CIN: U60100MH2015SGC262054
महा मेट्रो
PUNE METRO

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

QUOTATION FORM

Quotation No: MAHA-METRO/PMRP/P&C/QUOT/2026/Nov/04

Date: 12-Nov-2026

Name of Work: Comprehensive Annual Maintenance Contract (For 3 Years) for 2*80 KVA UPS Systems & Its Battery Bank installed at Metro-Bhavan, Pune

Name of Bidder: _____

1. **Address of Bidder's Registered Office:** _____
   _____
2. **Name of Bidder's Authorized Signatory:** _____
3. **Email-ID & Contact no. of Bidder's Authorized Signatory:** _____
   _____
4. **Date of Issue of Quotation Form:** 12-Nov-2026.
5. **Last Date & Time of Submission:** 23-Nov-2026 up to 16:00 Hrs.
6. **Quotation Opening Date & Time:** 23-Nov-2026 on 16:30 Hrs.
7. **Place of Submission:** Office of AGM/Procurement & Contracts, Pune Metro Rail Project, Metro Bhavan, 4th Floor, District Court Metro Station, Shivajinagar, Pune-411005.
8. **Assigned Time period for Completion of Work: 3 years** of issuance of LOA/Work Order.
9. **Scope of Work**

   Comprehensive Annual Maintenance Contract Services of UPS System:

   a. The period of Comprehensive annual contract shall be for **Three years** from the date issue of LOA.
   b. Bidder shall depute sufficient qualified and experienced Personnel at location i.e. Metro Bhavan, Pune and dedicated maintenance team (Under the CAMC Period) to upkeep and maintain the UPS assets under CAMC during aforesaid period, who shall be able attend all types of faults of UPS system as recorded in TPC daily logs/BMS/.NET and any other faults informed through Whats-App/Over Telephone.
   c. The service shall include providing all tools like spanners, Blower, Vacuum Cleaners, ladders, testing equipment and replacement / repair of Faulty Batteries & UPS Fans System, Accessories and defected spare parts Including consumables at any height / any floors as and where required, and as directed by Engineer-in-charge of Maha- Metro (PMRP).
   d. Any initial repairs (including supply of essential parts) shall be covered under this CAMC contract.

   Preventive Maintenance:

   a. The Bidder shall provide preventive maintenance for all UPS systems & associated accessories at site **(Annually 4 visits for each UPS System).**
   b. Cleaning up of Unit, Visual Inspection to check any deformation.
   c. Checking healthiness of all battery cells (float/on load voltage)

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d. Cleaning of battery terminals of all cells and checking loose connections & leakages from cells
e. Perform a 60 Minutes discharge test with load to assure the individual cells are functional
f. Check charging current / battery voltage after load test
g. To/From Bypass operation of each unit
h. Check all fan status and cleaning
i. Check audible alarm/ LED indication / LCD Panel indications / status
j. Abnormal sound/Abnormal noise
k. Check any overheating
l. Replacement of parts if found damaged/unusable/rusted.
m. Cleaning by blower/vacuum cleaner
n. Checking of the power availability at both source end
o. Visual check of output end isolation transformer for any abnormality, which may affect UPS system.
p. Cross check after maintenance status of both unit
q. Any other maintenance requirement as suggested by the BIDDER/Employer.
r. Record keeping for all checklist & updating on SAP/Digital platform as suggested by the BIDDER time to time
s. Checking and Adjustment (If needed) of Power parameters like input, Output, DC voltage and current.
t. Checking and Adjustment (If needed) of Control parameters on different PCBs.
u. Tightness of all connections.
v. Functional Checking up of the Rectifier section.
w. Functional Checking up of Inverter section.
x. Functional Checking up of Static Switch Section.
y. With the approval of Engineer-in-charge of Maha-Metro (PMRP) operational tests of the system shall be performed including unit transfer and battery discharge.
z. Engineering Field Change Notices (FCN) issues shall be fixed as and when the need arises.

Corrective/Breakdown Maintenance:

a. During the contract period Bidder shall bound to attend breakdown service of UPS, if any within a period of 2 hours of intimation through telephone/mobile phone Bidder should maintain the complaint register as per Performa. Before performing the routine/breakdown service, the Bidder should get due permission from the concerned Engineer in charge or his authorized person and demonstrate the working of the UPS units to such person after the servicing.

b. If Bidder fails to attend and rectify breakdown within 2 hours of intimation then penalty of Rs. 200 per case per day shall be imposed.

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c. While performing the routine/breakdown service, the Bidder shall have consent from engineer in charge or his authorized person before making any replacement of parts/major systems.

d. Upon completion of the routine service or breakdown service the Bidder shall enter the details of work done, parts replace if any and specific remarks if any with date in the Job Card as per the format. Job Card Performa duly signed by the Engineer-in-Charge, or his authorized person need to be submitted for quarterly payment.

e. In case the UPS unit is not repairable within the office, the same shall be carried to workshop at your own expenses with written permission of competent authority. The Bidder shall be responsible for maintaining at least one UPS unit in healthy and operational condition at all times. In case of failure of the standby UPS unit, the Bidder shall repair and reinstall the faulty UPS unit within 03 days from the date of failure. If the repair and reinstatement of the faulty UPS unit require more than 03 days, the Bidder shall submit a written intimation to Maha-Metro, stating the detailed reasons for the delay and the expected time required for rectification. Maha-Metro may, at its sole discretion, grant an extension of up to a maximum of 15 days from the date of failure, subject to acceptance of the reasons submitted by the Bidder. In case the faulty UPS unit is not repaired and reinstalled within the permitted period of 15 days, a penalty of Rs. 500/- per day shall be imposed on the Bidder for each day of delay beyond the 15-day period. (Note: The 15-day period should be counted from the date of failure).

e. The maximum total penalty imposed shall not exceed 10% of the total contract value.

f. During the course if service of the UPS any damages or losses that may occur to the UPS units or any other equipment or assets of Maharashtra Metro Rail Corporation Ltd. (due to careless/improper handling or faulty/improper adjustment, the Bidder shall be responsible for the same and he will be bound to compensate for the losses suffered to the Maha-Metro in that respect.

g. Bidder should be taking proper care of safety of their men, material, and equipment. Maha-Metro will not be responsible to any accident/injuries occurs to the Bidder's men due to their negligence during service of UPS System.

h. Bidder will be responsible for their man deployment at work under the regulations/legislation of labor's laws and other prevailing laws. Bidder to follow all Government prevailing regulations.

i. Any work related to the replacement of parts to be carried out by the Bidder at no additional cost to Maha-Metro.

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j. It shall be responsibility of the Bidder to hand over the UPS units to this office under contract in working condition at the expiry of the contract.

k. In case of continued non-performance and inability to meet service requirements, Maha-Metro shall reserve the right to terminate the contract after giving 30 days' notice in writing.

10. Bill of Quantity (BOQ) / Financial Offer:

SN	Activity	Qty. (Nos)	Unit Rate (In INR)	Amount in INR (excl. GST)
	CAMC OF 2* 80 KVA UPS System with its Battery Banks & Accessories at Metro Bhavan, Pune **MAKE –** NUMERIC LEGRAND **SR NO -** H1EZ02C01 & H1EZ09C02			
1	**1 st Year of CAMC**			
i	Quarter 1	1		
ii	Quarter 2	1		
iii	Quarter 3	1		
iii	Quarter 4	1		
2	**2nd Year of CAMC**			
i	Quarter 1	1		
Ii	Quarter 2	1		
Iii	Quarter 3	1		
iv	Quarter 4	1		
3	**3rd Year of CAMC**			
i	Quarter 1	1		
Ii	Quarter 2	1		
Iii	Quarter 3	1		
iv	Quarter 4	1		
4	**Total Amount in INR (excl. GST)**			
5	**GST@18%**			
6	**Total Amount in INR (incl. GST) (4+ 5)**			

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11. Instructions regarding submission of Quotation Form:

a. The Bidder shall submit his offer in prescribed formats enclosed as:

Annexure-B: Format for Firm /Agency details

Annexure-C: 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. Only OEM/ OEM Authorized Vendors (Certificate of authorization shall be attached) will be allowed to quote.

g. 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.

12. Evaluation Criteria:

The submitted bids shall be opened on scheduled date & time, by an authorized Opening Committee & the Total Cost quoted by eligible Bidders shall be compared. A comparative statement shall be prepared by the Committee & the Bidder who has quoted the least cost (Gross Total of the BOQ) shall be declared as L-1 Bidder & may be considered for award of the work.

13. Payment Terms:

a. Once work is completed & Work Completion Certificate is issued by the Engineer in-charge of execution dept. of Maha-Metro, payment shall be made within 15 Days from the date of submission of Certified Bill by Execution dept. to Finance dept. of Maha-Metro. However, no interest/compensation shall be paid due to any delay due to unforeseen reasons or whatsoever.

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b. Payment will be done Quarterly, after completion of preventive maintenance of that Quarter.
c. Payment shall be made to the Contractor as per the actual quantity of work executed at site.
d. Payment shall be made to the Contractor 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 Contractor 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.
f. 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.

14. Liquidated Damages (LD)

The work shall be strictly completed as per the time line given above. LD shall be imposed at a rate of 0.1% of the accepted LOA/Work Order amount for each day of delay after the completion period subject to a maximum of 10% of accepted LOA/work order amount.

15. Termination:

Maha-Metro reserves the right to terminate the LOA/Work Order at any time without assigning any reasons, after giving a notice of Three (03) days. In case of such termination, the Performance security deposit shall be forfeited by Maha-Metro.

16. Variation:

a) 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.
b) The Employer at its discretion, may reduce/delete items as specified in scope of work depending upon site condition, requirement & other factors. Any addition in the scope of work shall be payable at the mutually agreed rates & amounts.

17. 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.

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18. 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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Annexure-B

Format for Firm/Agency Details

Sr. No.	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.

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Annexure-C

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 "Comprehensive Annual Maintenance Contract (For 3 Years) for 2*80 KVA UPS Systems & Its Battery Bank installed at Metro-Bhavan, Pune" on behalf of M/s _(company name).

.....
(Specimen Signature of Authorised signatory)

Name .....
Designation .....

.....

(Signature of proprietor/company head)
Name .....
Designation .....
Date .....

Stamp & Signature of Bidder's Authorized Signatory	