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

QUOTATION NO. Dy. Comm./EZ-A/16/2026-27		DATE:	04/11/2026
NAME OF WORK :-	All inclusive Annual Maintenance Contract of Water Cooler and Air Conditioner Machines installed at various Municipal Buildings in East (Varachha) Zone - A area for the period of Two(02) years.		
ESTIMATED AMOUNT :-	Rs.5,00,000/-	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 Documents like 3(A) Form of completed work		
	(4) Solvency certificate		
TENDER/ QUOTATION AVAILABILITY :-	ONLINE		
ISSUING AUTHORITY :-	Executive Engineer, East (Varachha) Zone - A, Surat		
ISSUING OFFICE :-	Administrative office, East (Varachha) Zone - A, Prajapita BrahmaKumari Road, L.H.Road, Opp. Panchavati wadi, Varachha, Surat.		
INVITING AUTHORITY :-	Executive Engineer, East Zone(Varachha),Surat		
SUBMISSION DATE :-	Last date: 13/11/2026 Time :- up to 18.00 P.M.		
SUBMITTED TO :-	EXECUTIVE ENGINEER, EAST (VARACHHA) ZONE -A, PRAJAPITA BRAHMAKUMARI ROAD, L.H.ROAD, OPP.PANCHAVATI WADI, VARACHHA, SURAT		
G.S.T. WILL BE APPLICABLE IN ACCORDANCE WITH THE PREVAILING NORMS OF GOVERNMENT.			
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)			

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	
	EXECUTIVE ENGINEER EAST(VARACHHA) ZONE - A SURAT MUNICIPAL CORPORATION	

કાર્યપાલક ઈજનેર.

પુર્વ(વરાછા) ઝોન – એ
સુરત મહાનગરપાલિકા

બ્રહ્માકુમારી વિશ્વવિદ્યાલયની બાજુમાં, લંબે હનુમાન રોડ, સુરત.

QUOTATION INQUIRY

EZ-A /Out / No.
Dtd.: - / /2026

To,

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SUB:- All inclusive Annual Maintenance Contract of Water Cooler and Air Conditioner Machines installed at various Municipal Buildings in East (Varachha) Zone - A area for the period of Two(02) years.

Dear Sir,

Surat municipal corporation East (Varachha) Zone-A is inviting quotation for All inclusive Annual Maintenance Contract of Water Cooler and Air Conditioner Machines installed at various Municipal Buildings in East (Varachha) Zone - A.

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 (Varachha) Zone-A **on or before Dt. 13/11/2026 up to 6.00 pm**. Please note that the sealed cover shall be super scribed with the name of work "**All inclusive Annual Maintenance Contract of Water Cooler and Air Conditioner Machines installed at various Municipal Buildings in East (Varachha) Zone -A area for the period of Two(02) years**". The terms & conditions for this offer are as follow, failing which the quotation shall be rejected out rightly.

SCOPE OF WORK :-

1. The contractor shall have to check the Air Conditioner machine/water cooler thoroughly and carry out complete servicing for each ac machine/ cooler once in a during the annual contract period. Each activity carried out for each machine shall be required to be entered in history card.
2. The contract is comprehensive in nature and it includes all kinds of minor and major material and all unskilled and skilled labour.
3. The contractor will directly follow the instructions by the engineer in charge at the site.
4. The scrap material should not require submitting to the Surat Municipal Corporation. The old replace parts will be property of contractor.
5. The contractor shall have to prepare machine wise History cards showing make/name of machine, serial no. etc. After servicing, overhauling etc. of the machine signature of authorized personal from concerned department or light department shall have to be obtained on such cards.
6. The contractor will have to give regular routine service as well breakdown complain 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.
7. The contractor will have to attend the complain immediately within 03 hours from intimation looking to the urgency and sudden failure of the same. Every machine will be followed by report of attendance of the machine and suggestions, if any for repair to be

done. Repair and re- commissioning of the machine shall be done within 2 days from the date of information. In case of compressor replacement, the machine is to be commissioned within 2 days.

8. These machines should be attended 24 x 7, if such situation arises and informed by engineer in- charge.
9. Spare parts used for repairs shall be original genuine and of good quality and/or same as defective/Damage material to be replaced. No second-hand material shall be tolerated for replacement purpose.
10. The make of Reciprocating compressors must be Shree Ram Techmashah Refrigerator Industries or Kirloskar Ltd. and rotary compressor must be Hitachi/ Mitsubishi/ LG or as per original only.
11. In case of the compressor failure, Gas leakage; contractor will replace the compressor and refill the gas charging without any extra cost.
12. Air conditioner units should be repaired and re-installed at the same place or at the place shown by engineer in charge.
13. The contractor will also be responsible for repairing the problems pertaining to the body of both the items like body work, gas welding, leakage, replacement of ball cock, cooler water storage tank cleaning, knob,tap and miscellaneous if such problems occur. Contractor will also be responsible to solve the problems of AC ducts in case of Package ac units.
14. The contractor will replace all the accessories like knob, swing strips, filter, condenser, insulation pipe, switch, thermostat and miscellaneous if they are likely to be changed. In such a case, old part must be replaced by a new one, not used or second hand.
15. The contractor will not be provided any transportation fare or other charges if a question arises of transfer of any machine under contract outside the campus for repair.
16. Contractor is responsible to provide man-power/ technicians on Sundays/ public holidays also. However, if necessity arises, the contractor shall provide more manpower than specified without any extra cost.
17. As part of energy conservation, SMC may install any product/ device to existing A.C. unit which shall not allow the contractor to deviate from the responsibility of A.M.C. mentioned in this document.
18. Each and every part of AC, Water Cooler is included in this annual maintenance contract. Non-repairable parts/item shall also be replaced by contractor.
19. Contractor has to keep Digital Type Thermometer for temperature measurement, hygroscope for humidity measurement as well as digital clip on meter for electrical parameter measurement.
20. All employees deployed for the said work shall be provided with personal safety accessories.
21. Before one month of the end of the contract period, a survey will be carried out by the contractor together with the engineer in charge and all the missing accessories and parts shall be changed/replaced by the contractor at free of cost.
22. If Design Life of any AC/ Water cooler is over and found not in working condition, it will be removed from scope of AMC work. If new AC/ Water cooler has been installed at any location, it will be Add in this contract after in written intimation to contractor.

TIME LIMIT / WORK COMPLETION PERIOD:-

- Time limit for the entire work will be 02 (Two) years.

EXPERIENCE/QUALIFICATION REQUIRED: -

- **Experience of having successfully completed “similar works” (defined below) during last 7years ending last day of month before the one in which tenders are invited should be either of the following:**

Work Completion Certificate(s) {WCC} Required for Similar Work Value. [3A form only will be considered]	Min. Nos. of WCC [Work(s) Completed.
80% of Total Estimated Cost	01
50% of Total Estimated Cost	02
40% of Total Estimated Cost	03

- **(Appropriate evidence(s) like work completion certificate(s) with work order(s) must be provided).**
- **"Similar work" signifies :-** All inclusive Annual Maintenance Contract of Water Cooler and Air Conditioner Machines/ Air Conditioner Plant.
- The bidder shall produce latest solvency certificate (valid up to/after tender validity period of 120 days) of minimum 20% amount of the total estimated tender value. (Rs. 5,00,000.00).

SECURITY DEPOSIT/AGREEMTNT/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 including GST.**
- Contractor must understand clearly that the prices quoted are for the total works i.e. Annual Maintenance and include all Material/Spares, labour, supervisions, transportation, loading unloading watch and ward etc. including 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 at every quarterly invoice.
- 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 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. All complain given by telephonic from department/engineer in-charge. If major fault/defect of units not cleared except case of compressor replacement within 24 hrs., a penalty Rs. 500 per day will be levied.
2. If it is found that contractor is using / has used material/part other than specified elsewhere in tender, a penalty of Rs.1000/- per incidence will be charged. And the

contractor shall be instructed to replace the material/part with original/equivalent one. If contractor doesn't do so, SMC may replace/change the material/part by its own through any mode and expense of which shall be levied from contractor's bill.

3. 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.5000/- 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.

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

SEAL & SIGNATURE OF THE TENDERER:-

AIR CONDITIONER MACHIN LIST

Sr. No.	Location	1 Tr. Split / Window AC	1.5 Tr. Split / Window AC	2 Tr. Split / Window AC	7.5 Tr. Ductable AC	8.5 Tr. Ductable AC	Total AC
1	Zonal chief shri Office	-	-	1	-	-	**1**
2	Executive Engineer Zonal (Eazt zone -A) Office	-	-	1	-	-	**1**
3	Asst. Commi. Shree Office	-	1	-	-	-	**1**
4	Ruling Party Councillor office			1			**1**
5	Opposition Party Councillor office		2				**2**
6	Zone Office Server Room	-	2	-	-	-	**2**
7	Zone Office Meeting Hall	-	-	-	-	3	**3**
8	Zone Office Civic Center	-	-	-	1	-	**1**
9	Zone Office Account EDP	-	1	-	-	-	**1**
10	Karanj Civic Center	-	-	3	-	-	**3**
11	Karanj Health Center	-	3	-	-	-	**3**
12	Central Store	-	1	-	-	-	**2**
13	Varachha Health Center	-	1	1	-	-	**2**
14	Plague Surveillance Unit	-	-	1	-	-	**1**
15	Municipal Workshop	-	1	-	-	-	**1**
16	Hirabaug Health Center	-	5	-	-	-	**5**
17	Puna Civic Center	-	-	1	-	-	**1**
18	Karanj Civic Center Server Room	1	-	-	-	-	**1**
19	Puna Health Center	-	1	2	-	-	**3**
20	Magob Health Center	-	3	1	-	-	**4**
21	Sardar Smruti Bhavan	-	3	1	-	-	**4**
22	Swami Vivekanand Auditorium	-	2	-	-	-	**2**
***	**TOTAL QTY**	**1**	**26**	**13**	**1**	**3**	**44**

WATER COOLER LIST

Sr.	Location	40 / 80	150 Ltr.	120 Ltr.	Total
1	East Zone Office	0	3		**3**
2	Karanj Health Center	1	0		**1**
3	Fulpada Health Center	1	0		**1**
4	Dumbhal Transport Godaun	1	0		**1**
5	Central Store	1	0		**1**
6	Suman High School No. 2	1	1	1	**3**
7	Suman High School No. 9	0	1		**1**
8	Suman School No.18	0	2	2	**4**
9	Workshop	1	4		**5**
10	Vinod Kinarawala Laibrary, Kuber Nagar Hall Senior Citizen	1	0		**1**
11	Haridham Laibrary (Gr. Floor + Second Floor)	2	0		**2**
12	Madanlal Dhingada Laibrary (Puna-Magob)	1	0		**1**
13	Anganwadi No. 20, 21 Bhola Nagar	1	0		**1**
14	Vasant Bhikha ni Vadi Laibrary	1	0		**1**
15	Karanj Ward Office (Near Torrent Power)	1	0		**1**
16	Kpodra wadrd Ofiice	1	0		**1**
17	Daban Depo (East Zone-A), Bhaiya Nagar,Puna	1	0		**1**
18	Magob Health Center	0	1		**1**
19	Puna heath center	1	0		**1**
20	Puna VBDC center	1	0		**1**
21	Old Zone Office-Liabrary	0	0		**0**
22	Karanj Civic Center	1	0		**1**
23	T.P. 3(Karanj) Liabrary No. 85, Ghanshyamnagar	1	0		**1**
24	T.P. 3(Karanj) Liabrary No. 27, Kamal Park	1	0		**1**
25	T.P.34 (Magob) Liabrary No. 57, Zaverchand Meghani	1	0		**1**
26	T.P. 11(Puna) Liabrary No.105 , Pir Faliya	1	0		**1**
27	Hirabag Health Center	1	0		**1**
28	T.P. 17(Fulpada) Liabrary No.46 , Tirupati Soc. Maruti Chok	1	0		**1**
29	T.P. 16 (Kapodra) Liabrary No. 58 Kamal Park, Opp. Swaminarayan Temple	1	0		**1**
30	Varachha Health Center	1	0		**1**
31	T.P. 15(Fulpada) Ward Office, Moni owara	1	0		**1**
32	VBDC unit-Fulpada	1	0		**1**
33	Ward office-Dhanvarsha	1	0		**1**
34	T.P. 15(Fulpada) Liabrary No. , Nr.Purvi Soc. Aanand nagar EWS	0	1		**1**
35	Vahan depo (East Zone-A), Opp. central Store	1	0		**1**
36	Puna-2 ward office,T.P. 60 (Puna)	1	0		**1**
37	Puna Fire Station,TP 60 (Puna)	1	0		**1**
38	Water Department OPP. Bombay Mkt.	1	0		**1**
39	Drainage Department sarita vihar	1	0		**1**
40	Puna Civic Center	1	0		**1**
41	Sardar Smruti Bhavan	0	2		**2**
42	Mini Bazar Swimming Pool	0	0		**0**
43	Swami Vivekanand Auditorium	1	0		**1**
	TOTAL QTY	**36**	**15**	**3**	**54**

PRICE BID

Name of Work:- Annual Maintenance Contract of Water Cooler and Air Conditioner Machines installed at various Municipal Buildings in East (Varachha) Zone-A.

Sr. No.	Description	No. of Machine	Rate/ Machine/ Month with GST	Amount (with GST) for One Year
***	***	A	B	C = (A x B x 12)
1	1 TR Window / Split AC	1		
2	1.5 TR Window / Split AC	26		
3	2 TR Window / Split AC	13		
4	7.5 TR ductable AC	1		
5	8.5 TR ductable AC	3		
6	40/80 Ltr. Water cooler	36		
7	150/150 Ltr. Water cooler	15		
8	120/120 Ltr. Water cooler	03		
Total Amount (with GST) for One Year in Rs.(D)				
Total Amount (with GST) for Two Year in Rs.E= (DX2)				

Total Amount (with GST) in Words:-.....

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

SEAL & SIGNATURE OF THE TENDERER:-