



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

**Tender
for
Procurement of Automotive Lubricants**

Ref No.: ASTC/HO/PURCHASE/LUBRICANT/TENDER/208/2019-20/4704 DATED: 11.10.2019

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1. Introduction

Assam State Transport Corporation was constituted under Road Transport Corporation Act 1950 with effect from 31st March 1970. Before christened as a Corporation, it was a wing of Transport Department of Government of Assam. It came to effect from 16th January 1948 as “Road Transport, Assam” under Home Department. In the early part of 1950, it was transferred to Transport Department of Government of Assam. It continued as such till it became a Corporation with effect from 31st March 1970.

Assam State Transport Corporation offers Reliable, Safe, dependable and Comfortable passenger service. Bus Services of ASTC covers rural and hilly roads, highways as well as city roads across the state. Besides, it provides Interstate Transport Services to the neighbouring states as well.

Now, there are 135 stations and three Inter State Bus Terminals across the state with a effective fleet of 953 buses out of which daily average on-road vehicles is 643, including Hi-Tech Luxury (AC/Non AC) buses for long distances and Hi-Tech semi and mini deluxe bus services for city and rural areas.

2. Disclaimer

The information contained in this Tender document or information provided subsequently to Bidder or applicants in documentary form by or on behalf Assam State transport Corporation (ASTC), is provided to the Bidder on the terms and conditions set out in this tender document and all other terms and conditions subject to which such information is provided. This tender document is not an agreement and is not an offer or invitation by ASTC to any party other than the applicants who are qualified to submit the bids (“Bidders”). The purpose of this document is to provide Bidder with information to assist the formulation of their proposals. This document does not claim to contain all the information each Bidder may require. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this document and where necessary obtain independent advice. ASTC makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. ASTC may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document. Though adequate care has been taken in the preparation of this tender Document, the Bidder should satisfy them that the Document is complete in all respects.

Neither ASTC nor its employees will have any liability to any prospective Bidder or any other person under the law of contract, for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this document. ASTC reserves the right, without any obligation or liability, to accept or reject any or the entire tender document, at any stage of the process, to cancel or modify the process, or any part thereof, or to vary any of the terms and conditions, at any time, without assigning any reason whatsoever. ASTC reserves the right to modify or amend or add to any or all of the provisions of this document or cancel the present Invitation and call for fresh Invitations. Neither ASTC nor its employees will have any liability in case of non-receipt of any correspondence from them to the bidders due to the postal delays. Tender document will be advertised inviting Technical and Financial together proposals with the Request for Proposal document being downloadable from the ASTC website, www.astc.assam.gov.in.

3. Schedule of Tender process

Activity	Scheduled Date
Date of issue of tender	14.10.2019
Last Date and time for Submission of tender	5.11.2019, 2:00 PM
Opening Date and Time of tender	6.11.2019, 2:00 PM

4. Submission of Tender

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

- A.** Earnest Money Deposit – Rs. 50,000/-, Demand draft in favour of Managing Director, Assam State Transport Corporation, Payable at SBI, South Guwahati Branch.
- B.** Tender Deposit Fees - 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
- C.** Proof of Recommendation to use their product by the chassis manufacturer (TATA, Leyland, Mahindra, VOLVO, etc.) against different models of vehicles operated by ASTC should be furnished.
- D.** Completely filled format and attached documents in Annexure –I and Annexure –II.

5. Basic Information

- i. Assam State Transport Corporation (ASTC) invites sealed tenders to this Tender from “Bidders” who meet the minimum eligibility criteria as specified in this bidding document for “Procurement of automotive Lubricants”.
- ii. Proposals must be received not later than time, date and venue mentioned in the Fact Sheet. Proposals 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.

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.

Award of work:

The tender shall be evaluated and awarded on the basis of L1 (lowest quote). All quotations/ bids shall be including all applicable taxes (GST, octroi, etc.)

7. 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

8. 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.

9. 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 authorized official of central/divisional stores of Assam State Transport Corporation.

10. Payment Schedules

- 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.

11. Specifications of Lubricants.

A. <u>ENGINE OIL</u>	-CI₄ 9(+) 15W 40
B. <u>GEAR OIL</u>	- EP 90/ 80W 90
C. <u>DIFFERENTIAL OIL</u>	- EP140 / 85W 140
D. <u>AUTOMATIC TRANSMISSION FLUID</u>	- For Bus
E. <u>BRAKE FLUID</u>	- DOT 4
F. <u>COOLANT</u>	- For Bus
G. <u>STEERING GEAR OIL</u>	-
H. <u>M.P. GREASE</u>	-
I. <u>W.B.GREASE</u>	-

Sd/-

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

ASSAM STATE TRANSPORT CORPORATION
Paltanbazar, Guwahati-781008

Ref . No. ASTC/HO/Purchase/Lubricant/Tender/208/19-20/4704

dtd. 11.10.2019

[Format for Bid]

Dept. Purchase Section. HO, ASTC, Guwahati

1	Full Name & Address of the company/ Authorized dealer/ distributor	
2	Distributor certificate/ Dealership certificate	
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	GST No.	
10	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)
11	Copies of certificate of registration with govt./semi govt./ASRTU (if any) should be enclosed.	Document furnished (Yes/No)
12	SSI registration certificate	Document furnished (Yes/No)
13	Factory insurance certificate	Document furnished (Yes/No)
14	Municipality trade license	Document furnished (Yes/No)
15	Income tax return certificate	Document furnished (Yes/No)
16	Copy of last electricity bill paid by the factory of the firm.	Document furnished (Yes/No)

17	Address of the factory of the firm	
18	Annual turnover of the firm	
19	Experience of supply to Govt./ STU /ASTC (in years).	Document furnished (Yes/No)
20	Copy of tender document duly signed with seal of the firm in each page of tender document.	Document furnished (Yes/No)
21	Proof of Recommendation to use their product by the chassis manufacturer (TATA, Leyland, Mahindra, VOLVO, 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 Tenderer:

Seal of the Firm:

Date:

ASSAM STATE TRANSPORT CORPORATION
Paltanbazar, Guwahati-781008

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dtd. 11.10.2019

[Format for Price Bid]

Dept. Purchase Section. HO, ASTC, Guwahati

Sl. No.	Product description	Basic Rate (in Rs.) (1)	Discount (if any) (in Rs.) (2)	Taxes/ GST (in Rs.) (3)	Total Rate (in Rs.) (1-2+3)