

No.D.26017/8/2008-Genl.
Government of India
Ministry of Statistics & P.I.

Sardar Patel Bhawan, Sansad Marg,
New Delhi-110001. Dt.2.3.2009

TENDER NOTICE

Ministry of Statistics & P.I. proposes to enter into a contract with eligible automobile workshops located within a radius of 8-10 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 w.e.f. 1.4.2009 to 31.3.2010. 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 not 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. Interest~~ed~~ competent firms may submit sealed quotations superscribed as "QUOTATION FOR MAINTENANCE OF STAFF CAR OF MOSPI" in the enclosed proforma alongwith the list indicating cost of spare parts, addressed to the Under Secretary, Ministry of Statistics & P.I., Room No.222-A, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001. latest by **3.00 P.M. on 18.3.2009.**



(RAM MOHAN)
Under Secretary

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.

(Signature)

Name of the firm & Stamp

Date:

ANNEXURE-I**SCHEDULE OF SERVICE / LABOUR CHARGES**

S.No.	Name of Work	Charges
SERVICING		
1.	Servicing & Lubrication	
2.	Dry Servicing & Lubrication	
3.	Greasing the car only	
4.	Rubbing & polishing the car	
5.	Replacing oil filter & engine oil change	
6.	Washing	
Note: Combined rates for all the above six items may be quoted		
ENGINE		
1.	Engine assy removing & refitting	
2.	Taking compression test	
3.	Engine overhauling	
4.	Engine Decarbonizing	
5.	Cylinder head gasket change	
6.	Engine tune up including tappet	
7.	Engine timing setting	
8.	Timing chain change	
9.	Radiator cleaning after opening	
10.	Water pump overhauling	
11.	Engine main and big end.	
12.	Bearing replacing and adjusting	
13.	Replacement fly wheel ring/geer	
14.	Replace fan belt	
15.	Fuel pump overhauling	
16.	Front stab. Bush change	
17.	Replacing choke & accelerator wire	
18.	Carburetor cleaning and adjustment	
19.	Distributor cleaning and adjustment	
20.	Checking fuel average with one liter of petrol Extra	

21.	Removing and refitting radiator	
22.	Cleaning radiator	
23.	Replacing radiator hosepipe	
24.	Replacing oil pressure pipe	
25.	Radiator cleaning only	
26.	Replacing ignition coil	
27.	Replacing engine foundation/mounting each	
28.	Coolant kit fitting	
29.	Rear main oil leakage rectification	

BRAKES

1.	Foot brake adjustment	
2.	Hand brake adjustment	
3.	Brake general overhauling	
4.	Overhauling Master cylinder & bleeding	
5.	Brake lining change	
6.	Replacing rear brake drum each	
7.	Replacing front brake drum	
8.	Replace front wheel oil seal (each)	
9.	Replace rear wheel oil seal each	
10.	Replace hand brake cable	
11.	Replace master cylinder and bleeding	
12.	Complete overhauling of brake system (master cylinder, wheel cylinders, brake line, bleeding & adjustment) lathe job for drum turning extra	

GEAR BOX

1.	Gear Box assly. Remove & refit	
2.	Gear Box assly overhauling	
3.	Replace front oil seal (including engine remove and refit)	
4.	Replace rear oil seal	
5.	Gear Level replacing (Hand)	
6.	Replacing gear linkage ball joint each	
7.	Adjusting gear and linkage	
8.	Overhaul gear leakage	
9.	Replace gear plate	
10.	Replace Gear control rod of pivot bracket	

STEERING

- | | |
|-----|---|
| 1. | Removing and refit steering assembly |
| 2. | Welding rear shocker flooring plate, under petrol tank remove and refit |
| 3. | Replacing steering wheel |
| 4. | Steering overhauling |
| 5. | Replace top and bottom felt/column bush |
| 6. | Replacing steering boot (each) Toe-in |
| 7. | Replace hall joint |
| 8. | Replace column boot |
| 9. | Only adjuster searing |
| 10. | Welding shocker plates (each) Toe-in |

SUSPENSION

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|-----|--|
| 1. | Complete front suspension overhauling (lathe job extra) |
| 2. | Only adjust front suspension |
| 3. | Complete rubber bush kit replacing (front & rear) |
| 4. | Replace rear spring/coil assembly |
| 5. | Replace tie bar bush (one side) |
| 6. | Removing one shock absorber & replacing worn out bushes (each front) |
| 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 replacing (one side) |

REAR AXLE

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|----|--|
| 1. | Remove and refit rear axle assembly |
| 2. | Differential overhauling |
| 3. | Replace pinion oil seal and torque pinion nut to specifications. |
| 4. | Replace rear axle shaft (one side) |
| 5. | Replace differential packing for leakage |
| 6. | Replace rear axle bearing (one side) |
| 7. | Replace rear axle oil seal (one side) |
| 8. | Replace rear brake drum (each) |

PROPELLER SHAFT

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|----|---|
| 1. | Propeller shaft remove and refit |
| 2. | Propeller shaft universal joint changing |
| 3. | Balance of Propeller shaft |
| 4. | Replace propeller shaft splinted yoke (lathe job extra) |

FUEL TANK

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|----|-------------------------------------|
| 1. | Remove, clean & refit fuel tank |
| 2. | Replace petrol tank hardboard cover |
| 3. | Replace fuel tank hose pipe |
| 4. | Replace petrol flexible pipe (each) |

ELECTRICAL

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|-----|--|
| 1. | Battery recharging |
| 2. | Alternator overhauling |
| 3. | Self starter overhauling |
| 4. | Horn tune up (each) |
| 5. | Indicator repairing |
| 6. | Speedometer cable change |
| 7. | Wiper machine overhauling |
| 8. | General electrical check up |
| 9. | Complete front wiring change |
| 10. | Head light bulb changing and focus ion and the light |
| 11. | Wiper arm/blade replace each |
| 12. | Replacing head light switch |
| 13. | Replacing fuel meter |

BODY

- | | |
|----|---|
| 1. | Door lock adjustment each |
| 2. | Door glass machine overhauling |
| 3. | Door glass machine electric overhauling |
| 4. | Door glass change |
| 5. | Dickey lock repairing |
| 6. | Replace Door gola set |
| 7. | Replace Door rubber beading change |
| 8. | Padding of front seat (each) |
| 9. | Door hinge pins repairing |

[illegible]