

SMC/ISD (ICCC) /OD/No.: 383

Date: 31/07/2024

To  
«COMPANY\_NAME»,  
«ADDRESS1»  
«ADDRESS2»  
«CITY» -«PINCODE»

**Sub.: Supply / Renewal of planning and designing softwares**

Dear Sir(s),

Surat Municipal Corporation intends to **renew annual subscription / maintenance / upgrade / support for existing designing software and/or purchase of new planning and designing software.**

The terms and conditions for bidding 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. TAX LIABILITY**

GST (Goods & Service Tax) has come in existence from 1<sup>st</sup> 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 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 of the amounts actually remitted by the Successful Tenderer / 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 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.

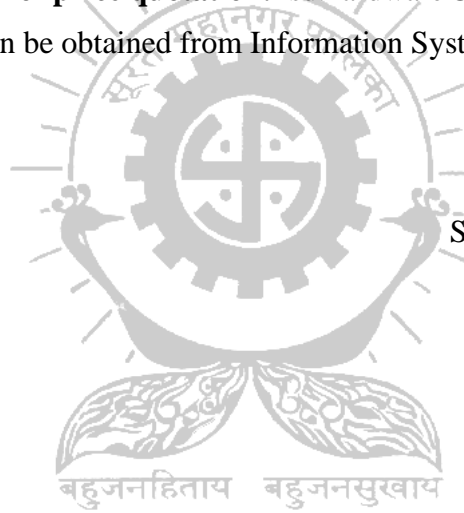
If imposition of any other new Taxes/Duties/Levies/Cess or any other incidentals etc. or any increase in the existing Taxes/Duties/Levies/Cess or any other incidentals etc. (excluding GST) are imposed during the course of the contract, the same shall be borne by the Contractor/Successful Bidder Only, 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 the taxes shall be shown separately on the face of the invoice so as to claim as ITC by SMC.

3. The **prices/charges quoted for planning and designing software** should also include:

- i. Delivery at installation site in SMC's main office or at any other office to be decided by the SMC, within Municipal limit.
  - ii. Transit Insurance, Freight and loading, unloading charges up to SMC's site.
  - iii. Installation & Commissioning of the software.
4. 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.
  5. The right to reject/accept any/all quotations(s) without assigning any reason thereof is reserved.
  6. 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.
  7. The Awardee i.e. the selected agency will have to enter into an agreement with SMC and submit an Undertaking for supply of software licenses 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) calendar days** period from the date of Notice of Award. No claims for payments will be entertained without completion of this process.
  8. The agency shall be required to provide necessary supports w.r.t. installation/reinstallation and configuration/reconfiguration of planning and designing software and other tools during subscription period.
  9. The agency **shall submit the quotation by quoting for one, more or all the items** as mentioned in the price quotation.
  10. All planning and designing software licenses supplied should be of specified or higher version than that specified in the quotation/work order.
  11. It should 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.
  12. Any offer/quotation not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.
  13. The successful agency shall supply the **planning and designing software** as detailed in this quotation **within 10 calendar 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.
  14. **Single Point of Contact:** Agency will nominate one senior person as the Single Point of Contact (SPOC) for the purpose of receiving the complaint and resolution of the same. The mobile no. of the same will be shared with the end users as well. The nominated SPOC must interact cordially with the end user. S/he will carry out necessary activities to resolve the problem in order to ensure maximum uptime.
  15. 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.

16. Quotation once filled in, submitted shall not be allowed to be withdrawn till the validity of the quotation remains in force.
17. 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 thereof.
18. The contract shall be governed by the Laws in India and shall be subject to the jurisdiction of Surat.
19. Payment shall be made only to the successful agency. Third party billing or payment shall not be allowed.
20. The terms of payment shall be as under:
  - 100% after successful installation, testing and commissioning of planning and designing software
21. The agency shall be required to submit
  - duly signed and stamped quotation paper and
  - price quotation on bidder's letter head**via e-mail**, to the following e-mail id **on or before August 07, 2024 up to 16.00 Hrs.**  
**E-mail id for submission of price quotation:** [isd.hardware@suratmunicipal.org](mailto:isd.hardware@suratmunicipal.org)
22. Any other information can be obtained from Information Systems Department of SMC.



SD/-  
Deputy Commissioner (D)  
Surat Municipal Corporation

**Quotation for Supply / Renewal of planning and designing software**  
**(Tobe submitted on company letterhead)**

Reference: SMC's quotation no. SMC/ISD (ICCC) /OD/No. << >> dated << >>

Sr. No.	Item Description	Qty.	One Time License Cost				Annual Subscription / Maintenance / Upgrade / Support Cost			
			Unit Rate excl. of GST	GST (%)	Unit Rate incl. of GST	Amount incl. of GST	Unit Rate excl. of GST	GST (%)	Unit Rate incl. of GST	Amount incl. of GST
1.	<b>Renewal of AutoCAD LT</b> - AutoCAD LT 2025 - 1 year subscription	06			N/A					
2.	<b>Renewal of SAFE (Analysis and Design of Floor Systems)</b> - Software and Databases - STD. V-20(IND) STANDALONE - License (Asset ID – 183535, 183537)	02			N/A					
3.	<b>Renewal of ETABS PLUS</b> - Software and Databases - ETABS PLUS V-20(IND) STANDALONE - License (Asset ID – 183534, 183536)	02			N/A					
4.	<b>Renewal of 10009357 – RCDC Perpetual License</b> Subscription Type: Surat Municipal Corporation (1004075431)	01			N/A					
5.	<b>RCad Express (Architectural)</b>	01			N/A					

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			Unit Rate excl. of GST	GST (%)	Unit Rate incl. of GST	Amount incl. of GST	Unit Rate excl. of GST	GST (%)	Unit Rate incl. of GST	Amount incl. of GST
	- 1 year subscription									
6.	<b>RCad Express (Structural Pre + Post Design)</b> - 1 year subscription	01	N/A							
7.	<b>Draft Win</b> - Plugin for ETABS Software	01								

<b>Name of Organization:</b>			
<b>Address:</b>			
<b>Details of Authorised Person Signing this Quotation</b>			
<b>Name:</b>			
<b>Designation:</b>		<b>Contact No. &amp; Email Address</b>	
<b>Date:</b>		<b>Company Stamp:</b>	