



ASSAM STATE TRANSPORT CORPORATION

Paltanbazar, Guwahati-781008

Ph: 1800-345-3986

Email id:- astc2009@gmail.com, seastc2017@gmail.com

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

TENDER DOCUMENTS

for

SPARE PARTS

(TATA, Ashok Leyland, Volvo, Mahindra, Bharat Benz)

for the year 2022-23

NIT No. ASTC/HO/PURCHASE/TENDER/2022-23/6707 dtd. 07.05.2022

[Part (a) of the NIT]

Price of Tender Documents Rs.1000.00+GST 18%Extra



**OFFICE OF THE MANAGING DIRECTOR
ASSAM STATE TRANSPORT CORPORATION, PALTANBAZAR
GUWAHATI - 781008**

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

6707

Date: 07/05/2022

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, Mahindra, Volvo and Bharat Benz) for passenger buses (Heavy & Medium), Mahindra Bolero Ambulance and TATA Electric buses from authorized manufacturers/distributors/dealers/retailers.
- b) Supply of new Tyre, Tube & Flap from reputed manufacturer/dealer.
- c) Supply of Rubber Materials for Tyre Retreading Plant from reputed manufacturer.

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.

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



ASSAM STATE TRANSPORT CORPORATION

Paltanbazar, Guwahati-781008

Ref. No.: ASTC/HO/PURCHASE/TENDER/2022-23/ 6707

Date: 07.05.2022

[Part (a) of the NIT]

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



ASSAM STATE TRANSPORT CORPORATION

Paltanbazar, Guwahati-781008

Ref. No.: ASTC/HO/PURCHASE/TENDER2022-23/ 6707

Date: 07.05.2022

[Part (a) of the NIT]

GENERAL INSTRUCTION TO TENDERERS

The tenderer should submit tenders in sealed envelope super scribing the NIT No. ASTC/HO/PURCHASE/ TENDER/326/2022-23/ 6707 DTD 07.05.2022 [Part (a) of the NIT] and “Tender for Spare Parts (Tata, Ashok Leyland, Volvo, Mahindra, Bharat Benz)” on the top of the envelope and it should be addressed to the Managing Director, ASTC.

1. 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.
2. 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.
3. 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.
4. 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.
5. The Corporation reserves the right to accept or reject any/or all the tenders without assigning any reason thereof.
6. 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.
7. 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)+GST 18% extra 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 till midnight. In case, the tender document is downloaded from the website and tender is submitted, the tender document fee Rs.1000.00+ GST 18% extra 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.**
8. 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. Those who seek exemption of EMD, they must submit EMD exemption document from competent authority.
9. Procedure for submission of Tender: Tendered shall 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, Mahindra).**” 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. Voter Id –Proprietor/Registered owner.
- iv. PAN card
- v. Address proof of registered office
- vi. Company registration certificate
- vii. Email ID.
- viii. 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.
- ix. Copies of certificate of Registration with Govt. & Semi govt./ASRTU/NSIC and DGS&D authorities should be enclosed.
- x. Copy of test report of the quality of Spare Parts (Tata, Leyland, Swaraz Mazda, Volvo, Eicher, Mahindra) from appropriate govt. authority needs to furnish.
- xi. Copy of Chassis manufacturer certificate is required.
- xii. Income tax return certificate.
- xiii. Documents in support of address proof.
- xiv. Tender Document fee submission record/money receipt/ demand draft.
- xv. The tenderer should furnish the “PROPRIETARY ITEM CERTIFICATE”, if any along with the technical bid.
- xvi. 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, Volvo, Mahindra)**” shall contain only the “rates of new Spare Parts” (Tata, Ashok Leyland, Volvo, Mahindra).

10. 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.

11. 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.

12. 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.
13. If there is any correction in Tender, every correction/s in the rate should be initialized by the Tenderer or his authorized signatory.
14. 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.
15. The tenderer who meets our specification as well as quality of the item will be considered as successful bidder.
16. Tenderer, whose rates are accepted as per specifications & quality, will be informed about the same.
17. All correspondences shall have to be made in English and the rates in INR only.
18. 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.
19. 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-8



ASSAM STATE TRANSPORT CORPORATION

Paltanbazar, Guwahati-781008

Ref. No.: ASTC/HO/PURCHASE/TENDER/2022-23/ 6707

Date: 07.05.2022

[Part (a) of the NIT]

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(one) 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 2nd lowest rate if no supplier is ready to supply on 1st lowest rate for items for which the order was cancelled (the order was placed on 1st 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. PACKING AND DOCUMENTS:

- I. The Supplier shall provide such packing of the spare parts as is required to prevent their damage or deterioration during transit or transport by any means such as rail, road, air to the destination, as indicated in the Contract/PO/LOI.
- II. In the event of any loss, damage, breakage or leakage or any shortage, the Supplier shall be liable to make good such loss and shortage found at the checking/inspection of the materials by the consignee. No extra cost on such account shall be admissible.

24. INSURANCE:

The spare parts should be properly packed and insured to safeguard against any transit damage/loss. In case, the material is not properly packed and insured, the supplier will have to make good to the loss sustained by the corporation, if any.

25. FORCE MAJEURE:

If a Force Majeure situation arises, the Supplier shall promptly notify the Procuring Entity in writing of such condition and the cause and effects thereof.

26. RISK PURCHASE CLAUSE:

In case supplies are not made by the supplier as per the delivery schedule prescribed or the revised delivery schedule indicated in the purchase order, the procuring entity reserves the right to purchase material from alternate source even without giving any notice to supplier and in that event, the difference in purchase price and the contracted price as applicable at the time of supply, will be recovered from the supplier.

27. DELIVERY/SUPPLY SCHEDULE:

- I. The successful bidder must supply the material as per delivery schedule given by procuring entity in the order or even amended later. The material so received will be taken into stock subject to approval of the material by representative of C/store. In case of rejection of goods, the supplier will be informed within 3(three) days. The supplier on receipt of rejection report, shall have to provide acceptable replacement within 7(seven) days positively.
- II. The rejected material shall have to be lifted back within 7(seven) days from the date of receipt of rejection report.
- III. The bidders are requested to indicate the minimum lead time required for delivery from the date of purchase order which shall not be more than 15(fifteen) days.
- IV. The supply of pending balance quantity if any schedule to be supplied on and after the opening date at new finalized price or old price whichever is attractive to the procuring entity will be applicable.
- V. In case of delay in payment for a reasonable cause, bidder is not supposed to affect the supply.

28. TERMINATION AND DISPUTES:

- A. **TERMINATION FOR DEFAULT:** - The procuring entity, without prejudice to any other remedy under the provision or the contract for breach of contract, by notice of default sent to the supplier, may terminate the purchase order/Contract.



B. TERMINATION FOR INSOLVENCY: - The Procuring Entity may at any time terminate the purchase order/ contract by giving Notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Procuring Entity.

29. DISPUTE RESOLUTION & ARBITRATION:

DISPUTE RESOLUTION Any dispute or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this contract or the validity or the breach thereof, shall, in the first instance, be resolved by referring such dispute or difference by mutual discussion. In case of failure the matter may be referred to the Chairman of ASTC. His decision is final and binding upon both the parties.

30. PENALTY CLAUSE:

Supplier is supposed to supply the material as per the delivery schedule given in the order. In case of delay in supplying the goods, the penalty 0.5% with GST Extra per fortnight of value of the delayed quantity will be applicable while giving grace period of 15 days after delivery schedule however risk purchase clause may be applied during the grace period. Total penalty shall be limited to 0.5% with GST Extra of the invoice value. The completion of supplies/lead time given for the supply will be counted w.e.f. the date of receipt of material at Central Store, ASTC, Rupnagar not from the date of billing/dispatches.

31. WARRANTY/ GUARANTEE:

- I. The Supplier warrants that the Specified goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use.
- II. In case of machinery and equipment, the Supplier shall also replace machinery and equipment in case it is found defective which cannot be put to operation due to manufacturing defect, malfunctioning, etc.

Enclo: 1. Tender Schedule (Technical Bid).
2. Tender Schedule (Financial Bid).

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



ASSAM STATE TRANSPORT CORPORATION
GUWAHATI

TENDER SCHEDULE [Financial Bid]

Ref. No.: ASTC/HO/PURCHASE/TENDER/2022-23/ 6707
[Part (a) of the NIT]

Date: 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. 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 / Volvo/ Mahindra/Bharat Benz.
- c) Brand:-TATA/Leyland/TVS/Lucas/ Mahindra 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]

Ref. No.: ASTC/HO/PURCHASE/TENDER/2022-23/ 6707
[Part (a) of the NIT]

Date: 07.05.2022

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	Email ID	
5	Voter Id –Proprietor/Registered owner	
6	PAN card	
7	Address proof of registered office	
8	Company registration certificate	
9	Tender Document fee submission record/money receipt/ demand draft.	(Yes/No)
10	EMD submission record/money receipt/ demand draft.	(Yes/No)
11	GST No. with GST Registration Certificate	Copy of Certificates furnished (Yes/No)
12	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)
13	If the manufacturer is approved under ASRTU rate contract.	Copy of Certificates furnished (Yes/No)



14	Regn. With govt. & Semi govt. ASRTU approved certificate.	Copy of Certificates furnished (Yes/No)
15	Latest GST return filed	Copy of Certificates furnished (Yes/No)
16	Dealership certificate from the chassis manufacturers	Copy of Certificates furnished (Yes/No)
17	Income tax return certificate	Copy of Certificates furnished (Yes/No)
18	Proprietary Item Certificate	Copy of Certificates furnished (Yes/No)
19	Quality certificate to be obtained from competent authority	Copy of Certificates furnished (Yes/No)
20	Test certificates for quality etc of Spare Parts from appropriate govt. authority.	Copy of Certificates furnished (Yes/No)
21	Experience Govt./ STU Supply(in Years)	
22	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: