

### NORTH EAST GAS DISTRIBUTION COMPANY LIMITED

### **TENDER FOR**

SUPPLY OF ODORISER UNITS ON A COMPREHENSIVE ANNUAL MAINTENANCE COST (CAMC) IN GEOGRAPHICAL AREAS OF DARRANG, SONITPUR, BISHWANATH, LAKHIMPUR DISTRICTS OF ASSAM GA

### **OPEN DOMESTIC COMPETITIVE BIDDING**

**Tender ID: VCS21000056** 

Tender Document No.: NEGDCL/SUPPLY/GA 11.03/2024-25/06

DATED: 26/06/2024

VOLUME - I OF II COMMERCIAL VOLUME

PREPARED AND ISSUED BY



VCS QUALITY SERVICES PVT. LTD.
Noida, India





SECT	TON - I INVITATION FOR BIDS (IFB)	6		
1.0	INTRODUCTION			
2.0	BRIEF DESCRIPTION OF PROJECT			
3.0	BRIEF SCOPE			
4.0	DURATION AND DELIVERY SCHEDULE	8		
5.0	BID VALIDITY	8		
6.0	BIDDING PROCEDURE	9		
7.0	DETAILS OF BID DOCUMENTS	9		
8.0	BIDDER EVALUATION CRITERIA (BEC)	11		
9.0	EMD / BID SECURITY	14		
10.0	PRE-BID MEETING	15		
11.0	GENERAL	16		
SECT	TION – II INSTRUCTIONS TO BIDDERS (ITB)	18		
A. I	NTRODUCTION	19		
1.0	INTRODUCTION	19		
2.0	ELIGIBLE GOODS AND SERVICES AND ORIGIN OF GOODS	19		
3.0	ELIGIBILITY OF BIDDERS	19		
4.0	ONE BID PER BIDDER	19		
5.0	SINGLE POINT RESPONSIBILITIES	20		
6.0	COST OF BIDDING	20		
7.0	NON-TRANSFERABILITY OF THE BID DOCUMENTS	20		
B. T	THE BID DOCUMENTS	20		
8.0	CONTENT OF BID DOCUMENTS	20		
9.0	CLARIFICATION ON BID DOCUMENTS	21		
10.0	AMENDMENT OF BID DOCUMENTS	21		
C. P	REPARATION OF BIDS	21		
11.0	LANGUAGE OF BID	21		
12.0	DOCUMENTS CONSTITUTING THE BID	22		
13.0	BID FORM	22		
14.0	BID PRICES	22		
15.0	PRICE BASIS	22		





16.0	CURRENCIES OF BID22			
17.0	DOCUMENTS ESTABLISHING BIDDER'S ELIGIBILITY AND QUALIFICATION22			
18.0	DOCUMENTS ESTABLISHING GOOD'S ELIGIBILITY AND CONFORMITY TO E			
DOCU	UMENTS			
19.0	BID SECURITY/ EMD23			
20.0	PERIOD OF VALIDITY OF BIDS	25		
21.0	FORMAT AND SIGNING OF BID25			
22.0	DEVIATIONS25			
D. P	PREPARATION AND SUBMISSION OF BIDS			
23.0	PREPARATION OF BIDS	26		
24.0	BID INSTRUCTIONS FOR ONLINE BID SUBMISSION	27		
25.0	DUE DATE AND TIME OF BID SUBMISSION	29		
26.0	LATE BIDS/ UNSOLICITAED BID/ BID SUBMISSION AT OTHER PLACE	30		
27.0	MODIFICATION AND WITHDRAWAL OF BIDS	30		
E. C	PPENING AND EVALUATION OF BIDS	30		
28.0	OPENING OF BIDS BY THE PURCHASER/ CONSULTANT	30		
29.0	CLARIFICATION OF BIDS	31		
30.0	PRELIMINARY EXAMINATION	31		
31.0	REJECTION CRITERIA	31		
32.0	OPENING OF PRICE BID	32		
33.0	CONVERSION TO SINGLE CURRENCY	32		
34.0	EVALUATION AND COMPARISON OF BIDS	32		
35.0	PURCHASE PREFERENCE	33		
36.0	PROCUREMENT FROM A BIDDER WHICH SHARES A LAND BORDER WITH IN 35	NDIA		
37.0	CONTACTING THE PURCHASER/ CONSULTANT	37		
F. A	AWARD OF CONTRACT	37		
38.0	POST-QUALIFICATION	37		
39.0	AWARD CRITERIA	37		
40.0	SPLIT OF AWARD	37		
41.0 CONT	PURCHASER'S RIGHT TO VARY QUANTITIES DURING THE VALIDITY OF	37		
42.0	PURCHASER'S RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS	38		
43.0	NOTIFICATION OF AWARD	38		





44.0	CORRUPT OR FRAUDULENT PRACTICES	38
SECT	FION – III GENERAL CONDITIONS OF CONTRACT (GCC)	50
SECT	FION-IV SPECIAL CONDITIONS OF CONTRACT (SCC)	72
1.0	INTERPRETATIONS	
2.0	REGISTRATION OF THE CONTRACT WITH STATUTORY AUTHORITIES	73
3.0	RECORDS OF CONTRACT DOCUMENTS	73
4.0	INTELLECTUAL PROPERTY – SECRECY	73
5.0	STATUTORY VARIATIONS IN TAXES	74
6.0	ADVANCE PAYMENT	74
7.0	TERMS OF PAYMENTS	74
8.0	MODE OF PAYMENT	75
9.0	DELIVERY AND DOCUMENTS	75
10.0	ORDER OF DOCUMENT PRECEDENCE	75
11.0	TERMINATION AND FAILURE CLAUSE	76
12.0	RESOLUTION OF DISPUTE (ARBITRATION)	76
13.0	INSPECTION AND REJECTION OF GOODS BY CONSIGNEE	77
14.0	TENDERS NOT IN PRESCRIBED FORMS	77
15.0	TENDERS NOT CONFORMING TO SPECIFICATIONS	77
16.0	APPLICABLE LAW	77
17.0	COMPLIANCE OF LAWS	78
18.0	THE ENGINEER- IN- CHARGE SHALL HAVE POWER TO	78
19.0	INDEMNITY	78
20.0	CONTRACTOR'S RESPONSIBILITY	79
21.0	SHIPMENT	79
22.0	STATUTORY APPROVALS	
23.0	PACKING	80
24.0	GUARANTEE	81
25.0	COMPREHENSIVE ANNUAL MAINTENANCE CONTRACT (CAMC) PERIOD	81
26.0	CONTRACT-CUM-EQUIPMNET PERFORMANCE BANK GUARANTEE	82
27.0	COMMERCIAL LOADING	83
28.0	CORRESPONDING ADDRESS	83
SECT	TION - V FORMS & FORMATS	84
DOC	UMENTS TO BE CHECKED AGAINST BEC	113





SECTION - VI SCHEDULE OF RATES (SOR) ATTACHED BELOW	115
SECTION - VII OTHER FORMS APPLICABLE AFTER AWARD	116





SECTION - I
INVITATION FOR BIDS (IFB)





### OPEN DOMESTIC COMPETITIVE BID (THROUGH e-TENDERING MODE) NOTICE OF INVITATION FOR BIDS (IFB)

SUPPLY OF ODORISER UNITS ON A COMPREHENSIVE ANNUAL MAINTENANCE COST (CAMC) IN GEOGRAPHICAL AREAS OF DARRANG, SONITPUR, BISHWANATH, LAKHIMPUR DISTRICTS OF ASSAM GA Tender ID: VCS21000056

#### 1.0 INTRODUCTION

- 1.1 North East Gas Distribution Company Limited (NEGDCL) is a consortium of Assam Gas Company Limited (AGCL) and Oil India Limited (OIL) having its registered office in 6<sup>th</sup> Floor, central Mall, G.S. Road, Kamrup. NEGDCL won authorization for C3 geographical areas (GAs) in the northeast region of India viz. GA of Darrang, Udalguri, Sonitpur, Bishwanath, Lakhimpur and Dhemaji districts in Assam (GA ID: 11.03) and GA of Sepahijala and South Tripura districts (GA ID: 11.56) and GA of North Tripura, Khowai, Dhalai and Unakoti districts in Tripura (GA ID:11.57)
- 1.2 NEGDCL intends to develop the City Gas Distribution (CGD) Network in all districts of the GA so as to leverage the synergies anticipated during infrastructure creation, operations & maintenance and administration of each of the individual GA.
- 1.3 VCS Quality Services Pvt Ltd (VCS) (hereinafter referred as consultant), has been appointed by NEGDCL as the Engineering, Procurement & Construction Management Consultant (EPCM) services for CGD Network in the district of Darrang, Udalguri, Sonitpur, Bishwanath, Lakhimpur and Dhemaji in Assam GA and in the district of Khowai and Sipahijala in Tripura GA.

#### 2.0 BRIEF DESCRIPTION OF PROJECT

2.1 NEGDCL intends to extend the CNG facility by increasing the number of CNG stations & upgrading existing CNG stations to ensure uninterrupted supply of natural gas to automobile consumers in India. NEGDCL is also developing CGD network in other cities to cater the requirement of Domestic, Commercial and Industrial consumers. It is proposed to Supply of Odorisation units along with CAMC as per details furnished in this Bid documents.

### 3.0 BRIEF SCOPE

- 3.1 The scope of supply covers System design, detail engineering, manufacturing, assembly, factory testing, supply of Natural Gas ODORIZING system including packaging, insurance till commissioning, transportation, handling and loading / unloading at NEGDCL sites/ designated store, documentation etc. and providing all related services including installation, Tubing / piping, Cabling, providing suitable shed for the odorant tank (to be installed at CGS /Mother Station shall be designed, fabricated, site acceptance testing, integration, trial run, commissioning Assistance and documentation required for necessary PESO approval and CAMC of ODORIZING system including any minor civil & electrical work, Training, Erection & commissioning spares of ODORIZING system for Natural Gas Complete in all respect for NEGDCL GAS project.
- 3.2 This document shall be read in conjunction with Schedule of Rates, specifications, standards, drawings and other documents forming a part of the Tender Document.

GA Description	Item Description	Quantity (nos.)
Darang	Supply of 1000 WL capacity odorizer units	1





GA Description	GA Description Item Description	
Sonitpur	Sonitpur Supply of 1000 WL capacity odorizer units	
Biswanath	Supply of 1000 WL capacity odorizer units	2
Lakhimapur	Lakhimapur Supply of 1000 WL capacity odorizer units	
	6	

- 3.2.1 The above quantities are indicative and for evaluation purpose only. Purchaser reserves the right to increase or decrease at the time of award.
- 3.2.2 The bidder has to guote for full quantity of SOR items. Partial bid shall be liable for rejection.
- 3.2.3 For detailed Scope of work and specifications, refer Technical volume II of II.

#### 3.3 **Comprehensive Annual Maintenance Period (CAMC)**

Bidder shall provide CAMC services for Three (03) years which shall start once warranty period is over (Warranty period also includes scope of CAMC as well in addition to standard clauses of warranty). Vendor shall provide on-site repair & maintenance services for a period of next 03 years, which includes supply of all the spares required for the supplied Odorisation units without any extra cost implication to NEGDCL. The vendor shall be required to always keep sufficient quantity of spares in his stock and shall carry them during all the on-site visits to the supplied Odorisation unit.

#### 4.0 **DURATION AND DELIVERY SCHEDULE**

4.1 Delivery The Supply of Odorizer shall be made lots wise as follows;

> 1st lot size of 3 Nos. of Odorizer shall be delivered within 12 weeks from the date of LOA/PO. Subsequent lot size of 3 Nos. of Odorizer shall be delivered within 12 weeks from the issuance of

delivery order/ Intimation from NEGDCL.

4.2 Basis of Delivery The basis of delivery shall be FOT, NEGDCL Site/ Store at

NEGDCL Site, Assam.

4.3 For applicability of PRS calculation date of Lorry Receipt (LR) shall PRS Applicability

be considered as date of delivery.

4.4 **Duration of Contract** For Supply: The Contract shall be One (01) year from the date of

written intimation (LOI) from NEGDCL. The entire supply shall be

completed as per delivery schedule in PO.

For Maintenance: The duration for comprehensive annual maintenance shall be three (03) years after completion of warranty

period.

#### 5.0 **BID VALIDITY**

5.1 Bid should be valid for 90 days from the date of schedule submission.





#### 6.0 BIDDING PROCEDURE

- 6.1 Bidding will be conducted through **Open Domestic Competitive Bidding basis**. Single stage two bid system is adopted for this tender.
- 6.2 The submission and opening of bids will be through e-tendering mode at <a href="https://www.tenderwizard.com/pvt">https://www.tenderwizard.com/pvt</a>. Tender document can be downloaded from the website <a href="https://www.tenderwizard.com/pvt">https://www.tenderwizard.com/pvt</a>. Payment of requisite e-Tender Processing Fee (non-refundable) shall be made to Tenderwizard's account through online mode vide the link on their e-procurement portal as specified in the tender document before bidding. Any bidder who does not pay this processing fee to Tenderwizard's will not be able to proceed further for bid submission. NEGDCL/ VCS shall not be accountable to any payment made in favour of M/s Tenderwizard.

#### Note:

- (1) To participate in the e-tendering, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself with Tenderwizard's website <a href="https://www.tenderwizard.com/pvt">https://www.tenderwizard.com/pvt</a>. Please also note that the bidder has to obtain digital signature token for applying in the tender and in general, activation of registration may take 24 hours' subject to the submission of all requisite documents required in the process.
- (2) NEGDCL/ VCS in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.
- (3) Bidder interested to participate in tender may submit their bid only through Tenderwizard's website.

#### 7.0 DETAILS OF BID DOCUMENTS

7.1	Type of Tender	Open Domestic Competitive Bidding Basis
7.2	Tender ID Tender Document Number	VCS21000056 NEGDCL/SUPPLY/GA 11.03/2024-25/06, Dated 26/06/2024
7.3	Earnest Money Deposit / Bid Security	As per Clause No. 9 below
7.4	Availability of Tender Document on Website	26.06.2024 to 17.07.2024 upto 1430 Hrs.
7.5	Pre bid meeting date and venue	Online Pre-Bid Meeting shall be held on <b>03.07.2024</b> at <b>1500</b> Hrs. through video conferencing hosted by VCS.  Bidders interested to participate in the online pre-bid meeting through video conferencing are requested to communicate the same through their official e-mail IDs to NEGDCL / VCS e-mail IDs latest by <b>02.07.2024</b> till <b>1600</b> Hrs  Details for video conferencing (meeting ID, password, link etc.) will be intimated through e-mail.





		Bidders are requested to forward their pre-bid queries through email also latest by 1800 Hrs on 04.07.2024.
7.6	Bid Submission date and time	17.07.2024 till 1430 HRS. IST online on e-tendering website (https://www.tenderwizard.com/pvt)
7.7	Un-Priced bid opening date and Time	17.07.2024 at 1500 HRS. IST online on e-tendering website ( <a href="https://www.tenderwizard.com/pvt">https://www.tenderwizard.com/pvt</a> )
7.8	Price bid opening date and time	Shall be intimated later.
7.9	Address for submission of physical document	Head C&P (CGD)  VCS Quality Services Pvt. Ltd.  Unit no. 1116 - 1121, Tower 4, Assotech Business Cresterra, Plot No. 22, Sector-135, Expressway Noida-201301, Uttar Pradesh Contact: 9105709079/ 8076548002/ 8010489356/ 9034159430  Email- pc.vcsnoida@vcsprojects.com, rachna.shukla@vcsprojects.com, rajesh.sharma@vcsprojects.com, sachin.singh@vcsprojects.com, nidhi.kumari@vcsprojects.com

#### Note:

Bidders are advised to complete the registration on e-tender portal (https://www.tenderwizard.com/pvt) at least two working days prior to bid submission date.

In accordance with the general conditions of tender, NEGDCL/ VCS may amend these dates of the tender process at its sole discretion. In case any of the specified dates are declared a public holiday, the deadline shall be the next working date.

#### DOWNLOADING OF TENDER DOCUMENT

The tender document is available for downloading from Tenderwizard's e-procurement website (<a href="https://www.tenderwizard.com/pvt">https://www.tenderwizard.com/pvt</a>) for viewing / participation of the eligible bidders. Bidders meeting the bid evaluation criteria who intend to submit their bid may download the tender for submission by the bid due date and time. Bidder shall give an undertaking on his letter-head that the contents of the bidding document have not been altered or modified. Bid evaluation criteria shall be applicable for all the bidders.

Any revision, clarification, addendum, corrigendum, time extension, etc. to this Tender Document will be hosted on the website mentioned above.

**Disclaimer clause:** Bidders are advised to visit Tenderwizard's e-tendering website regularly for any updates on the tender. The ignorance to visit the website, will not be accepted as a reason for any gap / missing information like corrigenda, amendments, clarifications etc.

Bid shall be uploaded in two parts as below:

#### PART- I (UN-PRICED BID)

Un-priced bid must be completed with all technical details along with all other required documents including price schedule **WITH PRICE BLANKED OUT** etc. as per clause no. 23.1 of ITB.





#### **PART-II (PRICED BID)**

Priced bid shall contain only the prices without any conditions as per clause no. 23.2 of ITB.

#### 8.0 BIDDER EVALUATION CRITERIA (BEC)

#### 8.1 **TECHNICAL**

8.1.1 The bidder, shall be both regular Original equipment manufacturer (OEM) and supplier of Odorizer with single point responsibility and accountability to execute entire tender scope of work.

#### AND

- 8.1.2 Bidder in the last 7 years, reckoned from the tender floating date, shall have manufactured, tested and supplied minimum required quantity as mentioned below, of Odorise package, suitable for in any CGD industry. Further, the supplied Odorisation unit must be commissioned and should be satisfactorily running on the date of floating of e-tender.
  - a) In case of Single order, Bidder should have successfully supplied and executed at least four nos. of Odoriser unit 1000 WL or higher capacity to in any CGD industry.

#### OR

b) In case of two similar orders Bidder should have successfully supplied and executed at least three nos. in a single order of Odoriser unit 1000 WL or higher capacity to any CGD industry.

#### OR

c) In case of three similar orders Bidder should have successfully supplied and executed at least two nos. in a single order of Odoriser unit 1000 WL or higher capacity to any CGD industry.

#### **Similar completed Work Definition**

"The bidder should have Supplied and Commissioned of 1000 WL or higher capacity Odourise unit (either directly or through his dealer/ distributor/subsidiary of manufacturer) to any City Gas Distribution Company in India".

#### 8.1.3 Other technical requirement

- a) The bid shall be liable for rejection in case of change of proposed Odorising Unit manufacturer. Similarly, the Odorising Unit manufacturer cannot change its sole selling agents/ authorized distributors/ authorized dealers/ authorized supplier of the manufacturers after submission of bid, or else the bid shall be rejected.
- b) If the manufacturer does not sell his products directly but through his dealer/ distributor/subsidiary, then the manufacturer can authorize agency(s) to submit the bid in which agency will be considered as a bidder. Therefore, in such a case the manufacturer shall have the prime responsibility of providing unconditional technical and after sales support to the purchaser during guarantee/ warranty period. A latest confirmation by the manufacturer to this effect shall be submitted by the bidder along with the bid in the attached format as **Annexure-A**.
- c) The bidder on its own or through its manufacturer may fulfill the technical BEC. Further, the bidder on its own only must fulfill the financial BEC.





#### 8.2 FINANCIAL

#### 8.2.1 Annual Turnover

The average annual turnover achieved by the bidder during the last 3 preceding financial years, shall be **INR 91.31 Lakhs/-**

**Note:** If a Bidder does not have Audited Balance Sheets for three years, then Average Annual Turnover will be calculated as per financials based on financial figures for available number of years. Turnover will be considered '0' (Zero) for that particular year. However, Bidder has to provide applicable documents like Certificate of Incorporation and Certificate of Commencement to justify that the Firm is less than 03 (Three) years old.

#### 8.2.2 Net Worth

The net worth of the company must be **positive** as per the audited financial result of preceding financial year.

#### 8.2.3 Working Capital

The minimum working capital of the bidder as per the last audited financial statement for immediate preceding financial year shall be **INR 18.26 Lakhs** 

#### Note:

- a. If the bidder's working capital is inadequate, the bidder shall submit a letter from the bidder's bank, having net worth not less than Rs.100 Crore, confirming the availability of the line of credit to cover the inadequacy of working capital required as above. Line of credit must contain Tender No., Tender Description and Client Name. Letter for line of credit must be issued by a scheduled bank. Format of line of credit letter from bank has been enclosed at Annexure-2.
- b. In case of tenders having bid submission date up to 30th September of the relevant financial year, and audited financial results of the immediate preceding financial year is not available, the bidder can submit the audited financial results of the three years immediately prior to that. Wherever the closing date of the bid is after 30th September of the relevant financial year, bidder has to compulsorily submit the audited financial results for the immediate 3 preceding financial years.
- c. Evaluation shall be done on Overall basis to arrive at the lowest evaluated cost to Purchaser.
- d. The bidder shall be required to submit documentation and proof for the above requirements and purchaser may at its DISCRETION make additional checks for the same.

#### **Notes to BEC:**

- a) In case the bidder is executing a Rate Contract of above nature which is still running and the contract value executed till last day of the month previous to the one in which tender is invited is equal to or more than the minimum prescribed value mentioned in the BEC, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work execution certificate to this effect issued by the end user / owner / authorized consultant.
- b) A job executed by a bidder for its own plant/ projects cannot be considered as experience for the purpose of meeting requirement of BEC of the tender. However, jobs executed for





Subsidiary / Fellow subsidiary/ Holding company/ sub contract work executed against orders fulfilling above BEC criteria will be considered as experience for the purpose of meeting BEC subject to submission of tax paid invoice(s) duly certified by statutory auditor of the bidder and challan towards payments of statutory tax in support of the job executed for Subsidiary/ Fellow subsidiary/ Holding company. Such bidders to submit these documents in addition to the documents specified in the bidding documents to meet BEC

### 8.3 **Documents Required**

Documents required to be submitted by the bidder to substantiate their qualification under Bidder Evaluation Criteria (BEC) shall be as follows:

BEC Clause No.	Description	Documents required for qualification
Documents requir	C (Technical)	
8.1.1	Certificate	ISO / NSIC Certificate.
8.1.2	Experience	<ul> <li>(a)Copies of Purchase Order (P.O.) / Work Order (WO) Certificate from end user.</li> <li>(b) Inspection Release Note of relevant previous supplies (having cross reference to P.O.) / Dispatch documents/ Certificate issued by end users with details.</li> <li>(c)Completion Certificate along with successful commissioning report / Execution Certificate along with successful commissioning report from end user / Consultant having executed value and reference of PO (i.e. PO No. &amp; date).</li> </ul>
8.1.3 b)	Certificate	In case the bidder is an authorized dealer, then duly signed and stamped copies of the authorization certificates from the manufacturer to be submitted
Notes to BEC a)	In case of rate Contract	<ul> <li>(a) Copies of Purchase Order (P.O.) / Work Order (WO).</li> <li>(b) Inspection Release Note of relevant previous supplies (having cross reference to P.O.) / Dispatch documents and copy of Invoices / Completion along with successful commissioning report / Execution certificate along with successful commissioning report</li> <li>(c) Certificate issued by end users with details.</li> </ul>
Notes to BEC b)	Jobs executed for Subsidiary / Fellow subsidiary / Holding company	Tax paid invoice(s) duly certified by statutory auditor of the bidder and challan towards payments of statutory tax in support of the job executed for Subsidiary / Fellow subsidiary / Holding company.





BEC Clause No.	Description	Documents required for qualification
Documents require	ed in support of BE	C (Financial)
Financial BEC 8.2.1	Annual Turnover	Bidder must submit: Audited Financial statements including Balance sheet and Profit & Loss Account etc. for three preceding financial years
Financial BEC 8.2.2	Net Worth	Bidder must submit: Audited Financial statements including Balance sheet and Profit & Loss Account etc. for immediate preceding financial year
Financial BEC 8.2.3	Working Capital	Bidder must submit: Audited Financial statements including Balance sheet and Profit & Loss Account etc. for immediate preceding year      In case of inadequate or negative working capital, Letter from the bidder's Bank having net worth not less than Rs. 100 Crores, confirming the availability of the line of credit for at least working capital requirement as stated in BEC.

#### Note:

- The bidder shall be required to submit the documentation and proof for above BEC requirements and purchaser may make additional checks for the same at his sole discretion.
- The relevant documents as required in support of BEC clauses shall be submitted by the bidder as mentioned in forms & formats of tender document.
- It shall be noted that in case bidder fails to submit requisite details/ documents, the bid submitted by bidder is liable to be rejected.
- NEGDCL/ VCS decision shall be final with respect to bidder's qualification based on bid evaluation criteria.

#### 9.0 EMD / BID SECURITY

- 9.1 All bids must be accompanied by a bid security amount of INR 5.43 Lakhs.
- 9.2 EMD shall be in favour of North East Gas Distribution Company Limited (NEGDCL) and shall be acceptable in the form of Crossed Demand Draft (Payable at Kamrup, Assam) or Bank Guarantees (B.G.) in the prescribed pro-forma from Scheduled Commercial banks in India/ Indian Branch of Foreign Bank.
- 9.3 Bid security in the form of Bank Guarantee shall be valid for sixty (60) days beyond the validity of the bid i.e. 150 days from scheduled date of bid submission.
- 9.4 Bid security/EMD can also be submitted through online transaction directly to NEGDCL account as mentioned below. Bidders opting for this mode of EMD shall be required to upload the successful transaction details along with their bid, failure of which may render the bid liable for rejection.





Account No.	50200082393085
IFSC	HDFC0001474
MICR NO	781240007
Bank Name	HDFC Bank Ltd.

- 9.5 Bidders have to upload scanned copy of their EMD on the e-Tender portal. During bid opening, any bid uploaded without such scanned copy shall be summarily rejected. Bidders submitting bid security in the form other than that of online transaction, shall submit the same in physical form to Head, C&P Department, VCS Quality Services Pvt. Ltd., Unit No. 1116 1121, Tower 4,11<sup>th</sup> floor, Assotech Business Cresterra, Plot No. 22, Sector-135, Expressway Noida-201301, U.P. within 7 working days from the date of bid opening, failure of which may render the bid liable for rejection.
- 9.6 PSUs and firms registered as Micro/Small Enterprise with MSME are exempted from furnishing Earnest Money Deposit (EMD) / Bid Security, (subject to their enclosing a copy of latest and valid registration certificate for the tendered products/services) with their bid. Enterprise which have been re-classified as 'Medium' enterprise from their earlier status as 'Micro' or 'Small' enterprise in Udyam registration certificate shall be exempted from submitting EMD. The bidders shall be given this exemption for a period of three years from the date of such upward change in their MSME status. Bidders are required to submit Udyam registration certificate(s) meeting above stated conditions for exemption under this provision, failing which bid shall be rejected. Declaration as per Annexure-1 to be mandatorily submitted along with exemption certificate by such bidders. Traders / Dealers / Distributors / Stockist / Wholesalers are not entitled for exemption of Earnest Money Deposit (EMD) / Bid Security.
- 9.7 The Chartered Accountant (CA) certificate along with UDIN No. of Valid document and the same Chartered Accountant (CA) Certificate should be dated after the date of floating of tender & shall be specific to the tender for which bid is being submitted. Format of the certificate from Statutory Auditor / Chartered Accountant (CA) is attached as "Form 15" in bid document.
- 9.8 Accordingly, in case of upward change in status, MSE bidder is required to submit the previous certificate also along with **certificate from Statutory Auditor / Chartered Accountant (CA)** as 'Form 15' in bid document to get the MSE benefit.
  - Bidders must verify their latest status of MSME registration as on date of bid submission.
  - Note: The notification s.o.4926 (e) dated 18.10.2022 is applicable to the upward change took place in the status of Udyam Registered Enterprises only for availing the benefits of the schemes as per the policy or guidelines, not on erstwhile Udyog Aadhaar Memorandum(UAM). Any reference to Udyog Aadhaar Memorandum (UAM) certificate shall not be considered for such EMD exemption."
- 9.9 Subject to exemption permissible, offers without Earnest Money Deposit (EMD) / Bid Security will not be considered and will be summarily rejected.

#### 10.0 PRE-BID MEETING

- 10.1 The bidder(s) or his representative who intend to bid and who have either purchased the tender document or paid the tender fees for downloaded document are invited to attend a pre bid meeting which will take place on date specified in the tender document. Bidder(s) queries, if any must reaches Consultant via E-mail at least Two (02) days prior to pre bid meeting date.
- 10.2 Non-attendance of the pre-bid meeting will not be a cause for disqualification of the bidder.





### 10.3 Instructions to bidders for Pre-bid meeting through video conferencing:

In case of pre-bid meeting through video conferencing, all bidders intending to attend pre-bid meeting must send their interest through email along with details of registration on e-tender website. E-mail received from bidders within due date and time shall be invited formally through email to attend the meeting. Instructions to bidders:

- (i) All the Bidders who have submitted their registration details and interest to attend the prebid meeting in email up 2 hours prior to start of scheduled meeting will be invited to join as guests through the link shared in mail.
- (ii) Upon joining the video conference, bidders have to mention their organization name as well as representative name.
- (iii) Bidders shall be allowed to discuss their queries in sequence of their responses received.
- (iv) Time slot shall be allotted to each bidder to ask his queries.
- (v) Recording shall be done for pre-bid meeting.
- (vi) Clarifications or queries raised shall be responded to during meeting or through subsequent email.
- 10.4 Owner will not entertain any queries received after 1800 HRS post one (1) day of pre-bid meeting.

#### 11.0 GENERAL

- 11.1 NEGDCL reserves the right to split the award.
- 11.2 The bids received after bid due time/ date shall be rejected.
- 11.3 Bids through Fax/ E-MAIL are not acceptable.
- 11.4 NEGDCL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- 11.5 Canvassing in any form by the Bidder or by any other agency on their behalf may lead to disqualification of their Bid.
- 11.6 All documents submitted should be in English only.
- 11.7 Directives issued by Govt. of India from time to time shall be applicable during bid evaluation
- 11.8 In case any bidder is found to be involved in cartel formation, their Bid will not be considered for evaluation / placement of order. Such Bidder will also be debarred from bidding in future as per sole discretion of Owner.
- 11.9 Owner/ Consultant will not be responsible for cost incurred in preparation and delivery of bids.
- 11.10 Contact details of owner is given below:

North East Gas Distribution Company Limited.

5<sup>th</sup> Floor, Central Mall, GS Road, Christian Basti,

Kamrup, Assam – 781005

Contact Person: Mr. Bidyut Paban Saikia, Mr. Bhaskar Goswami

Telephone: +91 7002692397, 9730131708

Email: bidyut saikia@oilindia.in; bhaskar.negdcl@gmail.com





11.11 Contact details of consultants is given below:

VCS Quality Services Pvt. Ltd.

Unit no. 1116 - 1121, Tower 4,11th Floor,

Assotech Business Cresterra, Plot No. 22, Sector-135, Expressway Noida-201301, U.P

Telephone: +91 9105709079/8076548002/8010489356/9034159430

Email: pc.vcsnoida@vcsprojects.com; rachna.shukla@vcsprojects.com;

rajesh.sharma@vcsprojects.com, sachin.singh@vcsprojects.com; nidhi.kumari@vcsprojects.com