Surat Municipal Corporation
New East (Sarthana)Zone
Quotation Inquiry form

QUOTATION NO. --		DATE:	25 / 11 /2026
NAME OF WORK	All Inclusive Annual Rate Contract Maintenance Work of Water Cooler & AC Machines installed at various locations in New East (Sarthana) Zone - Part-1(Utran, Mota Varachha, Bharthana-Kosad, Umara, Velanja, Kathor, Abrama).		
ESTIMATED AMOUNT (with GST):	5,00,000.00	EMD AMOUNT:	Rs.5000/-
VALIDITY PERIOD :	-	Agency Category :	Supplier/Dealer/Distributor
REQUIRED DOCUMENTS	(1) Permanent Account Number (PAN) Copy (2) GST registration Certificate (3) Experience Certificate		
TENDER AVAILIBILITY	-		
ISSUING AUTHORITY	Executive Engineer, New East(Sarthana) Zone, Surat		
ISSUING OFFICE	New East(Sarthana)Zone, Besides Sankalp Residency, B/h Shyamdham Temple, Sarthana,Surat-395013.		
INVITING AUTHORITY	Executive Engineer, New East (Sarthana)Zone, Surat		
SUBMISSION DATE	Last date :- 05/12/2026 Time : 06.00 P.M.		
SUBMITTED TO,	EXECUTIVE ENGINEER NEW EAST(SARTHANA) ZONE, BESIDES SANKALP RESIDENCY, B/H SHYAMDHAM TEMPLE, SARTHANA,SURAT-395013		

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 from the date of payment Remittance of GST withinstipulated 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 New East (Sarthana) Zone Surat Municipal Corporation	

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SURAT MUNICIPAL CORPORATION

NEW EAST(SARTHANA)ZONE

LIGHT DEPARTMENT

SUB- All Inclusive Annual Rate Contract Maintenance Work of Water Cooler & AC Machines installed at various locations in New East (Sarthana) Zone - Part-1(Utran, Mota Varachha, Bharthana-Kosad, Umara, Velanja, Kathor, Abrama).

Ref- New East (Sarthana) Zone Last Sanctioned Rate by Dy. Muni. Commissioner Shri (D.),Dtd:-02.09.2026

SR. NO	ITEM DESCRIPTION	UNIT	QTY	Last Sanctioned Rate /Machine/ Month (Rs.) (with GST)	Rate/ Machine / Year	TOTAL Amt./ Year (with GST)
1	2 TR Window / Split AC	Ea.	0	245.44	-	0
2	40 / 80 Ltr. Water Cooler	Ea.	46	215.94	2,591.28	119198.88
3	150/150 Ltr. Capacity Water Cooler	Ea.	07	228.92	2,747.04	19,229.28
					TOTAL Cost Of One Year Rs. (Including GST)	**1,38,428.16**
					TOTAL Cost Of Two Year Rs. (Including GST)	**2,76,856.32**
					TOTAL Cost Of Three Year Rs. (Including GST)	**4,15,284.48**

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 month 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 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.

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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, knob 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/unit 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 clipon 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 03 (Three) years.

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: -

- Contractor must understand clearly that the Above Rates 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.

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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 48 hrs., a penalty of 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 Running/Final bill/SD.
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:- 1.The contract will be terminated at any time without any notice/reasons as per convenience of Surat Municipal Corporation.

2.The Corporation reserves the right to allot/entrust the work wholly or partly to any eligible contractor/Agency at its sole discretion. And the contractor/Agency shall have no cause of action or any claim against the corporation or its officers, employees, successors or assignees for rejection of his tender/ consent.

Executive Engineer
New East (Sarthana) Zone
Surat Municipal Corporation

I/we_____

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_____/am/are agree to All Inclusive Annual Rate Contract Maintenance Work of Water Cooler & AC Machines installed at various locations in New East (Sarthana) Zone, Part-1 (Utran, Mota Varachha, Bharthana-Kosad, Umara, Velanja, Kathor, Abrama) with At Par rate of Last sanction rate of New East (Sarthana) Zone for 03 (Three) year or up to limit of Rs. 5,00,000.00 (in word Rupees Five Lacs only).

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SEAL & SIGNATURE OF THE TENDERER:-

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