

Government of India  
Planning Commission

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Yojana Bhawan, Sansad Marg,  
New Delhi.110001  
Date:28.02.2007

To

M/s.....

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Subject: Quotations for SERVICE/ REPAIRS/ MAINTENANCE OF  
AMBASSADOR ISZ./MPFI/Tata Indigo/ MARUTI Esteem, Zen, 800  
/A.C/NON AC Cars.

Dear Sir,

Planning Commission invites sealed quotations for SERVICE/  
REPAIRS/ MAINTENANCE OF AMBASSADOR ISZ./MPFI/Tata Indigo/ MARUTI  
Esteem, Zen, 800 /A.C/NON AC Cars belonging to the Planning Commission.  
The prescribed proforma for the quotations alongwith the terms & conditions  
are enclosed in Annexure I and II respectively.

You are requested to submit your sealed quotations latest by 15<sup>th</sup>  
March,2007 by 3.00 PM. The sealed quotations may either be sent by  
registered post to Under Secretary (GA), Room No. 410, Planning Commission,  
Yojana Bhavan, New Delhi or dropped in the tender box kept at Reception area  
of Yojana Bhavan by the stipulated date and time. The quotations will be  
opened on the same day i.e. 15<sup>th</sup> March,2007 at 3.30PM in room No. 344, in the  
presence of such tenderers or their authorised representatives who may wish  
to be present.

Yours faithfully,

(Ravjit Singh)

Under Secretary to the Govt. of India.

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QUOTATIONS FOR THE SERVICE/REPAIRS/ MAINTENANCE OF STAFF CARS,  
PLANNING COMMISSION, GOVERNMENT OF INDIA, NEW DELHI.

The Under Secretary (Gen.Admn.)  
Planning Commission,  
Yojana Bhavan,  
New Delhi.

Sir,

We hereby submit our quotations/rates for service/ repairs/ maintenance of staff cars, viz., AMBASSADOR ISZ./MPFI/Tata Indigo/ MARUTI Esteem, Zen, 800 /A.C/NON AC Cars pertaining to your office. The labour charges, all-inclusive for each item of work, are indicated in Annexure-I.

2. We agree to undertake repairs as per details in Annexure-I at the rates indicated against each as and when required by the Planning Commission.

1. It is certified that:-

- i) Workshop has servicing facility.
- ii) Workshop is equipped to supply the spares and other accessories at short notice.
- iii) There is adequate parking space available with the workshop.

2. We also enclose certificates/ documents regarding our past performance with other Government departments/ offices.

3. We agree to maintain such records for documenting the repairs of the cars preferring claims therefor for payment as may be required or prescribed by the Planning Commission.

4. We accept the terms and conditions of the contract as given in Annexure II. We note that the Competent Authority in the Planning Commission reserves the right to reject all or any offer received without assigning any reason or to accept more than one offer.

7. We agree that in the event of any dispute of any kind regarding the contractual obligation of the firm, the decision of the competent authority in Planning Commission shall be final.

8. Income Tax clearance certificate and commercial area certificate are attached.

9. A bank draft of Rs.30,000/- bearing No. .... Dated..... from ..... ,branch ..... in favour of Pay & Accounts Officer, Planning Commission is attached .

Yours faithfully,

Name:

Full Address:

Tele.No.:

Stamp

Encls: As above

**Government of India  
Planning Commission**

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QUOTATIONS FOR SERVICE/ REPAIRS/ MAINTENANCE OF AMBASSADOR  
ISZ./MPFI/Tata Indigo/ MARUTI Esteem, Zen, 800 /A.C/NON AC Cars.

INSTRUCTIONS TO TENDERES

5. Tenders in the prescribed form addressed to Under Secretary (Gen.I), Planning Commission should reach by 3.00PM on 15<sup>th</sup> March,2007.
6. Tenders will be opened at 3.30 PM on 15<sup>th</sup> March,2007.
3. The quotations should be accompanied by the following documents:
  - (a) Income Tax Clearance certificate for the current financial year.
  - (b) Earnest money of Rs. 30,000/- through Bank Draft drawn in favour of Pay & Accounts Officer, Planning Commission.
  - (c) A certificate from the competent authority in the State Govt. that the workshop is located in an authorised commercial area.
4. The successful tenderer (s) shall deposit a sum of Rs. 75,000/-(Rs. Seventy Five thousand only) as security deposit for the due and faithful fulfillment of the contractual obligations. For this purpose, he would be required to submit fixed deposited receipt from a commercial Bank and hypothecated to the Planning Commission. This security money shall be refunded on termination of the contract. In case, any penalty or any liability of any kind imposed on the firm on account of unsatisfactory services is not liquidated by the firm, the same shall be adjustable against the security deposit.
5. Any correction or over-writing in the tender is not permissible.
6. Every sheet of the tender document and terms and conditions should be duly signed and stamped by the proprietor of the firm.
7. Quotations should be furnished only in the prescribed proforma as in Annexure-I. Quotations furnished otherwise will not be accepted.

**ITEMS OF SERVICE/REPAIRS****SCHEDULE OF SERVICE/LABOUR CHARGES****SERVICING**

<b>S.N.</b>	<b>Description</b>	<b>TATA Indigo (Rs)</b>	<b>Amb ISZ / MPFI (Rs)</b>	<b>Maruti/ 800/Zen (Rs)</b>	<b>Maruti Esteem (Rs)</b>
1.	Servicing and Lubrication only				
1A.	Servicing including RPM setting clutch adjust, change of fuel filter, tightening of nuts & bolt and fan belt adjustment.				
2.	Dry servicing & Lubrication				
3.	Greasing only				
4.	Rubbing and Polishing				
5.	Polishing only				
6.	Rubbing only				
7.	Replacing oil filter element and engine oil change				
8.	Top wash				
9.	Washing seats and doors only				
10.	Top and under washing only				
11.	Rubberising				
12.	Injector cleaning				

## Engine

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1.	Engine assy, removing and refitting				
1A.	Engine assy, removing and refitting with AC				
2.	Compression test				
3.	Engine Mounting Change				

3.	Cylinder head gasket remove and refit including tappet adjustment				
4.	Replacing Cylinder head, valve grinding & top adjustment.				
5.	Decarboising engine and tuning				
6.	Replacing piston rings or piston assly, checking connecting rod alignment and engine tuning.				
7.	Petrol engine overhaul or replace cylinder block including engine remove and refit.				
8.	Replacing cylinder block water jacket plugs (each) assy, removing extra as per items No.1				
8A.	Replacing cyl. Block water jacket Plug after removing timing belt				
9.	Replacing fly wheel ring gear				
10.	Replacing fly wheel ring gear with AC				
11.	Remaking carburetor butterfly				
12.	Adjusting tappets				
12A.	Grinding rocker arms.				
13.	Rocker shaft remove change part, and refit including tappet adjustment				
14.	Oil pressure relief valve remove cleaning, adjustment and refit.				
15.	Replacing half engine assy, and overhauling cylinder head (Recheck of half engine assy.)				
16.	Replacing and acceletor cable.				
17.	Replacing timing cover oil seal				

	and Packing.				
18.	Oil pump remove and refit ( + item No.1				
18A	Pre chamber change				
19.	Replacing timing chain, gear and adjuster.				
19A.	Replacing timing chain with AC				
20.	Replace fan belt				

20A.	Replace fan belt with AC				
21.	Engine tuning including adjustment of Tappets & distributor C.B. point, spark plug cleaning, and fuel filter change and carburetor adjustment.				
22.	Replace engine back plate packing				
23.	Replace tappets (Push guides)				
23A.	Replace valve Rocker Arm including Tappet Adjusting				
24	Fuel Pump Overhauling				
25	Fuel Pump Replacing				
26	Replacing Choke / Accelator Wire				
27	Replacing fuel pump gasket				
28	Carburetor cleaning & adjusting				
29	Distributor cleaning & adjustment				
30	Replacing distributor H.T. Cable				
31	Spark Plug cleaning, replacing & adjusting gaps				
32	Replacing manifold gasket				
33	Replacing engine front plate gasket				
33A	Replacing engine front plate gasket with AC				
34	Replacement cam shaft				
35	Atendint to oil not reaching rocker shaft				
36	Con. rod bearing remove, replace, adj. & refit without removing cr. shaft				
37	Main bearing remove/replace adj.				

38	Replace side cover packing				
39	Checking fuel average with one litre petrol extra				
40	Replacing water pump bearing				
41	Replacing crank shaft pulley				

42	Replacing crank shaft pulley with AC				
43	Oil pump removing, checking or replacing				
44	Replace water pump assy or gasket				
45	Replace engine foundation radiator				
46	Removing and refitting radiator				
47	Cleaning radiator after removing top bottom tanks				
48	Replace radiator hose pipe (each)				
49	Replace fan blade				
50	Replace oil pressure pipe				
51	Replace oil pressure benzo pipe				
52	Replacing tappet cover packing				
53	Replacing fuel filter				
54	Replacing spark plugs				
55	Replacing Carburetor O/H, setting engine RPM with Tachometer & spark plug clean				
56	RPM setting with Tachometer				
57	Radiator cleaning only				
58	Replacing water elbow				
59	Replacing Ignition coil				
60	Replacing front crank oil seal				
61	Replacing from plate gasket				
62	Replacing cam shaft oil seal				
63	Replacing pump oil seal				

64	A/C compressor remove & refit				
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65	Oil filter leaking				
66	Fitting of coolant bottle				
67	Rear main oil leakage modification				

## Brakes

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Adjust brake pedal				
2	Adjust hand brake				
3	Overhauling master cylinder, bleeding & adjustment of brakes				
4	Replace hand brake cable				
5	Overhaul front wheel cylinder & bleeding (each)				
6	Overhaul rear wheel cylinder & bleeding (each)				
7	Overhaul all four wheel cylinders and bleeding & adjustment				
8	Replace front brake lining set/pads/calliper O/H				
9	Replace stop light switch				
10	Overhaul brake system				
11	Replace rear brake lining set				
12	Replace front and rear brake lining (complete set)				
13	Replace brake hose and bleeding (one)				
14	Bleeding complete system and adjusting brakes.				
15	Replace rear brake drums and adjust brakes				

16	Replace front brake drums and adjusting brakes				
17	Replace front brake pipe, bleeding and adjusting (metal pipe)				
18	Replace rear brake pipe bleeding & adjusting brakes				
19	Fitting power brakes, bleeding & adjusting brakes				
20	Replace brake booster				
21	Wash, clean and adjust brakes				

22	Replace front wheel oil seal (each)				
23	Replace Brake oil and bleeding brakes.				
24	Change hand brake level				
25	Replace master-cylinder assy				
26	Replace greasing front wheel bearings (both)				

### CLUTCH

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Adjust clutch free travel				
2	Replace clutch and brake pedal shaft bushes				
3	Clutch overhaul				
4	Clutch O/H with AC				
5	Overhaul/Replace clutch plate assly/facing when engine assy is out				
6	Replace clutch adjusting rod				
7	Replace clutch carbon & bearing				
8	Replace pressure plate adjusting fingers				

9	Replace clutch housing cross member				
10	Replace clutch housing shaft/bush				
11	Replace clutch housing shaft bush fitted with AC				
12.	Change clutch cable				

## STEERING

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti 800/Zen (Rs)	Maruti Esteem (Rs)
1	Remove & refit steering assy				
2	Replace steering wheel				
3	Steering O/H				
4	Replace top and bottom felt/column bush				
5	Replace steering boot (each) and set toe-in				
6	Replace tie rod end (each) and set (toe-in)				
7	Replace ball joint and set (toe-in) old model				
8	Replace ball joint and set toe-in (New Nova)				
9	Replace column boot				
10	Replace steering column bracket support assy				
11	Replace steering column outer				
12	Replace steering column tube				
13	Replace steering column bearing				
14	Welding steering support bracket (on chassis)				
15	Adjust steering				
16	Welding Front shocker plate (each)				

17	Welding rear shocket floor plate under petrol tank (petrol tank remove & refit)				
18	Replace steering coupling				
19	Replace steering lock				
20	Replace intermediate shaft				
21	Replace steering control rod				
22	Tyre balancing (each) weight extra				

## POWER STEERING

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Replace Hyd. Pump hoses				
2	Replace Hyd. Pump				
3	Fitting new power steering				

## SUSPENSION

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Complete front suspension O/H				
2	Front suspension adjustment				
3	Replace complete rubber bush kit (font & rear) with wheel alignment				
4	Replace tie bar bush/jumping rod bush (one side)				
5	Replace tie bar bush/jumping rod bush (one side)				
6	Remove one shock absorber and replace worn out bush (each)				
7	Replace rear suspension bushes				
8	Re-cambering both rear spring fitting extra leaf				

9	Remove and refit front wheel oil seal/bearing (one side)				
10	Remove and refit front wheel oil seal/bearing (both side)				
11	Replace torsion bar (one side)				
12	Replace rear road spring U bolt (each side)				
13	Resetting torsion bar height (each)				
14	Checking and resetting camber caster & toe-in				
15	Replace front suspension spring (each)				

16	Replace front stabilizer bar				
17	Replace stabilizer link (each)				
18	Adjusting tow -in				
19	Replace upper arm ball joint (each)				
20	Replace lower arm ball joint				
21	Replace rear upper arm bushes				
22	Replace front suspension lower arm (one side)				
23	Replace panther road				
24	Replace rear lower arm				
25	Replace upper arm				
26	Adjust front height with spacers				
27	Adjust rear height with spacers				

## **REAR AXLE**

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Remove and refit rear axle assembly				
2	Differential overhauling				

3	Replace pinion oil seal and torque pinion nut to specification				
4	Replace rear axle shaft (one side)				
5	Replace differential gasket				
6	Replace rear axle shaft broken inside differential				
7	Replace rear axle bearing (one side)				
8	Replace rear axle oil seal (one side)				
9	Replace differential pins on Axle tube (each side)				
10	Replace rear brake drums				

### **PROPELLER SHAFT**

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	
1	Remove and refit propeller shaft				
2	Propeller shaft O/H				
3	Propeller shaft U.J. change each				
4	Replace propeller shaft splined yoke				
5	Replace propeller shaft rubber coupling				

### **EXHAUST SYSTEM**

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Remove and refit exhaust pipe front				
2	Attending to exhaust leakage from clamp to manifold				
3	Remove/refit new muffler & welding with pipe				
4	Remove / repair muffler assy & baffle plate (including welding)				
5	Replace tail pipe				
6	Replace silencer pipe bracket				
7	Re-aligning exhaust pipe assy				
8	Replacing complete silencer assy, muffler with tail pipe, front pipe				
9	Replacing rear silencer muffler				
10	Replacing bother muffler and U pipe				

### **FUEL TANK**

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	
1	Remove, clean and refit fuel tank				
2	Replace fuel tank gauge unit				
3	Replace petrol tank hardboard covered				
4	Replace fuel tank hose				
5	Replace petrol flexible pipe (each)				
6	Replace petrol flexible pipe new model				
7	Removing and refitting petrol tank main line				
8	Replace fuel filter				
9	Replace rear seat hard board				

### GEAR BOX

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Gear box assy remove and refit				
2	Gear box assy overhaul				
3	Replace front oil seal				
4	Replace rear oil seal				
5	Replace side cover packing and seal				

6	Replace gear box foundations both				
7	Replace gear lever				
8	Replace gear linkage ball joint each				
9	Replace gear box cross member and aligning				
10	Replace gear box speedometer drive gear/seal				
11	Adjusting gear and linkage				

12	Replacing gear box packing				
13	Attending to vibration				
14	Replace gear box center cross member & re-aligning				
15	Covers ion to floor shift gear				
16	Overhaul gear plate				
17	Replace gear plate				
18	Replace steady bush (5 <sup>h</sup> mounting)				
19	Replace speedometer drive gear (inside gear box)				
20	Replace gear control rod or pivot bracket				
21	Replace gear lever raxine boot				

**ELECTRICAL**

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Dynamo/alternator O/H				
2	Remove and refit dynamo/alternator pulley				
3	Remove & refit new dynamo/alternator pulley				
4	Re-adjusting regulator (cut-out)				
5	Replace voltage regulator				
6	Testing and checking battery and re-charging				
7	Self starter overhaul				

8	Remove & refit self starter				
9	Replace horn				
10	Headlight focusing				
11	Dash board meters (each replacing cluster assy)				
12	Checking all lights (cluster remove & refit)				
13	Replace headlight bulb (each)				
14	Replace dash board bulb (each)				

15	Replace stop light switch				
16	Replace flashers unit/horn relay (each)				
17	Horn ring assy overhaul				
18	Change complete wiring				
19	Change front wiring				
20	Change rear wiring				
21	Change speedometer				
22	Tune up horn (each)				
23	Coolant system fitting				
24	Wiper spray system fitting (new)				
25	Replace speedometer cable				
26	Replace combination switch				
27	Replace H.L. beam				
28	Replace H.L. glass				
29	Replace tail light assy				
30	Replace tail light glass				
31	Change wiper blade one				
32	Door switch change				
33	Roof light assy change				

34	Fuse box change				
35	Horn pad change				
36	Horn relay change				
37	Solenoids switch change H.L. switch change				
38	H.L. switch change				
39	H.L. GLX new fitting with cutout				
40	Replace wiper motor (DSL with AC)				

**BODY**

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Removing & replacing rear windscreen glass/rubber				
2	Removing & replacing front wind screen glass/rubber				
3	Removing, repair, adjusting and replacing door lock (each door)				
4	Removing, repairing , adjusting door handle (each) outer				
5	Door hinge pins replacing/repair each door and resetting				
6	Making front door hinge pin each door				
7	Removing/replacing & repairing/door glass winding machine (each)				
8	Removing/replacing door glass (each)				
9	Removing /replacing and repairing ventilator window quarter glass (each)				
10	Setting ventilator glass rubber				
11	Replace quarter ventilator glass (each)				
12	Replace door lock set				
13	Replace door channel set				
14	Replace door bending set				
15	Replace door channel (one door)				
16	Replace door garnish beeding (one door)				
17	Replace door handle cup				
18	Remove roof lining and refitting				
19	Replace door rubber				
20	Replac e bonnet hinge (each)				
21	Bonnet lock repairing, replacing and adjustment				
22	Dickey lock repairing				

23	Replacing dickey hinge (each)				
24	Re-chrome plating side piece each (without any dent)				
25	Front/rear bumper adjusting (one side)				
26	Replacing ventilator glass rear				
27	Re-chrome plating center piece				
28	Re-chrome plating front / rear bumper				
29	Padding of front seat				
30	Padding of rear seat				
31	Removing / refitting of new Rexene of front seat				
32	Replacing front fender (each)				
33	Replace door assembly front				
34	Replace door assembly rear				
35	Removing and replacing front grill				
36	Replacing glove box (each)				
37	Replacing complete floor and welding				

38	Front grill modification				
39	Replace running board and welding				
40	Remove and refitting dash board				
41	Replacing dickey weather strip				
42	Remove and refitting new rexine rear seat				
43	Remove and refit new rexine of each door				
44	Remove and refit of new hard board (each door)				
45	Remove and refit door hand set				
46	Replace front bumper assembly				
47	Replace rear bumper assembly				
48	Replace bonnet assembly and lock setting				
49	Replace rear fender				

50	Replace bumper side rubber			
51	Replace rear bumper center rubber			
52	Replace grill outer shell			
53	Replace bumper over rider (each)			
54	Re-chrome plating grill without any dent			
55	Replace front cross member			
56	Replace both longitudinal members			

**PAINTING**

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
1	Complete painting				
2	Complete painting (sherry New-Red)				
3	Complete painting different colour (without any dent)				
4	Repainting each section wise door, dicky, mudguard etc.				

5	Repainting each section wise door, dicky, mudguard (new sherry red)				
6	Complete painting (flash/outer body)				
7	Complete painting after scrapping old paint				
8	Repainting luggage carrier				
9	Repainting wheel rim				
10	Repainting sun shade				
11	Repainting roof				
12	Repainting bonnet				
13	Complete painting in acrylic colour				
14	Paint bumper fiber/DLX				

**Name:**

**Full address:**

**Tele. No.**

**Stamp**

**Terms & Conditions of the Contract**

1. The competent authority in Planning Commission reserves the right to reject all or any offer received without assigning any reason or to accept more than one offer.
2. The contract will be valid for a period of one year from the date of acceptance of the contract by the firm. The contract can be extended on request of the firm for a further period on its expiry to be decided at the time on the same terms and conditions subject to satisfactory performance by the workshop during the period of contract.
3. In case of the successful tenderer declining to accept the offer of contract, his earnest money would stand forfeited.
4. A sum of Rs. 75,000/- shall be deposited as a performance security by the successful tenderer by way of a fixed deposit receipt hypothecated to the Planning Commission for the due fulfillment of the contract.
5. The performance of the firm shall be reviewed after every three months. In case of any default in service or unsatisfactory performance the contract shall be terminated forthwith at any time without any notice or assigning any reason.
6. Services/repairs will have to be carried out by successful tenderer urgently as and when required and minor jobs will have to be attended to on the same day.
7. After each servicing/ repair, old parts, if any, will have to be returned to this Commission.
8. Bills, preferably typed, in connection with service/repairs/maintenance of staff cars shall be submitted to this office immediately on completion of each work/job. However, the bills will be processed after observing the run of the vehicle for a period of 15 days.
9. Bills for repair charges will include the cost of spare parts. If there is any abnormal delay in carrying out repairs or unsatisfactory performance of spare parts fixed in a vehicle, the Commission shall effect such reduction in the claim as it deems fit.
10. Any repeat job/fault will be carried free of cost by the workshop, if the fault arises within six months/specific Kms runs for the job undertaken.
11. Revision of rates will not be entertained during the period of contract.
12. The competent authority in Planning Commission reserves the right to delete the name of the contracting firm from the list of approved firms at any time and / or not to utilize its services, without giving any notice and assigning any reasons.

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- 13.** In case of dispute of any kind regarding the contractual obligations of the contracting firm, the decision of the competent authority in Planning Commission shall be final.
- 14.** The cost of Spare parts shall be charged by the firm at the prevalent market rates.
- 15.** Only genuine spare parts shall be used and proper records/documents would be maintained/produced.
- 16.** The contract with the firm does not guarantee any award or repair/maintenance job of any of the staff car to the firm. The Planning Commission reserves the right to give repair/maintenance jobs at its discretion to any of the empanelled workshops on the basis of the approved rates. The decision of the Planning Commission in this regard will be final and binding.