

**F.No. 26/1/2009-Admn.  
Government of India  
Ministry of Mines  
(Admn. Section)**

**Subject: Annual Maintenance Contract for maintenance and repair of staff cars for a period of one year from 23.07.2009 to 22.07.2010 – inviting quotations.**

Quotations are invited for the Annual Contract for servicing, overhauling and repairs of Staff Cars of Ministry of Mines. The firms fulfilling the following criteria may send their bids superscribed as “Quotation for the Annual contract for servicing, overhauling & repairs of staff cars of Ministry of Mines” and send to the undersigned in Room No.312, “D” wing, 3<sup>rd</sup> Floor, Ministry of Mines, Shastri Bhawan, Rajendra Prasad Road, New Delhi-110011.

2. The following information may also be supplied:-

- a) Name of the Firm
- b) Business address of the Firm
- c) Telephone No. or Mobile No. if any
- d) PAN/TIN (VAT) No.
- e) Details of past experience of providing maintenance of vehicles to Govt. Deptts./ PSUs
- f) Registration/Licence No. of the workshop
- g) The earnest money of Rs.5,000/- (Rs. Five 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 5(five) years.

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

- (i) The earnest money Rs.5000/- (Rs. Five thousand only) through a crossed Demand Draft drawn in favour of “PAO (Sectt.) 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.
- (ii) The said earnest money will not bear any interest and will be refunded only after the finalization of the contract awarding process.
- (iii) The workshop of the tenderer should be within a radius of 8 Kms. of Shastri Bhawan.

- (iv) Schedule of labour charges will remain unchanged throughout the contract period of one year.
- (v) Spare parts to be provided should be of original and genuine quality . The old/replaced parts shall be the property of the Ministry.
- (vi) The firm should ensure that the vehicle sent for repair jobs are repaired satisfactorily. If same type of problem arises within a month, the contractor has to re-repair the car/three wheeler for which no labour charges will be paid.
- (vii) The firm 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.
- (viii) The firm has to ensure that no idle running is carried out.
- (ix) The firm should be available on telephone for rendering service on all working days as also on holidays.
- (x) In the event of any dispute over the contract, the decision of the Ministry will be final.
- (xi) 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.
- (xii) The tenderer are required to produce certificate to prove their competence for undertaking the job in question and also furnish Certificate from at least 10 Govt. Department for their satisfactory performance.
- (xiii) The Ministry reserves the right to cancel any or all tenders without assigning any reason thereof.
- (xiv) The firms are requested to give their rates of the items indicated in the **Annexure-I** clearly on their letterheads typed computerised.
- (xv) 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.
- (xvi) The above act of backing out would automatically debar the contractor from any further dealing with this Ministry.

- (xvii) No work will be carried out in the cars/scooters unless specifically authorized by the Department.
- (xviii) Relevant taxes, as applicable, will be deducted from each and every bill submitted.
- (xix) All the bills submitted by the successful tenderer would accompany with the work vouchers duly signed by concerned staff car driver.

7. The tender may be deposited by 23.7.2009 at 3.00PM in the office of Under Secretary (Admn.), Room No.312, "D" wing, 3<sup>rd</sup> Floor, Ministry of Mines, Shastri Bhawan, Rajendra Prasad Road, New Delhi-110011. The bids would be opened at 3.30PM on 24.7.2009 in the Room No. 312-D, in the presence of those of the tenderers, who wish to be present during the tender opening time.

Yours faithfully,

(PRAMOD CHAND)  
Under Secretary to the Government of India.  
Tele. No. 23384743.

To:

Dir (NIC), Ministry of Mines with a request to upload it on the website of this Ministry for a period of 7 days.































