




**SURAT MUNICIPAL CORPORATION**  
**WEST ZONE**  
**On- Line QUOTATION/CONSENT FORM**

<b>QUOTATION NO. DY.COMMISSIONER /West Zone/33/2024-25</b>		<b>DATE :18/12 /2024</b>
<b>Name of Work:</b> Annual Rate Contract to carry out maintenance / repair services of various motor-pump sets installed at various premises under jurisdiction of its West Zone. (2 <sup>nd</sup> Attempt)		
<b>ESTIMATED AMOUNT :Rs.5,00,000/-</b>		<b>EMD AMOUNT: Rs. 5000/-</b>
<b>validity period : 120 Days</b>		<b>Agency Category : Experience</b>
<b>Required Documents</b>		
1	Form No. 3A/ Work order	Yes
2	GST Registration Certificate	Yes
3	Experience Certificate	Yes
4	Pan Card	Yes
5	Company Profile	Yes
<b>On- Line QUOTATION/CONSENT AVAILABILITY</b>		
<b>ISSUING AUTHORITY</b>	Executive Engineer, West Zone, Surat	
<b>ISSUING OFFICE</b>	Administrative office, West Zone(Rander), Balasaheb Devras Road, Tadvadi, Rander, Surat	
<b>INVITING AUTHORITY</b>	Executive Engineer, West Zone, Surat	
<b>Submission Date</b>	<b>Last date: 30 /12 /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.		
SIGNATURE OF ISSUING AUTHORITY		
sd/- EXECUTIVE ENGINEER WEST ZONE SURAT MUNICIPAL CORPORATION		

**Authorized signature and seal of the firm**

<b>Executive Engineer</b> <b>West (Rander) Zone</b> <b>Surat Municipal Corporation</b>		<b>West (Rander) Zone</b> <b>Surat Municipal Corporation</b> Bala Saheb Devras Road, New Rander Road, Tarwadi Surat - 395 009. Ph. No. : 0261-2786181-82-83
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West Zone/Outward No.....

Date: .12.2024

### QUOTATION NOTICE

#### PART-I TECHNICAL DOCUMENTS (COVER-I)

Surat Municipal Corporation invites participation from experienced contractors of the field to carry out Annual Rate Contract to carry out maintenance / repair services of various motor-pump sets installed at various premises under jurisdiction of its West Zone. (2<sup>nd</sup> Attempt)

#### **(A) Terms and conditions:**

- (A.1) The contract period shall be of 2 years as mentioned in the work order or in limit of Rs.5,00,000/- whichever is earlier.
- (A.2) Reference rates for completed work shall be derived from prevailing SOR 22-23 (R&B) considering the (+ / -) premium offered / sanctioned.
- (A.3) The work shall be carried out on requirement basis. Surat Municipal Corporation does not guarantee a particular quantum of work during the contract period.
- (A.4) The rates will remain unaltered throughout the contract period.
- (A.5) The offer must be crafted neatly and easily readable. Erasing of words, overwriting or corrected words / figures will be rejected straight away.
- (A.6) The list of the installations is depicted on a separate page. The contractors are instructed to visit the sites, gather necessary information and get acquainted with working conditions before submitting the offer. No dispute on later stage will be entertained.
- (A.7) In the event of any dispute / discrepancy / interpretation, the decision of engineer-in-charge (Executive Engineer) will be final and binding to the contractor.
- (A.8) The agency must be local and shall have an office set up within Surat city limit.
- (A.9) Conditional offers will be rejected straight away.
- (A.10) SMC shall be at liberty to terminate the contract any time during the contract period without giving prior notice to the contractor.

#### **(B) Scope of work:**

- (B.1) The scope of the proposed work includes providing servicing and/or overhauling and/or maintenance and/or repair services to the motor-pump sets installed at various locations under jurisdiction of West Zone of SMC.
- (B.2) The agency is expected to provide above stated services at the location only.
- (B.3) Under event of taking the unit (s) / part of the unit (s) outside of the campus, then dismantling, handling, transporting, providing services/repairing, reinstallation and re-commissioning will also be in scope of the agency. No extra cost for such activities shall be paid to the agency.
- (B.4) The agency will have to provide in-time breakdown services and have to co-ordinate the repairing and servicing of the motor-pump sets according to department's requirement, urgency and convenience. Utmost priority shall be given to the important installations.
- (B.5) If appreciable time is sought to repair a particular installation, then the agency may provide service unit (motor and /or pump) at respective location so that the services are not affected. No extra charges for providing such service units shall be paid to the contractor.

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- (B.6) The list of installation is purely indicative and for primary information to the agency. Addition / subtraction of one or more pump sets in terms of quantity and capacity may happen during the contract period.
- (B.7) In case of replacement of any part of the installation, the agency must inform the concern employee(s) of SMC. The replacement must be done with brand new, genuine and identical part. In case the identical part is not available / discontinued, the replacement must be done with equivalent or with parts having better specifications than the older one.
- (B.8) Old / replaced part will be the property of the agency.
- (B.9) Every activity shall be carried out in presence of the representative(s) of SMC. In case of non-availability of the representative of SMC, each activity shall be filmed and necessary proofs of replacement in form of photographs and/or video shall be submitted to SMC.
- (B.10) If it is found that the replaced part is not genuine/identical/brand new, the contract shall be cancelled immediately, all the dues will be suspended and exemplary actions shall be taken against the agency.
- (B.11) The defect liability of each sub work will be of one year. If any defect / breakdown is experienced during one year of repair, the same work shall be carried out by the agency at free of cost once in DFL period.
- (B.12) The agency is expected to provide services throughout a year including sundays and public holidays depending upon the urgency of the work.
- (B.13) The agency will be intimated for any breakdown/service through phone call, whatsapp or other type of messaging, email or verbally. The agency must attend each call within 24 hours from the intimation.
- (B.14) The rates for items/work/service not included in SOR (R&B) will be derived by SMC through other SORs / Market Rates / Previously Sanctioned Rates and this shall be binding to the contractor.
- (B.15) The agency shall follow all the laws, rules, regulations and guidelines to carry out this work in broader manner.
- (B.16) SMC will not be responsible to any accident / injury / death to/of the employee / manpower deployed by the contractor. No compensation shall be paid to contractor by SMC in such case(s).

**(C) Financial Terms:**

- (C.1) Each offer must be accompanied by EMD of Rs.5,000/- in form of DD/Pay order issued in favor of "Commissioner, Surat Municipal Corporation" and shall be payable at Surat.
- (C.2) EMD of unsuccessful bidders will be returned after 15 days of allotting work order to the successful agency and EMD of the successful agency will be returned after completion of agreement procedure and deposition of security deposit.
- (C.3) The successful agency shall have to deposit security deposit at a rate of 2% of the order value (i.e. Rs.10,000/-) in form of cash or DD/Pay order issued in favor of "Commissioner, Surat Municipal Corporation" and shall be payable at Surat.
- (C.4) The security deposit shall be submitted within 15 days from the date of the work order else delay penalty at a rate of 0.065% of the SD amount per day shall be levied from the agency.
- (C.5) The successful agency shall have to bind in contract with SMC by submitting 3 numbers of non judicial stamp papers of Gujarat State.
- (C.6) No advance payment shall be made to the contractor. The payment shall be made on quarterly basis. All the payment and deductions shall be made as per prevailing rules and standard practice of SMC.
- (C.7) GST will be paid to the contractor only after submission of necessary evidence of "paid GST" to the Government.

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**(D) Penalty Criteria :**

- (D.1) If the breakdown call is not attended within 24 hours from the intimation, penalty at a rate of Rs.100/- per hour will be levied.
- (D.2) If the maintenance / repair work is not completed within 2 days from the intimation, penalty at a rate of Rs.500/- per day will be levied.
- (D.3) If repairing requires more than 2 days from the intimation, agency shall provide a service unit. If not, SMC may arrange a service unit at risk and cost of the agency. In such cases, additional penalty of Rs.500/- per day will be levied.
- (D.4) If it is found that the agency has not used genuine/brand new/equivalent material, SMC may carry out re-repairing / replacement of such material at risk and cost of the agency, plus a penalty of Rs.2,000/- per incidence will be levied.
- (D.4) The upper limit of the amount of penalty is unlimited and as applicable.


**(E) The Offer :**

- (E.1) This offer contains two parts namely technical and financial.
- (E.2) Cover-I (sealed) should contain technical documents duly signed and stamped on each page by the authority or authorized person of the firm. Technical cover should also contain copies of GST registration of the firm, PAN card, firm registration, company profile, experience certificates (ARC/AMC of motor pump sets) and purchase orders, original draft of EMD etc. **All the documents issued from third party must be notarized clearly showing original signature and stamp of the notary.**
- (E.3) Cover-II (sealed) should contain only % rates offered with authorized sign and stamp.
- (E.4) Cover-I and Cover-II shall be sealed in main Cover-III containing Name of the work, name and address of the agency and last date of the submission of this offer.
- (E.5) **The offer shall be submitted to** "Executive Engineer, West Zone, Surat Municipal Corporation, Balasaheb Devras Road, Tadwadi, Rander Road, Surat."
- (E.6) **Mode of submission: Postal speed post / RPAD / Courier / Physical submission.**

sd/-  
**Executive Engineer  
West Zone (Rander)  
Surat Municipal Corporation**

**[Authorized Signatures and stamp]**

**Authorized signature and seal of the firm**

<b>Executive Engineer</b> <b>West (Rander) Zone</b> <b>Surat Municipal Corporation</b>		<b>West (Rander) Zone</b> <b>Surat Municipal Corporation</b> Bala Saheb Devras Road, New Rander Road, Tarwadi Surat - 395 009. Ph. No. : 0261-2786181-82-83
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**Annual Rate Contract to carry out maintenance / repair services of various motor-pump sets installed at various premises under jurisdiction of its West Zone. (2<sup>nd</sup> Attempt)**

**PART-II FINANCIAL DOCUMENT (COVER-II)**

I / We ..... [name(s) of the authority]  
 owner / proprietor / partner / director of .....  
 [name of firm] having registered office at .....  
 ..... [address of the firm] hereby  
 declares that I/we have read all the documents carefully and thoroughly.

Our agency is agreed to carry out the stated work as per the terms, conditions and scope of work depicted in these documents at a rate .....% (Above / Below) compared to rates of R&B SOR 2022-23.

sd/-  
**Executive Engineer**  
**West Zone (Rander)**  
**Surat Municipal Corporation**

**[Authorized Signatures and stamp]**

**Authorized signature and seal of the firm**









