



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

**Tender  
for  
“Procurement of various types of Automotive Lubricants”**

**NIT No.: ASTC/HO/PURCHASE/TENDER/LUBRICANT/304 /2021-22/1674 DATED: 23.7.2021**



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



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ASSAM STATE TRANSPORT CORPORATION, PALTANBAZAR  
GUWAHATI - 781008**

Ref. No.: ASTC/HO/Tender/Lubricant/2021-22/ 1674

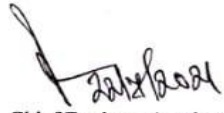
Date: 23/07/2021

**Tender Notice**

Assam State Transport Corporation (A.S.T.C.) invites sealed tenders in two bid system for "Procurement of various types of automotive lubricants" for ASTC vehicles from producing companies/ distributors/ authorized dealers.

Interested tenderers may collect the tender document for the category of item he/she 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) non-refundable 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. 26.07.2021 up to 16.08.2021. 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 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.

  
Chief Engineer (A & T),  
A.S.T. Corporation, Guwahati

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**1. Invitation for bid**

NIT Subject: Procurement of various types of automotive lubricants.

Assam State Transport Corporation (ASTC) having its Head Office at Paltan Bazar, Guwahati-08 invites bids from bidders in two (2) bid system for the above subject, in complete accordance with the following details and enclosed tender documents.

**2. Contact details of tender dealing officer**

Contact Person : Mr. R.D. Nath  
Designation : Superintending Engineer  
Email : [seastc2017@gmail.com](mailto:seastc2017@gmail.com)

**3. Schedule of Tender process**

Activity	Scheduled Date
Date of issue of tender	26.07.2021
Last date and time of sale of tender	16.08.2021 UPTO 1:00 PM
Last Date and time for Submission of tender	17.08.2021 UPTO 12:00 PM
Opening Date and Time of technical bid	17.08.2021 AT 1:00 PM

**4. Submission of Tender**

The bidder has to submit the following along with the Tender at ASTC, Head Office, Paltan Bazar, Guwahati-781008 before the last date and time of submission of tender.

- A.** The bidder has to submit two covers i.e **Cover 1(TECHNICAL COVER) & Cover 2 (FINANCIAL COVER)** which 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.
- B.** The Technical cover must mention “**TECHNICAL BID**” , NIT No., NIT subject and must include the filled up format provided in Annexure-I along with all the supporting documents duly signed along with seal of the bidder.  
The Financial cover must mention “**FINANCIAL BID**” , NIT No., NIT subject and must include the filled up format provided in Annexure-II , duly signed along with seal of the bidder.
- C.** Earnest Money Deposit (Refundable) – Rs. 50,000/-, Demand draft in favour of Managing Director, Assam State Transport Corporation, Payable at SBI, South Guwahati Branch. It should be provided in the **Cover 1(TECHNICAL COVER)**.
- D.** Tender Deposit Fees (Non refundable) - Rs. 1,000/-, Demand draft in favour of Managing Director , Assam State Transport Corporation, Payable at SBI, South Guwahati Branch or at the

cash counter of ASTC, HO, Paltanbazar, Ghy-08. It should be provided in the **Cover 1 (TECHNICAL COVER)**.

- E.** Proof of Recommendation to use their product by the chassis manufacturer (TATA, Leyland, Mahindra, VOLVO, Bharat Benz, etc.) against different models of vehicles operated by ASTC should be furnished. It should be provided in the **Cover 1 (TECHNICAL COVER)**.
- F.** The bidder has to submit completely filled format and attached documents in Annexure –I and Annexure –II.
- G.** The Total rate mentioned in Price bid (format provided in Annexure-II) must be including all applicable taxes and charges (GST, transportation charge, etc.)
- H.** In Price bid, the bidder shall quote for small and large packs as mentioned in format for price bid in Annexure-II.

## **5. Instructions to Bidders**

- i. Assam State Transport Corporation (ASTC) invites sealed tender in two bids to this Tender from “Bidders” who meet the minimum eligibility criteria as specified in this tender document for “Procurement of automotive Lubricants”.
- ii. Bids must be received not later than time, date and venue mentioned in the Fact Sheet. Bids that are received after the dateline WILL NOT be considered in this procurement process.
- iii. Selected bidder(s) would be required to supply Lubricants to the designated Offices of ASTC. In this regard, Assam State Transport Corporation (ASTC) would like to invite bids from qualified Bidders to supply said items as per the “Delivery Schedule” in this bidding document.
- iv. The Managing Director, Assam State Transport Corporation reserves the right to alter/ cancel this tender process during anytime without assigning any reasons thereof. The decision of Managing Director, Assam State Transport Corporation will be final and binding to all.
- v. Any further information related to this tender will be given in ASTC website ([www.astc.assam.gov.in](http://www.astc.assam.gov.in)) only. Bidders are informed to visit the same website regularly for any information.
- vi. 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).
- vii. The rates quoted by the bidder must remain valid at least for the Financial Year 2021-2022, which may be extended later, until the next tendering process.

## **6. Scope of Work**

All products should be offered in current production as of the date of the award. For purpose of this contract “current production” shall mean that the Lubricant is being manufactured as new PRODUCT for the Indian market. All PRODUCT ordered as stated in the tender must be shipped in fully sealed container (packets) with the required materials. The bidder(s) shall not quote and supply any PRODUCT that is likely to be declared as End of Service/ Support for twenty-four months from the date of bid submission. If any of the Product(s) is found to be declared as Expired in the period mentioned above, then the bidder shall replace within 15 days, all such products with the latest ones having same specifications without any financial obligation to ASTC.

## **7. Evaluation of bid**

The “TECHNICAL COVER” containing technical bids of the bidders will be evaluated by the ASTC committee and the technically qualified bidders will be shortlisted for price bid evaluation.

The “FINANCIAL COVER” containing price bids of technically qualified bidders only will be opened and evaluated on the basis of lowest cost to the ASTC.

The opening date and time of financial bid shall be informed later to technically qualified bidders over phone/ email provided by them.

**8. Award of work:**

The award of work will be given to bidder on the basis of L1 (lowest cost to ASTC). Based on the Lowest cost against each item mentioned in tender document, award of work against different items may be given to multiple bidders.

**9. Supply and Delivery of Lubricants**

The selected bidder is expected to carry out all activities covering Supply including delivery, documentation, Testing, and Quality Inspection in coordination with representative of Managing Director, ASTC and other stakeholders of the procurement.

- i. Delivery is to be done at different stores of ASTC within the state of Assam by the party itself. The delivery cost has to be borne by the party.
- ii. Supply of all the required items having the specifications and in quantities as specified by the purchaser as mentioned in this tender shall be complete in all respect within 7 days of receipt of purchase order. In case of delay in delivery penalty @ 0.5% per day of the total purchase order value.
- iii. Conduct 100% Quality inspection and testing and ensure that each and every items complies to the specifications given in this tender and ensure that there should not be any physical damage(s) and shall contain all the required item before declaring them as “Ready for delivery”.
- iv. The bidder will provide the soft copy and hard copy of both, listing every Product code to ASTC for better monitoring purposes.
- v. The vendor must mention the GSTIN of the firm along with the ASTC GSTIN in the Bills.
- vi. The Delivery Challan, Inspection Report & Acceptance Note will constitute the Final Acceptance of every product supplied as per the work order.
- vii. Managing Director, ASTC reserves the right to exempt the penalties, if any and also cancel the tender at any stage, without assigning any reasons thereof and the decision will be final and binding to all

**10. Roles and Responsibilities**

**A. Assam State Transport Corporation (ASTC) :ASTC shall**

- (i) Conduct Pre-Delivery/Post-delivery Inspection
  - In-case of Pre-Delivery / Factory Sight Inspection, the bidder has to bear the entire cost including all arrangements except the travel cost which will be borne by ASTC.
- (ii) The Managing Director of Assam State Transport Corporation (ASTC) shall nominate a Committee for selection of bidder.
- (iii) Intimate regarding the details of the items will be delivered with the exact quantities to be delivered and the authorized person with mobile number who will receive the materials at Delivery.
- (iv) Authorize the concerned person of ASTC to sign on the Delivery Challan.

## **B. Right to alter Quantities**

ASTC reserves the right to give repeat order to the L1 bidder in Respective Package based on the rates mentioned by the Bidder until next tendering process for Lubricants. Any decision of ASTC in this regard shall be final, conclusive and binding on the bidder. If ASTC does not purchase any of the tendered articles or purchases less than the quantity indicated in the bidding document, the bidder(s) shall not be entitled to claim any compensation.

## **C. Confidential Information**

ASTC and Selected bidder shall keep confidential and not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract.

### **11. Paying Authority**

The payments as per the Payment Schedule covered herein above shall be paid by ASTC. However, Payment of the Bills will be done with Good Receipt and satisfactory performance report of Lubricants from the Engineer-in-charge of central store/ divisional stores of Assam State Transport Corporation.

### **12. Payment Schedule**

- i. Before release of any payment, the selected bidder must furnish the Manufacture and Expire of all Products failing which no payment will be released.
- ii. The selected bidder's request for payment shall be made to ASTC in writing, accompanied by invoices describing, as appropriate, the goods delivered and related services performed, and by the required documents submitted pursuant to general conditions of the contract and upon fulfilment of all the obligations stipulated in the Contract.
- iii. Due payments shall be made promptly by ASTC, generally within forty-five (45) days after submission of an invoice and other supporting documents in order.
- iv. The currency or currencies in which payments shall be made to the supplier/ selected bidder(s) under this Contract shall be Indian Rupees (INR) only.
- v. All remittance charges will be borne by the selected bidder.
- vi. In case of disputed items, disputed amount shall be withheld and will be paid only after settlement of the dispute.
- vii. Advance Payments will not be made.
- viii. Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.

### 13. Items and specifications of Lubricants.

<b>A. <u>ENGINE OIL</u></b>	<b>CI4(+) 15W 40/ CI4 15W 40</b>
1. Kinematic Viscosity @ 100°C, cSt	13.5 – 15.5
2. Viscosity Index, Min	120
3. Flash Point, COC, °C, Min	200
4. Pour point, Max	-21
5. TBN, mg, KOH/gm	9 -16
<b>B. <u>GEAR OIL</u></b>	<b>EP 90</b>
1. Kinematic Viscosity, @ 100°C, cSt	14.5-18.0
2. Viscosity Index, Min	97
3. Flash Point, COC, °C, Min	230
4. Pour point, Max	-15
5. Corrosion Copper Strip At 121°C for 3 Hrs Max	2
<b>C. <u>GEAR OIL</u></b>	<b>80W 90</b>
1. Kinematic Viscosity, @ 100°C, cSt	13.5 – 15.0
2. Viscosity Index, Min	90
3. Flash Point, COC, °C, Min	165
4. Pour point, Max	-27
<b>D. <u>DIFFERENTIAL OIL</u></b>	<b>EP140</b>
1. Kinematic Viscosity, @ 100°C, cSt	24-33
2. Viscosity Index, Min	97
3. Flash Point, COC, °C, Min	248
4. Pour point, Max	-9
5. Corrosion Copper Strip At 121°C for 3 Hrs Max	2
<b>E. <u>DIFFERENTIAL OIL</u></b>	<b>85W140</b>
1. Kinematic Viscosity, @ 100°C, cSt	25-27
2. Viscosity Index, Min	95
3. Flash Point, COC, °C, Min	180
4. Pour point, Max	-18
<b>F. <u>AUTOMATIC TRANSMISSION FLUID</u></b>	<b>ATF</b>
<b>G. <u>CLUTCH FLUID</u></b>	<b>DOT 3 and DOT 4</b>
<b>H. <u>BRAKE FLUID</u></b>	<b>DOT 3 and DOT 4</b>

	Dry boiling point	Wet boiling point <sup>[a]</sup>	Viscosity at -40 °C°F	Viscosity at 100 °C (212 °F)
DOT 3	205 °C (401 °F)	140 °C (284 °F)	≤ 1500 mm <sup>2</sup> /s	≥ 1.5 mm <sup>2</sup> /s
DOT 4	230 °C (446 °F)	155 °C (311 °F)	≤ 1800 mm <sup>2</sup> /s	≥ 1.5 mm <sup>2</sup> /s

<b>I. <u>COOLANT</u></b>	<b>: Non Amino Base</b>
<b>J. <u>POWER STEERING OIL</u></b>	<b>: ATF Dexron II-D</b>
<b>K. <u>M.P. GREASE</u></b>	<b>: RR 3</b>
<b>L. <u>W.B.GREASE</u></b>	<b>: RR 3</b>
<b>M. <u>ENGINE OIL (BHARAT BENZ GENUINE OIL)</u></b>	<b>: SAE10W40, Low Ash Oil</b>
<b>N. <u>BS-VI SCR SYSTEM (ADBLUE FILLING)</u> (BHARAT BENZ GENUINE ADBLUE)</b>	<b>: ADBLUE</b>
<b>O. <u>TRANSMISSION – M036</u> (BHARAT BENZ GENUINE OIL)</b>	<b>: SAE 80W</b>
<b>P. <u>REAR AXLE (DANA – S130)</u> (BHARAT BENZ GENUINE OIL)</b>	<b>: SAE 80W90</b>
<b>Q. <u>POWER STEERING OIL</u> (BHARAT BENZ GENUINE OIL)</b>	<b>: ATF</b>
<b>R. <u>FRONT HUB GREASE</u> (BHARAT BENZ GENUINE GREASE)</b>	<b>: NLGI-2</b>

Sd/-  
Superintending Engineer  
Assam State Transport Corporation



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

NIT No. ASTC/HO/Purchase/Lubricant/Tender/304/2021-22/1674

dtd. 23/07/2021

**[Format for Technical Bid]**

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

1	Full Name & Address of the company/ Authorized dealer/ distributor	
2	Distributor certificate/ Dealership certificate	Document furnished (Yes/No)
3	Mobile/Telephone No.	
4	FAX No	
5	Email ID	
6	Documents in support of address proof	Document furnished (Yes/No)
7	Power of Attorney	Document furnished (Yes/No)
8	Tender Document fee submission record/money receipt/ demand draft.	Document furnished (Yes/No)
9	Earnest Money Deposit submission record	Document furnished (Yes/No)
10	GST No.	Document furnished (Yes/No)
11	The attested copies of GST registration certificate 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).	Document furnished (Yes/No)
12	Copies of certificate of registration with govt./semi govt./ASRTU (if any) should be enclosed.	Document furnished (Yes/No)
13	SSI registration certificate	Document furnished (Yes/No)
14	Factory insurance certificate	Document furnished (Yes/No)

15	Municipality trade license	Document furnished (Yes/No)
16	Income tax return certificate	Document furnished (Yes/No)
17	Copy of last electricity bill paid by the factory of the firm.	Document furnished (Yes/No)
18	Address of the factory of the firm	Document furnished (Yes/No)
19	Annual turnover of the firm, submission of record for last 3 Financial years.	Document furnished (Yes/No)
20	Experience of supply to Govt./ STU /ASTC ( in years).	Document furnished (Yes/No)
21	Copy of tender document duly signed with seal of the firm in each page of tender document.	Document furnished (Yes/No)
22	Proof of Recommendation to use their product by the chassis manufacturer (TATA, Leyland, Mahindra, VOLVO, Bharat Benz, etc.) against different models of vehicles operated by ASTC should be furnished.	Document furnished (Yes/No)

**N.B.:-**

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

Name of the Firm:

Signature of the bidder:

Seal of the Firm:

Date:

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

NIT No. ASTC/HO/Purchase/Lubricant/Tender/304/2021-22/1674

dtd. 23/07/2021

**[Format for Price Bid]**

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

Sl. No.	Product description	Pack Size	Basic Rate (in Rs.) (1)	Charges (if any) (in Rs.) (2)	Taxes/ GST (in Rs.) (3)	Total Rate (in Rs.) (1+2+3)
1	Engine Oil, CI4+ 15W40	210 litre				
2	Engine Oil, CI4+ 15W40	50 litre				
3	Engine Oil, CI4 15W40	210 litre				
4	Engine Oil, CI4 15W40	50 litre				
5	Gear Oil EP90	210 litre				
6	Gear Oil EP90	5 litre				
7	Gear Oil 80W90	210 litre				
8	Gear Oil 80W90	5 litre				
9	Differential oil EP140	210 litre				
10	Differential oil EP140	5 litre				
11	Differential oil 85W140	210 litre				
12	Differential oil 85W140	5 litre				
13	Automatic Transmission fluid	210 litre				
14	Automatic Transmission fluid	1 litre				
15	Brake fluid DOT3	210 litre				
16	Brake fluid DOT3	1 litre				
17	Brake fluid DOT4	210 litre				
18	Brake fluid DOT4	1 litre				
19	Clutch Fluid	1 litre				
20	Coolant	210 litre				
21	Coolant	1 litre				
22	M.P. Grease	180 kg				
23	M.P. Grease	20 kg				
24	M.P. Grease	1 kg				
25	W.B. Grease	180kg				
26	W.B. Grease	20 kg				
27	W.B. Grease	1 kg				
28	Steering Oil	210 litre				
29	Steering Oil	1 litre				
30	Engine Oil (Bharat Benz Genuine Oil)	210 Litre				
31	Engine Oil (Bharat Benz Genuine Oil)	20 Litre				
32	BS-VI SCR SYSTEM (ADBLUE FILLING) (BHARAT BENZ GENUINE ADBLUE)	1 Gallon				

33	<u>TRANSMISSION – M036</u> (BHARAT BENZ GENUINE OIL)	1 Litre				
34	<u>REAR AXLE (DANA – S130)</u> (BHARAT BENZ GENUINE OIL)	1 Litre				
35	<u>POWER STEERING</u> (BHARAT BENZ GENUINE OIL)	20 Litre				
36	<u>FRONT HUB GREASE</u> (BHARAT BENZ GENUINE GREASE)	1 kg				

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

Name of the Firm:

Signature of the bidder:

Seal of the Firm:

Date: