

No.26016/1/2003-GA
Government of India
Ministry of Environment & Forests

Paryavaran Bhavan,
CGO Complex, Lodi Road,
New Delhi-1100 03.
Dated. 25th August, 2009

Notice Inviting Tender
(Closing date : 3.00PM on 18th September, 2009)

To,
M/s

Subject:- Tender for Annual Service Contract and fixing of accessories in the Staff Cars of Ministry of Environment & Forests.

Sealed tenders are invited for award of ANNUAL SERVICE CONTRACT as well as fixing of accessories in the staff cars viz. Ambassador cars, Maruti Gypsy, Tata Indigo, Toyota Qualis and three wheeler, of the Ministry of Environment & Forests, Paryavaran Bhawan, CGO Complex New Delhi, as per terms and conditions detailed out in the following paragraphs, from interested firms fulfilling qualifying criteria mentioned below:

2. Qualifying Criteria

1. The firm should be registered and have its own workshop.
2. Income Tax clearance certificate for last three financial years i.e. 2005-06, 2006-07, 2007-08.
3. Sales Tax/Vat registration certificates
4. Should have at least three years experience in servicing and fixing of accessories in cars;
5. Certificate to the effect that there is no legal suit pending against the proprietor/partners.
6. Fifteen digit service Tax Code of firm.
7. Status of the firm, if a partnership firm.
8. Turn over certificate of at least Rs.5 lacs per year for last three financial years i.e. 2005-06, 2006-07, 2007-08.

3. Only registered and bonafide firms having adequate experience of at least three years in this field i.e. servicing and fixing of accessories of cars need only apply. While submitting the tender, the intending bidders shall have to furnish to this Ministry proof of experience, financial standing, turnover, valid ITCC, STCC, and Service Tax for the last three years and any other Tax applicable. A firm having any legal suit/criminal case pending against its proprietor or any of its partners (in the case of partnership firm) or

having been earlier convicted on grounds of moral turpitude or for violation of laws in force shall not be eligible.

4. Materials and equipments

The Spare Parts used during maintenance should be original (OEM) and from standard and reputed company only. The firm must be authorized for maintenance repair of vehicle mentioned above.

5. Settlement of Disputes

In the matter of any disputes, between the parties regarding the terms and conditions of the annual maintenance contract for the repair and fixing of accessories thereof, the matter shall be referred to an Arbitrator (s) as may be decided by the Secretary (E&F) for arbitration under the arbitration and conciliation act, 1986. The firm/ Supplier shall not question the decision of the arbitrator(s) on the ground that the arbitrator(s) is/are Government servant(s). The decision of the arbitrator(s) shall be final and binding on the parties.

6. The brief terms and conditions of the tender shall be as follows:-

- (a) The earnest money of Rs.10,000/- (Rupees ten thousand Only) through a demand draft on any scheduled bank in Delhi/New Delhi drawn in favor of Pay and Accounts Officer, Ministry of Environment and Forests, Govt of India, New Delhi must accompany the quotation letter (Qualifying Bid). Quotation received without earnest money will not be considered.
- (b) TDS and other taxes as applicable will be deducted from each bill. The documents as per the prevailing laws shall be submitted in time like sale tax, etc.
- (c) The security deposit of Rs.50,000 (Rs. fifty thousand only) in the form of demand draft drawn in favor of Pay and Accounts Officer, Ministry of Environment and Forests, Govt of India, New Delhi will be deposited by successful bidder within 15 days of intimation of award of contract.
- (d) The successful bidder, on award of the contract, must repair the vehicles in time and as per the work order. Any deviation will be considered as breach of contract and will be dealt accordingly.
- (e) The Ministry of Environment and Forests has all the rights to reject/accept any/all the tender(s) without assigning any reason.
- (f) Tender application without complete documents/information shall not be considered.
- (g) No negotiation will be undertaken with any bidder except lowest qualified bidder.
- (h) Failure by the contractor with any statutory requirements and terms of agreement will result in subsequent disqualification for participation in any future tender in the Ministry. The security deposit will also be forfeited.

- (i) The payment will be made within 30 days after repair / replacement of parts against an approved estimate and receipt of bill.
- (j) The contract would be awarded for a period of one year from the date of award extendable by one more year subject to satisfactory performance.
- (k) The rates quoted should be valid for a period of 90 days.

6. Tendering Process

The bidder is required to submit qualifying Bid (Annexure-I) and Financial Bid (Annexure-II) in separate sealed covers super scribed “Qualifying Bid- Annual Maintenance Contract for repair of Staff Cars in Ministry of Environment and Forests” and “Financial Bid- Annual Maintenance Contract for repair of Staff Cars in Ministry of Environment and Forests” and place the sealed envelopes in another envelop addressed to the undersigned and drop in the tender box placed in GA Section ground floor, Paryavaran Bhawan, by 3.00 P.M. on or before 18th September 2009. Incomplete bid document will not be accepted. The qualifying bids will be scrutinized by the Ministry to shortlist the eligible bidders. The financial bids of only the short listed eligible bidders will be opened for consideration. Financial bids should be submitted only in the format prescribed and any other format will not be accepted.

Late submission of tenders will not be accepted. Ministry of Environment and forests reserves the right to reject any or all quotations.

NOTE

The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The bidder would fill up the information in the Annexure I and II enclosed at the end of this document in clear and legible terms. Wherever, the prices to be quoted should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

(S. MAHAPATRA)
UNDER SECRETARY TO THE GOVT. OF INDIA

Copy to:- NIC, with the request that the tender notice may be published on the ministry's website.

Annexure-I

Tender for Annual Service Contract and fixing of accessories in the Staff Cars of Ministry of Environment & Forests.

Qualifying Bid

1. Name of the Service provider:
2. Address with Tele No., Fax No. & e-mail:
3. Contact person's Name:
4. Certificate of registration of the firm
5. Income Tax clearance certificate for last three financial years i.e. 2005-06, 2006-07, 2007-08.
6. Sales Tax/Vat registration certificates
7. Experience Certificate of at least three years in the field of servicing and maintenance of vehicles and fixing of accessories;
8. Certificate to the effect that there is no legal suit pending against the proprietor/partners for violation of PF/ESI, minimum wages act or any other laws, and if yes, please give details.
9. Fifteen digit service Tax Code of firm.
10. Status of the firm, if a partnership firm.
11. Turn over certificate of at least Rs.5 lacs per year for last three financial years i.e. 2005-06, 2006-07, 2007-08
12. The number of years of experience in repair of Staff Cars:
13. Details of Manpower (Category wise)

Total Strength	Qualification	Length of average service

14. Address of workshop with area of premises:
15. Whether owned/rented:
16. Name of Banker:
17. Whether the company/firm is authorized dealer/service provider for the vehicle mentioned in tender document:

Note : Self-attested copies of all documents to be enclosed

Signature of authorized signatory
Name
Date

Annexure-II

Tender for Annual Service Contract and fixing of accessories in the Staff Cars of Ministry of Environment & Forests.

FINANCIAL BID

The total number of vehicle is 18 (Ambassadors-13, Toyota Qualis-2, Maruti Gypsy-1, Tata Indigo-1, Bajaj 3-wheeler-1). No increase in the rates regardless of the nature will be entertained during tenure of the contract. Break up of contract value may be indicated in the following manner.

<u>Sl. No.</u>	<u>Items</u>	<u>Total Value (in Rs per Year)</u>
1.	Labour Charges for repair/servicing	
2.	Labour charges for fixing of accessories	
3.	Cost of spare parts/repair/servicing	
4.	Cost of accessories	

Declaration:

I hereby certify that the information furnished above is full and correct to the best of our knowledge. We understand that in case found any deviation in the above statement at any state, the company will be black-listed and will not have any deal with the Ministry in future.

(Signature of authorized signatory)

Date:

Place:

Annexure II (continued)

Sub: Rates for repair/servicing job to be done in the vehicles.

Sl. No	Nature of job to be done	Components with rates for each job	Labour Charges
1.	Mobil oil change		
2.	General Servicing & lubrication		
3.	Engine Tune-up & Tappet set-up		
4.	Tappet setting only		
5.	Distributor O/hauling & Point fitting		
6.	Complete Brake overhauling		
7.	Brake lining changes		
8.	M.C. Cylinder kit changing		
9.	Wheel oil seal & Bearing change (each wheel)		
10.	Steering overhauling & felt changing		
11.	suspension overhauling & Bush kit changing		
12.	Steering felt changing		
13.	Wheel alignment and cater cam bearing		
14.	Bush Kit changing (front only)		
15.	Clutch overhauling after lifting out of engine		
16.	Clutch carbon changing only Self starter overhauling		
17.	Self starter overhauling		
18.	Dynamo overhauling		
19.	Engine general overhauling		
20.	Engine piston ring changing & decarbonising		
21.	Engine top overhauling		
22.	Rear rod spring tension & bush changing		
23.	Rod spring bush changing		
24.	Shock absorber changing(four)		
25.	One sock absorber changing		
26.	4 Doors glass channel changing and lock repair		
27.	One door lock repairing		
28.	Door channel changing only (4 door)		
29.	Door Gola rubber beading changing (4 door)		
30.	Door frame rubber changing		
31.	Gear box overhauling after opening engine		
32.	Differential overhauling		
33.	Propeller shaft U.J. Cross changing		
34.	Teeth and yoke changing & alignment		
35.	Radiator cleaning (pressure system)		
36.	Fuel pump kit changing		

Annexure II (continued)

37. Water pump overhauling
38. Ignition switch changing & wire changing
39. Petrol tank gauge changing
40. Horn repair (both)
41. Horn ring repair
42. Turn indicator repair
43. Wiper machine repair
44. Electric wiring changing
45. Rear axel shaft changing
46. Rocket shaft bush changing
47. Speedometer cable changing
48. Differential oil seal changing
49. Silencer Muffler changing & welding
50. Silencer tailpipe changing & welding
51. Bonnet locker repair/ replacement setting
52. Complete full painting (Duco)
53. Patch works dent-beating depending on the car
54. Complete full floor steel sheet change and welding
55. Complete ruba seal in side & below
56. Seat covers new velvet with doors & side
57. Roof new change deluxe velvet(MMG)
58. Roof leather foam new fitting with foam
59. Roof thermocoal fitting
60. Engine main oil seal change and repair
61. Timing belt & bearing change
62. Both front caliper kit change
63. Rear brake overhauling
64. Petrol tank opening and fitting
65. Brake booster changing
66. New Car battery
67. Any other item not included in the above list.

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Sub: Rates for accessories.

Sl.No.	Nature of job to be done	Rates of the components	Fitting/Labour chages
1.	Fitting with heating systems		
2.	New lock for petrol tank, doors and dickey		
3.	Sun shade		
4.	Mudguard Mirror		
5.	Door Mirror		

Annexure II (continued)

6. Mudguard flap-4 Pcs.
7. Fenders, steel bar front rear & sides
8. Fender-trim
9. Carpet
10. Car Clock
11. Car stereo
12. Engine light with bulb
13. Fog light
14. VIP light bonnet
15. Reading light
16. Roof light
17. Siren (Horn with Mike)
18. Fan- revolving
19. Spanner set
20. Wheel brass
21. Rubber mat set
22. Steering cover
23. Gear lever knob
24. Rear view mirror
25. Face tissue box
26. Silencer cover
27. Perfume
28. Wheel cover full
29. Wooden console
30. Fire extinguisher
31. Velvet door covering
32. Roof MMG Velvet
33. Loose seat cover white terri-cotton bucket
34. Head rest on rear seat.

1. Rate list of spare parts indicating general servicing based on Brochure of vehicle manufactures may be furnished.
2. The repairs of vehicles as well as lives of accessories items shall be guaranteed for a period of six months.
3. The parts used shall be original.
4. The offer should be accompanied by copies of AMC awarded by other Ministries/Departments, If any, indicating the rate of spare parts and labour charges in respect of their vehicles.
5. Labour charges may be indicated separately against each item.

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