

**Surat Municipal Corporation**  
**East Zone-A(Varachha)**  
**Quotation Inquiry form**

QUOTATION NO. Dy. Comm.(D.)/EZ-A/12/2025-26		DATE:	04/02/2026
NAME OF WORK	Annual Maintenance Contract for Various size of diesel Generator sets at various location of East Zone-A for 2 years.(3rd Attempt)		
ESTIMATED AMOUNT:	----	EMD AMOUNT:	Rs.5,000/-
VALIDITY PERIOD :	120 Days	Agency Category :	Experienced
REQUIRED DOCUMENTS	(1) Permanent Account Number (PAN) copy. (2) GST Registration certificate. (3) Experience Document (4) Solvency Certificate		
TENDER AVAILABILITY	ONLINE		
ISSUING AUTHORITY	Executive Engineer, Old East Zone(Varachha), Surat		
ISSUING OFFICE	Administrative office, Old East Zone(Varachha), Prajapita BrahmaKumari Road, L.H.Road, Opp. Panchavati wadi, Varachha, Surat.		
INVITING AUTHORITY	Executive Engineer, Old East Zone(Varachha), Surat		
SUBMISSION DATE	Last date: 16/02 /2026 Time : 18.00 P.M.		
SUBMITTED TO,	EXECUTIVE ENGINEER OLD EAST ZONE(VARACHHA), PRAJAPITA BRAHMAKUMARI ROAD, L.H.ROAD, OPP.PANCHAVATI WADI, VARACHHA, SURAT		
<b>G.S.T. WILL BE APPLICABLE IN ACCORDANCE WITH THE PREVAILING NORMS OF GOVERNMENT.</b> <b>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)</b>			

GST(Goods & 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.

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 for the amounts actually remitted by the Successful Tenderer / Contractor to the Competent Authority along with a Certificate firm 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 form 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.

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.

	SIGNATURE OF ISSUING AUTHORITY	
	S/D	
	EXECUTIVE ENGINEER EAST(VARACHHA) ZONE-A SURAT MUNICIPAL CORPORATION	



Executive Engineer

## East Zone-A (Varachha)

### Surat Municipal Corporation

Prajapita Brahmakumari road, Besides Saifi society  
Opp.Panchvati wadi, L.H.Road, Varachha, Surat-395 003.  
Ph. : 2547750 - 2551363

### **QUOTATION INQUIRY**

**To,**

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**SUB:-** Annual Maintenance Contract for Various size of diesel Generator sets at various location of East Zone-A for 2 years.

Dear Sir,

Surat Municipal Corporation East Zone-A is inviting quotation for Annual Maintenance Contract for Various size of diesel Generator sets at various location of East Zone-A for 3 years.

You are requested to send your offer in a sealed cover with **E.M.D of Rs.5,000/-** 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 [East Zone-A] on or before Dt.16/02/2026 6.00 pm. Please note that the sealed cover shall be super scribed with the name of work. The terms & conditions for this offer are as follow, failing which the quotation shall be rejected out rightly.

### **SCOPE OF WORK**

- Please site visit and get acquainted with site situations before quoting the price.
- Maintenance and repairing work includes General breakdown and 4 Visit per year for Routine Maintenance of Diesel Generator.
- Breakdown Maintenance must be attended within one hour after intimation from this office.
- Routine Maintenance must be carried out at every 3 Month.
- Checking of earth resistance of Earth Pit for generator.
- Carrying out quarterly inspection of all equipment as a part of Preventive Maintenance in accordance with relevant preventive Maintenance check List and as per schedules recommended by respective manufacturer.
- The routine Maintenance include checking working condition of Diesel Engine, Overhauling, Checking Engine Fuel and Exhaust system, Oil Replacement at every 1 year or as per manufacturer manual whichever completed first, Air Filter and V- Belt must be replaced at every 1000 Hours or as per item condition.
- If any other material except Oil Replacement and Air filter, V Belt if required must be supplied at the Rate of Respective Manufacturer Price List without Labour charges. Separate Work order will be given for this Extra Items if required. No additional labour cost shall be paid for these items.
- Quarterly Checking the Generator set and equipment such as Battery, Panel and their electrical, mechanical controls on the respective equipment.
- Quarterly checking fuel lines and the Diesels leaks, spark plug, coolant top up,
- Quarterly Lubrication of all necessary points in the system & its components in line with the checklist.
- Half yearly inspection & replace air filters Oil filters and Fuel Filters, fan belts if required.
- Half yearly checking Flush Cooling System.
- Half Yearly checking internal wiring and electrical system.
- Contractor shall have to provide necessary spare parts and consumables required for maintenance.
- for replacements arising out of normal wear and tear, the items used will not be paid extra to contractor.
- Comprehensive annual maintenance contract shall be for 2(two) years.
- The contractor will have to give regular service and have to co-ordinate the repairing of machine according to department's requirement and convenience. However schedule is to be fixed in advance for every machine.

- Spare parts used for repairs shall be original genuine and of good quality and/or same/equivalent as defective/Damage material to be replaced. No second hand material will be tolerated for replacement purpose.
- Each visit, problem, complain, information regarding repairing/replacements, suggestions shall be entered in a history card or history register.
- SMC shall not provide any transportation fare or other charges if a question arises of transfer of any machine under contract outside the campus for repair.
- The maintenance work shall be carried out by certified technicians only.
- Technicians employed 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. contractor shall have to take necessary insurance policy and work man compensation policy etc.
- All the Acts Rules and Regulation applicable for such type of work shall be followed by contractor.
- It shall contractor responsibility to get acquainted with type of acts rules, regulations, and general rules, applicable to this type of work.
- The Contractor shall quote the rate in "price schedule" only.
- All tools, tackles, labour and material including consumable etc required will be in scope of contractor.
- This work is comprehensive in nature and includes all type of minor/major tools, tackles, and man power.
- Breakdown calls shall be attended within 3 hour.
- The contractor shall be responsible for safety on site during the works. All the necessary personal protective safety equipments, material for the staff shall be bought by the contractor
- The Corporation will not be responsible for any accident/injury to the staff of the contractor. Further the Corporation will not provide any insurance or medical facility to the staff of contractor. It is contractor's responsibility to take insurance of his employees, medical facility work compensation etc. as per workman compensation act and all other relevant laws.
- Report for Routine and Breakdown Maintenance must be submitted to this office.
- The contractor will have to give regular service as mentioned and have to co-ordinate the repairing of machine according to department's requirement and convenience. However schedule is to be fixed in advance for every machine.
- Contractor shall have to submit self attested prevailing manufacturer price list for Various Parts along with Technical bid, however successful contractor has to submit the fresh self-attested copy of prevailing price list time to time as and when required.

### **1. 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:

1. If breakdown call not attended within 3 hour from intimation, a penalty of Rs.200/- per Hour shall be levied. Further, if the problem does not resolve after 03 days than penalty will be 500/- per day from 6th day shall be considered up to 10 days.
2. If contractor fails to repair Generator after 10 days than SMC shall carry out the work at risk & cost of contractor, and expense incurred for completing the work plus penalty of Rs.4,000/- per machine shall be levied from bill
3. If it is found that contractor is using / has not used material/part Original product of manufacturer /Other than specified elsewhere in Contractor, Contractor shall replace that material/part on intimation by SMC. If not, the material will be replaced by corporation and the cost of replaced part plus a penalty of Rs.2000/- per incidence will be charged from the bill of the contractor.
4. If routine maintenance of all the machines is not carried out as per schedule, then SMC shall carry out the work at risk & cost of contractor, and expense incurred for completing the work plus penalty of Rs.2000/- shall be levied for a bill period.

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

## **2. TIME LIMIT / WORK COMPLETION PERIOD**

- Time limit for the entire job will be 2 years.

## **3. Documents Required :-**

- Permanent Account Number (PAN) copy.
- GST Registration certificate.
- Solvency Certificate: The contractor shall produce latest solvency certificate (valid up to/after tender validity period of 120 days) of minimum 20% amount (Rs.1,00,000.00) of the estimated value of Rs.5,00,000.00. Solvency certificate shall be considered valid for 1 year from date of issue by respective bank.
- The contractor shall have an active experience within least 07 (Seven) years in similar works. ie Annual Maintenance of DG Set.

## **4. PRICES AND PAYMENTS: -**

- **All rates should be quoted excluding GST in separate sealed cover along with technical bid.**
- The tenderer must understand clearly that the prices quoted are for the total works i.e. Annual Maintenance and include all costs due to spare parts, material, labour, supervisions, transportation, loading unloading watch and ward etc. mentioned in scope of work.

## **5. SECURITY DEPOSIT/AGREEMTNT/STAMP DUTY:**

- The successful Contractor shall be required to deposit an amount equal to **2% of the total order value as Security Deposit in Municipal Treasury** in Cash/ by Demand Draft within 15 (Fifteen) days of order failing which penalty @ 0.065% of the Security Amount per day of delay shall be charged.
- The 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.

## **TERMS OF PAYMENTS: -**

- No payment shall be made in advance
- AMC: Payment shall be made on quarterly basis.
- 93 % of the quoted amount shall be paid after quarterly servicing all equipment.
- 7% of the amount from each bill shall be kept as retention and shall be released in final bill after contract is over

S/D

Executive Engineer  
East Zone-A (Varachha)  
Surat Municipal Corporation

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

# Price Bid

**Name of Work:** Annual Maintenance Contract for Various size of diesel Generator sets at various location of East Zone-A for 2 years. (3rd Attempt)

Sr. No	Description	Unit	Qty.	Rate/Month (Without GST)	Amount (Without GST)
A	B	C	D	E	F=DXE
1	AMC for 125 KVA Generator set at Sardar Patel Smruti Bhavan.	Nos.	1		
2	AMC for 62.5 KVA Generator set at Magob Health Centre	Nos.	1		
3	AMC for 40 KVA Generator set at Puna Health Centre	Nos.	1		
4	AMC for 35 KVA Generator set at Varachha Khadi Flood Gate.	Nos.	1		
5	AMC for 7.5 KVA Generator set at Old Zone Office, Karanj Civic Centre, Puna Civic Centre.	Nos.	3		
6	AMC for 5 KVA Generator set at Karanj Health Centre, Varachha Health Centre(vaishali).	Nos.	2		
<b>Total Amount (without GST) for one month</b>				(G)	
<b>Total Amount for One Year (without GST)</b>				(H) = ( G x 12 month)	
<b>Total Amount for Two Year (without GST)</b>				(I) = (G x 24 month )	

S/D  
 Executive Engineer  
 East Zone-A (Varachha)  
 Surat Municipal Corporation

**(Seal & Signature of Bidder)**