

No.D-26016/1/2021-GA
Government of India
Ministry of Commerce & Industry
Department of Commerce

Udyog Bhawan, New Delhi

Dated, the 26th July 2021

TENDER NOTICE

Subject: Comprehensive Annual Maintenance Contract for servicing / repair / maintenance of Staff cars of the Department of Commerce– inviting tenders regarding.

Sealed tenders are invited from the reputed firms / service centres engaged in the maintenance / repair of staff cars of the Ministries/Departments for the Comprehensive Annual Maintenance Contract for servicing / repair / maintenance of Staff cars of this Department for a period of one year. At present, the total number of Staff cars in this Department is **11 (eleven)** {Etios/Ciaz-5, SX4-3, Dzire-1, Ambassador-1, Eco-1}.

2. The firms fulfilling the following minimum criteria may apply for participating in the tender process and must enclose following papers/documents :-

- (i) Name of the firm with full address and Telephone number/Mobile Number.
- (ii) GST Number.
- (iii) Satisfactory maintenance/performance certificates from at least three Government organisations must be provided.
- (iv) The firm should be in existence for over 5(five) years in the trade with the maintenance and repair of vehicles/cars.
- (v) The annual turnover of the firm should not be less than Rs.5 Lakh per year during the last three years.
- (vi) The firm should not have been blacklisted by any Government Department during the last three years and no criminal case should be registered against the agency/firm or its owner/proprietor/ partner anywhere in India. An UNDERTAKING to this effect on the Company's Letter Head, must be submitted along with Tender **(Format enclosed "Annexure-III")**.
- (vii) The Earnest Money of **Rs.15,000/- (Rupees Fifteen thousand only)** through a Demand Draft/Bankers Cheque drawn in favour of '**Under Secretary (Cash), Department of Commerce, New Delhi**' must be enclosed with the tender before dropping in the Tender Box kept in **R.No.27-C, Udyog Bhawan, New Delhi** on or before the last date of the tender.
- (viii) The workshop of the tenderer should be within a radius of 05 – 10 KMs from Udyog Bhawan, New Delhi.

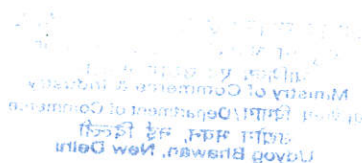
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आशीष चहवाल / AASHISH CHHAWAL
असिस्टेंट सेक्शन ऑफिसर / Section Officer
वाणिज्य एवं उद्योग मंत्रालय
Ministry of Commerce & Industry
वाणिज्य विभाग / Department of Commerce
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

3. The following additional terms & conditions would have to be followed by the tenderer/bidder:-

- (i) Schedule of labour charges / rates of spare parts/components will remain unchanged throughout the contract period.
- (ii) Spare parts to be provided should be original and genuine quality. The rates of the spare parts of vehicles should be as per the approved rate lists of the manufacturers of the vehicles. The replaced parts of the vehicles shall be the property of the Department and therefore, the workshop will return the replaced parts to the Ministry.
- (iii) The contractor should ensure that the vehicles sent for repair jobs must be repaired satisfactorily, **if same type of problem arises within 3 months, the contractor has to again repair the vehicles and for such repairing no charges will be paid.**
- (iv) In the event of any dispute over the contract, the decision of the Department will be final.
- (v) The Department reserves the right to terminate the contract at any time without assigning any reason thereof by giving 30(Thirty) days' notice in writing. The contractor shall not be entitled for any compensation by reasons of such termination.
- (vi) The Department reserves the right to cancel any or all tenders without assigning any reasons thereof.
- (vii) For Accessories items (Annexure-II) or items mentioned in (Annexure-I) like Battery, carpet, Tool-box, One set of tyre-tube, loose seat cover/fancy cover etc., economical / minimum rates for branded items mentioning the brand name must be furnished. Rates furnished as per estimate/as per actual may not be considered and treated as invalid.
- (viii) The successful bidder shall have to deposit a Performance Security of **Rs.50,000/-(Rupees Fifty thousand only)** in the form of **Bank Guarantee** in favour of "**Under Secretary (Cash), Department of Commerce**" payable at **New Delhi**. The security deposit is refundable after 60 days on successful completion of the contract. **The security money shall be forfeited in case of any default on the part of the contractor or unsatisfactory services.**
- (ix) **This Performance Security is also liable to be forfeited, if the firm backs out of the contract in the mid-term without any consent of this Department.** In such case, this Department will be at liberty to entrust the same to any other firm at the expenses of the defaulting firm. The decision of this Department, in this regard, shall be final.

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Arunabh Chandra
26/7/2021

- (x) The quoted prices must be exclusive of taxes and shall be fixed and final.
- (xi) Rates (as sought vide Annexure I & II) must be furnished, failing which tender/quotation may not be considered for further process.
- (xii) **Un-realistic rates (i.e. too high or too low) quoted by the firms will make their tender liable to being summarily rejected by this Ministry.**
- (xiii) The firm shall not assign or sublet the work or any part of it to any other person or party without obtaining permission of the Department, first in writing. It will be at the liberty of the Department to refuse, if it thinks reasonable.
- (xiv) The payment for work will be made after successful completion of the work on presentation of bill in triplicate as per rates approved by this Department.
- (xv) While submitting the tender/quotation, the bidder is deemed to have read, understood and accepted all the terms & conditions stated in this document and no change, whatsoever desired, will be entertained by this Department.
- (xvi) Each page of this 'Tender Notice' & documents including General Terms & Conditions should be signed by the Tenderer.
- (xvii) All rates (components/accessories rates/labour charges) must be furnished as per '**Annexure-I**' & '**Annexure-II**' and furnished rates will be equally applicable on Toyota Etios, Maruti Ciaz, Maruti SX-4, Maruti Dzire, Maruti Eeco & Ambassador – all Petrol vehicles.
- (xviii) The Bidder who quotes lowest rates on maximum number of items and also comes lowest in the total value of items shall be declared as L-1.
- (xix) The AMC may be extended for further period of one year, if the services are found satisfactory. It will be the sole discretion of the Department.
- (xx) The EMD of the unsuccessful bidders shall be released without interest after awarding the tender & acceptance by the successful bidder.

4. Interested firms who are fulfilling the above criteria may drop their quotations, complete in all respects, in the **Tender Box** placed at the **Reception, Gate No.12, Udyog Bhawan, New Delhi** on or before **13.08.2021 by 3.00 PM**. The quotations received without EMDs will be rejected summarily. **The tenders will be opened on the same day i.e. on 13.08.2021 at 4.00 PM in Room No.27-C at Udyog Bhawan** in the presence of bidders or their authorized representatives who wish to be present during the tender opening time.

5. The tender documents can be downloaded from the website of this Department viz. <http://www.commerce.gov.in>.

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Aashish Chahal
26/7/2021

6. The tender is subject to the provision of **Rule 173 of General Financial Rules, 2017** which enable a bidder to question the bidding conditions, bidding process and/or rejection of its bid. Accordingly, enquiries in this regard by a bidder will be responded to if the request is received in writing timely in General Administration Section of this Department.

7. The place of settlement of any dispute shall be Delhi. In the case of settlement of dispute is in the Court of Law, it will be in the jurisdiction of Delhi.

Encls. : As above


(Aashish Chhawal) 26/7/2021
Section Officer (GA)
Tel: 2306 2521
आशीष छावल/AASHISH CHHAWAL
अनुभाग अधिकारी/Section Officer
वाणिज्य एवं उद्योग मंत्रालय
Ministry of Commerce & Industry
वाणिज्य विभाग/Department of Commerce
उद्योग भवन, नई दिल्ली
Udyog Bhawan, New Delhi

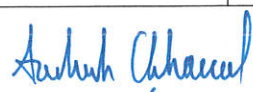
ANNEXURE-I

RATES FOR REPAIR / SERVICING JOB TO BE DONE IN VEHICLES

S.No.	Nature of Jobs			
		Components rates for each job excluding Tax*	Labour Charges excluding Tax*	Total (excluding tax)*
1.	Servicing (full) including oil change, greasing, Plug change etc.			
2.	Servicing full excluding oil change, greasing, Plug change etc.			
3.	Engine Tuning & related work			
4.	Car Heater			
5.	Brake Overhauling			
6.	Brake lathe work			
7.	Brake disc pad set			
8.	Minor Brake repair			
9.	M.C Cylinder Kit changing			
10.	Wheel oil seal & bearing change (each wheel)			
11.	Steering overhauling			
12.	Steering lathe work			
13.	Suspension overhauling & Bush kit changing			
14.	Suspension Lathe work			
15.	Power Steering Overhauling			
16.	Bush kit Changing			
17.	Clutch overhauling			
18.	Clutch lathe work			
19.	Clutch plate			
20.	Self starter overhauling			
21.	Engine general overhauling			
22.	Engine piston ring changing & decarbonising			
23.	One sock absorber changing (each)			
24.	4 doors glass channel charging and lock repair			
25.	Door lock repairing			
26.	Door channel changing (4 door)			
27.	Door Gola rubber beading changing (4 door)			
28.	Door frame rubber changing			
29.	Gear box overhauling			
30.	Differential overhauling			
31.	Fuel pump kit/Assy. Changing			
32.	Water pump Assy. Change			
33.	Ignition switch changing & wire changing			
34.	Petrol tank gauge changing			
35.	Horn repair			
36.	Turn indicator repair			
37.	Wiper machine repair			
38.	Electric wiring changing			
39.	Rear axle shaft changing			
40.	Rocket shaft bush changing			

Anshu Chatterjee
26/7/2021

S.No.	Nature of Jobs			
		Components rates for each job excluding Tax*	Labour Charges excluding Tax*	Total (excluding tax)*
41.	Speedometer cable changing			
42.	Gear Liver Kit Change			
43.	Replace differential gasket			
44.	Silencer Muffler changing & welding			
45.	Silencer tailpipe changing & welding			
46.	Bonnet locker repair/ replacement setting			
47.	Full painting (1. Deko 2. Metallic)			
48.	Complete full floor steel sheet change and welding			
49.	Seat covers new velvet with doors & Side			
50.	Roof new change deluxe velvet (MMG)			
51.	Roof leather foam new fitting with foam			
52.	Roof thermocol fitting			
53.	Engine main oil seal change and repair			
54.	Timing belt & bearing change			
55.	Both front caliper kit change			
56.	Rear brake overhauling			
57.	Brake booster change			
58.	New Car Battery			
	i. Exide			
	ii. Amaron			
59.	AC servicing denting with oil and Gas			
60.	Repainting Bonnet			
61.	Rubbing Polish			
62.	Replace Gear lever			
63.	Alternator overhauling			
64.	Dicky lock repairing			
65.	Replace door handle cup			
66.	Replace Speedometer			
67.	Fuse Box change			
68.	Replaced fuel tank hose			
69.	Remove clean & refit fuel tank			
70.	Propeller shaft overhauling			
71.	Fitting New Power steering			
72.	Carburetor overhauling			
73.	Wheel alignment & balancing			
74.	Beed Seat			
75.	Dicky box with carpeting			
76.	New Euro III MPIF ECM Assg. Kit with fitting			
77.	New Ero MPF Oxygen Sensor relay			
78.	Timing Belt with fitting			
79.	One Tyre / Tube set i) Bridgestone			
	ii) Apollo			
	iii) MRF			
80.	Inner dry-cleaning			


 26/7/2024

<u>S.No.</u>	<u>Nature of Jobs</u>	<u>Components rates for each job excluding Tax*</u>	<u>Labour Charges excluding Tax*</u>	<u>Total (excluding tax)*</u>
81.	Fan belt			
82.	Padding of front seat			
83.	Padding of rear seat			
84.	Revolving Light Grand (VIP Light)			
85.	Rear Spring Re-cambering			
86.	Power Window repair			
87.	Light/ Head Light repairs			
88.	Disc rator change			
89.	Suspension Arm change			
90.	Head Light Assy. Change			
91.	Throttle Sensor change			
92.	AC Condenser fan			
93.	AC Compressor with fitting			
94.	Brake repair			
95.	Rear Suspension			
96.	One side Painting			
97.	Head lamp assy. Change			
98.	Cylinder Head Repair			
99.	Radiator cleaning			
100.	Radiator change			
101.	Window repair			
102.	Front grill change			
103.	Front Axie shaft change			
104.	Catylectic convertor change			
105.	Chamber change			
106.	Power steering pipe Assy. Kit			
107.	Power steering belt			
108.	Kamani repair tension			
109.	Door lock gun with wire change			
110.	Shaft repair			
111.	Shaft alignment			
112.	Radiator fan			
113.	Silencer repair			
114.	Electrical Pump Assy.			
115.	Clutch cable assy.			
116.	Fuel Gauge Assy. Kit			
117.	Door lock new			
118.	Gear lever boot			
119.	Air cleaner Hose change			
120.	Throttle packing bond spray			
121.	Injector cleaning with ring			
122.	Door garnish clip Bostic			
123.	Engine Oil leakage repair with packing bond			
124.	Centre locking System			

Aashish Chahal
26/7/2024

<u>S.No.</u>	<u>Nature of Jobs-</u>	<u>Components rates for each job excluding Tax*</u>	<u>Labour Charges excluding Tax*</u>	<u>Total (excluding tax)*</u>
125.	Battery wire shockety			
126.	Engine fleshing oil			
127.	A/C valve filter			
128.	Rear wheel cylinder assy. Kit			
129.	Half brake oil			
130.	Both bumper spray painting touching			
131.	Bearing pressing lathe works			
132.	Greasing			
133.	Complete navigation system Assy. With fitting			
134.	Front bumper and safety guard repair body alignment			
135.	Synthetic engine oil			
136.	Engine fleshing oil TQ oil			
137.	Fuel filter petrol filter			
138.	Two liter coolant			
139.	Left rear door denting painting			
140.	F/R door machine set with wiring			
141.	Brake master cylinder assy.			
142.	Shocker Pin bush bolt set Front Rear			
143.	Kamany Jhoola pin bush			
144.	Fan relay wire			
145.	Timing seal Nanda brand cover			
146.	A/C super king wiring with socket & switch			
147.	Clutch cable kit			
148.	Kilometer cable Kit			
149.	Solonoid switch assy			
150.	Battery terminal wire			
151.	Kamany Jhoola with bracket			
152.	Excel bearing set			
153.	Gear box oil leakage repair			
154.	Electrical wiring charger			
155.	Speed sensor relay			
156.	Door gun with wire shocket			
157.	Hub greasing			
158.	Clutch fly wheel tawa assy			
159.	Petrol tank leakage repair with material			
160.	Wiring short repair with terminal set & wire with fuse			
161.	Shocker Pin bush set Front & Rear			
162.	Disc Tawa Bolt set nut			
163.	Brake pipe main steel			
164.	A/C belt fan			
165.	Radiator tank lower & Assembly			
166.	CDI & coil assy			
167.	New self assy.			

Aadish Chhawal
26/7/2021

S.No.	Nature of Jobs			
		Components rates for each job excluding Tax*	Labour Charges excluding Tax*	Total (excluding tax)*
168.	Complete serving & engine tuning with parts			
169.	Front chamta set with bush pad ball joint set			
170.	Gear machine work			
171.	Shocker mounting set			
172.	Shocker spring Coil pad			
173.	Indicator Assy Kit set with wiring			
174.	Right side Excel Assy. With fitting			
175.	Engine mounting set			
176.	Steering pump repair with kit			
177.	Set modification headrest machine			
178.	Silensor centre pipe			
179.	Door panel velvet laminator			
180.	Both door power window machine			
181.	Door glass set with complete body bidding & painting			
182.	Brake machine work			
183.	Brake caliber rubber kit set			
184.	Engine machine work			
185.	Head cam bush making			
186.	Radiator fan assy. Kit with wiring shocket			
187.	Coolant container assy. With pipe			
188.	Door mirror set automatic with painting			
189.	High tension wire set with fitting			
190.	Fan belt adjustor kit set			
191.	Three litre coolant			
192.	Wheel pin repair Align			
193.	Bumper guard repair with welding bracket			
194.	Head rocker assembly set with pump jali trapped shocker			
195.	Carpet change			
196.	Wiper motor change			
197.	Combination switch assy. Change			
198.	Bonnet lock repair			
199.	Both side bedding change			
200.	Gear lock assy.			
201.	Front bumper repair			
202.	ACC cable change			
203.	Rear safety guard set			
204.	Meter repair with sensor wire kit			
205.	Coolant bottle kit			
206.	Thermostat valve assay with packing bond			
207.	Column shaft repair			
208.	Rear wheel hum set			
209.	Engine scanning programming			
210.	Hose pipe set			

Anurish Chhawal
28/7/2021

<u>S.No.</u>	<u>Nature of Jobs</u>	<u>Components rates for each job excluding Tax*</u>	<u>Labour Charges excluding Tax*</u>	<u>Total (excluding tax)*</u>
211.	Shocker moving set			
212.	Complete body denting setting body alignment with minor body parts welding			
213.	Lights Grand			
214.	Suspension Spindle Assembly			
215.	Disc lock pin set piston			
216.	Hose pipe with clip			
217.	PS END set			
218.	Boot set PS			
219.	Wheel seal hub cone			
220.	Coupling set			
221.	Wheel rim repair alignment			
222.	All door hinge Pin set			
223.	Steering pump repair kit			
224.	Rear right door power window switch with wiring socket			
225.	Wind shield washer bottle set			
226.	Dickey lock			
227.	Suzuki bond washing oil and fly wheel bolt set			
228.	Suspension jumping rod nakka bracket with welding			
229.	AC section pipe with socket fitting			
230.	Head roker set			
231.	Head valve set with guide			
232.	Head Bansuri set			
233.	Gasket unit set			
234.	Head washing oil & engine oil			
235.	Head Machine work			
236.	Crak sensor assembly with engine scanning and programming			
237.	Sensor fitting			
238.	Head/Light holder socket relay			
239.	Smoke mounting assembly			
240.	Rear hub bearing set with fitting (black)			
241.	Tail Light Assembly Kit wiring socket			
242.	Fan wiring switch socket			
243.	Headlight opening fitting and buffing			

Aashish Chheda
26/7/24

RATES FOR ACCESSORIES

<u>S.No.</u>	<u>Nature of Job</u>	<u>Components rates for each job excluding Tax*</u>	<u>Labour charges excluding Tax*</u>	<u>Total (excluding tax)*</u>
1.	New lock for petrol tank, doors and dickey			
2.	Sun shade			
3.	Mudguard flap-4pcs			
4.	Door mirror without automatic setting			
5.	Mudguard Mirror			
6.	Fender trim			
7.	Carpet			
8.	Car clock			
9.	Perfume(Normal)			
10.	Engine light with bulb			
11.	Fog Light			
12.	VIP Light bonnet			
13.	Reading light			
14.	Roof Light			
15.	Siren(Horn with mike)			
16.	Fan revolving			
17.	Rubber mat set			
18.	Steering cover			
19.	Gear lever knob			
20.	Rear view mirror			
21.	Face tissue box			
22.	Perfume			
23.	Wheel cover full			
24.	Wooden console			
25.	Fire Extinguisher			
26.	Loose seat cover white terri-cotton			
27.	Head rest on rear seat			
28.	Remote key			
29.	Safety mudguard			
30.	Tool Box			
31.	New Horn set			
32.	Hydraulic jack			
33.	Antina			
34.	Flag rod with cover			
35.	Seat belt Single			
36.	1 set curtain			
37.	Petrol Tank			
38.	1 set wiper blade			
39.	Mobile phone charger			
40.	FM Antenna			
41.	One set half loose cover fancy			
42.	Main power window switch assembly socket			

Arshad Ahmed
26/7/2021

S.No.	Nature of Job	Components rates for each job excluding Tax*	Labour charges excluding Tax*	Total (excluding tax)*
43.	Door lock			
44.	Head lamp bulb & relay change			
45.	Sony CD/DVD player set with necessary kit			
46.	Sony Speaker			
	1. Rear			
	2. Front			
47.	Tank Lock			
48.	Foot Mat(Normal)			
49.	Foot Mat(Branded)			
50.	Door wiser set			
51.	Fan belt Adjuster kit			
52.	Wiper blade Set			
53.	One head lamp			
54.	Reverse Sensor camera set RD with SB			
55.	Two flag			
56.	VIP light grand			
57.	VIP siren Grand with Amplifier			
58.	Foot mat set 3D CIAZ			
59.	Reading lamp			
60.	Gear lock			
61.	Steering cover leather			
62.	Door panel velvet			
63.	Door bidding set			
64.	Bumper fronter set TX			
65.	Tissue Box			
66.	Head light bulb & back light			
67.	Seat belt set			
68.	Body Shiner			
69.	Petrol Pipe			

Aashish Chahal
26/7/2021

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON COMPANY LETTER HEAD
WITH REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANIZATION**

UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT

To,

The Section Officer (GA),
Department of Commerce,
27-C, Udyog Bhawan,
New Delhi-110011

Sir,

We hereby confirm and declare that we, M/s
....., are not blacklisted/De-registered/debarred by
any Government department/ Public Sector Undertaking/ Private Section/ or any other agency for
which we have Executed/ Undertaken the works/ Services during the last 05 years.

For

Authorized Signatory

Date:

Aashish Chhawal
26/7/2021

