



Balmer Lawrie & Co. Ltd.

(G & L– Kolkata)

(A government of India Enterprise)

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 2450 5350, Fax- (033) 2439 2277, E-mail: jaiswal.r@balmerlawrie.com

TENDER ENQUIRY

Tender No. : GLK/TE17/009

Date: 07.04.2017

Due date: 18.04.2017 up to 18:00 hrs IST

Dear Sirs,

Sub. : Annual Maintenance Contract for our 4 Nos Diesel Fork lift Trucks

Sealed offers are invited for the subject work as per details noted in **Scope of Work, General terms & conditions**, and price Schedule attached in annexure A, B and C respectively.

Your offer, complete in all respects (i.e. technically and commercially) furnishing details of service proposed to render by you, service charges, taxes (if any), & payment terms etc should be submitted to us on or before the due date.

Thanking you,

Yours faithfully,
For Balmer Lawrie & Co. Ltd.

(R. Jaiswal)
Executive (Maintenance)

Encl.: As above



Balmer Lawrie & Co. Ltd.

(G & L– Kolkata)

(A government of India Enterprise)

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 2450 5350, Fax- (033) 2439 2277, E-mail: jaiswal.r@balmerlawrie.com

Annexure – A

Scope of Work: Scope of work shall included but not limited to the following -

1. Check & report the general condition of fork lift trucks, mainly the following and to suggest for necessary repair: -
 - a) – Engine, b) – Transmission, c) – Drive & Steer Axles, c) – Brake Systems and
 - e) – Upright and Hydraulic Systems.
2. Check and tightened mountings of all sub-assemblies.
3. Check & Change engine oil and its filter elements (if required).
4. Clean/replace air filter element and fill oil, in case dry type element.
5. Lubricate fuel injection pump through inspection cover with proper oil.
6. Check fan and drive belt adjustment/tension.
7. Inspect/adjust Brake paddle free play and fill oil in master cylinder, if required.
8. Check, clean/replace Hydraulic Tank Breather cap and fill hydraulic oil, if required.
9. Check proper functioning of all grease nipples and replace if required, lubricate grease points (king pins, bell crank pin, tie rod ends, tilt & master pivot pin, brake & clutch shaft, carriage rollers etc.)
10. Check/adjust lift chains and apply required lubricant after wiping/removing of old one.
11. Replace diesel filter and clean diesel feed pump strainer.
12. Open rear hubcap, inspect/clean bearings and repack with required bearing grease.
13. Change transmission oil in fluid coupling.
14. Check and tighten hub-bolts (both front & rear ones), if required.
15. Check/adjust engine tappets and fuel pump timings.
16. Open front hubcap, inspect/clean bearings and repack with required grease.
17. Check radiator hoses (replace if necessary) and water pump for leakage.
18. Check (replace if necessary) hydraulic hoses.
19. Check and service/lubricate the water pump.

NOTE: During the above said period of AMC vendor has also to suggest BL for the necessary spares (if any), may be required to complete the service job and may also be asked by BL for their procurement .The cost of such spare(s) will be paid by BL separately.



Balmer Lawrie & Co. Ltd.

(G & L– Kolkata)

(A government of India Enterprise)

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 2450 5350, Fax- (033) 2439 2277, E-mail: jaiswal.r@balmerlawrie.com

Annexure – B

General Terms & Conditions

- 2.1 **Duration of AMC:** Initially will be for one year (Twelve months) from the date of our LOI or PO whichever is earlier and will be renewed next one year if the rendered service is found satisfactory by BL. BL fully reserves the right to further 'renew or not' the AMC after the completion of AMC.
- 2.2 **Number of visits/calls :** Quarterly visits to be made by your service engineer/ technician to our site on mutually agreed date & time once for the preventive maintenance & as and when required basis against the breakdown calls.
- 2.3 **Emergency call :** you may have also been requiring to attend any emergency call (i.e. against break down). In such cases the forthcoming/due call for monthly routine /scheduled service may be considered/ adjusted against this, hence NO extra charges will be paid by BL against this. You have to attend such 'break down' call within 24 hrs from its reporting time (even over telephone) to you. In the event of delay in attending these 'break down' call within 24 hrs (as said above) a reduction of Rs.100.00 will attract per day of delay from the respective service bill of the affected fork lift for the month.
- 2.4 **Forklift condition:** Though all the related fork lifts are in very good / running condition the Tenderers are advised to inspect on their own the said fork lifts for ascertaining the exiting conditions of fork lifts prior to quoting. It shall be deemed that bidder has carried out the necessary inspection and no revision of price/value shall be allowed after placement of the order or during the period of AMC.
- 2.5 **Working hours:** all required service work to be carried at BL's site, shall be done only during working days between 8-30 a.m. and 5.00 p.m.(if required BL can sought/advice the vendor to complete the job on 'Off' days too on 'NO' extra claim on BL).
- 2.6 **Factory rules:** Your engineers/ workmen have to abide by the BL factory rules and regulations & HSE guideline. Only adult and skilled workmen shall be allowed to work in BL premises.
- 2.7 **Responsibility:** the vendor shall be responsible for any damage caused to the property and/or machinery (including its any part) of BL, directly and/or indirectly incidental to and connected with the execution of the work and shall be liable to indemnify the value of such damaged property and/or machinery.
- 2.8 **Payment Terms:** Payment will be made QUATERLY, after satisfactorily completion of required service and submission of bill along with the copies of monthly service reports (duly certified by BL) as per PO within 15 days from the date of receipt of Invoice.
- 2.9 **Price schedule:** - The price shall be quoted as per specified format given in Annexure-C. The price must be quoted for all the items/head of annexure-C to complete the job in all respect because no escalation in price/value shall be allowed after placement of the order or during the execution of work at site.
- 2.10 **Validity of offer:** - The offers shall remain valid for a period of 60 days from the due date of the tender.
- 2.11 **Statutory rules and regulations:** Please note that this is a contract for work and accordingly all liability pertaining to this contract including those of the people engaged by the contractor solely rests upon the contractor. The contractor should also indemnify the Company against any deviation from the statutory rules and regulations to be observed by the contractor in respect of their people. **ESI/PF/Minimum Wages and all other statutory liabilities shall be borne by the contractor and the he has to submit a copy of documentary evidence(s) of such statutory compliances (e.g. deposition slips/challan of ESI/PF contribution, Wages distribution etc) along with their respective monthly bills.**
- 2.12 **Tender for registered vendor only:** The Responses/offer from registered vendors alone will be accepted and that other interested vendors have to register with the unit (Greases & Lubricants, Kolkata) and subject to such registration being confirmed, they would be considered for the subsequent Tenders.



Balmer Lawrie & Co. Ltd.

(G & L– Kolkata)

(A government of India Enterprise)

P-43, Hide Road Extension, Kolkata-700 088.

Phone- (033) 2450 5350, Fax- (033) 2439 2277, E-mail: jaiswal.r@balmerlawrie.com

Annexure-C

Price schedule

Company Name:Offer No.....Date.....

SL. No	Deacription	Qty.	UOM	Unit Rate	Amount
3.1	AMC charges of Voltas Fork Lifts -01, 2 MT Cap. as per above stated scope of work without any spares. (all spares will be free issued)	24	Months		
3.2	AMC charges of Voltas Fork Lifts -03, 2 MT Cap. as per above stated scope of work without any spares. (all spares will be free issued)	24	Months		
3.3	AMC charges of Voltas Fork Lifts -04, 2 MT Cap. as per above stated scope of work without any spares. (all spares will be free issued)	24	Months		
3.4	AMC charges of Voltas Fork Lifts -05, 2 MT Cap. as per above stated scope of work without any spares. (all spares will be free issued)	24	Months		
3.5	Sub total				
3.6	Service Tax (if any)				
3.7	Total Job Value				
3.8	Payment terms : as per tender				
3.9	Validity of Offer : as per tender				

Signature with official stamp