

**I/c. Executive Engineer
(Workshop/Mech)**
Municipal Workshop
Nr, Bombay Market,
Umarwada, Surat-395010
Mo. No.- (+91) 98250 14541



SURAT MUNICIPAL CORPORATION
MUGLISARA, SURAT- 395 003
FAX: - 0261- 2422110, 2451935
PHONE: - 2423750-56, 2422285-87
GST NO : 24AAALS0678Q1ZE
Email: exen.workshop@suratmunicipal.org

No :-Workshop/Q/Out/
Date :- /01/2026.

QUOTATION INQUIRY

To,

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Sub :- Providing and supplying a photocopier machine at the Municipal Workshop for a period of two years under the Rate Contract of Surat Municipal Corporation.

Estimated Amount	1,00,000/-
Class of Contractor	Experience Contractor nearby Surat City Limit.
Required Documents	1- Experience Document 2- GST Certificate.
Issuing Of Quotation document from Municipal Workshop. OR Downloaded from SMC website.	From 27/01/2026 to 03/02/2026 up to 16.00 hrs.
Submission of documents in hard copy (Original).	Up to 03/02/2026 (16:00 Hrs) To, Surat municipal Workshop,

Gentleman,

Surat Municipal Workshop Invite Providing and supplying a photocopier machine at the Municipal Workshop for a period of two years under the Rate Contract of 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.03/02/2026** to the office of the undersigned at Municipal Workshop.

- The bidder shall supply and provide a **Konica Minolta make Bizhub 215 model or an equivalent** photocopier machine at the Municipal Workshop for a period of two (2) years.

Description	Rate (Including GST and All Other Taxes)
Printing Charges of A4 Page Size and Legal Page Size (Limit 5000 copy Per Month)	
Printing Charges of A4 Page Size Legal Page Size (Above 5000 copy Per Month Per Copy Rate)	

Terms and Conditions for Quotation

1	Supply/ Provide period :	30 Days from the date of receipt of the Work order.
2	Validity of quotation :	120 Days
3	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.
4	Warranty/Guarantee	All major works carried out should be guaranteed for standard life of the respective parts and defects during this period will have to be carried out free of cost.
6	Penalty:	In case the Photocopier is not Provide within the time frame mentioned in the work order, penalty will be Imposed bill amount per Month @ 0.2% per day and maximum 10% and the same will be recovered from the outstanding payment/performance security of the contractor
7	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 15 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>
8	Contract agreement:	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. 600.00 (i.e. Rs. 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.
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- 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 the 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.
- 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 terrify.

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.

1. Work to be carried out: -

1. The bidder shall only supply the photocopier machine at the Municipal Workshop. The bidder shall also be responsible for complete repair and maintenance of the supplied machine during the entire contract period of two (2) years. No additional charges shall be payable by Surat Municipal Corporation for repair and maintenance during this period.
2. The bidder shall supply, install, test, and commission the photocopier machine at the Municipal Workshop. All activities related to installation, including positioning, electrical connectivity, configuration, and trial runs, shall be carried out by the bidder at no extra cost to Surat Municipal Corporation.
3. The photocopier machine supplied shall be fully LAN-enabled and capable of operating on the Local Area Network (LAN) of Surat Municipal Corporation. The bidder shall ensure proper configuration and integration of the machine with the existing LAN system to enable network printing/scanning, wherever applicable

4. The photocopier machine shall be used exclusively for official work of Surat Municipal Corporation. The bidder shall ensure that no third-party usage or commercial use of the machine is permitted during the contract period.
5. The bidder shall attend to all breakdown and service complaints promptly and ensure that the photocopier machine remains in proper working condition at all times. In case of repeated or major breakdowns, the bidder shall take immediate corrective action to minimize downtime.
6. The bidder shall provide all necessary spare parts required for repair and maintenance during the contract period without any extra charges
7. The bidder shall comply with all applicable terms and conditions of the Rate Contract of Surat Municipal Corporation
8. The contract period shall be Two (2) years from the date of successful installation and commissioning.
9. The bidder shall only supply the photocopier machine at the Municipal Workshop, and repair and maintenance shall be included during the entire contract period of two (2) years.
10. The contract will be effective for a period of 24 months from the date of the main work order issued by municipal workshop.
11. During repairing work of Photocopier 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.
12. The contract should be available on telephone for rendering service on all working day as also on holiday.
13. The photocopier machine shall support A4 and Legal size pages.

The name of work i.e." Providing and supplying a photocopier machine at the Municipal Workshop for a period of two years under the Rate Contract of Surat Municipal Corporation." must be mentioned on the envelope without which quotation is likely to be rejected. Hand delivery also accepted.

Thanking you,

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

* SIGNATURE & SEAL OF CONTRACTOR *