



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

**BID DOCUMENT FOR THE**  
**MISCELLANEOUS MANPOWER**  
**SERVICES FOR JHANSI FOR 01 YEAR**

**BID DOCUMENT NO : CUGL/C&P/TEN2324/34**

**E-TENDER NO. : 55162**

**OPEN DOMESTIC COMPETITIVE BIDDING**

<u>INDEX</u>	
<u>S.No.</u>	<u>INDEX HEADING</u>
<b>1</b>	<b>IFB (INVITATION FOR BID)</b>
<b>2</b>	<b>ITB (INSTRUCTION TO BIDDER)</b>
<b>3</b>	<b>GCC (GENERAL CONDITIONS OF CONTRACT)</b>
<b>4</b>	<b>BEC (BID EVALUATION CRITERIA)</b>
<b>5</b>	<b>FORMS &amp; FORMATS</b>
<b>6</b>	<b>SCC (SPECIAL CONDITIONS OF CONTRACT)/ SOW (SCOPE OF WORK)</b>
<b>7</b>	<b>HSE SPECIFICATION</b>
<b>8</b>	<b>SOR (SCHEDULE OF RATES)</b>

**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/TEN2324/34**

**Date: 17.06.2023**

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.	<b>Project</b>	City Gas Distribution
2.	<b>Name of Work</b>	Miscellaneous Manpower Services for Jhansi
3.	<b>Scope of Work</b>	As per Tender Document
4.	<b>Contract Period</b>	01 year from the date of award
5.	<b>Bid Validity</b>	120 days from the bid due date
6.	<b>Bid Security/EMD</b>	Rs. 1,16,705/-
7.	<b>Pre-Bid Meeting</b>	<u>NA</u>
8.	<b>Bid Due Date with Time</b>	<u>03.07.2023 up to 15:00 Hrs.</u>
9.	<b>Type of Bid</b>	Two Bid System
10.	<b>Basic of Evaluation</b>	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

*(Sunil Kumar)*  
*17/06/23*  
(Sunil Kumar)  
Sr. Manager (C&P)

रजिस्टर्ड ऑफिस : सातवाँ तल, यूपीएसआईडीसी 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, Lakhanpur, 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

# CHECK LIST

Sl. No.	Description	YES/NO
1.	Tender document signed & stamped	
2.	Three year Audited Balance sheet (FY-2019-20, 2021-21 & 2021-22) alongwith ITR duly complied with UDIN	
3.	BEC Related documents as asked in BEC	
4.	SOR Quoted	
5.	All forms and formats F-1 TO F-16 to be filled with all required details	
6.	MSME/Udyam certificate (Small & Micro)	
7.	EMD/Bid Security (If bidder not MSME )	

Place:

[Signature of Authorized Signatory]

Date:

Name:

Designation:

Seal:

**ITB**  
**(INSTRUCTION TO**  
**BIDDER)**

**SECTION-II**

## GENERAL INSTRUCTIONS TO BIDDERS FOR E-TENDERING

1. Interested parties may download the tender from CUGL website (<https://cugl.co.in/>) or from the e-tendering website (<https://cugl.abcprocure.com>) and participate in the tender as per the instructions given therein, on or before the due date of the tender. The tender available on the CUGL website can be downloaded for reading purpose only. For participation in the tender, please fill up the tender online on the e-tender system available on <https://cugl.abcprocure.com>.
2. For registration on the e-tender site <https://cugl.abcprocure.com>, you can be guided by the “Instructions to Vendors” available under the download section of the homepage of the website. As the first step, bidder shall have to click the “Register” link and fill in the requisite information in the “Bidder Registration Form”. Kindly remember your e-mail id (which will also act as the login ID) and the password entered therein. Once you complete this process correctly, you shall get a system generated mail. Login in to the portal using your credentials. When you log in for the first time, system will ask you to add your Digital Signature. Once you have added the Digital Signature, please inform us by mail to the vendor administrator [sonu@abcprocure.com](mailto:sonu@abcprocure.com), [satabdi@abcprocure.com](mailto:satabdi@abcprocure.com) with a copy to [info@abcProcure.com](mailto:info@abcProcure.com) for approval. Once approved, bidders can login in to the system as and when required.
3. As a pre-requisite for participation in the tender, vendors are required to obtain a valid Digital Certificate of **Class III** and above (having both signing and encryption certificates) as per Indian IT Act from the licensed Certifying Authorities operating under the Root Certifying Authority of India (RCIA), Controller of Certifying Authorities (CCA). **The cost of obtaining the digital certificate shall be borne by the vendor.**

In case any vendor so desires, he may contact our e-procurement service provider M/s. E-Procurement Technologies Limited, Ahmedabad (Contact no. Tel: +91 79 6120 0580 | 0567 & Mobile: +91 9099090830| 6353217080) for obtaining the digital signature certificate.

4. Corrigendum/ amendment, if any, shall be notified on the site <https://cugl.abcprocure.com>. In case any corrigendum/ amendment is issued after the submission of the bid, then such vendors who have submitted their bids, shall be intimated about the corrigendum/amendment by a system-generated email. It shall be assumed that the information contained therein has been taken into account by the vendor. They have the choice of making changes in their bid before the due date and time.
5. Price bid of only those vendors shall be opened whose Techno-Commercial bid is found to be acceptable to us. The schedule for opening the price bid shall be advised separately.
6. Directions for submitting online offers, electronically, against e-procurement tenders directly through internet:
  - (a) Vendors are advised to log on to the website (<https://cugl.abcprocure.com>) and arrange to register themselves at the earliest, if not done earlier.
  - (b) The system time (IST) that will be displayed on e-Procurement web page shall be the time considered for determining the expiry of due date and time of the tender and no other time shall be taken into cognizance.
  - (c) Vendors are advised in their own interest to ensure that their bids are submitted in e-Procurement system **well before the closing date and time** of bid. If the vendor intends to change/revise the bid already submitted, they shall have to withdraw their bid already submitted, change/ revise the bid and submit once again. **In case vendor is not able to complete the submission of the changed/ revised bid within due date & time, the system would consider it as no bid has been received from the vendor against the tender and consequently the vendor will be out of contention.** The process of change/ revise may do so any number of times till the due date and time of submission deadline. However, no bid can be modified after the deadline for submission of bids.
  - (d) Once the entire process of submission of online bid is complete, they will get an auto mail from the system stating you have successfully submitted your bid in the following tender with tender details.
  - (e) Bids/ Offers shall not be permitted in e-procurement system after the due date/ time of tender. Hence, no bid can be submitted after the due date and time of submission has elapsed.
  - (f) No manual bids/offers along with electronic bids/offers shall be permitted.

7. No responsibility will be taken by CUGL and/or the e-procurement service provider for any delay due to connectivity and availability of website. They shall not have any liability to vendors for any interruption or delay in access to the site irrespective of the cause. It is advisable that vendors who are not well conversant with e-tendering procedures, start filling up the tenders much before the due date/time so that there is sufficient time available with him/her to acquaint with all the steps and seek help if they so require. Even for those who are conversant with this type of e-tendering, it is suggested to complete all the activities ahead of time. It should be noted that the individual bid becomes viewable only after the opening of the bid on/after the due date and time. Please be reassured that your bid will be viewable only to you and nobody else till the due date/ time of the tender opening. The non-availability of viewing before due date and time is true for e-tendering service provider as well as CUGL officials.
8. CUGL and/or the e-procurement service provider shall not be responsible for any direct or indirect loss or damages and or consequential damages, arising out of the bidding process including but not limited to systems problems, inability to use the system, loss of electronic information etc.

In case of any clarification pertaining to e-procurement process, the vendor may contact the following agencies/ personnel:

**FOR SYSTEM RELATED ISSUES:**

M/s. E-Procurement Technologies Limited:  
Contact Numbers: 9081003339/7968136832  
E-mail id: [allocation@eptl.in](mailto:allocation@eptl.in)

**FOR TENDER RELATED QUERIES:**

(1) NAME, Designation, Department  
Phone: 0512 2582455 Mr. Sunil Kumar  
E-mail: [snkumar@cugl.co.in](mailto:snkumar@cugl.co.in)

(2) NAME, Designation, Department  
Phone: 0512- 2582455, Ms. Sushmita  
E-mail: [sushmita@cugl.co.in](mailto:sushmita@cugl.co.in)



## **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 Work (SOW)
- Section –VII: HSE Specification
- Section-VII: 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.

## **10.0 DOCUMENTS COMPRISING THE BID**

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

### **11.1.1 Part-I : TECHNO-COMMERCIAL UN-PRICED BID (PART-1)**

**Part-I:** Techno-commercial/un-priced Bid 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.

Further, Bidders are required to upload the scanned copy of EMD/ Bid Security on e-tender portal within due date & time, the hard copy of same must be received in CUGL office, in a sealed envelope, superscribing the details of Tender Document (i.e. tender number & tender for) within 5 days from the Bid Due Date.

Sr. Manager (C&P)  
 Central UP Gas Ltd,  
 UPSIDC Complex 7th Floor, A-1/4,  
 Lakhanpur, Kanpur,  
 Uttar Pradesh 208024

Bidders are required to submit the EMD in original by Bid Due Date and Time or upload a scanned copy of the same in the Part-I of the Bid. If the Bidder is unable to submit EMD in original by Bid Due Date and Time, the Bidder is required to upload a scanned copy of the EMD in Part-I of Bid, provided the original EMD, copy of which has been uploaded, is received within 5 days from the Bid Due Date, failing which the Bid will be rejected irrespective of their status/ranking in tendering process and notwithstanding the fact that a copy of EMD was earlier uploaded by the Bidder.

#### **11.1.2 PART-II : "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 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** NA

## **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 n 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' 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 avliable) 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 it's 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 quote their prices accordingly.

13.12 Contractor is required to take U.P. GST registration in accordance to the tender terms & conditions.

#### **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 Submission of bid Through Online**

22.1 WEB PORTAL FOR Bid Submission online <https://cugl.abcprocure.com> For More information please visit our Website and find the attached General Instruction for online bid submission.

Bid must be submitted through e-tender mode in the manner specified in Tender Document. No Manual/ Hard Copy (Original) Bid shall be acceptable.

### **22.0 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 after the Bid Due Date & Time of tenders will be treated as late bids. However, e-tendering system of CUGL shall close immediately after the Due Date & Time of Bid submission and no bids can be submitted thereafter.

In case the EMD /physical documents have been received but the Bid is not submitted by the bidder or submitted incomplete in the e-tender Portal within the stipulated time, such EMD/ bid security shall be returned and such bid shall not be considered.

- 24.2 EMD /physical documents received to address other than one specifically stipulated in the Tender Document will not be considered for evaluation/opening/award if not received to the specified destination within stipulated date & time.

#### **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. 29 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 EXTENSION OF CONTRACT**

40.1 The contract may be extended upto 6 months on same Prices and discounts, if any and other terms & conditions upon satisfactory performance.

### **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**

### **1. DEFINITIONS OF TERMS:**

In this CONTRACT (as hereinafter defined) the following words and expressions shall have the meaning here by assigned to them except where the context otherwise required.

- 1) The OWNER/COMPANY/CUGL mean CENTRAL UP GAS LIMITED, an undertaking registered under The Indian Co. Act, 1956 having its Registered & Corporate office at 7TH Floor UPSIDC complex, A-1/4 lakhanpur Kanpur-208024 and includes its successors and assigns.
- 2) The "CONTRACTOR" means the person or the persons, firm or company or Corporation whose tender has been accepted by the OWNER and includes the CONTRACTOR'S legal Representatives his successors and permitted assigns.
- 3) The "PROJECT LEADER / CONTRACT COORDINATOR / PROJECT COORDINATOR" shall mean the person/ persons designated from time to time by the CUGL and shall include those who are expressly authorized by him to act for and on his behalf for operation of this CONTRACT.
- 4) The "WORK" shall means and include all items and things to be supplied/done and services activities to be performed by the CONTRACTOR in pursuant to and in accordance with CONTRACT or part thereof as the case may be and shall include all extra, additional, altered or substituted works as required for purpose of the CONTRACT.
- 5) "CONTRACT DOCUMENTS" means collectively the Tender Documents, Designs, Drawings, Specification, Schedule of Quantities and Rates, Letter of Acceptance and agreed variations if any, and such other documents constituting the tender and acceptance thereof.
- 6) The "SUB-CONTRACTOR- means any person or firm or Company (other than the CONTRACTOR) to whom any part of the work has been entrusted by the CONTRACTOR, with the written consent of the PROJECT LEADER, and the legal representatives, successors and permitted assigns of such person, firm or company.
- 7) The "CONTRACT" shall mean the Agreement between the OWNER and the CONTRACTOR for the execution of the works including therein all contract documents.
- 8) The "TENDER" means the proposal along with supporting documents submitted by the CONTRACTOR for consideration by the OWNER.
- 9) The "ALTERATION ORDER" means an order given in writing by the PROJECT LEADER to effect additions to or deletions from and alteration in the works.
- 10) The "COMPLETION CERTIFICATE" shall mean the certificate to be issued by the PROJECT LEADER when the works have been completed in accordance of CONTRACT DOCUMENT to his satisfaction.
- 11) The "FINAL CERTIFICATE" in relation to a work means the certificate regarding the satisfactory compliance of various provision of the CONTRACT by the CONTRACTOR issued by the PROJECT LEADER/OWNER after the period of liability is over.
- 12) The "APPOINTING AUTHORITY" for the purpose of arbitration shall be the MANAGING DIRECTOR or any other person so designated by the OWNER.
- 13) "SITE" shall mean the lands and other places on, under in or through which the works are to be carried out and any other lands or places provided by the owner.
- 14) "NOTICE IN WRITING OR WRITTEN NOTICE" shall mean a notice in written, typed or printed

characters sent (unless delivered personally) or otherwise proved to have been received by the addressee by registered post to the latest known private or business address or registered office of the addressee and shall be deemed to have been received in the ordinary course of post it would have been delivered.

- 15) "APPROVED" shall mean approved in writing including subsequent written confirmation of previous verbal approval and "APPROVAL" means approval in writing including as aforesaid.
  - 16) "FAX/LETTER OF INTENT" shall mean intimation by a FAX/Letter to Tenderer(s) that the tender has been accepted in accordance with the provisions contained in the letter.
  - 17) "DAY" means a day of 24 hours from midnight to midnight irrespective of the number of hours worked in that day.
  - 18) "WORKING DAY" means any day which is not declared to be holiday or rest day by the OWNER.
  - 19) "WEEK" means a period of any consecutive seven days.
  - 20) "VALUE OF CONTRACT" shall mean the sum accepted or the sum calculated in accordance with the prices accepted in tender and/or the CONTRACT rates as payable to the CONTRACTOR for the entire execution and full completion of the work.
2. The contractor hereby confirms that he has already inspected the work site has clearly assessed the nature and extent of work and the conditions under which it will be carried out.
  3. Contractor hereby agrees to provide services and necessary supervision to carry out the work set down in the Schedule of works which forms part of this contract in accordance with the conditions of contract laid down in this part of the contract read in conjunction with specific instructions given in part of this contract by utilizing the materials / services if any, agreed to be given by the Company and listed in Annexure. The contractor has to provide necessary services to carry out the work. The work executed shall be to the satisfaction of CUGL, and contract rates shall include for any incidental and contingent work although not specifically mentioned in the contract but is necessary and for its completion in an efficient and workman like manner.
  4. The rates agreed herein shall remain firm till the expiry of the contract and extended period. The contractor shall not be entitled to any increase or revision (except Statutory) or any other right or claim whatsoever by way of representation, explanation or statement or elect to have been given away by any employee representation or any undertaking or promise given or elect to have been given by any employee of the company or due to contractor's own ignorance or on account of any difficulties or hardship faced by him. His rates are all inclusive. However, service tax as imposed by State / Central Govt. if applicable, shall be payable by CUGL at actual subject to submission of service tax regn. No.
  5. All persons deployed by the contractor shall be on his pay roll and should pay wages, PF contribution and Bonus as prescribed by Govt. and the company have no liability whatsoever in this regard. The persons deployed by the contractor shall remain under his control, supervision & discipline. The CONTRACTOR shall have the power to transfer, re-deploy and terminate their services. The CONTRACTOR shall regular and full payment of wages and salaries not less than the minimum wages, as applicable to the persons engaged by him as required by him under the law.
  6. No part of the contract or any share of interest therein shall in any manner or degree be transferred / assigned or sublet by the contractor directly or indirectly to any persons, firm or corporation whatsoever.
  7. The Contractor shall be responsible for providing proper services and exercise control over persons deployed by him. He shall also be bound to prohibit and present his employee from taking any direct and indirect interest and/or support, assist, maintain, or help from any person or persons engaged in any anti-social activities demonstrations riots or agitation, which may in any way be detrimental or prejudicial to the inter- land / properties in the neighborhood. In the event of any such actions by his persons or persons, contractor shall be fully and exclusively responsible therefore and shall keep the company harmless and indemnified from any consequential claims, actions, suits, proceedings, losses , or damages on any ground whatsoever.



8. All persons of the contractor entering on work premises shall be properly and neatly dressed and wear badges/ Identity cards while working on premises of the company including work site. The contractor shall provide safety shoes, uniform as desired by CUGL.
9. In case of the company considers presence of any of the persons of the contractor undesirable for whatever reasons including integrity, conduct, competence, 24 hours notice in writing will be given by company to the contractor on receipt of the said notice , such a person will not be reemployed without express and written authorization of CUGL.
10. Any failure on part of the COMPANY at any time to enforce the strict observance of the performance of any of the terms and conditions of this CONTRACT or non-exercise of any right mentioned in the contract shall not constitute a waivers of such terms, conditions or rights and shall not affect or deprive the COMPANY to exercise the same at any later date.
11. CONTRACTOR shall from time to time during the progress of the service issue such further instructions as shall be necessary for the purpose of proper and adequate execution of the services.
12. The contractor shall remove or replace any workman whom the company considers incompetent or unsuitable.
13. CUGL reserves the right to alter the scope of work in quantum as per the urgency of work. The contractor shall accordingly provide services as may be required by contract coordinator on giving a notice of two days
14. CONTRACTOR shall exclusively be liable for non-compliance of the provisions of any acts, laws rules and regulations having execution, bearing over engagement of worker directly or indirectly for execution of work and the CONTRACTOR hereby undertakes to indemnify CENTRAL UP Gas Limited against all actions, suits, proceedings, claims, losses, damages etc. which may be arise under Minimum Wages Act Industrial Dispute Act, Family pension and Deposit Linked Insurance scheme or any other Act or statutes not herein specifically mentioned but having direct or indirect application for the persons engaged by the CONTRACTOR under this CONTRACT.
15. Company shall not be liable for or in respect of any damages or compensation for any injuries or for any occupational diseases to any persons engaged by the CONTRACTOR and the CONTRACTOR shall keep the company indemnified thereof.
16. The contractor shall be liable for making good all damages / losses arising out of theft, breakage, pilferage of any office furniture, equipments, fittings and fixtures whatsoever it may be caused directly or indirectly.
17. The CONTRACTOR/his employees/agents/representatives shall not communicate or use in advertising, publicity, sales releases or in any other medium, photographs, or other reproduction of the work under this CONTRACT or descriptions of the site dimensions, quantity, quality or other information, concerning the work unless prior written permission has been obtained from the OWNER.
18. **RIGHT OF OWNER TO ACCEPT OR REJECT TENDER:-**

The right to accept the tender will rest with the OWNER. The OWNER, however, does not bind himself to accept the lowest tender, and reserves to itself the authority to reject any or all the tenders received without assigning any reason whatsoever. The whole work may be split up between more than one CONTRACTORS or accept in part (not entirely) if considered expedient. Quoted rates should hold good for such eventualities.

Tenders in which any of the particulars and prescribed information are missing or are incomplete in any respect and/or the prescribed conditions are not fulfilled are liable to be rejected. The Tender containing uncalled for remarks or any additional conditions are liable to be rejected.

Canvassing in connection with tenders is strictly prohibited and tenders submitted by the Tenderers who resort to canvassing will be liable to rejection.

19. **TENDERER'S RESPONSIBILITY:-**

The intending tenderers shall be deemed to have visited the SITE and familiarised themselves thoroughly

with the site conditions before submitting the tender. Non- familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the works in strict conformity with the DRAWINGS and SPECIFICATIONS.

**20. SIGNING OF THE CONTRACT:-**

The successful tenderer shall be required to execute an AGREEMENT in the proforma attached with Tender Document within 21 days of the receipt by him of the LETTER OF INTENT OR WORK ORDER whichever is earlier.

**21. NOTE TO SCHEDULE OF RATES:-**

The Schedule of Rates should be read in conjunction with all the other sections of the tender. The tenderer shall be deemed to have studied the DRAWINGS, SPECIFICATIONS and details of WORK to be done within TIME SCHEDULE and to have aquatinted himself of the conditions prevailing at site. Rates must be filled in the schedule of Rates of original Tender Documents. If quoted in separate typed sheets, no variation in item description or specification shall be accepted. Any exceptions taken by the tenderer to the schedule of Rates shall be brought out in the terms and conditions of offer.

The quantities shown against the various items are only approximate. Any increase or decrease in the quantities shall not form the basis of alteration of the rates quoted and accepted.

The OWNER reserves the right to interpolate the rates for such items of work falling between similar items or lower and higher magnitude.

**22. POLICY FOR TENDERS UNDER CONSIDERATION:-**

Only those Tenders which are complete in all respects and are strictly in accordance with the Terms and conditions and Technical Specifications of Tender Document, shall be considered for evaluation. Such Tenders shall be deemed to be under consideration immediately after opening of Tender and until such time an official intimation of acceptance/rejection of Tender is made by CUGL to the Tenderer.

CUGL if necessary, will obtain clarifications on the Tender by requesting for such information/clarifications from any or all Tenderers either in writing or through personal contact, as may be necessary, and the Tenderers are advised to refrain from contacting by any means CUGL and/or their employee(s)/representative(s) on their own, on matters related to Tenders under consideration. Tenderers will not be permitted to change the substance of the Tenders after opening of Tenders.

**23. CONTRACTOR TO INDEMNIFY THE CUGL:**

The contractor shall indemnify the CUGL against all actions, proceedings claims, demands, costs and expenses which may be made against the CUGL or government for or in respect of or arising out of any failure by the contractor in the performance of his obligation under the contract document. CUGL shall not be liable for or in respect of any demands or compensation payable under any law in respect of any consequence of any accident or injury to any workmen or other person in the contractor shall indemnify and keep indemnified CUGL against all such damages and compensation & against all claims, demands proceedings, costs, charges and expenses whatsoever in respect thereof or in relation thereto.

**24. Following documents form the part of this contract.**

- a. Instructions to bidders,
- b. Bid qualification criteria,
- c. General conditions of contract.
- d. Special conditions of contract and
- e. Schedule of work / rates.

In case of doubt or dispute as to the interpretation of any clause contained, the decision of the company shall be final and biding on the contractor.

## **25. FORCE MAJURE:**

If at any time during the currency of the contract the performance in whole or part by either party, or any obligation under this contract shall be prevented or delayed by reason of any hostility, act of public enemy, civil commotion, sabotage, fire floods, explosions, epidemics, quarantine, strikes, lookouts or acts of God (hereinafter referred to as events) then provided notice of the happening of any such events is given by either party to the other forthwith by not exceeding four hours from time of occurrence thereof, neither party shall by reason of any such event be entitled to have claim for charges / compensation / damages against the other in respect of such non-performance and / or delay in performance during such period.

## **26. LABOUR LAWS :**

- a) No labour below the age of 18(eighteen) years shall be employed on the WORK.
- b) The CONTRACTOR shall not pay less than what is provided under law to labourers engaged by him on the WORK.
- c) The CONTRACTOR shall at his expense comply with all labour laws and keep the OWNER indemnified in respect thereof.
- d) The CONTRACTOR shall pay equal wages for men and women in accordance with applicable labour laws.
- e) If the CONTRACTOR is covered under the Contract labour (Regulation and Abolition) Act, he shall obtain a license from licensing authority (i.e. office of the labour commissioner) by payment of necessary prescribed fee and the deposit, if any, before starting the WORK under the CONTRACTOR. Such fee/deposit shall be borne by the CONTRACTOR.
- f) The CONTRACTOR shall employ labour in sufficient numbers either to maintain the required rate of progress and of quality to ensure workmanship of the degree specified in the CONTRACT and to the satisfaction of the PROJECT LEADER.
- g) The CONTRACTOR shall furnish to the PROJECT LEADER the distribution return of the number and description, by trades of the work people employed on the works. The CONTRACTOR shall also submit on the 4th and 19th of every month to the PROJECT LEADER a true statement showing in respect of the second half of the proceeding month and the first half of the current month (1) the accidents that occurred during the said fortnight showing the circumstances under which they happened and the extent of damage and injury caused by them and (2) the number of female workers who have been allowed Maternity Benefit as provided in the Maternity Benefit Act 1961 or Rules made there under and the amount paid to them.
- h) The CONTRACTOR shall comply with the provisions of the payment of wages Act 1986, Minimum Wages Act 1948, Employers liability Act 1935, workmen's Compensation Act 1923, Industrial Disputes Act 1947, the Maternity Benefit Act 1961and Contract Labour Regulation and Abolition Act 1970, Employment of Children Act 1938 or any modifications thereof or any other law relating thereto and rules made there under from time to time.
- i) The PROJECT LEADER shall on a report having been made by an Inspecting officer as defined in Contract Labour (Regulation and Abolition) Act 1970 have the power to deduct from the money due to the CONTRACTOR any sum required or estimated to be required for making good the loss suffered by a Worker or Workers by reason of non-fulfilment of the Conditions of the Contract for the benefit of workers, non-payment of wages or of deductions made from his or their wages which are not justified by the terms of the Contract or non-observance of the said regulations.
- j) The CONTRACTOR shall indemnify the OWNER against any payments to be made under and for the observance of the provisions of the aforesaid Acts without prejudice to his right to obtain indemnity from his SUB- CONTRACTOR. In the event of the CONTRACTOR committing a default or breach of any of the provisions of the aforesaid Acts as amended from time to time, of furnishing any information or submitting or filling and Form/Register/Slip under the provisions of these Acts which is materially incorrect then on the report of the inspecting Officers,

the CONTRACTOR shall without prejudice to any other liability pay to the OWNER a sum not exceeding Rs.50.00 as Liquidated Damages for every default, breach or furnishing, making, submitting, filling materially incorrect statement as may be fixed by the PROJECT LEADER and in the event of the CONTRACTOR'S default continuing in this respect, the Liquidated Damages may be enhanced to Rs.50.00 per day for each day of default subject to a maximum of one percent of the estimated cost of the WORKS put to tender. The PROJECT LEADER shall deduct such amount from bills or Security Deposit of the CONTRACTOR and credit the same to the Welfare Fund constituted under these acts. The decision of the PROJECT LEADER in this respect shall be final and binding.

## **27. ARBITRATION:**

Except where otherwise provided in the tender documents, all questions and disputes or difference relating to or arising under the terms and conditions or as to any other question, claim, right matter or thing, whatsoever in any way arising out of or relating to the terms and conditions of the contract or the execution of failure to execute the same whether arising during the progress of the work after the completion or abandonment thereof shall be referred to the arbitration of sole arbitrator to be appointed by General Manager, CUGL. There should be no objection from the contractor to any such appointment on the grounds that the Arbitration is an employee of the CUGL and that he had to deal with the matter to which the contract relates and that in the course of his duties as an employee of the CUGL he had expressed views on all or any of the matters in disputes or difference. The arbitrator to whom the matter is originally referred, being unable to act for any reason, General Manager shall appoint another person to act as some arbitration in accordance with the terms and conditions of the contract. Such persons shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. It is also a term of this contract that no person other than a person appointed by the General Manager as aforesaid should act as arbitrator and if for any reason that is not possible, the matter is not to be referred to Arbitrator at all.

## **28. EARNEST MONEY DEPOSIT – as per ITB**

The tenderer must pay Earnest Money as given in the letter/notice inviting tenders and attach the official receipt with the tender failing which the tender is liable to be rejected and representatives of such tenderers will not be allowed to attend the tender opening, Earnest Money can be paid in Demand Drafts, or Bank Guarantee of State Bank of India or any Nationalised Bank in favour of CENTRAL U.P. GAS LIMITED.

**NOTE:** The Bank Guarantee so furnished by the tenderer shall be in the proforma prescribed by the OWNER (as at Appendix – EMD). No interest shall be paid by the OWNER on the Earnest Money deposited by the tenderer. The Bank Guarantee furnished in lieu of Earnest Money shall be kept valid for a period of "three months / 90 days from bid due date ". (BG from cooperative banks shall not be accepted). The EMD shall be forfeited in the event of the bidder withdrawing his offer.

The Earnest Money deposited by successful tenderer will be retained towards the security deposit for the fulfilment of the CONTRACT, but shall be forfeited if the tenderer fails to deposit the requisite Security deposit as per clause 22 of General Terms of contract hereof and /or fails to start work within a period of 15 days or fails to execute the AGREEMENT (As per Appendix- proforma of Agreement) within 10 days of the receipt by him of the Notification of Acceptance of Tender.

The Earnest Money of the unsuccessful tenderers will be refunded by CUGL directly to the tenderers within a reasonable period of time. Correspondence in this regard may be addressed to CUGL directly by the TENDERERS.

**29. Security Deposit:** Vendor shall submit PBG of 3% of annualized order value of contract ( basic value) with the validity of 90 days beyond the contract validity. The PBG must be submitted within 21 days from award.

The SD will not bear any interest. Any amount due to CUGL, as per contractual terms & conditions shall be deducted from SD. In case SD is not sufficient to recover the outstanding amount, then CUGL reserves the right to recover the same from any other means available to CUGL.

In case of failure to submit the SD within the stipulated time, the LOI (Letter of Intent)/ Work Order issued may be withdrawn & EMD submitted against the tender may be forfeited.

## **30. RIGHT OF THE OWNER TO FORFEIT SECURITY DEPOSIT:**

Whenever any claim against the CONTRACTOR for the payment of a sum of money arises out or under the CONTRACT, the OWNER shall be entitled to recover such sum by appropriating in part or whole the security Deposit of the CONTRACTOR. In the event of the security being insufficient or if no security has been taken from the CONTRACTOR, then the balance or the total sum recoverable, as the case may be shall be deducted from any sum then due or which at any time thereafter may become due to the CONTRACTOR. The CONTRACTOR shall pay to the OWNER on demand any balance remaining due.

31. The contractor shall execute an agreement with CUGL within 15 days form the award of contract. However agreement shall be executed only after submission of valid Security Deposit against the contact.

**32. Insurance:**

CONTRACTOR as far as possible shall cover insurance with Indian Insurance companies, including marine Insurance during ocean transportation.

**i) EMPLOYEES STATE INSURANCE ACT (ESI):**

The CONTRACTOR agrees to and does hereby accept full and exclusive liability for the compliance with all obligations imposed by the Employee State Insurance Act 1948 and the CONTRACTOR further agrees to defend, indemnify and hold OWNER harmless for any liability or penalty which may be imposed by the Central, State or Local authority by reason of any asserted violation by CONTRACTOR or of the Employees' State Insurance Act, 1948, and also from all claims, suits or proceeding that may be brought against the OWNER arising under, growing out of or by reasons of the work provided for by this CONTRACTOR whether brought by employees of the CONTRACTOR, by third parties or by Central or State Government authority or any political subdivision thereof.

The CONTRACTOR agrees to fill in with the Employee's State Insurance Corporation, the Declaration Forms, and all forms which may be required in respect of the CONTRACTOR'S or SUB- CONTRACTOR'S employees, who are employed in the WORK provided for or those covered by ESI from time to time under the Agreement. The CONTRACTOR shall deduct and secure the agreement of the to deduct the employee's contribution as per the first schedule of the Employee's State Insurance Act from wages and affix the Employees Contribution Card at wages payment intervals.

The CONTRACTOR shall remit and secure the agreement of to remit to the State Bank of India. Employee's State Insurance Corporation Account, the Employee's contribution as required by the Act. The CONTRACTOR agrees to maintain all Cards and Records as required under the Act in respect of employees and payments and the CONTRACTOR shall secure the agreement of the to maintain such records. Any expenses incurred for the contribution, making contributions or maintaining records shall be to the CONTRACTOR'S account.

The OWNER shall retain such sum as may be necessary from the total VALUE OF CONTRACT will the CONTRACTOR shall furnish satisfactory proof that all contributions as required by the Employees State Insurance Act,1948, have been paid. This will be pending on the CONTRACTOR when the ESI Act is extended to the place of work.

**ii) WORKMEN COMPENSATION AND EMPLOYER'S LIABILITY INSURANCE:**

Insurance shall be effected for all the CONTRACTOR'S employees engaged in the performance of this CONTRACT. If any of the work is sublet, the CONTRACTOR shall require to provide workman's Compensation and employer's liability insurance for the later's employees if such employees are not covered under the CONTRACTOR'S Insurance.

**iii) ANY OTHER INSURANCE REQUIRED UNDER LAW OR REGULATIONS OR BY OWNER:**

CONTRACTOR shall also carry and maintain any and all other insurance(s) which he may be required under any law or regulation from time to time without any extra cost to OWNER. He shall also carry and maintain any other insurance which may be required by the OWNER.

**iv) ACCIDENT OR INJURY TO WORKMEN:**

The OWNER shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workman or other person in the Employment of the CONTRACTOR or any save and except an accident or injury resulting from any act or default of the OWNER, his agents or servants and the CONTRACTOR shall indemnify and keep indemnified the OWNER against all such damages and compensation (save and except and aforesaid) and against all claims, demands, proceeding, costs, charges and expenses, whatsoever in respect or in relation thereto.

**33. DAMAGE TO PROPERTY OR TO ANY PERSON OR ANY THIRD PARTY :**

**I)** CONTRACTOR shall be responsible for making good to the satisfaction of the OWNER any loss or any damage to structures and properties belonging to the OWNER or being executed or procured or being procured by the OWNER or of other agencies with in the premises of all the work of the OWNER, if such loss or damage is due to fault and/or the negligence or willful acts or omission of the CONTRACTOR, his employees, agents, representatives etc.

**II)** The CONTRACTOR shall take sufficient care that employees /representatives/ agents do not cause any damage to any person or to the property of the OWNER or any third party and in the event of any damage resulting to the property of the OWNER or of a third party cost of such damages including eventual loss of production, operation or services in any plant or establishment as estimated by the OWNER or ascertained or demanded by the third party shall be borne by the CONTRACTOR.

**III)** The CONTRACTOR shall indemnify and keep the OWNER harmless of all claims for damage to property other than OWNER'S property arising under or by reason of this agreement, if such claims result from the fault and/or negligence or willful acts or omission of the CONTRACTOR, his employees, agents, subcontractors, his agents, representative of subcontractors.

CONTRACTOR shall exclusively be liable for group insurance as per the provision of workman compensation act for the persons engaged/employed by him. Company shall not be liable for or in respect of any damages or compensation to any persons engaged by the CONTRACTOR and the CONTRACTOR shall keep the company indemnified thereof.

34. In case the contractor fails to provide the required services under the contract to the satisfaction of CUGL, CUGL reserves the right to get the services through alternate agencies at the risk and cost of contractor and penal deduction shall be made, from the contractor's bills and the decision of CUGL in this connection shall be final and binding on the contractor.
35. The renderer hereby agrees to provide services and necessary such provision to carry out the work as given in the scope and description of work.
36. The work executed shall be to the satisfaction of CUGL and contract rules shall include for any incidental and contingent work although not specifically mentioned in the contract but is necessary for the completion in an efficient and workman like manner.
37. The contractor (which shall include the contracting firm / company) shall be solely liable to obtain and abide by all necessary license / permissions from the concerned authorities as provided under the various labour laws / legislation including labour license from the competent authority under The Contract Labour (Regulation & Abolition) Act 1970.
38. The renderer should have his PF account no. with Regional Provident Fund Commissioner and shall submit to the COMPANY proof of depositing the employee's contribution, on monthly basis.

39. The contractor shall also be bound to discharge obligations as provided under various statutory enactment including the Employees Provident Fund & Miscellaneous Act, 1952, The Employees State Insurance Act 1948, The Contract Labour (Regulation and Abolition) Act 1970, The Minimum Wages Act 1948, The Payment of Wages Act 1936, Workmen's Compensation Act, 1923 and other relevant Acts rules and regulations in force from time to time in respect of the person deployed by him to carry out the obligation under the contract.
40. The contractor shall be responsible for necessary contributions towards PF, ESI or any other statutory payment to Government Agencies as applicable under the law in respect of the contract and of personnel employed by the contractor for rendering services to CUGL and shall deposit the required amounts with the concerned statutory authorities on or before due dates. Each contractor shall obtain a separate P.F. Number from the concerned Regional Provident Fund Commissioner and submit necessary proof of having deposited the employees PF and shall be responsible for payment of any administration / inspection charges thereof, wherever applicable, in respect of the personnel deployed by him relating to the work of CUGL.
41. The contractor shall regularly submit all relevant records / documents in this regard to CUGL representative for verification and upon such satisfaction only, CUGL will allow payment to the Contractor.
42. The contractor shall ensure and will be solely responsible for payment of wages and other dues latest by 7<sup>th</sup> of the following month to the personnel deployed by him. The contractor shall be directly responsible and indemnify the company against all charges, claims, dues and employment of personnel deployed by him.
43. The contractor shall indemnify the company against all losses or damages caused to it on account of acts of the personnel deployed by the contractor.
44. The tenderer shall not engage any person(s) less than eighteen years of age and shall not pay less than what is prescribed under law.
45. **CUGL RESERVES THE RIGHT TO:**
- i. Reduce the rates at which payment shall be made if the quantity and quality of services although acceptable is not up to required standard.
  - ii. Issue the CONTRACTOR from time to time during the progress of the service such further instructions as shall be necessary for the purpose of proper and adequate execution of the service and the CONTRACTOR shall carry out and be bound by the same.
  - iii. In order the contractor to remove or replace any person engaged in providing the services to the COMPANY whom the company considers incompetent or unsuitable. Opinion of the representative in the competence of any person engaged by the contractor shall be final and binding on the contractor.
46. **AWARD OF CONTRACT:**  
The Acceptance of Tender will be intimated to the successful Tenderer by CUGL either by Telegram/Fax or by Letter or like means-defined as LETTER OF INTENT OR WORK ORDER. CUGL will be the sole judge in the matter of award of CONTRACT and the decision of CUGL shall be final and binding.
47. The contractor shall be required to obtain requisite labour license / permission from the appropriate authorities as provided under the various labour regulations, before undertaking any contract work. The contractor shall exclusively be liable for compliance of the provisions of any Act, laws, rules and regulations having execution, taking over engagement of his personnel directly or indirectly for execution of work and the contractor hereby undertakes to indemnify the company against all actions, suits, proceedings, claims, losses, damages etc. which may arise due to his noncompliance of the provisions under various laws mentioned in this document or not herein specifically mentioned but having direct or indirect application for the persons engaged under the contract.  
Company shall not be liable in respect of any damages or compensation for any injury or for any occupational diseases, to the employment to any person engaged by the contractor and the contractor shall keep the company indemnified thereof.
48. During the currency of the job, if the work progress does not commensurate with time elapsed in respect of any person / persons engaged, the contractor shall be liable to pay the company compensation as may be considered reasonable by the company.

49. In case of any default for more than three days in respect of services to be provided in accordance with the requirements specified by the officer in charge, Company will have the right to avail the services from other sources at the risk and cost of the contractor or terminate the contract and forfeit his security deposit etc.
50. The company for any reason whatsoever of which the company shall be the sole judge may terminate this contract by giving notice of 15 days and the contractor shall vacate the work place with his men and material on the expiry of such notice period in the event of such termination of the contract. The contractor shall be paid for all the work executed up to the date of terminations of the contract including refund of security deposit subject to deduction of any dues, penalties, other recoveries etc within a period of two months at the discretion of the officer in charge.
51. CUGL reserve right to short close/ Terminate the contract any time based on non- performance/ poor performance during contractual period by giving 15 days notice.
52. The contractor shall be liable for making good all damages / losses arising out of theft, pilferage of any furniture, equipment, fittings, fixtures, utensils, appliances whatsoever as may be caused directly or indirectly by the persons engaged by the contractor. At the appointed date, place hour the contractor shall make available persons to be engaged along with appropriate tools wherever stated.
53. The contractor shall take charge of all the materials handed over to him by the company and will be responsible for any loss/damage thereof.
54. The contractor shall issue an identity card to all its employees engaged for the services to be provided. The contractor shall also provide at his own cost safety equipments, materials, uniforms etc to his employees. All the safety rules and regulations will be observed by the persons engaged under this contract.
55. The contract shall be directly and exclusively responsible for any liability arising due to any dispute between him and his employees and shall indemnify the company against all charges, dues, claims etc arising out of the disputes relating to the dues and employments of personnel deployed by him.
56. The contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligation.
57. For non-fulfillment of any obligation under the contract, the company reserves the right to withhold the payments due to the contractor and out of such amount or the amounts likely to fall due to the contractor (but without obligation to do so) makes such payments as it may consider necessary for smooth working.
58. Contractor shall deploy the resources as per requirements.
59. The company shall have the power to issue necessary instructions to the contractor concerning discipline, decorum, work performance, safety etc. in respect of the employees of the contractor engaged by him for providing the services to the company and the contractor shall ensure compliance of all such instruction strictly.
60. No payments shall be payable other than schedules payment to the contractor.
61. The monthly quoted rates shall be inclusive of Leave wages & other statutory payments for providing such services.
62. Income tax as per rule, any other taxes shall be deducted from contractor's monthly bill / bills. Income Tax deduction certificate shall be issued to the contractors.
63. The bidder shall deemed to have quoted after having satisfied himself to the total nature of work, site of work, surrounding the means access transport availability of services & to have obtained his information on all matters which can in any way influence his offer.
64. CUGL reserves the right to terminate the contract with seven days notice without assigning any reason.
65. **Jurisdiction:**  
The CONTRACT shall be governed by and constructed according to the laws in force in INDIA. The CONTRACTOR hereby submits to the jurisdiction of the Courts situated at KANPUR for the purposes



of disputes, actions and proceedings arising out of the CONTRACT, the courts at KANPUR only will have the jurisdiction to hear and decide such disputes, actions and proceedings.

Bidder to confirm the unconditional acceptance to the following clauses of the tender

- i) Security Deposit./Performance bank guarantee
- ii) Schedule of Rates.
- iii) Termination.
- iv) Scope of Work.
- v) Arbitration.
- vi) Period of Validity Offer.

66. 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% per week of delay or part thereof subject to a maximum of 5% of the total contract price.

The decision of the Officer/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

**67. Repeat order :**

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

**BEC**  
**(BID EVALUATION**  
**CRITERIA)**  
**SECTION-IV**

## **BIDDER'S EVALUATION CRITERIA**

### **TECHNICAL CRITERIA**

1. Bidder must have executed the Manpower supply contract for at least 01 year in last 7 years as Manpower supplier for PNG Control Room/ Forecourt Operations of CNG Stations/ Line Patrolling Services/ Technical & Non-technical purpose in PSUs/Central Govt./State Govt./Private companies/City Gas Distribution companies in India.
2. Bidder must have completed/ executed a single work order of minimum value of Rs. 29.17 Lacs (Inclusive of GST) in last 7 years for supply of Manpower for PNG Control Room/ Forecourt Operations of CNG Stations/ Line Patrolling Services/ Technical & Non-technical manpower with completion certificate in PSUs/Central Govt./State Govt./Private companies/City Gas Distribution companies in India
3. In case of running contract, if the actual executed value (for partially executed contract) is equal to or more than the value indicated above (Rs. 29.17 Lacs (Inclusive of GST)) one day prior to the due date of bid submission, the same shall also be considered for meeting the single order value criteria and work experience, for which a certificate from the client showing executed value, 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 with legible stamp.
4. Security Manpower orders shall not be considered for the above evaluation.
5. The bidder's organization must have registered in the PF and ESIC office. A supporting document of the same should be submitted along with the bid.
6. Bidder must submit necessary work orders/ agreement and its execution/ completion certificate related to the above requirement. In absence of the same their bid shall be rejected.

### **FINANCIAL CRITERIA**

#### **Annual Turnover**

The minimum annual turnover achieved by the Bidder as per their audited financial results during any one of the preceding three (03) financial years should be as below:

Minimum annual Turn Over: Rs. 29.17 Lacs.

#### **Net worth**

Net worth of the Bidder should be positive as per the last audited financial statement.

#### **Working capital**

The minimum working capital of the Bidder as per the last audited financial statement should be as below:

Minimum working capital: Rs. 5.83 Lacs

*If the bidder's working capital is inadequate, the bidder shall supplement the shortfall with letter issued by his Banker, having a net worth not less than INR 100 Crores confirming the availability of line of credit to meet the specified working capital requirement.*

In case of tenders having the bid closing date up to 30th September of the relevant financial years and audited financial results of immediate 3 (three) preceding financial years being not available, the bidder has an option to submit the audited financial results of three years immediately prior to that relevant financial year. Wherever, the bid closing date is after 30th September of the relevant financial year, bidder has to compulsorily submit the audited financial results of immediate preceding three financial years.

Bidder shall meet the qualification criteria as stated Bid Evaluation Criteria. Bidder shall furnish following documents along with the bid, to justify meeting the stipulated qualification criteria.

- Annual audited reports including Balance Sheets and Profit & Loss account statement for which the data to be provided so that the data provided above can be verified. In case, Audit is not mandatory as per the Statutory Norms for Bidder, it is required to submit a copy of his Annual Accounts duly certified by a Chartered Accountant along with the copy of Income Tax Return.
- Owner reserves the right to get direct feedback from user on satisfactory performance.

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

Above bidder qualification criteria shall be applicable for qualifying of bids for this tender document. Bid submitted by bidders who do not submit the documents establishing bidder's eligibility or who do not satisfy the qualifying criteria may not be considered for evaluation. The decision of CUGL in this regard shall be final and binding.

Evaluation of bids shall be done on package basis.

# **FORMS & FORMATS**

## **SECTION-V**

**F-1**

**BIDDER'S GENERAL INFORMATION**

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

Bid Document No: CUGL/C&P/TEN2324/34

SUB : Miscellaneous Manpower Services for Jhansi

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 & 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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

**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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

**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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

**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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

**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,  
7<sup>th</sup> 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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

**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,  
7<sup>th</sup> 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 our commission on your part or any other indulgence shown by you or by any other matter or changed what so ever which under law would, but for this provision, have the effect of releasing the bank.
4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of 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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

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	
14.	Confirm that Annual Reports for the last three	

Sl.	DESCRIPTION	BIDDER'S CONFIRMATION
	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:

[Signature of Authorized Signatory of Bidder]

Date:

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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

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,  
7<sup>th</sup> floor, UPSIDC complex  
A-1/4, Lakhanpur  
Kanpur-208024  
India

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

Sl. No	Description 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 & phone nos. of Client.	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-14**  
**CHECK LIST**

Bidders are requested to duly fill in the checklist. This checklist gives only certain important items to facilitate the bidder to make sure that the necessary data/information as called for in the bid document has been submitted by them along with their offer. This, however, does not relieve the bidder of his responsibilities to make sure that his offer is otherwise complete in all respects.

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

<b>S. No.</b>	<b>DESCRIPTION</b>	<b>CHECK BOX</b>	<b>REFERENCE PAGE NO. OF THE BID SUBMITTED</b>
1.0	on each sheet of offer, original bidding document including SCC, ITB, GCC ,SOR drawings, addendum (if any)		
2.0	Confirm that the following details have been submitted in the Un-priced part of the bid		
i	Covering Letter, Letter of Submission		
ii	Bid Security		
iii	Signed and stamped original copy of bidding document along with drawings and addendum (if any)		
iv	Power of Attorney in the name of person signing the bid.		
v	Copies of documents defining constitution or legal status, place of registration and principal place of business of the company		
vi	Bidders declaration that regarding, Holiday/Banning, liquidation court receivership or similar proceedings		
vii	Details and documentary proof required against qualification criteria along with		

	complete documents establishing ownership of equipment as per SCC are enclosed		
viii	Confirm submission of document alongwith techno-commercial bid as per bid requirement.		X
3.0	Confirm that all forms duly filled in are enclosed with the bid duly signed by authorised person(s)		
4.0	Confirm that the price part as per Price Schedule format submitted with Bidding Document.		X
7.0	Confirm that annual reports for last three financial years & duly filled in Form 16 are enclosed in the offer for financial assessment (where financial criteria of BEC is applicable).		

Place:  
Date:

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

**(TO BE INCLUDED ONLY WHERE FINANCIAL CRITERIA OF BEC IS APPLICABLE)**

**F-15**

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

(To be provided on Bank's letter head)

Date:

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

Dear Sir,

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

The Customer has informed that they wish to bid for CUGL's RFQ/Tender no. .... dated ..... for .....(Name of the supply/work/services/consultancy) and as per the terms of the said RFQ/Tender they have to furnish a certificate from their Bank confirming the availability of line of credit.

Accordingly M/s ..... (name of the Bank with address) confirms availability of line of credit to M/s ..... (name of the bidder) for at least an amount of Rs. \_\_\_\_\_

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

Yours truly,  
for ..... (Name & address of Bank)

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

**F-16**  
**FORMAT FOR FINANCIAL CAPABILITY OF THE BIDDER**

**A. ANNUAL TURNOVER OF LAST 3 YEARS:**

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

**B. FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR :**

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

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

**Instructions:**

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

**F-17**

**BIDDER'S QUERIES FOR PRE BID MEETING**

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

Bid Document No: CUGL/C&P/TEN2324/34  
SUB : Miscellaneous Manpower Services for Jhansi

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:** \_\_\_\_\_

4. **NAME OF BIDDER :** \_\_\_\_\_

**AGREEMENT**

Contract agreement for the work/hiring services of.....2023 (Two Thousand Twenty Three) ..... between M/s ..... in the town of .....hereinafter called the “CONTRACTOR (which term shall unless excluded by or repugnant to the subject or context include its successors and permitted assignees) of the one part and the CUGL hereinafter called the “Owner” (which terms shall unless excluded by or repugnant to the subject or context include its successors and assignees) of the other part.

**WHEREAS**

- a) The OWNER being desirous of having provided and executed certain mentioned, enumerated or referred to in the Bidding Document including Invitation for Bids, General Conditions of contract, Special conditions of Contract, Specifications, Drawing, Plans, time schedule of completion of jobs, Schedule of rates, agreed variations, other documents has called for Tender.
- b) The CONTRACTOR has inspected the SITE and surrounding s of WORK specified in the Bidding Documents and has satisfied himself by careful examination before submitting his bid as to the nature of the surface strata, soil, sub-soil and ground, the form and nature of SITE and local conditions, the quantities, nature and magnitude of the work, the availability of labor and materials necessary for the execution of WORK, the means of access to SITE, the supply of power and water there to and the accommodation he may require and has made local and independent enquiries and obtained complete information as to the matters and things referred to, or implied in the Bidding Document or having any connection therewith, and has considered the nature and extent of all probable and possible situations, delays hindrances or interferences to or with the execution and completion of WORK to be carried under contract and has examined and considered all other matters, conditions and things and probable and possible contingencies, and generally all matters incidental thereto and auxiliary thereof affecting the execution and completion of WORK and which might have influenced him in making his bid.
- c) The bidding Documents including the Invitation for Bids, General Conditions of Contract, Special Conditions of Contract, Schedule of Rates, General Obligations, Specification, drawings, Plans, Time Schedule of Completion of jobs, Letter of Acceptance of Tender and any statement of agreed variations with its enclosures copies of which are here to annexed form part of this CONTRACT thought separately set out herein and are included in the expression ‘CONTRACT’ wherever herein used.

**AND WHEREAS**

The OWNER accepted the Bid of CONTRACTOR for the provision and the execution of the said WORK at the rates stated in the schedule of quantities if work and finally approved by OWNER (hereinafter called the “Schedule of Rates) upon the terms and subject to the conditions of CONTRACT.

**NOW THIS AGREEMENT WITNESSED & IT IS HEREBY AGREED AND DECLARED AS FOLLOWS:**

- 1. In consideration of the payment to be made to CONTRACTOR for the WORK/HIRING SERVICES to be executed by him, the CONTRACTOR hereby covenants with OWNER that the CONTRACTOR shall and will duly provide, execute and complete the said WORK and shall do and perform all other acts and things in the CONTRACT, mentioned or described or which are to be implied there from or may be reasonably necessary for completion of the said WORK and at the times and in the manner and subject to the terms and conditions or stipulations mentioned in the CONTRACT.
- 2. In consideration of the due provision, execution and completion of the said WORK/HIRING SERVICES, the OWNER does hereby agree with the CONTRACTOR that the OWNER will pay to the CONTRACTOR the respective amounts for the WORK actually done by him and approved by the OWNER at the Schedule of Rates and such other sum payable to the CONTRACTOR under provision of CONTRACT, such payment to be made at such time and in such manner as provided for in the CONTRACT.

AND

- 3. In consideration of the due provision, execution and completion of the said WORK/HIRING SERVICES, the CONTRACTOR does hereby agree to pay such sums as may be due to OWNER for the services rendered by the OWNER to the CONTRACTOR, such as power supply, water supply and other as set for in the said CONTRACT and such other sums as may become payable to the OWNER towards the controlled items of consumable materials or towards loss, damage to the payments to be made at such time and in such manner as is provided in CONTRACT.

It is specifically and distinctly understood and agreed between the OWNER and the CONTRACTOR that the CONTRACTOR shall have no right, title or interest in the SITE made available by the OWNER for execution of the works or in the building, structures or work executed on the said SITE by the CONTRACTOR or in the goods, articles, materials etc. brought on the said SITE (unless the same specifically belongs to the CONTRACTOR) and the CONTRACTOR shall not have or deemed to have any lien whatsoever charge for unpaid bills will not be entitled to assume or retain possession or control of the SITE or structures and the OWNER shall have an absolute and unfettered right to take full possession of SITE and to remove the CONTRACTOR, their servants, agents and materials belonging to the CONTRACTOR and lying on the SITE.

The CONTRACTOR shall be allowed to enter upon the SITE for execution of the WORK/HIRING SERVICES only as a licensee simplicities and shall not have any claim, right, title or interest in the SITE or the structures erected thereon and the OWNER shall be entitled to terminate such license at any time without assigning any reasons.

The materials including sand, gravel, stone, loose, earth, rook etc. dug up or excavated from the said SITE shall, unless otherwise expressly agreed under this CONTRACTOR, exclusively belong to the OWNER and the CONTRACTOR shall have no right to claim over the same and such excavation and materials should be disposed off on account of the OWNER according to the Instruction in writing issued from time to time by the ENGINEER-IN-CHARGE.

In WITNESS WHEREOF the parties have executed these presents in the day and the year first above written.

Signed and Delivered for  
and on behalf of  
OWNER

Signed and Delivered for  
and on behalf of  
CONTRACTOR

(CENTRAL UP GAS LIMITED)

DATE

DATE

PLACE

PLACE

IN PRESENCE OF TWO WITNESSES

1.....

1.....

2.....

2.....



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.*

# **SCOPE OF WORKS (SOW)**

## **SECTION-VI**

# **SECTION - I**

## **Special Conditions of Contract /Scope of Work for PNG Control Room Manpower, Jhansi CGD**

### **1. INTRODUCTION**

Central U.P. Gas Limited (CUGL) is a joint venture company of GAIL (India) Ltd. & Bharat Petroleum Corporation Ltd. (BPCL). CUGL is providing Piped Natural Gas to various Domestic/ Commercial/ Industrial consumers in the city of Kanpur, Unnao, Bareilly & Jhansi. Currently, CUGL is having three control rooms operational in Kanpur, one control room operational in Bareilly and one PNG control room is operational in Jhansi to serve our Domestic/ Commercial/ Industrial customers.

### **2. DETAILS OF MANPOWER DEPLOYMENT**

CUGL is having one PNG control room at Jhansi GA. The number of control rooms and its manpower can increase, decrease, or relocate as per business requirement of CUGL as per the sole discretion of EIC of CUGL.

Bidder must provide the MANPOWER along with reliever for the Jhansi PNG Control Room as Mentioned below:

- i) Plumber (2 Nos.)
- ii) Helper (2 Nos.)
- iii) MDPE Technician (1 No.)

Number of Manpower shall be as per ANNEXURE – ‘A’ attached which might vary based on the requirement given by EIC of CUGL.

### **3. QUALIFICATION & SKILL REQUIREMENT FOR MANPOWER**

The required manpower deployment shall be as below:

Sl. No.	Designation	Manpower Category	Quantity (Nos.)	Qualification
1	Line patrol man	Un Skilled	3	a) Physically fit, trained and matriculated Line Patrolman having minimum educational qualification of Matriculation (10th PASS).

2	Fire Man	Semi Skilled	1	a) Diploma as Fireman, fresher with basic knowledge of firefighting.
3	House Keeping attendant	Un Skilled	1	a) Minimum experience of 01 Years as Office Attendant. b) Should have primary education and basic knowledge of Office filing.
4	Plumber	Semi Skilled	2	a) Minimum Experience of 01 years in plumbing work in hydrocarbon/ City Gas Distribution industry. b) Should be an ITI certified plumber.
5	Helper	Un Skilled	2	a) Minimum Experience of 01 years in plumbing work in hydrocarbon/ City Gas Distribution industry. b) Should be minimum 10 <sup>th</sup> pass in any discipline
6	Office Assistant/Customer Care Executive	Skilled	1	a) Minimum experience of 01 Years as front / back-Office assistance and conversant with MS Office.
7	Technical Shift Supervisor	Semi Skilled	3	(a) Minimum Experience of 01 years in Oil and gas/ City Gas Distribution industry. (b) Should hold an ITI degree or should be a graduate.
8	MDPE Technician	Semi Skilled	1	a) Minimum Experience of 01 Years in MDPE jointing /fusion in City Gas Distribution industry. b) Should be ITI certified preferably in welder / electro fusion joints.
9	Sweeper/Gardener	Un Skilled	1	a) Should have primary education.

**ii) PLUMBER – 2 Nos. (CATEGORY: SEMI-SKILLED)**

- a) Minimum Experience of 02 years in plumbing work in hydrocarbon/ City Gas Distribution industry.
- b) Should be an ITI certified plumber.

**iii) Helper – 2 Nos. (CATEGORY: UN-SKILLED)**

- c) Minimum Experience of 02 years in plumbing work in hydrocarbon/ City Gas Distribution industry.
- d) Should be minimum 10<sup>th</sup> pass in any discipline

**iv) MDPE Technician – 1 No. (CATEGORY: SEMI-SKILLED)**

- c) Minimum Experience of 03 Years in MDPE jointing /fusion in City Gas Distribution industry.
- d) Should be ITI certified preferably in electro fusion of MDPE joints.

**4. SHIFT SCHEDULE & TIMINGS FOR CONTROL ROOM**

Tentative Shift Schedule as per site requirement will be as mentioned below:

A Shift – 06:00 to 14:00 hrs  
B Shift – 14:00 to 22:00 hrs  
C Shift – 22:00 to 06:00 hrs  
G Shift – 09:30 to 18:30 hrs

Shift wise manpower distribution can be change and shall be informed after finalization of contract to bidder.

**5. NATURE OF WORK/ JOB RESPONSIBILITIES**

Bidder shall be responsible for the following works as mentioned below:

**a) Responsibility of PLUMBER**

- i. Attending complaint/emergencies and maintaining a proper complaint register and material record.
- ii. Assessment of work as per nature of complaint.
- iii. Making estimates and inform to customer.

- iv. Collection of payment from customer for work/ bill/ invoices.
- v. Completion of work as per the estimates.
- vi. Maintenance of PNG equipments.
- vii. Completion of work with safety.
- viii. Conversion of customer's appliances.
- ix. DRS/SR/Regulator/Meter and piping leak checking.
- x. Surprise checking.
- xi. Responsible for issue of material from store to maintain minimum bare store for emergencies and maintain record of material issued, consumed & return to control room & thereof reconciliation.
- xii. Foot patrolling with laser detector.
- xiii. Pressure lock testing.
- xiv. Updation of pressure formats for customers.
- xv. Attending the no gas supply in case of interruption in supply.
- xvi. Adherence of safety guidelines and use of PPEs during working.
- xvii. Distribution of PNG Domestic/ Commercial/ Industrial Bills.
- xviii. Basic knowledge of computer operation.
- xix. Assistance for pre-commissioning & commissioning of PNG Infrastructure.
- xx. To ensure compliance by contractors in ongoing PNG project sites.

**b) Responsibility of HELPER**

- i. Meter reading collection from customers (Daily & monthly).
- ii. Attending customer complaint.
- iii. Digging & laying in case of emergencies & normal work.
- iv. Assisting plumber as per requirement.
- v. Cleaning & painting of equipment.
- vi. Assistance during maintenance activities.
- vii. Attending no gas supply in case of interruption in supply.
- viii. Adherence of safety guidelines and use of PPEs during working.

- ix. Distribution of PNG Domestic/ Commercial/ Industrial Bills.
- x. Maintenance of commercial/ industrial metering register.
- xi. To ensure compliance by contractors in ongoing PNG project sites.

**c) Responsibility of MDPE TECHNICIAN**

- i. Attaining emergencies/complaint.
- ii. MDPE jointing.
- iii. Assessment of work as per nature of complaint.
- iv. Making estimates and inform to customer.
- v. Collection of Payment from customer for work/ bills/ invoices.
- vi. Completion of work as per the estimates.
- vii. Maintenance of PNG equipment.
- viii. Completion of work with safety.
- ix. Conversion of customer's appliances.
- x. DRS/SR/Regulator/Meter and piping leak checking.
- xi. Surprise checking to Industrial/Commercial/domestic customers.
- xii. Gas loss controlling activities.
- xiii. Responsible for issue of material from store to maintain minimum bare store for emergencies and maintain record of material issued, consumed & return to control room & thereof reconciliation.
- xiv. Adherence of safety guidelines and use of PPEs during working.
- xv. Distribution of PNG Domestic/ Commercial/ Industrial Bills.
- xvi. To ensure compliance by contractors in ongoing PNG project sites.

**Any extra job may be informed to PNG Control Room team from time to time by EIC of CUGL is to be completed by the concerned control room manpower.**

## **6. COMPLIANCE TO STATUORY GUIDELINES/ LAWS**

Bidder must ensure compliance of all statutory Rules & Regulations and adhere to all labour laws or statutory guidelines given time to time. The bidder shall submit each of the following documents before commencement of work order.

- i. Labor License.
- ii. Employee State Insurance enrollment number.
- iii. Employee provident fund enrollment.
- iv. Biodata of all employees with two recent original photographs.
- v. Appointment letter of all employees.
- vi. Employee identity card for all employees. (Photocopy)
- vii. Police verification of all employees.
- viii. Minimum Wages of above-mentioned categories shall be as per central wage rules and revision of the same time to time as per Govt guidelines for wage revision.

## **7. DEDUCTIONS AGAINST NON-COMPLIANCE**

In case the bidder fails to comply with any of the conditions of the contract, necessary deductions as indicated below shall be made:

- a) Manpower/ resources found engaged for any other work apart from PNG Control Room work an amount of Rs. 500 per resource/ shift/ site shall be deducted.
- b) If any manpower is found under the influence of alcohol/ drugs or any other illegal substances during duty, penalty of Rs. 1000 per case shall be imposed on the service provider. If any manpower found under the influence of these illegal substances, strict actions shall be initiated on service provider.
- c) In case the behavior of manpower is found inappropriate with the customer or CUGL Office employees/ staff a penalty of Rs. 1000 per case shall be imposed on service provider.
- d) Non-compliance to uniform and safety shoes by the PNG Control Room Manpower a penalty of Rs. 500 per case shall be imposed.
- e) If bidder fails to provide services as per Scope of work, a penalty of Rs. 1000 per day shall be imposed.
- f) In case of wrong collection/ reporting of meter reading, an amount of Rs. 50/ wrong meter reading shall be deducted from the monthly bill of contractor.
- g) EIC is the final authority for deciding the quantum of deductions to be made under this clause and



the decision shall be imposed on the service provider. However, the service provider may be given a chance to present his case.

- h) In case of delay in salary from 7<sup>th</sup> of every month, penalty of Rs. 500 per manpower/ day shall be imposed.
- i) Maximum monthly penalty limit for above mentioned reasons is 50% of total monthly invoice of respective GA of CUGL.
- j) Any damage of CUGL or customer property/ Asset/ Equipment due to carelessness knowingly or unknowingly by control room manpower, the same shall be recovered from service provider. Recovery shall be equal to the cost of damage. However, decision of EIC of CUGL shall be full and final and binding to service provider.
- k) Service provider must provide alternate/ relieving manpower in place of absent manpower immediately for smooth operations as service hours are round the clock. Operation is for 24 hrs. in a day and 365 days in a year hence, service provider must ensure the availability of alternate/ relieving manpower by considering these conditions.

#### **8. DISCIPLINE & WORK SUSPENSION**

Maintaining discipline among all PNG Control Room persons shall be bidder's responsibility. Any misconduct to parent company's employees or with customer may be lead to suspension of work contract or that person's termination.

#### **9. MOBILISATION/ DEMOBILISATION**

As per the scope of work mentioned, it shall be the responsibility of the bidder to mobilize and demobilize resources as required by EIC of CUGL.

#### **10. SERVICE PROVIDER SHALL QUOTE THE SERVICE BASED ON FOLLOWING SCOPE OF WORK**

- a) Providing the GI tools as per list. (**Annexure – 'B'**)
- b) Providing the consumables as per list. (**ANNEXURE – 'C'**)
- c) Providing Identity card & police verification details of manpower.
- d) Group accident insurance policy of manpower with minimum cover of Rs. 2.0 Lacs each.
- e) Labor license, ESI, EPF registration of manpower and its compliances.
- f) Other statutory compliances for smooth operations.
- g) Medical policy of manpower as per statutory rules. (if applicable)

## **11. PROVIDING OTHER ITEMS DURING THE CONTRACT PERIOD SHALL BE AS PER FOLLOWING**

- a) Uniforms, Safety Shoes, Reflective Jacket, goggles, and helmet shall be provided by service provider based on the specification decided by EIC of CUGL. In the period of 2 years, service provider is required to provide these items two times. All the items mentioned above shall be provided within 30 days from the award of contract.
- b) Consumable items: List for consumable items is attached as **ANNEXURE – ‘C’** for which vendor's are required to fill the unit rates in SOR.
- c) Monthly conveyance charges are to be paid to manpower by service provider along with salary. In case of two-wheeler, DL of employee is must.
- d) Salary along with conveyance charges shall be reimbursed to service provider on submission of monthly bills along with ESI, EPF, salary deposit e- payment document, attendance etc. Indicative salary is mentioned in SOR and shall be revised time to time based on notifications of central wage revision by Govt of India. Salary to be deposited on or before 7<sup>th</sup> of every month. Salary structure shall be finalized by EIC of CUGL as per Central Govt notification.

## **12. PAYMENT TERMS**

- a) Contractor is required to submit following documents for getting payment from CUGL on monthly basis within 30 days from successful submission of GST invoice along with below mentioned supporting documents for manpower salary and vendor's service charges:
  - i. Monthly Invoice separately for Jhansi.
  - ii. Attendance sheet
  - iii. PF numbers with PF challan list of all employees individually.
  - iv. ESIC detail and challan list of all employees individually.
  - v. Electronically transfer payment receipt (by RTGS/ NEFT)/ Hand Challan as a proof of salary for all employee of every month.

Bill shall be treated as complete on submission of above-mentioned documents along with invoice and payment shall be released within 30 days from submission of invoice along with above mentioned supporting documents.

- b) Service provider shall provide PPEs (Uniform, safety shoes, helmet, goggles, reflective jacket) to all the PNG Control Room manpower as per specification of EIC of CUGL within 30 days. No Reimbursement shall be made to the service provider.
- c) Payment term for consumable items shall be as per rates quoted by service provider in SOR and actual consumption verified by EIC of CUGL per month. The same shall be released within 30 days from submission of invoice along with supporting documents.
- d) Making fake records will attract the penalty of Rs. 5000 per case.

### **13. SAFETY NORMS**

Bidder must follow PNRGB's T4S, OISD, PESO safety guidelines and safety directives informed by Safety Department of CUGL. Any deviation in the same shall not be tolerated. Any Safety breach shall terminate the contract also.

### **14. CONTRACT PERIOD & EXTENSION**

Contract period shall be 01 year from the date of award of contract and further extension of 01 year based on satisfactory performance of the service provider. The decision on extension of contract period will solely be of CUGL.

### **15. STATUTORY COMPLIANCES**

By way of illustration of various Acts as stated in the contract, the Service provider thereof shall comply with the following Acts from time-to-time or any amendments therein:

- a) The Employee's Provident Fund Act, 1952.
- b) The Employee's State Insurance Act, 1948.
- c) The Contract Labor (regulation and abolition) act, 1970.
- d) The Minimum Wages Act, 1948.
- e) The Payment of Wages Act, 1936.
- f) The Workmen's Compensation Act, 1923.
- g) The Payment of Bonus Act, 1965.
- h) The Factories Act, 1948.

Any other Statutory requirements of Local/ State/ Central Government shall be fully complied by the service provider and same shall be included in the scope of work.

## 16. OTHER TERMS

- a. Service provider is required to engage the existing deployed manpower with good track record and work experience of CUGL in consultation with EIC of CUGL as high competence level is required to perform job responsibility. In case of new requirement, service provider is required to arrange the CVs for shortlisting and arrangement of interviews. Based on merits, CUGL will final the candidate for one month on job training and if found suitable, the same shall be utilized for job otherwise the same shall be discontinued.
- b. Service provider has to deploy only that number (Bare minimum) of relievers at each location which are required and justified to ensure the duty of maximum 26 days in a month in each category at each location.

### i) MATERIAL

- a) The material/ item/ equipment issued to service provider will be reconciled on regular basis against the material consumed.
- b) After completion of the work and at any intermediate stage in the event of non-conciliation of the materials consumed and in balance, theoretical quantity of materials consumed in the work shall be calculated. At any stage if reconciliation not found satisfactory will be recovered as per clause of deduction.
- c) The Service provider shall have no claim to any payment of compensation or otherwise whatsoever, on account of any profit or advantage which he might have derived from the execution of the work.
- d) Further, the Service provider shall not have any claim for compensation by reasons of an alteration having been made in the original specifications, drawings, designs, and instructions which shall involve any curtailment of the work as originally contemplated

### ii) GI & COPPER TOOLS & TACKLES

ANNEXURE - 'B'				
S. No.	Item Description	Make	UoM	Qty. Required for Jhansi
1	Hammer Drill Machine	Bosch	Nos.	2

2	Copper Wire(2mm) for Drill Machine	Havels	Mtrs.	60
3	Die Handle	Taparia/Jhilani or Equivalent	Nos.	2
4	Vice (1")	Taparia/Jhilani or Equivalent	Nos.	2
5	Die Gutka (1/2")	Taparia/Jhilani or Equivalent	Nos.	5
6	Die Gutka (3/4")	Taparia/Jhilani or Equivalent	Nos.	2
7	Pipe Wrench 12"	Taparia/Jhilani or Equivalent	Nos.	5
8	Slide Wrench 12"	Taparia/Jhilani or Equivalent	Nos.	5
9	Pipe Wrench 14"	Taparia/Jhilani or Equivalent	Nos.	5
10	Slide Wrench 14"	Taparia/Jhilani or Equivalent	Nos.	5
11	Pipe Wrench 18"	Taparia/Jhilani or Equivalent	Nos.	5
12	Slide Wrench 18"	Taparia/Jhilani or Equivalent	Nos.	5
13	D Spanner Set (6mm to 32 mm)	Taparia/Jhilani or Equivalent	Nos.	2
14	Ring Spanner Set (6mm to 32 mm)	Taparia/Jhilani or Equivalent	Nos.	2
15	Copper Cutter (for 12mm copper pipe)	Taparia/Jhilani or Equivalent	Nos.	2
16	GI Cutter	Taparia/Jhilani or Equivalent	Nos.	2
17	Socket Set (8mm to 32mm)	Taparia/Jhilani or Equivalent	Nos.	2
18	Hammer(100gm)	Taparia/Jhilani or Equivalent	Nos.	2
19	Screw Driver Set (Small)	Taparia/Jhilani or Equivalent	Nos.	2
20	Screwdriver Set (Big)	Taparia/Jhilani or Equivalent	Nos.	2

21	Allen Key Set(inch)	Taparia/Jhilani or Equivalent	Nos.	2
22	Allen Key Set(mm)	Taparia/Jhilani or Equivalent	Nos.	2
23	Blue Lamp	NA	Nos.	2
24	Copper Binder (for 12mm Copper Pipe)	Taparia/Jhilani or Equivalent	Nos.	1
25	Solder Wire (Box)	NA	Nos.	30
26	Solder Pest (Box)	NA	Nos.	10
27	Hammer (5 Kg)	Taparia/Jhilani or Equivalent	Nos.	6
28	Hammer (2 Kg)	Taparia/Jhilani or Equivalent	Nos.	6
29	Monkey Plier	Taparia/Jhilani or Equivalent	Nos.	6
30	Nose Plier	Taparia/Jhilani or Equivalent	Nos.	6
31	Simple Plier	Taparia/Jhilani or Equivalent	Nos.	6
32	Hexa Frame	Taparia/Jhilani or Equivalent	Nos.	20
33	Hexa Blade	Taparia/Jhilani or Equivalent	Nos.	100
34	Measurement Tape 5 Meter	Standard ISI Make	Nos.	6
35	Measurement Tape 15 Meter	Standard ISI Make	Nos.	2
36	Drill Bit Handle (For Stove conversion from LPG to PNG)	Taparia/Jhilani or Equivalent	Nos.	25
37	Gayti with Handle	NA	Nos.	12
38	Fawada with Handle	NA	Nos.	12
39	Sabbal	NA	Nos.	12
40	Soldering Iron	NA	Nos.	6
41	Safety Belt	NA	Nos.	3
42	Jhula (for High Rise Buildings)	NA	Nos.	3

43	Measurement Tape 30 Meter	Standard ISI Make	Nos.	2
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**iii) CONSUMABLES**

<b>ANNEXURE - 'C'</b>			
<b>Sr. No.</b>	<b>Item Description</b>		<b>Qty. requirement for Jhansi</b>
1	Tefflon Tape (Packet of 10 Piece of 20 Mtr. Roll each)		25
2	Getti Panch (Packet)		3
3	Getti PVC (Packet)		3
4	Amery Paper (60 no. 80 no.)		3
5	Old Colth		5
6	Restolin (1 Liter)		2
7	Hexa Blade		4
8	Thinner (Bottle)		2
9	Tissue Paper (Packet)		10
10	Drill Bit	25MM	5
		6MM	5
11	Conversion Drill Bit (for Stove)	0.6MM	5
		0.7MM	5
		1MM	5

		1.1MM	5
		1.2MM	5

Note: Above mentioned quantity is maximum tentative quantity for 1 month for Jhansi. This quantity of consumables to be provided by service provider every month till the end of contract period. Also, vendor shall ensure minimum inventory of above-mentioned material locally at Jhansi for smooth working of PNG control room.

## **SECTION - II**

### **Special Conditions of Contract /Scope of Work for Line Patrolman, Jhansi** **CGD.**

#### **17. INTRODUCTION**

Central U.P. Gas Limited (CUGL) is a joint venture company of GAIL (India) Ltd. & Bharat Petroleum Corporation Ltd. (BPCL). CUGL is providing Piped Natural Gas to various Domestic/ Commercial/ Industrial consumers in the city of Kanpur, Unnao, Bareilly & Jhansi. The Contractor/ Service Provider's scope of work shall consist of providing the line patrolling services on round the clock basis by deploying the trained Line Patrolmen for pipeline patrolling with motorcycle for monitoring, surveillance, and safety of CUGL Pipelines/ installations.

#### **18. DETAILS OF MANPOWER DEPLOYMENT**

Bidder must provide the MANPOWER along with reliever for Line Patrolling services for Jhansi as Mentioned below:

- iv) Line Patrolman (3 Nos.)

Number of Manpower shall be as per ANNEXURE – 'A' attached which might vary based on the requirement given by EIC of CUGL.

#### **19. QUALIFICATION & SKILL REQUIREMENT FOR MANPOWER**

##### **v) LINE PATROLMAN – 3 Nos. (CATEGORY: UN-SKILLED)**

- (1) The Contractor shall engage physically fit, trained and matriculated Line Patrolman having minimum educational qualification of Matriculation (10th PASS).
- (2) Line Patrolman must have knowledge of operating smart phone and their applications.
- (3) Line Patrolman must wear uniform & safety shoes whenever on duty.



- (4) The age of Line patrolman must not be more than 45 years.
- (5) Line patrolman must always carry a valid 2-wheeler license during duty. Having a two-wheeler with all the Line Patrolman is compulsory.
- (6) The fitness of Line Patrolman may be reviewed by EIC/CUGL Executive before deploying onwork.
- (7) Before deploying of Line Patrolling Manpower, Contractor/ Service provider shall provide police verification of each of the Line Patrolling Manpower.
- (8) The contractor shall make all provisions for the conduct of training for the LinePatrollers and with no additional cost to CUGL.

## **20. SHIFT SCHEDULE & TIMINGS FOR CONTROL ROOM**

Tentative Shift Schedule as per site requirement will be as mentioned below:

A Shift – 06:00 to 14:00 hrs

B Shift – 14:00 to 22:00 hrs

C Shift – 22:00 to 06:00 hrs

G Shift – 09:30 to 18:30 hrs

Shift wise manpower distribution can be changed and shall be informed after finalization of contract to bidder.

## **21. NATURE OF WORK/ JOB RESPONSIBILITIES**

Bidder shall be responsible for the following works as mentioned below:

### **d) Responsibility of LINE PATROLMAN**

- i. Reporting of work undertaken by third parties/ Government authorities and Private organizations in the vicinity of CUGL entire pipeline network
- ii. Reporting any other incident like fire, gas leakage, line damage etc.
- iii. Reporting of planned or unplanned construction activities on pipelines like construction of Public Conveniences etc. which may directly affect operations and maintenance of pipeline.
- iv. Inspection/ Reporting the status of CUGL property like pipeline markers, valve chamber covers, Valve Chambers, leakages in installations etc.
- v. Knowledge of all pipeline routes (diameter wise), information on location of valve chambers and their operations for emergency use.
- vi. Line Patrolman will make round along the pipeline area specified to them. They will be required to cover approx. 50 - 60 KM during the shift duty. However, in case of

supervision of any ongoing third-party works, KMs running may be less to safeguard our pipeline.

- vii. Line patrolman shall be capable to understand the As-build drawings of the CUGL Pipeline network and guiding the third parties working across the CUGL pipeline for safety of pipeline of CUGL.
- viii. Agencies working across or along the CUGL pipeline shall be allowed to work only after clearance from CUGL. Service provider agency must ensure safety of CUGL installations.
- ix. Line Patrolman shall intimate to the CUGL/ PNG control room for any authorized or unauthorized work carried out along or across the CUGL pipeline. Very critical jobs like HDD, excavation by JCB, Backhoe/ excavation should be taken care very seriously in the presence of Line Patrolman.
- x. It is the responsibility of Line Patrolman for Pipeline patrolling and to protect the pipeline from encroachment, third party damage etc.
- xi. Filling of patrolling logbook of respective shift/ route is required by each patrolman.
- xii. For each incident occurred, the Line patrolman shall provide pictorial evidence of JCB/Excavate or HDD machine with its registration number, primary incident report, lodge FIR (If required) and submit copy of each incident (in case of uninformed/forced digging on pipeline). Detail of third party (Name of authorized person/ Name of contractor/ Contact no. of contractor/ Type of work/ HDD or JCB registration number etc).
- xiii. The service provider shall facilitate the lodging of the first information report at the concerned Police station if the nature of the incident requires it to be lodge on behalf of CUGL and information shall be passed on to concerned CUGL official immediately.
- xiv. Collection of details (Name/ Mobile no./ Area) of JCB operators, HDD operators, Boring operators etc. for safe working across CUGL pipeline.
- xv. Monitoring & reporting to the PNG control room/ CUGL - the Line Patrolman will send real time report of the incidents, events, damages, presence of HDD / JCB, missing markers etc. along or on the CUGL pipeline. CUGL will continuously monitor the movement of the deployed Line Patrolman in the respective area through GPS tracking system provided by service provider. Service provider to take proper care of such installed systems/ equipment and follow the instruction given by EIC time to time.
- xvi. Line Patrolman shall carry all necessary tools/ tackles to enable him to operate the valve chambers. It shall be the responsibility of patrollers to operate the valve chamber in case of any emergency.
- xvii. Meter and flow readings of Industrial & commercial customers and DRS as per requirement of CUGL.
- xviii. Any other work related to CUGL operations/ installations to be carried out by Line Patrolman as per instructions of CUGL representative.

**Any extra job may be informed to Line Patrolman team from time to time by EIC of CUGL is to be completed by the concerned Line Patrolman.**

## **22. COMPLIANCE TO STATUORY GUIDELINES/ LAWS**

Bidder must ensure compliance of all statutory Rules & Regulations and adhere to all labour laws or statutory guidelines given time to time. The bidder shall submit each of the following documents before commencement of work order.

- ix. Labor License.
- x. Employee State Insurance enrollment number.
- xi. Employee provident fund enrollment.
- xii. Biodata of all employees with two recent original photographs.
- xiii. Appointment letter of all employees.
- xiv. Employee identity card for all employees. (Photocopy)
- xv. Police verification of all employees.
- xvi. Minimum Wages of above-mentioned categories shall be as per central wage rules and revision of the same time to time as per Govt guidelines for wage revision.

## **23. DEDUCTIONS AGAINST NON-COMPLIANCE**

In case the bidder fails to comply with any of the conditions of the contract, necessary deductions as indicated below shall be made:

- l) Manpower/ resources found engaged for any other work apart from PNG Control Room work an amount of Rs. 500 per resource/ shift/ site shall be deducted.
- m) If any manpower is found under the influence of alcohol/ drugs or any other illegal substances during duty, penalty of Rs. 1000 per case shall be imposed on the service provider. If any manpower found under the influence of these illegal substances, strict actions shall be initiated on service provider.
- n) In case the behavior of manpower is found inappropriate with the customer or CUGL Office employees/ staff a penalty of Rs. 1000 per case shall be imposed on service provider.
- o) Non-compliance to uniform and safety shoes by the Line patrolling Manpower a penalty of Rs. 500 per case shall be imposed.
- p) If bidder fails to provide services as per Scope of work, a penalty of Rs. 1000 per day shall be imposed.
- q) EIC is the final authority for deciding the quantum of deductions to be made under this clause and the decision shall be imposed on the service provider. However, the service provider may be given a chance to present his case.

- r) In case of delay in salary from 7<sup>th</sup> of every month, penalty of Rs. 500 per manpower/ day shall be imposed.
- s) Maximum monthly penalty limit for above mentioned reasons is 50% of total monthly invoice of respective GA of CUGL.
- t) Any damage of CUGL or customer property/ Asset/ Equipment due to carelessness knowingly or unknowingly by control room manpower, the same shall be recovered from service provider. Recovery shall be equal to the cost of damage. However, decision of EIC of CUGL shall be full and final and binding to service provider.
- u) Service provider must provide alternate/ relieving manpower in place of absent manpower immediately for smooth operations as service hours are round the clock. Operation is for 24 hrs. in a day and 365 days in a year hence, service provider has to ensure the availability of alternate/ relieving manpower by considering these conditions.

#### **24. DISCIPLINE & WORK SUSPENSION**

Maintaining discipline among all Line Patrolman shall be bidder's responsibility. Any misconduct to parent company's employees or with customer may lead to suspension of work contract or that person's termination.

#### **25. MOBILISATION/ DEMOBILISATION**

As per the scope of work mentioned, it shall be the responsibility of the bidder to mobilize and demobilize resources as required by EIC of CUGL.

#### **26. SERVICE PROVIDER SHALL QUOTE THE SERVICE BASED ON FOLLOWING SCOPE OF WORK**

- a) Providing Identity card & police verification details of manpower.
- b) Group accident insurance policy of manpower with minimum cover of Rs. 2.0 Lacs each.
- c) Labor license, ESI, EPF registration of manpower and its compliances.
- d) Other statutory compliances for smooth operations.
- e) Medical policy of manpower as per statutory rules. (if applicable)

#### **27. PROVIDING OTHER ITEMS DURING THE CONTRACT PERIOD SHALL BE AS PER FOLLOWING**

- e) Uniforms, Safety Shoes, Reflective Jacket, goggles, and helmet should be provided by service provider to manpower based on the specification decided by EIC of CUGL. In the period of 2 years, service provider is required to provide these items two times and accordingly payment

shall be made to service provider. All the items mentioned above shall be provided within 30 days from the award of contract.

- f) Monthly conveyance charges are to be paid to Line Patrolman by service provider along with salary. Having a two-wheeler along with vehicle documents and a valid Driver's License of employee is must.
- g) Salary along with conveyance charges shall be reimbursed to service provider on submission of monthly bills along with ESI, EPF, salary deposit e- payment document, attendance etc. Indicative salary is mentioned in SOR and shall be revised time to time based on notifications of central wage revision by Govt of India. Salary to be deposited on or before 7<sup>th</sup> of every month. Salary structure shall be finalized by EIC of CUGL as per Central Govt notification.

## **28. PAYMENT TERMS**

- a) Contractor is required to submit following documents for getting payment from CUGL on monthly basis within 30 days from successful submission of GST invoice along with below mentioned supporting documents for manpower salary and vendor's service charges:
- i. Monthly Invoice separately for Jhansi.
  - ii. Attendance sheet.
  - iii. Salary Break up Sheet.
  - iv. PF numbers with PF challan list of all employees individually.
  - v. ESIC detail and challan list of all employees individually.
  - vi. Electronically transfer payment receipt (by RTGS/ NEFT)/ Hand Challan as a proof of salary for all employee of every month.

Bill shall be treated as complete on submission of above-mentioned documents along with invoice and payment shall be released within 30 days from submission of invoice along with above mentioned supporting documents.

- a) Service provider shall provide PPEs (Uniform, safety shoes, helmet, googles, reflective jacket) to all the Technical and Non-Technical as per specification of EIC of CUGL within 30 days. No Reimbursement shall be made to the service provider.
- b) Making fake records will attract the penalty of Rs. 5000 per case.

## **29. SAFETY NORMS**

Bidder must follow PNRGB's T4S, OISD, PESO safety guidelines and safety directives informed by Safety Department of CUGL. Any deviation in the same shall not be tolerated. Any Safety breach shall terminate the contract also.

## **30. CONTRACT PERIOD & EXTENSION**

Contract period shall be 01 year from the date of award of contract and further extension of 01 year based on satisfactory performance of the service provider. The decision on extension of contract period will solely be of CUGL.

## **31. STATUTORY COMPLIANCES**

By way of illustration of various Acts as stated in the contract, the Service provider thereof shall comply with the following Acts from time-to-time or any amendments therein:

- i) The Employee's Provident Fund Act, 1952.
- j) The Employee's State Insurance Act, 1948.
- k) The Contract Labor (regulation and abolition) act, 1970.
- l) The Minimum Wages Act, 1948.
- m) The Payment of Wages Act, 1936.
- n) The Workmen's Compensation Act, 1923.
- o) The Payment of Bonus Act, 1965.
- p) The Factories Act, 1948.

Any other Statutory requirements of Local/ State/ Central Government shall be fully complied by the service provider and same shall be included in the scope of work.

## **32. OTHER TERMS**

Non availability of manpower in any shift/any workplace will not be tolerable. The service provider will be penalized for each such act as follows:

- a) For non-availability of manpower, service provider shall be penalized @ two time's wages paid for the shift (Man Day) of an employee X no. of non-available employees.

- b) Providing uniform (Shirt/T shirt & pant/trouser) & safety shoes (Make-Karam/ Tiger/ Hilson/ Allen cooper) for every line patrolman is sole responsibility of service provider within contractor's service charges). For every non-compliance of uniform & safety shoes (Make-Karam/ Tiger/Hilson/Allen cooper) or PPEs, service provider shall be penalized @ Rs. 500 per person/ shift.
- c) CUGL shall not tolerate any indiscipline act at the premises from the service provider's manpower during the service time. In such cases, service provider shall take appropriate action against the employee. Failing to do so, service provider shall be penalized Rs. 5000 for each case.
- d) If the contractor fails to provide PPEs (Uniforms, Safety Shoes, Reflective Jacket, goggles, and helmet) as decided by EIC of CUGL to Line Patrolman manpower within 30 days from the date of award of contract, CUGL will provide the same to manpower at risk and cost of service provider considering the actual invoice value plus 20% overhead charges will be recovered from service provider.
- e) Police verification of all the manpower to be done within 45 Days after award of contract. In case of non-submission, the police verification, penalty of Rs. 1000 per week per person shall be imposed on service provider.
- f) In case line patrolling activity is not carried out by line patrolman, penalty of Rs. 1000.00 per shift/ manpower will be applicable.
- g) If any manpower is found under the influence of alcohol/ drugs or any other illegal substances during duty, penalty of Rs. 1000 per case shall be imposed on the service provider. If any manpower found under the influence of these illegal substances, strict actions shall be initiated on service provider.
- h) Providing the GPS tracker devices to line patrolman, its service and application software and submission of tracking reports is directly in the scope of service provider within the contractor's service charge. The report shall be submitted by service provider as and when required by CUGL and report shall be provided along with monthly bill. Application software of GPS tracking shall also be made available to CUGL representative for daily monitoring of patrolling activities. Non providing the GPS tracking system to line patrollers shall attract the penalty of Rs. 500 per month per case.
- i) Maximum limit of penalty is 50% of total invoice value of that particular month.
- j) Service provider shall ensure to provide the salary to manpower on or before 7<sup>th</sup> date of every month.
- k) In case of any property/ equipment is damaged by manpower of service provider, actual cost of damage shall be recovered from service provider.
- l) Due to non-compliance of any statutory compliance if any penalty got imposed on CUGL by authorities, the same shall be borne by service provider.
- m) Service provider shall obtain group accident insurance policy for all the manpower engaged under contract within the contractor's service charges.
- n) Service provider is required to comply all the statutory compliances (ESIC/ EPF/ Online salary/ wages/ attendance/ labor license etc.) and maintain all the records/documents. In case of any document is required by CUGL or any labor authority, service provider is required to provide the

details without any fail.

- o) Service provider is required to provide the salary through e-payment based on minimum wages and its revision as per notification by Govt time to time. Service provider shall submit the notification in CUGL for revision in wages as and when issued by Govt. Salary part given in SOR is indicative and shall be revised based on minimum wages and reimbursed to service provider on submission of all supporting documents on monthly basis.
- p) Service provider is required to engage the existing deployed manpower with good track record and work experience of CUGL in consultation with EIC of CUGL as high competence level is required to perform job responsibility. In case of new requirement, service provider is required to arrange the CVs for shortlisting and arrangement of interviews. Based on merits, CUGL will final the candidate for one month on job training and if found suitable, the same shall be utilized for job otherwise the same shall be discontinued.
- q) Service provider has to deploy only that number (Bare minimum) of relievers at each location which are required and justified to ensure the duty of maximum 26 days in a month in each category at each location.

Manpower quantity given in SOR is indicative and can be increased or decreased any time during contract period of 2 years based on business requirement of CUGL. Manpower can be shifted to other CUGL business locations as per business requirement during contract period. Contract can be suspended within 30 days prior intimation as per business requirement of CUGL. Decision of CUGL shall be final in this regard and service provider is bound to comply the same.

Bidders are required to quote only a single positive value towards service charge in terms of value. Further, the service charges should be a positive value. If bidder quotes "Nil/Zero" service charges the bid shall be treated as unresponsive and will not be considered.



## **SECTION - III**

### **Special Conditions of Contract /Scope of Work for Technical and Non-Technical Manpower, Jhansi CGD**

#### **33. INTRODUCTION**

Central U.P. Gas Limited (CUGL) is a joint venture company of GAIL (India) Ltd. & Bharat Petroleum Corporation Ltd. (BPCL). CUGL is providing Piped Natural Gas to various Domestic/ Commercial/ Industrial consumers in the city of Kanpur, Unnao, Bareilly & Jhansi. The contract is for hiring of manpower for CNG operations & maintenance services, HSE services, housekeeping services, and Customer care services at Jhansi.

#### **34. DETAILS OF MANPOWER DEPLOYMENT**

Bidder must provide the MANPOWER along with reliever for Technical and Non-Technical Services at Jhansi as Mentioned below:

- v) Fireman (1 No.)
- vi) Housekeeper/ Attendant (1 No.)
- vii) Gardener/ Sweeper (1 No.)
- viii) Technical Shift Supervisor (3 Nos.)
- ix) Office assistant/ Customer Care Executive (1 No.)

Number of Manpower shall be as per ANNEXURE – ‘A’ attached which might vary based on the requirement given by EIC of CUGL.

#### **35. QUALIFICATION & SKILL REQUIREMENT FOR MANPOWER**

- vi) Fireman – 1 No. (CATEGORY: SEMI-SKILLED)**
  - b) Diploma as Fireman, fresher with basic knowledge of firefighting.
- vii) Housekeeper/ Attendant – 1 No. (CATEGORY: UN-SKILLED)**
  - (a) Minimum experience of 01 Years as Office Attendant.
  - a) Should have primary education and basic knowledge of Office filing.
- viii) Gardener/ Sweeper – 1 No. (CATEGORY: UN-SKILLED)**
  - (a) Should have primary education.
- ix) Technical Shift Supervisor – 3 Nos. (CATEGORY: SEMI-SKILLED)**
  - (a) Minimum Experience of 01 years in Oil and gas/ City Gas Distribution industry.
  - (b) Should hold an ITI degree or should be a graduate.

**x) Office assistant/ Customer Care Executive – 1 No. (CATEGORY: SKILLED)**

a) Minimum experience of 01 Years as front / back-Office assistance and conversant with MS Office.

b) Should be a graduate in any discipline.

**36. SHIFT SCHEDULE & TIMINGS FOR CONTROL ROOM**

Tentative Shift Schedule as per site requirement will be as mentioned below:

A Shift – 06:00 to 14:00 hrs

B Shift – 14:00 to 22:00 hrs

C Shift – 22:00 to 06:00 hrs

G Shift – 09:45 to 18:15 hrs / 09:00 to 05:00 hrs (as per business requirement).

Shift wise manpower distribution can be change and shall be informed after finalization of contract to bidder.

**37. NATURE OF WORK/ JOB RESPONSIBILITIES**

Bidder shall be responsible for the following works as mentioned below:

**e) Responsibility of FIREMAN**

- i. Ensuring the proper maintenance and record keeping of fire extinguishers with AMC provider.
- ii. Visit to CNG/ PNG installations/ Project/ O&M sites and report the problems of firefighting system/ safety precautions to be taken at CNG stations/ PNG installations/ Project/ O&M sites.
- iii. To be present during hot work/ work at height.
- iv. Imparting firefighting training for newly joined contract manpower/existing manpower and record keeping.
- v. Tackling any emergencies occurring at CNG Stations/ PNG Installations/ Project/ O&M sites.
- vi. Collecting the data/ records of near miss/ incidents and maintaining near miss/ incident reports.
- vii. Ensuring safety during pipeline break downs.
- viii. Having bike is must for all fire men however monthly fix amount for fuel charges will be provided by service provider along with salary.

**f) Responsibility of HOUSEKEEPER/ ATTENDANT**

- i. To ensure that the office premises is clean and maintained.
- ii. Ensure that toilets are clean and necessary supplies are available such as toilet rolls, soap, clean towels, etc. and in case of defects or shortages, inform the supervisor immediately.

- iii. To assist in making arrangements for meetings, in-house workshops (i.e., arranging tables, chairs, boards etc. and re-arranging after completion of event).
- iv. Prepare and manage record of office pantry and serve hot and cold beverages to CUGL employees, staff, and visitors as and when required.
- v. To ensure sufficient clean drinking water is available.
- vi. Manage office stationery and deposit couriers (if any) to the post office daily.
- vii. To take care of kitchen related items as per inventory (i.e., utensils and pots) and report any defects or shortage immediately to supervisor, assist in record keeping of all cooking expenditures.
- viii. Always maintain a hygienic environment in office, toilet, kitchen, and dining area.
- ix. Show good manners with CUGL employees, staff, and guests.

**g) Responsibility of GARDENER/ SWEEPER**

- i. To ensure that the CUGL Mother Station & Office premises is clean and maintained.
- ii. Ensure that the garden space at CUGL Mother Station is clean and maintained.
- iii. Always maintain a hygienic environment in office, toilet, kitchen, and dining area.
- iv. Ensure that the CUGL material stored at CUGL Mother Station is stacked properly and help in loading and unloading of CUGL Material.
- v. Prepare and manage record of Panty at CUGL Mother Station and serve hot and cold beverages to CUGL employees, Staff, and visitors as and when required.

**h) Responsibility of TECHNICAL SHIFT SUPERVISOR**

- i. Maintain LCV/ HCVs filling records, challan copies, Stationary Cascade leakage testing record, records of total running kilometers at CUGL mother station.
- ii. Maintain and share correct and proper records of LCV/ HCVs filling, DRS consumption, DCU consumption, Electricity Meter reading Consumption, and consumption of Odourizer daily by 06:00 AM.
- iii. To ensure that all the LCV/ HCVs are under good conditions and inform the Station-in-charge in case of any safety breach.
- iv. To ensure that all the LCV/ HCVs governed by M/s Adani Gas are in good conditions and inform the Station-in-charge in case of any safety breach.
- v. To ensure that the documents of any new LCV/ HCVs deployed by M/s Adani Gas are submitted to Station-in-charge and the condition of the same is ensured upon thorough inspections.
- vi. To ensure that the LCV/ HCVs are equipped with of fire extinguishers, stopper.
- vii. Assist station-in-charge in calibration of mass flow meters installed at CUGL Mother Station.
- viii. The make sure that the drivers of all the LCV/ HCVs are in proper PPEs and inform the Station-in-charge in case any driver is not found in proper PPEs.
- ix. Help in rectification of any leakage in the SS Tubing, Stationary/ Mobile cascades Steel pipeline fittings installed in any of the LCV/ HCVs.
- x. To attend Emergency calls, maintain log and forward complaint to concern for necessary action to ensure.

**i) Responsibility of OFFICE ASSISTANT/ CUSTOMER CARE EXECUTIVE**

- i. To have knowledge of basic computer applications, conversant with MS Excel, MS Office.
- ii. Data entry operations of JMRs, generating BP Numbers, Deposit customer registration Cheques to the bank daily.
- iii. Basic training on SAP for JMR entries, BP number creation will be provided by CUGL. To ensure entries of the same are made correctly and regularly.
- iv. To record customer complaints and maintain proper records of the same and forward the complaints to the respective departments daily to ensure its redressal.
- v. Generating PNG Domestic, Commercial, and industrial bills Bi-monthly and monthly respectively.
- vi. Maintain records of bills received from vendors and submitted to CUGL.
- vii. Maintain records of inbound and outbound documents/ bills/ invoices daily.
- viii. To ensure the bills of PNG customers are paid on time and guide them in bill payments.
- ix. Maintain records of payment made through POS machine and thereof settlement & reconciliation.
- x. Assist In-charge for drafting various official documentation & letters.
- xi. Maintaining records/ files of contractor bills/ office documents/ letters and communications.

**Any extra job may be informed to above mentioned manpower from time to time by EIC of CUGL is to be completed by the concerned manpower.**

**38. COMPLIANCE TO STATUORY GUIDELINES/ LAWS**

Bidder must ensure compliance of all statutory Rules & Regulations and adhere to all labour laws or statutory guidelines given time to time. The bidder shall submit each of the following documents before commencement of work order.

- xvii. Labor License.
- xviii. Employee State Insurance enrollment number.
- xix. Employee provident fund enrollment.
- xx. Biodata of all employees with two recent original photographs.
- xxi. Appointment letter of all employees.
- xxii. Employee identity card for all employees. (Photocopy)
- xxiii. Police verification of all employees.
- xxiv. Minimum Wages of above-mentioned categories shall be as per central wage rules and revision of the same time to time as per Govt guidelines for wage revision.

**39. DEDUCTIONS AGAINST NON-COMPLIANCE**

In case the bidder fails to comply with any of the conditions of the contract, necessary deductions as indicated below shall be made:

- v) Manpower/ resources found engaged for any other work apart from technical and non- technical services an amount of Rs. 500 per resource/ shift/ site shall be deducted.
- w) If any manpower is found under the influence of alcohol/ drugs or any other illegal substances during duty, penalty of Rs. 1000 per case shall be imposed on the service provider. If any

manpower found under the influence of these illegal substances, strict actions shall be initiated on service provider.

- x) In case the behavior of manpower is found inappropriate with the customer or CUGL Office employees/ staff a penalty of Rs. 1000 per case shall be imposed on service provider.
- y) Non-compliance to uniform and safety shoes by the technical and non-technical Manpower a penalty of Rs. 500 per case shall be imposed.
- z) If bidder fails to provide services as per Scope of work, a penalty of Rs. 1000 per day shall be imposed.
- aa) EIC is the final authority for deciding the quantum of deductions to be made under this clause and the decision shall be imposed on the service provider. However, the service provider may be given a chance to present his case.
- bb) In case of delay in salary from 7<sup>th</sup> of every month, penalty of Rs. 500 per manpower/ day shall be imposed.
- cc) Maximum monthly penalty limit for above mentioned reasons is 50% of total monthly invoice of respective GA of CUGL.
- dd) Any damage of CUGL or customer property/ Asset/ Equipment due to carelessness knowingly or unknowingly by technical and non-technical manpower, the same shall be recovered from service provider. Recovery shall be equal to the cost of damage. However, decision of EIC of CUGL shall be full and final and binding to service provider.
- ee) Service provider must provide alternate/ relieving manpower in place of absent manpower immediately for smooth operations as service hours are round the clock. Operation is for 24 hrs. in a day and 365 days in a year hence, service provider must ensure the availability of alternate/ relieving manpower by considering these conditions.

#### **40. DISCIPLINE & WORK SUSPENSION**

Maintaining discipline among all Technical and Non-Technical persons shall be bidder's responsibility. Any misconduct to parent company's employees or with customer may be lead to suspension of work contract or that person's termination.

#### **41. MOBILISATION/ DEMOBILISATION**

As per the scope of work mentioned, it shall be the responsibility of the bidder to mobilize and demobilize resources as required by EIC of CUGL.

#### **42. SERVICE PROVIDER SHALL QUOTE THE SERVICE BASED ON FOLLOWING SCOPE OF WORK**

- a) Providing Identity card & police verification details of manpower.
- b) Group accident insurance policy of manpower with minimum cover of Rs. 2.0 Lacs each.
- c) Service Provider should keep in view the quantum of man hour services to be deployed at each category as per their skill levels, experience, minimum wages applicable (as per central sphere/ mentioned decided by CUGL), statutory taxes/ deductions applicable and service charges, which shall be evaluated.
- d) Evaluation will be based on vendor's quoted managing/ service charges only.
- e) Labor license, ESI, EPF registration of manpower and its compliances.
- f) Other statutory compliances for smooth operations.

g) Medical policy of manpower as per statutory rules. (if applicable)

#### **43. PROVIDING OTHER ITEMS DURING THE CONTRACT PERIOD SHALL BE AS PER FOLLOWING**

- h) Service provider must provide the necessary uniform/ safety shoes/ PPEs to manpower and failing to do so, CUGL shall arrange the same at risk and cost of service provider and expenses against these arrangements shall be deducted from monthly bills of service provider. Total deduction shall be based on actual expensed incurred against arrangement of uniform/ safety shoes/ PPEs etc. plus 20% overhead charges based on the specification decided by EIC of CUGL. In the period of 2 years, service provider is required to provide these items two times. Maximum fix amount is mentioned in SOR. All the items mentioned above shall be provided within 30 days from the award of contract.
- i) Monthly conveyance charges are to be paid to manpower by service provider along with salary. In case of two-wheeler, DL of employee is must.
- j) Salary along with conveyance charges shall be reimbursed to service provider on submission of monthly bills along with ESI, EPF, salary deposit e- payment document, attendance etc. Indicative salary is mentioned in SOR and shall be revised time to time based on notifications of central wage revision by Govt of India. Salary to be deposited on or before 7<sup>th</sup> of every month. Salary structure shall be finalized by EIC of CUGL as per Central Govt notification.

#### **44. PAYMENT TERMS**

- a) Contractor is required to submit following documents for getting payment from CUGL on monthly basis within 30 days from successful submission of GST invoice along with below mentioned supporting documents for manpower salary and vendor's service charges:
- i. Monthly Invoice separately for Jhansi.
  - ii. Attendance sheet
  - iii. PF numbers with PF challan list of all employees individually.
  - iv. ESIC detail and challan list of all employees individually.
  - v. Electronically transfer payment receipt (by RTGS/ NEFT)/ Hand Challan as a proof of salary for all employee of every month.

Bill shall be treated as complete on submission of above-mentioned documents along with invoice and payment shall be released within 30 days from submission of invoice along with above mentioned supporting documents.

- b) Service provider shall provide PPEs (Uniform, safety shoes, helmet, goggles, reflective jacket) to all the Technical and Non-Technical as per specification of EIC of CUGL within 30 days. No Reimbursement shall be made to the service provider.
- c) Making fake records will attract the penalty of Rs. 5000 per case.

#### **45. SAFETY NORMS**

Bidder must follow PNRGB's T4S, OISD, PESO safety guidelines and safety directives informed by Safety Department of CUGL. Any deviation in the same shall not be tolerated. Any Safety breach shall terminate the contract also.

#### **46. CONTRACT PERIOD & EXTENSION**

Contract period shall be 01 year from the date of award of contract and further extension of 01 year based on satisfactory performance of the service provider. The decision on extension of contract period will solely be of CUGL.

#### **47. STATUTORY COMPLIANCES**

By way of illustration of various Acts as stated in the contract, the Service provider thereof shall comply with the following Acts from time-to-time or any amendments therein:

- q) The Employee's Provident Fund Act, 1952.
- r) The Employee's State Insurance Act, 1948.
- s) The Contract Labor (regulation and abolition) act, 1970.
- t) The Minimum Wages Act, 1948.
- u) The Payment of Wages Act, 1936.
- v) The Workmen's Compensation Act, 1923.
- w) The Payment of Bonus Act, 1965.
- x) The Factories Act, 1948.

Any other Statutory requirements of Local/ State/ Central Government shall be fully complied by the service provider and same shall be included in the scope of work.

#### **48. OTHER TERMS**

- a) Service provider must indemnify and keep CUGL indemnified from and against all third-party claims whatsoever including but not limited to property loss and damage, personnel accident injury or death etc.
- b) Except statutory deduction, any other deduction from wages of manpower shall not be done in any case.
- c) Service provider is bound to bear all the expenses of defense of every suit, action or other proceedings at law that may be brought by any person for injury sustained owing to neglect the safety precautions and to pay any damages and cost which may be awarded in any such suit, action or proceedings to any such person or which may, with the consent of the service provider, be paid to compensate claim by any such person.
- d) Service provider is required to engage their supervisor for handling of manpower without any extra cost to CUGL.
- e) The Contractor shall make his own arrangement for the accommodation & medical assistance to his personnel at respective location and subsequent transportation/ conveyance arrangement for them from their place of residence to workplace or any other place as required, and Employer shall have no obligation in this respect. The Employer shall not be responsible for providing any medical assistance to the contractor personnel. Arrangement of parking/parking space for vehicles of contract personnel coming for duty is sole responsibility of contractor.

- f) The Contractor shall be responsible for the discipline and good behavior of all his personnel deployed in the services and should any complaint be received against any of his employee, he shall arrange to replace such person(s) within 24 hours at his own cost. The decision of the Engineer-in-Charge in this matter shall be final and binding on the Contractor.
- g) Service provider shall be responsible to comply with all the liabilities and maintain all record and registers and produce the same before the competent Authorities under the Act or the CUGL as and when demanded.
- h) Service provider is required to engage the existing deployed manpower with good track record and work experience of CUGL in consultation with EIC of CUGL as high competence level is required to perform job responsibility. In case of new requirement, service provider is required to arrange the CVs for shortlisting and arrangement of interviews. Based on merits, CUGL will final the candidate for one month on job training and if found suitable, the same shall be utilized for job otherwise the same shall be discontinued.
- i) Service provider has to deploy only that number (Bare minimum) of relievers at each location which are required and justified to ensure the duty of maximum 26 days in a month in each category at each location



**HEALTH, SAFETY  
ENVIRONMENT [HSE]  
SPECIFICATIONS**

**SECTION-VIII**

## **HEALTH, SAFETY AND ENVIRONMENT [HSE] SPECIFICATIONS**

### **1.0 SCOPE**

These specifications establish the 'Health, Safety and Environment [HSE] Management' requirement to be complied with by the Contractors during executing their Job. Requirements stipulated in these specifications shall supplement the requirements of 'HSE Management' given in relevant act(s) / legislation(s).

### **2.0 REQUIREMENTS OF 'HEALTH, SAFETY AND ENVIRONMENT [HSE] MANAGEMENT SYSTEM' TO BE COMPLIED BY BIDDERS**

- 2.1 Preferably, the Contractor should have a documented 'HSE Policy' to cover commitment of their organization to ensure health, safety and environment aspects in their line of operations or they must follow the 'HSE policy' of CUGL for safe execution of work.
- 2.2 The Contractor shall ensure that the CUGL's 'Health, Safety and Environment [HSE]' requirements are clearly understood and faithfully implemented at all level, at sites.
- 2.3 Contractor shall promote & develop consciousness for Health, Safety & Environment among all personnel working for the Contractor. Regular work-site meetings (Tool box talk) shall be arranged as 'HSE' activities to cover hazards involved in various operations during executing their jobs, location of First Aid Box, trained personnel to give First Aid, Assembly Points, and fire protection measures such as water and fire extinguishers etc.
- 2.4 Non-conformance of 'HSE' policy and directives as per CUGL by Contractor [including their sub-Contractors] as brought out during review/audit by CUGL / external agency authorized by CUGL, shall be complied by Contractor and its report to be submitted to CUGL.
- 2.5 Contractor shall adhere consistently to all provisions of 'HSE' requirements. In case of non-compliance of continuous failure in implementation of any of the 'HSE' provisions, CUGL may impose penalty and subsequent stoppage of work for non-compliance. The decision of imposing monetary penalty & work-stoppage shall be taken by EIC with consultation with Safety Officer of CUGL.
- 2.6 All fatal accidents and other personnel accidents shall be investigated for root cause by CUGL and Contractor shall extend all necessary help and cooperation in this regard. Recommend corrective and preventive actions of findings will be communicated to Contractor for taking suitable actions should be taken by the Contractors to avoid recurrence of such incidences.
- 2.7 Contractor shall ensure that all their staffs and workers, including their sub-Contractor(s), shall wear 'Personal Protective Equipments [PPEs]' such as safety helmets, safety shoes, safety belts, dust mask, ear plug, protective goggles, gloves, etc., as per job requirements. All these gadgets shall conform to relevant IS specifications or equivalent.
- 2.8 Contractor shall assign competent & qualified personnel for carrying out various tasks/jobs as per

requirement.

- 2.9 All equipments should be tested and certified for its capacity before use.
- 2.10 Contractor shall ensure storage and utilization methodology of materials that are not detrimental to the environment. Where required, Contractor shall ensure that only the environment-friendly materials are used.
- 2.11 All persons deployed at site shall be knowledgeable of and comply with the environmental laws, rules and regulations relating to the hazardous material substances and waste. Contractor shall not dump release or otherwise discharge or dispose-off any such materials without the express authorization of EIC of CUGL.
- 2.12 Contractor should obtain all work permits before start of activities [as applicable] like hot work, cold work, confined space, electrical isolation, work at heights and its use & implement all precautions mentioned therein.
- 2.13 Contractor should display at site office and work locations caution boards, provide posters, banners for safe working to promote safety consciousness, etc.
- 2.14 Contractor should properly barricade the facility where work is in progress for safe working and reclaim the work zone after completion of work to promote safety consciousness.

**3.0 RELEVANT CODES FOR 'PERSONAL PROTECTION EQUIPMENTS'**

IS: 2925 - 1984	Industrial Safety Helmets
IS: 47701 - 1968	Rubber Gloves for Electrical Purpose
IS: 6994 - 1973 [Part-I]	Industrial Safety Gloves [Leather & Cotton Gloves]
IS: 1989 - 1986 [Part-II]	Leather Safety Boots & Shoes
IS: 5557 - 1969	Industrial & Safety Rubber Knee Boots
IS: 6519 - 1971	Code of Practice for Selections, Care & Repair of Safety Footwear
IS: 11226 - 1985	Leather Safety Footwear Having Direct Molding Sole
IS: 5983 - 1978	Eye Protectors
IS: 9167 - 1979	Ear Protectors
IS: 3521 - 1983	Industrial Safety Belts & Harnesses

**Guidelines for imposition of punitive fines**

- 4.0 Punitive fines on contractors are imposed for violation of safety rules & regulations during execution of jobs. Objective of punitive fines is to work as deterrent for contractors in violation of safety rules & regulation and to improve safety atmosphere in general at all site.

**Proposed guidelines for imposition are described below:**

- 4.1 For first time violation of safety rules & regulation by any contractor, HSE-officer will issue a warning

letter to contractor with intimation to EIC of work centre with a copy to MD & DC.

- 4.2 In case of second time violation of safety rules & regulations by same contractor, EIC will call contractor in person and will have a meeting to discuss reason for repetitive violation along with HSE-Officer. A warning letter will also be issued by EIC to contractor.
- 4.3 In case of further violation, punitive fines will be imposed on contractor. Amount as fine will be decided as per severity of violation of safety. However, minimum fine would be Rs.5,000/- and in multiple of Rs.5,000/-, thereafter for every instant.
- 4.4 This will be limited to 5% of contract value, as maximum cumulative penalty.
- 4.5 This practice of punitive fines is to be implemented across all CUGL sites for all contracts.
- 4.6 Practice of punitive fines will be applicable for projects sites also and would be over and above the deduction made by M/s CUGL for safety violation from running bills.

# **SOR**

## **(SCHEDULE OF RATES)**

### **SECTION-VIII**

Following is the format of the SOR for reference. The bidders are supposed to fill in the details of the SOR on the e-tendering portal in the prescribed format on the portal.

**SCHEDULE OF RATES (SOR) - Miscellaneous Manpower Services at Jhansi for One Year**

Sl. No.	Designation	Manpower Category	Quantity (Nos.)	Total No. of Days (Unit)	Indicative Payment to be made in Rs./Man/Shift (Rs.)	Unit Service Charge (Amount to be quoted by bidder in Rs./Man/Shift) (Rs.)	Total Service Charges for 01 year in Rs.	Total Indicative Payment in Rs.	Total Amount (CTC+ Service charge) for 1 year (Rs.)	GST@-----%		Grand Total with GST
										%	H=Cx-----%	
Jhansi												
1	Line patrol man	Un Skilled (Jhansi/B class)	3	365	842.86			922931.70				
2	Fire Man	Semi Skilled (Jhansi/B class)	1	365	937.75			342278.75				
3	House Keeping attendant	Un Skilled (Jhansi/B class)	1	365	792.86			289393.90				
4	Plumber	Semi Skilled (Jhansi/B class)	2	365	937.75			684557.50				
5	Helper	Un Skilled (Jhansi/B class)	2	365	842.86			615287.80				
6	Office Assistant/Customer Care Executive	Skilled (Jhansi/B class)	1	365	1006.08			367219.20				
7	Technical Shift Supervisor	Semi Skilled (Jhansi/B class)	3	365	887.75			972086.25				
8	MDPE Technician	Semi Skilled (Jhansi/B class)	1	365	887.75			324028.75				
9	Sweeper/Gardener	Un Skilled (Jhansi/B class)	1	365	792.86			289393.90				
<b>Grand Total (Rs.)</b>												

1. Bidders are required to quote only a single positive value towards service charge in terms of Rupees (INR). Further, the service charges should be a positive value. If bidder quotes 'Nil/Zero' service charges the bid shall be treated as unresponsive and will not be considered.

2. Indicative payment mentioned in SOR may change at the direction of CUGL. However, service charges quoted by the bidder to remain same for entire period of contract.

3. The value of contract may increase during currency of the contract depending upon revision of minimum wages & as per the requirement of the company.

4. The quantity of various categories of services shown in the Scope of work are indicative which is liable to change. The actual services obtained by the owner as per requirement from time to time and for any increase or decrease in the services/number of personnel, the payment shall be made as per SOR on pro-rata basis inclusive of service charges.

5. The bidder shall read these SOR (s) in conjunction with the Scope of Work detailed in this Bid Document and quote accordingly

												Signature of
												Authorized signatory:
<b>DATE :</b>												<b>NAME :</b>
<b>PLACE:</b>												<b>DESIGNATION</b>