

No.D-26016/02/2007-General-I
Government of India
M/o Social Justice and Empowerment

Shastri Bhavan, New Delhi-01
Dated the 3rd March, 2011

To,

(As per list attached)

Subject : Quotations for repair/servicing/maintenance of staff cars (Ambassador) of this Ministry for a period of one year - regarding

Sir,

The undersigned is directed to call for sealed quotations/tenders for labour charges and cost of material/spare parts of the staff cars of this Ministry for a period of one year. A list of major repair items is attached alongwith (Annexure)

2. The quotation in the format given in Annexure, may be sent alongwith earnest money (refundable) of Rs.5,000/- by way of Demand Draft drawn in favour of DDO, Ministry of Social Justice & Empowerment, New Delhi. The quotation may be submitted in a sealed envelope marked "**Quotation for AMC of Staff Car**" and the same should be dropped in the Tender Box in the Facilitation Centre in the Ministry on the Ground Floor near Gate No. 3, Shastri Bhawan, New Delhi by 3.00 PM on or before 18-3-2011. Quotation received after the due date and time will not be accepted. The quotations will be opened at 3.30 PM on the same day. You or your representative may be present at the time of the opening of the quotations.
3. The earnest money of the unsuccessful bidders will be returned on the finalization of the contract. The earnest money of the successful bidder will be returned, after he submits the performance security of the prescribed amount.
4. If the services rendered by you are not found satisfactory at any point of time during the period of contract, the contract is liable to be cancelled without any notice.
5. Disputes, if any, arising in the matter shall be settled by an arbitrator to be nominated by the Additional Secretary and Secretary in this Ministry.
6. The contract shall be subject to Indian Laws and the jurisdiction of Delhi Courts.

Yours truly,

(Kamna S.Dikshit)
Section Officer (G-I)

LIST OF MAJOR REPAIR ITEMS

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				
		Minor Repair		Overhaul/ Major Repair		Guarantee period
		Material cost/ Spares Cost	Labour Charges	Material cost/ Spares Cost	Labour 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.	Carburator					

13.	Fuel pump					
14.	Petrol tank					
15.	Differential					
16.	Denting & Painting					
17.	Servicing & Repair Airconditioner					
18.	Upholstery					
19.	Shelf					
20.	Roof					
21.	Carpet					
22.	Servicing, Oil Change & Filter Change					
23.	Rubbing & Polishing					
24.	Engine Tuning					
25.	All Lights Checkup, Parking Light & Fog Lights included)					
26.	Wheel Alignment					
27.	Wheel Balancing					
28.	Battery Change/ Repair of Alternator					
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					