

ASSAM STATE TRANSPORT CORPORATION

Paltanbazar, Guwahati-781008

Ph: 0361-2739552, Fax- 0361-2730726

Email id:-seastc2017@gmail.com

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

**TENDER DOCUMENTS
FOR
LABOUR AMC FOR MAINTENANCE AND REPAIRING OF
AUTOMOBILE AIR CONDITIONING SYSTEM OF ASTC AC
BUSES**

**NIT No. ASTC/HO/Purchase/Tender/AC AMC/2022-23/6715
dtd. 07.05.2022**

Price of Tender Documents Rs.1000.00 + GST 18%

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

Ref. No.: ASTC/HO/Purchase/Tender/AC AMC/2022-23/ 6715

Dtd. 07.05.2022

Tender Notice

Assam State Transport Corporation (A.S.T.C.) invites sealed tenders in two bid system for“**Labour AMC for maintenance and repairing of automobile air conditioning system of ASTC AC buses**”from registered dealer/firm.

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) + GST 18% non-refundable in cash to the cash counter.

The tender document can also be downloaded from our website: www.astc.assam.gov.in w.e.f. 09.05.2022 up to 30.05.2022. 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 + GST 18% in the form of bank draft drawn in favor 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 last date of submission of tender is 31.05.2022 Upto 1.00 PM. A pre-bid meeting shall be organized at 3.00 PM in the H.O., ASTC, Paltanbazar on 11.05.2022. Outcome of the pre-bid meeting shall be uploaded in ASTC website only.

Sd/-
(Rahul Ch. Das, ACS)
Managing Director,
A.S.T. Corporation, Guwahati

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Paltanbazar, Guwahati-781008

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Dtd. 07.05.2022

IMPORTANT DATES

- | | |
|---|----------------------------|
| 1. Sale of tender documents | : from 09.05.2022 |
| 2. Last date of sale of tender documents | : upto 30.05.2022 |
| 3. Last date & time of submission of tender | : 31.05.2022 up to 1.00 PM |
| 4. Date & time of opening of technical bid | : 31.05.2022 at 3.00 PM |

N.B:

1. Only the technical bids will be opened on 31.05.2022 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.

Sd/-
Chief Engineer (A&T)
Assam State Transport Corporation
Guwahati-8

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6715 Dtd.07.05.2022

GENERAL INSTRUCTION TO TENDERERS

1. The tenderer should submit tenders in sealed envelope super scribing the NIT No. **ASTC/HO/Purchase/Tender/AC AMC/2022-23/6715 Dtd. 07.05.2022.** and “**Tender for Labour AMC for maintenance and repairing of automobile air conditioning system of ASTC AC buses.**” 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) + GST 18% in cash to the cash counter. The tender document can also be downloaded from our website: www.astc.assam.gov.in w.e.f. 09.05.2022 to 30.05.2022. In case, the tender document is downloaded from the website and tender is submitted, the tender document fee Rs.1000.00 + GST 18% 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: Tenderers shall have to submit two separate sealed envelopes as below:

a) **Envelope No 1 [Technical tender envelope/ Technical Bid]:**

- i. 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 Labour AMC for maintenance and repairing of automobile air conditioning system of ASTC AC buses**” and shall superscribed with the words technical bid & tender notice number and should furnish information as per the **TECHNICAL BID** format is shown in **Annexure-I** .

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

- i. 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 Labour AMC for maintenance and repairing of automobile air conditioning system of ASTC AC buses**” and shall super scribed with the words Financial bid & tender notice number and should furnish information as per the **FINANCIAL BID** format is shown in **Annexure-II** .

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 Envelope No.1 must contain the following documents:

- a. Company registration certificate.
- b. Address proof/ voter ID
- c. GST registration certificate
- d. Latest GST return filed
- e. Dealership certificate
- f. Trade registration certificate

Note: Envelope no. 2 will not be opened in case Envelope no. 1 doesnot contain any of the above mentioned documents 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 initialized 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 and the rates in INR 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.
21. Training: - The supplier will have to provide training to our representative/staffs free of cost from time to time as regards to maintenance of AC buses.
22. 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.
23. **Disputes:** - In case of any dispute/ differences arises the same shall have to be settled amicably by mutual discussion between both the parties and if not settled amicably, it shall have to be settled in the Courts within the jurisdiction of Guwahati, Assam.
24. The Corporation may terminate the contract period if the tenderer is declared or any event occurs in relation to bankruptcy and insolvency as per norms.

Sd/-
Chief Engineer (A&T)
Assam State Transport Corporation
Guwahati-8

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TERMS AND CONDITIONS.

1. The GST rates, if any, whether inclusive or not, must be clearly stated in percentage and calculated in amount.
2. The tenderer should be an authorized service provider or registered firm/dealers for at least one of the reputed brands of Automobile Air conditions namely carrier, Voltas, Blue Star, LG, Lloyds, Toshiba, Spheros, Daikin. However they should have requisite expertise in servicing and maintenance of other brands of Automobile Air conditioners also. A copy of certificate/ Authorization letter issued by the company to the tenderer for being authorized service provider is to be submitted.
3. The tenderer must have its service centre at Guwahati and preferably in the major towns of Assam. Address proof for the office /branch is to be submitted.
4. The tenderer should have been engaged in providing Annual Maintenance Contracts for automobile air conditioners for a minimum period of 3 (three) years to any Govt., Semi Govt. department, ASTC or State Transport Undertaking (STU).
5. The bidders should mention the technical details of their products.
6. The rates quoted in the Financial Bid shall be valid for the whole contract period.
7. The tenderer should have satisfactorily completed atleast one AMC to consider completion of 1 AMC. Completion certificate issued by the authorized officer of the client will have to be furnished along with the tender document. The Completion certificate along with the copy of the client's work order must clearly indicate:-a) Date of commencement of AMC b) Date of completion of AMC c) Nature of AMC d) Whether the AMC has been completed satisfactorily or not. e) Value of Air conditioner Tonnage involved in AMC.
8. The average of the annual turnover of the tenderer during the last three financial years ending March'2022 shall be more than Rs. 5 lakhs (Five lakhs only). A copy each of the Audited balances sheet along with profit and loss account statements for 3 financial years i.e.2019-20 to 2021-22 should be submitted along with the Technical Bid. The tenderer shall have a valid PAN number. The copy of PAN number should be mentioned in the tender.
9. All the forms provided in the tender documents must be completed in full and all pages of tender documents must be signed and sealed before their submission.
10. The system of work shall be service providing of whose payment shall be as per contract and spares bill shall be as per actual.
8. **Inspection of Services:** Our divisional level Engineer will inspect the quality of service time to time during the contract period at the place of work.
9. Old parts, replaced with new parts, should be handed over to the concerned divisional level officer of the corporation immediately on completion of work.

10. All parts which require replacement should be replaced with genuine parts only of OEM/Authorized vendor by OEM, and the guarantee card of the part replaced should be deposited with the department along with the bill.
11. The service personnel of the selected bidder/ firm must inspect the ASTC buses at ASTC, ISBT Guwahati daily in coordination with ASTC Official before placement on service.
12. Preventative maintenance of vehicles after every 3 months that is 4 times a year.
13. In case of breakdown of vehicle the same shall have to be attended at site immediately en-route.
14. The Dealers/Firms shall maintain a job-card, preferably in duplicate. A copy of which will remain in possession of the AE/DE of the corporation. Whenever a repair job is required, the AE/DE of the corporation will release the job-card and the dealers/firms shall make entries of the repair jobs undertaken in the job-card and return it to the AE/DE of the corporation immediately after carrying the repair/ service work.
15. The bill should be made as per the rates quoted in the tender and any amount higher than will be deducted and payment would be made accordingly. The rate of parts should be equal to the company Pricelist. Discount if any shall have to be clearly mentioned on the bills, Only genuine parts will be provided during service and repair.
16. The bill should contain cost of spare parts (As per actual); job done and labor charges separately.
17. The bill, in triplicate, should be submitted to the divisional level office immediately on completion of the work. The Divisional level committee will forward the bills to H.O with their certification for payment.
18. No advance payment will be made.
19. If the work done by the dealers/firms is not found to be satisfactory, the corporation reserves the right to terminate the contract at any point of time without assigning any reason thereof.
20. Selected dealers/ firms shall have to sign an agreement with ASTC.
21. If the supplier fails to follow the terms & conditions and instructions as mentioned in the tender documents or conditions mentioned in Agreement.
22. If supplier is found defaulter.
23. In case of any defects observed, they will be provided **Service** immediately.

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

Sd/-
Chief Engineer (A&T)
Assam State Transport Corporation
Guwahati-8

ASSAM STATE TRANSPORT CORPORATION
Platanbazar, Guwahati-781008

[Format for Technical Bid]

Ref. No.: ASTC/HO/Purchase/Tender/AC AMC/2022-23/ 6715

Dtd. 07.05.2022

Dept. Purchase Section. HO, ASTC, Guwahati

1	Full Name & Address of the registered firm/dealer	
2	Local Address of service centre at Guwahati	
3	Address of service centres in other major town in Assam	
4	Mobile/ Telephone No.	
5	Email ID	
6	Voter ID	
7	Documents in support of address proof	(Yes/No)
8	Tender Document fee submission record/money receipt/ demand draft.	(Yes/No)
9	EMD submission record/money receipt/ demand draft.	Copy of Certificates furnished (Yes/No)
10	GST No. with GST Registration Certificate	Copy of Certificates furnished (Yes/No)
11	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)
12	List of tools & equipments	Copy of list furnished (Yes/No)
13	Latest GST return filed	Copy of Certificates furnished (Yes/No)
14	Dealership certificate	Copy of Certificates furnished (Yes/No)
15	Income tax return certificate from FY 2019-20 to 2021-22.	Copy of Certificates furnished (Yes/No)

16	Proprietary Item Certificate	Copy of Certificates furnished (Yes/No)
17	Experience in Govt./ STU/ ASTC for Automobile AC AMC works. (minimum three years)	Document enclosed (Yes/No)

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
GUWAHATI

TENDER SCHEDULE [Financial Bid]

Ref. No.: ASTC/HO/Purchase/Tender/AC AMC/2022-23/ 6715

Dtd. 07.05.2022

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. Email ID :
6. Passport size photograph of owner of the firm. :
7. Quote of rate for Labour AMC as per format. :

1. FORMAT FOR FINANCIAL BID:

Sl No	Category	Rates per vehicle/ month (in rupees)	per Per (in words)	All Taxes/ charges per vehicle / per month (in rupees)
1	Number of vehicles (upto 50 nos.)			
2	Number of vehicles (51 – 80) nos.			
3	Number of vehicles (above 80 nos.)			

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: