



No. Estate/Elect/406/2026

Date: 02/02/2026

To,

**Sub.:** Enquiry for **Procurement of service for the repairing work in DG-11 at SVPB Guest Substation of SVNIT, Surat.**

You are requested to quote your rates for **Procurement of service for the repairing work in DG-11 at SVPB Guest Substation of SVNIT, Surat** as listed overleaf. The quotations may be sent to the undersigned in a sealed envelope and superscripted with "Quotation for **Enquiry No.: Estate/Elect/406/2026, dtd. 02/02/2026** for Electrical & Communication System, Estate & Store Section. Your quotation should reach the undersigned **on or before 17/02/2026 at 05:30 P.M.**, addressed to **The Dean (Planning & Development), Estate & Store Section, New Admin Building, Sardar Vallabhbhai National Institute of Technology (SVNIT), Ichchhanath, Surat, Gujarat.**

**The quotations should be furnished in accordance with the following terms and conditions:**

- 1 Attested copy of the valid Registration Certificate of GST & PAN.
- 2 The contractor must carry out a site visit before submitting the quotation, in order to assess the actual site conditions and requirements. A **site visit certificate**, duly signed by the concerned authority, must be uploaded / attached with the quotation as per the format provided in the Annexure.
- 3 The contractor must quote the rate **against each item individually** in the Schedule of Quantities. Failure to quote for any item may lead to rejection of the quotation.
- 4 The rates specified in the quotation are for procurement of service for the repairing work in DG-11 at SVPB Guest House Substation of SVNIT, Surat on a F.O.R. Institute basis.
- 5 GST and any additional charges such as transportation or any other convenience charges should be taken into consideration while quoting the offer.
- 6 The offered price F.O.R. SVNIT should be clearly specified at the concessional rates allowed to educational institutions as per the relevant notification of the Government.
- 7 The work order is for a period of 30 days from the date of issue of a confirmed order.
- 8 The period of validity of the quotation should be at least 30 Days. Offer subject to a prior sale may please be avoided.
- 9 Payment shall be made within a period of 30 days from the date of satisfactory completion of the work & submission of bills and official procedure from the account section of the institute.
- 10 The contractor must submit delivery challan documents from its original equipment manufacturer (OEM) for the executed items. Failure to produce the required documents may result in exclusion of those items from the final bill.
- 11 All concessions available to an educational institution should also take into account while quoting.
- 12 An offered quotation may be rejected if any ambiguity is found.
- 13 The contractor has to take all safety precautions. In case of any accident during execution of work/supply leading to injuries/damages to human being/equipment, or loss of life the bidder shall be fully responsible for settling all claims and indemnify the department against any claim arising out of such accident.
- 14 The acceptance of inquiry will rest with the competent authority (The Director) who does not bind himself to accept the lowest one and reserves the right to accept or reject any or all the inquiry tenders without giving any reasons thereof.
- 15 The Director reserves the right to accept an offer, which is not strictly conform to the specifications but is otherwise, found suitable. If offers do not comply with standard specifications or are found in broken condition, the same is to be taken from the institute, at the cost and responsibility of the supplier.
- 16 The Engineer-in-Charge or any other authorized person appointed by him will supervise, inspect and direct the execution of all work and contractor shall provide all necessary assistance to enable such supervision.
- 17 The contractor shall be responsible for providing all materials as per standard specifications, suitable to the site requirements, and as directed by the Engineer-in-Charge.
- 18 The contractor must immediately start and complete the work within 30 days after confirmation of Engineer-in-Charge, any further delay may attract penalties as decided by the Engineer-in-Charge.
- 19 The contractor shall also be required to execute part or all of the work **at SVPB Guest House of SVNIT**, if so, directed by the Engineer-in-Charge.

- 20 The quantities mentioned in the **Schedule of Quantities** are **estimated and indicative only**, provided solely for reference purposes. These quantities are subject to **variation - either increase or decrease, may or may not execute** —based on the **actual site requirements** and as per the norms and instructions of the institute.
- 21 For non-schedule quantities, if such quantities are required based on site conditions, prior approval shall be obtained from the Institute.
- 22 The final bill shall be prepared strictly on the basis of actual quantity of work executed and actual consumption of materials/services as measured, recorded and certified by the Engineer-in-Charge or his representative, irrespective of any estimates or schedule of quantities.
- 23 The contractor shall **not be entitled to claim any compensation or revision of rates** on account of such variations in quantity.
- 24 The **rates/prices quoted** by the contractor in the quotation shall be treated as **firm and final** and shall **remain fixed for the entire contract period**, irrespective of any other conditions, except where explicitly approved in writing by the competent authority.
- 25 If requested, the contractor must produce supporting documents for executed works/items at any stage. Failure to provide documents may result in exclusion of such items from the final bill.
- 26 No escalation in price shall be considered for any reason whatsoever during the contract period, including but not limited to fluctuations in market rates, fuel prices, transportation, or labor charges.
- 27 The contractor shall protect all materials delivered on site from weather damage, mishandling, or injury. The contractor will remain liable for all damages or losses caused due to negligence or omission of his staff, workers, or subcontractors, and all rectifications shall be at his own cost to the satisfaction of the Engineer-in-Charge.

#### **SCHEDULE OF WORK**

<b>Sr. No.</b>	<b>Name of the Equipment/ item(s)</b>	<b>Qty.</b>	<b>Basic Rate (Rs. Ps.)</b>	<b>Amount (Rs. Ps.)</b>
1	Greaves Lub Oil CI4-10 LTR Pack	01		
2	Greaves Lub Oil 20 L CI-4	01		
3	L. O. FLTR + Element V8/V6	02		
4	Filt. Element With O Ring	01		
5	Fltr Insrt With O Ring	01		
6	Ring Start Gear Hard	01		
7	Starter Repairing Charges	01		
8	Loading or Unloading Labour Charges	01		
9	Service Charges	01		
<b>Total Amount...</b>				
<b>GST @ 18%...</b>				
<b>Total Amount Including GST...</b>				

Total Amount Including GST in Words: \_\_\_\_\_

Yours faithfully,

**-Sd-  
Dean  
(Planning & Development)**

**ANNEXURE**  
**SITE VISIT CERTIFICATE**

1.	Name of the Work:	:	
2.	Enquiry Reference No. and Date:	:	
3.	Tenure for Site Visit (as per tender / enquiry)	:	Before the last date of enquiry submission
4.	Actual site visit date & time:	:	
5.	Name of the firm / contractor:	:	
6.	Name of the concerned person OR Representative of the firm / contractor	:	

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(PLEASE TICK)

☐ I hereby verify that I have visited the site as per the date and time mentioned above. I confirm that I have understood the broad scope of work and items required for successful execution of the work. I will upload/submit this certificate with the other necessary enquiry documents while applying.

\_\_\_\_\_  
Signature of the firm/Contractor

With Stamp/Seal

\_\_\_\_\_  
Executive Engineer (Electrical)  
Estate Section, SVNIT