

Gasonet

गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited



Gasonet Services (UK) Limited

Corporate Office: 807, World Trade Tower

Sector - 16, Noida – 201301, Uttar Pradesh

CIN: U40100MH2022PLC384233

TENDER NO:

GSL/UK/CO/C&P-HR/BD202308S001

TENDER DOCUMENT

FOR

**HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN
COCO CNG STATION AT BHAGIRATHI FILLING STATION AT
DHALWALA, UTTARAKHAND**

TENDER SUBMISSION DATE	:	27/09/2023 UPTO 1600 Hrs.
TENDER OPENING DATE (Unprice Bid Opening)	:	27/09/2023 AT 1700 Hrs.
PRE-BID MEETING DATE	:	NA
Tender Fees	:	NA
Earnest Money Deposit	:	Rs. 1,40,600.00

IMPORTANT INSTRUCTION

PLEASE NOTE THAT THIS “REQUEST FOR QUOTATION [RFQ]” IS ON “ZERO-DEVIATION” BASIS. GASONET WILL ACCEPT OFFERS BASED ON THE TERMS AND CONDITIONS OF THIS “REQUEST FOR QUOTATION [RFQ] & TENDER DOCUMENT” ONLY. DEVIATION TO THE TERMS AND CONDITIONS OF “REQUEST FOR QUOTATION [RFQ] & TENDER DOCUMENT” MAY LEAD TO REJECTION OF OFFER.

“INCOMPLETE AND CONDITIONAL BIDS SHALL NOT BE CONSIDERED”

BEFORE DETAILED EVALUATION, ACCORDING TO “BID EVALUATION AND REJECTION CRITERIA”, GASONET WILL DETERMINE THE SUBSTANTIAL RESPONSIVENESS OF EACH BID TO THE “RFQ & TENDER DOCUMENT”. FOR THE PURPOSE OF THIS, A SUBSTANTIALLY RESPONSIVE BID CONFORMS TO ALL THE TERMS AND CONDITIONS OF THE BIDDING DOCUMENTS WITHOUT ‘DEVIATIONS’ OR ‘RESERVATIONS/ EXCEPTIONS’. GASONET’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 ‘GASONET; HOWEVER, ISSUANCE OF REQUEST FOR SUCH ‘CLARIFICATIONS’ SHALL NOT BE RESORTED TO MORE THAN ‘ONCE’. 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 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.

IF A BIDDER FAILS TO SUBMIT THE FOLLOWING DOCUMENTS, THEIR BID SHALL BE OUTRIGHTLY REJECTED:

- 1) **TECHNICAL & FINANCIAL BEC DOCUMENTS**
- 2) **EMD**
- 3) **FORMS & FORMATS**
- 4) **DIGITALLY SIGNED BID DOCUMENT, INCLUDING GCC**
- 5) **SUPPORTING DOCUMENTS (IF ANY)**

THE ABOVE SHOULD ALSO BE SUBMITTED BEFORE THE DEADLINE, AS MENTIONED & DETAILED ON NEXT PAGE

TABLE OF CONTENTS

SECTION-I	INVITATION FOR BIDS [IFB]
SECTION-II	BIDDER'S ELIGIBILITY CRITERIA [BEC] & METHODOLOGY FOR EVALUATION AND COMPARISON OF BIDS, INSTRUCTIONS TO BIDDERS [ITB]
SECTION-III	GENERAL CONDITIONS OF CONTRACT – GOODS [GCC] – GOODS (ATTACHED SEPARATELY)
SECTION-IV	SCOPE OF WORKS AND SPECIAL CONDITIONS OF CONTRACT [SCC]
SECTION-V	OTHER FORMS AND FORMATS
SECTION-VI	SCHEDULE OF RATE [SOR]

Gasonet

गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

SECTION – I
INVITATION FOR BIDS [IFB]



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

SECTION – I

INVITATION FOR BID [IFB]

**TO,
PROSPECTIVE BIDDERS**

DATE: 16/09/2023

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND
TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001**

Dear Sir/ Madam,

- 1.0 Gasonet Services (UK) Limited, the City Gas Distribution Company headquartered in Noida, Uttar Pradesh, invites bids from bidders for the subject services in complete accordance with the following details and enclosed Tender Documents.
- 2.0 The brief details of the tender are as follows:

(A)	NAME OF ITEM & QTY.	HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND
(B)	TENDER NO.	GSL/UK/CO/C&P-HR/BD202308S001
(C)	TYPE OF BIDDING SYSTEM	Open Domestic Tender under Two Bid Two Envelope System
(D)	CONTRACT PERIOD	24 Months from the date of notification of the award of the Order.
(E)	TENDER FEE	Not Applicable
(F)	BID SECURITY/ EARNEST MONEY DEPOSIT (EMD)	₹ 1,40,600.00 (Mandatory for all Bidder's)
(G)	DATE, TIME & VENUE OF PRE-BID MEETING	Not Applicable
(H)	DUE DATE AND TIME OF BID SUBMISSION	27/09/2023 UPTO 1600 Hrs.
(I)	DUE DATE AND TIME OF BID SUBMISSION (HARD COPY)	27/09/2023 UPTO 1700 Hrs.
(J)	VALIDITY OF OFFER UPTO	90 Days from the Due Date Bid Submission
(K)	Bank Details for EMD / CPBG	Name of Bank: HDFC Bank A/C No.: 50200070182067 IFSC: HDFC0000258

If the days specified above are a holiday in GASONET, the next working day shall be implied.



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

4. Bids must be submitted strictly following Clause No. 11 of ITB depending upon the Type of Tender as mentioned in Clause no. 2.0 (D) of IFB. The IFB is an integral and inseparable part of the bidding document.
5. Bidder(s) are advised to quote strictly per the tender documents' terms and conditions and not to stipulate any deviations/ exceptions.
6. Offer(s) received from bidders to whom tender/ information regarding tender has been issued and offers received from the bidder(s) by obtaining/ purchasing the tender document shall be considered for evaluation & award provided that the bidders are responsive.
7. Clarification(s)/ Corrigendum(s), if any, shall also be available on GASONET's website.
8. GASONET reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
9. All bidders are requested to go through the tender as uploaded on the Gasonet website and raise all the techno-commercial queries (if any) by **20/09/2023** through mail to Alok.thakur@gasonet.in / dipesh.negi@gasonet.in

For participation contact Assistant Manager [C&P], E-mail ID: dipesh.negi@gasonet.in

THIS IS NOT AN ORDER

For & on behalf of
Gasonet Services (UK) Limited

[DIPESH NEGI]
ASSISTANT MANAGER – [C&P]
Ph: +91-7490042375
E-mail: dipesh.negi@gasonet.in

SECTION – II

**BIDDER’S ELIGIBILITY CRITERIA
[BEC], METHODOLOGY FOR
EVALUATION AND COMPARISON
OF BIDS
&
INSTRUCTIONS TO BIDDERS [ITB]**

SECTION – II

1. BIDDER'S ELIGIBILITY CRITERIA [BEC]

1.1 **TECHNICAL CRITERIA (AS A SINGLE BIDDER)**

The bidder should have completed contracts of a “similar nature” for a value not less than Rs. 10.45 Lakhs in the previous five-year period reckoned from the original bid due date. The definition of similar nature means as follows:

“The Bidder should have experience of Operation or Operation cum Maintenance or forecourt management of CNG/LPG/Motor Fuel Dispensing Outlets/CNG Compressor/ CNG Dispenser.”

OR

Any one or combination of Mechanical / Electrical / Instrumentation works for either Operation or Maintenance or Operation & Maintenance of City Gas Distribution Network/Natural Gas Pipeline Network/ Natural Gas “Terminals and/or SV Stations and/or DRS/FRS/MRS/Hydrocarbon pipeline Network (LPG / Petroleum Products etc.)/ Hydrocarbon Process Plants/Operation & Maintenance of Gas Terminals, SV Stations, DRS/ FRS, MRS/City Gate Station/CNG station/ or for any work related to SS tubing, fittings and Re-manifolding including pneumatic testing of tubes or cylinders.

Note:

1. The definition of Executed means successfully executed & completed.
2. Only documents (Purchase Order, Completion certificate, Execution Certificate, etc.) referred to/ specified in the bid shall be considered in reply to queries during the evaluation of Bids. After the bid submission, only related shortfall documents will be asked for in TQ/CQ and considered for evaluation. For example, if the bidder has submitted a contract without its completion/ performance certificate, the certificate will be asked for and considered. However, the bidder will submit no new reference/ PO/WO/LOA in response to TQ/CQ to qualify. Gasonet will not view such documents to evaluate the bid.
3. A job executed by a bidder for its plant /projects cannot be considered as experience for meeting the requirement of BEC of the tender. However, jobs completed for a Subsidiary/Fellow subsidiary / Holding company will be considered as experience to meet BEC subject to submission of a tax-paid invoice(s) duly certified by the Statutory Auditor of the Bidder towards payments of statutory tax in support of the job executed for Subsidiary/Fellow subsidiary/ Holding company. Such Bidders are to submit these documents and those specified to meet BEC.
4. In case the bidder has executed multiple orders/contracts under a rate contract/agreement, all completed orders/contracts shall be considered as a single order/contract for the evaluation of the credentials of a bidder for meeting the experience criteria as mentioned above.
5. Experience of the bidder acquired as a subcontractor can be accepted against submission of a certificate from the end user by such bidder along with other specified documents.

1.2 **FINANCIAL CRITERIA (AS A SINGLE BIDDER):**

1.2.1 **Annual Turn Over**

Annual Turnover - The minimum annual turnover of the bidder as per their audited financial results in any of the preceding three financial years should be Rs. 20.90 Lakhs (FY 2020-21, FY 2021-22 & FY 2022-23.)

1.2.2 **Net Worth**

The net worth of the bidder should be positive as per the immediately preceding year's audited financial results.

1.2.3 **Working Capital:**

The minimum working capital of the bidder as per the immediately preceding year's audited financial results should be Rs. 4.18 Lakhs.

NOTE TO FINANCIAL BEC:

- **Annual Turnover** – In case the tenders have the bid closing date up to 31st December (or as amended from time to time by the Government) of the relevant financial year, and audited financial results of the immediate three preceding financial years are not available, the bidder has the option to submit the audited financial results of the three years immediately before that. Wherever the closing date of the bid is after 31st December (or as amended from time to time by the Government) of the relevant financial year, the bidder has to compulsorily submit the audited financial results for the immediate three preceding financial years.
- **Net worth and Working Capital** – In case the tenders having the bid closing date up to 31st December (or as amended from time to time by the Government) of the relevant financial year and audited financial results of the immediately preceding financial year are not available, in such a case the audited financial results of the year immediately before that year will be considered as last financial year for Net worth/ Working Capital calculation. Wherever the closing date of the bid is after 31st December (or as amended from time to time by the Government) of the relevant financial year, the bidder has to compulsorily submit the audited financial result for the immediately preceding financial year.

In case an audit of the last financial year 2022-2023 is not completed till the date of bid submissions, a bidder may declare the same & have the option to provide details/documents of the previous year, i.e., 2019-2020 audited result which shall be considered as last audited financial year, i.e., 2019-2020. Similarly, the previous 03 financial years shall be 2017-2018, 2018-2019 & 2019-2020.

1.3 **METHODOLOGY FOR EVALUATION AND COMPARISON OF PRICE BIDS:**

- a) Bids of the techno-commercially acceptable bidder will be evaluated on an overall L1 basis. They will be considered for an award for evaluation of the proposal, and arriving at the L1 bidder for the total value of SOR [Services] shall be regarded as including GST.

- b) In case of a tie at the lowest bid (L1) position between two or more bidders, the order/ LOA will be placed on the bidder having the higher/ highest turnover in the last audited financial year.

NOTE TO "BIDDER'S ELIGIBILITY CRITERIA [BEC]"

[FOR STRICT COMPLIANCE]

- [I] BIDDERS MUST FURNISH ALL RELEVANT CERTIFICATES/ DOCUMENTS/ INFORMATION IN SUPPORT OF THEIR CREDENTIALS TO THE ABOVE "ELIGIBILITY CRITERIA" ALONG WITH THE 'OFFER', FAILING WHICH THE 'OFFER' MAY BE REJECTED SUMMARILY.
- [II] BIDDERS NOT MEETING ANY OF THE CRITERIA MENTIONED ABOVE SHALL BE REJECTED WITHOUT ASSIGNING ANY REASON.
-

SECTION – II

Table of Contents

[Instructions to Bidders] [ITB]

[A] GENERAL

1. SCOPE OF BID
2. ELIGIBLE BIDDERS
3. BIDS FROM CONSORTIUM/ JOINT VENTURE
4. ONE BID PER BIDDER
5. COST OF BIDDING & TENDER FEE
6. SITE – VISIT

[B] BIDDING DOCUMENTS

7. CONTENTS OF BIDDING DOCUMENTS
8. CLARIFICATION OF BIDDING DOCUMENTS
9. AMENDMENT OF BIDDING DOCUMENTS

[C] PREPARATION OF BIDS

10. LANGUAGE OF BID
11. DOCUMENTS COMPRISING THE BID
12. SCHEDULE OF RATES/ BID PRICES
13. GOODS AND SERVICES TAX
14. BID CURRENCIES
15. BID VALIDITY
16. EARNEST MONEY/ BID SECURITY
17. PRE-BID MEETING
18. FORMAT AND SIGNING OF BID
19. ZERO DEVIATION AND REJECTION CRITERIA
20. E-PAYMENT

[D] SUBMISSION OF BIDS

21. SUBMISSION, SEALING AND MARKING OF BIDS
22. DEADLINE FOR SUBMISSION OF BIDS
23. LATE BIDS
24. MODIFICATION AND WITHDRAWAL OF BIDS

[E] BID OPENING AND EVALUATION

25. EMPLOYER’S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS
26. BID OPENING
27. CONFIDENTIALITY
28. CONTACTING THE EMPLOYER
29. EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

30. CORRECTION OF ERRORS
31. CONVERSION TO SINGLE CURRENCY FOR COMPARISON OF BIDS
32. EVALUATION AND COMPARISON OF BIDS
33. COMPENSATION FOR EXTENDED STAY
34. PURCHASE PREFERENCE

- [F] AWARD OF CONTRACT**

35. AWARD
36. NOTIFICATION OF AWARD/ FAX OF ACCEPTANCE [FOA]
37. SIGNING OF AGREEMENT
38. CONTRACT PERFORMANCE SECURITY/ SECURITY DEPOSIT
39. PROCEDURE FOR ACTION IN CASE CORRUPT/ FRAUDULENT/ COLLUSIVE/ COERCIVE PRACTICES
40. PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISE
41. AHR ITEMS
42. VENDOR EVALUATION PROCEDURE
43. INCOME TAX & CORPORATE TAX
44. SETTLEMENT OF DISPUTES BETWEEN GOVERNMENT DEPARTMENT AND ANOTHER AND ONE GOVERNMENT DEPARTMENT AND PUBLIC ENTERPRISE AND ONE PUBLIC ENTERPRISE AND ANOTHER
45. DISPUTE RESOLUTION
46. BILLING SYSTEM
47. TRANSPARENCY
48. CONTRACTOR'S SUBORDINATE STAFF AND THEIR CONDUCT
49. SALE OF BID DOCUMENTS
50. QUANTITY VARIATION
51. SUBLETTING & ASSIGNMENT
52. DIRECT PAYMENTS TO SUB-VENDORS/ SUPPORTING AGENCIES OF THE MAIN CONTRACTOR
53. CHECK MEASUREMENT
54. PROVISIONS FOR PROCUREMENT FROM A BIDDER WHICH SHARES A LAND BORDER WITH INDIA

- [G] ANNEXURES**

1. ANNEXURE-I: PROCEDURE FOR ACTION IN CASE CORRUPT/ FRAUDULENT/ COLLUSIVE/ COERCIVE PRACTICES
2. ANNEXURE-II: PROCEDURE FOR EVALUATION OF PERFORMANCE OF VENDORS/ SUPPLIERS/ CONTRACTORS/ CONSULTANTS
3. ANNEXURE-III: BIDDING DATA SHEET (BDS)

INSTRUCTIONS TO BIDDERS [ITB]

[TO BE READ IN CONJUNCTION WITH BIDDING DATA SHEET (BDS)]

[A] – GENERAL

1 SCOPE OF BID

- 1.1 The Employer/ GASONET, defined in the “General Conditions of Purchase [GPC]”, wishes to receive the Bid as described in the Bidding Document/ Tender document issued by Employer/ Owner / GASONET.
- 1.2 SCOPE OF BID: The scope of Supply shall be as defined in the Bidding documents.
- 1.3 The successful bidder will be expected to complete the scope of the Bid within the period stated in Special Conditions of the Contract.
- 1.4 Throughout the Bidding Documents, the terms ‘Bid’, ‘Tender’ & ‘Offer’ and their derivative [Bidder/ Tenderer, Bid/ Tender/ Offer etc.] are synonymous. Further, ‘Day’ means ‘Calendar Day’ and ‘Singular’ also means ‘Plural’.

2 ELIGIBLE BIDDERS

- 2.1 The Bidder shall not be under a declaration of ineligibility by Employer for Corrupt/ Fraudulent/ Collusive/ Coercive practices, as defined in “Instructions to Bidders [ITB], Clause No. 39” (Action in case Corrupt/ Fraudulent/ Collusive/ Coercive Practices).
- 2.2 The Bidder is not put on ‘Holiday’ by GASONET or Gasonet or Public Sector Project Management Consultant (like EIL, Mecon only due to “poor performance” or “corrupt and fraudulent practices”) or banned/ blacklisted by Government department/ Public Sector on the due date of submission of bid. Further, neither the bidder nor their allied agency(ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on the banning list of GASONET or the Ministry of Petroleum and Natural Gas.

If the bidding documents were issued inadvertently/ downloaded from the website, offers submitted by such bidders shall not be considered for opening/ evaluation/ Award and will be returned immediately to such bidders.

If there is any change in the status of the declaration before the award of the contract, the same has to be promptly informed to GASONET by the bidder.

It shall be the sole responsibility of the bidder to inform GASONET in case the bidder is put on ‘Holiday’ by GASONET or Public Sector Project Management Consultant (like EIL, Mecon, Resonance. Only due to “poor performance” or “corrupt and fraudulent practices”) or banned/ blacklisted by Government department/ Public Sector on due date of submission of bid and during finalization of the tender. Concealment of the facts shall be tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause 39 of ITB.

- 2.3 The Bidder should not be under any liquidation court receivership or similar proceedings on the due date of bid submission.

If there is any change in the status of the declaration before the award of the contract, the same has to be promptly informed to GASONET by the bidder.

It shall be the bidder's sole responsibility to inform GASONET in case the bidder is under any liquidation court receivership or similar proceedings on the due date of submission of the bid and during the finalization of the tender. Concealment of the facts shall be tantamount to misrepresentation of facts and shall lead to action against such Bidders as per clause no. 39 of ITB.

- 2.4 Bidder shall not be affiliated with a firm or entity:

- (i) That has provided consulting services related to the work to the Employer during the preparatory stages of the work or of the project of which the jobs/ services form a part or
- (ii) That has been hired (proposed to be engaged) by the Employer as an Engineer/ Consultant for the contract.

- 2.5 Neither the firm/ entity appointed as the Project Management Consultant (PMC) for a contract nor its affiliates/ JV's/ Subsidiaries shall be allowed to participate in the tendering process unless it is the sole Licensor/ Licensor nominated agent/ vendor.

- 2.6 According to the qualification criteria outlined in the bidding document, the Bidder shall furnish all necessary supporting documentary evidence to establish the Bidder's claim of meeting qualification criteria.

2.7 Power of Attorney:

Power of Attorney to be issued by the bidder in favour of the authorized employee (s), in respect of the particular tender, to sign the document, including the bid, all subsequent communications, agreements, documents, etc., about the tender and act and take any decision on behalf of the bidder (including Consortium). Any consequence resulting from such signing shall be binding on the Bidder (including Consortium).

- (I) In case of a Single Bidder, the Power of Attorney shall be issued as per the constitution of the bidder as below:
 - a) In case of Proprietorship: by Proprietor
 - b) In case of Partnership: by all Partners or Managing Partner
 - c) In case of Limited Liability Partnership: by any bidder's employee authorized in terms of Deed of LLP
 - d) In case of Public / Limited Company: PoA in favour of authorized employee(s) by Board of Directors through Board Resolution or by the designated officer authorized by the Board. The Board Resolution should be countersigned by the Company Secretary / MD / CMD / CEO.
- (II) In the case of a Consortium, Power of Attorney shall be issued by the Consortium's Leader and Consortium Member(s) as per the procedure defined above in favour of the Leader of the Consor employeetium.

A power of attorney should be valid until the successful bidder's contract/order is awarded.

3 BIDS FROM “JOINT VENTURE”/ “CONSORTIUM” [FOR APPLICABILITY OF THIS CLAUSE, REFER BIDDING DATA SHEET (BDS) – NOT ALLOWED FOR THIS INSTANT TENDER]

- 3.1 Bids from consortium/ JV of two or more members are acceptable provided they fulfil the qualification criteria and requirements stated in the Bidding Documents. Participating Consortium/ JV shall submit the Agreement as per the format F-17, clearly defining the scope and responsibility of each member. Members of consortium/ JV shall assume responsibility jointly & severally. The bid security shall be submitted by the Bidder (Consortium/ JV).
- 3.2 The Consortium/ JV Agreement must clearly define the leader/ lead partner, who shall be responsible for the timely completion of work/ services and shall receive/ send instructions for and on behalf of the consortium during the period the bid is under evaluation as well as during the execution of the contract.
- 3.3 All the members shall authorize the representative from the lead partner by submitting a Power of attorney (on a non-judicial stamp paper of appropriate value) signed by legally authorized signatories of all the member(s). The bid must accompany such authorization. The authorized signatory shall sign all the documents relating to the tender/ contract. However, payment shall be made to the consortium in case of award.
- 3.4 A consortium/ JV, once established at the time of submitting the Bid, shall not be allowed to be altered concerning constituting members of the JV/ Consortium or their respective roles/ scope of work, except if and when required in writing by the owner. If during the evaluation of bids, a consortium/ JV proposes any alteration/ changes in the orientation of consortium/ JV or replacements or inclusions or exclusions of any partner(s)/ member(s) which had originally submitted the bid, bid from such a consortium/ JV shall be liable for rejection.
- 3.5 Any member of the consortium/ JV shall not be eligible either in an individual capacity or be a part of any other consortium/ JV to participate in this tender. Further, no member of the consortium/ JV shall be put on ‘Holiday’ by GASONET or Public Sector Project Management Consultant (like EIL, Mecon only due to “poor performance” or “corrupt and fraudulent practices”) or banned/ blacklisted by Government department/ Public Sector on the due date of submission of bid. Offer submitted by such consortium/ JV shall not be considered for opening/ evaluation/ Award.

4 ONE BID PER BIDDER

- 4.1 A Firm/ Bidder shall submit only ‘one [01] Bid’ 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 Bidders have experienced to be disqualified.
- 4.2 Alternative Bids shall not be considered.

5 COST OF BIDDING & TENDER FEE

5.1 COST OF BIDDING

The Bidder shall bear all costs associated with the preparation and submission of the Bid, including but not limited to Bank charges for all courier charges, including taxes & duties, etc. incurred. Further, GASONET will not be responsible or liable for these costs, regardless of the outcome of the bidding process.

5.2 TENDER FEE [IF APPLICABLE]

- 5.2.1 Tender Fee, if applicable, will be acceptable as ‘crossed payee accounts only’ Demand Draft/ Banker’s Cheque payable to GASONET. The Tender Fee is to be submitted along with the bid. Offers sent without payment of the requisite Tender Fee will be ignored straightaway.
- 5.2.2 If a particular tender is cancelled, the tender fee will be refunded to the concerned bidders without any interest charges. The Owner shall entertain no plea in this regard.
- 5.2.3 SMEs (Small and Micro Enterprises) are exempted from submission of Tender fees following the provisions of the Public Procurement Policy for MSE-2012 and Clause 40 of ITB. The Government Departments/ PSUs are also exempted from the payment of tender fees.

6 SITE VISIT [NOT APPLICABLE IN THIS TENDER]

- 6.1 The Bidder is advised to visit and examine the site of works and its surroundings and obtain for itself on its responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required job. The Bidder shall bear the costs of visiting the site.
- 6.2 The Bidder or any of its personnel or agents shall be granted permission by the Employer to enter upon its premises and land for such visits, but only upon the express conditions that the Bidder, its personnel and agents will release and indemnify the Employer and its personnel, agents from and against all liabilities in respect thereof, and will be responsible for death or injury, loss or damage to property, and any other loss, damage, costs, and expenses incurred as a result of inspection.
- 6.3 The Bidder shall not be entitled to hold any claim against GASONET for non-compliance due to lack of any kind of pre-requisite information as it is the sole responsibility of the Bidder to obtain all the necessary information concerning site, surrounding, working conditions, weather etc., on its own before submission of the bid.

[B] - BIDDING DOCUMENTS

7 CONTENTS OF BIDDING DOCUMENTS

7.1 The contents of Bidding Documents/ Tender Documents are those stated below and should be read in conjunction with any 'Addendum/ Corrigendum' issued following "ITB: Clause-9":

- Section – I: Invitation for Bids [IFB]
- Section – II: Bidder's Eligibility Criteria [BEC] & Methodology For Evaluation And Comparison Of Bids, Instructions Bidders [ITB]
- Section – III: General Conditions of Contract Goods [GCC – GOODS]
- Section – IV: Scope of Supply including Technical Specifications and SCC
- Section – V: Other Forms and Formats
- Section – VI: Schedule of Rates [SOR]

* Request for Quotation, wherever applicable, shall also form part of the Bidding Document.

7.2 The Bidder must examine all instructions, forms, terms & conditions in the Bidding Documents. The "Request for Quotation [RFQ] & Invitation for Bid (IFB)", together with all its attachments, 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. It may result in the rejection of his Bid.

8 CLARIFICATION OF BIDDING DOCUMENT

8.1 A prospective Bidder requiring any clarification(s) of the Bid Documents may notify GASONET in writing or by fax or email at **GASONET's mailing address as indicated in the BDS, no later than 02 (two) days before pre-bid meeting (in cases where pre-bid meeting is scheduled) or 05 (five) days before the bid closing date in cases where pre-bid meeting is not held. GASONET reserves the right to ignore the bidder's request for clarification if received after the period above.** GASONET may respond in writing to the request for clarification. GASONET's response, including an explanation of the query, but without identifying the source, will be uploaded on GASONET's web site [www.Gasonet.co.in]/ communicated to prospective bidders by e-mail/ fax.

8.2 Any clarification or information required by the Bidder but not received by the Employer at clause 8.1 (refer BDS for address) above is liable to be considered as "no clarification/ information required".

9 AMENDMENT OF BIDDING DOCUMENTS

9.1 At any time before the 'Bid Due Date', the Owner may modify the Bidding Documents by addenda/corrigendum for any reason at its initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by addenda/ corrigendum.

- 9.2 Any addendum/ corrigendum thus issued shall be part of the Bidding Documents and may be hosted on the Gasonet website [www.Gasonet.in] only.
- 9.3 The Employer, if considered necessary, may extend the Bid submission date to allow the Bidders a reasonable time to furnish their most competitive bid considering the amendment issued.

[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 the bidder and GASONET shall be written in English alone. **Any printed literature furnished by the bidder may be written in another language as long as it is accompanied by an ENGLISH translation duly authenticated by the Chamber of Commerce of the bidder’s country, in which case, for interpretation of the bid, the ENGLISH translation shall govern.**

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 the Chamber of Commerce of Bidder’s country shall be submitted by the Bidder.

11 DOCUMENTS COMPRISING THE BID [MANUAL & E-TENDER]

- 11.1 **In case the Bids are invited under the Manual Two Bid system.** The Bid prepared by the Bidder shall comprise the following components sealed in 2 different envelopes:
- 11.1.1 **ENVELOPE-I: “TECHNO-COMMERCIAL/ UN-PRICED BID”** shall contain the following:
- (a) ‘Covering Letter’ on Bidder’s ‘Letterhead’ clearly specifies the enclosed contents.
 - (b) ‘Bidder’s General Information’, as per ‘Form F- 1’.
 - (c) ‘Bid Form’, as per ‘Form F-2
 - (d) Copies of documents, as required
 - (e) To confirm that the prices are quoted in the requisite format complying with the requirements, a copy of the Schedule of Rate (SOR) with prices blanked out mentioning quoted/ note quoted (as applicable) written against each item.
 - (f) ‘Letter of Authority’ on the Letter Head, as per ‘Form F-5’
 - (g) ‘No Deviation Confirmation’, as per ‘Form F-6’
 - (h) ‘Bidder’s Declaration regarding Bankruptcy’, in ‘Form F – 7’
 - (i) ‘Agreed Terms and Conditions; as per ‘Form F-10’
 - (j) Duly attested documents following the “BID EVALUATION CRITERIA [BEC]” establishing the qualification.
 - (k) Undertaking on the Letter head, as per Form F – 12.

- (l) Power of Attorney for authorized signatory in non-judicial stamp paper/ copy of Board Resolution, the authorized signatory shall be signing the bid and any consequence resulting from such signing shall be binding on the bidder.
- (m) Any other information/ details required as per the Bidding Document
- (n) EMD/ Bid Security in original as per Clause 16 of ITB
- (o) All forms and Formats, including Annexure
- (p) Initial Tender Fee (if applicable)
- (q) List of consortium/ JV member (s), if any, and Consortium Agreement (as per format) clearly defining their involvement & responsibility in this work, wherever applicable as specified elsewhere in the IFB/ RFQ/ BEC.- **[NOT ALLOWED IN THIS INSTANT TENDER]**
- (r) Tender Document duly signed/digitally signed by the Authorized Signatory.
- (s) Additional document specified in Bidding Data Sheet (BDS).

Note: All the pages of the Bid must be signed by the “Authorized Signatory” of the Bidder.

11.1.2 ENVELOPE – II: Price Bid [IN CASE OF MANUAL BID ONLY]

The bidders shall submit the Price Bids in PDF format per the SOR and Un-Priced Bids. Price bid PDF shall be encrypted with a password. Password shall be 12 (Tweleve) alphanumeric characters long. The price bid of any bidder who submits a PDF without password encryption shall be summarily rejected.

Passwords shall be emailed separately by bidders Gasonet as per the following instructions.

a	The first three characters of the password shall be emailed to the CFO	gajendra.bhardwaj@gasonet.in
b	The following Next Three Characters of the password shall be emailed to the HR Manager.	hr@gasonet.in
c	The following Next Three Characters of the password shall be emailed to the VP (EP&P)	alok.thakur@gasonet.in
d	The following Last Three Characters of the password shall be emailed to the Assistant Manager (C&P)	dipesh.negi@gasonet.in

- i) The Prices are to be submitted strictly per the Schedule of Rate of the bidding documents. GASONET shall not be responsible for any failure of the bidder to follow the instructions.
- ii) Bidders are advised NOT to mention Rebate/ Discount separately 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 Rate (SOR)” and indicate the discounted unit rate(s) only.
- iii) If any unconditional **rebate** has been offered at the quoted rate, the same shall be considered in arriving at the evaluated price. However, no cognizance shall be taken for any conditional discount to assess the bids.
- iv) In case it is observed that any of the bidder(s) has/ have offered suo-moto Discount/ Rebate after opening an unpriced bid but before opening price bids, such discount/

rebate(s) shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest evaluated bidder without considering the discount/ rebate(s), then such discount/ rebate(s) offered by the bidder shall be considered for Award of Work, and the same will be conclusive and binding on the bidder.

- v) In the event as a result of techno-commercial discussions or according to seeking clarification/ confirmations from bidders while evaluating the un-priced part of the bid, any of the bidders submits a sealed envelope stating that it contains revised prices, such bidder(s) will be requested to withdraw the adjusted prices failing which the bid will not be considered for further evaluation.
- vi) If any bidder does not quote for any item(s) of the “Schedule of Rates” and the estimated price impact is more than 10% of the quoted price, the bid will be rejected. If such price impact of unquoted items is 10% or less of his quoted price, then the unquoted item(s) shall be loaded at the highest price quoted by the other bidders. If such a bidder happens to be the lowest evaluated bidder, the price of unquoted items shall be considered included in the quoted bid price.

11.2 In case of bids invited under a *single bid system*, a single envelope containing all documents specified in Clause 11.1.1 & 11.1.2 of ITB above forms the BID. All corresponding conditions specified in Clause 11.1.1 & 11.1.2 of ITB shall become applicable in such a case.

12 **SCHEDULE OF RATES/ BID PRICES**

- 12.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the works described in the Bidding Document, based on the rates and prices submitted by the Bidder and accepted by the EMPLOYER. The prices quoted by the Bidders will include all taxes except **GST (CGST & SGST/ UTGST or IGST)**.
- 12.2 Prices must be filled in the format for ‘Schedule of Rates [SOR]’ enclosed as part of the Tender Document. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed, the bid will be rejected.
- 12.3 Bidder shall quote for all the items of “SOR after careful analysis of the 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 the description of the item under ‘SOR’ but is required to complete the works as per Specifications, Scope of Work/ Service, Standards, General Conditions of Contract (“GCC”), Special Condition of Contract (“SCC”) or any other part of Bidding Document, the prices quoted shall deem to be inclusive of cost incurred for such activity.
- 12.4 All duties, taxes and other levies [if any] payable by the Contractor under the Contract or for any other cause except final **GST (CGST & SGST/ UTGST or IGST)** shall be included in the rates/prices and the total bid-price submitted by the Bidder. The applicable rate of **GST (CGST & SGST/ UTGST or IGST)** on the contract value shall be indicated in the Agreed Terms & Conditions (Format – F10) and SOR.
- 12.5 Prices quoted by the Bidder shall remain firm, fixed, and valid until completion of the Contract and will not be subject to variation on any account. Any new taxes and duties, if imposed by the State/ Govt. of India after the due date of bid submission but before the Contractual Delivery Date, shall be reimbursed to the contractor on submission of documentary evidence for proof

of payment of State/ Govt. Authorities and after ascertaining its applicability concerning the contract.

- 12.6 The Bidder shall quote the prices both in 'figures' & words. There should not be any discrepancy between the prices indicated in the figures and the prices shown in words. In case of any discrepancy, the same shall be dealt with as per clause no.3 of ITB.
- 12.7 Further, the Bidder shall also mention the **Service Accounting Codes (SAC)** at the designated place in SOR.

13 GOODS AND SERVICES TAX (CGST & SGST/ UTGST Or IGST)

- 13.1 Bidders must submit a notarized copy of the GST Registration Certificate while submitting the bids wherever **GST (CGST & SGST/ UTGST or IGST)** is applicable.

- 13.2 Quoted prices should include all taxes and duties, except **GST (CGST & SGST/ UTGST or IGST)**. Please note that the GST payment responsibility (**CGST & SGST/ UTGST or IGST**)

Lies with the Supplier of Goods/ Services only. Supplier of Goods/ Services (Service Provider) providing taxable service shall issue an Invoice/ Bill as the case may be, as per rules/regulations of GST. Further, returns and details required to be filled under GST laws & regulations should be timely filed by the Supplier of Goods/ Services (Service Provider) with the requisite information.

Payments to the Service Provider for claiming **GST (CGST & SGST/ UTGST or IGST)** will be made provided the above formalities are fulfilled. Further, GASONET may seek copies of challan and certificate from Chartered Accountant for deposit of **GST (CGST & SGST/ UTGST or IGST)** collected from the Owner.

- 13.3 In case CBEC (Central Board of Excise and Customs)/ any equivalent government agency brings to the notice of GASONET that the Supplier of Goods/ Services (Service Provider) has not remitted the amount towards **GST (CGST & SGST/ UTGST or IGST)** collected from GASONET to the government exchequer, then, that Supplier of Goods/ Services (Service Provider) shall be put under Holiday list of GASONET for six months as mentioned in Procedure for Evaluation of Performance of Vendors/ Suppliers/ Contractors/ Consultants.

- 13.4 In case of statutory variation in GST (CGST & SGST/ UTGST or IGST), other than due to a change in turnover, payable on the contract value during the contract period, the Supplier of Goods/ Services (Service Provider) shall submit a copy of the 'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision.

Beyond the contract period, in case GASONET is not entitled to input tax credit of **GST (CGST & SGST/ UTGST or IGST)**, then any increase in the rate of **GST (CGST & SGST/ UTGST or IGST)** beyond the contractual delivery period shall be to Service Provider's account. In contrast, any decrease in the rate **GST (CGST & SGST/ UTGST or IGST)** shall be passed on to the Owner.

Beyond the contract period, in case GASONET is entitled to input tax credit of **GST (CGST & SGST/ UTGST or IGST)**. Statutory variation in applicable **GST (CGST & SGST/ UTGST or IGST)** on supply and incidental services shall be to GASONET's account.

Claim for payment of **GST (CGST & SGST/ UTGST or IGST)**/ Statutory variation should be raised within two [02] months from the date of issue of 'Government Notification' for payment of differential (in%) **GST (CGST & SGST/ UTGST or IGST)**, otherwise, claim in respect of above shall not be entertained for payment of arrears.

The base date to apply statutory variation shall be the Bid Due Date.

- 13.5 Where the GASONET is entitled to avail the input tax credit of **GST (CGST & SGST/ UTGST or IGST)**:-
- 13.5.1 Owner/ GASONET will reimburse the **GST (CGST & SGST/ UTGST or IGST)** to the Supplier of Goods/ Services (Service Provider) at actual against submission of Invoices as per the format specified in rules/ regulation of GST to enable Owner/ GASONET to claim an input tax credit of **GST (CGST & SGST/ UTGST or IGST)** paid. In case of any variation in the executed quantities, the amount on which the **GST (CGST & SGST/ UTGST or IGST)** is applicable shall be modified in the same proportion. Suppliers should timely file returns and details required to be filled under GST laws & rules with requisite details.
- 13.5.2 The input tax credit of **GST (CGST & SGST/ UTGST or IGST)** quoted shall be considered for evaluation of bids, per the tender document's evaluation criteria.
- 13.6 Where the GASONET is not entitled to avail/ take the full input tax credit of **GST (CGST & SGST/ UTGST or IGST)**:-
- 13.6.1 Owner/ GASONET will reimburse **GST (CGST & SGST/ UTGST or IGST)** to the Supplier of Goods/ Services (service Provider) at actual against submission of Invoices as per format specified in rules/ regulation of GST subject to the ceiling amount of **GST (CGST & SGST/ UTGST or IGST)** as quoted by the bidder, subject to any statutory variations, except variations arising due to change in turnover. In case of any variation in the executed quantities (If directed and/ or certified by the Engineer), the ceiling amount on which **GST (CGST & SGST/ UTGST or IGST)** is applicable will be modified on a pro-rata basis.
- 13.6.2 The bids will be evaluated based on the total price, including applicable **GST (CGST & SGST/ UTGST or IGST)**
- 13.7 GASONET will prefer to deal with registered suppliers of goods/ services under GST. Therefore, bidders are requested to register under GST; it is not registered yet. However, if any unregistered bidder submits, their prices will be loaded with applicable GST (CGST & SGST/ UTGST or IGST) while evaluating the bid. Where GASONET is entitled to an input credit of **GST (CGST & SGST/ UTGST or IGST)**, the same will be considered for evaluation of the bid as per the evaluation methodology of the tender document.
- 13.8 In case GASONET is required to pay entire/specific portion of applicable **GST (CGST & SGST/ UTGST or IGST)** and remaining amount, if any, is to be deposited by Bidder directly as per **GST (CGST & SGST/ UTGST or IGST)** laws, entire applicable rate/ amount of **GST (CGST & SGST/ UTGST or IGST)** to be indicated by bidder in the SOR.

Where GASONET must discharge **GST (CGST & SGST/ UTGST or IGST)** liability under reverse charge mechanism, and GASONET has paid or is/ liable to pay **GST (CGST & SGST/ UTGST or IGST)** to the Government on which interest or penalties becomes payable as per

GST laws for any reason which is not attributable to GASONET or ITC concerning such payments is not available to GASONET for any reason which is not attributable to GASONET, then GASONET shall be entitled to deduct/ setoff/ recover such amounts against any amounts paid or payable by GASONET to Contractor/ Supplier.

- 13.9 The contractor shall ensure timely submission of invoice(s) as per rules/ regulations of GST with all required supporting document(s) within a period specified in Contracts/ LOA to enable GASONET to avail input tax credit. Further, returns and details needed to be filled under GST laws & rules should be timely filed by the supplier with the requisite information.

Suppose input tax credit concerning GST (CGST & SGST/ UTGST or IGST) is not available to GASONET for any reason not attributable to GASONET. In that case, GASONET shall not be obligated or liable to pay or reimburse **GST (CGST & SGST/ UTGST or IGST)** charged in the invoice(s) and shall be entitled to/ deduct/ setoff/ recover the such **GST (CGST & SGST/ UTGST or IGST)** thereupon together with all penalties and interest if any, against any amounts paid or payable by GASONET to Supplier of Goods/ Services.

13.10 Regarding Reconciliation between GSTR 2A and Input Tax Credit

Supplier shall ensure timely submission of correct invoice(s), as per GST rules/ regulation, with all required supporting document(s) within a period specified in Contract to enable GASONET to avail input credit of GST (CGST&SGST/UTGST or IGST). Further, returns and details required to be filled under GST laws & rules should be timely filed by the Supplier of Goods / Services with the requisite information.

Suppose input tax credit is unavailable to GASONET for any reason not attributable to GASONET. In that case, GASONET shall not be obligated or liable to pay or reimburse GST (CGST&SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to deduct / setoff / recover such GST amount (CGST&SGST/UTGST or IGST) or Input Tax Credit amount together with penalties and interest, if any, against any amounts paid or becomes payable by GASONET in future to the Supplier/Contractor under this contract or any other contract.

In case CBIC (Central Board of Indirect Taxes and Customs)/ any tax authority / any equivalent government agency brings to the notice of GASONET that the Supplier has not remitted the amount towards GST (CGST & SGST/UTGST or IGST) collected from GASONET to the government exchequer, then, that Supplier shall be put under Holiday.

The supplier shall mention the particulars of Gasonet on the Invoice. Besides, if any other details of GASONET are required under GST rules/ regulations on the date of dispatch, the same shall also be mentioned on the Invoice.

However, if any unregistered bidder submits their bid, their prices will be loaded with applicable GST (CGST & SGST/UTGST or IGST) during the bid evaluation.

If the GST rating of the vendor on the GST portal / Govt. official website is negative/blacklisted, then the bids may be rejected by GASONET. Further, in case the rating of a bidder is negative/blacklisted after the award of work for supply of goods/services, then GASONET shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) to such vendor and shall also be entitled to deduct/recover such GST (CGST & SGST/UTGST or IGST) along with all penalties/interest, if any, incurred by GASONET.

GASNET will prefer to deal with registered suppliers of goods/ services under GST. Therefore, bidders are requested to register under GST; it is not registered yet.

13.10 ANTI-PROFITEERING CLAUSE

As per Clause 171 of the GST Act, it is mandatory to pass on the benefit due to a reduction in tax rate or from an input tax credit to the consumer by way of a commensurate reduction in price. The Supplier of Goods/ Services may note the above and quote their prices accordingly.

- 13.11 In case the GST rating of the vendor on the GST portal/ Govt. official website is negative/ black listed, then the bids may be rejected by GASONET. Further, in case the rating of a bidder is negative/blacklisted after the award of work for the supply of goods/ services, then GASONET shall not be obligated or liable to pay or reimburse GST to such vendor and shall also be entitled to deduct/ recover such GST along with all penalties/ interest, if any, incurred by GASONET.

14 BID CURRENCIES

Bidders must submit bids in Indian Rupees only.

15 BID VALIDITY

- 15.1 Bids shall be kept valid for '**Ninety [90] Days**' from the final 'Bid Due Date'. A Bid valid for a shorter period may be rejected by GASONET as 'non-responsive'.
- 15.2 In exceptional circumstances, before the original 'Bid Validity Period' expires, the Employer may request the Bidders to extend the 'Period of Bid Validity' for a specified additional period. The request and its responses 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 extension period and following "ITB: Clause – 16" in all respects.

16 EARNEST MONEY/ BID SECURITY

- 16.1 Bids must be accompanied by '**Earnest Money/ Bid Security**' in the form of '**Demand Draft**' or '**Banker's Cheque**' [in favour of **Gasonet Services (UK) Limited**] or '**Bank Guarantee**' or '**Letter of Credit**' as per the format given in **Form-4/4A of the bidding documents**. Bidders shall ensure that 'Bid Security', having a validity of at least '**two [02] months**' beyond the validity of the bid, must accompany the Bid in the format(s) made available in the Bidding Document. A bid not accompanied by 'Bid Security' or 'Bid Security' not in requisite form shall be liable for rejection. The Bid Security shall be submitted in Indian Rupees only.
- 16.2 The 'Bid Security' is required to protect GASONET against the risk of Bidder's conduct, which would warrant the 'Bid Security's' forfeiture under "ITB: Clause-16.7"
- 16.3 GASONET shall not be liable to pay any Bank charges, commission interest, etc., on the amount of 'Bid Security'. If 'Bid Security' is 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 a Scheduled Foreign Bank. However, in case of 'Bank Guarantee' from Banks other than the Nationalized Indian Banks, the Bank must be a commercial Bank

having a net worth over 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.'

- 16.4 Any Bid not secured following "ITB: Clause-16.1 & Clause-16.3" may be rejected by GASONET as non-responsive.
- 16.5 Unsuccessful Bidder's 'Earnest Money/ Bid Security' will be discharged/ returned as promptly as possible, but not later than 'thirty [30] days' after finalization of tender.
- 16.6 The successful Bidder's 'Bid Security' will be discharged upon the Bidder's acknowledging the 'Award' and signing the 'Agreement' and furnishing the 'Contract Performance Security/ Security Deposit' under clauses 37 & 38 of ITB.
- 16.7 Notwithstanding anything contained herein, the 'Bid Security' may also be forfeited in any of the following cases:
- If a Bidder withdraws his Bid during the 'Period of Bid Validity.'
 - If a Bidder has indulged in corrupt/ fraudulent/ collusive/ coercive practice
 - If the Bidder modifies bids during the bid validity period (after the submission date).
 - Violates any other condition mentioned elsewhere in the tender document, which may lead to forfeiture of EMD.
 - In the case of a successful Bidder, if the Bidder fails to:
 - to acknowledge receipt of the "Notification of Award"/ "Fax of Intent [FOI]/ Fax of Acceptance [FOA]",
 - to furnish "Contract Performance Security/ Security Deposit" following "ITB: Clause – 38"
 - to accept 'arithmetical corrections' as per provision of clause 30 of ITB.
- 16.8 Bid Security should be in favour of Gasonet and addressed to GASONET. If Bid Security is a 'Bank Guarantee' or 'Letter of Credit', the same must indicate the Bid Document No. And the Work for which the Bidder is quoting. This is essential to have a proper correlation at a later date. The 'Bid Security' should be in the form provided at 'Form F-4'/ 'Form F-4S'.
- 16.9 MSEs (Micro and Small Enterprises) are exempted from submission of EMD/ Bid Security following the provisions of PPP-2012 and Clause 40 of ITB. The Government Departments/ PSUs are also exempted from the payment of Bid Security.

17 PRE-BID MEETING (IF APPLICABLE)

- 17.1 The Bidder(s) or his designated representatives are invited to attend a "Pre-Bid Meeting" which will be held at the address specified in IFB. A bidder is expected to not depute more than 02 representatives for the meeting.
- 17.2 The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

- 17.3 Text of the questions raised, the responses given, and any responses prepared after the meeting will be uploaded on the GASONET website against the Tender. Any modification of the Contents of Bidding Documents listed in “ITB: Clause-7.1” that may become necessary as a result of the Pre-Bid Meeting shall be made by the Employer exclusively through the issue of an Addendum/ Corrigendum according to “ITB: Clause – 9”, and not through the minutes of the Pre-Bid Meeting.
- 17.4 Non-attendance of the Pre-Bid Meeting will not be a cause for disqualification of Bidder.

18 FORMAT AND SIGNING OF BID

- 18.1 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 (as per POA). The name and position held by each person signing must be typed or printed below the signature. All pages of the Bid except for unnamed printed literature where entry(s) or amendment(s) have been made shall be initiated by the person or persons signing the Bid.
- 18.2 The Bid shall contain no alterations, omissions, or additions unless such corrections are initiated by the person or persons signing the Bid.

19 ZERO DEVIATION AND REJECTION CRITERIA

19.1 ZERO DEVIATION

Deviation to terms and conditions of “Bidding Documents” may lead to the rejection of the bid. GASONET will accept submissions based on the terms & conditions of the “Bidding Document” only. Bidder may note that GASONET will determine the substantial responsiveness of each bid to the Bidding Documents according to the provision contained in clause 29 of ITB. For this purpose, a substantially responsive bid conforms to all terms and conditions of the Bidding Documents without deviations or reservations. GASONET’s determination of a bid’s responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. GASONET reserves the right to raise technical and/ or commercial query(s), if required, may be raised on the bidder(s). 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 is not limited to prices, completion, scope, technical specifications, etc. Bidders are requested not to take any deviation/ exception to the terms and conditions laid down in this “Tender Documents” and submit all requisite documents as mentioned in this “Tender Documents”, failing which their offer will be liable for rejection. If a bidder does not reply to the queries in the permitted time frame, then its bid shall be evaluated based on the documents available in the bid.

19.2 REJECTION CRITERIA

Notwithstanding the above, deviation from the following clauses of the Tender document shall lead to a summary rejection of the Bid:

- (a) Firm Price
- (b) Earnest Money Deposit/ Bid Security
- (c) Specifications & Scope of Work

- (d) Schedule of Rates/ Price Schedule/ Price Basis
- (e) Duration/ Period of Contract/ Completion Schedule
- (f) Period of Validity of Bid
- (g) Price Reduction Schedule
- (h) Contract Performance Bank Guarantee/ Security Deposit
- (i) Guarantee/ Defect Liability Period
- (j) Arbitration/ Resolution of Dispute/ Jurisdiction of Court
- (k) Force Majeure & Applicable Laws
- (l) Any other condition mentioned in the tender document elsewhere that non-compliance with the clause leads to rejection of the bid.

Note: Further, it is again reminded not to mention any condition in the Bid that contradicts the terms and conditions of the Tender document.

20 E –PAYMENT

Gasonethas initiated payments to Suppliers and Contractors electronically and facilitated the payments electronically through ‘**e-banking**’. The successful bidder should give the bank account details as per the bank mandate form.

[D] – SUBMISSION OF BIDS

21 SUBMISSION, SEALING AND MARKING OF BIDS

- 21.1 In the case of manual tendering, the bid must be submitted in a sealed envelope. If the envelope is not sealed & marked as per Clause No. 11 of ITB, the employer will assume no responsibility for the misplacement or pre-mature opening of the bid.
- 21.2 All the bids shall be addressed to the owner at the address specified in IFB.
- 21.3 Bids submitted under the name of AGENT/ CONSULTANT/ REPRESENTATIVE/ RETAINER/ ASSOCIATE, etc., on behalf of a bidder/ affiliate shall not be accepted.

22 DEADLINE FOR SUBMISSION OF BIDS

- 22.1 In the case of manual tendering, EMD, along with the bid, must be submitted within the due date & time.
- 22.2 GASONET may, in exceptional circumstances and at its discretion, extend the deadline for submission of Bids (clause 9 ITB refers). In this case, all rights and obligations of GASONET and the Bidders, previously subject to the original deadline, will be subject to the deadline as extended. Notice for the bid submission date extension will be uploaded on GASONET's website/communicated to the bidders.

23 LATE BIDS

- 23.1 Any bid received after the notified date and time of tender closing will be treated as late bids.
- 23.2 In the case of manual tendering, bids received by GASONET after the deadline for submission of bids shall not be considered. Such late bids shall be returned to the bidder within "10 days" in 'unopened conditions'. The bid bond of such bidders shall be returned along with the unopened bid. In the case of e-tendering, where the bid bond/ physical documents have been received but the bidder does not submit the bid in the e-tendering portal, such bid bond/ physical documents shall be returned immediately.
- 23.3 Unsolicited Bids or Bids received to address other than one stipulated explicitly in the tender document will not be considered for evaluation/ opening/ award if not accepted to the specified destination within the stipulated date & time.

24 MODIFICATION AND WITHDRAWAL OF BIDS

- 24.1 Modification and withdrawal of bids shall be as follows:

24.1.1 IN THE CASE OF MANUAL BIDDING

The bidder may withdraw or modify its bid after bid submission but before the due date for submission as per the tender document, provided that GASONET receives the written notice of the modification/ substitution/ withdrawal before the deadline for submission of a bid.

- 24.2 The modification shall also be prepared, sealed, marked and dispatched following the provision of clause 22 of ITB, with the outer and inner envelopes additionally marked modification or withdrawal as appropriate. A withdrawal notice may also be sent by e-mail or fax but followed by a signed confirmation copy post not later than the deadline for submission of bids. No bid shall be modified/ withdrawn after the deadline for submission of bids.
- 24.3 No bid shall be allowed to be withdrawn/ modified/ substituted between the deadline for submission of bids and the expiration of the bid validity period specified by the bidder on the Bid Form. Withdrawal/ Modification/ Substitution of a bid during this interval shall result in the bidder's forfeiture of his bid security according to clause 16 of ITB and rejection of the bid.
- 24.4 The latest submitted bid shall be considered for evaluation and all other bids shall be regarded as unconditionally withdrawn.
- 24.5 In case after the price bid opening, the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or modification of bid or varying any term in regard thereof leading to re-tendering, GASONET shall forfeit EMD paid by the bidder and such bidders shall be debarred from participation in re-tendering of the same job(s)/ item(s). Further, such a bidder will be put on holiday for six months after following the due procedure.
- 25 EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

GASONET reserves the right to accept or reject any Bid and to annually the Bidding process and reject all Bids at any time before the award of the 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 GASONET's action. However, Bidder, if so desire, may seek the reason (in writing) for the rejection of their Bid, to which GASONET shall respond quickly.

[E] – BID OPENING AND EVALUATION

FOR TENDERS HOSTED ON GASONET WEBSITE, BIDS WILL BE OPENED DIRECTLY ON GASONET WEBSITE ONLY AFTER THE DUE DATE FOR OPENING THE SAME WITHOUT ANY PRIOR NOTICE TO ANY BIDDER.

PRICE BIDS OF SUCCESSFUL BIDDERS WILL BE OPENED DIRECTLY WITHOUT ANY PRIOR INTIMATION.

26 BID OPENING

26.1 Un-priced Bid Opening

GASONET will open bids in the presence of bidders' designated representatives who choose to attend at the date, time and location stipulated in the BDS. The bidders' representatives, who are present, shall sign a bid opening register evidencing their attendance.

26.2 Priced Bid Opening

26.2.1 GASONET will open the price bids of those bidders who meet the qualification requirement and whose bids are determined to be technically and commercially responsive. Bidders selected for opening their price bids shall be informed about the date of the opening. Bidders may depute their authorized representative to attend the bid opening.

The bidders' representatives, who are present, shall sign a register evidencing their attendance and may be required to be present on short notice.

26.2.2 The price bids of those not found to be techno-commercially responsive bidders shall be unopened and returned unopened after opening the price bids of techno-commercially responsive bidders.

26.3 In case of bids invited under the single bid system, the bid shall be opened on the specified due date & time.

27 CONFIDENTIALITY

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 not 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, and action shall be initiated as per procedure in this regard.

28 CONTACTING THE EMPLOYER

28.1 From the time of Bid opening to the time of award of the Contract, if any Bidder wishes to contact the Employer on any matter related to the Bid, it should do so in writing. Information relating to the examination, clarification, evaluation & recommendation for award shall not be disclosed.

28.12 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 and action shall be initiated as per procedure in this regard.

29 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

29.1 The owner's determination of a bid's responsiveness is based on the content of the request only. Before the detailed evaluation of Bids, the Employer will determine whether each Bid-

- (a) Meets the "Bid Evaluation Criteria" 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 according to "ITB: Clause – 29.2."

29.2 A substantially responsive Bid conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations, reservations or omissions for this purpose; the employer defines the preceding terms below:-

- (a) "Deviation" is a departure from the requirement specified in the tender documents.
- (b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirement in the tender documents.
- (c) "Omission" is the failure to submit part or all of the information or documentation required in the tender document.

29.3 A material deviation, reservation or omission is one that,

- (a) If accepted would,
 - (i) Affect in any substantial way the scope, quality, or performance of the job as specified in tender documents.
 - (ii) Limit, in any substantial way, inconsistent with the Tender Document, the Employer's rights or the tenderer's obligations under the proposed Contract.
- (b) It would unfairly affect the competitive position of other bidders presenting substantially responsive bids if rectified.

29.4 The employer shall examine all aspects of the bid to confirm that all requirements have been met without any material deviation, reservation or omission.

29.5 If a Bid is not substantially responsive, it may be rejected by the Employer. It may not subsequently be made responsive by correcting or withdrawing the material deviation, reservation or omission.

30 CORRECTION OF ERRORS

30.1 The Employer will check bids that are substantially responsive for any arithmetic error. Errors will be corrected by the Employer as follows:

- (i) When there is a difference between the rates in figures and words, the rate corresponding to the amount worked out by the contractor (by multiplying the quantity and rate) shall be taken as correct.
- (ii) When the rate quoted by the contractor in figure and words tallies but the amount is incorrect, the rate quoted by the contractor shall be taken as correct, not the amount and the amount corrected.
- (iii) When it is impossible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be adopted, and the amount worked out for comparison purposes.

30.2 The Employer will adjust the amount stated in the bid per the above procedure to correct errors. If the bidder does not accept the corrected bid amount, it will be rejected, and the bid security shall be forfeited.

31 CONVERSION TO SINGLE CURRENCY FOR COMPARISON OF BIDS

Not Applicable. All bids submitted must be in the currency specified in clause 14 of ITB.

32 EVALUATION AND COMPARISON OF BIDS

Bids shall be evaluated per the criteria mentioned in Section-II of bidding documents (refer to clause 7.0 of ITB) after considering the effect of GST. The employer shall only use the criteria and methodology indicated in Section II of the bidding documents. No other criteria/methodology shall be permitted.

33 COMPENSATION FOR EXTENDED STAY (FOR APPLICABILITY OF THIS CLAUSE, REFER BDS): [NOT APPLICABLE IN THIS INSTANT TENDER]

33.1 In the event of the time of completion of work getting delayed beyond the schedule indicated in the bidding document plus a grace period equivalent to 1/5th of the program or two months, whichever is more, due to reasons solely attributable to the Employer, the Contractor shall be paid compensation for an extended stay (ESC) to maintain necessary organizational setup and construction tools, tackles, equipment etc. at the site of work.

33.2 The bidder must specify the ESC rate per month basis in the “PRICE PART” of his bid, which shall be considered for loading on the total quoted price during price bid evaluation. The loading shall be done for 1/5th of the schedule or one month, whichever is less. If the bidder does not indicate the rate for ESC in the price part of his bid, it will be presumed that the bidder and evaluation require no ESC to be carried out accordingly.

34 PURCHASE PREFERENCE

Purchase preference to Central Government Public Sector Undertaking and Micro and Small Enterprises (MSEs) shall be allowed as per Government instructions in vogue.

[E] – AWARD OF CONTRACT

35 AWARD

Subject to “ITB: Clause-29”, GASONET will award the Contract to the successful Bidder whose Bid has been substantially responsive and as the lowest provided that the bidder is determined to be qualified to perform the Contract satisfactorily.

36 NOTIFICATION OF AWARD/ FAX OF ACCEPTANCE

36.1 Before the expiry of the ‘Period of Bid Validity’, GASONET will notify the successful Bidder in writing, in the form of “Notification of Award” / “Fax of Intent [FOI]”/ Fax of Acceptance [FOA]”, through fax/ e-mail that his Bid has been accepted. The notification of award / Fax of Intent will constitute the formation of the Contract.

36.2 The contract period shall commence from the date of “Notification of Award” or as mentioned in the Notification of Award. The “Notification of Award” will constitute the formation of a Contract until the Contract has been effected according to the Contract signing as per Clause “ITB: Clause – 37.

Upon the successful Bidder’s/ Contractor’s furnishing of ‘Contract Performance Security / Security Deposit’, according to “ITB: Clause – 38”, GASONET will promptly discharge his ‘Earnest Money/ Bid Security, according to “ITB: Clause – 16”

37 SIGNING OF AGREEMENT

37.1 GASONET will award the Contract to the successful Bidder, who, within ‘fifteen [15] days’ of receipt of the same, shall sign and return the acknowledged copy of GASONET.

37.2 The successful Bidder/ Contractor shall be required to execute an ‘Agreement’ in the proforma given in this Bidding Document on a ‘non-judicial stamp paper’ of appropriate value [cost of the ‘stamp-paper’ shall be borne by the successful Bidder/ Contractor] and of ‘state’ specified in Bidding Data Sheet (BDS) only, within ‘fifteen [15] days’ of receipt of the “Letter of Acceptance [LOA]” of the Tender by the successful Bidder/ Contractor. Failure of the successful Bidder/ Contractor to sign the ‘Agreement’ within the above stipulated period shall constitute sufficient grounds for forfeiture of EMD/ Security Deposit.

38 CONTRACT PERFORMANCE SECURITY/ SECURITY DEPOSIT

38.1 Within 30 days of receiving the notification of award/ Fax of Acceptance from GASONET, the successful bidder shall furnish the contract performance security/ Guarantee per the General Conditions of the Contract. The Contract Performance Security/ Guarantee shall be in the form of either a Banker’s Cheque / Demand Draft / Bank Guarantee / Letter of Credit and shall be in the currency of the Contract.

38.2 The contract performance security shall equal what is specified in the **Binding Data Sheet (BDS)** towards the faithful performance of the contractual obligations and equipment

performance. For Contract Performance Security, Contract/ order value shall be exclusive of taxes and duties.

Banks Guarantee towards performance security/ security deposit shall be from any Indian schedule bank or a branch of an International bank situated in India and registered with the Reserve Bank of India as a scheduled foreign bank in case of Indian bidder and foreign bidder. However, in case of bank guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank with a net worth exceeding **Rs. 100 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. This bank guarantee shall be valid for **three months beyond the DLP** specified in the Bid Data Sheet.

- 38.3 Failure of the successful bidder to comply with the requirements of this article shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.
- 38.4 The CPBG/ Security deposit must also cover the entire contract value, including extra works/ services. As long as the CPBG/ Security deposit submitted at the time of award takes care of the different jobs/ services executed and the total committed value is within the awarded contract price, there is no need for additional security deposit/ Contract Performance Security. As soon as the capacity completed value is likely to burst the ceiling of the awarded contract price, the contractor should furnish an additional security deposit/ CPBG.

39 PROCEDURE FOR ACTION IN CASE CORRUPT/ FRAUDULENT/ COLLUSIVE/ COERCIVE PRACTICES

- 39.1 The procedure for action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practice is enclosed in Annexure – I.
- 39.2 **NON-APPLICABILITY OF ARBITRATION CLAUSE IN CASE OF BANNING OF VENDORS/ SUPPLIERS/ CONTRACTORS/ BIDDERS/ CONSULTANTS INDULGED IN FRAUDULENT/ COERCIVE PRACTICES**

Notwithstanding anything contained contrary in GCC and other ‘CONTRACT DOCUMENTS’, in case it is found that the Vendors/ Suppliers/ Contractors/ Bidders/ Consultants indulged in fraudulent/ coercive practices at the time of bidding, during the execution of the contract etc., and/ or on other grounds as mentioned in GASONET’s “Procedure for action in case Corrupt/ Fraudulent/ Collusive/ Coercive Practices” (Annexure-I), the contractor/ bidder shall be banned (in terms of the procedure described above) from the date of issuance of such order by Gasonet to such Vendors/ Suppliers/ Contractors/ Bidders/ Consultants.

The Vendor/ Supplier/ Contractor/ Bidder/ Consultant understands and agrees that in such cases where the Vendor/ Supplier/ Contractor/ Bidder/ Consultant has been banned (in terms of the procedure mentioned above) from the date of issuance of such order by Gasonet, such decision of Gasonet shall be final and binding on such Vendor/ Supplier/ Contractor/ Bidder/ Consultant and the ‘Arbitration Clause’ in the GCC and other ‘CONTRACT DOCUMENTS’ shall not be applicable for any consequential issue/ dispute arising in the matter.

**40 — PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES
(REFER BDS FOR APPLICABILITY OF THIS CLAUSE)**

40.1— The following provision has been incorporated in the tender for MSEs, in line with the notification of the Government of India, vide Gazette of India No. 503 dated 26.03.2012 proclaiming the Public Procurement Policy on procurement of goods and services from Micro and Small Enterprises (MSEs)

- i) Issue of the tender document to MSEs free of cost.
- ii) Exemption to MSEs from payment of EMD/Bid Security.
- iii) In Tender, participating Micro and Small Enterprises quoting prices within a price band of L1 +15% shall also be allowed to supply a portion of the requirement by bringing their prices to L1 price in a situation where the L1 price is from someone other than micro and small enterprises and such micro and small enterprises shall be allowed to supply upto 25% of the total tendered value. In the case of more than one such Micro and Small Enterprise, the supply shall be shared proportionately (to tendered quantity). Further, out of the above 25%, 4% shall be reserved for MSEs owned by SC/ST entrepreneurs. Further, 3% shall be reserved for women owned MSEs within the 25% reservation. The respective quota(s) shall be transferred to other MSEs in case of non availability of MSEs owned by SC/ST entrepreneurs/ MSEs owned by Women.

The quoted prices against various items shall remain valid in case of splitting of quantities of the items above.

In case the tendered item is non-splitable or non-dividable (specified in Bid Data Sheet), MSE quoting price within price band L1 (other than MSE) + 15% may be awarded for full/ complete supply of total tendered value subject to matching of L1 price.

40.2— The MSEs owned by SC/ST entrepreneurs shall mean:

- a) In the case of proprietary MSE, the Proprietor(s) shall be SC/ST.
- b) In the case of partnership MSE, the SC/ST partners shall hold at least 51% share in the unit.
- e) In the case of private Limited Companies, at least 51% of the share is held by SC/ST. The bidder shall furnish appropriate documentary evidence if SC/ST entrepreneurs own the MSE.

The MSE(s) owned by Women shall mean:-

- d) In the case of proprietary MSE, the Proprietor(s) shall be Women.

40.3— In case the bidder is a Micro or Small Enterprise under the Micro, Small and Medium Enterprises Development Act, 2006, the bidder shall submit the following:-

- a) Ministry of MSME vide Gazette notification no. CG DL E 26062020 220191 dated 26.06.2020 has notified specific criteria for classifying the enterprises as Micro, Small and Medium Enterprises and specified form and procedure for filling the memorandum (Udyam Registration) w.e.f 01.07.2020 (for complete details of policy refer the website of Ministry of MSME, i.e. <https://msme.gov.in/>)

Accordingly, Micro and Small Enterprises (MSEs) must submit a Udyam Registration Certificate to avail of benefits under the Public Procurement Policy for MSEs 2012.

~~An enterprise registered before 30.06.2020 and not re-registered with Udyam Registration shall remain valid for a period up to 31.12.2021. Such enterprise shall submit EM Part II or Udyog Aadhaar Memorandum (UAM) for availing benefits of PPP 2012.~~

- b) ~~If the MSE is owned by SC/ST Entrepreneurs/ Women Entrepreneurs, the bidder shall furnish appropriate documentary evidence.~~

~~The above documents submitted by the bidder shall be duly certified by the Statutory Auditor of the bidder or a Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) where audited accounts are not mandatory as per law and notary public with a legible stamp.~~

~~Suppose the bidder does not provide the above confirmation, appropriate document, or evidence. In that case, it will be presumed that they do not qualify for any preference admissible in the Public Procurement Policy (PPP) 2012.~~

- 40.4 ~~Further, MSEs who are availing the benefits of the Public Procurement Policy (PPP) 2012 get themselves registered with MSME Data Bank being operated by NSIC, under SME Division, M/o MSME, to create a proper database of MSEs which are making supplies to CPSUs.~~

- 40.5 ~~If against an order placed by Gasonet, successful bidder(s) (other than Micro/Small Enterprise) is procuring material/services from their sub vendor who is a Micro or Small Enterprise registered with District Industries Centers or Khadi and Village Industries Commission or Khadi and Village Industries Board or Coir Board or National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises with prior consent in writing of the purchasing authority/Engineer in charge, the details like Name, Registration No, Address, Contact No. Details of material & value of procurement made, etc., of such Enterprises shall be furnished by the successful bidder at the time of submission of invoice/Bill.~~

- 40.6 ~~The policy's benefits are not extended to the traders/dealers/ Distributors/Stockiest/Wholesalers/Suppliers.~~

41 AHR ITEMS

In item rate contracts where the quoted rates exceed 50% of the estimated rates, such items will be considered as Abnormally High Rates (AHR). Items and payment of AHR items beyond the SOR stipulated quantities shall be made at the lowest amongst the following rates:

- I) Rates as per SOR, quoted by the Contractor/ Bidder.
- II) The rate of the item shall be derived as follows:
 - a. Based on rates of Machine and labour as available from the contract (which includes contractor's supervision, profit, overheads and other expenses).
 - b. Suppose rates are not available in the contract. In that case, rates will be calculated based on prevailing market rates of machine, material and labour plus 15% to cover the contractor's supervision profit, overhead & other expenses.

42 INCOME TAX & CORPORATE TAX

- 42.1 Income tax deduction shall be made from all payments made to the contractor per the rules and regulations in force and following the Income Tax Act prevailing from time to time.
- 42.2 Corporate Tax liability, if any, shall be to the contractor's account.
- 42.3 Work Contract tax/ VAT shall be deducted as per trade tax.

42.4 MENTIONING OF PAN NO. IN INVOICE/ BILL

As per CBDT Notification No. 95/ 2015 dated 30.12.2015, mentioning PAN no. is mandatory for procurement of goods/ services/ works/ consultancy services exceeding Rs. 2.0 Lakh per transaction.

Accordingly, supplier/ contractor/ service provider/ consultant should mention their PAN no. in their invoice/ bill for any transaction exceeding Rs. 2.0 Lakh. As provided in the notification, if the supplier/ contractor/ service provider/ consultant does not have PAN no., they must submit Form 60 along with the invoice/ bill for each transaction.

Payment of supplier/ contractor/ service provider/ consultant shall be processed only after fulfilling the above requirement.

43 SETTLEMENT OF DISPUTES BETWEEN GOVERNMENT DEPARTMENT AND ANOTHER AND ONE GOVERNMENT DEPARTMENT AND PUBLIC ENTERPRISE AND ONE PUBLIC ENTERPRISE AND ANOTHER

In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole Arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996, shall not apply to arbitrators under this clause. The award of the Arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make a further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference, the dispute shall be decided by the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such consideration, the dispute shall be decided by the Law Secretary or the Special Secretary/ Additional Secretary, when authorized by the Law Secretary, whose decision shall finally bind the Parties. The parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

44 DISPUTE RESOLUTION (ADDENDUM TO PROVISION REGARDING APPLICABLE LAWS AND SETTLEMENT OF DISPUTES OF GCC)

- 44.1 Unless otherwise specified, the matters where the decision of the Engineer-in-Charge is deemed to be final and binding as provided in the Agreement and the issues/ disputes which cannot be mutually resolved within a reasonable time, all disputes shall be settled following the Indian Arbitration and Conciliation Act 1996.

- 44.2 Any dispute(s)/ difference(s)/ issue(s) of any kind whatsoever between/ amongst the Parties arising under/ out of/ in connection with this contract shall be settled following the rules described above.
- 44.3 In case of any dispute(s)/ difference(s)/ issue(s), a Party shall notify the other Party (ies) in writing about such a dispute(s)/ difference(s)/ issue(s) between/amongst the Parties and that such a Party wishes to refer the dispute(s)/ difference(s)/ issue(s) to Conciliation. Such Invitation for Conciliation shall contain sufficient information as to the dispute(s)/ difference(s)/ issue(s) to enable the other Party (ies) to be fully informed as to the nature of the dispute (s)/ difference(s)/ issue(s), the amount of monetary claim, if any, and apparent cause(s) of action.
- 44.4 Conciliation proceedings commence when the other Party(ies) accept(s) the invitation to conciliate and confirm in writing. If the other Party(ies) rejects(s) the invitation, there will be no conciliation proceedings.
- 44.5 Suppose the Party initiating conciliation does not receive a reply within thirty days from the date on which he/ she sends the invitation or within such other period of time as specified in the invitation. In that case, they may treat this as rejecting the invitation to conciliate. If they so elect, they shall inform the other Party(ies) accordingly.
- 44.6 Where an Invitation for Conciliation has been furnished, the Parties shall attempt to settle such dispute(s) amicably under Part-III of the Indian Arbitration and Conciliation Act, 1996. It would be only after exhausting the option of Conciliation as an Alternate Dispute Resolution Mechanism that the Parties hereto shall go for Arbitration. For this clause, the possibility of ‘Conciliation’ shall be deemed to have been exhausted, even in case of rejection of ‘Conciliation’ by any of the Parties.
- 44.7 The cost of Conciliation proceedings, including but not limited to fees for Conciliator(s), Airfare, Local Transport, Accommodation, cost towards conference facility, etc., shall be borne by the Parties equally.
- 44.8 The Parties shall freeze claim(s) of interest, if any, and shall not claim the same during the pendency of Conciliation proceedings. The Settlement Agreement, as and when reached/ agreed upon, shall be signed between the Parties, and Conciliation proceedings shall stand terminated on the date of the Settlement Agreement.

45 BILLING SYSTEM

ORIGINAL Bills/ Invoices are to be forwarded in a sealed envelope for release of payment in time, and the following should be mentioned in “top left corner of the envelope” with “address” as under.”

- (a) The top left corner of the envelope

Vendor Code: _____

LOA/ PO No.

Bill/ Invoice No.

Date.....

Date.....Invoice Value: Rs.....



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

Indenting Dept.....

Job/ Supply of.....

(b) Address:

TO,

In the case of LOA/ Contract	In the case of PO
Mr Dipesh Negi Assistant Manager (C & P) GASONET SERVICES (UK) LIMITED Corporate Office: 807, World Trade Tower, Setor-16, Noida,Uttar Pradesh. Pin Code-201301 Contact No.: +917490042375 Mail Id: dipesh.negi@gasonet.in	Mr. Dipesh Negi Assistant Manager (C & P) GASONET SERVICES (UK) LIMITED Corporate Office: 807, World Trade Tower, Setor-16, Noida,Uttar Pradesh. Pin Code-201301 Contact No.: +917490042375 Mail Id: dipesh.negi@gasonet.in

46 TRANSPARENCY

Bidders, if so desires, may seek in writing the reason for rejecting their bid, to which GASONET shall respond quickly.

47 CONTRACTOR'S SUBORDINATE STAFF AND THEIR CONDUCT

A new clause no. 36.5 in the GCC for Works has been appended hereunder:

“The Contractor shall obtain the necessary certificate concerning **verification of character and antecedents** in respect of personnel deployed/ proposed to be deployed to carry out the contractual obligations and provide the copy of the said certificate for facilitating Photo Pass to enter into GASONET’s Premises”.

48 SALE OF BID DOCUMENTS

The tender document will be available on the GASONET Website only. The same fee and a hard copy of the tender documents shall be submitted. No tender document will, however, be considered of the bidders who are on ‘Holiday’ by GASONET or Public Sector Project Management Consultant (like EIL, Mecon, etc. only due to “poor performance” or “corrupt and fraudulent practices”) or banned by Government department/ Public Sector on the due date of submission of bid. Offers submitted by such bidder shall not be considered for opening/ evaluation/ award and will be returned immediately to such bidder. The above is without prejudice to the other rights of GASONET.

49 QUANTITY VARIATION

49.1 The Purchaser reserves the right to vary the quantity of each item up to +/- 15% for each item at the time of award without any change in quoted unit price or other terms & conditions.

49.2 The purchaser reserves the right to delete the requirement of any one or more MR/ SOR/ BOQ items without assigning any reason.

50 SUBLETTING & ASSIGNMENT

The contractor shall not save with previous consent in writing of the Engineer-in-charge, sublet, transfer or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever. Nevertheless, any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract.

However, Subletting of WHOLE WORKS is prohibited. The vendor/Contractor will give an undertaking to this effect along with each invoice/ bill. In addition to the above, clause no. 37.0 of GCC is also to be referred to.

51 DIRECT PAYMENTS TO SUB-VENDORS/ SUPPORTING AGENCIES OF THE MAIN CONTRACTOR

Typically, the payment is only to be made to the vendor/ contractor per the contract provision. During execution, in case of financial constraints, GASONET may make direct payment to their sub-vendor/ supporting agencies as an exception from the amounts due to the vendors/ contractors from any of their bills under process upon certification by EIC subject to receipt of such request from the vendor/ contractor. Further, the demand for direct payments to the sub-vendor/ sub-contractor shall be considered in the performance evaluation of such vendor/ contractor.

52 CHECK MEASUREMENT

Measurement shall be recorded as per the method of measurement spelt out in SOW/ Specification/ SCC of Contract/ Tender Document. The responsibility for checking the measurements as recorded in the measurement Books/ Bills shall be as follows:

1. Where GASONET Executive is Engineer-In-Charge (EIC) (e.g. O&M Contracts)
 - Site – In – Charge/ Site Engineer will check 100% of the measurements of executed work.
 - EIC will further check measurements of at least 15% of bill value. If The–Charge/ Site Engineer is unavailable, EIC will match 100% measurements of executed work.
 - An officer one level above EIC but not below the level of HOD will check the measurement of 5% of bill value. If HOD is EIC, he will check measurements of 20% of bill value.
2. Where PMC is EIC (e.g. Project Construction):
 - PMC will check 100% of the measurements of executed work.
 - The GASONET Site Engineer will check measurements of at least 15% of the bill value, certified by PMC.
 - An officer one level above the Site Engineer but not below the level of HOD will further check measurements of 5% of bill value. However, wherever HOD is unavailable, an officer one level junior to HOD will check measurements of 5% of bill value.
3. Where GASONET Executive is EIC and where Third Party Inspector is deployed (e.g. ARC type Construction Contracts):
 - Third-Party Inspector will check 100% of the measurements of executed work.

- GASONET Site Engineer will check measurements of at least 10% of bill value, certified by A third-party inspector.
- EIC will further check measurements of 5% of bill value. If there is no Site Engineer, EIC will check measurements of 15% of the bill value.

a. An officer one level above EIC but not below the level of HOD will check measurements of 5% of bill value. If the HOD is EIC, he will check measurements of 10% of bill value or measure of 20% of bill value in case there is no Site Engineer.

4. HOD or an officer of a higher level to that EIC authorized by OIC may randomly check executed items where the executed quantity exceeds SOR quantities.
5. While exercising test checks of 5%, 15% level and on a random basis as above, it may be ensured that high rate items, AHR items, items exceeding SOR quantity and concealed items have been covered in the items selected for checking.
6. The Superior officer should preferably check items/ quantities other than those already checked by GASONET executives at lower levels and ensure that the subordinate officer/ officers have exercised the requisite percentage check as stipulated in the procedure.
7. All concerned officers should indicate the measurements of SOR items checked by them and marked as “Checked and verified”.

Wherever any portion of the “GCC” is repugnant to or at variance with any provision(s) of the “SCC”, unless a different intention appears, the conditions (s) of the “SCC” shall be deemed to override the provisions(s) of “GCC”, and shall to the extent of such repugnancy or variation prevail.

Wherever there is a contradiction concerning the terms of ‘Integrity pact’, GCC and ‘Procedure for action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practice’, the provisions of ‘Procedure for action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practice’ shall prevail.

53 — PROVISIONS FOR PROCUREMENT FROM A BIDDER WHICH SHARES A LAND BORDER WITH INDIA

1. ~~Order (Public Procurement No. 1) dated 23.07.2020, Order (Public Procurement No. 2) dated 23.07.2020, and Order (Public Procurement No. 3) dated 24.07.2020, Department of Expenditure, Ministry of Finance, Govt. of India refers. The same is available at the website <https://doe.gov.in/procurement-policy-divisions>.~~
2. ~~Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority; for details of the competent authority, refer to Annexure I of Order (Public Procurement No. 1) dated 23.07.2020.~~

~~Further, the above will not apply to bidders from those countries (even if they share a land border with India) to which the Government of India has extended lines of credit or is engaged in development projects. Updated lists of countries to which lines of credit have been opened or in~~

which development projects are undertaken are given on the website of the Ministry of External Affairs, Govt. of India.

3. ~~"Bidder" (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in specific contexts) for this provision means any person or, firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.~~

4. ~~"Bidder from a country which shares a land border with India" for this:~~

- a. ~~An entity incorporated, established or registered in such a country or~~
- b. ~~A subsidiary of an entity incorporated, established or registered in such a country or~~
- e. ~~An entity substantially controlled through entities incorporated, established or registered in such a country or~~
- d. ~~An entity whose beneficial owner is situated in such a country or~~
- e. ~~An Indian (or other) agent of such an entity; or~~
- f. ~~A natural person who is a citizen of such a country; or~~
- g. ~~A consortium or joint venture where any member or joint venture falls under the above.~~

5. ~~"Beneficial owner" for above (4) will be as follows:~~

i. ~~In a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or exercises control through other means.~~

~~Explanation—~~

a. ~~"Controlling ownership interest" means ownership of, or entitlement to, more than twenty five per cent of shares or capital or profits of the company;~~

b. ~~"Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by their shareholding or management rights or shareholders agreements or voting agreements;~~

ii. ~~In the case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together or through one or more juridical persons, has ownership of entitlement to more than fifteen per cent of capital or profits of the partnership;~~

iii. ~~In the case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together or through one or more juridical persons, has ownership of or entitlement to more than fifteen per cent of the property or capital or profits of such association or body of individuals;~~

iv. ~~Where no natural person is identified under (i) (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official;~~

v. ~~In the case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen per cent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.~~

~~6. "Agent" for this Order is a person employed to do any act for another or to represent another in dealings with third persons.~~

~~7. Submission of Certificate in Bids:~~

~~Bidder shall submit a certificate in this regard as Form I.~~

~~If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate rejection of the bid/termination and further action as per Procedure for Action in case of Corrupt/Fraudulent/ Collusive / Coercive Practices of tender document.~~

~~8. The registration, wherever applicable, should be valid at the time of submission of bids and at the time of acceptance. Regarding supply, otherwise than by tender, registration should be valid when placing the order. If the bidder was validly registered at the time of acceptance/placement of the order, registration shall not be a relevant consideration during contract execution.~~

~~9. PROVISION TO BE IN WORKS CONTRACTS, INCLUDING TURNKEY CONTRACTS:~~

~~The successful bidder shall not be allowed to sub-contract works to any contractor from a country which shares a land border with India unless such contractor is registered with the Competent Authority. The definition of "contractor from a country which shares a land border with India" shall be as in Para 4 above. A Certificate in this regard is to be submitted by the bidder and is placed at Form II.~~



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

Form-I

UNDERTAKING ON LETTERHEAD

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector 16, Noida 201301, Uttar Pradesh

SUBJECT: ~~HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND~~

TENDER NO.: ~~GSL/UK/CO/C&P-HR/BD202308S001~~

Dear Sir,

We have read the clause regarding Provisions for Procurement from a Bidder which shares a land border with India; we certify that bidder M/s _____ (*Name of Bidder*) is:

i. ~~Not from such a country~~ _____ []

ii. ~~If such a country has been registered~~ _____ []
~~with the Competent Authority.~~

(Evidence of valid registration by the Competent Authority shall be attached.)

(Bidder is to tick appropriate option (or X) above).

We hereby certify that bidder M/s _____ (*Name of Bidder*) fulfills all requirements in this regard and is eligible to be considered against the tender.

Place: _____ [Signature of Authorized Signatory of Bidder]

Date: _____ Name:

_____ Designation:

_____ Seal:



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

Form-II

**~~CERTIFICATE FOR TENDERS FOR WORKS INVOLVING POSSIBILITY OF
SUBCONTRACTING~~**

Not Applicable for this tender

.....

**PROCEDURE FOR ACTION IN CASE OF CORRUPT/ FRAUDULENT/ COLLUSIVE/
COERCIVE PRACTICES**

A. Definitions:

- A.1 **“Corrupt Practice”** means offering, receiving or soliciting, directly or indirectly, anything of value to improperly influence the actions in the selection process or contract execution.
- “Corrupt Practice”** also includes any omission for misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained or an obligation avoided.
- A.2 **“Fraudulent Practice”** means and includes any act or omission committed by the agency or with his connivance or his agency by misrepresenting/ submitting false documents and/ or false information or concealment of facts or to deceive to influence a selection process or during the execution of contract/ order.
- A.3 **“Collusive Practice amongst bidders (before or after bid submission)”** means a scheme or arrangement designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefit of free and open competition.
- A.4 **“Coercive Practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any agency or its property to influence the improper actions of an agency, obstruction of any investigation or auditing of a procurement process.
- A.5 **“Vendor/ Supplier/ Contractor/ Consultant/ Bidder”** is called “Agency.”
- A.6 **“Appellate Authority”** shall mean Chairman, GASONET, for works approved by Managing Director and Director Commercial, jointly or severally, GASONET.
- A.7 **“Competent Authority”** shall mean the authority competent to make the final decision for the Suspension of business dealing with an Agency/ ies and Banning of business dealings with an Agency/ ies and shall be the “Director” concerned.
- A.8 **“Allied Agency”** shall mean all the concerns within the sphere of effective influence of banned/ suspended agencies. In determining this, the following factors may be taken into consideration:
- a) Whether the management is joint;
 - b) The majority interest in the management is held by the partners or directors of banned/ suspended firms.
 - c) A banned/ suspended agency owns substantial or majority shares; by this, it has a controlling voice.
- A.9 **“Investigating Agency”** shall mean any department or unit of GASONET investigating the conduct of the Agency/ party and shall include the Vigilance Department of the GASONET, Central Bureau of Investigation, State Police or any other agency set up by the Central or state government having the power to investigate.

B Actions against bidder(s) indulging in corrupt/ fraudulent/ collusive/ coercive practice

B.1 Irregularities noticed during the evaluation of the bids:

Suppose it is observed during bidding process/ bids evaluation stage that a bidder has indulged in corrupt/ fraudulent/ collusive/ coercive practice. In that case, the bid of such Bidder(s) shall be rejected, and its Earnest Money Deposit (EMD) shall be forfeited.

Further, such agency shall be banned for future business with GASONET for a period specified in para B.2.2 below from the date of issue of the banning order.

B.2 Irregularities noticed after the award of the contract

(i) During the execution of the contract:

Suppose an agency is found to have indulged in corrupt/ fraudulent/ collusive/ coercive practices, during execution of the contract. In that case, the agency shall be banned from future business with GASONET for a period specified in para B 2.2 below the date of issue of the banning order.

The concerned order (s)/ contract(s) where corrupt/ fraudulent/ collusive practices are observed shall be suspended with immediate effect by the Engineer-in-Charge (EIC)/ Employer, whereby the supply/ work/ service and payment etc. will be suspended. The action shall be initiated to put the agency on ban.

After the conclusion of the process, the order(s)/ contract(s) where it is concluded that such irregularities have been committed shall be terminated, and the Contract cum Performance Bank Guarantee (CPBG) submitted by the agency against such order(s)/ contract(s) shall also be forfeited. The amount that may have become due to the contractor due to work already executed by him shall be payable to the contractor. This amount shall be subject to adjustment against any amounts owing from the contractor under the terms of the contract.

No risk and cost provision will be enforced in such cases.

(ii) After execution of the contract and during the Defect liability period (DLP)/ Warranty/ Guarantee Period

Suppose an agency is found to have indulged in corrupt/ fraudulent/ collusive/ coercive practices after the execution of contract and during DLP/ Warranty/ Guarantee Period. In that case, the agency shall be banned for future business with GASONET for a period specified in para B 2.2 below from the date of issue of the banning order.

Further, the Contract cum Performance Bank Guarantee (CPBG) submitted by the agency against such order(s)/ contract(s) shall be forfeited.

(iii) After the expiry of the Defect liability period (DLP)/ Warranty/ Guarantee Period

Suppose an agency is found to have indulged in corrupt/ fraudulent/ collusive/ coercive practices after expiry of Defect liability period (DLP)/ Warranty/ Guarantee Period. In that case, the agency shall be banned for future business with GASONET for a period specified in para B 2.2 below from the date of issue of the banning order.

B.2.2 Period of Banning

The banning period shall be reckoned from the date of the banning order and shall be three years. In exceptional cases where the act of vendor/ contractor threatens National Security, the banning shall be indefinite.

C Effect of banning on other ongoing contracts/ tenders

C.1 If an agency is put on Banning, such an agency should not be considered in ongoing tender/ future tenders.

C.2 However, suppose such an agency is already executing other order(s)/ contract(s) where no corrupt/ fraudulent/ collusive/ coercive practice is found. In that case, the agency should be allowed to continue till its completion without any further increase in scope except those incidentals to the original coverage mentioned in the contract.

C.3 If an agency is put on the Banning List during tendering and no irregularity is found in the case under process:

C.3.1 After the issue of the enquiry/ bid/ tender but before the opening of the Technical bid, the bid submitted by the agency shall be ignored.

C.3.2 After opening the Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened, and BG/ EMD submitted by the agency shall be returned to the agency.

C.3.3 After the opening price, BG/ EMD made by the agency shall be returned; the agency's offer shall be ignored & will not be further evaluated. Suppose the agency is put on the banning list for fraud/misappropriation of facts committed in the same tender/ other where the errant agency emerges as the lowest(L1). In that case, such tender shall also be cancelled and re-invited.

D. Procedure for Suspension of Bidder

D.1 Initiation of Suspension

Action for suspension of business dealing with any agency/ (ies) shall be initiated by the Corporate C&P Department when

- (i) Non-performance of Vendor/ Supplier/ Contractor/ Consultant leading to termination of Contract/ Order.

D.2 Suspension Procedure

D.2.1 The suspension period can be extended with the approval of the Competent Authority by one month at a time with a ceiling of six months pending a conclusive decision to put the agency on the banning list.

D.2.2 No new business dealings may be held with the agency during the suspension period.

D.2.3 The suspension period shall be accounted for in the final order passed for banning business with the agency.

D.2.4 The decision to suspend business dealings should also be communicated to the agency.

- D.2.5 If a prima facie case is made out that the agency is guilty on the grounds which can result in the banning of business dealings, a proposal for issuance of a suspension order and show

Cause notice shall be put up to the Competent Authority. The suspension order and show cause notice must include that (i) the agency is on the suspension list and (ii) why action should not be taken to ban the agency for future business from GASONET.

The competent authority to approve the suspension will be the same as that for approval for banning.

D.3 Effect of Suspension of Business

The effect of suspension on other ongoing/ future tenders will be as follows:

- D.3.1 No enquiry/ bid/ tender shall be entertained from an agency as long as the agency's name appears in the Suspension List.

- D.3.2 If an agency is put on the Suspension List during tendering:

- D.3.2.1 After the issue of the enquiry/ bid/ tender but before the opening of the Technical bid, the bid submitted by the agency shall be ignored.

- D.3.2.3 After opening the Technical bid but before opening the Price bid, the Price bid of the agency shall not be opened, and BG/ EMD submitted by the agency shall be returned to the agency.

- D.3.2.3 After the opening price, BG/ EMD made by the agency shall be returned; the agency's offer shall be ignored & will not be further evaluated. Suppose the agency is put on Suspension list for fraud/ mis-appropriation of facts conducted in the same tender/ other tender where errant agency emerges as the lowest (L1). In that case, such tender shall also be cancelled and re-invited.

- D.3.3 The existing contract(s)/ order(s) under execution shall continue.

- D.3.4 Tenders invited for procurement of goods works. Services shall have a provision that the bidder shall submit an undertaking to the effect that (i) neither the bidder nor their allied agency/ (ies) are on the banning list of GASONET or the Ministry of Petroleum and Natural Gas and any Government department/ Public Sector does not ban (ii) bidder.

E. Appeal against the Decision of the Competent Authority

- E.1 The agency may file an appeal against the order of the Competent Authority to put the agency on the banning list. The appeal shall be filed to the Appellate Authority. Such an appeal shall be preferred within one month of receiving the banning order.

- E.2 The Appellate Authority would consider the appeal and pass an appropriate order, which shall be communicated to the party and the Competent Authority.

- E.3 The appeal process may be completed within 45 days of filing the appeal with the Appellate Authority.

- F. Wherever there is a contradiction concerning the terms of GCC and 'Procedure for action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practice', the provisions of 'Procedure for action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practice' shall prevail.

PROCEDURE FOR EVALUATION OF PERFORMANCE OF VENDORS/ SUPPLIERS/ CONTRACTORS/ CONSULTANTS

1.0 OBJECTIVE

Evaluation of Performance aims to recognize and develop reliable Vendors/ Suppliers/Contractors/ Consultants to meet or exceed expectations and requirements consistently.

The purpose of this procedure is to put in place a system to monitor the performance of Vendors/ Suppliers/Contractors/ Consultants associated with GASONET in Projects and in O&M to ensure timely completion of various projects, timely receipt of supplies, including completion of works & services for operation and maintenance of operating plants and quality standards in all respects.

2.0 METHODOLOGY

i) Preparation of Performance Rating Data Sheet

Performance rating data Sheet for every Vendor/ Supplier/Contractor/ Consultant for all orders/Contracts with a value of Rs.7 Lakhs and above is recommended to be drawn up. These data sheets are to be separately prepared for orders/ contracts related to Projects and O&M. Format, Parameters, Process, and Responsibility for preparation of Performance Rating Data Sheet are separately mentioned.

ii) Measurement of Performance

Based on the parameters defined in the Data Sheet, the Performance of the concerned Vendor/ Supplier/Contractor/ Consultant would be computed and graded accordingly. The measurement of the performance of the Party would be its ability to achieve the minimum scoring of 60% points in the given parameters.

iii) Initiation of Measures:

Depending upon the Grading of Performance, corrective measures would be initiated by taking up the matter with the concerned Vendor/ Supplier/Contractor/ Consultant. The response of the Vendor/ Supplier/Contractor/ Consultant would be considered before deciding on a further course of action.

iv) Implementation of Corrective Measures:

Based on the response of the Vendor/ Supplier/Contractor/ Consultant, the concerned engineer—in—charge for the Projects and/or OIC in case of O&M would recommend the continuation or discontinuation of such party from the business of GASONET.

v) Orders/contracts placed on a Proprietary/OEM basis for O&M will be evaluated, and if required, corrective action will be taken for improvement in future.

PROCESS OF EVALUATION OF PERFORMANCE OF VENDORS/ SUPPLIERS/ CONTRACTORS/ CONSULTANTS

3.1 FOR PROJECTS

- i) Evaluation of the performance of Vendors/ Suppliers/Contractors/ Consultants in case of PROJECTS shall be done immediately with the commissioning of any Project.
- ii) On commissioning of any Project, the EIC (Engineer-in-charge)/ Project-in-charge shall prepare a Performance Rating Data Sheet (Format at Annexure— A) for all Orders and Contracts.
- iii) Depending upon the Performance Rating, the following action needs to be initiated by the Engineer-in-charge/Project-in-charge:

SI.NO.	Performance Rating	Action
1	POOR	Seek an explanation for Poor performance
2	FAIR	Seek an explanation for Fair performance
3	GOOD	Letter to the concerned for improving performance in future
4	VERY GOOD	No further action

- iv) Reply from the concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of a satisfactory answer, the Performance Rating Data Sheet is to be closed with a letter to the concerned for improving performance in future.
- v) When no reply is received or the reasons indicated are unsatisfactory, the following actions need to be taken:

(A) Where Performance rating is “POOR”:

Recommend such defaulting Vendor/ Supplier/Contractor/ Consultant for putting on Holiday for a period from one to three years as given below:

- (i) Poor Performance due to reasons other than Quality: **One Year**
- (ii) Poor Performance on Account of Quality (if any mark obtained against the Quality parameter is less than 30): **Two Years**
- (iii) Poor Performance leading to termination of contract or Offloading of contract due to poor performance solely attributable to Vendor/ Supplier/Contractor/ Consultant or Repeated Offence: **Three Years**

Non-performance of a Vendor/Supplier/Contractor/Consultant leading to termination of Contract/ Order, such Vendor/ Supplier/ Contractor/Consultant are also to be considered for Suspension.

In all such cases, the concerned site will put up a recommendation for issuance of SCN and put the party on the suspension list as per the process defined for suspension in “Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices.”

(B) Where Performance rating is “FAIR”:

Recommend issuing warnings to such defaulting Vendors/Suppliers/Contractors/Consultants to improve their performance.

3.2 FOR CONSULTANCY JOBS

Monitoring and Evaluating consultancy jobs will be carried out as described in para 3.1 for Projects.

3.3 FOR OPERATION & MAINTENANCE

- i) The performance of Vendors/ Suppliers/Contractors/ Consultants in Operation and Maintenance shall be evaluated immediately after execution of the order/ contract.
- ii) After execution of orders, a Performance Rating Data Sheet (Format at Annexure-2) shall be prepared for Orders by Site C&P and Contracts/Services by the respective Engineer-In-Charge.
- iii) Depending upon the Performance Rating, the following actions need to be initiated by Site C&P:

Sl. No.	Performance Rating	Action
1.	POOR	Seek an explanation for Poor performance.
2.	FAIR	Seek an explanation for Fair performance.
3.	GOOD	Letter to the concerned for improving performance in future.
4.	VERY GOOD	No further action

- iv) Reply from the concerned Vendor/ Supplier/Contractor/ Consultant shall be examined. In case of a satisfactory response, the Performance Rating Data Sheet is to be closed with a letter to the concerned for improving performance in future.
- (iv) When no reply is received or the reasons indicated are unsatisfactory, the following actions need to be taken:
 - A) Where the performance rating is “POOR.”

Recommend such defaulting Vendor/Supplier/Contractor/ Consultant for putting off on Holiday for a period from one to three years as given below:

- (i) Poor Performance due to reasons other than Quality: **One Year**
- (ii) Poor Performance, on account of Quality (if any mark obtained against the Quality parameter is less than 30): **Two Years**
- (iii) Poor Performance leading to termination of contract or offloading of contract due to poor performance solely attributable to Vendor/Supplier/Contractor/Consultant or Repeated Offence: **Three Years**

Non-performance of a Vendor/Supplier/Contractor/Consultant leading to termination of Contract/ Order such Vendor/ Supplier/ Contractor/Consultant are also to be considered for Suspension.

In all such cases, the concerned site will recommend issuing SCN and putting the party on the suspension list as per the process defined for suspension in "Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices."

B) Where the Performance rating is "FAIR."

Recommend issuing warnings to such defaulting Vendors/Contractors/Consultants to improve their performance.

4.0 **EXCLUSIONS**

The following would be excluded from the scope of evaluation of the performance of Vendors/ Suppliers/Contractors/ Consultants:

- i) Orders/ Contracts below the value of Rs.7 Lakhs.
- ii) One-time Vendor/ Supplier/Contractor/ Consultant.
- iii) Orders for Misc./Administrative items/Non-stock Non-evaluated items.

However, the concerned Engineer—Charge /OICs will continue to monitor such cases to minimize the impact on Projects/O&M plants due to the non-performance of Vendors/Suppliers/Contractors/ Consultants in all such matters.

5.0 **REVIEW AND RESTORATION OF PARTIES PUT ON HOLIDAY**

5.1 An order for a Holiday passed for a certain specified period shall deemed to have been automatically revoked on the expiry of that specified period, and it will not be necessary to issue a specific formal order of revocation.

Further, suppose the Vendor/ Supplier/Contractor/ Consultant is on holiday due to quality. In that case, and a new order is placed on the bidder after the restoration of the Vendor/ Supplier/Contractor/ Consultant, such charge will be monitored appropriately during the execution stage by the concerned site.

6.0 **EFFECT OF HOLIDAY**

6.1 If a Vendor/ Supplier/ Contractor/ Consultant is put on Holiday, such Vendor/ Supplier/ Contractor/ Consultant should not be considered in ongoing tenders/future tenders.

6.2 However, if such Vendor/ Supplier/Contractor/ Consultant is already executing any other order/ contract and their performance is satisfactory in terms of the relevant agreement, it should be allowed to continue till its completion without any further increase in scope except those incidentals to original content mentioned in the contract. In such a case, CPBG will not be forfeited, and payment will be made per a concerned agreement's provisions. However, this would be without prejudice to other terms and conditions of the contract.

6.3 Effect on other ongoing tendering:

- 6.3.1 After the issue of the enquiry /bid/ tender but before the opening of the Technical bid, the bid submitted by the party shall be ignored.
- 6.3.2 After opening the Technical bid but before opening the Price bid, the Price bid of the party shall not be opened, and BG/ EMD submitted by the party shall be returned to the party.
- 6.3.3 After the opening price, BG/EMD made by the party shall be returned; the party's offer shall be ignored & will not be further evaluated. If an errant party emerges as the lowest (L1), such tender shall be cancelled and—invited.
- 7.0 While putting the Vendor/ Supplier/ Contractor/ Consultant on holiday as per the procedure, the holding company, subsidiary, joint venture, sister concerns, or group division of the errant Vendor/ Supplier/ Contractor/ Consultant shall not be considered for putting on the holiday list.

Any bidder put on a holiday will not be allowed to bid through the consortium route also, in new tender during the period of holiday.

- 8.0 Suppose an unsuccessful bidder makes any vexatious, frivolous or malicious complaint against the tender process with the intention of delaying or defeating any procurement or causing loss to GASONET or any other bidder. In that case, such bidder will be put on holiday for six months if the complaint is vexatious, frivolous or malicious after following the due procedure.

9.0 **APPEAL AGAINST THE DECISION OF THE COMPETENT AUTHORITY**

- (a) The party may file an appeal against the order of the Competent Authority for putting the party on the Holiday list. The request shall be filed to Appellate Authority. Such an appeal shall be preferred within one month of receiving the Holiday order.
- (b) The Appellate Authority would consider the appeal and pass an appropriate order to be communicated to the party and the Competent Authority.
- (c) The appeal process may be completed within 45 days of filing the appeal with the Appellate Authority.
- (d) “Appellate Authority” shall mean Chairman, GASONET, for works approved by Managing Director and Director Commercial, jointly or severally, GASONET.

10.0 **ERRANT BIDDER**

In case after the price bid opening, the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or modification of bid or varying any term in regard thereof leading to—tendering, GASONET shall forfeit EMD paid by the bidder and such bidders shall be debarred from participation in re-tendering of the same job(s)/item(s).

Further, such bidder will be put on holiday for six months after following the due procedure.



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड

Gasonet Services (UK) Limited

- 11.0 In case the GST department brings to the notice of GASONET that a Party has not paid to the credit of the Government the GST collected from GASONET, then the party will be put on holiday for six months after following the due procedure.

.....

**PERFORMANCE RATING DATASHEET
 (FOR PROJECTS/ CONSULTANCY JOBS)**

- i) Project/Work Centre :
- ii) Order/ Contract No. & date :
- iii) Brief Description of Items Works/Assignment :
- iv) Order/Contract value (Rs.) :
- v) Name of Vendor/Supplier/ Contractor/ Consultant :
- vi) Contracted delivery/ Completion Schedule :
- vii) Actual delivery/ Completion date :

Performance Parameter	Delivery/ Completion Performance	Quality Performance	Reliability Performance#	Total
Maximum Marks	40	40	20	100
Marks Allocated				

Note:

Remarks (if any)

PERFORMANCE RATING (**)

Note:

(#) Vendor/Supplier/Contractor/Consultant who seeks repeated financial assistance or deviation beyond contract payment term or seeking direct payment to the sub-vendor/subcontractor due to financial constraints, then '0' marks should be allotted against Reliability

(*) Allocation of marks should be as per the enclosed instructions

(**) Performance rating shall be classified as follows:

Sl.No.	Range (Marks)	Rating
1	60 & below	POOR
2	61-75	FAIR
3	76-90	GOOD
4	More than 90	VERY GOOD

Signature of Authorized Signatory:

Name:

Designation:

Instructions for allocation of marks

1. Marks are to be allocated as follows:

1.1. DELIVERY / COMPLETION PERFORMANCE 40 Marks

**Delivery Period/ Delay in Weeks Marks
Completion Schedule**

a)Up to 3 months	Before CDD	40
	Delay up to 4 weeks	35
	“ 8 weeks	30
	“ 10 weeks	25
	“ 12 weeks	20
	“ 16 weeks	15
	More than 16 weeks	0

b) Above three months	Before CDD	40
	Delay up to 4 weeks	35
	“ 8 weeks	30
	“ 10 weeks	25
	“ 16 weeks	20
	“ 20 weeks	15
	“ 24 weeks	10
	More than 24 weeks	0

1.2. QUALITY PERFORMANCE 40 Marks

For Normal Cases: No Defects/No Deviation/ No failure: 40 marks

i. Rejection /Defects	Marks to be allocated on A prorate basis for acceptable Quantity as compared to total Quantity for normal cases	10 Marks
ii. When quality failure endangers system integration and safety of the stem.	Failure of a severe nature — Moderate nature - low severe nature	0 Marks 5 Marks 10-25 Marks
iii. Number of deviations	1. No deviation 2. No. of deviations < 2 3. No. of deviations > 2	5 Marks 2 Marks 0 Marks.

1.3. RELIABILITY PERFORMANCE

20 Marks

A.	FOR WORKS/CONTRACTS	
i)	Submission of order acceptance, agreement, PBG, Drawings and other documents within time	4 marks
ii)	Mobilization of resources as per Contract and in time	4 marks
iii)	Liquidation of Checklist points	4 marks
iv)	Compliance with statutory and HS&E requirements Or Reliability of Estimates/Design/Drawing, etc. in case of Consultancy jobs	4 marks
v)	Timely submission of estimates and other documents for Extra, Substituted & AHR items	4 marks
B.	FOR SUPPLIES	
i)	Submission of order acceptance, PBG, Drawings and other documents within time	5 marks
ii)	Attending complaints and requests for after-sales service/ warranty repairs and/ or query/ advice (up to the evaluation period).	5 marks
iii)	Response to various correspondence and conformance to standards like ISO	5 marks
iv)	Submission of all required documents, including Test Certificates at the time of supply	5 marks

BIDDING DATA SHEET (BDS)

ITB TO BE READ IN CONJUNCTION WITH THE FOLLOWING

A. GENERAL				
ITB clause	Description			
1.2	The Invitation for Bids/ Tender no is: TENDER NO: GSL/UK/CO/C&P-HR/BD202308S001			
1.1	The Employer/Owner is Gasonet Services (UK) Limited			
2.1	The name of Item to be procured is HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND			
3	BIDS FROM CONSORTIUM/ JOINT VENTURE			
	<table border="1"> <tr> <td>APPLICABLE</td> <td>NO</td> </tr> <tr> <td>NOT APPLICABLE</td> <td>YES</td> </tr> </table>	APPLICABLE	NO	NOT APPLICABLE
APPLICABLE	NO			
NOT APPLICABLE	YES			
B. BIDDING DOCUMENT				
ITB clause	Description			
8.1	For clarification purposes only, the communication address is: Assistant Manager (C&P) GASONET SERVICES (UK) LIMITED Corporate Office: 807, World Trade Tower, Sector-16, Noida, Uttar Pradesh. Pin Code-201301 Contact No.: +917490042375 Mail Id: dipesh.negi@gasonet.in			
C. PREPARATION OF BIDS				
ITB clause	Description			
11.1.1 (u)	The Bidder shall submit, with its Techno-commercial/ Unpriced bid, the following additional documents (SCC Refers): _____ _____			
12	Additional Provision for Schedule of Rate/ Bid Price are as follows: _____ _____			
14	The currency of the Bid shall be INR.			
15	The bid validity period shall be 90 Days from Final ‘Bid Due Date’.			
D. SUBMISSION AND OPENING OF BIDS				
ITB clause	Description			
18	In addition to the original of the Bid, the number of copies required is one. Not applicable in the case of e-tendering.			
22.3	For bid submission purposes only, the Owner’s address is: Attention: GASONET SERVICES (UK) LIMITED Corporate Office: 807, World Trade Tower, Sector-16, Noida, Uttar Pradesh. Pin Code-201301 Contact No.: +917490042375 Mail Id: dipesh.negi@gasonet.in			
EVALUATION AND COMPARISON OF BIDS				

ITB clause	Description				
32	The evaluation Methodology is mentioned in the Section II of the Bid Document.				
33	Compensation for Extended Stay: <table border="1"> <tr> <td>APPLICABLE</td> <td>NO</td> </tr> <tr> <td>NOT APPLICABLE</td> <td>YES</td> </tr> </table>	APPLICABLE	NO	NOT APPLICABLE	YES
APPLICABLE	NO				
NOT APPLICABLE	YES				
F. AWARD OF CONTRACT					
ITB clause	Description				
37	State of which stamp paper is required for Contract Agreement: State: Relevant State				
38	Contract Performance Security/ Security Deposit <table border="1"> <tr> <td>APPLICABLE</td> <td>YES</td> </tr> <tr> <td>NOT APPLICABLE</td> <td>NO</td> </tr> </table> Applicable: Refer to Special Conditions of Contracts	APPLICABLE	YES	NOT APPLICABLE	NO
APPLICABLE	YES				
NOT APPLICABLE	NO				
40	Public Procurement Policy for MSEs: <table border="1"> <tr> <td>APPLICABLE</td> <td>YES</td> </tr> <tr> <td>NOT APPLICABLE</td> <td>NO</td> </tr> </table> Tendered items are non-splittable and non-divisible	APPLICABLE	YES	NOT APPLICABLE	NO
APPLICABLE	YES				
NOT APPLICABLE	NO				
41	Provision of AHR Item: <table border="1"> <tr> <td>APPLICABLE</td> <td>YES</td> </tr> <tr> <td>NOT APPLICABLE</td> <td>NO</td> </tr> </table>	APPLICABLE	YES	NOT APPLICABLE	NO
APPLICABLE	YES				
NOT APPLICABLE	NO				

SECTION – III

GENERAL CONDITIONS OF CONTRACT [GCC] – [GOODS]

(ATTACHED AS A SEPARATE FILE)

The General Conditions of Contract contain standard conditions of all contracts awarded by GASONET. Regular vendors/bidders of GASONET are well acquainted with the GCC. GCC, being voluminous in size, is not attached to this Tender Document. However, a copy of the General Conditions of Contract [GCC] has been made available in the office for ready reference of all the prospective vendors/bidders. Vendors/Bidders are requested to refer to the GCC before preparing/submitting their Bid/Offer for the subject work.

The above-referred GCC shall be part and parcel of the contract for the subject work and shall be accepted, signed and stamped by the successful bidder at the time of the work award, and the Bidder agrees/receives for the same.

SECTION – IV

SCOPE OF SUPPLY AND SPECIAL CONDITIONS OF CONTRACT [SCC]

SPECIAL CONDITION OF CONTRACT

Special Conditions of Contract shall be read in conjunction with the General Conditions of Contract, Scope of Work, Drawings, Schedule of Rates and any other documents forming part of this contract, wherever the context so requires. Notwithstanding the sub-divisions of the paper into these separate sections and volumes, every aspect of each shall be deemed to be supplementary to and complementary of every other part. It shall be read with and into the contract. Where any portion of the Special Conditions of Contract is repugnant to or at variance with any provisions of the General Conditions of Contract, then unless a different intention appears, the provision of the Special Conditions of Contract shall be deemed to override the condition of the General Conditions of Contract only to the extent such repugnancies or variations in the Special Conditions of Contract as are not possible of being reconciled with the provisions of General Conditions of Contract.

OUTLINE OF THE CONTRACT

The purpose of Forecourt Activities for the CNG station is to manage/ facilitate day-to-day operations in such a way as to enhance the dispensing of Compressed Natural Gas (CNG) in terms of station productivity with due adherence to HSE/ Statutory aspects with utmost customer satisfaction.

Gasonet intends to hire the services for forecourt management for COCO CNG station as detailed in the scope of work & as per the company's requirement.

Some basic tenets of the contract are as follows:

- Forecourt management services shall mean the services for CNG station management with CNG dispensing services to customers and associated jobs.
- Before submitting the bids, it shall be assumed that the bidder is thoroughly familiar with the Site Conditions and has conducted thorough studies of the site with regards to Site Conditions, Climatic Conditions, local labour laws, power, water, material and equipment availability, transport and communication facilities, space for Temporary Office and quarters and all other factors and facilities and things whatsoever necessary or relevant for performing the Works.
- The contract for forecourt management shall comprise the following activities (as detailed in the SOW separately):
 - Services of Dispensing of CNG through Dispensers in shifts
 - Services of Station Management of CNG in shifts.
 - Services of CNG Station upkeep/ housekeeping and general maintenance in general shift.
 - Services of Security Guard and Security Guard with Gunman at night
 - Services of general electrical/ Instrumentation jobs and other miscellaneous mechanical maintenance jobs in CNG Station in the available shift.
 - Services of operation of LCV Points for filling of LCV/ HCV in shifts
 - Supply of Material / Consumable
- The activities shall mainly comprise the dispensing of CNG from the dispensers. However, the workforce for this service may be used for other associated services like monitoring cascade healthiness, etc. In emergencies, the deployed DSM (Driveway salesman) shall be required to carry out Operations of the CNG Compressor. No separate payment shall be made on this account.

However, during the entire contract period, the duration of such emergent services will not exceed 02 weeks for each CNG Station.

- Services for jobs of station management (refer to Scope of Work) include sales accounting, cash collection and deposition in the account of Gasonet, record-keeping, overall station management & related jobs, which also have associated jobs of LCV filling point operation and monitoring and maintenance of cascade area.
- Services for general maintenance and housekeeping of whole CNG station facilities.
- Services for miscellaneous electrical/ Instrumentation jobs and other miscellaneous mechanical jobs in the CNG Station, such as arresting leakages from SS Tubings/ fittings and replacing Burst Discs in Mobile and Stationary Cascades. The capital items, such as burst discs, etc., are to be provided by Gasonet.
- Services for the operation of LCV points in the station in shifts.
- The rates quoted by the bidder against all the SORs shall remain firm during the entire contract period, including an extended period, if any. Hence, the bidder is advised to quote the rates accordingly.
- The contractor shall be required to provide the station's services based on the instruction of the Engineer-in-charge (EIC).

PERIOD OF CONTRACT, MOBILIZATION PERIOD

The duration of the contract shall be 02 years from the start date mentioned in FOA. The intimation to mobilize shall be given by Engineer-In-Charge. A time of 10 days for mobilization shall be given to the contractor. Gasonet reserves the right to extend the contract by six months if required at the sole discretion of Gasonet on the same rates and terms & conditions of this contract.

Operation period for CNG station

- ✓ The Operation of the CNG Station shall be continuous, i.e. on all days of the month, including Sundays and public holidays.
- ✓ The number of shifts (08 hours per shift) of operation in a day shall be at the sole discretion of Gasonet. The operation period is estimated to be 24 hours daily (3 shifts/ day). However, this may change depending on the actual situation. Further, the timings of the 08-hour shifts shall be decided by Gasonet at its sole discretion.
- ✓ The operational number of dispensers in the shift shall be at the sole discretion of the Gasonet. EIC shall estimate the change in dispensers at the beginning of the month.
- ✓ The details of the services in the SOR items are as per the Scope of Works. Gasonet reserves the right to avail of the services mentioned in the respective station's SOR.

RESPONSIBILITY OF CONTRACTOR

- ✓ The contractor shall adopt best engineering/ industrial practices so that the CNG Station operation runs most economically and efficiently without adversely affecting the life/ health of the CNG facility and deployed manpower.
- ✓ The contractor shall fully assist Gasonet emergency management with full attention and corrective and practical measures.

- ✓ The contractor shall be solely responsible for paying wages and other dues to the personnel, if any, deployed by him by the 7th day of the subsequent month. After the disbursement of wages, the authorized representative and Engineer in charge have to certify the payment of wages to the contract workers and sign the e-banking wage sheet/bank statement jointly.
- ✓ The contractor shall be solely responsible and indemnify Gasonet against all charges, dues, claims, etc., arising out of the disputes relating to the dues and employment of personnel, if any, deployed by him. The contractor shall indemnify Gasonet against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him. All personnel deployed by the contractor should be on the rolls of the contractor. No contract worker below 18 years shall be deployed on the work.
- ✓ The contractor shall engage supervisors who shall ensure regular and adequate supervision and control of the personnel, if any, deployed by him and give suitable direction for undertaking the contractual obligations.
- ✓ The personnel to be deputed by the contractor shall observe all security, fire and safety rules of Gasonet while at the site/work. The supervisor of the contractor will supervise His Work/ Services. The contractor must strictly adhere to the guidelines/instructions issued occasionally.
- ✓ The contractor shall provide proper identification cards for his employees to be deputed by him for Services, duly signed by the contractor or authorized person on behalf of the contractor.
- ✓ The contractor has to deploy the personnel with no past criminal records. Also, the contractor has to provide police verification for all his personnel.
- ✓ While confirming these conditions, the contractor should ensure that no state law regarding labour, welfare, conduct, etc., is violated. The contractor shall indemnify Gasonet for any action brought against him for violation or non-compliance of any act, rules & regulations of the centre/ state/ local statutory authorities.
- ✓ From time to time, all existing and to-be-amended safety/ fire rules of Gasonet must be strictly followed.
- ✓ The contractor shall ensure payment of wages to the personnel employed and meet all statutory obligations of cost as per the Minimum Wages Act 1948 and Payment of Wages Act 1936.
- ✓ Payment of wages to the contract workers must be made through e-banking only. The workers must duly sign the Register of Wages, and a bank statement must be duly certified and signed by both the contractor and EIC (or his representative). Further, a copy of the certified and signed duly stamped banking monthly wage sheet/bank statement must be submitted to EIC along with a subsequent monthly bill.
- ✓ In case of accident, injury or death caused to the contractor's employee while executing the work under the contract, the contractor shall be solely responsible for payment of adequate compensation, insurance money, etc., to the next kin & kin of injured/diseased. The contractor shall indemnify Gasonet from all such liabilities.
- ✓ The contractor is required to deposit ESI contributions through banks with employee State Insurance Corporation every month and has to arrange Smart Cards to contract labourers engaged by him from the Corporation.

- ✓ The contractor shall not employ or permit any person suffering from any contagious, loathsome or infectious disease to be operated. The contractor shall examine its employees/ persons deployed from a civil government doctor within one month of deployment at the Gasonet CNG Station.
- ✓ No employees or persons of the contractor (including the contractor) should be allowed to consume alcoholic drinks or any narcotics within the plant premises. If found under the above influence, the owner/ Gasonet will terminate the contract immediately and may refer the case to the police.
- ✓ If the operation of the station is stopped without any notice or if a situation that can turn into an accident occurs in and around the station that can directly affect the safety of the station, the contractor's representatives must be able to analyze the situation and take appropriate action before it turns out to be an emergency.
- ✓ The contractor shall be responsible for the safety of all the assets, equipment, installation, spares, accessories, etc. at the station. Since the station is a restricted area, the contractor shall ensure that no thoroughfare will be entertained without OWNER'S written permission, including Photography, Video shooting or any interview, etc.
- ✓ The contractor shall take due care of the equipment and ensure that the same is prudently operated by adequately trained staff. In case of a breakdown in or damage to or defect in the equipment, the contractor shall immediately notify the same to the OWNER'S representative. The BIDDER shall also take due care of and take appropriate measures to protect the OWNER'S Signage/ Hoardings, etc.
- ✓ The contractor shall follow the safety procedures from time to time specified by the OWNER in operating the outlet and handling of CNG. Specifically, the contractor shall comply with and observe the code of practice NZS: 4325 I OISD 179 and Gas Cylinder Rules 2016, notified by OWNER to the contractor to ensure the safe refuelling of vehicles with CNG. In addition, the contractor shall also provide complete and strict compliance with the guidelines, norms, rules, and stipulations as may be prescribed by the Chief Controller of Explosive {CCOE), Nagpur and any other legal authorities of governments concerning safe handling, storage and sale of CNG at the site.
- ✓ The following documents shall be submitted by the Agency/ contractor to the Engineer in Charge at various stages during the currency of the contract:
After issuance/ receiving of Letter of Intent (LOI) at the appropriate time in consultation with EIC:
 - ❖ Application for issuance of Form-V for obtaining Labour License from Licensing authority for engaging 20 or more contract workers.
 - ❖ Copy of Labour License before the commencement of work if 20 or more contract workers are engaged.
 - ❖ List of persons along with designation, employee No., PF account, ESI card No., Insurance coverage No. Etc.
 - ❖ Copies of Appointment Letters to the persons to be engaged in Gasonet Limited by the contractor.
 - ❖ Copies of Employment/Identity Card issued by the contractor for the persons to be involved in Gasonet

- ❖ Copy of Provident Fund Registration Certificate issued by concerned Regional Provident Fund Commissioner.
 - ❖ Copy of FORM 5 submitted by the contractor to the Regional Provident Fund Commissioner regarding contract workers eligible to become members of the fund for the first time, along with copies of declaration in FORM 2 furnished by such contract workers.
 - ❖ Copies of allotment of Provident Fund A/c No. And contribution cards of all the individual contract workers engaged by him.
 - ❖ Copy of Employee State Insurance Registration Certificate issued by concerned ESIC (wherever applicable).
 - ❖ Copies of return in FORM 3 submitted by the contractor to the ESIC concerning declaration by contract workers for enrolment with ESIC.
 - ❖ Copies of ESIC identity/smart Card of Contract persons.
 - ❖ In case ESI is not applicable, a copy of insurance coverage/policy along with details of contract workers and sum assured in terms of the Employees Compensation Act, 1923 and a copy of policy renewal from time to time.
- ✓ At the time of submission of monthly bills:
- ❖ Monthly bill duly certified by the contractor or his authorized representative
 - ❖ A copy of the wage register duly certified by the contractor or his authorized representative and EIC of Gasonet Limited as per the prescribed format of Gasonet.
 - ❖ Copy of e-banking wage sheet/bank statement duly stamped by the designated bank and duly certified by the contractor or his authorized representative and Gasonet Limited EIC.
 - ❖ A copy of the Register of Wages duly signed by the workers along with a statement of the bank must be duly certified and signed by both the contractor and EIC (or his representative), affirming that “Certified that the amount shown in column No.- --- has been paid to the workman concerned through e-banking on----- (date) at ----- (place)”.
 - ❖ Copy of Electronic Challan cum Return (ECR) and bank remittance slip for the proof of deposit of Provident Fund contribution with RPFC along with details of employees and Provident Fund A/C No duly stamped by the designated bank.
 - ❖ Copy of Electronic Challan cum Return (ECR) and bank remittance slip for the proof of deposit of ESI contribution with ESIC along with details of contributions of employees and employer etc., for the billing month duly stamped by the designated bank.
 - ❖ Any other documents are required as per the laws of the land.
- ✓ **Registers/documents to be maintained by the contractor:**
- As per Contract Labour (Regulation & Abolition), Act, 1970 & Payment of Wages Act, 1936: During the currency of the contract, the contractor has to maintain registers, e.g.:
- Muster Roll in FORM-XVIII
 - Register of workers in FORM-XIII
 - Wage Register in FORM-XVII

- Register of Deductions in FORM-XX
 - Register of Overtime in FORM-XXIII
 - Register of Fines in FORM-XVI
 - Register of advances in FORM-XXII
 - Issuance and maintenance of Wage Slip in FORM XIX.
 - Issuance of valid Identity Card by the contractor IN FORM XIV.
- ✓ **Employee State Insurance Act,1948: During the currency of the contract, the contractor has to maintain registers, e.g.:**
- Register of employees in FORM-6
 - Accident Book in FORM-11
- ✓ **Provident Fund & Misc. Provisions Act,1952**
- Monthly return in FORM 5 for employees qualifying for membership of the PF fund.
 - Contribution card in FORM 4
 - Return of contribution card sent to the Commissioner on expiry of the Financial Year in FORM 6
 - Consolidated annual contribution statement in FORM 6. Copy of the same should also be given to the individual contract worker and EIC every year.
- ✓ **The contractor is required to comply with all applicable labour laws and regulations, including, but not limited to, the following:**
- The Factories Act, 1948 / The Shops & Establishment Act, 1948 (whichever is applicable)
 - The Maternity Benefit Act, 1961
 - The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act 1979 & Building and Other Construction Workers Welfare Cess Act, 1996
 - The Inter-State Migrant Workmen (RECS) Act 1979 (if applicable)
 - Contract Labour (R&A) Act-1970
 - Employees' Provident Fund & Misc. Provisions Act- 1952
 - Employees' State Insurance Act-1948
 - Employees' Compensation Act, 1923
 - Payment of Gratuity Act, 1972
 - Minimum of Wages Act,1948
 - The Payment of Wages Act,1936
 - The Payment of Bonus Act,1965
- ✓ **At the time of closure of the contract:**
- The contractor has to submit a No Claim certificate and No Dues certificate along with the Indemnity Bond of Rs. 100/- duly notarized from Notary indemnifying Gasonet from all liabilities w.r.t. the persons engaged by the contractor regarding payment of wages, Provident Fund/ESI contributions, insurance and other fees in Performa Indemnity Bond.
 - Notwithstanding anything above, in case of any further requirements under the law or statutes due to amendment or change in law, the contractor should comply.

- Change in quantities of items during execution: If the quantities of any item(s) change to any extent for any reason whatsoever, the contractor shall be bound to execute them at the rates he quoted. The decision of the Engineer-in-Charge shall be final and binding.
- Self-assessment of work: The quoted rates shall be deemed to have arrived after first-hand self-assessment of the work front by the contractor by visiting the concerned location of execution of the contract before submission of their offer and shall give no reason whatsoever to request for any increase/revision in their quoted/awarded rates and not being aware of local conditions.
- Defect liability Period: The defect liability period shall be three months from the date of actual completion of work. Any defect arising out due to any reason, which in the opinion of the charge resulting due to above, during this period shall be rectified by the contractor at his own risk and cost.
- The contractor shall also provide services on Saturdays and holidays, including Sundays (until and unless instructed otherwise by EIC); nothing extra shall be payable on this account. The contractor shall make arrangements for housing himself and his staff. Gasonet will not provide any accommodation.
- In no case the contractor shall lease/ transfer/ sublet the job awarded to the contractor.
- The Service provider shall defend and indemnify Gasonet from all suits, actions, claims, demands, liabilities, damages and expenses arising out of personal injury or death resulting from that place to any of its personnel while providing the services.
- Copy of service certificate of workman (if applicable).

Payment Procedure:

Monthly running bills are to be submitted by the Agency/Contractor for verification and certification by the Site-In-charge (SIC) at the site. Subsequently, the bills will be duly certified by the Engineer-In-charge (EIC) or a person authorized by him. The following documents should be submitted along with the bills to Gasonet through the Site in-charge / Engineer in-charge (EIC) for the release of payment by the Finance Department Gasonet. Payment will be made monthly after submitting all requisite documents for the claim month. The Agency/Contractor shall submit the final bill within a month from the contract's completion date. The last month's payment will be pro-rata for the days the contract was deployed until completion. The contractor shall be liable for Mutilated/ Counterfeit currency notes, if any, found by the bank in the Cash deposit. Hence, the contractor must ensure that the currency notes received from the customers are not mutilated, damaged or counterfeit. To ensure the same, he may take all necessary steps, including providing a currency verification machine at

Each station in the scope. At any stage, if it is found that the currency notes deposited by the contractor to the bank are counterfeit/ mutilated, the equivalent amount shall be deducted from the RA Bill.

DEDUCTION DUE TO NON-PERFORMANCE BY THE CONTRACTOR:

In case the agency fails to provide the services during the contract period, the penalty shall be recovered as below:

- Suppose there is any shortfall in deploying resources (Man, Machine, Tool and material) as per tender provisions, an inability to provide any requisite service, or being involved in malpractice/misconduct. In that case, Gasonet shall impose a penalty which EIC shall work out based on the specific site requirements / the expenditure incurred by GASONET to get the work done by making alternate arrangements / hiring other agencies / Resources/amount worked out based on the minimum wage of the related wage category of resources / etc. required for safe & timely completion of the particular job. The decision of the EIC shall be final in this regard.
- **Penalty for CNG dispensing service:** If a DSM is not available or is inefficient, is not able to provide any requisite service, or is found to be involved in misconduct to provide the CNG dispensing service from a dispenser during a shift, Gasonet shall recover a penalty @ Rs 500 per unit (plus applicable GST @ 18% presently) absence, for this SOR item. In case of misconduct/ inefficiency, the decision of EIC shall be final.
- **Penalty for Station management service:** If the Forecourt Manager for overall station management is not available or is inefficient, is not able to provide any requisite service, or is found to be involved in misconduct to provide the requisite services during a shift, Gasonet shall recover a penalty @ Rs 800 per unit (plus applicable GST @ 18% presently) absence, for this SOR item. In case of misconduct/ inefficiency, the decision of EIC shall be final.
- **Penalty for General Maintenance (Technician), Security Guard and Housekeeping of the station:** If the general upkeep/ maintenance and housekeeping of the station is not proper or the housekeeping personnel are not available or are inefficient to provide the requisite service, Gasonet shall recover a penalty @ Rs 300 per unit (plus applicable GST @ 18% presently) absence. In case of misconduct/ inefficiency, the decision of the EIC shall be final.
- The contractor has to disburse wages/salary (inclusive of all statutory components) to their employees deployed under this contract on or before the 07th date of each month through e-banking to bank accounts of individual employees through any reputed bank. The agency must submit proof of e-payment of wages along with RA bills. Suppose salary is not disbursed to employees by the 7th of every month. In that case, GASONET may impose a penalty of Rs. 1000/- per day per employee from the contractor's corresponding month's RA bill / any subsequent RA bill. Similarly, the contractor has to deposit PF Contribution (Employee plus Employer's Share) by the 15th of the successive month, else GASONET may impose a penalty of Rs. 1000/- per day per employee from the contractor's corresponding month's RA bill/ any subsequent bill month's RA bill. Also, the contractor has to deposit an ESI subscription by the 15th of each successive month, or GASONET may impose a penalty of Rs. 1000/- per day per employee from the contractor's corresponding month's RA bill/ any subsequent month's RA bill.
- The DSM, Station Manager, Technician, Security Guard & housekeeping staff must use prescribed PPEs and always wear the prescribed uniform provided by the contractor. In non-compliance, Rs 100 per shift per employee may be deducted from the RA Bills.
- The contractor shall ensure that deployed manpower does not indulge in destructive activities. Any loss of GASONET property shall be recovered from the RA Bill or CPBG at two times the value of the damaged property.
- However, the total penalty to be recovered on all accounts mentioned above shall be calculated excluding GST. It shall not exceed 20% of the particular month's RA Bill (excluding GST).



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड

Gasonet Services (UK) Limited

- In case of complaints from consumers/other persons for any issues that could be related to improper communication, poor quality of service, misbehaving with customers, false publicity, etc., that could lead to a negative impression of the company, a Penalty will be imposed to the contractor of ₹ 1,000.00 per case subjected to the verification by the EIC of the complaint received.
- To deposit cash in the bank nominated by the company daily. The Service provider will submit proof of deposit to the COCO Manager/In-Charge, Gasonet, Office daily along with the Bank Money Receipt Document details. Any cash shortage, including fake and counterfeit currency, will be the Service provider's responsibility and should be made good to the company within 24 hours. In case of delay, the Service provider is liable to pay interest @ 18% p.a. for such delay from the due date of deposit to the actual date of deposit or a penalty of Rs 500/- per day, whichever is higher. The amount collected after the day-end close shall be deposited in the cash chest/cash collection machine at every one-hour interval (wherever such facility is available). Any breach of this clause gives the Corporation the right to set off dues and interest from the payables to the Service Provider under this agreement.
- If any personnel under the service remains absent from duty, the bidder shall provide a substitute immediately. Failure to do so would impose a penalty. Penalty may also be levied for late reporting/ non-reporting as stipulated below. The penalty for some of the defaults is as follows:
 - Late Reporting to duty: Rs.100/- per day
 - Non-Reporting: Rs.1000/- per day
 - Refusal of Duties Rs.1000/- per day
 - Non-observation of Dress Code: Rs.100/- per day
 - Change of personals without prior permission: Rs.500/- per day.
- The bidders may note that GASONET shall be free to deduct penalties even from the Performance Bank Guarantee.
- The Penalty of Rs. 500/- per incident against non-observation and non-compliance with statutory requirements and HSE during the execution of O&M work and Penalty of Rs. 1000/- per incident against non-availability of any tool/tackles may be levied.

TERMINATIONS OF THE CONTRACT:

Gasonet may terminate the contract at any point during the contract period by giving 30 days' notice without mentioning any reason.

FOOD, ACCOMMODATION, TRANSPORTATION AND MEDICAL FACILITY AT FIELD INSTALLATIONS:

- The contractor shall provide food & services for its own & personnel.
- The contractor will arrange transportation of the contractor's personnel from base camp to the workplace and back at his cost.
- Medical Facilities: The Contractor shall arrange for medical facilities for their personnel.

COMPLIANCE OF VARIOUS LABOUR AND INDUSTRIAL LAWS:

- The contractor's firm/concern should be an independent establishment registering Provident Fund Account Numbers with the Regional Provident Fund Commissioner (RPFC) under the

Employee's Provident Funds & Misc. Provisions Act 1952. The contractor will submit the proof of depositing the employees and the employer's PF contribution periodically. All incidental expenses, such as Administrative Charges, shall be the contractor's liability.

- It shall be the sole liability of the contractor (including the firm/company) to obtain and abide by all necessary licenses/ permissions from the concerned authorities as provided under the various labour legislation, including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 from the offices of respective Labour Commissioners. No work shall be allowed without a proper Labour License; if applicable, a License should be obtained for maximum number of persons to be deployed on any day. The contractor shall be responsible for required contributions towards PF, Pension, ESI or any other statutory payments concerning the contract and the personnel employed for rendering services to Gasonet and shall deposit these amounts on or before the prescribed dates.
- The contractor shall discharge obligations as provided under various applicable statutory enactment including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation and Abolition) Act, 1970, the Inter-state Migrant workmen (Regulation of Employment & Conditions of Service) Act, 1979, the Minimum Wages Act, 1948, the Payment of Wages Act, 1936, the Workmen's Compensation act, 1923 and other relevant Acts, Rules and Regulations enforced from time to time. The contractor should maintain proper records, etc., as required under the legislature and produce the same for inspection whenever requested.
- The contractor shall indemnify the company against all losses or damages, if any, caused to it on account of acts of the personnel he deployed. e. The contractor should have a separate ESI code allotted under the Employees State Insurance Act 1948. In case ESI is not applicable, the contractor, before the commencement of work, shall submit an insurance policy under the Workmen's Compensation Act, 1923, covering all his employees to be deployed for execution of the contract.
- The contractor shall ensure regular and adequate supervision and control of the personnel he deployed and give suitable direction for undertaking the contractual obligations.

SCOPE OF WORKS

1. The scope of services of the contractor shall include but not be limited to the jobs mentioned in the Scope of Work. The content of the work indicates the minimum requirement for forecourt operation of DBS at Gasonet COCO CNG STATIONS at Uttarakhand West GA's having installed equipment and associated accessories such as CNG DBS Compressor, air compressor, Dispenser (Bus & Car), LCV Points for filling mobile cascades, Static Cascades, DG Sets, UPS, Office Building and Toilet etc. The bidder may be required to carry out all related activities necessary to complete the work as per the directions of the EIC.

The details of the various COCO stations for which the Forecourt management services are required are summarized below:

Sr. No.	GA Name	COCO Station Name & Address	Total COCO CNG Stations
1.	Uttarakhand West	M/s. Bhagirathi Filling Station Plot/Khasra No. 450, Opposite Old RTO Office, Rishikesh-Narendra Nagar Road, Dhalwala, Dist.: Tehri Garhwal, Uttarakhand Pin-code: 249137	01

2. The job of Forecourt management is to be carried out on a 24/7 basis. The CNG Station shall be operated by the Station Manager, DSM (Driveway salesman), Housekeeping personnel and Instrument/ Electrical technician. Contractor to deploy services of Station Management in each shift. The contractor will provide the benefits of housekeeping & electrical/ miscellaneous mechanical maintenance to maintain uninterrupted station operations. However, the contractor is to manage the services of dispensing CNG through dispensers and LCV Filling Points by deployment of optimum nos. of DSMs at each station to ensure the smooth operation of CNG dispensing and ensuring that the processes are being carried out safely, maintaining the requisite safety standards.

Further to the above, Gasonet may install/commission additional dispensers, if required, whereby the contractor has to operate at the same rates quoted in this tender.

3. Forecourt operation of CNG Mother Station round the clock (24X7), including dispensing of CNG to onboard CNG Cylinders of consumers/ CNG Vehicles, general Safety and security of all equipment, refilling of mobile cascade mounted on LCV/ HCV, general administration in the station, housekeeping, operation of DG set in case of power failure, miscellaneous instrument/ electrical maintenance of lighting, traffic movement/ control and liaison with local authorities/ police for day to day activities.

SCOPE OF WORK OF RESPECTIVE SOR ITEMS:

The contractor's scope of work for subject services shall include, but not be limited to, the following. The work described herein shall be carried out to provide Forecourt Management services per the scope of work and the tender conditions. Gasonet may, at its discretion, add or delete the activities in the area of work for better operational efficiency and results. Under this contract, the Agency/Contractor has to perform the following jobs, but not limited to the following:

Forecourt Management services of COCO CNG Station:

The broad activities under this SOR item shall be divided among the following items in each station:

A. CNG Dispensing Services: Responsibility of Driveway Salesman (DSM)**I. CNG dispensing from Dispensers**

- Overall responsible for all activities related to sales from the CNG dispensers irrespective of the type of dispenser (Bus/Car or Single/Double arm/ Combo), including Dispensing of CNG.
- An adequate number of Driveway Salesmen are to be deployed considering peak and non-peak hours so that efficient services can be provided to customers without jeopardizing the Safety of the CNG Station (man & machine).
- Dispensing CNG to vehicles, collecting cash, refunding the balance, and issuing cash receipts to customers. The DSM shall receive the same if the customer makes the payment through a credit/ debit card & e-wallet (like Paytm, Mobikwik, etc.).
- To ensure the safety of premises against accident/ fire, including – (i) screening of vehicles for any article of fire hazards such as matchboxes, incense sticks, and cigarettes, (ii) regular leak detection of equipment and fitted in the consumer vehicles (Gasonet shall provide leak detector), (iii) regular checking and recording of CNG cylinders/ valves fitted in the consumer vehicles at the entry point, (iv) assist in regular verification of testing/ recording of test date of CNG onboard cylinders fitted in consumer vehicles, (v) periodic/ spot checking of endorsement of RTO for CNG Vehicle or Natural Gas Vehicle etc. as directed by GASONET from time – to – time vi) After checking the due/test date of CNG onboard cylinders, filling of CNG in onboard CNG Cylinders of Natural Gas/ CNG Vehicles through the dispenser, vii) Due Date of hydro test CNG sticker to be pasted on the vehicle.
- At the forecourt, the contractor to ensure the following for vehicles coming for refuelling,
 - The vehicle is parked correctly at the forecourt, and the hand brakes firmly.
 - The Ignition switch of the vehicle is completely switched off.
 - All lights, transistors, etc., should be switched off.
 - Ensure Cylinder Hydrotest validity.
 - Documents/ Endorsements for CNG installation.
 - All passengers, including drivers, vacated from the vehicle.
- No passengers/persons are allowed to be at the forecourt while CNG is being dispensed, except authorized persons/ vehicle drivers. CNG Dispensing should be done per norms the Authority/ OWNER laid down. The operator should keep the records for refused refuelling due to non-conformance.

II. Operation of LCV Filling point

In case a CNG station has the facility of an LCV / HCV filling point for dispensing to mobile CNG cascades, proper and smooth operation of the same is to be ensured. Filling of mobile cascade mounted on HCV / LCV at mother station for daughter booster stations through Mobile Cascade

Filling Facility and maintaining the record of each HCV / LCV mobile cascade, including Time In/Out, Filled pressure, Total Qty & issuance of delivery challan. The activities shall include but not be limited to the following:

- Smooth and safe operation of LCV Filling Point as per applicable SOP for filling CNG in the Heavy Commercial Vehicles (HCV) / Light Commercial Vehicles (LCV).
- Responsible for all activities related to filling mobile Cascades, including connection/removal of hose with LCV.
- Responsible for ensuring filling CNG into mobile cascades - Noting initial and final pressure and quantity of CNG filled in each mobile cascade, maintaining LCV serving log book and reporting the same to the Gasonet
- Filling in the Log-books of Mobile Cascades in LCV as per the guidelines of Gasonet
- Responsible for maintaining the Log-books (provided by the contractor, format to be given by EIC) of Mobile Cascade. Log-books may be kept standard for all equipment, such as LCV Point readings, Dispenser Readings, Cascade readings, DG Readings (if running), or a separate log book for individual equipment as per the guidelines of EIC.

III. Queue Management:

At the entrance/entry of the CNG Station, all passengers except the Driver are advised to get down from the vehicle, and no one should be near the vehicle while the CNG filling is in progress. Queue management shall be in the scope of work.

B. Station Management Service: Responsibility of Station Manager

Under this Head, Agency/Contractor has to perform the following jobs, but not limited to the following:

Overall station premises:

- Overall Supervision/management of all activities the Agency/ Contractor handles.
- Prepare and issue the cash memo, bill the customer at the outlet (CNG Station) and collect payment.
- Preparing reports for gas sales and Collecting cash for all retail sales. Maintaining records in respect of Gas Input to Compressor, Fuel Consumption in Engine and CNG Sale, power consumption, equipment availability, machine operations, daily log books, event logging, resolution of consumer complaints, LCV – -filling, movements and dispatch records, dispenser/ arm wise sales records, maintenance record/reports, sale invoices, cash collection/ deposition, bank records, etc. as per directions of EIC.
- Consumer care, consumer grievances – recording and redressal, avoiding conflicts, maintaining law and order, liaison with district administration, police, traffic police and RTO, filing of FIR, if required, etc

C. Maintenance of the Equipment/ Instruments/Facilities (Minor): Responsibility of Instrument/ Electrical Technician

I. LCV Filling Area

- Responsible for attending minor maintenance jobs such as gas leaks from tubing/fittings of the LCV filling point.
- Responsible for ensuring proper cleanliness in & around the LCV filling point.
- Responsible for informing the Gasonet Maintenance team about any problem/ non-performing of equipment immediately.
- Responsible for undertaking any other activity directed by Gasonet Officials from time to time for the smooth operation of the LCV filling point.

II. Cascade area:

- Noting pressure from gauges of low, high & medium banks in the cascade.
- Operating cascade valves.
- Attending minor leaks from the tubing/ fittings of the cascades.
- Responsible for undertaking any other activity directed by Gasonet Officials from time to time for the smooth operation of the CNG cascades.
- Isolating the cylinder whose burst disc has ruptured and assisting in replacing the same.
- Assisting the replacement of the cascade as and when required during its Hydrotesting (Gasonet will arrange a crane)

III. Mobile Cascade:

Attending minor leakages in the mobile cascades through the tubing, pherule, etc., shall be in the contractor's scope. Maintenance of Mobile Cascade fitted in the LCVs being operated by Gasonet for its DBS/ DS for the supply of CNG and all the accessories like manifold, replacement of burst discs, maintenance of valves, handles, etc.

IV. Genset Area:

Responsible for ensuring safe and smooth operation of the generator set (will only be operational during the power failure situation), if installed at the station, including taking its daily operating readings and parameters, notifying Gasonet personnel in case of any failure or abnormality in its operation, and general upkeep of the equipment.

V. Air Compressor

Area Responsible for ensuring safe and smooth operation of the Air Compressor, if installed at the station, including taking its daily operating readings and parameters, notifying Gasonet personnel in case of any failure or abnormality in its operation, and general upkeep of the equipment.

VI. SUPERVISION OF UPS:

The technician on duty shall ensure regular monitoring of the parameters of the UPS installed at the CNG Station. Any UPS operation abnormality must be promptly informed to the Station Manager & concerned Gasonet Officials.

VII. CNG Station Area (Including Building):

The technician shall be responsible for ensuring the replacement of LED/ Bulbs, switches, sockets, regulators, Choke, tube lights, fan capacitors, and minor electrical items, cleaning of filters of Air Conditioners and their maintenance (cleaning dust, washing with water etc.) at regular intervals and its gas charging (in case of any leakages), maintenance of drinking water coolers (functioning of relays), it's cleaning, filter replacement through OEM, taps etc and general upkeep of the installed electrical facilities.

D. **CNG Station House Keeping / Station keeping**

Under this head, the Agency/Contractor has to perform the followings jobs, but not limited to:

- Maintaining cleanliness of the CNG Station and other associated facilities like an office at COCO CNG Station/ toilet/Urinal, pest control as per requirement, etc.
- Maintaining cleanliness of the area around Dispensers, compressors, gensets, tubing trench, pathway, road and other machinery in the station.
- Removal of wild vegetation growth within the station.
- Maintaining Housekeeping history cards as per Gasonet format and displayed in the station.
- Floor care and upkeep of station and office building, including vertical surface, corners, toilets, urinals, windows including its glasses, doors, Venetian blinds, ceiling/false ceiling, ceiling fans, electrical fixtures, paper trays, telephone, computer, filing cabinets, dustbins, almirahs and other office furniture such as tables, chairs etc.
- Moping of non-carpet floors, a perfumed disinfectant spray of station office rooms, garbage removal, waste material & disposal at the nearest public dustbin/ municipal dumping yard outside the Station complex.
- Carry out pest control and trench cleaning work as per requirement.

E. **Security Guard / Security Guard with Gunman**

For maintaining queue discipline, traffic discipline in and around the CNG Station and security of assets and personnel, security services are required round-the-clock, and only Ex-servicemen are to be provided. The contractor will be deployed as a Security Guard with Gunman at Night.

F. **Minimum Human Resource Deployment:**

The contractor must deploy sufficient Human Resources, as in the table below. Deployment of resources would be decided by EIC/ its representative, as per prescribed qualifications and experience. Proof of qualification has to be submitted by the contractor. For CNG Dispensing Services, adequate resources are to be deployed considering the peak and non-peak hours so that efficient Driveway Salesman services can be provided to customers without jeopardizing the Safety of the CNG Station (man & machine). The table below shows the minimum human resources to be maintained at the various stations in shifts for smooth and safe operations (irrespective of the CNG Sale). The contractor is to ensure that “at no point of time one DSM should be operating more than two hoses simultaneously”, failing which it will attract a penalty per the Penalty Clause. Minimum Human Resources to be Deployed.

Sr. No.	Description	Wage Category	Gen. Shift (7 days a week)	Shift – A (7 days a week)	Shift – B (7 days a week)	Shift – C (7 days a week)	Total
1.	Station Manager	Clerical Category - I	01	-	-	-	01
2.	Technician (Inst./ Elect)	Skilled	01	-	-	01	02
3.	DSM	Semi-Skilled	-	03	03	02	09
4.	Security Guard	Semi-Skilled	-	02	01	01	04
5.	Security Guard with Gunman		-	-	-	01	01
6.	Helper	Unskilled	01	-	-	-	01

- The above data indicates the number of dispensers in operating condition or planned to be under operation in shifts. GASONET reserves the right to operate all or any number of dispensers based on requirement. Payment shall be made for the actual executed quantity of SOR Item only. Further to the above, Gasonet may install/commission additional dispensers, if required, whereby the contractor has to operate at the same rates quoted in this tender.
- As per the terms, the contractor is required to provide the necessary manpower at the quoted rate. However, they will also be responsible for managing the cost of any relievers needed. It's important to note that any leave taken must comply with labour laws.
- Before deployment, the contractor must submit proof of the abovementioned qualifications, relevant experience, and the Bio-Data and Medical Fitness certificate to the EIC.
- The contractor shall provide all necessary documents, including personal data, mark sheets, certificates, etc., about all the personnel proposed to be deployed at the CNG Station/ Office for verification and produce the individuals for a formal screening by EIC or his authorized representative. Personnel so deployed shall be given initial training for related activities. However, any person deployed for the work and found erring/ misbehaving/ not skilled shall be replaced/ removed by a contractor if so ordered by EIC.
- To ensure the smooth running of LCV Point services, deploying at least one DSM per shift is necessary. As for Station Management services, a Forecourt Manager must be present every day in the general shift, seven days a week, following the EIC's instructions. As for Scope Housekeeping/ Station Upkeep services, a minimum of one manpower should be deployed every day in the general shift, as per the EIC's instructions. The EIC will also decide the General Shift timings. The safety of the station during the contract execution is the contractor's responsibility. However, the contractor may adjust the number of manpower deployed in the CNG Station based on the job requirement, working hours, and Lean Days in consultation with EIC.

Required Qualification and Experience

Category	Minimum Qualification	Minimum Experience
Station Manager	Graduate in any discipline or Diploma in Engineering discipline.	Three-year experience in CNG Station OMC Retail Outlet for fuel dispensing
Technician (Inst./ Elect)	ITI	Two-year experience in Natural Gas/ Hydrocarbon Sector/ CNG Station/ LPG Dispensing Station
Driveway Salesman (DSM)	12th (Intermediate) pass, or ITI in any discipline.	One year experience in CNG Station/ LPG Dispensing Station/ OMC Retail Outlet for fuel dispensing
Security Guard / Security with Gunman	-	Only Ex-servicemen (Army & Police) are to be provided.
Helper	Literate 8th Std.	-

OTHER JOBS/ACTIVITIES IN THE SCOPE OF THE CONTRACTOR

- The Agency/ contractor shall deposit the aggregate retail amount collected from consumers for the CNG sold on the previous day in a Bank account designated by Gasonet (preferably by RTGS) on the following bank working day (excluding Bank holidays and days lost due to Force Majeure) and submit receipt to Gasonet. If the Gasonet designated banks refuse to accept the small denomination notes and coins, the contractor shall be required to deposit an equivalent amount in the Gasonet bank account. No separate amount shall be payable on this account. All arrangements for safe handling, transportation and deposition of money shall be in the contractor's scope. The cost shall be deemed included in the quoted rates, and nothing extra on this account shall be payable.
- In case the agency/ contractor does not deposit the amount collected on the sale of CNG in the company's bank account on the following bank working day (excluding Bank holidays and days lost due to Force Majeure), then the company shall en-cash the BG equivalent to 1 days sales of CNG on a proportionate basis. The same shall be replenished within 15 days; Gasonet shall have the right to terminate the contract after giving advance notice for same.
- The agency/ contractor shall arrange all security cover required for cash while transferring/ depositing the money from the station in the designated bank. Any theft and misappropriation of funds by any contract employee shall be the contractor's responsibility, and the contractor shall make up the short cash and deposit the same in the bank.

- Any cash shortage (including fake and counterfeit currency) will be the responsibility of the agency/ contractor. The same should be made good to the Gasonet account within 24 hours. Insurance cover shall be taken by the agency/ contractor, and all the terms & conditions of an insurance company shall be complied with by the agency/ contractor. Gasonet shall not be responsible for non-compliance of the same. All costs, expenses, taxes, cess, etc., including insurance cover for cash and related security expenses, if any, for safely carrying out such activity shall be borne by the agency/ contractor.
- Display of various safety instructions in the CNG filling facilities for creating safety awareness among the operators and customers shall be in the scope of the bidder. The safety instructions shall be painted as per the instruction of the Gasonet at the time of making the same. The Gasonet shall provide the materials for the safety instruction.
- Arranging air filling using existing tyre inflator machines wherever the setup is available through the manpower deployed under this contract.
- The Operators shall follow standard operating procedure (SOP) along with the instructions/recommendation given by the dispenser's OEM to ensure safety while operating the dispenser.
- Proper PPE, like cotton uniform including trousers, shirts, helmets, caps, hand gloves, safety goggles, safety shoes, socks, etc., shall be used during operation and any maintenance activity. Also, basic amenities shall be provided by the contractor to his workforce.
- The operators shall ensure that no flammable materials shall be stored/ accumulated inside station premises.
- The contractor shall provide a suitable mode of communication (Telephone or Mobile) at the location. The rates quoted for Material/ Consumables shall include this, and no separate payment will be made to the contractor on this account. This mode of communication shall be used for DPR and other official communications. The communication mode should remain activated during the contract period. Mobile phones shall be used away from the dispensing and compressor area to prevent untoward incidents.
- The contractor shall instruct the operators to pass on the daily readings of the dispenser between 06.00 a.m. and 06.00 a.m. on the next day to the GASONET office. The contractor shall compile the readings for all the outlets and pass them on to the CNG control room at CGS or any other office designated by GASONET via e-mail or fax on or before 8:00 a.m. daily. The format for reporting the readings shall provided by GASONET. The dispenser totalizer readings shall be recorded at the beginning of each shift, i.e. 0600 hrs, 1400 hrs & 2200 hrs. They shall be provided to the Gasonet office, per the instructions of GASONET. The DPR readings should be maintained in the log book on a separate page. GASONET will give the format for DPR. In remote locations, the contractor must e-mail scans of the log sheets daily to GASONET at its own expense.
- The operator shall immediately operate ESD (emergency shutdown) and close the isolation valve of the affected stationary cascade cylinder in case of a safety disc rupture. Also, situations such as high-pressure gas release from tubing, fire in electric panel, etc could arise. The operator shall operate ESDs at each outlet and isolate the main gas inlet valve and main electric supply switch of the compressor/ CNG system.
- The contractor shall ensure strict discipline and be responsible for the smooth operation of the CNG station.

- The operator shall ensure proper and adequate “Complaint Log System” implementation. The DSM shall maintain the complaint log-book, and all complaints/breakdowns of CNG equipment (i.e. compressor, tubing installation, air compressor, UPS, electrical installation within the electric room, etc.) in addition to leakages shall be reported to the CNG control room and a unique complaint number obtained. All entries shall be made in the complaint log-book legibly and in incompleteness. Gasonet shall provide the format.
- The contractor shall provide training once a year to their operators on basic firefighting through reputed professional agencies, which is essential from a safety point of view for Man & machine.
- The contractor has to ensure proper upkeep (maintenance) of plants, flowers, greenery, landscape, hoardings, notice boards, etc., which are Gasonet properties.
- The contractor has to bear the cost of recouping the First aid box.
- The insurance of Cash Collected (cash in hand equivalent to 5 days of sale) at the CNG Station and Transit Insurance of Cash shall be in the Scope of Forecourt Management Contractor.
- Printing and providing sale invoices/ cash memo/ delivery challan/complaint book as per the approved format, cash collection, issuing receipts to customers, safe upkeep of cash collected at the station by providing Cash Chest, insurance of cash collection at the station as well during transit, a deposit of money with the designated bank as per directions of EIC.
- Maintaining records in respect of purchase/ sale/ usage of NG, internal consumption of NG, gas reconciliation, power consumption, equipment availability, machine operations, daily log books, event logging, resolution of consumer complaints, LCV – filling, movements and dispatch records, LCV Monitoring through GPS records, Daily CNG station Checklist records, dispenser/ arm wise sales records, reports, daily sales report, sale invoices, cash collection/deposition, bank records, etc as per directions of EIC and the hard copy of information including everyday supply/ sale of NG/CNG, money collected from consumers, qty filled in mobile cascade, details of consumers etc.
- Implementation of labour laws, minimum wages act, PF rules, ESIC, Workman compensation act, relevant statutory requirements for working on holidays/ weekly off, provisions of working in the shift for 24x7 operation, payment of wages/ overtime, rest/ off compensation, etc.
- The contractor will monitor the CCTV and camera functions installed at the CNG station office premises. Any technical problems, observations, malfunctions, etc., are to be brought to the notice of the EIC to take the requisite corrective actions so that the integrity, safety and security of the CNG station can be adequately maintained.
- The contractor shall be required to carry out associated preventive and breakdown maintenance work like maintenance and repair of station Street Lighting, canopy and office building lighting, Power distribution panel, taps and other fittings in the toilets, etc. The contractor shall supply all consumables, including tools & tackles/ladders, etc..
- Persons deployed by the contractor should not be allowed to smoke or be under the influence of alcohol. They should have a good track record, and the contractor has to deploy the personnel with no past criminal records. Also, the contractor has to provide police verification for all the persons within 90 days from the date of deployment under this contract for character verification, as directed by the Engineer-in-Charge (EIC).
- Maintenance and repair of High-Pressure SS Tubes, Fittings, and Valves installed in the CNG Station. Monitoring and maintenance of Electrical Panels, Lighting, AC, Borewell (if available at the station),

Tyre Inflator system (if available at the station), Power Light poles, flameproof lights, replacement of bulbs, LED, tube lights, etc.

- The contractor shall provide Training/knowledge to his personnel to understand that the dispenser contains high-pressure flammable Compressed Natural Gas (CNG), which is extremely dangerous for personal injuries, which can exist if any dispenser components are subject to abuse or misuse.
- The contractor must ensure that there is no open flammable material around/ inside the vehicle and that all cell phones are switched off. At the same time, CNG is being dispensed into the Vehicles / Cascades.
- The contractor is to ensure that the CNG kit fitted in the vehicle is of approved make. This can be verified by requesting the vehicle OWNER to produce the relevant documents. The filler should also check that the refuelling valve has a dust plug/ cap and that pressure gauges are in good working condition. In case of any discrepancy/ unsafe condition, the contractor should inform the responsible person, and the gas should be given to the vehicle only after the instruction of the responsible person. The contractor will maintain manual record keeping of the rejected vehicles.
- The contractor shall ensure compliance with all such safety guidelines/ directives given by the OWNER from time to time, which will include but not be limited to checking of metallic plates (fitted on the body of the vehicle signifying make of CNG conversion Kit, CNG cylinder, test validity thereof, etc.) endorsement in RC book (Issued by Regional Transport Office) of the vehicle and witnessing the healthiness of the cylinder before filling CNG in the vehicle.
- Contractor to ensure proper upkeep of utility systems/ services such as water pump, overhead and underground water tanks, drinking water, other accessories, etc. Any repair, if needed, is in the scope of the owner.
- The contractor must ensure that his personnel deployed at the station are well-behaved, customer-oriented, and non-alcoholic. Any misbehaviour with the customer and OWNER'S representative shall be liable to be punishment and even to the extent of removal of those personnel from duties. The contractor shall not engage or employ anyone with a criminal record/ background.
- The breakup of the various components of CNG Price retail selling price applicable in the GA is to be appropriately displayed in the CNG Station for the benefit of the general public.
- The contractor shall monitor the fire protection/ firefighting equipment/ devices such as fire-extinguishers, etc. In case of any observations, the same will be communicated to the EIC.
- The contractor will try to increase CNG Sales through various activities like promotional campaigns and contacting retail customers, including fleet operators. Any cost incurred towards the same is to be loaded in the quoted rates by the bidder, and no extra payment shall be made in this regard.

LIAISON WITH STATUTORY AUTHORITIES

All the statutory approvals and Liasoning required for CNG operation (stamping- legal metrology from the Weight and Measure Department of government) will be in the contractor's scope. The contractor shall carry out at his own risk and cost the Verification, Sealing, and stamping of each Dispensers Mass Flow meter installed in the CNG Stations yearly through the W&M Dept in the presence of EIC during the contract period. Gasonet shall arrange the master meter for the purpose. However, OWNER will bear the statutory fee incurred for all such approvals. OWNER will pay directly to the concerned authority and provide necessary letters/ documents to BIDDER or will refund the amount to BIDDER on submission of valid proof of payment.

MAINTAINING SAFETY AT CNG STATION

The contractor shall provide two sets of uniforms, Safety shoes – 01 every year & other personal protective equipment, including caps and identity cards, to all personnel deployed at the station for the work. The Uniform / I-card and uniform shall provide card details for the deployed team members, which shall be of cotton due to safety requirements. The uniform colour may differ for the different staff based on their nature of work, like Station Manager, Accountant, Technician, Security Guard, Housekeeper, Fire/Safety Supervisor/Officer, etc. The contractor shall provide an Identity Card per his company's standard pattern/design. The contractor shall conduct various basic training, toolbox briefing, investigating Near misses and reportable accidents, etc., to its deployed employees. Scope of Work also includes Preparation of Station related reports as per EIC instruction, extending support in carrying out Onsite Emergency Mock Drill (if Gasonet F&S plans the same in COCO Stn premises), Queue / Traffic management inside and outside the outlet, safety of premises against accident/ fire etc.

PROVISION TOWARDS WAGE REVISION: -

The quoted rate shall be firm and valid till the complete execution of the order. No escalation on whatsoever account shall be paid under this contract. There must not be any violation of applicable acts/laws/regulations like the payment of Wages Act, payment of Bonus Act, contract Labour Act pension scheme, employees provident fund, minimum wages Act, etc. or any act/rules/regulations framed after that of these acts/rules/regulations etc.

All charges such as wages and other statutory payments admissible to the contract manpower/Services/Labour, as defined at the time of bid submission, should be considered while quoting the rates, which includes all charges, including any service charges, if any. All quoted charges except service charges and GST must be passed on to/paid to Manpower Deployed for Services/Services offered/Services Given, and proof to be submitted along with Monthly Bills. The contractor should consider the probable wage escalation during the contract period while quoting for tender.

MATERIAL COST: -

The bidder has to quote Lumpsum for the materials, consumables & stationery to be supplied for the execution of activities under the schedule of rate (SOR), i.e., station management, dispensing services, technician, Security guard, station upkeeping services, station security guard services and station electrician services as per the following details) The contractor has to arrange all tools and tackles for sweeping. The contractor shall also provide the required number of rubber hand gloves, brushes, tools and tackles for protective sanitary and general cleaning, sanitary material consumables in the toilet/urinals, i.e., Toilet soap, liquid soap, toilet fresheners, naphthalene, perfumed disinfectant spray etc. of branded make on recoupable basis. On a recoupable, All stationery, including printed material such as LCV/HCV Log-book, complaint log-book, housekeeping cards, Dispensing seal register, reconciliation report for dispenser totalizers, visitor register display boards, etc. GASONET shall provide the format for each record. Consumables such as waste cloth (Strictly cotton waste), lint-free clothes or any cleaning agents, Teflon tape, etc., are in the contractor's scope.

Basis of Estimation

Class of Employment	Class of Workers	Basic Per Month	VDA Per Day	Total Per Month
Unskilled	For Adult Workers In Towns Of More Than One Lakh Population	₹ 8331.00	₹ 1560.00	₹ 9891.00
Unskilled	For Remaining Parts Of The State	₹ 8213.00	₹ 1560.00	₹ 9773.00
Semi-Skilled	For Adult Workers In Towns Of More Than One Lakh Population	₹ 8924.00	₹ 1560.00	₹ 10484.00
Semi-Skilled	For Remaining Parts Of The State	₹ 8788.00	₹ 1560.00	₹ 10348.00
Skilled	For Adult Workers In Towns Of More Than One Lakh Population	₹ 9518.00	₹ 1560.00	₹ 11078.00
Skilled	For Remaining Parts Of The State	₹ 9370.00	₹ 1560.00	₹ 10930.00
Clerical Category – I	For Adult Workers In Towns Of More Than One Lakh Population	₹ 10520.00	₹ 1560.00	₹ 12080.00
Clerical Category – I	For Remaining Parts Of The State	₹ 10328.00	₹ 1560.00	₹ 11888.00
Clerical Category – II	For Adult Workers In Towns Of More Than One Lakh Population	₹ 9772.00	₹ 1560.00	₹ 11332.00
Clerical Category – II	For Remaining Parts Of The State	₹ 9611.00	₹ 1560.00	₹ 11171.00

SECTION – V

OTHER FORMS & FORMATS

IT IS MANDATORY TO FILL IN ALL THIS FORMS AND UPLOAD THE SCANNED COPY OF THE SAME ON GASONET Website AND ALSO SUBMIT ALONG WITH THE HARD COPY OF THE TENDER.

LIST OF FORMS & FORMAT

Form No.	Description
F-1	BIDDER'S GENERAL INFORMATION
F-2	BID FORM
F-3	LIST OF ENCLOSURES
F-4	PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY/ BID SECURITY"
F-4A	PROFORMA OF "LETTER OF CREDIT" FOR "EARNEST MONEY/ BID SECURITY"
F-5	LETTER OF AUTHORITY
F-6	NO DEVIATION CONFIRMATION
F-7	DECLARATION REGARDING HOLIDAY/ BANNING AND LIQUIDATION, COURT RECEIVERSHIP ETC.
F-8	CERTIFICATE FOR NON-INVOLMENT OF GOVT. OF INDIA
F-9	PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT PERFORMANCE SECURITY/ SECURITY DEPOSIT"
F-10	AGREED TERMS & CONDITION
F-11	ACKNOWLEDGEMENT CUM CONSENT LETTER
F-12	UNDERTAKING ON LETTERHEAD
F-13	BIDDER'S EXPERIENCE
F-14	CHECK LIST
F-15	FORMAT FOR CERTIFICATE FOR BANK IF BIDDER'S WORKING CAPITAL IS INADEQUATE
F-16	FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER
F-18	BIDDER'S QUERIES FOR PRE-BID MEETING
F-19	E-BANKING FORMAT
F-20	CONFIRMATION UNDER MSMED ACT 2006



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

F-1

BIDDER'S GENERAL INFORMATION

To,

Gasonet Services (UK) Limited

Corporate Office: 807,

World Trade Tower

Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

1	Bidder Name (With Contact Person Name & Details)	
2	Status of Firm	Proprietorship Firm/ Partnership Firm/ Limited/ Others If Others Specify: [Enclose certificate of Registration]
3	Name of Proprietor/ Partners/ Directors of the firm/ company	
4	Number of Years in Operation	
5	Address of Registered Office: * In case of Partnership firm, enclose letter mentioning current address of the firm and the full names and current addresses of all the partners of the firm.	City: District: State: Pin/ ZIP:
6	Operational Address [if different from above]	City: District: State: PIN/ ZIP
7	Telephone Number [Mobile & Landline]	(Country Code) (Area Code) (Telephone No.)
8	E-mail address	
9	Website	
10	Fax Number:	(Country Code) (Area Code) (Telephone No.)
11	ISO Certification, if any	{If yes, please furnish details}
12	Bid Currency	
13	Banker's Name	
14	Branch	
15	Bank account number	
16	PAN No.	[Enclose copy of PAN Card]
17	GST Registration No.	[Enclose copy of GST Registration Certificate]

18	EPF Registration No.	[Enclose copy of EPF Registration Certificate]
19	ESI code No.	[Enclose copy of relevant document]
20	We (Bidder) are cover under the definition of section 2 (n) of the MSMED Act	Yes/ No <i>(If the response to the above is 'Yes", Bidder to provide Purchaser a copy of the Entrepreneur's Memorandum (EM) filled with the authority specified by the respective State Government)</i>
21	Whether Micro/ Small/ Medium Enterprise	(Bidder to submit documents as specified it ITB)
22	Type of Entity	Corporate/ Non-Corporate (As per GST Act). (In case of Non-Corporate Entity, bidder will submit documentary evidence for same).

NOTE:

- 1) ANY DOCUMENTARY EVIDENCE IN SUPPORT OF ABOVE TO BE AUTHENTICATED/ ATTESTED BY NOTARY PUBLIC**
- 2) DOCUMENTARY PROOF AGAINST MSME CERTIFICATION MUST BE DULY CERTIFIED BY CHARTERED ACCOUNTANT AND NOTARY PUBLIC WITH LEGIBLE STAMP**

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

F-2

BID FORM

To,

To,

Gasonet Services (UK) Limited

Corporate Office: 807, World Trade Tower

Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

Dear Sir,

After examining/reviewing the Bidding Documents for the tender of
“_____ including "Specifications & Scope of Work",
"General Purchase Condition [GPC]", "Special Conditions of Contract [SCC]" and "Schedule of
Rates [SOR]", etc. the receipt of which is as a result of this duly acknowledged, we, the undersigned,
pleased to offer to execute the whole part of the job 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 the
"Techno-Commercial / Un-priced Bid", and it shall remain binding upon us. It may be accepted at
any time before the expiry of that period.

If our Bid is accepted, we will provide the "Contract Performance Security / Security Deposit" equal
to "**5% of Annualized Contract/ Purchase order value (excluding taxes & duties)**" or as
mentioned in the Tender Document for the due performance within "Thirty [30] days" of such Award.

Until a final Agreement/ Letter of Award is prepared and executed, the tender document (including
addenda/ corrigenda) and the "Notification of Award" shall constitute a binding Agreement.

We understand that the Bidding Document is not exhaustive, and any action and activity not
mentioned in Bidding Documents but may be inferred to be included to meet the intent of the Bidding
Documents shall be deemed to be mentioned in Bidding Documents unless otherwise specifically
excluded. We confirm to perform for the fulfilment of the 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 price or any bid 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:



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F-3

LIST OF ENCLOSURES

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**
TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

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. Document showing annual turnover for the last three years, such as annual reports, profit and loss account, net worth, etc., along with information as sought in enclosed format F-16. (If applicable)
3. Document showing Financial Situation Information as sought in enclosed format F-16 (If applicable)
4. 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 following the provisions detailed in Bid Documents.
5. Documentary Evidence showing the Bidder's claim of meeting Technical Criteria as mentioned in Section II.
6. Bid Security / EMD
7. Tender Fee (If applicable)
8. Duly certified document from chartered engineer and or chartered accountant.

Place:
Date:

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



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

F-4

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

(To be stamped following the Stamp Act)

Ref.....

Bank Guarantee No.....

Date.....

To,

Gasonet Services (UK) Limited

Corporate Office: 807,

World Trade Tower

Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

Following Letter Inviting Tender under your reference No _____ M/s. _____
having their Registered / Head Office at _____ (from now on called the Tenderer), wish to
participate in the said tender for _____.

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 Gasonet, the amount
_____ without any reservation, protest, demur and recourse. Any such demand made by
GASONET 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 two
(02) months beyond the validity of the bid]. If any further extension of this guarantee is required, the
same shall be extended to such required period on receiving instructions from M/s.
_____ on whose behalf this guarantee is issued.

In witness of which the Bank, through its authorized officer, has set its hand and stamp on this
_____ day of _____ 200__ at _____

WITNESS:

(SIGNATURE)
(NAME)

(SIGNATURE)
(NAME)
Designation with Bank Stamp

(OFFICIAL ADDRESS)

Attorney as per Power of Attorney No.: _____
Date: _____

INSTRUCTIONS FOR FURNISHING "BID SECURITY/ EARNEST MONEY" BY "BANK GUARANTEE"

1. The Bank Guarantee by Bidders will be given on non-judicial stamp paper as per “Stamp Duty” applicable. The non-judicial stamp paper should be in the name of the issuing Bank. In the case of a foreign Bank, the said Bank’s Guarantee is to be issued by its correspondent Bank in India on requisite non-judicial stamp paper.
2. The expiry date should be arrived at following “ITB: Clause-15.1”.
3. The Bank Guarantee by bidders will be given from the Bank as specified in “ITB”.
4. A letter from the issuing Bank of the requisite Bank Guarantee confirming that said Bank Guarantee/ all future communication relating to the Bank Guarantee shall be forwarded to the Employer at its address as mentioned at “ITB”.
5. Bidders must indicate the full postal address of the Bank along with the Bank’s E-mail/ Fax/ Phone from where the Earnest Money Bond has been issued.
6. Suppose a commercial Bank issues a Bank Guarantee. In that case, a letter to the Employer confirming its net worth is more than Rs. 1,000,000,000.00 [Rupees One Hundred Crores] or equivalent, along with documentary evidence.

.....



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

F-4A

PROFORMA OF "LETTER OF CREDIT" FOR "EARNEST MONEY / BID SECURITY"

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

Irrevocable and confirmed Letter of Credit No..... Amount: Rs. _____

Validity of this Irrevocable: (In India)
Letter of Credit (2 months beyond the validity of Offer)

Dear Sir,

1. You are, as a result of this, authorized to draw on..... (Name of Applicant with full address) for a sum not exceeding..... available by your demand letter (draft) on them at sight drawn for Rs. accompanied by a certificate by Gasonet, with the Tender No. Duly incorporated therein that one or more of the following conditions has/have occurred, specifying the occurred conditions(s):
 - (i) The Bidder withdraws its Bid during the Bid validity period or any extension duly agreed upon by the Bidder.
 - (ii) The Bidder varies or modifies its Bid in a manner not acceptable to Gasonet during the bid validity period or any extension duly agreed by the Bidder.
 - (iii) The Bidder, having been notified of the acceptance of its Bids,
 - (a) Fails or refuses to execute the Supply Order/ Contract
 - (b) Fails or refuses to furnish the Contract Performance Security within 30 days before the expiry of Bid Security.
 - (c) Fails to accept arithmetic corrections as per tender conditions.
 2. This Irrevocable Letter of Credit has been established towards Bid Security Tender No. for..... (Item)
 3. We hereby guarantee to protect the Drawers, Endorsers and bonafide holders from any consequences, which may arise in the event of the non-acceptance or non-payment of Demand Letter (draft) in accordance with the terms of this credit.
 4. This Credit is issued subject to the Uniform Customs and Practices for Documentary Credits (1993 Revised) International Chamber of Commerce brochure No. 500.
 5. Please obtain reimbursement as under:
 6. All foreign as well as Indian bank charges will be on the account of M/s. (Applicant)
- FOR

Authorized Signature

(Original Bank) Counter Signature



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F-5

LETTER OF AUTHORITY

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

Ref:

Date:

To,
Gasonet Services (UK) Limited
 Corporate Office: 807,
 World Trade Tower
 Sector - 16, Noida – 201301, Uttar Pradesh

SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

Dear Sir,

I/We, _____ now authorize the following representative(s) for attending any 'Negotiations' / 'Conferences [Pre-tendering Conference]', '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 the 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 signed by a competent person with the 'Power of Attorney' to bind the Bidder. No more than 'two [02] persons per Bidder' are permitted to attend "Techno-commercial / Un-priced" & "Price Bid" Openings.



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

F-6

"NO DEVIATION" CONFIRMATION

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**
TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

Dear Sir,

We understand that any 'deviation/exception' in any form may result in rejecting the Bid. Therefore, we certify that we have not taken any 'exception / deviation' anywhere in the Bid and 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:

To be submitted on the bidder's Letter Head



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

F-7

DECLARATION REGARDING HOLIDAY/ BANNING AND LIQUIDATION, COURT RECEIVERSHIP

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

Dear Sir,

We now confirm that we are not on 'Holiday' by GASONET or Public Sector Project Management Consultant (like EIL, Mecon only due to "poor performance" or "corrupt and fraudulent practices") or banned by the Government department/ Public Sector on the due date of submission of bid.

Further, we confirm that neither we nor our allied agency/ (ies) (as defined in the Procedure for Action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices) are on the banning list of GASONET or the Ministry of Petroleum and Natural Gas.

We also confirm that we are not under any liquidation, court receivership, similar proceedings, or 'bankruptcy'.

In case it comes to the notice of GASONET that the bidder has given the wrong declaration in this regard, the same shall be dealt with as 'fraudulent practices' and action shall be initiated as per the Procedure for action in case of Corrupt/ Fraudulent/ Collusive/ Coercive Practices.

Further, we also confirm that if there is any change in the declaration's status before the contract's award, we will promptly inform GASONET.

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

To be submitted on bidder's Letter Head



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F-8

CERTIFICATE FOR NON-INVOLMENT OF GOVT. OF INDIA

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND
TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001**

Dear Sir,

Suppose we become a successful Bidder and pursuant to the provisions of the Bidding Documents, award is given to us for the tender for “
_____”. In that case, the following Certificate shall be automatically enforceable:

"We agree and acknowledge that the Employer enters into the Agreement solely on its 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. It is expressly understood and agreed that the Employer is authorized to enter into the Agreement solely on its 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 at this moment expressly waive, release and forego any 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 the Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement."

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F-9

**PROFORMA OF "BANK GUARANTEES" FOR "CONTRACT PERFORMANCE
SECURITY / SECURITY DEPOSIT"**

(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

PERFORMANCE GUARANTEE No.:

Dear Sir(s),

M/s. _____, having registered office at _____ (after this called the “contractor” which expression shall, wherever the context so requires, include its successors and assignees) have been awarded the work of _____ vide LOA/FOA No. _____ dated _____ for **Gasonet Services (UK) Limited**, Corporate Office: 807, World Trade Tower, Sector - 16, Noida – 201301, Uttar Pradesh.

The Contract conditions provide that the CONTRACTOR shall pay a sum of Rs. _____ (Rupees _____) as full Contract Performance Guarantee in the form therein mentioned. The form of payment of Contract Performance Guarantee includes a guarantee executed by Nationalized Bank, undertaking full responsibility to indemnify Gasonet Services (UK) Limited in case of default.

The said _____ has approached us, and at their request and in consideration of the premises, we _____, having our office at _____, have agreed to give such guarantee as from now on mentioned.

1. We _____ at this moment undertake to give the irrevocable & unconditional guarantee to you that if M/s shall make a default. _____ In performing any of the terms and conditions of the tender or in payment of any money payable to GASONET, we shall on first demand, pay without demur, contest, protest and/ or without any recourse to the contractor to you in such manner as you may direct the said amount of Rupees _____ only or such portion thereof not exceeding the declared sum as you may require from time to time.
2. You will have the full liberty, without reference to us and without affecting this guarantee, to postpone for any time or from time to time the exercise of any of the powers and rights conferred on you under the contract with the said _____ and to enforce or to forbear from endorsing any powers or rights or because of time being given to the said _____ and such postponement forbearance would not have the effect of releasing the bank from its obligation under this debt.
3. Your right to recover the said sum of Rs. _____ (Rupees _____) from us in the manner aforesaid will not be affected or suspended because the said M/s have raised any dispute or disputes. _____ and/or that any dispute or disputes are pending before any officer, tribunal or court and any demand made by you in the bank shall be



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

conclusive and binding. The bank shall not be released of its obligations under these presents by any exercise by you of its liberty concerning matter aforesaid or any of their or by reason or any other act of omission our commission on your part or any other indulgence shown by you or by any other matter or changed what so ever which under law would, but for this provision, have the effect of releasing the bank.

4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of the constitution or insolvency of the said contractor but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.
5. This guarantee shall be irrevocable and shall remain valid up to _____ (this date should be 90 days after the expiry of the defect liability period). The bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the warranty shall continue to be enforceable until GASONET discharges it in writing. However, if for any reason, the contractor is unable to complete the work within the period stipulated in the contract and in case of extension of the date of completion resulting in an extension of the defect liability period of the contract and the contractor fails to perform the work fully, the bank at this moment agrees further to extend this guarantee at the instance of the contractor till may be determined by the owner. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s. _____ (contractor) on whose behalf this guarantee is issued.
6. The bank also agrees that GASONET, at its option, shall be entitled to enforce this Guarantee against the bank (as principal debtor) in the first instant, without proceeding against the supplier/contractor and notwithstanding any security or the other guarantee that GASONET may have about the supplier's/ contractor's liabilities.
7. The amount under the Bank guarantees is payable immediately without any delay by the Bank upon the written demand raised by GASONET. Any dispute arising out of or concerning the said Bank Guarantee shall be subject to the jurisdiction of courts at Ahmedabad.
8. Therefore, we, as a result of this, affirm that we are guarantors and responsible to you on behalf of the Contractor up to a total amount of _____ (amount of guarantees in words and figures). We undertake to pay you, upon your first written demand declaring the Contractor to be in default under the contract and without caveat or argument, any sum or sums within the limits of (amounts of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.
9. We have the power to issue this guarantee in your favour under the Memorandum and Articles of Association, and the undersigned has full authority to do so under the Power of Attorney, dated _____, granted to him by the Bank.

Yours faithfully,
Bank by its Constituted Attorney

Signature of a person duly
Authorized to sign on behalf of the Bank

INSTRUCTIONS FOR FURNISHING
"CONTRACT PERFORMANCE SECURITY / SECURITY DEPOSIT" BY "BANK
GUARANTEE"

1. The Bank Guarantee by successful Bidder(s) will be given on non-judicial stamp paper as per 'stamp duty' applicable. The non-judicial stamp paper should be in the name of the issuing bank. In the case of a foreign bank, the said Bank Guarantee is to be issued by its correspondent bank in India on requisite non-judicial stamp paper, and the place of Bid is to be considered Delhi.
2. The Bank Guarantee by Bidders will be given from the bank as specified in the Tender.
3. A letter from the issuing bank of the requisite Bank Guarantee confirming that said Bank Guarantee and all future communication relating to the Bank Guarantee shall be forwarded to the Employer.
4. If a commercial bank issues a Bank Guarantee, then a letter to the Employer and copy to the Consultant (if applicable) confirming its net worth is more than Rs.100,00,00,000.00 [Rupees One Hundred Crores] or its equivalent in foreign currency along with documentary evidence.



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F-10

AGREED TERMS & CONDITIONS

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

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

Sl. No.	DESCRIPTION	BIDDER'S CONFIRMATION
1.	Bidder's name and address	
2.	Please confirm the currency of the quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till the complete execution of the order.	
4.	Rate of applicable Goods and Services Tax	GST:%
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 the Contract Performance Bank Guarantee will be furnished as per the Bid Document.	
7.	Confirm that Contract Performance Bank Guarantee shall be from any Indian scheduled bank or a branch of an International bank in India and registered with the Reserve Bank of India as a scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalized Indian banks, the bank must be a commercial bank having a net worth above 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 with the Completion Schedule as specified in the Bid document. Confirm contract period shall be reckoned from the date of Fax of Intent.	
9.	Confirm acceptance of the Price Reduction Schedule for the delay in the completion schedule specified in the Bid document.	
10.	a) Confirm acceptance of all terms and conditions of the Bid Document (all sections). b) Confirm that printed terms and conditions of the bidder are not applicable.	

Sl. No.	DESCRIPTION	BIDDER'S CONFIRMATION
11.	Confirm your offer is valid for three months from the Final/ Extended due date of opening Techno-commercial Bids.	
12.	Please furnish EMD/ Bid Security details: a) EMD/ Bid Security No. & date b) Value c) Validity	
13.	Confirm acceptance of all provisions of ITB.	
14.	Confirm that Annual Reports for the last three financial years are furnished along with the Un-priced Bid.	
15.	Confirm that, in case of contradiction between the confirmations provided in this format and the terms & conditions mentioned elsewhere in the offer, the warranties given in this format shall prevail.	
16.	Confirm that none of the Directors of the bidder is a relative of any Director of Owner, or the bidder is a firm in which any Director of Owner/ GASONET or his relative is a partner.	
17.	All correspondence must be in ENGLISH language only.	
18.	The owner reserves the right to change the terms & conditions of the RFQ/ BIDDING DOCUMENT and reject any or all bids.	
19.	Confirm that Bidder shall bear all Bank charges associated with Bidder's Bank.	
20.	Confirm that as per Clause 171 of the GST Act, the benefit due to a reduction in tax rate or input tax credit will be passed on to the consumer by way of commensurate decline in prices.	

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



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F-11

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 the concerned executive in GASONET issued the tender by filling up the Format)

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

Dear Sir,

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

- We intend to bid as requested for the subject item/ job and furnish the following details concerning 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:

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



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F-12

UNDERTAKING ON LETTERHEAD

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND
TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001**

Dear Sir,

We now confirm that “The contents of this Tender Documents 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/alterd by the bidder, the bid
submitted by M/s (Name of the bidder) shall be liable for rejection”.

Place:
Date:

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



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F-13

BIDDER'S EXPERIENCE

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND.

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

Sl. No	Description of the Services	LOA/ WO No. and date	Full Postal Address and phone nos. of Client. <i>Name, designation and address of Engineer/officer-in-charge (for cases other than purchase)</i>	Value of Contract/ Order (specify Currency Amount)	Date of Commencement of Services	Scheduled Completion Time (Months)	Date of Actual Completion	Reasons for delay in execution, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Place:
Date:

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

CHECKLIST

Bidders are requested to fill in the checklist duly. This checklist gives only certain essential items to facilitate the bidder to make sure that they have submitted the necessary data/ information as called for in the bid document along with their offer. However, this does not relieve the bidder of his responsibilities to ensure that his offer is otherwise complete in all respects.

Please ensure compliance and tick (√) against the following points:

S.N.	DESCRIPTION	CHECK BOX	REFERENCE PAGE NO. OF THE BID SUBMITTED
1.0	Digitally Signing (in case of e-bidding)/ Signing and Stamping (in case of manual bidding) on each sheet of the offer, original bidding document including SCC, ITB, GCC, SOR drawings, appendix (if any)		
2.0	Confirm that the following details have been submitted in the Un-priced part of the bid		
i	Covering Letter, Letter of Submission		
ii	Bid Security		
iii	Signed and stamped original copy of bidding document along with drawings and addendum (if any)		
iv	Power of Attorney in the name of the person signing the bid.		
v	Copies of documents defining constitution or legal status, place of registration and principal place of business of the company		
vi	Bidders declaration that regarding Holiday/ Banning, liquidation court receivership or similar proceedings		
vii	Details, documentary proof required against qualification criteria, and complete documents establishing equipment ownership as per SCC are enclosed.		
viii	Confirm submission of document along with techno-commercial bid as per bid requirement.		
3.0	Confirm that all forms duly filled in are enclosed with the bid duly signed by an authorized person(s)		
4.0	Confirm that the price part is per the Price Schedule format submitted with the Bidding Document/ uploaded in case of e-bid.		
7.0	Confirm that annual reports for the last three financial years & duly filled in Form 16 are enclosed in the offer for financial assessment (where financial criteria of BEC is applicable.)		

SN	DESCRIPTION	CHECKLIST	YES/ NA	NO
1.	TENDER FEE	Rs. .00		
	DD	DD NO. _____ dated _____ For Rs. .00 in favour of GASNET payable at Mumbai	YES/ NA	
2.	EMD	Rs.		
A	DD	DD No. _____ dated _____ Drawn on _____ (bank) for Rs. _____ In favour of GASNET , payable at Mumbai	YES/ NA	NO
B	BG	BG VALIDITY BEYOND 3 THREE MONTHS FROM BID VALIDITY PERIOD OF 90 DAYS	YES/ NA	NO
C	NSIC/ DIC CERTIFICATE/ UDYOG ADHAR	Duly certified by the Chartered Accountant (not an employee or a Director or not having any interest in the bidder's company/ firm) and Notary Public with Legible stamp as MENTIONED IN CLAUSE NO.40 OF ITB.	YES/ NA	NO
2.	BID VALIDITY UP TO THREE MONTHS	ACCEPTED	YES	NO
3.	Copy of WORK ORDER (WO)/LOA and completion/ execution certificate as stipulated in BEC	The Work order/ LOA & completion/ execution certificate mentioning required details duly attested by the Chartered Engineer and Notary Public. For instance, a Work order/ LOA must indicate the Nature of work/ service, various components/ items, period, and value. Similarly, the completion certificate/ execution certificate must reference the relevant work order, Actual value of executed work, and Actual completion date.	YES/ NA	NO
6.	FINANCIAL CRITERIA IN CASE OF SINGLE BIDDER AS STIPULATED IN BEC			
6i.	Financial Documents – Turn Over	Submitted audited Balance Sheet and Profit and Loss Statement of any of the three (3) Preceding Financial Year(s), i.e. FY: _____ [to be reckoned from bid due date] along with the un-price bid.	YES/ NA	NO
6ii.	Financial Documents – Net Worth & Working Capital	Submitted audited Balance Sheet and Profit and loss Statement of FY: _____ meeting the NET WORTH & Working Capital requirement.	YES	NO
6iii.	Balance Sheet/s & Profit & Loss Statements as stipulated in BEC	Duly certified/ attested by Notary Public with legible stamp with the applicability of relevant clause of BEC	YES/ NA	NO

6iv.	Details of financial capacity of bidder prescribed Format, F-16 as stipulated in BEC	Duly signed and stamped by a Chartered Accountant with Membership Number	YES/ NA	NO
6v.	In case Bidder's Working Capital is inadequate as stipulated in BEC	Letter (as per Format, f-15) from the Bidder's bank has a net worth not less than INR 1 (one) Billion confirming the availability of the line of credit covering the inadequacy to meet the working capital requirement duly certified/ attested by Notary Public with a legible stamp.	YES/ NA	NO
7.	Tender Document Submitted	Submitted Unedited and duly signed along with the bid document	YES	NO
8.	SOR (BLANK without price) mentioning the word "QUOTED/ NOT QUOTED" in each item rate column	Submitted Unedited and duly signed along with the bid document	YES	NO
9.	FORM 1 TO 19 ATTACHED TO TENDER	Duly filled information as applicable, signed, stamped & submitted all	YES	NO
10.	Non-submission of the attested copies, as specified above/ in the tender document of the requisite certificates/ documents, shall render the bid non-responsive and shall be liable for rejection.		[AGREED & CONFIRMED]	

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

NB: Bidder is requested to fill this checklist and ensure that all details/ documents have been furnished (attached) as called for in the Bidding Document along with duly filled in, signed & stamped checklist with each copy of the "Un-priced bid (Part-I)" and Blank Price schedule (Part-II). **Non-submission of any document/ submission without proper certification/ attestation/ authentication, as mentioned above, may lead to outright rejection of the Bid.**



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F – 15

FORMAT FOR CERTIFICATE FROM BANK
IF BIDDER'S WORKING CAPITAL IS INADEQUATE

(To be provided on Bank's letterhead)

Date:

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

Dear Sir,

This is to certify that M/s..... (Name of the bidder with address) (from now on referred to as Customer) is an existing customer of our Bank.

The Customer has informed us that they wish to bid for GASONET's RFQ/ Tender No. **GSL/UK/CO/C&P-HR/BD202308S001** dated..... for “**Services for**_____” and as per the terms of the said RFQ/ Tender, they have to furnish a certificate from their Bank confirming the availability of line of credit.

Accordingly, M/s..... (Name of the Bank with address) confirms availability of line of credit to M/s..... (Name of the bidder) for at least an amount of Rs. _____ (Working Capital Amount)

It is also confirmed that the Bank's net worth is more than Rs. 100 Crores (or Equivalent USD), and the undersigned is authorized to issue this certificate.

Yours truly

For (Name & address of Bank)

(Authorized signatory)
Name of the signatory :
Designation :
Stamp :



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

F – 16

**FORMAT FOR CHARTERED ACCOUNTANT CERTIFICATE FOR
FINANCIAL CAPABILITY OF THE BIDDER**

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

We have verified the Annual Accounts and other relevant records of M/s..... (Name of the bidder) and certify the following

A. ANNUAL TURNOVER OF LAST 3 YEARS:

Year	Amount (Currency)
Year 1:	
Year 2:	
Year 3:	

B. FINANCIAL DATA FOR THE LAST AUDITED FINANCIAL YEAR :

Description	Year _____
	Amount (Currency)
1. Current Assets	
2. Current Liabilities	
3. Working Capital (Current Assets – Current liabilities)	
4. Net Worth (Paid-up share capital and Free Reserves & Surplus)	

Name of Audit Firm:
Chartered Accountant
Date:

[Signature of Authorized Signatory]
Name:
Designation:
Seal:
Membership no.:

Instructions:

1. The financial year would be the same as normally followed by the bidder for its Annual Report.
2. The bidder shall provide the audited annual financial statements as required for this Tender document. Failure to do so would result in the Proposal being considered as non-responsive.
3. For this Tender document, (i) Annual Turnover shall be “Sale value/ Operating Income”, (ii) Working Capital shall be “Current Assets less Current liabilities”, and (iii) Net Worth shall be “Paid up share capital and Free Reserve & Surplus.”
4. **This certificate is to be submitted on the letterhead of the Chartered Accountant.**



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F – 18

BIDDER'S QUERIES FOR THE PRE-BID MEETING

To,
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**
TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

SL. NO.	REFERENCE OF BIDDING DOCUMENT				BIDDER'S QUERY	GASONET'S REPLY
	SEC. NO.	PAGE NO.	CLAUSE NO.	SUBJECT		

NOTE: The Pre-Bid Queries shall be sent by fax and e-mail before the due date for receipt of the bidder's queries.

SIGNATURE OF BIDDER: _____
NAME OF BIDDER: _____



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited
F-19

E-Banking Mandate Form

(To be issued on vendors' letterhead)

**SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG
STATION AT BHAGIRATHI FILLING STATION AT DHALWALA,
UTTARAKHAND**

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

1. Vendor/ Customer Name:
2. Vendor/ customer Code:
3. Vendor/ customer Address:
4. Vendor/ customer e-mail id:
5. Particulars of bank account
 - a) Name of Bank
 - b) Name of branch
 - c) Branch code:
 - d) Address:
 - e) Telephone number;
 - f) Type of account (current/ saving etc.)
 - g) Account Number:
 - h) RTGS IFSC code of the bank branch
 - i) NEFT IFSC code of the bank branch
 - j) 9-digit MICR code

I/ We now authorize Gasonet to release any amount due to me/ us in the bank account as mentioned above. I / We now declare that the abovementioned particulars are correct and complete. If the transaction is delayed or lost because of incomplete or incorrect information, we will not hold the Gasonet responsible.

(Signature of vendor/ customer)

BANK CERTIFICATE

We certify that has an Account no. With us and we confirm that the details given above are correct as per our records.

Bank stamp

Date

[Signature of Authorized officer of Bank]



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

F-20

CONFIRMATION ON APPLICABILITY OF “MICRO, SMALL AND MEDIUM ENTERPRISES DEVELOPMENT ACT, 2006 (MSMED ACT 2006)”

SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

1. We confirm that provisions of “Micro, Small and Medium Enterprises Development Act 2006” (‘MSMED’) apply to us and our organization falls under the definition of:
 - a. **Micro Enterprise -** []]
 - b. **Small Enterprise -** []]
 - c. **Medium Enterprise -** []](Please put a tick in the appropriate box.)
2. Copy of proof of valid document/ certificate [indicating registration no.] of being a Micro/ Small/ Medium Enterprises is enclosed.

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

Note: In the case that the above Format, along with proof of valid document/ certificate [indicating registration no.], is not submitted in the offer, it will be presumed that your organization is not a micro, small or medium enterprise as per the provisions of MSMED Act 2006 and consequently you will not be eligible to the benefits admissible under the MSMED Act 2006.

SECTION – VI

SCHEDULE OF RATES [SOR]



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

SCHEDULE OF RATES

Sr. No.	Description	Manpower Category	UOM	Quantity	Unit Price (In Rs.)	Total Amount (In Rs.)
<p>Providing services for the below-mentioned categories at Gasonet CNG Station at Uttarakhand West for 2 (two) years per the Scope of services/work and other conditions defined in the tender document. The monthly quoted price shall include the salary of the manpower deployed, arrangements for boarding Lodging, food, and expenses for reaching the site/offices & back. The contractor shall keep provisions for all statutory regulations and compliances, Rules, Laws, enactments and tender conditions while quoting the prices.</p>						
1.	Services of Manpower of DSM (Filler) for DISPENSER operation and associated jobs.	Semi-Skilled	Per Man Month	216		
2.	Services of Manpower of Station Manager per month for Providing Forecourt Management Services.	Clerical Category - I	Per Man Month	24		
3.	Services of Manpower of Technician (Inst./ Elect) per month for Providing Forecourt Management Services.	Skilled	Per Man Month	48		
4.	Services of Manpower of Security Guard / Security Guard (Gunman) per month for Providing Forecourt Management Services.	Semi-Skilled	Per Man Month	120		
5.	Services of caretaker for Station keeping of cleaning services of CNG stations.	Un-skilled	Per Man Month	24		
6.	Distribution of 01 sets of safety shoes, 02 sets of uniform (cotton), 02 pairs of socks and 01 no. of Helmet in a year and raincoat during the rainy season.	Not Applicable	Per Person / Per Year	36		
7.	Monthly Service/Bidder charges / Agency Management Charges on a Lump sum basis.	Not Applicable	Per month	24		

Sr. No.	Description	Manpower Category	UOM	Quantity	Unit Price (In Rs.)	Total Amount (In Rs.)
8.	Lumpsum monthly expenses for Stationery and another station up keeping items for one No of CNG stations like tools tackles for sweeping & cleaning rubber hand gloves, brushes and tools and tackles. General cleaning items for protective sanitary items: the toilets/urinals and toilet shop, liquid shop, fresheners, naphthalene, perfumed disinfectant spray, etc., of branded make on a recoupable basis for both CNG stations. All stationery, including printed material. LCV log book, Complaint log book, housekeeping cards, Dispensers seal registers, Reconciliation report for Dispenser totalizers visitors display board, etc., on a recoupable basis, a suitable mode for communication (Mobile/Telephone) with Internet Net connectivity, proper keeping plant, flowers, greenery, landscape, hoardings, Notice Board, Insurance policy for cash collection, maintain of first aid box, display various safety instruction etc. Gasonet shall provide the format for each register. Consumables such as waste cloth (Strictly cotton waste), lint, free cloths or any cleaning agents, Teflon tape, etc. are in the contractor's scope.	Not Applicable	Per month/per station	24		
Total Amount Excluding GST (In Rs.)						
GST @ _____						
Total Amount Including GST (In Rs.)						

Note :

- Bidder quoting rates (without considering the statutory payments applicable & payable to the service unit as specified in the SCC/Bid document shall be outright rejected.
- Bidders must quote the rates strictly per the above SOR format and not use any other format. Any quote received in a format other than the tendered SOR shall be summarily rejected.



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

3. If any bidder offers a suo-moto discount after opening, however, if the bidder is the lowest evaluated bidder without considering such a discount, the discount benefit will be availed at the time of work award. No Conditional deal shall be regarded as.
4. The service provider shall quote this item against each SOR mentioned in the tender.
5. Bonus is not applicable for the services mentioned above.
6. Any error in quoting taxes & duties to the bidder's account. Statutory Variation in taxes & duties during the contractual completion period shall be to the Gasonet account.

SIGNATURE OF AUTHORIZED SIGNATORY WITH SEAL



गैसोनेट सर्विसेज (उत्तराखंड) लिमिटेड
Gasonet Services (UK) Limited

PART – I: “EMD/ BID SECURITY & POWER OF ATTORNEY IN ORIGINAL” OF TENDER

DO NOT OPEN – THIS IS A QUOTATION

SUBJECT: HIRING OF SERVICES FOR FORECOURT MANAGEMENT IN COCO CNG STATION AT BHAGIRATHI FILLING STATION AT DHALWALA, UTTARAKHAND

TENDER NO.: GSL/UK/CO/C&P-HR/BD202308S001

BID SUBMISSION DUE DATE & TIME (HARD COPY): 27/09/2023 at 1500 Hrs

**To,
Assistant Manager – C&P
Gasonet Services (UK) Limited
Corporate Office: 807,
World Trade Tower
Sector - 16, Noida – 201301, Uttar Pradesh.
Phone: +91-7490042375**

**TO BE PASTED ON THE OUTER ENVELOPE
CONTAINING "EMD / BID SECURITY &
POWER OF ATTORNEY"**