

No.26016/9/2005-Admn.  
Government of India  
Ministry of Chemicals and Fertilizers  
Department of Chemicals and Petrochemicals  
(Administration Section)  
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Shastri Bhawan,  
New Delhi,  
Dated 26.05.2008

To  
(As Per List)

Subject:-Annual Contract for servicing/maintenance of Staff Cars in the Department of Chemicals and Petrochemicals.

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Sir,

I am directed to invite sealed quotations for servicing /repair of the following Staff Cars of this Department of Chemicals and Petrochemicals.

- i)Ambassador - Two(02)
- ii)Premier 118 NE - Four(03)
- iii)Maruti Esteem - One (02)

2. The detailed terms and condition of the contract are given below:-

- a) The workshop must have complete wherewithal to repair all kinds of mechanical/electrical defects. The workshop should also be well-equipped to undertake all types of works like denting/painting etc.
- b) Spare parts to be provided should be of original and genuine quality purchased from authorized dealers and the rates should be as per the approved rate list of different companies manufacturing the vehicles. The old/replaced parts shall be the property of the Department and the workshop will return the same to the Department along-with inventories of the parts replaced.
- c) It shall be responsibility of the workshop to keep all the vehicles in perfect running conditions.
- d) The workshops will be required to attend to the defects indicated in the work order issued by this Department on priority basis. If any additional work is required to be carried out in the vehicles which are not indicated in the work order, the workshop shall intimate submit the estimate to the Department before attending to the same.

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- e) The workshop shall stand guarantee on the parts replaced. If the work of the workshop is found to be unsatisfactory or if the workshops dishonors the contract, the job awarded to them shall be terminated without any notice.
- f) The rates of labour charges and spare parts will remain unchanged thought the contract period.
- g) The bills must indicate separately the labour charges and the charges for spare parts.
- h) In case of break-down of the vehicle, while playing, the agency is required to provide on the spot facility for its spot repair or removal to the work-shop for repair.
- i) The workshop should sent the copies of the contract, if any, awarded to them by any other Ministry/Department of the Govt. of India in order to prove its competence to undertake the repairs of the Govt. vehicles.
- j) No advance payment will be made in any case
- k) The sealed quotation must be submitted along-with the following information/documents:
  - (i) Rate list of as per the Performa at Annexure-II
  - (ii) TIN,PAN and Registration/License No. etc.
  - (iii) The Earnest Money of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft drawn in favour of DDO, Department of Chemicals and Petrochemicals New Delhi. Must, accompany the quotation. The quotation reed without EMD of Rs.10,000/- shall be rejected. The successful bidder would be required to made a security deposit in the form of bank guarantee worth of rs.10,000/- (Rupees Ten thousand only) as per rules. While signing the agreement. The said security deposit will not bear any interest and will be refundable only after the successful completion of the contract, subject to the adjustment of dues against the contractor. The earnest money of unsuccessful bidders would be returned without any interest.
  - (iv) Under any circumstances the Contractor will not appoint any sub-contractor or sublet the contract. If it is found that the Contractor has violated these provisions, the contract can be terminated without any notice by the Department.
  - (v) The contract will be valid for a period of one year, from the date of awarding the contract. However, in the event of services rendered being found unsatisfactory or in the event of any other unforeseen circumstances, the contract is liable to the terminated without assigning any reason. The decision of the Department in this regard shall be final.
3. The quotations, complete in all respects, may be submitted in a sealed cover super-Scribed 'QUOTATIONS FOR SERVICE/MAINTENANCE OF STAFF CARS' by 3.00 p.m. 11.06.2008.
4. The quotations received will be opened 11.06.2008 at 3.30 p.m. in Room No.231-A Wing, Shastri Bhawan, New Delhi. The representatives of the workshop who wish to be present at the time of opening of quotations are welcome to be associated.
5. The terms and conditions mentioned in this tender documents are subject to modification/alteration/deletion at the discretion of the Department before the final agreement is executed.
6. The Department reserves the right to terminate the contract any time without assigning any reason thereof by giving seven day notice in writing . The contractor shall not be entitled for any compensation any reason of such termination.

7. The Department also reserves the right to accept or reject any quotation without assigning any reason thereof.
8. The tenders who do not fulfill any of the above said conditions or are incomplete in any respect are liable to be rejected summarily.

Yours faithfully,

Encl: As above.

(Roshan Lal)  
Under Secretary to the Govt. of India  
Tele. No.23387920.

Copy to:-

1. NIC with the request that the tender may be up-loaded on the Web- site of the Department of C&PC.