

SCOPE OF WORK

1. **Schedule of Requirements.** List of items / services required is as follows:

<u>Sl. No</u>	<u>Item Description</u>	<u>Deno</u>	<u>Qty</u>
(a)	CAMC of 02 in nos. Battery Operated Forklift (02 Ton)	Months	24
(b)	CAMC of 03 in nos Battery Operated Platform Truck (02 Ton)	Months	24

2. **Scope of Work** The scope includes preventive maintenance, breakdown maintenance including all spares except tyres and batteries. The details is as follows:-

(a) **Duration.** The duration of CAMC of MHEs will be for a period of two year.

(b) **Preventive Maintenance.** Preventive maintenance is to be undertaken for all equipment on a quarterly basis. The maintenance should be in accordance with promulgated schedules and maintops by user department. All consumables, spares tools, paints and any other material required for undertaking for preventive maintenance should be in the scope of CAMC and no additional charges will be paid. The routines indicated below is to be used for reference: -

- i. Lubrication of all grease points.
- ii. Checking/ Topping of various oil levels.
- iii. Checking and adjustment of drive belt tension.
- iv. Checking the tightness of important fasteners. Replace, if necessary.
- v. Checking of hydraulic, fuel and pneumatic hoses.
- vi. Checking and adjustment if found necessary for proper functioning of brakes, steering system, hydraulic system, transmission system, electrical system, batteries.
- vii. Carry out other routines like changing of engine oil, transmission oil, gear oil and brake oil.
- viii. Washing and cleaning of all equipment.
- ix. Annual painting of all equipment.
- x. Repair of seat covers and lights.

(c) **Breakdown maintenance.** In case of any breakdown of the equipment/system, on call from the user department, the contractor is to provide maintenance service to make the equipment/system serviceable within 48 hrs. Major breakdown work such as engine overhauling, transmission overhauling, Axle overhauling/ alignment, complete machine overhauling, battery and tyre replacement, radiator reconditioning, Mast overhauling is to be done only after taking prior permission from the user department. Payment will be deducted in proportion to the number times Forklifts, Listers and E-stackers are not serviced in a quarter. Penalty will be charged at the rate of CAMC charges per day per machine is case down time exceeds 48 hours, Penalty will also be levied for repeated defects on same part/ assembly occurring within 30 days of repair/ replacement/ servicing. **Batteries and Tyres of all MHEs are not included in scope of CAMC.**

(d) **Manpower.** The contractor is to position at least 1 supervisor and 5 technically qualified personnel for undertaking maintenance. Additional personnel including OEM reps, if required for breakdown maintenance is to be positioned at no additional cost.

(e) **Spares and Tools.** All spares for preventive and breakdown maintenance are to be provided by the contractor at no additional cost. All old spares replaced are to be handed over to user department. Concerned department Managers will have final authority on all issues of workmanship, replacement of parts, inspection and certification of genuine spares. All required tools and spares should be kept ready for quick action and avoiding delay in defect rectification. No procurement delay will be acceptable. Spare parts of one equipment are not to be removed and used for making another equipment operational. Strict disciplinary action will be initiated against the firm if found in such indulging in such activities. **Batteries and Tyres of all MHEs are not included in scope of CAMC.**

(f) **Books.** Contractor is responsible for maintain registers of preventive maintenance and major repairs undertaken for each equipment. The same is to be put up to Deputy/Manager (PM) on a monthly basis.

(g) **Load Testing.** The MHE's are to be load tested half yearly once by the contracted firm through authorized agency and certificate for same to be provided.

(Sanjeev Kumar)
Commander
Procurement Officer
for Officer-in-Charge