

F. No. 26016/02/2018- GA
Government of India
Ministry of Environment, Forest and Climate Change
GA Section

Sub:- E-tender for Annual Rate Maintenance Contract (AMC) for servicing/ repairs/ maintenance of Staff Cars of the Ministry of Environment, Forest and Climate Change- reg.

Annual Rate Contract (AMC) for serving/ repairs/ maintenance of Staff Cars of MoEF&CC is going to expire on 31st March 2019

2. In this connection, it is stated that presently 13 vehicles are in the fleet of vehicle owned by MoEF&CC. The AMC of these 13 vehicles are with M/s New Delhi Car Clinic, B-15 Palika Bhawan, R.K. Puram, and Sector-13. As repairs/ servicing/ maintenance of these vehicles are required frequently, and calling quotation on each occasion for these regular recurring work is impractical and time consuming.

3. Keeping in view the above, ongoing contract was awarded after tendering. Since the existing tender will expire shortly, it is proposed that we may call tender following the e-tendering process for awarding the contract. A draft tender is attempted for vetting by IFD.

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भारत सरकार / Government of India

पर्यावरण , वन एवं जलवायु परिवर्तन मंत्रालय/ Ministry of Environment, Forests and Climate Change

सामान्य अनुभाग/General Section

इंदिरा पर्यावरण भवन/Indira Paryavaran Bhawan,

जोर बाग, अलीगंज /JorBagh, Aliganj,

नई दिल्ली /New Delhi-110 003

Dated: March, 2019

Subject: E- tender for Annual Maintenance Contract (AMC) for servicing/repairs/maintenance of Staff Cars of the Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhavan, New Delhi for a period of one year -Inviting quotations regarding.

Closing Date: 22.4.2018

Online/ e- Tenders are invited on behalf of the President of India through Under Secretary (GA), Ministry of Environment, Forest and Climate Change (MOEF & CC) **Annual Maintenance Contract (AMC) for servicing/repairs/maintenance of Staff Cars of the Ministry of Environment, Forest and Climate Change, Indira Paryavaran Bhavan, New Delhi -110003**, as per terms and conditions detailed out in the following paragraphs, from interested firms having requisite experience.

a.	Availability of tender document on website : http://envfor.nic.in/ and https://moefcc.euniwizard.com	
b.	Last date of sale of tender document	22/04/2019 at 5.00 PM
c.	Last date of submission of tender	22/04/2019 at 5.00 PM
d.	Technical bid online submission start date.	14/03/2019 at 10.00 AM
e.	Technical bid online submission end date.	22/04/2019 at 5.00 PM
f.	Date and time for opening online technical bids	23/04/2019 at 3.00 PM
g.	Date and time for opening online financial bids for technically qualified bidders.	
i.	Estimated Value of the Contract	15,00,000/-
j.	Registration Charges for One Year	Rs.2360/- (GST included)

k.	Tender Processing Fee	900/- + 18% GST
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Instructions for Online Bid Submission:

Following are the instruction for online bid submission as per the term and conditions of service provider i.e. ITI Limited, a Public Sector undertaking under the Ministry of Information Technology and Communications, Government of India.

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-Procurement Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-Procurement Portal may be obtained at: <https://moefcc.euniwizard.com>

REGISTRATION

1. Bidders are required to enroll on the e-Procurement Portal ([URL: https://moefcc.euniwizard.com](https://moefcc.euniwizard.com)) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year charge.
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Only Class III Certificates with signing + encryption key usage) issued by any Certifying Authority recognized by Controller of Certifying Authority (CCA) India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6. Bidder then log in to the site through the secured log-in by entering their user ID/password and the password of the DSC / e-Token.
7. The scanned copies of all original documents should be uploaded on portal.
8. For any Technical Query contact to our helpdesk Number 011-49606060, Email: ewizardhelpdesk@gmail.com Mr. Birendra – 9205898228.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-Procurement Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders have selected the tenders in which they are interested, they can pay the processing fee Rs.900/- + 18% GST (NOT REFUNDABLE) by net-banking / Debit / Credit card. Thereafter, they may download the required documents / tender schedules, Bid documents etc. Once bidders pay both fee (Registration Fee and Tender Processing Fees), tenders will be moved to the respective "Register" Tab. This would enable the e-Procurement Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

1. Qualifying Criteria/ Technical Bid

The firms fulfilling criteria should submit the following documents in Technical Bid

- i) Name of the firm with full address and Telephone No.
- ii) PAN/TIN (VAT)/GST No.
- iii) Details of past experience of providing the maintenance/ repair services from at least three Government Organisations.
- iv) The Earnest Money of Rs. 30,000/- (Rupees Thirty thousand only) through a Demand Draft/Pay Order in favour of DDO, Ministry of Environment, Forest and Climate Change, New Delhi.
- v) The firm should be in existence for over 5 (Five) years in the trade with the maintenance business (service business turn over) not less than Rs. 5,00,000/- (Rupees Five lakhs only) per annum during the last three years.
- vi) An undertaking that the firm has not blacklisted by any Government Department and no criminal case has initiated/ registered against the agency/firm or its owner/proprietor/partner anywhere in India.
- vii) Tendering firm should indicate specifically as to whether they are authorized work shop of any make of cars. Firm also needs to indicate whether they will be able to repair all types of vehicles Maruti SX4, Swift Desire, Ciaz, Innova etc.) available with this Department.

2. Financial Bids

- (i) Only online financial bids of the technical qualified bidders will be considered.
- (ii) Financial bid should include:- The rates against each items separately as per items indicated in annexure- I& II.
- (iii) No documents/ explanation shall be accepted after closing date & time of Financial bid

3. Settlement of Disputes:

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitration of Secretary, Ministry of Environment, Forest and Climate Change (MoEF&CC) or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of MoEF&CC or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a MoEF&CC employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification re-enactment thereof or any rules made thereof.

The venue of Arbitration proceeding shall be office of MoEF&CC at New Delhi or such other place as the arbitrator may decide.

The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to aforesaid arbitration and conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

The courts of Delhi only shall have the jurisdiction to decide any dispute that may arise in relation to the contract.

4. The following additional terms and conditions would have to be followed by the tenderer /successful bidder.

- i) The Earnest Money of Rs. 30,000/- (Rupees Thirty thousand) through a Demand Draft/ Pay Order drawn in favour of PAO, Ministry of Environment, Forest and Climate Change, New Delhi accompanying the quotation in the "Technical Bid" if the Bid is received without the EMD, it would not be considered and would be rejected summarily.
- ii) The workshop of the tenderer should be within a radius of 15Kms from Indira Paryavaran Bhavan, Jor Bagh, New Delhi.
- iii) Schedule of Labour charges/rates of component will remain unchanged throughout the contract period of one year.
- iv) Spare parts to be provided should be original and Genuine quality and rates should be as per the approved rate lists. The old/replaced parts shall be property of the Ministry and the workshop will return the same to the Ministry.
- v) The contractor should ensure that the vehicles sent for repair jobs are repaired satisfactorily. If same type of problem arises within three months the contractor has to repair the car, for which no labour charges will be paid.

- vi) The Ministry reserves the right to terminate the contract any time without assigning any reason thereof by giving seven days notice in writing. The contractor shall not be entitled for any compensation by reasons of such terminations.
- vii) The Ministry reserves the right to cancel any or all parts of tender without assigning any reasons thereof.
- viii) For Accessories items (Annexure-II)/other items in (Annexure-I) like Battery, Carpet, Tools box, one set of tyre tube, loose seat cover/fancy cover etc. range wise minimum rates for branded items mentioned the brand name be furnished. Rates furnished by as per estimate/as per actual may not be considered and treated as invalid.
- ix) The successful bidder shall have to deposit security of Rs. 1.00 lakh (Rupees one lakhs) in the form of Bank Guarantee/fixed receipt in favour of PAO, Ministry of Environment, Forest and Climate Change payable at New Delhi. The security deposit is refundable on successful completion of contract. The security money shall be forfeited in case of any default on the part of the contractor of unsatisfactory service.
- x) The price quoted will be exclusive of taxes and shall be fixed and final, Taxes, as applicable will be extra, which will not be quoted in the bid.
- xi) Rates (as sought vide our Annexure I & II) may be furnished, failing which quotation may be considered.
- xii) Un-realistic rates (i.e. too high or too low) quoted by the firms will make their tender liable to being summarily rejected by this Ministry.
- xiii) While submitting the quotation, the bidder is deemed to have read, understood and accepted all the terms and conditions stated in this document and no change, whatsoever desired, will be entertained by this Ministry.
- xiv) The payment for work will be made after successful completion of the work on presentation of bill in triplicate as per rates approved by this Ministry.
- xv) Each page of this Tender Notice and documents including General terms and conditions should be signed by the Tenderer.
- xvi) All rates (component rate/labour charge) furnished in Annexure I and Annexure II are equally applicable on all the Staff Cars such Maruti SX4, Ciaz, Innova of this Ministry.
- xvii) L1 rates to be fixed so that work can be done from any reputed agency.

7. The contract will be valid for a period of one year w.e.f. award of the contract. However, the contract may be extended two more year by the Ministry on request of the Agency, on the same rates, terms and conditions as in the present contract on the basis of

satisfactory service. The grant of extension of contract will be the sole discretion of the Ministry.

Encl; As above.

(C.S. Thakur)
Under Secretary to the Government of India
24695358

ANNEXURE-I

RATES FIR REOAU/SERVICING JOB TO BE DONE IN VEHICLES.

S.No	List of Items	Rate(including GST)	Labour Charges (Including GST)
1.	Servicing (full) including oil changes, greasing, plug change etc.)		
2.	Engine Tuning and related work		
3.	Car heater		
4.	Brake overhauling		
5.	Brake lathe/work		
6.	Brake disc pad set.		
7.	MC Cylinder Kit changing		
8.	@h33l oil seal and bearing change (each wheel)		
9.	Steering overhauling		
10.	Steering lathe work		
11.	Suspension overhauling and Bush kit changing		
12.	Suspension lathe work		
13.	Power Steering overhauling		
14.	Bush Kit changing		
15.	Clutch overhauling		
16.	Clutch lathe work		
17.	Clutch plate		
18.	Self starter overhauling		
19.	Engine general overhauling		
20.	Engine piston ring changing and decarbonising		
21.	One stock absorber changing (each)		
22.	A door glass channel changing and lock repair		
23.	Door lock repairing		
24.	Door channel changing (4 door)		
25.	Door Gola rubber beading changing (4 door)		
26.	Door frame rubber changing		
27.	Gear box overhauling		
28.	Differential overhauling		
29.	Fuel pump kit/Assy change		
30.	Water pump Assy change		
31.	Ignition switch changing and wire changing		
32.	Petrol tank gauge changing		
33.	Horn repair		
34.	Turn indicator repair		
35.	Wiper/blade machine repair		
36.	Electric wiring changing		

37.	Rear axle shaft changing		
38.	Central locking		
39.	Rocket shaft bush changing		
40.	Speedometer cable changing		
41.	Gear liver kit change		
42.	Replace differential gasket		
43.	Silencer muffler changing and welding		
44.	Silencer tailpipe changing and welding		
45.	Bonnet locker repair/replacement setting		
46.	Full painting (1 Deko 2 Metallic)		
47.	Complete full floor steel sheet change and welding.		
48.	Seat cover new velvet with door and side		
49.	Roof new change deluxe velvet(MMG)		
50.	Roof leather foam new fitting with foam		
51.	Roof thermal fitting		
52.	Engine main oil seal change and repair		
53.	Timing belt and bearing change		
54.	Both front caliper kit change		
55.	Rear brake overhauling		
56.	Brake booster changing		
57.	Fan belt change		
58.	AC servicing denting with oil and gas		
59.	Repainting bonnet		
60.	Rubbing polish		
61.	Replace gear lever		
62.	Alternator overhauling		
63.	Dicky lock repairing		
64.	Replace door handle cup		
65.	Replace speedometer		
66.	Fuse box change		
66.	Replace fuel tank hose.		
67.	Fuse box change		
68.	Remove clean and refit fuel tank		
69.	Propeller shaft overhauling		
70.	Fitting new power steering		
71.	Wheel alignment and balancing		
72.	Carburettor overhauling		
73.	Beed seat		
74.	Dicky box with carpeting		
75.	New euro III MPFI ECM Assg. Kit with fitting		
76.	New Euro MPF oxygen sensor relay		
77.	Timing belt with fitting		
78.	AC compressor		
79.	Inner dry cleaning		
80.	Replace fan belt		
81.	Padding of front seat.		
82.	Padding of rear seat		

83.	Revolving light grand (VIP light)		
84.	Rear Spring Re-cambering		
85.	Rear wheel bearing change		
86.	Front wheel bearing change		
87.	Power window repair		
88.	Light/head light repair		
89.	Power steering overhauling		
90.	Front shocker change		
91	Rear Shocker change		
92.	Disc. rator change		
93.	Suspension Arm Chang		
94.	Head light assy. Change		
95.	Throttle sensor change		
96.	AC condensor fan		
97.	AC compressor with fitting		
98.	Brake repair		
99.	Rear suspension		
100.	One side painting.		
101.	Head lamp assy.change		
102.	Cylinder head repair		
103.	Radiator Cleaning		
104.	Radiator Change		
105.	Window repair		
106.	Front grill change		
107.	Suspension arm change		
108	Front axle shaft change		
109.	Catylectic convertor change		
110.	Chamber change		
111.	Power Steering pipe assy.kit		
112.	Power Steering belt.		
113.	Kamani repair tension		
114.	Door lock gun with wire change		
115.	Shaft repair		
116.	Shaft alignment		
117.	Radiator fan		
118.	Silencer repair		
119.	Electric pump assy.		
120.	Chamber change		
121.	Clutch cable assy		
122.	Fuel gauge assy.kit		
123.	Door lock new		
124.	Gear lever boot.		
125.	Air Cleaner hose change.		

