

**Surat Municipal Corporation**  
**Old East (Varachha) Zone**  
**Quotation Inquiry form**

QUOTATION NO. Add.CE(Civil)/EZ-A/ /2021-22	DATE:	18/09/2021
NAME OF WORK :-	All inclusive Annual Maintenance Contract of UPS Sets installed at various Municipal Buildings for Three Years in Old East (Varachha) Zone.	
ESTIMATED AMOUNT :-	Rs.4,00,000/-	EMD AMOUNT :- Rs.3,000/-
VALIDITY PERIOD :-	120 Days	Agency Category :- Experienced
REQUIRED DOCUMENTS :-	(1) Permanent Account Number (PAN) copy.	
	(2) Solvency Certificate(Min. 20 % of Estimated Amount)	
	(3) GST Registration certificate.	
	(4) Experience Documents.	
TENDER AVAILABILITY :-		
ISSUING AUTHORITY :-	Executive Engineer, Old East Zone(Varachha), Surat	
ISSUING OFFICE :-	Administrative office, Old East Zone(Varachha), Prajapita BrahmaKumari Road, L.H.Road, Opp. Panchavati wadi, Varachha, Surat.	
INVITING AUTHORITY :-	Executive Engineer, Old East Zone(Varachha),Surat	
SUBMISSION DATE :-	Last date: 01/10/2021 Time :- up to 18.00 P.M.	
SUBMITTED TO :-	EXECUTIVE ENGINEER, OLD EAST ZONE(VARACHHA), 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)		
<p>GST(Goods &amp; 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.</p> <p>During the course of execution of Contract if there is any change in Rate of GST (Goods&amp; 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.</p> <p>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.</p>		
	SIGNATURE OF ISSUING AUTHORITY	
	EXECUTIVE ENGINEER OLD EASTZONE (VARACHHA) SURAT MUNICIPAL CORPORATION	



**A. J. Desai**  
Executive Engineer

## Old East Zone-A (Varachha)

### Surat Municipal Corporation

Prajapita Brahmakumari road, Besides Saifi society  
Opp.Panchvati wadi, L.H.Road, Varachha, Surat-395 003.  
Ph. : 2547750 - 2551363

#### QUOTATION INQUIRY

To,

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**SUB:-** All Inclusive Annual Maintenance Contract of UPS Systems installed at various Municipal Buildings for 03 years in Old East (Varachha) Zone.

Dear Sir,

Surat municipal corporation East Zone-A is inviting quotation for the caption mentioned subject.

You are requested to send your offer in a sealed cover with **E.M.D of Rs.4,000/-** 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 Zone-A] **on or before Dt. 01/10/2021 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 UPS systems installed at various Municipal Buildings for 03 years in Old East (Varachha) Zone**". The terms & conditions for this offer are as follow, failing which the quotation shall be rejected out rightly.

#### SCOPE OF WORK :-

1. The scope of work includes all in all comprehensive maintenance of complete U.P.S systems.
2. Contractor has to prepare History card of all U.P.S. as per direction given by engineer in charge.
3. Contractor has to visit all the U.P.S. thoroughly once in a month. During the visit contractor has to check all the termination including battery terminals and greasing with petroleum jelly at the termination of battery.
4. Contractor has to clean complete U.P.S. using blower once in two months.
5. Contractor has to attend U.P.S within 02 hrs. Of intimation for any issue. U.P.S. shall be repaired within 02 Days of breakdown. Otherwise, penalty shall be levied as mentioned elsewhere.
6. Contractor has to take hand over of all the U.P.S. on as is where basis if there is repairing of any U.P.S. including minor or major parts is in scope of contractor. After completion of contract, all the U.P.S. must be in working condition otherwise repairing charge shall be deducted from pending bills/Deposit.
7. The rate for the supply, Installation, Testing and commissioning of battery must be as per rate mention in price schedule-II for contract. No escalation in price during the contract period shall be allowed.
8. Bidder must make his own arrangement for watch and ward of material supplied till it is commissioned satisfactorily at site and handed over to the corporation. Corporation will not be responsible for theft of materials till it is commissioned satisfactorily and handed over to the corporation even if part payment is released.
9. The Bidder shall quote the rate in "price schedule". No alterations in form of tender and in "price schedule" and no additions in the shape of special stipulation will be permitted. Bidder/tenders, which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to be rejected.

10. Site visit should be done and necessary technical specification/information should be collected before quoting the rates. No dispute at later date shall be entertained. The bidder can do site visit from 10.30 to 18.10 hrs. During working days.
11. The quoted rates shall remain firm during the contract period. The newly installed U.P.S. will be added in maintenance contract after completion of Guarantee. The tenderer shall have to carry out the work at the sanctioned rate up to 30% deviation work of tender amount.
12. Any dispute will be subject to the court, falling under Surat jurisdiction. Arbitration will not be allowed.
13. Right to accept any or to reject any or all tenders without assigning any reason thereof is reserved by the competent authority of corporation.
14. Contractor will have to check the UPS thoroughly and carry out complete servicing for each machine once in monthly during the annual contract period.
15. In case of Fault/ breakdown, Contractor will have to attend the complain immediately as mentioned elsewhere. Otherwise penalty shall be levied as mentioned earlier.
16. Maintenance of all the equipments & materials used any failed parts required to be replaced or repaired shall be done by contractor without any extra cost. Scrap material should not require submitting to the Surat Municipal Corporation. The old replace parts will be property of contractor.
17. Spare parts used for repairs shall be genuine and of good quality and/or same as defective/Damage material to be replaced. No second-hand material will be tolerated for replacement purpose.
18. After regular checking of battery backup time it is found to replace of battery set than it shall be of AMARON, LUMINOUS, ROCKET make ES Model or Exide make having same capacity of battery having Absorbent Glass Mat (AGM) Technology, ABS Plastic & Flame Retardant Container. For the same extra payment shall be made after satisfactory work completed and submission of bill in duplicate. The contractor shall provide 1 year guarantee to SMC. Further, any additional guarantee provided by battery manufacturer shall be availed to SMC.
19. Contractor will directly follow the instructions by the SMC representative/ authorized personal from concerned department at the site.
20. Contractor will have to prepare UPS wise History cards. After servicing, overhauling of the machine signature of authorized personal from concerned department or light department shall have to be obtained on such cards.
21. Contractor is responsible to provide man power/technicians on Sundays/ public holidays also.
22. Only licensed and permit holder persons or company trained employee must be deputed for job. The bidder shall have to take necessary workman compensation policy. All employees deployed for the said work shall be provided with personal safety accessories.
23. Contractor shall be responsible to the accident/injury/Loss to any of the staff members of them. No compensation of any kind shall be paid by the corporation. The contractor shall observe latest Government rules regarding labour etc.
24. 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.
25. S.M.C has right to add or remove of UPS from the contract. If new UPS has been installed at any location, it will be Add in this contract after completion of Defect liability period.

**TIME LIMIT / WORK COMPLETION PERIOD:-**

- Time limit for the entire work will be 03(Three) years.

**EXPERIENCE REQUIRED: -**

The contractor shall have an active experience of within last 07 (Seven) years in Annual Maintenance of UPS Systems etc.

**SECURITY DEPOSIT/AGREEMENT/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.
- No payment shall be made in advance
- **AMC: Payment shall be made on quarterly basis**
- 95% of quoted rate shall be paid at every running bill, 5% shall be paid in final bill
- 2% retention from each bill shall be kept as retention and shall be released in final bill

All payments shall be made as per prevailing rules/regulations of SMC.

**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:

- Complain for U.P.S should be attended within 02 hrs. of intimation for any issue. U.P.S. within 02 Days shall be repaired of breakdown. Otherwise, penalty at the rate of Rs.200/- per day delayed will be charged for delay.
- Further, if the UPS problem does not resolve after 05 days than penalty will be 500/- per day from 6th day shall be considered up to 10days.
- If contractor fails to repair U.P.S. after 10 days than SMC shall carry out the work at risk & cost of contractor, and expense incurred for completing the work plus penalty of Rs.4,000/- per machine shall be levied from bill.

**Note:- The contract will be terminated at any time without any notice/reasons as per convenience of Surat Municipal Corporation.**

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

**SEAL & SIGNATURE OF THE TENDERER:-**

**List of U.P.S. Installed at various locations of Old E.Z.-A area.**

<b>Sr. No.</b>	<b>UPS</b>			
	<b>Capacity</b>	<b>Make</b>	<b>Qty.</b>	<b>Location</b>
1	1 KVA	DB Power	1	PUNA CIVIC CENTER
2	3 KVA	EMERSON	1	VARCHHA ZONE OFFICE
		EMERSON	1	SERVER ROOM
3	5 KVA	AZ Electronics	1	AKARNI DEPARTMENT
		AZ Electronics	1	SERVER ROOM
		AZ Electronics	1	SERVER ROOM
		AZ Electronics	1	KARANJ CITY CIVIC CENTER
4	6 KVA	APC	1	EAST ZONE CITY CIVIC CENTER
		DB	2	CENTRAL STORE

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

**SEAL & SIGNATURE OF THE TENDERER:-**

**SURAT MUNICIPAL CORPORATION**

Old East Zone-A

Name of Work: Annual Maintenance contract for U.P.S. installed at Old East Zone-A

**Price Schedule-I**

Sr.No.	Description	Make	Unit	Qty	Rate/Unit /Year	Total Amount
1	Annual Comprehensive (Excluding Replacement of Battery) maintenance of following U.P.S. systems.		~~	~~	~~	~~
a	1 KVA	DB Power	No.	1		
b	3 KVA	EMERSON	No.	2		
c	5 KVA	AZ Electronics	No.	4		
d	6 KVA	APC/DB Power	No.	3		
Total						
<b>Total Amount in Words for three years:</b>						

**Note: 05% Price rate escalation shall be considered for the next each year up to third year for the work of comprehensive all inclusive annual maintenance contracts.**

**Price Schedule-II**

**Supply of maintenance free UPS battery**

Sr. No.	Description	Unit	Battery make	Qty	Unit Rate	BUY BACK OFFER/ UNIT	Total Rate
					A	B	(A-B)
1	Supply, Installation, Testing and Commissioning of Sealed Maintenance Free Battery.						
a	12 V / 7 AH	No.		1			
b	12 V / 17 AH	No.		1			
c	12 V / 26 AH	No.		1			

**Note: The Battery must carry unconditional replacement guarantee for 1 year.**

Seal and Signature of Tenderer

Date:

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