



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

Ref no: ASTC/H.O/STY/02/22-23/ 2064

Date: 03.11.2022

TENDER NOTICE

Sealed tender are invited from interested reputed authorised firm for supply of the following group of items, which will be received by the undersigned up to 1 pm on the last date shown against item given below and will be open on the same day at 3 pm.

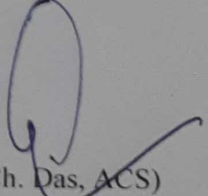
Sl no	Name of the items	Date of Tender form issue	Last date of receipt
1	Computer Stationery Item	09-11-2022	29-11-2022
2	General Stationery Item	09-11-2022	29-11-2022
3 ✓	Cash Book (Traffic), Cash Book (General), D/Oil Memo Book, Time Sheet (JnNURM), Numerical Ledger Sheet, Bin Card/Tyre Card/Attendance Card, Vehicle Log Sheet, Inventory Form, Money Receipt Book, Time Sheet (ASTC), Summary Sheet, Vehicle Log Book (P.O.B.), Uberization Log Book.	09-11-2022	29-11-2022

The bidder must submit their bid documents in prescribed forms and details which may be collected from the Stationery Section, ASTC,H.O, Paltanbazar,Guwahati-08 on payment of Rs.500/- (Rupees Five Hundred Only) in Cash as tender fee (non Refundable) for each group of items or else the tender document can be downloaded from the website of ASTC, "www.astc.assam.gov.in" and the tender fee of Rs.500/- (Rupees Five Hundred Only) can be submitted in the form of demand draft in favour of "**Managing Director, Assam State Transport Corporation**", which must be submitted along with the bid documents.

The bidder who has already submitted their bids need not participate again or they may withdraw their earlier bids and may submit fresh bids against this notification.

N.B.:-

1. Technical Committee may visit the bidder's firm if it is felt necessary.
2. The Interested firms 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.


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



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TENDER FORM FOR PRINTING AND SUPPLY OF CASH BOOK, D/OIL CASH MEMO BOOK, TIME SHEET, NUMERICAL LEDGER SHEET, BIN CARD, INVENTORY FORM, MONEY RECEIPT BOOK AND LOG SHEET ETC.

SPECIFICATION OF ITEMS :

1. **Cash Book (Traffic) :**

- i) Size : 34" x 21"
- ii) Total page of Cash Book : 370 (Folio)
- iii) Paper : Azurlaid 10.4 Kg (Sirpur)
- iv) Binding : Pucca Rexing Binding.
- v) Proforma of Cash Book will be supplied.

2. **Cash Book (General) :**

- i) Size : 34" x 41"
- ii) Total page of Cash Book : 370 (Folio)
- iii) Paper : Azurlaid 10.4 Kg (Sirpur)
- iv) Binding : Pucca Rexing Binding.
- v) Proforma of Cash Book will be supplied.

3. **D/Oil Cash Memo Book :**

- i) Size of D/Oil Cash Memo Book = ¼ Demmy.
- ii) Per book containing 50 pages with duplicate.
- iii) Every pages 6 (Six) vouchers with perforation in the Original page.
- iv) Paper – 6.9 kg H.P.C. Demmy/Superior Quality.
- v) Voucher Book must be serial No. with duplicate copy and Book Serial No.
- vi) Book must be bounded with thick cover paper.

4. **Time Sheet (JnNURM) :**

- i) Size of Time Sheet = L = 36 cm along with counter folio.
B = 22 cm.
- ii) Both side printing of the every pages.
- iii) Paper – 6.9 kg. (Colour)
- iv) Every book containing 100 pages with counter folio.
- v) Every book must be bounded with thick cover paper with Serial No Book No.
- vi) Proforma of the Time Sheet will be supplied.

5. **Numerical Ledger Sheet :**

- i) Size of the Ledger sheet – D.F.C.
- ii) Paper – Azurlaid 10.4 kg (Sirpur)
- iii) Both side printing of the ledger sheet.

6. **Bin Card/Tyre Card/Attendance Card :**

- i) Size of the Bin Card = 22 cm. x 14 cm.
- ii) Paper – White Century Board.
- iii) Both side printing of the card.



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7. Vehicle Log Sheet (ASTC) :

- i) Size of Log Sheet – ¼ Demmy
- ii) Both side printing.
- iii) Paper of log Sheet – 6.9 kg H.P.C. Demmy/Superior Quality.
- iv) Proforma of the Log Sheet will be supplied.

8. Inventory Form :

- i) Size of Inventory Form – ¼ Demmy.
- ii) Paper – 6.9 kg H.P.C.
- iii) 1 (one) side printing only.

9. Money Receipt Book :

- i) Size of Money Receipt = L = 22 cm.
B = 9 cm.
- ii) Every Book containing 100 pages with duplicate.
- iii) Book No. and Serial No. starting from 1 to 100 every book with duplicate copy.
- iv) Paper – 6.9 kg H.P.C. (same paper of duplicate copy).
- v) Book must be bounded with brown thick cover paper and Book serial no.

10. Time Sheet (ASTC) :

- i) Size of Time Sheet = L = 36 cm along with counter folio.
B = 22 cm.
- ii) Both side printing of every page.
- iii) Every book containing 100 pages.
- iv) Book must be bounded with brown thick cover paper.
- v) Serial started from 000001 to 100000 for every series and counter folio.
- vi) Paper H.P.C. D/C – 11.2 kg.
- vii) Proforma of the Time Sheet will be supplied.

11. Summary Sheet :

- i) Size of Summary Sheet - L = 34 cm.
B = 22 cm.
- ii) Both side printing pages.
- iii) Paper H.P.C. 8 kg. D.F.C.

12. Vehicle Log Book (P.O.B.)

- i) Size of book = L = 23 cm.
- ii) Total page in the book = L = 23 cm.
- iii) Both side printing of two pages.
- iv) Cover of the book = Century (Yellow colour)
- v) Paper = 7.4 kg (White) Superior quality.
- vi) Book serial No. on the cover.

13. Uberization Log Book :

- i) Size of Book Length = 21.5 cm, Breath = 14 cm.
- ii) Total leaves in book including cover page = 6 leaves.



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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 Cash Book (Traffic), Cash Book (General), D/Oil Memo Book, Time Sheet (JnNURM), Numerical Ledger Sheet, Vehicle Log Sheet, Bin Card/Tyre Card/Attendance Card, Inventory Form, Money Receipt Book, Time Sheet (ASTC), Summary Sheet, Vehicle Log Book (P.O.B.), Uberization Log Book.."** 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.500.00 (Rupees Five hundred) only in cash to the cash counter. The tender document can also be downloaded from our website: www.astc.assam.gov.in w.e.f. **09/11/2022 to 29/11/2022 till 1 PM**. In case, the tender document is downloaded from the website and tender is submitted, the tender document fee Rs.500.00 (Rupees Five hundred) only 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 in separate DD. **The tender document fee is non refundable.**
8. **Earnest Money Deposit:** Rs.10,000/- (Rupees Ten thousand) only, 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:
 - 1) **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 Cash Book (Traffic), Cash Book (General), D/Oil Memo Book, Time Sheet (JnNURM), Numerical Ledger Sheet, Vehicle Log Sheet,**



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Bin Card/Tyre Card/Attendance Card, Inventory Form, Money Receipt Book, Time Sheet (ASTC), Summary Sheet, Vehicle Log Book (P.O.B.), Uberization Log Book.” 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. 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.
14. Tenderer, whose rates are accepted as per specifications & quality, will be informed about the same.
15. All correspondences shall have to be made in English and the rates in INR only.
16. A copy of tender document duly sealed & signed by authorized signatory of the bidder on each page should be submitted along with the bid.
17. Each page of the bid submitted by the bidder should be duly sealed & signed by the authorized signatory.