

F.No.1-7/2011-S&S  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
S&S Section  
\* \* \* \*

New Delhi, the 1<sup>st</sup> March, 2012

***Subject : Maintenance of the staff car fleet of Six Ambassador, Four Hyundai Accent and one Tata Indigo of both the Departments viz. Deptt. of Higher Education & Deptt. of School Education & Literacy – Maintenance Contract***

The undersigned is directed to say that it has been decided by the Competent Authority to invite tenders for the Maintenance Contract for servicing, overhauling & repairs of staff cars of the Ministry of Human Resource Development. Accordingly, Sealed Quotations are invited from firms engaged in the maintenance / repairing of Ambassador, Hyundai Accent and Indigo cars. The firms fulfilling the following criteria, may send their bids superscripted "**QUOTATION FOR THE MAINTENANCE CONTRACT FOR SERVICING / REPAIRING OF STAFF CARS OF MHRD**", and the same may be dropped in the Tender Box of the Ministry placed at Information & Facilitation Centre, Gate No. 6, Shastri Bhawan, New Delhi. The Technical / Commercial tender should be in two separate sealed covers, with technical bid marked clearly as '**TECHNICAL BID**' and financial proposal marked 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 can be extended on year to year basis upto three years, depending on the performance of the Contractor, to be evaluated on quarterly basis.

**B. Value of Contract**

There is no definite value of contract. However, the expenditure on maintenance during the last three years has ranged from about Rs. 5,28,000/- to Rs. 13,07,000/-.

**C. 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.

**D. Eligibility Criteria**

The firm should be in existence for at least preceding 3 (three) years in the trade of maintenance / service of cars and with business turnover of not less than ₹10 lakhs per annum during the last 3 years and must possess PAN No. & Service tax No./VAT No./TIN No.

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**E. Evaluation of Bids**

**(a) Technical Bids**

The **Technical Bid** should include the following details, as indicated in **Annexure-I:-**

- (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 last three years)
- (vi) Whether assessed to IT/ST and if so PAN / TIN (VAT) No.
- (vii) 15 digit Service Tax No. based on PAN
- (viii) Details of the past experience of providing the maintenance service
- (ix) Performance certificates from at least three Government organizations/PSUs
- (x) Copy of Income Tax Clearance / TDS Certificate
- (xi) The earnest Money of ₹ 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 / fulfill the technical bids.

**F. Earnest Money Deposit**

The Earnest Money Deposit (EMD) of ₹ 20,000/- (Rupees twenty thousand only) through a crossed Demand Draft / Pay Order drawn in favour of the **Pay and Accounts Officer (Education)** 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. The Earnest Money of unsuccessful tenderer would be returned without any interest after finalisation of the tender.

**G. Performance Guarantee (Security Deposit)**

The successful tenderer will be required to furnish '**Security Deposit**' of ₹ 30,000/- (Rupees thirty thousand only) within 10 days from the date of acceptance of the tender. The security shall be in the form of FDR in favour of PAO (Education), Department of Higher Education, Ministry of Human Resource Development, 'C' wing, Shastri Bhawan, New Delhi-110001. The security deposit will be refundable only after the expiry of the contract, subject to adjustment of dues against the contractor, if any. The security deposit shall be forfeited, if during the period of the contract 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.

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## H. Terms and Conditions


The following additional terms & conditions would also have to be followed by the tenders / bidder:-

- i) The contractor should preferably be doing similar kinds of works for other Departments of Govt. of India/State Govt./autonomous bodies/PSUs.
- 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 Department in case of overnight parking;
- iv) The strength of Automobile engineer, 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 to breakdowns on roads as and when required by this Department.
- vi) Schedule of labour 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 alongwith inventories of the parts replaced at the time of submission of the bill.
- 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 labour 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 service on all working days as also on holidays.
- xi) The contractor should ensure that no idle running is carried out.
- xii) In the event of any dispute over the contract, the decision of the Deputy Secretary (Admn.) Department of Higher Education, Ministry of Human Resource Development, will be final.
- xiii) The tenderers are required to produce certificate to prove their competence for undertaking the job in question and also furnish certificate from any Government Department for their goodwill and satisfactory performance.

- xiv) The terms and conditions mentioned in this tender document are subject to modification / alteration / deletion at the discretion of the Ministry before the final agreement is executed.
- xv) The Tenderer should submit proof 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 department including the extra rate which this Ministry will have to pay to any other contractor for getting such work done.
- 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.

2. The Tender may be **deposited by 22.03.2012 by 3:00 PM** in the Tender Box located in the Facilitation Centre, Department of Higher Education, Ministry of Human Resource Development, Gate No.6, Shastri Bhawan, New Delhi Room. The tenders would be opened on the same day i.e., **on 22.03.2012 at 3:30 PM** in Room No. 123-A 'C' Wing, Shastri Bhawan, in presence of those of the tenderers who wish to be present during the tender opening time.

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

  
(Sanjeev Shrivastva)  
Under Secretary to the Govt. of India  
Tel. No. 23073109

Copy to:

1. Webmaster (CMIS), MHRD with a request to upload this tender document in the Ministry's website
2. All the Ministries/Departments of Govt. of India
3. All Notice Boards.
4. Central Public Procurement Portal.

## TECHNICAL BID

### ANNEXURE-I

Sl. No.	Description	Documents attached	Page No.
1.	Name of the firm		
2.	Business address of the firm		
3.	Distance of garage from Shastri Bhawan		
4.	Telephone No. / Mobile No.		
5.	Annual turnover of the firm (10 Lakhs during last three years)		
6.	a) Whether assessed to IT/ST and if so PAN / TIN (VAT) No.		
	b) Copy of Income Tax Return for last three years		
7.	15 digit PAN based Service Tax No.		
8.	Certificate from Ministries/Departments/ PSUs of the details of the past experience of servicing/repairing of staff cars		
9.	List of current clients to whom the firm is rendering its services with certificates from them		
10.	Details of strength of engineers, electricians, dentors etc.		
11.	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)

*Sanjay*  
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**FINANCIAL BID**

**ANNEXURE – II**

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

**Servicing**

Amb. Indigo Accent

		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**

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

**AC**

		Amb.	Indigo	Accent
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

		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**

		Amb.	Indigo	Accent
1.	Engine overhaul			
2.	Piston Ring change			
3.	Head Gasket change			
4.	Replacing Timing chain/oil seal			
5.	Tune up of Engine			
6.	Carburetor Adjustment			
7.	Carburetor overhaul			

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8.	Distributor overhaul			
9.	Fuel Pump overhaul			
10.	Change of Spark Plugs			
11.	Water Pump Overhaul			
12.	Replacing Fly wheel ring			
13.	Replacing Manifold packing			
14.	Remove and Refit of Radiator			
15.	Replacement of Fan Belt			
16.	Replacement of Hose Pipe			
17.	Replacement of Engine Foundation			
18.	Replacing Half Engine Assembly			
19.	Remove and re-fit of the engine			
20.	Remove and re-fit of oil pump			
21.	Replacing of the Accelerator Cable			
22.	Replacing Engine Welsh Plug			
23.	Showering of Radiator			

#### CLUTCH SYSTEM

1.	Clutch overhaul			
2.	Clutch Cylinder overhaul			
3.	Clutch Finger Betting			
4.	Replacement of Clutch/Brake paddle bush			
5.	Adjustment Clutch Paddle			
6.	Replacing Clutch Rod			

#### GEAR BOX

1.	Gear Box overhaul			
2.	Change Gear Box Front Oil Seal			
3.	Change Gear Box Rear Oil Seal			
4.	Change side cover packing			
5.	Change Gear Lever			
6.	Change Gear Box Foundation			
7.	Change Gear Lever Ball Joint			
8.	Change Gear Box packing			
9.	Adjust Gear Lever			
10.	Change Gear box speedo drive seal			

#### PETROL TANK

1.	Remove and re-fit of the petrol tank			
2.	Remove clean & re-fit			
3.	Change petrol tank unit			

#### STEERING/SUSPENSION

1.	Steering overhaul			
2.	Steering self replacing			
3.	Steering Wheel replacing			
4.	Steering Ball Joint replacing			
5.	Steering Bracket change			

6.	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			



4.	Regulator cut out adjusting			
5.	Re-taping field Coil			
6.	Self starter overhaul			
7.	Self starter bandix change			
8.	Recharging batteries			
9.	Repairing horn rings			
10.	Tune up electrical horn set			
11.	Checking electric system			
12.	Resetting light			
13.	Change Dash board instrument			
14.	Change Horn relay & Flasher			
15.	Remove & Refit of Horn Assy			
16.	Replacing wiring complete			
17.	Replacing Ignition switch			
18.	Replacing Solonoid switch			
19.	Overhauling wiper motor			
20.	Focus Adjustment head lights			
21.	Stereo servicing/repair			
22.	Stereo/speaker fitting			

#### BODY REPAIRS

1.	Change front w/s glass rubber			
2.	Change rear w/s glass rubber			
3.	Change of repair door lock			
4.	Change door handle			
5.	Change door gola beedings			
6.	Change door glass channels			
7.	Change door inner rubber			
8.	Change door striger plate			
9.	Change dicky lock			
10.	Repair dicky lock			
11.	Replace glow box set			
12.	Repairing whole car			
13.	Applying full cover coat			
14.	Remove and re fit bumper			
15.	Remove and re fit grill			
16.	Remove and re fit grill bonnet			
17.	Adjust bonnet lock			
18.	Change in colour			
19.	Denting full body			
20.	Full painting of DU/ICI paint			

(Signature and Seal of the bidder)

*Signature*  
11/3/12

**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.

*Naajin*  
11/3/12