**SCOPE OF WORK** 

|  |  |
| --- | --- |
| **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.

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

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| **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.
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| **HR MANDATORY REQUIREMENT**  |
| 1. Valid WC policy
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| 1. Valid labor license if applicable. (Mandatory for deploying 50 or more than 50 workmen.)
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| 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** | **₹**  |

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| **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

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

COMMENTS / REMARKS

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