



Association of State Road Transport Undertakings

ASRTU Bhawan, Plot 4-A, PSP Block, Pocket – 14, Sector -8, Dwarka, New Delhi – 110 077

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NATIONAL COMPETITIVE BID NOTICE

01/01/2015

1. **Association of State Road Transport Undertakings (ASRTU)** is an apex body representing 61 Public Sector Bus Transport Organizations (STUs) in India. Its member STUs own nearly 1.47 lakh buses (Leyland and Tata) and purchase spares worth about Rs.800 crores a year. ASRTU invites National Competitive Bids and concludes Rate Contracts for automobile spares and accessories common to all the STUs. **ASRTU's policy is to encourage quality and competition. For easy and quick access of the vendors to participate in tenders, ASRTU has introduced Electronic Tendering (E-tendering) for on-line participation in tender.**
2. **Bids** are invited only from manufacturers for supply of the items included in the following procurement groups for application mainly in Tata & Leyland Bus Vehicles as per categories below:

Category (1): Tenders are invited for finalizing rate contracts under standard/normal provisions (MODE: e-Tendering only)

Category (2): Tenders are invited for finalizing rate contracts with Original Equipment (OE) manufacturers under OE provisions (ISSUE OF TENDER DOCUMENTS ON-LINE AND SUBMISSION OF TENDER IN MANUAL MODE)

FOR CATEGORY (1) ONLY

Tender Notice No. 3/2014- 240th SC (S&C)

-Important dates-

- | | | | |
|---|---|------------|-----------|
| A) Tender Commencement Date | : | 05/01/2015 | 11 00 Hrs |
| B) Tender forms request Last Date | : | 05/02/2015 | 18 00 Hrs |
| (along with only DD of Rs.3000/- towards cost of tender forms) | | | |
| C) Tender Closing Date (Last Date to submit e-bid) | : | 06/02/2015 | 11 00 Hrs |
| D) Last Date to submit Demand Draft of EMD | : | 06/02/2015 | 11 00 Hrs |
| (E-bid stands rejected, if DD of EMD is not received in ASRTU office by this date & time) | | | |
| E) Tender Opening Date | : | 06/02/2015 | 12 00 Hrs |

Table of Procurement Groups

Sr. No.	Name of the Procurement Group	EMD per procurement group
1	Paints (Normal, Premium & PU Quality) and Paint Ancillaries	Rs.10,000/- (Rs.Ten Thousands only)
2	Polyurethane Seat Cushion and Backrests	
3	Automotive Batteries	
4	Gaskets	
5	Radiators & Cores	
6	Tyre Retreading Material (Precured Process) and Precured Patches for Tyres & Tubes	
7	Adhesives & Single Component Anaerobic Adhesives	6,000/- (Rs.Six Thousands only)
8	Hinges and Door Locks, Conductor Bell, Tower Bolts etc.	
9	Automotive Lights & Rear View Mirrors	
10	Automobile Bulbs & Halogen Auto Bulbs	
11	Rubber & Rubber Parts, Ballata Packing and Air Suspension	
12	Spring for Buses.	
13	Oil Seals	
14	Electronic Bus Ticketing Machine	
15	Plywood & Wooden/Fibre Boards	
	Tyre Pressure Monitoring System	

Vendor Development Registration Scheme (VDRS)

VDRS details are given in ASRTU website with complete registration procedure.

FOR CATEGORY (2)

Tender Notice No. OE/2014-240th SC(S&C)

Only well established OE manufacturers of the items contained in the procurement groups mentioned in the **Table of Procurement Groups** above are eligible to participate in the tenders. **Earnest Money Deposit (EMD)** per procurement group for category (2) tenders is Rs. 10,000/- which must be paid by Demand Draft with the tender. Tender shall be rejected without EMD at the time of opening, if the EMD not found either in envelop or received separately on or before **06-02-2015, 17 00 Hrs.**

Eligibility criteria for participation in OE tender

Regular OE suppliers for bulk supplies of items to Tata & Leyland for Bus vehicles. TS:16949 valid certificate is an added qualification. OEM of critical items/assembly in the given procurement group for OE fitment in current makes and models of buses used by STUs. Firm shall furnish evidence of substantial OE supplies along with tender by way of copies of valid regular latest purchase orders and invoices certified by authorized signatory being executed currently to VMs. Firms may further substantiate their claim of being an established OE supplier by furnishing a certificate from VMs in addition to the copies of purchase orders and invoices. A procurement group-wise list of items is provided to facilitate the OEMs to know the items generally required by the STUs.

Firms not complying with above shall be rejected. However, firms not meeting OEM criteria can apply for tender in category (1) of general tender.

-Important dates-	
A) Tender Commencement Date	: 05/01/2015 11 00 Hrs
B) Tender forms request Last Date (along with only DD of Rs.3000/- towards cost of tender forms)	: 05/02/2015 18 00 Hrs
C) Tender Closing Date (Last Date to submit tender manually)	: 06/02/2015 17 00 Hrs
D) Tender Opening Date (Manual opening)	: 09/02/2015 11 00 Hrs

COMMON REQUIREMENTS FOR CATEGORY (1) & CATEGORY (2)

Cost of Tender Forms (Non-Refundable) = Rs. 3000/- Per Procurement Group Per Category

Demand Draft of EMD and Tender cost shall be drawn in favour of Executive Director, ASRTU payable at Delhi.

For other important details of tender notice, log on website www.asrtu.org and click E-Tender link **or** www.tenderwizard.com/ASRTU.

Procedure for participating in tender for Category (1)

The relevant details of Demand Draft for the cost of Tender Forms may be entered at appropriate place provided in e-tender site. For guidance, please refer **Annexure –I** enclosed.

5. TENDER DOCUMENTS

- i) Free view documents of the tender (i.e. **Important Instructions, Volume-2, Volume-3, Volume-4, and Specification/ Drawings**) are available at the home page of <http://www.tenderwizard.com/ASRTU>. To view/download, click on **General Documents for Tender Notice - 3/2014- 240th SC(S&C)** and other links.
- ii) To view/download Tender Forms/Documents available **against payment of Cost of Tender Forms**, follow the steps below:
 - a) Click on E-Tender link provided in www.asrtu.org **OR** directly access tender site using URL <http://www.tenderwizard.com/ASRTU>
 - b) Use ASRTU provided USER-ID & your PASSWORD to log in
 - c) Vendors not having **USER-ID & PASSWORD** may contact Tender Cell, ASRTU well before the closing date of Tender.
 - d) Vendors must change ASRTU provided password after initial login for security reasons. Click **“Modify Password”** link to change the password.
 - e) Procedure to download and upload tender related documents is explained in the e-tendering **Vendor Manual** available in **Vendor Facilities** at Home Page for reference/download. However, it is strongly suggested that vendors should attend training on e-tendering as per schedule at **Sr. No. 9** below for better understanding.
6. i) The tender documents at 5 (ii) above are made available **on-line** only. Tenderers may once again note that **last date to submit e-bid (i.e. documents of Volume-1) is on or before 06/02/2015 11 00 Hrs.**

ii) Hard copies of documents of **Volume-2 & Volume-3** should reach **Tender Cell, ASRTU** latest by **16/02/2015**

7. Tender Cell, ASRTU shall issue bid tender forms on receipt of cost supra **on any working day starting from 05/01/2015 to 05/02/2015 by 18 00 Hrs.**

EARNEST MONEY DEPOSIT (EMD)

E-BID WITHOUT THE EMD WILL NOT BE ENTERTAINED, THEREFORE, TENDERERS MUST ENSURE THAT THE REQUISITE AMOUNT OF EMD MUST REACH ASRTU OFFICE LATEST BY **06/02/2015 11 00 Hrs.** TENDER WITHOUT EMD WILL BE REJECTED. NO PREVIOUS EMD SHALL BE SUBJECT TO ADJUSTMENT AGAINST THE FRESH EMD.

IMPORTANT:

DEMAND DRAFT OF EMD MUST BE SUBMITTED IN A SEPARATE ENVELOPE. NAME OF FIRM, ITEM AND TENDER NOTICE NO. SHOULD BE CLEARLY MENTIONED ON THE ENVELOPE AND BACK OF DD.

ASRTU SHALL NOT BE RESPONSIBLE IN CASE YOUR E-BID IS REJECTED DUE TO NON RECEIPT OF EMD DEMAND DRAFT. THEREFORE, YOU ARE REQUESTED TO SUPERSCRIBE THE ENVELOPE CONTAINING EMD DEMAND DRAFT AS **"EMD FOR TENDER- 3/2014 – 240TH SC(S&C)"**

8. The other charges of the tender as mentioned below are to be paid to ASRTU. Non-payment of these charges shall delay further action on your tender.

- a. Works Inspection Charges per factory per location @ Rs.3000/-per inspection.
- b. Testing charges as per Testing Charges Schedule provided in Volume – 4

ASRTU shall not be responsible for any delay or non-receipt of charges mentioned herein above.

- c. **Test Charges (under quality monitoring scheme), Work Inspection charges, Vendor Development Registration fees and Secretarial Administrative Rebate shall be paid to ASRTU along with prevailing rate of service tax thereon, which is presently 12.36%.**
- d. All payments shall be made to ASRTU by way of Demand Draft drawn in favour of the "Executive Director", ASRTU, payable at Delhi.

Tenderers must furnish details of payments in appropriate places of e-bid (Volume-I)

Note

- a. Your tender will not be accepted by the system if you have not furnished the complete details of tender charges in the prescribed format as also in the documents as required to be submitted in this tender.
- b. ASRTU will not be responsible for any delay or non-submission of Charges/Documents by the due date. This office in any mode other than e-tendering shall accept no tender.
- c. Tenderers must read carefully document of "Important Instructions" and "Most Important Information" for quoting rates in tender and submit the e-bid (i.e. Volume-I).
- d. Documents of Volume-2 and Volume-3 shall have to be submitted by post/in person by the date mentioned on these documents.
- e. Tenderer may mention any relevant information in the "Remarks" column of **Proforma – A**

Procedure for participating in tender for Category (2)

The relevant details of Demand Draft for the cost of Tender Forms may be entered at appropriate place provided in e-tender site. For guidance, please refer **Annexure –I** enclosed.

I. TENDER DOCUMENTS

- a) i) Free view documents of the tender (i.e. **Important Instructions, Volume-3, and Volume-4 and Cover page**) are available at the home page of <http://www.tenderwizard.com/ASRTU>. To view/download, click on **General Documents for Tender Notice - 3/2014 – 240th SC(S&C)** link.

- ii) Tender Forms/Documents available to view/download **against payment of Cost of Tender Forms** are as follows. **Request for tender documents under this category may be sent by mentioning NIT reference OE/2014-240th SC(S&C) and name of Procurement Group, otherwise there can be a delay to issue tender documents:**

- Annexure **A** : Special Terms & Conditions applicable to tender (O.E. Manufacturers)
- Annexure **DF** : Declaration of prices and discounts offered in tender (placed under Annexure-A)
- Annexure **D** : Declaration Form For Appointment of Sole Dealer/Distributor/Sole Selling Agent (placed under Annexure-A)
- Annexure **P** : Undertaking to choose price option (placed under Annexure-A)
- Annexure **B** : Proforma – A
- Annexure **C** : Undertaking to accept tender Terms & Conditions
- Annexure **F** : List of items supplied to Vehicle Manufacturers
- Annexure **R** : Rebate Declaration Form

- b) Following steps to be followed to view/download the above documents:

- i) Click on E-Tender link provided in www.asrtu.org **OR** directly access tender site using URL <http://www.tenderwizard.com/ASRTU>
- ii) Use ASRTU provided USER-ID & your PASSWORD to log in
- c) Vendors not having **USER-ID & PASSWORD** may contact Tender Cell, ASRTU well in time.

d) Procedure to download tender related documents is explained in the e-tendering **Vendor Manual** available in **Vendor Facilities** at Home Page for reference/download. However, it is strongly suggested that vendors should attend training on e-tendering as per schedule at **Sr. No. 9** below for better understanding.

II) i) The tender documents at **I (ii)** above are made available **on-line** only. Tender Cell, ASRTU shall issue tender documents/forms on receipt of cost towards tender forms **on any working day starting from 05/01/2015 to 05/02/2015 by 1800 Hrs.**

Tenderers may once again note that **last date to SUBMIT TENDER IN MANUAL MODE ONLY is on or before 06/02/2015 1700 Hrs.**

EARNEST MONEY DEPOSIT (EMD)

TENDER WITHOUT THE EMD WILL NOT BE ENTERTAINED, THEREFORE, TENDERERS MUST ENSURE THAT **EMD OF Rs.10000/-** MUST REACH ASRTU OFFICE EITHER IN ENVELOP CONTAINING TENDER OR SENT SEPARATELY ON OR BEFORE **06/02/2015 17 00 Hrs.** TENDER WITHOUT EMD WILL BE REJECTED. NO PREVIOUS EMD SHALL BE ADJUSTED AGAINST THE FRESH EMD.

IMPORTANT:

ASRTU SHALL NOT BE RESPONSIBLE IN CASE YOUR TENDER IS REJECTED DUE TO NON RECEIPT OF DEMAND DRAFT OF EMD BY THE DUE DATE & TIME.

ii) All payments shall be made to ASRTU by way of Demand Draft drawn in favour of the “Executive Director”, ASRTU, payable at New Delhi.

III) Hard copies of tender and all of the supported documents required with the tender should reach ASRTU **on or before 06/02/2015 17 00 Hrs at the following address:**

**The Secretary
Standing Committee (Supplies & Contracts)
ASRTU Bhawan
Association of State Road Transport Undertakings
Plot 4-A, PSP Block
Pocket – 14, Sector -8
Dwarka
New Delhi – 110 077**

The envelop of tender shall be duly sealed and super scribed in BOLD letter as “OEM Tender-OE/2014/240th SC(S&C) - DUE ON 06-02-2015, 17 00 HRS”

III) The tenderer may also submit a CD of prices offered in tender in addition to hard copy, if possible. However, hard copies of tender documents are mandatory.

9. Pre-bid meeting (Common both for Category 1 & 2)

It is informed that a pre-bid meeting will be conducted on 20th January, 2015 at 10.30 Hrs at ASRTU office. During this meeting, the queries of vendors participating in the tender for the above items shall be clarified besides defining the ASRTU tendering procedure etc. It will be very useful for all vendors especially new entrants. Bidders may depute their senior level officers on the specified date and time.

**Secretary
Standing Committee (Supplies & Contracts)**