

File No.GA-14014/2/2016-GENERAL
Government of India
Ministry of Women & Child Development

Shastri Bhawan, New Delhi,
Dated: 15th December, 2016.

Subject:- Tender Notice for repair/maintenance of Staff Cars/Vehicles – reg.

Sealed quotations are invited from the authorized and experienced Workshops for award of Annual Contract for repairs and maintenance of Staff Cars/Vehicles of the Ministry of Women & Child Development. The firms fulfilling the attached terms and conditions as at Annexure-I may send their bids.

2. The bidders shall be required to submit a Demand Draft/Pay Order of Rs.20,000/- (Rupees Twenty thousand only) as earnest money to be drawn on any scheduled commercial Bank in New Delhi in favour of Pay &Accounts Officer, Ministry of Women & Child Development, Shastri Bhavan, New Delhi along with the technical bid. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract, without any interest.

3. The bid should be submitted in a sealed cover in two parts as under:-

a) **Technical Bid:** The first sealed Envelope should be superscribed "**Technical Bid for repair/maintenance of Staff Cars/Vehicles**" and it should contain all technical details as per Annexure-I alongwith the Earnest Money Deposit (EMD). Bids received without EMD (in Technical Bid cover) will be summarily rejected.

b) **Financial Bid:** The second sealed envelope should be superscribed "**Financial Bid for repair/maintenance of Staff Cars/Vehicles**" and it should contain the rates etc. as per Annexure-II. Both of these sealed covers are to be put in a bigger cover, duly super scribed as "**Bid for repair/maintenance of Staff Cars/Vehicles**".

4. The last date for receipt of tender is **06.01.2017 at 03.00 PM**. The Technical Bids shall be opened at **3.30 PM** on the same day i.e. **06.01.2017 in Room No.621, 'A'Wing, Shastri Bhavan** in the presence of bidders or their representatives, who may wish to present. The date/time/venue of the opening of the technical bids may be changed as may be decided by the Tender Evaluation Committee of the Ministry. Financial Bid(s) of only those bidder(s) will be opened whose technical bids are accepted after evaluation by a Committee duly constituted for the purpose. Date of opening of financial bid will be intimated/communicated only to the technically qualified bidders at a later date. Hypothetical Conditions/Incomplete bid and without supporting document shall not be entertained. Bids received after the specified date and time shall not be considered.

5. Forms (Technical Bid and Financial Bid) along with terms and conditions can be obtained on any working day between 1000 hours to 1300 hours from Room No.629, 'A' Wing, Shastri Bhavan, New Delhi. The tender document can also be downloaded from the Ministry's website i.e. <http://wcd.nic.in/>. For any clarification as to the tender documents, Section Officer(Genl.) of the Ministry may be contacted on telephone No.23382972 or in person after prior appointment.

6. The successful tenderer will have to deposit performance security of Rs.50,000/- in the name of PAO, Ministry of Women & Child Development within 10 days of award of contract. The

