



To

«COMPANY\_NAME\_»

«ADDRESS1»

«ADDRESS2\_»

«CITY»

«PINCODE»

**Sub.:** Quotation for Procurement of Lamination Machines

Surat Municipal Corporation intends to buy Lamination Machines for the use of Lamination of ID cards, Certificates etc. detail is as per in the format for price bid and in quantity specified there at. The specifications are as per **Annexure-A**. Price quotations are invited so as to reach **The Chief Accountant, Surat Municipal Corporation, Muglisara, Surat 395 003** on or before **18 JAN 2025 up to 18.00 Hrs. by R.P.A.D. or Postal Speed Post** only along with the **Earnest Money Deposit of Rs. 2,000/-** by Banker's Cheque or Demand Draft, payable at Surat, in favor of Surat Municipal Corporation. Quotation without Earnest Money Deposit will not be considered. The envelope containing quotation should be properly sealed and super scribed "**Quotation for Procurement of Lamination machines**"

The terms and conditions shall be as detailed below:

1. Prices to be quoted should be inclusive of all Central/State taxes, levies, Transportation, handling charges F.O.R. SMC premises packing, forwarding, transit losses, insurance, loading and unloading and all other breakage, leakage, losses shall be borne by the agency.
2. The prices/charges quoted should also include:
  - a. Cost of necessary power cables, signal cables, connectors, controllers and necessary device drivers.
  - b. The parts not covered under warranty should be clearly mentioned. In absence of any specific mention, all parts will be considered as free replaceable parts.
  - c. Delivery at installation site in SMC's main office or at any other office to be decided by the SMC, within Municipal limit.
  - d. Transit Insurance, Freight and loading, unloading charges up to SMC's site.
  - e. Installation & Commissioning of the Hardware/Device.
3. The offer should be valid for acceptance for a **minimum period of 120 days from the date of opening of the quotations**. If desired by SMC, it will have to be extended for a further period also.
4. The right to reject accepts any/all quotations(s) without assigning any reason thereof is reserved.
5. The SMC may buy full/partial quantity from one/more agency(s) and may split/defer/stagger the order(s)/deliveries. The rates quoted by the agency will be applicable on partial quantity also. The quantity is estimated and may vary around 30 % at the sole discretion of SMC.



**6. Security Deposit**

The successful agency will be required to place Security Deposit @ 5% of the consideration of the Contract by Demand Draft or Banker's Cheque Payable at Surat in favor of Surat Municipal Corporation of any scheduled/nationalized bank within 10 days from the date of notice of award of contract, failing which a penalty @ 0.065% of the amount of security deposit will be imposed for delay of each day. The EMD placed may be considered for conversion towards the security deposit and amount falling short of the required amount shall be payable. No interest shall be paid on **Earnest Money Deposit** and/ or **Security Deposit** placed.

7. In case, the awardee i.e. the selected agency fails to supply specified quantity and quality of goods in time or the performance of such supply/supplies is/are not found up to the mark or found of an inferior quality vis-à-vis specifications, the security deposit will be forfeited at once.

**8. Agreement & Undertaking**

The Awardee i.e., the selected agency will have to enter into an Agreement & Undertaking with SMC for supply of goods and its/their installation, Commissioning etc. on a Rs.300/- stamp paper of Government of Gujarat at the agency's own cost within 10 (ten) days period from the date of Notice of Award. No claims for payments will be entertained without completion of this process.

9. Technical details of goods to be supplied shall be submitted along with the quotation.
10. It shall be noted that the lowest rate(s)/price(s) will not be the sole criterion for accepting quotation for any of the goods but emphasis will be given to the quality of the products and even the readiness to offer innovative technology thereof.
11. Any offer/quotation not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.
12. The successful agency shall deliver, install and commission the goods as detailed in this quotation within **14 days** from the date of the Work/Purchase order. A penalty of 0.2% of the consideration of contract for a particular item will be charged for delayed supply and installation for delay of each day thereafter.
13. The agency shall extend all the benefits to the SMC such as free samples of products, materials, goods, articles including any kind of discount, rebate, commission, incentives normally offered to any other buyer in the form of gift or otherwise as part of the sales promotion scheme(s). If any such sales promotion scheme(s) is /are already launched for the product and is/are in force while the quotation process is on, mention of details of such scheme(s) must be made explicitly in the offer.
14. The liability as to any damages and/or loss otherwise to any movable or immovable properties, assets during loading, unloading or otherwise during the period of supply, whether knowingly or unknowingly done or occurred shall be made good forthwith to the SMC by the Awardee agency upon a communication made therefore.



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Deputy Commissioner (D)  
Surat Municipal Corporation**

15. The contract shall be governed by the Laws in India and shall be subject to the jurisdiction of Surat.
16. The agency **must** submit manufacturer or authorized distributor/ dealer/ channel partner/ service partner certificate of the hardware quoted and GST Registration Certificate.
17. Quotation once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the EMD shall be liable for forfeiture. The agency is expected to examine the Quotation Document carefully. Failure to furnish all information required as per the Quotation Document may result in the rejection of the bid.
18. The agency will be bound by the details furnished by him/her to SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the agency is found to be legal action besides termination of contract.
19. All goods to be supplied shall be of specified or higher technology/version. The SMC or its representative shall have the right (if it so desires) to test the goods to ascertain their conformity to the specifications. The SMC shall notify to the agency for this purpose & nature.
20. **Payment:** SMC will not make any advance payment. Payment will be made once the ordered products are delivered and implemented. The Security Deposit will be released only after the successful completion of installation and commissioning.

**Payment Schedule:**

- 90% after successful delivery of devices
- 10% after successful installation and commissioning
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21. **Support:**

At the respective sites, SMC will provide the space for placement the device, power supply.

22. **GST Clause:**

- GST (Goods & Service Tax) has come in existence from 1st July, 2017. Contractor/Successful Bidder is bound to pay any amount 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 of GST (Goods & 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 Successful Tendered/Contractor to the Competent Authority along with a Certificate from Chartered Accountant of Contractor/Successful bidder 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 bidder/contractor, failing which, SMC may recover the amount



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due, from any other payable dues with SMC and decision of Municipal Commissioner shall be final and binding on the Contractor/Successful Bidder 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 Contractor/Successful Bidder Only, in no case SMC shall be liable for the same.
- The contractor will submit the invoice to the SMC having GSTIN of SMC mentioned therein and taxes shall be shown separately on the face of the invoice so as to claim as ITC by SMC.

With regards,

Sd/-  
Deputy Commissioner(D)  
Surat Municipal Corporation

## Quotation for Procurement of Lamination Machine

Item No.	Description	Make & Modal	Delivery Period	Quantity	Unit Rate (w/o Taxes)	Amount (w/o Taxes)	GST (%)	Amount inclusive of all taxes
A	B	C	D	E	F	G= E*F	H	I= G*(100+H)%
I.	Lamination Machines as per Technical Specification in <b>Annexure-A</b>			44 nos.				
<b>Total</b>								

Name:

Company stamp/seal:

Place:

Signature of Authorized Person

Date:

Designation:

## Annexure A

LAMINATION MACHINE: MAKE _____ MODEL _____				
#	Parameter	Requirement/ Min. Specification	MATCHED [YES/NO]	Deviation from Specification/Remarks if Any
1	Lamination Width	330 mm		
2	Laminating Speed	475 mm/min or 0.5m/min or 250 Sheets/ hour		
3	Mounting Distance between rollers	2 mm		
4	Operational Temperature in Degree Celsius	80-degree -180 degree		
5	Heating System	Infrared heating lamp/ mica sheet heater/ Isinglass heating		
6	Warm up time	3-5 min		
7	Laminating Thickness	Up to 250mic		
8	Roller Diameter	25mm		
9	Roller	4		
10	Cooling Fan	2		
11	Machine Body	Metal		
12	Driving Motor	AC Geared Motor (High Quality Low Noise Stable Motor)		
13	Machine Dimension	500x240x105mm		
14	Machine Weight	8.5 kgs		

Name:

Company stamp/seal:

Place:

Signature of Authorized Person

Date:

Designation:

15	Min. Working Width	13 inches (can laminate ID, Photo, Document etc up to A3 Size)		
16	Power Supply	The device shall come with India style power plug and should work in standard power supply condition (220 V/50HZ)		
17	Power Consumption	620 W - 820 W		

Name:

Company stamp/seal:

Place:

Signature of Authorized Person

Date:

Designation: