

**NATIONAL BOOK TRUST, INDIA  
NEHRU BHAWAN, 5, INSTITUTIONAL AREA, PHASE II, VASANT KUNJ,  
NEW DELHI- 110070**

**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)

Start Date for Sale of Tender Document: 11:00 hrs ; 18<sup>th</sup> April 2017

Pre bid Meeting Date and Time: 09:30hrs on 25<sup>th</sup> April 2017

Close Date and Time: 10:00 hrs on 8<sup>th</sup> May 2017

Technical Bid Opening Date: 10: 30 hrs on 8<sup>th</sup> May 2017

- Terms and conditions enclosed at Annexure.

**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 Rs. 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 Rs. 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 10:00 hrs on 8<sup>th</sup> May 2017. Tenders shall be opened on the same day at 10:30 hrs in 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**

S.no	Name of the Repair	Ambassador	Gypsy	Innova	CIAZ	TATA 1512	TAT
		Car				DIESEL	CNG
		Rs.					
1	Complete Servicing						
2	Oil Filter Change						
3	Washing the vehicle						
4	Polishing the vehicle						
5	Rubbing & Polishing						

**B. Mechanical Jobs**

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						
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	Replacing 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**

S.No.	Name of the repair	Ambassad or Car	Maruti Gypsy	Innova	CIAZ	TATA 1512 DIESEL	TATA 1512 CNG
		Rs.					
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

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

43	Remove and refit of the petrol tank						
44	Remove clean & refit						
45	Change Petrol & Refit						

#### F. Steering/Suspension

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

S.No.	Name of the repair	Ambassador Car,	Maruti Gypsy	Innova	CIAZ	TATA 1512 DIESEL	TATA 1512 CNG
		Rs.					
58	Over haul driving shaft						

### H. Brake System

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

64	Over hauling rear axle (One side)						
65	Over hauling differential						
66	Change rear shock absorber each						
67	Recambering 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

S.No.	Name of the repair	Ambassador Car,	Maruti Gypsy	Innova	CIAZ	TATA 1512 DIESEL	TATA 1512 CNG
		Rs.					
75	Self starter over haul						
76	Self starter bandix change						
77	Recharging batterys						
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 solenoide switch						
85	Overhauling wiper motor						
86	Focus adjustment head lights						

### K. Exhaust System

S.No.	Name of the repair	Ambassador Car,	Maruti Gypsy	Innova	CIAZ	TATA 1512 DIESEL	TATA 1512 CNG
87	Fitting front pipe						
88	Fitting tail pipe						
89	Fitting silencer box						
90	Fitting silencer bracket						

### L. Body Repairs

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 gola beedings						
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						

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 :

Service Tax No :

Place:

Date: