Smit Lodha I.A.S
Deputy Commissioner

Surat Municipal Corporation
Shri Tapipura, Surat - 395003

SMC/ISD(ICCC)/OD/No.: 415
Date: 10/09/2026

To
«COMPANY_NAME»,
«ADDRESS1»
«ADDRESS2»
«CITY» -«PINCODE»

Sub.: **Supply of Apple iMac**

Dear Sir(s),
Surat Municipal Corporation intends to buy **Apple iMac**.

The terms and conditions for bidding shall be as detailed below:

1. Prices to be quoted should be inclusive of all Central/State taxes, levies, Transportation, handling charges F.O.R. SMC premises packing, forwarding, transit losses, insurance, loading and unloading and all other breakage, leakage, losses shall be borne by the agency.

2. **TAX LIABILITY**

   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 of the amounts actually remitted by the Successful Tenderer / Contractor to the Competent Authority along with a Certificate from 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 from 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 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 Contractor/Successful Bidder Only, in no case SMC shall be liable for the same.

   The contractor will submit the invoice to the SMC having GSTIN of SMC mentioned therein and the taxes shall be shown separately on the face of the invoice so as to claim as ITC by SMC.

3. The **prices/charges quoted for Apple iMac** should also include:

i. Cost of necessary device drivers/software that are specified/not specified in this quotation but necessary.

ii. Delivery at installation site in SMC's main office or at any other office to be decided by the SMC, within Municipal limit.

iii. Transit Insurance, Freight and loading, unloading charges up to SMC's site.

iv. Installation of the device driver/apk if any.

4. The offer should be valid for acceptance for a **minimum period of 120 days from the date of opening of the quotations.** If desired by SMC, it will have to be extended for a further period also.

5. The right to reject/accept any/all quotations(s) without assigning any reason thereof is reserved.

6. The SMC may buy full/partial quantity from one/more agency(s) and may split/defer/stagger the order(s)/deliveries. The rates quoted by the agency will be applicable on partial quantity also.

7. The successful agency will be required to place **Security Deposit @ 5%** of the consideration of the Contract by Cash/Cheque/Demand Draft/Banker's Cheque Payable at Surat in favour of Surat Municipal Corporation of any scheduled/nationalised bank **within 10 calendar days** from the date of notice of award of contract, failing which a **penalty @ 0.065%** of the amount of security deposit will be imposed for delay of each day.

8. In case, the awardee i.e. the selected agency fails to supply specified quantity and quality of goods in time or the performance of such supply/supplies is/are not found upto the mark or found of an inferior quality vis-à-vis specifications, the security deposit will be forfeited at once.

9. The Awardee i.e. the selected agency will have to enter into an agreement with SMC and submit an Undertaking for supply of goods and its/their installation, Commissioning etc. on a Rs.300/- stamp paper of Government of Gujarat at the agency's own cost **within 10 (ten) calendar days** period from the date of Notice of Award. No claims for payments will be entertained without completion of this process.

10. The agency shall be required to carry out corrective maintenance of all hardware/peripherals supplied including replacement of defective parts, installation/reinstallation and configuration/reconfiguration of hardware, required device drivers and other tools during warranty period.

11. The agency shall be required to repair the faulty component/equipment at the earliest. However if any component/equipment gives continuous trouble, the agency shall replace the same with the new compatible component/equipment of the same or higher configuration without any additional cost to SMC.

12. All goods to be supplied should be of specified or higher speed/technology/version than that specified in the quotation/work order.

13. It should be noted that the lowest rate(s)/price(s) will not be the sole criterion for accepting quotation for any of the goods but emphasis will be given to the quality of the products and even the readiness to offer innovative technology thereof.

14. Any offer/quotation not meeting the terms and conditions mentioned hereinabove will be liable for rejection without assigning any reason thereof.

15. The successful agency shall deliver Apple iMac as detailed in this quotation **within 7 calendar days from the date of the Work/Purchase order**. A **penalty of 0.2%** of the consideration of contract for a particular item will be charged for delayed supply for delay of each day thereafter.
16. **Single Point of Contact:** Agency will nominate one senior person as the Single Point of Contact (SPOC) for the purpose of receiving the complaint and resolution of the same. The mobile no. of the same will be shared with the end users as well. The nominated SPOC must interact cordially with the end user. S/he will carry out necessary activities to resolve the problem in order to ensure maximum uptime.
17. The agency shall extend all the benefits to the SMC such as free samples of products, materials, goods, articles including any kind of discount, rebate, commission, incentives normally offered to any other buyer in the form of gift or otherwise as part of the sales promotion scheme(s). If any such sales promotion scheme(s) is /are already launched for the product and is/are in force while the quotation process is on, mention of details of such scheme(s) must be made explicitly in the offer.
18. Quotation once filled in, submitted shall not be allowed to be withdrawn till the validity of the quotation remains in force.
19. The liability as to any damages and/or loss otherwise to any movable or immovable properties, assets during loading, unloading or otherwise during the period of supply, whether knowingly or unknowingly done or occurred shall be made good forthwith to the SMC by the Awardee agency upon a communication made thereof.
20. The contract shall be governed by the Laws in India and shall be subject to the jurisdiction of Surat.
21. Payment shall be made only to the successful agency. Third party billing or payment shall not be allowed.
22. The terms of payment shall be as under:
    - 100% in 45 days of Full Supply
23. A prospective agency is requested to submit **Colour scanned copy of duly filled, signed and stamped price quotation on company letterhead along with duly signed and stamped quotation paper**, via e-mail, to the following e-mail id **on or before September 14, 2026**. E-mail id for submission of price quotation: isd.hardware@suratmunicipal.org.
24. Any other information can be obtained from Information Systems Department of SMC.

SD/-
Deputy Commissioner
Surat Municipal Corporation

Quotation for Apple iMac

(Tobe submitted on company letterhead)

Reference: SMC's quotation no. SMC/ISD(ICCC)/OD/No. <<>> dated <<>>

Sr. No.	Item Description	Qty.	Unit Rate excl. GST	GST (%)	Unit Rate incl. GST
1.	**Supply of Apple iMac having** - Apple M4 chip - 10-core CPU, 10-core GPU and 16-core Neural Engine - 24GB unified memory - 512GB SSD - Gigabit Ethernet - Magic Mouse - Magic Keyboard with touch id - 24" 4.5K Retina display - 12MP Center Stage camera - 3.5mm headphone jack - Support for up to two external displays **OEM standard 1 year warranty**	01			

Name of Organization:			
Address:			
Details of Authorised Person Signing this Quotation			
Name:			
Designation:		**Contact No. & Email Address**	
Date:		**Company Stamp:**	