

SURAT MUNICIPAL CORPORATION

WEST (RANDER) ZONE

Selection of an agency for providing design consultancy services for proposed Library with Advanced Facilities at T.P. Scheme No.44 (Jahangirabad) F.P No.55 in West (Rander) Zone of Surat

Volume-I Technical Bid

Tender Schedule		
E-Tender Notice (Online) No. A.C.E. / West Zone / 03 /2026-27, W.N.04		
Initial date of uploading of tender online	:	Dt.22.06.2026
Pre-Bid Queries	:	Up to Dt.30.06.2026 to exen.wz@suratmunicipal.org
Last date of downloading of online tender	:	Dt.10.07.2026, up to 16:00 Hrs
Last date of submission of online bids	:	Dt.10.07.2026, up to 18:00 Hrs
Duration to submit tender (EMD, Tender Fee etc.) in hard copy	:	On or before Dt.20.07.2026, up to 18:00 Hrs
Tenders in hard copy should be submitted to	:	Chief Accountant, Accounts Department, Surat Municipal Corporation, Tapi Bhavan, Tapipura, Surat.
Mode of submission of tenders in hard copy	:	Govt. Speed Post or RPAD only



Invited by:
Additional City Engineer
Surat Municipal Corporation
C/o West (Rander) Zone,
Bala Saheb Devsar Road, Tadvadi,
Rander Road, Surat. Gujarat

I N D E X**Selection of an agency for providing design consultancy services for proposed Library with Advanced Facilities at T.P.Scheme No.44 (Jahangirabad) F.P No.55 in West (Rander) Zone of Surat**

Sr.No.	Description	Pg.No.
1	Notice inviting tenders	03
2	Instructions to the bidders	04
3	Qualification criteria	09
4	Scope Of Work	11
5	Payment Terms	14
6	Special Instruction to The Bidders	15
5	General Condition Of Contract	18
6	Statment - I (Information Regarding The Bidder)	24
7	Statment - II (Certificate of the site visit)	25
8	Statment - III (Affidavit)	26
9	Checklist Before Submitting The Tender	27
10	Submission Of Tender Document & Envelope Carrying Documents	28
11	Memorandum	29
	Total pages	30

**SURAT MUNICIPAL CORPORATION**

West (Rander) Zone
Surat Municipal Corporation,
Balasaheb Devsar Road, Tadwadi, Rander Road, Surat



E-Tender Notice No.: ACE /WZ / 03 / 2026-27, W.NO.04

Bids for **Selection of an agency for providing design consultancy services for proposed Library with Advanced Facilities at T.P.Scheme No.44 (Jahangirabad) F.P No.55 in West (Rander) Zone of Surat** are invited online on <https://smc.nprocure.com> from the bidders meeting the basic eligibility criteria as stated in bid documents.

Bid Fee (Non refundable)	: Rs.1,062/- (Rs.900/- + GST)
EMD	: Rs.20,000/-
Bid Fee and EMD should be	: In form of Demand Draft / Banker's cheque drawn in favor of "Commissioner, Surat Municipal Corporation and shall be payable at Surat.
Initial date of uploading of tenders online	: Dt.22.06.2026 up to 16:00 hrs
Last date to submit pre-bid queries (Online only)	: Bidders may post their queries (online only) to exen.wz@suratmunicipal.org Up to Dt.30.06.2026
Last date of downloading of online tenders	: Dt. 10.07.2026 up to 16:00 hrs
Last date of submission of tenders online	: To be submitted online only on https://smc.nprocure.com on or before Dt.10.07.2026 up to 18:00 hrs.
Submission (in Hard Copy) of Bid Fee, EMD etc.	: On or before Dt.20.07.2026 up to 18:00 hrs.
Agency category	: Experienced
Availability of tender documents	: https://smc.nprocure.com

The right to accept/reject any or all bid(s) received is reserved without assigning any reason thereof.

**Executive Engineer
West (Rander) Zone
Surat Municipal Corporation**

2.1. Availing Bid Documents

Blank bid documents can be downloaded from the web site <https://smc.nprocure.com> up to the date and time mentioned in the Online Bid Invitation Notice **ACE /West Zone / 03 / 2026-27, W.NO.04**

2.2. Addenda & Corrigenda

If required, the Addenda and Corrigenda will be issued and the same will form the part of the original bid documents and shall override any contradicting effects in the original bid document.

2.3. Submission of Price Bid and Technical BID

The price bid and the technical bid containing all the relevant supporting documents must be submitted online only on <https://smc.nprocure.com> on or before the last date of submission of the bid. No documents except the Bid Fee, EMD, Affidavit and any other document(s) as directed in the tender to be accepted in hardcopy. It is advised to keep the softcopy of the relevant documents ready and upload the same in advance on <https://smc.nprocure.com> with respect to this tender to avoid issues if any.

All the relevant softcopy should invariably follow the (n)Code portal's specific requirements pertaining to file types, file size, file name length, etc.

- o **File Types** : Files with only .pdf, .doc, .txt, .xls, .ppt, .pps, .png, .gif, .jpg, .zip, .rar extension can be uploaded.
- o **File name** : It should not be more than 70 characters. Special Characters Like ('% @ < >: *? | & ~ ^) are not permitted.
- o **File size** : Single file size should not be more than 3 MB. The bid document (duly signed and stamped) in hard copy shall be submitted by the successful bidder upon intimation from SSCDL/SMC.

The bid document (duly signed and stamped) in hard copy shall be submitted by the successful bidder upon intimation from SMC.

2.4. Pre-bid Queries / Pre-bid Meeting

A prospective Bidder requiring any clarification on the TENDER Document may send the queries to the e-mail address mentioned elsewhere in these tender documents. Please note that physical copy of the queries will not be considered.

2.5. Bid Fee & Earnest Money Deposit (EMD)

The bidder should pay **non-refundable Bid Fee of Rs. 1,062/- (Rs. 900/- + GST)** and **EMD of Rs. 20,000/-** each by separate Demand Draft or Banker's Cheque of any scheduled/nationalized bank payable at Surat in favour of Commissioner, Surat Municipal Corporation. Failure to submit Bid Fee, EMD as required shall lead to the bid being rejected summarily.

2.6. The bid should be filled in legibly, clearly indicating the figures and its value in words too.

2.7. Online Submission of the Technical Bid:

The bidder will be required to upload the duly signed, stamped and notarized colour scanned copy of below mentioned documents in the same order of sequence online on smc.nprocure.com during e-tendering process.

Please note than following list is purely indicative. Bidders are at independence to add more relevant documents for realization of each category mentioned below or as in Pre Qualification, Technical Qualification, Financial Qualification and scope of work elsewhere in tender documents:

Sr.	Documents to be submitted	For criteria
1.	Work orders, Completion Certificate and/or certified measurement sheets / certified BOQ	1. Experience of firm in the field measured in years 2. Similar work experience / similar work completed
2.	Certificate from auditor / chartered accountant	Average Annual Financial turn over

	showing average annual financial turnover of the firm for at least last three financial years	
3.	PAN card copy	PAN registration
4.	GST registration certificate	GST registration
5.	Profile of the company with main personnel and contact numbers / email etc.	Overview of the bidder
6.	Partnership Deed (If applicable)	Details of partner
7.	Scan copy of EMD	Earnest money deposit
8.	Scan copy of tender fee	Tender fee
9.	Soft copy of Signed and stamped (on each page) tender documents of this technical bid with addenda if any	Agreement to the terms, condition and scope of work of the tender
10.	Power of attorney in favor of person filling the tender as per format and instructions	Authorization of power for participation
11.	Any other document	Asked for the qualification

2.8. Demand Draft for E.M.D. & Tender (Bid) fee shall be submitted in electronic format through online mode (by scanning) while uploading the bid. This submission shall mean that E.M.D. & tender fee are received for purpose of opening of the bid. Accordingly offer of those shall be opened whose E.M.D. & tender (bid) fee is received electronically. However, for the purpose of realization of D.D. bidder shall send the D.D. in original through RPAD / Speed post so as to reach to Chief Accountant, SMC as per the tender schedule. Not receiving the hard copy of the EMD and Bid fee within stipulated time limit will lead the agency of the bidder to pay following penalty to SMC:

Sr	Tender Value	Penalty in Rs.
1	Up to Rs. 1 Crore	Rs.10,000/-
2	> Rs. 1 Crore up to Rs. 10 Crore	Rs.20,000/-
3	> Rs.10 Crore up to Rs. 50 Crore	Rs.30,000/-
4	> Rs.50 Crore up to Rs. 100 Crore	Rs.70,000/-
5	> Rs.100 Crore	Rs.1,00,000/-

Above stated penalty shall be submitted in the relevant office / department of SMC within 10 days from the date of the intimation. Penalty based actions like abeyance of registration and cancellation of E-tendering code of the bidder for six months shall be taken if the amount of the penalty is not submitted within stated time limit for first incidence of not submitting the tender in the hard copy. Similar actions shall be taken if the same bidder repeats the similar incidence second time (after submitting penalty for first incidence).

2.9. All documents must be colored scanned to be seen as original. Scanning in black and white or grey shall not be acceptable.

2.10. While submitting the black and white copy, all documents issued by third party must be notarized with clearly-displaying stamp, number and name of the notary.

2.11. Sealing, marking and submission of the Bid Fee, EMD: Following documents shall only be submitted in Hard Copy to SMC by the bidder:

2.11.1 Earnest Money Deposit (EMD)

2.11.2 Bid Fee

2.11.3 Affidavit and addenda (if any)

EMD/Bid fee and documents as above shall be sealed in a cover and submitted to **The Chief Accountant, Accounts Department, Surat Municipal Corporation, Muglisara, Surat. 395003. Gujarat. India** through Government Postal Speed Post or Registered Post A.D. only. Submission through any other mode (Physical, Courier etc.) is not allowed. Moreover, SMC shall not be responsible for any postal delay.

Following information must be furnished / written on sealed cover:

1. Tender Notice: ACE /West Zone / 03 /2026-27, W.NO.04
2. Name of the work: Selection of an agency for providing design consultancy services for proposed Library with Advanced Facilities at T.P.Scheme No.44 (Jahangirabad) F.P No.55 in West (Rander) Zone of Surat
3. Last date of submission: Dt.20.07.2026 (Or as amended)
4. Name & address of the bidding agency: --As actual--

Technical Bid, Price Bid and every other document asked in tender must be submitted online on www.smc.nprocure.com only.

2.12. The bidder will be bound by the details furnished to SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the bidder is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.

2.13. Late Bids: Bids not reaching on or before the specified time limit will not be accepted.

2.14. Conditional Bids:

All the terms and conditions mentioned herein must be strictly adhered to by all bidders. Conditional tenders shall not be accepted on any ground and shall be subject to rejection without assigning any reason.

2.15. Withdrawal of Bids:

Bid once filled in, submitted shall not be allowed to be withdrawn till the validity of the bid remains in force or else the EMD shall be liable for forfeiture.

2.16. Period of Validity:

The offer shall be valid for acceptance for a minimum period of 120 days from the date of opening of the Price Bid. If required, SMC may request the bidder to have it extended for a further period.

2.17 Language of Bids:

The bids prepared by the bidder shall be in the English language. The supporting documents in language other than English/Hindi/Gujarati must have its English translation (which is to be duly attested by the bidder), for purposes of interpretation of the bid, the English translation shall govern.

2.18. Right to Accept or Reject Any Bid or All Bids:

SMC reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for SMC's action.

2.19. Firm Prices & Bid Currency:

Prices quoted must be firm and final and shall not be subject to any upward modifications, on any account whatsoever. Prices shall be expressed in Indian Rupees (INR) only.

2.20. Costs to be borne by Bidder:

All costs and expenses (whether in terms of time or money) incurred by the bidder in any way associated with the development, preparation and submission of the bid, including but not limited to attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by SMC, will be borne entirely and exclusively by the bidder.

2.21. Acceptance of Terms & Conditions:

The bidder will, by taking participation in the bidding process and submitting the bid documents, be deemed to have thoroughly read, studied and understood the bid documents including scope of work, the terms and conditions, instructions, etc. referred there in and the same are acceptable to the bidder.

2.22. All entries in the bid form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

2.23. It is to be ensured that the complete information as required by this office may be furnished by the bidders in the prescribed format. Formats submitted with incomplete information and not conforming to the requirements are liable to be rejected.

2.24. The agency will be bound by the details furnished by him/her to SMC, while submitting the bid or at subsequent stage. In case, any of such documents furnished by the agency is found to be false at any

stage, it would be deemed to be a breach of terms of contract making him/her liable to legal action besides termination of contract.

2.25. The participation in the online tendering process implies that the bidder have thoroughly read, studied and understood the instructions of the Bid documents, Scope of work, formats as well as the terms and conditions referred there in and the same are acceptable to the bidder.

2.26. Authorized Signatory:

For the purpose of submission of the bid, the bidder may be represented by either the Principal Officer (Owner/MD/Director/Company Secretary/Partner) or his duly Authorized Representative, in which case he/she shall submit a certificate of authority along with the other documents. All certificates and documents (including any clarifications sought and any subsequent correspondences) received hereby, shall, as far as possible, be furnished and signed by the authorized representative or the principal officer.

2.27. Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If the supplier does not accept the correction of the errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount in words will prevail.

2.28. Disqualifications: A Bidder may get disqualified and bids may not be considered if

- A. The outer envelope does not show on the outside the reference of tender and, thus, gets opened before the due date of opening as per Article - Submission of Tender Document.
- B. The tender Earnest Money Deposit and Tender Fees are not deposited in full and in the manner
- C. The tender is in a language other than English or local language, or does not contain its English Translation in case of other language being adopted for tender preparation.
- D. The tender does not meet any of the essential eligibility criteria
- E. The Tender Document are not signed by an authorized person
- F. The general performance data for qualification is not submitted
- G. The submitted Tender is a Conditional Tender.
- H. Price bid is submitted in hard copy.
- I. Technical Bid is submitted in hard copy.
- J. Qualifying and other documents are submitted in hard copy.
- K. Price Variation, proposed by the Tenderer, is on principles other than provided in the Tender Document.
- L. Completion Schedule offered is not consistent with the completion schedule defined and specified in the Tender Document.
- M. The validity of the tender is less than the mentioned.
- N. Any of the page or pages of the tender is / are removed / replaced.
- P. All corrections or pasted slips are not initialed by the Tenderer.
- Q. Any erasure is made in the tender.
- R. Any other criteria demanded elsewhere in tender and not fulfilled by contractor
- S. Single participation is submitted in multiple covers on multiple dates.
- T. Any form of canvassing/lobbying/influence/query regarding short listing, status, etc.
- U.

2.29 Security Deposit (Total 2 % of order value)

100% of SD amount shall be in form of cash or demand draft. If mode through Demand Draft is opted, DD must be issued in favor of "Commissioner, Surat Municipal Corporation", issued through approved banks listed below and shall be payable at Surat only.

List of Approved Banks

- A. Guarantee issued by the following banks will be accepted as SD or EMD on permanent basis:
 - All Nationalized Banks
- B. Bank guarantees issued by the following Banks will be accepted as SD/EMD for the period up to completion of the project:

C.

1. Axis Bank	23. South Indian Bank
2. AU Small Finance Bank	24. Standard Chartered Bank
3. Bandhan Ban	25. Tamilnadu Mercantile Bank
4. City Union Bank	26. Ujjivan small Finance Bank
5. CSB	27. Yes Bank
6. DBS Bank India Ltd.	28. Ahmedabad Mercantile Co. Op. Bank
7. DCB Bank	29. Nutan Nagrik Sahkari Bank Ltd.
8. Dhanlami Bank	30. Rajkot Nagrik Sahkari Bank Ltd.
9. Equitas Small Finance Bank	31. Saraswat Co. Op. Bank Ltd.
10. Federal Bank	32. SBPP Co-operative Bank Ltd.
11. HDFC Bank	33. SVC Co. Op. Bank Ltd.
12. HSBC Bank	34. The Cosmos Co-op Bank Ltd.
13. ICICI Bank	35. The Gujarat State Co. Op. Bank Ltd.
14. IDBI Bank	36. The Surat District Co. Op. Bank Ltd.
15. IDFC First Bank	37. The Surat Peoples Co. Op. Bank Ltd.
16. Indusind bank	38. The Baroda Central Co Operative Bank
17. Jammu and Kashmir Bank	39. The Kalupur Commercial Co. Op. Bank
18. Jana Small Finance Bank	40. The Panchmahal Dist. Co-op. Bank Ltd.
19. Karnataka Bank	41. The Rajkot Commercial Co-op Bank
20. Karur Vysya Bank	42. The banaskantha Mrcantfile co op bank ltd
21. Kotak Mahindra Bank	43. Gujarat Gramin Bank
22. RBL Bank	

If the Security Deposit is not paid within 15 days from the date of "Work Order", then the penalty at the rate of 0.065% of SD amount per day, per day of the amount of Security Deposit shall be charged. If the Security Deposit is not paid within one month from the date of "Work Order", necessary action as per the Conditions of Contract shall be taken.

2.30 Agreement

The successful agency shall have to bind in agreement with SMC for the stated work. The successful agency shall have to submit three numbers of non judicial stamp papers of Gujarat State each having a value of Rs.300/- for agreement, surety and undertaking respectively.

2.31 Withdrawal of tenders

If, during the "Tender Validity Period", the Tenderer withdraws his Tender, the Earnest Money Deposit shall be forfeited and the Tenderer may be disqualified from tendering for further Work under the jurisdictions of S.M.C.

2.32 Addenda

Addenda form part of the Contract Documents & full consideration shall be given to all addenda in the preparation of the Tender. Tenderer shall verify the number of addenda issued, if any, and acknowledge the receipt of all Addenda in the Tender. Failure to so acknowledge may cause the Tender to be rejected.

- A. The Engineer-in-Charge of the authority may issue Addenda to advise Tenderers of changed requirements. Such addenda may modify previously issued Addenda.
- B. No Addendum may be issued after the last day of online price submission.

2.33 Discrepancy

When any discrepancy is found between two conditions in the tender then most stringent condition shall be considered and bound to the contractor.

2.34 Right to interpret, accept/reject.

The competent authority inviting the tender shall have all the rights to interpret any or all conditions laid in these tender documents and shall be binding to all. SMC also reserves every right to accept or reject any or all offers without giving any reason thereof.

2.35 GST: GST shall be paid extra if applicable.

Executive Engineer
West (Rander) Zone
Surat Municipal Corporation

Seal & Signature of the bidder

Stage 1: Pre Qualification Criteria: (Minimum eligible criteria required to qualify for Stage 2)

- A.** The bidder shall have an active experience of at least 07 (Seven) years in providing design consultancy / architect services in the Civil and other allied Engineering fields.
- B.** The bidder shall have valid registration of Council of Architecture of India.
- C.** Experience of having successfully completed similar works as a design consultant during the last 07 years, ending on the last day of the month previous to the one, in which applications are invited, i. e. **01.06.2019 to 31.05.2026**, shall be either of the following:
- **Three similar** completed project works as a design consultant each project having completed work done amount not less than **Rs.25.00 Crores**
- OR**
- **Two similar** completed project works as a design consultant, each project having completed work done amount not less than **Rs.35.00 Crores**
- OR**
- **One similar** completed Project work as a design consultant, project having completed work done amount not less than **Rs. 50.00 Cr.**
- D. Similar work means:** Providing comprehensive design consultancy services for building works such as Library / Standalone Auditorium / Performing Art Center / Hospital / Museum / Aquarium / Sports complex / Club House / Project of importance for Govt. (Central and States)/ Semi Govt./ PSUs / Local Self Govt. / Govt. undertaking / Govt. companies/ IITs, IIMs etc.
- The completed consultancy work shall include civil, structure, interior, acoustic, plumbing, landscape, sanitation, electrical, ELV, HVAC, fire fighting system etc. Work carried out for a private entity / party will not be considered. Also work carried out as joint venture (co-consultant), sub-consulting agency or back to back work shall not be considered either.**
- E.** Following enhancement factors will be used for the cost of works executed and financial figures to common base for the value of the works completed in India
- | Financial Year | Multiplying factor |
|----------------|--------------------|
| 2025-26 | 1.10 |
| 2024-25 | 1.21 |
| 2023-24 | 1.33 |
| 2022-23 | 1.46 |
| 2021-22 | 1.61 |
| 2020-21 | 1.77 |
| 2019-20 | 1.95 |
- F.** Average Annual Financial Turnover during the last 03 years, ending on **31. 03. 2026** shall be at least **Rs.50,00,000/-**. A separate certificate from concern chartered accountant shall be submitted.
- G.** The bidding agency must have their office set up within Surat city limits.
- H.** Participation as a consortium or joint venture will not be accepted.
- I.** Any other documents/certificates mentioned elsewhere in the proposed tender.

ONLY THOSE BIDDERS QUALIFYING IN STAGE-I WILL ADVANCE TO STAGE-II

Stage 2: Conceptual Presentation

- Bidders qualifying in stage-I shall be taken in to consideration for Stage-II. However, EMD of disqualified bidders shall be released only after all evaluations are over.
- A "concept presentation" shall be arranged at any convenient place of the client.
- 0 The bidder or the proposed team leader of the bidder shall have to remain present at scheduled date and time at his own expense and have to give presentation in front of Surat Municipal Corporation.

ONLY THOSE BIDDERS QUALIFYING IN STAGE-II WILL ADVANCE TO STAGE-III

Stage 3 –Evaluation of Financial proposal

- Based on the outcome of the evaluation carried out at stage 2, only those bidders who are shortlisted at stage 2 shall be considered eligible for opening of their Financial Bids.
- Amongst such shortlisted bidders, the bidder quoting the lowest consultancy rates in the financial Bid shall be recommended for award of the contract, subject to the approval of the competent authority of SMC.

Stamp & Signature of the Contractor :

Executive Engineer
West (Rander) Zone
Surat Municipal Corporation

Objectives:

- (1) **Holistic design consultancy:** Ensure comprehensive architectural, structural, interior, Electrical, ELV, HVAC, Fire Fighting, landscape like design services that align with modern standards and community needs.
- (2) **Functional library spaces:** Create flexible, user-friendly reading areas, digital resource zones, children's sections, and study rooms to cater to diverse audiences.
- (3) **Auditorium integration:** Design an approximate 200-300 seat auditorium with acoustics, lighting, and stage facilities suitable for lectures, educational programs and community events.
- (4) **Sustainability and green building:** Incorporate eco-friendly materials, energy-efficient systems, natural lighting and ventilation to achieve long-term sustainability.
- (5) **Accessibility and inclusivity:** Ensure barrier-free access for differently-abled individuals with ramps, lifts, tactile paths and inclusive seating arrangements.
- (6) **Smart technology integration:** Embed digital infrastructure such as e-library systems, automated cataloguing and smart security solutions.
- (7) **Cultural and aesthetic identity:** Reflect Surat's cultural heritage and modern aspirations through architectural style, interior themes, and public art installations.
- (8) **Safety and compliance:** Adhere to fire safety, building codes and disaster management standards for public infrastructure.
- (9) **Cost efficiency:** Optimize design solutions to balance quality, functionality and budget constraints.
- (10) **Future adaptability:** Plan spaces that can evolve with changing educational, cultural and technological needs.

DETAILED SCOPE OF WORK

(1)	<p>Phase-I : Pre-design and feasibility</p> <ul style="list-style-type: none"> • Site investigations: Conduct topographical surveys, geotechnical investigations including soil testing and environmental impact assessments. • Feasibility Studies: Analyze site conditions to assess the viability of the proposed project, including traffic or hydrological studies. • Concept Design: Develop preliminary sketches, architectural layouts and massing models to align with the owner's vision and budget. • Statutory Approvals: Identify local zoning laws and prepare initial documentation for necessary municipal and environmental clearances like development permission, Pre NOC for fire fighting and all other applicable clearances.
-----	--

(2)	<p>Phase-II : Preliminary and detailed design</p> <ul style="list-style-type: none"> • Schematic Design: Convert concepts into technical diagrams, establish the structural grid and draft utility layouts. • Detailed Design & Engineering: <ol style="list-style-type: none"> 1. Architectural Design <ul style="list-style-type: none"> • Prepare detailed architectural drawings including floor plans, elevations and sections. • Design functional spaces: reading halls, children's areas, digital resource zones, staff offices and auditorium. • Ensure compliance with building codes, fire safety, and accessibility standards. • Integrate Surat's cultural identity into the design aesthetics. 2. Structural Engineering <ul style="list-style-type: none"> • Provide structural designs ensuring safety, durability, and cost efficiency. • Coordinate with architectural layouts for seamless integration. • Prepare structural drawings and specifications. 3. MEPF Services <ul style="list-style-type: none"> • Design mechanical, electrical, plumbing and fire fighting systems. • Plan HVAC systems for comfort and energy efficiency in Auditorium. • Integrate fire detection, suppression, and emergency systems. • Provide sustainable water management and sanitation solutions. 4. Interior Design <ul style="list-style-type: none"> • Develop layouts for furniture, fixtures, and equipment. • Design interiors that promote learning, creativity and inclusivity. • Select finishes, materials, and color schemes aligned with sustainability. 5. Landscape and Site Development <ul style="list-style-type: none"> • Plan outdoor spaces including gardens, pathways, and seating areas. • Ensure proper vehicular and pedestrian circulation. • Incorporate green zones and recreational areas. 6. Smart Technology Integration <ul style="list-style-type: none"> • Provide infrastructure for e-library systems, Wi-Fi, and digital cataloguing. • Integrate smart lighting, security, and surveillance systems. • Plan for future adaptability with modular technology solutions. • BIM / 3D Modeling: Integrate Building Information Modeling (BIM) for structural coordination and clash detection across architectural, mechanical, electrical, plumbing and fire fighting (MEPF) trades. • Cost Estimation: Provide detailed bills of quantities (BOQ) and accurate capital expenditure (CAPEX) estimates including rate analysis of the items of market rates.
(3)	<p>Phase III : Tendering</p> <ul style="list-style-type: none"> • Tender Documents: Prepare comprehensive tender packages, including technical specifications, drawings, and evaluation criteria.

	<ul style="list-style-type: none"> • Bid Evaluation: Assist Surat Municipal Corporation in reviewing contractor bids, assessing technical capabilities, and providing award recommendations. • Tender for TPI/PMC: Prepare and submit tender documents for appointment of TPI / PMC as directed by SMC.
(4)	Phase IV : Construction Supervision <ul style="list-style-type: none"> • Shop Drawings: Prepare and provide 3 sets of GFC (Good For Construction) drawings in hard copy and other details to execute the planning and integrate different services all together. • Review & Clarifications: Review contractor's submittals, vendor shop drawings, and address Requests for Information (RFIs) to clarify design intent. • Material Selection: Review of samples, selection and finalization of the materials/product of different items of the project with duly sign and stamp on each sample. • Proof checking: Responsibility to cater proof checking clearance from the agency appointed / hired by SMC. • Supervision: Providing active participation and periodic supervision while execution of the work during line layout, footing, slab preparation and casting, masonry as per working drawing, Flooring, Interior works, site development etc. • Coordination with PMC/TPI: Coordinating the project in existence with the TPI / PMC.
(5)	Phase V: Project close out <ul style="list-style-type: none"> • As-Built Drawings: Review and verify the accuracy of the drawings submitted by the contractor at project completion. • Commissioning Support: Assist in system testing, handover processes, and the compilation of Operations and Maintenance (O&M) manuals. • Completion certificate: Provide satisfactory completion certificate of the work

Stamp & Signature of the Contractor :

Executive Engineer
West (Rander) Zone
Surat Municipal Corporation

PAYMENT TERMS

- Consultancy fees shall be applicable on the sanctioned net estimated value.
- No payment shall be made in advance to the successful agency.
- All the payments, retention and deductions shall be made as per prevailing rules, regulation and standard practice of Surat Municipal Corporation.
- GST shall be paid extra, if applicable on these services. The opinion of the GST consultant / concerned department shall be final and binding to all.
- Security deposit of the consulting agency for this work shall be released after clearance of the audit process.

Sr	Stage	% of sanctioned consultancy fees
1	After submission of the detailed estimate and sanction of the estimate by competent authority of SMC	5%
2	After submission of the tender, BOM, detailed drawings etc. for the tender process	10%
3	After 25% completion of the project at site	20%
4	After 50% completion of the project at site	20%
5	After 80% completion of the project at site	20%
6	After commissioning of all the services of the project and submission of the work completion certificate and as built drawings by the consulting agency	25%
	Total	100%

Stamp & Signature of the Contractor :

Executive Engineer
West (Rander) Zone
Surat Municipal Corporation

INVITATION TO TENDER:

The Surat Municipal Corporation hereinafter referred to as the Corporation shall receive tenders for **Selection of an agency for providing design consultancy services for proposed Library with Advanced Facilities at T.P. Scheme No.44 (Jahangirabad) F.P No.55 in West (Rander) Zone of Surat** as per the specifications in the tender documents. The hard copy of the tenders shall be opened in the office of Executive Engineer (Affordable housing Cell), Surat Municipal Corporation, in the presence of tenderer or their representatives, who choose to remain present. The Corporation reserves the right to reject the lowest or any other or all tenders or part thereof which, in the opinion of the Corporation, does not appear to be in its best interest, and the Tenderer shall have no cause of action or claim against the Corporation or its officers, employees, successors or assignees for rejection of his tender.

EXAMINATION BY THE TENDERER:

Prior to submitting his tender, each Tenderer at his own expenses, shall (a) examine the Contract Documents, (b) visit the site and determine local conditions, which may affect the Work, including the prevailing wages and other pertinent cost factors, (c) familiarize himself with all Central, State and local laws, ordinances, rules, regulations and codes, affecting the material supply, including the cost of permits and licenses required for the Work, and (d) co-relate his observations, investigations, and determinations with the requirements of the Tender Document.

All the pages, in which entries are required to be made by the Tenderer, are contained in the Tender Document, and the Tenderer shall not take out or add to or amend the text of any of the documents, except in so far as may be necessary to comply with any addenda issued.

WITHDRAWAL OF TENDERS:

If, during the "Tender Validity Period", the Tenderer withdraws his Tender, the Earnest Money Deposit shall be forfeited, and the Tenderer may be disqualified from tendering for further Work under the jurisdictions of SMC

INTERPRETATIONS OF THE TENDER DOCUMENT:

Tenderer shall carefully examine the "Tender Document" and fully familiarize himself with all the conditions and matters, which may, in any way, affect the Work, or the cost thereof. Should a Tenderer find discrepancies or commission from the Specifications or other documents, or should be in doubt as to their meaning, he shall at once address query to **Executive Engineer** as the "concerned authority" as referred to in the Tender Document (Definitions and Interpretations) of the General Conditions of Contract. Any resultant interpretation of the Tender Document shall be issued to all the Tenderer as an addenda corrigendum.

MODIFICATION OF DOCUMENTS:

Modification of scope of work, conditions and extension of the closing date of the tender, if required, shall be made by an addendum. Copies of each addendum shall be sent to all the Tenderer. These shall be signed and shall form a part of the tender. The Tenderer shall not add to or amend the text of any of the documents, except in so far as may be necessary to comply with any addendum.

ADDENDA:

Addenda form part of the Contract Documents & full consideration shall be given to all addenda in the preparation of the Tender. Tenderer shall verify the number of addenda issued, if any, and acknowledge the receipt of all Addenda in the Tender by submitting signed and stamped addenda online. Failure to so acknowledge may cause the Tender to be rejected.

- A. The competent authority of the client may issue Addenda to advise Tenderer of changed requirements. Such addenda may modify previously issued Addenda.
- B. No Addendum may be issued after the time stated in the notice Inviting Tenders.

POLICY FOR "TENDER UNDER CONSIDERATION":

Tenders shall be termed to be "under consideration" from the date of opening of the Tender, until such time when an official announcement of award is made. While the tenders are under consideration, the Tenderer and their representative or other interested parties are advised to refrain from connecting by any means with

the representative of SMC on matters related to the tenders under study. The Engineer-in-Charge's Representative, if necessary, shall obtain clarification on tenders on behalf of the Tenderer by requesting information from any or all the Tenderer, either in writing or through personal contact, as may be necessary. The Tenderer shall not be permitted to change the substance of his submitted Tender after price revision. Non-compliance with this provision shall make the tender liable for rejection.

CONDITIONAL TENDER:

The scope of work and other terms and conditions are clearly mentioned in the Tender Document. The bidder shall have to carry out the Work in accordance with the detailed scope of work as well as terms and conditions. No other conditions from the bidder shall be accepted. The conditional tender shall be liable to be rejected.

AWARD:

Award of the Contract or the rejection of tenders shall be made during the Tender Validity Period stated in the "Instructions to the Tenders":

- A. After all Contract contingencies are satisfied and the Notice of Award is issued, the successful Tenderer shall execute the Contract Agreement within the time stated in the "Instructions to the Tenders" and shall furnish the "Security Deposit" as required herein. The Contract Agreement shall be executed in the form stipulated by the Owner. A copy of the required form is included in the Contract Document.
- B. If the Tenderer, receiving the Notice of Award, fails or refuses to execute the Contract Agreement within the stated time limit, or fails or refuses to furnish the "Security Deposit" as required herein, the SMC may annul his Award, and declare the E.M.D. forfeited.
- C. A Private / Public Limited Corporation, Partnership firm, acting as the Tenderer and receiving the Award, shall furnish evidence of its existence, and evidence that the person, signing the Contract Agreement & other documents for the Private / Public Limited Corporation, Partnership Firm or other Consortium acting as the Tenderer, is duly authorized to do so.

SIGNING OF TENDER DOCUMENT:

- If the Tender is submitted by an individual, it shall be signed with his full name above his current address.
- If the tender is submitted by a Proprietary Firm, it shall be signed by the Proprietor above his name and the name of his firm with his current address.
- If the Tender is submitted by a Firm in Partnership, it shall be signed by all the partners of the firm above their full names and current addresses, or by a partner holding the power of attorney for the firm to sign the Tender, in which case, a certified copy of the power of attorney shall accompany the Tender. A certified copy of the partnership deed, current addresses of all the partners of the firm shall also accompany the tender.
- If the Tender is submitted by a Limited Company or a Limited Corporation, it shall be signed by a duly authorized person holding the power of attorney for signing the Tender, in which case, a certified copy of the power of attorney shall accompany the Tender. Such Limited Company or Corporation may be required to furnish satisfactory evidence of its existence before the Contract is awarded.

PRICES AND PAYMENTS:

The bidder must understand clearly that the price quoted are for the total Work or the part of the total Work quoted for, as the case may be, and include all the costs incurred in carrying out this work and to include all extras to cover the cost. No claim for additional payment, beyond the prices quoted/sanctioned shall be entertained and the Tenderer shall not be entitled subsequently to make any claim on any ground, except for the condition laid down elsewhere.

DEFECT OF TENDER:

The Tender for the Work shall remain open for a period of 120 calendar days from the date of opening of the price bid of the tenders for this Work.

RIGHTS RESERVED:

The SMC reserves the right to reject any or all tenders, to waive any informality or irregularity in any tender, without assigning any reasons. The SMC further reserves the right to withhold issuance of the notice to proceed, after execution of the Contract Agreement, for the period of time stated in the Invitation to the Tender and no additional payment shall be made to the successful Tenderer on account of such withholding. The SMC is not obliged to give reasons for any such action.

RIGHTS TO REDUCE WORK:

Municipal Commissioner has right to reduce the scope of Work and split the tender into two or more parts without assigning any reason even after the award of Contract.

NO COMPENSATION FOR STOPPAGES DUE TO DEFECTIVE WORK:

No compensation in terms of anything shall be paid, if the Work is stopped due to either defective work, or as per the instructions from Engineer-in-Charge due to any reasons.

NO ARBITRATION:

If any clause of Arbitration is there in the tender document, it is deleted here with.

Executive Engineer
West (Rander) Zone
Surat Municipal Corporation

Seal and signature of the bidder

(1) Definitions

"S.M.C." or "Owner" or "Corporation" or "SMC" shall mean Surat Municipal Corporation, represented by the Municipal Commissioner or his designated representative i.e. Deputy Municipal Commissioner or Additional City Engineer

"Consultant" shall mean the owner / partner of the firm involved in providing design consultancy services

"Contractor" shall mean the agency who is awarded the construction of the proposed project work.

"T.P.I." or "TPI" shall mean the agency designated by the owner to carry out third party inspection work of the proposed project being carried out by the contractor.

"P.M.C." or "PMC" shall mean the agency deputed by the owner for the project management.

"Tender" shall mean a formal and open invitation issued by SMC to service providers to submit their bids or proposals for specific scope of work

"Bid Security" shall mean the bid security provided by the agency to the Surat Municipal Corporation in accordance with his participation in the proposed tender, and which is to remain in force until substituted by the Performance Security.

"Scope of work" shall mean the elaboration which outlines the project objectives, specific deliverables, required standards and timelines.

"Work Order" shall mean the official document of the acceptance of the bid issued by the SMC in favor of a specific agency for the proposed work.

"Security Deposit" or "Performance Security" shall mean the amount provided by the agency to the Surat Municipal Corporation against his assurance of the performance for the awarded work.

"Agreement" shall mean the a legally binding document between SMC and the agency that defines mutual rights, obligations and the specific terms of a transaction.

"Payment terms" shall mean the agreed conditions, timelines and milestones under which SMC will compensate the agency for his services.

"Applicable Laws" shall mean all laws, brought into force and effect by GOI or the State Government or Surat Municipal Corporation including rules, regulations, and notifications made there under, and judgments, decrees, injunctions, writs and orders of any court of record, applicable to the agreement and the exercise, performance and discharge of the respective rights and obligations of the parties hereunder, as may be in force and effect during the subsistence of the agreement.

"MEPF" shall mean mechanical, electrical, plumbing and firefighting system for the proposed project.

"DLP" shall mean the defect liability period of the project work agreed by the agency to the client.

"O&M" or "AMC" shall mean operation and maintenance or annual maintenance contract of an installation or system under the proposed project.

"GST" shall mean Goods and Service Tax - Central, State and Inter-state

"Site" shall mean the land and other place on, under, on or through which the proposed project work is to be carried out and any other lands or places provided by the Municipal Corporation for the purpose of the Contract, together with any other places designated in the Contract as forming part of the site.

(2) RULING LANGUAGE

The language according to which the agency shall be instructed and interpreted shall be English. All entries in the Contract Document and all correspondence between the agency and the Municipal Corporation or the Engineer-in-Charge shall preferably be in English. All dimensions for the Materials shall be given in metric units only.

(3) QUOTE

Agency is expected to quote consulting fees in % rate after careful analysis of cost involved for the performance of the completed item considering the broader scope of work and other conditions of the contract. **The % consultancy fees shall be based on sanctioned estimated value (net) of the project, not on the tender or work done amount.**

(4) TAXES, DUTIES, OCTROI, ETC.

The agency shall be liable to the payment of all the Central/ State/Local Bodies' Levies, taxes or duties etc. GST (Goods & Service Tax) has come in existence from 1st July, 2017. Contractor / Successful Bidder is bound to pay any amount of GST (if applicable) prescribed by the Govt. of India as per the Terms of Contract agreed upon during the course of execution of this Contract. 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., 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.

Construction Cess will be deducted from all Running Bills & Final Bills as per the prevailing Government Rates (If applicable)

(5) TIME FOR COMPLETION

The time completion of this contract shall be the time taken to complete the whole project in all-in-all manner. However, following timelines are crafted for different type of activities:

Sr	Activity	Timeline
1	Preparation and submission of design options of the project including 3D models, plan, schematic diagrams etc.	Within 1 month from the date of the Letter of Intent (LOI)
2	Preparation and submission of the primary estimate, rate analysis, drawings etc.	Within 1 month after finalization of the design of the project
3	Submission of final estimate, drawings etc.	Within 7 days from the intimation from SMC
4	Preparation of tender documents (for the project work as well as for the PMC/TPI) complete with terms. conditions, scope of work, specifications,	Within 15 days from the date of the submission of the final estimate as mentioned in Sr. no. 3
5	Evaluation of the bids received	Within 7 days from the intimation from SMC
6	Proof checking of all the structural drawings	Within 15 days from the eruption of the requirement at different stages
7	Site supervision	On regular interval and also on need basis

(6) PENALTY CRITERIA

Sr	Description	Rate of Penalty
1	If submission as mentioned in Sr. No. 1 above is delayed	Rs.1000/- per day
2	If submission as mentioned in Sr. No. 2 above is delayed	Rs.1000/- per day
3	If submission as mentioned in Sr. No. 3 above is delayed	Rs.1000/- per day
4	If submission as mentioned in Sr. No. 4 above is delayed	Rs.1000/- per day
5	If submission as mentioned in Sr. No. 5 above is delayed	Rs.1000/- per day
6	If submission as mentioned in Sr. No. 6 above is delayed	Rs.1000/- per day per incidence
7	If submission as mentioned in Sr. No. 6 above is delayed	Rs.1000/- per day per incidence

(7) ACTION OF FORFEITURE OF SECURITY DEPOSIT

Whenever any claim arises against the agency for the payment of a sum of money out of or under the Contract, the Owner shall be entitled to recover such sum by appropriating in part or whole, the Security Deposit of the agency. In case the Security Deposit is insufficient, the balance recoverable shall be deducted from any sum then due or which at any time, thereafter, may become due to the Contractor, the Contractor shall pay to the Owner on demand any remaining balance due.

1. In any case, in which under any clause or clauses of the Contract, the agency shall have forfeited the whole of his Security Deposit or have committed a breach of any of the terms contained in this Contract, the Owner shall have power to adopt any of the following courses as he may deem best suited to his interest:
2. To rescind the Contract of which Rescission Notice in writing to the agency under the hand of the Owner shall be conclusive evidence. In which case, the Security Deposit of the agency shall stand forfeited and be absolutely at the disposal of the Owner.

(8) SCHEDULE OF RATES

The consulting agency shall have to consider the most latest rates laid in the relevant S.O.R. for particular items. Where SOR rates are not available, the market rates shall be considered. Under such circumstances, proper Rate Analysis based on the competitive market rate offers shall be submitted by the agency.

(9) OVERPAYMENT AND UNDERPAYMENT

The Municipal Corporation reserves the right to enforce recovery of any over payment when detected. If as a result of such audit and technical examination any over payment is discovered in respect of any work done by the agency or alleged to have been done by him under the Contract, it shall be recovered by the Municipal Corporation from the agency by way of all the means.

(10) POWER OF ENGINEER TO GIVE FURTHER INSTRUCTIONS

The Engineer-in-Charge and his/her deputed staff shall have the power and authority, from time to time and at all times, to give further instructions and directions as may appear to him necessary or proper for the guidance of the agency and the work and efficient execution of the Work according to the terms of the specifications, and the agency shall receive, execute, obey and be bound by the same, according to the true intent and meaning thereof, as fully and effectually, as though the same had accompanied or had been mentioned or referred to in the specifications.

(11) SUBLETTING OF WORK

The consulting agency is allowed to hire sub-consultant / sub-agencies from specialized work like structure, interior design, electrical, ELV, HVAC, fire fighting works etc. But under no circumstances the entire work shall be awarded to any sub agency.

(12) TERMINATION OF SUB-AGENCY BY OWNER

If any sub-agency engaged upon the work which in the opinion of Engineer-in-Charge is not in accordance with the contract documents or at satisfactory level, the SMC may give written notice to the consultant request him to terminate such sub-contract and the consultant upon the receipt of such notice shall terminate such sub-agency and the latter shall forthwith leave the work failing which the Owner shall have the right to remove such sub-agencies from the work. The main consultant will not be entertained for any right to compensation, extension of time or any other perks in such kind of situations.

(13) CHANGES IN FIRM'S CONSTITUTION TO BE INTIMATED

Where the agency is a partnership firm, the previous approval in writing of the Engineer-in-Charge shall be obtained before any change is made in the constitution of the firm. Where the agency is an individual or a Hindu undivided family business concern, such approval as aforesaid shall likewise be obtained before the

agency enters into any partnership agreement where under the partnership firm would have the right to carry out the works hereby undertaken by the agency.

(14) IN EVENT OF DEATH OF CONSULTANT

Without prejudice to any of the right or remedies under the Contract, if the consultant dies, the owner shall have the option of terminating the Contract without compensation to the consulting agency.

(15) MEMBER OF THE OWNER NOT INDIVIDUALLY LIABLE

No official or employee of the owner shall in any way be personally bound or liable for the acts or obligations of the owner under the Contract or answerable for any default or omission in the observance or performance of the acts, matters or things which are herein contained.

(16) NOTICES

Any notice under this contract may be served on the consultant or his duly authorized representative at the job site or may be served by registered post or other manner direct to the official address of the consulting agency proof of issue of any such notice could be conclusive of the consultant having been duly informed of all contents therein.

(17) BREACH OF CONTRACT BY CONSULTANT

If the consultant fails to perform the work under the contract with due diligence or shall refuse or neglect to comply with instruction given to him in by the Engineer-in-Charge accordance with the contract, or shall contravene the provisions of the contract, the SMC may give notice in writing to the consultant to make good such failure, neglect, or contravention. Shall the consultant fail to comply with such written notice within twenty-eight (28) days or receipt, if the competent authority of SMC shall think fit, it shall be lawful for the Municipal Corporation, without prejudice to any other rights, the consultant may have under the contract, to terminate the contract for all part of the works, and to make any other arrangements it shall deem necessary to complete the work outstanding under the Contract at the time of termination.

(18) DEFAULT OF CONSULTANT

The Municipal Corporation may upon written notice of default to the consultant terminate the contract in circumstance detailed hereunder:

1. If in the judgement of the Municipal Corporation, the consultant fails to make completion of work within the time specified in the completion schedule or within the period for which extension has been granted by the Municipal Corporation /Engineer to the consultant.
2. If in the judgement of the Municipal Corporation, the consultant fails to comply with any of the provisions of this contract.
3. Any partially completed information and contract rights as the consultant has specifically produced or acquired for the performance of the contract so terminated.

(19) BANKRUPTCY

If the consultant shall become bankrupt or insolvent or have a receiving order made against him, or compound with the creditors, or being the Municipal Corporation commence to be wound up, not being a member's Voluntary winding up for the purpose of amalgamation or reconstruction, or carry on its business under a receiver for the benefit of his creditors or any of them, the Owner shall be at liberty to either (a) terminate the Contract forthwith by giving notice in writing to the consultant or to the receiver or liquidator or to any person or organization in whom the contract may become vested

(20) LAWS GOVERNING THE CONTRACT

The Contract shall be constituted according to and Subject to the laws of Bharat/India and the State of Gujarat and under the jurisdiction of the courts of Gujarat at Surat.

(21) SETTLEMENT OF DISPUTES

Except or otherwise specifically provided in the Contract, all disputes concerning questions of fact arising under the Contract shall be decided by the Engineer, subject to a written appeal by the consultant to the Engineer, and these decisions shall be final and binding on the parties hereto. Any disputes or difference including those considered as such by only one of the parties arising out of or in connection with this Contract shall be to the extent possible settled amicably between the parties. If amicable settlement can't be reached, then all disputed issues shall be settled as provided in (a).

(a) DISPUTE OR DIFFERENCES TO BE REFERRED TO

If at any time, any question, disputes, or differences of any kind whatsoever shall arise between Engineer and the consultant upon or in relation to or in connection with this contract, either party may forthwith give to the other, notice in writing of the existence of such question, dispute or difference as to any decision, opinion, instruction, direction, certificate or evaluation of the Engineer.

The question or difference shall be settled by the Municipal Commissioner who shall state his decision in writing and give notice of same to the Engineer and to the consultant. Such decision shall be final & binding upon both parties to the contract and work on contract if not already breached or abandoned shall proceed normally unless and until the same shall be revised (or upheld) due to any Judicial proceeding. Shall the Municipal Commissioner fail to give a decision within three (3) calendar months after issuance of notice of a question, dispute, or difference or if the consultant is dissatisfied with any such decision of the Municipal Commissioner, then the matter may be referred to court of law subject to SURAT JURISDICTION.

(22) DELETION OF ARBITRATION CLAUSE

Arbitration word or clause shall be considered deleted, wherever written in the whole tender.

(23) RESPONSIBILITIES OF CONTRACTOR FOR CORRECTNESS OF WORK

The consultant shall be entirely and exclusively responsible for the correctness of every part of the work and shall rectify completely and errors thereon at his own cost when so instructed by Engineer-in-Charge.

(24) DISCREPANCIES BETWEEN INSTRUCTIONS

If there is any discrepancy between the various stipulations of the contract documents of instructions to the consultant or his authorized representative or if any doubt arises as in the meaning of such stipulation or instructions, the consultant shall immediately refer in writing to the Engineer-in-Charge whose decision shall be final and conclusive and no claim for losses caused by such discrepancy, shall in any event be admissible.

(25) OWNER MAY DO PART OF THE WORK

If consultant:

- I. At any time makes default during currency of work or does not execute any part of the work with due diligence and continues to do so even after a notice in writing of 7 working days in this respect from the Engineer-in-Charge or
- II. Commits default in complying with any of the terms and conditions of the contract and does not remedy it or takes effective steps to remedy it within 7 working days even after a notice in writing is given in that behalf by the Engineer-in-Charge; or Fails to complete the work(s) or items of work with individual dates of completion, on or before the date(s) so determined, and does not complete them within the period specified in the notice given in writing in that behalf by the Engineer-in-Charge.
- III. The Engineer- in-Charge without invoking action without prejudice to any other right or remedy against the contractor which have either accrued or accrue thereafter to SMC, by a notice in writing to take the part work / part incomplete work of any item(s) out of his hands and shall have all the powers execute the work at risk and cost of the consultant.

(26) ACCIDENTS

The consultant shall be responsible for all liabilities under workman compensation act, 1923. SMC cannot be made responsible for compensation due to any accident, injury or death of the employees / persons deployed by the consultant for this work.

(27) FORCE MAJEURE CLAUSE

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enemy, civil commotion, sabotage, serious loss or damage by fire, explosions, epidemics, strikes, lockouts or acts of God (hereinafter, referred to events) provided, notice of the happening of any such event is given by either party to the other within 30 days from the date of occurrence thereof, neither party shall by reason of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and works under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Executive Engineer as to whether the works have been so resumed or not shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or in part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 120 days, either party may at its option terminate the contract by giving notice to the other party.

(28) OWNERSHIP OF THE DOCUMENTS

All plans, drawings, specifications, designs, reports and other documents prepared by the consultant, in performing the services shall become and remain the property of the SMC and the consultants shall not later than upon termination or expiration of this contract, deliver all such documents to the SMC, together with a details inventory thereof. The consultant may retain a copy of such documents. Restrictions about the further use of these documents, if any, shall be specified in the Schedule of Contract.

(29) NO COMPENSATION FOR ALTERATION OR IN RESTRICTION OF WORK

SMC shall have every right to decide to make alterations during the ongoing work of the project. SMC also reserves every right for the restriction of the work at any stage of the project. No compensation of additional payment other than the approved amount shall be paid to the consulting agency for making changes in the prepared details-drawings-execution plan etc.

(30) LAWS GOVERNING THE CONTRACT

The Contract shall be constituted according to and Subject to the laws of Bharat/India and the State of Gujarat and under the jurisdiction of the courts of Gujarat at Surat.

Signature of the Contractor:

Executive Engineer
West Zone (rander)
Surat Municipal Corporation

STATEMENT-I : INFORMATION REGARDING THE BIDDER

(PREPARE AND SUBMIT ONLINE ONLY)

A.	Name of the Bidder / Firm	:	
B.	Address of the Bidder / Firm	:	
C.	Phone no. Mobile no. E-mail	: : :	
D.	Registration details in Council of Architecture of India	:	
E.	Name, designation & contact number of single point contact of the firm	:	
F.	Type of organization, including particulars of Proprietor /Partners/ Directors: (Sole Proprietorship, Partnership, Private Ltd. Company, Co-Operative Body, etc.) (Attested copy of deeds of Memorandum of Association shall be enclosed.)	:	
G.	PAN Card Number of the firm	:	
H.	GST number of the firm (if applicable)	:	
I.	Years in the design consultancy	:	
J.	Name of the major completed important projects and clients as a design consultant	:	
K.	Average annual turnover from FY 2023-24 to 2025-26	:	

STATEMENT – II: Certificate of the site visit

(PREPARE AND SUBMIT ONLINE ONLY)

I/ we _____, owner / partner / authorized representative of _____ (Name of the consultancy firm) have visited the site of the proposed "**Library with advanced Facilities at T.P. Scheme No.44 (Jahangirabad) F.P No.55 in West (Rander) Zone of Surat.**"

We have inspected and evaluated the work as mentioned in tender document with reference to its location, topography, soil conditions, shifting of services and all other works. We have understood the scope of work and shall carry the work as per tender terms and conditions. We have submitted this offer after satisfying ourselves about the local site conditions, local costs, etc.

Place:

Seal and signature of the bidder

Date:

STATEMENT-III : AFFIDAVIT

- (1) To be prepared a notarized copy of following matter on a non judicial stamp paper of Rs.300/-
(2) Submit online as well as in hard copy.

NAME OF THE WORK: Selection of an agency for providing design consultancy services for proposed Library with Advanced Facilities at T.P.Scheme No.44 (Jahangirabad) F.P No.55 in West (Rander) Zone of Surat

1. I, the undersigned, do, hereby, certify that all the statements made in the required attachments are true and correct. I also understand that in case of wrongful/ false information, corporation is entitled to take any civil & criminal punitive action against me/us.
2. The undersigned also, hereby, certifies that neither our firm (name of the firm) _____ nor any of its constituent partners, have abandoned any work of any Government or Semi-government organization in India, no contract awarded to us for such works has been rescinded, during the last 07 years prior to the date of this Bid.
3. The undersigned hereby authorize(s) and request(s) any bank, person, authorities, government or public limited institutions, firm or corporation to furnish pertinent information deemed necessary and requested by the SMC to verify our statements or our competence and general reputation.
4. The undersigned understands and agrees that further qualifying information may be requested and agrees to furnish any such information at the request of the project implementing unit.
5. The SMC and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Affidavit will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by you to verify statements and information provided in the Tender or with regard to the resources, experience and competence of the Applicant.

Signed by an Authorized Officer of the Firm

Title of Officer

Name of Firm

Date

CHECKLIST BEFORE SUBMITTING THE TENDER

Bidders are advised to ensure the submission of the following documents of their part before finally uploading their offers. However, the following documents are only indicative, and bidders are advised to go through entire tender for any other document left for uploading which is not listed below.

Sr.	Description	Online	Hard Copy
1.	Technical bid with sign and stamp of bidder on each page	√	
2.	Price Bid (Online submission on the website only)	√	
3.	EMD	√	√
4.	Tender Fee	√	√
5.	Registration certificate of Council of Architecture	√	
6.	GST Registration Copy (If applicable)	√	
7.	PAN Card Copy	√	
8.	Certificate from a chartered accountant showing annual turnover of last 3 financial years	√	
9.	Certified copies of experience	√	
10.	Work orders / POs	√	
11.	Authority letter / Power of attorney in the favor of the person if the tender(bid) is not being submitted by the owner / partner / director	√	
12.	Partnership deed in case of partnership firm / Article of association in case of limited companies.	√	
13.	Document regarding 7 years of experience	√	
14.	Document regarding local office set up	√	
15.	Statement-I	√	
16.	Statement-II	√	
17.	Statement-III	√	√
18.	Signed and stamped addenda (If any)	√	√
19.	Any other additional information bidder wants to submit	√	
20.	Any other documents asked in the tender documents	√	

NOTES:

All the required documents of a bidder **issued by a third party** including registration certificate, Work orders, work completion certificates (3A certificates), annual turnover certificate, GST, PAN copy or any other supportive documents etc. shall be readable and preferably be in form of **COLOR SCANNED WITH NOTARY**. The original seal, signature and name of the notary shall be clearly visible. **Where color copy is not available, photo copy (black & white) shall also be properly readable and also notarized clearly displaying original sign, stamp and name of the notary.**

Under no circumstances, the documents (issued by a third party) without notary shall not be considered and such a bid shall be rejected straight way.

Signature of the Contractor:

Executive Engineer
West Zone (rander)
Surat Municipal Corporation

SUBMISSION OF TENDER DOCUMENT & ENVELOPE CARRYING DOCUMENTS

(1) **Availability of tender documents** :<http://www.smctender.nprocure.com>

(2) **What should be submitted online?**

Soft copies of (a) Signed & Stamped copy of technical bid (b) Price Bid (c) Qualifying documents (d) Scan copies of DD of EMD & Tender Fee (e) Any other supporting documents (f) statements, affidavit etc. (g) Addenda, if any etc.

(3) **What should be submitted in hard copy?**

Original draft of (a) DD of EMD (b) DD of Tender Fee (c) Affidavit (d) Signed and stamped addenda if any (e) Any other documents specifically asked in the tender

(4) **What information should the cover of hard copy contain?**

1. **Tender Notice No:** ACE / West Zone / 03 / 2026-27, W.N. 4

2. **Name of the work:** Selection of an agency for providing design consultancy services for proposed Library with Advanced Facilities at T.P.Scheme No.44 (Jahangirabad) F.P No.55 in West (Rander) Zone of Surat

3. **Last date of submission:** Dt. 20.07.2026 (Or as ammended)

4. **Name & address of the bidding agency:** --As actual--

(5) **Where the hard copy of the tender is to be submitted?**

The Chief Accountant, Accounts Department, Surat Municipal Corporation, Tapi Bhavan, Tapipura, Surat

(6) **What should be the mode of submission of hard copy?**

Governmental Speed Post or RPAD Only

(7) **Where to contact for any clarification regarding online submission?**

"(n) Code solutions – A division GNFC Ltd."

403, GNFC Info Tower, Bodakdev,

Ahmedabad. 380054. Gujarat. India.

Tel : + 91 26857316/17/18

Toll Free : 1 800 233 1010 (Extn. 501 & 512)

Fax : + 91 79 26857321

E-mail : nprocure@gnvfc.net

Web site : www.nprocure.com

MEMORANDUM

(1)	General Description of the Work	:-	Selection of an agency for providing design consultancy services for proposed Library with Advanced Facilities at T.P.Scheme No.44 (Jahangirabad) F.P No.55 in West (Rander) Zone of Surat
(2)	Estimated Cost	:-	----
(3)	Earnest Money Deposit	:-	Rs.20,000/-
(4)	Security Deposit		2% of the sanctioned consultancy fees
	(i) Initial Security Deposit	:-	Rs.50,000/- (After award of the LOI)
	(ii) Residual SD	:-	Difference of SD (After issuing of the detailed work order)
	Total Security Deposit	:-	Rs. 2% of the sanctioned consultancy fees
(5)	Time allowed for the completion of the Work from date fixed in Work Order Letter to commence	:-	Till the completion of the proposed project in all-in-all manner
(6)	Compensation for delayed Work	:-	As per penalty clauses, maximum up to 10 % (Ten percent) of the consultancy fees
(7)	The progress of the Work shall confirm to the following schedule	:-	-----
(8)	Defect Liability Period	:-	N.A.
(9)	Electricity	:-	N.A.

Signature of the Contractor:

Executive Engineer
West Zone (rander)
Surat Municipal Corporation

END OF TENDER DOCUMENTS