



Bid Number/बोली क्रमांक (बिड संख्या):  
GEM/2024/B/5019628  
Dated/दिनांक : 19-06-2024

### Bid Document/ बिड दस्तावेज़

Bid Details/बिड विवरण	
Bid End Date/Time/बिड बंद होने की तारीख/समय	19-07-2024 15:00:00
Bid Opening Date/Time/बिड खुलने की तारीख/समय	19-07-2024 15:30:00
Bid Offer Validity (From End Date)/बिड पेशकश वैधता (बंद होने की तारीख से)	120 (Days)
Ministry/State Name/मंत्रालय/राज्य का नाम	Ministry Of Finance
Department Name/विभाग का नाम	Department Of Economic Affairs
Organisation Name/संगठन का नाम	Security Printing And Minting Corporation Of India Limited (spmci)
Office Name/कार्यालय का नाम	Janpath
Item Category/मद केटेगरी	Customized AMC/CMC for Pre-owned Products - AMC of Diesel Forklift; AMC of Diesel Forklift; Annual Maintenance Contract (AMC); As per scope of work; Yes , Customized AMC/CMC for Pre-owned Products - AMC of Battery Fork Lift; AMC of Battery Fork Lift; Annual Maintenance Contract (AMC); As per scope of work; Yes
Contract Period/अनुबंध अवधि	1 Year(s)
MSE Exemption for Years Of Experience/अनुभव के वर्षों से एमएसई छूट/ and Turnover/टर्नओवर के लिए एमएसई को छूट प्राप्त है	Yes
Startup Exemption for Years Of Experience/अनुभव के वर्षों से स्टार्टअप छूट/ and Turnover/ टर्नओवर के लिए स्टार्टअप को छूट प्राप्त है	Yes
Document required from seller/विक्रेता से मांगे गए दस्तावेज़	Certificate (Requested in ATC),Additional Doc 1 (Requested in ATC),Additional Doc 2 (Requested in ATC),Additional Doc 3 (Requested in ATC),Additional Doc 4 (Requested in ATC) *In case any bidder is seeking exemption from Experience / Turnover Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer
Bid to RA enabled/बिड से रिवर्स नीलामी सक्रिय किया	No
Type of Bid/बिड का प्रकार	Two Packet Bid
Time allowed for Technical Clarifications during technical evaluation/तकनीकी मूल्यांकन के दौरान तकनीकी स्पष्टीकरण हेतु अनुमत समय	7 Days

**Bid Details/बिड विवरण**

<b>Evaluation Method/मूल्यांकन पद्धति</b>	Total value wise evaluation
<b>Financial Document Indicating Price Breakup Required/मूल्य दर्शाने वाला वित्तीय दस्तावेज ब्रेकअप आवश्यक है</b>	Yes

**EMD Detail/ईएमडी विवरण**

Required/आवश्यकता	No
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**ePBG Detail/ईपीबीजी विवरण**

Required/आवश्यकता	No
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**Splitting/विभाजन**

Bid splitting not applied/बोली विभाजन लागू नहीं किया गया.

**MII Compliance/एमआईआई अनुपालन**

MII Compliance/एमआईआई अनुपालन	Yes
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**MSE Purchase Preference/एमएसई खरीद वरीयता**

MSE Purchase Preference/एमएसई खरीद वरीयता	Yes
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1. If the bidder is a Micro or Small Enterprise as per latest definitions under MSME rules, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
2. If the bidder is a Startup, the bidder shall be exempted from the requirement of "Bidder Turnover" criteria and "Experience Criteria" subject to their meeting of quality and technical specifications. If the bidder is OEM of the offered products, it would be exempted from the "OEM Average Turnover" criteria also subject to meeting of quality and technical specifications. In case any bidder is seeking exemption from Turnover / Experience Criteria, the supporting documents to prove his eligibility for exemption must be uploaded for evaluation by the buyer.
3. Purchase preference will be given to MSEs having valid Udyam Registration and whose credentials are validated online through Udyam Registration portal as defined in Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 dated 23.03.2012 issued by Ministry of Micro, Small and Medium Enterprises and its subsequent Orders/Notifications issued by concerned Ministry. If the bidder wants to avail themselves of the Purchase preference, the bidder must be the manufacturer / OEM of the offered product on GeM. Traders are excluded from the purview of Public Procurement Policy for Micro and Small Enterprises and hence resellers offering products manufactured by some other OEM are not eligible for any purchase preference. In respect of bid for Services, the bidder must be the Service provider of the offered Service. Relevant documentary evidence in

this regard shall be uploaded along with the bid in respect of the offered product or service and Buyer will decide eligibility for purchase preference based on documentary evidence submitted, while evaluating the bid. If L-1 is not an MSE and MSE Seller (s) has / have quoted price within L-1+ 15% (Selected by Buyer) of margin of purchase preference /price band defined in relevant policy, such MSE Seller shall be given opportunity to match L-1 price and contract will be awarded for 100% (selected by Buyer) percentage of total quantity. The buyers are advised to refer the OM No. F.1/4/2021-PPD dated 18.05.2023 [OM No.1 4 2021 PPD dated 18.05.2023](#) for compliance of Concurrent application of Public Procurement Policy for Micro and Small Enterprises Order, 2012 and Public Procurement (Preference to Make in India) Order, 2017. Benefits of MSE will be allowed only if seller is validated on-line in GeM profile as well as validated and approved by Buyer after evaluation of documents submitted.

4. Estimated Bid Value indicated above is being declared solely for the purpose of guidance on EMD amount and for determining the Eligibility Criteria related to Turn Over, Past Performance and Project / Past Experience etc. This has no relevance or bearing on the price to be quoted by the bidders and is also not going to have any impact on bid participation. Also this is not going to be used as a criteria in determining reasonableness of quoted prices which would be determined by the buyer based on its own assessment of reasonableness and based on competitive prices received in Bid / RA process.

**Additional Qualification/Data Required/अतिरिक्त योग्यता /आवश्यक डेटा**

**Scope of Work:**[1717664841.pdf](#)

**Special Terms and Conditions/Penalty/Payment Terms pertaining to the Bid/Contract:**[1717664981.pdf](#)

**Product/Equipment Details:**[1717665030.pdf](#)

**Customized AMC/CMC For Pre-owned Products - AMC Of Diesel Forklift; AMC Of Diesel Forklift; Annual Maintenance Contract (AMC); As Per Scope Of Work; Yes ( 4 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Product category	AMC of Diesel Forklift
Product Brand	AMC of Diesel Forklift
Type of service	Annual Maintenance Contract (AMC)
Preventive Maintenance Frequency	As per scope of work
Manpower Required	Yes
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity of product/ equipment	Additional Requirement/अतिरिक्त आवश्यकता

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity of product/ equipment	Additional Requirement/अतिरिक्त आवश्यकता
1	Pravin Kumar	700053,India Govt Mint, Alipore Kolkata , West Bengal	4	<ul style="list-style-type: none"> <li>Number of months within the contract period for which service is required : 12</li> </ul>

**Customized AMC/CMC For Pre-owned Products - AMC Of Battery Fork Lift; AMC Of Battery Fork Lift; Annual Maintenance Contract (AMC); As Per Scope Of Work; Yes ( 6 )**

**Technical Specifications/तकनीकी विशिष्टियाँ**

Specification	Values
<b>Core</b>	
Product category	AMC of Battery Fork Lift
Product Brand	AMC of Battery Fork Lift
Type of service	Annual Maintenance Contract (AMC)
Preventive Maintenance Frequency	As per scope of work
Manpower Required	Yes
<b>Addon(s)/एडऑन</b>	

**Additional Specification Documents/अतिरिक्त विशिष्टि दस्तावेज़**

**Consignees/Reporting Officer/परेषिती/रिपोर्टिंग अधिकारी**

S.No./क्र. सं.	Consignee Reporting/Officer/ परेषिती/रिपोर्टिंग अधिकारी	Address/पता	Quantity of product/ equipment	Additional Requirement/अतिरिक्त आवश्यकता
1	Pravin Kumar	700053,India Govt Mint, Alipore Kolkata , West Bengal	6	<ul style="list-style-type: none"> <li>Number of months within the contract period for which service is required : 12</li> </ul>

**Buyer Added Bid Specific Terms and Conditions/क्रेता द्वारा जोड़ी गई बिड की विशेष शर्तें**

## 1. **Generic**

OPTION CLAUSE: The buyer can increase or decrease the contract quantity or contract duration up to 25 percent at the time of issue of the contract. However, once the contract is issued, contract quantity or contract duration can only be increased up to 25 percent. Bidders are bound to accept the revised quantity or duration

## 2. **Certificates**

Bidder's offer is liable to be rejected if they don't upload any of the certificates / documents sought in the Bid document, ATC and Corrigendum if any.

## 3. **Buyer Added Bid Specific ATC**

Buyer Added text based ATC clauses

### **1. Terms and Conditions:**

Guidelines of SPMCIL Procurement Manual Version 3.0 will be applicable to this bid at any stage to avoid any conflict at later stage. Kindly refer GIT and GCC of SPMCIL Procurement Manual Version 3.0 for additional terms and conditions as per the links given below:

General Instruction to Tenderer (GIT): <https://igmkolkata.spmcil.com/wp-content/uploads/2024/05/GIT-NEW.pdf>

General Conditions of Contract (GCC): <https://igmkolkata.spmcil.com/wp-content/uploads/2024/05/GCC-NEW.pdf>

### **2. Delivery Period:**

The entire contract period shall be valid for **01 (One) year** from the issuance of Contract.

### **3. Terms and Mode of payments:**

Payment on successful completion and acceptance of services by the user section of India Government Mint, Kolkata and on production of required documents by the supplier:

- Payment will be made after submission of Invoice with successful performance certificate from the concerned department for operational forklift.
- Payment on Actual: Service charges will be paid for only running Forklifts. If any Forklift is not in operation i.e. under breakdown for long period (one month), in that case no payment (service charges) will be paid for that Forklift for those months.

### **4. Insurance:**

The supplier shall make arrangements for insuring the goods/services against loss or damage, incidental to manufacture or acquisition, transportation, storage and delivery. The Supplier shall be responsible till the entire goods contracted for arrive in good condition at destination. The transit risk in this respect shall be covered by the supplier by getting the goods duly insured. The insurance cover shall be obtained by the supplier in its own name not in the name of India Government Mint, Kolkata or its consignee. For details please refer to clause 12 of General Conditions of Contract (GCC).

### **5. Quantum of LD:**

If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, India Govt. Mint, Kolkata shall, without prejudice to other rights and remedies available to India Govt. Mint, Kolkata under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to the 0.5% of the delivered price of the delayed goods and/ or services for each week of delay or part thereof until actual delivery or performance, subject to a maximum deduction of the 10% of the delayed goods' or services' contract price(s).

**6.** The total cost inclusive of all as cited above on FOR India Govt. Mint, Kolkata (W.B) basis should be indicated clearly both in words and figures in the price bid.

**7.** Documentary evidence to be submitted towards PAN & GST Registration Certificate.

**8. Participating Bidder must submit sealed and signed copy of entire GeM bid document including the Scope of Work.** Also the participating bidder must submit sealed & signed **Annexure I** in their letter head & checklist attached under Scope of Work.

**9.** All the supporting documents submitted along with this bid should be signed and sealed by the authorized signatory of the firm mandatorily. The bid document shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.

**10.** The supplier has to provide GeM invoice during submission of bill for payment.

**11. Price Schedule:**

While quoting the price through GeM portal, the detailed price breakup must be mentioned and attached as pdf in the document attachment option of price bid mandatorily. Do not upload financial documents related to financial standings like audited balance sheets in the document attachment field of price bid, attach only the detailed price breakup of the quotation as mentioned above. Detailed price breakup of the quotation must be in the format as attached in the end of this bid document.

Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.

**12. MSME & Make in India Status:**

In case any bidder is submitting their bid as MSME and/or MII, the firm must be registered as a MSME & MII in GeM portal and Self-declaration along with documentary evidence in this regard must be submitted declaring that their MSME & MII status is updated in GeM portal also. In further evaluation stage if it is found that the firm is not registered as MSME and/or MII in GeM, but MSME certificate and/or MII declaration is submitted along with the bid, no exemption will be given and their offer may be rejected.

**13. Eligible Goods and Services (Origin of Goods & Services):**

(i) All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.

(ii) The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the goods & service are arranged.

**14. Special Condition:** Supplier should file the returns pertaining to TCS (Section 206C (1H) for TCS collected, in the time and provide the TCS certificate to IGMK. In case of any Credit loss to IGMK by way of their failure to file Returns and provide TCS certificate in time, India Government Mint, Kolkata reserves the right to recover the amount equivalent to TCS paid along with applicable interest from the payment of further supplies.

**15. GST Return:**

Supplier should file the GST return for outward supplies in time. In case of any loss to India Government Mint, Kolkata by way of their failure to file GST Returns in time India Government Mint, Kolkata reserves the right to withhold the payment of further supplies till production of evidence. Any liability which will occurred on account of non-compliance of e-way bill, GST provision or any other applicable law will be borne by supplier.

**16. Consignee:**

Chief General Manager, India Government Mint, Alipore, Kolkata, West Bengal, Pin - 700053.

**On the consignment please mention the following details:**

**Order No :**    **Packing No :**    **Net Weight :**    **Gross Weight :**

**17. Resolution of Disputes:**

If dispute or difference of any kind shall arise between India Government Mint, Kolkata and the supplier in connection with or relating the contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within 21 days of its occurrence, then, depending on the position of the case, either the purchaser or the supplier shall give notice to the other party of its intention to commence arbitration. When the contract is with domestic supplier, the applicable arbitration procedure will be as per Indian Arbitration and Conciliation

Act, 1996 as amended by Arbitration and Conciliation (Amendment) Act, 2015 and 2021. Mode of settlement of such contractual disputes/ differences shall be through Arbitration, to the India International Arbitration Centre.

**18. Risk Purchase Clause :**

(a) If the supplier after submission of tender and due acceptance of the same, i.e. after notification of award of contract fails to abide by the terms and conditions of these tender documents, or fails to supply the deliverables as per delivery schedule given or at any time repudiates the contract, the purchaser shall have the right to:

(i) Invoke the Security-cum-Performance Guarantee if deposited by the supplier and procure stores from other agencies at the risk and consequence of the supplier. The cost difference between the alternative arrangement and supplier tendered value will be recovered from the supplier.

(b) Supplier has to abide by all the terms and conditions of tender.

(c) In case of procurement through alternative sources and if procurement price is lower, no benefit on this account will be passed on to the supplier.

**19. Quality Control Requirements:**

Quality of Services: Free from all technical defects, in compliance with our Technical Specification

i) Goods/service supplied not in conformity with tender specification will be treated as goods/service not supplied at all and supplier shall take supplied material not conforming to order specification back within 15 days. Goods/service shall be delivered by the supplier in accordance with the terms and conditions specified in the contract failing which expenses of keeping goods at purchaser's premises may be levied on supplier.

ii) Delivery date will be calculated from the date goods/services are received in acceptable quality in accordance with technical specification.

**20.** All safety and security of the workmen is the sole responsibility of the awarded firm itself and in case of any unwanted incidents India Government Mint, Kolkata authorities would not be liable under any circumstances.

**21. Disclaimer:**

The issue of this Bid Document does not imply that the Purchaser is bound to select Bidder(s) and the Purchaser reserves the right to reject all or any of the Bidders or Bids or to decide to drop the procurement process at any stage without assigning any reason.

**22. The bidder has to submit documents as per following Check list as given below along with the Technical bid documents without fail:**

1	Entire Tender Document Duly Seal & Signed on every page including Scope of Work as an acceptance of all terms & conditions of the tender
2	Documentary evidence towards PAN & GST Registration Certificate
3	Sealed & Signed Declaration (Annexure -I attached in technical specification)
4	Documentary/undertaking against Make in India Status i.e. being a Class I/ Class II supplier with details of percentage.

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**\*FOR ANY OTHER QUERIES, FIRMS MAY CONTACT IN THE BELOW DETAILS:**

**Ph. No. 033 - 2401 4132,33,34,35, (Extension 336/ 319/ 326);**

**Email: [purchase.igmk@spmciil.com](mailto:purchase.igmk@spmciil.com)**

#### 4. Buyer Added Bid Specific ATC

Buyer uploaded ATC document [Click here to view the file.](#)

### **Disclaimer/अस्वीकरण**

The additional terms and conditions have been incorporated by the Buyer after approval of the Competent Authority in Buyer Organization, whereby Buyer organization is solely responsible for the impact of these clauses on the bidding process, its outcome, and consequences thereof including any eccentricity / restriction arising in the bidding process due to these ATCs and due to modification of technical specifications and / or terms and conditions governing the bid. If any clause(s) is / are incorporated by the Buyer regarding following, the bid and resultant contracts shall be treated as null and void and such bids may be cancelled by GeM at any stage of bidding process without any notice:-

1. Definition of Class I and Class II suppliers in the bid not in line with the extant Order / Office Memorandum issued by DPIIT in this regard.
2. Seeking EMD submission from bidder(s), including via Additional Terms & Conditions, in contravention to exemption provided to such sellers under GeM GTC.
3. Publishing Custom / BOQ bids for items for which regular GeM categories are available without any Category item bunched with it.
4. Creating BoQ bid for single item.
5. Mentioning specific Brand or Make or Model or Manufacturer or Dealer name.
6. Mandating submission of documents in physical form as a pre-requisite to qualify bidders.
7. Floating / creation of work contracts as Custom Bids in Services.
8. Seeking sample with bid or approval of samples during bid evaluation process. (However, in bids for [attached categories](#), trials are allowed as per approved procurement policy of the buyer nodal Ministries)
9. Mandating foreign / international certifications even in case of existence of Indian Standards without specifying equivalent Indian Certification / standards.
10. Seeking experience from specific organization / department / institute only or from foreign / export experience.
11. Creating bid for items from irrelevant categories.
12. Incorporating any clause against the MSME policy and Preference to Make in India Policy.
13. Reference of conditions published on any external site or reference to external documents/clauses.
14. Asking for any Tender fee / Bid Participation fee / Auction fee in case of Bids / Forward Auction, as the case may be.
15. Any ATC clause in contravention with GeM GTC Clause 4 (xiii)(h) will be invalid. In case of multiple L1 bidders against a service bid, the buyer shall place the Contract by selection of a bidder amongst the L-1 bidders through a Random Algorithm executed by GeM system.

Further, if any seller has any objection/grievance against these additional clauses or otherwise on any aspect of this bid, they can raise their representation against the same by using the Representation window provided in the bid details field in Seller dashboard after logging in as a seller within 4 days of bid publication on GeM. Buyer is duty bound to reply to all such representations and would not be allowed to open bids if he fails to reply to such representations.

This Bid is governed by the [General Terms and Conditions/सामान्य नियम और शर्तें](#), conditions stipulated in Bid and [Service Level Agreement](#) specific to this Service as provided in the Marketplace. However in case if any condition specified in General Terms and Conditions/सामान्य नियम और शर्तें is contradicted by the conditions stipulated in Service Level Agreement, then it will over ride the conditions in the General Terms and Conditions.

In terms of GeM GTC clause 26 regarding Restrictions on procurement from a bidder of a country which shares a land border with India, any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. While participating in bid, Bidder has to undertake compliance of this and any false declaration and non-compliance of this would be a ground for immediate termination of the contract and further legal action in accordance with the laws./जेम की सामान्य शर्तों के खंड 26 के संदर्भ में भारत के साथ भूमि सीमा साझा करने वाले देश के बिडर से खरीद



पर प्रतिबंध के संबंध में भारत के साथ भूमि सीमा साझा करने वाले देश का कोई भी बिडर इस निविदा में बिड देने के लिए तभी पात्र होगा जब वह बिड देने वाला सक्षम प्राधिकारी के पास पंजीकृत हो। बिड में भाग लेते समय बिडर को इसका अनुपालन करना होगा और कोई भी गलत घोषणा किए जाने व इसका अनुपालन न करने पर अनुबंध को तत्काल समाप्त करने और कानून के अनुसार आगे की कानूनी कार्रवाई का आधार होगा।

**---Thank You/धन्यवाद---**

## **HIRING OF SERVICE FOR AMC OF FORK LIFT TRUCKS (DIESEL AND BATTERY)**

### SCOPE OF WORK

#### **Schedule 1: AMC of Diesel forklift.**

Quantity: 04 Nos.

#### DESCRIPTION OF WORK FOR DIESEL OPERATED FORKLIFTS

- To carry out following **MONTHLY**:

##### **(a) Engine:**

- (i) Fuel lines - Check for leakage. Tighten, if required, replace it.
- (ii) Fan Belt - Check tension, adjust, if needed. And check the condition of the belt, replace if required.
- (iii) Air Cleaner - Clean outer element
- (iv) Radiator - Check the engine coolant level also check the radiator, hoses and other connections for leakages - Clean radiator fins from accumulated dirt with Compressor air, replace/repair leakage, if required.
- (v) Battery - Check the battery electrolyte level and specific gravity and should be as per the corresponding values- Check lighting system, Horn, Self-starter, Alternator, charging circuit for proper functioning.

**(b) Transmission Oil:** - Check level, top up, if required.

**(c) Hydraulic Oil:** - Check level, top up, if required. Clean sump tank breather, check hydraulic hoses for leakage, change if required.

**(d) Lift & Tilt Cylinders:** - Check and repair for leakage & drifting.

##### **(e) Lubrication:**

- (i) Lift Chain - Lubricate with recommended grease.
- (ii) Tie Rods - --do---
- (iii) Knuckle Pins - ---do---
- (iv) Drag Links - -- do---

- In addition to monthly checks, to carry out following **HALF YEARLY**:

##### **(a) Engine:**

- (i) Engine Oil - Change oil & fill with oil of recommended grade. Do not over fill.
- (ii) Engine Oil Filter - Change engine oil filter.
- (iii) Engine oil strainer - Clean the strainer.
- (iv) Electrical Systems – check & repair for any damage.

##### **(b) Transmission:**

- (i) Transmission Oil - Change oil & fill with oil of recommended grade.
- (ii) Transmission oil filter - Change transmission oil filter.

##### **(c) Hydraulic Oil:**

- (i) Hydraulic oil - Change oil & fill with oil of recommended grade.
- (ii) Hydraulic oil filter - Change oil filter.

- In addition to Half yearly checks, to carry out following **YEARLY:**

**(a) Engine:**

- (i) Tappet clearance - Check & adjust to recommended Value.
- (ii) Radiator Tubes - Clean them internally by using flushing compounds
- (iii) Radiator Cap - Check the spring & rubber washer. Replace if found defective
- (iv) Engine Water Jacket – Check for leakage and replace it if required.
- (v) Fuel Pump, Injector & Feed Pump – check & repair if required.

**(b) Transmission:**

- (i) Check clutch pack pressures - Overhaul the clutch packs if pressure is below the recommended value. Check for leakages attend to them if required.

**(c) Brakes:**

- (i) Adjust the slack adjuster to compensate for brake lining wear, change brake shoe if required.
- (ii) Check brake fluid level and top up if necessary.
- (iii) Check and ensure proper and effective braking.
- (iv) Check brake wheel cylinder, replace if required.

**(d) Lubrication & Preventive Maintenance:**

- (i) Clean and repack the axle end bearings with recommended grease.
- (ii) Check the engine performance.
- (iii) Clean and repack the steering wheel bearings with recommended grease.
- (iv) Check the transmission performance as explained in the transmission section of OEM manual.
- (v) Check the lift and tilt cylinder performance, repair if required.
- (vi) Check the upright for NO BINDING. Raise and Lower the Upright slowly and ensure there is no jerking or fitful movement.
- (vii) Check the forks and lift chains for loose fittings, cracks & wear if required replace/repair.
- (viii) Lubricate steer axle bushes & bearings including hubs and replace/repair if required.

**Specific Terms and Conditions:**

- Service will be done as per requirements of India Govt. Mint, Kolkata.
- The firm should attend all types of repairs as and when required.
- Any type of repairing is to be carried out by the firm.
- Routines & Periodic Maintenance: The Contractor shall carry out preventive maintenance and periodic maintenance routines of all equipments under the AMC as per the scope of work. The firm is also to adhere to the time frame as specified. The firm should have qualified and experienced trained personnel for carrying out the complete routine maintenance, breakdown maintenance major overhaul of all the forklifts under AMC above.
- For Spare Parts: Firm has to inform IGMK for required spare parts including Part no. and accordingly spare parts will be purchased by IGMK as and when required basis.

**Schedule 2: AMC of Battery forklift.**

Quantity: 06 Nos.

**DESCRIPTION OF WORK FOR BATTERY OPERATED FORKLIFTS**

• **MONTHLY CHECK UP:**

1. Check & repair functioning of the Horn, Break and Safety Switch, operating control switches, handle.
2. Check & repair charge of Battery and ensure it is full. Ensure electrolyte level on every cell is above minimum specified level.
3. Check & repair Electrical system, clean by air or brush. Clean and dry contactors.

4. Check for wear and tear of motor brushes. Clean the brushes.
5. Check level of Hydraulic oil and operate the carriage and check for any Leakage in the system.
6. Check & repair movement of guide plate, wear on roller and grease.
7. Check & repair setting of roller and adjust as necessary.
8. Check wear on wheels and condition of bearings.
9. Lubricate all moving parts.
10. Tighten all bolts fasteners, electrical connections, Check for performance of all safety device.
11. Drain hydraulic sump tank and clean or replace the section strainer and replace return line element. Refill sump tank with new hydraulic oil.
12. Check the mast stop for wear and tear. Clean the mast profile. Check for damages. Grease the roller tracks.
13. Check the steering and make the adjustment if required.

- **BI-MONTHLY CHECKUP:**

1. Clean and repack the axle end bearings with grease.
2. Check the parking brake adjustment. Make certain that the parking brake is working properly. Fully apply hand brake, moving lever from full forward to full rear position. Cable tension should be strong enough so that the lever hesitates or remains in a vertical position before continuing on as lever passes through center position to full rear position.
3. Check brake adjusters.
4. Check commutator for damage wear and tear if dirty blow out dust.
5. Carry out "Hydraulic System Checks".
6. Check Lift Carriage and Upright Roller adjustment.

- **HALF YEARLY CHECKUP:**

1. Do a complete overhaul of the equipment and re-assemble.
2. Check load wheel frame, guide plate, guides etc. for alignment and correct as necessary.
3. Clean and flush hydraulic tank and distribution system and refill with fresh oil. Check for leakage and replace seals as necessary.
4. Check motor brush and change if necessary.

Specific Terms and Conditions:

- Service will be done as per requirements of India Govt. Mint, Kolkata.
- All types of repairs (whenever & wherever required) party should attend within 24 hours.
- Any type of repairing is to be carried out by the party/firm.
- The Contractor shall carry out preventive maintenance of all equipments under the AMC as per the scope of work.
- Routines & Periodic Maintenance: The routines & periodic Maintenance that are required to be carried out on the above forklifts. The firm is required to carry out the periodic maintenance routines for all the above forklifts. The firm is also to adhere to the time frame as specified. The firm should have qualified and experienced trained personnel for carrying out the complete routine maintenance, breakdown maintenance major overhaul of all the forklifts under AMC above.
- Break down Repairs & Overhaul of the Forklifts: The firm is to attend all the repairs / break down defects immediately on intimation by the user department. Similarly the firm is also required to carry out overhaul of the Forklifts as well defects would be intimated either telephonically or to the firm's representative present at the work site. All emergent break-down repairs and major overhauls of the forklifts shall be carried out by the firm as well with the manpower thus positioned as indicated above. The personnel deployed for under taking routine maintenance / breakdown repairs / overhauls shall be present till 1800 hrs and any emergent requirement on Sundays and Holidays shall also be met.
- For Spare Parts: Firm has to inform IGMK for required spare parts including Part no. and accordingly spare parts will be purchased by IGMK as and when required basis.

**GeM Bid Document No. : .....dated.....**  
**(To be submitted on the letter head of the bidder)**

**DECLARATION**

We do hereby declare that,

1. We have not been blacklisted/ debarred by BNPMIPL/BRBNMPL/SPMCIL or any Govt. Departments for participation in tenders. The information provided above is correct and true to the best of my knowledge and belief.
2. We do hereby declare that we have read and understood all terms and conditions of tender document including Technical Specification, Quality Control Criteria and confirm to abide to those conditions without any counter conditions.
3. "We are accepting all the terms and conditions of the tender document unconditionally without any deviations"
4. We do accept all the terms and conditions of GIT & GCC link given in buyer added bid specific ATC without any deviation.

Signature .....

Name .....

Designation .....

Date .....

Stamp of the Organization .....

**IMPORTANT**

Before submission of Tender, please fill up & submit the following points in your company letter head duly sealed & signed.

We have submitted following documents:

1. Entire GeM Bid document duly sealed & signed every page (including Annexure I to Annexure III duly filled sealed and signed)
2. Documentary evidence towards PAN & GST Registration Certificate duly sealed and signed.
3. Documentary/undertaking against Make in India Status i.e: being a Class I/Class II Supplier with details of Percentage
4. The firms participating as MSE/NSIC/DIC/Start-up India Campaign, needs to enclose certificates containing validity.
5. If participating as MSME, then please mention Category of MSME Firm: SC/ST/GEN. Owner of the company Male/Female.
6. We have quoted price only in Price Bid and not in Techno-commercial Bid.

**Note:**

**The above document must be enclosed otherwise tender will be rejected.**

# **Price Schedule**

## **Schedule 1: AMC of Diesel forklift (details as per Scope of Work)**

Quantity: 4 Number

Basic Price/ 1 Number:

Other Charges (If any):

GST/ 1 Number:

Total Price including all for 1 Number on FOR, IGM, Kolkata basis at India Government Mint, Kolkata:

Total Price including all for 4 Number on FOR, IGM, Kolkata basis at India Government Mint, Kolkata:

Total Price including all for 4 Number on FOR, IGM, Kolkata basis at India Government Mint, Kolkata in words:

## **Schedule 2: AMC of Battery forklift (details as per Scope of Work)**

Quantity: 6 Number

Basic Price/ 1 Number:

Other Charges (If any):

GST/ 1 Number:

Total Price including all for 1 Number on FOR, IGM, Kolkata basis at India Government Mint, Kolkata:

Total Price including all for 6 Number on FOR, IGM, Kolkata basis at India Government Mint, Kolkata:

Total Price including all for 6 Number on FOR, IGM, Kolkata basis at India Government Mint, Kolkata in words:

**Grand total price for Schedule 1 to Schedule 2:**

**Grand total price for Schedule 1 to Schedule 2 in words:**

Abbreviation "FOR" Free on Rail(i.e: Landed cost to the India Govt. Mint, Kolkata inclusive of all taxes & duties), "IGM" India Govt. Mint.

NOTE :

1. L1 firm will be declared from valid offers only those who submitted offer as per specification & as per all terms & condition of the tender. If there is any deviation in specification & if the offer is not found as per terms & condition of the tender, their offer will be treated as invalid/unresponsive offer.
2. Price to be mentioned only in price bid not in Techno commercial bid or any other place. If it is mentioned any other part other than price bid, the offer will be rejected.