



**2nd Floor, Parishram Bhavan,  
APIDC Building, Basheerbagh,  
Hyderabad-500004**



**Tender for Hiring Support Staff services for  
manpower deployment for CNG Stations in East  
and West Godavari Districts**

**TENDER NO: GGPL/C&P/SER/4721/2016-17**

Contact Details:  
M/s. Godavari Gas Private Ltd.  
Contracts & Procurement Department  
2nd Floor, Parishram Bhavan,  
Basheer Bagh,  
Hyderabad-500004  
Phone Nos. 040-67304930



**2nd Floor, Parishram Bhavan,  
APIDC Building, Basheerbagh,  
Hyderabad-500004**

**"REQUEST FOR QUOTATION"**

**Ref No. GGPL/C&P/SER/4721/2016-17**

**Date: 16.01.2017**

**To**

.....  
.....

**Bid Document Number: GGPL/C&P/SER/4721/2016-17**

**I. NAME OF WORK : Hiring of Support Staff services for CNG  
Stations at East and West Godavari Districts**

**II BID SECURITY (EMD): Rs.25,000/- (Twenty Five Thousand only)**

**III. DURATION OF CONTRACT: 24 months**

**IV. LAST DATE & TIME : up to 03.02.2017, 1400 hrs (IST)  
FOR BID SUBMISSION**

**V TECHNICAL BID  
OPENING DATE & TIME: 03.02.2017 at 1500 hrs. (IST)**

If any of the days specified above happens to be a holiday in GGPL, the next working day shall be implied.

**Dear Sirs,**

Godavari Gas Private Limited invites bids under 2 bid system from eligible bidders meeting the Bid Evaluation Criteria (refer Instructions to Bidders (ITB) of tender document) specified in this tender document for **Hiring of Support Staff services for CNG Stations at East and West Godavari Districts** in complete accordance with this IFB.

**2.0 SUBMISSION OF BIDS**

Bid is to be submitted separately in one sealed envelope, super scribed with the above Tender no., Due Date & time, description/ nature of bid with each of the Three envelopes separately sealed, "Un-Priced Bid – Part A" and "Priced Bid – Part B" "EMD – Part C".

GGPL will appreciate submission of offer based on the terms and conditions in the enclosed Conditions of the Contract to avoid wastage of time and money in seeking clarifications on commercial aspects of the offer.

The bid will be submitted in three parts as follows:

**PART- I (PART – A)**

*UN-PRICED BID*

Complete with all technical details other than price (i.e. including price schedule WITH PRICES BLANKED OUT), Proforma on Agreed Terms and Conditions as enclosed in Forms & Format and original tender document, duly sealed and signed on every page along with required EMD.

**PART-II (PART B ):**

*PRICED BID*

Price bid should contain only the prices, without any condition whatsoever.

**PART-III (PART C ):**

Contains only requisite EMD.

Bids complete in all respects should reach the office of Godavari Gas Private Ltd., Contracts & Procurement Department, Parishram Bhavan, 2<sup>nd</sup> Floor, Basheer Bagh, Hyderabad-500004 on or before the due date & time. Bids received after the due date and time is liable to be rejected.

Bids should be valid for 3 months from the bid due date. Bids received through Fax/E-mail will not be acceptable.

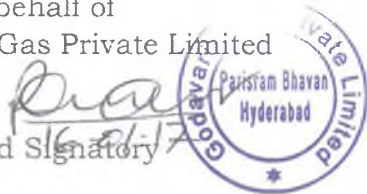
Bidder(s) are advised to quote strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions. Once quoted, the Bidder shall not make any subsequent price change, even if any deviation or exception may be specifically stated in the bid. Such price changes shall render the offer liable for rejection

GGPL reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.

This is not an Order.

For & on behalf of  
Godavari Gas Private Limited

Authorised Signatory



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## **SECTION-I**

### **BID EVALUATION CRITERIA (TECHNICAL)**

“The bidder must have executed/completed at least one single work order of value not less than Rs 6,70,000/- (excluding service tax) for providing manpower services for Operation and Maintenance assistance for the CNG/Petrol/ Diesel/Auto LPG stations or operation of plants in any of Petrochemical/Refinery/Natural Gas Processing/Fertilizer/Power Generation in preceding seven years prior to the final due date of bid submission”.

Bidder must submit attested copies of relevant work order and its completion certificate issued by the end user in support of meeting the above experience.

- Copy of work order must indicate reference no. of work order/ date, scope of work, SOR items, contract value & contract period.
- Copy of completion certificate must indicate reference no. of work order/date, actual dates of contract started & completed, and actual value executed.

All documents in support of Technical Criteria (i.e. Work order & completion / execution certificate, etc) of Bid Evaluation Criteria (BEC) to be furnished by the bidders shall necessary be duly certified / attested by Chartered Engineer and notary public with legible stamp.

### **SECTION-III**

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## **INSTRUCTIONS TO BIDDERS [ITB]**

### **[A] – GENERAL**

#### **1 SCOPE OF BID**

- 1.1 The Employer, as defined in the "General Conditions of Contract [GCC]", wishes to receive Bids as described in the Tender Document.
- 1.2 Throughout these Bidding Documents, the terms 'Bid' and 'Tender' and their derivatives [Bidder/Tenderer, Bid/Tender, Bidding/Tendering, etc.] are synonymous and 'Day' means 'Calendar Day'. 'Singular' also means 'Plural'.

#### **2 ELIGIBLE BIDDERS**

- 2.1 The Bidder shall not be under a declaration of ineligibility by Employer for corrupt or fraudulent practices, as defined in "Instructions to Bidders [ITB]".
- 2.2 The Bidder is not put on 'Holiday' by GGPL or 'Blacklisted' by any Government Department / Public Sector Enterprise.

#### **3 BIDS FROM "JOINT VENTURE"/"CONSORTIUM" – NOT ACCEPTABLE/APPLICABLE**

#### **4 ONE BID PER BIDDER**

A Firm/Bidder shall submit only 'one [01] Bid' in the same Bidding Process, individually as a Bidder. No Firm can be a sub-Contractor while submitting a Bid individually in the same bidding process. A Bidder who submits or participates in more than 'one [01] Bid' will cause all the proposals in which the Bidder has participated to be disqualified.

#### **5 COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of the Bid and GGPL will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

#### **6 SITE VISIT**

The Bidder is advised to visit and examine the site and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required job. The costs of visiting the site shall be borne by the Bidder.

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### **[B] – BIDDING DOCUMENTS**

#### **7 CONTENTS OF BIDDING DOCUMENTS**

- 7.1 The Bidding Documents / Tender Documents are those stated below, and should be read in conjunction with any 'Addendum / Corrigendum' issued in accordance with "ITB: Clause-9":
- Section-I : CUT OUT SLIPS
  - Section-II : BID EVALUATION CRITERIA [BEC]
  - Section-III : Instructions to Bidders [ITB]
  - Section-IV : General Conditions of Contract [GCC]
  - Section-V : Special Conditions of Contract [SCC]
  - Section-VI : Specifications & Scope of Work
  - Section-VII : Schedule of Rates
  - Section-VIII : Forms and Formats
- 7.2 The Bidder is expected to examine all instructions, forms, terms & conditions in the Bidding Documents. The "Request For Quotation [RFQ]" together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will be at Bidder's risk and may result in the rejection of his Bid.



## **8 CLARIFICATION OF BIDDING DOCUMENTS**

- 8.1 A prospective Bidder requiring any clarification(s) of the Bidding Documents may notify GGPL in writing or by fax or email at GGPL's mailing address indicated in the "RFQ" no later than Ten [10] days' prior to Bid due date for clarification. GGPL may, if deemed appropriate, respond in writing to the request for clarification. GGPL's response [including an explanation of the query, but without identifying the source of the query] will be uploaded on GGPL's web site. Any clarification or information required by the Bidder but same not received by the Employer Ten [10] days' prior to the bid due date, is liable to be considered as "no clarification / information required".

## **9 AMENDMENT OF BIDDING DOCUMENTS**

- 9.1 At any time prior to the 'Bid Due Date', GGPL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents.
- 9.2 In order to afford prospective Bidders, reasonable time in which to take the amendment(s) into account in preparing their Bids, GGPL may, at its discretion, extend the 'Bid Due Date'.

## **[C] – PREPARATION OF BIDS**

- 10 **LANGUAGE OF BID:** The bid prepared by the bidder and all correspondence/drawings and documents relating to the bid exchanged by bidder and GGPL shall be written in English language, provided that any printed literature furnished by the bidder may be written in another language so long as accompanied by an ENGLISH translation, in which case, for the purpose of interpretation of the bid, the ENGLISH translation shall govern. Metric measurement system shall be applied. In the event of submission of any document/certificate by the Bidder in a language other than English, the English translation of the same duly authenticated by Chamber of Commerce of Bidder's country shall be submitted by the Bidder.

## **11. DOCUMENTS COMPRISING THE BID**

- 11.1 The Bid prepared by the Bidder shall comprise the following components:
- 11.2 **PART-I: "Techno-commercial / Un-priced Bid"** shall contain the following:
- (a) 'Covering Letter' on Bidder's 'Letterhead'
  - (b) 'Bidder's General Information', as per 'Format F-1'
  - (c) 'Bid Form', as per 'Format F-2'
  - (d) **EMD/Bid Security.**
  - (e) **Copy of Schedule of Rate (SOR) with prices blanked out**
  - (f) 'Letter of Authority', as per 'Format F-5'
  - (g) 'No Deviation Confirmation', as per 'Format F-6'
  - (h) 'Bidder's Declaration', in 'Format F-6A'
  - (i) 'Certificate' from Bidder, as per 'Format F-7'
  - (j) 'Agreed Terms and Conditions', as per 'Format F-8'
  - (k) 'ACKNOWLEDGEMENT CUM CONSENT LETTER', as per 'Format F-10'
  - (l) Documents substantiating "BID EVALUATION CRITERIA [BEC]"
  - (m) Any Other Forms and Formats not mentioned above.
  - (n) Any other information/details required as per Bid Document
- Note:** All pages of the Bid must be signed by the "authorized signatory" of the Bidder.

**The PART-I "Techno-commercial /Un-priced Bid" comprising all the above documents along with EMD/Bid Bond.**

### **11.3 PART-II : Price Bid**

- i) The Prices are to be submitted strictly as per the Schedule of Rate. GGPL shall not be responsible for any failure on the part of the bidder to follow the instructions.

- ii) Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the offer. In case bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.

In case, it is observed that any of the bidder(s) has/have mentioned Discount/Rebate separately, the same shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest bidder, the Discount/Rebate offered by the bidder shall be considered for Award of Work and the same will be conclusive and binding on the bidder.

#### 11.4 **Part-III: EMD/Bid Bond**

This part shall contain only EMD. On the date of Unpriced Bid opening, this envelope shall be opened first. In case, the bidder did not submit EMD, their unpriced bid shall not be opened.

### 12 **SCHEDULE OF RATES / BID PRICES**

- 12.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Documents, based on the rates and prices submitted by the Bidder and accepted by the Employer.
- 12.2 Prices must be filled in format for "Schedule of Rates [SOR]" enclosed as part of "RFQ". If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed; the Bid is liable to be rejected.
- 12.3 Bidder shall quote for all the items of "SOR" after careful analysis of cost involved for the performance of the completed item considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under "SOR" but is required to complete the works as per Specifications, Scope of Work / Service, Standards, "GCC", "SCC" or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity.
- 12.4 All duties, taxes [except 'Sales Tax', and Cess thereon] and other levies [if any] payable by the Contractor under the Contract, or for any other cause, shall be included in the rates / prices and the total bid-price submitted by the Bidder. Applicable rate of Sales Tax & Excise Duty shall be indicated in Agreed Terms & Conditions.
- 12.5 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account.
- 12.6 The Bidder shall quote the prices in 'figures'
- 12.7 Alternative Bids shall not be considered.

#### 12.8 **INVOICE AND PAYMENT**

All payments against the contract shall be released by GGPL, Hydeabad, India. The invoices must be addressed to the following:

Chief Finance Officer  
Godavari Gas Private Limited  
2<sup>nd</sup> Floor, Parishram Bhavan,  
Basheer Bagh, Hyderabad-500004

### 13 **BID CURRENCIES:** Indian Rupees only

### 14 **BID VALIDITY**

- 14.1 Bids shall be kept valid for 'three [03] months' from the final 'Bid Due Date'. A Bid valid for a shorter period may be rejected by GGPL as 'non-responsive'.
- 14.2 In exceptional circumstances, prior to expiry of the original 'Bid Validity Period', the Employer may request that the Bidders extend the 'Period of Bid Validity' for a specified additional period. The request and the responses thereto shall be made in writing or by fax/email. A Bidder may refuse the request without forfeiture of his 'Bid Security'. A Bidder agreeing to the request will not be required or permitted to modify his Bid, but will be

required to extend the validity of its 'Bid Security' for the period of the extension and in accordance with "ITB: Clause-15" in all respects.

## **15 EARNEST MONEY/BID SECURITY**

- 15.1 Bids must be accompanied with '**Earnest Money / Bid Security**' in the form of '**Demand Draft**' [in favor of **Godavari Gas Private Limited**, payable at **Hyderabad**] or '**Banker's Cheque**' or '**Bank Guarantee**'. Bidders shall ensure that **Bank Guarantee**, **having a validity of at least SIX (6) months' beyond the validity of the bid**, must accompany the Bid in the format(s) made available in the Bid Document. Bid not accompanied with 'Bid Security', or Bank Guarantee (**not in requisite form**) **shall be liable for rejection**.
- 15.2 The 'Bid Security' is required to protect GGPL against the risk of Bidder's conduct, which would warrant the 'Bid Security's' forfeiture, pursuant to "ITB: Clause-15.7".
- 15.3 GGPL shall not be liable to pay any Bank charges, commission or interest on the amount of 'Bid Security'. In case 'Bid Security' is in the form of a 'Bank Guarantee', the same shall be from any Indian scheduled Bank or a branch of an International Bank situated in India and registered with 'Reserve Bank of India' as Scheduled Foreign Bank. However, in case of 'Bank Guarantee' from Banks other than the Nationalized Indian Banks, the Bank must be commercial Bank having net worth in excess of Rs. 100 Crores [Rupees One Hundred Crores] and a declaration to this effect should be made by such commercial Bank either in the 'Bank Guarantee' itself or separately on its letterhead. 'Earnest Money / Bid Security' shall be valid for 'two [02] months' beyond the 'Bid Validity Period'
- 15.4 Any Bid not secured in accordance with "ITB: Clause-15.1 & Clause-15.3" may be rejected by GGPL as non-responsive.
- 15.5 Unsuccessful Bidder's 'Earnest Money / Bid Security' will be discharged/ returned as promptly as possible, but not later than 'thirty [30] days' after expiry of the 'Period of Bid Validity' prescribed by GGPL, pursuant to "ITB: Clause-14".
- 15.6 The successful Bidder's 'Bid Security' will be discharged within 30 days from the last date of supply of material.
- 15.7 The 'Bid Security' may be forfeited:
- (a) If a Bidder withdraws his Bid during the 'Period of Bid Validity'
  - (b) In the case of a successful Bidder, if the Bidder fails:
    - (i) to accept the "Notification of Award" / "Fax of Intent [FOI]", or
    - (ii) to furnish "Contract Performance Security / Security Deposit", in accordance with "ITB: Clause-39"
    - (iii) to accept 'arithmetical corrections'
- 15.8 In case Bid Security is in the form of 'Bank Guarantee', the same must indicate the Bid Document No. and the Work for which the Bidder is quoting. This is essential to have proper correlation at a later date. The 'Bid Security' should be in the form provided in Tender Documents.
- 15.9 "Central Public Sector Undertakings of Government of India" and "Firms Registered with NSIC/MSME" are exempted from furnishing Bid Security, provided they are registered for the quoted items upto the monetary limit, they intend to quote and subject to their enclosing with their Bid a copy of latest and current 'Registration Certificate'.

## **16 PRE-BID MEETING – Not applicable**

## **17 FORMAT AND SIGNING OF BID**

- 17.1 The original and all copies of the Bid shall be typed or written in indelible ink [in the case of copies, photocopies are also acceptable] and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder. The name and position held by each person signing, must be typed or printed below the signature. All pages of the Bid except for

- unamended printed literature where entry(s) or amendment(s) have been made shall be initialed by the person or persons signing the Bid.
- 17.2 The Bid shall contain no alterations, omissions, or additions, unless such corrections are initialed by the person or persons signing the Bid.

**18 ZERO DEVIATION AND REJECTION CRITERIA**

- 18.1 ZERO DEVIATION: Deviation to terms and conditions of "RFQ" may lead to rejection of bid. GGPL will accept bids based on terms & conditions of "RFQ" only. Bidder may note GGPL will determine the substantial responsiveness of each bid to the Bidding Documents. For purpose of this, a substantially responsive bid is one which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. GGPL's determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. Technical and/or commercial query(s), if required, may be raised on the bidder(s) – the decision for which will be solely based on circumspection by Godavari Gas Private Limited. The response(s) to the same shall be in writing, and no change in the price(s) or substance of the bids shall be sought, offered or permitted. The substance of the bid includes but not limited to prices, completion, scope, technical specifications, etc. Bidders are requested to not to take any deviation/exception to the terms and conditions laid down in this "RFQ/Tender Document", and submit all requisite documents as mentioned in this "RFQ/Tender Document", failing which your offer will be liable for rejection.
- 18.2 **REJECTION CRITERIA:** Deviation to the following clauses of "RFQ" shall lead to rejection of Bid:
- (a) Firm Price
  - (b) Earnest Money / Bid Security
  - (c) Specifications & Scope of Work/Service/supply
  - (d) Special Conditions of Contract [SCC]
  - (e) General Conditions of Contract [GCC]
  - (f) Schedule of Rates / Price Schedule / Price Basis
  - (g) Delivery/Completion Schedule
  - (h) Period of Validity of Bid
  - (i) Price Reduction Schedule
  - (j) Arbitration / Jurisdiction of Court
  - (k) Force Majeure
  - (l) Documentary Evidence to Substantiate "BID EVALUATION CRITERIA [BEC]"

Note:

Further, it is once again reminded not to mention any condition in the Bid which is contradictory to the terms and conditions of "RFQ".

**19 PAYMENT-TERMS**

As per Special Conditions of Contract.

**20 AGENT/CONSULTANT/REPRESENTATIVE/RETAINER/ASSOCIATE – NOT APPLICABLE**

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**[D] – SUBMISSION OF BIDS**

**21 PREPARATION & SUBMISSION OF BIDS:**

- 21.1 **UN-PRICED BID** shall be submitted complete with all technical and commercial details with Original tender document duly signed and stamped on every page, Bid Form & Schedule of rates identical to Part-B with Prices blanked out along with Bid Security. These un-priced bids shall be completely identical in all respects including enclosures and shall be enclosed in separately sealed envelope duly super scribed with Bid Document No., Item Details, Bid due date & time etc. and "UNPRICED BID - DO NOT OPEN". The envelope shall also indicate the name and address of the bidder.

- 21.2 **PRICED BID** shall be submitted complete with FULL PRICE DETAILS duly sealed in a separate envelope duly super scribed with Bid Document No., Item Detail, Bid Due Date & Time etc. and “PRICED BID - DO NOT OPEN.”

21.3 **SEALING & MARKING OF BIDS**

The inner and outer envelopes shall:

- a) Be addressed to the OWNER at the following address:

Director (Commercial)  
Godavari Gas Private Limited  
2<sup>nd</sup> Floor, Parishram Bhavan,  
Basheer Bagh, Hyderabad-500004

- a) Bear the words “TENDER FOR xxxxxxxx” the Tender No. xxxxxxx, and the words ‘DO NOT OPEN BEFORE 1400 HRS. ON xxxxxxxxxxxx., the inner envelopes shall also indicate the name and address of the Bidder.
- 21.4 If the outer envelope is not sealed and not marked, the OWNER will assume no responsibility for the Bid's misplacement or premature opening.

**22 DEADLINE FOR SUBMISSION OF BIDS**

- 22.1 Bids must be received not later than the date and time specified in the RFQ.
- 22.2 GGPL may, in exceptional circumstances and at its discretion, extend the deadline for submission of Bids. in which case all rights and obligations of GGPL and the Bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended.

**23 LATE BIDS**

- 23.1 Any bid received by the OWNER after the bid due date and time prescribed in the Bid Document shall be rejected.
- 23.2 Telefax/E-mail offers will not be considered and shall be rejected.

**24 MODIFICATION AND WITHDRAWAL OF BIDS**

- 24.1 The bidder may modify or withdraw his bid after the bid submission, but before the due date of submission.
- 24.2 No bid shall be modified after the deadline for submission of bids.
- 24.3 No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the bidder's forfeiture of his bid security.

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**[E] – BID OPENING AND EVALUATION**

**25 BID OPENING**

GGPL will open bids (Part-I & III) at due date & time as stipulated in IFB. The bidder's names, the presence (or absence) and amount of bid security and any other such details as GGPL may consider appropriate will be announced by GGPL.

**26 PROCESS TO BE CONFIDENTIAL**

Information relating to the examination, clarification, evaluation, and comparison of Bids, and recommendations for the award of a Contract, shall not be disclosed to Bidders or any other persons officially concerned with such process. Any effort by a Bidder to influence the Employer's processing of Bids or award decisions may result in the rejection of the Bidder's Bid.

**27 CONTACTING THE EMPLOYER**

- 27.1 From the time of Bid opening to the time of award of Contract, if any Bidder wishes to contact the Employer on any matter related to the Bid, it should do so in writing.
- 27.2 Any effort by the Bidder to influence the Employer in the Employer's 'Bid Evaluation', 'Bid Comparison', or 'Contract Award' decisions may result in the rejection of the Bidder's Bid.

**28 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS**

- 28.1 Prior to the detailed evaluation of Bids, the Employer will determine whether each Bid,
- (a) Meets the "BEC" / 'techno-commercial requirements' of the Bidding Documents;
  - (b) Has been properly signed;
  - (c) Is accompanied by the required 'Earnest Money / Bid Security';
  - (d) Is substantially responsive to the requirements of the Bidding Documents; and
  - (e) Provides any clarification and/or substantiation that the Employer may require to determine responsiveness pursuant to "ITB: Clause-28.2"
- 28.2 A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations. A material deviation or reservation is one,
- (a) That affects in any substantial way the scope, quality, or performance of the works;
  - (b) That limits in any substantial way, inconsistent with the Bidding Documents, the Employer's rights or the Bidder's obligations under the Contract; or
  - (c) Whose rectification would affect unfairly the competitive position of other Bidders presenting substantially responsive bids.
- 28.3 If a Bid is not substantially responsive, it may be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

**29 CORRECTION OF ERRORS**

- 28.1 The bids will be checked for any arithmetical errors as follows:
- 28.1.1 Rates should be quoted only in Figures. In case of any error in total indicated by the Bidder, the unit price alone shall be considered valid and binding on the Bidder. If the bidder does not accept the correction of errors, its bid will be rejected and the bid security will be forfeited.

**30 CONVERSION TO SINGLE CURRENCY FOR COMPARISON OF BIDS (NOT APPLICABLE)**

**31 EVALUATION AND COMPARISON OF BIDS**

- 31.1 On Lowest offer basis.

**32 PREFERENCE FOR DOMESTIC BIDDERS – NOT APPLICABLE**

**33 PURCHASE PREFERENCE:**

- 33.1 Purchase preference to Central government public sector Undertaking shall be allowed as per Government instructions in vogue.

**34 COMPENSATION FOR EXTENDED STAY – NOT APPLICABLE**

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**[F] – AWARD OF CONTRACT**

**35 AWARD**

Subject to "ITB: Clause-28", GGPL will award the Contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest, is determined to be qualified to satisfactorily perform the Contract.

**36 EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

GGPL reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for GGPL's action.

### **37 NOTIFICATION OF AWARD / FAX OF ACCEPTANCE**

- 37.1 Prior to the expiry of 'Period of Bid Validity', GGPL will notify the successful Bidder in writing, in the form of "Notification of Award" / "Fax of Acceptance [FOA]", through fax/e-mail, that his Bid has been accepted. In response, the successful Bidder will be required to confirm acceptance of the "Fax of Intent [FOI]/ Fax of Acceptance [FOA]".
- 37.2 'Time Period' shall be commenced from the date of "Notification of Award" or as may be mentioned in the "Letter of Acceptance [LOA]/ "Fax of Acceptance [FOA]". The "Letter of Acceptance [LOA]" will constitute the formation of a Contract, until the Contract has been affected pursuant to signing of Contract as per "ITB: Clause-38". Upon the successful Bidder's / Contractor's furnishing of 'Contract Performance Security / Security Deposit', pursuant to "ITB: Clause-38", GGPL will promptly notify each successful Bidder and will discharge his 'Earnest Money / Bid Security', pursuant to "ITB: Clause-15".

### **38 CORRUPT OR FRAUDULENT PRACTICES**

- 38.1 GGPL requires that Contractor(s) observes the highest standard of ethics during the execution of the Contract. In pursuance of this policy, the Employer:
- (a) Defines, for the purposes of this provision, the terms set forth below as follows:
    - (i) "Corrupt practice" means the offering, giving or soliciting of anything of value to influence the action of a public official in the procurement process or in Contract execution; and
    - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract to the detriment of the Employer, and includes collusive practice among Bidders [prior to or after Bid submission] designed to establish Bid prices at artificial noncompetitive levels and to deprive the Employer of the benefits of free and open competition.
  - (b) Will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the Contract in question;
  - (c) Will declare a Firm ineligible and put on Holiday, either indefinitely or for a stated period of time if it at any time determines that the Firm has engaged in corrupt/fraudulent practices in competing for, or in executing a Contract.

### **39 SUBMISSION OF FORGED DOCUMENTS:**

- 39.1 Bidder is required to furnish the complete and correct information / documents required for evaluation of their bids. If the information / documents forming basis of evaluation is found to be false / forged, the same shall be considered adequate ground for rejection of the Bids.
- 39.2 In case, the information / document furnished by the vendor/contractor forming basis of evaluation of his bid is found to be false /forged after the award of the contract, GGPL shall have full right to terminate the contract and get the remaining job executed at the risk & cost of such vendor/contractor without any prejudice to other rights available to GGPL under the contract such as withholding of payment etc.
- 39.3 Incase this issue of submission of false document comes to the notice after execution of work, GGPL shall have full right to forfeit any amount due to the vendor/contractor.
- 39.4 Further, such bidder/vendor/contractor shall be put on Blacklist/Holiday List of GGPL debarring them from future business with GGPL.

===== X =====

## **SECTION-III**

### **SPECIAL CONDITIONS OF CONTRACT**

Godavari Gas Private Limited (GGPL) is a Joint Venture of GGPL Ltd. and HPCL. Presently GGPL is supplying CNG to Automobiles from Kovvur CNG Station, West Godavari Dist. AP.

GGPL is planning to set up about 10 CNG Stations in East and West Godavari Districts under CNG expansion plan.

#### **1. Accommodation / transportation / medical**

The contractor shall make his own arrangement for the accommodation of his personnel at respective locations and subsequent transportation arrangement for them from their place of residence to work place or any other place as required and company shall have no obligation in this respect. The company shall not be responsible for providing any medical assistance to the contractor personnel.

#### **2. Discipline**

The Contractor shall be responsible for the discipline and good behaviour of all his personnel deployed in the services contracted out and should any complaint be received against any of his employee; he shall arrange to replace such persons within 24 hours of notice issued by the Engineer-in-Charge. The decision of the Engineer-in-Charge in this matter shall be final and binding on the contractor.

#### **3. Uniform, Safety Shoes, Helmet & Identity card**

The contract shall arrange to supply 02 nos. Uniform-01 no. Safety shoes (Karam/Bata/Tiger/Alan cooper)- 01 pair, Helmet-01no., Rain coat with 01 no. gum boots to all the staff engaged for GGPL work once in a year, issue / renew identity card to his workforce at his own cost, if so required by GGPL for security or for any other reasons. The contractor's personnel during service shall always be in uniform with safety shoes, required to carry their respective identity cards.

If the contractor fails to provide above mentioned to his employee, he shall be penalised to a maximum of Rs. 500/- per instance.

#### **4. Sub-letting of contract**

No part of this contract nor any share or interest therein in any manner or extent, will be transferred or assigned or sub-let, directly or indirectly to any person / firm or Organization without prior permission of GGPL.

#### **5.0 SCHEDULE OF RATE:**

Schedule of rates are to be provided in 'PRICE BID' by the bidder. While quoting the rates following point is to be kept in mind.



### **Evaluation Methodology of Price bids**

Price bid of techno commercial acceptable bidder shall be evaluated on over all L1 basis.

The bidders are expected to quote their rate for each item after careful analysis of cost involved for the performance of the complete item considering all specifications and conditions of contract and ensure minimum statutory payment throughout the contract period. In case it is observed that the rates quoted by the bidder for any item is unusually low and accordingly their quoted overall price are unusually low so as not to fulfil minimum statutory payment criteria for entire period of contract, it will be sufficient cause for the rejection of such bid unless the EMPLOYER is convinced about the reasonableness after scrutiny of the analysis for such unusually lower rate (s) to be furnished by the bidder (on demand).

Therefore bidders are requested not to quote their price unusually lower quoted price should not be less than the amount of minimum wages applicable time to time + PF @ 13.61% + ESI + other applicable payments time to time, if any, as per the Govt. regulations. It is to be computed by the bidder per month per skilled, semi-skilled and unskilled service assistances except service tax.

### **4.0 DURATION OF CONTRACT**

The duration of the contract shall be for a period of (02) TWO years with effect from the date of award of work and extendable for another Six Months (06 Months) on the same terms and conditions at the discretion of GGPL.

Bidder should deploy a supervisor to ensure proper placement of his employees round the clock basis or as per instructions of EIC and compliances of safety norms and statutory requirements by his deployed services.

### **5.0 PAYMENT TERMS**

Monthly running account bills in duplicate are to be submitted in respect of different category of services separately by the contractor for certification by Engineer In charge. The bills are to be duly certified by Engineer In charge or a person authorized by him. Payment would be released by GGPL Finance Department.

The above payments of running account bills shall be regarded as payment for work actually done and completed.

The final bill shall be submitted by the contractor within a month from the date of completion of the contract and payment of final bill shall be made to the contractor within 90 days of submission of bill.

### **6.0 PENALTY**

Considering the hazardous nature of the job, it is felt that the contractor shall get the job done through persons having relevant qualification and adequate experience during the contract period for carrying out the job as & when required. Suitable replacement shall be made by the contractor.

Activities of operation and maintenance in CNG Stations are to be carried out on round the clock basis throughout the year, anywhere in the Districts of East & West Godavari.

If due to any reasons whatever attributed to contractor, the job suffers / interrupted for particular period, in particular section, a penal recovery on pro rata basis at DOUBLE THE RATE of the amount quoted for that services will be calculated on daily basis will be made applicable for the duration of such interruption. The decision of our Engineer In-Charge shall be final and binding to the contractor in this regard. This will be in addition to other actions that may be taken by us as deemed necessary.

## **7.0 COMPLIANCE OF REGULATIONS/LAWS**

- a) The contractor is required to obtain Licence under the provisions of CL (R&A) Act, 1970 and rules framed there under from the office of Labour commission.
- b) The contractor is bound to discharge obligations as provided under various statutory enactments including the Employees Provident Fund & Miscellaneous Act, 1952, ESI Act 1948, Minimum Wages Act 1948, Payment of Wages Act 1936, Workmen's Compensation Act 1923 the Contract Labour (R&A) Act, 1970 and other relevant Acts, Rules and Regulations in force from time to time.
- c) The contractor is responsible for necessary contributions towards PF, Family Pension, ESIC, or any other statutory payment to Government Agencies as applicable under the law in respect of the contract and of personnel deployed by the Contractor for rendering service to GGPL and shall deposit the required amounts with the concerned authorities on or before due dates. Each contractor shall obtain a separate P.F. number from the concerned Regional Provident Fund Commissioner and contributions to the provident Fund. The contractor shall also be responsible for payment of any administration/inspection charge thereof wherever applicable, in respect of the personnel deployed by him relating to the work of GGPL. The Contractors shall also submit the proof of depositing the Provident Fund contributions of both employer and employees working under him in the contract.
- d) The contractor shall regularly submit all relevant records/documents in this regard to GGPL representative for verification and upon such satisfaction only, GGPL shall made payment of monthly running account bills of the contractor to the contractor.
- e) The contractor shall ensure and will be solely responsible for payment for wages and other dues latest by 7th of the following month to the personnel deployed by him. The contractor shall be directly responsible and indemnify the Company against all charges, actions, suits, losses, claims, dues, proceedings etc. arising out of disputes relating to the dues and employment of personnel deployed by him.
- f) The contractor shall indemnify the Company against all losses or damages caused to it on account of acts of the personnel deployed by the contractor.

- g) The contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.
- h) The Contractors shall indemnify and keep the owner harmless of all claims, damages or compensation payable at law in respect or in consequence of any accident or damage arising under or by reason of this agreement or execution of contract.
- i) The Contractors shall arrange and keep valid insurance policy towards workmen compensation insurance policy for their personnel deployed at site covering all risks of accidents arising out of and in course of employment under W.C. Act 1923. A copy of such insurance policy must be submitted to GGPL for records.
- j) The contractor must be allotted a separate PF code to the RPFC as required under EPF & MP Act 1952.
- k) Contractor is required to submit copies of Electronic Challan cum Return (ECR)/ Electronic Challan along with online updated list of contract workers/ members for the proof of remittance of PF and ESI contributions with respective authorities for the contract workers engaged by him in GGPL while submitting monthly bills.
- l) The Contractor deploying 20 (twenty) or more workmen as contract labour shall have to obtain licence from appropriate licensing authority, if required. The Contractor (which shall include the contracting firm / company) shall be solely liable to obtain and to abide by all necessary licenses from the concerned authorities as provided under the various labour laws legislation's including labour license from the competent authority under the Contract Labour ("Regulation & Abolition") Act 1970 and Acts made thereafter.
- m) The Contractor shall be responsible for necessary contributions towards PF, Family Pension, ESIC or any other statutory payments to Government agencies as applicable under the laws in respect of the contract and personnel deployed by the contractor for rendering services to GGPL and shall deposit the required amount with the concerned statutory authorities on or before due dates. The contractor shall obtain a separate PF number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees as well as the employer's contribution to the Provident Fund.
- n) The Contractor shall not engage / deploy any person of less than 18 years under this contract and the persons to be deployed should be physically and mentally fit.
- o) The installation where job is to be carried out are live and have hydrocarbon environment. Contractor shall comply with all safety and security rules and regulations and other rules laid down by GGPL for its operation. It shall be the duty / responsibility of the Contractor to ensure the compliance of fire,

safety, security and other operational rules and regulations by his personnel. Disregard to these rules by the contractor's personnel will lead to the termination of the contract in all respects and shall face penal / legal consequences.

- p) The Contractor shall arrange for insurance of all this workers engaged on the job as per the relevant Acts, rules and regulations, etc. In case by virtue of provisions of worker's compensation Act, 1923 or any other law in force. GGPL has to pay compensation for a workman employed by the Contractor due to any cause whatsoever the amount so paid shall be recovered from the dues payable to the Contractor and / or security deposit.

## **8.0 OTHER CONDITIONS OF CONTRACT**

1. No Bidder can claim his ignorance regarding terms and conditions.
2. Bidders to make themselves fully aware of the scope of work, quantum of job involved before bidding.
3. The bidder must supply a planned schedule of commencement of work of each services.
4. The personnel deployed for assistance should be in the role of the contractor and should be adequately qualified and experienced to discharge the contractual obligations effectively. The personnel deployed shall adhere to GGPL timings or as asked by the Engineer-in-charge.
5. The contractor has to ensure that the personnel deployed by him are provided with & use necessary Personal Protective Equipments (PPEs) and safety appliances so as to ensure safety while execution of jobs. The PPEs to be used by the personnel deployed by the contractor has to be duly certified by the authorized representative of GGPL's
6. The contractor and personnel deployed by the contractor shall adhere to safe operating practices and guard against hazardous and unsafe working conditions and shall comply with GGPL's safety norms.
7. The contractor shall comply with all labour laws/ regulations coming under the purview of the Labour Commission/ Govt. of Andhra Pradesh.
8. The supervision of the personnel shall be done by the contractor/ contracting firm through their authorized representative and the name of the supervisor to be intimated to Engineer-in-charge at the start of the contract.
9. The personnel deployed for assistance shall do all the jobs as per the instruction of Engineer-in-charge or the authorized representatives.
10. In case GGPL asks for replacement of personnel the contractor shall provide the same within 72 hrs of intimation in writing.
11. The personnel to be deputed by the contractor shall observe all security, fire & safety rules of GGPL while at site.

12. Contractor shall ensure due compliance with the provisions of the relevant minimum wages act, payment of wages act, contract labor (Regulations & Abolition) act, Employees Provident Fund act, Labor migration act and other industrial laws in force.
13. Transportation boarding and lodging arrangements for contractor's personnel to be made by the contractor at his own cost. GGPL will not provide any such arrangement both inside and outside the plant premises.
14. The contractor shall be ready to deploy minimum requisite manpower/services round the clock whenever requirement arises any where in the districts of East & West Godavari for smooth operations of Online Mother CNG Stations and Daughter Booster Stations.
15. As per the instruction of the EIC, the contractor shall deploy additional qualified and competent personnel for assistance if and when required.
16. The contractor/ contracting firm shall ensure round the clock availability of the supervisor to be contacted during the shift operation for issues related to manpower deployment.
17. Supervisor shall intimate the number of personnel reported on duty each shift/General Shift to the EIC/Shift-in-charges.
18. To carry out the smooth shift operation the contractor shall ensure the proper supervision regarding the deployment of required number of their personnel at each specified locations in each shift.
19. The Contractor/ Contracting Firm shall obtain comprehensive insurance policy covering all risks such as accidents, injuries and death likely to be caused to workers or the third person including loss of property of owner/ GGPL or to some other agency.
20. In case of any accident resulting in injury or death of personnel deployed by the contractor during execution of the work, the contractor shall be solely responsible for payment of adequate compensation, insurance amount etc. to the person injured/ next kin of the deceased. Contractor shall indemnify GGPL from such liabilities.
21. The contractor/ contracting firm shall not employ any person suffering from any contagious, loathsome or infectious disease. The contractor/ Contracting Firm shall get the medical examination done of all the personnel through Government Hospital/ Government Doctor before deployment.
22. No worker of contractor/ contracting firm and contractor himself are allowed to consume alcoholic drinks or any other intoxicants within the plant premises. If found under the influence of any intoxicant the contractor/ contracting firm shall have to replace the personnel failing which GGPL may terminate the contract.

23. The Contractor/ Contracting Firm shall indemnify GGPL against all claims, demands, actions, cost and charges etc brought by any court, competent authority/ statutory authority against any act or acts of the contractor/ contracting firm or his workers.
24. The Contractor/ Contracting Firm shall deploy the workers after verification of their character and antecedents. In case any worker is found to be having criminal record, he shall have to be immediately replaced without any delay.
25. The persons to be deployed should be on rolls of the contractor/ contracting firm.
26. The contractor/ contracting firm shall also be responsible for obtaining gate passes from Security in respect to all its personnel.
27. The contractor shall be solely responsible for disciplining the personnel deployed by him. Further he shall ensure that none of his workers create any nuisance or indulge in anti-social and criminal activities during the entire period of contract. In case anybody found indulging in such activities he will have to be immediately removed without any prejudice to further necessary action as deemed fit.
28. The contractor/ contracting firm shall pay the wages to the workers latest by 7th of the subsequent month at the rates as per the Minimum Wages Act time to time though e-banking or cheque.
29. The contractor/ contracting firm shall be liable to pay bonus to his workmen @ the applicable rate and whenever applicable.
30. The contractor/ contracting firm shall be required to deposit contribution towards Provident Fund, Pension , ESI if applicable or any other statutory payments to be made in respect to the workers deployed well in time and submit a copy of the challan to owner/ EIC in monthly/ quarterly basis failing which GGPL will deduct from his bills the amount equivalent to such deductions along with penalty as per provisions of the applicable act.
31. The contractor/ contracting firm shall obtain registration under Inter State Migrant Workmen (Regulation of Employment and Conditions of Service) Act 1979 if he deploys and engages labors from states other than Assam.
32. The contractor/ contracting firm shall strictly comply with the various provisions of the Payment of Wages Act, 1936, Payment of Bonus Act, 1965, Workmen's Compensation Act, 1923, Minimum Wages Act, 1948, Contract Labor (Regulation and Abolition) Act, 1970, Employees Provident Fund and Miscellaneous Provisions Act, 1952 etc. and other labor legislations as in existence in India and as amended from time to time.
33. The contractor shall be required to furnish proof/ copies of forms/ returns as per the checklist attached hereto (for confirming fulfilment of operational

assistance of requisite manpower in each plant as per attached SOR) every month along with the monthly bills to the EIC. The checklist is indicative for monthly bills only and other forms/ returns as required under various acts shall be required to be filed/ maintained by the contractor himself regularly.

34. Scope of Work can be reduced at any time by off-loading or removing one or more Services from the SOR as per site requirements.

## **9.0 SAFETY AT SITE**

1. The contractor shall ensure that all such contract workmen who will be positioned to extent the service are required to wear Cotton Uniform and safety goggles including helmets, hand gloves and safety shoes. These shall be provided by the contractor at their own cost.
2. No such person shall be allowed to perform duty without PPE's and other safety items otherwise penalty shall be imposed at the rate of Rs. 500/- (Rupees Five hundred only) per instances of lapse. The decision of engineer-in-charge regarding this is final and binding.
3. Contractor shall ensure that his staff follows safety rules, regulations & guidelines of BCPL and adheres to strict discipline.

## **10.0 TERMINATION OF CONTRACT**

The contract can be terminated with notice of one month on the account of failure of non compliance of statutory requirement, non compliance of safety & security norms, poor performance in services rendered and not fulfilling the contract conditions by bidder.

## **11.The Engineer In charge shall have power to:**

A: Issue the Contractor from time to time during the running of the contract such further instructions as shall be necessary for the purpose of proper and adequate execution of the contract and the Contractor shall carry out and bound by the same.

B: During the contract, GGPL can increase and/or decrease the number of the services / manpower to meet the work requirements.

C: Order the Contractor to remove or replace any workman whom the company considers incompetent or unsuitable and opinion of the company representative as to the competence of any workman engaged by the Contractor shall be final and binding on the contractor.

## **General:**

The support services shall be provided round the clock basis and as per GGPL requirement.

- i) The Contractor shall deploy required number of support services as per scope of work in terms of the contract. In case required to meet operational requirements, the Contractor shall augment the same as per direction of Engineer-in-Charge.
- ii) The Contractor is required to carry out all services as mentioned in the Scope

of services and Schedule of Rates on all the 365 days including Sunday and all holiday and around the clock.

- iii) The Contractor shall allow weekly rest and daily working hours to his workmen as per the relevant Act / Law / and Rule made there under. However, no work shall be left incomplete / unattended on any holiday / weekly rest.
- iv) Contractor shall provide Authorised representative to co-ordinate the services on daily basis and to interact with Engineer-in-Charge and deployed workmen.
- v) The workforce deployed by the Contractor for O&M services at CNG installation shall be of sound relevant technical professional expertise which is otherwise also essential from the safety point of view of the personnel of the Contractor as well as for the installation.
- vi) Contractor has to ensure the safety of man and equipment all the times. Damages of equipment due to negligence will be recovered as per the decision of Engineer-in-Charge, which will be final.
- vii) Regarding work completion, the decision of the Engineer-in-Charge will be final and binding.
- viii) The Contractor shall make his own arrangements to provide all facilities like boarding and transport etc. to his workman.
- ix) All personnel of the Contractor entering on work premises shall be properly and neatly dressed and shall wear uniform, ID cards, badges while working on premises of the company including work sites.
- x) Contractor shall maintain proper record of his working employee's attendance and payment made to them.
- xi) The Contractor's representative / supervisor shall report daily to the GGPL Shift-in-Charge or EIC for day to day working.
- xii) All the safety rules and regulations prevailing and applicable from time to time at the installations as directed by GGPL will be strictly adhered to by the contractor.
- xiii) The rates quoted by the Contractor must be inclusive of all taxes, duties, service tax, work contract tax and any other levies, contractor's share of P.F. and insurance charges, contractor's profit and any other expenditure etc.
- xiv) It will be the responsibility of the Contractor to pay as per the minimum wages as directed by RLC (Regional Labour Commissioner-Central) at any point of time in line with Minimum Wage Act 1948.
- xv) The services shall be provided in terms of shift pattern on the round the clock basis. The Contractor is responsible to provide effective and efficient services in all shifts and assure that there is no disruption in the services for want of any resources.
- xvi) All the jobs mentioned under scope of services shall be carried out as per sound engineering practices, work procedure documentation and as per the guidelines / direction of engineer-in-charge or authorized representative.
- xvii) Contract shall deploy manpower as per instructions of EIC as and when required in anywhere in the Districts of East & West Godavari Districts. Deployment of Manpower shall be purely on the need basis in the period of the contract.



## SECTION-IV SCOPE OF WORK

### Support Services for Operation & Maintenance:

Supervisory, Mechanical, Electrical and Instrumentation maintenance, Fillers, Helpers, Sweepers and Watch Man shall be provided at CNG Station, Kovvur and at forthcoming Online Mother CNG Stations & Daughter Booster Stations in the Districts of East & West Godavari, and services to be provided shall be as per details given below:

### A) SITE DEPUTATION

#### At CNG Stations in East & West Godavari Districts:

Manpower Category	Services	Minimum Qualification	Minimum Experience
Highly Skilled	Station Manager	Graduate in Engg. of any Discipline	03 yrs. Exp. in Oil & Gas
Semi Skilled	Filler Boy	Diploma / ITI	01 yr. / 03 yrs. Exp. in fuel filling (gas /petrol/diesel)
Skilled	Electrician	Diploma / ITI with Wireman certificate	03 yrs. Exp. in electrical maintenance
Skilled	Instrumentation Technician	Diploma / ITI	03 yrs. Exp. in Oil & Gas maintenance
Skilled	Mechanical Technician	Diploma / ITI	03 yrs. Exp. in mechanical maintenance
Un Skilled	Helper/Sweeper/ Watchman	Std. X	01 yr. Exp. as Helper/Watchman in industry

**Note:** Deployment of manpower in shifts shall be as per the instruction of EIC. The quantity of work / services(s) showing in the schedule of rates is tentative. No compensation on account of decrease of scope of services shall be payable to the contractor whatsoever may be the reasons thereof.

### B) ROLES & RESPONSIBILITIES OF SUPPORT SERVICES:

#### Supervisory Services:

- a) Providing services for taking the telephonic sales readings of all CNG stations and logging them in the sales register on daily basis; Collecting NG intake data from M/s GAIL, concerned data/information from CNG stations etc as and when required as per EIC. To maintain NG purchase, CNG production, CNG despatches and CNG sales records etc as per standard formats of GGPL.
- b) Providing services to follow-up with LCV Supervisors/drivers for updating the LCV status etc, checking and updating the LCV log books for every trip, Noting

and entering the despatch quantities of various CNG unloading bays in the despatch register etc, Preparing excise gate pass for every mobile cascade (LCV) despatches.

- c) Providing services for calculating CNG closing stocks for all CNG stations and mobile cascades on daily basis. Assisting for reconciliation of CNG of all CNG stations on daily basis. To collect and provide data as deemed necessary by GGPL to analyze operational performance. Checking and counting cash during receipts from the concerned for any irregularities/shortages etc. Counting and depositing cash with company's bank account/authorised agent for Cash pickup. Assisting for preparation of accounting reports etc as per GGPL O&M practices.
- d) To prepare and ensure all registers/logbooks to be maintained like excise invoices/ bills for retail/commercial sales; assisting in preparation of DPR, RG1, fortnight invoices & reports and monthly invoices & reports etc.
- e) Coordinating with the concerned for switching/changing over to relevant compressors depending on CNG demand and to control CNG flow within limits in mobile cascades. Overseeing housekeeping and cleanliness of the stations. Assisting GGPL in conducting training programs for upgrading operational practices, participate safety trainings. Checking of inward consignments, issue of material and preservation of material in warehouse etc as per EIC. Assisting for coordination with other support services as and when required for smooth O&M.
- f) Collection of cash and depositing in the GGPL bank account.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by GGPL.

#### **Mechanical Technician Services:**

- a) Providing services for coordinating with GGPL team, to meet any emergency situation to rectify/arrest the CNG leaks. Maintenance of mobile/storage cascade for changing of brass / SS fittings like cylinder valves, burst disc, bull nose, ball valves, manifold repairs etc. SS tubing/bending works as per requirement. Care taking of CNG facilities in the stations by attending the operational problems at CGS Cum Mother Station, DBS and RO's at various locations. Assisting in maintenance (schedule/preventive/breakdown) of compressors and dispensers. Performing leak checks of mobile cascades, station piping etc. As per requirement of GGPL. Taking ppm concentration at required locations and noting in the registers. Providing services for updating the Registers of inventory/stores and reconciliation of the same on monthly basis.
- b) Up keep & Maintenance of all Equipments and piping at CGS Cum Mother Station/ Online Stations/ DBS etc.

Up keeping of all process piping's, Equipments, Valves, providing assistance for Vibration Monitoring of Motor / Engines Exhaust pipes of Gas Engines, DG Engines and all other equipment including cleaning with soap water, soft cloth

etc (consumables in GGPL's scope) as required at GGPL in CGS Cum Mother Station, and GGPL's CNG Stations at Oil Marketing Companies RO's in East and West Godavari districts. Up keeping & Maintenance of above should be in such way that all the time looks good. All the work shall be carried out under the supervision of EIC.

- c) Providing services for maintenance/complete overhauling/servicing of Chain Pulley Block (upto 5 Ton Capacity), greasing of bearings. Check the hoist brakes & do required adjustment. Check chain for any damage & lubricate properly (Spares will be in the scope of GGPL). All the work shall be carried out under the supervision of EIC.
- d) Providing Services for removing, dismantling, servicing, assembling and installation of Process / FW Valves (Ball, Globe, Gate & plug) of different sizes (1/2" to 12") at CGS Cum Mother Station/ Online Stations/ DBS/ Valve stations/ DRS/ MRS etc.

For Process Valve - Check for passing / not passing by draining NG through drain plug, both in open & closed condition. Check for smooth operation of valves & greasing the stem & sealant injection if required. Check the Hand wheel lock pin, if required, replace it. Cleaning & greasing of all studs & nuts. Check all the bolts & nuts for tightness. Check for any NG leak from end flange connections by leak test using soap solution. Dismounting & Mounting of valves for maintenance work, if required.

For FW Network Valve- Check for passing / not passing of valve, removal of valve from line if required, dismantling, servicing, de-scaling, lapping of seat, fresh gland packing, and any other rectification if required, assembling & put in service line. Any spares required shall be in GGPL's Scope. All the work shall be carried out under the supervision of EIC.

- e) Providing services for removing, dismantling, cleaning, assembling and installation of Process / FW network, Flange & Gasket of sizes at CGS Cum Mother Station/ Online Stations/ DBS etc. for the sizes (2" to 12")

Check the system is fully isolated. Complete depressurize the system. Loosening & removing the studs & nuts. Clean the mating surface of the flange by sand paper & cotton waste. Replace the old gasket by new gasket of proper ANSI rating & final assembling the flange & tightening studs. Check for any NG leak from end flange connections by leak test using soap solution. All the work shall be carried out under the supervision of EIC.

- f) Servicing, Greasing, Oiling, Sealant Injection etc of all types of valves of various sizes at CGS Cum Mother Station/ Online Stations/ DBS.

Servicing, Greasing, Oiling, Sealant Injection, checking of operation of valve, opening & closing etc of all Types of valves of various sizes. Sealant injection of valve's seat / stem & fresh greasing of gear box. Checking of Performance of valve in both open & closed condition, if required cleaning of valve body. Check for any NG leak from end flange connections by leak test using soap solution. All the work shall be carried out under the supervision of EIC.

g) Dismantling, Servicing & Reinstallation, Maintenance of Metering Skids etc.

Dismantling, Servicing, Maintenance & Re-installation of RPD meter, PRV (Pressure regulating valve), SSV (Slam Shut-off valve), CRV (Creep Relief valve), filters cleaning/changing etc.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by GGPL.

#### **Instrumentation Technician Services:**

a) Dismantling & Reinstallation of Mass Flow Meters/ installed at CGS Cum Mother Station/ Online Stations/ DBS etc.

Dismantling / Re-installation of Mass Flow Meter involves proper isolation of valves & ensure complete venting. Ensure removal of Meter Prover & disconnection properly. Opening of the stud / nuts & proper alignment with tubing of Mass Flow Meter. Check for any NG leak from end fitting connections by leak test using soap solution. All the work shall be carried out under the supervision of EIC.

b) Servicing, checking and rectification of Pressure Transmitters, Temperature Transmitters (Thermo stats, Thermo couples) all other instrumentation in the Dispensers and compressor Packages.

Servicing and checking of Pressure Transmitters and Temperature Transmitters and Safety Valves and any other type of Instrumentation (Flame detectors, Gas detectors, etc.,) in the Dispensers and Compressor Packages. Finding the faults and rectification of the instrumentation, regular checking of the instrumentation and having knowledge of Calibration of the equipments like P.T's Thermo stats and thermo couples, Safety Valves, etc.,.

c) Having Knowledge of usage of Electrical, Mechanical measuring metres, instruments and its repair.

Providing services to usage of all the Electrical/Mechanical measuring instruments. And maintenance of the electrical/mechanical instruments. And have a good knowledge in calibration of the above specified instruments.

d) Observing flow meters and panels at CGS Cum Mother Station and informing EIC in case of abnormality. Recording of various parameters like Pressure, Temp, Flow Rate etc and any malfunctioning report of the valves, instruments / equipments to be given in GGPL control room whenever occurs.

e) Removal and reinstallation of Mass Flow sensor/transmitter and its re-wiring and complete loop checking etc.: RFT to be isolated electrically, replacement of new RFT, reglanding and rewiring. Removal and reinstallation of Mass Flow Meter sensor and complete loop checking upto control panel.

Upkeep and maintenance of Pressure Gauge (PG), Temperature Gauge (TG),

Pressure Transmitter (PT), Temperature Transmitter (TT), Diff. Pressure Transmitter (DPT), Level Gauge/transmitter (LT), Pressure Switch, and its complete loop checking:

Checking and maintenance of Hydraulic/ Pneumatic Unit and its instruments for proper functioning at Actuated Valves.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by GGPL.

### **Electrician Services:**

- a) Providing support services for maintenance of electrical sub-station, panels and feeders including the maintenance works on double pole structures. Upkeep and maintenance of indoor / outdoor lighting system. Monitoring of earthing system and its maintenance. Monitoring of power availability / quality. Liasoning with lineman of APEPDCL for proper supply, restoration of power and assisting in overall electrical operation and maintenance of the station.
- b) Monitor and logging all essential parameters of the electrical equipment and report/record if any discrepancy in operational parameters. Responsible for updating logbooks/records/ registers for electrical readings, data capturing, maintenance activities, DG set records etc.
- c) Maintenance of DG set, UPS and batteries installed at CGS Cum Mother Station and all CNG stations. Maintaining records and Reconciliation of diesel used for DG sets on daily basis. Ensuring unit power factor at CGS Cum Mother Station by replacing capacitors as and when required.
- d) Maintenance of Star / Delta and R-DOL starters available in CNG Station
- e) Laying, glanding, jointing and termination of power cables and wiring of Industrial/Domestic wiring.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by GGPL.

### **Filler Boy Services:**

- a) Providing services for filling CNG to vehicles/ cascades; cash collection and handing over to the concerned. Logging / reporting of opening and closing readings of dispensers at regular intervals/end of every shift. Depositing cash with the concerned in office at regular intervals/end of every shift.
- b) Carrying out operation of Compressors, Dispensers, LCV loading/unloading as per safety procedures. Attend the cascade maintenance and SS tubing works, gas leak problems etc. Assisting in maintenance of Compressors/Dispensers/Other equipments in the required location etc.

- c) Hourly monitoring & logging of line pressure, temperature and other parameters. Coordinating with compressor operators for switching/changing over to relevant compressors depending on CNG demand and controlling CNG flow to be within limits in mobile cascades by operating no. of CNG loading/unloading bays.
- d) Monitoring UPS battery percentage in case of power failure. Start-up of DG set during requirements in Shifts.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by GGPL.

**Helper/ Sweeper Services:**

- a) Providing messenger service, hospitality service as and when required.
- b) Assisting in CNG filling to mobile cascades and any maintenance activities at CNG station in Kovvur.
- c) Providing assistance to Filler boy in CNG filling to vehicles.
- d) Providing sweeping/cleaning services, hospitality service as and when required.
- e) Assisting in any technical or non technical works related to GGPL stations.
- f) Maintaining the cleanliness in the CNG stations at any point of time.
- g) Providing assistance to Filler boys / Helpers.

Any other works which are not mentioned under scope has to be carried out as per directions of EIC. The personnel provided for support services must strictly adhere with and follow the latest SOP's (Safe Operating Procedures) provided/displayed by GGPL.

**Watch Man:**

Scope of job involves providing Watch Man at CNG station with one watch man/guard in each shift to keep vigil and provide 24-hrs security services for the Company/Plant/premises, to maintain visitor register and staff register, to check in coming/outgoing vehicles/equipments/material.etc, to monitor and overall responsible for opening and closing of compound gates, to prohibit entry of unauthorized personnel/vehicles, inside the premises, to frisk and search employees while going out of the premises, to patrolling strategically important areas, to act expeditiously during and emergency situation if any and any other responsibility concerned with security, which might be assigned from company side time to time.

- a) On consideration of the remuneration payable by the Company to the Contractor, under the contract agreement, the Contractor undertake to carry out Security Work of adequately safeguarding and maintaining vigilance of the Company's plant, facilities, products, stores, equipment etc., within the location premises.
- b) The contractor shall provide Watchman/Guard to carry out the security work satisfactorily **ON ROUND THE CLOCK BASIS as mentioned in Deployment Schedule.** The timings of shifts and the requirement of

number of guards per shift shall be finalised in consultation with the Engineer-In charge and the decision of the Engineer-In charge in this matter shall be final and binding on the contractor.

c) The contractor will provide:

- (i) Replacement of Watchman/Guard in case of annual vacation, protracted illness, Absenteeism, casual, sick leave etc., so as to ensure full staff compliment at all times.
- (ii) Watchman/Guards can be Civilians. In case of emergency, Maintenance works like operation Fire Extinguishers, Valve Operation, etc. as per the directions of the Station- In-charge.

- d) The Contractor will be responsible for training of Fire fighting, frisking, mob control etc., at all locations. Besides the Contractor will also maintain Visitors books, issue of Visitor passes and maintain various records required by the Company as well as statutory requirements. Contractor will also undertake locking and unlocking of premises / other facilities as directed by the EIC/Company.
- e) In the event of theft to the Company's properties, the Contractor will submit report basis it's on investigation. If it is emerging that the guards of this Contractor are prima facie involved in such theft, then the Contractor will remove those guards from GGPL duty and actively assist the Company to report such incidents to the Police on advice from the Company and do the necessary follow-up on the same. If required on GGPL advice, the Contractor shall file FIR with police and carryout necessary follow-up.

**All Services shall be made available for round the clock or as per requirement basis as given in the Scope of Work at CNG Station, Kovvuru and other CNG Stations in East & West Godavari Districts.**

**Note:**

The contractor shall be responsible for smooth operation of the services as indicated above through deployment of workmen who are physically fit and below 50 years of age having good track record.

**GGPL reserves the right to utilize the above category services, if required at any other locations in East and West Godavari districts depending upon the operational need of company.**

GGPL reserves the right to use any number of services irrespective of the mentioned services at any point of time.

**Spares parts / SS fittings / SS tubing / Valves / Hoses:**

All Spare parts / SS fittings / SS tubing / Valves / Hoses etc required for regular operations will be supplied by GGPL.

**Tools & Tackles:**

One set of conventional Mechanical, Electrical & Instrumentation general tools for maintenance job, Cash carrying bags for filler services shall be provided by

Contractor at all locations.

**MECHANICAL:**

1. Fix / Open spanners from size 6 mm to 32 mm -01 set for each location.
2. Ring spanners from size 6 mm to 32 mm -01 set for each location.
3. Adjustable / screw spanners of size 8" and 12" for each location.
4. Pipe wrenches of size 8" and 12" for each location.

**ELECTRICAL & INSTRUMENTATION:**

1. Tester – 01 no. for each location.
2. Hand gloves of 11 KV grade – 01 set for each location.
3. Multi-meter – 01 no. for each location.



**SECTION-VI**  
**SCHEDULE OF RATES**

**SCHEDULE OF RATES (SOR)**

TENDER NO. GGPL/C&amp;P/SER/4721/2016-17

**NAME OF SERVICE:** Hiring of Support Staff services for CNG stations in East and West Godavari Districts**NAME OF TENDERER:**

S.NO	DESCRIPTION	UNIT	QTY (For Two Years)	UNIT RATE QUOTED (RS)	AMOUNT (RS)
1	Highly Skilled services for supervising CNG operational & maintenance activities (ONE ASSISTANCE) as per the scope mentioned in the tender <u>Rate per day Included:</u> 1. Fixed per day - Rs. 552.19 2. PF @ 13.36% on 552.19 Rs. 73.77	Man Days	730	625.96	456949.82
2	Semi Skilled Services for filling CNG Vehicles (TWO ASSISTANCE) as per the scope mentioned in the tender <u>Rate per day Included:</u> 1. Fixed per day - Rs. 360.64 2. PF @ 13.36% on 360.64 Rs. 48.18 3. ESI @ 4.75% on 360.64 Rs. 17.13	Man Days	1460	425.96	621897.08
3	Skilled Electrician (ONE ASSISTANCE) as per the scope mentioned in the tender <u>Rate per day Included:</u> 1. Fixed per day - Rs. 442.63 2. PF @ 13.36% on 442.63 Rs. 59.14 3. ESI @ 4.75% on 442.63 Rs. 21.03	Man Days	730	522.80	381640.89
4	Skilled Instrumentation Technician (ONE ASSISTANCE) as per the scope mentioned in the tender <u>Rate per day Included:</u> 1. Fixed per day - Rs. 442.63 2. PF @ 13.36% on 442.63 Rs. 59.14 3. ESI @ 4.75% on 442.63 Rs. 21.03	Man Days	730	522.80	381640.89
5	Skilled Mechanical Technician (ONE ASSISTANCE) as per the scope mentioned in the tender <u>Rate per day Included:</u> 1. Fixed per day - Rs. 442.63 2. PF @ 13.36% on 442.63 Rs. 59.14	Man Days	730	522.80	381640.89

	3. ESI @ 4.75% on 442.63 Rs. 21.03				
6	Un Skilled Watch man (THREE ASSISTANCES) as per the scope mentioned in the tender <u>Rate per day Included:</u> 1. Fixed per day - Rs. 305.52 2. PF @ 13.36% on 305.52 Rs. 40.82 3. ESI @ 4.75% on 305.52 Rs. 14.51	Man Days	2190	<u>360.85</u>	<u>790263.77</u>
7	Sub-Total				3014033.34
8	<b>Service Charges in Rupees for Two Years</b>				
9	<b>Grand Total</b>				

**(Grand Total Rupees.....only)**

**Service Tax:.....%**

Note:

1. The unit rates for Item No. 1 to 6 are fixed and the bidder need not quote any separate price. These Unit rates are inclusive of contributions towards EPF and ESIC.
2. **The Bidder has to quote only the Service Charges in rupees for Two Years. However, while awarding the contract, the Annual Service Charges shall be converted into percentage of total amount.**
3. Service Tax as applicable shall be paid extra. Bidder to indicate the applicable Service Tax.
4. Bidder agrees to comply all the Scope of Work and terms and conditions of tender document during the execution of contract.
5. Bidder shall be complying all statutory requirements for execution of this contract of services and indemnify APGDC from all such responsibilities.

Signature of the Bidder

**SECTION-VI**

**SECTION-VIII**

**FORMS AND FORMATS**

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F-1

**BIDDER'S GENERAL INFORMATION**

**To**  
**Godavari Gas Private Limited**  
Hyderabad

Sub: Hiring of Support Staff services for CNG stations in East and West Godavari Districts

1. Name of Bidder / Firm \_\_\_\_\_
2. Status of Firm \_\_\_\_\_ Proprietorship Firm / Partnership Firm [ Mark ☐ ]
3. Number of Years in Operation \_\_\_\_\_
4. Registered Address \_\_\_\_\_
5. Operational Address [if different from above] \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Telephone Number \_\_\_\_\_  
[Area Code] [Number]
7. E-mail ID & Website \_\_\_\_\_
8. Tele-fax Number \_\_\_\_\_  
[Area Code] [Number]
9. ISO Certification [If Any] [If 'Yes', Please Furnish Details]:
10. PAN [Number] \_\_\_\_\_  
[Enclose Copy of 'PAN Card']
11. Service Tax Number \_\_\_\_\_  
[Enclose Copy of 'Service Tax Registration Certificate']

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

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F-2

**BID FORM**

**To**  
**Godavari Gas Private Limited**  
**Hyderabad**

Sub: Hiring of Support Staff services for CNG stations in East and West Godavari Districts

**Dear Sir,**

After examining / reviewing the Bidding Documents for Hiring of services for manpower deployment for CNG stations in East and West Godavari Districts including "Specifications & Scope of Services", "General Conditions of Contract [GCC]", "Special Conditions of Contract [SCC]" and "Schedule of Rates [SOR]", etc. the receipt of which is hereby duly acknowledged, we, the undersigned, pleased to offer to execute the whole part of the work and in conformity with the said Bid Documents, including Addenda / Corrigenda Nos. \_\_\_\_\_.

We confirm that this Bid is valid for a period of "three [03] months" from the date of opening of "Techno-Commercial / Un-priced Bid", and it shall remain binding upon us and may be accepted by any time before the expiry of that period.

Until a final Agreement is prepared and executed, the Bid together with your written acceptance thereof in your "Notification of Award" shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive and any action and activity not mentioned in Bid Documents but may be inferred to be included to meet the intend of the Bid Documents shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded and we confirm to perform for fulfillment of "Agreement" and completeness of the Work in all respects within the time frame and agreed price.

We understand that you are not bound to accept the lowest priced or any Bid that you may receive.

Place:	[Signature of Authorized Signatory of Bidder]
Date:	Name:
	Designation:
	Seal:

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

[Signature of Witness]

Name of Witness:

Address:

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F-3

**LIST OF ENCLOSURES**

**To**  
**Godavari Gas Private Limited**  
Hyderabad

Sub: Hiring of Support Staff services for CNG stations in East and West Godavari Districts

**Dear Sir,**

We are enclosing the following documents as part of the bid:

1. Power of Attorney of the signatory to the Bidding Document.
2. Copy of Bidding Documents along with addendum/corrigendum duly signed and sealed on each page, in token of confirmation that Bid Documents are considered in full while preparing the bid and in case of award, work will be executed in accordance with the provisions detailed in Bid Documents.
3. Documentary Evidences showing the Bidder's claim of meeting Technical Criteria as mentioned in Clause 4 of ITB.

(SEAL AND SIGNATURE OF BIDDER)

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FORM-4

PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY / BID SECURITY"

(To be stamped in accordance with the Stamp Act)

Ref.....

**Bank Guarantee No.....**

**Date.....**

To:

**M/s Godavari Gas Private Limited  
Hyderabad**

**Dear Sir(s),**

In accordance with Letter Inviting Tender under your reference No \_\_\_\_\_ M/s. \_\_\_\_\_ having their Registered / Head Office at \_\_\_\_\_ (hereinafter called the Tenderer), wish to participate in the said tender for "Hiring of services for manpower deployment for CNG stations in East and West Godavari Districts".

As an irrevocable Bank Guarantee against Earnest Money for the amount of \_\_\_\_\_ is required to be submitted by the Tenderer as a condition precedent for participation in the said tender which amount is liable to be forfeited on the happening of any contingencies mentioned in the Tender Document.

We, the \_\_\_\_\_ Bank at \_\_\_\_\_ having our Head Office \_\_\_\_\_ (Local Address) guarantee and undertake to pay immediately on demand without any recourse to the tenderers by GGPL, the amount \_\_\_\_\_ without any reservation, protest, demur and recourse. Any such demand made by GGPL, shall be conclusive and binding on us irrespective of any dispute or difference raised by the Tenderer.

This guarantee shall be irrevocable and shall remain valid up to \_\_\_\_\_ [this date should be six (06) months after the date finally set out for closing of tender]. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s. \_\_\_\_\_ whose behalf this guarantee is issued.

In witness whereof the Bank, through its authorized officer, has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_.

**WITNESS:**

**(SIGNATURE)**  
(NAME)

**(OFFICIAL ADDRESS)**

**(SIGNATURE)**  
(NAME)

Designation with Bank Stamp

Attorney as per

Power of Attorney No. \_\_\_\_\_

Date: \_\_\_\_\_



**F-5**  
**LETTER OF AUTHORITY**

[Pro forma for Letter of Authority for Attending Subsequent 'Negotiations' / 'Pre-Bid Meetings' /  
'Un-priced Bid Opening' / 'Price Bid Opening']

Ref:

Date:

**To**

**Godavari Gas Private Limited**  
**Hyderabad**

Sub: Hiring of Support Staff services for CNG stations in East and West Godavari Districts

**Dear Sir,**

I/We, \_\_\_\_\_ hereby authorize the following representative(s) for attending any 'Negotiations' / 'Meetings [Pre-Bid Meeting]', 'Un-priced Bid Opening', 'Price Bid Opening' and for any subsequent correspondence / communication against the above Bidding Documents:

[1] Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_  
Phone/Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: ..... @  
.....

[2] Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_  
Phone/Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_  
E-mail: ..... @  
.....

We confirm that we shall be bound by all commitments made by aforementioned authorised representative(s).

Yours faithfully,

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Note: This "Letter of Authority" should be on the "letterhead" of the Firm / Bidder and should be signed by a person competent and having the 'Power of Attorney' to bind the Bidder. Not more than 'two [02] persons per Bidder' are permitted to attend "Techno-commercial / Un-priced" & "Price Bid" Openings.

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F-6

**"NO DEVIATION" CONFIRMATION**

**To**  
**GODAVARI GAS PRIVATE LIMITED**  
**Hyderabad**

Sub: Hiring of services for manpower deployment for CNG stations in East and West Godavari Districts

**Dear Sir,**

We understand that any 'deviation / exception' in any form may result in rejection of Bid. We, therefore, certify that we have not taken any 'exception / deviation' anywhere in the Bid and we agree that if any 'deviation / exception' is mentioned or noticed, our Bid may be rejected.

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

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**F-6A**  
**DECLARATION**

**To**  
**GODAVARI GAS PRIVATE LIMITED**  
**Hyderabad**

Sub: Hiring of Support Staff services for CNG stations in East and West Godavari Districts

**Dear Sir,**

We hereby confirm that we are not under any 'liquidation', any 'court receivership' or similar proceedings and 'bankruptcy' and we agree that if any noticed in future, our Bid may be rejected / terminated.

Place:  
Date:

[Signature of Authorized Signatory of Bidder]  
Name:  
Designation:  
Seal:

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**F-7**

**CERTIFICATE**

**To  
GODAVARI GAS PRIVATE LIMITED  
Hyderabad**

Sub: Hiring of Support Staff services for CNG stations in East and West Godavari Districts

**Dear Sir,**

"We agree and acknowledge that the Employer is entering into the Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood & agreed that the Government of India is not a party to the Agreement and has no liabilities, obligations or rights thereunder. It is expressly understood and agreed that the Employer is authorized to enter into Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the Employer is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Agreement. Accordingly, we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counter claims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement."

Place:  
Date:

[Signature of Authorized Signatory of Bidder]  
Name:  
Designation:  
Seal:

## F-8

## AGREED TERMS &amp; CONDITIONS

Sub: Hiring of Support Staff services for CNG stations in East and West Godavari Districts

This Questionnaire duly filled in, signed & stamped must form part of Bidder's Bid and should be returned along with Un-priced Bid. Clauses confirmed hereunder need not be repeated in the Bid.

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Rate of applicable Tax & Duties	Service Tax: .....%
5.	i) Confirm acceptance of relevant Terms of Payment specified in the Bid Document. ii) In case of delay, the bills shall be submitted after deducting the price reduction due to delay.	
6.	Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.	
7.	Confirm that Contract Performance Bank Guarantee shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.	
8.	Confirm compliance to Delivery/ Completion Schedule/Duration of contract as specified in Bid document.	
9.	a) Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document. Liquidated damages or penalty are not acceptable. b) In case of delay, the bills shall be submitted after deducting the price reduction due to delay. Confirm.	
10	a) Confirm acceptance of complete Bid Document (all sections). b) Confirm that printed terms and conditions of bidder are not applicable.	
11	Confirm your offer is valid for 3 months from Final/Extended due date of opening of Techno-commercial Bids.	

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
12	Please furnish EMD/Bid Security details : a) EMD/ Bid Security No. & date b) Value c) Validity	
13	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
14	The bidder is required to state (in sentence form) whether any of the Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner GGPL or his relative is a partner.	
15	Confirm that you have not been banned or de-listed by any Government or Quasi-Government agencies or Public Sector Undertakings. If you have been banned or de-listed by any Government or Quasi-Government agency or Public Sector Undertakings, then this fact must be clearly stated. If this declaration is not furnished bid shall be treated as non-responsive and liable for rejection.	
16	All correspondence must be in ENGLISH language only.	
17	Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids including those received late or incomplete.	
18	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	

Bidder: M/s \_\_\_\_\_

Place : \_\_\_\_\_

(Signature of Authorized Signatory)

Date : \_\_\_\_\_

Name : \_\_\_\_\_

Seal : \_\_\_\_\_

Designation : \_\_\_\_\_

**ACKNOWLEDGEMENT CUM CONSENT LETTER**

**(On receipt of tender document/information regarding the tender, Bidder shall acknowledge the receipt and confirm his intention to bid or reason for non-participation against the enquiry /tender through e-mail/fax to concerned executive in GGPL issued the tender, by filling up the Format)**

To  
Incharge (C&P)  
Godavari Gas Private Limited  
Hyderabad  
Fax : 040-67304951

Sub: Hiring of Support Staff services for CNG stations in East and West Godavari Districts

Dear Sir,

We hereby acknowledge receipt of a complete set of bidding document along with enclosures for subject item/job and/or the information regarding the subject tender.

- We intend to bid as requested for the subject item/job and furnish following details with respect to our quoting office:

Postal Address with Pin Code: .....  
Telephone Number : .....  
Fax Number : .....  
Contact Person : .....  
E-mail Address : .....  
Mobile No. : .....  
Date : .....  
Seal/Stamp : .....

- We are unable to bid for the reason given below:

Reasons for non-submission of bid:

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Agency's Name : .....  
Signature : .....  
Name : .....  
Designation : .....  
Date : .....  
Seal/Stamp : .....

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**F-10**  
**Undertaking on Letterhead**

To  
Godavari Gas Private Limited  
Hyderabad 110066

Sub: Hiring of Support Staff services for CNG stations in East and West Godavari Districts

Dear Sir

We hereby confirm that "The contents of this Tender Document No. \_\_\_\_\_ have not been modified or altered by M/s. ....( Name of the bidder with complete address). In case, it is found that the tender document has been modified / altered by the bidder, the bid submitted by M/s.....(Name of the bidder) shall be liable for rejection".

(SIGNATURE OF BIDDER)