

F.No.4-3/2015-Gen.  
Government of India  
Ministry of Women & Child Development

Shastri Bhawan, New Delhi,  
Dated: 02 June, 2015.

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

Sealed quotations are invited from the reputed firms engaged in the maintenance/repair of cars for servicing, overhauling and repairs of the 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/Banker's Cheque/Pay Order of Rs.5,000/- (Rupees Five thousand only) of any commercial bank in New Delhi as earnest money to be drawn in favour of Pay & Accounts Officer, Ministry of Women & Child Development, Shastri Bhawan, New Delhi along with the quotation. 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). A quotation not accompanied by the 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 superscribed as "**Bid for repair/maintenance of Staff Cars/Vehicles**".

4. The last date for receipt of tender is 26.06.2015 at 03.00 PM. The Technical Bids shall be opened at 3.30 PM on the same day i.e. 26.06.2015 in Room No.746, Shastri Bhawan, 'A' Wing 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 on a later date whose bids are considered technically acceptable after evaluation. Date of opening of financial bid will be intimated later on. Hypothetical Conditions/Incomplete bid 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 Bhawan, 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.

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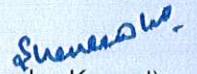
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6. The successful tenderer will have to deposit performance security of Rs.30,000/- in the name of PAO, Ministry of Women & Child Development within 10 days of award of contract. The performance security will be forfeited for breach of any of the terms/conditions of the tender enquiry, besides it may be black-listed. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

7. The sealed quotations in the prescribed form (technical bid and financial bid) may be addressed to Under Secretary(General), Ministry of Women & Child Development, Room No.746, 'A' Wing, Shastri Bhavan, New Delhi and dropped in the Tender Box of this Ministry mounted on the wall of Room No.629, 6th Floor, 'A' Wing, Shastri Bhavan, New Delhi.

8. The competent authority in the Ministry reserves the right to amend/withdraw/ relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.

Yours faithfully,



(Shailendra Kureel)

Under Secretary to the Govt.of India

Tel.No.23382676

To,

As per list attached.

## TERMS AND CONDITIONS OF THE CONTRACT

1. The contract would normally be for a period of one year.
2. The firm should be in existence for more than five years in the trade and should have at least three years experience in servicing/repair of vehicles/staff cars.
3. EMD of Rs.5,000/- (Rupees Five Thousand Only) in form of Demand Draft/Pay Order from any commercial bank in New Delhi drawn in favour of PAO, Ministry of Women & Child Development, New Delhi must accompany the bid. Any quotation not accompanied by the Demand Draft (in Technical Bid cover) will be summarily rejected.
4. EMD of such bidders shall be forfeited who withdraw or amend their bids in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.
5. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalisation of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security from him.
6. The successful bidder shall have to furnish a Performance Security of Rs.30,000/- in the form of Account Payee Demand Draft/Pay Order/Bank Guarantee from any Commercial Bank in favour of PAO, Ministry of Women & Child Development within 10 days of award of contract.
7. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier.
8. Performance Security will be refunded without any interest, whatsoever, after the firm duly performs and completes the contract in all respects.
9. Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be blacklisted.
10. The repair/maintenance work is to be carried out in the service station of the firm. The firm should have sufficient experience and infrastructure to undertake servicing, repairs, overhauling and all kinds of mechanical/electrical works. The workshop should also be well equipped to undertake all types of denting/painting jobs. The firms have to produce documentary evidence/proof of having the service station with necessary infrastructure while submitting the Technical Bid.
11. The workshop should have sufficient parking space/work area within their premises without any infringement of public space so that the Driver of the vehicle is not booked for unauthorised parking when the vehicle is taken to the workshop for repairs etc.
12. The firms should indicate PAN number issued by the Income Tax Department, State/Central Sales Tax Number (legible photocopy to be enclosed) as per Annexure-I.
13. The work order will be given after the approval of estimate prepared on the basis of approved rates of AMC submitted by firm/agency. The schedule of the labour charges and the cost of the spare parts will remain unchanged throughout the contract period.

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14. The spare parts to be provided should be of original make/genuine quality. The workshop shall stand guarantee for the parts replaced for a minimum period of six months. The replaced parts must be returned to the Ministry.
15. The contractor shall ensure that vehicles sent for repair jobs are repaired satisfactorily. Contractor shall have to undertake the repair work of the vehicle, free of cost, in case the same problem persists within a period of one month of repair of the said vehicle.
16. The contractor will supply the original parts as per the approved rates of AMC submitted by firm/agency.
17. No advance payment will be made. The approved contractor shall submit his bill (in triplicate) on completion of repairs.
18. No work/repair will be carried out without proper work order except under directions from SO(Gen.)/US(Gen.), in case of emergency.
19. The contractor shall ensure that no fuel is taken out of the vehicle under repair/maintenance job. The amount of fuel is to be recorded in the job card in the presence of the driver while vehicle is taken to workshop for repair.
20. The contract can be terminated by the Ministry at any time without assigning any reason, if the work of the contractor is found unsatisfactory. In this connection, the decision of the Ministry shall be final and binding on the contractor. No payment will be made for the remaining period of service contract from the date of the termination of the contract.
21. The Income Tax, etc. as per government orders will be deducted on every bill submitted by the contractor.
22. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.
23. The contract shall be subject to the Indian laws and jurisdiction of the Courts located in Delhi.
24. The period of contract shall be for one year from the date of award of the contract. The same can be extended as per the requirement depending upon the satisfactory service provided by the firm.
25. In case of the breakdown of vehicles, the firm will be required to tow the vehicle(s) to workshop.

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PROFORMA (Qualifying Bid)

S. No.	Particulars	To be filled by the Tenderer
1.	Name of the Agency	
2.	Brief profile of the agency to be enclosed	
3.	Detailed office address of the agency with office telephone number, e-mail address, fax number, mobile number and name/designation of the contact person	
4.	PAN Number (copy to be enclosed)	
5.	TIN Number (copy to be enclosed)	
6.	Service Tax Registration No. (copy to be enclosed)	
7.	Length of experience in the Field (copies of contracts/orders placed on the agency during the last 3 years should be attached).	
8.	Details of EMD: Amount Draft No. Date Issuing Bank	
9.	Copy of Terms & Conditions at Annexure-I duly signed as a token of acceptance to be attached.	
10.	No. of qualified engineers/technicians in the workshop.	
11.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner/partners anywhere in India? (If no, an undertaking to this effect is to be attached in this regard).	

(Signature of the authorized person)

Name:

Designation:

Seal:

Date:

Place:

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## Financial Bid

## Service/Labour charges for repair/maintenance of staff cars/vehicles

S. No.	Particulars of works	Rates for repair/maintenance of staff cars/vehicles			
		Ambassador	Maruti SX4/ Ciaz	Jeep	Three Wheeler
<b>I</b>	<b>Servicing</b>				
1.	Servicing & Lubrication				
2.	Dry Servicing & Lubrication				
3.	Greasing of vehicle only				
4.	Rubbing & polishing of the vehicle				
5.	Replacing of oil filter & engine oil change				
6.	Washing				
7.	Engine tuning				
8.	Pollution check up				
	<b>Total of I above</b>				
<b>II</b>	<b>Engine</b>				
1.	Engine Assy. removing & refitting				
2.	Taking compression test				
3.	Engine overhauling				
4.	Engine decarbonising				
5.	Cylinder head gasket change				
6.	Engine tune up including tappet				
7.	Engine timing setting				
8.	Radiator cleaning after opening				
9.	Timing chain change				
10.	Water pump overhauling				
11.	Engine main and big end				
12.	Replacement fly wheel ring/gear				
13.	Bearing replacing and adjusting				
14.	Replace fan belt				
15.	Fuel pump overhauling				
16.	Front stab. Bush change				
17.	Replacing choke & accelerator wire				
18.	Carburettor cleaning and adjustment				
19.	Distributor cleaning and adjustment				
20.	Checking fuel average with one litre of petrol extra				
21.	Removing and refitting radiator				
22.	Cleaning radiator				
23.	Replacing radiator hosepipe				
24.	Replacing oil pressure pipe				
25.	Radiator leakage repair				
26.	Replacing ignition coil				
27.	Replacing engine foundation/mounting each				
28.	Coolant kit fitting				
29.	Rear main oil leakage rectification				
30.	Engine lathe/machine job				
	<b>Total of II above</b>				

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<b>III.</b>	<b>Brakes</b>				
1.	Foot brake adjustment				
2.	Hand brake adjustment				
3.	Brake general overhauling				
4.	Overhauling master cylinder & bleeding				
5.	Brake lining change				
6.	Replacing rear wheel oil seal each				
7.	Replacing front brake drum				
8.	Replacing front wheel oil seal (each)				
9.	Replacing rear wheel oil seal (each)				
10.	Replace hand brake cable				
11.	Replace master cylinder and bleeding				
12.	Complete overhauling of brake system (master cylinder, wheel cylinders, brake line, bleeding & adjustment) lathe job of drum turning extra				
13.	Brake lathe job				
	<b>Total of III above</b>				
<b>IV</b>	<b>Gear Box</b>				
1.	Gear box assly. remove & refit				
2.	Gear box assly. overhauling				
3.	Replace front oil seal (including engine remove and refit)				
4.	Replace rear oil seal				
5.	Gear lever replacing (Hand)				
6.	Replacing gear linkage ball joint each				
7.	Adjusting gear and linkage				
8.	Overhaul gear linkage				
9.	Replace gear plate				
10.	Replace gear control rod of pivot bracket				
	<b>Total of IV above</b>				
<b>V</b>	<b>Steering</b>				
1.	Removing and refit steering assembly				
2.	Welding rear shocker flooring plate, under petrol tank remove and refit				
3.	Replacing steering wheel				
4.	Steering overhauling				
5.	Replace top and bottom felt/column bush				
6.	Replacing steering boot (each) toe-in				
7.	Replace hall joint				
8.	Replace column boot				
9.	Only adjuster searing				
10.	Welding shocker plates (each) toe-in				
11.	Wheel alignment				
12.	Steering lathe work				
	<b>Total of V above</b>				
<b>VI</b>	<b>Suspension</b>				
1.	Complete front suspension overhauling				
2.	Adjust front suspension only				
3.	Complete rubber bush kit replacing (front & rear)				
4.	Replace rear spring/coil assembly				

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5.	Replace tie bar bush (one side)				
6.	Removing one shock absorber & replacing worn out bushes (each front)				
7.	Both rear spring re-cambering and refitting extra leaf				
8.	Remove and refit front wheel oil seal				
9.	Replacing front suspension bush				
10.	Torsion bar replacing (one side)				
11.	Suspension lathe job				
	<b>Total of VI above</b>				
<b>VII</b>	<b>Rear Axle</b>				
1.	Remove and refit rear axle assembly				
2.	Differential overhauling				
3.	Differential repair				
4.	Differential lathe work				
5.	Replace pinion oil seal and torque pinion nut to specifications				
6.	Replace rear axle shaft (one side)				
7.	Replace differential packing for leakage				
8.	Replace rear axle bearing (one side)				
9.	Replace rear axle oil seal (one side)				
10.	Replace rear brake drum (each)				
	<b>Total of VII above</b>				
<b>VIII</b>	<b>Propeller Shaft</b>				
1.	Propeller shaft remove and refit				
2.	Propeller shaft universal joint changing				
3.	Balance of propeller shaft				
4.	Replace propeller shaft splinted yoke				
5.	Shaft lathe work				
	<b>Total of VIII above</b>				
<b>IX</b>	<b>Fuel Tank</b>				
1.	Remove, clean & refit fuel tank				
2.	Replace petrol tank hardboard cover				
3.	Replace fuel tank hose pipe				
4.	Replace petrol flexible pipe (each)				
	<b>Total of IX above</b>				
<b>X</b>	<b>Electrical</b>				
1.	Battery recharging				
2.	Alternator overhauling				
3.	Self starter overhauling				
4.	Horn tune up (each)				
5.	Indicator repairing				
6.	Speedometer cable change				
7.	Wiper machine overhauling				
8.	General electrical check up				
9.	Complete front wiring change				
10.	Head light bulb changing and focussing				
11.	Wiper arm/blade replacement				
12.	Head light switch replacement				
13.	Fuel meter replacement				
	<b>Total of X above</b>				

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<b>XI</b>	<b>Body</b>				
1.	Door lock adjustment each				
2.	Door glass machine overhauling				
3.	Door glass machine electric overhauling				
4.	Door glass change				
5.	Dickey lock repairing				
6.	Replace door gola set				
7.	Replace door rubber beading change				
8.	Padding of front seat (each)				
9.	Door hinge pins repairing				
10.	Removing & replacing rear wind screen glass/rubber				
11.	Removing & replacing front wind screen glass/rubber				
12.	Bonnet hinges replacement (each)				
13.	Removing/replacing/repairing ventilator window (each)				
14.	Removal & fitting of new hard board each door				
15.	Padding of rear seat (each)				
16.	Removing and replacing front grill				
17.	Seat, roof & carpet dry cleaning/inside dry cleaning				
	<b>Total of XI above</b>				
<b>XII</b>	<b>Clutch</b>				
1.	Clutch adjustment				
2.	Overhauling/replacing clutch plate assly.				
3.	Replacing clutch adjustment rod				
4.	Clutch overhauling				
5.	Replacing clutch & brake paddle				
	<b>Total of XII above</b>				
<b>XIII</b>	<b>Air conditioning system</b>				
1.	General servicing of AC				
2.	Gas filling				
3.	Removal of AC in the car				
4.	Fitting of AC in the car				
5.	AC compressor repair				
	<b>Total of XIII above</b>				
	<b>Grand Total</b>				

Discount offered on MRP of genuine spare parts \_\_\_\_\_

(Signature of the authorized person)  
(Seal of the Firm)

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