

No.F. 1-3/2011-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

Shastri Bhawan, New Delhi
Dated the 13 April, 2012

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

Sealed Quotations are invited for maintenance, servicing, overhauling & repair of staff cars of the Ministry of Human Resource Development for a period of **one year w.e.f. the date the work is actually assigned**. The work will have to be carried out in the workshop of the agency and also in the premises of the Shastri Bhawan.

2. The quotations must be accompanied by 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). **If the quotation/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 bidders would be returned without any interest after finalisation of the contract.

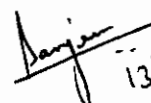
3. Performance Guarantee (Security Deposit)

The successful bidder will be required to furnish 'Security Deposit' of ₹ 30,000/- (Rupees thirty thousand only) within 10 days from the date of acceptance of the bid. 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.

4. Terms and Conditions

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

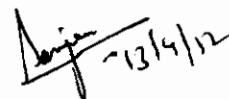
- i) The contractor should be doing similar kinds of works for other Departments of Govt. of India/State Govt./autonomous bodies/PSUs. The bidder should submit proof


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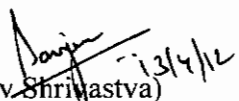
of work carried out by the firm during the last two years for government organizations/departments.

- ii) The firm should have a proper parking space and also provide proper security to the cars of this Department in case of overnight parking;
- iii) 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.
- iv) Schedule of labour charges will remain unchanged throughout the contract period of one year.
- v) 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.
- vi) 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.
- vii) 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.
- viii) The contractor should be available on telephone for rendering service on all working days as also on holidays.
- ix) The contractor should ensure that no idle running is carried out.
- x) 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.
- xi) The firms are requested to submit their rates for each item/work as per details indicated in Annexure, duly signing each page.

5. The Quotations in a sealed cover superscribed "**QUOTATIONS FOR THE MAINTENANCE CONTRACT FOR SERVICING / REPAIRING OF STAFF CARS OF MHRD**" may be **deposited by 04.05.2012 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 quotations would be opened on the same day i.e., **on 04.05.2012 at 3:30 PM** in Room No. 123-A 'C' Wing, Shastri Bhawan, in presence of those of the bidders who wish to be present during the bid opening time.

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6. The Quotations not accompanied by the required EMD would not be considered and would be rejected summarily.


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

Copy to:

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

FINANCIAL BID**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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6.	Carburetor Adjustment			
7.	Carburetor overhaul			
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			

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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			

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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)

DECLARATION/UNDERTAKING

- 1) It is hereby declared that I will abide by the terms and conditions laid down in the said bid document 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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