Surat Municipal Corporation
South West(Athwa) Zone
Quotation Inquiry form

QUOTATION NO.		DATE:	25/11/2026
NAME OF WORK :-	All inclusive annual maintenance and repair contract for the period of one year for various Air conditioning machines installed within different premises of South West(Athwa) Zone		
ESTIMATED AMOUNT :-	-		
VALIDITY PERIOD :-	120 Days	Agency Category :-	Experienced
REQUIRED DOCUMENTS :-	(1) Permanent Account Number (PAN) copy.		
	(2) GST Registration certificate.		
	(3) Experience at least five year.		
TENDER AVAILABILITY :-	ONLINE		
ISSUING AUTHORITY :-	Executive Engineer, South West(Athwa) Zone, Surat		
ISSUING OFFICE :-	Administrative Office, South West(Athwa) Zone, Adarsh society, Athwalines, Surat.		
INVITING AUTHORITY :-	Executive Engineer, South West(Athwa) Zone, Surat		
SUBMISSION DATE :-	Last date:-05/12/2026 Time :- up to 17.00 P.M.		
SUBMITTED TO :-	EXECUTIVE ENGINEER, South West(Athwa) Zone, Adarsh society, Athwalines, 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	
	-SD-	
	EXECUTIVE ENGINEER SOUTH WEST(ATHWA) ZONE SURAT MUNICIPAL CORPORATION	

Executive Engineer **South West (Athwa) Zone** **Surat Municipal Corporation**		**Surat Municipal Corporation,** South West (Athwa) Zone Office, Adarsh society, Athwalines, Surat. Ph no. 2663049-50, 2667926

QUOTATION

SWZ/Outward No.5697
Dt.25.11.2026

To,

Sub.: All inclusive annual maintenance and repair contract for the period of one year for various Air conditioning machines installed within different premises of South West(Athwa) Zone

Gentleman,

Sealed quotation duly super scribed and returnable on or before Dt: 05-12-2026 to the office of the undersigned is invited for carry out the following.

Sr	Item / Description	Unit	Qty	Quated Rate/Unit/Year in Rs. (Without GST)	Total Amount in Rs. (Without GST)
1.	1 Ton Split AC	Nos	4		
2.	1.5 Ton Split AC	Nos	32		
3.	2.0 Ton Split AC	Nos	22		
4.	3.0 Ton Mega Split AC	Nos	2		
5.	5.5 Ton ductable AC	Nos	2		
6.	8.5 Ton ductable AC	Nos	1		
7.	11 Ton ductable AC	Nos	3		
8.	8 ton VRF System AC	Nos	4		
Total Amount(Without GST) Rs.					

General terms:

1. The participant must study the scope of work thoroughly before submitting his/ her consent/offer to carry out the work mentioned in the subject.
2. The offer must be submitted to: Executive Engineer, South West (Athwa) Zone, Surat Municipal Corporation, Beside Adarsh Bhavan, Adarsh Society, Athwalines, Surat on or before Dt.05.12.2026.
3. The mode of submission: Postal RPAD or Postal Speed Post or Courier or Physical submission
4. The agency shall fill the rates in this format only.
5. This page filled with rates, details of the product- catalogues shall be sealed in a cover. Each page of this quotation must be stamped and signed by the sending agency.
6. Following details should be written on the sealed cover: (1) Name of work (2) Address of the recipient (Executive Engineer, South West (Athwa) Zone, Beside Adarsh Bhavan, Adarsh Society, Athwalines, Surat (3) Name and address of the sender (As actual)
7. The successful agency shall have to submit a security deposit @ a rate of 2% of the order value amount within 10 days from the award of the work order. The DD / pay order shall be issued in similar fashion as mentioned in condition 3 above. A delay penalty at a rate of 0.065% of the SD value per day will be imposed for delayed days.
8. The successful agency shall have to bind in contract with SMC. The agency shall have to submit three non judicial stamp papers each costing Rs.300/- for agreement, surety and undertaking respectively.

9. Overall lowest quotation shall be considered.
10. Payment shall be made on quarterly basis. Standard deductions shall be as per norms.
11. The contract period shall be of One years.
12. The Agency must have its set up within Surat city
13. Rates quoted are inclusive of all taxes and duties except GST. **GST Is Excluded in above rate**.
14. In case of any misunderstanding due to interpretation of any terms, conditions or specifications the decision of Executive Engineer, South west Zone, Surat Municipal Corporation, Surat shall be final and binding on the part of contractor.
15. Price variation clause of any form shall not be accepted. Price shall remain firm till end of contract.
16. No correction, overwriting erasures in filling Quotation papers shall be considered unless countersigned.
17. The whole work shall be carried out to the satisfaction of the Engineer in charge and under the constant supervision of the contractor's competent qualified and experienced Electrical Engineer.

LIST OF THE INSTALLATIONS OF VARIOUS AC MACHINES OF SOUTH WEST(ATHWA) ZONE

Sr. No	LOCATION	1 Ton Split AC	1.5 Ton Split AC	2.0 Ton Split AC	3.0 Ton Mega Split AC	5.5 Ton ductable AC	8.5 Ton ductable AC	11 Ton ductable AC	8 hp ton VRF System AC
1	ZONE OFFICE								
	Zonal Chief office			1					
	Zonal officer			1					
	Asst. commi. Office		1						
	Corporator room		2						
	computer room		1						
	server room		1						
	aakarni computer room		1						
	city civic center		1	2					
	Meeting Hall					2			
2	Narmad liabrary		3				1	3	
3	ward office light khatu		1						
4	commissioner banglow		4	7					
5	mayor banglow								4
6	VBDC Lab	2	7	3					
7	Vesu health center		1	4					
8	Vesu Food lab	2	7	4					
9	Althan helth Center		1						
10	HOT MIX PLANT		1						
11	ICCC				2				
	TOTAL	**4**	**32**	**22**	**2**	**2**	**1**	**3**	**4**

<u>Detailed Scope of Work</u>

1. 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.
2. All the Acts Rules and Regulation applicable for such type of work shall be followed by contractor.
3. It shall contractor responsibility to get acquainted type of acts rules, regulations, and general rules, Procedure of corporation.

4. The Contractor shall quote the rate in "price schedule" only.
5. The offer shall remain valid up to 120 days from the last date of the quotation.
6. The contract is comprehensive in nature and includes all major/minor spares as well as skilled/semi-skilled/ unskilled labour.
7. The contractor shall have to provide routine services to each air conditioning machines as per standard practice once in three months. Each of the activities shall be recorded in a separate register and/or history card.
8. Apart than routine / preventive maintenance, the contractor shall be liable to attend any breakdown call within 4 hours from the intimation. This intimation may be in form of written letter / e-mail / phone call / SMS / Whatsapp message. However, priority shall be given to the installations at the important places.
9. The contractor shall have to depute well mannered, experienced and skilled labors of the field to carry out each activity. SMC will not be responsible to any accident, injury or even death of the contractor's deputed staff and no compensation shall be provided by SMC for such a case.
10. In the event of replacement of any part of the AC machines or its allied components, the scrap / old material will be the property of the contractor.
11. Please note that the electrical side works related to the stated subject shall be carried out through electrician / wireman. Utmost safety of the installation as well as that of deputed staff shall be considered.
12. The duration of the contract will be of 01 years as mentioned in the work order.
13. The contractor will have to provide his services according to the concerned department's requirement and convenience. However, schedule for routine services shall be decided in prior and in consultation with the staff of this department.
14. Spare parts used for repairs shall be genuine and of good quality and same or equivalent to the defective material to be replaced.
15. The department may install new air conditioning machines in any of its building. These machines will be added to the present contract after defect liability period. The payment shall be made as per same sanctioned rates.
16. The make of Reciprocating compressors must be Shree Ram Techmashah Refrigerator Industries or Kirlosker Ltd. and rotary compressor shall be Hitachi/Mitsubishi/LG/Carrier/Blue Star or as per original only.
17. In case of the compressor failure the contractor will replace the compressor and fulfill the gas charging without any extra cost.
18. 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.
19. 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.
20. Each and every part of AC installations is included in this contract. Non-repairable parts/item shall also be replaced by contractor.
21. After awarding the work to contractor, a survey shall be made by contractor for missing/faulty accessories/items/units. The same shall get repaired by SMC through present contractor and the system shall be handed over in healthy condition. Similar way, at the end of the contract period, a joint survey shall be made by SMC and the contractor/contractor's representative. And the missing/faulty item/accessories/unit found shall be repaired / replaced by contractor and the system shall be handed over to SMC in healthy condition. Final bill of the contractor shall be prepared and paid only after handing over site in healthy condition to SMC.

Penalty Criteria

Sr.	Condition	Rate of Penalty
1	If the complaint is not attended within 4 hours from the intimation for normal installations	Rs.100/- per incidence per hour
2	If the complaint is not attended within 2 hours from the intimation for installations at important places	Rs.200/- per incidence per hour
3	If the machine stays out of service for more than 24 hours without appreciable reason	Rs.300/- per incidence per day
4	If the machine installed at important places stays out of service for more than 24 hours without appreciable reason	Rs.500/- per incidence per day
5	Fails to provide routine service to the installation	Rs.500/- per incidence per machine

PAYMENT TERMS

1. No advance payment shall be made to the contractor
2. Payment shall be made on quarterly basis.
3. 93% of the work done amount shall be paid in each running bill
4. 7% of the work done amount shall be kept as retention and shall be released in final bill

TIME LIMIT / WORK COMPLETION PERIOD

1. Time limit for the entire job will be 1 year.
2. Time limit will be considered after 10 days of the work order issued

SECURITY DEPOSIT/AGREEMTNT/STAMP DUTY:

1. The successful Contractor shall be required to deposit an amount equal to 2 % of the total order value as Security Deposit in Municipal Treasury in Cash/ by Demand Draft within 10 (Ten) days of order failing which penalty @ 0.065% of the Security Amount per day of delay shall be charged. SD will be release after final bill.

2. The 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.300.00 (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.

NOTES:

1. The payment shall be made as per actual work done.
2. Income tax and other deductions shall be as per government rules and standard practice of SMC
3. Final Bill shall be released after completion of contractual period and satisfactory handing over of the existing system / to new contractor / SMC.
4. All payments shall be made as per prevailing rules/ regulations of SMC.
5. Any change in taxation made by the government shall be applicable and binding to both SMC and the contractor.
6. Security deposit shall be released after final takeover as well as satisfactory clearance from the Audit department.
7. No escalation in the unit rates shall be provided during the contract period.

-SD-
Executive Engineer
South West (Athwa) Zone
Surat Municipal Corporation

Seal & Signature of the Bidding Agency