

No.D.26016/8/2007-Genl.I
Government of India
Planning Commission

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Yojana Bhawan, Sansad Marg,
New Delhi.110001
Date:13.09.2007

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 making a panel of at least two firms 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 instructions for tenderers are enclosed in Annexure-I. The prescribed proforma for the quotations alongwith the terms & conditions are enclosed in Annexure II and III respectively.

You are requested to submit your sealed quotations latest by 21st September, 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. 21st September, 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.

**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

1. Tenders in the prescribed form addressed to Under Secretary (Genl.I), Planning Commission should reach by 3.00PM on 21st September,2007.
2. Tenders will be opened at 3.30 PM on 21st September,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.
 - (d) Firm should have a valid VAT Number.
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 deposit 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.

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 of labour charges 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, all-inclusive for each item of work, as indicated in Annexure.

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

3. 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.

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

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

6. 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: Annexure

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 the successful tenderer declines 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. In case a panel of Firms is kept, the total amount of performance security will be shared between the empanelled Firms according to their number.
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.
- 17.** Although the repair/maintenance jobs will be given to the empanelled workshops in an equitable manner, however, 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.

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ITEMS OF SERVICE/REPAIRS
SCHEDULE OF SERVICE/ LABOUR CHARGES

SERVICING

S.N.	Description	TATA Indigo (Rs)	Amb ISZ / MPFI (Rs)	Maruti/ 800/Zen (Rs)	Maruti Esteem (Rs)
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 acceleator 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	Attendint 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				
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)
	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				