

Surat Municipal Corporation  
New East (Sarothana) Zone  
Quotation Inquiry form

QUOTATION NO. ----		DATE:	30/07/2025
NAME OF WORK :-	All inclusive Rate contract (Maintenance Work) for 2 Tonne Samsung Make Oneway Cassette A.C installed at New East (Sarothana) Zone Office for Two Years in New East (Sarothana) Zone		
ESTIMATED AMOUNT :-	Rs.1,90,000.00	EMD AMOUNT :-	Rs.1900.00
VALIDITY PERIOD :-	120 Days	Agency Category :-	Experienced
REQUIRED DOCUMENTS :-	(1) Permanent Account Number (PAN) copy.		
	(2) GST Registration certificate.		
	(3) Experience Documents.		
TENDER AVAILABILITY :-			
ISSUING AUTHORITY :-	Executive Engineer, New East Zone(Sarothana), Surat		
ISSUING OFFICE :-	Administrative office, New East Zone(Sarothana), Nr.Sankalp Residency, Behind Shyamdharm Temple, Sarothana-Valak Road, Sarothana, Surat-395006		
INVITING AUTHORITY :-	Executive Engineer, New East Zone(Sarothana), Surat		
SUBMISSION DATE :-	Last date: 09/08/2025 Time :- up to 18.00 P.M.		
SUBMITTED TO :-	EXECUTIVE ENGINEER, NEW EAST ZONE(SARTHANA), NR. SANKALP RESIDENCY, BEHIND SHYAMDHAM TEMPLE, SARTHANA-VALAK ROAD, SARTHANA, SURAT-395006		
G.S.T. WILL BE APPLICABLE IN ACCORDANCE WITH THE PREVAILING NORMS OF GOVERNMENT.			
GST clause for construction/ erection/ commissioning/ installation/ pairs/maintenance/ renovation/ fabrication of structure including building (means all works contract/ turnkey project/supply of material/goods)			
<p>GST(Goods &amp; 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 of GST (Goods&amp; 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 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 nonpayment of GST to the Government may lead to the termination of contract and forfeiture of Security Deposit / Performance Guarantee Amount.</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 Contractor/ Successful Bidder only, in no case SMC shall be liable for the same.</p>			
<p>SIGNATURE OF ISSUING AUTHORITY</p> <p>-sd-</p> <p>EXECUTIVE ENGINEER NEW EAST(SARTHANA)ZONE SURAT MUNICIPAL CORPORATION</p>			

Executive Engineer  
Nr. Sankalp Residency, Behind  
Shyamdharm Temple, Sarthana-  
Valak Road, Sarthana  
Surat-395006



**SURAT MUNICIPAL CORPORATION**  
New East (Sarthana) Zon  
PHONE: - 6359906506, 6359909606  
Email: -:eastzonebsarthana@gmail.com

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### QUOTATION INQUIRY

To,

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**SUB:-** All inclusive Rate contract (Maintenance Work) for 2.0 Tonne Samsung make Oneway Cassette A.C installed at New East (Sarthana) Zone Office for Two Years in New East (Sarthana) Zone

Dear Sir,

Surat Municipal Corporation, New East Zone (Sarthana) is inviting quotation for All inclusive Rate contract (Maintenance) Work for 2.0 Tonne Samsung make Oneway Cassette A.C installed at New East (Sarthana) Zone Office for Two Years in New East (Sarthana) Zone

You are requested to send your offer in a sealed cover with **E.M.D of Rs. 1900 /-** in the form of demand draft / banker's cheque in favour of the "Municipal Commissioner, Surat Municipal Corporation" payable at Surat. So as to reach in the office of Executive Engineer [New East (Sarthana) Zone] **on or before Dt. 09/08 /2025 up to 6.00 pm.** Please note that the sealed cover shall be super scribed with the name of work " **All inclusive Rate contract for (Maintenance Work) of 2.0 Tonne Samsung make Oneway Cassette A.C installed at New East (Sarthana) Zone Office for Two Years in New East (Sarthana) Zone** ". The terms & conditions for this offer are as follow, failing which the quotation shall be rejected out rightly.

#### SCOPE OF WORK :-

1. Contractor shall have to check the A.C machine thoroughly and carry out complete servicing for each machine once in three months during the annual contract period.
2. In case of Fault/ breakdown, Contractor shall have to attend the complain immediately within 48 hours from intimation. No A.C machine should remain out of service more than 72 hours for purpose of maintenance.
3. Maintenance of all the equipments A.c Machine & materials used any failed parts required to be replaced or repaired shall be done by contractor without any extra cost. Scrap material should not require submitting to the Surat Municipal Corporation. The old replace parts shall be property of contractor.
4. Spare parts used for repairs shall be genuine and of good quality and/or same as defective/Damage material to be replaced. No second-hand material shall be allowed for replacement purpose.
5. Contractor shall directly follow the instructions by the SMC representative/ authorized personal from concerned department at the site.
6. Contractor shall have to prepare machine wise History cards. After servicing, overhauling of the machine signature of authorized personal from concerned department or light department shall have to be obtained on such cards.
7. The service contract will be for 02(Two) years.
8. Contractor is responsible to provide man power/technicians on Sundays/ public holidays also.
9. All employees deployed for the said work shall be provided with personal safety equipments & accessories. Contractor shall be responsible to the accident/injury/Loss to any of the staff members of them.
10. Contractor shall follow all applicable laws, rules, regulation for such type of work.

11. Labour license, insurance, workman compensation policy etc. shall have to submit after award of contract.
12. Before one month of the end of the contract period, a survey shall be carried out by the contractor together with the engineer in charge and all the missing accessories and parts shall be changed/replaced by the contractor at free of cost.

**TIME LIMIT / WORK COMPLETION PERIOD:-**

- Time limit for the entire work shall be 02(Two) years.

**EXPERIENCE REQUIRED: -**

The contractor shall have an active experience of at least 02 (Two) years in Annual Maintenance of different types of A.C machine Systems etc.

**SECURITY DEPOSIT/AGREEMENT/STAMP DUTY:-**

- Successful Contractor shall be required to deposit an amount equal to **2.5% of total order value as Security Deposit** in Cash/ by Demand Draft within 10 (Ten) days from date of work order, otherwise penalty @ 0.065% of the Security deposit Amount per day of delay shall be charged.
- 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.

**PRICES AND TERMS OF PAYMENTS: -**

- **All rates should be quoted including GST.**
- Contractor must understand clearly that the prices quoted are for the total works i.e. Annual Maintenance and include all Material/Spares, labour, supervisions, transportation, loading unloading watch and ward etc. including GST. No claim for additional payment beyond the prices quoted will be entertained and contractor will not be entitled subsequently to make any claim on any ground.
- No payment shall be made in advance.
- Running bill will be paid quarterly/ Half yearly.
- Retention money 7% will be deducted from each Running Bill. It shall be released in final bill.
- Final Bill shall be released after completion of Contract period.

**PENALTY CRITERIA:-**

Contractor is expected to perform in the best engineering practice manner such that user department feel satisfaction of the services obtained. However in case of failure of such thing shall be lead to attraction of penalty. Following cause/incidence shall attract penalty:

- If breakdown call not attended within 48 hours from intimation, a penalty of Rs.500/- per day shall be levied.
- If routine maintenance of all the machines is not carried out as per schedule(once in three month), then SMC shall carry out the work at risk & cost of contractor, and expense incurred for completing the work plus penalty of Rs.1000/- per machine shall be levied from bill and maximum penalty shall be 10% of contract value shall be charged and shall be deducted from bill.

**Note:- The contract will be terminated at any time without any notice/reasons as per convenience of Surat Municipal Corporation.**

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Executive Engineer  
New East(Sarthana)Zone  
Surat Municipal Corporation

**SEAL & SIGNATURE OF THE TENDERER:-**

**Locations of 2.0 TR Samsung make oneway cassette A.C**

Sr. No.	LOCATION 1	A.C Machine model	Qty
1	3rd Floor conference hall	2.0 TR Capacity Samsung make one way cassette A.C	4
2	2nd Floor Assistant Municipal Commisisoner Shri Office		2
3	2nd Floor Deputy Municipal Commisisoner Shri Office		2
4	2nd Floor Executive Engineer Shri Office		2
5	3rd floor Mahekam Department mini meeting room		1
6	Shasak Paksh Office, Corporate Building		2
7	Virodh Paksh Office, Corporate Building		2
Total A.C Machine Qty.			15

-sd-  
Executive Engineer  
New East(Sarthana)Zone  
Surat Municipal Corporation

SEAL & SIGNATURE OF THE TENDERER:-

**PRICE BID**

**Name of Work:-** All inclusive Rate contract (Maintenance Work) for 2.0 Tonne Samsung make Oneway Cassette A.C installed at New East (Sarthana) Zone Office for Two Years in New East (Sarthana) Zone

Sr. No.	Model/ Type of Purifier	No. of Machine	Rate/ Machine/ Year in Rs.	Amount in Rs.(Including GST)
1	2.0 TR Samsung make oneway cassette A.C	15		
* * *	Total Amount in Rs.			
* * *	Net Total in Rs. (Including GST)			

-sd-  
Executive Engineer  
New East(Sarthana)Zone  
Surat Municipal Corporation

**SEAL & SIGNATURE OF THE TENDERER:-**