

No.D.26017/3/2010-Genl.
Government of India
Ministry of Statistics & P.I.

Sardar Patel Bhawan, Sansad Marg,
New Delhi-110001. Dt. 2.12.2010

TENDER NOTICE

Ministry of Statistics & P.I. proposes to enter into a contract with eligible automobile workshops located within a radius of 5-8 Kms from Sardar Patel Bhawan, Sansad Marg, New Delhi for the maintenance (servicing/repairs/overhauling etc.) of its staff cars. The proposed arrangement shall be valid for a period of one year. The contract shall be subject to the following terms & conditions:-

- (i) The workshop should have the sufficient experience and infrastructure to undertake servicing, repairs, overhauling and all kinds of Mechanical/Electrical works. The workshops should also be well equipped to undertake all types of denting/painting jobs.
- (ii) 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.
- (iii) The workshop should have sufficient parking space/work area within their premises without any infringement of public place, so that the Driver of the vehicle is not booked for unauthorized parking when the vehicle is taken to the workshop for repairs etc.
- (iv) The workshop will be required to attend to the defects indicated in the work order issued by this Ministry on priority basis. If any additional work, not indicated in the work order, is required to be carried out in the vehicles the workshop shall intimate/submit the estimate to the Ministry before attending to the same.
- (v) The workshop should submit the copies of the contracts awarded to them by other Ministries/Govt. Departments in order to

prove their competence to undertake the repairs of the Government vehicles.

(vi) No advance payment will be made in any case. The payment arising out of this contract shall be made on receipt of pre-receipted bills after the job has been undertaken to the satisfaction of this Ministry.

(vii) In case the contractor fails to cope with the workload or does not render satisfactory services the contract awarded to him shall be cancelled forthwith without giving any notice or without assigning any reason whatsoever and his Performance Security and payment due to him, if any, shall be forfeited. In this connection, decision of the Ministry shall be final and binding on the contractor.

(viii) The Ministry reserves the right to reject or to accept any quotation without assigning any reason thereof. The Ministry also reserves the right to renew the contract for such period(s) as it may deem necessary taking into account, of course, the satisfactory services rendered by the contractor during the currency of the contract.

(ix) The quotations must be accompanied by an earnest money deposit of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft drawn in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. The quotations received without earnest money shall be summarily rejected without assigning any reasons thereof and no tenderer shall have the right to represent against it even if his quotation happens to be the lowest. The earnest money shall be forfeited if the contractor declared successful declines the offer or does not accept the work for any reason, whatsoever. The earnest money of the firms whose quotations are not approved shall be released after the award of the contract to the successful tenderer.

(x) The tenderer whose quotations are finally accepted, will have to deposit a Demand Draft of Rs.20,000(Rupees Twenty thousand only) as Performance Security. The Ministry reserves the right to forfeit the Performance Security in the event of the firm violating any of the terms and conditions of the contract or not providing satisfactory service.

(xi) The quotations should be submitted in the enclosed proforma devised for the purpose and its columns or their

arrangement should neither be tampered with nor amended/modified.

(xii) The decision of the Ministry in respect of disputes arising out of the resultant contract will be final and binding.

(xiii) The rates should be quoted clearly and no alterations/corrections/overwritings are permitted. The rates should be firm and valid during the entire period of contract, which shall initially be for a period of one year.

2. Interested competent firms may submit sealed quotations superscribed as "QUOTATION FOR MAINTENANCE OF STAFF CARS OF MOSPI" in the enclosed proforma addressed to the Under Secretary, Ministry of Statistics & P.I. , Room No.201, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001. latest by **3.00 P.M. on 15.12.2010**



(CHANDRA MOHAN NEGI)
Under Secretary
Tel.23747929

ANNEXURE-I

SCHEDULE OF SERVICE/LABOUR CHARGES

S.No.	TYPE OF JOB
	SERVICING
1.	SERVICING & LUBRICATION
2.	DRY SERVICING & LUBRICATION
3.	GREASING ONLY
4.	RUBBING & POLISH
5.	REPLACING OIL FILTER & ENGINE OIL
6.	WASHING
	NOTE: Combined rates for all the above six items may also be quoted
	ENGINE
1.	ENGINE ASSEMBLY REFITTING
2.	COMPRESSION TEST
3.	ENGINE OVERHAUL
4.	ENGINE DECARBONIZING
5.	CYLINDER HEAD GASKET CHANGE
6.	ENGINE TUNE UP INCLUDING TAPPET
7.	ENGINE TIMING SETTING
8.	TIMING BELT CHANGE
9.	RADIATOR CLEANING
10.	WATER PUMP OVERHAUL
11.	ENGINE MAIN AND BIG END REPAIR
12.	BEARING ADJUST/REPLACEMENT
13.	REPLACING FLYWHEEL RING/GEAR
14.	REPLACE FAN BELT
15.	FUEL PUMP OVERHAUL
16.	FRONT STAB. BUSH CHANGE
17.	REPLACING CHOKE & ACCEL. WIRE
18.	CARBURETTOR CLEANING/ADJUST.
19.	DISTRIBUTOR CLEANING/ADJUST.
20.	CHECKING OF FUEL AVERAGE
21.	REFITTING RADIATOR
22.	REPLACING RADIATOR HOSEPIPE
23.	REPLACING OIL PRESSURE PIPE
24.	REPLACING IGNITION COIL
25.	REPLACING ENGINE FOUNDATION
26.	COOLANT KIT FITTING
27.	REAR MAIN OIL LEAKAGE

BRAKES

1.	FOOT BRAKE ADJUSTMENT	
2.	HAND BRAKE ADJUSTMENT	
3.	BRAKE GENERAL OVERHAULING	
4.	OVERHAULING MASTER CYLINDER	
5.	BRAKE LINING CHANGE	
6.	REPLACING REAR BRAKE DRUM EACH	
7.	REPLACING FRONT BRAKE DRUM	
8.	REPLACING FRONT WHEEL OIL SEAL	
9.	REPLACING REAR WHEEL OIL SEAL	
10.	REPLACING HAND BRAKE CABLE	
11.	REPLACING MASTER CYLINDER	
12.	COMPLETE OVERHAULING OF BRAKE SYSTEM	

GEAR BOX

1.	GEAR BOX ASSBLY. REMOVE AND REFIT	
2.	GEAR BOX ASSBLY. OVERHAUL	
3.	REPLACE FRONT OIL SEAL	
4.	REPLACE REAR OIL SEAL	
5.	GEAR LEVER REPLACING	
6.	REPLACING GEAR LINKAGE BALL JOINT	
7.	ADJUSTING GEAR AND LINKAGE	
8.	OVERHAUL GEAR LINKAGE	
9.	REPLACE GEAR PLATE	
10.	REPLACE GEAR CONTROL	

STEERING

1.	REMOVING AND REFIT STEERING ASSBLY.
2.	WELDING REAR SHOCKER FLOORING PLATE BY REMOVING AND REFITTING PETROL TANK
3.	REPLACING STEERING WHEEL
4.	REPLACE TOP AND BOTTOM FELT BUSH
5.	STEERING OVERHAUL
6.	REPLACING STEERING BOOT TOE-IN
7.	REPLACE HALL JOINT
8.	REPLACE COLUMN BOOT
9.	WELDING SHOCKER PLATES
10.	ONLY ADJUSTER BEARING

SUSPENSION

1.	COMPLETE FRONT SUSPENSION OVERHAUL EXCLUDING LATHE WORK
2.	FRONT SUSPENSION ADJUSTMENT ONLY
3.	COMPLETE RUBBER BUSH KIT REPLACE
4.	REPLACE REAR SPRING/COIL ASSBLY.
5.	REPLACE TIE BAR BUSH (ONE SIDE)
6.	REMOVING ONE SHOCK ABSORBER & REPLACING WORN OUT BUSHES
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 REPLACEMENT(ONE SIDE)

ELECTRICAL

1.	BATTERY RECHARGING
2.	ALTERNATOR OVERHAULING
3.	SELF STARTER OVERHAULING
4.	HORN TUNE UP
5.	INDICATOR REPAIRING
6.	SPEEDOMETER CABLE CHANGE
7.	WIPER MACHINE OVERHAUL
8.	GENERAL ELECTR. CHECK-UP
9.	COMPLETE FRONT WIRING CHANGE
10.	HEADLIGHT BULB CHANGING
11.	WIPER ARM BLADE CHANGE
12.	REPLACING HEADLIGHT SWITCH
13.	REPLACING FUEL METER

BODY

1.	DOOR LOCK ADJUSTMENT EACH
2.	DOOR GLASS MACHINE OVERHAUL
3.	DOOR GLASS MACHINE ELECTRIC OVERHAUL
4.	DOOR GLASS CHANGE
5.	DICKY LOCK REPAIR
6.	REPLACE DOOR GOLA SET
7.	REPLACE DOOR RUBBER BEADING
8.	PADDING OF FRONT SEAT
9.	DOOR HINGE PINS REPAIR
10.	LOOSE SEAT COVERS
11.	WINDOW CURTAINS

PROFORMA

CONTRACT FOR REPAIR/MAINTENANCE OF STAFF CARS OF THE MINISTRY OF STATISTICS & P.I.

1. Name of the workshop _____

2. Address _____

3. Telephone Nos. _____
4. Distance from Sardar Patel Bhawan, Sansad Marg, N.D.(in Kilometres - approximate)
5. Amount of Bank Draft _____ Draft No. & date _____
6. Name of issuing bank: _____
7. No. of years of Experience in repair/maintenance of Govt. vehicles.
8. Name & Address of other Ministries/Govt. Deptts who have awarded similar contracts (Please enclose copies of the contract).
 - (i)
 - (ii)
 - (iii)
 - (iv)

We submit herewith our rates for different kinds of maintenance work in respect of staff cars of the Ministry of Statistics & P.I. in response to Tender Enquiry No. _____ dated _____ As per list attached.

We undertake to replace defective/worn out parts/components with original/genuine spares as per the price list of the manufacturers with _____ % discount.

Stamp

(Signature)
Name of the firm &

Date: