

No.D-26016/02/2014-General-I
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment

Shastri Bhavan, New Delhi-01
Dated the 10 August, 2016

TENDER NOTICE

Sub: AMC for repair/service/maintenance of staff cars (Ambassador/ Maruti SX-4/ Maruti Ciaz) of this Department-reg.

Date of Publishing of Tender: 11.08.2016
Last Date and Time of Submission of Tender: 02.09.2016 at 1500 Hrs
Date of Time of opening of Tender: 02.09.2016 at 1530 Hrs.

Sealed tenders are invited from the Service Stations/ workshops for labour charges and cost of material/ spare parts of the Staff Cars (Ambassador/ Maruti SX4/ Maruti Ciaz) of this Department. A list of major repair items is attached herewith (Annexure-II). **Tender Document can be downloaded from Ministry's website www.socialjustice.nic.in.**

2. The quotation in the format given in Annexure-II may be sent alongwith earnest money (refundable) deposit of **Rs. 5,000/-** by way of Demand Draft drawn in favour of DDO, Department of Social Justice & Empowerment, New Delhi. The quotation may be submitted in a sealed envelope marked "**Quotation for AMC of Staff Cars**" and addressed to Under Secretary (Admn.), D/o. Social Justice & Empowerment, Shastri Bhawan, New Delhi. The same should be dropped in the Tender Box at the Facilitation Centre in the Department on the Ground Floor near Gate No. 3, Shastri Bhawan, New Delhi by **1500 Hrs** on or before **02.09.2016**. Quotation received after the due date and time will not be accepted. The quotations will be opened at **1530 Hrs** on the same day. The representative of the bidders may be present at the time of the opening of the tender.

3. The earnest money of the unsuccessful bidders will be returned on the finalization of the contract. The earnest money of the successful bidder will be returned, after submission of the performance security of the prescribed amount.

4. If the services rendered by the workshop are not found satisfactory at any point of time during the period of contract, the contract is liable to be cancelled without any notice.

5. Disputes, if any, arising in the matter shall be settled by an arbitrator to be nominated by the Competent Authority in this Ministry.



6. The contract shall be subject to Indian Laws and the jurisdiction of Delhi Courts.

Yours truly,



(Deepak Kumar Sah)

Under Secretary to the Government of India

Tele: 23382184

Copy to: NIC for uploading in the website of the Ministry as well as CPP portal.

Terms and conditions of Annual Maintenance Contract for staff cars of
Department of Social Justice & Empowerment

1. The repair work/ Servicing/ tuning/ overhauling etc. shall be carried out only with the prior approval of this Department and the work should be done strictly according to the work order issued by the Department.
2. Old parts, replaced with new parts; should be handed over to the concerned driver immediately on completion of work.
3. All parts which require replacement should be replaced with genuine parts only and the guarantee card of the part replaced should be deposited with the Department alongwith the bill.
4. The KM/ Litre performance of the vehicle should be checked during every servicing and the report on average of the vehicle shall be sent to the Ministry without fail.
5. In case of breakdown of vehicle the same shall have to be towed to the workshop.
6. The workshop shall maintain a job-card, preferably in duplicate. A copy of which will remain in possession of the Department. Whenever a repair job is required, the Department will release the job-card and the workshop shall make entries of the repair jobs undertaken in the job-card and return it to the Department immediately after carrying the repair/ service work.
7. The bill should be made as per the rates quoted in the tender and any amount higher than will be deducted and payment would be made accordingly. The rate of such parts which are not included in the tender should be equal to the company rate. Only genuine parts will be provided during service and repair.
8. The bill should contain cost of spare parts, job work and labour charges separately.
9. The bill, in triplicate, should be submitted to this office immediately on completion of the work.
10. No advance payment will be made.
11. If the work done by the Workshop is not found to be satisfactory, the Department reserves the right to terminate the contract at any point of time without assigning any reason thereof.

Accepted

LIST OF REPAIR ITEMS

1.	Name of the Workshop	
2.	Address of the Workshop	
3.	Name and contact no. of the Proprietor	
4.	Experience	
5.	If dealing with other Government Departments, attach list	
6.	Details of Earnest Money	Cheque/DD No.: Date :

S.N o.	Name of the item	Nature of Repair				Guarantee period
		Minor Repair		Overhaul/ Major Repair		
		Material cost/ Spares Cost	Labour Charges	Material cost/ Spares Cost	Labour Charges	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Complete Servicing with Synthetic oil (Oil & Filter Change, Fuel Filter Air Filter etc.) for 10,000 KM periodic service					
2.	Rubbing & Polishing					
3.	Engine Tuning					
4.	Hose pipe change/repair					
5.	Engine overhaul					
6.	Carburator					
7.	Fuel pump					
8.	Brake overhaul					
9.	Brake machine work					
10.	Brake disc pad set					
11.	Brake clipper rubber kit set					

12.	Wheel Alignment & Balancing					
13.	Steering Suspension O/H					
14.	Suspension arm fish kit					
15.	Power Steering O/H					
16.	Steering column kit set					
17.	Steering Suspension machine work					
18.	Suspension arm fish kit					
19.	Shocker change					
20.	Shocker spring coil pad set					
21.	Shocker mounting assembly					
22.	Kamani Change					
23.	Kamani bush pad set					
24.	Clutch overhaul					
25.	Gear Box O/H					
26.	Gear shifter cross kit					
27.	Dynamo					
28.	Self repair/change					
29.	Alternator O/H					
30.	Alternator repair with plate carbon set					
31.	Alternator assembly					
32.	Water Pump					
33.	Wheel bearing					
34.	Axle bearing					
35.	Hub bearing					
36.	Driving Shaft					
37.	Head Gasket					
38.	Piston/Ring					
39.	Silencer repair					
40.	Differential O/H					

Deep

41.	Radiator Cleaning, Repair, Change					
42.	Radiator fan with nut bolt					
43.	Petrol tank					
44.	Timing Belt & Bearing set					
45.	Fly wheel Tawa Assembly					
46.	Shaft cross coupling set					
47.	Door Locks, Dickey Locks					
48.	Door sound repair with door pin set					
49.	Complete Family Lock kit set					
50.	Door Lock Assembly Kit with wiring					
51.	Denting & Painting (Full body)					
52.	Servicing & Repair Airconditioner					
53.	AC ducting with AC valve filter					
54.	AC blower servicing with AC Gas					
55.	AC compressor bearing seal with magnet					
56.	AC belt					
57.	Upholstery					
58.	Seat padding repair					
59.	Shelf					
60.	Roof					
61.	Roof light set					
62.	Carpet					
63.	Mudguard					
64.	Mud flap					

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65.	All Lights Checkup, Parking Light & Fog Lights					
66.	Head light HID complete with LED bulb					
67.	Battery Change					
68.	Fan Pulley, Belt Change					
69.	Propeller Shaft					
70.	Front wind screen assembling					
71.	Dry cleaning					
72.	Fog light Set					
73.	Wheel cover Set					
74.	Gola Channel, Wiper Change					
75.	Wiper motor assembly kit					
76.	Wiper machine set					
77.	Wiper blade set					
78.	Indicator Bulb with light flasher					
79.	Indicator assembly kit					
80.	Power window wiring repair					
81.	Power window repair with wiring socket					
82.	Safety Guard					
83.	Foot mat Set					
84.	Head light bulb					
85.	Bonnet Mirror					
86.	Head Light Relay with wire bulb holder					
87.	Head valve set with seal bond					

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88.	Loose Seat cover white-01 set					
89.	VIP Grand siren assembly					
90.	MPFI coil assembly					
91.	VIP Revolving light					

Accept