

No.D-26016/02/2016-General-I
Government of India
Ministry of Social Justice and Empowerment
Department of Social Justice and Empowerment
Shastri Bhavan, New Delhi-01
Dated the 12 October 2018,

TENDER NOTICE

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

Date of Publishing of Tender: 12.10.2018
Last Date and Time of Submission of bids: 02/11/2018
Date and Time of opening of Tender: 02/11/2018 1530 Hrs

Sealed tenders are invited in the Department of Social Justice & Empowerment from the Service Stations/ workshops for service/ repair/ maintenance of staff cars of this Department which includes labour charges and cost of material/ spare parts of the Staff Cars (Ambassador/ Maruti SX4/ Maruti Ciaz) of this Department. Terms and conditions of the tender is attached at Annexure-I. A list of major repair items is attached herewith at Annexure-II. **Tender Document can be downloaded from Ministry's website www.socialjustice.nic.in as well as CPPP e-Publishing portal.**

2. The quotation in the format given in Annexure-II may be sent alongwith earnest money deposit (refundable) of **Rs. 10,000/-** (Rupees Ten Thousand only) 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 2/11/2018 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 after 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. The contract will be awarded for a period of one year and can be extended for further period of three years if the services of the vendor are found satisfactory and on mutual understanding. 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.

Paras Kumar

5. Disputes, if any, arising in the matter shall be settled by an arbitrator to be nominated by the Competent Authority in this Department. The contract shall be subject to Indian Laws and the jurisdiction of Delhi Courts.

Paras Kumar Singh

(Paras Kumar Singh)

Under Secretary to the Government of India

Tele: 23389368

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. No advance payment will be made to the vendor. 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.
10. The contract will be awarded for a period of one year and can be extended for further period of three years if the services of the vendor are found satisfactory and on mutual understanding.
11. 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.

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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	DD No.: Date :

S.N o.	Name of the item	Nature of Repair				Guarantee period
		Minor Repair		Overhaul/ Repair	Major	
		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.	Plug Set					
3.	Throttle packing bond spray					
4.	Injector cleaning with ring					
5.	Engine screening programming					

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6.	Rubbing & Polishing					
7.	Engine Tuning					
8.	Hose pipe change/repair					
9.	Engine overhaul					
10.	Carburator					
11.	Fuel pump					
12.	Brake overhaul					
13.	Brake machine work					
14.	Brake disc pad set					
15.	Disc router assembly kit					
16.	Brake clipper rubber kit set					
17.	Wheel Alignment & Balancing					
18.	Steering Suspension O/H					
19.	Suspension arm fish kit					
20.	Power Steering O/H					
21.	Steering column kit set					
22.	Steering Suspension machine work					
23.	Steering boot set with cup end					
24.	Horn Set					
25.	Shocker change					
26.	Shocker spring coil pad set					
27.	Shocker mounting assembly					
28.	Head came bush making					
29.	CR Rod assembly					
30.	Kamani Change					
31.	Kamani bush pad set					
32.	Goda spindle with pin bush					

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33.	Clutch overhaul					
34.	Clutch hydraulic bearing					
35.	Gear Box O/H					
36.	Gear shifter cross kit					
37.	Column Rod kit					
38.	Dynamo					
39.	Self repair/change					
40.	Alternator O/H					
41.	Alternator repair with plate carbon set					
42.	Alternator assembly					
43.	Water Pump					
44.	Wheel bearing					
45.	Axle bearing					
46.	Hub bearing					
47.	Driving Shaft					
48.	Head Gasket					
49.	Piston/Ring					
50.	Silencer repair					
51.	Differential O/H					
52.	Radiator Cleaning, Repair, Change					
53.	Radiator lower tank assembly					
54.	Radiator fan with nut bolt					
56.	Petrol tank					
57.	Timing Belt & Bearing set					
58.	Fly wheel Tawa Assembly					
59.	Shaft cross coupling set					
60.	Door Locks, Dickey Locks					
61.	Door sound repair with door pin set					
62.	Complete Family Lock kit set					

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63.	Door Lock Assembly Kit with wiring shoket set					
64.	All Door rubber garnish cup bostic bidding					
65.	Door wiser set					
66.	Door garnish set					
67.	Door bidding set					
68.	Denting & Painting (Full body)					
69.	Servicing & Repair Aircondi tioner					
70.	AC ducting with AC valve filter					
71.	AC bloor servicing with AC Gas					
72.	AC compressor bearing seal with magnet					
73.	AC compressor assembly with fitting					
74.	AC belt					
75.	AC heating repair with new pulley					
76.	Upholstery					
77.	Seat pedding repair					
78.	Shelf					
79.	Roof					
80.	Roof light set					
81.	Carpet					
82.	Mudguard					
83.	Mud flap					

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84.	Mudguard Mirror					
85.	Bumper repair with bidding					
86.	All Lights Checkup, Parking Light & Fog Lights					
87.	Head light HID complete with LED bulb					
88.	Battery Change					
89.	Fan Pulley, Belt Change					
90.	Propeller Shaft					
91.	Front wind screen assembly					
92.	Dry cleaning					
93.	Fog light Set					
94.	Wheel cover Set					
95.	Gola Channel, Wiper Change					
96.	Wiper motor assembly kit					
97.	Wiper machine set					
98.	Wiper blade set					
99.	Wiper arm					
100	Indicator Bulb with flasher light					
101	Indicator assembly kit					
102	Power window wiring repair					
103	Power window repair with wiring shocket					
104	Bloor cabinet repair with shocket					
105	Safety Guard Steel body Front					
106	Desh board					

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107	Foot mat Set					
108	Beed seat set					
109	Head light bulb					
110	Bonnet Mirror					
111	Head Light Relay with wire bulb holder					
112	Head valve set with seal bond					
113	Loose Seat cover white-01 set					
114	MPFI coil assembly					
115	VIP Grand siren assembly					

- Note: If the rate of items mentioned above is different for different model of vehicles i.e. Ambassador/ Maruti SX4/ Maruti Ciaz, please quote the rate accordingly mentioning the name of vehicle.

Paras Kumar Mehta