2025 from official website of Pune Metro Rail Project ([www.punemetrorail.org](http://www.punemetrorail.org)) by any event management 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 Civil Court, Next to Kamgar Putala Vasahat, Shivajinagar, Pune-411005**, up till 16:00 Hrs. of 09 January 2025.
2. Quotation submitted by e-mail or any other mode shall not be accepted.



*Rgpr*  
31/01/25

**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 9<sup>th</sup> Foundation Day of Maha – Metro at Maha-Metro Range Hill Office Complex, Pune on 23<sup>rd</sup> January 2025.

1. Name of agency: (Issued to):
2. Registered / Listed with:
3. Address:
4. Date of Issue: 03 January 2025
5. Last Date of submission: On or before 16.00 Hrs. of Date 09 January 2025
6. Opening Date & Time: 16.30 Hrs. on 09 January 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. Eligibility Criteria:
  - a) The agency shall have experience of minimum two similar works, 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 4.76 Lakh for each work.
  - b) The agency shall submit the documents like work order, Invoices and completion certificate in support of experience along with quotation.

**10. Brief Scope of Work**

Providing services to Maharashtra Metro Rail Corporation Ltd, Pune Project Office for celebration of 9<sup>th</sup> Foundation Day at MAHA-Metro Range Hill Office Complex at Range Hill on 23<sup>rd</sup> January 2025.

**10.1 Tabulated specification:**

| Sr. No. | Particulars                                   | Unit  | Quantity |
|---------|---|-------|----------|
| 1.      | Pathway Red Carpet (500*10)                   | sq ft | 5000     |
| 2.      | Main Stage Fabrication (32*16*3= 512 sq ft ), | sq ft | 976      |



| Sr. No. | Particulars  | Unit  | Quantity |
|---------|--|-------|----------|
|         | Orchestra stage fabrication(16*12*2 = 192 sq ft) including skirting for main stage (192 sq ft) and Orchestra stage (80 sq ft)  |       |          |
| 3.      | Flex Backdrop (32'*10')  | sq ft | 320      |
| 4.      | Shimmer Backdrop/wall paper fixing   | sq ft | 192      |
| 5.      | Cushion Chair with cover & Bow   | Nos.  | 300      |
| 6.      | Round Table  | Nos.  | 50       |
| 7.      | Fresh Flowers Centerpiece  | Nos.  | 6        |
| 8.      | VIP Sofa   | Nos.  | 10       |
| 9.      | Coffee Table (Centre Table)  | Nos.  | 6        |
| 10.     | Buffet Table   | Nos.  | 30       |
| 11.     | T-Truss with Goal Post (60ft)  | Nos.  | 1        |
| 12.     | LED Lights   | Nos.  | 40       |
| 13.     | Metal Lights   | Nos.  | 30       |
| 14.     | <b>Sound</b>   |       |          |
| 15.     | 08 x Moving Heads (Sharpee), 08 x Blinders, 02 x Profile Light, 02 x Haze Machine (smoke machine) x 01 x Hanging VRX 900 series (8 Top & 4 Base), 01 x Digital Mixer, 01 Professional DJ, 01 x DJ Console Masking, 02 x Stage Monitor, 02 x Cordless Mic, 01 x Tech rider for Plug in band, 01 x Plug in Band) | Nos.  | 1        |
| 16.     | Kitchen Masking  | RFT   | 300      |
| 17.     | Wash Basin   | Nos.  | 4        |
| 18.     | Kitchen Table  | Nos.  | 20       |
| 19.     | Food Arrangements for 300 pax on 23 <sup>rd</sup> Jan 2025 at Evening (As per the attached Menu at Appendix 'A')<br>Minimum 25 no. of serving staff shall be provided.   | Nos.  | 300      |
| 20.     | Transportation & Labour  | LS    | -        |



**NOTE:**

- a. The items supplied for the event should be in good quality.
- b. All the items shall be provided at MAHA-Metro Office Complex at Range Hill.
- c. Approximately food arrangements for 300 pax are required. However, there are chances of increasing the requirement. Hence, payment for increased quantity will be paid on pro-rata basis.
- d. The agency shall clean the site after the completion of the program and restore it to its original condition.

**11. Delivery Details:**

The items shall be supplied/provided at the ground of MAHA-Metro Office Complex at Range Hill, on 23<sup>rd</sup> January 2025 at 18:00 Hrs. onwards.

**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) 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 quoted rates 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) 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.

- (viii) Agency shall submit Food Standards and Safety Authority of India (FSSAI) certificate.
- (ix) The agency shall take all necessary NOC/permissions from any other concern government agency if it is required to operate.
- (x) The agency shall submit the stage stability certificate from the engineer.

#### **14. Performance Security:**

- a) Within three (03) days of the receipt of LOA/Work order from the Employer, the successful Bidder shall deposit the performance security of an amount of INR 1,00,000/- (One Lakh Only) in Maha-Metro's bank account. Details of the bank account are as follows-

Name of Beneficiary: MAHARASHTRA METRO RAIL CORP LTD PUNE  
Account No: 50200049067657  
IFSC Code: HDFC0000104

- b) Failure of the successful Bidder to deposit the above-mentioned performance security shall constitute sufficient grounds for the annulment of LOA/Work Order.
- c) The Maha-Metro shall return the Performance Security to the agency within fifteen (15) days after receiving a copy of the Completion Certificate.

#### **15. Evaluation Criteria:**

The evaluation of submitted quotations shall be as per the eligibility criteria as mentioned above. Further the submitted quotations shall be opened on Scheduled date and time, 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.

#### **16. 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.

**17. 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.

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

**19. 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

Table 01

| Sr. No. | Particulars   | Unit  | Quantity | Rate in INR (Excluding GST) | Amount in INR |
|---------|---|-------|----------|-----------------------------|---------------|
| 1.      | Pathway Red Carpet (500*10)   | sq ft | 5000     |                             |               |
| 2.      | Main Stage Fabrication (32*16*3= 512 sq ft ), Orchestra stage fabrication(16*12*2 = 192 sq ft) including skirting for main stage (192 sq ft) and Orchestra stage (80 sq ft) | sq ft | 976      |                             |               |
| 3.      | Flex Backdrop (32'*10')   | sq ft | 320      |                             |               |
| 4.      | Shimmer Backdrop/wall paper fixing  | sq ft | 192      |                             |               |
| 5.      | Cushion Chair with cover & Bow  | Nos.  | 300      |                             |               |
| 6.      | Round Table   | Nos.  | 50       |                             |               |
| 7.      | Fresh Flowers Centerpiece   | Nos.  | 6        |                             |               |
| 8.      | VIP Sofa  | Nos.  | 10       |                             |               |
| 9.      | Coffee Table (Centre Table)   | Nos.  | 6        |                             |               |
| 10.     | Buffet Table  | Nos.  | 30       |                             |               |
| 11.     | T-Truss with Goal Post (60ft)   | Nos.  | 1        |                             |               |
| 12.     | LED Lights  | Nos.  | 40       |                             |               |
| 13.     | Metal Lights  | Nos.  | 30       |                             |               |
| 14.     | <b>Sound</b>  |       |          |                             |               |
| 15.     | 08 x Moving Heads (Sharpee), 08 x Blinders, 02 x Profile Light, 02 x Haze Machine (smoke machine) x 01 x Hanging VRX 900 series (8 Top & 4 Base), 01 x Digital Mixer,       | Nos.  | 1        |                             |               |





| Sr. No.                                | Particulars  | Unit | Quantity | Rate in INR (Excluding GST) | Amount in INR |
|--|--|------|----------|-----------------------------|---------------|
|  | 01 Professional DJ, 01 x DJ Console Masking, 02 x Stage Monitor, 02 x Cordless Mic, 01 x Tech rider for Plug in band, 01 x Plug in Band) |      |          |                             |               |
| 16.                                    | Kitchen Masking  | RFT  | 300      |                             |               |
| 17.                                    | Wash Basin   | Nos. | 4        |                             |               |
| 18.                                    | Kitchen Table  | Nos. | 20       |                             |               |
| 19.                                    | Transportation & Labour  | LS   | -        |                             |               |
| <b>GST @ 18%</b>                       |  |      |          |                             |               |
| <b>Total Amount in INR (Incl. GST)</b> |  |      |          |                             |               |

**Table 02**

| Sr. No.                                | Particulars  | Unit | Quantity | Rate in INR (Excluding GST) | Amount in INR |
|--|--|------|----------|-----------------------------|---------------|
| 1.                                     | Food Arrangements for 300 pax on 23 <sup>rd</sup> Jan 2025 at Evening (As per the attached Menu at Appendix 'A')<br>Minimum 25 no. of serving staff shall be provided. | Nos. | 300      |                             |               |
| 2.                                     | Transportation & Labour  | LS   | -        |                             |               |
| <b>GST @ 5%</b>                        |  |      |          |                             |               |
| <b>Total Amount in INR (Incl. GST)</b> |  |      |          |                             |               |



**Summary Table**

| Sr. No.            | Particulars   | Amount in INR including GST |
|--------------------|---|-----------------------------|
| 1.                 | Staging, Decoration and other allied services required for celebration of 9 <sup>th</sup> Foundation Day at MAHA-Metro Range Hill Office Complex at Range Hill on 23 <sup>rd</sup> January 2025 |                             |
| 2.                 | Food Arrangements for 300 pax on 23 <sup>rd</sup> Jan 2025 at Evening (As per the attached Menu at Appendix 'A')  |                             |
| <b>Grand Total</b> |   |                             |

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

Name:.....

Signature:.....

Date:



MENU FOR 9<sup>TH</sup> FOUNDATION DAY

|  |
|--|
| <b>Particulars</b>   |
| Mocktail:-<br>1. Blue Lagoon<br>2. Kiwi Mojito   |
| Soup:-<br>1. Veg Manchow<br>2. Chiken Manchow  |
| Veg Starter:-<br>1. Cheese Ball<br>2. Soya Malai Chop  |
| Non Veg Starter:-<br>1. Chiken Oriental Tikka<br>2. Chiken Chakori Tikka                         |
| Live Counter:-<br>1. Chat 4 Types<br>2. Dosa 4 Types   |
| Veg Main Course:-<br>1. Paneer Lababdar<br>2. Aalu Bhindi Dry Fry<br>3. Dal Fry<br>4. Steam Rice |
| Non Veg Main Course:-<br>1. Chiken Angara<br>2. Dal Fry<br>3. Steam Rice                         |
| Bread:-<br>1. Tandoori Roti<br>2. Garlic Naan<br>3. Butter Naan<br>4. Phulka                     |
| Sweet:-<br>1. Kesar Sahi Tukda<br>2. Butterscotch Ice-Cream                                      |
| Sides:-<br>1. Green Salad<br>2. Green Chutney<br>3. Papad<br>4. Pickle                           |
| Water Bottle 200 ml.<br>Crockery Cutlery Service   |



**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 9<sup>th</sup> Foundation Day of Maha – Metro at Maha-Metro Range Hill 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.....

