

**Quote from the prospective vendor/agency/firm requested for the material shifting works**

**“To be printed in vendor’s letter head”**

**Date:XX-XX-XXX**

**To**

Joint General Manager(Construction),  
Chennai Metro Rail Limited,  
6<sup>th</sup> Floor, Administrative Building,  
Koyambedu Depot,  
Chennai-600 107.

**Sub: CMRL-Shifting of structural material from Sir Theagarya College to Koyambedu-Submission of Quote-Reg.**

We, XXXX having office at XX hereby submit our sealed quotation for the subject work as per the requested format. We hereby undertake that our offer is valid for period upto 30 days from the date of submission of our quote and agree to complete the works within the committed schedule.

The basic details of our company/firm is attached in the Form-A and the quote in the Form-C is submitted in the sealed envelope herewith.

For XX,

Sign and seal of the authorized  
representative of the  
Vendor/Agency/Firm

**Form-A**

Name of the vendor/agency/frim	
Date of incorporation	
Registered address	
Communication address	
Proprietor/Authorized personnel to submit the quote and receive the work order;  Submit the necessary authorisation in case if the quotes are submitted by representatives	
PAN No	
GST No	
Any other information about the vendor/agency/firm deemed necessary by the party	

**Sign and seal of the authorized representative of the Vendor/Agency/Firm**

**Scope of work and terms and conditions**

**1. Scope of works**

- a. Shifting of structural materials of all length and shapes from Sir Theagarya College Metro station to Koyambedu including loading and unloading.
- b. Enumeration of materials
- c. Obtaining necessary approvals from the concerned statutory authority if necessary.
- d. Neat stacking of unloaded material.

**2. Terms and conditions**

- a. The works should be completed within 30 days of receipt of the work order.
- b. The contractor has to arrange all necessary statutory approvals.
- c. The Payment will be made within 15 days of completion of whole works.
- d. The materials have to be shifted as it is without further slicing. Any slicing warranted for the shifting operation should be executed only with the prior approval of the CMRL Engineer.
- e. Works are to be executed with proper safety and the workers/supervisors have to wear necessary protective gears. Contractor is responsible for the safe execution of works.
- f. Every trips have to be weighed before and after loading in the presence of CMRL engineer. Copy of delivery challans and weighment slips should be submitted to CMRL engineer on daily basis
- g. Original copies of delivery challans, Gate Pass and weighment slips should be submitted to CMRL along with the bills.
- h. GST as per the prevailing rates will be reimbursed separately on production of necessary proofs for payment.
- i. The quotes without GST will be considered for evaluation and the work order will be issued to the Vendor/Agency/Firm quoted least.
- j. E-way bills will be generated by CMRL and the contractor has to extend necessary support in this regard. Materials has to be shifted only with the E-way bills and the agency has to plan the works accordingly
- k. Materials has to be shifted as per the prevailing guidelines of the local authority and any restrictions imposed by the authority has to be scrupulously followed.

**3. Submission of quotes**

The quotes are to submitted on or before 27<sup>th</sup> Jan 2022

**Sign and seal of the authorized  
representative of the  
Vendor/Agency/Firm**

**Quote for the shifting of structural materials from Sir Theagaraya College Metro Station to Koyambedu**

**I. Payment Schedule**

<b>S.No</b>	<b>Item Description</b>	<b>UOM</b>	<b>Quantity</b>	<b>Rate</b>	<b>Amount</b>
1	Loading, transportation and unloading of structural materials and steel scraps of all sizes and length from Sir Theagaraya College Metro Station to Koyambedu Depot  a. The quote should be inclusive of cost towards all equipment, machineries etc., necessary for the loading, transportation and unloading operations  b. The quoted should be inclusive of all works covered in the scope of works.	MT	800		

Quantities given above is tentative only. Contractor will be paid for the actual quantities shifted and as per the certifications of Engineer-in-charge.

Note: To be submitted in the sealed envelope

**Sign and seal of the authorized  
representative of the  
Vendor/Agency/Firm**

