

No. D-26019/11/11-Admn.III
Government of India
Ministry of Information & Broadcasting

Shastri Bhavan, New Delhi.
Dated the 19th Sept., 2011.

To
As per list attached

Subject:- Contract for Servicing/repair/maintenance of staff cars- regarding.

Sir,

I am directed to invite fresh quotations for servicing/repairs/maintenance of staff cars/CNG Auto of this Ministry (Main Sectt.) as per the following terms and conditions:

- (iii) The workshop should have complete wherewithal to repair all kinds of mechanical/electrical defects. The workshop should also be well equipped to undertake all types of denting and painting jobs.
- (ii) Spare parts to be provided should be original & of genuine quality and rates should be as per the approved rate lists of different companies manufacturing the vehicles. The old/replaced parts shall be the property of the Ministry and the workshop will return the same to the Ministry along with inventories of the parts replaced.
- (iii) It shall be the responsibility of the workshop to keep all the vehicles in perfect running condition.
- (iv) The workshop will be required to attend to the defects indicated in the work order issued by this Ministry 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 Ministry before attending to the same.

Contd. Page 2/-

- (v) The workshop shall stand guarantee on the parts replaced. If the work of the workshop is found to be unsatisfactory or if the workshop dishonours the contract, the job awarded to them shall be terminated without any notice.
- (vi) The workshop should submit the copies of the contracts awarded to them by any other Ministry/Departments of the Govt. of India in order to prove their competence to undertake the repairs of the Govt. vehicles.
- (vii) No advance payment will be made in any case.

2. The quotations complete in all respects may please be submitted in the prescribed Performa indicating labour rates for all type of jobs. The quotations may be submitted in the sealed cover superscribed **“QUOTATION FOR SERVICING/REPAIRS/MAINTENANCE OF STAFF CARS”** latest by **30th September, 2011 by 3.00 PM**. The quotations should be addressed to Under Secretary (Admn.), Ministry of Information & Broadcasting, Shastri Bhavan, New Delhi.

3. The quotations received will be opened on **30th September, 2011 at 3.30 PM** in Room No.544 'B' "A" Wing, Shastri Bhavan, New Delhi. The representatives of the workshops who wish to be present at the time of opening of quotations are welcomed.

4. The undersigned reserves the right to accept or reject any quotation without assigning any reason.

Yours faithfully,



(RAM PHAL)

UNDER SECRETARY TO THE GOVT. OF INDIA

TELE # 2 338 4490

Copy to:-

All Ministries/Departments of Govt. of India, New Delhi with the request that this may please be given wide publicity and contractors employed by them may please be persuaded to submit their quotation.

✓ Copy to NIC:- NIC with request to display on website of this Ministry and withdraw from the site in afternoon of 30th Sept., 2011.



(RAM PHAL)

UNDER SECRETARY TO THE GOVT. OF INDIA

3

LIST OF THE JOBS FOR SERVICING, REPAIR, MAINTENANCE OF
STAFF CARS (AMBASSADOR) OF THE MINISTRY OF I&B

- | Sl.No. | Items/Job description |
|--------|---|
| 1. | Servicing and lubrication Top and under
Washing only, replacing oil-filter element |

ENGINE

- | | |
|-----|---|
| 1. | Overhauling of complete engine |
| 2. | Cylinder Head overhauling |
| 3. | Change of Fly-wheel ring |
| 4. | Rocher shaft and tappet replacement |
| 5. | Adjustment and refitting of oil pressure relief |
| 6. | Replacement of timing cover place |
| 7. | Refitting of oil pump |
| 8. | Engine timing tappet adjustment, distributor and
G.R. point, spark plugs cleaning and adjustment |
| 9. | Overhauling of fuel pump |
| 10. | Replacement of valve guide |
| 11. | Replacement of accelerator wire |
| 12. | Adjustment of tappet only |
| 13. | Cleaning of Distributor |
| 14. | Cleaning of Carburetor |
| 15. | Cleaning and replacement of spark plug |
| 16. | Cleaning of Distributor cap |
| 17. | Refitting of connecting rod bearing |
| 18. | Replacement of main bearing |
| 19. | Replacement of fan belt |
| 20. | Replacement of timing cover packing |
| 21. | Replacement of new timing chain |
| 22. | Overhauling of Water pump assembly |

CLUTCH

1. Clutch overhauling
2. Adjustment of free travel of clutch
3. Replacement of clutch and brakes pedal
Shafts/bushes
4. Overhauling of clutch plate assembly
5. Replacement of clutch adjusting rod
6. Replacement of clutch plate

GEAR BOX

1. Overhauling of gear box
2. Overhauling of gear box assembly
3. Replacement of front oil seal
4. Replacement of side-cover packing and seal
5. Replacement of gear box foundation
6. Replacement of gear lever
7. Replacement of gear linkage ball joint

STEERING

1. Overhauling of complete steering
2. Removal of refitting of steering assembly
3. Adjustment of ball joint
4. Adjustment of tie rod ends
5. Adjustment of damper pad
6. Adjustment of pinion thrust

7. Adjustment of pinion bearing
8. Adjustment of flange
9. Replacement of top melt of steering wheel
10. Replacement of bottom melt of steering wheel
11. Replacement of steering wheel
12. Replacement of steering column
13. Replacement of Gear control rod
14. Replacement of gear control rod assembly
15. Replacement of gear control rod support pivot pin selector lever new making
16. Replacement of gear pivot brackets
17. Replacement of tie rod ends
18. Replacement of ball joint(each)
19. Replacement of bracket column support assembly
20. Setting of wheel caster chamber and toe-in-out
21. Adjustment of toe-in and toe-out

SUSPENSION

1. Overhauling of complete suspension
2. Replacement of rubber bush kit
3. Replacement of rear spring assembly(one side)
4. Replacement of broken leaf
5. Replacement of tie bar bush (one side)
6. Replacement of one shock absorber
7. Replacement of rear spring bushes
8. Replacement of front wheel oil seal
9. Replacement of front wheel oil seal
10. Replacement of torsion bar
11. Replacement of front bush suspension

REAR AXLE

1. Refitting of rear axle assembly including Bending and adjusting brakes
2. Overhauling of differential, dismantling of rear axle fitting with new charts
3. Replacement of hub oil seal
4. Replacement of pinion oil seal
5. Replacement of Hub bearing
6. Replacement of rear axle shaft
7. Replacement of differential packing
8. Replacement of rear brake drum
9. Replacement of back plate assembly from the axle casing flange

PROPELLER SHAFT

1. Fitting of new propeller shaft
2. Fitting of propeller shaft 'U' point

BRAKES

1. Overhauling of complete brake system
2. Adjustment of foot brake shoe
3. Adjustment of brake bleeding system
4. Overhauling of Master Cylinder
5. Replacement of front brake linings
6. Replacement of wheel cylinder(one side)
7. Overhauling of all the wheel cylinder
8. Replacement of rear brake linings
9. Replacement of complete brake linings
10. Replacement of brake drum linings
11. Replacement of hand brake cable
12. Replacement of brake shoe and bleeding

13. Replacement of brake drum front
14. Replacement of front brake drum
Bearing and adjustment

ELECTRICAL

1. Dynamo
2. Dynamo assembly replacement
3. Replacement of dynamo pulley
4. Replacement of dynamo fan
5. Testing and recharging of battery
6. Replacement of voltage regulator
7. Overhauling of self starter
8. Repairing of horn
9. Head light focusing
10. Replacement of head light bulb each
11. Replacement of side and tail light bulb
12. Replacement of dash board light bulb
13. Overhaul of horn ring
14. Replacement of horn ring starter place sleeve
15. Replacement of ignition switch
16. Replacement of complete wiring
17. Replacement of fuel gauge tank unit
18. Replacement/check-up of fuel gauge dash board
19. Fitting of new electric bulb in parallel
20. Fitting of new search light
21. Fitting of speedometer cable assembly
22. Replacement of armature
23. Replacement of self starter switch
24. Replacement of solenoid switch
25. Replacement and check up of wiper blade
26. Overhauling of wiper motor
27. Replacement of wiper motor

EXHAUST

1. Replacement of exhaust pipe front
2. Replacement of new muffler
3. Replacement of muffler assembly, buffer plate
4. Replacement of tail plate
5. Replacement of silencer pipe bracket each
6. Realigning exhaust pipe assembly

BODY

1. Removing and replacing of rear back light
2. Replacement of front wind screen glass
3. Removing and replacing of door lock (one)
4. Removing and replacing of door handle(external)
5. Replacing door hinges pins of each door
6. Replacing of door window regulator
7. Replacement of door glass each
8. Replacement of door gola
9. Replacement of door beading set
10. Replacement of door canned set
11. Replacement of door handle set
12. Replacement of channel set and beading set
13. Replacement of roof upholstery
14. Bonnet adjustment
15. Repairing and replacement of dickey lock
16. Replacement of front and rear bumper

PAINT

1. Complete painting double coat without dent
2. Complete painting single coat
3. Complete painting after scrapping old paint
4. Complete painting colour change