



**SURAT MUNICIPAL CORPORATION  
WEST ZONE  
QUOTATION/CONSENT FORM**

<b>QUOTATION NO. DY.COMMISSIONER /West Zone/24/2024-25</b>		<b>DATE : 24/09/2024</b>
<b>Name of Work:</b> All inclusive annual maintenance and repair contract for various Air conditioning machines installed within different premises of West Zone.		
<b>ESTIMATED AMOUNT :Rs. 4,50,262=00</b>		<b>EMD AMOUNT: Rs.4,600/-</b>
<b>validity period : 120 Days</b>		<b>Agency Category : Experience</b>
<b>Required Documents</b>		
1	Pan Card	Yes
2	Registration Certificate	Yes
3	GST Registration Certificate	Yes
4	Work Order	Yes
5	Experience Certificate	Yes
6	Partnership Deed	Yes
<b>QUOTATION/CONSENT AVAILABILITY</b>		
ISSUING AUTHORITY	Executive Engineer, West Zone, Surat	
ISSUING OFFICE	Administrative office, West Zone(Rander), Balasaheb Devras Road, Tadwadi, Rander, Surat	
INVITING AUTHORITY	Executive Engineer, West Zone, Surat	
<b>Submission Date</b>	<b>Last date:09/10/2024</b>	
	<b>SUBMITTED To,</b>	
Time : 18.00 P.M.	<i>EXECUTIVE ENGINEER ADMINISTRATIVE BUILDING, WEST ZONE (RANDER), BALASAHEB DEVRAS ROAD, TADWADI, RANDER, SURAT</i>	
<b><u>GST CLAUSE FOR CONSTRUCTION/ ERECTION/ COMMISSIONING/ INSTALLATION/ REPAIRS/ MAINTENANCE/ RENOVATION/ FABRICATION OF STRUCTURE INCLUDING BUILDING (MEANS ALL WORKS CONTRACT/ TURN KEY PROJECT/ SUPPLY OF MATERIAL/ GOODS)</u></b>		
GST (Goods and service tax has come in existence from 1st July, 2017. Contractor / Successful Bidder is bound to pay any amount of GST prescribed by the govt. of India as per the terms of contract agreed upon during the course of execution of this contract.		
During the course of execution of contract, if there is any change in rate if GST (Goods and Service Tax) by the Government, the same shall be reimbursed/recovered separately by SMC. subject to the submission of original receipt/proof for the amounts actually remitted by the contractor/ successful Tenderer to the competent Authority along with a certificate from Chartered Accountant of contractor/ successful Tenderer certifying that the amount of GST paid to the government and the same shall be intimated/submitted/claimed within 30 (Thirty) days from the date of payment. Remittance of GST within stipulated period shall be the sole responsibility of the successful contractor/Tenderer, failing which SMC may recover the amount due, from any other payable dues with SMC and decision of Municipal Commissioner shall be final and binding on the contractor/ successful Tenderer in this regard. Further, the non-payment of GST to the government may lead to the termination of contract and forfeiture of security Deposit/Performance Guarantee Amount.		
If imposition of any other new taxes/Duties/levies/Cess or any other incidentals etc. or any increase in the existing taxes/Duties/Levies/Cess or any other incidentals etc. (Excluding GST) are imposed during the course of the contract, the same shall be borne by the successful contractor/Tenderer only, in no case SMC shall be liable for the same.		
<b>SIGNATURE OF ISSUING AUTHORITY</b>		
sd/- EXECUTIVE ENGINEER WEST ZONE SURAT MUNICIPAL CORPORATION		

**Seal & Signature of the Bidding Agency**

<b>Executive Engineer West (Rander) Zone Surat Municipal Corporation</b>		West (Rander) Zone Office, Balasaheb Devras Road, Tadwadi, New Rander Road, Surat-9 Phone :- 0261-2786181 / 82 / 83 Ext.: 202 Fax: 0261-2791690 exen.wz@suratmunicipal.org
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**CONSENT NOTICE**

WZ/Outward No.....  
Dt. .09.2024

**Sub.:** All inclusive annual maintenance and repair contract for various Air conditioning machines installed within different premises of West Zone

**Gentleman,**

The west zone of SMC is inviting the consent letters from experienced contractors / agencies to carry out the work stated in the subject above as per % above / below to following rates and scope of works depicted later in the documents.

Sr	Item / Description	Unit	Qty	Sanction Rate / Year	Total
1.	1 Tr Split AC Machine	Nos	6	2,679.00	Rs.16,074.00
2.	1.5 Tr Split AC Machine	Nos	20	2,978.25	Rs.59,565.00
3.	2.0 Tr Split AC Machine	Nos	20	3,106.50	Rs.62,130.00
4.	8.5 Tr Ductable AC Unit	Nos	2	19,109.25	Rs.38,218.50
5.	11.0 Tr Ductable AC Unit	Nos	2	24571.75	Rs.49,143.50
Sub Total per year (Including GST) Rs.					Rs.2,25,131/-
Grand total for two years (Including GST) Rs.					Rs.4,50,262/-
Rates offered by the agency (% Above or Below) to the above rate					.....% (Above/ Below)

**(A) General terms:**

- (C.1) The participant must study the scope of work thoroughly before submitting his / her consent to carry out the work mentioned in the subject.
- (C.2) **The consent shall be addressed and submitted to: Executive Engineer, West Zone, Surat Municipal Corporation, Balasaheb Devsar Road, Tadwadi, , Surat. The last date of submission is Dt. 09.10.2024. The mode of submission must be RPAD or Speed Post of Government postal authority only.**
- (C.3) This offer must contain **EMD in form of a DD/Pay order of Rs.4,600/-** issued in favor of "Commissioner, Surat Municipal Corporation" and shall be payable at Surat.
- (C.4) The consent with company profile, qualifying documents (registration certificate, PAN, GST registration, experience certificates, work orders, partnership deed etc.), seal and signature on each page along with the original draft of the EMD order shall be sealed in a cover. This sealed cover must contain "name of work, address of the recipient, name and address of the sender and last date of submission of the offer".
- (C.5) **Copies of all the third party documents must be notarized clearly showing the original stamp and sign of the notary.**
- (C.6) The contract period shall be of two years.
- (C.7) The bidder must have its set up within Surat city.
- (C.8) Payment shall be made on quarterly basis. Standard deductions shall be as per norms.
- (C.9) Successful contractor shall have to submit a security deposit @ 2% of order amount.
- (C.10) The contractor shall also have to bind in agreement with SMC as per standard practice.

**(C) Consent: (To be filled by the agency)**

I, the owner / proprietor / partner / director of the agency named .....  
hereby provide this consent to carry out the stated work rate of .....% above/below. I assure you that I have studied the scope of work and other conditions thoroughly. Further, I/We have checked all the installations and got acquainted with the working conditions.

**Seal & Signature of the Bidding Agency**

**LIST OF THE INSTALLATIONS OF VARIOUS AC MACHINES OF WEST ZONE**

<b>Sr.No.</b>	<b>Location</b>	<b>Room</b>	<b>Capacity in Tr</b>	<b>Make</b>	<b>Qty</b>
1	Old Zone Office	1st Floor Server Room	1	CARRIER	1
2	Pal Health Centre	Ground Floor Room no.7	1	WHIRLPOOL	1
3	West Zone Office	Server Room-1	1	BLUE STAR	1
4	New Zone Office	Server Room-2	1	BLUE STAR	1
5	Old Zone Office	G.F Executive Engineer's office	1.5	Bluestar	1
6	Old Zone Office	Drainage Dep.	1.5	HITACHI	1
7	Old Zone Office	1st Floor Dy. Mun. Commissioner's office	1.5	HITACHI	1
8	Old Zone Office	1st floor, drafts man office	1.5	CARRIER	1
9	Old Zone Office	2nd Floor, Add. City Engineer's office	1.5	HITACHI	1
10	Adajan Health Centre	R.C.H Department Room No. 10	1.5	BLUE STAR	1
11	Adajan Health Centre	R.C.H Department Room No. 10	1.5	BLUE STAR	1
12	Rander Health Centre	Operation Theatre	1.5	BLUE STAR	1
13	Rander Health Centre	Operation Theatre	1.5	BLUE STAR	1
14	Rander Health Centre	Operation Theatre	1.5	BLUE STAR	1
15	Rander Health Centre	Operation Theatre	1.5	HITACHI	1
16	Ichchhapor Civic Centre	CIVIC CENTER	1.5	PENASONIC	1
17	Pal Health Centre	G.F. Gaynec Room-15	1.5	CARRIER	1
18	Pal Health Centre	Dialysis Room-1	1.5	BLUE STAR	1
19	Pal Health Centre	Dialysis Room-2	1.5	BLUE STAR	1
20	West Zone Office	G.F. COUNCILLER ROOM-1	1.5	BLUE STAR	1
21	West Zone Office	G.F. COUNCILLER ROOM-2	1.5	BLUE STAR	1
22	West Zone Office	A.M.C. OFFICE	1.5	BLUE STAR	1
23	Old Zone Office 1	1st Floor SCADA ROOM	2	CARRIER	1
24	Old Zone Office 2	1st Floor SCADA ROOM	2	CARRIER	1
25	Old Zone Office	2nd Floor Executive Engineer's office	2	HITACHI	1
26	Adajan Civic Centre	Civic Hall	2	BLUE STAR	1
27	Adajan Civic Centre	Civic Hall	2	BLUE STAR	1
28	Adajan Health Centre	ROOM NO-16	2	MITSUBISHI	1
29	Adajan Health Centre	ROOM NO-16	2	MITSUBISHI	1
30	Adajan Health Centre	R.C.H DEP. ROOM NO-10	2	BLUE STAR	1
31	Adajan Health Centre	R.C.H DEP. ROOM NO-10	2	BLUE STAR	1
32	Pal Health Centre	G.F. Physio Room	2	BLUE STAR	1
33	Pal Health Centre	G.F. DENTISIT ROOM NO-13	2	CARRIER	1
34	Pal Health Centre	1ST O.T. ROOM-1, ROOM NO-22	2	BLUE STAR	1
35	Pal Health Centre	1ST O.T. ROOM-2, ROOM NO-22	2	CARRIER	1
36	Pal Health Centre	1ST RECOVERY ROOM ROOM NO-24	2	BLUE STAR	1
37	West Zone Office	G.F.AKARANI	2	HITACHI	1
38	West Zone Office	DMC OFFICE	2	HITACHI	1
39	West Zone Office	EXECUTIVE ENG. Ele	2	HITACHI	1
40	West Zone Office	MEETING ROOM	8.5	CARRIER	1
41	West Zone Office	MEETING ROOM	8.5	CARRIER	1
42	West Zone Office	G.F. CITY CIVIC CENTR	11	HITACHI	1
43	West Zone Office	MEETING ROOM-1	11	CARRIER	1
44	Spare		1		2
45	Spare		1.5		2
46	Spare		2		3

**Seal & Signature of the Bidding Agency**

## Detailed Scope of Work

1. The contract is comprehensive in nature and includes all major/minor spares as well as skilled/semi-skilled/ unskilled labour.
2. The contractor shall have to provide routine services to each air conditioning machines as per standard practice once in three months. Each of the activities shall be recorded in a separate register and/or history card.
3. Apart than routine / preventive maintenance, the contractor shall be liable to attend any breakdown call within 4 hours from the intimation. This intimation may be in form of written letter / e-mail / phone call / SMS / Whatsapp message. However, priority shall be given to the installations at the important places.
4. The contractor shall have to depute well mannered, experienced and skilled labors of the field to carry out each activity. SMC will not be responsible to any accident, injury or even death of the contractor's deputed staff and no compensation shall be provided by SMC for such a case.
5. In the event of replacement of any part of the AC machines or its allied components, the scrap / old material will be the property of the contractor.
6. Please note that the electrical side works related to the stated subject shall be carried out through electrician / wireman. Utmost safety of the installation as well as that of deputed staff shall be considered.
7. The duration of the contract will be of 02 years as mentioned in the work order.
8. The contractor will have to provide his services according to the concerned department's requirement and convenience. However, schedule for routine services shall be decided in prior and in consultation with the staff of this department.
9. Spare parts used for repairs shall be genuine and of good quality and same or equivalent to the defective material to be replaced.
10. The department may install new air conditioning machines in any of its building. These machines will be added to the present contract after defect liability period. The payment shall be made as per same sanctioned rates.
11. The make of Reciprocating compressors must be Shree Ram Techmashah Refrigerator Industries or Kirlosker Ltd. and rotary compressor shall be Hitachi/Mitsubishi/LG/Carrier/Blue Star or as per original only.
12. In case of the compressor failure the contractor will replace the compressor and fulfill the gas charging without any extra cost.
13. The contractor will replace all the accessories like knob, swing strips, filter, condenser, insulation pipe, switch, thermostat and miscellaneous if they are likely to be changed.
14. The contractor will not be provided any transportation fare or other charges if a situation arises of transfer of any machine under contract outside the campus for repair.
15. As part of energy conservation, SMC may install any product/ device to existing A.C. unit which shall not allow the contractor to deviate from the responsibility of A.M.C. mentioned in this document.
16. Each and every part of AC installations is included in this contract. Non-repairable parts/item shall also be replaced by contractor.
17. After awarding the work to contractor, a survey shall be made by contractor for missing/faulty accessories/items/units. The same shall get repaired by SMC through present contractor and the system shall be handed over in healthy condition. Similar way, at the end of the contract period, a joint survey shall be made by SMC and the contractor/contractor's representative. And the missing/faulty item/accessories/unit found shall be repaired / replaced by contractor and the system shall be handed over to SMC in healthy condition. Final bill of the contractor shall be prepared and paid only after handing over site in healthy condition to SMC.

### Penalty Criteria

Sr.	Condition	Rate of Penalty
1	If the complaint is not attended within 4 hours from the intimation for normal installations	Rs.100/- per incidence per hour
2	If the complaint is not attended within 2 hours from the intimation for installations at important places	Rs.200/- per incidence per hour
3	If the machine stays out of service for more than 24 hours without appreciable reason	Rs.300/- per incidence per day
4	If the machine installed at important places stays out of service for more than 24 hours without appreciable reason	Rs.500/- per incidence per day
5	Fails to provide routine service to the installation	Rs.500/- per incidence per machine

**Seal & Signature of the Bidding Agency**

**PAYMENT TERMS**

No advance payment shall be made to the contractor

Payment shall be made on quarterly basis.

93% of the work done amount shall be paid in each running bill

7% of the work done amount shall be kept as retention and shall be released in final bill

**NOTES:**

- (1) The payment shall be made as per actual work done.
- (2) Income tax and other deductions shall be as per government rules and standard practice of SMC
- (3) Final Bill shall be released after completion of contractual period and satisfactory handing over of the existing system / to new contractor / SMC.
- (4) All payments shall be made as per prevailing rules/ regulations of SMC.
- (5) Any change in taxation made by the government shall be applicable and binding to both SMC and the contractor.
- (6) Security deposit shall be released after final takeover as well as satisfactory clearance from the Audit department.
- (7) No escalation in the unit rates shall be provided during the contract period.

sd/-

Executive Engineer  
West Zone(Rander)  
Surat Municipal Corporation