

**ASSAM STATE TRANSPORT CORPORATION**

**Paltanbazar, Guwahati-781008**

Ph: 0361-2739552, Fax- 0361-2730726

Email id:- astc2009@gmail.com

Website:- www.astc.assam.gov.in

**TENDER DOCUMENTS**

**for**

**SPARE PARTS**

**(TATA, Ashok Leyland, SML, Volvo, Eicher)**

**for the year 2018-19**

**NIT No. STHP/Tender/2018-19/950 dtd. 21.02.2018**

**[Part (a) of the NIT]**

**Price of Tender Documents Rs.1000.00**

**OFFICE OF THE MANAGING DIRECTOR  
ASSAM STATE TRANSPORT CORPORATION, PALTANBAZAR  
GUWAHATI**

Ref. No.: STHP/Tender/2018-19/950

dtd.21.02.2018

**Tender Notice**

Assam State Transport Corporation (A.S.T.C.) invites sealed tenders in two bid system for

- a) Purchase of automobile spare parts (Tata, Ashok Leyland, SML, Eicher, Volvo) for passenger buses (Heavy & Medium) from authorized dealers or retailers.
- b) Supply of new tyre, tube & flap from reputed manufacturer company.
- c) Supply of rubber materials for tyre retreading from reputed manufacturer.
- d) Purchase of automobile battery for passenger buses (Heavy & Medium) from reputed manufacturers.

Interested tenderers may collect the tender document for the category of item he is interested in from the office of undersigned on any working day during office hours on payment of Rs. 1000.00 ( Rupees one thousand only) in cash to the cash counter, H.O, ASTC, Paltanbazar, Guwahati-8.

The tender document can also be downloaded from our website: [www.astc.assam.gov.in](http://www.astc.assam.gov.in) w.e.f. 07.03.2018 up to 20.03.2018. Any new information related to the tender documents will be published in the website only. In case, the tender document is downloaded from the website and tender is submitted, the tender document fee Rs.1000.00 in the form of bank draft drawn in favour of the Managing Director, Assam State Transport Corporation, payable at SBI, South Guwahati, Assam shall have to be submitted along with the technical bid.

Sd/-  
( A. P. TIWARI IPS )  
Managing Director,  
A.S.T. Corporation, Guwahati

**ASSAM STATE TRANSPORT CORPORATION**

**Paltanbazar, Guwahati-781008**

NIT. No.: STHP/Tender/2018-19/950  
[Part (a) of the NIT]

dtd.21.02.2018

**IMPORTANT DATES**

- |   |                            |
|---|----------------------------|
| 1. Sale of tender documents                 | : from 07.03.2018          |
| 2. Last date of sale of tender documents    | : up to 20.03.2018         |
| 3. Last date & time of submission of tender | : 21.03.2018 up to 1.00 PM |
| 4. Date & time of opening of technical bid  | : 21.03.2018 at 3.00 PM    |

**N.B:**

1. Only the technical bids will be opened on 21.03.2018 at 3.00 PM which will be reviewed by a Technical Committee.
2. Technical Committee may visit the bidder's firm if it is felt necessary.
3. On receiving the Technical Committee report the financial bids of only technically qualified bidders shall be opened on a subsequent date, which will be informed to the qualified bidders in due time.
4. The tenderers or their authorized representative may remain present at the time of opening of bids.
5. The bidders should mention the technical details of their products.
6. **Special Note For Goods & Service Tax (GST)**

The Goods & Service Tax (GST) is implemented with effect from 1<sup>st</sup> July 2017 in India. Accordingly VAT/Sales Tax will be discontinued and these taxes will be subsumed to GST. GST will be payable on all goods. Hence, all bidder having VAT Registration (TIN) needs to register with GST for continuing any transaction with ASTC. Copy of certificate mentioning GST Registration number needs to be submitted with the tenders in the technical bids. Tender submitted without GST Registration will be liable for rejection.

Sd/-

Chief Engineer (A&T)  
Assam State Transport Corporation  
Guwahati

**ASSAM STATE TRANSPORT CORPORATION**

**Paltanbazar, Guwahati-781008**

NIT. No.: STHP/Tender/2018-19/950  
[Part (a) of the NIT]

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**GENERAL INSTRUCTION TO TENDERERS**

1. The tenderers should submit tenders in sealed envelope super scribing the NIT No. **STHP/Tender/2018-19/950 dtd 21.02.2018 [Part (a) of the NIT] and “Tender for Spare Parts (Tata, Ashok Leyland, SML, Volvo, Eicher)”** on the top of the envelope and it should be addressed to the Managing Director, ASTC.
2. Tenders received late will not be considered and postal delay will not be entertained in case the bidder sends his tender through post or courier.
3. The tenderer is requested to go through the instructions; Terms and conditions carefully before quoting the rates in Tender Schedule and comply with the same.
4. The tenderer should satisfy & comply with all the terms and conditions and instructions, which are mentioned in the Tender Notice and in this tender document.
5. The corporation reserves the right to delete any item or items or to increase or decrease the quantity of any item or items from the tender schedule.
6. The Corporation reserves the right to accept or reject any/or all the tenders without assigning any reason thereof.
7. Tenderer should submit detailed statement for their specifications giving the details (facts) as to why not as per our specification, and submit the statement in his Technical bid i.e., envelope No. 1.
8. Tender document fee:- Interested tenderers may collect the tender document for the category of item he is interested in from the office of the Managing Director, ASTC, Paltanbazar, Guwahati, Assam, on any working days during office hours on payment of Rs. 1000.00 ( Rupees One Thousand Only) in cash to the cash counter. The tender document can also be downloaded from our website: [www.astc.assam.gov.in](http://www.astc.assam.gov.in) w.e.f. 07.03.2018 to 20.03.2018. In case, the tender document is downloaded from the website and tender is submitted, the tender document fee Rs.1000.00 in the form of bank draft drawn in favour of the Managing Director, Assam State Transport Corporation, payable at SBI, South Guwahati, Assam shall have to be submitted along with the technical bid. **The tender document fee is non refundable.**
9. Earnest Money:- Rs. 50,000.00 (Rupees fifty thousand) only to be deposited through Demand draft to be drawn in favour of the Managing Director, Assam State Transport Corporation, payable at Guwahati in any Nationalized Bank or fixed deposit of this amount in favour of Managing Director. The Demand Draft/fixed A/C is to be submitted along with the technical bid of the tender. The Earnest money shall be refunded if the tenderer is unsuccessful. The EMD is interest free.
10. Procedure for submission of Tender:Tenderer should note that they will have to submit two separate sealed envelopes as below:

- a) **Envelope No 1 [TECHNICAL TENDER ENVELOPE/ TECHNICAL BID]:** The first envelope shall be addressed to the Managing Director ASTC, Guwahati. The tenderer should mention bidders address on the same envelope & clearly marked as “**ENVELOPE NO. 1 for Spare Parts (Tata, Ashok Leyland, SML, Volvo, Eicher).**” and shall super scribe technical bid & tender notice number and should furnish and submit the following information and documents as per the format of technical bid.
- i. Full Name & address of the manufacturing company.
  - ii. Contact/Telephone No.
  - iii. Telex No.
  - iv. FAX No.
  - v. Email ID.
  - vi. The attested copies of the certificate of registrations under shop act and GST Registration Number or any other certificate as may be applicable from time to time. Latest GST return filed, Registration Certificate for NSIC,DGS&D Registration, if any.
  - vii. Copies of certificate of Registration with Govt. & Semi govt./ASRTU/NSIC and DGS&D authorities should be enclosed.
  - viii. Copy of test report of the quality of Spare Parts (Tata, Leyland, Swaraz Mazda, Volvo, Eicher) from appropriate govt. authority needs to furnish.
  - ix. Copy of Chassis manufacturer certificate is required.
  - x. Income tax return certificate.
  - xi. Documents in support of address proof.
  - xii. Tender Document fee submission record/money receipt/ demand draft.
  - xiii. The tenderer should furnish the “**PROPRIETARY ITEM CERTIFICATE**”, if any along with the technical bid.
  - xiv. Past experience of supply to STU & ASTC.

b) **Envelope No.2 [Financial bid/ envelope for rates]:-**

The second Envelope shall be clearly addressed to the Managing Director ASTC, Guwahati. The tenderer should mention bidders address on the same envelope clearly marked as “**Envelope No. 2 for Quotation for Spare Parts (Tata, Ashok Leyland, SML, Volvo, Eicher)**” shall contain only the “rates of new **Spare Parts**” (Tata, Ashok Leyland, SML, Volvo, Eicher).

11. The two envelopes i.e Envelope 1 & Envelope 2 are to be enclosed in a common envelope super scribing the NIT No., NIT subject, address of the bidder. The common envelope should be addressed to the Managing Director, ASTC. The common sealed envelope should be submitted in the tender drop box in the office of the Managing Director, ASTC, Paltanbazar, Guwahati.
12. The tenderer should note that in case Envelope No.1 does not contain copies of registration of Shop under shop Act and GST Registration Certificate, Latest GST return filed, Dealership Certificate, the Envelope No.2 will not be opened and the offered tender will be liable for rejection.

13. The Tenderer should quote the rates duly signed with date and seal of the firm in the financial bid only. He should not quote the rates anywhere directly or indirectly in Envelope No.1. The rate should be quoted in both digits and letter and should not be overwritten. If done so, the tender will be rejected. The rate should be quoted in INR only.
14. If there is any correction in Tender, every correction/s in the rate should be initiated by the Tenderer or his authorized signatory.
15. Tenderer must follow all terms and conditions, instructions. If he fails to follow any of the conditions and instructions, his/her Tender is liable for rejection.
16. The tenderer who meets our specification as well as quality of the item will be considered as successful bidder.
17. Tenderer, whose rates are accepted as per specifications & quality, will be informed about the same.
18. All correspondences shall have to be made in English only.
19. A copy of tender document duly sealed & signed by authorized signatory of the bidder on each page should be submitted along with the technical bid.
20. Each page of the bid submitted by the bidder should be duly sealed & signed by the authorized signatory.

Sd/-  
Chief Engineer (A&T)  
Assam State Transport Corporation  
Guwahati

# ASSAM STATE TRANSPORT CORPORATION

Paltanbazar, Guwahati-781008

NIT. No.: STHP/Tender/2018-19/950  
[Part (a) of the NIT]

dtd.21.02.2018

## TERMS AND CONDITIONS FOR SUPPLY OF SPARE PARTS.

1. The rate should be quoted as F.O.R. Destination at our Central Store, ASTC, Rupnagar, Guwahati.
2. The GST rates, if any, whether inclusive or not, must be clearly stated in percentage and calculated in amount.
3. The validity period for the rates offered should be clearly mentioned and it should be minimum 1 year from the date of opening of tenders & should conform our specifications. The tenderers may please furnish their detailed specifications against each item, the relevant price list must accompany with the quotation.
4. The delivery period should clearly state the  
Liquidated Damages: Firm should have to quote the delivery period clearly from the date of receipt of order or confirmed order.  
In-ordinate delay in execution of supply of the ordered materials may lead to cancellation orders.
5. Extension of Delivery period: The delivery period mentioned in purchase order may be extended
  - I. If the completion of supply of **Spare Parts** is delayed due to reasons such as act of God, act of Public enemy, Wars, Act of Government, Fires, Floods, Quarantine, Restrictions, Strikes and Freight embargoes the delivery period may be extended.
  - II. Supplier will have to give notice within 10 days to this corporation in writing in his claim for an extension of the delivery period. After receipt of such notice and verifications; if necessary the delivery period will be extended but without prejudice to other terms and conditions of the purchase order and Tender notice/Tender document's conditions.
  - III. If supplier does not deliver the ordered material even after expiry of extended delivery period then ASTC will be entitled to recover liquidated damages from the supplier.
6. The Corporation reserves the right to accept or reject any/all quotations and to order any of the item/s in any quantity without assigning any reasons and is not binding to accept the lowest rate.
  - a. The Corporation reserves the right to delete any item/s from Tender Enquiry.
7. The items will be checked at the Corporation and acceptance is subject to the approval of the Corporation.
8. If the **Spare Parts** or any part supplied is rejected by the corporation, supplier will have to bear all expenses incurred in the matter including all charges for return and replacement of the **Spare Parts**. The rejected **Spare Parts** shall have to be taken back by the supplier at their own cost.

9. **PAYMENT CONDITIONS:** 100% payments will be released after receipt of materials in good condition and approved by this corporation.
10. **Inspection of Goods:** The ordered item/s will be inspected by our representative at our C/store at the time of delivery. The Supplier should inform the date of delivery.
11. The Spare Parts shall have to be replaced if any manufacturing defect is found.
12. The replacements of defective **Spare Parts** must be carried out at own cost of Supplier.
13. If any damages of any item/items occur in transit, then that shall be replaced by the supplier at their own cost.
14. Mode of Despatches: - **Spare Parts** should be supplied at our C/store ASTC, Rupnagar, Guwahati, at own cost of the company. A copy of Invoice/ Bill along with Challan should invariably be accompanied with the supplied **Spare Parts**.
15. Cancellation of purchase orders: Corporation reserves the right to cancel the purchase orders on following grounds.
  - a) If Supplier fails to supply the items within the delivery period or even during the extended period granted by ASTC or in case the supplier has not supplied and has not applied for extension of delivery period.
  - b) If the supplier fails to follow the terms & conditions and instructions as mentioned in the tender documents or conditions mentioned in purchase orders.
  - c) If supplier is found defaulter.
16. The Corporation reserves the right to place an order to any party who is ready to supply on lowest rate for the items of the cancelled order, and corporation reserves the right to place an order on 2<sup>nd</sup> lowest rate if no supplier is ready to supply on 1<sup>st</sup> lowest rate for items for which the order was cancelled (the order was placed on 1<sup>st</sup> lowest but party fails to supply).
17. In case of any manufacturing defects observed, the defective **Spare Parts** are to be replaced with correct quality items immediately.
18. If any short supply is found at the time of verification/inspection of **Spare Parts**, the supplier will have to supply the shortage within 15 days.
19. Training: - The supplier will have to provide training to our representative/staffs free of cost from time to time as regards to storage and maintenance of **Spare Parts**.
20. The original source of the items offered whether Indian or foreign should be clearly mentioned, and in case of the later, the exact country in which they are manufactured should be clearly stated against each article/equipment.
21. **IMPORTED EQUIPMENTS:-** If any Tenderer is going to quote for imported **Spare Parts**, he should quote the rates in INR, and if ordered the supply of the item/items is to be made to ASTC Central Store, Guwahati and payments will be made for items on INR only.
22. **Rate Contract:-**If the item/s is/are covered under DGS&D or equivalent Rate contract or ASRTU rate contract, the Tenderer should quote DGS&D or



equivalent Rate contract number, furnish the copy of the Rate contract and other relevant particulars.

**23. Disputes:** - If any dispute or difference, question what so ever, arises, the same shall have to be settled within jurisdiction of Assam.

- Encl. 1. Tender Schedule (Financial bid).  
2. Tender Schedule (Technical bid).

Sd/-  
Chief Engineer(A & T)  
Assam State Transport Corporation  
Guwahati

**ASSAM STATE TRANSPORT CORPORATION**  
**GUWAHATI**

**TENDER SCHEDULE [Financial Bid]**

NIT. No.: STHP/Tender/2018-19/950  
[Part (a) of the NIT]

dtd.21.02.2018

**Dept. Purchase Section. HO, ASTC, Guwahati**

**NB: Please read carefully all Instructions, Terms & conditions before quoting the rates.**

1. Full Name and address of the Dealer :
2. Office address(with location) :
3. Outlet address(with location) :
4. Telephone No :
5. Telex No :
6. Fax No. :
7. Email ID :
8. Passport size photograph of owner of the firm. :
9. The name of chassis manufacturer/name of OE manufacturer of which dealer. :
10. Quote of spare parts for each category separately as per format. :

**1. FORMAT FOR FINANCIAL BID:**

Sl No	Category	Make/ Brand	Price list	Discount if any	If any taxes/ charges, please mention here	Remarks
1						
2						
3						

**N.B:-**

- a) Price list:-Current company price list should be enclosed.
- b) Category:-In this column the bidder should mention “spare parts of Tata/  
Ashok Leyland/ SML / Volvo/ Eicher.
- c) Brand:-TATA/Leyland/TVS/Lucas etc.
- d) Copy of authorized dealership certificate of chassis Manufacturer should be enclosed.
- e) Copy of Municipality Tax, GST Registration Certificate and Latest GST return filed should be enclosed.
- f) Dealership valid up to :
- g) Rate of discount/rebate etc. offered-
- h) Any other information the bidder desires to furnish.
- i) Experience of supplying spare parts to any STU/Govt/Semi Govt. department.

I/We agree to all terms and conditions of Tender documents as per Tender notice no.....dtd... ..

Name of the Firm:

Seal of the Firm:

Signature of the Tenderer:

Date:

**ASSAM STATE TRANSPORT CORPORATION**  
**Platanbazar, Guwahati-781008**

**[Format for Technical Bid]**

NIT. No.: STHP/Tender/2018-19/950  
[Part (a) of the NIT]

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**Dept. Purchase Section. HO, ASTC, Guwahati**

1	Full Name & Address of the manufacturing company	Copy of Certificates furnished (Yes/No)
2	Full Name & Local Address in Assam (if any)	Copy of Certificates furnished (Yes/No)
3	Mobile/ Telephone No.	
4	FAX No	
5	Email ID	
6	Documents in support of address proof	
7	Tender Document fee submission record/money receipt/ demand draft.	(Yes/No)
8	EMD submission record/money receipt/ demand draft.	(Yes/No)
9	GST No. with GST Registration Certificate	Copy of Certificates furnished (Yes/No)
10	If registered under Shop Act or any other certificate as may be applicable from time to time. For NSIC, DGS&D Regn. Certificate.	Copy of Certificates furnished (Yes/No)
11	If the manufacturer is approved under ASRTU rate contract.	Copy of Certificates furnished (Yes/No)
12	Regn. With govt. & Semi govt. ASRTU approved certificate.	Copy of Certificates furnished (Yes/No)
13	Latest GST return filed	Copy of Certificates furnished (Yes/No)

14	Dealership certificate from the chassis manufacturers	Copy of Certificates furnished (Yes/No)
15	Income tax return certificate	Copy of Certificates furnished (Yes/No)
16	Proprietary Item Certificate	Copy of Certificates furnished (Yes/No)
17	Quality certificate to be obtained from competent authority	Copy of Certificates furnished (Yes/No)
18	Test certificates for quality etc of Spare Parts from appropriate govt. authority.	Copy of Certificates furnished (Yes/No)
19	Experience Govt./ STU Supply( in Years)	
20	Make/Brand of their product	

I/We agree to all terms and conditions of Tender documents as per Tender notice no. ....dtd.....

Name of the Firm:

Seal of the Firm

Signature of the Tenderer

Date: