**SCOPE OF WORK** Shape

Description automatically generated with medium confidence

|  |  |  |
| --- | --- | --- |
| **MAINTENANCE SERVICE WORK** | Washing & Greasing works of HMV and LMV | |
| **POINT OF CONTACT** | Ghanshyam Baldaniya | |
| **PHONE** | 9099893033 | |
| SCOPE OF WORK | |
| ***What does the Maintenance Service entail? What are the delivery methods?*** | |

**SOW for Washing & Greasing works of HMV and LMV**

**Nature of Services**

The contractor shall carry out **regular washing and greasing** services for a fleet of Light Motor Vehicles (LMV) and Heavy Motor Vehicles (HMV), which may include:

* **LMVs:** Cars, Ambulance Vans
* **HMVs:** Trucks, Buses, Tankers, Tippers, Trailers, Fire Tenders, etc.

### ****Scope Includes****

#### **A. Washing Services**

* Full exterior washing using high-pressure water and appropriate detergent.
* Cleaning of wheel arches, underbody, bumpers, windows, and mirrors.
* Removal of mud, oil, dust, and debris.
* Interior cleaning (only if specified): dashboard, foot mats, and cabin vacuuming (optional).
* Engine bay wash (only if requested or included).

#### **Greasing Services**

* Greasing of all standard grease points including:
  + Kingpins, propeller shafts, U-joints
  + Suspension and leaf spring bushes
* Use of high-quality automotive-grade grease.
* Application as per vehicle manufacturer's recommended intervals.

**Frequency of Services**

* As per instruction or pre-approved schedule (weekly, bi-weekly, monthly, or as required).
* Special cleaning after heavy-duty use or long-distance travel (on request).

**Location of Work**

* At contractor’s facility (if nearby and approved), **or**
* On-site at the vehicle depot/workshop premises as per schedule.

**Contractor's Responsibility**

* Bring all necessary equipment: pressure washer, compressor, grease gun, tools.
* Use only approved cleaning agents and lubricants.
* Ensure trained staff carry out the work.
* Follow all **safety guidelines** and avoid damage to vehicle components.
* Maintain cleanliness and dispose wastewater properly (if at depot).

**Documentation**

* Maintain job card/log for each vehicle serviced, including:
  + Vehicle number
  + Date & time
  + Type of service performed
  + Name of operator/technician
* Submit monthly summary with invoice for payment processing.

**Terms & Compliance**

* All services must comply with environmental and labor safety norms.
* Contractor shall be liable for any negligence or damage caused during service.
* Regular performance reviews shall be conducted by the client.

|  |
| --- |
| **EXCLUSIONS (VENDOR SCOPE)** |
| If tire got puncture within 7 days due to workmanship error Vendor should arrange re-puncture under warranty |
|  |
|  |

|  |
| --- |
| **INCLUSION (APMT SCOPE)** |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **HAZARD ASSOCIATED WITH ACTIVITY**  **(DETAILED RISK ASSESSMENT SHALL BE CARRIED OUT AFTER FINALISATION OF CONTRACT)** | | | |
| TRANSPORTATION | 🗸 | SUSPENDED LOAD & LIFTING | 🗸 |
| WORKING AT HEIGHT | 🖵 | STORED ENERGY / HIGH VOLTAGE | 🖵 |
| WORK NEAR/ON WATER | 🖵 | CONFINED SPACE | 🖵 |
| DANGEROUS GOODS | 🖵 | HOT WORK | 🖵 |
| PAINTING WORKS | 🖵 |  | 🖵 |
|  | 🖵 |  | 🖵 |

|  |
| --- |
| **HSSE MANDATORY REQUIREMENT** |
| 1. Adhere the APMT HSSE policy. |
| 1. Approved risk assessment from HSE for the activity. |
| 1. Police verification certificate, customs approval letter for gate pass, and safety pass process |
| 1. Relevant medical fitness certificate for high-risk activities |
| 1. Dock safety / DISH Competent certificate for all the lifting equipment and gears. |
| 1. Calibration certificates for the tools and equipment used by the vendor. |
| 1. Lifting plan for the lifting activity. |
| 1. PPE’s as per risk assessment and APMT standard to be follow. |
| 1. Mobile equipment hiring should be as per APMT policy. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HR MANDATORY REQUIREMENT** | | | | |
| 1. Valid WC policy | | | | |
| 1. Valid labor license if applicable. (Mandatory for deploying 50 or more than 50 workmen.) | | | | |
| 1. Comply with all the labor laws and statutory compliance. (Salary slip, Appointment letters, PF payment, PT payment, labor welfare fund payment. ER1 submission, consolidated annual return submission – whichever is applicable need to follow statutory guidelines and prescribed timelines, not limited to the prescribed points) | | | | |
| 1. No child labor deployment (18 years and above to maintained throughout) | | | | |
| **FINANCE MANDATORY REQUIREMENT** | | | | |
| 1. Valid GST registration certificate (All three pages) | | | | |
| 1. Valid PAN card copy | | | | |
| 1. Valid MSME certificate if applicable. | | | | |
| 1. Declaration for compliance of section 206AB, 206CCA of income tax act. | | | | |
| **ESTIMATED COST**  **(REFERENCE FOR PROCUREMENT TEAM ONLY. PLEASE REMOVE THE COST INFORMATION BEFORE FORWARDING TO THE VENDOR)** | | | |
| **EXPENSE** | **DESCRIPTION** | | **COST** |
| Service Cost | Labor charge | | ₹ |
| Material cost | Material | | ₹ |
|  | | **TOTAL** | **₹** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MILESTONES** | | | | | |
| **WANTED DELIVERY DATE** | **TASK** | | **GOODS REQUIRED** | | **SERVICES REQUIRED** |
| 15-7-2025 | Tyre puncture works of HMV and LMV | | 15-7-2025 | | 15-7-2025 |
|  |  | |  | |  |
|  |  | |  | |  |
| **SKILLS, CERTIFICATES & DOCUMENTS** | | | | | |
| **DESCRIPTION** | | **DESIRED LEVEL** | | **REMARKS** | |
| Skilled Technician | |  | |  | |
|  | |  | |  | |
|  | |  | |  | |

REQUISIONER NAME & MANAGER NAME

|  |  |
| --- | --- |
| **REQUISIONER NAME** | Ghanshyam Baldaniya |
| **EQUIPMENT MANAGER** | Mukesh Bharad |

COMMENTS / REMARKS

|  |
| --- |
|  |