

**OFFICE OF THE DIVISIONAL MANAGER CTU & DIRECTOR TRANSPORT  
UNION TERRITORY, CHANDIGARH**

No. SPA/CTU/2018/1766,

Dated, Chandigarh the 23.02.2018

**E-TENDER NOTICE**

The Chandigarh Transport Undertaking is inviting online tender in two parts i.e. Technical Bid and Price Bid from the firms/Companies/authorized dealers/distributors/ stockiest/suppliers for the purchase of miscellaneous items/Hardware items for CTU, Chandigarh. (As per list as Annexure-'A' to the tender documents available on the website i.e. [ctuchd@nic.in](mailto:ctuchd@nic.in) & <http://chandigarh.gov.in> The prospective bidders can also be visit in the office of CTU during office hours on any working day by contacting General Manager, CTU-I (Mobile No. 07015765795), Asstt. Controller (F&A) (Mobile No. 09646052339), CTU-II/Works Manager-I/Store Purchase Assistant (Mobile No. 09417524603), or mail Id [ctu-chd@nic.in](mailto:ctu-chd@nic.in) CTU Administrative Block, Plot No. 701, Industrial Area, Phase I, Chandigarh for any kind of information with regard to the items. The tenderers are required to quote their landed rates (including all taxes/GST) for a period of 1 (one) year for each items as per BOQ to the tender documents on the website. The detailed terms and conditions of the tender can be downloaded from the website of Chandigarh Administration i.e., <http://chandigarh.gov.in>. Or website <http://etenders.chd.nic.in/nicgep/app>.

**The important dates for submission of e-tender is as under:-**

1. Date and time of receiving the tender : **20-03-2018 upto 2.00 P.M**
2. Date and time of opening the tender (technical) : **20-03-2018 at 3.00 P.M.**
3. Earnest Money Deposit (EMD) : **Rs.25,000/-** in the shape of Bank Demand Draft/FDR/Bank Guarantee from any scheduled Bank in favour of Director Transport, UT, Chandigarh.

The undersigned reserves every right to (a) cancel/withdraw/amend the advertisement or extend the due date at his sole discretion or (b) accept or reject any tender without assigning any reason.

**-sd/-**

Divisional Manager CTU &  
Director Transport,  
U.T., Chandigarh.

**ANNEXURE - 'A'****List of Hardware & Miscellaneous Items for the repair of CTU Buses**

<b>Sr. No.</b>	<b>Nomenclature</b>	<b>Size/ Part No.</b>	<b>Quantity Required (approx)</b>
1	Electric Welding Rod (HB/Advani/Ador)	3.15x350 mm	300 kg
2	Copper Welding Rod For AC	NPN	2 kg
3	Cast Iron Rod No. 8	70/16-4mm	50 pc
4	M C C Rod	NPN	4 kg
5	Silicon Rod / Brass Rod	NPN	4 kg
6	Pop Rivets	3/16x1"	10000 pc
7	First Aid Kit	NPN	100 pc
8	OMNI Tube Solution	75 ml	50 Tube
9	Foam Solution (1/2 ltr packing)	SR 998 FEVICOL	10 Ltr
10	Sika Flex Tube 600 ml (Black)	No. 221	200 pc
11	Silicone Tube 280 ml	Wacker GP	200 pc
12	Anabond Tube (150 gm)	No. 673	200 pc
13	M Seal (40 set)	4x125 gm	10 kg
14	Lock Tite 20 ml	No 242	10 Tube
15	Fevikwik Tube	3 gm	100 pc
16	Front Glass Channel	U Type	100 mtr
17	Front Glass Show Rubber	As per Sample	100 mtr
18	Rubber Channel	1 1/2"	100 kg
19	Rubber Channel	1 1/4"	100 kg
20	Rubber Channel	1"	100 kg
21	Sulfuric Acid	1800 Gravity	100 kg
22	Hydrochloric Acid	NPN	60 Bottle
23	Toilet Cleaner (Harpic 500 ml)	Harpic	60 Bottle
24	Phenyl Liquid	NPN	60 Bottle
25	Phenyl Ball	NPN	10 kg
26	Soft Broom	Plastic Hair	60 pc
27	Paucha (Cleaning Cloth)	NPN	30 pc
28	Cleaning Brush for buses	10" to 14" Plastic Hair	100 pc
29	Bamboo Broom (Tilli)	NPN	30 kg
30	Room Freshener spray	NPN	20 pc
31	Shampoo (For Washing)	NPN	100 kg
32	Old Dhoti	2mtrx1mtr (as per sample to be approved)	2000 pc
33	Cotton Waste	NPN	1000 kg
34	Side Glass Lifter (Big) Bolt nut type (RH/ LH)	Hole to Hole 2"	100 pc each
35	Side Glass Lifter NM RH/LH	Bolt nut type	100 pc each
36	Door Lock Small RH	HD (OTC)	30 pc
37	Door Lock Small LH	HD (OTC)	30 pc
38	Bus Door Lock Big RH	HD	30 pc
39	Bus Door Lock Big LH	HD	10 pc
40	Steel Handle Big	24"	50 pc
41	Building Door Handle	6"	30 pc
42	Aluminium Sheet (20 Gauge )	8' x 4'	50 sheet
43	G P Sheet (24 Gauge) SAIL/TISCO	8' x 3'	10 sheet
44	Black Sheet (18 Gauge) SAIL/TISCO	6' x 3'	6 sheet
45	Tower Bolt (Aluminium)	4"	30 pc
46	Tower Bolt (Aluminium)	6"	30 pc
47	Mazda Channel	HD	300 mtr
48	Door Hinges	3"	50 pc
49	Door Hinges	4"	50 pc
50	Front Triangular Reflector Red (Nut & Bolt Type)	17"	50 pc
51	Eye Cat Reflector Round Yellow	6" - 3 Hole PVC	50 pc
52	Eye Cat Reflector Round Green	6" - 3 Hole PVC	50 pc
53	Eye Cat Reflector Round Red	6" - 3 Hole PVC	50 pc
54	Kundi Chapka	NPN	20 pc
55	Thread Reel	No 2	10 pc
56	S Pun Polyester Thread No.30	Coats (Gun) Art 2040	50 pc
57	Hexa Blade Single	HD Steel	200 pc
58	Hexa Blade Double	HD Steel	100 pc
59	Mushroom Patches	No. 6	50 pc

60	Mushroom Patches	No. 8	100 pc
61	Mushroom Patches	No. 10	100 pc
62	Mushroom Patches	No. 12	50 pc
63	Valve Die HD	Four Head	30 pc
64	Tube Valve	NPN	300 pc
65	Air Check Washer	NPN	100 pc
66	Battery Terminal HD Angle Type	(+) Positive	100 pc
67	Battery Terminal HD Angle Type	(-) Negative	100 pc
68	Battery Leg	NPN	100 pc
69	Battery Charging Clip	HD Thick	50 pc
70	DA Gas	NPN	10 cylinder
71	M S Channel	1 ¾" x 1"	150 kg
72	M S Channel	¾" x ¾"	150 kg
73	M S Angle	1"x1" inchx 5mm thickness	100 kg
74	M S Angle	1.5"x1.5"inchx5mm thickness	100 kg
75	Bus Door Roller	NPN	50 pc
76	Spring Washer Flate	No. 22	200 pc
77	Spring Washer Flate	No. 19	400 pc
78	Spring Washer Flate	1/2 BSF (7/16)	400 pc
79	Welding Screen Glass	Black German	20 pc
80	Soldering Rod	70x30	10 kg
81	Soldering Wire (GURU)	NPN	2 kg
82	Split Pin	3" x 1 ¼"	1500 pc
83	Iron Nails Venus 777	1"	5 kg
84	Iron Nails Venus 777	2"	5 kg
85	Iron Nails Venus 777	2 ½ "	5 kg
86	Iron Nails Venus 777	3"	5 kg
87	Blue Tex Nails (Hippo Brand)	1/2"	10 kg
88	Plain Washer (Thin) Dia ¾"	1/4 hole	5 kg
89	Plain Washer (Thin) Dia ¾"	5/16 hole	5 kg
90	Paint Aluminium ( 1 ltr packing ) Berger/Asian	1 <sup>st</sup> Grade	20 ltr
91	Painting Brush (Tiger)	2"	6 pc
92	Painting Brush (Tiger)	3"	10 pc
93	Painting Brush (Tiger)	4"	20 pc
94	N C Putty	NPN	5 kg
95	Plastic Putty	NPN	5 kg
96	Thinner	NPN	4 ltr
97	Emery Paper	No. 150	20 pc
98	Emery Paper	No. ZERO	20 pc
99	Empery Paper (Belt Type)	No 60	50 mtr
100	Tyre Powder	NPN	10 kg
101	Marking Tape	2"	30 pc
102	Docket Panel for AC	NPN	100 pc
103	Battery Cut off Switch Minda	TD4001	20 pc
104	Gland Dori ( 1set = 8 pc )	8 mm	4 set
105	Steam Pipe	For Resoling Plant	15 pc
106	Air Compressor Stapler (Wide Crown Stapler)	(For Resoling plant)	2 pc
107	Air Compressor Stapler Pin	(For Resoling plant)	20 pkt
108	Rubber Hose	10 mm	50 mtr
109	Rubber Hose	8 mm	50 mtr
110	Hand Cutter Disk (4-inch)	Norma/ Mistri	50 pc
111	Hylam Pad		6 set
112	Driver door lock outer (SML)	Minda	20 pc
113	Driver door lock inner (SML)	Minda	20 pc
114	Bus door lock handle	Heavy duty	50 pc
115	Tiptop Pancher (Round/ Owel)	Omni	200 pc
116	Tube less tyre paste		5 kg
117	Steel screw 1/2"	No.6/13	3000
118	Steel screw 3/4 "	No.6/19	3000

119	Steel screw 1/2"	No.8/13	3000
120	Steel screw 3/4"	No.8/19	3000
121	Steel screw 1/2"	No.10/13	1000
122	Steel screw 3/4"	No.10/19	1000
123	Steel screw 1 inch	No.6/25	1000
124	Steel screw 1¼ "	No.6/32	1000
125	Steel screw 1"	No.8/25	1000
126	Steel screw 1¼ "	No.8/32	1000
127	Insulation tape (Steel grip)	7 mtr	300 pc
128	Idler Pully barring (NSK Japan)	35BD219DU	6 pc
129	Idler Pully barring (NSK Japan)	358D219DV	6 pc
130	Electric welding holder	(Heavy Duty)	10 pc

**NOTE:-** The quantity of the above said material/items are based on approximate requirement which can be increased/ decreased as per actual requirement of the Department/CTU.

## 1. Scope of work:-

The Chandigarh Transport Undertaking (CTU), Chandigarh having the fleet of 568 (approx) buses (make TATA/LEYLAND/SML/CORONA) which are plying on urban and sub urban routes of the Tricity Chandigarh, Panchkula and Mohali and interstate routes/long routes. The CTU is required to purchase the Miscellaneous and hardware items from time to time as per detail **as annexure-A** to the tender documents available on the website for the repair of the Buses and is invited e-tender for purchase the same. The approximate contract value of this tender is Rupees.10-12 Lakhs (approx). The bid documents should be submitted only online through 'e-tender' portal (<http://www.etenders.chd.nic.in>).

## 2. QUALIFICATION CRITERIA.

### 2.1 TECHNICAL:-

- a) **The tenderer (s) should submit their tender in two parts i.e. i) Technical Bid (ii) Price Bid.**
- b) The tenderer (s) should be firm/manufacturers/companies/authorized dealer/ distributor /stockiest/supplier and is capable to supply the miscellaneous and hardware items to the CTU as per requirement from time to time. The copy of the firm's registration/ authorization certificate must be submit with the technical bid online.
- c) The bidder should have minimum annual turnover of **Rs.25 Lakh (Rupees; twenty five lakh only)** in the last balance sheet for the last two preceding years ending 31.3.2016 and 31.3.2017 duly attested/audited by Chartered Accountant (CA). The bidder has to submit its documentary proof for the same
- d) The Technical Bid containing EMD and signed terms and conditions and other required documents shall be opened **on 20-03-2018 at 3.00 PM** in the presence of the tenderers who may wish to attend in the office room of the Divisional Manager, CTU & Director Transport, U.T., Chandigarh (Computer Section). After scrutiny of the information received in Technical Bid, clarifications, if any, where ever necessary, will be obtained from the party.
- e) The tenders received after the stipulated date and time shall not be entertained/opened.
- f) The tenderer will have to furnish an affidavit on non judicial stamp paper of Rs.15/- duly attested by Executive Magistrate 1<sup>st</sup> Class/ Notary Public that the quoted rates in the tender are not more/higher than the rates already quoted anywhere in any State Transport Undertaking/any Govt. Organization/PSUs during last six months. If it is found that the quoted rates are higher than the rates quoted in any other Govt./PSU supplies, the total difference of rates/prices will be recovered from the firms.
- g) The tenderer shall submit an affidavit on non judicial stamp paper of Rs.15/- duly attested by Executive Magistrate 1<sup>st</sup> Class/ Notary Public that his firm has not blacklisted/debarred/prosecuted in the past in the field by Central Govt./any state Govt./PSU/STU/ Organization.
- h) The Firm/bidder should have capability to supply tendered quantities, during contract period.
- i) Each page containing terms & conditions of the tender should be signed by the tenderers with stamp of the firm and must submit the same online.
- j) Incomplete / conditional tender or tender received without earnest money shall not be considered and liable to be rejected out rightly
- k) The tenders received after the stipulated date and time shall not be entertained/opened.
- l) The tenderers will be responsible to see that the tender is uploaded on or before the due date and time on website

- m) Any conditional terms and conditions mentioned by the firm in their covering letter or in the tender documents will not be considered.
- n) The tenderers can approach the Nodal Officer, e-tendering, CTU Chandigarh on any working day between 9:00 A.M to 5:00 P.M. in case of any query /clarification regarding e-tendering process (Ph. No. 0172-2679003 Extn.216).

## **2.2 FINANCIAL:-**

- a) The tenderer (s) should submit their price bid/financial bid online only as per the BOQ to the tender documents available on the website.
- b) The tenderer will offer their landed rates for each items (for one quantity) including all taxes/GST, Govt. levies etc. as per BOQ on the website.
- c) The Price Bid will only be opened of those tenderers who technically qualify in the evaluation of their technical bids. For opening Price Bid, the time and date will be intimated separately.

## **3. EVALUATION OF BID:-**

**The Tender shall be awarded to the tenderer, who quote the Lowest rate in the Price Bid, provided he fulfills all other terms and conditions of the tender documents.**

## **4. EARNEST MONEY DEPOSIT (EMD).**

- i) The prospective bidders shall be submitted Earnest Money Deposit (EMD) amounting to **Rs.25,000/- (Rupees:Twenty five thousand only)** for the items as mentioned in the annexure-'A' to the tender documents on or before the closing date of tender **i.e. 20-03-2018 up to 2.00 pm** in physical form in the shape of Bank Draft/FDR/Bank Guarantee drawn on any scheduled Bank at Chandigarh in favour of Director Transport UT Chandigarh, Plot No. 701, Industrial Area Phase-I, Chandigarh and scanned copy of the same must submit with the technical bid online.
- ii) The EMD of unsuccessful bidder will be returned back immediately after the allotment of the contract. The EMD of the successful bidder will be refunded on receipt of the performance security.
- iii) The e-tender must be accompanied with Earnest Money Deposit (EMD) for the amount pertaining to the module as per annexure-A and drawn in the name of the Director Transport, U.T., Chandigarh, Plot No. 701, Industrial Area, Phase I, Chandigarh, payable at Chandigarh in the form of Fixed Deposit Receipt or Account Payee Demand Draft or Bank Guarantee from any of the scheduled bank in an acceptable form, which should be valid for 180 days beyond the final bid validity.
- iv) In case of successful bidders backs out, his/her earnest money shall be forfeited along with interest thereupon and the bidder will be blacklisted for any future contract as per Chandigarh Administration Finance Department Notification No. 1927-F&PO(3)-2009/1170, dated 27.02.2009.
- v) No tenderer is exempted from furnishing the Earnest Money Deposit (EMD) under any circumstances.

## **5. PERFORMANCE SECURITY-**

The successful bidder shall submit the performance security @ 05% of the total value of the contract within 21 days from the date of issuance of the Letter of Acceptance /Purchase order in the form of Bank Guarantee/Fixed Deposit Receipt (FDR) from any scheduled bank payable at Chandigarh in an acceptable form which should be valid for a period of 15 months from the date of Letter of Acceptance./1<sup>st</sup> supply order.

6. **GENERAL TERMS AND CONDITIONS FOR THE SUPPLY OF MISCELLENOUS AND HARDWARE ITEMS FOR THE CTU:**

- 6.1 The rates quoted should be F.O.R. destination (Landed Rate) including all taxes/GST, levies etc.) i.e. CTU Main Store, Workshop Depot No.1, Industrial Area, Phase I, Chandigarh or the place specified by the office.
- 6.2 Tender (Annual Rate Contract (ARC) shall be valid for one year from the date of issue of Letter of Acceptance (LOA) which can be extendable further on mutual consent of the parties. But the bidder cannot claim for the grant of extension in contract as a matter of right.
- 6.3 The offer of tender will be valid for a period of 180 days from the date of opening/downloading of technical documents.
- 6.4 The cash discount may also be intimated against the advance payment, if any.
- 6.5 **The quantity for the supply can be decreased /increased by 25% during the contract period on the same rate and terms and conditions, as per actual requirement of the department.**
- 6.6. The supply will be accepted directly from the successful bidder only.
- 6.7 The successful tenderer will not have any objection to the supplied materials being tested in any NABL accredited Govt. approval laboratories or CIRT Pune for its quality check as per laid down specifications.
- 6.8 The successful bidder is liable to supply the material within 15 (fifteen) days from the date of issue of Purchase Order issued from time to time, failing which the material will be purchased from the local market at the risk and cost of bidder.
- 6.9 Materials received with other than desired specifications/ Sub standard materials will be returned at bidder's risk and cost or it may be kept in CTU Depot workshop at bidder's risk and bidder will have to make replacement of these items within fifteen days from the date of inspection by committee failing which, the recovery equivalent to the amount of sub standard materials/other specifications materials will be made from the payment of bills.
- 6.10 The department is reserve rights to purchase the tender material during contract period from other firm/source at the same rate in case of non supply of the material by successful bidder within the stipulated period. For this the firm (successful bidder) is not entitled to claim for this action of the department.
- 6.11 The department reserves the right to modify/revoke the order/agreement at any point of time without assigning any reason.

7. **TERMS OF PAYMENT.**

- 7.1 The Payment will be made against physical satisfactory delivery of material in good conditions in the CTU store and duly checked and verified by the Inspection Committee of the Department.
- 7.2 All the documents/GRs must be sent direct to this office. The payment will be made through bank draft/RTGS within 45-60 days from the date of receipt of material in the CTU main Store.

## 8. PENALTIES.

- 8.1 The successful tenderers will be required to supply the items/materials at FOR Destination (Landed rates). In case of delay in the supply, the material will be purchased from the open market at the risk and cost of the items and the expenses will be recovered from the tenderer in default.
- 8.2 If supply/material is rejected due to manufacturing defects, short supply, the tenderer shall lift the material at their own cost within 10 days otherwise Godown charges will be levied @ 10 % of the value of the supply per day of delayed lifting of material.
- 8.3 The supply order will be placed as per monthly requirement only and supply will be made within two weeks otherwise penalty @ 1% per day of the value of the material will be levied for delay period. The Competent Authority may also forfeit the security in case of non-supply the required items or delay of the supply of items more than one month without assigning any reason.
- 8.4 Withdrawal of offer of finalized firm during this period will result into forfeiture of earnest money/security.
- 8.5 In case bidder withdraws its offer within the validity period, submit forged/fake documents or do any unethical/un-business like activity, do not accept the supply order, do not supply 1<sup>st</sup>.delivery schedule/do not submit performance security, failed to supply the materials, the EMD of the firm will be forfeited and other departmental penal action, as deemed fit, will also be taken.
- 8.6 The firm/bidder will liable to be blacklisted as per Chandigarh Administration, Finance Department Notification No. 1927-F&PO (3)-2009,dated 27.02.2009 on the following types of situations:-
- i) Dishonest/fraudulent/sharp practices are indulged in by the party.
  - ii) Advancing a claim on the basis of forged documents.
  - iii) Sale or supply of spurious items and compromising public safety.
  - iv) Material concealment/suppression of facts or gross misrepresentation of facts.
  - v) Any other case or situation involving national security.
  - vi) On breach of any of the terms and conditions of this tender.

## 9. SETTLEMENT OF DISPUTE AND ARBITRATION-

### 9.1 Amicable Resolution

- (a) Save where expressly stated otherwise in this Contract, any dispute, difference or controversy of whatever nature howsoever arising under, out of or in relation to this Contract between the Parties and so notified in writing by either Party to the other (the "Dispute") in the first instance shall be attempted to be resolved amicably by the Parties and failing such the same shall be resolved in accordance with the procedure set forth in **sub-clause (b)** below.
- (b) Either Party may require the Dispute to be referred to Transport Secretary, Union Territory, Chandigarh for amicable settlement. Upon such reference, both the Parties and the Transport Secretary or his nominee (who can be an employee of Chandigarh UT dealing with the Contract or otherwise) shall meet at the earliest mutual

convenient and in any event within 15 (fifteen) days of such meeting, either Party may refer the Dispute to arbitration in accordance with the provisions given below.

## **9.2 Arbitration-**

**(a)** Any Dispute which is not resolved amicably, as provided, shall be finally settled by binding arbitration under the Arbitration and Conciliation Act, 1996. The arbitration shall be by a committee of 3 (three) arbitrators chosen from a panel of arbitrators on the list of arbitrators available with or furnished by Union Territory, Chandigarh, 1 (One) arbitrator is to be chosen by each Party and the third, who shall be the Chairman will be the Transport Secretary, Chandigarh Administration, Chandigarh. If either Party fails to choose its arbitrator, the other Party shall take steps in accordance with Arbitration and Conciliation Act, 1996.

**(b) Place of Arbitration**

The place of arbitration shall be Chandigarh only.

**(c) Language**

The request for arbitration, the answer to the request, the terms of reference, any written submissions, any orders and rulings shall be in English and, if oral hearings take place, English shall be the language to be used in the hearings.

**(d) Procedure**

The procedure to be followed in the arbitration by the Arbitral Tribunal shall be in accordance with the Arbitration & Conciliation Act, 1996 and as may be decided by the Arbitral Tribunal.

**(e) Enforcement of Award**

Any decision or award resulting from arbitration shall be final and binding upon the Parties. The parties hereto hereby waive, to the extent permitted by Law, any rights to appeal or to review of such award by any Court or Tribunal. The Parties here to agree that the arbitral award may be enforced against the Parties to the arbitration proceedings or their assets wherever they may be found and that a judgment upon the arbitral award may be entered in any Court having jurisdiction thereof.

**(f) Fees and Expenses**

The fees and expenses of the arbitrators and all other expenses of the arbitration shall be initially borne and paid by respective parties equally subject to determination by the arbitrators. The arbitrators may provide in the arbitral award for the reimbursement to the prevailing party of its costs and expenses in bringing or defending the arbitration claim, including legal fees and expenses incurred by the said party.

**(g) Performance during Arbitration**

Pending the submission of and/ or decision on a dispute difference or claim or until the arbitral award is published the parties shall continue to perform all of their obligations under this Contract without prejudice to a final adjustment in accordance with such award.

**10. JURISDICTION**

Any dispute or difference or claim etc, shall be subject to the exclusive jurisdiction of the courts situated at Chandigarh only. No other court shall have the jurisdiction to entertain or try any matter concerning this supply tender.

-sd/-  
Divisional Manager, CTU &  
Director Transport, UT,  
Chandigarh.

**UNDERTAKING/AFFIDAVIT OF THE BIDDER ON NON JUDICIAL STAMP PAPER OF Rs.15/- duly attested by the Notary Public or Executive Magistrate 1<sup>st</sup> Class.**

1. I, Shri \_\_\_\_\_ S/o Shri \_\_\_\_\_ working as \_\_\_\_\_ of the firm namely M/s. \_\_\_\_\_ are duly authorized to apply for this Tender.
2. I, the undersigned, have read and understood the above detailed terms and conditions as well as Tender Notice and undertake to abide by them.
3. I under that the I/my firm/company has not been blacklisted or debarred/prosecuted by the Department of Govt. of India or any State Govt. or any Union Territory or any Public undertaking or any court of law.
4. I hereby undertake that the rate quoted in this tender are not more than the market prevailing rate/price and the same are also applicable to other STUs.

Signature of the Tenderer

Name of the Tenderer \_\_\_\_\_

Address \_\_\_\_\_

Tel No. \_\_\_\_\_

Email I.D. \_\_\_\_\_

**CHANDIGARH ADMINISTRATION  
TRANSPORT DEPARTMENT,  
U.T., CHANDIGARH.**

**IMPORTANT INSTRUCTIONS**

1. All the instructions contained in the Tender Form are important and required to be complied with.
2. Please ensure to produce the original documents such as EMD, Affidavit, Eligibility Documents and other necessary documents physically within the prescribed time limit.
3. The Earnest Money Deposit in the form of Demand draft/Fixed Deposit Receipt/Bank Guarantee from any of the scheduled bank in an acceptable form, which should be valid for 180 days beyond the final bid validity period and drawn in the name of the Director Transport, U.T., Chandigarh payable at Chandigarh. Earnest Money in any other form is not acceptable and the tender shall be liable to be treated as invalid.
4. The EMD and affidavit should be submit in physical form in a sealed cover on or before the closing date of Bid mentioned in the Tender Notice.
5. Price Bid should be quoted in Electronic Format only.

**CHECK LIST DULY FILLED IN TO BE ATTACHED WITH THE TENDER**

1.	Name of the firms/Companies/ dealer/distributor/ stockiest/ supplier, Location of its office with complete address both residential and permanent and Telephone/Fax Nos. given or not ?	Yes/No
2.	Whether the Bid Security (Earnest Money Deposit) of the requisite amount mentioned in the tender documents has been attached or not ?	Yes/No
3.	Whether the Technical bid has been attached and Price Bid quoted in Electronic Format or not?	Yes/No
4.	Whether an affidavit on the Non-judicial stamp paper, duly attested by the Executive Magistrate or Notary Public, regarding non-black listing/non-prosecution of tenderer/firm has been attached or not ?	Yes/No
5.	Whether attested copy of PAN/TAN No./GST registration certificate/ firm registration certificate issued by the competent authority has been attached or not ?	Yes/No
6.	Whether a copy of the audited trading, Profit & Loss account with Balance Sheet showing minimum annual turnover of Rs. 25.00 lakh for the last two years preceding to the current financial year, have been submitted On-line?	Yes/No
7.	Any other relevant information.	Yes/No

Place: \_\_\_\_\_

Signature of Tenderer\_\_\_\_\_

Dated: \_\_\_\_\_

Full Name of the Tenderer\_\_\_\_\_

Address\_\_\_\_\_

Mail ID \_\_\_\_\_

Mobile No. \_\_\_\_\_