



No :-Workshop/Q/Out/82  
Date :-24/03/ 2025.

**QUOTATION INQUIRY**

To,

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Sub :- Supply of skilled Man-power as and when required for Surat Municipal Corporation.

Estimated Amount	1,99,000/-
Issuing Of Quotation document from Municipal Workshop. OR Downloaded from SMC website.	From 24/03/2025 to 01/04/2025 up to 16.00 hrs.
Submission of documents in hard copy (Original).	Up to 01/04/2025 (16:00 Hrs) To, Surat municipal Workshop, Umarwada, Surat.

**Gentleman,**

Surat Municipal Workshop Invite Supply of skilled Man-power as and when required for Surat Municipal Corporation.You are requested to offer rate in here mentioned format of this quotation and that sealed quotation must be duly super scribed and returnable on or before **Dt.01/04/2025** to the office of the undersigned at Municipal Workshop.

- The bidder is required to deploy skilled and trained personnel for repairing, welding, and painting work on vehicles and machinery. The offer should be made in percentage terms, indicating whether the bid is above, below, or equal to the rates specified in the table below for the Schedule of Rates (SOR).

Sr No (1)	Description (2)	% Above / Below /Equal which offer need to be given (3)
1	<b>SOR RATE FOR LOBOUR AS &amp; WHEN REQUIRED FOR SMC.</b>	

<b>SOR RATE FOR LOBOUR AS &amp; WHEN REQUIRED FOR SMC.</b>			
SR NO	DESCRIPTION	QTY	RATE [PER SHIFT (8 Hrs)] (INCLUDING ALL TAXES, BUT EXCLUDING GST)
1	LABOUR CHARGES - FITTER	EACH	640.00
2	LABOUR CHARGES - PAINTER	EACH	626.00
3	LABOUR CHARGES - WELDER	EACH	689.00
4	HELPER	EACH	452.00

**Terms and Conditions for Quotation**

1	Delivery period :	Provision of manpower supply as and when required for Surat Municipal Corporation, to be provided within 3 hours of notification by this office.
2	All Taxes/ Duties/GST, Transportation etc. :	Excluding
3	FOR :	Municipal Workshop, umarwada, Surat
4	Validity of quotation :	120 Days
6	Payment condition :	Payment will be made as per Surat Municipal corporation's rule and regulation regarding payment after satisfactory receipt of item at site. No payment shall be made in advance or against delivery of material.
7	Warranty/Guarantee	1 months Date of repairing Work.
8	Penalty:	<p><b>Penalty for Delay:</b> In the event that the manpower is not provided within the specified time frame of 3 hours from the notification by Surat Municipal Corporation, the following penalties shall apply:</p> <ul style="list-style-type: none"> <li>➤ For a delay of up to 1 hour, a penalty of Rs. 100 will be imposed for each laborer involved.</li> <li>➤ For a delay of up to 2 hour, a penalty of Rs. 200 will be imposed for each laborer involved</li> <li>➤ For a delay of up to 3 hour, a penalty of Rs. 300 will be imposed for each laborer involved and Surat</li> </ul>

		<p>Municipal Corporation reserves the right to terminate the contract.</p> <p>➤ Payment will only be made for work completed. No payment will be issued in the absence of work performed</p>
9	Security deposit :	<p>Successful Bidder needs to deposit an amount of 5 % of order value as security deposit in cash or by D.D./ Pay order of any nationalized bank SURAT branch and in the name of “Municipal Commissioner, Surat Municipal Corporation” only within 10 days of order failing which penalty at a rate of 0.065% of security deposit amount per day of delay shall be charged.</p> <p>No interest shall be paid by the corporation on Security Deposit i.e. performance guarantee</p> <p>The amount of security deposit shall be retained till successful completion of guarantee period.</p>
10	Contract agreement:	<p>The successful bidder also required to submit photographs, addresses and specimen signature (in duplicate) at the time of executing contract agreement along with undertaking on Gujarat Stamp Paper purchased from Surat worth Rs. 900.00 (i.e. Rs. 300.00 + 300.00 + 300.00) for each to be brought by the contractor) on getting the order of Repairing/ Servicing of Above item as per specifications for Surat Municipal Corporation owned vehicle at Surat Municipal workshop, Surat Further, the person who has signed the Quotation shall execute agreement.</p>

- The intending bidder shall be deemed to have visited and familiarized themselves thoroughly with the site conditions / material supply / payment procedure / quotation related any other relevant thing before submitting the offer.

Municipal Workshop,

Surat Municipal Corporation,

Umarawada, Surat

- The Corporation reserves the right to reject the lowest or any other or all the offers or part of it which in the opinion of the Corporation does not appear to be in its best interest,

and the bidder shall have no cause of action or claim against the corporation or its officers, employees, successors or assignees for rejection of his Quotation.

- Quotation Documents can be downloaded from Surat municipal corporation web site up to Date mentioned in this quotation.
- Late Quotations / delayed quotation shall not be considered at all.
- The validity period of submitted offer for this work shall be of one hundred twenty (120) Calendar day from the Last date of receipt of the Quotation in Hard copy and that the bidder shall not be allowed to withdraw or modify the Quotation offer on his own during the validity period.
- Separate part order /sub order shall be issued and Time Limit for the work completion Shall be maximum of 15 Days from the date of placing of order.
- Penalty may deduct from the pending bills / security deposits of the contractor.
- NO ADVANCED PAYMENT MADE IN ANY CASE.

Payment shall be made within 30 days against submission of invoice and ***completion of other formalities like initial security submission, entering into Contract agreement and signing of measurement book etc.***

Bidder also need to ensure that GST of supplied material should be paid with same invoice number that submitted to Surat Municipal Corporation and also as early as possible to avoid unnecessary delay in payment with GST. Bidder have to take at most care regarding HSN code and its applicable tax slab for item mentioned in invoices i.e. it must as per prevailing GST tariff .

SMC may ask bidder to verify the same through your Charter Accountant. If any discrepancy found regarding this than payment may get delayed.

Payment duration mentioned here is highly tentative, SMC not bound to carried out payment within duration mentioned here

- 100% of invoice value will be paid However, All The Standard Deduction done as per Prevailing rules and regulation of Surat Municipal Corporation
- Quotation documents are not transferable.
- Surat Municipal Corporation reserves the right to vary to quantities of items or group as may be necessary. Claim what so ever by the contractor on the basis of variation of quantities shall not be entertained.

- All materials /Items, spare parts thereof shall be new and unused and compatible to use in purpose for which its manufactured.
- The option for selection of the Make/product/Brand shall rest with Surat Municipal Corporation
- Bidder has to offer rate in this quotation only. Rate offered at any other Place must not be considered for evaluation.
- IF any penalty remain to recover than SMC will cover it from payment or from SD or any other method and its must not be held objectionable to bidder.
- Any other details if required can be had from the office of the Executive Engineer, Municipal Workshop, Nr. Bombay Market, Umarwada, Surat-395 010 on requests and prior to submitting the Quotation. No dispute at a later date shall be entertained.
- **Specification for Repair Work.**
  1. In case of breakdown of the Vehicle/Machineries, During Operation, the Contractor is required to provide on the spot facility for its spot repair.
  2. All old/replaced spare parts shall be the property of the Surat Municipal Corporation and the bidder have to return the same to this municipal workshop.
  3. The contract will be effective for a period of 12 months from the date of the main work order issued by municipal workshop.
  4. During repairing work of SMC Vehicle/Machineries any loss, injury or damage resulting from death or personal injury caused by the bidder's negligence, Surat municipal corporation not responsible for loss or any other consequential loss.
  5. Surat Municipal Corporation has the right to terminate or extend the tender/agreement in whole/in part at any time without assigning any reason therefore. Any decision in this regard taken by the competent authority in the Surat Municipal Corporation.
  6. In case, the contracting firm is not able to accept the contract after it is awarded or if it is not able to do the work after accepting the contract, it will be liable to pay the damages to the department including the extra rate which this Municipal Workshop will have to pay to any other contractor for getting such work done.
  7. The contractor shall follow the all type standard safety practice during execution of work.
  8. The contractor shall deploy skilled labor for at municipal workshop, Umarwada for repairing work as per engineer-in charge whenever called for service.
  9. The number of manpower required and the specific work assignments will be communicated to the contractor on a case-by-case basis, as per the requirements of SMC.
  10. All manpower must be trained and skilled in their respective fields and should have proper tools and equipment to perform their tasks efficiently.

11. SMC reserves the right to reject any manpower if found unsuitable, unqualified, or not meeting the required standards.
12. The payments will be made based on actual services rendered, as per the work order and attendance sheets, after necessary deductions (if any), within 30 days from the date of receipt of the invoice.
13. The contractor shall comply with all applicable labor laws, safety standards, and regulations as per the Government of India and local authority requirements.
14. If the deployed manpower is found to be unqualified or incapable of performing the tasks, the contractor will be required to replace them at no extra cost to SMC.

#### **Qualification of Manpower**

15. The day hour shall be 8 hours per day with the schedule to be determined by the Surat municipal corporation.

The contractor must ensure that all manpower provided meets the following qualifications:

- **Painter:** Minimum 2 years of experience in relevant field with knowledge of different painting techniques, surface preparation, and safety protocols.
- **Fitter:** Minimum 2 years of experience with Vehicle/Machineries works, knowledge of repair standards, and safety guidelines.
- **Welder:** Minimum 2 years of experience in welding, with knowledge of different welding methods, and safety regulations.

The name of work i.e **“Supply of skilled Man-power as and when required for Surat Municipal Corporation”** must be mentioned on the envelope without which quotation is likely to be rejected. Hand delivery also accepted.

Thanking you,

I/C Executive Engineer(Workshop/Mech.)  
Municipal Workshop,  
Surat Municipal Corporation.

\* SIGNATURE & SEAL OF CONTRACTOR \*