



# SURAT MUNICIPAL CORPORATION

## Municipal Workshop

YEAR- 2025- 2026

### **Quotation / Expression of Interest (EOI)**

### **FOR**

**Supply of new tyres for warranty replacement based on the pro-rata value of the tyre OEM, as per timely requirements, for 12 months.**

**(Fourth Attempt)**

**EOI NO:-WORKSHOP/AS/Q/11 Dt:- 04/07/2025**

Website: [www.suratmunicipal.gov.in](http://www.suratmunicipal.gov.in)

Email: [exen.workshop@suratmunicipal.org](mailto:exen.workshop@suratmunicipal.org)

## 1. EOI Motive & Scope:-

- Surat Municipal Corporation (SMC) operates a diverse fleet of vehicles requiring various types of tyres for their upkeep. As part of the tyre replacement process under warranty, SMC seeks a bidder who can manage the replacement of tyres under warranty in accordance with the Original Equipment Manufacturer (OEM) norms
- The successful bidder will be responsible for initiating and completing the tyre replacement process, including any necessary procedures as per OEM guidelines
- Corporation won't pay in anything in advance. Instead, the bidder will manage the entire process of tyre supply and replacement, including transport and other associated charges. The Corporation will make the final payment after the completion of the replacement process
- The bidder may consolidate all charges, including transport, late payment handling, and other related expenses, into a single "Administrative Charge." which will be based on a percentage of the replacement value of tyre which determined by the pro-rata value set by the company for tyre replacement
- The Corporation will select the bidder who offers the lowest administrative charge for handling the tyre replacement process, while ensuring timely and efficient service. The bidder must also demonstrate the ability to provide a seamless service in line with the requirements set forth in this EOI.
- So At the end of the process, the bidder will receive payment for the tyre replacement, which will be based on the pro-rata value determined by the company. This value will be paid by the bidder to the OEM on behalf of the Corporation. Additionally, the bidder will receive an administrative charge, calculated as a percentage of the tyre replacement value.

Example:

Suppose

Tyre Replacement Value (Pro-Rata Value):

The company has determined that the pro-rata value for replacing a specific tyre is ₹100/-.

Payment to OEM:

The bidder will pay ₹100/- to the OEM on behalf of the Surat Municipal Corporation for the replacement of the tyre.

Administrative Charge:

The bidder charges an administrative fee of 5% of the tyre replacement value (₹100/-).

Administrative Charge = ₹100/- × 5% = ₹5/-.

Total Payment to Bidder:

After completing the tyre replacement process, the bidder will receive the total payment from the Corporation:

Payment to Bidder = ₹100/- (to OEM) + ₹5/- (administrative charge) = ₹105/-.

i.e. The bidder pays the ₹100/- to the OEM for the tyre replacement on behalf of the Corporation. The bidder then receives the ₹105/- total from the Corporation, which includes both the tyre replacement value and the administrative charge.

## 2. Details of Work to be carried out & the Items/parts to be supplied:-

- After Finalization of Interested Agency, whenever there is requirement of tyre to be replace under warrantee, Surat Municipal Corporation ask bidder to carried out process
- The successful bidder will be responsible for initiating and completing the tyre replacement process, including any necessary procedures as per OEM guidelines
- This iteration of order will be continued up to overall amount limit.

## 3. Contract Period & Amount:-

- Contract Period 1 Year & contract amount Rs. 1,00,000/-.

## 4. Offer Detail:-

- Bidder can offer their interest by submitting here mentioned documents along with this duly filled EOI (Expression of Interest) document.
- Offered Administrative charge as percentage of pro rate replacement value as below

<b>Tyre Make</b>	<b>% above / below on replacement value of tyre finalized by company based on pro rate as per OEM's guideline</b>	<b>Illustration</b>
JK		IF replacement value is <b>Rs. x</b> , Your offered value is <b>y %</b> , then you will receive payment equal to <u><b>Rs. x+ y% of x</b></u> Note:- bidder has to pay Rs. x to OEM on behalf of SMC
CEAT		
MRF		
APOLLO		
BRIDGESTONE		

## 5. Important thing to be considered:-

- Bidder has to give a priority to the work assigned by corporation.

- Surat Municipal Corporation may seek clarification regarding for GST related matter like HSN CODE and TAX SLAB of supplied item and its match with prevailing GST Terrif from Bidder. Bidder is bound to present same on Chartered Account's letter head.
- Successful bidder has to include detail as per Surat municipal corporation bill format.
- 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.
- This EOI documents are not transferable.
- Any other details if required can be available 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.

#### 6. Schedule of Submitting EOI:

Date Of Submission Of <b>EOI</b>	On or before Date: <b>11/07/2025</b> , upto 17:00 hours To, Office Of Executive Engineer (Workshop /Mech) Municipal Workshop , Umarwada -395010, Surat by RPAD / Speed Post . Hand Delivery also accepted.
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#### 7. Work Completion Limit

- Time Limit for the work completion Shall be maximum of 10 Days from the date of placing of order

#### 8. Penalty Clause

- In case of delay in execution of work the penalty at the rate of 0.2% of unexecuted portion of order per day subject to the maximum of 10% of the order value, shall be payable by the contractor to the Corporation towards compensation.

#### 9. Payment

- 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.
- 100% of invoice value will be paid However, All The Standard Deduction done as per Prevailing rules and regulation of Surat Municipal Corporation

#### 10. Contract Agreement

- All the finalized interested agency shall be required to enter into contract agreement along with undertaking on Gujarat stamp paper purchased from surat worth Rs.300.00 (i.e. Rs.300.00 + Rs.300.00 for each) (to be brought by the contractor)
- For formal agreement contractor have to submit the stamp paper / duty of Rs. 300=00. However, the stamp duty at prevailing rate shall be applicable if revised by Government.

#### **11. Downloading of EOI Documents:**

EOI Documents can be downloaded from Surat Municipal Corporation web site

#### **12. Qualification Documents:**

Bidder has to submit following documents with EOI

1.	The contractor shall have a valid GST registration.
2.	Authorized Dealer certificate
3.	EOI ( With required details filled up and sealed and signed at required place)

Please note that submission of all above essential documents are mandatory, else bidder shall be liable for rejection and no communication shall be made thereof.

#### **13. Submission of EOI Document:**

Bidder has to submit required documents as per Point No.12 with EOI in hard copy

Sealed cover duly super scribed with name of work, name of Bidder , address, , due date of the tender etc. on the cover to the address as mentioned above by regd. post or speed post or by hand to hand.

The corporation shall not be responsible for postal delay.

Submission of a EOI shall mean that he has read documents and has made himself aware of the scope and specifications of the work to be done and of conditions and nature of required quantities of materials stores, tools and plants etc. that may be required by him in carrying out the work and of local conditions and laws and bylaws of the Government, Surat Municipal Corporation and other factors bearing influence on the execution and cost of the works.

The successfully finalized all the interested agency shall be required to enter in to agreement with Surat Municipal Corporation regardless of the order they will get in future or they won't get order.

Offer shall be rejected in case of producing false / forged / tempered documents.

#### **14. EOI Validity:**

The validity period shall be of one hundred twenty (120) Calendar day from the Last date of receipt of the EOI in Hard copy and that the agency shall not be allowed to withdraw or modify the EOI offer on his own during the validity period.

### 15. EOI Signing:

If the EOI is made by an individual it shall be signed with his full name above his current address.

If EOI is made by a Proprietary firm it shall be signed by the proprietor above his name and the name of his firm with his current address.

If the EOI is made by a firm in partnership it shall be signed by all the partners of the firm above their full names and current addresses **or** by a partner holding the power of attorney for the firm signing the Tender in which case a certified copy of the power of attorney shall accompany the Tender. A certified copy of the partnership deed, current addresses of all the partners of the firm shall also accompany the tender.

If the EOI is made by a limited company or a limited Corporation, it shall be by a duly authorized person holding the power of attorney for signing the Tender in which case a certified copy of the power of attorney shall accompany the Tender.

### 16. Taxes and Duties:

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 applicable Further the nonpayment 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 shall be paid.

Any increase in the existing taxes/duties/levies /cess or any other incidents etc. (excluding GST) are imposed during the course of the contract, the same shall be borne by the contractor / successful bidder only, 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

SMC GST No: -24AAALS0678Q1ZE

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Executive Engineer,  
Municipal Workshop,  
Surat Municipal Corporation

Seal and Signature of Contractor /Bidder



## SURAT MUNICIPAL CORPORATION MUNICIPAL WORKSHOP

### Technical / Service Profile:-

1	Name of the firm	
2	Tenderer's Type (Proprietor, Partnership Firm, PVT LTD Company, Public sector Company etc.)	
3	Name of contact person	
	Mobile Number of Contact Person	
	Address of Main Head Office	
	Address of Office Nearest to Surat	
	Mobile no / Telephone No. (Office)	
	Optional Mobile Number /Contact Number	
	Telex / Fax No.	
	E-mail Address	
4	Party Code (IF any , <b>Got from Surat Municipal Corporation only</b> )	
5	License and certificate Details	
	PAN No.	
	GST No.	
	PF No., If applicable	
	Professional Tex No.	
	Office/ Company etc OR Registration No. / Shop Establishment No.	
9	Time limit terms	Accepted
10	Rates quoted are Also Including of GST or its is Excluding GST?	As per its asked to Quote
11	Payment Condition acceptable to you?	Yes
12	Are all the terms and condition of tender is acceptable to you	Accepted

13	Order may split to more than one bidder than also all the terms and condition of this EOI will remain applicable to you? Are you agreed ?	Agreed
14	Validity	Accepted
15	Work Completion Period as per tender.	Accepted

**SEAL & SIGNATURE OF THE TENDERER:**