

**TENDER DOCUMENT FOR ANNUAL MAINTENANCE CONTRACT OF ELECTRICAL FORKLIFT, ELECTRICAL STACKER AND DIESEL FORKLIFT ON PAC BASIS FROM MS/. GODREJ & BOYCE MFG. CO. LTD. MUMBAI.**

***Unit: India Government Mint, Hyderabad of Security Printing and Minting Corporation of India Limited***

<b>Firm's Reference</b>		Quotation No: MHE/IA/2901 dated 22.01.2026			<b>Date</b>		11.04.2026		
<b>E-mail</b>	purchase.igmh@spmcil.com IGMH.Hyderabad@spmcil.com			<b>Nomination Procurement</b>	Address: P.B. NO. 10, H.C.L. POST, I.D.A. PHASE - II, CHERLAPALLY, HYDERABAD – 500 051. (TELANGANA)				
<b>Phone</b>	+91-40-27268300 (Ext -122/117)								
<b>Fax</b>	040-27262951								
<b>Telex</b>									
M/s. Godrej & Boyce Mfg. Co. Ltd., Mumbai				<b>Enquiry No and Date</b>		6000019636, Dated 01.05.2026			
				<b>Date of Tender Opening</b>		30 <sup>th</sup> May, 2026 at 03:00 PM (IST)			
Please submit on or before 3:00 PM on date of tender opening, your quotation for following Services, in accordance with the Terms and Conditions printed overleaf, in a sealed cover, marked on top with – Enquiry No, Date of Tender opening.									
Yours Sincerely									
(V. Kiran Kumar) Joint General Manager(Materials)									
<b>Tender Schedule</b>									
S No	Description and Specification of Material / Part No	Qty. (A)	Unit (B)	In figure ( C)	GST (D)			Unit price with GST (E=C*D)	Total Value (₹) (F=E*A)
				Rate Per Unit (₹)	IGST	CGST	SGST		
1.	AMC of Electrical Forklift 2 Tons; Sl.no. 75603	12	Mon						
2.	AMC of Electrical Forklift 2 Tons; Sl.no.75600	12	Mon						
3.	AMC of Electrical Stacker 1.5 Tons; Sl.no. SSD17010249	12	Mon						

4.	AMC of Electrical Stacker 1.5 Tons ; Sl.no. SSD17010250	12	Mon						
5.	AMC of 5 Ton Diesel Forklift ; Sl.no: 60650	12	Mon						
6.	AMC of 3 Ton Diesel Forklift ; Model no: G300D	12	Mon						

**Enclosed Specifications/ Drawings/ Special Conditions of Contract:**

1. Equipment Specification – Annexure I
2. Scope of Work – Annexure II
3. Special Terms & Conditions: Annexure III

**Item/ Tender Specific Conditions of this tender:**

1. Payment: Payment shall be done within 30 days on quarterly basis after successfully completion of services and submission of bills and approval by competent authority of IGMH.

I/ We engage to supply the material(s)/service(s) to your office and comply the following:

1. Tender Schedule and Technical Specification indicated
2. Item/ Tender specific conditions for this tender.
3. I/ we confirm that set off for the GST etc. paid on the inputs have been taken into consideration in the above quoted Price and further agree to pass on such additional duties as sets offs as may become available in future under GST etc.
4. This offer is valid for 90 days from the date of opening oftender.

Signature & seal Place & Date:		Name of Authorized Signatory:	
Address:		Tel. No/ Fax. No / Mobile No Email ID:	

## Annexure I- Equipment Specification

**1. Electrical Forklift Specifications:**

- i. Make: Godrej
- ii. Model No- GX200E
- iii. Capacity - 2 tons
- iv. Year of Manufacturing - 2016
- v. Serial No- 75603

**2. Electrical Forklift Specifications:**

- i. Make: Godrej
- ii. Model No- GX200E
- iii. Capacity - 2 tons
- iv. Year of Manufacturing - 2016
- v. Serial No- 75600

**3. Electrical Stacker Specifications**

- i. Model No- ESW1543
- ii. Capacity – 1.5 tons
- iii. Year of Manufacturing - 2017
- iv. Serial No- SSD17010249

**4. Electrical Stacker Specifications**

- i. Model No- ESW1543
- ii. Capacity – 1.5 tons
- iii. Year of Manufacturing - 2017
- iv. Serial No- SSD17010250

**5. Electrical Forklift Specifications**

- i. 5 Ton Diesel Forklift- 1 nos
- ii. Make – Godrej
- iii. Model No: GX 500 D SB
- iv. Year of manufacturing: 2009
- v. Serial No: 60650

**6. Electrical Forklift Specifications**

- i. 3 Ton Diesel Forklift- 1 nos
- ii. Make – Godrej
- iii. Model No: G 300 D
- iv. Year of Manufacturing: 2025

## **Annexure II- Scope of Preventive Work**

1. Check the brake fluid level in Brake oil container provided on the cowl.
2. Brake and inching pedal should be checked for free travel.
3. Check hydraulic tank breather to be sure that it is not dirty or clogged with foreign matter. Replace breather if dirty.
4. Check lift and tilt cylinders for drift, leakage at packing's, damage and security of mounting.
5. Adjust the lift chains if needed.
6. Inspect Lift Carriage for damage and bent forks etc.
7. Check the parking brake, fully apply brake by moving brake 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 the lever passes through centre position to full rear position.
8. Check contactor tips. Clean or replace if necessary.
9. Check the battery, the electrolyte should be at the proper level. Check the specific gravity. Make sure that all the connections are tight.
10. Check & repair functioning of the Horn, Break and Safety Switch, operating control switches, handle.
11. Check & repair Electrical system, clean by air or brush. Clean and dry contactors.
12. Check for wear and tear of motor brushes. Clean the brushes.
13. Check level of Hydraulic oil and operate the carriage and check for any Leakage in the system and repair it.
14. Check & repair movement of guide plate, wear on roller and grease.
15. Check & repair setting of roller and adjust as necessary.
16. Check wear on wheels and condition of bearings.
17. Lubricate all moving parts.
18. Tighten all bolts fasteners, electrical connections, Check for performance of all safety device.
19. Check the mast stop for wear and tear. Clean the mast profile. Check for damages. Grease the roller tracks.
20. Check the steering and make the adjustment if required.
21. Check commutator for damage wear and tear if dirty blow out dust.
22. Carry out "Hydraulic System Checks".
23. Check Lift Carriage and Upright Roller adjustment.
24. Check motor brush and change if necessary.

### Annexure-III: Special Terms & Conditions

1. Service will be done as per IGMH requirements.
2. All types of repairs (whenever & wherever required) party should attend.
3. Man power, tools and tackles are to be provided by the party/firm.
4. The Contractor shall carry out preventive maintenance of all forklifts under the AMC as per the scope of Preventive work and as per Operation manual of Electrical Forklift.
5. I.G Mint, Hyderabad authorities are to be informed by the contractor as soon as any accident occurs.
6. Compensation to the family on account of death of any labourer employed by the contractor/vendor will be the sole liability of the contractor/vendor.
7. The contractor shall ensure that the labour employed by the contractor abides by all security regulations imposed by the India Government Mint, Hyderabad and does not in any manner compromise security of IG Mint, Hyderabad property/area.
8. All the contractors are to strictly abide with Telangana Pollution Control norms to avoid pollution in the IG Mint, Hyderabad. Contractor will be liable for all the labour acts / laws as applicable and relevant like ESI etc.
9. The work will not be considered complete and taken over unless the user department has issued Job Completion Certificate.
10. Damages to Govt. Property: Contractor are liable to pay for damages caused to the Government property on account of negligence by your staff.
11. 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 in this tender.
12. Breakdown Repairs & Overhaul of the Forklifts: The firm is to attend all the repairs / breakdown 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 breakdown 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 details of repairs carried out are to be entered in the logbook and signature of IG Mint, Hyderabad is to be obtained for every defect on completion of the repair.
13. 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.
14. For Spare Parts: Firm has to inform IGMH for required spare parts including Part no. and accordingly spare parts will be purchased by IGMH as and when required basis.
15. Every visit has to provide the service report duly signed by the representative/competent authority of I.G Mint, Hyderabad.
16. The firm has to visit quarterly for maintenance/service of each equipment.
17. IGMH Scope:-

- i. Spare parts required for any normal routine maintenance or any breakdown maintenance is in IGMH scope. The service engineer will recommends a list of spares for replacement, the same shall be provided by IGMH at the time of requirement.
- ii. Necessary lifting facility required at site is in IGMH scope.
- iii. Consumables, Lubricants and cleaning materials are provided by IGMH.

18. Note:

- i. The firm must be expertise in maintenance of Electrical Forklifts of Godrej and should produce certificate of expertise in maintenance of Godrej Material handling equipment from any Public Sector Unit or Govt. Sector.
- ii. The firm must attend the breakdown maintenance within 24 hours. In addition to breakdown maintenance the firm have to provide quarterly preventive maintenance for each equipment separately.
- iii. The firm must submit the report copy of Service report to the section Engineer.
- iv. The firm must follow the standard security procedure of the Mint.
- v. The Firm must supply list of Spares for AMC of Forklift.