

Government of India
Ministry of Minority Affairs
National Commission for Minorities

Block-3, Ground & 3rd floor,
CGO Complex, Lodhi Road,
New Delhi-110003

Dated: 12 August, 2021

Subject:- Tender Notice for repair/maintenance of Staff Cars/Vehicles- reg.

Sealed quotations are invited from the authorized and experienced Workshops for award of Annual Contract for repair and maintenance of Staff Cars/Vehicles of the National Commission for Minorities. The firms fulfilling the attached terms and conditions as at Annexure-I may send their bids.

2. The bidders shall be required to submit a Demand Draft / Pay Order of Rs.50,000/- (Rupees Twenty Five thousand only) as earnest money (EMD) to be drawn on any scheduled commercial Bank in New Delhi in favor of DDO, National Commission for Minorities, along with the technical bid. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract, without any interest.

3. The bid should be submitted in a sealed cover in two parts as under:-

a) **Technical Bid:** The first sealed Envelope should be super-scribed " *Technical Bid for repair/maintenance of Staff Cars/Vehicles'* and it should contain all technical details as per Annexure-I along with the Earnest Money Deposit (EMD). Bids received without EMD (in Technical Bid cover) will be summarily rejected.

b) **Financial Bid:** The second sealed envelope should be super-scribed "*Financial Bid for repair/ maintenance of Staff Cars/ Vehicles'* and it should contain the rates etc. as per Annexure-11. Both of these sealed covers are to be put in one envelope, duly super scribed as "*Bid for repair/maintenance of Staff Cars/ Vehicles'*."

4. The last date for receipt of tender is 01/09/2021, 03:00 PM. The Technical Bids shall be opened at 04.00 PM on 02/09/2021 in Conference hall of National Commission for Minorities in the presence of bidders or their representatives, who may wish to present. The date/time/venue of the opening of the technical bids may be changed as may be decided by the Tender Evaluation Committee of the Ministry. Financial Bid (s) of only those bidder(s) will be opened whose technical bids are accepted after evaluation by a Committee duly constituted for the purpose. Date of opening of financial bid will be intimated/communicated only to the technically qualified bidders at a later date. Hypothetical Conditions/Incomplete bid and without supporting document shall not be entertained. Bids received after the specified date and time shall not be considered.

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5. The tender document can be downloaded from the Central Public Procurement Portal (www.eprocure.nic.in) and from the National Commission for Minorities website <http://ncm.nic.in/> For any clarification as to the tender documents, Section Administrative officer of the National Commission for Minorities may be contacted on telephone No. 011-24366175 or in person after prior appointment.

6. The successful tenderer will have to deposit performance security 10% of contract amount in the name of DDO, National Commission for Minorities after award of contract. The performance security will be forfeited for breach of any of the terms/conditions of the tender enquiry, besides it may be black-listed. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

7. The sealed quotations in the prescribed form (technical bid and financial bid) may be addressed to Admin Officer, National Commission for Minorities and dropped in the Tender Box of National Commission for Minorities kept at the reception of Block-3, CGO Complex.

8. The competent authority in the National Commission for Minorities reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.

Yours faithfully,



(A. Sengupta)

Under Secretary to the Govt. of India

TERMS AND CONDITIONS OF THE CONTRACT

1. The contract would normally be for a period of one year, extendable by one year at a time based upon mutual agreement.
2. EMD of Rs.5 0,000/- (Rupees Fifty Thousand Only) in the form of Demand Draft/Pay Order drawn on any scheduled commercial Bank in New Delhi drawn in favor of DDO, National Commission for Minorities must accompany the technical bid. Bids received without EMD (in Technical Bid cover) will be summarily rejected.
3. The EMD should remain valid for a period of 30 days beyond the final tender validity period.
4. EMD of the bidder will be forfeited, if the bidder withdraws or amends their bids in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.
5. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMO of the successful bidder(s) will also be returned without any interest after receipt of the Performance Security from him.
6. The successful bidder, irrespective of its registration status etc., will have to furnish a Performance Security 10% of contract amount in the form of Fixed Deposit Receipt/ Bank Guarantee from any scheduled Commercial Bank in favor of DDO, National Commission for Minorities within 10 days of award of contract. The performance security should be valid for at least 14 months from the date of acceptance of the contract.
7. Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier.
8. Performance Security will be refunded without any interest, whatsoever, after the firm duly performs and completes the contract in all respects.
9. Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be blacklisted.
10. The repair/ maintenance work is to be carried out in the service station of the firm. The firm should have at least 5 years' experience and infrastructure to undertake servicing, repairs, overhauling and all kinds of Mechanical/ Electrical works. The workshop should also be well equipped to undertake all types of denting/painting jobs. Details of infrastructure within the workshop be enclosed with the technical bid.
11. The workshop should be authorized by the respective manufacturers for repair and maintenance of its vehicles/ cars. Authorization certificate for undertaking repairs/ maintenance of a particular make of cars should be furnished with the technical bids. The ordered work shall not be outsourced or assigned to any other party by the contractor under any circumstances.

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- 12 The workshop should have sufficient parking space/work area within their premises without any infringement of public space so that the driver of the vehicle may not be booked for unauthorized parking when the vehicle is taken to the workshop for repairs etc. The distance of workshop from National Commission for Minorities must not be more than 10 KMs in any case.
- 13 Details of trained manpower/automobile engineers/technicians employed by the bidder should accompany the Technical bids.
- 14 Copies of valid GST Registration Certificate and PAN Card should also accompany the technical bid.
- 15 The work order will be given after the approval of estimate prepared on the basis of approved rates of AMC submitted by firm/ agency. The Agency will also be required to mention in the estimates time frame within which the repair work of the vehicle will be completed. The schedule of the labor charges and the cost of the spare parts will remain unchanged throughout the contract period.
- 16 In case the vehicle is not repaired within the time frame mentioned in the estimate, a penalty@ Rs.1000/- per day(approximately rental charges for hiring a vehicle for one day) will be imposed and the same will be recovered from the outstanding payment/Performance Security of the contractor.
- 17 The spare parts to be provided should be of original make/genuine quality. The workshop shall stand guarantee for the parts replaced for a minimum period of six months. The replaced parts must be returned to the Ministry.
- 18 The contractor shall ensure that vehicles sent for repair jobs are repaired satisfactorily. Contractor shall have to undertake the repair work of the vehicle, free of cost, in case the same problem persists within a period of one month of repair of the said vehicle.
- 19 The contractor will supply the original parts as per the approved rates of AMC submitted by firm/agency.
- 20 No advance payment will be made. The approved contract or shall submit his bill (in triplicate) on completion of repairs.
- 21 No work/ repair will be carried out without proper work order except under directions from authorized officials, except in emergency.
- 22 The contractor shall ensure that no fuel is taken out of the vehicle under repair/ maintenance job. The amount of fuel is to be recorded in the job card in presence of the driver while vehicle is taken to workshop for repair.
- 23 The Ministry has the right to terminate the tender/agreement in whole/in part at any time without assigning any reason therefore. Any decision in this regard taken by the Competent Authority in the National Commission for Minorities will be final.

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24. The TDS, etc. as per government orders will be deducted on every bill submitted by the contractor.
25. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the Competent Authority in the Ministry.
26. The contract shall be subject to the Indian laws and jurisdiction of the Courts located in Delhi.
27. The period of contract shall be for one year from the date of award of the contract. The same can be extended for a period of 01 year at a time as per the requirement depending upon the satisfactory service provided by the firm.
28. In case of the breakdown of vehicles, the firm will be required to tow the vehicle(s) to workshop free of charge.



Annexure-11

Technical Bid

S. No.	Particulars	To be filled by the Tenderer
1.	Name of the Agency	
2.	Brief profile of the agency to be enclosed	
3.	Detailed office address of the agency with office Telephone No., e-mail address, Fax No., Mobile No. and Name/Designation of the contact person	
4.	Whether registered with all concerned Govt. authorities (Registrar of Companies, Commissioner Employees etc.) (Copies of all certificates of Registration should be attached)	
5.	PAN Number (copy to be enclosed)	
6.	TIN Number (copy to be enclosed)	
7.	GST No. (copy to be enclosed)	
8.	Length of experience in the field and list of Govt. Ministries/Departments/clients showing experience in the Field (copies of contracts/ orders placed on the agency during the last 3 years should be attached).	
9.	No. of qualified engineers/technicians in the workshop as on date.	
10.	Details of EMD: Amount Draft No. Date Issuing Bank	
11.	Whether copies of Income Tax return for the last two years attached.	
12.	Copy of Terms & Conditions at Annexure-I duly signed as a token of acceptance to be attached.	
13.	Whether the firm is blacklisted by any Govt. Department or any criminal case is registered against the firm or its owner/partners anywhere in India? (If no, an undertaking to this effect is to be attached in this regard).	
14.	Particulars of qualified mechanics on roll (Please furnish copies of certificate)	

(Signature of the authorized person)

Name:

Date:

Place:

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Financial BidLIST OF MAJOR REPAIR ITEMS FOR MARUTI CIAZ CAR

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

S. No.	Name of the Item	Nature of Repair				Guarantee period
		Minor Repair		Overhaul/Major Repair		
		Material cost/ Spares cost	Labor Charges	Material cost/ Spares cost	Labor Charges	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Engine overhaul					
2.	Brake overhaul					
3.	Steering Suspension					
4.	Clutch overhaul					
5.	Gear Box					
6.	Dynamo					
7.	Mudguard					
8.	Wheel bearing					
9.	Driving Shaft					
10.	Head Gasket					
11.	Piston/Ring					
12.	Carburetor					
13.	Fuel pump					
14.	Petrol tank					
15.	Differential					
16.	Dentino & Painting					
17.	Servicing & Repairing Air-conditioner					
18.	Upholster					
19.	Shelf					
20.	Roof					
21.	Carpet					
22.	Servicing, Oil Change & Filter					
23.	Rubbing & Polishing					

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24.	Engine Tuning					
25.	All Lights & Parking Light Check-up					
26.	Wheel Alignment					
27.	Wheel Balancing					
28.	Battery Change/Repair					
29.	Radiator Cleaning, Repair, Change					
30.	Fan Pulley, Belt Chan 1ge					
31.	Hose pipe change/ repair					
32.	Door Locks, Dickey Locks					
33.	Gola Channel, Wiper change					
34.	Propeller Shaft change					
35.	Self-change					
36.	Water Pump Change/ Repair					
37.	Shocker Change					
38.	Kamani Change					
39.	Power Steering O/H					
40.	Lathe Machine					
41.	Bridgestone Tubeless Tyre					

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Financial BidLIST OF MAJOR REPAIR ITEMS FOR MARUTI SWIFT D ZIRE

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

S. No.	Name of the Item	Nature of Repair				Guarantee period
		Minor Repair		Overhaul/Major Repair		
		Material cost/ Spares cost	Labor Charges	Material cost/ Spares cost	Labor Charges	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Engine overhaul					
2.	Brake overhaul					
3.	Steering Suspension					
4.	Clutch overhaul					
5.	Gear Box					
6.	Dynamo					
7.	Mudguard					
8.	Wheel bearing					
9.	Driving Shaft					
10.	Head Gasket					
11.	Piston/ Ring					
12.	Carburetor					
13.	Fuel pump					
14.	Petrol tank					
15.	Differential					
16.	Denting & Painting					
17.	Servicing & Repairing Air-conditioner					
18.	Upholstery					
19.	Shelf					
20.	Roof					
21.	Carpet					
22.	Servicing, Oil Change & Filter					
23.	Rubbing & Polishing					
24.	Engine Tuning					

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25.	All Lights & Parking Light Check-up					
26.	Wheel Alignment					
27.	Wheel Balancing					
28.	Battery Change/Repair					
29.	Radiator Cleaning , Repair, Change					
30.	Fan Pulley, Belt Change					
31.	Hose pipe change/repair					
32.	Door Locks, Dickey Locks					
33.	Gola Channel, Wiper change					
34.	Propeller Shaft change					
35.	Self-change					
36.	Water Pump Change/Repair					
37.	Shocker Change					
38.	Kamani Change					
39.	Power Steering O/H					
40.	Lathe Machine					
41.	Bridgestone Tubeless Tyre					

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