



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

MAHA-METRO/PMRP/P&C/QUOT/2025/May/01/ 0228

Date: 21-May-2025

QUOTATION NOTICE

Sealed Quotations are invited on behalf of Maha-Metro for the work of "Renting (Print as Service) of A3 size Printer for 01 year for E&M dept. in Range Hill Depot of PMRP" from interested agencies, having prior experience in carrying out similar works.

Quotation No: MAHA-METRO/PMRP/P&C/QUOT/2025/May/01

Completion Period: 01 year from the date of issuance of LOA cum Work order or Notice to Proceed by Maha-Metro.

Instructions:

1. 'Quotation Form' (07 Pages) may be obtained from the office of Pune Metro Rail Project, Block No. A2, Food Grain Godown, Near District Court, Next to Kamgar Putala Vasahat, Shivajinagar, Pune-411005 or may be downloaded from Pune Metro Rail Project's official website 'www.punemetrorail.org' under 'Tender' Section from 16:00 Hrs. of 15-May-2025 onwards. The 'Quotation Form' is also attached herewith for reference.
2. Duly Filled, Stamped, Signed and Sealed Quotation Forms (in Hard Copy only) shall be submitted by interested agencies, in the office of Executive Director/Procurement & Contracts, Pune Metro Rail Project, Block No. A2, District Court Interchange Metro Station, Nyayamurti Ranade Path, Shivajinagar, Pune-411005, up till 16:00 Hrs. on 04-June-2025.
3. Quotation submitted by e-mail (or) any other mode shall not be accepted.
4. The submitted Quotation offers will be opened on 16:30 Hrs. on 04-June-2025.



Deputy General Manager,
Procurement & Contracts, Pune Metro Rail Project
For and on Behalf of Maharashtra Metro Rail Corporation Ltd.

Copy to:

1. Notice Boards, Pune Metro Rail Project Offices
2. Office File



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QUOTATION FORM

Quotation No: MAHA-METRO/PMRP/P&C/QUOT/2025/May/01

Date of issuance of Quotation Form: 21-May-2025

Name of Work: Renting (Print as Service) of A3 size Printer for 01 Year for E&M dept. in Range Hill Depot of PMRP.

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. Last Date & Time of Submission: Till 16:00 Hrs. on 04-Jun-2025
6. Quotation Opening Date & Time: 16:30 Hrs on 04-Jun-2025
7. Place of Submission: Office of Executive Director/Procurement & Contracts, Pune Metro Rail Project, Block No. A2, Food Grain Godown, Near District Court, Next to Kamgar Putala Vasahat, Shivajinagar, Pune-411005.
8. Assigned Time period for Completion of Work: 01 year from the date of issuance of LOA cum Work order or Notice to Proceed by Maha-Metro.
9. Scope of Work shall cover the following:
 - 9.1. To supply printer on rent basis for printing Black & White pages of A3/A4 size. Pages will be provided by Maha-Metro.
 - 9.2. Periodic maintenance of the printer on monthly basis shall be done by the Contractor for services and operations. All maintenance tools and consumables shall be provided by the Contractor.
 - 9.3. Contractor will provide printer 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. Black & White Print
 - vi. RAM 4GB
 - vii. HDD 250 GB
 - viii. Scan resolution: 600 * 600 dpi
 - ix. Print Resolution: 1200 * 1200 dpi
 - x. Duplex Automatic Document Feeder
 - xi. No. of Free Pages For 1 year: 1,80,000, thereafter 0.40 paisa per page (A3/A4 B&W)



Stamp & Signature of
Bidder's Authorized
Signatory



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- 9.4. Installation to be done depending on the site conditions.
- 9.5. Compliance of relevant specifications, codes & standards shall be maintained during execution of work and the report shall be submitted to Engineer in-Charge/Maha-Metro.
- 9.6. Restoration/replacement/repair of any kind of damages to Maha-Metro's assets of any kind whatsoever during execution of Work & Defect Liability Period, shall be done by the Contractor at his own cost.
- 9.7. For damages/losses/claims of any kind including disability, health and death, occurred to any manpower/assets/material (of Maha-Metro or Contractor or Third Party), caused by Contractor's actions during of execution of this work, no compensation of any kind shall be given to the Contractor by Maha-Metro. Such damages/losses/claims shall be borne by the Contractor at their own cost by obtaining suitable insurance policies.
- 9.8. The Contractor will be solely responsible for compliance of various statutory labor laws i.e. PF & ESIC of Govt. of India/ Govt. of Maharashtra. Maha-Metro shall not be party in such issues if any non-compliance arises during this work or thereafter.

10. Bill of Quantity & Financial Offer:

SN	Description of work	Printer Unit (nos.)	No. of Free Pages For 1 year	Amount in INR (excl. GST)	Amount in INR (incl. GST)
1	Renting (Print as Service) of A3 size Printer for 01 year for E&M dept. in Range Hill Depot of PMRP, as per the scope of work given above in clause 9 of this Quotation form.	1	1,80,000		

11. Instructions regarding submission of Quotation Form:

- a. The bidder shall submit his offer in prescribed format issued by Maha-Metro 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 and documentary evidence in support of Bidder's eligibility (Work Completion certificate along with LOA/Work order)
- 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.



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- d. The quoted amount by bidder in respect of scope of work shall be inclusive of Transportation, Loading & Unloading, mobilization charges, all applicable taxes and Duties as per prevailing rules of Govt. of India and Govt. of Maharashtra and any other charges required for the said work.
- e. Any modification/ correction/ replacement in offer after opening time & date shall not be permitted.
- f. Any condition(s) incorporated by bidder other than above, shall result in outright rejection of the offer/ proposal.
- 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. 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 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 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 Contractor and the quoted price shall be inclusive of these taxes & duties.
- g. The Contractor shall provide break up of taxes and duties in its invoices.
- h. 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.
- i. The item supplied should match with the specifications mentioned under scope of work.



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14. Penalty

In case of any defect is found in the item, the same has to be replaced or repaired.

If the printer service is found to be unsatisfactory or services are unavailable, a proportionate deduction equivalent to one day's rent for each day the printer is faulty/unavailable shall be made from the Contractor's bill. Additionally, in such cases Maha-Metro reserves the right to terminate the LOA/Work Order by providing the Contractor with a seven (7) days' notice.

15. Termination:

Maha-Metro reserves the right to terminate this LOA/Work Order at any time without assigning any reasons, after giving a notice of Seven (7) days.

16. Extension of time:

The contract period may be extended for an additional 12 months. The rates and contractual terms for the extended period shall be finalized through mutual consent between Contractor and Maha-Metro.

17. Variation:

- 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.
- 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.

18. Performance Security Deposit:

Performance Security Deposit @10% of the Accepted LOA/Work order amount shall be deposited by the Contractor through NEFT/RTGS/Internet Banking in the account of Maharashtra Metro Rail Corporation Ltd. within 15 days from the date of issue of LOA/Work order.

The Performance Security Deposit shall be returned by Maha-Metro after expiry of DLP & issuance of Work Completion Certificate by Maha-Metro for satisfactory work execution.

In case of breach of any terms and conditions stipulated in the contract, the Performance Security Deposit of the firm/company will be liable to be forfeited by Maha Metro besides annulment of the contract.

- 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.



Stamp & Signature of Bidder's Authorized Signatory	
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20. Essential Enclosures:

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

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Annexure-A

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-B

Authorization letter

(On company letter head)

It is certified that Mr./Ms. _____ (*Name*) working as _____ (*Designation*) is authorized for signing and submission of documents for this quotation process and take all decisions for the work of "*Name of Work*" of Pune Metro Rail Project on behalf of M/s _____ (*company name*).

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

Name

Designation

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

Name

Designation

Date

Stamp & Signature of
Bidder's Authorized
Signatory