



No :-Workshop/AS /Q/16  
Date :- 09/03/ 2026.

### QUOTATION INQUIRY

To,

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**Name of Work:** - Supply of battery Acid, Distilled water and Enamel thinner on rate contract basis at Municipal Workshop, Surat

#### **Motive & Scope of work:-**

- Surat Municipal Corporation has more than **900 vehicles and machinery** (TATA, SML, Eicher, JCB, etc.) of various makes and models. Many of these vehicles are repaired and maintained **in-house by SMC using its own manpower**. During the repair and maintenance process, **battery acid, distilled water, and enamel thinner** are regularly required. Hence corporation wants to procure such items on rate contract basis as and when required by accepting offer as absolute rate

#### **Amount and Contract Period:-**

- Overall Amount limit of **Rs.1,00,000/- (Estimated)** for a period of **36 Months** from the date of Main Work order.

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

- The successful bidder has to supply battery Acid, Distilled water and Enamel thinner on a **rate contract basis** at Municipal Workshop of Surat Municipal Corporation.
- The bidder has to supply battery Acid, Distilled water and Enamel thinner **by quoting the rate per unit quantity** below.

Sr No	Item Description Compatible to use with	Description	Rate Per litre Inclusive of GST and all other cost
1	Battery Acid	Specific Gravity 1.25 Compatible to used with Lead acid Battery	
2	Distilled Water	Compatible to used with Lead acid Battery	
3	Enamel Thinner ( Brush Painting)	Compatible to use with Enamel Paints	
4	Enamel Thinner ( Spray Painting)	Compatible to use with Enamel Paints	

Note:-

- Evaluation of tender will be carried out based on above provided details.
- Even L1 offer with incomplete details won't consider. It's ignored as if offer not given at all and its must not remain objectionable to bidder.
- After offering rate bidder has to cover it with transparent tape.
- Bidder has to seal the quotation after offering rate and that sealed quotation cover must be duly super scribed with "*Quotation No , Name of work, Last date of submission and Name of bidder Party as sender*" and submit as per below schedule

**Schedule:-**

Date Of Submission Of Quotation	<i>On or before Date: 13/03/2026</i> , up to 17:00 hours <i>To</i> , Office Of Executive Engineer (Workshop /Mech) Municipal Workshop , Umarwada -395010, Surat <i>by</i> RPAD / Speed Post . Hand Delivery also accepted.
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**Documents to be attached with Offer:-**

Sr No.	Documents
1	Copy OF PAN
2	Copy OF GST
3	Last 3 Year Turnover Certificate Or ITR

**Evaluations of Offers:-**

- S.M.C. will evaluate the quotation based on the **quoted unit rates and compliance with all quotation conditions**. Only bids fulfilling all the requirements and favorable to Surat Municipal Corporation will be considered.
- The bidder must quote the unit rate for **Thinner, Battery Acid and Distilled Water** as mentioned in the quotation schedule. The lowest quoted rate (L1) for the respective item will normally be considered for awarding the contract.
- SMC reserves the right to accept or reject any or all quotations without assigning any reason if the offer is not found suitable in the interest of the Corporation.
- The order quantity will be decided by the competent authority of SMC, and the bidder shall have no claim regarding the order quantity or value.
- The Corporation may split the order between more than one bidder if required. In such cases, all terms and conditions of this quotation and contract agreement shall remain applicable to each successful bidder.
- As the price bid opens automatically along with the quotation, it will be considered valid only if the bidder has submitted all the required documents as per quotation terms and conditions. If the required documents are not submitted, the offer shall be treated as null and void and ignored as if no offer has been submitted.

**Important thing to be considered:-**

- The quoted rate must include all applicable taxes, duties, levies, transportation, carting, insurance, loading, unloading, and delivery charges up to Municipal Workshop, Umarwada, Surat Municipal Corporation.
- The bidder must ensure that the Battery Acid and Distilled Water supplied are of standard quality and suitable for automotive batteries used in municipal vehicles and machinery.
- The bidder shall give priority to the work assigned by Surat Municipal Corporation.  
No advance payment shall be made.
- Surat Municipal Corporation may seek clarification regarding GST matters such as HSN Code and applicable GST rate of supplied items. The bidder shall provide necessary details if required.
- The successful bidder shall submit bills in the prescribed format of Surat Municipal Corporation.
- Bidders may visit the Municipal Workshop in person in case of any ambiguity and obtain clarification before submitting the quotation.
- The Corporation reserves the right to reject the lowest or any other offer wholly or partly if it is not found suitable in the interest of the Corporation.
- The maximum time limit for supply shall be **10 days** from the date of issue of the purchase order.
- In case of delay in supply, penalty at the rate of **0.2% per** day on the unexecuted portion of the order, subject to a **maximum of 10% of the order value**, shall be levied.
- Payment shall be made within 30 days after submission of invoice and completion of required formalities.
- 100% payment of invoice value will be made, subject to standard deductions as per prevailing rules and regulations of Surat Municipal Corporation.
- Successful Bidder need to submit **2% of order amount as initial security deposit** in a form of Demand Draft favoring Commissioner, Surat Municipal Corporation
- The successful supplier shall be required to execute a contract agreement along with undertaking on Gujarat Stamp Paper worth **₹300 + ₹300** (to be brought by the contractor). If stamp duty is revised by Government, the revised rate shall be applicable.
- Quotation documents are non-transferable.
- Any further details can be obtained from the office of the Executive Engineer, Municipal Workshop, Near Bombay Market, Umarwada, Surat – 395010 before submitting the quotation. No dispute at a later stage shall be entertained.

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I/C Executive Engineer,  
Municipal Workshop,  
Surat Municipal Corporation

Seal and Signature of Contractor /Bidder