



**SURAT MUNICIPAL CORPORATION
NORTH ZONE
QUOTATION/CONSENT FORM**

QUOTATION NO. Dy. Municipal Commissioner /North Zone/01/2026-27		DATE : 06 /05 / 2026	
Providing Manpower For Operation Of Existing Sound System, Hall/ Stage Lighting, Led Screen At Atal Bihari Vajpayee Auditorium for 1 (One) Year in North (Katargam) Zone Of SMC.			
ESTIMATED AMOUNT:	Rs. 5,00,000.00	EMD AMOUNT: 5000.00	Tender fee -----
validity period : 120 Days		Agency Category : --- Experienced	
Required Documents			
1	Similar Type Of Work Order / Experience Certificate		Yes
2	GST Registration Certificate		Yes
TENDER AVAILABILITY			
ISSUING AUTHORITY	Executive Engineer, North Zone, Surat		
ISSUING OFFICE	Administrative office, North Zone(Katargam), Nr. Gajera School, B/S Ramji krupa Raw House, Katargam, Surat.		
INVITING AUTHORITY	Executive Engineer, North Zone, Surat		
Submission Date			
Last date: 18/05/2026		SUBMITTED To,	
Time : 17.30 P.M.		EXECUTIVE ENGINEER ADMINISTRATIVE BUILDING, NORTH ZONE (KATARGAM), NR. GAJERA SCHOOL, B/S RAMJI KRUPA RAW HOUSE, KATARGAM, SURAT.	
<u>GST CLAUSE FOR CONSTRUCTION/ ERECTION/ COMMISSIONING/ INSTALLATION/ REPAIRS/ MAINTENANCE/ RENOVATION/ FABRICATION OF STRUCTURE INCLUDING BUILDING (MEANS ALL WORKS CONTRACT/ TURN KEY PROJECT/ SUPPLY OF MATERIAL/ GOODS)</u>			
GST (Goods and 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 if GST (Goods and 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 contractor/ successful Tenderer to the competent Authority along with a certificate from Chartered Accountant of contractor/ successful Tenderer 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 contractor/Tenderer, 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 Tenderer in this regard. Further, the non-payment 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 successful contractor/Tenderer only, in no case SMC shall be liable for the same.			
SIGNATURE OF ISSUING AUTHORITY			
S/D EXECUTIVE ENGINEER NORTH ZONE SURAT MUNICIPAL CORPORATION			



SURAT MUNICIPAL CORPORATION NORTH ZONE

ADMINISTRATIVE BUILDING, NORTH ZONE

(KATARGAM),

Executive Engineer

NR. GAJERA SCHOOL, B/S RAMJI KRUPA RAW HOUSE,
KATARGAM, SURAT.

Ph.No. 0261- 2485700, Fax No. 0261- 2486300

NZ/OUT/No. 1319

Date: 06/05/2026.

QUOTATION INQUIRY

To,

SUB:- Providing Manpower For Operation Of Existing Sound System, Hall/ Stage Lighting, Led Screen at Atal Bihari Vajpayee Auditorium for 1 (One) Year in North (Katargam) Zone Of SMC.

Dear Sir,

Surat Municipal Corporation North Zone is inviting quotation for Providing Manpower For Operation Of Existing Sound System, Hall/ Stage Lighting, Led Screen at Atal Bihari Vajpayee Auditorium for 1 (One) Year in North (Katargam) Zone Of SMC.

You are requested to send your offer in a sealed cover with E.M.D of Rs. 1,000/- 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 [North Zone] on or **before Dt.18/05/2026 up to 5.30 pm**. Please note that the sealed cover shall be super scribed with the name of work " Providing Manpower For Operation Of Existing Sound System, Hall/ Stage Lighting, Led Screen At Atal Bihari Vajpayee Auditorium for 1 (One) Year in North (Katargam) Zone Of SMC ". The terms & conditions for this offer are as follow, failing which the quotation shall be rejected out rightly.

SCOPE OF WORK :-

1. Only qualified and experienced person/s must be employed for job. The corporation will not be responsible for any accident or injury to the workman/staff of the contractor. No compensation of any kind shall be paid by the corporation. The contractor shall observe all applicable latest Government rules and regulation regarding this type of work, etc.
2. The contractor shall quote the rate in "Price Schedule". No alterations in form of quotation and in "Price Schedule" and no additions in the shape of special stipulation will be permitted. Quotation, which do not fulfill all or any of the conditions or are incomplete in any respect are liable to be rejected.
3. The contractor should offer the rates in price schedules only. Quoted rate be without GST.
4. Site visit should be done and necessary information should be collected and nature and scope of work before quoting the rates. No dispute at later date shall be entertained.
5. Contractor must have relevant experience(s) of operation & setting of professional Sound systems, Hall/ Stage Lighting, Led Screen.
6. No payment other than quoted rates shall be made to contractor for execution of this work.

7. The contractor should employ minimum skilled/experienced person for operation of sound system, **Hall/ Stage Lighting Setting & Operation** and LED Screen during program.
8. Unsatisfactory and inefficient running of the sound system, hall/ stage lighting, LED screen supported by the reasons, which are under control of the contractor, will be highly objected. If any problems/fault occurs in sound system, lighting due to misconduct/mal – operation/ malfunction, of which reason/ attributed to contractor, repair of equipment/ loss to the SMC shall be recovered from the contractor. In such case decision of Municipal commissioner shall be final and binding to contractor.
9. It is contractor's responsibility to collect the program schedule from Shri Atal Bihari Vajpayee Auditorium and strictly follow it as per instruction of manager.
10. Operator should remain present atleast two(2) hours before the starting time of the program for necessary preparation of the show and remain present up to the completion of the program.
11. It is contractors responsibility to install system's equipment/instruments before and during the program and dismantle the same and submit them back to concern person of SMC after completion of program.
12. All efforts will be taken and sufficient arrangement shall be made by contractor to prevent inconvenience to performers/personal arranging the program. Deputed person should remain polite and co – operative with the program organizer and should strictly follow instruction of Manager.
13. All central/state government/Local body's rules and regulations pertaining to this contract shall be followed and observed by the contractor without any extra cost to the corporation. The staff should follow the instruction given by the in charge of the Shree Atal Bihari Vajpayee Auditorium.
14. As per general practice by different auditoriums of SMC, following is the schedule during which the
15. Qualified Tendered Take All Responsibility.
programs are booked. So contractor shall arrange his staff accordingly.(Approx.)
09:30 A.M to 01:00 P.M.
03:00 P.M to 06:30 P.M.
09:00 P.M to 12:30 A.M.
09:30 A.M to 04:00 P.M (Two program continuous)
16. Contractor shall comply with all safety rules and regulations and all inter disciplinary measures followed by the corporation. The corporation shall not responsible for any accident/injury to the staff of the contractor. It is contractor's responsibility to take insurance of his employee and to provide medical facilities and workman compensation etc. to the staff.
17. Surat Municipal Corporation has reserved all the rights to accept or to reject any or all the quotation without assigning any reasons thereof.
18. No correction, over-writing, erasers in filling quotation shall be considered unless countersigned.
19. The person below the age of 18 years shall not be permissible.
20. During the execution of work, the contractor should properly cover-up and protect the instruments/controllers/machines liable to damage or deterioration by exposure to the weather and should also take every precaution against damage to the machinery from any cause. If any problems happen in equipment during program , contractor should arrange for the same for a time being. Repairing of faulty equipment shall be done by SMC.
21. Contractor should have to provide identity card to the deputed person and it should be get endorsed from manager of Shree Atal Bihari Vajpayee Auditorium. Deputed person should be dressed properly with good appearance.
22. Rates shall be quoted for a program of 3.5 hours. Extra payment shall be made per 30 minutes if program exceeds its the limit .Moreover, these rates shall be applicable to any type of program e.g. Meeting /Seminar/ Promotional Event / Play /Cultural or Dance programs etc.
23. The contractor shall carry out the work satisfactorily for the said period agreed by the corporation.
24. In case of any misunderstanding due to the interpretation of any terms, condition or specification decision of head of department of Shree Atal Bihari Vajpayee Auditorium of Surat Municipal corporation , Surat shall be final and binding to the contractor.
25. Any other details If required can be obtained from the manager, Shree Atal Bihari Vajpayee Auditorium, Surat Municipal Corporation, Surat on request and prior to submission of qoutation. No dispute at a later date shall be entertained.
26. In Case of any government program, 25 % of the sanctioned rate will be paid for Rehearsal on the day before the Program or for rehearsing before the Program Session.
27. Qualified Tendered Take All Responsibility.
28. The rates shall stay unaltered till 1 year or within limit of Rs.5,00,000/- + GST Extra whichever is earlier. No price escalation will be applicable during the contract period.
28. If any extra equipment is require for the program, then payment shall be made as per SOR Rate/ Last sanctioned rate/ Market rate.

TIME LIMIT / WORK COMPLETION PERIOD :-

- Time limit for the entire work shall be 1(One) year OR within limit of work order amount whichever is earlier.

EXPERIENCE REQUIRED :-

- All deployed staff should have work experience of same type of work.
- All deployed staff should have good manners.

SECURITY DEPOSIT/AGREEMENT/STAMP DUTY :-

- Successful Contractor shall be required to deposit an amount equal to 2% 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 excluding GST.
- Contractor must understand clearly that the prices quoted are for the total works i.e. include all Material/Spares, labour, supervisions, transportation, loading unloading watch and ward etc. excluding 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.
- 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 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 in any program operator will not remain present than penalty should be charged Rs.1000/- per program.
- (2) If the employee of contractor damages any part of the sound system while transferring, handling or operating, the expense behind the repair plus a penalty of Rs.500/- per incidence shall be levied.

Note :- If the work is found unsatisfactory than the contract may be terminated & the security deposit will be forfeited as per the norms and as may be decided by the competent authority of Surat Municipal Corporation.

S/D
Executive Engineer
North Zone
Surat Municipal Corporation

SEAL & SIGNATURE OF THE TENDERER:-

SURAT MUNICIPAL CORPORATION

PRICE BID

**Name of Work: - Providing Manpower For Operation Of Existing Sound System, Hall/
Stage Lighting, Led Screen at Atal Bihari Vajpayee Auditorium
for 1 (One) Year in North (Katargam) Zone Of SMC.**

	DESCRIPTION			Rate without GST in (Rs.)	Amount without GST in (Rs.)
	PRICE SCHEDULE				
I	ONE YEAR OPERATION CONTRACT	Unit	Qty		
1	Operating of Digital Sound System Per Programme Shift. (3:30 Hours Per Programme Shift)	Job			
2	Operating of Lighting system Per Programme Shift. (3:30 Hours Per Programme Shift)	Job			
3	Operating of LED Screen Per Programme Shift. (3:30 Hours Per Programme Shift)	Job			
4	Overtime for Operating of Sound System, Lighting system, LED screen Per Programme Shift. (00:30 Hours Per Overtime Shift)	Job			
Total Amount in Rs.					
Total Amount in words Rs.					

**S/D
Executive Engineer
North Zone
Surat Municipal Corporation**

SEAL & SIGNATURE OF THE TENDERER:-