

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) 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 12th July 2017.
Pre bid Meeting Date and Time: 09:30 Hrs on 19th July 2017.
Close Date and Time: 11:00 Hrs on 3rd August 2017.
Technical bid opening Date: 11:30 Hrs on 3rd August 2017.
Tender Fee: Rs. 500

- Terms and conditions enclosed at Annexure:

EMD: Rs. 15,000

Essential Documents to be attached:

- I. DD of Rs. 500/- in favour of National Book Trust, India, Payable at New Delhi
- II. DD of Rs. 15000/- in favour of National Book Trust, India, Payable at New Delhi
- III. Xerox copy of PAN
- IV. Duly signed copy of Tender Document
- V. List of Engineers, Electricians, Foremen etc.
- VI. List of Ministries/ Departments where work is being carried 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 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.



Annexure I

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 11:00 Hrs on 3rd August 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-Received 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	Innova	CIAZ	TATA 1512	TATA 1512
		Car, Gypsy			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				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	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	Ambassador	Innova	CIAZ	TATA 1512	TATA 1512
		Car, Gypsy			DIESEL	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,	Innova	CIAZ	TATA 1512 DIESEL	TATA 1512 CNG
		Gypsy				
		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					

Annexure II (Financial Bid)

I. Brake Suspension

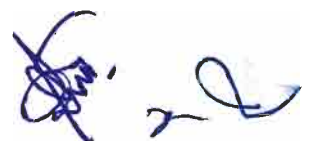
64	Over hauling rear axle (One side)					
65	Over hauling differential					
66	Change rear shock absorber each					
67	Recambering rear spring					
68	Change rear spring					
69	Rebushing rear spring					
70	Differential packing change					
71	Differential oil seal change					
72	Replace differential assy					
73	Replace rear brake drum					
74	Replace rear axle oil seal					

J. Electrical Repairs

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

K. Exhaust System

87	Fitting front pipe					
88	Fitting tail pipe					
89	Fitting silencer box					
90	Fitting silencer bracket					



Annexure II (Financial Bid)

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 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					

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:

