

**ASSAM STATE TRANSPORT CORPORATION**

**Paltanbazar, Guwahati-781008**

Ph: 0361-2739552

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[seastc2017@gmail.com](mailto:seastc2017@gmail.com)

Website:- [www.astc.assam.gov.in](http://www.astc.assam.gov.in)

**TENDER DOCUMENTS**

for

**Rate Contract for "Supply of Thermal Paper Roll"**

Ref.: ASTC/HO/IETS/1603/Vol-III/18-19/2466 dtd. 04/10/2021

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

Ref. No.: ASTC/HO/IETS/1603/Vol-III/18-19/2466

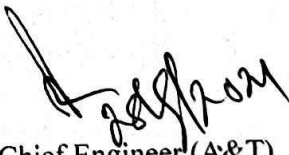
Dtd. 04/10/2021

**IMPORTANT DATES**

- |   |                                |
|---|--------------------------------|
| 1. Sale of tender documents                 | : from 04-10-2021              |
| 2. Last date of sale of tender documents    | : upto 25.10.2021 till 3.00 PM |
| 3. Last date & time of submission of tender | : 26.10.2021 up to 1:00 PM     |
| 4. Date & time of opening of bid            | : 26.10.2021 at 2:00 PM        |

**N.B.:-**

1. Technical Committee may visit the bidder's firm if it is felt necessary.
2. The Tenderers or their authorized representative may remain present at the time of opening of bids.
3. The bidders should mention the technical details of their products.

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

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**GENERAL INSTRUCTION TO TENDERERS**

1. The tenderer should submit Tenders in sealed envelope super scribing the **Tender Notice No., and "Tender for Rate contract of Supply of Thermal Paper Roll"** 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 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. 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. 04.10.2021 to 25.10.2021 till midnight. 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.**
8. **Earnest Money Deposit:** 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 **Envelope along with the bid.** This amount is refundable.
9. Procedure for submission of Tender: Tenderer shall have to submit **single sealed envelope** as below:
  - I. **Envelope:** The envelope shall be addressed to the Managing Director ASTC, Guwahati. The tenderer should mention bidders address on the same envelope & clearly mark as **"Tender for Rate Contract of Supply of Thermal Paper Roll"** and shall superscribe tender notice number and should furnish and submit the following information and documents as per the **Format-Technical details** and **Format-Financial details** mentioned in the tender document. The sealed envelope should be

submitted in the tender drop box in the office of the Managing Director, ASTC, Paltanbazar, Guwahati.

10. The Tenderer should quote the rates including GST duly signed with date and seal of the firm in and as per the **Format-Financial details** only. 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.
11. If there is any correction in Tender, every correction/s in the rate should be initialized by the Tenderer or his authorized signatory.
12. 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.
13. Technical specifications:
  - A. **Thermal paper roll**
    - GSM-55,
    - Width-55mm,
    - Length- 13 metres,
    - Plain/ Blank,
    - Black INK.
14. The tenderer who meets our technical specifications as well as quality of the item and having quoted the lowest rate will be considered as successful bidder.
15. Tenderer, whose rates are accepted as per specifications & quality, will be informed about the same.
16. All correspondences shall have to be made in English and the rates in INR only.
17. A copy of tender document duly sealed & signed by authorized signatory of the bidder on each page should be submitted along with the bid.
18. Each page of the bid submitted by the bidder should be duly sealed & signed by the authorized signatory.



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

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Dtd.

**TERMS AND CONDITIONS.**

1. **The rate should be quoted as F.O.R. Destination at our ASTC, 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 validity of the tender will be one (1) year from the date of opening of tenders, which may be extended as per decision of ASTC only.**
5. ASTC reserves the right to award repeated supply orders to the selected bidder during the period of the validity of the tender as per the rate fixed during the selection of the firm/party.
6. The delivery period should be clearly stated.
  - a. Liquidated Damages: Firm should have to quote the delivery period clearly from the date of receipt of order or confirmed order.
  - b. In-ordinate delay in execution of supply of the ordered materials may lead to cancellation orders.
7. Extension of Delivery period: The delivery period mentioned in purchase order may be extended.
  - I. If the completion of supply 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.
8. 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. The Corporation reserves the right to cancel the whole tender process at any time without assigning any reasons. The decision of the Managing Director, Assam State Transport Corporation will be final and binding to all.

9. The items will be checked at the Corporation and acceptance is subject to the approval of the Corporation.
10. If the **material** 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 same **material**. The rejected **material** shall have to be taken back by the supplier at their own cost.
11. **PAYMENT CONDITIONS:-** Payments after receipt of ordered materials in good condition and approved by this corporation.
12. Inspection of Goods: - The ordered item/s will be inspected by our representative at the time of delivery. The Supplier should inform the date of delivery.
13. The **material** shall have to be replaced if any manufacturing or other defect is found.
14. If any damages of any item/items occur in transit, then that shall be replaced by the supplier at their own cost.
15. Mode of Despatches: -The Thermal paper rolls are to be supplied at ASTC, Guwahati, at own cost of the company. A copy of Invoice/ Bill along with Challan should invariably be accompanied with the supplied **materials**.
16. 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.
17. 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).
18. If any short supply is found at the time of verification/inspection of Thermal paper roll, the supplier will have to supply the shortage within 7 days.
19. **Disputes:** - If any dispute or difference, question what so ever, arises, the same shall have to be settled within Guwahati, Assam Jurisdiction.

Encl.: 1.Format- Technical details.  
2. Format- Financial details.

  
Chief Engineer (A & T)  
Assam State Transport Corporation  
Guwahati-08

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**Paltanbazar, Guwahati-781008**

**[Format-Technical details]**

Ref. No.: ASTC/HO/IETS/1603/Vol-III/18-19/ 2466

Dtd. 4/10/2021

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

1	Full Name & Address of the firm	
2	Full Name & Local Address in Assam (if any)	
3	Contact/ Telephone No.	
4	FAX NO	
5	Email ID	
6	Documents in support of address proof	(Yes/No)
7	Tender Document fee submission record/money receipt/ demand draft.	(Yes/No)
8	GST No. with GST Registration Certificate	Copy of Certificates furnished (Yes/No)
9	If registered under Shop Act or any other certificate as may be applicable from time to time.	Copy of Certificates furnished (Yes/No)
12	Latest GST return filed	Copy of Certificates furnished (Yes/No)
13	Income tax return certificate	Copy of Certificates furnished (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:

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**[Format-Financial details]**

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Dept. Purchase Section, HO, ASTC, Guwahati

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

- I. Full Name and address of the firm :
- II. Office address(with location) :
- III. Telephone No :
- IV. Fax No. :
- V. Email ID :

Sl.No.	Item	Unit of Item Rate	Item Rate (Rupees)	GST (Rupees)	Total Rate (Rupees)	Remarks
1	Thermal paper roll	Per roll				

(Rupees.....)

NB:-

- a. Any other information the bidder desires to furnish.

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: