



राष्ट्रीय पुस्तक न्यास, भारत
मानव संसाधन विकास मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Human Resource Development, Govt. of India

Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi – 110 070
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Cost ₹ 500/-

TENDER FORM

National Book Trust, India, an Autonomous Organization of the Government of India, Ministry of Human Resource Development invites application for Tender for Annual Maintenance Contract for vehicles, viz Ambassador Cars, CIAZ, Innova, Gypsy and Exhibition-cum-Sales vans TATA 1512 (DISEL/CNG) invites application in 2 bid format (Technical + Financial). Financial Bid (Annexure II) should be provided in separate sealed envelope. Technical Bid & Financial Bid sealed in two different envelopes should be submitted in a third envelope carrying these two envelopes. Or (There should be third envelope which will keep these two Financial & Technical bids envelope)

Start date and time for sale of Tender Document : 11:00 Hrs. on 22nd November 2017.
Pre bid Meeting Date and Time : 09:30 Hrs. on 29th November 2017.
Close Date and Time : 11:00 Hrs. on 13th December 2017.
Technical bid opening Date : 11:30 Hrs. on 13th December 2017.

Terms and conditions enclosed at Annexure:

EMD : ₹ 15,000

Essential Documents to be attached:

- i. DD of ₹ 500/- in favour of National Book Trust, India, Payable at New Delhi
- ii. DD of ₹ 15,000/- in favour of National Book Trust, India, Payable at New Delhi
- iii. Xerox copy of PAN and Service Tax & GST Registration Number
- iv. Duly signed copy of Tender Document
- v. List of Engineers, Electricians, Foremen etc.
- vi. List of Ministries/ Departments where work is being carded out along with copy of work order

TERMS AND CONDITIONS

1. The rates of labour charges should be quoted only in Annexure II specifying whether they are including or excluding service tax and other levies.
2. Period of contract shall generally be one year. However, NBT reserves the right to terminate the contract at any time without assigning any reason thereof and without making any damage charges. The contract may also be extended for one year at the discretion of the Competent Authority of the Trust on satisfactory performance of the contractor.
3. The contractor shall have to give a warranty of six months' time for the repairs done and parts fitted in the vehicles. In case the same fault occurs in the vehicles within six months, the contractor will have to attend the job without claiming any further charges.
4. The spare parts replaced in the vehicle shall be genuine i.e. Tata Parts for Exhibition Vans and all company branded for Gypsy, Ambassador, Innova & CIAZ. In case it is found that spares parts used are spurious, the contract shall be terminated immediately and action shall be taken against the contractor for recovery of damages. The old spare parts shall be returned by contractor to the Trust after repairs are carried out.
5. No advance payment of labour charges and cost of spare parts shall be made by the Trust.
6. The contractor should have a proper parking space with facilities like denting painting washing etc. which will be physically inspected by the Trust and also provide proper security to the vehicles while they are in his custody for repairs.
7. A list of Ministries/ Departments for whom the contractor is presently working should be sent with the bid alongwith the strength of Automobile engineers, electricians, denters, foremen etc.
8. The contractor should be able to provide proper towing facility and should also be able to attend to breakdown on roads as and when required by the Trust. No extra payment of vehicles towards towing shall be made by the Trust.
9. The successful tenderer will be required to furnish "Security Deposit" of ₹ 15,000/- (Rupees Fifteen Thousand only) within 10 days from the date of awarding the contract in the form of Bank Draft payable to National Book Trust, India at New Delhi. The security deposit shall be refundable without any interest only after the expiry of the contract.
10. The Deposit shall be forfeited if during the period of the contract the services of the contractor are found to be unsatisfactory or in the event of breach of contract by him before the date of, expiry of

the contract. All Tenders should be accompanied by Earnest Money Deposit (refundable) of ₹ 15,000/- (Fifteen Thousand only) only in the form of a Demand Draft drawn in favour of National Book Trust, India.

11. The Decision of the Director, NBT, India shall be final and binding on the bidders/contractors. The Director, NBT also reserves the right to reject any quotation(s) whatsoever.
12. Income Tax PAN should invariably be provide by the firm for the purpose of TDS alongwith other credentials.
13. All cuttings/overwriting must be attested by the Authorized Signatory.
14. In case for any difference in rates in figures and words, the amount in words would prevail.
15. Last date for submission of Tenders is upto 11:00 Hrs. on 13th December 2017. Tender shall be opened on the same at 11:30 Hrs. In the presence of interested bidders.
16. The Trust shall make payment to the Contractor on submission of a Pre-Receipted bill. Each bill shall be supported by a certificate from the Driver concerned & countersigned by Administration unit to the effect that the repairs billed have been carried satisfactorily and the spare parts have been actually fitted to the vehicle.
17. All disputes shall be subject to the jurisdiction of Delhi/ New Delhi courts only.
18. Income Tax at source shall be deducted as per rules.

LABOUR CHARGES FOR THE BELOW MENTIONED JOBS

A. Servicing

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
1.	Complete Servicing					
2.	Oil Filter Change					
3.	Washing the vehicle					
4.	Polishing the vehicle					
5.	Rubbing & Polishing					

B. Mechanical Jobs

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
6.	Engine overhaul					
7.	Piston ring change					
8.	Head gasket change					
9.	Replacing Timing chain/Oil seal					
10.	Tune up of Engine					
11.	Distributor over haul					
12.	Fuel pump over haul					
13.	Change of spark plugs				NA	
14.	Water pump over haul					
15.	Replacing fly wheel ring					
16.	Replacing Manifold packing					
17.	Remove and refit of radiator					
18.	Replacement fan belt					
19.	Replacement of hose pipe					
20.	Replacement half engine foundation					
21.	Replacement half engine assy					
22.	Remove & refit of the engine					
23.	Remove & refit of the oil pump					
24.	Showering radiator					
25.	Meter repairing					
26.	Wheel greasing					
27.	Change of meter wire					

C. Clutch System

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
28.	Clutch over haul					
29.	Clutch Cylinder over haul					
30.	Clutch Finger Betting					
31.	Replacement of clutch brake paddle bush					
32.	Adjustment clutch paddle					
33.	Replacing clutch rod					

D. Gear Box

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
34.	Gear box over haul					
35.	Change Gear box front oil seal					
36.	Change Gear box rear oil seal					
37.	Change Gear lever					
38.	Change gear box foundation					
39.	Change gear lever ball joint					
40.	Change Gear box packing					
41.	Adjust gear lever					
42.	Change gear box speed drive seal					

E. Petrol Tank

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
43.	Remove and refit of the Petrol Tank					
44.	Remove clean & refit					
45.	Change Petrol & Refit					

F. Steering/Suspension

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
46.	Steering overhaul					
47.	Steering belt replacing					
48.	Steering wheel replacing					
49.	Steering ball joint replacing					

50.	Steering bracket change					
51.	Replacement tie rod ends					
52.	Wheel alignment & caster camber					
53.	Remove & refit of steering					
54.	Change gear control rod					
55.	Overhaul suspensions					
56.	Change suspension bushes					
57.	Change front wheel. Bearing/oil seal					

G. Driving Shaft

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
58.	Over haul driving shaft					

H. Brake System

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
59.	Over hauling rear axle (one side)					
60.	Adjusting brakes					
61.	Master cylinder over haul					
62.	Adjust brakes					
63.	Change of brake					

I. Brake Suspension

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
64.	Over hauling rear axle (One side)					
65.	Over hauling differential					
66.	Change rear shock absorber each					
67.	Rechambering rear spring					
68.	Change rear spring					
69.	Rebushing rear spring					
70.	Differential packing change					
71.	Differential oil seal change					
72.	Replace differential assy					
73.	Replace rear brake drum					
74.	Replace rear axle oil seal					

J. Electrical Repairs

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
75.	Self-starter over haul					
76.	Self-starter Bendix change					
77.	Recharging batteries					
78.	Tune up electric horn set					
79.	Checking electric system					
80.	Change horn relay & flasher					
81.	Remove & refit of horn assy					
82.	Replacing wiring complete -					
83.	Replacing ignition switch					
84.	Replacing solenoids switch					
85.	Overhauling wiper motor					
86.	Focus adjustment head lights					

K. Exhaust System

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
87.	Fitting front pipe					
88.	Fitting tail pipe					
89.	Fitting silencer box					
90.	Fitting silencer bracket					

L. Body Repairs

Sl. No.	Name of the Repair	Ambassador, Gypsy (In ₹)	Innova (In ₹)	CIAZ (In ₹)	TATA 1512 Diesel (In ₹)	TATA 1512 CNG (In ₹)
91.	Change front W/s glass rubber					
92.	Change rear W/s glass rubber					
93.	Change & repair door lock					
94.	Change door handle					
95.	Change door golabeedings					
96.	Change door glass channels					
97.	Change door inner rubber					
98.	Change dickey lock					
99.	Repair dickey lock					
100.	Repair glow box set					
101.	Repainting whole vehicle					
102.	Applying full cover coat					
103.	Remove & refit bumper					

104.	Remove & refit grill					
105.	Remove & refit grill bonnet					
106.	Adjust bonnet lock					
107.	Change in color					
108.	Denting full body					
109.	Minor denting					
110.	Dickey floor change					
111.	Door repair change					
112.	Bumper repair					
113.	Generator service					
114.	Clutch leather work					
115.	Alphabet writing work					
116.	New rubber on display glasses					

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I/We hereby agree to abide by the terms and conditions of the Tender contained in Annexure I.

Authorized Signatory: _____

Name of the Firm: _____

Address: _____

Seal/Stamp of Firm: _____

PAN No: _____

GST No.: _____

Place: _____

Date: _____