

**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/Out/121  
Date :- 12 /05/2026.

**CONSENT LETTER**

To,  
.....,  
.....,  
.....,  
.....

Sub: - Supply of HSD and MS in accordance with the requirements of Surat Municipal Corporation.

Class of Contractor	Authorized Petroleum product dealer nearby Surat City Limit.
Required Documents	1- Dealer Certificate 2- GST Certificate.
Issuing Of Consent document from Municipal Workshop. OR Downloaded from SMC website.	From 11/05/2026 to 16/05/2026 up to 16.00 hrs.
Submission of documents in hard copy (Original).	Up to 16/05/2026 (16:00 Hrs) To, Surat municipal Workshop,

**Gentleman,**

Surat Municipal Workshop Invite for Consent for Supply of HSD and MS in accordance with the requirements of Surat Municipal Corporation. You are requested to offer rate in here mentioned format of this consent letter and that sealed consent letter must be duly super scribed and returnable on or before **Dt.16/05/2026** to the office of the undersigned at Municipal Workshop.

- Bidder has to Supply of HSD and MS in accordance with the requirements of Surat Municipal Corporation by giving offer on retail market.

Description	Discount Rate(Rs)
Supply of HSD with per-litre discount on retail price.	
Supply of MS with per-litre discount on retail price.	

**Terms and Conditions for Consent Letter**

1	Supply period :	Within 1 hours from the date of receipt of the Sub Work
2	Validity of Consent Letter :	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	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/Serviceing 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.

- 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 Consent Letter.
- Consent Letter Documents can be downloaded from Surat municipal corporation web site up to Date mentioned in the this quotation.
- Late Consent Letter / delayed Consent Letter 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 Consent Letter 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.
- 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 terrif .

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
- Consent Letter 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.
- 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:-**

- The bidder shall ensure continuous and uninterrupted supply of HSD and MS during all working hours, including Sundays, holidays, and emergency situations as required by SMC.
- The petrol pump shall remain operational with adequate dispensing units, manpower, and infrastructure to handle the volume of SMC vehicles without delay.
- The bidder shall comply with all applicable statutory regulations, safety norms, and guidelines issued by competent authorities.
- The driver/operator of the vehicle must present a valid, written fuel coupon issued by the Municipal Workshop at the time of refueling.
- The bidder shall verify the authenticity of the coupon before dispensing fuel.
- Each fuel coupon shall clearly mention the vehicle number, type of fuel (HSD/MS), quantity authorized, date, and signature/stamp of the issuing authority.
- Fuel shall be supplied strictly as per the quantity mentioned in the coupon. Any deviation shall not be entertained.
- The bidder shall maintain proper records/registers of all coupons received and fuel supplied, duly signed by the vehicle driver and pump operator.
- All used coupons shall be preserved and submitted along with the bill for verification and payment processing.
- Fuel shall be dispensed only directly into the fuel tank of the respective authorized vehicle.
- Under no circumstances shall loose diesel/petrol be issued in cans, containers, or any other unauthorized means.
- Partial or excess filling beyond the authorized quantity mentioned in the coupon shall not be permitted.
- The bidder shall maintain day-wise records of fuel supplied, including vehicle number, quantity, date, and time.
- Any discrepancies found during inspection or audit shall be the responsibility of the bidder.
- The bidder shall submit bills/invoices along with original fuel coupons and supporting documents on a periodic basis as prescribed by SMC.
- Payment shall be released only after thorough verification of submitted coupons, records, and supporting documents by the Municipal Workshop.
- In case of any discrepancy, mismatch, or incomplete documentation, payment shall be withheld until satisfactory clarification is provided.

- No claim for payment shall be entertained without submission of proper supporting documents.
- The bidder shall not refuse refueling to any authorized SMC vehicle under normal operating conditions.
- Any violation of the above conditions may result in appropriate action, including suspension or termination of the agreement as per SMC rules.

The name of work i.e. **"Supply of HSD and MS in accordance with the requirements of Surat Municipal Corporation."** Must be mentioned on the envelope without which Consent is likely to be rejected. Hand delivery also accepted.

Thanking you,

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

\* SIGNATURE & SEAL OF CONTRACTOR \*