

No.D-26019/1/2008--Gen
Government of India
Ministry of Corporate Affairs

Shastri Bhavan, 5th floor,
Dr. R.P. Road, New Delhi.
Dated 16.03.2012

Subject:- Maintenance of the staff car of fleet of Seven Ambassador, One Hyundai Accent, Two Maruti (SX4) and Two Esteem both the Ministry of Corporate Affairs –Maintenance Contract.

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I am directed to say that it has be decided by the competent Authority to invite tenders for the Maintenance Contract for servicing , overhauling , repairs of staff cars of the Ministry of Corporate Affairs. Accordingly, Sealed Quotations are invited from authorized firms (authorized by original equipment manufacturer i.e. OEM Company) engaged in the maintenance/repairing of Ambassador, Hyundai Accent , Maruti (SX4) and Esteem cars. The firms fulfilling the following criteria may send their bids superscripted "QUOTATIO FOR THE MAINTENANCE CONTRACT FOR SERVIICING/REPAIRING OF STAFF CARS OF MINISTRY OF CORPORATE AFFAIRS" and the same may be dropped in the Tender Box of the Ministry placed at Information & Facilitation Centre, Gate No. 3, Shastri Bhawan New Delhi. The Technical /Commercial tender should be in two separate sealed covers, with technical bid market clearly as "TECHNICAL BID" and financial proposal market as 'FINANCIAL BID'

A Period of Contract

The contract will be initially awarded for a period of One year w.e.f. the date the work is actually assigned. This will be extended on year to year basis up to Two years depending upon the performance of the Contractor to be evaluated on quarterly basis.

B Scope of Work

The work will have to be carried out in the workshop of the agency and also in the premises of the Shastri Bhawan . This will involve repair and servicing of the Cars.

Contd..2/-

C Eligibility Criteria

The firm should be in existence for at least 2 (Two) years in the trade of maintenance service of cars and with business turnover of not 10 Lakh per annum during the last 3 years and must possess PAN No & Service Tax No. /VAT No. It must be noted that only authorized firms of OEM Company of Ambassador /Hyundai/ Maruti (Sx4) Indigo are eligible to participate.

D. Evaluation of Bids

(a) Technical Bids

The Technical Bid should include the following details:-

- i) Name of the firm
- ii) Business address of the firm
- iii) Telephone No.
- iv) Mobile No.
- v) Annual turnover of the firm (Rupees 10 Lakh per annum during the last three years)
- vi) Whether assessed to IT/ST and if so PAN /VAT No.
- vii) Income Tax Return for 3 Years
- viii) The earnest Money of Rs. 20,000 (Rupees Twenty Thousand Only) Through A Demand Draft/Pay Order (NO. _____ and date _____)

(b) Financial Bids

The Financial Bid should include the rate against each item separately, as per items indicated in Annexure- II. Financial bids of only those tenders will be opened who qualify/full fill the technical bids.

E. Earnest Money Deposit

The Earnest Money(EMD) of Rs. 20,000/- (Rs. Twenty Thousand Only) through a crossed Demand Draft / Pay Order only drawn in favour of the Pay and Accounts Officer Ministry of Corporate Affairs should accompany the quotation in the Technical Bid. If the Technical Bid is received without the EMD, it would not be considered and would be rejected summarily. The said Earnest Money will not bear any interest and will be refundable only after the successful completion of the contract subject to the adjustment of dues against the contractor, if any. The Earnest Money of unsuccessful tender would be returned without any interest after finalization of the tender

- viii) The contractor should ensure that the vehicle sent for repair jobs are repaired satisfactorily. If same type of problem arises within a month, the contractor has to re-repair the car for which no labor charge will be paid.
- ix) The contractor should ensure that no petrol is taken out of the vehicle under repair job. Amount of the petrol is to be recorded in the job card in presence of the driver while the vehicle is taken to workshop for repair.
- x) The contractor should be available on telephone for rendering services on all working days as also on holidays.
- xi) The contractor should ensure that no idle running is carried out.
- xii) In that event of any dispute over the contract, the decision of the Deputy Secretary General (Admin.), Ministry of Corporate Affairs, will be final.
- xiii) The tenderer are required to provide certificate to prove their Competence for undertaking the job in question and also furnish certificate from any Government Department for their goodwill and satisfactory performances.
- xiv) The terms and conditions mentioned in this tender document are subject to modification / alteration/ deletions at the discretion of Ministry before the final agreement is executed.
- xv) The tenderer should submit proofs of work carried out by the Firm during the last two years for Government organizations / Departments.
- xvi) The firms are requested to give their rates of the items indicated in Annexure, clearly in their letter heads.
- xvii) The tenderer should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein.
- xviii) In case, the contracting firm is not able to accept the contract after it is awarded or if it is not able to do the work after accepting the contract, it will be liable to pay the damages to the Ministry including the extra rate which this Ministry will have to pay to any other contractor for getting such work done.

F. Performance Guarantee (Security Deposit)

The successful tenderer will be required to furnish 'Security Deposit' of 5% of total contractual value within 10 days from the date of acceptance of the tender. The security shall be in the form of (FDR) in favor of PAO, Ministry of Corporate Affairs, New Delhi. The Security deposit will be refundable only after the expiry of the contract. The Security deposit shall be forfeited if during the period of the contract if the services of the contractor are found to be unsatisfactory in any respect or in the event of breach of contract by him before the date of maturity of the contract;

G. Terms and Conditions

The following additional terms and conditions would also have to follow by the tenders/bidder:-

- i) The Contractors should preferably be doing similar kinds of works for other Departments of Govt. of India.
- ii) The workshop of the tenderer should be within radius of 15 KMs of Shastri Bhawan.
- iii) The firm should have a proper parking space and also provide proper security to the cars of this Ministry in case of overnight parking;
- iv) The strength of Automobile engineers, electricians, denters, foremen, etc. should be mentioned;
- v) The firm should be able to provide proper towing facility and should also be able to attend the breakdowns on roads as and when required by the Ministry.
- vi) Schedule of labor charges will remain unchanged throughout the contract period of one year.
- vii) *Spare parts to be provided should be of original and genuine quality and rates should be as per the approved rate lists of different companies manufacturing the vehicles. The old /replaced parts shall be the property of the Ministry and the workshop will return the same to the Ministry along with inventories of the parts replaced at the time of submission of the bill.*

Contd...4/-

- xix) The above act of backing out would automatically debar the contractor from any further dealing with this Ministry.
- xx) All the pages of the tender document should be serially page numbered and duly signed with seal of the bidder.

The Tender may be deposited by 30 .04.2012 by 3:00 PM in the Tender Box located in the Facilitation Centre, Ministry of Corporate Affairs, Gate No. 03, Shastri Bhawan, New Delhi. The Tender would be opened on the same day i.e on. 30. 04.2012 by 3:30 PM in the Room No. 526-'A ' Wing, Shastri Bhawan, in presence of those of the tenders who wish to be present during the tender opening time.

The Tender document not accompanied with the required EMD and or the 'Technical Bid' and 'Financial Bid' are not submitted separately, the bid would not be considered and would be rejected summarily.

B.P. Bimal
(B.P. Bimal)

Under Secretary to the Govt. of India

Copy to:-

1. M/s Friends Motors, SG-28, Palika Bhawan, R.K. Puram, New Delhi-66.
2. M/s Pee Dee Motors, D-102, Mohamadpur, New Delhi-29.
3. M/s Delhi Car Clinic, B-15, Palika Bhawan, R.K. Puram, New Delhi-66.
4. M/s Abhishek Motors, M-26, Palika Bhawan, R.K. Puram, New Delhi-66
5. M/s David Motors, B-29, Palika Place, R.K. Puram, New Delhi-66.
6. M/s Rajiv Motors, AL-1, Jail Road, Hari Nagar, New Delhi-64.
7. M/s Batra Motors, Near Khan Market, New Delhi
8. M/S Malcha Motors, 23, Malcha Road, New Delhi
9. M/s Welcome Auto Engineer, Bangala Shaib Road, New Delhi
- ✓ 10. E-Governance with the request to place this tender notice on the Web Site of this Ministry
11. PS to DS(BKM)
12. Notice Board/Facilitation Counter

B.P. Bimal
(B.P. Bimal)

Under Secretary to the Govt. of India

TECHNICAL BID

ANNEXURE-I

Sl. No.	Description	Documents attached	Page No.
1	Name of the firm		
2	Business address of the firm		
3.	Telephone No.		
4.	Mobile No. (if any)		
5.	Annual turnover of the firm (10 Lakhs during last three years)		
6.	Whether assessed to IT/ST and if so PAN / TIN (VAT) No.		
7	15 digit Service code No.		
8.	Copy of authorisation certificate from OEM Company of Ambassador/Hyundai/Indigo		
9.	Distance of garage from Shastri Bhawan		
10.	Details of strength of engineers, electricians, dentors etc.		
11.	Copy of Income Tax Return for three years		
12.	The earnest money of ₹ 20,000/- (Rupees Twenty Thousand only) through a Demand Draft/ Pay Order	Bank:- No.: Date:-	

(Signature and Seal of the bidder)

FINANCIAL BID

ANNEXURE II

BIDDERS MAY QUOTE FOR ALL OR ANY SINGLE BRAND MENTIONED BELOW

**Schedule for Labour Charges alongwith spare parts and warranty period
(make of parts)**

Servicing		Amb.	Indigo	Accent
1.	Complete Servicing			
2.	Dry Lubrication			
3.	Oil Filter Change			
4.	Washing the Car			
5.	Polishing the Car			
6.	Rubbing & Polishing			

CNG				
1.	CNG kit servicing/repair			
2.	CNG pipes change			
3.	Cylinder mounting bracket welding/repair			

AC				
1.	AC gas charging			
2.	AC servicing			
3.	AC mounting			
4.	AC dismounting			
5.	AC grill change			
6.	AC cooling coil change			
7.	AC compressor change			
8.	AC compressor overhauling			

UPHOLSTRY (inclusive of material)		ordinary	Deluxe	Super Deluxe
1.	Floor carpet			
2.	Seats			
3.	Roof			
4.	Side-panel			
5.	Loose seat covers			
6.	Curtain set			
7.	Dry-cleaning of carpet, seats, roof and side panel			
8.	Dry-cleaning of loose seat covers and curtain set			

MECHANICAL JOBS				
1.	Engine overhaul			
2.	Piston Ring change			
3.	Head Gasket change			
4.	Replacing Timing chain/oil seal			
5.	Tune up of Engine			

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DECLARATION/UNDERTAKING

- 1) It is hereby declared that I will abide by the terms and conditions laid down in the said tender and have quoted the rates accordingly.
- 2) I/We hereby undertake that the damage caused, if any, either to Air-conditioner units/ fans etc. or to any other property of the Government through our negligence shall be at our risk and responsibility and that we shall make good the financial or any other loss that is resultantly sustained by the Government. I/We also undertake to agree that the decision of the Government of India, Department of Higher Education and Department of School Education and Literacy in this regard and on the matter of dispute arising due to the provisions of this contract shall be final and binding on me/us.

Signature (in Full)

Name (in block letters)

Seal/Stamp of the Firm

Phone No./Mobile No.

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- 2 -

List of the Staff Cars

1. Ambassador 7
2. Maruti (SX4) 2
3. Esteem 2
4. Accent 1

6.	Steering Bracket change			
7.	Replacement Tie Rod Ends			
7.	Wheel alignment & caster camber			
8.	Remove & refit of steering			
9.	Change gear control rod			
10.	Overhaul suspension			
11.	Change suspension bushes			
12.	Change front/rear wheel bearing/oil seal			

DRIVING SHAFT

1.	Overhaul driving shaft			
2.	Changing choke including outer-welding			
3.	Straightening driving shaft			

BRAKE SYSTEM

1.	Overhaul brakes			
2.	Adjusting brakes			
3.	Master cylinder overhaul			
4.	Replacement of reverse light switch			
5.	Bleeding and adjustment brakes			
6.	Master cylinder change			
7.	Brake booster replacement			
8.	Change wheel cylinder washer & bleeding			
9.	Adjust brakes			
10.	Replacement of brake cable assembly			

REAR SUSPENSION

1.	Overhauling rear axle (one side)			
2.	Overhauling differential			
3.	Change rear shock absorber each			
4.	Recambering rear spring			
5.	Change rear spring			
6.	Rebushing rear spring			
7.	Differential packing change			
8.	Differential Oil seal change			
9.	Replace differential assy.			
10.	Replace rear brake drum			
11.	Replace rear axle oil seal			

EXHAUST SYSTEM

1.	Fitting front pipe			
2.	Fitting tail pipe			
3.	Fitting silencer box			
4.	Fitting silencer bracket			

ELECTRICAL REPAIRS

1.	Dynamo overhaul/Alternator overhaul			
2.	Dynamo Pulley change			
3.	Regulator cut out change			