

Quotation & Order Confirmation Templates

11/02/2026

Impacting LeasePlan Clients

Key Updates

- Format of Quotation & Order Confirmation will undergo an update after system integration.
- New format will be termed as Vehicle Lease Contract (VLC).

- LeasePlan documents that get triggered from ADOBE for digital signature will be triggered from **ZOHO Sign from the** email ID notifications@zohosign.in
- VLC will be valid for **7 days**.

- Field carrying '**Contracted Boundary**' in LeasePlan Quotation will be covered under Fleet Management Service (FMS) in the new format.
- Field defined as '**Net Price**' will be displayed as Total Price in the new format.



Existing LeasePlan Quotation & Order Confirmation templates

Discontinued columns

Quotation

- Purchase City
- Green Cess
- SAC
- Billing Type
- 1st Year Insurance

Order Confirmation

- Client's Ref PO No.
- Fleet Management Services Accepted
- Vehicle & Accessory Leasing Accepted

Existing format of Order Confirmation

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Order Confirmation

From :	Quotation No. :
To :	LeasePlan India Private Limited
Quotation Date :	

Based on your Vehicle Quotation, we hereby confirm the order for the vehicle as per details given below:

Client's Ref PO No. :	Contracted Kilometres :
Model - Variant :	Contracted Months :
Car Colour :	Total Lease Rental : ₹

Vehicle User Details

Employee Name :	Mobile No. :
Employee Code :	Employee email ID :

Vehicle & Accessory Leasing	Fleet Management Services
Lease Rental : ₹	Fleet Management Charges : ₹
Accepted <input type="checkbox"/>	Accepted <input type="checkbox"/>

* Invoicing Address (as per LeasePlan records) :

To report Change in Invoicing Address, please add new address here :

* Insurance Document Dispatch Address : PIN :-

To report Change in Insurance Dispatch Address, please add new address here :

* LeasePlan will use these details for Vehicle Registration, Invoicing and Insurance document dispatch.

For :

(Authorised Signatory)

Name : _____ Date : _____
Designation : _____ Place : _____

Quotation

Client Name :	Quotation No. :
Client No. :	Quotation Date :
Master Agreement No. :	Valid Till :

Make :	Purchase City :
Model :	Registration City :
Variante :	Contracted Boundary :
Colour :	Contracted Kilometres :
	Contracted Months :

Vehicle Price Details	Standard Features*
Base Price : ₹	TRANSMISSION :
SGST @ 20 % : ₹	
CGST @ 20 % : ₹	
CESS @ 0 % : ₹	
IGST @ 0 % : ₹	
Ex-Showroom Price : ₹	
GreenCess : ₹	
Discount : ₹	
Net Price : ₹	

*As offered by the manufacturer, and subject to change without prior notification.

Accessory Details and Price

Vehicle & Accessory Leasing

Monthly Lease Rental : ₹	
SGST @ 20 % : ₹	
CGST @ 20 % : ₹	
IGST @ 0 % : ₹	
CESS @ 0 % : ₹	
SAC :	

Billing type :	Lease Rental
Frequency :	
Payment mode :	Includes Taxes

Terms & Conditions

Discount and prices are subject to change without prior notice.
Lease Rentals are subject to revision in case of change in rate of interest, vehicle or accessory pricing at the time of vehicle invoicing/delivery.

Fleet Management Services


Registration Tax :	
1st year Insurance :	
Excess Kilometer Charges (Rs./KM) :	
CGST + SGST @ 18 % :	
IGST @ 0 % :	
Billing type :	Fleet Management Charges
Frequency :	
Payment Mode :	Includes Taxes

Terms & Conditions

All services are as per terms and conditions listed in the Master Lease Agreement, this Quotation and LeasePlan Driver's Manual.

TOTAL MONTHLY AMOUNT (WITH TAXES)

New Format – Vehicle Lease Contract (4 pages)



VEHICLE LEASE CONTRACT

Quote No. : LR000060391903 Date: 22/09/2025
 Client Name : LIVLONG INSURANCE BROKERS LIMITED Client No: 004637
 Client Address : IIFL HOUSE SUN INFOTECH PARK ROAD NO 16V PLOT NO -23 MIDC THANE IND AREA
 Registered Owner of Vehicle: **Girish Kamble C187283**
 Registration Address: 222, F-7, Annasaheb Patil CHS, Simplex Colony, Sector 7, Ghansoli, Navi Mumbai 400701
 Primary Client Contact: Maharashtra GSTN:
 Contracted State: Maharashtra GSTN:

Vehicle Details:		Gross	Base	Taxes*
Make	MARUTI SUZUKI	652,658.92	= 553,100.78	+ 99,558.14
Model & Variant	WAGON R VXI CNG	Discount:	45,736.80	= 38,760.00 + 6,976.80
Type of Usage	PRIVATE	Accessories:	0.00	= 0.00 + 0.00
Fuel Type	CNG	Total Price:	606,922.12	= 514,340.78 + 92,581.34
*Taxes Incl. GST & CESS				
Internal Colour		Transmission Type	Manual 5 Speed	
External Colour		Seating Capacity	05	
City of Registration	NAVI MUMBAI			
Registration Type	INDIVIDUAL			

Contract Terms and Conditions:
 Duration (Months): 60
 Contract Kilometers per Year: 10,000
 Contract Kilometers: 50,000
 Product Type: ALD SMART PLUS

Monthly Lease Installments:	Services	Amount	Payment Frequency	Monthly In Advance
Lease Rental		4,558.15	Optiflex Opted For	YES
SGST		410.23		
CGST		410.23		
IGST		0.00		
CESS		0.00		
Total		5,378.61		

SCHEDULE FOR COMMUNICATION AND AUTHORIZATION

Please deliver the vehicle to our Registered Owner whose relevant details are mentioned herein.

Registered Owner Name & Date of birth	Girish Kamble C187283
Contact Numbers(M) / (R&O)	
Email Address	
Contact Address	
KC is couriered directly from RTU to the address of registration in the states of MH, GJ, HR, AP, MP, KA, TN, WB. Please send copy to ALD upon its receipt.	
Registered Owner Code	Previous Contract Number
Accessory Details	Cost

Above Fee or Charges are subject to change and will be based on final vehicle and accessory prices and discounts applicable at the time of Vehicle Delivery / Dealer Invoicing. This quotation is valid for 7 days only and subject to satisfactory credit approval.
 There is no privity of contract between ALD and the registered owner till the registered owner is in employment of the Lessee. The services are provided by ALD to the Lessee only till the registered owner is in employment with the Lessee. The signature of the registered owner to the VLC are to confirm with the provisions of Motor Vehicles Act, 1988 as the vehicle will be registered in the name of registered owner and the legal liability in relation to vehicle as per the Motor Vehicles Act, 1988 shall remain with the registered owner.
 The Terms and Conditions set above are agreed upon by the Parties and it forms an integral part of MLA No. **004637** executed between **ALD Automotive Private Limited** (Lessor), **LIVLONG INSURANCE BROKERS LIMITED** (Client/Lessee) and **Girish Kamble C187283** (Registered Owner).
 The Client/Lessee/Registered Owner hereby consents, understands and allows Lessor to share and process personal data (including sensitive personal data) with its affiliates, sub-contractors, third parties (including but not limited to agents, dealers, insurance service providers, consultants, recovery agencies, lawyers, credit rating agencies or similar service providers) for provision of service to the Client/Lessee/Registered Owner by the Lessor. The Lessor shall comply with applicable Data Protection legislation while processing such personal data of the Client/Lessee/Registered Owner, however, shall not be liable or responsible for acts and omissions of the third party.

LIVLONG INSURANCE BROKERS LIMITED	ALD Automotive Pvt. Ltd.
Authorized Signatory	Authorized Signatory

ALD Automotive Private Limited,
 4th Floor, D-Wing, Jolly Board Tower, I-Think Techno Campus, Kanjurmarg (E), Mumbai 400 042
 Email: India.care@ayvens.com | Web: www.ayvens.com/en-in

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Address proof copy (Government recognized) Letter of Authority for Authorized Signatory
 Passport size photo (6 nos) of authorized signatory Form 26, 28 (3 copies), 29 & 30 (2 copies)
 Form 20, 34 & 35 (2 copies) Letter addressed to the concerned RTO
 PAN proof copy / Form 60 P T C VB: Yes No

Received Date		Received Time		Registered Owner Code	
D File Number		Supplier Code			
EDD		UC	Priority	KEY	MIP
RC	Send to Company Address			Send to Registered Owner Address	
Insurance Policy	Send to Company Address			Send to Registered Owner Address	
User guide	Send to Company Address			Send to Registered Owner Address	
Quotation Type	New	Revision	Amendment	Transfer	Renewal
For SLB /LT - give existing owner/ financier contact details	Name & Contact - owner		Name & Contact - Financier		

SCHEDULE FOR ROAD TAX AND INSURANCE REIMBURSEMENT

Quote No. : REMB00060391903 Date: 22/09/2025
 Client Name : LIVLONG INSURANCE BROKERS LIMITED Client No: 004637
 Client Address : IIFL HOUSE SUN INFOTECH PARK ROAD NO 16V PLOT NO -23 MIDC THANE IND AREA
 Registered Owner of Vehicle: **Girish Kamble C187283**
 Registration Address: 222, F-7, Annasaheb Patil CHS, Simplex Colony, Sector 7, Ghansoli, Navi Mumbai 400701
 Primary Client Contact: Maharashtra GSTN:
 Contracted State: Maharashtra GSTN:

Vehicle and usage Details:

Make	MARUTI SUZUKI	External Color	
Model & Variant	WAGON R VXI CNG	Internal Color	
Fuel Type	CNG	City Of Registration	
Type of Usage	PRIVATE	Registration Type	Manual 5 Speed
City of Registration	NAVI MUMBAI	Transmission Type	
Registration Type	INDIVIDUAL	Seating Capacity	05

Road tax and Registration charges Reimbursement Terms and Conditions:

Contract Duration (Months)	60
Vehicle Road Tax & Registration Charges to be reimbursed	YES
Total Road Tax & Registration Charges Amount	61,663.80
Frequency of tax Payment	Life Time
Frequency of reimbursement	Staggered
Intervals in case of staggered over contracted tenure	Monthly In Advance
Reimbursement Amount Per Month	1,027.73

*There is no privity of contract between ALD and the registered owner till the registered owner is in employment of the Lessee. The services are provided by ALD to the Lessee only till the registered owner is in employment with the Lessee. The signature of the registered owner to the VLC are to confirm with the provisions of Motor Vehicles Act, 1988 as the vehicle will be registered in the name of registered owner and the legal liability in relation to vehicle as per the Motor Vehicles Act, 1988 shall remain with the registered owner.
 Value given for Total Road Tax & Registration Charges is based on indicative price list quoted by vehicle dealer and is likely to change as per calculation by Regional Transport Offices. Revised values of Road Tax & Registration Charges, on actuals, as calculated by the regional transport offices will be payable upon submission of reimbursement claim*

LIVLONG INSURANCE BROKERS LIMITED	ALD Automotive Pvt. Ltd.
Authorized Signatory	Authorized Signatory

ALD Automotive Private Limited,
 4th Floor, D-Wing, Jolly Board Tower, I-Think Techno Campus, Kanjurmarg (E), Mumbai 400 042
 Email: India.care@ayvens.com | Web: www.ayvens.com/en-in

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FLEET MANAGEMENT SERVICE CONTRACT

Quote No. : **FMS000060391903** Date: 22/09/2025
 Client Name : LIVLONG INSURANCE BROKERS LIMITED Client No: 004637
 Client Address: IIFL HOUSE SUN INFOTECH PARK ROAD NO 16V PLOT NO -23 MIDC THANE IND AREA
 WAGLE EST THANE 400604
 Registered Owner Of Vehicle: **Girish Kamble C187283**
 Registration Address: 222, F-7, Annasaheb Patil CHS, Simplext Colony, Sector 7, Ghansoli, Navi Mumbai
 400701
 Primary Client Contact:
 Contracted State: Maharashtra GSTN:

Vehicle Details:

Make MARUTI SUZUKI External Colour
 Model & Variant WAGON R VXI CNG Internal Colour
 City of Registration NAVI MUMBAI Transmission Type Manual 5 Speed
 Fuel Type CNG Seating Capacity 05
 Registration Type INDIVIDUAL

Contract Terms and Conditions:

Duration (Months) 60 Contracted State Maharashtra
 Contract Kilometers per Year 10,000 Type of Usage PRIVATE
 Contract Kilometers 50,000
 Product Type ALD SMART PLUS

Fleet Management charges:

Services	Base	Payment Frequency	Monthly In Advance
Fleet Management	7,749.90	Excess Mileage Charges	4,6148 / km (above 150,000 kms)
SGST	697.49		
CGST	697.49		
IGST	0.00		
CESS	0,00		
Total	9,144.88		

Fleet Management Services:

FMS Area: NAVI MUMBAI and all other locations updated on ALD India website from time to time as applicable for the services contracted.

Maintenance & Servicing	Cost Budgeted In Fleet Mngt Charges	Type of Policy	Comprehensive
Door to Door Service	At ALD Risk	Insurance-Option of Payment	All Year Cost Budgeted In Fleet Mngt
Emergency Breakdown	Included		Charges At ALD Risk
Driver Service	Not Applicable	Claims Handling Service	Included
Relief Car	Included	Partial Damage Loss Waiver	Included
> 24 Hrs (Non-Accident)	Included	VTS SIM Service	Not Applicable
Relief Immediate	Not Included	Category	MU SWIFT DZIRE
Other Relief Conditions	Not applicable		

Client Risk - Where Client takes Risk, the costs budgeted in Fleet Management Charges are reconciled to actual costs incurred over the lease period and any excess amounts incurred by ALD are recovered or if lower are refunded to Client.

ALD Risk - Where ALD takes Risk, there are no further charges to be borne by the Client unless these costs arise from any specific exclusion as provided in Master Lease Agreement.

This quotation is valid for 7 days only and subject to satisfactory credit approval.

There is no privity of contract between ALD and the registered owner till the registered owner is in employment of the Lessee. The services are provided by ALD to the Lessee only till the registered owner is in employment with the Lessee. The signature of the registered owner to the VLC are to confirm with the provisions of Motor Vehicles Act, 1988 as the vehicle will be registered in the name of registered owner and the legal liability in relation to vehicle as per the Motor Vehicles Act, 1988 shall remain with the registered owner.

LIVLONG INSURANCE BROKERS LIMITED	ALD Automotive Pvt. Ltd.
Authorized Signatory	Authorized Signatory

Ref No: **FMS000060391903**

SCHEDULE FOR COMMUNICATION AND AUTHORIZATION

Please deliver the vehicle to our Registered Owner whose relevant details are mentioned herein.

Registered Owner Name & Date of Birth	Girish Kamble C187283		
Registration address			
Contact Address			
Contact Numbers(M)			
Contact Numbers(R&O)			
Email Address			
Delivery Coordinator Name			
Delivery Coordinator Number			
Delivery Coordinator Email			
Document Coordinator Name			
Document Coordinator Number			
Document Coordinator Email			
RC is couriered directly from RTO to the address of registration in the states of MH, GJ, HR, AP, MP, KA, TN, WB. Please send copy to ALD upon its receipt.			
Registered Owner Code	Previous Contract Num		
Accessory Details	Cost		

Special Instructions(if any)

LIVLONG INSURANCE BROKERS LIMITED	ALD Automotive Pvt. Ltd.
Authorized Signatory	Authorized Signatory

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Invoicing Address			
Invoices to be sent to			
Received Date	Received Time	Registered Owner Code	
D File Number	Supplier Code		
EDD	UC	Priority	KEY MIP VIP
RC	Send to Company Address	Send to Registered Owner Address	
Insurance Policy	Send to Company Address	Send to Registered Owner Address	
User Guide	Send to Company Address	Send to Registered Owner Address	
Quotation Type	New	Revision	Amendment Transfer Renewal
For SLB /LT * - give existing owner/ financier contact details	Name & Contact - owner	Name & Contact - Financier	





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