



CENTRAL UP GAS LIMITED
(CITY GAS PROJECT IN KANPUR & BAREILLY)

**BID DOCUMENT FOR THE
PROCUREMENT OF PRINTING
STATIONARIES ON ARC BASIS FOR 01
YEAR**

BID DOCUMENT NO : CUGL/C&P/TEN2223/02

OPEN DOMESTIC COMPETITIVE BIDDING

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IFB

(INVITATION FOR BID)

SECTION -I

सेन्ट्रल यू.पी. गैस लिमिटेड
(गैल (इंडिया) लिमिटेड एवं भारत पेट्रोलियम का संयुक्त उद्यम)



Central U.P. Gas Limited
(A Joint Venture of GAIL (India) Limited and BPCL)

INVITATION FOR BID (IFB)

Bid Document No.: CUGL/C&P/TEN2223/02

Date: 06.01.2023

To,

Kind Attn: Mr.

Dear Sir,

Central U.P. Gas Limited (CUGL), a joint Venture company between GAIL & BPCL, as part of its service to provide clean fuel to Kanpur & Bareilly city is currently executing City Gas Distribution Project to Supply Natural Gas to Industrial, Commercial and Domestic Consumers and CNG for Vehicles.

1.	Project	City Gas Distribution
2.	Name of Work	Annual Rate Contract for Office Printing Stationary (Regular formats)
3.	Scope of Work	As per Tender Document
4.	Contract Period	01 year from the date of award
5.	Bid Validity	120 days from the bid due date
6.	Bid Security/EMD	Rs. 16,923/-
7.	Pre-Bid Meeting	NA
8.	Bid Due Date with Time	17.01.2023 up to 15:00 Hrs.
9.	Type of Bid	Two Bid System
10.	Basic of Evaluation	Package Basis

Bidders to quote for complete items as per SOR. Please note that Owner intends to evaluate and finalize this Tender on Package Basis. Failure to quote for any of the items listed to rejection of bid.

CUGL has the right to award the job either in part or full.

For & on behalf of Central U.P. Gas Limited

(K. K. Gupta)
Ch. Manager (C&P)

रजिस्टर्ड ऑफिस : सातवाँ तल, युनिफाइड सिटी कॉम्प्लेक्स, ए-1/4, लखनपुर, कानपुर - 208 024, उ.प्र. • दूरभाष : 0512-2585001, 2583462 • फैक्स : 2582453 • वेबसाइट : www.cugl.co.in

Registered Office : 7th Floor, UPSIDC Complex, A-1/4, Lakhnupur, Kanpur-208024, U.P. • Tel.: 0512-2585001, 2583462 • Fax : 2582453 • Website : www.cugl.co.in
CIN No. : U40200UP2005PLC029538

An ISO 9001:2008, ISO 14001:2004, OHSAS 18001:2007 Certified Organisation

SPECIAL INSTRUCTION TO BIDDER

1. Sample formats are enclosed with this document. However, bidder is advised to visit our office for physical review of all samples as per SOR requirement and quote accordingly.
2. Bid qualification shall only be as per the criteria mentioned in BEC of the Tender and submit required document.
3. This ARC is for one year from date of order and quantity mentioned in the SOR is tentative and may vary as per CUGL's requirement.
4. Respective Call out order/Delivery order shall be issued time to time as per need.

ITB

(INSTRUCTION TO BIDDER)

SECTION -II

INSTRUCTIONS TO BIDDERS

A. GENERAL

1.0 SCOPE OF BID:

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

2.0 ELIGIBLE BIDDERS:

- 2.1 The Bidder shall not be under a declaration of ineligibility by Employer for Corrupt & Fraudulent practices, as defined in "Instructions to Bidders [ITB], Clause No. 39"
- 2.2 The Bidder is not put on 'Holiday' by CUGL or banned/blacklisted by Government department/ Public Sector on due date of submission of bid. If the bidding documents were issued inadvertently/ downloaded from website, offers submitted by such bidders shall not be considered for opening/ evaluation/Award and will be returned immediately to such bidders.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to CUGL by the bidder.

It shall be the sole responsibility of the bidder to inform CUGL in case the bidder is put on 'Holiday' by CUGL or banned/blacklisted by Government department/ Public Sector on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall 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 due date of submission of bid.

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to CUGL by the bidder.

It shall be the sole responsibility of the bidder to inform CUGL in case the bidder is under any liquidation court receivership or similar proceedings on due date of submission of bid and during the course of finalization of the tender. Concealment of the facts shall 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 works/services forms a part of or
- (ii) that has been hired (proposed to be hired) by the Employer as an Engineer/ Consultant for the contract.

- 2.5 Pursuant to qualification criteria set forth in the bidding document, the Bidder shall furnish all necessary supporting documentary evidence to establish Bidder's claim of meeting qualification criteria.

3.0 BIDS FROM JOINT VENTURE/CONSORTIUM

NA

4.0 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 Bidder has participated to be disqualified.

- 4.2 Alternative Bids shall not be considered.

5.0 COST OF BIDDING

- 5.1 The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges all courier charges including taxes & duties etc. incurred thereof. Further, CUGL will in no case, be

responsible or liable for these costs, regardless of the outcome of the bidding process.

6.0 SITE VISIT

- 6.1 The Bidder is advised to visit and examine the site of works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the Bid and entering into a Contract for the required job. The costs of visiting the site shall be borne by the Bidder.
- 6.1 The Bidder or any of its personnel or agents shall be granted permission by the Employer to enter upon its premises and land for the purpose of 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 CUGL 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 with regard to site, surrounding, working conditions, weather etc. on its own before submission of the bid.
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B BIDDING DOCUMENTS

7.0 CONTENT OF BIDDING DOCUMENT

- 7.1 The contents of bidding documents/Tender documents are those stated below and should be read in conjunction with any addenda/corrigendum issued in accordance with ITB clause no. 9.0
- Section –I : Invitation for bids (IFB)
 - Section –II : Instruction to Bidders (ITB)
 - Section-III : General conditions of Contract (GCC)
 - Section IV : BEC (Bid Evaluation Criteria)
 - Section-V: Forms & Format
 - Section –VI: Scope of works (SOW)
 - Section –VII: Format

➤ **Section-VIII : Price schedule/Schedule of Rates (SOR)**

- 7.2 The bidder is expected to examine all instructions, forms, terms, specifications and drawings in the bidding documents. The Bidding Document together with all its attachment thereto, shall be considered to be read Understood and accepted by the bidder. Failure to furnish all information required by the Bid Documents or Submission of a bid not substantially responsive to the Bidding Documents in every respect will be at bidders risk and may result in the rejection of the Bid.

8.0 CLARIFICATION ON BID DOCUMENTS

- 8.1 A prospective bidder requiring any clarification of the Bidding Documents may notify OWNER in writing or by fax or e-mail at the address indicated in the Invitation for Bids. OWNER will respond in writing to any request for clarification of the Bidding documents which it receives not later than 5 days prior to the deadline for the submission of bids prescribed by OWNER. Written copies of OWNER response (including an explanation of the query but without identifying the source of the query) will be sent to all bidders to whom the bidding documents were issued. Any Clarification or information required by the bidder and not received within the stipulated time period shall be liable to be considered as no clarification/information required.
- 8.2 In case pre-bid conference is envisaged, all quotations/queries should be referred to OWNER at least 3 days before scheduled date of pre bid conference. The questions/queries received by OWNER prior to pre-bid conference will be replied in the pre-bid conference.

9.0 AMENDMENT OF BID DOCUMENTS

- 9.1 At any time prior to the deadline for submission of bids, the OWNER may, for any reason, whether on its own requirement or in response to a clarification requested by prospective bidders, modify the Bidding Documents by issuing addenda/corrigendum.
- 9.2 Any addendum thus issued shall be part of the Bidding Documents and shall be notified in writing by fax/post/email to all the bidders to whom the bidding documents were issued. Prospective bidders shall promptly acknowledge receipt of each addendum by fax/post/to the Owner/ Consultant and take the same in the account all such addendum before submitting their bids.
- 9.3 The OWNER/Consultant may, at its discretion, extend the date of submission of Bids in order to allow the bidders a reasonable time to furnish their most competitive bid taking into account the amendments issued.

C. PREPARATION OF BIDS

10.0 LANGUAGE OF BID

- 10.1 The bid prepared by the bidder, all correspondence/drawings and documents relating to the bid exchanged by the bidder with the OWNER/Consultant shall be written in English Language alone provided. Any printed literature furnished by the bidder may be written in another language so long as accompanied by an English translation duly authentication by the chamber of commerce of bidders country, in which case, for the purpose of interpretation of the bid, the English translation shall govern.
- 10.2 In the event of submission of any document/certificate by the bidder in a language other than English, the Bidder shall submit the English translation of the same duly authenticated by Chamber of Commerce of Bidder's country.

11.0 DOCUMENTS COMPRISING THE BID

- 11.1 The bid prepared by the bidder shall comprise the following:

11.1.1 ENVELOPE-I : SUPER SCRIBING TECHNO-COMMERCIAL UN-PRICED BID (PART-1)

Part-I: Techno-commercial/un-priced Bid (to be furnished in 1 original and 1 copy) and shall contain the following documents:

- a) 'Covering Letter' on Bidder's 'Letterhead' clearly specifying 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 in 'Form F-3'
- e) As a confirmation that the prices are quoted in requisite format complying with the requirements copy of Schedule of Rate (SOR) with prices blanked out mentioning quoted / not 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) 'Certificate for Non-Involvement of Government of India ' from Bidder, as per 'Form F-8'
 - j) 'Agreed Terms and Conditions', as per 'Form F-10'
 - k) Duly attested documents in accordance with the "BID EVALUATION CRITERIA [BEC]" establishing the qualification.
 - l) Undertaking on the Letter head, as per the Form F-12.
 - m) 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 due to such signing shall be binding on the bidder.
 - n) Any other information/details required as per Bidding Document
 - o) All forms and Formats including Annexures.
 - p) EMD /Bid Security
 - q) Tender document duly signed by authorized signatory.
- r) All the pages of the Bid must be signed by the "Authorized Signatory" of the Bidder.

11.1.2 ENVELOP-II : SUPERSCRIBING “PRICE BID – NOT TO OPEN WITH TECHNO-COMMERCIAL UN-PRICED BID”-PART-II

11.1.3 Part-II: PRICE BID

Part-II of the BID shall be submitted in Envelope –II and shall contain Price Bid only. The Prices are to be submitted strictly in the Price Schedule/Schedule of Rate (SOR) format of the Tender Document. CUGL shall not be responsible for any failure on the part of the bidder to follow the instructions given in the Note below:

Note

- i) Bidders are advised NOT to mention Rebate/Discount separately, either in the SOR format or anywhere else in the Bid. In case Bidder(s) intend to offer any Rebate/Discount, they should include the same in the item rate(s) itself under the “Price Schedule/Schedule of Rates (SOR)” and indicate the discounted unit rate(s) only.
- ii) If any unconditional rebate has been offered in the quoted rate the same shall be considered in arriving at evaluated price. However, no cognizance shall be taken for any conditional discount for the purpose of evaluation of the Bid.
- iii) In case, it is observed that any of the Bidder(s) has/have offered suo-moto Discount/Rebate after opening of unpriced bid but before opening of price bid, 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 and the same will be conclusive and binding on the Bidder.

- iv) In the event as a result of techno-commercial discussions or pursuant to seeking clarifications / confirmations from Bidder, while evaluating the un-priced part of the Bid, any of the bidders offers upward revised prices; such Bidder(s) will be requested to withdraw the revised prices failing which the bid will not be considered for further evaluation. In case, any of the bidders offers discount/rebate / downward revised prices, the same shall not be considered for evaluation and their bid will be evaluated as per the original price bid. 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 and the same will be conclusive and binding on the Bidder.
- v) In case any bidder does not quote for any item(s) of “Schedule of Rates” and the estimated price impact is more than 10% of the quoted price, then 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 highest of the price quoted by the other bidders . If such bidder happens to be lowest evaluated bidder, price of unquoted items shall be considered as included in the quoted bid price.

11.1.4 ENVELOP-III : SUPERSCRIBING “BID SECURITY” – PART-II

Part-III: Bid Security shall contain 1 original and 1 copy of Bid Security in separate sealed envelopes.

12 BID PRICES

12.1 Bidders shall indicate the following in the Price Schedule/SOR format:-

- A) Ex-works Price including packing and forwarding charges (such price to include all costs as well as duties and taxes paid or payable on components and raw materials incorporated or to be incorporated in the goods).
- B) GST (CGST & SGST/UTGST or IGST) on the finished goods including inland transportation (which will be payable on the finished goods, if this Contract is awarded.
- C) The Bidder shall indicated breakup of the quantum of imports involved for import of necessary raw materials and components giving CIF value of Import and included in bid price.

- 12.2 In case of import of raw material and components incorporated or to be incorporated in the finished goods (clause no. 12.1 (C) refers), the Bidder shall provide description of such material, quantity, rate, value, Import Duty considered etc. as per proforma provided in Price Schedule/ SOR.
- 12.3 It shall be the endeavour of the Purchase to arrange transit insurance (if applicable). For the purpose of arranging transit insurance of the goods dispatched / shipped, vendors are required to furnish the dispatch / shipping particulars to the Insurance Company giving complete details of dispatches along with Policy No. etc.
- 12.4 Prices must be filled exactly in the format for “Price Schedule/ Schedule of Rates (SOR)” enclosed as part of Tender Document. If quoted in separate typed sheets and any variation in item description, unit, quantity, any conditions of SOR etc., is noticed, the Bid is liable to be rejected.
- 12.5 The date of receipt of materials shall be considered as date of delivery. Other terms shall be interpreted as per INCOTERMS®2010 or its latest version.
- 12.6 All duties, taxes and other levies (if any) payable by the Seller under the Contract or for any other cause, except GST (CGST & SGST/UTGST or IGST) on finished product & on the incidental services, shall be included in the rates / prices and the total bid-price submitted by the Bidder. The quoted rate of GST (CGST & SGST/UTGST or IGST) on finished product & on the incidental services shall be indicated in F-10 and the bid prices. Bidders are required to quote the prices after carefully reading the provisions mentioned in tender document including SCC, GCC, Scope of work, etc.
- 12.7 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account, whatsoever.
- 12.8 The Bidder shall quote the rates in ‘figures’ & ‘words’, as per Price Schedule /SOR format provided in the Tender Document. There should not be any discrepancy between the prices indicated in figures and in words. In case of any discrepancy, the same shall be dealt as per clause no. 32 of ITB.
- 12.9 Further, Bidder shall also mention the Harmonized System Nomenclature (HSN)/ SAC (Service application code) at the designated place in Price Schedule.

13 TAXES & DUTIES

- 13.1 Within the contractual delivery period, the statutory variation in applicable GST (CGST & SGST/UTGST or IGST) on supply and on incidental services, shall be to CUGL's account.

Beyond the contractual delivery period, in case CUGL is not entitled for 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 Supplier's account whereas any decrease in the rate GST (CGST & SGST/UTGST or IGST) shall be passed on to the Purchaser.

Beyond the contractual delivery period, in case CUGL is entitled for input tax credit of GST (CGST & SGST/UTGST or IGST), then statutory variation in applicable GST (CGST & SGST/UTGST or IGST) on supply and on incidental services, shall be to CUGL's account.

The base date for the purpose of applying statutory variation shall be the Bid Due Date.

- 13.2 In case of statutory variation(s) in the taxes & duties mentioned at clause no. 13.1 above, the Supplier 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. Claim for payment of Statutory variation should be raised preferably along with the Invoice. Any claim for arrears on account of statutory variation shall be submitted to Purchaser within two (02) months from the date of issue of such 'Government Notification', otherwise such claim may not be entertained.
- 13.3 With respect to clause no. 12.1 (C) and 12.2, the statutory variation in Import Duty (except component (s) for which input tax credit is available) on CIF value indicated, within contractual delivery period shall be to Purchaser's account against submission of the documentary evidence. However, any increase in the rate of Import Duty beyond the contractual delivery / completion period shall be to Bidder's account. In case of wrong classification, no variation including statutory variation of Import Duty will be payable to Supplier and any penalty due to the same shall be to Supplier's account. Any decrease in the rate of Import Duty shall be passed on to the Purchaser. Statutory variation on account of Import Duty will be allowed only on component for which input tax credit is not available.
- 13.4 New Taxes & duties: Any new taxes & duties, if imposed by the State/Central Govt. of India on the finished goods after the due date of bid submission but before the Contractual Delivery/Completion Date, shall be reimbursed to the Supplier on submission of copy of notification(s) issued from State/Central Govt. Authorities along with documentary evidence for proof of payment of such taxes & duties, but only after ascertaining its applicability with respect to the Contract.

13.5 Deemed Export benefits are not applicable and Bidder should furnish prices without considering the same.

13.6 Supplier shall ensure timely submission of correct invoice(s), as per GST rules/regulation, with all required supporting document(s) without a period specified in Contract to enable CUGL 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 Supplier of Goods/Services with requisite details.

If input tax credit is not available to CUGL for any reason not attributable to CUGL, then CUGL 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 (CGST & SGST/UTGST or IGST) together with all penalties and interest, if any, against any amounts paid or payable by CUGL to the Suppliers.

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

13.8 In case CBEC (Central Board of Excise and Customs)/ any equivalent government agency brings to the notice of CUGL that the Supplier has not remitted the amount towards GST (CGST & SGST/UTGST or IGST) collected from CUGL to the government exchequer, then, that Supplier shall be put under Holiday list of CUGL for period of six months.

13.9 CUGL will prefer to deal with registered supplier of goods/ services under GST. Therefore, bidders are requested to get themselves registered under GST, if not registered yet.

However, in case any unregistered bidder is submitting their bid, their prices will be loaded with applicable GST (CGST & SGST/UTGST or IGST) during evaluation of bid. Where CUGL is entitled for input credit of GST (CGST & SGST/UTGST or IGST), the same will be considered for evaluation of bid as per evaluation methodology of tender document.

13.10 In case the GST rating of vendor on the GST portal / Govt. Official website is negative / black listed, then the bids may be rejected by CUGL. Further, in case rating of bidder is negative / black listed, after award of work for supply of goods / services, then CUGL 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 CUGL.

13.11 **Anti-profiteering clause**

As per Clause 171 of GST Act, it is mandatory to pass on the benefit due to reduction in rate of tax or from input tax credit to the consumer by way of commensurate reduction in prices. The Service Provider may not the above and quote their prices accordingly.

14.0 **BID CURRENCY**

Bidders must submit bid in Indian Rupees only.

15.0 **BID VALIDITY**

15.1 The bid shall remain valid for acceptance for 4 (four) months from the bid due date. Owner/Employer shall reject a bid valid for a shorter period for being non-responsive.

15.2 In exceptional circumstance, prior to expiry of the original bid validity period, the Owner/Employer may request the bidders extend the period of validity for a specified additional period. The requests and the Responses thereto shall be made in writing (by fax/ post / e-mail). A bidder may refuse the request without forfeiture of its bid security. A bidder agreeing to the request will not be required or permitted to modify his bid, but will be required to extend the validity of its bid security for the period of the extension and in accordance with ITB clause in all respects.

16.0 **EARNEST MONEY**

16.1 Bids must be accompanied with '**Earnest Money / Bid Security**' in the form of '**Demand Draft**' [in favor of Central UP Gas Limited, payable at Kanpur] or '**Banker's Cheque**' or '**Bank Guarantee**' **as per the format given in Form -4 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. Bid not accompanied with 'Bid Security', or 'Bid Security' not in requisite form shall be liable for rejection. The Bid Security shall be submitted in Indian Rupees only.

Bidders can also submit MSME certificate for MSEs (Micro & Small Enterprises) for exemption from submission of EMD in accordance with the MSME act. This exemption is not extended to the traders/dealers/Distributors/stockiest /wholesalers.

In case Bidders registered with NSIC or District Industries Center (DIC) as small/Micro Category Enterprises are exempted from submission of EMD. The

above exemption is not extended to the traders/dealers/Distributors/stockiest /wholesalers.

The documentary evidence/certificate in support of being registered with NSIC/DIC submitted by the bidder shall be duly certified by the statutory auditor of the bidder or a practicing Chartered Accountant (not being an employee or a director or not having any interest in the bidder's company/firm). The certificate should not older than 3 months from the bid due date and should indicate the Name of bidder, NSIC/DIC registration Number, Category of Enterprises, CA firm name, CA name and CA membership Number who is issuing the certificate.

- 16.2 The 'Bid Security' is required to protect CUGL against the risk of Bidder's conduct, which would warrant the 'Bid Security's' forfeiture, pursuant to provision of ITB.
- 16.3 CUGL shall not be liable to pay any Bank charges, commission or interest etc. on the amount of 'Bid Security'. In case 'Bid Security' is in the form of a 'Bank Guarantee', the same shall be from any Indian scheduled Bank or a branch of an International Bank situated in India and registered with 'Reserve Bank of India' as Scheduled Foreign Bank. However, in case of 'Bank Guarantee' from Banks other than the Nationalized Indian Banks, the Bank must be commercial Bank having net worth in excess of Rs. 100 Crores [Rupees One Hundred Crores] and a declaration to this effect should be made by such commercial Bank either in the 'Bank Guarantee' itself or separately on its letterhead. 'Earnest Money / Bid Security' shall be valid for 'two [02] months' beyond the 'Bid Validity Period'
- 16.4 Any Bid not secured in accordance with "ITB Clause 16.1 & 16.3" may be rejected by CUGL 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' as per the provisions of tender document.
- 16.7 Notwithstanding anything contained herein, the 'Bid Security' may also be forfeited in any of the following cases:
 - (a) If a Bidder withdraws his Bid during the 'Period of Bid Validity'
 - (b) If a Bidder has indulged in corrupt/fraudulent /collusive/coercive practice
 - (c) If the Bidder modifies bids during the period of bid validity (after submission date).

- (d) Violates any other condition, mentioned elsewhere in the tender document, which may lead to forfeiture of EMD.
- (e) In the case of a successful Bidder, if the Bidder fails to:
 - (i) to acknowledge receipt the "Notification of Award" / "Fax of Intent [FOI]/ Fax of Acceptance[FOA]",
 - (ii) to furnish "Contract Performance Security / Security Deposit"
 - (iii) to accept 'arithmetical corrections' as per provision of ITB.

16.8 Bid Security should be in favor of Central UP Gas Limited and addressed to CUGL. In case Bid Security is in the form of '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 proper correlation at a later date. The 'Bid Security' should be in the form provided in tender document.

17.0 PRE-BID MEETING

17.1 As per IFB.

18.0 FORMAT AND SIGNING OF BID

18.1 The bidder shall prepare one original of the document comprising the bid as per clause 11 of ITB marked "original" in addition, the bidder shall submit 1 copy of the bid clearly marked as "Copy". In the event of any discrepancy between the original and the copy, the original will govern.

18.2 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 the person or persons duly authorized to sign on behalf of the bidder.

18.3 The name and position held by each person signing must be typed or printed below the signature. All pages of the bid except any catalogues/literatures shall be signed and sealed by the person or persons signing the bid.

18.4 The bid shall contain no alterations, omissions or additions, unless the person or persons signing the bid initial such corrections.

19 ZERO DEVIATION AND REJECTION CRITERIA

19.1 ZERO DEVIATION: Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. CUGL will accept bids based on terms & conditions of "Bidding Documents" only. Bidder may note CUGL will determine the substantial responsiveness of each bid to the Bidding Documents pursuant to provision contained in clause 30 of ITB. For purpose of this, a substantially responsive bid is one

which conforms to all terms and conditions of the Bidding Documents without deviations or reservations. CUGL's determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. CUGL 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 not limited to prices, completion, scope, technical specifications, etc. Bidders are requested to not to take any deviation/exception to the terms and conditions laid down in this "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 to the following clauses of Tender document shall lead to summarily rejection of Bid:

- (a) BEC
- (b) Scope of work
- (c) Firm Price
- (d) Earnest Money Deposit / Bid Security (exempted for SME enterprises as clause no. 16.1)
- (e) Specifications & Scope of Work
- (f) Schedule of Rates / Price Schedule / Price Basis
- (g) Duration / Period of Contract/ Completion schedule
- (h) Period of Validity of Bid
- (i) Price Reduction Schedule
- (j) Contract Performance Bank Guarantee / Security Deposit
- (k) Guarantee / Defect Liability Period
- (l) Arbitration / Resolution of Dispute/Jurisdiction of Court
- (m) Force Majeure& Applicable Laws
- (n) Not submitting an undertaking that the bidder is not Holiday/ Blacklisted by CUGL or any other Govt. Dept./PSUs.
- (o) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid

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

20.0 E-PAYMENTS

NA

21.0 AGENT / CONSULTANT / REPRESENTATIVE / RETAINERS / ASSOCIATES

21.0 NA

D. SUBMISSION OF BIDS

22.0 SEALING AND MARKING OF BIDS

- 22.1 Bid shall be submitted in the following manner in separate sealed envelopes duly super scribed as below as per clause no. 11 of ITB:

Part-I –Techno-commercial /un-priced bid

Part-II Priced Bid

Part III-Original Bid Security

- 22.2 **Techno-Commercial Un-Priced :** (Part-I) Original Bid of Techno - Commercial un-priced Bid (1 Original + 1 Copy) shall be sealed in one separate envelope super scribing “Techno-Commercial Un-Priced Bid”.
- 22.3 **Price Bid :** (Part II) Original Priced Bid (1 Original + 1 Copy) shall be sealed in separate envelope super scribing “Priced Bid” (1 Original + 1 Copy) “Not to open along with Techno –Commercial Un-Priced Bid”.
- 22.4 **Bid Security:** (Part III) Original and 1 copy shall be sealed in separate envelope clearly super scribing “Bid Security” as the case may be.
- 22.5 All three envelopes containing; Techno-Commercial un-priced Bids, Priced Bids and Bid security shall further be sealed in one outer envelope super scribing “Bid Document for the Procurement of Printing stationaries on ARC Basis for City Gas Projects” bid document number and shall be addressed to Sr. Manager (C&P) at address mentioned below.
- 22.6 Bids must be submitted at the following Address:
- The Ch. Manager (C&P)
CUGL, 7th Floor UPSIDC Complex,
Lakhanpur, Kanpur-208024
Phone NO.0512-2582455
Email: kkgupta@cugl.co.in / sushmita@cugl.co.in
- 22.7 Each envelope shall indicate name and address of the bidder to enable the bid to be returned unopened, if required.
- 22.8 If the outer envelope is not sealed and marked as above, the Employer/Consultant will assume no responsibility for the misplacement or premature opening of the bid.

23.0 DEADLINE FOR SUBMISSION OF BID

- 23.1 The Bid must be submitted at the address as specified in clause 22.6 above not later than the time and date as specified in Section-I, IFB.
- 23.2 The Employer may, in exceptional circumstances and at its discretion,, on giving reasonable notice by fax or any written communication to all prospective bidders who have been issued the bidding document, extend the deadline for the submission of bids. In which case all rights and obligations of the Employer and bidders, previously subject to the original deadline will thereafter be subject to deadline as extended.
- 23.4 In case any bid is submitted by bidder who is on Holiday' by CUGL or banned/blacklisted by Government department/ Public Sector on due date of submission of bid, such bid will not be opened /evaluated and such bids shall be returned to the party immediately
- 23.5 In case of the days specified in IFB happens to be a holiday in CUGL, the next working day shall be implied.

24.0 LATE BIDS

- 24.1 Any bid received by the owner after the deadline for submission of bid prescribed by the Owner pursuant to clause 23 of ITB, will be declared "Late" & Rejected and shall be returned unopened to the bidder.

25.0 MODIFICATION AND WITHDRAWAL OF BIDS

- 25.1 The bidder may modify or withdraw its bid after the bid submission, but, before the due date of submission provided that written notice of the modification, including substitution or Withdrawal of the bid, is received by the Employer prior to the deadline prescribed for submission of bids.
- 25.2 The bidder's modification or withdrawal note shall be prepared, sealed, marked and delivered in accordance with the provisions of clause 22 of ITB with the outer envelopes additionally marked "modification" or withdrawal as appropriate. A withdrawal notice may also be sent by fax /post, but followed by signed confirmation copy, post marked not later than the deadline for submission of bids.
- 25.3 No bid shall be modified/withdrawn after the deadline for submission of bid.
- 25.4 No bid shall be allowed to be withdrawn/modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid form, Withdrawal/ modification of a bid during this interval shall result in the bidders forfeiture of its bid security, pursuant to clause 15 of ITB.

25.5 The latest bid hence submitted shall be considered for evaluation and all other bids shall be considered unconditionally withdrawn.

26.0 OWNER/EMPLOYER'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS

The Owner/Employer reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of the contract without thereby incurring any liability to the affected bidder or bidder or any obligations to inform the affected bidder or bidders of the ground for Owner/Employer action.

D. BID OPENING AND EVALUATION

27.0 BID OPENING

27.1 *Unpriced Bid Opening :*

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

27.2 *Priced Bid Opening:*

CUGL will open the price bids of those bidders who meet the qualification requirement and whose bids is determined to be technically and commercially responsive. Bidders selected for opening of their price bids shall be informed about the date of price bid 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 a short notice.

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

28.0 PROCESS TO BE CONFIDENTIAL

28.1 Information relating to the examination, clarifications, evaluation and comparison of bids, and recommendations for the award of a Contract, shall not be disclosed to bidders or any other person officially concerned with such Process.

28.2 Any efforts by a bidder to influence the Owner/Employer in any manner in respect of Preparation of Bidding document & further evaluation of bids will result in the rejection of that bid.

29.0 CONTACTING THE OWNER/EMPLOYER

- 29.1 From the time of the bid opening to the time of the Contract award, if any bidder wishes to contact the Owner/Employer for any matter relating to the bid, it should do so in writing. Any effort by a bidder to influence the Owner/Employer in any manner in respect of bid evaluation or award will result in the rejection of that bid.

30.0 EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS

- 30.1 The owner's determination of a bid's responsiveness is based on the content of the bid only. Prior to 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 pursuant to "ITB: Clause-28.2"

- 30.2 A substantially responsive Bid is one which conforms to all the terms, conditions and specifications of the Bidding Documents without material deviations or reservations or omissions for this purpose employer defines the foregoing terms below:-

- a) "Deviation" is 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.

- 30.3 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) If rectified, would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

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

30.5 If a Bid is not substantially responsive, it may be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the of material deviation, reservation or omission.

30.6 CUGL reserves the right to seek any clarification from the bidder, if required on the submitted document for evaluating their bid, the same shall be asked.

31.0 PRICE BID OPENING

The Owner/Employer will open priced bids of all techno-commercially acceptable bidders.

32.0 ARITHMETIC CORRECTIONS & CORRECTION OF ERRORS

32.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:

- (i) When there is a difference between the rates in figures and words, the rate which corresponds 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 figures and words tallies but the amount is incorrect, the rate quoted by the contractor shall be taken as correct and not the amount and the amount corrected.
- (iii) When it is not possible 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

32.2 The amount stated in the bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the bid security shall be forfeited.

33.0 CONVERSION TO SINGLE CURRENCY

All bids to submitted in INR.

34.0 EVALUATION AND COMPARISON OF BIDS

- 34.1 The evaluation & comparisons of the bids will be carried out for previously determined as substantially responsive pursuant to ITB Cl. No.28.
- 34.2 The evaluation & Comparison of all the responsive bids for supplies/works/services to be arrived at the lowest evaluated offer as Under (i) the evaluated price of bidders shall include the following:
- I. Total price quoted by the bidder (including Taxes & duties).
 - II. Technical loading if any as per Technical specification.
- 34.3 In case more than one bidder is tied up at one position based on evaluated price, then lowest cost bidder shall be shortlisted using following tie breaker criteria in the order of sequence (i.e. criteria no. 2 will be applied only in case there is still a tie after criteria no.1):
- Criteria No. 1 - The bidders who have got the higher turnover in any of the last 03 (three) Financial Year.
- Criteria No. 2- The bidders who have got the higher working capital (without taking into consideration of letter of credit submitted from bank) in the last Financial Year.
- 34.4 In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidders for such items. If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected

34.0 POST QUALIFICATION

- 35.1 In the absence of prequalification, the Owner/Employer will determine to its satisfaction whether the bidder selected as having submitted the lowest evaluated, responsive bid is qualified to satisfactorily perform the contract.
- 35.2 The determination will take into account the bidders financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the bidders qualifications submitted by the Bidder, pursuant to ITB Clause-10, as well as such other information as the Owner/Employer deems necessary and appropriate.

An affirmative determination will be a prerequisite for award of the contract to the bidder. A Negative determination will result in rejection of the bidders bid.

F - AWARD OF CONTRACT

36.0 AWARD

- 36.1 The Owner/Employer will award the contract to the successful bidder (s) whose bid has been determined to be Substantially responsive and/or have been determined as a lowest on least cost to Owner/Employer and is determined to be qualified to satisfactorily perform the Contract.

37.0 NOTIFICATION OF AWARD/FAX OF ACCEPTANCE

- 37.1 Prior to the expiration of period of bid validity, Owner/Employer (CUGL) will notify the successful bidder in writing by Post/Fax/E-mail to be confirmed in writing, that his bid has been accepted. The notification of award/Fax of Intent will constitute the formation of the Contract.

- 37.2 The Completion period shall commence from the date of notification of award/Fax of Acceptance (FOA).

- 37.3 The notification of award will constitute the formation of a Contract.

- 37.4 Upon the successful bidder's/ Contractor's CPBG/SD shall promptly discharge his EMD.

38.0 SIGNING OF AGREEMENT

- 38.1 After the successful bidder has been notified for acceptance of his bid, the bidder is required to execute the Contract Agreement within 21 days of receipt of Fax of Acceptance in the form provided in the Bidding Documents. The Contract Agreement is to be executed on the non-judicial paper of appropriate value (the cost of stamp paper shall be borne by the Contractor/Service Provider).

- 38.2 In the event of failure on the part of the successful bidder to sign the AGREEMENT within the above stipulated period, the Bid Security shall be forfeited and the acceptance of the award shall be considered as cancelled.

39.0 PERFORMANCE GUARANTEE

- 39.1 Pursuant to clause no. 12 of GCC- works, bidder will provide performance Guarantee of appropriate value within 21 days of receipt of award from the Owner/Employer. The Performance Guarantee shall be in form of Bank Guarantee and shall be in the currency of the Contract.

- 39.2 Failure of the successful bidder to comply with the requirement of this clause shall constitute a breach of contract, cause for annulment of the award, forfeiture of the bid security and any such remedy the Employer may take under the Contract pursuant to Clause as per tender. Owner also reserves the right to debar the bidder in participating in the tenders for similar work for one year.

40.0 Repeat Order

- 40.1 As per GCC

41.0 CORRUPT AND FRAUDULENT PRACTICES

- 41.1 The Owner/Employer requires that Bidders/contractors observe the highest standard of ethics during the execution of Contract. In pursuance of this policy, the Employer defines, for the purposes of this provision, the terms set forth below as follows:

a) "Corrupt Practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of public official in contract execution, and

b) "Fraudulent Practice" means a misrepresentation of facts in order to secure the contract or influence the execution of a Contract to the detriment of the Employer, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition; The Employer will reject a proposal for award if it determines that the bidder recommended for award has engaged corrupt or fraudulent practices in competing for the Contract in question.

- 41.2 The Owner/Employer will declare a firm ineligible for a period pursuant to clause as per tender.

42.0 INCOME TAX & CORPORATE TAX

- 42.1 Income tax deduction shall be made from all payments made to the contractor as per the rules and regulations in force and in accordance with the Income Tax Act prevailing from time to time.

- 42.2 Corporate Tax liability, if any, shall be to the contractor's account.

43.0 WAIVER OR TRANSFER OF THE AGREEMENT

- 43.1 The successful bidder shall not waive the Agreement or transfer it to third parties, whether in part or in whole, nor waive any interest that is included in the Agreement without the prior written permission of the Owner/Employer.

44.0 EVALUATION OF PERFORMANCE

Performance of the contract awarded shall be evaluated as per vendors evaluation policy of CUGL which is available on CUGL website

GCC

(GENERAL CONDITIONS OF CONTRACT)

SECTION-III

General conditions of Contract

Section-1 Definitions

1.0 Definitions

In this document, General Conditions of Contract (GCC-Goods), the following terms shall have the following respective meanings:

- 1.0 Bidder: Designates the individual or legal entity which has made a proposal, a tender or a bid with the aim of concluding a contract with the purchaser
- 1.1 **CONSULTANT:** NA
- 1.2 **CONTRACT** shall mean purchase order/contract and all attached exhibits and documents referred to therein and all terms and conditions thereof together with any subsequent modifications thereto.
- 1.3 **CONTRACT PRICE** shall mean the price payable to the seller under the contract for the full any proper performance of his contractual obligations.
- 1.4 **COMPLETION DATE** shall mean the date on which the goods are successfully commissioned by the supplier and handed over to OWNER.
- 1.5 **COMMERCIAL OPERATION** shall mean the condition of the operation in which the complete equipment covered under the contract is officially declared by the OWNER to be available for continuous operation at different loads up to and including rated capacity.
- 1.6 **DELIVERY** terms shall be interpreted as per INCO TERMS 2000 in case of contract with a foreign bidder and as the date of LR/GR in the case of a contract with an Indian bidder.
- 1.7 **DRAWINGS** shall mean and include Engineering drawings, sketches showing plans, sections and elevations in relation to the contract together with modifications and/or revisions thereto.
- 1.8 **ENGINEER** or Engineer-in-charge of the Project SITE shall mean the person designated from time to time by PURCHASER AT SITE AND SHALL INCLUDE those who are expressly authorized by him to act for and on his behalf for operation of this CONTRACT.

- 1.9** FINAL ACCEPTANCE shall mean the Purchaser's written acceptance of the work performed under the contract after successful completion of performance and guarantee test.
- 1.10** GOODS shall mean articles, materials, equipment, design and drawings, data and other property to be supplied by seller to complete the contract.
- 1.11** INSPECTOR shall mean any person or outside Agency nominated by OWNER directly or through CONSULTANT to inspect equipment, stage-wise as well as final, before dispatch, at SUPPLIER'S works and on receipt at SITE as per terms of the CONTRACT.
- 1.12** INITIAL OPERATION shall mean the first integral operation of the complete equipment covered under the Contract with sub-systems and supporting equipment in service of available for service.
- 1.13** OWNER shall mean Central UP Gas Limited (CUGL), having its registered office at 7th Floor, UPSIDC Complex, A-1/4, Lakhanpur, Kanpur -208024, UP, India. The term OWNER includes successors, assigns of CUGL
- 1.14** PERFORMANCE AND GUARANTEE TESTS shall mean all operational checks and tests required to determine and demonstrate capacity, efficiency and operating characteristics as specified in the CONTRACT documents.
Project DESIGNATES THE AGGREGATE OF THE Goods and/or Services to be provided by one or more Contractors.

Quantities – Bills of quantities

Bills of quantities

Designate the quantity calculations to be taken into account when these calculations are made from detailed or construction drawings, or from work actually performed, and presented according to a jointly agreed breakdown of the Goods and/or Services.

- 1.15** SUPPLIER shall mean the person, firm or company with whom PURCHASE ORDER /CONTRACT is placed/entered into by SUPPLIER for supply of equipment, materials and services. The term Seller includes its successor and assigns.
- 1.16** SERCIVE shall mean erection, installation, and testing commissioning, provision of technical assistance, training and other such obligations of the Supplier covered under the Contract.

- 1.17** SITE designates the land and/or any other premises on, under, in or across which the goods and/or Services have to be supplied, erected, assembled, adjusted, arranged and/or commissioned.
- 1.18** SPECIFICATIONS shall mean and include schedules, details, description, statement of technical data, performance characteristics, standards (Indian as well as International) as applicable and specified in the Contract.
- 1.19** SUB-CONTRACTOR shall mean order placed by the Supplier, for any portion of the contracted work, after necessary consent and approval of OWNER.
- 1.20** SUB-CONTRACTOR shall mean the person named in the CONTRACT for any part of the work or any person to whom any part of the CONTRACT has been sub-let by the SUPPLIER with the consent in writing of the OWNER and will include the legal representatives, successors, and permitted assigns of such person.
- 1.21** START-UP shall mean the time period required to bring the equipments covered under the Contract from an inactive condition, when construction is essentially complete to the state of readiness for trial operation. The start-up period shall include preliminary inspection and check out of equipment and supporting sub-systems, initial operation of the complete equipments covered under the Contract obtain necessary trial operation date, perform calibration and corrective action, shutdown inspection adjustment prior to the trial operation period.
- 1.22** TESTS shall mean such process or processes to be carried out by the Seller as are prescribed in the Contract or considered necessary by OWNER or his representative in order to ascertain quality, workmanship, performance and efficiency of equipment or part thereof.
- 1.23** TESTS ON COMPLETION shall mean such tests as prescribed in the Contract to be performed by the Supplier before the Works are taken

2.0 Seller to inform 2.1 The Supplier shall be deemed to have carefully examined all contract documents to his entire satisfaction. Any lack of information shall not in any way relieve the Supplier of his responsibility to fulfill his obligation under the Contract.

3.0 Application

3.1 These General Condition of Contract (GCC-Goods) shall apply to the extent that they are not superseded by provisions of other parts of the Contract.

4.0 Country of Origin

Origin

4.1 For purposes of this Clause “origin” means the place where the Goods were mined, grown or produced, or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembling of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.

5.0 Scope of Contract

5.1 Scope of the CONTRACT shall be as defined in the PURCHASE ORDER/CONTRACT specifications, drawings and Annexure thereto.

5.2 Completeness of the EQUIPMENT shall be the responsibility of him SUPPLIER. Any equipment, fittings and accessories which may not be specifically mentioned in the specifications or drawings, but which are usual or necessary for the satisfactory functioning of the equipment (successful operation and functioning of the equipment being SUPPLIER’s responsibility) shall be provided by SUPPLIER without any extra cost.

5.3 The SUPPLIER shall follow the best modern practices in the manufacture of high grade EQUIPMENT notwithstanding any omission in the specifications. The true intent and meaning of these documents is that SUPPLIER shall in all respects, design, engineer, manufacture and supply the equipment in a thorough workmanlike manner and supply the same in prescribed time to the entire satisfaction of OWNER.

5.4 The SUPPLIER shall furnish twelve (12) copies in English language of Technical documents, final drawings, preservation instructions, operation and maintenance manuals, test certificates, spare parts catalogues for all equipments to the OWNER.

5.5 The documents once submitted by the SUPPLIER shall be firm and final and not subject to subsequent changes. The SUPPLIER shall be responsible for any loss to the OWNER consequent to furnishing of incorrect data/drawings.

5.6 All dimensions and weight should be in metric system

5.7 All equipment to be supplied and work to be carried out under the CONTRACT shall conform to and comply

with the provisions of relevant regulations/Acts (State Government or Central Govt.) as may be applicable to the type of equipment/work carried out and necessary certificates shall be furnished.

- 5.8** The seller shall provide cross sectional drawings, wherever applicable, to identify the spare part numbers and their location. The size of bearings, their make and number shall be furnished.
- 5.9** Specifications, design and drawings issued to the seller along with RFQ and CONTRACT are not sold or given but loaned. These remain property of OWNER OR ITS ASSIGNS AND ARE SUBJECT TO RECALL BY OWNER. The supplier and his employees shall not make use of the drawings, specifications and technical information for any purpose at any time except for manufacture against the CONTRACT and shall not disclose the same to any person, firm or corporate body, without written permission of OWNER All such details shall be kept confidential.
- 5.10** SUPPLIER shall pack, protect, mark and arrange for dispatch of EQUIPMENT as per instructions given in the CONTRACT.

6.0 Standards

- 6.1** The goods supplied under the CONTRACT shall conform to the standards mentioned in the Technical Specifications, or such other standards which ensure equal or higher quality, and when no applicable standard is mentioned, to the authoritative standard appropriate to the GOODS country of origin and such standards shall be the latest issued by the concerned institution.

7.0 Instructions, Direction & Correspondence

7.1 The materials described in the CONTRACT are to be supplied according to the standards, data sheets, tables, specifications and drawings attached thereto and/or enclosed with the CONTRACT, itself and according to all conditions, both general and specific enclosed with the contract, unless any or all of them have been modified or cancelled in writing as a whole or in part.

- a.** All instructions and orders to SUPPLIER shall, excepting what is herein provided, be given by OWNER.
- b.** All the work shall be carried out under the direction of and to the satisfaction of purchaser.

- c. All communications including technical/commercial clarifications and / or comments shall be addressed to CUGL in quintuplicate and shall always bear reference to the CONTRACT.
- d. Invoices for payment against CONTRACT shall be addressed to OWNER.
- e. The CONTRACT number shall be shown on all invoices, communications, packing lists, containers and bills of lading, etc.

8.0 Contract Obligation 8.1

If after award of the contract, the Supplier does not acknowledge the receipt of award or fails to furnish the performance guarantee within the prescribed time limit, the OWNER reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this contract

- 8.2 Once a contract is confirmed and signed, the terms and conditions contained therein shall take precedence over the Supplier's bid and all previous correspondence.

9.0 Modification in

- 9.1 All modifications leading to changes in the contract with respect to Contract technical and / or commercial aspects including terms of delivery shall be considered valid only when accepted in writing by OWNER BY ISSUING AMENDMENT TO THE contract. Issuance of acceptance or otherwise in such cases shall not be any ground for extension of agreed delivery date and also shall not affect the performance of contract in any manner except to the extent mutually agreed through a modification of contract.

- 9.2 OWNER shall not be bound by any printed conditions or provisions in the Supplier's Bid Forms OR ACKNOWLEDGEMENT OF contract, invoices, packing list and other documents which purport to impose any conditions at variance with or supplemental to contract.

10. Use of Contract document & Information 10.1

The supplier shall not, without the owner's prior written consent, disclose the CONTRACT or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the OWNER in connection therewith, to any person other than a person employed by the SUPPLIER in the performance of the CONTRACT. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purpose of such performance.

- 10.2 The SUPPLIER shall not, without the OWNER's prior written consent, make use of any document or

information enumerated in Article 10.1 except for purpose of performing the CONTRACT.

11.0 Patent Rights Liability & Regulations 11.1 SUPPLIER hereby warrants that the use or sale of the materials delivered hereunder will not infringe claims of any patent covering such material Compliance and SUPPLIER agrees to be responsible for and to defend at his sole expense all suits and proceeding against OWNER based on any such alleged patent infringement and to pay all costs , expenses and damages which OWNER and/ or Consultants may have to pay or incur by reason of any such suit or proceedings.

11.2 The SUPPLIER shall indemnify the OWNER against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the GOODS or any part thereof in the OWNER's country.

11.3 SUPPLIER shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the OWNER from any claims/penalties arising out of any infringements.

11.4 SUPPLIER shall be responsible for compliance with all requirements under the laws and shall protect and indemnify completely the OWNER from any claims/penalties arising out of any infringements.

12. Performance Guarantee 12.1 Within 21 days after the Seller's receipt of notification of award of the CONTRACT, the **SUPPLIER** shall furnish performance guarantee in the form of Bank Guarantee/Demand Draft/ Banker cheque to the OWNER, in the bid documents, for an amount as per following CONTRACT.

Vendor shall submit Contract Performance Bank Guarantee for 3% of total order value (exclusive of GST) (if the contract value is more than Rs. 5 Lacs) on appropriate value of stamp paper in favour of Central UP Gas Limited, valid for the duration of 90 days beyond the expiry of Contract period. The same should reach the office of M/s CUGL , 7th floor UPSIDC complex , A-1/4 , Lakhanpur, Kanpur. The format of Bank Guarantee shall be as per tender document.

12.2 The proceeds of performance guarantee shall be appropriated by the OWNER as compensation for any loss resulting from the **Supplier's** failure to complete his obligations under the CONTRACT without prejudice to any of the rights or remedies the OWNER may be entitled to as per terms and conditions of CONTRACT. The proceeds of this performance guarantee shall also govern the successful performance of goods and services during the entire period of contractual warrantee/Guarantee.

- 12.3** The performance guarantee shall be denominated in the currency of the CONTRACT.
- 12.4** The Performance Guarantee shall be valid for the duration of 90 days beyond the expiry of Warrantee/Guarantee period. OWNER will discharge the Bank Guarantee not later than 6 months from the date of Expiration of the Supplier's entire obligations, including any warrantee obligations, under the CONTRACT.

13.0 Inspection, and/Testing &Expediting

- 13.1** The OWNER or its representative shall have the right to inspect or to test the GOODS to confirm their conformity to the contract specifications. The special conditions of contract and /or the Technical Specifications shall specify what inspections and tests the OWNER requires and where they are to be conducted. The OWNER shall notify the SUPPLIER in writing the identity of any representative(s) retained for these purposes.
- 13.2** The inspection and tests may be conducted on the premises of the SUPPLIER or his sub-contractor(s), at point of DELIVERY and/ or at the GOODS final destination, When conducted on the premises of the SUPPLIER or his sub-contractor(s), all reasonable facilities and assistance including access to the drawings and production data shall be furnished to the inspectors at no charge to the OWNER.
- 13.3** Should any inspected or tested GOODS fail to conform to the specifications, the OWNER may reject them and the SUPPLIER shall either replace the rejected GOODS or make all alterations necessary to meet specifications requirements, free of cost to the OWNER.
- 13.4** The Owner's right to inspect, test and where necessary reject the GOODS after the GOODS arrival in the Owner's country shall in no way be limited or waived by reason of the GOODS having previously been inspected, tested and passed by the OWNER, or their representative prior to the GOOODS shipment from the country of origin.
- 13.5** The INSPECTOR shall follow the progress of the manufacture of the GOODS under the CONTRACT to ensure that the requirements outlined in the CONTRACT are not being deviated with respect to schedule and qualify.
- 13.6** Supplier shall allow to visit, during working hours, the workshop relevant for execution of the CONTRACT during the entire period of CONTRACT during the entire period of CONTRACT validity.

- 13.7** In order to enable OWNER'S representatives to obtain entry visas in time, SUPPLIER shall notify OWNER two months before assembly, testing and packing of main EQUIPMENT. If requested, seller shall assist OWNER representatives in getting visas in the shortest possible time (applicable only in case of foreign order).
- 13.8** SUPPLIER shall place at the disposal of the INSPECTOR free of charge, all tools, instruments, and other apparatus necessary for the the inspection and/ or testing of the goods. The inspector is entitled to prohibit the use and Dispatch of goods and/or materials, which have failed to comply with the characteristics required for the goods during tests and inspections.
- 13.9** SUPPLIER shall advise in writing of any delay in the inspection program at the earliest, describing in detail the reasons for delay and the proposed corrective action,
- 13.10** ALL TESTS and trials in general, including those to be carried out for materials not manufactured by SUPPLIER shall be witnessed by the inspector. Therefore, seller shall confirm to purchaser by fax or e-mail about the exact date o f inspection with at least 30 days notice. SUPPLIER shall specify the goods and quantities ready for testing and indicate whether a preliminary or final test is to be carried out.
- 13.11** If on receipt of this notice, owner should waive the right to witness the test; timely information will be given accordingly.
- 13.12** Any and all expenses incurred in connection with tests, preparation of reports and analysis made by qualified laboratories, necessary technical documents, testing documents and drawings shall be at supplier's cost. The technical documents shall include the reference and numbers of the standards used in the construction and, wherever deemed practical by the inspector, copy of such standards.
- 13.13** Nothing in Argicl-13 shall in any way release the seller from any warrantee or other obligations under this contract.
- 13.14** Arrangement for all inspections required by Indian statutory Authorities and as specified in technical specifications shall be made by supplier.
- 13.15 Inspection & Rejection of Materials by consignees**
When materials are rejected by the consignee, the supplier shall be intimated with the details of such rejected materials, as well as the reasons for their rejection, also giving location where such

materials are lying at eh risk and cost of the contractor/supplier. The supplier will be called upon either to remove the materials or to give instructions as to their disposal within 14 days and in the case of dangerous, infected and perishable materials within 48 hours, failing which the consignee will either return the materials to the contractor freight to pay or otherwise dispose them off at the contractors risk and cost. The owner shall also be entitled to recover handling and storage charges for the period, during which the rejected

Materials are not removed @5% of the value of materials for each month or part of a month till the rejected materials are finally disposed off.

**14.0 Time Schedule &
Progress
Reporting**

14.1 Time Schedule Network/Bar Chart

14.1.1 Together with the contract confirmation, supplier shall submit to his time schedule regarding the documentation, manufacture, testing, owner supply, erection and commissioning of the GOODS

14.1.2 The time schedule will b e in the form of a network or a bar chart clearly indicating all main or key events regarding documentation, supply of raw materials, manufacturing, testing, delivery, erection and commissioning.

14.1.3 The original issue and subsequent revisions of supplier's time schedule shall be sent to owner.

14.1.4 The time schedule network/bar chart shall be updated at least every second month.

14.2 Progress Trend Chart / Monthly Report

14.2.1 SUPPLIER shall report monthly to OWNER, on the progress of the execution of contract and achievement of targets set out in time bar chart.

14.2.2 The progress will be expressed in percentages as shown in the progress of the execution of CONTRACT and achievement of targets set out in time bar chart.

14.2.3 The first issue of the Progress Trend Chart will be forwarded together with the time bar chart along with contract confirmation.

14.3.1 OWNER's representatives shall have the right to inspect supplier's premises with a view to evalu7ating the actual progress of work on the basis of seller's time schedule documentation.

14.3.2 Irrespective of such inspection, supplier shall advise consultant, with copy to purchaser, at the earliest possible date of any anticipated delay in the progress.

14.3.3 Notwithstanding the above, in case progress on the execution of contract at various stages is not as per phased time schedule and is not satisfactory in the opinion conclusive or supplier shall neglect to execute the contract with due diligence and expedition or shall contravene the provisions of the contract owner may give notice of the same in writing to the supplier calling upon him to make good the failure, neglect or contravention complained of. Should Supplier fail to comply with such notice within the period considered reasonable by owner the owner shall have the option and be at liberty to take the contract wholly or in part out of the supplier's hand and make alternative arrangements to obtain the requirements and completion of contract at the supplier's risk and cost and recover from the supplier, all extra cost incurred by the owner on this account. In such event owner shall not be responsible for any loss that the supplier may incur and supplier shall not be entitled to any gain. Owner shall, in addition, have the right to encase performance Guarantee in full or part.

15.0 Delivery & Documents

15.1 Delivery of the goods shall be made by the supplier in accordance with specified in the contract, and the goods shall remain at the risk of the supplier until delivery has been completed.

15.2 Delivery shall be deemed to have been made:

- a) In case of FOT dispatch point contract, on evidence that the goods have been loaded on the carrier and a negotiable copy of the goods receipt obtained. The date of LR /GR shall be considered as the date of delivery.
- b) In case of FOT site, on receipt of goods by owner at the designated site's.

15.3 The delivery terms are binding and essential and consequently, no delay is allowed without the written approval of owner. Any request concerning delay will be void unless accepted by owner through a modification of the contract.

15.4 Delivery time shall include time for submission of drawings for approval, incorporation of comments, if any, and final approval of drawings by owner.

15.5 In the event of delay in delivery, price reduction schedule as stipulated in Article -26 shall apply.

15.6 The documentation, in English language, shall be delivered in due time, in proper; form and in the required number of copies as specified in the contract.

15.7 The additional copies of final drawings and instructions will be included in the package of goods, properly enveloped and protected.

15.8 The supplier should comply with the packing, marking and shipping documentation specifications enclosed.

16.0 Transit Risk

16.1 All goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation storage and delivery.

Insurance Requirements:

All Transit risk insurance shall be in the scope of Bidder.

17.0 Transportation 17.1

Where the supplier is required under the contract to deliver the goods at FOT site, all expenses shall be arranged and paid for by the seller and the Cost thereof shall be included in the contract price's.

**18.0 Incidental
Services**

18.1 The supplier may be required to provide any or all of the following Services:

18.1.1 Performance or supervision of onsite assembly and/or start up of the supplied goods.

18.1.2 Furnishing tools required for assembly and/or maintenance of the supplied Goods.

18.1.3 Performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warrantee/guarantee obligations under the contract.

18.1.4 Training of the Owner's personnel at supplier's plant and/ or at site, in assembly, start-up operation, maintenance and/or repair of the supplied Goods at no extra cost. However, Owner will bear boarding, lodging & personal expenses of Trainees.

**19.0 Spare Parts
& Maintenance Tools
Lubricants**

19.1 Supplier may be required to provide any or all of the following materials notification pertaining to spare parts manufactured or distributed by the supplier.

19.2 In the event of termination of production of the spare parts:

i) Advance notification to the Owner of the pending termination, in sufficient time to permit the Owner procure needed requirements, and

ii) Following such termination, furnishing at no cost to the owner, the blue prints, drawings and specifications of procure needed requirements, and

- 19.3 Supplier shall supply item wise list with value of each item of spare parts and maintenance tools requirements, along with full details of manufacturers/vendors for such spares/maintenance tools for :
- 19.4 The construction, execution and commissioning.
- 19.5 Ten (10) years comprehensive maintenance.
- 19.6 Spare parts shall be new and of first class quality as per engineering standards/ codes free of any defects (even concealed), deficiency in design, materials and with the corresponding parts.
- 19.7 Type and sizes of bearings shall be clearly indicated.
- 19.8 Spare parts shall be packed for long storage under tropical climatic conditions in suitable cases, clearly marked as to intended purpose.
- 19.9 A list of special tools and gauges required for normal maintenance and special handling and lifting appliances, if any, for the goods shall be submitted to owner.
- 19.10 Bidders should note that if they do not comply with Clause 19.2 above, their quotation may be rejected.
- 19.11 Lubricants
- 19.12 Whenever lubricants are required, supplier shall indicate the quantity of lubricants required for the first filing, the frequency of changing, the quantity of lubricants required for the one years continuous operation and the types; of recommended lubricants indicating the commercial name (Trademark), quality and grade.
- 19.13 If Supplier is unable to recommend specific oil, basic recommended characteristics of the lubricants shall be given.
- 19.14 Supplier shall indicate various equivalent lubricants available in India.

20.0 **Guarantee**

20.1 All Goods or materials shall be supplied strictly in accordance with the specifications, drawings, data sheets, other attachments and conditions stated in the Contract.

No deviation from such specifications or alterations or of these conditions shall be made without OWNER'S agreement in writing which must be obtained before any work against the order is commenced. All materials supplied by the supplier

pursuant to the Contract (irrespective of whether engineering, design data or other information has been furnished, reviewed or approved by owner are guaranteed to be of the best quality of their respective kinds (unless otherwise specifically authorized in writing by owner and shall be free from faulty design, workmanship and materials, and to be of sufficient size and capacity and of proper materials so as to fulfill in all respects all operating conditions, if any, specified in the contract.

If any trouble or defect, originating with the design, material, workmanship or operating characteristics of any materials, arises at any time prior to twelve (12) months from the date of the first commercial operation of the plant for which the materials supplied under the contract form a part thereof, or twenty four (24) months from the date of last shipment whichever period shall first expire, and the supplier is notified thereof, supplier shall, at his own expense and as promptly as possible, make such permit the materials to function in accordance with the specifications and to fulfill the foregoing guarantees.

Owner may, at his option, remove such defective materials, at supplier's expense in which event supplier shall, without cost to owner and as promptly as possible, furnish and install proper materials. Repaired or replaced materials shall be similarly guaranteed by the supplier for a period of no less than twelve (12) months from the date of replacement/repair.

In the event that the materials supplied do not meet the specifications and /or not in accordance with the drawings data sheets or the terms of the contract and rectification is required at site, Owner shall notify the supplier giving full details of differences. The supplier shall attend the site within seven (7) days of receipt of such notice to meet and agree with representatives of owner, the action required to correct the deficiency. Should the supplier fail to attend meeting at site within the time specified above work/materials and supplier shall reimburse owner all costs and expenses incurred in connection with such trouble or defect.

20.2 PERFORMANCE GUARANTEE OF EQUIPMENT

20.2.1 Supplier shall guarantee that the performance of the Equipment supplied under the contract shall be strictly in conformity with the specifications and shall perform the duties specified under the Contract.

20.2.2 If the Supplier fails to prove the guaranteed performance of the equipment set forth in the specification, the Supplier shall investigate the causes and carry out necessary rectifications/modifications to achieve the guaranteed performance. In case the supplier fails to do so within a

reasonable period, the supplier shall replace the equipment and prove guaranteed performance of the new equipment without any extra cost to purchaser.

20.2.3 If the Supplier fails to prove the guarantee within a reasonable period, owner shall have the option to take over the Equipment and rectify, if possible, the equipment to fulfill the guarantees and/or to make necessary additions to make up the deficiency at supplier's risk and cost. All expenditure incurred by the owner in this regard shall be to supplier's account.

21.0 TERMS OF PAYMENT: As per SOW

22.0 Prices **22.1** Prices charged by the supplier for goods delivered and services performed under the contract shall not, with the exception of any price adjustments authorized by the contract vary from the prices quoted by the supplier in his bid.

23 Subletting & **23.1** The supplier shall not without previous consent in writing of assignment **Owner's** authority, sublet, transfers or assign the contract or any part thereof or interest therein or benefit or advantage thereof in any manner whatsoever.
Provided, nevertheless, that any such consent shall not relieve the contractor from any obligation, duty or responsibility under the contract.

24 Time As Essence **24.1** The time and date of delivery/completion of the goods/services as stipulated in the contract shall be deemed to be the essence of the contract.

25 Delays Seller's Performance **25.1** If the specified delivery schedule is not adhered to or the progress of manufacture or supply of the items is not satisfactory or is not in accordance with the progress schedule the Owner has right to :

- i) Hire for period of delay from elsewhere goods which in Owner's opinion will meet the same purpose as the goods which are delayed and supplier shall be liable without limitation for the hire charges; or
- ii) Cancel the contract in whole or in part without liability for cancellation charges. In that event, Owner may procure from elsewhere goods which Owner's opinion would meet the same purpose as the goods for which Contract is cancelled and Supplier shall be liable without limitations for the difference between the cost of such substitution and the price set forth in the contract for the goods involved; or

- iii) Hire the substitute goods vide (1) above and if the ordered goods continue to remain undelivered thereafter, cancel the order in part or in full vide (ii) above.
- iv) Any inexcusable delay by the Supplier or his subcontractor shall render the Supplier liable, without prejudice to any other terms of the Contract, to any or all of the following sanctions: forfeiture of Contract performance guarantee, imposition of price reduction for delay in delivery and termination of the contract for default.

26 Price Reduction 26.1

In case, vendor fail to complete the work within the stipulated period, then unless such failure is due to force majeure as defined in the bid document, total contract price shall be reduced @ 0.5% of the total order value (lot wise) per week of delay or part thereof subject to a maximum of 5% of the total order price (lot wise).

The decision of the Engineer-In-Charge in regard to applicability of PRS shall be final and binding on the Vendor.

In case of delay on the part of the Vendor the invoice shall be submitted after applicable price reduction.

27 Rejections, Removal Rejected Equipment & Replacement

- 27.1 Preliminary inspections at Supplier's works by Inspector shall not prejudice purchase's claim for rejection of the equipment on final inspection at site or claims under warranty provisions.
- 27.2 If the equipments are not of specification or fail to perform specified duties or are otherwise not satisfactory the owner shall be entitled to reject the equipment/material or part thereof and ask free replacement within reasonable time failing which obtain his requirements from elsewhere at Supplier's cost and risk
- 27.3 Nothing in this clause shall be deemed to deprive the Owner and/or affect any rights under the contract which it may otherwise have in respect of such defects or deficiencies or in any way relieve the supplier of his obligations under the Contract.
- 27.4 Equipment rejected by the Owner shall be removed by the supplier at his cost within 14 days of notice after repaying the amounts received against the supply. The owner shall in no way be responsible for any deterioration or damage to the Equipment under any circumstances whatsoever.

27.5 In case of rejection of Equipment, Owner shall have the right to recover the amounts, if any, from any of contractor's invoices pending with Owner or by alternative method(s)

28 Termination of Contract

28.1 Terminations for Default

28.1.1 The Owner may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or in part

A) If the Supplier fails to deliver any or all of the goods within the time

B) If the Supplier fails to perform any other obligation(s) under the Contract, and

C) If the Supplier, in either of the above circumstances, does not cure his failure within a period of 30 days (or such longer period as the Owner may authorize in writing) after receipt of the default notice from the Owner.

28.1.2 In the event the Owner terminates the Contract in whole or in part, pursuant to Article 28.1.1, the Owner may procure, upon such terms and in such undelivered and the Supplier shall be liable to the Owner for any excess costs for such similar performance of the Contract to the extent not terminated.

28.1.3 In case of termination of contract herein set forth (under clause 28) except under conditions of Force Majeure and termination after expiry of contract, the SUPPLIER shall be put under holiday i.e. neither any enquiry will be issued to the party by CUGL Against any type of tender nor their offer will be considered by CUGL against any ongoing tender(s) where contract between CUGL and that particular SUPPLIER (as a bidder) has not been finalized) for three years from the date of termination by CUGL to such SUPPLIER.

28.2 Termination for Insolvency

28.2.1 The Owner may, by written notice sent to the Supplier, terminate the Contract, in whole or part, at any time for his convenience. The notice of termination shall specify that termination is for the Owner's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.

28.3 Termination for Convenience

28.3.1 The Owner may, by written notice sent to the Supplier, terminate the Contract, in whole or part, at any time for his convenience. The notice of termination shall specify

that termination is for the Owner's convenience, the extent to which performance of work under the Contract is terminated and the date upon which such termination becomes effective.

28.3.2 The Goods that are complete and ready for shipment within 30 days after the Supplier's receipt of notice of termination shall be purchased by the Owner at the Contract terms and prices. For the remaining Goods, the Owner may opt:

- a) to have any portion completed and delivered at the Contract terms and prices, and/ or
- b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and for materials and parts previously procured by the Supplier.

29 Force Majeure

29.1 Shall mean and be limited to the following:

- a) War/hostilities
- b) Riot or Civil commotion
- c) Earthquake, flood, tempest, lightening or other natural physical disaster.
- d) Restrictions imposed by the Government or other statutory bodies, which prevents or delays the execution of the Contract by the Seller

The Supplier shall advise Owner by a registered letter duly certified by the local Chamber of Commerce or statutory authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force Majeure, Owner reserves the right to cancel the Contract and the provisions governing termination stated under Article 28.0 shall apply.

For delays arising out of Force Majeure, the Supplier shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither Owner nor Supplier shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist,.

Supplier shall categorically specify the extent of Force Majeure Conditions prevalent in their works at the time of submitting their bid and whether the same have been taken into consideration or not in their quotations. In the event of any force Majeure cause, the Supplier or the Owner shall not be liable for delays in performing their obligations under this order and the delivery date will be extended to the Supplier without being subject to price reduction for delayed deliveries, as stated elsewhere.

- 30 **Resolution of
Dispute /

Arbitration**
- 30.1 The Owner and the Supplier shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.
- 30.2 If, after thirty days from the commencement of such informal negotiations, the Owner and the Supplier have been unable to resolve amicably a Contract dispute either party may require that the dispute be referred for resolution to the formal mechanism as specified hereunder.
- 30.3 Legal Construction
The contract shall be, in all respects be construed and operated as an Indian Contract and in accordance with Indian Laws as in force for the time being and is subject to and referred to the Court of Law situated within Union Territory of New Delhi.
- 30.4 **Arbitration**
- All disputes, controversies, or claims between the parties (except in matters where the decision of the Engineer-in-charge is deemed to be final and binding), which cannot be mutually resolved within a reasonable time, shall be referred to Arbitration by a sole arbitrator
- The OWNER (CUGL) shall suggest a panel of three independent and distinguished persons to the Supplier to select any one among them to act as the sole Arbitrator, In case event of failure of the Supplier to select the Sole Arbitrator within 30 days from the receipt of the communication suggesting the panel of arbitrator, the right of selection of Sole Arbitrator by the other party shall stand forfeited and the Owner shall have discretion to proceed with the appointment of the Sole Arbitrator. The decision of the Owner on the appointment of Sole Arbitrator shall be final and binding on the parties.
- The award of the Sole Arbitrator shall be final and binding on the parties and unless directed/awarded otherwise by the sole Arbitrator, the cost of arbitration proceedings shall be shared equally by the parties. The arbitration proceeding shall be in English language and the venue shall be at Kanpur, Uttar Pradesh, India.
- Subject to the above, the provisions of (Indian) Arbitration & Conciliation Act, 1996 and the rules framed hereunder shall be applicable. All matters relating to this contract are subject to the exclusive

jurisdiction of the Courts situated in the State of Delhi (India)

Supplier may please note that the Arbitration & Conciliation Act 1996 was enacted by the Indian Parliament and is based on United Nations Commission on International Trade Law (UNCITRAL model law). Which were prepared after extensive consultation with Arbitral Institutions and centers of International Commercial Arbitration The United Nations General Assembly vide resolution 31/98 adopted the UNCITRAL Arbitration rules on 15 December 1996.

The WORKs under the CONTRACT shall, however, continue during the Arbitration proceedings and no payment due or payable to the Supplier shall be withheld on account of such proceedings.

31 Governing Language

The Contract shall be written in English language as specified by the Owner in the instruction to Bidders. All literature, correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in English language. Printed literature in other language shall only be Considered, if it is accompanied by an English translation. For the purposes of interpretation English translation shall govern and be binding on all parties.

32 Notices

- 32.1** Any notice given by one party to the other pursuant to the Contract shall be sent in writing or by telegram or fax, telex/cable confirmed in writing.
- 32.2** A notice shall be effective when delivered or on the notice's effective date, whichever is later.

33 Taxes & Duties

- 33.1** A foreign supplier shall be entirely responsible for all taxes stamp duties, license fees, and other such levies imposed outside the Owner's country.
- 33.2** A domestic Supplier shall be entirely responsible for all taxes, duties, license fees etc. incurred until the delivery of the contracted goods to the owner. However, Sales Tax and Excise Duty on finished products shall be reimbursed by Owner.
- 33.3** Customs duty payable in India for imported goods ordered by Owner on foreign supplier shall be borne and paid by Owner

33.4 Any income tax payable in respect of supervisory services rendered by foreign supplier under the Contract shall be as per the Indian Income Tax Act and shall be borne by Supplier. It is up to the bidder/supplier to ascertain the amount of these taxes and to include them in his bid price.

34 Books & records

34.1 Supplier shall maintain adequate books and records in connection with contract and shall make them available for inspection and audit by Owner or their authorized agents or representatives during the terms of Contract until expiry of the performance guarantee. Fixed price (lump sum or unit price) Contract will not be subject to audit as to cost except for cost reimbursable items, such as escalation and termination claims, transportation and comparable requirements.

35 Permits & Certificate

35.1 Supplier shall procure, at his expense, all necessary permits, certificates and duties, license fees, and other such levies imposed outside the licenses required by virtue of all applicable laws, regulations, ordinances and other rules in effect at the place where any of the work is to be performed, and supplier further agrees to hold Owner and / or harmless from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules. Owner will provide necessary permits for Supplier personnel to undertake any work in India in connection with Contract.

36.General

In the event that and conditions stipulated in the General Condition of Contract should deviate from terms and conditions stipulated in the Contract, the latter shall prevail.

36.1 Losses due to non-compliance of Instructions
Losses or damages occurring to the Owner owing to the Supplier's
Failure to adhere to any of the instructions given by the Owner in connection with the contract execution shall be recoverable from the Supplier.

36.2 Recovery of sums due
All costs, damages or expenses which the Owner may have paid, for which under the Contract Supplier is liable, may be recovered by the Owner (he is hereby irrevocably authorized to do so) from any money due to or becoming due to the Supplier under this contract or other Contracts and/or may be recovered by action at law or otherwise. If the same due to the Supplier be not

sufficient to recover the recoverable amount, the Supplier shall pay to the Owner, on demand, the balance amount.

- 36.3 Payments, etc. not to affect rights of the Owner No sum paid on account by the Owner nor any extension of the date for completion granted by the Owner shall affect or prejudice the rights of the Owner against the Supplier or relieve the Supplier of his obligation for the due fulfillment of the Contract.

36.4 **Cut-off Dates**

No claims or correspondence on this Contract shall be entertained by there Owner after 90 days after expiry of the performance guarantee (from the date of final extension) if any.

36.5 **Paragraph heading**

The Paragraph heading in these conditions shall not affect the construction thereof.

37 Import License

37.1 No import license is required for the imports covered under this document.

38 Fall Clause

38.1 The price charged for the materials supplied under the order by the supplier shall in no event exceed the lowest price at which the supplier or his agent/principal/dealer, as the case may be, sells the materials of identical description to any persons/organizations including the Owner of any department of the Central Govt. or any Department of a State Govt. or any Statutory Undertaking of the Central of State Govt. as the case may be, during the currency of the order.

- 38.2 If at any time during the said period, the supplier or his agent/principal/dealer, as the case may be, reduces the sale price, sells or offers to sell such materials to any persons/organizations including the Owner or any Department. Of Central Govt. or State Govt. as the case may be , at price lower than the price chargeable under the order, he shall forthwith notify such reduction or sale or offer of sale to the Purchase Authority who has issued this order and the price payable under the order for the materials supplied after the date of coming into force of such reduction or sale or offer of sale shall stand correspondingly reduced.

The above stipulation will, however, not apply to :

- a) Exports by the Contractor/Supplier or

- b) Sale of goods as original equipment at prices lower than the prices charged for normal replacement
- c) Sale of goods such as drugs, which have expiry dates.

38.3 The supplier shall furnish the following certificate to the concerned Paying Authority along with each bill for payment for supplies made against this order:-

I/We certify that there has been no reduction in sale price of the items/goods/materials of description identical to those supplied to the CUGL under the order herein and such items/goods/materials have not been offered/sold by me/us to any person/organizations including the Purchaser or any Department. Of Central Govt. or any Department. Of State govt. or any Statutory Undertaking of the Central or State Govt. as the case may be up to the date of bill/during the currency of the order whichever is later, at a price lower than the price charged to the CUGL under the order.”

Such a certificate shall be obtained, except for quantity of items/goods/materials categories under sub-clause (a), (b) & (c) of sub-Para 38.2 above, of which details shall be furnished by the supplier.

39 Publicity

39.1 Supplier shall not without the written permission of Owner or any Company affiliated with Owner or to the destination or the description of goods or services supplied under the contract in any publication, publicity or advertising media.

40 Repeat Order

40.1 Prices and discounts, if any and other terms & conditions shall also remain valid up to twelve months from the placement of notification of award (Fax of Intent) for the purpose of placement of repeat order up to 100% ordered quantity

41 Limitation of Liability

41.1 notwithstanding anything contrary contained herein] the aggregate total liability of Supplier under the Agreement or otherwise shall be limited to 100% of Agreement / Order price. However, neither party shall be liable to the other party for any indirect and consequential damages, loss of profits or loss of production

BEC

(BID EVALUATION CRITERIA)

SECTION -IV

(BID EVALUATION CRITERIA)

TECHNICAL CRITERIA

- 1.0 The Bidder should have supplied similar printing stationary of a minimum value of Rs. 4.23 lakhs (inclusive of GST) under multiple Purchase Order/Work Order in any PSU/State/Central Government/City Gas Distribution company/Private Company in India in last 07 (seven) years reckoned from the bid due date. Copies of works orders and their completion certificates/execution certificate/invoice & its Payment certificate issued by client are required against the same.
- 2.0 The Bidder should be a regular supplier of similar printing stationary in any PSU/State/Central Government/City Gas Distribution company/ Private Company in India in last 03 (three) years reckoned from the bid due date. Copies of work orders required against the same for proof of experience.

For running contract, if the actual executed value/quantity (for partially executed contract) is equal to or more than the value/quantity indicated above one day prior to the due date of bid submission, the same shall also be considered for meeting the single order value/quantity criteria, for which a certificate from the client showing executed value/quantity prior to the due date of bid submission shall be submitted by the bidder along with copy of work order/ agreement. The copies of work order / agreement and execution certificate from client should be duly certified/ attested by notary public/ Chartered Accountant with legible stamp.

If bidder fails to provide the requisite documents, CUGL reserves the right to reject the Bid.

Evaluation of bids shall on package basis.

FORMS & FORMATS

SECTION-IV

F-1

BIDDER'S GENERAL INFORMATION

To,
Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhapur
Kanpur-208024
India_____

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

1	Bidder Name	
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	Whether supplier/ manufacturer / Dealer/ Trader/ Contractor	
5	Number of Years in Operation	
6	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:
7	Operation Address (if different from above)	City: District: State: PIN/ZIP:
8	Telephone Number	_____

		(Country Code) (Area Code) (Telephone No.)
9	E-mail address	
10	Website	
11	Fax Number:	_____ (Country Code) (Area Code) (Telephone No.)
12	ISO Certification, if any	{ If yes, please furnish details }
13	Bid Currency	
14	Banker's Name	
15	Branch Name & IFSC Code	
16	Bank account number	
17	PAN No.	[Enclose copy of PAN Card]
18	EPF Registration No.	[Enclose copy of EPF Registration Certificate]
19	ESI code No.	[Enclose copy of relevant document]
20	GST No.	

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

F-2
BID FORM

To,
Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

Dear Sir,

After examining / reviewing the Bidding Documents for the tender of
“_____” including
"Specifications & Scope of Work", "General Conditions of Contract [GCC]", "Special
Conditions of Contract [SCC]" and "Schedule of Rates [SOR]", etc. the receipt of which is
hereby duly acknowledged, we, the undersigned, are 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 "four [04] months" from the date of opening
of "Techno-Commercial / Un-priced Bid", and it shall remain binding upon us and may be
accepted by any time before the expiry of that period.

If our Bid is accepted, we will provide the "Contract Performance Security / Security Deposit"
equal to "_____ of the Contract Price" or as mentioned in Tender Document for the due
performance within "twenty one [21] days" of such Award.

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

We understand that 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 intend of the
Bidding Documents shall be deemed to be mentioned in Bidding Documents unless otherwise
specifically excluded and we confirm to perform for fulfillment of Agreement and
completeness of the Work in all respects within the time frame and agreed price.

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

Place: [Signature of Authorized Signatory of Bidder]

Date: Name:

Designation:

Seal:

Duly authorized to sign Bid for and on behalf of _____

[Signature of Witness]

Name of Witness:

Address:

F-3
LIST OF ENCLOSURES

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhapur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

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
3. Document showing Financial Situation Information as sought in enclosed format F-16
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 in accordance with the provisions detailed in Bid Documents.
5. Documentary Evidences showing the Bidder's claim of meeting Technical Criteria as mentioned in Clause 4 of ITB.
6. Bid Security/EMD*
7. Power of Attorney*
8. Duly certified document from chartered engineer and or chartered accountant.

Note: * In case of e-bidding the bidder has the option to submit specified documents in physical form on/before the bid due date or within seven days from the bid opening date. However, scanned copy of these (same) documents must be submitted on-line as part of e-bid before the bid due date/time.

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

FORMAT F-4
PROFORMA OF "BANK GUARANTEE" FOR "EARNEST MONEY / BID
SECURITY"

(To be stamped in accordance with the Stamp Act)

Ref.....

Bank Guarantee No.....

Date.....

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

Dear Sir(s),

In accordance with Letter Inviting Tender under your reference No _____ M/s.

_____ having their Registered / Head Office at _____ (hereinafter called the Tenderer),
wish to participate in the
said tender for

_____ 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 Central UP Gas Limited, the amount _____ without any reservation, protest, demur and recourse. Any such demand made by CUGL, 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. _____ whose
behalf this guarantee is issued.

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

WITNESS:

(SIGNATURE)
(NAME)

(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 case of foreign Bank, the said Bank's Guarantee to be issued by its correspondent Bank in India on requisite non-judicial stamp paper
2. The expiry date should be arrived at in accordance with "ITB: Clause-15.1".
3. The Bank Guarantee by bidders will be given from 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. If a Bank Guarantee is issued by a commercial Bank, then a letter to Employer confirming its net worth is more than Rs. 1,000,000,000.00 [Rupees One Hundred Crores] or equivalent alongwith documentary evidence.

F-5
LETTER OF AUTHORITY

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

Ref:

Date:

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

Dear Sir,

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

[1] Name & Designation _____ Signature _____

Phone/Cell:

Fax:

E-mail: @

[1] Name & Designation _____ Signature _____

Phone/Cell:

Fax:

E-mail: @

[2] Name & Designation _____ Signature _____

Phone/Cell:

Fax:

E-mail: @

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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

Note: This "Letter of Authority" should be on the **"letterhead"** of the Firm / Bidder and should be signed by a person competent and having the 'Power of Attorney' to bind the Bidder. Not more than 'two [02] persons per Bidder' are permitted to

attend "Techno-commercial / Un-priced" & "Price Bid" Openings. Bidders authorized representative is required to carry a copy of this authority letter while attending the un-priced and priced bid opening, the same shall be submitted to CUGL.

F-6
"NO DEVIATION" CONFIRMATION

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

Dear Sir,

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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

F-7

**DECLARATION REGARDING HOLIDAY/BANNING AND LIQUIDATION,
COURT RECEIVERSHIP**

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Dear Sir,

We hereby confirm that we are not on 'Holiday' by CUGL or banned by Government department/ Public Sector on due date of submission of bid.

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

In case it comes to the notice of CUGL that the bidder has given wrong declaration in this regard, the same shall be dealt as 'fraudulent practices' and action shall be initiated as per provision of tender document.

Further, we also confirm that in case there is any change in status of the declaration prior to award of contract, the same will be promptly informed to CUGL by us.

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

F-8

CERTIFICATE FOR NON-INVOLVMENT OF GOVT. OF INDIA

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

Dear Sir,

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

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

Place:

[Signature of Authorized Signatory of Bidder] Date:

Name:

Designation:

Seal:

F-9
PROFORMA OF "BANK GUARANTEE" FOR "CONTRACT
PERFORMANCE SECURITY / SECURITY DEPOSIT"
(ON NON-JUDICIAL STAMP PAPER OF APPROPRIATE VALUE)

To,
Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India
PERFORMANCE GUARANTEE No.

Dear Sir(s),

M/s. _____
having registered office at _____ (herein after called the
“contractor” which expression shall wherever the context so require include its successors
and assignees) have been awarded the work of
_____ vide LOA /FOA No.
_____ dated _____ for Central U.P. Gas Limited,
Kanpur

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 guarantee executed by Nationalized Bank,
undertaking full responsibility to indemnify CUGL, 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 hereinafter
mentioned.

1. We

_____ hereby undertake to give the irrevocable & unconditional guarantee to you that
if default shall be made by M/s. _____ in
performing any of the terms and conditions of the tender or in payment of any
money payable to Central U.P. Gas Limited 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 said 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, 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 by reason 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 manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes have been raised by the said M/s. _____ 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 conclusive and binding. The bank shall not be released of its obligations under these presents by any exercise by you of its liberty with reference to matter aforesaid or any of their or by reason or any other act of omission or 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 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 upto _____ (this date should be 90 days after the expiry of defect liability period) _____. The bank undertakes not to revoke this guarantee during its currency without your previous consent and further agrees that the guarantee. 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 extension of defect liability period of the contractor fails to perform the work fully, the bank hereby agrees to further extend this guarantee at the instance of the contractor till such time as 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 Guarantee's payment of an amount is payable on demand and in any case within 2 working days of the presentation of the letter of invocation of Bank

Guarantee. Any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the jurisdiction of KANPUR Courts.

7. Therefore, we hereby 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) and 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.
8. We have power to issue this guarantee in your favor under Memorandum and Articles of Association and the undersigned has full power to do 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 name of the issuing bank. In case of foreign bank, the said Bank Guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper and place of Bid to be considered as Delhi.
2. The Bank Guarantee by Bidders will be given from bank as specified in 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 Employer.
4. If a Bank Guarantee is issued by a commercial bank, then a letter to Employer and copy to 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 alongwith documentary evidence.

F-10

AGREED TERMS & CONDITIONS

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

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

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
1	Bidder's name and address	
2.	Please confirm the currency of quoted prices is in Indian Rupees.	
3.	Confirm quoted prices will remain firm and fixed till complete execution of the order.	
4	Rate of applicable Service Tax & Edu. Cess thereon	SEC----- Total %
5.	i) Confirm acceptance of relevant Terms of Payment specified in the Bid Document. ii) In case of delay, the bills shall be submitted after deducting the price reduction due to delay.	
6.	Confirm that Contract Performance Bank Guarantee will be furnished as per Bid Document.	
7.	Confirm that Contract Performance Bank Guarantee shall be from any Indian scheduled bank or a branch of an International bank situated in India and registered with Reserve bank of India as scheduled foreign bank. However, in case of bank guarantees from banks other than the Nationalised Indian banks, the bank must be a commercial bank having net worth in excess of Rs 100 crores and a declaration to this effect shall be made by such commercial bank either in the Bank Guarantee itself or separately on its letterhead.	
8.	Confirm compliance to Completion Schedule as specified in Bid document. Confirm contract period shall be reckoned from the date of Fax of Acceptance.	
9.	Confirm acceptance of Price Reduction Schedule for delay in completion schedule specified in Bid document.	
10.	a) Confirm acceptance of all terms and conditions of Bid Document (all sections). b) Confirm that printed terms and conditions of bidder are not applicable.	
11.	Confirm your offer is valid for 4 months from Final/Extended due date of opening of Techno-commercial Bids.	
12.	Please furnish EMD/Bid Security details : a) EMD/ Bid Security No. & date b) Value c) Validity	
13.	Confirm acceptance to all provisions of ITB	

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
14.	Confirm that Annual Reports for the last three financial years are furnished alongwith the Un-priced Bid.	
15.	Confirm that, in case of contradiction between the confirmations provided in this format and terms & conditions mentioned elsewhere in the offer, the confirmations given in this format shall prevail.	
16.	Confirm the none of Directors of bidder is a relative of any Director of Owner or the bidder is a firm in which any Director of Owner/ CUGL or his relative is a partner.	
17.	All correspondence must be in ENGLISH language only.	
18	Owner reserves the right to make any change in the terms & conditions of the TENDER/BIDDING DOCUMENT and to reject any or all bids.	
19	Confirm that all Bank charges associated with Bidder's Bank shall be borne by Bidder.	

Place:

Date:

[Signature of Authorized Signatory of Bidder]

Name:

Designation:

Seal:

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 concerned executive in CUGL issued the tender, by filling up the Format)

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

Dear Sir,

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

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

Postal Address with Pin Code :

Telephone Number :

Fax Number :

Contact Person :

E-mail Address :

Mobile No. :

Date :

Seal/Stamp :

We are unable to bid for the reason given below:

Reasons for non-submission of bid:

Agency's Name :

Signature :

Name :

Designation :

Date :

Seal/Stamp :

F-12
UNDERTAKING ON LETTERHEAD

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

Dear Sir

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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

F-13
BIDDER'S EXPERIENCE

To,

Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Bid Document No: CUGL/C&P/TEN2223/02

SUB : Bid Document for the Procurement of Printing Stationary (Regular Formats)

Sl. No	Descripti on of the Services	LOA /WO No. and date	Full Address & phone nos. of Client. <i>Name, designation and address of Engineer/ Officer-in-Charge (for cases other than purchase)</i>	Postal & nos. of	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)	(5)		(6)	(7)	(8)	(9)	(10)

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

F-15

BIDDER'S QUERIES FOR PRE BID MEETING

To,
Central UP Gas Limited,
7th floor, UPSIDC complex
A-1/4, Lakhanpur
Kanpur-208024
India

Sub : CUGL/C&P/TEN2223/02
Tender No : Bid Document for the Procurement of Printing Stationary (Regular Formats)

SL. NO.	REFERENCE OF BIDDING DOCUMENT				BIDDER'S QUERY	CUGL'S REPLY
	SEC. NO.	Page No.	Clause No.	Subject		

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

SIGNATURE OF BIDDER: _____

NAME OF BIDDER : _____

Date

CA CERTIFICATE FORMAT FOR MSE

TO WHOMSOEVER IT MAY CONCERN

This is to Certify that M/s ----- (Company Name) having its registered office at ----- (Address) is registered under MSMED Act 2006 . Entrepreneur Memorandum No. (Part-II) ----- dated ----- Category: - -----(Whether Micro or Small).

Further verified from the Books of Accounts that the investment of the company as per last Audited Balance Sheet is as follows:

Investment in Plant and Machinery Rs. ----- (Lakhs)

The above Investment of Rs. ----- Lacs is within permissible limit of Rs. ----- Lacs for ----- (Micro or Small) Category under MSMED Act, 2006. Also, M/s ----- (Company Name) have not exceeded the monetary limit criteria mentioned in the NSIC Certificate.

The above format shall be printed on CA's letter head, filled, signed and stamped by a practicing 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. The certificate should not older than 03 months from the bid due date.

SOW

(SCOPE OF WORKS)

SECTION-V

SCOPE OF WORK (SOW)

1. Printing of Formats shall be as per samples (attached herewith). If any further clarification (or samples) required by the vendor, he can visit at our office.
2. Scope of works includes printing, supply and delivery at site/office in the vendors scope.
3. Vendor shall take approval from CUGL EIC as proof reading of formats before final printing.
4. Rates to be quoted as per our formats only.
5. Price evaluation shall be done on package basis for all items
6. Basic Unit rates to be quoted, GST (in %) should be mentioned separately.
7. Rates shall be valid for one year from the date of award.
8. CUGL will issue subsequent Purchase Orders as per requirements.
9. Delivery of material (printing material) shall be within 30 days from issue of subsequent P.Os/delivery order.
10. Mentioned SOR quantity for evaluation purpose. It may be varies as per actual.
11. CUGL reserve right to short close/ Terminate the contract any time based on non-performance/ poor performance during contractual period by giving 07 days notice.
12. In case it is observed that any bidder has not quoted for any item in the Schedule of Rates (such unquoted item not being in large numbers), the quoted price for the purpose of evaluation shall be considered as the maximum rate quoted by the remaining bidders for such items. If after evaluation, such bidder is found to be the lowest evaluated bidder, the rates for the missing item shall be considered as included in quoted bid price. If the estimated price impact of the unquoted items is more than 10% of the bidder's quoted price, the above provision shall not be applicable and such bid shall be rejected
13. Vendor's shall submit signed and stamped copy of each and every pages of this Tender alongwith filled SOR.
14. Bid shall be submitted at following address with sealed envelope:

The Ch. Manager (C&P)
CUGL, 7th Floor UPSIDC Complex,
Lakhanpur, Kanpur-208024
Phone NO.0512-2582455
Email: kkgupta@cugl.co.in; sushmita@cugl.co.in

15. **Extension of contract**

The contract may be extended upto 6 months on same Prices, discount and terms & conditions upon satisfactory performance.

16. **Price Reduction clause for late delivery:**

In case, vendor fail to complete the work within the stipulated period, then unless such failure is due to force majeure as defined in the bid document, total contract price shall be reduced @ 0.5% of the total price of undelivered quantities of the lot quantity of material covered in that lot for which delivery is delayed, per week or part thereof of delay subject to a maximum of 5% (five percent) of the total contract value. All the lots shall be considered separately for applying PRS in case of delay as described above.

The decision of the Engineer-In-Charge in regard to applicability of PRS shall be final and binding on the Vendor.

17. **Payment Terms:**

Payments (Lot wise) shall be made within 30 days from the receipt at materials along with invoice.

18. The bidder who has awarded the purchase/work order (PO/WO) for the supply of material/services if they do not execute/delivery of the material/services the same shall be blacklisted in CUGL for one year.

FORMATS

SECTION-VI

Central UP Gas Limited

DNP MAINTENANCE CHECK LIST

S. No. :

Date

Name of CNG Station City State..... Phone

Machine Type CAR BUS Machine Type Manufacture Model

No. of Nozzles Single Hose Dual Hose UPS installed Yes No If YES, Rating :

Power supply details Supply Voltage to Volts Frequency Hz Voltage Between Earth & Nutral.....

Totalizer Reading SIDE - A : Totalizer Reading SIDE - B :

S.R.	Name of Component	Side A				Side B			
		Weekly	Quarterly	Half Yearly	Yearly	Weekly	Quarterly	Half Yearly	Yearly
1	Display PCB		Good NR				Good NR		
2	PCB Backlight		Good NR				Good NR		
3	Emergency Push Botton	Good NR	Good NR			Good NR	Good NR		
4	On/Off Switch		Good NR				Good NR		
5	Panel locks	Good NR	Good NR			Good NR	Good NR		
6	Complete Tubing & fittings Leakage		Yes No				Yes No		
7	Breakaway		Good NR				Good NR		
8	Pnumetic actuate		Good NR				Good NR		
9	Flowmeter		Zero Calibration Done Not Done				Zero Calibration Done Not Done		
10	Vent valve		Good NR				Good NR		
11	Coalescent Filter	Draining Done No done	Draining Done Not Done	Element cleaning Done Not done		Draining Done No done	Draining Done Not Done	Element cleaning Done Not done	
12	Hose Pipe		Good NR				Good NR		
13	Pressure gauge				Calibration Done Not done				Calibration Done Not done
14	Pressure transmitter				Calibration Done Not done				Calibration Done Not done
15	Nozzle		Good NR				Good NR		
16	Particular Filter				Calibration cleaning Done Not done				Calibration cleaning Done Not done
17	Complete CNG dispenser	Housekeeping Done Not OK	Complete internal housekeeping Done Not Done		Prooving Done Not done		Complete internal housekeeping Done Not Done		Prooving Done Not done
18	Auto cut off at 200 Bar	Ok Not Ok				Ok Not Ok			
19	Earthing wire of Hose	Good NR				Good NR			

NR- Need Replacement

Start Time :

Close Time :

REMARKS, IF ANY

Name & Signature of Service Engineer

Name & Signature of Station Incharge/supervisor
with Stamp

CENTRAL UP GAS LIMITED

SERVICE SCHEDULE FOR 25 KVA GAS GENSET

Station Name.....

Date.....

S.No.	Weekly	200 Hrs.	300 Hrs.	400 Hrs.	800 Hrs.	1000 Hrs.						
1	Check the solenoid valve operation	Replace the oil in the crankcase	Check the fuel lines and replace as necessary	Check the coolant protection and tighten hose clamps	Flush the cooling system	Clean collector ring and inspect brushes						
2	Check and tighten electrical connection	Replace the lube oil filter element	Clean and regap the spark plugs	Inspect the complete exhaust system	Replace the spark plugs, if required							
3	Check the remote control operation		Replace the air cleaner elements, if required	Check the remote control operation								
4	Check the belt tension and condition			Blow dust out of the generator								
5	Check the coolant level and fill as necessary											
6	Inspect the radiator and hoses											
7	Keep the battery charged and in good condition											
8	Clean the battery cables as required											
9	Check for fuel, coolant and oil leakage											
10	Retighten all the nuts and bolts as required											
11	Check the GAS leakage											
12	Check the functioning of pressure gauges and note the reading- PG 1- PG 2- PG 3-											
Remark :												
Signature _____ Name _____ Designation _____ Date _____												

REGISTER Month..... Station Name

Station Name

Signature Station Incharge

LUBE OIL RECORD

Page - 89

SHUT DOWN / BREAK DOWN**CENTRAL UP GAS LIMITED**

Sl. No.	Date	Equipment Name	Type of Maintenance	Stop Time / Date	Start Time / Date

REGISTER

Station Name.....

Total Duration	Activity Carried Out	Spare Consumed	Attended by	Remarks/Signature

CENTRAL UP GAS LIMITED (Fire & Safety Dept.)

Details of CNG Cylinder Installed in Vehicle

Station Name

Sr. No.	Date of Check	Vehicle Reg. No.	Vehicle Type	CNG Cylinder Identification No.	Date of last hydro test	Due Date of next hydro test	RC Book		Remarks / Signature
							Owners Name	Contact No.	

CASH RECONCILIATION

[illegible]

CENTRAL UP GAS LIMITED

VALVES & FITTINGS, PIPES & JOINTS LEAKAGE TESTING REPORT

Station Name **LEAK TESTING REPORT REGISTER** Date.....

CASCADE No. 1

C ₁ - 11	C ₁ - 12	C ₁ - 13	C ₁ - 14	C ₁ - 15	C ₁ - 16	C ₁ - 17	C ₁ - 18	C ₁ - 19	C ₁ - 110
C ₁ - 21	C ₁ - 22	C ₁ - 23	C ₁ - 24	C ₁ - 25	C ₁ - 26	C ₁ - 27	C ₁ - 28	C ₁ - 29	C ₁ - 210
C ₁ - 31	C ₁ - 32	C ₁ - 33	C ₁ - 34	C ₁ - 35	C ₁ - 36	C ₁ - 37	C ₁ - 38	C ₁ - 39	C ₁ - 310
C ₁ - 41	C ₁ - 42	C ₁ - 43	C ₁ - 44	C ₁ - 45	C ₁ - 46	C ₁ - 47	C ₁ - 48	C ₁ - 49	C ₁ - 410

CASCADE No. 2

C ₁ - 11	C ₁ - 12	C ₁ - 13	C ₁ - 14	C ₁ - 15	C ₁ - 16	C ₁ - 17	C ₁ - 18	C ₁ - 19	C ₁ - 110
C ₁ - 21	C ₁ - 22	C ₁ - 23	C ₁ - 24	C ₁ - 25	C ₁ - 26	C ₁ - 27	C ₁ - 28	C ₁ - 29	C ₁ - 210
C ₁ - 31	C ₁ - 32	C ₁ - 33	C ₁ - 34	C ₁ - 35	C ₁ - 36	C ₁ - 37	C ₁ - 38	C ₁ - 39	C ₁ - 310
C ₁ - 41	C ₁ - 42	C ₁ - 43	C ₁ - 44	C ₁ - 45	C ₁ - 46	C ₁ - 47	C ₁ - 48	C ₁ - 49	C ₁ - 410

CASCADE

.....

.....

COMPRESSOR

.....

.....

DISPENSER

.....

.....

GAS GEN SET

.....

.....

PIPES, FITTINGS

.....

.....

OTHER

.....

.....

Name:.....Designation.....Sign.....

CENTRAL UP GAS LIMITED

ELECTRICAL MAINTENANCE

Station Name.....

Date	Equipment	Type of Maintenance	Activity Carried Out	Material Consumed	Remarks/Sign.

Energy Meter / Gas Genset

Total

Reading

[illegible]

CENTRAL UP GAS LIMITED

VISITOR REGISTER

Station Name.....

[illegible]

CENTRAL UP GAS LIMITED

Station Name.....

STATION ACTIVITY REGISTER

Date.....

Shift.....

Shift Supervisor Name.....

Guard :..... Gunman :.....

House Keeper :..... Mali :.....

Disp./ Arm	1A	1B	2A	2B	3A	3B	4A	4B	5A	5B
DSM NAME										
AMOUNT with DSM										
SALE										
TOTAL SHIFT SALE					TOTAL AMOUNT					
CASH HANDOVER										
DATE/SHIFT	SALE		AMOUNT							
TOTAL										
DETAILS OF AMOUNT DEPOSITED TO BANK										
TOTAL KG	AMOUNT		AMOUNT DEPOSITED		CASH CONTROL SLIP			CASH DEPOSIT SLIP		
NOTE DETAILS										
2000*										
500*										
100*										
50*										
20*										
10*										
5*										
COINS										
TOTAL										
Remarks :										
SHIFT HANDOVER							SHIFT TAKEOVER			
SIGNATURE							SIGNATURE			

Envelope Size = 10×4.5 inch



सेन्ट्रल यू.पी. गैस लिमिटेड

रजिस्टर्ड ऑफिस : सातवाँ तल, यूपीएसआईडीसी कॉम्प्लेक्स, ए-1/4, लखनपुर, कानपुर - 208 024, उ० प्र०
दूरभाष : 0512-2585001, 2583462, फैक्स : 2582453

Central U.P. Gas Limited

Registered Office : 7th Floor, UPSIDC Complex, A-1/4, Lakhanpur, Kanpur - 208 024, U.P.
Phone : 0512-2585001, 2583462, Fax : 2582453

विभाग

Department : _____



फाइल सं०

File No. _____

सेन्ट्रल यू.पी. गैस लिमिटेड

(गैल (इण्डिया) लि० एवं भारत पेट्रोलियम कॉर्पोरेशन लिमिटेड का संयुक्त उद्यम)

ब्रान्च आफिस : सी एन जी फिलिंग स्टेशन, निकट सेटेलाइट बस स्टैंड,
पीलीभीत, बाईपास रोड, बरेली - 243005, उ.प्र.

CENTRAL U.P. GAS LIMITED

(A JOINT VENTURE OF GAIL (INDIA) LTD. & BHARAT PETROLEUM CORPORATION LIMITED)

**Branch Office : CNG Filling Station, Near Satellite Bus Stand,
Pilibhit Bye pass Road, Bareilly - 243005, U.P.**

Name _____

Subject _____

Month. _____

Period _____

Year _____ 201



Central U.P. Gas Limited

CNG Filling Station, Near- Satellite Bus Stand
Pilibhit Bye pass Road, Bareilly - 243 005

GREEN KANPUR

**CENTRAL U.P. GAS LIMITED**

Branch Office : CNG Filling Station, Near Satellite Bus Stand, Pilibhit Bye pass Road, Bareilly

GP No. : BLY/

From : **Warehouse - 1**House No. -1
Panchsheel Nagar
Pilibhit Bye pass Road
Bareilly**Warehouse - 2**Saket Intercity
Parsakheda
Bareilly**MATERIAL GATE PASS**

Date	Time :
Issued to (Vender /Deptt.) : _____	MRN No. : _____
Mode of Transportation : _____	SIV No. : _____
Vehicle No. : _____	

Please allow the following items from the premises of CUGL :-

S. No.	Item Code	Item Description	UoM	Qty.	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Special Instruction of Any :

Requested by : Name of Officials	Received by (Contractor's / CUGL's Officials) Name & Signature	Checked & Issued by Store's Officials

- 1- Original (White) - Bearer (Contractor Copy)
2- Duplicate (Yellow) - Office Copy
3- Triplicate (Pink) - Store Copy

Note: In case of returnable material, the deptt/contractor shall bring this copy with the material.

**CENTRAL U.P. GAS LIMITED**

Registered Office : 7th Floor, UPSIDC Complex, A-1/4, Lakhampur, Kanpur - 208 024, U.P.
Phone : 0512-2585001, 2583462, Fax : 2582453

GP No. :

From : Krishna Lawn / Form House
M/s. Central U.P. Gas Limited
Mainawati Marg
Near- DPS Azad Nagar
Nawabganj, Kanpur-208 002

MATERIAL GATE PASS

Date	Time :
Issued to (Vender /Deptt.) : _____	MRN No. : _____
Mode of Transportation : _____	SIV No. : _____
Vehicle No. : _____	

Please allow the following items from the premises of CUGL :-

S. No.	Item Code	Item Description	UoM	Qty.	Remarks
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Special Instruction of Any :

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- 1- Original (White) - Bearer (Contractor Copy)
2- Duplicate (Yellow) - Office Copy
3- Triplicate (Pink) - Store Copy

Note: In case of returnable material, the deptt/contractor shall bring this copy with the material.



Central U.P. Gas Limited

(A Joint Venture of GAIL & BPCL)

MATERIAL REQUISITION / RETURN NOTE

Name of Dept. / Contractors : M/s. _____

Project / Purpose _____

Work Order No. _____

Sl. No.

Date _____

M.R.N. No.	
S.I.V. No.	
G.R.N. No.	

SI No.	Item Code	Material Description	Unit	Qty. Requisitioned/ Returned	Qty Issued	Remark
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Equipment Details

SI No.	Equip. Details	Equip. Sr. No. (From - To)	Qty.
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

SI No.	Equip. Details	Equip. Sr. No. (From - To)	Qty.
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Contractor

TPI/PMC

CUGL (Project)

CUGL (C&P)



Central U.P. Gas Limited

Original - White - Project
Duplicate - Pink - Finance
Triplicate - Yellow - Customer

SURVEY REPORT (BEFORE START OF WORK)

Report No. 001/
Date.

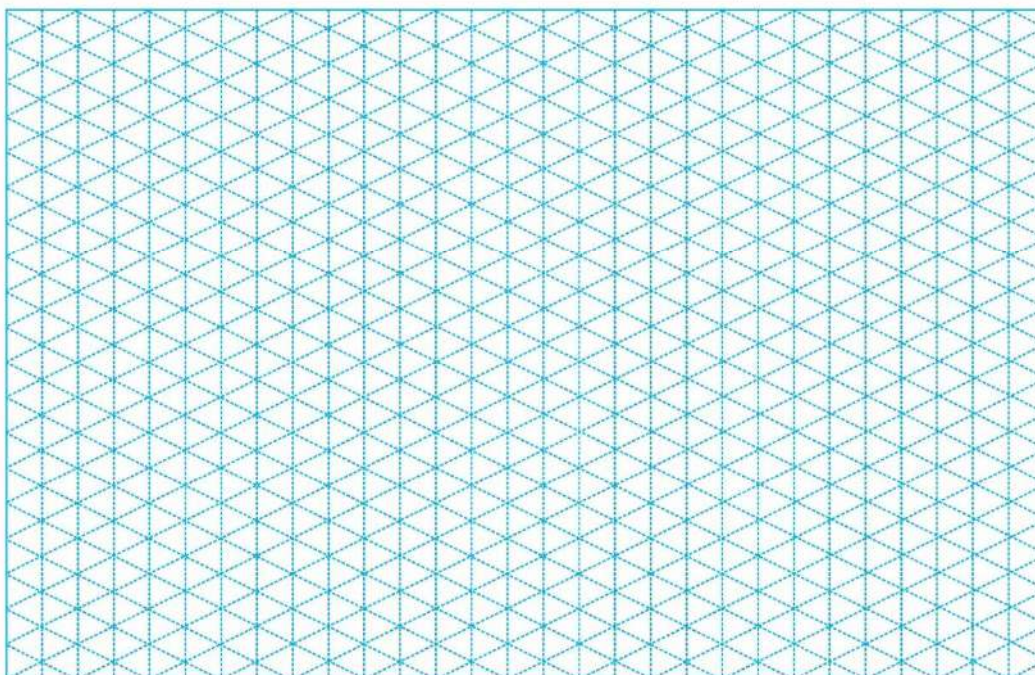
Contractor's Name & WO No.:

BP No.:

Customer Name :

Address..... Contact No.:.....

Measurement Details Before Start Of Work (GI / CU) - Tentative



Total GI / Cu Pipe		Additional Pipe (Above 15 Mtr)	
Amount Payable..... Meter @ Rs.....(Inclusive GST @ 18%) = Rs.....			
(In words.....)			

If Not Interested for PNG Connection :-

Reasons :

Remarks :

Note : 1- It is clearly understood that after gas charging burner conversion will be compulsory; Otherwise minimum bill will start from next billing cycle.
2- Payment has to be made within 7 days from the date of receipt of report failing which customer has to apply for refund.
3- Above mentioned measurements are tentative and payment is to be made for actual utilization.

Customer Sign.		Relation (If signatory is not the same)	
Customer Name		PMC/TPI Sign.	

Measurement Details After Completion of Work (GI / CU)

Date:

Report No. 001/

Total GI / Cu Pipe		Additional Pipe (Above 15 Mtr)	
Amount Payable..... Meter @ Rs.....(Inclusive GST @ 18%) = Rs.....			
(In words.....)			

Customer Sign.		Relation (If signatory is not the same)	
Customer Name		PMC/TPI Sign.	



CENTRAL U.P. GAS LIMITED

(A Joint Venture of GAIL (India) & BPCL)

Meter Installation Report [Format No. CUGL/PRO/MDPE/00/F3]

S. No.

Date :

Name of Consumer : BP. No.

Name of Contractor : Contact Number :

Address :

Details of Regulator Type : 4 bar to 21 mbar ☐ 100 mbar to 21 mbar ☐ Riser No.

Details of Meter :

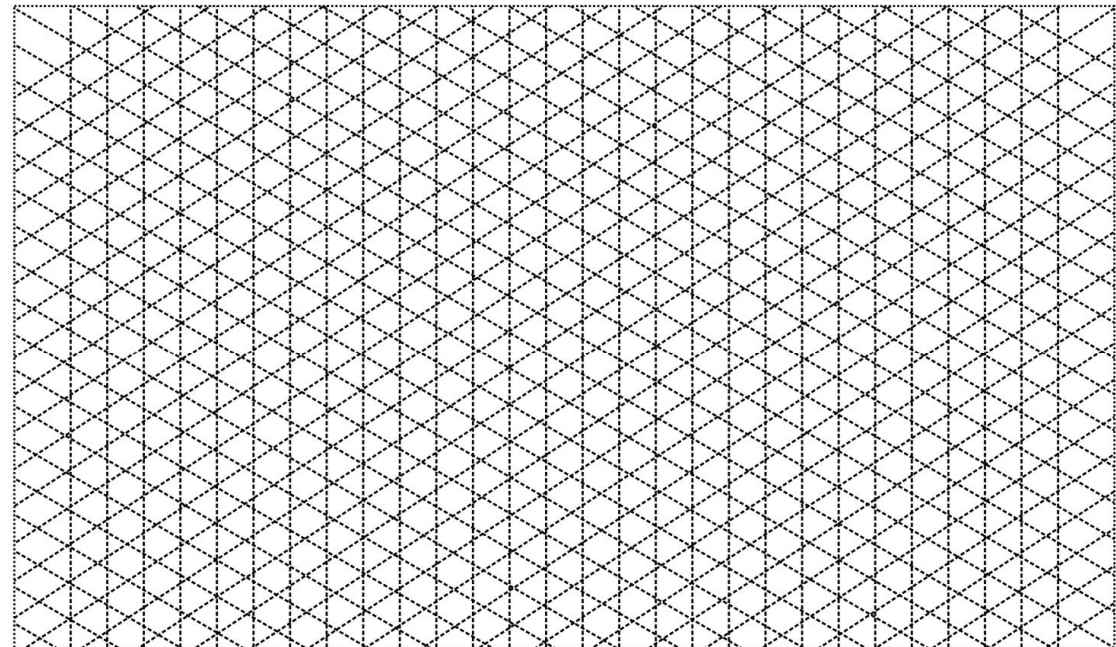
Make / Model : 1. GI Installation : ☐ 6. Cementing of Holes : ☐

Meter Number : 2. Cu Installation : ☐ 7. Internal Testing (Max 100 mbr) : ☐

Initial Meter Reading : 3. Meter Installation : ☐ 8. Anaconda Washer : ☐

Meter Type : Normal / Reverse 4. Clamping (GI/CU) : ☐ 9. RFC (With Gas) : ☐

5. Meter Testing : ☐ 10. GI Plugged (All End) : ☐



Details of Material Consumption :

GI Pipe (1/2") Mrs	
GI Pipe (3/4") Mrs	
GI Socket (1/2")	
Elbow (M/F)	
Plug (1/2")	
Plug (3/4")	
Cu Pipe 12mm	
Isolation Valve (1/2")	
Isolation Valve (3/4")	
Brass Adaptor (1/2" x 12mm)	
Brass Union Connector (3/4" x 12mm)	
Appliance Valve (1/2"X8mm)	
Anoconda	

Hex Nipple (2")	
Hex Nipple (3")	
GI Elbow	
Cu Elbow	
Cu Socket	

Customer Satisfaction Certification

- ☐ This is to certify that PNG installation work carried out by CUGL in my house has been done to the best of my satisfaction
- ☐ 1 Nos. Rubber Tube (with 2 Nos. Clamp) received.

Customer Signature

Name

Date

Signature

Name :

CONTRACTOR

PMC/QMS/TPIA/

CUGL



CENTRAL U.P. GAS LIMITED

(A Joint Venture of GAIL (India) & BPCL)

RFC Card [Format No. CUGL/PRO/MDPE/00/F3]

S. No.....

Date :.....

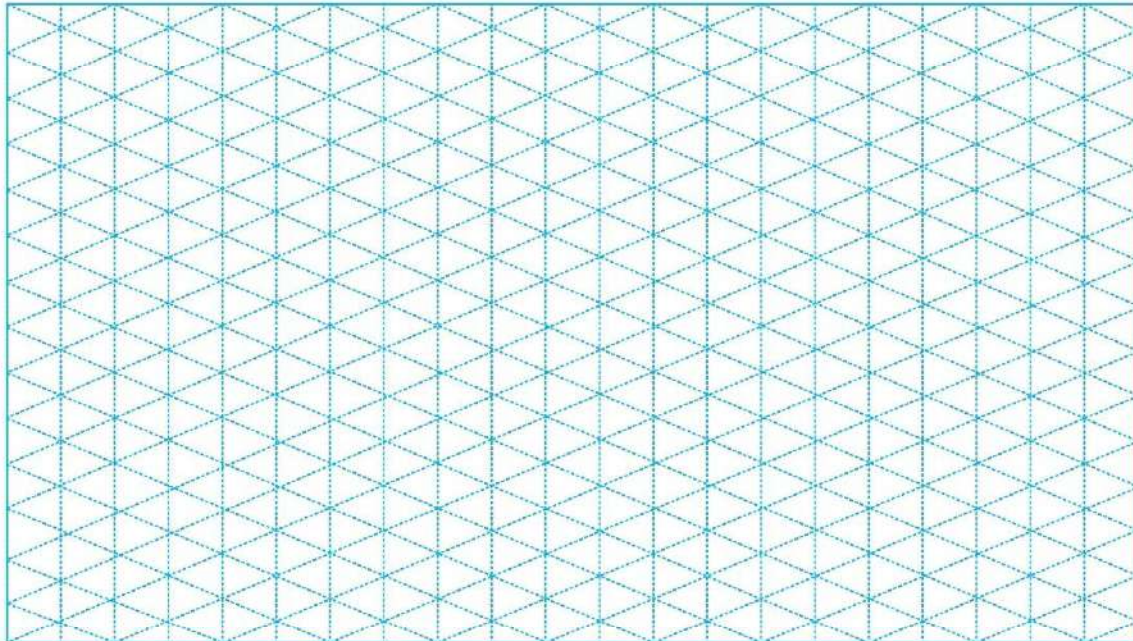
Name of Consumer :	<input type="text"/>	BP. No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Contractor :	<input type="text"/>	Contact Number :	<input type="text"/>										
Address :	<input type="text"/>												
Details of Regulator Type : 4 bar to 21 mbar <input type="checkbox"/>		100 mbar to 21 mbar <input type="checkbox"/>		Riser No. <input type="text"/>									

Details of Meter :

Make / Model :	<input type="text"/>
Meter Number :	<input type="text"/>
Intier Meter Reading :	<input type="text"/>
Meter Type : Normal / Reverse	

Checklist :

1. GI Installation :	<input type="checkbox"/>	5. Meter Testing :	<input type="checkbox"/>
2. Cu Installation :	<input type="checkbox"/>	6. Cementing of Holes :	<input type="checkbox"/>
3. Meter Installation :	<input type="checkbox"/>	7. Internal Testing (Max 100 mbr) :	<input type="checkbox"/>
4. Clamping (GI/CU) :	<input type="checkbox"/>	8. Anaconda Washer :	<input type="checkbox"/>



Details of Material Consumption :

GI Pipe (1/2") Mrs	
GI Pipe (3/4") Mrs	
GI Socket (1/2")	
Elbow (M/F)	
Plug (1/2")	
Plug (3/4")	
Cu Pipe 12mm	
Isolation Valve (1/2")	
Isolation Valve (3/4")	
Brass Adaptor (1/2" x 12mm)	
Brass Union Connector (3/4" x 12mm)	
Appliance Valve (1/2"X8mm)	
Anoconda	

Hex Nipple (2")	
Hex Nipple (3")	
GI Elbow	
Cu Elbow	
Cu Socket	

Customer Satisfaction Certification

This is to certify that PNG installation work carried out by CUGL in my house has been done to the best of my satisfaction.

Customer Signature
Name

Date

Signature
Name :

CONTRACTOR

PMC/QMS/TPIA/

CUGL

TERMS & CONDITIONS

1. The GI/Copper Pipe Line installation including the gas meter and the regulator will remain the property of CUGL.
2. CUGL reserves the right to inspect or access the installation in case of emergency or tap off to neighboring house at any point of time.
3. The customer will allow CUGL's Personnel/ Authorized representative for taking Periodic Gas Meter Reading/Meter Checking/ maintenance wherever required.
4. In case of any hindrance posed by the customer to prevent CUGL personnel from discharging their duties, strict legal action will be taken against him as deemed fit.
5. The customer shall not carry out any modification/Tap off in the PNG pipeline installation/ connection and in the premises which will affect the PNG system.
6. The customer shall inform CUGL'S Customer Care Centre PNG Control room in case of any fire/emergency and shall not fiddle with our installation in any situation except while operating appliance/isolation valve.
7. The NOC will be issued on working days between 10.00 am and 05.00 pm.
8. The request for disconnection of gas connection shall be entertained on working days between 10.00 am and 05.00 pm only. The consumer shall inform the date and time of disconnection 48 hours in advance to CUGL'S Customer Care Centre.

नियम व शर्तें

1. जीआई/कॉपर पाइप कनेक्शन गैस मीटर व रेगुलेटर सहित, सीओयूजीएल की सम्पत्ति रहेगी।
2. आपतकालीन स्थिति में कनेक्शन स्थान को देखने अथवा जाँच करने व किसी भी समय आरा-पड़ोस के घरों में कनेक्शन देने संबंधी सभी अधिकार सीओयूजीएल के पास सुरक्षित रहेंगे।
3. सीओयूजीएल के कर्मचारियों/सीओयूजीएल द्वारा नियुक्त प्रतिनिधि को अवधि गैस मीटर पढ़ना/मीटर जाँच/मीटर रख-रखाव के लिये भी आवश्यकता पड़े, उपभोक्ता द्वारा अनुमति दी जाएगी।
4. उपभोक्ता द्वारा सीओयूजीएल के कर्मचारियों को उनके कार्य में बाधा डालने की स्थिति में उचित सख्त कानूनी कार्यवाही की जायेगी।
5. उपभोक्ता द्वारा सीओयूजीएल (पाइप नेचुरल गैस) पाइपलाइन/कनेक्शन व उस स्थान में कोई भी ऐसा बदलाव/संस्थापना कनेक्शन नहीं किया जायेगा जिससे कि सीओयूजीएल प्रणाली प्रभावित हो।
6. आग लगने/आपतकालीन स्थिति में उपभोक्ता द्वारा सीओयूजीएल के उपभोक्ता सहायता केंद्र/सीओयूजीएल नियंत्रण कक्ष को सूचित किया जायेगा और सीओयूजीएल/सीओयूजीएल कनेक्शन से (यूनिट/आइसोलेशन वाल्व को छोड़कर) कोई भी छेड़छाड़ नहीं की जाएगी।
7. एनओसी (NOC) केवल कार्य दिवस में प्रातः 10.00 बजे से सायं 05.00 बजे तक दिये जायेंगे।
8. कनेक्शन कटवाने सम्बन्धी सभी आवेदन केवल कार्य दिवस में प्रातः 10.00 बजे से सायं 05.00 बजे तक के लिये जायेंगे। उपभोक्ता द्वारा कनेक्शन कटवाने की तिथि व समय सम्बन्धी सूचना 48 घंटे पहले सीओयूजीएल सहायता केंद्र को दी जानी चाहिए।



CENTRAL U.P. GAS LIMITED

(A JOINT VENTURE of GAIL (INDIA) & BPCL)

CUGL

Format No. CUGL/PRO/MDPE/00/F6

JMR BOOK RECORD

CUSTOMER COPY

CONSUMER CATEGORY :-

JMR :

C. R. No. #

NEW / RECONNECTION

W.O. No.

CONNECTION OBJECT #

Dom. / Com. / Ind.

PREMISE TYPE

PRIVATE/OTHERS

NAME OF CONSUMER (Sh./Smt./Ms.).....
(IN BLOCK LETTERS)

ADDRESS.....

PIN.....

TEL. (RES).....(OFF).....MOB.....

DRS/
REGION

MOVE IN DATE /
NG CHARGE DATE

REGULATOR TYPE

METER NO.

MODEL NO.

METER TYPE MAKE

INITIAL METER READING

BURNER

HOSE PIPE

I, have read and understood the "TERMS & CONDITIONS" printed overleaf and PNG operation procedure & safety precautions explained to me and hereby agree to abide by the same.

	CONTRACTOR	CUGL/PMC/TPI	CONSUMER
SIGNATURE			
NAME			
DATE			

NOTE : (A) THE TERMS AND CONDITIONS PRINTED OVERLEAF
(B) The original Nozzles and LPG regulators are returned to the customer.
(C) The summer holes are reamed the consent of the consumer

CONTROL ROOM PHONE NUMBER : 0512 - 2225500, 9129773444

Whatsapp No. for Meter Reading : 8601284888

**CENTRAL U.P. GAS LIMITED**

(A JOINT VENTURE of GAIL (INDIA) & BPCL)

CUGL

JMR BOOK RECORD**PROJECT COPY**

Format No. CUGL/PRO/MDPE/00/F6

JMR :

CONSUMER CATEGORY :-

C. R. No. #	NEW RECONNECTION	RFC No.
CONNECTION OBJECT #	Dom. / Com. / Ind.	PREMISE TYPE PRIVATE/OTHERS

NAME OF CONSUMER (Sh./Smt./Ms.).....
(IN BLOCK LETTERS)

ADDRESS.....

.....PIN.....

TEL. (RES).....(OFF).....MOB.....

DRS/ REGION	MOVE IN DATE / NG CHARGE DATE
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	INITIAL INSTALLATION	IN CASE OF REPLACEMENT OF METER AFTER USE	
REGULATOR TYPE			
METER NO.			
MODEL NO.			
METER TYPE MAKE			
INITIAL METER READING			
BURNER HOSE PIPE			

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NAME	NAME
DATE	DATE

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CUGL

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INDEX

[illegible]

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3. The customer will allow CUGL's Personnel/ Authorized representative for taking Periodic Gas Meter Reading/Meter Checking/ maintenance wherever required.
4. In case of any hindrance posed by the customer to prevent CUGL personnel from discharging their duties, strict legal action will be taken against him as deemed fit.
5. The customer shall not carry out any modification/Tap off in the PNG pipeline installation/ connection and in the premises which will affect the PNG system.
6. The customer shall inform CUGL'S Customer Care Centre PNG Control room in case of any fire/emergency and shall not fiddle with our installation in any situation except while operating appliance/isolation valve.
7. The NOC will be issued on working days between 10.00 am and 05.00 pm.
8. The request for disconnection of gas connection shall be entertained on working days between 10.00 am and 05.00 pm only. The consumer shall inform the date and time of disconnection 48 hours in advance to CUGL's Customer Care Centre.

नियम व शर्तें

1. जीआई/कापर पाइप कनेक्शन गैस मीटर व रेगुलेटर सहित, सीएयूजीएल की सम्पत्ति रहेगी।
2. आपातकालीन स्थिति में कनेक्शन स्थान को देखने अथवा जाँच करने व विन्ती भी समय आस-पड़ोस के घरों में कनेक्शन देने संबंधी सभी अधिकार सीएयूजीएल के पास सुरक्षित रहेंगे।
3. सीएयूजीएल के कर्मचारियों/सीएयूजीएल द्वारा नियुक्त प्रतिनिधि को आवधिक गैस मीटर गणना/मीटर जाँच/मीटर रख-रखाव के लिये भी आवश्यकता पड़े, उपभोक्ता द्वारा अनुमति दी जाएगी।
4. उपभोक्ता द्वारा सीएयूजीएल के कर्मचारियों को उनके कार्य में बाधा डालने की स्थिति में उचित सख्त कानूनी कार्यवाही की जायेगी।
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**CENTRAL U.P. GAS LIMITED**

(A JOINT VENTURE of GAIL (INDIA) & BPCL)

JMR BOOK RECORD**PROJECT COPY**JMR: **BLY**

CONSUMER CATEGORY :-

C. R. No. #	INSTALLATION #
CONNECTION OBJECT #	PREMISE TYPE PRIVATE/OTHERS
CONNECTION <input type="checkbox"/> NEW CONNECTION <input type="checkbox"/>	RECONNECTION

NAME OF CONSUMER (Sh./Smt./Ms.)
(IN BLOCK LETTERS)

ADDRESS

PIN

TEL. (RES) (OFF) MOB.

REGION MOVE IN DATE / NG CHARGE DATE

	INITIAL INSTALLATION	IN CASE OF REPLACEMENT OF METER AFTER USE	
METER NO.			
MODEL NO.			
METER TYPE MAKE			
INITIAL METER READING			
CLOSING METER READING (ONLY IN CASE OF REPLACEMENT (m ³))			

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SIGNATURE OF CUGL REPRESENTATIVE

NAME

DATE

SIGNATURE OF CONSUMER

NAME

DATE

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CONTROL ROOM PHONE NUMBER : 9219440921, 9690999071

**CENTRAL U.P. GAS LIMITED**

(A JOINT VENTURE of GAIL (INDIA) & BPCL)

JMR BOOK RECORD**MARKETING COPY**JMR: **BLY**

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CONNECTION OBJECT #	PREMISE TYPE PRIVATE/OTHERS
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CENTRAL U.P. GAS LIMITED

(A JOINT VENTURE of GAIL (INDIA) & BPCL)

JMR BOOK RECORD

O & M COPY

JMR: BLY

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CONNECTION NEW CONNECTION	RECONNECTION

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CENTRAL U.P. GAS LIMITED

(A JOINT VENTURE of GAIL (INDIA) & BPCL)

JMR BOOK RECORD

CUSTOMER COPY

JMR: BLY

CONSUMER CATEGORY :-

C. R. No. #	INSTALLATION #
CONNECTION OBJECT #	PREMISE TYPE PRIVATE/OTHERS
CONNECTION NEW CONNECTION	RECONNECTION

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CENTRAL UP GAS LIMITED
HSE and Technical
Training / Tool Box Talk Register

Doc No. HSE 07
Rev No.: 01
Eff. Date : 01/10/2011

Date..... Time..... AM/PM.....

Location.....

Training Conducted By :.....

Sr.No.	Name	Designation	Signature	✓ Tick Mark the Topic Covered
1				<input type="checkbox"/> Hazardous Characteristics of CNG
2				<input type="checkbox"/> Familiarization with operational procedure
3				<input type="checkbox"/> Hands on experience on operation of equipment
4				<input type="checkbox"/> Routine Maintenance Activities of the facilities
5				<input type="checkbox"/> Knowledge of emergency and manual shut down system
6				<input type="checkbox"/> Immediate and effective isolation of any PNG/CNG leakage
7				<input type="checkbox"/> Hazardous Characteristics of Ethyl mer captan
8				<input type="checkbox"/> Accounting of Product / Gas
9				<input type="checkbox"/> Safety Regulations and accident Prevention
10				<input type="checkbox"/> Use of Fire Extinguishes
11				<input type="checkbox"/> Evacuation and safe egress of vehicles from CNG station Premises
12				<input type="checkbox"/> House keeping
13				<input type="checkbox"/> Safety in Transportation of CNG
14				<input type="checkbox"/> First Aid
15				<input type="checkbox"/> Emergency Plan and Mock Drill
16				<input type="checkbox"/> CNG Cylinder Vehicle Checking
17				<input type="checkbox"/> PNG Safety
18				<input type="checkbox"/> Behaviors Based Training
19				<input type="checkbox"/> Usage of Appropriate PPES
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Copies Original-Pink :
HSE

Duplicate-Yellow :
O&M

Copy White :
to be kept in Booklet

Signature and Name of Faculty



Safety Audit Checklist - CNG Filling Operation

CUGL / O&M/CNG /SA/04 Rev 0

Date :	
Time :	
CNG Station :	

Sr. No.		Safe	Unsafe
1.	Look to see that the vehicle ignition is turned-off (engine and other electrical systems are switched off. Also hand brake is applied or vehicle is parked in gear.		
2.	Look to see that mobile phone is switched - off and not used by anyone.		
3.	Look to see that passengers are requested by the filter to stay away from vehicle during filling CNG.		
4.	Look to see that CNG is refueled only in CCOE approved cylinders and cylinders are within test life. (approval plate is fixed on vehicle) /Voucher is with the driver. Serial number of all cylinder shall be mentioned in the metal plate (in case of heavy vehicles)		
5.	Look to see that only competent personnel are filling CNG and they are aware of safety requirements.		
6.	Look to see that Vehicle entry / exit path is followed.		
7.	Look to see that No one is smoking in CNG area.		
8.	Look to see that Filler is wearing Safety shoes / Uniform.		
9.	Look to see that filler is filling one vehicle at a time & remain adjacent to vehicle whilst filling.		
10.	Look to see that filler is handling and operating the filling equipment with proper care.		
11.	Compressor operator spent <12hrs. on site. (ON LINE STATION)		
12.	Compressor operator has received training.		
13.	Safety and warning boards displayed in CNG area and in compressor area.		
14.	No flammable material kept in CNG area.		
15.	Any leak (gas, oil, water) in CNG system (Compressor, cascade, dispenser & tubing).		
16.	Fire extinguishers (within valid date) in CNG area - 1 no 10 kg DCP per compressor and 1 no 10 kg DCP type per storage cascade within compressor area, 1 no 10 kg DCP type for 2 dispensers near dispensing-area, 1 no 5 kg CO2 type each for electrical room and compressor area.		
17.	Look to see that all parts of dispensing unit i.e. pressure gauge, display unit etc. shall be intact:		
18.	First AID Box (with contents) available on site.		
19.	Compressor parameters logged in the log book and no abnormality seen (only in online station)		
20.	Housekeeping of compressor / Dispenser / Cascade. Ensure no unwanted materials are lying in dispenser / compressor area.		
	No bags, rags, bins to be kept close to the equipment		
21.	Any hot work being carried out in CNG area.		
22.	Required number of dispensing staff available on site.		
23.	Look to see that dispenser vent is connected to the common vent and gas is not locally vented rear the dispenser.		
24.	Look to see that the condition of pressure gauges, display etc. are in good condition.		
25.	Look to see that Emergency shutdown switches (ESD) are working properly by actually operating the same.		
26.	Look to see that Main inlet valve to compressor (1st one) is working properly by actually operating the same.		
27.	Look to see that All Flame proof panel are booted properly and cable entries are sealed		
28.	Look to see that All junction boxes, lamp filling etc. are flame proof and boosted properly.		
29.	Look to see that Gas detector and flame detector are in working condition and calibrated.		
30.	30 Check for any open or exposed cable ends.		
31.	Look to see that the qualification of compressor operator.		
32.	Look to see that Hydro testing of CNG Cascade.		
33.	Look to see that Electrical earthing strips are connected at appropriate location.		
34.	Electrical Room has :		
35.	Restricted Entry		
36.	Shock Chart / First Aid Chart		
37.	Exhaust Fan		
38.	Sufficient Maintenance Space		
39.	Illumination		
40.	Look to see that Electrical circulation mats in Electrical room.		
41.	Look to see that Energy Isolation switches are identified and marked		

Inspection done by :

Name :

Signature :

Date :

EMERGENCY CONTACT	
NAME	PHONE/ MOBILE No.
Emergency No.	0512-3291295 / 3249478
Head O&M	
HSE Incharge	
Work Incharge	
Contractor Representative	
Police	100
Fire	101
Ambulance	102
Any Other	

Note: Please write the phone/ mobile number of the concerned person before starting the job / work.



CONFINED SPACE ENTRY WORK PERMIT

[Applicable for Nallah Crossing, Deep Trench (>2m), & Steel Valve Chamber Entry, Underground DRS Entry etc.]

"Before filling up the permit please read the entire document very carefully"

"COPY"

Doc. No.: HSE 03
Rev. No.: 00
Eff. Date: 01/10/2011

Permit No.

Valid From AM/PM of (date) AM/PM of (date)

Permission is granted to (Section/ Contractor)

Name of Work Incharge [CUGL]

Nature of Work


Location of Work

Please check with (✓) tick mark in the appropriate box.

Sr.No.	DESCRIPTION	DONE	Not Required	REMARKS							
General											
1	Is the team properly made aware of the work										
2	Briefed by CUGL's EIC/OIC/TPI regarding the job & precaution required on confined space entry										
Atmosphere/Gas monitoring Instruments [Gas Measuring Instrument i.e. GMI / Oxygen Meter]											
3	Is the GMI in working condition & within calibration due dates?										
4	Is the Oxygen monitor in working condition & within calibration due dates ?										
Air Blower / Forced ventilation											
5	Is air blower / Forced ventilation Mechanism available to supply fresh air ?										
6	Is the lid of Valve / Underground DRS chamber open & kept open for more than 10 min before entering?										
Rescue Mechanism. (minimum two nos of Standby Person shall be deployed at the entry point holding the rope connected to the safety belt of the person inside the Confined)											
7	Is ladder (min. 2 Nos incase more than one person entering)/tripod provided for the person entering the confined space?										
8	Is rope ready to use and in good condition (without knots, oil, amendments, untwisted) for lifting valve chamber covers?										
9	Is person entering in the confined space wearing safety belt with lifeline anchored to tripod / permanent structure?										
10	Rescuer of standby person must enter in confined space with breathing apparatus or escape set. [only if required to do so]										
11	Is proper trench support i.e. shoring/shuttering/bottom support provided in case of deep trench. Nallah crossing etc?										
Fire Extinguisher / First Aid/PPEs/ Others											
12	Is fire extinguisher, made available at side is in good condition within all due dates?										
13	Is all the applicable PPE worn by the personnel at site? Breathing apparatus must be worn by the person entering the confined space if Oxygen level goes below 18% v/v										
14	Is the first aid box made available at site?										
15	Cleaning is carried out & proper lighting is provided prior to entry inside the confined space.										
1) Competent Person/Work Incharge : a) CP/WI for Nallah Crossing, Deep Trench (>2m) is Contractor's Supervisor. b) CPAWI for Steel Valve Chamber Entry, Underground DRS Entry is O&M Project Engineer Incharge.											
Date	Name and designation of Competent person (Permit Receiver)	Signature									
I have understood the above requirement and hereby agreed to abide by the above mentioned safety checks. Based on the same I shall be available at the site for the entire duration of the job and shall inform Permit Issuer about the starting of the job accordingly.											
2) Authorisation: a) Authorizing person for Nallah Crossing , Deep Trench (>2m) is CUGL's TPI / b) Authorizing person for Steel Valve Chamber Entry, Underground DRS Entry is Head O&M or responsible person Deployed by O&M (must be from O&M).											
Date	Date Name and designation of Authorising person (Permit Issuer)	Signature									
I have explained the safety & technical requirement to the competent person/Permit Receiver. He may carry out the job as per the permit subject to the fulfillment of the above safety checklist.											
3) Atmosphere Monitoring data :											
Particulars		Test required	Safe Limit	Test Values (preferable if taken by the instrument Engineer)							
				0	1	2	3	4	5	6	7
Oxygen	Yes/No										
Natural Gas	Yes/No										
Note: Reading intervals shall not exceed a gap of 30 minutes. Confined Space entry, where no hot work to be carried out, may be permitted if combustible gases are upto 5% of lower explosive limit (LEL) and the oxygen level should be 19.5% vol / vol.											
4) SPECIAL INSTRUCTIONS:											
1.0 Above mentioned Safety Precautions to be observed for entire duration of the work.											
2.0 Entry into any confined space can not proceed unless :											
2.a) All other options have been ruled out.											
2.b) Permit is issued with authorization by a responsible person.											
2.c) Permit is communicated to all affected personnel and posted , as required.											
2.d) Secure lines of communication are established.											
2.e) All person involved are competent to do the work.											
2.f) All sources of energy affecting the space have been isolated.											
2.g) Testing of atmospheres is conducted / verified and repeated.											
2.h) Stand-by person is stationed.											
3.0 Additional instructions if any											
Note: a) This permit is in Duplicate of blue and white Copies. b) This permit is valid only for that date only. c) After completion of the job Blue copy shall be returned to Issuer White copy along with the book would be returned to HSE dept.											

Work completed / stopped / area cleared at AM/PM of (date) by (Work Incharge)

NOTE: FOR EMERGENCY CONTACT P.T.O.

 CUGL	FIELD MEMO (CNG-O&M)	Section. HSE 012 Rev No.: 00 Eff. Date : 01/10/2011
Location :		Date :

Name of CNG Station..... No. : 15-16/

Name of Station Incharge / Asst. Manager / Shift Supervisor :

Activity Observed :

Subject : Non Conformity at Station :

Kind Attention :

During our site visit, we have found following Non Conformity / Non Compliance at site.		
1.	Use of Mobile Phone While CNG Dispensing.	
2.	Passenger Inside the Station and Near to the CNG filling area.	
3.	Fire Extinguisher are in inappropriate condition and numbers.	
4.	No use of earth wire while filling.	
5.	Improper Management of CNG Vehicle Que.	
6.	Improper Filling Procedure.	
7.	Work Permit System Followed (If applicable)	
8.	Any Other Conformity	

You are requested to take immediate action to rectify the same. Failure to do so will prompt CUGL to take Necessary action against you.

Engineer /HSE Incharge (CUGL)		TPI		Station in charge	
Name		Name		Name	
Signature		Signature		Signature	

CC. Dept. Incharge / HOD / MD / DC



**FIELD MEMO
(PROJECTS)**

Section. HSE 011
Rev No.: 00
Eff. Date : 01/10/2011

Location :

Date :

Name of Contractor No. : 14-15/

Name of Station Incharge / CUGL'S Representative:.....

Activity : Steel Line Construction / MDPE Laying / Boring / Plumbing / Testing - Purging / Commissioning/ Any other Activity :

Subject : Non Conformity at Site

Kind Attention :

During our site visit, we have found following Non Conformity / Non Compliance at site.

1.	Non Availability of Required of PPEs	
2.	In appropriate tools Tackles e.g. Inadequate insulation on Boring tools	
3.	Work execution without information	
4.	Non compliance in our technical specification	
5.	Improper barricading	
6.	Position of RCC Guard / Protection of Transition fitting.	
7.	Work Permit System applicable	
8.	Others:	

You are requested to take immediate action to rectify the same. Failure to do so will prompt CUGL to take Necessary action against you.

Engineer /HSE Incharge (CUGL)		TPI		Contractor	
Name		Name		Name	
Signature		Signature		Signature	

CC. Dept. Incharge / HOD / MD / DC

TIN No. : 09645602471 CIN No. : U40200UP2005PLC029538

Central UP Gas Limited
(A Joint Venture of GAIL & BPCL.)
7th Floor UPSIDC Complex
A-1/4, Lakhapur, Kanpur-208 024

CREDIT MEMO

No. CUGL/CR Date :

Station Name : JUHI

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. :

I/We undertake to pay the bill of above on presentation, failing which interest shall be payable @.....% P.M. from the date of bill.

A/c. Name.....

E. & O. E. Signature

DOC/CUGL/MKT/06/A4/400 CUSTOMER COPY

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CREDIT MEMO

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Station Name : JUHI

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CREDIT MEMO

No. CUGL/CR Date :

Station Name : CHAKERI

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. :

I/We undertake to pay the bill of above on presentation, failing which interest shall be payable @.....% P.M. from the date of bill.

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CREDIT MEMO

No. CUGL/CR Date :

Station Name : CHAKERI

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. :

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Station Name : CHAKERI

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. :

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CREDIT MEMO

No. CUGL/CR Date :

Station Name : PANKI

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. :

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CREDIT MEMO

No. CUGL/CR Date :

Station Name : MAKADIKHEDA

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. :

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No. CUGL/CR Date :

Station Name : MAKADIKHEDA

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. :

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CREDIT MEMO

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Station Name : MAKADIKHEDA

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. :

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CREDIT MEMO

No. CUGL/CR _____ Date : _____

Station Name : FAZALGANJ

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. : _____

I/We undertake to pay the bill of above on presentation, failing which interest shall be payable @.....% P.M. from the date of bill.

A/c. Name.....

E. & O. E. _____ Signature _____

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CREDIT MEMO

No. CUGL/CR _____ Date : _____

Station Name : FAZALGANJ

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. : _____

I/We undertake to pay the bill of above on presentation, failing which interest shall be payable @.....% P.M. from the date of bill.

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CREDIT MEMO

No. CUGL/CR _____ Date : _____

Station Name : FAZALGANJ

Particulars	Qty. (Kg)	Rate	Amount Rs.
CNG		Rs. per kg.	
LUBES			

Vehicle No. : _____

I/We undertake to pay the bill of above on presentation, failing which interest shall be payable @.....% P.M. from the date of bill.

A/c. Name.....

E. & O. E. _____ Signature _____

DOC/CUGL/MKT/06/A4/400 CUSTOMER COPY

CASH DEPOSIT SLIP

No. : _____ Date : _____

Shift : _____ Dispenser No. : _____

Side/s : _____

Station Name : ROHELLA

Name of the DSM : _____

	A	B
Opening Meter Reading		
Closing Meter Reading		
Total (Kg. Sold)		
Credit Sale in Kg.		
Rate		
Actual Cash Collection		

DENOMINATIONS

1	x	=
2	x	=
5	x	=
10	x	=
20	x	=
50	x	=
100	x	=
200	x	=
500	x	=
2000	x	=

Credit Sales _____

TOTAL _____

Signature of the DSM _____ Signature of the Shift Incharge Present _____

CASH DEPOSIT SLIP

No. : _____ Date : _____

Shift : _____ Dispenser No. : _____

Side/s : _____

Station Name : ROHELLA

Name of the DSM : _____

	A	B
Opening Meter Reading		
Closing Meter Reading		
Total (Kg. Sold)		
Credit Sale in Kg.		
Rate		
Actual Cash Collection		

DENOMINATIONS

1	x	=
2	x	=
5	x	=
10	x	=
20	x	=
50	x	=
100	x	=
200	x	=
500	x	=
2000	x	=

Credit Sales _____

TOTAL _____

Signature of the DSM _____ Signature of the Shift Incharge Present _____

CASH DEPOSIT SLIP

No. : _____ Date : _____

Shift : _____ Dispenser No. : _____

Side/s : _____

Station Name : ROHELLA

Name of the DSM : _____

	A	B
Opening Meter Reading		
Closing Meter Reading		
Total (Kg. Sold)		
Credit Sale in Kg.		
Rate		
Actual Cash Collection		

DENOMINATIONS

1	x	=
2	x	=
5	x	=
10	x	=
20	x	=
50	x	=
100	x	=
200	x	=
500	x	=
2000	x	=

Credit Sales _____

TOTAL _____

Signature of the DSM _____ Signature of the Shift Incharge Present _____

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : JUHI			
Name of the DSM : A B			
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : JUHI			
Name of the DSM : A B			
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : JUHI			
Name of the DSM : A B			
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : CHAKERI			
Name of the DSM :	A B		
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : CHAKERI			
Name of the DSM :	A B		
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : CHAKERI			
Name of the DSM :	A B		
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : PANKI			
Name of the DSM : A B			
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : PANKI			
Name of the DSM : A B			
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : PANKI			
Name of the DSM : A B			
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : MAKADIKHEDA			
Name of the DSM :			
	A	B	
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : MAKADIKHEDA			
Name of the DSM :			
	A	B	
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : MAKADIKHEDA			
Name of the DSM :			
	A	B	
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : FAZALGANJ			
Name of the DSM : A B			
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : FAZALGANJ			
Name of the DSM : A B			
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

CASH DEPOSIT SLIP			
No. :	Date		
Shift	Dispensor No.		
Side/s			
Station Name : FAZALGANJ			
Name of the DSM : A B			
Opening Meter Reading :			
Closing Meter Reading :			
Total (Kg. Sold) :			
Credit Sale in Kg. :			
Rate :			
Actual Cash Collection :			
DENOMINATIONS			
1	x	=	
2	x	=	
5	x	=	
10	x	=	
20	x	=	
50	x	=	
100	x	=	
200	x	=	
500	x	=	
2000	x	=	
Credit Sales			
TOTAL			
Signature of the DSM		Signature of the Shift Incharge Present	

TIN No.: 09645602471 CIN No.: U40200UP2005PLC029538

Central UP Gas Limited
(A Joint Venture of GAIL & BPCL)
CNG Filling Station, Near- Satellite Bus Stand
Pilibhit Bye pass Road, Bareilly - 243 005

CASH MEMO

No. CUGL /

Station Name : ROHELLA Date :

Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

Towards Clean Green and Natural Environment

E. & O. E. Signature

DOC/CUGL/MKT/05/A4/400

TIN No.: 09645602471 CIN No.: U40200UP2005PLC029538

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Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
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LUBES			

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Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
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LUBES			

Vehicle No.:

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CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

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Central UP Gas Limited
(A Joint Venture of GAIL & BPCL)
7th Floor, UPSIDC Complex,
A-1/4, Lakhanpur, Kanpur-208 024

CASH MEMO

No. CUGL /

Station Name : CHAKERI Date :

Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

Towards Clean Green and Natural Environment

E. & O. E. Signature

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CASH MEMO

No. CUGL /

Station Name : CHAKERI Date :

Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

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CASH MEMO

No. CUGL /

Station Name : CHAKERI Date :

Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
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CASH MEMO

No. CUGL /

Station Name : JUHI Date :

Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

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CASH MEMO

No. CUGL /

Station Name : FAZALGANJ Date :

Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

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Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

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CASH MEMO

No. CUGL /

Station Name : PANKI Date :

Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

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CASH MEMO

No. CUGL /

Station Name : MAKADIKHEDA Date :

Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

Towards Clean Green and Natural Environment

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CASH MEMO

No. CUGL /

Station Name : MAKADIKHEDA Date :

Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

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Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
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Particulars	QTY. (Kg.)	Rate	Amount Rs. P.
CNG		Rs. Per Kg.	
LUBES			

Vehicle No.:

Towards Clean Green and Natural Environment

E. & O. E. Signature

DOC/CUGL/MKT/05/A4/400



HAZARD IDENTIFICATION / NEAR MISS REPORT

Doc No. CUGL/HSE/00/F-19
Rev No. : 01
Eff. Date : 01/04/2018

No.

HAZARD IDENTIFICATION / NEAR MISS			
Location/Unit	Activity/Facility	Date	Time
Department :			
Description of Hazard / Near Miss /:			
Suggested Actions :			
SUBMITTED BY	SIGNATURE	DATE	
RECEIVED BY HSE	SIGNATURE (HSE)	DATE	
To be filled by concerned HOD :			
ACTIONS TAKEN			
Date of Action Completed :			
Action taken by :			
HOD's Signature :			

LCV MOVEMENT LOG BOOK

Page No.

LCV No.

DATE

Mother Station Readings

Sl. No.	Name The Filling Station	Coming From	Pressure (Kg/Cm2)		Time			Flow meter (Kg/Cm2)		Name & Signature of Station Tech / Incharge	Name & Sign. of Transporter Rep.	Remark
			In	Out	In	At LCV Point	Out	In	Out			

Daughter Booster Station Readings

Sl. No.	Name The Filling Station	Coming From	Pressure (Kg/Cm2)		Time			Flow meter (Kg/Cm2)		Name & Signature of Station Tech / Incharge	Name & Sign. of Transporter Rep.	Remark
			In	Out	In	At LCV Point	Out	In	Out			



COLD WORK PERMIT

Doc No. HSE 06
Rev No.: 01
Eff. Date :01/10/20

Permit No.

Valid from AM/PM of (Date) AM/PM of (Date)

Permission is granted to (section / contractor)

Name of Work Incharge (CUGL)

Nature of work

Location of work

(Please check following items and put ☒ tick mark in the appropriate box.

S. No.	HAZARD IDENTIFIED	EXISTING	ISOLATED	ACTION TAKEN
1	Equipment / work Area inspected			
2	Surrounding area checked, cleaned and covered			
3	Running water hose / portable extinguisher provided			
4	Equipment blinded / disconnected / closed / isolated			
5	Equipment properly drained / depressurized			
6	Equipment / Pipeline properly steamed / purged			
7	Proper ventilation and lighting provided			
8	Gas test done, found gas free			
9	Area Cordoned off (minimum 15 m in case of radiography)			
10	Standby personnel provided from project/O&M/Contractor			
11	Following personal protective equipment required (Check the items required) Safety Helmet / Gloves / Goggles / Safety Shoe / Boiler Suit / Dust Respirator / Mask/ Apron / Lifeline / Safety Belt / Airline / Film Badges / Dosimeter			

SPECIAL INSTRUCTIONS

1	In case of fire alarm/ any emergency all work must be stopped All personnel must leave work site and proceed to designated areas
2	Remark on toxic / hazardous chemicals, if any
3	Alternate means of escape available / provided / not required
4	This permit must be available at work site at all times.
5	Additional items, if any e.g. Safety Helmet / Gloves / Goggles/ Safety / Shoes are mandatory to wear while working.

Note : Job specific safety checklist must be attached with this permit, without checklist no permit should be issued (The issuing authority is requested to ensure the same before signing on this permit)

Name Receiver		
Date	(Work Incharge CUGL or Contractor Incharge)	Signature

I have understood the above requirement and hereby agreed to abide to abide by the above mentioned safety checks Based on the same I shall be available at the site for the entire duration of the job and shall inform permit issuer about the starting of the job accordingly.

Date	Issuer -O&M (Engineer Incharge or CNG Station Manager)	Signature
------	--	-----------

I have understood the above requirement and hereby agreed to abide to abide by the above mentioned safety checks Based on the same I shall be available at the site for the entire duration of the job and shall inform permit issuer about the starting of the job accordingly.

Permit Extended up to		Additional Precautions required if any		Signature	
Date	Time			Receiver	Issuer - O&M

Note : a) This permit is in duplicate Original is in yellow and duplicate copy is in white color with "COPY" written on top right hand corner
b) After completion of the job yellow copy shall be returned to issuer. White copy along with the book would be returned to HSE dept.

Work Completed / stopped / area cleared atAM/PM.....(Date) by.....
(PLEASE RETURN PERMIT TO ISSUER)



PERMIT TO WORK FOR ENERGY ISOLATION

[Gas / Electrical Isolation for CNG Station]

" Before filling up the permit please read the entire document very carefully "

Doc. No.: HSE 04

Rev. No.: 00

Eff. Date: 01/10/2011

Permit No. _____
Valid from _____ AM/PM of _____ (Date) _____ AM/PM of _____ Date _____
Permission is granted to (Section/Contractor) _____
Name of Work Incharge (CUGL) _____
Permitted Hot Work _____
Location of work _____
Please check with (✓) tick mark in the appropriate box.

1] STEPS TO BE FOLLOWED TO DE-ENERGIZE THE SYSTEM:				
A] ELECTRICAL ISOLATION:				
Sr. No.	Check Point	Lock No.	Tag No.	Remarks
a	Isolate the main incomer in electric room. Put Lock & tag on it.			
b	Isolate the main incomer of capacitor bank at electrical room. Put lock & tag on it.			
c	Before carry out the work at capacitor bank check for voltage with proper instrument & voltage should be zero	Voltage Reading		
d	Isolate main feeder for CNG compressor. Put Lock & tag on it.			
e	Isolate main switch on compressor. Put lock & tag on it.			
B] GAS ISOLATION [COMPRESSOR]				
a	Isolate the inlet gas suction valve. Put lock & tag on it.			
b	Vent the gas in the compressor gradually & safely			
c	Once the gas is completely vented isolate the discharge valve of the compressor. Put lock & tag on valve and note the pressure reading of following			
	1] Suction Pressure Bar			
	2] Discharge Pressure Bar			
	3] Suction filter Pressure Bar			
C] GAS ISOLATION [DISPENSER]				
a	Isolate the main incomer in electric room. Put Lock & tag on it.			
b	Isolate the inlet valve of dispenser & tag it			
c	Vent the gas in the dispenser gradually & safely			
d	Once the gas is completely vented close the isolation valve/emergency valve of the dispenser and note down the pressure of the following			
	1] Pressure in Side A Bar			
	2] Pressure in Side B Bar			
D] GAS ISOLATION [CASCADE]				
a	Isolate the Outlet valve of cascade Put Lock & tag on it			
2] Competent Person / Work Incharge i.e. CP/WI for taking the Energy isolation permit is Engineer incharge of Projects/Station Incharge of O&M				
Date	Name and designation of Competent Person/Work Incharge (Permit Received)	Signature		
I have understood the above requirement and hereby agreed to abide by the above mentioned safety checks. Based on the same I shall be available at the site for the entire duration of the job and shall inform permit issuer about the starting of the job accordingly.				
3] Authorisation: Authorizing person for granting permission of Gas/Electrical Isolation for CNG station is Head O&M or responsible Person deployed by the Dept. Head (Must be from O&M dept.)				
Date	Name and designation of Competent Person/Work Incharge (Permit Received)	Signature		
I have explained the safety & technical requirement for working Gas/Electrical isolation for CNG Station to the competent person/Permit Receiver. He may carry out the job as per the permit subject to the fulfillment of the LOTO [lock out tag out procedure] checklist as mentioned above.				
4] STEPS TO BE FOLLOWED TO ENERGIZE THE SYSTEM :				
Sr. No.	Check Point			
A] ENERGIZING THE COMPRESSOR :				
a	Remove lock and tag from the discharge valve of the compressor.			
b	Open the discharge valve and close the vent valve.			
	Remove the lock and tag from the inlet suction valve. Open the inlet valve			
B] ENERGIZING THE CAPACITOR BANK/MAIN ELECTRICAL PANEL IN ELECTRICAL ROOM:				
a	Remove the lock and tag of the main capacitor incomer. Switch ON the capacitor main incomer			
b	Remove lock & tag of main incomer. Switch ON the main incomer			
c	Remove lock & tag of main feeder of the compressor. Switch ON the feeder			
d	Remove lock & tag of main switch from compressor electric panel. Turn the Switch ON			
C] ENERGIZE THE DISPENSER				
a	Close the vent line valve and remove the tag on main inlet valve of the dispenser. Open the inlet valve.			
b	Remove the lock & tag on the main switch / MCB and switch ON dispenser main incomer in electric room			
c	Open the isolation valve / emergency valve			
5] SPECIAL INSTRUCTIONS				
1.0	Above mentioned Safety Precautions on be observed for entire duration of the work.			
2.0	Any Isolation of energy system, mechanical, electrical, process, hydraulic and others can not proceed unless.			
2.a	Permit is issued with authorization by a responsible person [Shall be the respective Department Head or Responsible Person deployed by the Dept Head]			
2.b	The method of isolation and discharges of stored energy are agreed and excuted by the Permit Issuer and Permit Receiver			
2.c	Any stored energy is discharged			
2.d	A System of locks and tags is utilized at isolation points.			
2.e	A test is conducted to ensure the isolation is effective			
2.f	Isolation effectiveness is periodically monitored			
3.0	Additional instructions if any.....			
Note:	a) This permit is in Triplicate of Original one is in pink and other two copies are white in color with "COPY1" & "COPY2" Printed on top right hand corner of the page.			
	b) This permit is valid only for the date only.			
	c) After completion of the job pink copy shall be returned issuer (O&M Dept.) white Copy 1 shall be retained by the permit receiver and white copy no. 2 with the book would be returned to HSE dept.			

Work completed/Stopped/area Cleared at _____ AM/PM of _____ (Date by _____ Work incharge)

NOTE : FOR EMERGENCY CONTACT P.T.O.

	Permit to work [HOT WORK PERMIT] <small>(Activity which may produce enough heat to ignite a flammable air-hydrocarbon mixture or a flammable substance-petroleum Rules 2001/OISD 105)</small> " Before filling up the permit please read the entire document very carefully "	Doc. No.: HSE 04 Rev. No. : 00 Eff. Date: 01/10/2011
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Permit No. _____
 Valid from _____ AM/PM of _____ (Date) _____ AM/PM of _____ Date _____
 Permission is granted to (Section/Contractor) _____
 Name of Work Incharge (CUGL) _____
 Permitted Hot Work _____
 Location of work _____
 Please check with (✓) tick mark in the appropriate box.

1) HAZARD ISOLATION :				
Sr. No.	HAZARD IDENTIFIED	EXISTING	ISOLATED	ACTION TAKEN
a	Equipment electrically isolated and tagged	Yes / No	Yes / No	FOR CNG station obtain Energy Isolation Work Permit
b	Tagging of Isolation valves of charged gas Lines	Yes / No	Yes / No	
c	Mechanical Power	Yes / No	Yes / No	
d	Corrosive Chemicals like Ethyl Mercaptan odorant etc.	Yes / No	Yes / No	
e	Pressurised Gases	Yes / No	Yes / No	
f	Natural Gas / Other Harmful Gasses	Yes / No	Yes / No	
g	Public and Traffic Hazard	Yes / No	Yes / No	

2) WORK SITE PREPARATION				
Sr. No.	PARTICULARS	DONE	NOT REQUIRED	REMARKS
a	Shield against spark Provided (Shield material should be non-flammable and should be kept wet with water)			
b	Welding machine is in good condition and checked for safe location			
c	Check for earthing return connection to the equipment being welded			
d	Portable equipments / Nozzles Properly grounded			
e	Pipelines Purged / Inserted with Nitrogen (Purging report submitted to O&M Dept.)			
	Documentation Completed in line with			
	1. Work Procedures.			
	2. Time Schedule			
	3. Sketches / Drawings			
f	4. Any other supporting Document e.g. permit to work for Energy isolation/Confined space etc required.			
g	Intimation to Customers who will be Affected (Applicable)			

3) SPECIFIC PIPE & OTHER REQUIREMENTS				
Sr. No.	PARTICULARS	YES	NO	REMARKS IF ANY
a	Safety Helmet			
b	Reflective Jacket			
c	Safety Shoe / Gum Boot			
d	Hand Gloves			
e	Ear Protection / Eye / Face Protection / Respiratory Protection			
f	Tool Box Tag Conducted (Tool Box Filled form Submitted to O&M Dept.)			
g	Safety Harness / Safety Belt			
h	Area Cordoned off and Working Signages Displayed			
i	Minimum two nos. Fire Extinguishers (ABC Type 10Kg.) with valid testing / refilling dates available on site.			

3) Atmosphere Monitoring Date										
Particulars	Test required	Safe limit	Test Values (Preferable if taken by the instrument Engineer)							
			0	1	2	3	4	5	6	7
Oxygen	Yes / No									
Natural Gas	Yes / No									
Others	Yes / No									

2) Competent Person / Work incharge i.e.) CP/WI for this permit is Engineer Incharge of Projects / O&M		
Date	Name and designation of Competent Person/Work Incharge (Permit Received)	Signature
I have understood the above requirement and hereby agreed to abide by the above mentioned safety checks. Based on the same I shall be available at the site for the entire duration of the job and shall inform permit issuer about the starting of the job accordingly.		

3) Authorisation: Authorizing person for granting permission is Head O&M or Responsible Person deployed by the dept Head in his/her absence (Must be from O&M dept.)		
Date	Name and designation of Competent Person/Work Incharge (Permit Received)	Signature
I have examined the site & I am satisfied that the work specified may be carried out subject to compliance with above conditions & satisfactory test results.		
I have explained the safety & technical requirement to the competent person/Permit receiver. He may carry out the job as per the permit subject to the fulfillment of the checklist as mentioned above.		

- SPECIAL INSTRUCTIONS:**
- 1) Above mentioned Safety Precautions to be observed for entire duration of the work.
 - 2) In case of fire alarms, all work must be stopped and fire water must be closed, an personnel must leave work site and proceed to designated areas.
 - 3) In case of liquid/gas release, stop work and immediately advise concerned operation personnel.
 - 4) Only certified vehicle / engines with spark arrester and permitted type of electrical equipment and tools are allowed in operation areas.
 - 5) For hot tapping, ensure continuous/sufficient flow in the line.
 - 6) This permit must be available at work site at all the times.
 - 7) No hot work shall be permitted unless the Explosive meter reading is zero.
 - 8) Vessel entry where no hot work to be carried out may be permitted if combustible gases are up to 5% of lower explosive limits (LEL) with an air supplied mask may be permitted with LEL upto 50% The Oxygen level should be 19.5% vol and the concentration of toxic gases below the threshold limits.
 - 9) Additional instruction if any

Permit Extended upto	Additional Precaution / Required if any	Signature
Date	Time	Receiver
		Issuer Head O&M

Note: a) This permit is in quadruplicate: Original one is in pink and other three copies are white in color with "COPY1", "COPY2" AND "COPY3" Printed on top right hand corner of the page
 b) After completion of the job pink copy shall be returned issuer (O&M Dept.) white Copy 1 shall be retained by the permit receiver and white copy no. 2 and 3 along with the would returned to HSE dept.
 c) The safety officer/Fire officer/Officer Authorised will make periodic check of the Hot Work sites and see that the work is being carried out as per conditions laid down in the Hot Work Permit. At any point of time, if the considers that conditions are not safe enough for the work he may suspend the work and inform the Work Permit issuing Authority to restore the safety conditions, so the work can be restarted.

Work completed/Stopped/area Cleared at _____ AM/PM of _____ (Date by _____ Work incharge)

BHARAT PETROLEUM)

A-1/4, Lakhanpur, Kanpur - 208 024, U.P.

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(A JOINT VENTURE OF GAIL &
Regd. Off. : 7th Floor, UPSIDC Complex,

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CENTRAL UP GAS LIMITED, BAREILLY
AFTER SALE SERVICE REPORT

Complaint No. :	Control Room :
Complaint Date Time :	Arrival Date Time :
Type of Customer : Industrial/ Commercial/ Gen./ D-comm.	Address
CRN No.
Customer Name
Conversion/ Commissioning Date	Contact No.

Meter No. Open Meter Reading Close Meter Reading

Nature of Complain

.....

Action Taken / Job Description

.....

.....

.....

Charges Details (As per CUGL SOR for after sale Services) :

S.N.	Item Details	Unit	Quantity	Rate as per SOR	Amount	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
Total Amount						

Amount Received with thanks from

Cash / Cheque No. Bank Name Dated

Customer Comments:-

☐ Y ☐ N

The Problem is rectified and job is completed to customer's satisfaction.

Customer Remarks / Feedback (If any) :

Signature : Customer

Signature : Plumber / Technician

CENTRAL U.P. GAS LIMITED, KANPUR

SHIFT PROGRESS REPORT

Date : Shift : Shift Incharge :

1.	STOCK FOR EMERGENCY	OK	NOT OK	REMARKS	
1.1	MATERIAL REQUIRED A) C) B) D)				
2.	PENDING COMPLAINTS	Attended (Nos.)	Pending (Nos.)	Remarks	
2.1	FLAME PROBLEM				
2.2	NO GAS SUPPLY				
2.3	GI WORK				
2.4	PE WORK				
2.5	CONVERSION				
2.6	METER RELATED ISSUES				
2.7	OTHERS				
3.	TOOLS & TACKLES	OK	NOT OK	Remarks	
3.1	FUSION MACHINE KIT				
3.2	GENSET				
3.3					
3.4	SQUEEZER-HYDRAULIC				
3.5	AULIC SQUEEZER-MANNUAL				
4.	CONTRACTOR	S/Sr. Tech	P/ Tech	H	Remarks
4.1	Attendance	Present			
		Absent			
		OK	NOT OK		
4.1	PPE				
4.2	TOOLS				
5.	EMERGENCY PREP	OK	NOT OK	Remarks	
5.1	FIRE EXTINGUISHERS				
5.2	GAS DETECTOR				
	CONDITION				
	AVAILABILITY				
	CHARGING				
6.	PATROLLING	Patroller	Contact No.	Remarks	
6.1	Attendance	Present			
		Absent			
6.2	DIGGING WORK GOING ON AT	AREA	Contact Person No.		
6.3	LINE EXPOSED AT	1.			
		2.			
		3.			
		4.			
7.	EMERGENCY VEHICLE	Odometer Reading (KM)	Remarks		
	Shift In				
	Shift Out				

CUSTOMER COMPLAINT BOOK

Page No.

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CENTRAL U.P. GAS LIMITED
KANPUR
LINE WALK PATROLLING

No. _____

Pipeline Section : _____

Date : _____

Sr. No.	DESCRIPTION	OBSERVATION
1.	Manual Test Station a) Missing b) Damage c) Status of Painting	
2.	Boundary Maker a) Missing b) Damaged	
3.	Warning Boards a) Missing b) Damaged c) Status of Painting	
4.	Valve Chamber a) Damaged b) Status of Painting c) Visibility / Accessibility.	
5.	R. O. U. Washouts / Excavation	
6.	Distance of W/O from P/L	
7.	Pipeline Exposure	
8.	R.O.U. a) New b) Old c) Trees	
9.	Conditions of Crossing a) Railway Crossing b) Road Crossing c) Canal Crossing d) River Crossing	
10.	Any other observation	

Remark :

Review remarks :

Reviewed by

Inspected by

Name :

Name :

Designation :

Designation :

REGISTER

Start Time / Date	Total Time Duration	Activity Carried Out	Spare Consumed	Remarks/Signature

CENTRAL UP GAS LIMITED

DISPENSER MAINTENANCE

Sl. No.	Date	Site	Dispenser Type Dispenser Sr. No.	Type of Maintenance	Stop Time / Date

48
Name of Article
वस्तु का नाम

[illegible]

Name of Article
वस्तु का नाम

[illegible]

SOR (SCHEDULE OF RATES)

SECTION-VII