

No.F.1(1)/2013-Gen.  
Government of India  
Ministry of Parliamentary Affairs  
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94, Parliament House,  
New Delhi.

Dated: 4<sup>th</sup> March, 2013

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Subject: Contract for servicing/repair/maintenance of Staff Car/Three Wheelers of the Ministry of Parliamentary Affairs - Inviting quotations.

Sir,

I am directed to say that it has been decided by the Competent Authority to invite tenders for the Annual Contract for servicing, Overhauling & repairs of staff cars/Three Wheelers of Ministry of Parliamentary Affairs. Sealed quotations are invited from the reputed firms engaged in the maintenance/repair of Cars/Three Wheelers. The firms fulfilling the following criteria may send their bids super scribed as "Quotation for the Annual contract for servicing, overhauling & repairs of staff cars/three wheelers of Ministry of Parliamentary Affairs" and send the same only in the sealed tender to Director, Ministry of Parliamentary Affairs, Room No.86-B, Parliament House, New Delhi – 110001. The techno/commercial tender should be in two separate sealed covers with technical Bid marked clearly as "Technical Bid" and "Financial Proposal" marked as 'Financial Bid'.

2. Technical bid should include the following:-

- (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 .....
- (6) Whether assessed to IT/ST and if so PAN/TIN(VAT) No.....
- (7) Details of past experience of providing the maintenance.....

- (8) Performance certificates from at least three Government organizations/PSUs
- (9) Income tax clearance certificate.
- (10) Registration/Licence No. of the workshop
- (11) The earnest money of Rs. 30,000/- (Rupees thirty thousand only) through a Demand Draft (No.....& Date.....)

3. Financial bid should include:- the rate against each item separately, as per items indicated in Annexure-I.

4. The contract would normally be for a period of one year.

5. The firm should be in existence for over 8(eight) years in the trade with the maintenance (service business turn over) of not less than Rs.20 lacs per annum during the last 3 years.

6. The following additional terms & conditions would also have to be followed by the tender/successful bidder.

- (1) The contractor should preferably be doing similar kinds of works for other Department also.
- (2) The earnest money of Rs. 30,000/- (Rupees thirty thousand only) through a crossed Demand Draft drawn in favour of "Pay & Accounts Officer, Cabinet Affairs", New Delhi the 'technical bid'. If the bid is received without the EMD, It would not be considered and would be rejected summarily.
- (3) 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 tenderer would be returned without any interest after finalization.
- (4) The workshop of the tenderer should be within radius 10 KM of Parliament House.
- (5) Scheduled of labour changes will remain unchanged throughout the contract period of one year.
- (6) 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.
- (7) 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/three wheeler for which no labour charged will be paid.
- (8) 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 the presence of the driver while the vehicle is taken to workshop for repair.

- (9) The contractor has to ensure that no idle running is carried out.
- (10) The contractor should be available on telephone for rendering service on all working days as also on holidays.
- (11) In the event of any dispute over the contract, the decision of the Director, Ministry of Parliamentary Affairs, will be final.
- (12) The Ministry reserves the right to terminate the contract any time without assigning any reason thereof by giving 7 days notice in writing. The contractor shall not be entitled for any compensation by reason of such termination.
- (13) The tenderer are required to produce certificate to prove their competence for undertaking the job in question and also furnish Certificate from any Government for their goodwill and satisfactory performance.
- (14) The terms and conditions mentioned in this tender document are subject to modification/alternation/ deletion at the discretion of the Ministry before the final agreement is executed.
- (15) The Ministry reserves the right to cancel any or all tenders without assigning any reason thereof.
- (16) The tenderer should submit proof of work carried out by the firm during the last two years in Government Organizations/Departments.
- (17) The firms are requested to give their rates of the items indicated in the Annexure-I clearly in their letter heads in typed materials.
- (18) 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 damage to the department including the extra rate which this Ministry will have to pay to any other contractor for getting such work done.
- (19) The above act of backing out would automatically debar the contractor from any further dealing with this Ministry.
- (20) The tenderer whose quotations are finally accepted, shall have to deposit a sum of Rs.50,000/-(Rupees Fifty Thousand only) in the form of guarantee from a nationalized Bank or a fixed deposit of the amount as Performance Security. The Department 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.

7. The tender may be deposited by 18<sup>th</sup> March, 2013 at 3.00 PM with the Director, Ministry of Parliamentary Affairs, Room No.86-B, Parliament House, New Delhi – 110001. The technical bids would be opened on the same day i.e. 18<sup>th</sup> March, 2013 at 3.00 PM with in the Room No.86-B, in presence of those of the tenderers who wish to be present during the tender opening time.

8. It may be noted that Tender document not accompanied with the required EMD and/or if the "Technical Bid" and "Financial Bid" are not

submitted separately, then the bid would not be considered and rejected summarily.

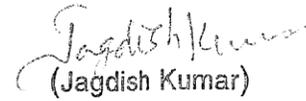
Yours faithfully,



(Jagdish Kumar)

Under Secretary to the Govt. of India

Copy forwarded to all Ministries/departments of the Government of India, New Delhi/Delhi with the request that the contractors engaged by them for the purpose may be requested to submit their tenders, if they are willing and fulfill the conditions.



(Jagdish Kumar)

Under Secretary to the Govt. of India

LIST OF THE JOBS FOR SERVICING, REPAIR, MAINTENANCE OF STAFF  
CARS / THREE WHEELER.

<u>S.NO.</u>	<u>Items / job description</u>
1.	Servicing and Lubrication, replacing oil-filter element
2.	Dry Servicing & lubrication
3.	Greasing the car only
4.	Rubbing & Polishing the car
5.	Replacing oil filter & engine oil change
6.	Washing
7.	Engine tuning
8.	pollution check

ENGINE

1.	Overhauling of complete engine
2.	.Cylinder Head overhauling
3.	Change of Fly-wheel ring
4.	Rocher shaft and tappet replacement
5.	Adjustment and refitting of oil pressure relief
6.	Replacement of timing cover place
7.	Refitting of oil pump
8.	Engine timing tappet adjustment, distributor and G.R. point, spark plugs cleaning and adjustment
9.	Overhauling of fuel pump
10.	Replacement of valve guide
11.	Replacement of accelerator wire
12.	Adjustment of tappet only
13.	Cleaning of Distributor
14.	Cleaning of carburetor
15.	Cleaning and replacement of spark plug
16.	Cleaning of Distributor cap
17.	Refitting of connecting rod bearing
18.	Replacement of main bearing
19.	Replacement of fan belt

20. Replacement of timing covers packing
21. Replacement of new timing chain
22. Overhauling of Water pump assembly
23. Overhauling of water pump bearings

#### CLUTCH

1. Clutch overhauling
2. Adjustment of free travel of clutch
3. Replacement of clutch and brakes pedal shafts / bushes
4. Overhauling of clutch plate assembly
5. Replacement of clutch adjusting rod
6. Replacement of clutch plate

#### GEAR BOX

1. Overhauling of gear box
2. Overhauling of gear box assembly
3. Replacement of front oil seal
4. Replacement of side-cover packing and seal
5. Replacement of gear box foundation
6. Replacement of gear lever
7. Replacement of gear linkage ball joint

#### STEERING

1. Overhauling of complete steering
2. Removal of refitting of steering assembly
3. Adjustment of ball joint
4. Adjustment of tie rod ends
5. Adjustment of damper pad
6. Adjustment of pinion thrust
7. Adjustment of pinion bearing
8. Adjustment of flange
9. Replacement of top melt of steering wheel
10. Replacement of bottom melt of steering wheel
11. Replacement of steering wheel
12. Replacement of steering column
13. Replacement of Gear Control rod
14. Replacement of gear control rod assembly

15. Replacement of gear control rod support  
pivot pin selector lever new making
16. replacement of gear pivot brackets
17. Replacement of tie rod ends
18. Replacement of ball joint (each)
19. Replacement of bracket column support assembly
20. Setting of wheel caster chamber and toe-in-out
21. Adjustment of toe-in and toe-out

### SUSPENSION

1. Overhauling of complete suspension
2. Replacement of rubber bush kit
3. Replacement of rear spring assembly (One side)
4. Replacement of broken leaf
5. Replacement of tie bar bush (One side)
6. Replacement of one shock absorber
7. Replacement of rear spring bushes
8. Replacement of front wheel oil seal
9. Replacement of front wheel oil seal
10. Replacement of torsion bar
11. Replacement of front bush suspension

### REAR AXLE

1. Refitting of rear axle assembly including  
Bending and adjusting brakes.
2. Overhauling of differential, dismantling  
of rear axle fitting with new charts.
3. Replacement of hub oil seal
4. Replacement of pinion oil seal
5. Replacement of Hub bearing
6. Replacement of rear axle shaft
7. Replacement of differential packing
8. Replacement of rear brake drum
9. Replacement of back plate assembly  
from the axle casing flange

### PROPELLER SHAFT

1. Fitting of new propeller shaft
2. Fitting of propeller shaft 'U' point

### BRAKES

1. Overhauling of complete brake system
  2. Adjustment of foot brake shoe
  3. Adjustment of brake bleeding system
  4. Overhauling of Master Cylinder
  5. Replacement of front brake linings
  6. Replacement of wheel cylinder (One side)
  7. Overhauling of all the wheel cylinder
  8. Replacement of rear brake linings
  9. Replacement of complete brake linings
  10. Replacement of brake drum linings
  11. Replacement of hand brake cable
  12. Replacement of brake shoe and bleeding
  13. Replacement of brake drum front
  14. Replacement of front brake drum
- Bearing and adjustment

### Fuel Tank

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

1. Dynamo
2. Dynamo assembly replacement
3. Replacement of dynamo pulley
4. Replacement of dynamo fan
5. Testing and recharging of battery
6. Replacement of voltage regulator
7. overhauling of self starter
8. Repairing of horn

9. Head light focusing
10. Replacement of head light bulb each
11. Replacement of side and tail light bulb
12. Replacement of dash board light bulb
13. Overhaul of horn ring
14. Replacement of horn ring starter place sleeve
15. Replacement of ignition switch
16. Replacement of complete wiring
17. Replacement of fuel gauge tank unit
18. Replacement / check-up of fuel gauge dash board
19. Fitting of new electric bulb in parallel
20. Fitting of new search light
21. Fitting of speedometer cable assembly
22. Replacement of armature
23. Replacement of self starter switch
24. Replacement of solenoid switch
25. Replacement and check up of wiper blade
26. Overhauling of wiper motor
27. Replacement of wiper motor

#### EXHAUST

1. Replacement of exhaust pipe front
2. Replacement of new muffler
3. Replacement of muffler assembly, buffer plate
4. Replacement of tail plate
5. Replacement of silencer pipe bracket each
6. Realigning exhaust pipe assembly

#### BODY

1. Removing and replacing of rear back light
2. Replacement of front wind screen glass
3. Removing and replacing of door lock (one)
4. Removing and replacing of door handle (external)
5. Replacing door hinges pins of each door
6. Replacing of door window regulator
7. Replacement of door glass each

8. Replacement of door gola
9. Replacement of door beading set
10. Replacement of door canned set
11. Replacement of door handle set
12. Replacement of channel set and beading set
13. Replacement of roof upholstery
14. Bonnet adjustment
15. Repairing and replacement of dickey lock
16. Replacement of front and rear bumper

#### PAINT

1. Complete painting double coat without dent
2. Complete painting single coat
3. Complete painting after scrapping old paint
4. complete painting colour change

#### AIR-CONDITIONING SYSTEM

1. General servicing of AC
2. Gas filling
3. Removal of AC from the CAR
4. Fitting of AC in the car

#### ANY ITEMS (OTHER THAN MENTIONED ABOVE)

- 1.
- 2.