

Tender for procurement of Tubeless Tyres (Time to Time)

Sr No.	Vehicle	Vehicle strength	Tire Size and Brand	Tires worn every year approx
1	Toyta Fortuner	1	265/65R17 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	1×4=4
2	Toyta Innova	12	205/65 R15 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	5×4=20
3	Toyta Innova Crysta	2	215/60 R16, 215/60R17 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	1×4=4
4	Toyta Corrola	5	195/60 R15 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	2×4=8
5	Toyta Corrola Altis	4	195/65 R15 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	2×4=8
6	Honda city Zx	6	185/65 R14 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	2×4=8
7	Honda City IVTEC old model	33	175/65 R15 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	9×4=36
8	Honda City IVTEC Auto	1	185/55R16 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	1×4=4
9	Maruti SX4	7	205/65 R16 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	4×4=16
10	Maruti Ciaz	7	185/65 R15 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	3×4=12
11	Maruti Dzire	2	165/80 R14 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	1×4=4
12	Ambassdor	6	195/65 R 15 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	3×4=12
13	Swaraj Mazda ,Bus	1	7/50R16 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	1×4=4
	TOTAL	87		APPROX 140

NOTE:

- (a) About 30+ different vehicles from the ones listed above the Cars/ Swaraj Mazda Bus are fitted with different sized tyres every years. During last year morethan 120 different sized tyres were fitted / replaced in different vehicles.
- (b) The number of tyres can vary on the basis of requirement of Department from time to time during the contract period.
- (c) The Tendered/Service provider should be from SAS Nagar/Chandigarh.

GENERAL INSTRUCTIONS

Attach a copy of the tender notice.

- Attach Affidavit as per Performa given and self attested (Annexure I).
- Attach a signed copy of Terms and Conditions.
- The Tenderer/Service Provider will have to guarantee the supply of fresh tires. (Not older than 3 months from the date of manufacturing at the time of supply).
- The **Principal Secretary, Department of General Administration, Govt of Punjab** reserves all the rights to accept or reject any tender without any reason and also to impose/relax any term and condition.

SEE Next Pages for

- 1) Tender for procurement of tubeless tyres (Page No. 1).
- 2) General Instruction (Page No.2)
- 3) Tender form (Page No.3).
- 4) Name of Items (Page No.4).
- 5) General terms and condition (Page No.5.6.7).
- 6) Format of Undertaking (Page No. 9).
- 7) Technical Bid (Page No. 10).
- 8) Financial Bid (Page No. 11).

Tender Fee: Rs.500 /-

**GOVT OF PUNJAB
DEPARTMENT OF GENERAL ADMINISTRATION**

Address :- Room No 104, Ground floor,
Punjab Civil Secretariat-2,
Sector-9A, Chandigarh
Phone: 0172-2743488
Fax: 0172-2741723
Email : ado2pbsectt@gmail.com
Websight: <https://www.punjab.gov.in>

Tender Form for Rate Contract of Tyres (Tubeless)

Name of the Firm	
Address	

Earnest Money	Rs.10,000/- in the form of Demand Draft in Favour of "Under Secretary Account, Punjab Civil Secretariat, Chandigarh, payable at "Chandigarh", which will be refunded to unsuccessful bidder within one month, in case of successful bidder the same will be adjusted towards security.
Tender Fee (Not Refundable)	Rs.500/- should be enclosed with the tender in shape of Demand Draft in Favour of Under Secretary Account, Punjab Civil Secretariat , Chandigarh, payable at "Chandigarh.

Errors and omissions, if any, shall subject to rectification by the Department of General Administration.

Please quote rates for purchase of Tubeless Tyres for vehicles of Punjab Civil Secretariat

Name of items

Sr No.	Vehicle	Vehicle strength	Tire Size and Brand	Number of tyres approx.
1	Toyta Fortuner	1	265/65R17 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	1×4=4
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NOTE:

- (a) About 30+ different vehicles from the ones listed above the Cars/ Swaraj Mazda Bus are fitted with different sized tyres every years. During last year morethan 120 different sized tyres were fitted / replaced in different vehicles.
- (b) The number of tyres can vary on the basis of requirement of Department from time to time during the contract period.
- (c) The Tendered/Service provider should be from SAS Nagar/Chandigarh.

Terms and Conditions are as follows:-

Interested parties may offer rate list of pricing of Tubeless Tyres enlisted in the tender with complete specifications of models reflecting minimum price therefore. The Purchase committee shall scrutinize these offers and select most appropriate as per tender requirement of Department of General Administration, Punjab Civil Secretariat, Chandigarh. Keeping in view the quality of product and pricing as well as reputation for service and maintenance as essential parameters on the following terms and conditions:-

1. The Tenderer/Service Provider should be from SAS Nagar/Chandigarh.
2. The Tender form along with copy of Tender Notice, Terms & Conditions and requisite certificate(s) indicated in the Terms & Conditions may be downloaded from Punjab Government website (www.punjab.gov.in), & should reach in the office of The Room No.104, Ground floor, Administrative Officer -2, Branch Punjab Civil Secretariat -2, Sector-9A, Chandigarh, In a sealed envelope as per clause 8 within 20 days from the date of publication of tender.
3. Tenders should be sealed with cello tape/sealing wax. Unsealed tenders will not be entertained and such tenders will be ignored straightway
4. The tender form must be accompanied with Tender fee of Rs.500/- per tender in the shape of demand draft in favor of "Under Secretary Account, Punjab Civil Secretariat, Chandigarh, payable at "Chandigarh. No tender will be acceptable without tender fees.
5. The tender(s) should be accompanied by earnest money of Rs.10,000/- in the shape of Demand Draft of any scheduled bank in favor of "Under Secretary Account, Punjab Civil Secretariat , Chandigarh, payable at "Chandigarh.
6. Tender without the earnest money will not be entertained
7. Tenderer will submit an undertaking w.r.t no black listed firm & acceptance of all terms & condition of tender as per "Annexure-I"
8. Rates should be quoted against each tyre and in same order as per given Annexure-III only.
9. **Firm with the same Address, Name, GSTN number and PAN number can submit only one tender. Tender will be rejected at once if more than one tender is submitted by such Tenderer/Bidder**
10. **SUBMISSION OF TENDERS** : The Technical and Financial bids should be sealed in separate sealed envelopes with Tender Enquiry No., Type of bid, Due date and Bidder name clearly marked on them as under:

A. ENVELOPE NO. I (TECHNICAL BID)

This envelope should contain Tender form along with a copy of Tender notice, Tender fee, draft, EMD amount draft and Technical bid (as per Annexure-II) along with certificates regarding proprietorship /ownership of the firm, Undertaking (Annexure-I), self attested copy of GSTIN certificate and PAN card.

B. ENVELOPE NO. II (FINANCIAL BID)

This envelope should contain only Financial bid(Annexure-III).

C. ENVELOPE NO. III addressed to "The Principal Secretary Department of General Administration, Govt of Punjab

This envelope should contain sealed Envelope-I, II. The words "**Tender for Rate Contract of Tyres (Tubeless)**" should be written on the top of sealed envelope.

11. The rates quoted should be F.O.R. destination (**Punjab Civil Secretariat, Chandigarh**) and should also include packing and forwarding charges, taxes, installation charges included wheel balancing and alignment and other levies (as applicable), if any, be mentioned separately in the quote. But rates should be consolidated after including various taxes etc., if any, should be mentioned in the financial bid.
12. In-complete or conditional offers incorporating price variation will not be entertained.
13. Tenderers should indicate their sale-tax, Pan no., GST No. registration No. in their offers.
14. Manufacturer/ Authorized dealer/Suppliers only should quote the rates.
15. Any tender, which is not in the proper form or received late will not be entertained.
16. The office shall not bear any responsibility for any postal delay.
17. Tender should not quote their own mode of payment otherwise their offer is liable to be ignored.
18. **The Principal Secretary Department of General Administration, Govt of Punjab reserves the right to cancel or reject any tender without assigning any reason(s).**
19. The tenderer(s) shall give a certificate, certifying that his/their firm has not been blacklisted.
20. The tenderer(s) should properly append initials on the all corrections "if any" in his/their tender.
21. The tenderer must sign on all the pages of the tender.
22. Guarantee/Warranty period should also be specified.
23. The supplier shall arrange to provide free sales service within the Guarantee/warranty period.
24. The rates so quoted should have validity of at least for 1 year from the date of offer of Rate Contract or as per the extended period before the finalization of next tender.
25. The quantity of Tyres as per different demands.
26. **The Department will retain the earnest money of the successful tenderer towards Security bearing no interest and if the tender is not extended then it will be refunded within one month after the expiry of the tender. No interest will be paid on or before such refund.**
27. The (EMD) deposited by unsuccessful bidder shall be refunded after finalization of Tender or Rate Contract within one Month.
28. The tenderer will be bound to provide the tyres within 2 days after the supply order as required from time to time In case, the material is not supplied even after the grant of extended period, if any late delivery charges at the rate 2% per month will be imposed on the total amount of supply order. If the required supply of tyres is not made within one week, tyres would be purchased at your risk and list from the open market.
29. On genuine reasons, the Department of General Administration, Govt of Punjab reserves the right to extend the period for supply of Tyres on the request of supplier. If the material is not supplied even after the grant of extended period, the order placed may be cancelled.
30. If the Successful bidder refuses or does not respond to the order with in stipulated period, the rate contract will be cancelled and the firm will be black listed for three years.
31. **Payment**
 - i) Payment by RTGS / NEFT will be made within 3 months after proper Installation / Verification /Inspection of the tyres
 - ii) No advance payment shall be made.
 - iii) The payment of the cost at the rate accepted will be made to the supplier for the net quantity on completion of supply and submission of bill in duplicate along with acknowledgement obtained from the Vehicle Supervisor or duly verified by the verification committee.
 - iv) payment of interest on late payment of bills etc. will not be made.
 - v) in case of shortage of fund the successful tenderer shall have to agree for deferred payment.

32. The tenderer should have office gadgets like Fax machine and E-mail ID.
33. The Earnest Money of unsuccessful bidders will be returned after the final approval of tenders by the competent authority without any type of interest or other charges.
34. All the disputes arising out of agreement/contract regarding this tender shall subject to Chandigarh jurisdiction only. It is specifically agreed that no court outside and other than Chandigarh shall have jurisdiction in the matter.

Signature of Tenderer

Accepts all the terms & conditions of the tender

DATE ::

PLACE

CHECKLIST OF ENCLOSURE

1	Tender Fee : Rs 500/- in the shape of Demand Draft	
2	Earnest Money: Rs 10,000/- in the shape of Demand Draft.	
3	Certificate certifying that firm has not been blacklisted (Annexure I).	
4	Technical bid (Annexure- II)	
5	Financial bid (Annexure- III)	
6	Other requisite certificate	

UNDERTAKING

I _____, s/d/w of _____ resident of _____ District _____ proprietor of the firm M/s _____, do hereby declare and solemnly affirm as under:-

- That I have not been debarred or black listed by any department of Union/ State Government or any autonomous institute.
- That the terms & conditions for supplying the quoted Tender for Tyres are acceptable to me. I will abide by terms in letter and spirit.
- Date of Existence of the firm _____ (Attached Certificate)
- Annual Turn Over Rs. _____

(Signature of the Tenderer)
Full Name: _____
Address: _____

Place : _____
Date: _____

TECHNICAL BID

1. **Name of the applicant
(Tenderer / Bidder)** _____

2. **Legal entity/status of
Tenderer/bidder.
i.e. proprietor/ partnership
firm/ pvt. Limited Company/
public Limited Company/
Co-op Society etc.** _____

3. **Address of the
Tenderer/Bidder.** _____

4. **Name of the
Dealing Person.** _____

5. **Position of the
dealing person in
the tenderer firm/
Company/ Society.** _____

6. **Email id:-** _____

7. **Fax No:-** _____

8. **Mobile No:-** _____

9. **EMD is deposited in the shape of a demand draft:-**

Demand Draft No. _____, Date _____

Amount Rs.10,000 drawn as _____ (Bank with Branch Name)

10. **PAN Number.** _____

11. **GST Number.** _____

12. **SPECIFICATION :- Please Specify below specification of Tubeless Tyres:-**
 - a) The tyres running over 50 thousand kilometer in normal condition. _____
 - b) Guarantee of no cracks in the Tyres. _____
 - c) Guarantee of not Tyres bubbling. _____
 - d) Guarantee of not to open the Tyres joints. _____
 - e) Guarantee of Tyres rubber not bursting. _____
 - f) Guarantee of not to come out the rim of the Tyres edge. _____
 - g) Guarantee of no wires as threads inside the Tyres. _____
 - h) Guarantee of proper grip of Tyres on road. _____
 - I) Guarantee of supply of fresh Tyres.(not older than 3
month from the date of manufacturing at the time of supply _____

FINANCIAL BID

1 Name and Address of the applicant with Telephone / Fax No. _____

2 Permanent Address/ Head Office _____

We hereby quote for supply of tubeless tyres as per requirement from Time to Time as under:

Sr No.	Vehicle	Vehicle strength	Tire Size	Rate offered
1	Toyota Fortuner	1	265/65R17 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	
2	Toyota Innova	12	205/65 R15 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	
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12	Ambassdor	6	195/65 R 15 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	
13	Swaraj Mazda ,Bus	1	7/50R16 (CEAT/GOODYEAR /MRF/BRIDGESTONE)	

Note:- No overwriting or cutting without attestation will be entertained.

Name & Address:

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DATE:

PLACE: