

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

**Ref. No.SPA/CTU/2018/5346**

**Dated: 28.05.18**

**e-TENDER NOTICE.**

The Chandigarh Transport Undertaking invites e-tenders in two bid system i.e. **technical bid and financial bid which are to be submitted online separately** from the firms/manufacturers/companies/authorized dealers/distributors/stockiest/suppliers for the purchase of Lubricants, Grease and Oil Items for the use of buses of 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. 9815552432), CTU-II/Works Manager-I (Mob No.7889090848)/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 (excluding all taxes/GST) for a period of 1 (one) year for each tender 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 : **28.06.2018 upto 2.00 P.M**
2. Date and time of opening the tender (technical) : **28.06.2018 at 3.00 P.M.**
3. Earnest Money Deposit (EMD) : **Rs.1,50,000/-** in the shape of Bank Demand Draft/FDR/Bank Guarantee from any scheduled Bank in favour of Director Transport, UT, Chandigarh.
4. Date of Pre-Bid meeting : **12.06.2018 at 11.30 a.m.** in the office room of General Manager-I, CTU, Plot No. 701, Industrial Area, Phase I, 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 LUBRICANTS, GREASE & OIL FOR THE USE OF CTU BUSES**

<b>Sr. No.</b>	<b>Nomenclature</b>	<b>Specifications/ Part No.</b>	<b>MAKE/BRAND</b>	<b>Quantity required for one year (Approximate)</b>
1.	M Oil (Engine Oil) SML	15W40 API CI4 plus SAE	Valvoline/Veedol/BPCL/ IOCL/HPCL/ Tata genuine	6510 Ltr
2.	Engine Oil (M Oil) (For TATA 1613 BS-IV/ Tata Midi/Corona buses)	SAE 15W40, API CI4 Plus as per SS 6576	Castrol-RX super turbo /BPCL-Mak/ Shell-Rimula/ HPCL/ Tata genuine oil	5250 Ltr (25 Drum)
3.	Engine Oil (M Oil) (For Tata/Leyland buses)	SAE 15W40, API CF4	Castrol-RX super turbo /BPCL-Mak/ Shell-Rimula /HPCL/ Tata genuine oil	17850 Ltr (85 Drum)
4.	Engine Oil (M Oil) For Corona Buses	15W40, MAK TM CI4 Plus	Castrol-RX super turbo /BPCL-Mak/ Shell-Rimula /HPCL/ Tata genuine oil	5250 Ltr (25 Drum)
5.	Differential Oil/Gear oil ( For SML buses)	80W90	Valvoline/Veedol/BPCL/ IOCL / MAK /HPCL/ Tata genuine oil	2310 Ltr.
6.	Rear Axle Oil RA-108(Long Drain Interval Oils) (for Tata 1613 BS IV)	SAE 80W-140-Long Drain	Mak-TM Spirol/Castrol/ Servo -TM/HPCL/ Tata genuine oil	1050 Ltr (5 Drum)
7.	Gear Box Oil G-40 (Tata 1613 BS-IV)	SAE80W90 Long Drain SS6577	BPCL-Mak/IOCL-Servo/ Castrol/HPCL/ Tata genuine oil	1050 Ltr (5 Drum)
8.	Gear Box Oil for Leyland/Tata Buses	XP90(S)	Golden cruiser/ Castrol/ BPCL/IOCL/ Servo/HPCL	5250 Ltr (25 Drum)
9.	Coolant Water	Non-Amino Base	BPCL-Mak/Castrol-LL/IOCL- Servo/Golden Cruiser-LL /HPCL/ Tata genuine oil	1400 Ltr
10.	Coolant Water (Golden Cruiser for SML Buses)	GC 1500 MPRE-Mix 50%	Golden cruiser/ Castrol/ BPCL/IOCL/ Tata genuine oil	600 Ltr (6 Drum)
11.	Front Wheel Hub Rear Hub Grease / Wheel Bearing Grease (New Tata 1613/Corona buses)	Synthetic Grease 365	Sah petroleum-IPOL/ Balmer Lawrie/HPCL/ Tata genuine oil	360 Kg (2 Drum)
12.	All Grease Nipples	RR 3 Grease	BPCL-Mak/Castrol/IOCL- Servo TM3/ Shell-Gadus T/ Tata genuine oil	364 Kg (2 Drum)
13.	Propeller Shaft (Tata 1613 buses)	Grade-NLGI-XHP222	Balmer/BPCL/IOCL/Shell / Castrol/HPCL/ Tata genuine oil	182 Kg (1 Drum)
14.	Transmission Oil for Allison Gear (Corona)	Trans TES 295	Balmer/ BPCL/IOCL/ Shell/ Castrol/ TES/HPCL	840 Ltr (4 Drum)
15.	Multipurpose Grease	MP3	Balmer/ BPCL/IOCL/ Shell/ Castrol/HPCL/ Tata genuine oil	1440 Kg (8 Drum)
16.	Chassis Grease	Chassis L	Balmer/ BPCL/IOCL/ Shell/ Castrol/HPCL/ Tata genuine oil	910 Kg (5 Drum)
17.	Steering Oil (New Tata 1613 buses)	ATF Dexron II-D	BPCL-Mak Autran II/ Castrol-TQD/ IOCL-Servo Steer/ Shell- Spirax T 2 /HPCL/ Tata genuine oil	630 Ltr
18.	Steering Oil	Trans Q	BPCL-Mak Autran II/ Castrol-TQD/ IOCL-Servo Steer/ Shell- Spirax T 2 /HPCL/ Tata genuine oil	420 Ltr (2 Drum)
19.	Steering Oil	ATF	BPCL-Mak Autran II/ Castrol-TQD/ IOCL-Servo Steer/ Shell- Spirax T 2/ Tata genuine oil	210 Ltr (1 Drum)
20.	Brake Oil (For SML	DOT 4 Castrol	HPCL/IOCL/Castrol/ Servo/	210 Ltr (1 Drum)

	Buses)		TVS/Veedol/ Gulf/ Tata genuine oil	
21.	Brake Oil( For TATA Buses)	DOT 4 Castrol	HPCL/IOCL/Castrol/ Servo/ TVS/Veedol/ Gulf/ Tata genuine oil	630 Ltr (3 Drum)
22.	Clutch Fluid	SAE J 1703 F DOT 4	HPCL/IOCL/Castrol/ Servo/ TVS/Veedol/ Gulf/ Tata genuine oil	210 Ltr (1 Drum)
23.	Differential Oil for Corona buses	HP-85W140/ XP-85W140 GL-5	Valvoline/Veedol/BPCL/ IOCL /HPCL/Cummins/ MAK/ Tata genuine oil	630 Ltr (3 Drum)
24.	Liquid Urea	Air shield AEF AVS-32	Valvoline/BPCL/IOCL/HPCL /Cummins/ MAK/ Tata genuine oil	630 Ltr (3 Drum)

**NOTE:- The quantity of the above said material/items is 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 Lubricants, Grease & Oil from time to time as per detail **as annexure-A** to the tender documents available on the website for the use of these Buses and is invited e-tender for the same. The approximate contract value of this tender is Rupees 70-75 Lakhs. 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 Lubricants, Grease & Oil to the CTU as per requirement from time to time. The copy of the registration/authorization certificate must be submit with the technical bid online.
- c) The bidder should have minimum annual turnover of **Rs.2.00 crore (Rupees; two crore 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 28.06.2018 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) In case of demanding the advance payment by the firm for supply of material, the bidder must submit an undertaking with the technical bid online that the material shall be supplied within 15 days from the date of receiving the payment by them. (As per payment terms clause-8.3)
- i) The Firm/bidder should have capability to supply tendered quantities, during contract period.
- j) Each page containing terms & conditions of the tender should be signed by the tenderers with stamp of the firm.
- k) Incomplete / conditional tender or tender received without earnest money shall not be considered and liable to be rejected out rightly.
- l) The tenders received after the stipulated date and time shall not be entertained/opened.
- m) The tenderers will be responsible to see that the tender is uploaded on or before the due date and time on website
- n) Any conditional terms and conditions mentioned by the firm in their covering letter or in the tender documents will not be considered.
- o) 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) excluding all taxes, Govt. levies etc. as per BOQ on the website. The taxes/GST will be as applicable from time to time.
- 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.1,50,000/- (Rupees: One lakh, fifty 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., 28.06.2018 up to 2.00 pm** in physical form in the shape of Bank Draft/FDR 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 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. SIGNING OF AGREEMENT.**

The successful bidder shall submit the paper of agreement duly signed by authorized signatory on non judicial stamp paper of Rs.100/- for supply the items mentioned in the tender by abiding the terms and conditions of the tender/contract.

**7. GENERAL TERMS AND CONDITIONS FOR THE SUPPLY OF LUBRICANT, GREASE & OIL FOR THE BUSES OF CTU:**

- 7.1** The rates quoted should be F.O.R. destination (Excluding GST/taxes, levies etc.) i.e. CTU Main Store, Workshop Depot No.1, Industrial Area, Phase I, Chandigarh or the place specified by the office. The taxes/GST will be as applicable from time to time.
- 7.2** 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.
- 7.3** The offer of tender will be valid for a period of 180 days from the date of opening/downloading of technical documents.
- 7.4** **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.**
- 7.5** The supply will be accepted directly from the successful bidder only.
- 7.6** The successful tenderer will not have any objection to the supplied materials being tested in any NABL accredited Govt. approval laboratories or CIRT Pune or any Govt./Govt. approved agency for its quality check as per laid down specifications.
- 7.7** 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.
- 7.8** 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.
- 7.9** 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.

- 7.10 The department reserves the right to modify/revoke the order/agreement at any point of time without assigning any reason.

## 8 TERMS OF PAYMENT.

- 8.1 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.
- 8.2 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.
- 8.3 **In case of Govt. undertaking/Enterprises unit/PSU, the payment for the supply of the purchase order can be made in advance against Performa invoice only on demand and equivalent to the amount of performance security. It is made clear that the said advance payment shall not exceed to amount of performance security as deposited by the successful bidder in this tender., but the successful bidder shall submit an undertaking on their company letter head that the material of the advance payment shall be supplied to the CTU within the 15 days from the date of receiving the such advance payment.**

## 9 PENALTIES.

- 9.1 The successful tenderers will be required to supply the items/materials at FOR Destination. In case of delay in the supply, the material will be purchased from the open market at the risk and cost of the tenderer and the expenses will be recovered from the tenderer in default.



- 9.2 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.
- 9.3 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 delay of the supply of more than one month without assigning any reason.
- 9.4 Withdrawal of offer of finalized firm during this period will result into forfeiture of earnest money/security.
- 9.5 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 Bank Guarantee, the EMD of the firm will be forfeited and other departmental penal action, as deemed fit, will also be taken.
- 9.6 In case, the successful bidder has failed to supply the material to the CTU within the stipulated delivery schedule despite receiving advance payment for such material, the Director Transport, U.T., Chandigarh reserves the right to forfeit the performance security and cancel the contract or any other penal action as deemed fit.
- 9.7 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.

**10. SETTLEMENT OF DISPUTE AND ARBITRATION-**

## **10.1 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.

## **10.2 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.

**ANNEXURE-'B'**

**UNDERTAKING**

1. I, Sh. \_\_\_\_\_ S/o Shri \_\_\_\_\_  
undertake that I am competent to apply for the above said tender on behalf of  
M/s \_\_\_\_\_
2. The terms and conditions of tender are accepted by me/us and I/We shall abide  
by the same.

Signature  
(With Stamp of the firm)

**ANNEXURE-'C'**

**AFFIDAVIT**

I/We (Name) \_\_\_\_\_ sole proprietor/ Manager/authorized signatory of the firm M/s \_\_\_\_\_ do hereby declare and solemnly affirm:-

1. That the above named firm has/is not black-listed/debarred/prosecuted by the Chandigarh Administration/Govt. of India/Any State Govt./STU's/Any P.S.U's/court of law in the past.
2. That 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.

DEPONENT

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

PAN NO. \_\_\_\_\_

e-MAIL Address \_\_\_\_\_

GST No. \_\_\_\_\_

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and beliefs. No part of it, is false and nothing has been concealed therein.

DEPONENT

Dated:

(Note: - To be furnished on non judicial stamp paper of Rs.15/- duly attested by the Notary Public/Executive Magistrate 1<sup>st</sup> class).

**CHANDIGARH TRANSPORT UNDERTAKING  
CHANDIGARH.**

**IMPORTANT INSTRUCTIONS.**

1. All the instructions contained in the Tender documents are important and required to be complied with.
2. In addition to uploading of scanned copies of all the requisite documents online as per Tender documents, the Bidder is also required to submit EMD physically on or before the closing date of bid mentioned in the e-Tender Notice.
3. The Earnest Money Deposit of Rs.1.50 Lakh (Rupees One lakh, fifty thousand only) in the shape of Account Payee Demand Draft/FDR/Bank Guarantee from any of the Scheduled/Commercial banks, drawn in favour of the “**Director Transport, U.T. Chandigarh**” payable at Chandigarh. Earnest Money in any other form is not acceptable and the bid shall be liable to be treated as invalid.
4. Price Bid should be quoted in the **Electronic Formats only** i.e. the Financial Bid.

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

Sr. N	Particulars	Reference page
1.	Name of the bidding manufacturer/firm and location of its office with complete address and Telephone/Email/Fax Nos. and complete details of the contact	
2.	Certificate of incorporation/registration/authorization certificate of the bidder issued by the Competent Authority.	
3.	Attested copy of valid PAN/TAN and GST Nos. issued by the Competent Authority in respect of the bidder.	

4.	EMD of Rs 1,50,000/-(Rs One Lacs, fifty thousand only) by way of Account Payee Demand Draft or Fixed Deposit Receipt (FDR) or Bank Guarantee in favour of <b>Director Transport, U.T., Chandigarh</b> payable at Chandigarh.	
5.	confirming bidder accepting all the terms and conditions of the tender. (Annexure-B)	
6.	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/bidding firm. (Annexure -C)	
7.	Undertaking on the company letter head with regard to supply of the material within delivery period against the Advance payment received.	
8.	Copy of balance sheet of annual turnover of <b>Rs.2.00 crore (Rupees; two crore only)</b> for the last two preceding years ending 31.3.2016 and 31.3.2017 duly attested/audited by Chartered Accountant (CA).	
9.	Copies of e-Tender documents/RFP duly signed by the authorized signatory.	
10.	Any other relevant information.	

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

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

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

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

Address \_\_\_\_\_

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

Mobile No/Phone No \_\_\_\_\_