



COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2 RAFI MARG, NEW DELHI-110001

TENDER DOCUMENT

Workshop for maintenance/service/repair of official vehicles of CSIR Hqrs.

Date of Issue of Tender Document 22.07.2013

Last Date & Time for Submission of Tender Document 09.08.2013 (230pm)

Date & Time for Opening of Tender

Technical Bids 09.08.2013 (4pm)

Financial Bids of eligible Tenderers to be intimated later

request to (IT) to place this on CSIR website.

CONTENTS OF TENDER DOCUMENT

Sl. No.	Description of contents	Page No.
1.	Tender Notice	3-4
2.	A. Scope of Work and General Instructions	5-6
3.	B. PROFORMA FOR TECHNICAL BID (Annexure-I)	7
4.	C. TECHNICAL BID GUIDELINES	8-9
5.	D. Qualifying Criteria in Technical Bids	10
6.	E. PROFORMA FOR FINANCIAL BID (Annexure-II)	11-15
7.	F. TERMS AND CONDITIONS	16-17
8.	G. TERMS OF PAYMENT	18
9.	H. Settlement of Disputes	19
10.	K. DECLARATION	20



COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2 RAFI MARG, NEW DELHI-110001

TENDER NOTICE

(Empanelment of a Workshop for repair/service of Official vehicles)

1. Sealed tenders are invited by **CSIR Hqrs, Anusandhan Bhawan, New Delhi-110001** under the **two bid system (i.e. Part-I: Technical Bid and Part-II: Financial Bid)** from reputed, experienced and financially sound reputed Car & Auto workshops having minimum of 3 years of experience and annual turnover of Rs. 10 lakhs for maintenance/service/repair of official vehicles (cars/three wheeler) of Govt./Ministries/PSUs etc. The Contract will be for a period of only **two years. Last date of submission of bids is 09.08.2013 (upto 2.30pm).**
2. The interested service providers may submit the tenders in **two bid system [i.e. (i) Technical Bid and (ii) Financial Bid]** in the prescribed proforma. All the documents in support of eligibility criteria etc. are also to be attached alongwith the Tender Documents. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances whatsoever.
3. An Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) in the form of Account Payee Demand Draft drawn in favour of JS (Admn.), CSIR has to be submitted to SO(G), CSIR Hqrs., Anusandhan Bhawan, New Delhi 110001 upto 2.30pm on 09.08.2013. **Bids shall not be considered in case the EMD is not submitted along with the technical bid.** Late receipt of EMD will make the bidder disqualified and that bid will not be considered.
4. The Technical Bids will be opened on 09.08.2013 (4pm) by the Standing Tender Opening Committee (STOC) of CSIR Hqrs., New Delhi. At the first instance the technical bids shall be evaluated by a Committee specifically constituted for the purpose by the Competent Authority, CSIR Hqrs.
5. At the second stage, the Financial Bids of only those bidders who qualify in the Technical Bid will be opened on a later date (to be decided and will be intimated telephonically to all bidders found suitable in technical bids) by STOC, which will then give its recommendation(s) regarding the lowest responsive bid, which is to be selected from a comparative statement duly signed by all the members of the STOC.

6. The Competent Authority, CSIR Hqrs. reserves the right to cancel the tender at any time or to amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.
7. For any clarification, SO (Gen.) CSIR Hqrs. can be contacted on any working day between 11 am and 3 pm.

A. SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR TENDERES

1. CSIR Hqrs, New Delhi requires the services of a reputed, experienced and financially sound reputed Car & Auto workshops having minimum of 3 years of experience and annual turnover of Rs. 10 lakhs for maintenance/service/repair of its official vehicles.
2. The Contract shall be for a fixed period of **two years** from the date of issue of award letter and no further extension of contract will be done.
3. CSIR Hqrs. has a fleet of 9 Ambassador cars, one Maruti Suzuki SX4 and one Tata Indigo Manza besides a Bajaj three wheeler.
4. The bids shall be accepted under Two Bid System. The interested service providers have to submit the Technical Bid and the Financial Bid in two separate envelopes which are then further to be enclosed in a single envelope super-scribed as **“tender for Workshop for repair/service of Official vehicles of CSIR Hqrs.”**
5. An Earnest Money Deposit (EMD) of Rs 10,000/- (Rupees ten thousand only) in the form of an account payee Demand Draft/Banker's Cheque drawn in favour of JS(A), CSIR has to be submitted in the envelop containing Technical Bid. **Bids shall not be considered in case the EMD is not submitted along with the Technical Bid.** Late receipt of EMD after closure of bidding time (2.30pm on 09.08.2013), will make the bidder disqualified and that bid will not be considered.
6. The said EMD will not bear any interest and EMD of unsuccessful bidder would be returned by CSIR without any interest after finalization of the contract.
7. Conditional bids shall not be considered and will be rejected summarily.
8. All entries in the tender form should be legible and filled clearly. If the space provided for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be submitted. **No correction either in the Technical Bid or Financial Bid is permitted. In no case should there be any change in the format of the Technical Bid/ Financial Bid. The bids submitted in the proforma other than the proforma provided for the purpose, will be rejected summarily.**
9. In case of partnership firms only, a copy of the partnership agreement or general power of attorney duly attested by a notary Public, must be submitted along with the tender documents. The attested copy of the certificate of registration of firm and the name of authorized partner to interact with the CSIR Hqrs. should also attached along with the tender documents.

10. The financial bids of only those service providers who qualify in the technical bid will be opened.
11. The service providers have to give a **self certificate** to the effect that they have not been blacklisted by any Central Ministry/Department, PSUs or Banks etc. If it is subsequently established or found that a service provider has given any false information or facts or has suppressed facts or has forged any document, etc. EMD or the performance security deposit submitted by the service provider, as the case may be, will be forfeited and no excuse what so ever will be entertained therefore.
12. No service provider will be allowed to withdraw its bids after the technical bids have been opened. If any service provider intends to withdraw after opening of technical bids its EMD will be forfeited.
13. In the financial bid (Annexure-II) the labour charges for the services/repairs mentioned alongside may be filled. The spare parts shall paid as per the prevailing market rates, which in no case shall be higher than the MRP decided by the Spare Part/ Original Equipment Manufacturer.
14. The bidding firm quoting the least rate in maximum number of items in Annexure II shall be considered as L1. In the event of more than one firm quoting least in similar number of items then all such firms will be considered L1 and all firms may be placed on panel of CSIR if all such firms agree to work on the least rates quoted. But if only one firm emerges as the L1 then only that firm will be awarded the contract.
15. **Note:**

The bidder should sign/stamp each page of the tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid. The bidder would fill up the information in the Annexure-II (Financial Bid) in clear and legible terms. Wherever, the prices are to be quoted it should be written in figures and words as well. The quoted prices should also include the impact of all over-heads. Both the Annexures will also have to be signed and stamped by the firm through its authorized signatory.

B. PROFORMA FOR TECHNICAL BID (Annexure - I)

S. No.	Information	
1.	Name of the Agency	
2.	Nature of the concern: (i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)	
3.	Full Address of Regd. Office (i) Telephone No. (ii) Fax No. (iii) e-mail address	
4.	Full address of Operating/Branch Office in Delhi. (i) Telephone No. (ii) Fax No. (iii) e-mail address	
5.	Banker of Agency with full address (Attach Bankers certificate of account maintenance for the last of two years) Telephone Number of Banker	
6.	Registration No. of the agency/firm	
7.	PAN No.	
8.	Service Tax Registration No.	
9.	Service Tax paid during financial years 2010-11, 2011-12 & 2012-13	
10.	Financial turnover and I.T. Returns of the Agency for financial years 2010-11, 2011-12 & 2012-13	
11.	Authorization Certificates of the manufacturers for providing services for the respective vehicles.	
12.	Details of major contracts handled in last two years	
13.	Certificate of satisfactory performance from at least two organization to whom the service was provided	
14.	Certificate – Not blacklisted etc.	

Date:

Place:

Signature of authorized person
Name:

Seal:

C. TECHNICAL BID GUIDELINES

The Service Provider must fulfill the following technical specifications in order to be eligible for clearing the technical evaluation of the bid described in detail.

1. The office of the service providers should be located either in Delhi/New Delhi. **The proof of address is to be attached with the Bid documents.**
2. In case of partnership firms, **a copy of the partnership agreement, or General Power of Attorney (GPA)** duly attested by a Notary Public should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of firm should also be furnished along with the tender. The said documents are to be send with Bid documents.
3. The service providers must have a minimum of three years experience in giving services to Government Ministries/Departments/Public Sector Companies, Nationalized Banks or reputed companies. Proof of at least two contracts from Ministries/Departments of Central Government/ State Government PSUs, Nationalized Banks or reputed companies in last two years along with attested copies of the supply order should be furnished. The said documents are to be attached with Bid documents.
4. The service providers should have had a minimum annual turnover billing amount) of Rs. 10 lakh each year during last three financial years i.e. 2010-11, 2011-12 and 2012-2013. A copy of turn over statement duly certified by the Chartered Accountant is to be furnished with the tender document and copy of Income Tax Return for the last three years i.e. 2010-11, 2011-12 and 2012-2013 should also be submitted. The said documents are to be attached with Bid documents.
5. The service providers should have their own Bank Account. The certified copy of the account maintained for the last two years issued by the Bank should be provided with the Bid documents.
6. Self attested copy of the PAN card of the bidding firms shall be provided with the bid documents.
 - i) The service provider agency (not individual) should be registered with Service Tax Departments. Certified copy of the registration shall be given with the Bid documents.
 - ii) Self Certificate that the firm has not been blacklisted by any Central Government Departments/Ministries/PSUs/Banks etc. should be given with Bid documents.

7. Details of major contracts with Central Government/State Governments/PSUs/Nationalised Banks/Reputed Private Firms handled by the tendering Agency for providing hiring of taxi services during the last three years in the following format (attested copies of the last three years work award may be enclosed)

S.No	Details of client alongwith address, telephone and FAX numbers	Duration of Contract	
		From	To
1.			
2.			
3.			

If the space provided is insufficient, a separate sheet may be attached.

D. Qualifying Criteria in Technical Bids

1. The bidding firm should have its own workshop (rented or owned).
2. Should have at least three years experience in providing rented vehicles to Government Ministries/ PSUs/ Autonomous Organisations.
2. Turnover Certificate of at least Rs.10 lacs per year for the last three financial years i.e. 2010-11, 2011-12 and 2012-13.
3. The workshop of the firm should be within a radius of 10 Kms. of Anusandhan Bhawan.

F. Financial Bid Proforma

(Annexure-II)

Labour Charges for Repair/Maintenance/ Servicing of CSIR Vehicles

1	2	3
	Works	Labour Charges (in Rs.)
I-SERVICING & RELATED WORKS:-		
S-1	servicing and lubrication & engine oil changing	
S-2	rubbing and polishing	
S-3	gear box & differential oil replenishing	
II-ENGINE:-		
E-1	engine tuning MPFI engine	
E-2	cylinder head overhauling	
E-3	complete engine overhauling	
E-4	accelerator cable replacing	
E-5	fan belt replacing	
E-6	car air-conditioner drive belt replacing	
E-7	engine Piston ring set replacing	
E-8	electric Fuel pump repair/replacing	
E-9	replacing flywheel gear ring	
E-10	timing Chain /belt replacing	
E-11	timing cover oil seal replacing	
E-12	engine mounting replacing	
E-13	engine head gasket replacing	
E-14	engine pump replacing	

III- COOLING SYSTEM		
C-1	radiator hose pipe replacing	
C-2	radiator opening and minor repairing and refitting	
C-3	radiator opening, complete washing of all cores after de-soldering the bottom & top reservoir (tank) and re-soldering and re-fitting	
C-4	thermostat valve checking and replacing	
C-5	temperature meter assembly. Replacing	
C-6	fan blade replacing	
C-7	water pump repairing kit replacing	
IV- EXHAUST SYSTEM:-		
ES-1	attending and rectification of exhaust gas leakage from clamp	
ES-2	replace tail pipe including welding work if required	
ES-3	silencer muffler assembly replacement	
ES-4	replacing complete silencer assembly	
ES-5	silencer pipe bracket replacing	
V-TRANSMISSION SYSTEM:-		
T-1	clutch system overhauling (excluding machining jobs)	
T-2	clutch free play adjusting	
T-3	replacing clutch & brake pedal shaft bushes	
T-4	gear Box overhauling	
T-5	speedometer drive pinion replacing	
T-6	speedometer cable replacing	
T-7	propeller shaft U.J. cross kit replacing	
T-8	propeller shaft yoke and teeth replacing including machining and welding works	

T-9	tail pinion oil seal replacing	
T-10	differential gear box overhauling	
T-11	rear axle changing	
T-12	wheel bearing & oil seal checking	
	VI-BRAKE SYSTEM:-	
BR-1	brake system overhauling	
BR-2	brake drum replacing	
BR-3	brake pipe leakage check up and repairing	
BR-4	master cylinder repair kit replacing and brake adjusting	
BR-5	all four wheel brake shoe adjusting	
BR-6	power Brake booster replacing	
	VII-STEERING & SUSPENSION SYSTEM	
SS-1	suspension system overhauling	
SS-2	suspension rubber bush kit replacing	
SS-3	tie rod end set replacing	
SS-4	steering free play adjusting	
SS-5	wheel alignment checking & adjusting	
SS-6	steering gear box overhauling	
SS-7	replacing spring leaves	
SS-8	rear spring sets re-tensioning & re-cambering	
SS-9	all four wheel balancing	
	VIII-AUTO – ELECTRICAL SYSTEM:-	
EL-1	dynamo overhauling	
EL-2	alternator overhauling	

EL-3	self starter overhauling	
EL- 4	horn checking and repairing	
EL-5	wiper motor repair	
EL-6	wiper blade & arm replacing	
EL-7	all lights check up & repairing the defective ones	
EL-8	replacing ignition switch assembly	
EL-9	replacing complete wire harness	
EL-10	replacing a meter which is fitted in the dash board /panel	
EL-11	replacing petrol tank float unit	
EL-12	repairing / replacing steering combination switch assembly	
EL-13	battery recharging	
EL-14	voltage regulator checking and repair	
IX-BODY:-		
B-1	replacing wind shield rubber channel	
B-2	door lock repair	
B-3	door glass regulator machine repair	
B-4	replacing ventilator glass including rubber channel	
B-5	replacing all door rubber & window channels including aluminum channel	
B-6	all four doors adjusting and setting	
B-7	all four doors pins repairing and door adjusting	
B-8	nickelling of both front & rear pumpers	
B-9	nickelling of front grill	
B-10	door handle replacing	
B-11	replacing glove box	

B-12	dicky lock repair/replacing	
B-13	all door pads including handle replacing	
B-14	complete body painting -three coats	
B-15	complete body painting-single coat	
B-16	ceiling deluxe type fitting	
B-17	chassis rubberizing	
B-18	complete floor replacing and welding	
B-19	half floor replacing and welding	
B-20	both running board replacing and touch up painting	
B-21	number plates writing both sides	
B-22	wheel rim painting with silver paint including materials	
	SYSTEM:- X-FUEL	
F-1	petrol tank repairing /cleaning	
F-2	fuel line leakage check up & repair	
F-3	fuel filter replacing	
F-4	petrol float unit check up and repair	

F. TERMS AND CONDITIONS for the successful bidder

- a. The earnest money deposit (EMD) of Rs. 10,000/- (Rs. ten thousand only) through a demand draft/banker's cheque on any scheduled bank in Delhi/New Delhi drawn in favour of JS (Admin.), CSIR. The said earnest money will not bear any interest and will be refunded only after the finalization of the contract awarding process.
- b. Relevant taxes, as applicable, shall be deducted from each and every bill submitted. Every bill will have a attached work voucher duly signed by the concerned staff car/vehicle driver.
- c. A performance security deposit of Rs. 30,000 (Rupees thirty thousand only) in the form of demand draft drawn in favor of JS (Admin.), CSIR will be deposited by the successful bidder within 15 days of intimation of award of contract.
- d. The successful bidder, on award of the contract, must repair the vehicles within two days from the arrival of vehicle in the workshop and as per the work order sent from CSIR Hqrs. Any deviation from the work order will be considered as breach of contract and will be dealt accordingly.
- e. The contractor should ensure that the vehicle sent for repair jobs are repaired satisfactorily. If same type of problem arises within six months of repair/service then the contractor has to repair the vehicle for which no labour charge will be paid by CSIR.
- f. All major works carried out will be adequately guaranteed for six months and defects during this period will have to be rectified out free of charge.
- g. The contractor should ensure that no petrol is taken out of the vehicle under repair job. Amount of petrol is to be recorded in the job card in the presence of the driver while the vehicle is taken to workshop for repair.
- h. The contractor has to ensure that no idle running is carried out.
- i. The contractor shall be available on the phone for rendering service on all working days and also on holidays.
- j. CSIR Hqrs. reserves the right to terminate the contract any time without assigning any reason whatsoever by giving **15 days** of notice in writing. The contractor shall not be entitled for any compensation by reason of such termination.
- k. Failure by the contractor to meet with any statutory requirement or term of agreement will result in the cancellation of the contract and disqualification of the contractor from participation in any future tender in the CSIR. The security deposit of the firm will also be forfeited.
- l. The contract would be awarded for a period of two years from the date of award and no further extension would be permissible.

- m. Rate list of spare parts indicating general servicing based on Brochure of vehicle manufactures may be furnished to CSIR.
- n. In case the winning 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 shall forfeit its EMD/ Security Deposit. It would also automatically debar the contractor from any further dealing with CSIR Hqrs.
- o. No unauthorized work will be carried out in the staff cars/vehicles. Every vehicle coming for repair/service shall be accompanied by a work-order duly signed and stamped by the authorized official in CSIR.
- p. The spare parts used during maintenance/repair should be original (OEM) and of high quality and rates of the parts should be as per approved rate lists of different companies manufacturing the vehicles. The original rate list for spare parts shall be supplied by the successful bidder to CSIR Hqrs. Any revision in the prices must be disclosed by the contractor to CSIR along with manufacturer rate list duly certified by the contractor. The old/replaced parts shall be the property of CSIR Hqrs. and must be returned to CSIR before the submission of bill for payment.
- q. Fall Clause – the prices quoted by the bidder should not be higher than the rates quoted by the bidder for similar contract elsewhere on similar terms and conditions. If it is found later on that the contractor is providing lower rates to any other organisation for same services then the contract is liable to be terminated.

G. TERMS OF PAYMENT

1. No payment shall be made in advance nor any loan from any bank or financial institution recommended on the basis of the order of award of work.
2. The contractor shall submit the bill within a week of the service/maintenance/repairs being carried out for sanction of the amount of bill and passing the bill for payment. The payment will be made within 45 days of the receipt of bills.
3. All payments shall be made by ECS only.
4. CSIR shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in the penalty clauses in Part 'I'.
5. The term payment mentioned in this para includes all types of payment due to the service provider arising on account of this contract excluding Earnest Money and Performance Security Deposit governed by the separate clauses of the contract.

H. Settlement of Disputes

“In case, any dispute or difference arises between the parties regarding terms & conditions of the ‘Annual Maintenance Contract’ (AMC) for the repairing and fixing of accessories thereof, it shall be referred to the Sole Arbitration of a person nominated by DG, CSIR as such arbitrator. The award of such arbitrator shall be final and finding on both the parties. The venue of arbitration shall be New Delhi. The award of the Arbitrator shall be binding on the parties and the arbitration proceedings shall take place under the Arbitration & Conciliation Act, 1996 or any other statutory modification thereof. The cost of the arbitration proceedings shall be equally shared between the parties.”

I. DECLARATION

1. I _____ son/daughter/wife of Shri _____ and Proprietor/Director/authorized signatory of the agency mentioned above, is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am /are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my/our tender at any stage besides liabilities towards prosecution under appropriate law and forfeiture of EMD or Performance Guarantee as the case may be.

Date:

Place :

Signature of authorized person

FULL NAME: