

F.No. 26/4/2012-Admn.
Government of India
Ministry of Mines

Shastri Bhawan, New Delhi
Date: 24th January, 2013

**Subject: Contract for servicing/ repair/ maintenance of staff cars of the
Ministry of Mines– inviting quotations.**

Ministry of Mines proposes to invite tenders for the Annual Contract for servicing, overhauling and repairs of Staff Cars of Ministry of Mines. Sealed quotations are invited from the reputed firms engaged in the maintenance/ repair of cars. The firms fulfilling the following conditions may send their bids super-scribed as “Quotation for the Annual contract for servicing, overhauling & repairs of staff cars of Ministry of Mines”. The quotations should be dropped in the Tender Box kept at the Information & Facilitation center, garage No. 23, ground floor, ‘A’ Wing, Shastri Bhawan, New Delhi at the latest by 13th February, 2013 upto 12.00pm. The quotation should be accompanied by a Demand Draft of earnest money of Rs.30,000/-. Quotations received after stipulated date & time and without earnest money shall not be entertained. The quotations will be opened on the same day by ‘Tender Opening Committee’ of Ministry of Mines.

2. The following information may be supplied:-
 - a) Name of the Firm.....
 - b) Business address of the Firm.....
 - c) Telephone No. or Mobile No. if any.....
 - d) Annual turnover of the firm.....
 - e) PAN/TIN (VAT) No.
 - f) Details of past experience of providing the maintenance/repairs services
 - g) Performance certificates from at least five Government Ministries/Depts.
 - h) Income tax clearance certificate.
 - i) Registration/License No. of the workshop.
 - j) The earnest money of Rs.30,000/-(Rs. thirty thousand only) through a Demand Draft (No..... & Date.....)
3. The quotation should indicate the rate against each item, as per Annexure –I
4. The contract would normally be for a period of one year.
5. The firm should be in existence for more than five years in the trade with the maintenance business with turn over of not less than Rs. 10 lakh per annum during the last 3 years.

6. The following additional terms & conditions would also have to be followed by the tender/successful bidder.

- (1) The earnest money Rs.30,000/-(Rs. thirty thousand only) through a crossed Demand Draft drawn in favour of “PAO, Ministry of Mines, New Delhi” should accompany the quotation. If the bid is received without the EMD, it would not be considered and would be rejected summarily.
- (2) The said earnest money will not bear any interest and will be refunded only after the finalization of the contract awarding process.
- (3) The workshop of the tenderer should be within a radius of 10 Kms. of Shastri Bhawan.
- (4) Schedule of labour charges will remain unchanged through out the contract period of one year.
- (5) Spare parts to be provided should be of original and genuine quality and rates should be as per the approved rate lists of different companies manufacturing the vehicles. The old/replaced parts shall be the property of the Ministry along with inventories of the parts replaced at the time of submission of the bill.
- (6) The contractor should ensure that the vehicle sent for repair jobs are repaired satisfactorily. If same type of problem arises within two months, the contractor has to re-repair the car/three wheeler for which no labour charges will be paid.
- (7) All major works carried out should be adequately guaranteed for six months and defects during this period will have to be carried out free of charge.
- (8) The contractor should ensure that no petrol is taken out of the vehicle under repair job. Amount of the petrol is to be recorded in the job card in the presence of the driver while the vehicle is taken to workshop for repair.
- (9) The contractor has to ensure that no idle running is carried out.
- (10) The contractor should be available on telephone for rendering service on all working days and also on holidays.
- (11) In the event of any dispute, the decision of the Ministry will be final.
- (12) The Ministry reserves the right to terminate the contract any time without assigning any reason thereof by giving 7 days notice in writing. The contractor shall not be entitled for any compensation by reason of such termination.
- (13) The terms and conditions mentioned in this tender document are subject to modification/alternation/deletion at the discretion of the Ministry before the final agreement is executed.
- (14) The Ministry reserves the right to cancel any or all tenders without assigning any reason thereof.
- (15) The firms are requested to give their rates of the items indicated in the **Annexure-I** clearly in typed materials.
- (16) In case, the contracting firm is not able to accept the contract after it is awarded or if it is not able to do the work after accepting the contract, it

will be liable to pay the damage to the department including the extra rate, which this Ministry will have to pay to any other contractor for getting such work done.

- (17) The above act of backing out would automatically debar the contractor from any further dealing with this Ministry.
- (18) No work will be carried out in the staff cars unless specifically authorized by the Ministry.
- (19) Relevant taxes, as applicable, will be deducted from each and every bill submitted.
- (20) All the bills submitted by the successful tenderer would accompany with the work vouchers duly signed by concerned staff car driver.
- (21) The tenderer whose quotations are finally accepted, shall have to deposit a sum of Rs. 1,00,000/- (Rs. one lakh only) in the form of guarantee from a nationalized Bank or fixed deposit of the amount as Performance Security in the event of the firm violating any of the terms and conditions of the contractor or not providing satisfactory service.

(V. Prasad)
Section Officer
Tele. 23381631.

1. Website of 'Central Procurement Portal'.
2. NIC- to upload the above tender notice on the website of Ministry of Mines.

