



**Medical Officer Of Health
(Solid Waste Management)
Surat Municipal Corporation**

To,

Subject: Invitation of Sealed Quotations for Appointment of Consultant for the work of "Supply, Commissioning and Delivery of New Mechanical Road Sweeper Machines with Comprehensive Operation and Maintenance" from the city limit.

Gentleman,

With reference to the subject cited above, it is hereby informed that the Surat Municipal Corporation (SMC) proposes to invite tenders for works related to "Supply, Commissioning and Delivery of New Mechanical Road Sweeper Machines with Comprehensive Operation and Maintenance" for various zones of Surat city.

At present, a total number of 30 mechanized road sweeper machines are operational across different zones of SMC. In order to further improve the ambient air quality of Surat city and to sustain the top-most ranking under Swachh Bharat Mission and Vayu Survekshan, SMC intends to procure additional mechanized road sweeper machines.

Accordingly, sealed quotations are hereby invited from reputed and experienced consultancy firms / agencies for appointment of a Consultant for the work of "Supply, Commissioning and Delivery of New Mechanical Road Sweeper Machines with Comprehensive Operation and Maintenance" as per the details mentioned below. Your most reasonable offer is hereby solicited for consultancy services including tender preparation and bid evaluation for the above-captioned work.

The brief Scope of work, Milestones for payment and Time limit will be as under: -

A. Scope of Consultancy Work

The consultant shall be required to carry out the following works:

1. Planning and Preliminary Survey

- Study of existing operation of road sweeper machines along with various routes covered in various zones of SMC.
- Collection of relevant data and site information.



- Study and collect data for similar work being executed in various major cities if required
- Assessment of requirement of total road sweeper machines for various zones with including technical, financial & socio-economic factors considering the population projection for next 10 years and the Swachh Bharat mission guidelines & solid waste management rules 2016 along with frequency required for sweeping in accordance with present applicable norms and GOI guidelines.
- Planning survey for identification of suitable road stretches for mechanized sweeping along with frequency.
- Assessment of road width, traffic conditions, sweeping frequency, and operational requirements with giving due consideration to no. of passes required for roads.

2. Estimation and Planning

- Assessment of requirement and preparation of estimation for number, type, and capacity of road sweeper machines, selection of vendors, model of road sweeper machines etc.
- Preparation of cost estimates for supply, procurement, and Operation & Maintenance (O&M)
- Assistance in budgeting and phasing of procurement

3. Preparation of Technical and Tender Documents

- Preparation of detailed technical specifications for road sweeper machines
- Preparation of tender / bid documents including eligibility criteria, technical specifications, O&M requirements, service level benchmarks, and performance parameters

4. Tendering Assistance

- Assistance during pre-bid meeting and clarification of bidder queries
- Technical scrutiny and evaluation of bids received
- Preparation of technical evaluation report and cost/rate analysis, comparative statements

5. Financial Evaluation and Contract Finalization

- Assistance in financial comparison of bids
- Recommendation of suitable bidder



- Support during finalization of contract and issuance of work order
- To undertake cost analysis based on prevailing SORs/ Market rates

6. O&M Review and Implementation Support

- Review of Operation & Maintenance plans
- Review of performance monitoring mechanisms and compliance requirements, if required
- Support during initial deployment and commissioning, if required.

7. Any Other Related Consultancy Work

- Any other work related to the above project as directed by the competent authority of SMC, within the overall scope of consultancy.
- Any other Analysis report as deemed suitable or required by SMC.
- Frequent Presentation regarding commercial reports conducted and necessary Suggestion/corrections to be done as guided by competent authority.

B. Terms and Conditions

1. Surat Municipal Corporation reserves the right to accept or reject any or all quotations without assigning any reason thereof.
2. Payment shall be released after completion of respective milestones and certification by the concerned department.
3. No extra payment shall be made for any work not specified in the scope unless approved in writing by SMC.
4. The decision of Surat Municipal Corporation shall be final and binding.
5. In case of suspension of work or withdrawal of work at any stage from SMC, payment shall be made to consultant based on the actual work carried out by the consultant.
6. Visit Charges, Transportation Charges, Out of Pocket Charges, Lodging and Boarding Charges or any other charges for presenting place such as work site, monitoring locations shall not be paid to consultant. All above charges shall deem to be considered in the fees quoted under the quotation.
7. Any visit with respect to any approval of DPR/Tender Document at any kind of authority level or work level be it like, Presentation or attaining any



Seminar/Conference/Meeting or as and when seems feasible to SMC out of Surat city shall not be paid extra.

8. If DPR/feasibility report prepared by consultant is required to submit at GOG/GOI/ any other agency for financial assistance, in that case, consultant has to provide all kind of necessary support without any kind of extra payment.
9. Penalty for Delay in work will be levied as per 0.2% of contract value per day subject to maximum of 10% of the contract value of work.

C. Time limit:

- Time limit for the Stage I to II mentioned below in table of **F. Payment Milestones** shall be 30 days from the date of issue of Work order,
- Time limit for Stage III mentioned below in table of **F. Payment Milestones** shall be considered 15 days from the further letter received for the preparation of tender work, from Surat Municipal Corporation.
- Time limit for Stage IV mentioned in table below of **F. Payment Milestones** shall be considered 15 days from Opening of Technical Bid for the said tender.

D. Other terms:

- SMC will deduct 7% the total sanctioned amount towards retention money from running bills & Shall be released with final bill.
- Consultant has to enter in to Agreement with SMC as per prevailing policy.
- Agency should have valid GST registration.

E. Earnest Money Deposit:

- The Consultant shall pay Earnest Money Deposit of Rs. 5,000/- by pay order/Demand Draft issued in favour of Commissioner, Surat Municipal Corporation.
- Offers without E.M.D. would be rejected.

F. Payment Milestones

- Payment to the consultant shall be made in stages as mentioned below, subject to approval of the competent authority:



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Stage	Milestone	Payment (%)
I	Completion of planning survey, requirement assessment, and submission of preliminary report	20%
II	Submission of estimation and technical specifications	30%
III	Submission of tender documents,	30%
IV	Completion of technical evaluation, and submission of evaluation report financial evaluation, recommendation, and award of contract	20%

➤ (Total payment shall be 100% of the quoted consultancy fees.)

G. Quotation (Financial Bid)

- The consultant shall quote lump-sum consultancy fees for the complete scope of work.

Sr. No.	Particulars	Amount (₹) (Lump sum) (Excluding GST if applicable)
1	Consultancy charges for the above work considering overall scope of work. Total Quoted Amount	₹
	Total Quoted Amount (in Words)	₹

- GST and other applicable taxes shall be payable as per prevailing Government rules.



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H. Mode of Submission:

- Offer must be submitted in sealed cover super scribed with the name of work as **"Consultancy Work related to the work for Supply, Commissioning and Delivery of New Mechanical Road Sweeper Machines with Comprehensive Operation and Maintenance for various zones of Surat city"** so as to reach at The Chief Accountant, Accounts Department, Surat Municipal Corporation, Muglisara, Surat on or before Dt. **30 / 01/2026** by /Speed Post/ RPAD only.

Thanking You,

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Name of Consultant:

Sign & Stamp: