

F.No.D- 26016/1/2015-Genl.  
Government of India  
Ministry of Corporate Affairs  
General Section

Shastri Bhavan, New Delhi.  
Dated: 25 June, 2015

To,

As per list attached

**Subject: - Notice Inviting Tender for award of Annual Contract (AMC) for repairs / maintenance of Staff Cars/Three Wheeler -regarding**

The Ministry of Corporate Affairs, Government of India, invites sealed bids only from authorized and experienced Workshops for award of Annual Contract for repairs and maintenance of its 09 (Nine ) Staff Cars as per the Terms & Conditions enclosed at.

**Annexure-I.** One Bajaj 3-wheeler may also be added at a later date. The detail of Staff Cars is as under: -

Maruti SX4	03
Maruti Esteem	01
Ambassadors	04
Hyundai Accent	01

2. The bid should be submitted in a **sealed cover** in two parts as under:-
  - a. **Technical Bid:** Envelope should superscribed "Technical Bid for Repair/Maintenance of Staff Cars / Three Wheeler " and it should contain all technical details and EMD as per **Annexure-II.**
  - b. **Financial Bid:** The second cover should contain the rates etc. as per **Annexure-III**, and it should be superscribed "Financial Bid for Repair/Maintenance of Staff Cars / Three Wheeler"Both of these sealed covers are to be put in a bigger cover, duly super scribed as "**Bid for AMC for repairing Staff Cars / Three Wheeler**".
3. The last date for receipt of tender is 20<sup>th</sup> July, 2015, upto 01:00 P.M. The Technical Bids shall be opened on the same day in Room No. 525-'A' Wing Shastri Shaven at 3.30 P.M. in the presence of such of the bidders or their representatives, who may wish to be present. 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 will not be entertained. Bids received after the specified date and time shall not be considered.
4. The bidders shall be required to submit a demand draft of Rs. 20,000/- (Rupees Twenty Thousand only) as earnest money to be drawn in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, Shastri Bhavan, New Delhi along with the technical bid. Bids received without EMD shall be summarily rejected.

5. The sealed quotations in the prescribed form (technical bid and financial bid) cover may be addressed to Under Secretary (General), Ministry of Corporate Affairs , 'B' Wing, Room No. 511 Shastri Bhavan, New Delhi and dropped in the Tender Box of this Ministry placed at Information & Facilitation Centre Gate No. 3 Shastri Bhawan , New Delhi.

6. The competent authority in the Ministry reserves the right to reject any or all applications (offers) without assigning any reason therefor. The decision of Secretary, Corporate Affairs will be final and binding.



(Kshitish Kumar)

Under Secretary to the Govt. of India  
Tel. No.2338 4502

1. E-Governance Cell for uploading the tender document on the website of the Ministry under relevant link.

2. All Ministries of Government of India, New Delhi with the request that a copy of the tender notice may kindly be provided to the venders, who have been awarded the contract by them for AMC for repair & maintenance of Staff Cars.

**ANNEXURE-I**

Terms and Conditions for Annual Maintenance Contract Repair of Vehicles for one year from the date of contract.

A. Earnest Money Deposit (EMD)

1. EMD of Rs.20,000/- (Rupees Twenty Thousand Only) in the form of Demand Draft / Pay order drawn on any scheduled commercial Bank in favour of the PAO, Ministry of Corporate Affairs , New Delhi must accompany the technical bid. Bids received without EMD and in any other form than prescribed will NOT be considered.
2. The EMD should remain valid for a period of 45 days beyond the final tender validity period.
3. EMD of the bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid 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.
4. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will also be returned without any interest after receipt of the Performance Security.

B. Performance Security

1. The successful bidder, irrespective of its registration status etc., will have to furnish Performance Security of Rs.50,000/- (Rupees fifty thousand only) in the form of Fixed Deposit Receipt or Bank Guarantee from any scheduled Commercial Bank duly hypothecated in favour of PAO, Ministry of Corporate Affairs within 10 days of award of contract. The performance security should be valid for atleast 14 months from the date of acceptance of the contract.
2. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier..
3. Performance Security will be refunded without any interest, whatsoever, after the contract is completed in all respects.
4. 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 black listed.

**C. Other Terms and Conditions**

- 1) The Repair work etc. is to be carried out in the service station of the firm. The firm should have at least 5 years' 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. Details of infrastructure within the workshop be enclosed with the technical bid.
- 2) The workshop should be authorized by the respective manufacturers for repairs and maintenance of its vehicles / cars. Authorisation certificate for undertaking repairs / maintenance of a particular make of cars should be furnished with the technical bids. The ordered work shall not be outsourced/assigned to any other parts by the contractor under any circumstances.
- 3) 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 unauthorized parking when the vehicle is taken to the workshop for repairs etc.
- 4) Details of trained manpower / automobile engineers / technicians employed by the bidder should accompany the Technical bids.
- 5) Copies of valid Sales Tax / VAT Registration certificate and Pan card should also accompany the technical bid.
- 6) 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 Agency will also be required to mention in the Estimates time frame within which the repair work of the vehicle will be completed.
- 7) In case the vehicle is not repaired within the time frame mentioned in the estimate, a penalty @ Rs.1000/- per day (approximately rental charges for hiring a vehicle for one day) will be imposed and the same will be recovered from the outstanding payment / Performance Security of the contractor.
- 8) 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 or its effective operational life whichever is later. The replaced old parts must be returned to the Ministry.
- 9) The contractor will maintain the vehicles in proper running condition during the entire contract period.
- 10) The contractor will submit his estimate for replacement of parts that may be

- 11) The Ministry has the right to terminate the tender/agreement in whole/in part at any time without assigning any reason therefore. Any decision in this regard taken by the Competent Authority in the Ministry will be final.
- 12) If it is desired that sales tax on parts is to be borne by the Government, it should be specifically mentioned in the tender document at Annexure - III, it will be presumed that the price quoted for parts is inclusive of sales tax/VAT.
- 13) The Income Tax, etc., as per government orders will be deducted on every bill submitted by the contractor.
- 14) Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.
- 15) The contract shall be subject to the Indian laws and jurisdiction of the Courts located in Delhi.
- 16) 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.
- 17) In case of the breakdown of vehicles, the firm will be required to tow the vehicle(s) to workshop free of charge.

## Technical Bid

Sl. No.	Particulars	To be filled by the tenderer
1	Name of the agency	
2	whether brief profile of the agency is enclosed	
3	Detailed Office Address of the agency with office telephone No, e-mail address, Fax No,, Mobile No. and name/Designation of the contact person.	
4	Whether registered with all concerned Govt. authorities (Registrar of Companies, Commissioner Employees etc.) (Copies of all certificates of Registration-should be attached)	
5	PAN Number (copy to be enclosed)	
6	TIN Number (copy to be enclosed)	
7	Service Tax Registration No.(copy to be enclosed)	
8	Number of Employees as on March I. 2011 & also as on date.	
9	Length of experience in the Field	
10	List of Govt. Ministries/Departments/clients showing experience in the field(Copies of contracts/orders placed on the agency during last 3 years should be attached)	
11	Whether copies of <b>Income</b> Tax return for last 2 years attached.	
12	Details of EMI) A mount Draft No Date Issuing Bank	
13	Whether a copy of terms and conditions Annexure-I duly signed as token of acceptance of the same is attached	
14	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner/ partners anywhere in India (If no,, an at undertaking to this effect is to attached in this regard.)	
15	Particulars of qualified mechanics on roll (Please furnish copies of certificate	

(Signature of the authorized person)

Date:  
Place:Name:  
Designation  
Seal:

## Annexure-III

### Financial Bid

#### LIST OF MAJOR REPAIR ITEMS FOR AMBESSADOR CAR

1.	Name of the Workshop	
2.	Address of the Workshop	
3.	Name of the Proprietor	
4.	Experience	
5.	If dealing with other Government Departments, attach list	
6.	Details of Earnest Money	Cheque/DD No.: Date

S.No.	Name of the item	Nature of Repair				Guarantee period
		Minor Repair		Overhaul/ Major Repair		
		Material cost/ Spares Cost	Labour Charges	Material cost/ Spares Cost	Labour Charges	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Engine overhaul					
2	Brake overhaul					
3	Steering Suspension					
4	Clutch overhaul					
5	Gear Box					
6	Dynamo					
7	Mudguard					
8	Wheel bearing					

11	Piston/Ring					
12	Carburator					
13	Fuel pump					
14	Petrol tank					
15	Differential					
16	Denting & Painting					
17	Servicing & Repair Aircondi					
18	Upholstery					
19	Shelf					
20	Roof					
21	Carpet					
22	Servicing, Oil Change & Filter					
23	Rubbing & Polishing					
24	Engine Tuning					
25	All Lights Checkup, Parking Light &					
26	Wheel Alignment					
27	Wheel Balancing					
28	Battery Change/ Repair of					
29	Radiator Cleaning, Repair, Change					
30	Fan Pulley, Belt Change					
31	Hose pipe change/repair					
32	Door Locks, Dickey Locks					



33	Gola Channel, Wiper Change					
34	Propeller Shaft Change					
35	Self-change					
36	Water Pump Change/Repair					
37	Shocker change					
38	Kamani Change					
39	Power Steering O/H					
40	Lathe Machine					
41	Bridgeston Tube Less Tyre					

**Annexure-III**

**Financial Bid**

**LIST OF MAJOR REPAIR ITEMS FOR MARUTI SX-4 CAR**

1.	Name of the Workshop	
2.	Address of the Workshop	
3.	Name of the Proprietor	
4.	Experience	
5.	If dealing with other Government Departments, attach list	
6.	Details of Earnest Money	Cheque/DD No.: Date

S.No.	Name of the item	Nature of Repair				Guarantee period
		Minor Repair		Overhaul/ Major Repair		
		Material cost/ Spares Cost	Labour Charges	Material cost/ Spares Cost	Labour Charges	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Engine overhaul					
2	Brake overhaul					
3	Steering Suspension					
4	Clutch overhaul					
5	Gear Box					
6	Dynamo					
7	Mudguard					
8	Wheel bearing					

9	Driving Shaft					
10	Head Gasket					
11	Piston/Ring					
12	Carburator					
13	Fuel pump					
14	Petrol tank					
15	Differential					
16	Denting & Painting					
17	Servicing & Repair Aircondi					
18	Upholstery					
19	Shelf					
20	Roof					
21	Carpet					
22	Servicing, Oil Change & Filter					
23	Rubbing & Polishing					
24	Engine Tuning					
25	All Lights Checkup, Parking Light &					
26	Wheel Alignment					
27	Wheel Balancing					
28	Battery Change/ Repair of					
29	Radiator Cleaning, Repair, Change					
30	Fan Pulley, Belt Change					

31	Hose pipe change/repair					
32	Door Locks, Dickey Locks					
33	Gola Channel, Wiper Change					
34	Propeller Shaft Change					
35	Self-change					
36	Water Pump Change/Repair					
37	Shocker change					
38	Kamani Change					
39	Power Steering O/H					
40	Lathe Machine					
41	Bridgeston Tube Less Tyre					

## Annexure-III

### Financial Bid

#### LIST OF MAJOR REPAIR ITEMS FOR MARUTI ESTEEM CAR

1.	Name of the Workshop	
2.	Address of the Workshop	
3.	Name of the Proprietor	
4.	Experience	
5.	If dealing with other Government Departments, attach list	
6.	Details of Earnest Money	Cheque/DD No.: Date

S.No.	Name of the item	Nature of Repair				
		Minor Repair		Overhaul/ Major Repair		Guarantee period
		Material cost/ Spares Cost	Labour Charges	Material cost/ Spares Cost	Labour Charges	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Engine overhaul					
2	Brake overhaul					
3	Steering Suspension					
4	Clutch overhaul					
5	Gear Box					
6	Dynamo					
7	Mudguard					
8	Wheel bearing					

11	Piston/Ring					
12	Carburator					
13	Fuel pump					
14	Petrol tank					
15	Differential					
16	Denting & Painting					
17	Servicing & Repair Aircondi					
18	Upholstery					
19	Shelf					
20	Roof					
21	Carpet					
22	Servicing, Oil Change & Filter					
23	Rubbing & Polishing					
24	Engine Tuning					
25	All Lights Checkup, Parking Light &					
26	Wheel Alignment					
27	Wheel Balancing					
28	Battery Change/ Repair of					
29	Radiator Cleaning, Repair, Change					
30	Fan Pulley, Belt Change					
31	Hose pipe change/repair					
32	Door Locks, Dickey Locks					

33	Gola Channel, Wiper Change					
34	Propeller Shaft Change					
35	Self-change					
36	Water Pump Change/Repair					
37	Shocker change					
38	Kamani Change					
39	Power Steering O/H					
40	Lathe Machine					
41	Bridgeston Tube Less Tyre					

## Annexure-III

### Financial Bid

#### LIST OF MAJOR REPAIR ITEMS FOR HYUNDAI ACCENT CAR

1.	Name of the Workshop	
2.	Address of the Workshop	
3.	Name of the Proprietor	
4.	Experience	
5.	If dealing with other Government Departments, attach list	
6.	Details of Earnest Money	Cheque/DD No.: Date

S.No.	Name of the item	Nature of Repair				
		Minor Repair		Overhaul/ Major Repair		Guarantee period
		Material cost/ Spares Cost	Labour Charges	Material cost/ Spares Cost	Labour Charges	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Engine overhaul					
2	Brake overhaul					
3	Steering Suspension					
4	Clutch overhaul					
5	Gear Box					
6	Dynamo					
7	Mudguard					
8	Wheel bearing					



11	Piston/Ring					
12	Carburator					
13	Fuel pump					
14	Petrol tank					
15	Differential					
16	Denting & Painting					
17	Servicing & Repair Aircondi					
18	Upholstery					
19	Shelf					
20	Roof					
21	Carpet					
22	Servicing, Oil Change & Filter					
23	Rubbing & Polishing					
24	Engine Tuning					
25	All Lights Checkup, Parking Light &					
26	Wheel Alignment					
27	Wheel Balancing					
28	Battery Change/ Repair of					
29	Radiator Cleaning, Repair, Change					
30	Fan Pulley, Belt Change					
31	Hose pipe change/repair					
32	Door Locks, Dickey Locks					

33	Gola Channel, Wiper Change					
34	Propeller Shaft Change					
35	Self-change					
36	Water Pump Change/Repair					
37	Shocker change					
38	Kamani Change					
39	Power Steering O/H					
40	Lathe Machine					
41	Bridgeston Tube Less Tyre					