



**SURAT MUNICIPAL CORPORATION
CENTRAL ZONE
QUOTATION FORM
TECHNICAL PART-1**

Quotation No.CZ-Light-Q-07-2024-25		Date : 06/03/2025
Name of Work	Preventive Maintenance and Repairing work of HT Substation and LT Panel equipments in Central Zone on Annual Rate Contract basis for 02 (Two) Years.	
Validity Period : 120 Days	Agency Category : Experience	
Required Documents		
1.	GST Registration	
2.	Electrical License	
3.	Work Order/Work Completion Certificate	
ISSUING AUTHORITY	Executive Engineer, Central Zone, Surat.	
ISSUING OFFICE	New Admin Building, Central Zone, Mugalisarai, Surat - 395003	
INVITING AUTHORITY	Executive Engineer, Central Zone, Surat.	
Submission Date	TILL : 15/03/2025 UP TO 18:00 P.M.	
SUBMITTED To,	EXECUTIVE ENGINEER, NEW ADMIN BUILDING, CENTRAL ZONE, MUGALISARAI, SURAT - 395003	
<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>		
<p>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.</p> <p>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 Bidderer to the competent Authority along with a certificate from Chartered Accountant of contractor/ successful Bidderer 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/ Bidder, 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 Bidder in this regard. Further, the non-payment of GST to the government may lead to the termination of contract.</p> <p>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/Biderer only; in no case SMC shall be liable for the same.</p>		
SIGNATURE OF ISSUING AUTHORITY		
<p>S/D EXECUTIVE ENGINEER CENTRAL ZONE SURAT MUNICIPAL CORPORATION</p>		

Executive Engineer Central Zone		Surat Municipal Corporation, Central Zone, New Administration Building, Muglisara, Surat - 395 003. Ph. No. : 0261-2432751-56.
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QUOTATION INQUIRY

CZ/Tech./No. :- 6090/2

Dtd. :- 06/03/2025

To,

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Sub: - Quotation for Preventive Maintenance and Repairing work of HT Substation and LT Panel equipments in Central Zone on Annual Rate Contract basis for 02 (Two) Years.

Dear Sir,

Surat Municipal Corporation Central Zone is inviting quotation for the work of Preventive Maintenance and Repairing work of HT Substation and LT Panel equipments in Central Zone on Annual Rate Contract basis for 02 (Two) Years.

Therefore you are requested to send your offer in given format to "Executive Engineer, Central Zone, Surat Municipal Corporation, Surat" in a sealed cover, with mentioned subject & last date of receiving. So as to reach in the office of under signed on or before Dtd.15/03/2025.

Please note that the sealed cover shall be super scribed with the name of **Quotation for Preventive Maintenance and Repairing work of HT Substation and LT Panel equipments in Central Zone on Annual Rate Contract basis for 02 (Two) Years.**

S/D

Executive Engineer
Central Zone
Surat Municipal Corporation

Encl. :- Terms & Condition & Offer Schedule

Terms/Conditions of Quotation

* All Taxes/ Duties, Transportation, GST, levies, duties, Transportation and labour charges etc.	Included
* Documents	GST Registration, Valid Electrical Contract Licence
* Validity of Quotation	120 Days
* Estimated Amount	Rs.2,00,000.00
* EMD Amount	Rs.2,000.00
* Payment Condition	120 Days
* Note	<ol style="list-style-type: none"> 1. The work must be carried out to the satisfaction of the Engineer in charge. 2. The successful Contractor shall also be required to enter into contract agreement along with undertaking and local surety on Gujarat Stamp Paper purchased from Surat worth Rs.300.00 for Each (To be brought by the contractor) on getting the order.

SCOPE OF WORK

1. HT Substation and LT Panel equipments are installed at Main Office of Surat Municipal Corporation.
2. Maintenance and repairing work of includes General breakdown and Preventive Maintenance of HT Substation and LT Panel equipments of the Muglisarai Main offices as given in Price Schedule as and when required by SMC.
3. Breakdown Maintenance must be attended within half hour after intimation from this office.
Preventive Maintenance includes complete cleaning, replacement of damaged gasket, Filtration of Transformer oil and Carrying routine maintenance, servicing and testing of 630 Amp. HT VCB, Carrying routine maintenance, servicing and testing up to 2000 Amp. LT ACB, Carrying routine maintenance and servicing of cubical panel board as maintain in Price Schedule.
4. Report for Testing of Transformer, VCB, ACB, Panel and Earthing must be submitted after Preventive Maintenance to Light Department of Central Zone.
5. The rate should be inclusive of GST, all taxes, duties, labor charges, transportation etc.
6. Price quoted shell be frim for 02 (Two) years any deviation in quoted rate, terms and condition shall not be entertained later.
7. Rates must be filled in this quotation paper only and returned duly sealed & signed.
8. Planned shutdown shell be arrengeed by SMC during that time work must be completed as per instruction of Engineer Incharge of SMC. If contractor fails to complete above work than penalty @ 0.2% of amount unexecuted work per day delayed should be recovered from your bill. Maximum delay penalty shall be recovered 10% of unexecuted amount of work order. Generally, planned shutdown shall be taken on Saturday, Sunday or Holiday.
9. Only licensed and permit holder persons must be employed for this work. The corporation will not be responsible for any accident or injury to the workman / staff of the contractor.

10. The Contractor shall comply with the provisions of the contract and with due care and diligence execute and maintain the works and provide all labour and materials, tools and takers including for assessment and supervision of Maintenance works.
11. All works under the contract shall be executed as directed by engineer incharge.
12. The Contractor shall be responsible to take all precautions to ensure the safety of the person or property during work. All work shall be carried out in supervision of valid supervisor/competant person of contractor.

1. Penalty Criteria :-

In case of Breakdown the fault must be attended within 1 hour from intimation, otherwise penalty at rate of Rs. 500/- per hour shall be levied subject to maximum 10% of Annual AMC value.

2. Time Limit/Work Completion Period :-

Time limit will be 02 (Two) years from the date of Work Order issued.

3. Experience Required :-

The contractor shall have an experience in similar works i.e Maintenance and repairing work of HT Substation, Equipment and LT Panel, etc. within last 7 years, Necessary work completion certificate shall be submitted in Technical Bid Cover.

4. Prices and Payments :-

- All rates should be quoted including GST in separate sealed cover along with technical bid.
- The tenderer must understand clearly that the prices quoted are for the total works i.e. Breakdown and preventive Maintenance and include all costs due to labour, supervisions, transportation, loading unloading watch and ward etc. including GST.

5. EMD/Security Deposit/Agreement/Stamp Duty :-

- Each Quotation must be accompanied by a receipt of deposit as Earnest money deposit of the amount mentioned in Table, in the form of crossed Demand Draft/Pay Order of Nationalized/Scheduled Bank acceptable to Corporation drawn in favour of the "Municipal Commissioner, Surat Municipal Corporation" payable at Surat. The earnest money deposit will be refunded to the unsuccessful bidders(s) after the award of work has been finalized.
- The successful Contractor shall be required to deposit an amount equal to **2% of the total order value as Security Deposit in Municipal Treasury** in Cash/ by Demand Draft within 15 (Fifteen) days of order failing which penalty @ 0.065% of the Security Amount per day of delay shall be charged.
- The successful contractor shall also be required to enter into contract agreement along with undertaking and local surety on Gujarat Stamp Paper purchased from Surat worth Rs.900.00 (i.e. 300.00 + 300.00 + 300.00 for each) (to be brought from Surat by the contractor) on getting the order. However, the stamp duty at prevailing rate shall be applicable if revised by Government.

6. Terms of Payments :-

- No payment shall be made in advance.
- 80% Amount of work executed will be released within 30 Days after from date of completion of Preventive Maintenance & Submission of Invoice.
- Rest pending Amount will be released after completion one year.

7. General Terms & condition:-

1. Corporation reserves the right to accept or reject any or all the quotations without assigning any reason thereof.

2. Site visit should be done and necessary technical specification/information should be collected before quoting the rates. No dispute at later date shall be entertained. The bidder can do site visit from 10.30 to 18.10 hrs. During working days.
3. The offer shall be reached in a sealed cover to “Executive Engineer, Central Zone, Surat Municipal Corporation, New Admin Building, Mugalsarai, Surat - 395 003”.
4. The rates quoted shall remain in force for full period of contract.
5. Corporation will not issue any 'C' or 'D' form.
6. The Contractor shall comply with the provisions of the contract and with due care and diligence execute and maintain the works and provide all labour and materials and tools for Maintenance works.
7. If, the corporation considers that the performance of the contractor is unsatisfactory or, not up to the expected standard, the corporation shall, notify the contractor in writing and specify in detail the cause of dissatisfaction. The corporation shall have the option to terminate this contract if, the contractor fails to comply with the requisition contained in the said written notice issued by the corporation to the contractor within 15 (Fifteen) days of the receipt thereof. Competent authority may decide, in case of unsatisfactory performance, to terminate this contract and to black list & to disallow this contractor in future tendering in SMC forfeiting the security deposit furnished towards the performance guarantee.

Technical Bid & Price Bid :-

1. Rates must be filled in this quotation paper only and returned duly sealed & signed.
2. The name of work i.e. **“Quotation for Preventive Maintenance and Repairing work of HT Substation and LT Panel equipments in Central Zone on Annual Rate Contract basis for 02 (Two) Years.”** must be mentioned on the envelope without which quotation is likely to be rejected, which must be noted.
3. Contractor must have to submit the Quotation with two separate covers. In Cover-I Technical parts of Quotation papers, EMD receipt, Experience documents, technical documents is to be attached and in Cover-II only Price Schedule is to be attached and also note that these both cover must be submitted in Cover-III which is to be mentioned the Name of Work on the Envelope.
4. While opening of quotation, Technical Bid shall be opened first, after evaluating technical bid document, Price bid of technically qualified contractor shall be opened only.

S/D
Executive Engineer
Central Zone
Surat Municipal Corporation

* SIGNATURE & SEAL OF CONTRACTOR *

SURAT MUNICIPAL CORPORATION

Part-II

PRICE SCHEDULE

Name of Work :- Quotation for Preventive Maintenance and Repairing work of HT Substation and LT Panel equipments in Central Zone on Annual Rate Contract basis for 02 (Two) Years.

Sr. No.	Description	Qty.	Rate/Unit	Total Amount
(A)	(B)	(C)	(D)	(E)=(C)X(D)
1.	Preventive Maintenance Including Complete cleaning, replacement of damaged gasket and attend leakage of oil from insulator, conservator tank glass, s replacement/recundcting of ilica gel, etc. (11KV, 500 KVA) Transformer.	2 Nos.		
2.	Filtration of Transformer oil as pe ISI for removal of Moisture, carbon slurry etc. by means of circulating oil through vacuum pump from heating elements and filters to with stand the oil above 40 KV beyond one minute tested in oil testing kit and Testing of Transformer Oil sample with H.T.B.D.V Kit including conducting Acidity Test and producing test certificate.	800 Ltr.		
3.	Supply of Transformer oil having good resistance to high electrical stress, high dielectric strength above (50 KV), Low viscosity Low pour point. High Flush Point and excellent Heat Transfer and cooling as per IS : 335-1972	180 Ltr.		
4.	Preventive Maintenance of 11KV 630 Amp HT VCB's including CT & PT by carrying out servicing Testing, Preventive maintenace checks/overhauling as required as per Manufacturer instructions, attending breakdowns as and when required. Maintenance include cleaning of Time Leg Fuse contact, coil contacts, Overload and earth fault trip device control wire contacts, Lowering and lifting mechanism of trolley, draw out mechanism etc. Contractor shall have to attained any breakdown, during a Contract Period.	3 Nos.		
5.	Prevantage maintenance, servicing and testing up to 2000 Amp. LT ACB by cleaning fix contacts moving contacts, arc chutes, operating mechanism, etc. So that keep ACB in working condition. Item also includes relay testing, calibration and setting.	6 Nos.		
6.	Checking of earth resistance of Earth Pit as per IS for once in a year.	30 Nos.		
#	Total Amount			
#	Total Amount for 02 (Two) Years			
Total Amount in Word for 02 (Two) Yeeers :-				

S/D

Executive Engineer
Central Zone
Surat Municipal Corporation

* SIGNATURE & SEAL OF CONTRACTOR *