

**NORTH EAST GAS  
DISTRIBUTION COMPANY  
LIMITED**

(A Joint Venture Company of Assam Gas Company  
Limited and Oil India Limited)

**TENDER FOR HIRING OF SERVICES FOR FORECOURT  
MANAGEMENT AND OPERATIONS AND MAINTENANCE  
SERVICES OF CGS, MOTHER STATIONS AND CNG  
STATIONS IN GA 11.03**

**DOMESTIC COMPETITIVE BIDDING**

**Tender No.: NEGDCCL/TENDER/O&M/11.03/10**

**Issued:  
26.02.2026**

**SECTION-I**

**INVITATION FOR BIDS (IFB)**

**Ref.: NEGDCL/TENDER/O&M/11.03/10**

**Date: 26.02.2026**

To,

Prospective Bidders,

**Sub.: TENDER FOR HIRING OF SERVICES FOR FORECOURT MANAGEMENT AND OPERATIONS AND MAINTENANCE SERVICES OF CGS, MOTHER STATIONS AND CNG STATIONS IN GA 11.03**

Dear Sir, Madam,

1.0 NORTH EAST GAS DISTRIBUTION COMPANY LIMITED (NEGDCL), having its registered office at 5<sup>th</sup> Floor, Central Mall, Christian Basti, G.S Road, P.O- Dispur, Guwahati-781005, has been authorised by Petroleum and Natural Gas regulatory Board (PNGRB), to carry out City Gas Distribution business and build related infrastructure 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)at 11<sup>th</sup> round of CGD bidding.

NEGDCL, a JV company of Assam Gas Company Limited (AGCL) and Oil India Limited (OIL) has been awarded the work for laying, establishing, building and providing Natural Gas Connectivity in GA 11.03. NEGDCL is committed to build a network of pipelines and other infrastructure to provide Compressed Natural Gas (CNG) for Auto Segment and Piped Natural Gas (PNG) for domestic, industrial and commercial customers.

NEGDCL invites bids from bidders for the subject job/works, in complete accordance with the following details and enclosed Tender Documents:

2.0 The brief details of the tender are as under:

(A)	NAME OF WORK / BRIEF SCOPE OF WORK/JOB	HIRING OF SERVICES FOR FORECOURT MANAGEMENT AND OPERATIONS AND MAINTENANCE SERVICES OF CGS, MOTHER STATIONS AND CNG STATIONS IN GA 11.03		
(B)	TENDER NO. & DATE	NEGDCL/TENDER/O&M/11.03/10 dated 26.02.2026		
(C)	TYPE OF BIDDING SYSTEM		SINGLE BIDS SYSTEM	
			TWO BIDSSYSTEM	✓

(D)	TYPE OF TENDER	E TENDER	✓	
		MANUAL		
(E)	COMPLETION/CONTRACT PERIOD	The period of contract shall be three years from the date of LOI. NEGDCL reserves the right to extend the contract for a period of 12 months at the same rate and on the same terms and conditions.		
(F)	TENDER FEE (Inclusive of GST @18%)	APPLICABLE	✓	
		Amount	Rs 7000	
(G)	BID SECURITY / EARNEST MONEY DEPOSIT (EMD)	APPLICABLE	✓	
		Amount	Rs 6,70,000.00	
		<b>Note:</b> i) Refer clause no. 16 of ITB for further details. ii) Bidders claiming exemption of EMD shall submit form F-25 along with other requisite documents.		
(H)	DATE, TIME AND VENUE OF PRE- BID MEETING	Prebid Meeting - O&M Thursday, March 5 · 3:00 – 5:00pm Time zone: Asia/Kolkata Google Meet joining info  Video call link: <a href="https://meet.google.com/vas-ahsv-ros">https://meet.google.com/vas-ahsv-ros</a>		
(I)	BID SUBMISSION START DATE	09-03-2026 15:00 HRS. IST, on e-tendering website <a href="http://www.assamtenders.gov.in">http://www.assamtenders.gov.in</a> ;		
(J)	LAST DATE, TIME & VENUE OF BID SUBMISSION	19-03-2026 10:00 HRS. IST, on e-tendering website <a href="http://www.assamtenders.gov.in">http://www.assamtenders.gov.in</a> ;		
(K)	DATE, TIME & VENUE OF UNPRICE BID OPENING	19-03-2026 from 16:00 HRS. IST, on e-tendering website <a href="http://www.assamtenders.gov.in">http://www.assamtenders.gov.in</a> ;		

(L)	BID VALIDITY	<p>Minimum 180 days from Original Bid Closing Date.</p> <p><b>Note:</b> In exceptional circumstances, NEGDCL may solicit the Bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing (or by Email). A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request will neither be required nor permitted to modify their bid.</p>
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*In case of the days specified above happens to be a holiday in NEGDCL, the next working day shall be implied.*

- 3.0 Bids must be submitted strictly in accordance with Clause No. 11 of ITB of Tender document.
- 4.0 Clarification(s)/Corrigendum(s) if any shall also be available on above referred website. Any revision, clarification, addendum, corrigendum, time extension, etc. to this Tender Document will be hosted on the above-mentioned website only. Bidders are requested to visit the website regularly to keep themselves updated. Bidders are advised to submit their bid strictly as per terms and conditions of tender documents and not to stipulate any deviation/exceptions.
- 5.0 Any bidder, who meets the Bid Evaluation Criteria (BEC) and wishes to quote against this Tender Document, may download the complete Tender Document along with its amendment(s) if any from website as mentioned at 2.0 (K) of IFB and submit their Bid complete in all respect as per terms & conditions of Tender Document on or before the Due Date & Time of Bid Submission.
- 6.0 NEGDCL reserves the right to reject any or all the bids received at its discretion without assigning any reason whatsoever.
- 7.0 Bidder(s) are advised to submit their bid strictly as per terms and conditions of the tender documents and not to stipulate any deviations/exceptions.



**SECTION 3:**

**SCOPE OF WORK, UNIT AND SCHEDULE OF QUANTITY  
(SOQ) & SPECIAL CONDITIONS OF CONTRACT (SCC)**

The content of this Section supplements the General Conditions of Contract.

**PART-III**

**ANNEXURES**

**PART-IV**

**SERVICES REQUIREMENTS**

**SECTION 4:**

**SCHEDULE OF RATES**

**PART-I BIDDING PROCEDURES**

## **SECTION-II**

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

**(TO BE READ IN CONJUNCTION WITH BID DATA SHEET (BDS))**

#### **[A] GENERAL**

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

- 1.1 The Employer/ Owner/ NEGDCL as defined in the "General Conditions of Contract [GCC]", wishes to receive Bids as described in the Bidding Document/ Tender Document.
- 1.2 SCOPE OF BID: The Scope of Services shall be as defined in Section 4 of the Bidding Documents.
- 1.3 The successful bidder is expected to complete the scope of Bid within the period stated in Special Conditions of Contract.
- 1.4 Throughout the Bidding Documents,
  - a. The terms 'Bid', 'Tender' & 'Offer' and their derivatives [Bidder/ Tenderer, Bid/ Tender/ Offer etc.] are synonymous.
  - b. 'Day' means 'Calendar Day'
  - c. The singular shall include the plural and vice versa wherever the context so requires.

#### **2. ELIGIBLE BIDDERS**

- 2.1 The Bidder or their allied agency(ies) shall not be under a declaration of ineligibility by Employer for Corrupt/ Fraudulent/ Collusive/ Coercive practices, as defined in "Instructions to Bidders [ITB], Clause No. 36" (Action in case Corrupt/ Fraudulent/Collusive/ Coercive Practices).
- 2.2 The The bidder shall not be on Holiday by NEGDCL, AGCL, Oil India or banned / blacklisted by Govt. Department on due date of submission of Bid. Further, neither bidder nor their allied agency/ies are on banning list of NEGDCL, AGCL, OIL India or MOPNG.

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

In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to NEGDCL by the bidder.
- 2.3 The Bidder should not be under any liquidation, court receivership or similar proceedings on Due Date of Bid Submission. In case there is any change in status of the declaration prior to award of contract, the same has to be promptly informed to NEGDCL by the bidder.

It shall be the sole responsibility of the bidder to inform NEGDCI in case the bidder is under any liquidation, court receivership or similar proceedings on Due Date of Bid Submission 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. 38 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 form 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 Neither the firm/ entity appointed as the Project Management Consultant (PMC) for a contract nor its affiliates/ JV's/ subsidiaries shall be allowed to participate in the tendering process unless it is the sole Licensor/ Licensor nominated agent/ vendor.

2.6 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.

**2.7 Power of Attorney:**

In case of a Single Bidder, Power of Attorney issued by the Board of Directors/ CEO/Chairman/ MD / Company Secretary of the Bidder/ all partners in case of Partnership firm/any person authorized in terms of Deed of LLP/Proprietor in favour of the authorized employee(s) of the Bidder, in respect of the particular tender for signing the Bid and all subsequent communications, agreements, documents etc. pertaining to the tender and to act and take any and all decision on behalf of the Bidder, is to be submitted.

In case of a Consortium/JV, Power of Attorney issued by Board of Directors/ CEO /Chairman MD / Company Secretary of the Consortium Leader as well as Consortium Member(s) of the Consortium/ partners of JV, in favour of the authorised employee(s) of the Consortium Leader/Lead member of JV, for signing the documents on behalf of the Bidder, in respect of this particular tender, to sign the Bid and all subsequent communications, agreements, documents etc. pertaining to the tender and act and take any and all decision on behalf of the Consortium/JV, are to be submitted.

The authorized employee(s) of the Bidder shall be signing the Bid and any consequence resulting due to such signing shall be binding on the Bidder.

The person holding Power of Attorney shall be also be authorized to nominate. "Contractor's Representative" for execution of Contract in case of award.

**2.8 Bids shall be evaluated as per Bid Evaluation Criteria (BEC) as provided in Section-1**

**3. BIDS FROM "JOINT VENTURE"/"CONSORTIUM" (FOR APPLICABILITY OF THIS CLAUSE REFER BIDDING DATASHEET(BDS)) - NOT APPLICABLE**

**4. ONE BID PER BIDDER**

4.1 A Firm/ Bidder shall submit only 'one [01] Bid' in the same Bidding Process. A Bidder who submits 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. COST OF BIDDING**

- 5.1 COST OF BIDDING: The Bidder shall bear all costs associated with the preparation and submission of the Bid including but not limited to Bank charges, all courier charges including taxes & duties etc. incurred thereof. Further, NEGDCL will in no case, be responsible or liable for these costs, regardless of the outcome of the bidding process.
6. SITE VISIT-----Not Applicable

## **[B] – BIDDING DOCUMENTS**

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

- 7.1 The contents of Bidding Documents / Tender Documents are those stated below, and should be read in conjunction with any 'Clarifications' or 'Addendum / Corrigendum' issued in accordance with "ITB 8.0"

#### Invitation for Bids [IFB]

Section 1: Instructions to Bidders [ITB]

Section 1.1: Bid Evaluation Criteria [BEC]

Section 1.2: Bid Evaluation Methodology

Section 2: General Condition of Contract [GCC]

Section 3: Scope of Work, Unit and Schedule of Quantities (SOQ) and Special Conditions of Contract [SCC]

Section 4: Price Schedule/ Schedule of Rates

- 7.2 The Bidder is expected to examine all instructions, forms, terms & conditions in the Bidding Documents. The Instructions to Bidders together with all its attachments thereto, shall be considered to be read, understood and accepted by the Bidders. Failure to furnish all information required by the Bidding Documents or submission of a Bid not substantially responsive to the Bidding Documents in every respect will be at Bidder's risk and may result in the rejection of his Bid.
- 7.3 The Invitation for Bids (IFB), as provided in this document issued by the Owner, is also part of the Bidding Documents

### **8. CLARIFICATION OF BIDDING DOCUMENTS**

- 8.1 A prospective Bidder requiring any clarification(s) of the Bidding Documents may notify NEGDCL in writing or by fax or email at NEGDCL' mailing address indicated in the BDS no later than 02 (two) days prior to pre-bid meeting (in cases where pre- bid meeting is scheduled) or 05 (five) days prior to the bid closing date in cases where pre-bid meeting is not held. NEGDCL reserves the right to ignore the bidders request for clarification if received after the aforesaid period. NEGDCL may respond in writing to the request for clarification. NEGDCL' response including an explanation of the query, but without identifying the source of the query will be uploaded on NEGDCL' and Government tendering websites, as mentioned in BDS / communicated to prospective bidders by e-mail/ fax.
- 8.2 Any clarification or information required by the Bidder but same not received by the Employer by way of above is liable to be considered as "no clarification / information required".

8.3 The Bidder shall submit their queries / clarifications to NEGDCL in the format "F- 18".

**9. AMENDMENT OF BIDDING DOCUMENTS**

9.1 At any time prior to the Due Date and Time of Bid Submission, Owner may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding Documents by addenda/corrigendum.

9.2 Any addendum/ corrigendum thus issued shall be part of the Bidding Documents and shall be hosted on NEGDCL' websites, as provided in BDS. Bidders have to take into account all such addendum/ corrigendum before submitting their bid.

9.3 The Employer, if it considers necessary, may extend the date of submissions of Bid in order to allow the Bidders a reasonable time to furnish their most competitive bid taking into account the amendment issued thereof.

**[C] – PREPARATION OF BIDS**

**10. LANGUAGE OF BID:** The bid prepared by the Bidder and all correspondence, drawing(s), document(s), certificate(s) etc. relating to the Bid exchanged by Bidder and NEGDCL shall be written in English language only. In case a document, certificate, printed literature etc. furnished by the Bidder in in a language other than English, the same should be accompanied by an English translation duly authenticated by the Chamber of Commerce of Bidders Country, in which case, for the purpose of interpretation of the Bid, the English translation shall govern.

**11. DOCUMENTS COMPRISING THE BID**

11.1 In case the Bids are invited under the two Bid system, the Bid prepared by the Bidder shall comprise the following components.

**11.1.1 PART-I: TECHNO-COMMERCIAL / UN-PRICED BID**

**11.1.1.1 PART-I: "TECHNO-COMMERCIAL / UN-PRICED BID" Shall contain the following:**

- a. 'Covering Letter' on Bidder's 'Letterhead' clearly specifying the enclosed contents.
- b. 'Bidder's General Information', as per 'F-1'
- c. 'Bid Form', as per 'F-2'
- d. 'List of Enclosures', as per 'F-3'
- e. 'Letter of Authority' on the Letter Head, as per 'F-5'
- f. 'No Deviation Confirmation', as per 'F-6'
- g. 'Bidder's Declaration regarding Holiday/ Banning, Anti-Corruption, Conflict of Interest, Liquidation, Court Receivership and Bankruptcy', in 'F-7'
- h. 'Certificate for Non-Involvement of Government of India ' from Bidder, as per 'F-8'
- i. 'Agreed Terms and Conditions', as per 'F-10'
- j. 'ACKNOWLEDGEMENT CUM CONSENT LETTER', as per 'F-11'
- k. 'Undertaking on the Letter head', as per the 'F-12'.

- l. Power of Attorney /copy of Board Resolution, in favour of the authorized signatory of the Bid, as per clause no.2.7 of ITB
- m. 'Checklist', as per 'F-14'.
- n. 'Format for Certificate from Bank if Bidder's working capital is inadequate', as per 'F-15'
- o. 'Format for Chartered Accountant Certificate for Financial Capability of the Bidder', as per 'F-16'.
- p. 'Bidder's query for pre bid meet', as per 'F-18'.
- q. 'E-banking Mandate', as per 'F-19'.
- r. Any other information/details required as per Bidding Document.
- s. EMD/ Bid Security in original as per Clause 16 of ITB [Note: Submission of Original is not applicable for online banking Transaction]
- t. All forms and Formats including Annexure.
- u. 'Indemnity Bond' as per 'Form-21'
- v. 'Format for declaration of Bid Security', as per 'F-25'
- w. Tender Document signed by the Authorized Signatory.
- x. Micro and Small Enterprises (MSEs) shall submit Udyam Registration Certificate for availing benefits under Public Procurement Policy for MSEs-2012.
- y. Additional document specified in Bid Data Sheet (BDS), Special Conditions of Contract (SCC), Scope of Services, if any

**Note: All the pages of the Bid must be signed by the "Authorized Signatory" of the Bidder.**

- i. Prices are to strictly as per the Schedule of Rate of the bidding documents and inserted in the priced bid only. Submission of prices in Unpriced bid folder shall lead to rejection of the bid. NEGDCL shall not be responsible for any failure on the part of the bidder to follow the instructions.
- ii. Bidders are advised NOT to mention Rebate/ Discount separately, either in the SOR format or anywhere else in the offer. In case Bidder(s) intend to offer any Rebate/ Discount, they should include the same in the item rate(s) itself under the "Schedule of Rates (SOR)" and indicate the discounted unit rate(s) only.
- iii. 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 bids.
- iv. In case, it is observed that any of the bidder(s) has/ have offered suo-moto Discount/ Rebate after opening of un priced bid but before opening of price bids such discount /rebate(s) shall not be considered for evaluation. However, in the event of the bidder emerging as the lowest evaluated bidder without considering the discount/ rebate(s), then such discount/ rebate(s) offered by the bidder shall be considered for Award of Services and the same will be conclusive and binding on the bidder.

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

- 12.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Documents, based on the rates and prices submitted by the Bidder and accepted by the Employer. The prices quoted by the Bidders will be inclusive of all taxes except GST (CGST & SGST/UTGST or IGST).
- 12.2 Prices must be filled in format for "Schedule of Rates [SOR]" enclosed as part of Tender document. If quoted in separate typed sheets and any variation in item description, unit or quantity is noticed; the Bid is liable to be rejected.

- 12.3 Bidder shall quote for all the items of "SOR" after careful analysis of cost involved for the performance of the completed item considering all parts of the Bidding Document. In case any activity though specifically not covered in description of item under "SOR" but is required to complete the works as per Specifications, Scope of Work / Service, Standards, General Conditions of Contract("GCC"), Special Conditions of Contract("SCC") or any other part of Bidding Document, the prices quoted shall deem to be inclusive of cost incurred for such activity.
- 12.4 All duties, taxes and other levies [if any] payable by the Contractor under the Contract, or for any other cause except final GST (CGST & SGST/ UTGST or IGST) shall be included in the rates / prices and the total bid-price submitted by the Bidder. Applicable rate of GST (CGST & SGST/ UTGST or IGST) on the contract value shall be indicated in Agreed Terms & Conditions (Format given in the bidding document) and SOR.NEGDCL GST numbers shall be provided on award.
- 12.5 Prices quoted by the Bidder, shall remain firm and fixed and valid until completion of the Contract and will not be subject to variation on any account. Any new taxes & Duties, if imposed by the State/ Govt. of India after due date of bid submission but before the Contractual Delivery Date, shall be reimbursed to the contractor on submission of documentary evidence for proof of payment to State/ Govt. Authorities and after ascertaining its applicability with respect to the contract.
- 12.6 The Bidder shall quote the prices in 'figures' & words. There should not be any discrepancy between the prices indicated in figures and the price indicated in words. In case of any discrepancy, the same shall be dealt as stipulated in ITB of bidding document.
- 12.7 Further, Bidder shall also mention the Service Accounting Codes (SAC) at the designated place in SOR.
- 12.8 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.
- 12.9 The EMPLOYER reserves the right to interpolate the rates for such items of work/service falling between similar items of lower and higher magnitude.

### **13. TAXES AND DUTIES**

- 13.1 Bidders are required to submit copy of the GST Registration Certificate while submitting the bids wherever GST (CGST & SGST/UTGST or IGST) is applicable.
- 13.2 Quoted prices should be inclusive of all taxes and duties, except GST (CGST & SGST or IGST or UTGST). Please note that the responsibility of payment of GST (CGST & SGST or IGST or UTGST) lies with the Supplier of Goods / Services only. Supplier of Goods / Services (Service Provider) providing taxable service shall issue an Invoice/Bill, as the case may be as per rules/ regulation of GST. Further, returns and details required to be filled under GST laws & rules should be timely filed by Supplier of Goods / Services (Service Provider) with requisite details.
- Payments to Service Provider for claiming GST (CGST & SGST/UTGST or IGST) amount will be made provided the above formalities are fulfilled. Further, NEGDCCL may seek copies of challan and certificate from Chartered Accountant for deposit of GST (CGST & SGST/UTGST or IGST) collected from Owner.
- 13.3 In case of statutory variation in GST (CGST & SGST/UTGST or IGST), other than due to change in turnover, payable on the contract value during contract period, the Supplier of Goods / Services (Service Provider) shall submit a copy of the

'Government Notification' to evidence the rate as applicable on the Bid due date and on the date of revision Beyond the contract period, any increase in the rate of GST (CGST & SGST/UTGST or IGST) beyond the contractual delivery period shall be to Service Provider's account whereas any decrease in the rate GST (CGST & SGST/UTGST or IGST) shall be passed on to the Owner.

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

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

- 13.4 Owner/NEGDCL will reimburse GST (CGST & SGST/UTGST or IGST) to the Supplier of Goods / Services (Service Provider) at actual against submission of Invoices as per format specified in rules/ regulation of GST subject to the ceiling amount of GST (CGST & SGST/UTGST or IGST) as quoted by the bidder, subject to any statutory variations, except variations arising due to change in turnover. In case of any variation in the executed quantities (If directed and/or certified by the Engineer-In-Charge) the ceiling amount on which GST (CGST & SGST/UTGST or IGST) is applicable will be modified on pro-rata basis.

The bids will be evaluated based on total price including applicable GST (CGST & SGST/UTGST or IGST).

- 13.5 NEGDCL 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) while evaluation of bid.

- 13.6 In case NEGDCL is required to pay entire/certain portion of applicable GST (CGST & SGST/UTGST or IGST) and remaining portion, if any, is to be deposited by Bidder directly as per GST (CGST & SGST/UTGST or IGST) laws, entire applicable rate/amount of GST (CGST & SGST/UTGST or IGST) to be indicated by bidder in the SOR.

Where NEGDCL has the obligation to discharge GST (CGST & SGST/UTGST or IGST) liability under reverse charge mechanism and NEGDCL has paid or is /liable to pay GST (CGST &SGST/UTGST or IGST) to the Government on which interest or penalties becomes payable as per GST laws for any reason which is not attributable to NEGDCL or ITC with respect to such payments is not available to NEGDCL for any reason which is not attributable to NEGDCL, then NEGDCL shall be entitled to deduct/ setoff / recover such amounts against any amounts paid or payable by NEGDCL to Contractor / Supplier.

#### **13.7 Regarding Reconciliation between GSTR 2A and Input Tax Credit**

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

If input tax credit is not available to NEGDCL for any reason not attributable to NEGDCL, then NEGDCL shall not be obligated or liable to pay or reimburse GST (CGST&SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to

deduct / setoff / recover such GST amount (CGST&SGST/UTGST or IGST) or Input Tax Credit amount together with penalties and interest, if any, against any amounts paid or becomes payable by NEGDCCL in future to the Supplier/Contractor under this contract or under any other contract.

In case CBIC (Central Board of Indirect Taxes and Customs)/ any tax authority / any equivalent government agency brings to the notice of NEGDCCL that the Supplier has not remitted the amount towards GST (CGST&SGST/UTGST or IGST) collected from NEGDCCL to the government exchequer, then, that Supplier shall be put under Holiday list of NEGDCCL for period of six months after following the due procedure. This action will be in addition to the right of recovery of financial implication arising on NEGDCCL.

13.8 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 NEGDCCL. Further, in case rating of bidder is negative black listed after award of work for supply of goods / services, then NEGDCCL shall not be obligated or liable to pay or reimburse GST to such vendor and shall also be entitled to deduct / recover such GST along with all penalties / interest, if any, incurred by NEGDCCL.

### **13.9 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 Supplier of Goods may note the above and quote their prices accordingly.

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 NEGDCCL. Further, in case rating of bidder is negative / black listed after award of work for supply of goods / services, then NEGDCCL shall not be obligated or liable to pay or reimburse GST to such vendor and shall also be entitled to deduct/ recover such GST along with all penalties / interest, if any, incurred by NEGDCCL.

13.11 GST (CGST & SGST/UTGST or IGST) is implemented w.e.f. 01.07.2017 which subsumed various indirect taxes and duties applicable before 01.07.2017. Accordingly, the provisions of General Condition of Contract relating to taxes and duties which are subsumed in GST are modified to aforesaid provisions mentioned in clause no. 12 and 13 of ITB.

13.12 Wherever TDS under GST Laws has been deducted from the invoices raised / payments made to the vendors, as per the provisions of the GST law / Rules, Vendors should accept the corresponding GST-TDS amount populated in the relevant screen on GST common portal ([www.gst.gov.in](http://www.gst.gov.in)). Further, Vendors should also download the GST TDS certificate from GST common portal (reference path: Services > User Services > View/Download Certificates option).

13.13 GST, as quoted by the bidder, shall be deemed as final and binding for the purpose of bid evaluation (applicable for tenders where bidder quotes the GST rates). In case a bidder enters "zero/blank" GST or an erroneous GST, the bid evaluation for finalizing the L1 bidder will be done considering the "Zero" or quoted GST rate, as the case may be. No request for change in GST will be entertained after submission of bids.

In cases where the successful bidder quotes a wrong GST rate, for releasing the order, the following methodology will be followed:

- In case the actual GST rate applicable is lower than the quoted GST rate, the actual GST rate will be added to the quoted basic prices. The final cash outflow will be based on actual GST rate.

- In case the actual GST rate applicable is more than the quoted GST rate, the basic prices quoted will be reduced proportionately, keeping the final cash outflow the same as the overall quoted amount. Based on the Total Cash Outflow calculated as above, NEGDCCL shall place orders.

#### **13.14 Provision w.r.t. E- Invoicing requirement as per GST laws**

Supplier / Service Provider / Contractor/ Consultant (s) who is required to comply with the requirements of E-invoice for B2B transactions as per the requirement of GST Law will ensure the compliance of requirement of E-Invoicing under GST law. If the invoice issued without following this process, such invoice cannot be processed for payment by NEGDCCL as no ITC (Input Tax Credit) is allowed on such invoices.

Therefore, all the payments to such supplier / service provider / contractor/ consultant who is liable to comply with e-invoice as per GST Laws shall be made against the proper e-invoice(s) only. Further, returns and details required to be filled under GST laws & rules against such e- invoices should be timely filed by Supplier of Goods / Services with requisite details.

If input tax credit is not available to NEGDCCL for any reason attributable to supplier / service provider / contractor/ consultant (both for E-invoicing cases and non-Einvoicing cases), then NEGDCCL 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 / set off / recover such GST amount (CGST & SGST/UTGST or IGST) or Input Tax Credit amount together with penalties and interest, if any, by adjusting against any amounts paid or becomes payable in future to the supplier / service provider / contractor/ consultant under this contract or under any other contract.

**To ensure compliance, undertaking in requisite format is to be submitted by Supplier/Contractor/Service Provider/Consultant as per format enclosed at Annexure-1 along with documents for release of payment.**

**UNDERTAKING REGARDING SUBMISSION OF ELECTRONIC INVOICE (E-INVOICE AS PER GST LAWS)**

(To be submitted on letter head along with documents for release of payment)

To,  
M/s North East Gas Distribution Company Limited  
5th Floor, Block-A, Central Mall, G. S. Road,  
Christian Basti, Guwahati, Assam,  
Pin: 781005, India

SUB:  
LOA NO:

Dear Sir,

We \_\_\_\_\_ (Name of the Supplier/Contractor/Service Provider/ Consultant) hereby confirm that E-Invoice provision as per the GST Law is

- (i) Applicable to us [ ]  
(ii) (Not Applicable to us) [ ]

(Supplier/Contractor/Service Provider/ Consultant is to tick appropriate option (✓ or X) above).

In case, same is applicable to us, we confirm that we will submit E-Invoice after complying with all the requirements of GST Laws. If the invoice(s) issued without following this process, such invoice cannot be processed for payment by NEGDCL as no Input Tax Credit (ITC) is allowed on such invoices. We also confirm that If input tax credit is not available to NEGDCL for any reason attributable to Supplier/Contractor/Service Provider/ Consultant (both for E-invoicing cases and non-E-invoicing cases), then NEGDCL shall not be obligated or liable to pay or reimburse GST (CGST & SGST/UTGST or IGST) claimed in the invoice(s) and shall be entitled to deduct / setoff / recover such GST amount (CGST & SGST/UTGST or IGST) or Input Tax Credit amount together with penalties and interest, if any, by adjusting against any amounts paid or becomes payable in future to the Supplier/Contractor/Service Provider/ Consultant under this contract or under any other contract.

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

**14. BID CURRENCIES:**

Bidders must submit bid in Indian Rupees only.

**15. BID VALIDITY**

15.1 Bids shall be kept valid for a period of 180 days from the Due Date of Bid Submission. A Bid valid for a shorter period may be rejected by NEGDCL as 'non-responsive'.

15.2 In exceptional circumstances, prior to expiry of the original 'Bid Validity Period', the Employer may request the Bidders to extend the 'Period of Bid Validity' for a specified additional period. The request and the responses thereto shall be made in writing or by fax/ email. A Bidder may refuse the request without forfeiture of his 'Bid Security'. A Bidder agreeing to the request will not be required or permitted to modify his Bid, but will be required to extend the validity of its 'Bid Security' for the period of the extension and in accordance with "ITB: Clause-16" in all respects.

**16. EARNEST MONEY DEPOSIT/ BID SECURITY (FOR APPLICABILITY OF THIS CLAUSE REFER BID DATA SHEET(BDS))**

16.1 **Option 1:** Internet banking through State Bank of India (SBI) or any other Banks listed at State Bank Multi Option Payment System (SBMOPS) on <http://assamtenders.gov.in>.

16.2 **Option 2:** In case of non-availability of net banking facility, bidders may submit tender processing fee and EMD using NEFT/ RTGS option from any bank against system generated prefilled challan.

16.3 EMD/ Bid security in the form of Bank Guarantee may also be submitted and shall be valid for sixty (60) days beyond the validity of the bid i.e. 240 days from scheduled date of bid submission. Original copy of Bank Guarantee to be submitted at NEGDCL office within 07 days of Unpriced Bid Opening to:

**Contracts & Procurement**

North East Gas Distribution Company Limited  
5th Floor, Central Mall, GS Road,  
Guwahati, Assam - 781005

16.4 In case BG are submitted in SFMS mode the details of NEGDCL bank account number is as follows :

HDFC BANK, Christian Basti ,  
G.S.Road , Guwahati ,  
IFSC : HDFC0001474  
A/c NO : 50200082393085

16.5 The 'Bid Security' is required to protect NEGDCL against the risk of Bidder's conduct, which would warrant the 'Bid Security's' forfeiture, pursuant to "ITB: Clause-16.7".

16.6 NEGDCL/ 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] or its equivalent in foreign currency 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'

16.7 Any Bid not secured in accordance with "ITB: Clause-16.1 & Clause-16.3" may be rejected by NEGDCL as non-responsive.

16.8 Unsuccessful Bidder's 'Earnest Money Deposit/ Bid Security' will be discharged/ returned as promptly as possible, but not later than 'thirty [30] days' after finalization of tender.

16.9 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 Guarantee / Security Deposit' pursuant to clause 36 & 37 of ITB.

16.10 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 Due Date and Time for Bid Submission).
- 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 furnish "Contract Performance Guarantee / Security Deposit", in accordance with "ITB: Clause-37"
  - (ii) to accept 'arithmetical corrections' as per provision of the clause 30 of ITB.

16.11 Bid Security in DD or BC form should be in favour of North East Gas Distribution Company Limited and addressed to NEGDCL. 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 Services 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 at 'Form F-4'/'Form F-4A'.**

16.12 MSEs (Micro & Small Enterprises) are exempted from submission of EMD/ Bid Security in accordance with the provisions of PPP-2012 as stipulated in Clause 39.0 of ITB. However, Traders/Dealers/ Distributors /Stockiest /Wholesaler registered with DIC are not entitled for exemption of EMD. The Government Departments/ PSUs are also exempted from the payment of Bid Security. Further, Start-ups are also exempted from the payment of EMD.

Note: Bidders claiming exemption of EMD shall submit form F-25 along with other requisite document.

16.13 In case of forfeiture of EMD/ Bid Security, the forfeited amount will be considered inclusive of tax and tax invoice will be issued by NEGDCL. The forfeiture amount will be subject to final decision of NEGDCL based on other terms and conditions of order/ Contract.

16.14 EMD / Bid Bond will not be accepted in case the same has reference of 'remitter' / 'financer' other than bidder on the aforementioned financial instrument of EMD / Bid Bond submitted by the bidder and bid of such bidder will be summarily rejected.

## **17. PRE-BID MEETING: (FOR APPLICABILITY OF THIS CLAUSE REFER IFB)**

17.1 The bidder(s) or their designated representatives, who have downloaded the bid document, or to whom tender document has been issued and who intend to bid are invited to attend the pre-bid meeting. Bidder(s) queries if any, must reach Purchaser at least one day prior to pre-bid meeting date. The pre bid meeting can be organized through video conferencing or physically. In case of physical meeting, the venue of pre bid meeting is North East Gas Distribution Company Limited (NEGDCL) office at 5th Floor, Central Mall, GS Road, Christian Basti, Kamrup, Assam – 781005, India.

17.2 Purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage and give hands-on tendering process. The

Bidder must submit their queries / clarifications to NEGDCCL in the format "F-18", as mentioned at clause no. 8.0 of ITB.

17.3 Owner will not entertain any queries received after 1800 HRS post one (1) day of pre-bid meeting.

17.4 Text of the questions raised and the responses given, together with any responses prepared after the meeting, will be uploaded on NEGDCCL tendering website against the Tender. Any modification of the Contents of Bidding Documents listed in "ITB: Clause-7.1", that may become necessary as a result of the Pre-Bid Meeting shall be made by the Employer exclusively through the issue of an Addendum / Corrigendum pursuant to "ITB: Clause- 9", and not through the minutes of the Pre-Bid Meeting.

17.5 Non-attendance of the Pre-Bid Meeting will not be a cause for disqualification of Bidder.

## **18. FORMAT AND SIGNING OF BID**

18.1 The Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder (as per POA). The name and position held by each person signing, must be typed or printed below the signature. All pages of the Bid except for un-amended printed literature where entry(s) or amendment(s) have been made shall be initiated by the person or persons signing the Bid.

18.2 The Bid shall contain no alterations, omissions, or additions, unless such corrections are initiated by the person or persons signing the Bid.

## **19. ZERO DEVIATION AND REJECTION CRITERIA**

19.1 **ZERO DEVIATION:** Deviation to terms and conditions of "Bidding Documents" may lead to rejection of bid. NEGDCCL will accept bids based on terms & conditions of "Bidding Documents" only. NEGDCCL will determine the substantial responsiveness of each bid to the Bidding Documents pursuant to provision contained in clause 29 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. NEGDCCL' determination of a bid's responsiveness is based on the content of the bid itself without recourse to extrinsic evidence. NEGDCCL reserves the right to raise technical and/or commercial query(s), if required, on the bidder(s). The response(s) to the same shall be submitted in writing within the permitted time frame and no change in the price(s) or substance of the bids shall be sought, offered or permitted. The substance of the bid includes but not limited to prices, completion, scope, technical specifications, etc. Bidders are requested not to take any deviation/exception to the terms and conditions laid down in this "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) Firm Price
- b) Earnest Money Deposit / Bid Security
- c) Specifications & Scope of Services
- d) Schedule of Rates / Price Schedule / Price Basis
- e) Duration / Period of Contract/ Completion schedule
- f) Period of Validity of Bid

- g) Price Reduction Schedule
- h) Contract Performance Bank Guarantee / Security Deposit
- i) Guarantee / Defect Liability Period
- j) Arbitration / Resolution of Dispute/Jurisdiction of Court
- k) Force Majeure & Applicable Laws
- l) Payment terms
- m) Integrity Pact, if Applicable
- n) Any other condition specifically mentioned in the tender document elsewhere that non-compliance of the clause lead to rejection of bid
- o) Submission of prices in un priced/technical 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. E-PAYMENT**

20.1 North East Gas Distribution Company Limited has introduced payments to Suppliers and Contractors electronically, through 'e-banking'. The successful bidder should give the details of his bank account as per the bank mandate form.

20.2 Further, to promote cashless transactions, the onward payments by Contractors to their employees, service providers, sub-contractors and suppliers may be made through Cards and Digital means to the extent possible.

## **[D] – SUBMISSION OF BIDS**

### **21. BID SUBMISSION**

21.1 Tender document may be downloaded from E-procurement portal <http://www.assamtenders.gov.in> prior to the deadline for submission of bids. The bids shall be submitted online. Users are requested to map their system as per the System settings available on the link “System Requirement and Registration Manual” on the E-Procurement portal.

21.2 After downloading / getting the tender document/schedules, the Bidder should go through them carefully and then submit the documents as required, otherwise bid will be rejected. It is construed that the bidder has read all the terms and conditions before submitting their offer. Bidders are advised that prior to bid submission they should read the Bid Submission manual available on EProcurement portal.

21.3 Bidders may insert their e-Token/ Smart Card in their computer and Logon to E-procurement portal, using the User-Id and Password chosen during registration. Then they may enter the password of the e-Token/Smart Card to access the DSC.

21.4 Prior to bid submission, bidder should get ready with the documents to be uploaded as part of the bid as indicated in the tender document/ schedule. Generally, they can be in Excel/PDF/ZIP formats. No other format is accepted. If there is more than one PDF document, then they can be clubbed together in a ZIP file for uploading. Maximum Single file size permitted for uploading is 20 MB. One can upload multiple of such files in case information to be uploaded in single file exceeds 20MB.

21.5 The bid both “Un-priced bid & Price Bid” (i.e., Part-I and Part-II) should be submitted online in the prescribed format. No other mode of submission is accepted.

- 21.6 Bid shall be digitally signed by the Authorized Signatory of the bidder and submitted "on-line". No hard copies of the documents (except those specifically asked in the tender document) are required to be submitted.
- 21.7 The bidders will have to accept unconditionally the online user portal agreement which contains the Terms and Conditions of NIT including General and Special Terms & Conditions and other conditions, if any, along with online undertaking in support of the authenticity regarding the facts, figures, information and documents furnished by the Bidder online in order to become an eligible bidder.
- 21.8 The bidder has to digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using DSC for downloading the bids and uploading their offers shall be deemed to be a confirmation that they have read all sections and pages of the tender/bid document including terms and conditions without any exception and have understood the entire document and are clear about tender requirements.
- 21.9 The bidders are requested to submit the bids through online e-tendering system before the deadline for submission of bids (as per Server System Clock displayed on the portal). NEGDCL will not be held responsible for any sort of delay or the difficulties faced during online submission of bids by the bidders.

## **22. DUE DATE AND TIME OF BID SUBMISSION**

23. The bid must be submitted on the specified e-tendering portal as specified in IFB not later than the time and date as specified in IFB. The online e-tendering portal will not allow any bid or part thereof whatsoever to be submitted after the due time on the due date.
24. The Purchaser may, in exceptional circumstances and at its discretion, on giving reasonable notice by uploading on website, email or any written communication to all prospective bidders who have been issued the bid document to extend the deadline for the submission of bids in which case all rights and obligations of the Purchaser and bidders, previously subject to the original deadline will thereafter be subject to deadline as extended.

## **25. LATE BIDS**

- 25.1 Bidders must ensure submission of bids within the Due Date and Time of Bid Submission and no bids can be submitted thereafter.

## **26. MODIFICATION AND WITHDRAWAL OF BIDS**

- 26.1 The bidder may withdraw or modify its bid after bid submission but before the Due Date and Time of Bid Submission as per tender document.
- 26.2 The modification shall also be prepared and uploaded in accordance with the provision of the clause 22 of ITB. No bid shall be modified/ withdrawn after the Due Date and Time of Bid Submission.
- 26.3 Withdrawal/Modification/Substitution of a bid during the interval between the Due Date and Time for Bid Submission and the expiration of the Bid Validity Period shall result in the bidder's forfeiture of his bid security pursuant to clause 16 of ITB and rejection of bid.
- 26.4 The latest bid submitted shall be considered for evaluation and all other bids shall be considered to be unconditionally withdrawn.
- 26.5 In case after price bid opening the lowest evaluated bidder (L1) is not awarded the job for any mistake committed by him in bidding or withdrawal of bid or modification of bid or varying any term in regard thereof leading to re-tendering, NEGDCL shall forfeit EMD paid by the bidder and such bidders shall be debarred from participation in re-tendering of the same job(s)/item(s). Further, such bidder will be put on holiday for a period of six months after following the due procedure as per Annexure-IV of ITB.

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

NEGDCL reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the ground for NEGDCL' action. However, Bidder if so, desire may seek the reason (in writing) for rejection of their Bid to which NEGDCL shall respond quickly.

**[E] – BID OPENING AND EVALUATION**

**28. BID OPENING**

28.1 The Owner/Consultant will open all bids on the e-tendering portal, on the date (as specified in IFB), and at the place specified in the Tender.

28.2 Bids (and modifications) that are not opened and read out at bid opening shall not be considered further for evaluation, irrespective of the circumstances. Bidder's specific attention is drawn to this stipulation to enable the representative of the Bidder at the bid opening time to bring out to the attention for the Owner / Consultant any documents pertaining to its bid is not being acknowledged and relevant portions read out.

28.3 The Owner/Consultant will prepare a bid opening statement to be signed by all representatives present during bid opening, in case bid opening is held physically at NEGDCL.

28.4 The price bids of those bidders who were not found to be techno-commercially responsive shall be unopened.

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

## **29. CONFIDENTIALITY:**

29.1 During Bid Process: Information relating to the examination, clarification, evaluation, and comparison of Bids, and recommendations for the award of a Contract, shall not be disclosed to any person(s) not officially concerned with such process.

29.2 Post Award of Contract: The CONTRACTOR shall not communicate or use in advertising, publicity, sales releases or in any other medium, photographs, or other reproduction of the work/services under this CONTRACT or description of the site dimensions, quantity, quality or other information, concerning the work/services unless prior written permission has been obtained from the EMPLOYER.

## **30. CONTACTING THE EMPLOYER**

30.1 From the time of Bid opening to the time of award of Contract, if any Bidder wishes to contact the Employer on any matter related to the Bid, it should do so in writing.

30.2 Any effort by the Bidder to influence the Employer in the Employer's 'Bid Evaluation', 'Bid Comparison', or 'Contract Award' decisions may result in the rejection of the Bidder's Bid and action shall be initiated as per procedure in this regard.

## **31. EXAMINATION OF BIDS AND DETERMINATION OF RESPONSIVENESS**

31.1 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-29.2"

31.2 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.

31.3 Null

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

31.5 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 material deviation, reservation or omission.

### **32. 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 will be corrected accordingly.
- iii) When it is not possible to ascertain the correct rate, in the manner prescribed above, the rate as quoted in words shall be taken as correct and the amount will be corrected accordingly.
- iv) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected

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. EVALUATION AND COMPARISON OF BIDS**

Bid shall be evaluated as per evaluation criteria mentioned in Section 1.1 of bidding documents.

### **34. COMPENSATION FOR EXTENDED STAY- NOT APPLICABLE**

### **35. PURCHASE PREFERENCE**

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

### **[F] – AWARD OF CONTRACT**

### **36. AWARD**

Subject to "ITB: Clause-29", NEGDCCL will award the Contract to the successful Bidder whose Bid has been determined to be substantially responsive and has been determined as the lowest evaluated Bid.

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

37.1 Prior to the expiry of 'Period of Bid Validity', Notification of Award for acceptance of the Bid will be intimated to the successful Bidder by NEGDCCL either by Fax / E - mail / Letter or like means defined as the "Fax of Acceptance (FOA)". The Contract shall enter into force on the date of FOA and the same shall be binding on NEGDCCL and successful Bidder (i.e. Supplier/ Seller). The Notification of Award/ FOA will constitute the formation of a Contract. The detailed Letter of Acceptance (LOA) / Purchase Order/Contract shall be issued thereafter incorporating terms & conditions of Tender Document, Corrigendum, Clarification(s), Bid and agreed

variation(s)/acceptable deviation(s), if any. NEGDCL may choose to issue Notification of Award in form of detailed LOA / Purchase Order without issuing FOA and in such case the Contract shall enter into force on the date of detailed Purchase Order only.

37.2 Contract period shall commence from the date of "Notification of Award" / "Fax of Acceptance" or as mentioned in the Notification of Award / Fax of Acceptance. The "Notification of Award" will constitute the formation of a Contract, until the Contract has been affected pursuant to signing of Contract as per "ITB: Clause-36".

Upon the successful Bidder's / Contractor's furnishing of 'Contract Performance Guarantee/Security Deposit', pursuant to "ITB: Clause37", NEGDCL will promptly discharge his 'Earnest Money / Bid Security', pursuant to "ITB: Clause-16"

### **38. SIGNING OF AGREEMENT**

38.1 NEGDCL will award the Contract to the successful Bidder, who, within 'fifteen [15] days' of receipt of the same, shall sign and return the acknowledged copy to NEGDCL.

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

### **39. CONTRACT PERFORMANCE GUARANTEE/ SECURITY DEPOSIT**

39.1 Within twenty-one (21) Days of receipt of the Letter of Acceptance / Notification of Award, the successful bidder shall furnish to the Purchaser the Contract Performance Bank Guarantee (CPBG) equivalent to 2.5% of contract value initially and 10% will be deducted from every running bill till the remaining CPBG 7.5% is recovered. (Total order value will be exclusive of all taxes, duties and charges towards transportation, unloading etc. up to NEGDCL site/store).

39.2 The bidder has to share the confirmation on issuance of BG and has to send the SFMS Message for the above-mentioned BG issued by the bank.

39.3 All bank guarantees shall be valid upto 90 days beyond contract period/defect liability/Warranty/Guarantee period whichever is higher.

39.4 Contract e-Performance Bank Guarantee shall be confirmed by bidder's bank, any confirmation charges shall be borne by bidder.

39.5 All bank guarantees will also have 30 days claim period beyond expiry date.

39.6 The proceeds of the Contract-Cum-Equipment e-Performance Bank Guarantee shall be payable to the Purchaser as compensation for any loss or damage resulting from the Supplier's failure to complete its obligations under the Agreement.

39.7 The Contract-Cum-Equipment e-Performance Bank Guarantee shall be denominated in the currency of the Contract/ Letter of award.

39.8 A bank guarantee issued by a nationalized bank or a scheduled Indian bank or by the branch of a reputable international bank located in India and registered with RBI.

39.9 The Contract e-Performance Guarantee will be discharged by the Owner and returned to the Supplier not later than thirty (30) days following the date of completion of all the Supplier's performance obligations under the Contract, including any warranty obligations. for the annulment of the award and forfeiture of the EMD.

39.10 NEGDCL Banking details for CPBG.

39.11 BANK GUARANTEE TO BE ISSUED IN FAVOUR OF:

North East Gas Distribution Company Limited

Bank Details: 50200082393085

IFSC: HDFC0001474

MICR: 781240007

GST : 18AAJCN0164E1ZM

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

40.1 Procedure for action in case Corrupt/ Fraudulent/Collusive/Coercive Practices is enclosed at Annexure-III.

40.2 NON-APPLICABILITY OF ARBITRATION CLAUSE IN CASE OF BANNING OF VENDORS/ SUPPLIERS / CONTRACTORS /BIDDERS/ CONSULTANTS INDULGED IN FRAUDULENT/ COERCIVE PRACTICES:

Not with standing anything contained contrary in GCC and other "CONTRACT DOCUMENTS", in case it is found that the Vendors/ Suppliers / Contractors/Bidders/ Consultants indulged in fraudulent/ coercive practices at the time of bidding, during execution of the contract etc., and/or on other grounds as mentioned in NEGDCL' "Procedure for action in case Corrupt/Fraudulent/Collusive/Coercive Practices" (Annexure-III), the contractor/bidder shall be banned (in terms of aforesaid procedure) from the date of issuance of such order by NEGDCL., to such Vendors/ Suppliers / Contractors/Bidders/ Consultants.

The Vendor/ Supplier / Contractor/ Bidder/Consultant understands and agrees that in such cases where Vendor/ Supplier / Contractor/ Bidder/Consultant has been banned (in terms of aforesaid procedure) from the date of issuance of such order by North East Gas Distribution Company Limited., such decision of North East Gas Distribution Company Limited shall be final and binding on such Vendor/ Supplier / Contractor/ Bidder/Consultant and the 'Arbitration clause' in the GCC and other" CONTRACT DOCUMENTS "shall not be applicable for any consequential issue/dispute arising in the matter.

**41. PUBLIC PROCUREMENT POLICY FOR MICRO AND SMALL ENTERPRISES**

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

i) Issue of tender document to MSEs free of cost.

ii) Exemption to MSEs from payment of EMD/Bid Security.

iii) In Tender participating Micro and Small Enterprises quoting price within the price band of L1 + 15% shall also be allowed to supply a portion of requirement by

bringing down their prices to L1 price in a situation where L1 price is from someone other than a micro and small enterprise and such micro and small enterprises shall be allowed to supply upto 20% of the tendered value. In case of more than one such Micro and Small Enterprises, the supply shall be shared proportionately (to tendered quantity). Further, out of above 20%, 4% shall be from MSEs owned by SC/ST entrepreneurs. This quota is to be transferred to other MSEs in case of non-availability of MSEs owned by SC/ST entrepreneurs.

The quoted prices against various items shall remain valid in case of splitting of quantities of the items above. In case tendered item is non-split able or non-dividable (specified in Bid Data Sheet), MSE quoting price within price band L1 (other than MSE) + 15%, may be awarded for full/ complete supply of total tendered value subject to matching of L1 price.

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

(i) Ministry of MSME vide Gazette Notification No. CG-DL-E-26062020-220191 dated 26.06.2020 had notified certain criteria for classifying the Enterprises as Micro, Small and Medium Enterprises, and specified form and procedure for filing the Memorandum (Udyam Registration) w.e.f. 01.07.2020 (for complete details of Policy, refer website of Ministry of MSME, i.e., <https://msme.gov.in/>). **Accordingly, Micro and Small Enterprises (MSEs) shall be required to submit Udyam Registration Certificate for availing benefits under Public Procurement Policy for MSEs-2012.**

(ii) If the MSE is owned by SC/ST Entrepreneurs/ Women Entrepreneur, the bidder shall furnish appropriate documentary evidence in this regard.

The above documents submitted by the bidder shall be duly certified by the Chartered Accountant (not being an employee or a Director or not having any interest in the bidder's company/firm) and notary public with legible stamp.

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

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

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

**Documentary evidence that the bidder is a Micro or Small Enterprises registered with District Industries Centres or Khadi and Village Industries National Small Industries Corporation or Directorate of Handicrafts and Handloom or any other body specified by Ministry of Micro, Small and Medium Enterprises or Udyog Aadhaar Memorandum.**

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

Enterprises shall be furnished by the successful bidder at the time of submission of invoice/Bill.

41.5 The benefit of policy is not extended to the traders/dealers/ Distributors/Stockiest/Wholesalers.

**42. AHR ITEMS – NOT APPLICABLE**

**43. NULL**

**44. INCOME TAX & CORPORATE TAX**

44.1 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.

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

44.3 TDS, wherever applicable, shall be deducted as per applicable act /law/rule.

**44.4 MENTIONING OF PAN NO. IN INVOICE/BILL**

As per CBDT Notification No. 95/2015 dated 30.12.2015, mentioning of PAN no. is mandatory for procurement of goods/services/works/consultancy services exceeding Rs. cs per transaction. Accordingly, service provider should mention their PAN no. in their invoice/ bill for any transaction exceeding Rs. 2 lakhs. As provided in the notification, in case service provider do not have PAN no., they have to submit declaration in Form 60 along with invoice/ bill for each transaction. Payment of supplier/ contractor / service provider/ consultant shall be processed only after fulfilment of above requirement.

**45. NULL**

**46. NULL**

**47. NULL**

**48. NULL**

**49. UPWARD REVISION IN THE RATES OF MINIMUM WAGES, BY GOVT. OF ASSAM, DURING THE CONTRACT PERIOD**

The estimates of manpower are kept with respect to minimum Wages of Assam Notification No. E-238621 / 696 dated 12-01-2025. The bidder has to strictly comply with the minimum wages, Assam or otherwise the bid / contract shall be liable to be rejected / terminated.

In case, any upward revision in minimum wages is notified by the appropriate government during the period of contract, NEGDCCL shall reimburse only the additional financial implication arising out of such upward revision in minimum wages including implication of associated wage components to the Contractor. The Contractor is required to submit documentary proof for reimbursement of such additional financial implication. The arrears (if any) due to time gap between the date of notification and actual date of claim by the contractor shall also be paid.

However, there will be no reimbursement in such case towards (i) the overheads towards minimum infrastructure to be maintained by the bidder for execution of the contract, running office expenses, coordination with Statutory Authorities, charges towards Bank Guarantees (BG), interest on working capital, documentation charge and reasonable profit margin and (ii) quoted "Service Charge" amount in % (in percentage).

**Section 1.1: Bid Evaluation Criteria**  
**[To be read in conjunction with ITB: Clause 2]**

**A. TECHNICAL CRITERIA:**

Bidder should have experience of having successfully completed "Similar Work", during the last seven (07) years ending the last day of month previous to the one in which applications are invited and should be either of the following:

<b>One similar completed work costing not less than the amount  (INR - Lakhs)</b>	<b>Two similar completed works each costing not less than the amount  (INR - Lakhs)</b>	<b>Three similar completed works each costing not less than the amount  (INR - Lakhs)</b>
269	168	134

"The Bidder should have experience of Operation or Operation cum Maintenance of CNG station/LPG/Motor Fuel Dispensing Outlets/CNG Compressor/ CNG Dispenser/ City Gas Distribution Network/Natural Gas Pipeline Network/ Natural Gas Terminals/SV Stations/DRS/FRS/MRS/Hydrocarbon pipeline Network (LPG / Petroleum Products etc.)/ Hydrocarbon Process Plants/Operation & Maintenance of Gas Terminals, SV Stations, DRS/ FRS, MRS/City Gate Station/CNG station."

Such contract should be executed in preceding 7 (seven) years reckoned from the bid due date.

**Notes to BEC Clause No. A.1:**

1. In case, a bidder is executing a contract as mentioned at BEC Clause No. A.1 above which is still running, the contract VALUE executed till one day prior to due date of bid submission is equal to or more than the minimum prescribed VALUE mentioned at BEC clause no. A.1 above, such experience will also be taken into consideration provided that the bidder has submitted satisfactory work execution certificate along with Contract documents/ work order of the running contract issued by the end user / owner / authorized consultant

**Note:**

- (i) *Definition of Executed: means successfully executed & completed.*
- (ii) *Bidder(s) shall be required to submit the documents in respect of above experience criteria as per details at below.*
- (iii) ***Only documents (Purchase Order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid shall be considered in reply to queries during evaluation of Bids. After submission of bid, only related shortfall documents will be asked for in TQ/CQ and considered for evaluation. For example, if the bidder has submitted a contract without its completion/ performance certificate, the certificate will be asked for and considered. However, no new reference/ PO/WO/LOA is to be submitted by bidder in response to TQ/CQ so as to qualify and such documents will not be considered by NEGDCL for evaluation of Bid.***
- (iv) *Bidders not meeting any of the above-mentioned criteria shall be rejected without assigning any reasons.*
- (v) *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.*
- (vi) *However, jobs executed for Subsidiary/Fellow subsidiary / Holding company 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 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 to meet BEC.

- (vii) In case bidder has executed multiple order/contracts under a rate contract/agreement, all executed orders/contracts shall be considered as single order/contract for evaluation of credentials of a bidder for meeting the experience criteria as mentioned above.

**B. FINANCIAL CRITERIA:**

**B.1 Annual Turnover** - The minimum annual turnover of the bidder as per their audited financial results in any one of the preceding three financial years should be **Rs. 56 Lakhs**.

**B.2 Net worth** - Net worth of the bidder should be positive as per the immediately preceding year's audited financial results.

**B.3 Working Capital** - The minimum working capital of the bidder as per the immediate preceding year's audited financial results should be **Rs 11 Lakhs**.

**C. Documents required to be submitted by bidder along with the bid for qualification of BEC:**

Description	Documents required for qualification
<b>Documents Required – Technical Criteria</b>	
Experience against execution & completion of order	<b>Bidder must submit/upload:</b> I) Bidder shall submit a copy of (i) <u>Work Order/Agreement issued/Contract along</u> with its detail SOR items & scope of work showing requisite details of BEC and (ii) Corresponding copy of <u>Completion Certificate/ Execution certificate</u> issued by the end user/owner (or their Consultant who has been authorized by owner to issue such certificate) along with the bid. The <u>Completion Certificate/ Execution certificate</u> must contain the detailed information like Work Order/ Agreement/ Contract No. with date, Brief Scope of work/ Name of work, Order value, Total executed value, Scheduled date of work completion and date of Actual work completion etc.
	<b>Note:</b> Only Documents (Work order, Completion certificate, Execution Certificate etc.) which have been referred/ specified in the bid submitted by the bidder shall be considered in reply to queries during evaluation of Bids.
<b>Documents Required- Financial Criteria</b>	
Annual Turn Over	<b>Bidder must submit/upload:</b> Bidder must submit: Audited Financial statements including Balance sheet and Profit & Loss Account etc. with indicating UDIN for three preceding financial years. AND Certificate from Statutory Auditor / Chartered Accountant for details of financial capability (Form 5).
Net Worth	<b>Bidder must submit:</b> Audited Financial statements including Balance sheet and Profit & Loss Account etc. with indicating UDIN for immediate preceding financial year.

	Certificate from Statutory Auditor / Chartered Accountant for details of financial capability.
Working Capital	<p><b>Bidder must submit/upload:</b> Audited Financial statements including Balance sheet and Profit &amp; Loss Account etc. for immediate preceding year.</p> <p>In case of inadequate or negative working capital, Letter from the bidder's Bank (as per format Annexure-1 of Forms &amp; Formats), 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.</p> <p>If the bidder's working capital is negative or inadequate, the bidder shall submit a letter (strictly <b>as per Annexure-I</b>) from their bank having net worth not less than Rs.100 crores, confirming the availability of line of credit for at least the working capital requirement as stated above.</p> <p>The Declaration Letter/Certificate for line of credit due to short fall of working capital shall be from single bank only. Letters from multiple banks shall not be applicable. However, banking syndicate will also be acceptable wherein a group of banks can jointly provide line of credit to the bidder.</p>
<p><i><b>Note:</b> Any shortfall information / documents on the Audited Annual Report/ Financial Statement of the Bidder and/or line of credit for working capital issued on or before the final bid due date can only be considered as submitted in bid/subsequent response against NEGDCL's query, if any. Any information/ documents issued post final bid due date shall not be considered for evaluation.</i></p>	

**D. Authentication of documents submitted in support of bid evaluation criteria:**

<b>Technical Criteria of BEC</b>	All documents in support of Technical Criteria of Bid Evaluation Criteria (BEC) to be furnished by the bidders shall necessarily be <b>duly certified / attested by Chartered Engineer and notary public with legible stamp.</b>
<b>Financial Criteria of BEC&amp; Other Tender Condition Clauses</b>	<p>Bidder shall submit "Details of financial capability of bidder" in prescribed <b>format 'F-5' duly signed and stamped by a chartered accountant with UDIN.</b></p> <p>Further, copy of audited annual financial statements submitted in bid shall be <b>duly certified / attested by notary public with legible stamp.</b></p> <p>Further, in case of any certificate is issued by CA for any tender conditions the certificate must be <b>signed and stamped having UDIN of CA.</b></p>

**In absence of requisite documents, NEGDCL reserves the right to reject the bid without making any reference to the bidder.**

## **Section 1.2: Bid Evaluation Methodology**

## **EVALUATION METHODOLOGY**

The "Schedule of Rates" excluding quoted GST for complete scope of work shall be taken up for evaluation on overall cost basis and order shall be placed on lowest (L-1) cost basis. Bidder must quote all the items of SOR, failing which bid shall be rejected.

- a. Evaluation will be done on overall basis and contract will be placed on the L1 (lowest cost) basis.
- b. Bidder must quote as per the prescribed format in the SOR excluding GST.
- c. This tender will include two separate BOQ's i.e.  
For Providing Manpower Services (BOQ 1)  
For Providing Works and Supply Items (BOQ 2)
- d. In case more than one bidder quotes the same percentage, then lottery will be conducted to determine the successful bidder. The lottery will be held in presence of the Bidders on a pre-determined date.

**ANNEXURE I**  
**BID DATA SHEET (BDS)**

ITB Clause	Description
<b>A - General</b>	
<b>1.1</b>	Owner is <b>North East Gas Distribution Company Limited</b>
<b>1.2</b>	<b>Name of the work</b> - Tender for HIRING OF SERVICES FOR FORECOURT MANAGEMENT AND OPERATIONS AND MAINTENANCE SERVICES OF CGS, MOTHER STATIONS AND CNG STATIONS IN GA 11.03
<b>3.0</b>	Bid from Consortium/Joint Venture
	Applicable <span style="float: right;">x</span>
	Not Applicable <span style="float: right;">✓</span>
<b>B - Bid Document</b>	
<b>4.0</b>	For Clarification Purpose, contact Contact Person: Mr. Bidyut Paban Saikia, Mr. Bhaskar Goswami Telephone: +91 7002692397, 9730131708 Email - <a href="mailto:head_contracts@negdcl.co.in">head_contracts@negdcl.co.in</a> ; <a href="mailto:contracts@negdcl.co.in">contracts@negdcl.co.in</a> Website - <a href="https://negdcl.co.in/">https://negdcl.co.in/</a>  Contact details of Assam state procurement cell help desk: 1800 1021 417 <a href="mailto:assam-tenders@assam.gov.in">assam-tenders@assam.gov.in</a>
<b>C - Preparation of Bids</b>	
<b>5.0</b>	The Bidder shall submit with its Techno-commercial/ Unpriced bid the following additional documents (Refer clause(s) XX of SCC): <b>N.A.</b>
<b>6.0</b>	Additional Provision for Schedule of Rate/ Bid Price are as under: When there is a difference between the %age in figures and words, the %age in words shall be taken as correct. (Only this point shall be applicable for correction of errors in case of percentage tendering).
<b>7.0</b>	Weather NEGDCCL will avail input tax credit in the instant Tender
	Yes <span style="float: right;">x</span>
	No <span style="float: right;">✓</span>
<b>8.0</b>	Applicable of EMD/Bid Security
	Applicable <span style="float: right;">✓</span>
	Not Applicable <span style="float: right;">x</span>
<b>9.0</b>	<b>Date, Time and Venue of Pre-Bid Meeting - Applicable</b> Prebid Meeting - O&M Thursday, March 5 · 3:00 – 5:00pm Time zone: Asia/Kolkata Google Meet joining info Video call link: <a href="https://meet.google.com/vas-ahsv-ros">https://meet.google.com/vas-ahsv-ros</a>
<b>D - Submission and Opening of Bids</b>	
<b>10.0</b>	The Tender No. of this bidding process is: <b>NEGDCCL/TENDER/O&amp;M/11.03/10</b>
<b>11.0</b>	Bids to be submitted in Online mode only. <a href="http://www.assamtenders.gov.in">http://www.assamtenders.gov.in</a>
<b>12.0</b>	<b>Bid submission Start Date:</b> 09-03-2026 15:00 HRS. IST, on e-tendering website <a href="http://www.assamtenders.gov.in">http://www.assamtenders.gov.in</a>  <b>Last Date, Time &amp; Venue of Bid Submission:</b> 19-03-2026 10:00 HRS. IST, on e-tendering website, <a href="http://www.assamtenders.gov.in">http://www.assamtenders.gov.in</a> ;

<b>13.0</b>	<b>Date, Time &amp; Venue of Unprice Bid Opening:</b> 19-03-2026 from 16:00 HRS. IST, on e-tendering website, <a href="http://www.assamtenders.gov.in">http://www.assamtenders.gov.in</a> ;	
<b>E – Evaluation and comparison of Bids</b>		
<b>14.0</b>	Evaluation Methodology is in SECTION 1.2 of ITB	
<b>15.0</b>	Compensation for extended stay	
	Applicable	x
	Not Applicable	✓
<b>F – Award of Contract</b>		
<b>16.0</b>	Contract Performance Guarantee / Security Deposit	
	Applicable	✓
	Not Applicable	x
After award of work, the bidder has to submit 3% of annualized order / contract value excluding the taxes and duties within 30 days from the date of FOA/Order.		
<b>17.0</b>	Tender is Non-Splittable or Non-Divisible	
	Yes	✓
	No	x
<b>Clause no 27.3 of GCC</b>	Bonus for Early Completion	
	Applicable	x
	Not Applicable	✓

**PUBLIC PROCUREMENT POLICY & PURCHASE PREFERENCE (LINKED WITH  
LOCAL CONTENT) (PP-LC) POLICY**

**POLICY TO PROVIDE PURCHASE PREFERENCE AS PER PUBLIC PROCUREMENT (PREFERENCE TO MAKE IN INDIA), ORDER 2017**

1. Ministry of Petroleum & Natural Gas vide Notification No. FP-20013/2/2017-FP-PNG-Part (4) (E-41432) dated 26.04.2022 has notified that Public Procurement (Preference to Make in India), Order 2017 (PPP-MII) issued by DPIIT and as amended from time to time shall be applicable to all the Public Sector Undertakings and their wholly owned subsidiaries under MoP&NG with certain modifications.
2. The Public Procurement (Preference to Make in India), Order 2017 (PPP-MII) issued by DPIIT to encourage 'Make in India' and promote manufacturing & production of goods and services in India with a view to enhancing income and employment.

**3. DEFINITIONS**

3.1 **Local Content** hereinafter abbreviated to LC means the amount of value added in India which shall, unless otherwise prescribed by the Nodal Ministry, be the total value of the item procured (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties) as a proportion of the total value, in percent.

Further Local value addition through services such as transportation, insurance, installation, commissioning, training, and after sale support like AMC/CMC etc. shall be considered in local content calculation.

3.2 Supplier of goods and/or provider of service shall be a business entity having capability of providing goods and/or service in accordance with the business line and qualification thereof and classified as under:

**'Class-I local supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, has local content equal to or more than 50%, as defined under this Policy.

**'Class-II local supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, has local content more than 20% but less than 50%, as defined under this Policy.

**'Non-local supplier'** means a supplier or service provider, whose goods, services or works offered for procurement, has local content less than or equal to 20%, as defined under this Policy.

3.3 **Steering Committee** means the committee to be constituted by MoPNG to provide effective guidance and to oversee the implementation of the Policy on a regular and continuing basis.

3.4 Verification shall be an activity to verify the accomplishment of LC by domestic manufacturers and/or suppliers of goods and/or providers of service with the data obtained or collected from respective business activities.

3.5 **Purchase preference:** Where the quoted price is within the margin of purchase preference of the lowest price, other things being equal, purchase preference may be granted to the bidder concerned, at the lowest valid price bid.

3.6 **Local Content (LC)** in Goods shall be the use of raw materials, design and engineering towards manufacturing, fabrication and finishing of work carried out within the country.

3.7 **Local Content (LC)** in Services shall be the use of services up to the final delivery by utilizing manpower (including specialist), working appliance (including software) and supporting facilities carried out within in the country.

3.8 **Local Content (LC)** in EPC contracts shall be the use of materials, design and engineering comprising of manufacturing, fabrication, assembly and finishing as well as the use of services by utilizing manpower (including specialist), working appliance (including software) and supporting facility up to the final delivery, carried out within the country.

3.9 Indian Company means a company formed and registered under the Companies Act, 2013.

3.10 Foreign company means any company or body corporate incorporated outside India which- (a) has a place of business in India whether by itself or through an agent physically or through electronic mode; and (b) conducts any business activity in India in any other manner.

#### **4.0 SCOPE**

4.1 This PP-LC policy is not applicable for goods/ services falling under the list of items reserved for exclusive purchase from Micro and Small Enterprises (MSEs) or Domestically manufactured Electronic Products (DMEP) under the respective policies.

4.2 In case a bidder (Class-I Local supplier) is eligible to seek benefit under Policy for Preference under Public Procurement (Preference to Make in India), Order 2017 as well as Public Procurement Policy for MSE 2012 (PPP-2012), then the bidder should categorically confirm its option to choose benefits against only one of the two policies i.e., either PPP-MII and MSE Policy in Form-12. The option once exercised cannot be modified subsequently.

Purchase preference benefits shall be extended to the bidder based on the declared option subject to the bidder meeting the requirements contained in respective Purchase Preference Policy.

In case a MSEs bidder opts for purchase preference based on PPP-MII, such bidder shall not be entitled to claim purchase preference benefit available to MSE Bidders under PPP-2012. However, the exemptions from furnishing Bidding Document fee and Bid security/EMD shall continue to be available to such MSE Bidder.

While evaluating a particular bid that bidder's option (to avail any one out of two applicable purchase preference policies, i.e., PPP-MII or PPP-2012) will be considered. For price matching and distribution of quantities among bidders, the precedence shall be in the following order: -

(a) Public Procurement Policy for MSE 2012

(b) Policy to Provide Purchase Preference (Linked with Local Content) (PP-LC)

3.3 The prescribed local content in the Policy shall be applicable on the date of Notice Inviting Tender/ Issuance of tender.



## FORMS & FORMATS



## SECTION - 2 FORMS & FORMATS

# FORMS & FORMATS



## Form 1

### BIDDER'S GENERAL INFORMATION

(Information must be provided on bidder's letterhead)

1-1 Bidder Name: \_\_\_\_\_

1-2 Number of Years in Operation: \_\_\_\_\_

1-3 Address of Registered Office: \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ PIN \_\_\_\_\_

1-4 Operation Address  
(If different from above): \_\_\_\_\_

City \_\_\_\_\_ District \_\_\_\_\_

State \_\_\_\_\_ PIN \_\_\_\_\_

1-5 Telephone Number: \_\_\_\_\_  
(Area Code) (Telephone Number)

1-6 Mobile Number, if any \_\_\_\_\_

1-7 E-mail address: \_\_\_\_\_

1-8 Website: \_\_\_\_\_

1-9 Fax Number: \_\_\_\_\_  
(Area Code) (Telephone Number)

1-10 ISO Certification, if any {If yes, please furnish details} \_\_\_\_\_

1-11 Bank's Name : \_\_\_\_\_

1-12 Bank's Branch : \_\_\_\_\_

1-13 Branch Code : \_\_\_\_\_

## FORMS & FORMATS



1-14 Bank account number : \_\_\_\_\_

1-15 IFSC Code: \_\_\_\_\_

1-16 MICR Code: \_\_\_\_\_

1-17 Type of Firm: Proprietary/ Partnership/ PVT/Public Ltd.: \_\_\_\_\_

1-18 If others, please specify \_\_\_\_\_

1-19 **Details of Directors/ Proprietors/ Partners** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(Kindly attach separate sheets giving details for name of directors / proprietors and their stakes) along with the supporting documents.**

1-20 PAN No.: \_\_\_\_\_

1-21 EPF No.: \_\_\_\_\_

1-22 GST Registration no.  
(If registered) \_\_\_\_\_

1-23 If unregistered (Reason)

- a) Turnover threshold
- b) Providing exemption goods/services
- c) Others (specify)

(SIGNATURE OF BIDDER WITH SEAL)

Note:

- 1 The above required information is required on the bidder's letterhead.
- 2 Bidders have to submit supporting documents for the above details including the following:
  - a. PAN card copy
  - b. GST certificate copy (of the same state as the office address mentioned above)
  - c. Cancelled cheque of the bank account mentioned above

## FORMS & FORMATS



### Form 2 DEVIATION FORM (On Bidder's letter head)

M/S NEGDC,  
GUWAHATI, KAMRUP, ASSAM

#### Notes

- 1) BIDDER may give here a consolidated list of deviations / clarifications / comments for all sections of the bid documents which for an appropriate offer are considered unavoidable by him.
- 2) Deviations / clarifications mentioned elsewhere in the offer shall not be binding on the NEGDC and any such deviations if indicated elsewhere other than this form will render the offer non-responsive and shall liable to be rejected.
- 3) BIDDER shall state the reason for the deviations in the remark column.
- 4) Only the deviations listed herein, in conjunction with the original Tender shall constitute the contract document for the award of the job to the BIDDER.
- 5) Any clarification raised by the Purchaser/ Consultant should be resolved within 10 days failing which the bid is liable for rejection.

Sec No./ Cls. No.	Page No.	Requirements as per tender	Deviation by Bidder	Clarification/ Comments by Bidder	Remarks
1)					
2)					
3)					
4)					
5)					
6)					

The bidder confirms that all clauses of the tender document, which are not listed above are fully complied by the bidder.

(Signature of the bidder)

## FORMS & FORMATS



### Form 3 FORMAT FOR DETAILS OF SIMILAR GOODS/ WORK/ SERVICES SUPPLIED/ DONE DURING PAST 7 YEARS FOR TECHNICAL BEC QUALIFICATION

Sr. no.	Description of the goods/ works/ services	LOA/ PO/ WO no. & date	Full proposal, address & phone nos. of client Name, designation & address of engineer/officer-in-charge(for cases other than purchase)	Value of Contract/ Order (Specify Currency amount)	Date of Commencement of work/ services or supply of goods	Scheduled completion time(months) delivery schedule	Date of actual completion/ supply	Reasons for delay in execution, if any	Project cost
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

**Place:**

**Date:**

**[Sign. Of authorized signatory of bidder]**

**Name:**

**Designation:**

## FORMS & FORMATS



### Instructions:

1. Copies of letter of awards/ order/ work orders and completion certificate (in case of works/services) or IRN/ Proof of delivery (in case of supplies, if applicable) to be enclosed.

**Note: Completion certificate shall clearly mention the LOA/ PO/ WO no. along with the total awarded value and total executed value separately (under a single Contract/ PO/ WO/ LOA), otherwise completion of such contract/ order shall not be considered for evaluation.**

2. The supply/ work/ services completed earlier than 7 years shall not be indicated here.
3. The list of supply/ work/ services not of similar nature shall not be indicated here. Failing to comply aforementioned instructions may lead to rejection of bid.
4. Bidders are expected to provide details in respect of each order in this Annexure. The orders cited must comply with the bid evaluation criteria specified in Tender Document. Details provided in this section is intended to serve as a backup for information provided in Offer/ Quotation. Bidder should also refer to the instructions below.
5. A separate sheet should be filled for each LOA/ work order/ purchase order.

It may be noted that in the absence above certificates, the details would be considered inadequate and could lead to the bid being considered ineligible for further evaluation.

## FORMS & FORMATS



### Form 4

#### CERTIFICATE REGARDING SUPPLY OF GOODS/WORKS/SERVICES FOR TECHNICAL BEC QUALIFICATION

The LOA/ PO/ WO no. ....dated.....was awarded to ..... (Name of the bidder) by..... (Name of the client) to execute..... (Name of the supply/ work/ service). The Supply/ works/ services commenced on ..... (Date) was/ is likely to be completed on ..... (Date, if any). The total value of contract/order executed by..... (Name of bidder) was ..... (Specify currency & amount) and executed value was ..... (Specify currency & amount).

**[Sign. Of authorized signatory of bidder]**

**Name:**

**Designation:**

**Date:**

## FORMS & FORMATS



**Form 5**  
**CERTIFICATE FOR FINANCIAL CAPABILITY OF THE BIDDER**  
**FORMAT FOR STATUTORY AUDITOR'S / CHARTERED ACCOUNTANT\***

**(For supply of Goods/Works/Services)**

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

**ANNUAL TURN OVER OF LAST 3 YEARS:**

Year	Amount (Currency)
Year 1: 20__ - __	
Year 2: 20__ - __	
Year 3: 20__ - __	
<b>Average Annual Turnover for last three years</b>	

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

Description	Year 20__ - __
	Amount(Currency)
1. Currency Assets	
2. Current liabilities	
3. Working capital (Current assets-current liabilities)	
4. Net worth (Paid up share capital and free reserves & surplus)	

Name of Audit Firm:

[Signature of Authorized signatory]

Chartered Accountant

Name:

Date:

Designation: Seal:

Membership No.

UDIN No.

**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 personal 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".
4. \*Bidders whose accounts are not audited by auditors as per Law/jurisdiction, certification from a Chartered Accountant to be submitted.

(SIGNATURE OF BIDDER WITH SEAL)

## FORMS & FORMATS



### **Form 6 DECLARATION** (On Bidder's letter head)

M/s. North East Gas Distribution Company Limited (NEGDC)  
5th Floor, Central Mall, GS Road, Christian Basti  
Guwahati, Kamrup, Assam - 781005

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

We also confirm that we have not been put on Holiday by NEGDC, AGCL, Oil India or banned / blacklisted by Govt. Department on due date of submission of Bid. Further, neither we nor our allied agency/ies are on banning list of NEGDC, AGCL, OIL India or MOPNG.

SEAL AND SIGNATURE OF BIDDER

**FORMS & FORMATS**



**Form 7  
DECLARATION OF TENDER DOCUMENT PURCHASED/ DOWNLOADED  
(On Bidder's letter head)**

No.

Date:

M/s. North East Gas Distribution Company Limited (NEGDCL)  
5th Floor, Central Mall, GS Road, Christian Basti  
Guwahati, Kamrup, Assam - 781005

**Sub:** .....

Sir,

We hereby confirm that we have read each page of the subject tender document along with Corrigendum & Reply to bidder's queries thoroughly and understood the complete Scope of Work and other terms & conditions. We hereby also confirm that tender terms & conditions are acceptable to us and any deviation other than mentioned in deviation form is not to be taken into account. Also, no alterations have been made to the original tender document as provided by NEGDCL.

Yours faithfully,

Signature  
Name & Designation  
For and on behalf of

## FORMS & FORMATS



### Form F-8

#### Details of litigation (on Bidder's letter head)

**Bidder shall furnish details of litigation cases of the bidder during the last 5 years if any, in this Form.**

## FORMS & FORMATS



### Form 9

#### BID BOND PROFORMA / PROFORMA FOR EMD

Bank Guarantee No.:

Date:

To  
M/S NORTH EAST GAS DISTRIBUTION COMPANY LIMITED,  
GUWAHATI, KAMRUP, ASSAM

TENDER NO. \_\_\_\_\_ FOR WORKS OF \_\_\_\_\_

WHEREAS..... (HEREINAFTER CALLED 'THE Bidder' has submitted his Bid dated.....  
for works of ..... (Herein after called 'The Bid') KNOW ALL MEN by these presents that WE  
..... (hereinafter called 'The Bank') are bound unto M/S NORTH EAST GAS DISTRIBUTION  
COMPANY LIMITED, 5th Floor, Central Mall, GS Road, Christian Basti Kamrup, Assam – 781005 (herein after called  
'NEGDCCL') in the sum of ..... for which payment well and truly made to NEGDCCL, the BANK binds  
itself its successor and assigns by these presents. Sealed with the Common Seal of the said BANK this ..... day of  
.....2025.

THE CONDITIONS of this obligation are:

1. If the Bidder withdraws his Bid during the period of Bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of his bid by NEGDCCL during the period of bid validity
  - a) Fails or refuses to execute the Contract Form, if required: or
  - b) Fails or refuses to furnish the PERFORMANCE SECURITY in accordance with the Instructions to the Bidder.

We undertake to pay NEGDCCL up to the above amount upon receipt of its first written demand, without NEGDCCL having to substantiate its demand, provided that in its demand NEGDCCL will note the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including 60 days after the period of bid validity and any demand in respect thereof should reach the BANK not later than the above date.

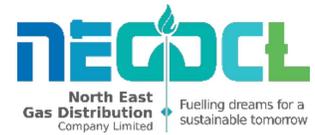
(Signature of the BANK)

(Signature of the Witness)

Name & address of Witness:

Date:

## FORMS & FORMATS



### Form 10

### FORMAT FOR BIDDER'S PRE-BID QUERIES

M/s. North East Gas Distribution Company Limited (NEGDC)  
5th Floor, Central Mall, GS Road, Christian Basti  
Guwahati, Kamrup, Assam - 781005

Subject: Tender No. .... for .....

Sl. No.	Reference of Bidding Document				Bidder's Query
	Sec No.	Page No.	Clause No.	Description	

**Note:** The Pre-Bid Queries may be sent by e-mail before due date for receipt of Bidder's queries.

## FORMS & FORMATS



### FORM -11

#### BANK MANDATE FORM

- 1 Bidder Name :
- 2 Bidder Code :
- 3 Address of the Bidder :
- 4 Particulars of Bank Account of Bidder :
- 4a Name of the Bank :
- 4b Name of the Branch and Address of the Branch :
- 4c Branch Code :
- 4d 9-Digit MICR code Number of the Bank & Branch:  
(As appearing in the MICR Cheque issued by the Bank)  
(Please do not give multicity cheque book code Number)
- 4e Type of Account :  
(Savings Bank, Current or Cash Credit)
- 4f Account Number :
- 4g RGTS / IFSC Code (11 Digit) :
- 4h NEFT Code No. :
- 5 E-mail address of the Bidder :
- 6 Contact Person(s) of the Bidder :

I / We declare that the particulars given above are correct and complete and I / We accord our consent for receiving all our payments through Electronics Mechanism

\_\_\_\_\_

(Signature and designation of the Authorized person(s) of Bidder Official seal of the Bidder's )

Place :

Date :

#### BANK CERTIFICATION

Certified that the particulars furnished above are correct as per our records.

Place :

Date :

\_\_\_\_\_

(Signature of the Authorized Official of the Bank Stamp)

**FORMS & FORMATS**

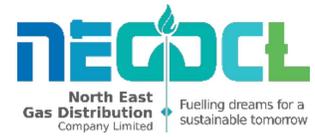


**FORM-12**

**POLICY TO PROVIDE PURCHASE PREFERENCE (MAKE IN INDIA POLICY)**

**(REFER: ANNEXURE-I TO ITB)**

## FORMS & FORMATS



### ATTACHMENT-1

#### **PPP-MII POLICY (PREFERENCE TO MAKE IN INDIA POLICY)**

The PPP-MII document is attached in the Annexure-I to ITB. Bidders have to read the document and upload the declaration/ certificate for percentage of local content in prescribed format given below along with duly signed calculations in the relevant appendix format given below for necessary qualification/purchase preference as applicable.

#### **PROFORMA FOR SELF DECLARATION FOR LOCAL CONTENT (ON BIDDER'S LETTERHEAD)**

We, M/s \_\_\_\_\_ (**Name of Bidder**) hereby state and undertake that we meet all the requirements of the Make in India Policy as set out in the tender document and hereby confirm that we are eligible for purchase preference under this policy.

In case our declaration is found to be incorrect at any point of time during the tender process or contract execution or thereafter, NEGDCCL shall have the right to impose sanctions as stated in the subject Make in India policy.

We hereby declare that the local content of Goods / Services / EPC / Works Contract (retain whichever is applicable and remove the balance options) as per the scope of job to be executed under this tender is -----%, at the time of bidding.

Place:

[Signature of Authorized Signatory of Bidder]

Date  
:

Name:

Designation:

Seal:

## FORMS & FORMATS



### ATTACHMENT-2

#### PPP-MII POLICY

#### **CERTIFICATE BY STATUTORY AUDITOR / COST AUDITOR OF BIDDER (FOR QUOTED VALUE 10 CR. AND ABOVE)**

We,----- (Name of the Statutory Auditor/ Cost Auditor) have verified the above declaration of -----(Name of the bidder) and certify that they meet the stipulated minimum threshold value of 20% Local content for the tendered items and are a Class I Local Supplier/ Class-II Local Supplier as defined under Policy to Provide Purchase Preference to Make in India.

The Local content in the offered Products / Services is .....%

Name of Audit Firm:

Date:

[Signature of Authorized  
Signatory]Name &  
Designation:  
Seal: Membership

Note: The authorized signatory in this case can be one of the following:

- i. The proprietor and an independent Chartered Accountant, not being an employee of the bidder's firm, in case of a proprietorship firm.
- ii. Any one of the partners and an independent Chartered Accountant, not being an employee of the bidder's firm in the case of partnership firm.
- iii. Statutory auditors in case of a company. However, where statutory auditors are not mandatory as per laws of the country where bidder is registered, an independent Chartered Accountant, not being an employee of the bidder's organization.

## FORMS & FORMATS



From 13

### UNDERTAKING ON LETTERHEAD REGARDING BIDDER SHARING BORDER WITH INDIA

To,

M/s. North East Gas Distribution Company Limited (NEGDC)  
5th Floor, Central Mall, GS Road, Christian Basti  
Guwahati, Kamrup, Assam - 781005

SUB:

TENDER NO:

Dear Sir

We have read the clause regarding Provisions for Procurement from a Bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries; we certify that, bidder M/s \_\_\_\_\_ (**Name of Bidder**) is:

- (i) not from such a country [    ]
- (ii) if from such a country, has been registered [    ]  
with the Competent Authority.  
(Evidence of valid registration by the  
Competent Authority shall be attached)

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

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

Place:

[Signature of Authorized Signatory of Bidder]

Date:

Name:

Designation:

Seal:

**FORMS & FORMATS**



Annexure - 1

**FORMAT FOR CERTIFICATE FROM BANK  
IF BIDDER'S WORKING CAPITAL IS INADEQUATE**  
(To be provided on Bank's letter head)

Date:

To,

M/s. North East Gas Distribution Company Limited (NEGDCL)  
5th Floor, Central Mall, GS Road, Christian Basti  
Guwahati, Kamrup, Assam - 781005

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 NEGDCL'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

## FORMS & FORMATS



Annexure - 2

### **PERFORMA OF INDEMNITY BOND FOR SUPPLY OF MATERIALS BY PURCHASER/ OWNER**

(To be executed on non-judicial stamp paper of appropriate value)

WHEREAS NORTH EAST GAS DISTRIBUTION COMPANY LIMITED, ASSAM (INDIA) (hereinafter referred to as "NEGDC") which expression shall unless repugnant to the context includes their legal representatives, successors and assigns having their registered office at 5th Floor, Central Mall, GS Road, Christian Basti, Kamrup, Assam – 781005 has entered into an Contract with (hereinafter referred to as the CONTRACTOR which expression shall unless repugnant to the context include their legal representatives, successors and assigns) for on the terms and conditions as set out, inter-alia, in the Contract No..... Dated..... and various documents forming part thereof hereinafter collectively referred to as the "CONTRACT" which expression shall include all amendments, modifications and/or variations thereto.

AND WHEREAS

NEGDC has agreed to supply to the CONTRACTOR, equipment, plants and materials (finished, semi-finished and raw) for the purpose of EXECUTION of the said CONTRACT by the CONTRACTOR (the equipment, plants and materials to be supplied by NEGDC to the CONTRACTOR, hereinafter for the sake of brevity referred to as the "said materials") and pending execution by the CONTRACTOR of the CONTRACT incorporating the said materials, the said materials shall be under the custody and charge of the CONTRACTOR and shall be kept, stored, altered, worked upon and/or fabricated at the sole risk and expense of the CONTRACTOR.

As a pre-condition to the supply of the said materials by NEGDC to the CONTRACTOR, NEGDC has required the CONTRACTOR to furnish to NEGDC an Indemnity Bond in the manner and upon terms and conditions hereinafter indicated.

NOW, THEREFORE, in consideration of the premises aforesaid the CONTRACTOR hereby irrevocably and unconditionally undertakes to indemnify and keep indemnified NEGDC from and against all loss, damage and destruction (inclusive but not limited to any or all loss or damage or destruction to or of the said materials or any item or part thereof by theft, pilferage, fire, flood, storm, tempest, lightning, explosion, storage, chemical or physical action or reaction, binding, warping, exposure, rusting, faulty workmanship, faulty fabrication, or faulty method or technique of fabrication, strike, riot, civil commotion, or other act or omission or commission whatsoever within or beyond the control of the CONTRACTOR, misuse and misappropriation (inclusive but not limited to the misuse or misappropriation by the CONTRACTOR and the CONTRACTOR's servants and/or agents) whatsoever to, or of in the said materials or any part of them thereof from the date that the same or relative part of item thereof was supplied to the CONTRACTOR upto and until the date of return to NEGDC of the said materials or relative part of item thereof or completed fabricated works(s) incorporating the said material and undertake to pay to NEGDC forthwith on demand in writing without protest or demur the value as specified by NEGDC of the said material or item or part thereof, lost, damaged, destroyed, misused and/or misappropriated, as the case may be or, together with NEGDC's costs and expenses (inclusive of but not limited to handling, transportation, cartage, insurance, freight, packing and inspection costs/or expenses upto) and aggregate limit of Rs \_\_\_\_\_ (In words \_\_\_\_\_ Only).

AND THE CONTRACTOR hereby agrees with NEGDC that:

## FORMS & FORMATS



- i. This Indemnity/Undertaking shall be a continuing Indemnity/ Undertaking and shall remain valid and irrevocable for all claims of NEGDC arising hereunder upto and until the midnight of..... However, if the CONTRACT for which this Indemnity/ Undertaking is given is not completed by this date, the CONTRACTOR hereby agrees to extend the Indemnity/Undertaking till such time as is required to fulfill the CONTRACT.
- ii. This Indemnity/Undertaking shall not be determined by any change in constitution or upon insolvency of the CONTRACTOR but shall be in all respects and for all purposes be binding and operative until payment of all moneys payable to NEGDC in terms of hereof.
- iii. The mere statement of allegation made by or on behalf of NEGDC in any notice or demand or other writing addressed to the CONTRACTOR as to any of the said material or item or part thereof having been lost, damaged, destroyed, misused or misappropriated while in the custody of the CONTRACTOR and/or prior to completion of the completed fabricated work(s) and delivery to job site thereof incorporating the said materials shall be conclusive of the factum of the said material or item or part thereof having been supplied to the CONTRACTOR and/or the loss, damage, destruction, misuse or misappropriation thereof, as the case may be, while in the custody of the CONTRACTOR and/or prior to the completion of the completed fabricated work(s) and delivery to job site thereof incorporating the said materials without necessity on the part of NEGDC to produce any documentary proof or other evidence whatsoever in support of this.
- iv. The amount stated in any notice of demand addressed by NEGDC to the CONTRACTOR as to the value of such said materials lost, damaged, destroyed, misused or misappropriated, inclusive relative to the costs and expenses incurred by NEGDC in connection therewith shall be conclusive of the value of such said materials and the said cost and expenses as also of the amount liable to be paid to NEGDC to produce any voucher, bill or other documentation or evidence whatsoever in support thereof and such amount shall be paid without any demur and on demand and no dispute shall be raised concerning the same.

The undersigned has full power to execute this Indemnity Bond on behalf of the CONTRACTOR under the Power of Attorney dated .....

Place: (SIGNED BY COMPETENT AUTHORITY)

Dated: Official seal of the CONTRACTOR

**OTHER FORMS APPLICABLE AFTER  
AWARD**



**CONTRACT – e-PERFORMANCE BANK GUARANTEE**  
(To be stamped in accordance with Stamp Act)

Ref:

Bank Guarantee No.....  
Date.....

To  
NORTH EAST GAS DISTRIBUTION COMPANY LIMITED

OWNER ORDER NO.....DATED.....

Dear Sir,

*In consideration of the NORTH EAST GAS DISTRIBUTION COMPANY LIMITED, KAMRUP, ASSAM (INDIA) (hereinafter referred to as the OWNER which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded the work of ..... to .....having its Principal Office at ..... (hereinafter referred to as "VENDOR(SELLER)/"CONTRACTOR)" which expression shall unless repugnant to the context or meaning thereof include their respective successors, administrators, executors and assigns) the supply/execution by issue of OWNER'S Owner order No. .... dated..... And the same having been accepted by the VENDOR(SELLER/CONTRACTOR) resulting into CONTRACTS for supplies of materials equipments/execution of works/services as per above Owner Order having a total value of ..... for the complete supply of materials/equipments/execution of works/services and the VENDOR(SELLER/CONTRACTOR) having agreed to provide a Contract performance and Warranty/Guarantee for the faithful performance of the aforementioned contract and warranty to quality to OWNER.*

*We (Bank) .....having its Head Office at ..... (hereinafter referred to as the 'Bank' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns) do hereby guarantee and undertake to pay the OWNER/OWNER, on demand any and all moneys payable by the seller/Contractor to the extent of \_\_\_% ( \_\_\_ percent) of the Contract price without any deviation and protest as aforesaid at any time up to.....and without reference to the VENDOR(SELLER/CONTRACTOR). Any such demand made by OWNER on the Bank shall be conclusive and binding notwithstanding any difference between OWNER and VENDOR(SELLER/CONTRACTOR) or any dispute pending before any Court, Tribunals, Arbitrator or any other Authority.*

*The Bank undertakes not to revoke this guarantee during its currency without previous consent of OWNER and further agrees that the guarantee herein contained shall continue to be enforceable till the OWNER discharges the guarantee. OWNER shall have the fullest liberty without affecting in any way the liability of the BANK under this guarantee from time to time to extend the time for performance by VENDOR(SELLER/CONTRACTOR) of the aforementioned contract. OWNER shall have the fullest liberty, without affecting this guarantee, to postpone from time to time the exercise of any powers vested in them or of any right which they might have against VENDOR(SELLER/CONTRACTOR) and to exercise the same at any time in any manner, and either to enforce to forebear to enforce any covenants contained or implied, in the aforementioned Contracts between OWNER and VENDOR(SELLER/CONTRACTOR) or any other course of or remedy or security available to OWNER. The BANK shall not be released of its obligations under these presents by any exercise by OWNER of its liability with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of OWNER or any other indulgence shown by OWNER or by any other matter or thing whatsoever which under law would, but for this provisions, have the effect of relieving the BANK.*

## OTHER FORMS APPLICABLE AFTER AWARD



Bank Guarantee No.....

Date.....

*The BANK also agrees that OWNER at its option shall be entitled to enforce this Guarantee against the BANK as a Principal Debtor, in the first instance without proceeding against VENDOR(SELLER/CONTRACTOR) and notwithstanding any security or other guarantee that OWNER may have in relation to the VENDOR'S(SELLER'S/CONTRACTOR'S) liabilities.*

*Notwithstanding anything contained herein above our liability under this Guarantee is restricted to AND it shall be remain in force upto and including ..... and shall be extended from time to time for such period as may be desired by the VENDOR(SELLER/CONTRACTOR) on whose behalf this Guarantee has been given.*

Dated this the \_\_\_\_\_ day of \_\_\_\_\_ 2025 \_\_\_\_\_ at \_\_\_\_\_

1. *The guarantee shall not be affected by any change in constitution of the bank or by absorption/merger of bank with any other body or corporation.*
2. *The guarantee shall be in addition to and not in substitution for any other guarantees or security for the supplier/Contractor given or to the owner in respect of said purchase order by the bank (whether alone or jointly with others).*
3. *The bank hereby declares that \_\_\_\_\_(Name of the person signing on behalf of bank) \_\_\_\_\_ is authorized to sign this guarantee /undertaking on behalf of the bank and to bind the bank thereby.*
4. *Any notice by way of request, demand or otherwise hereunder may be sent by post/courier to the bank address and duly verified by proof of delivery will be sufficient & shall be deemed as claim lodging date by owner.*
5. *This guarantee is operative at \_\_\_\_\_ in KAMRUP, ASSAM (name and address of the branch) branch, \_\_\_\_\_(Place).*
6. *Details of issuing and operating branches are as under:*

	Outstation Bank details	Local Operating bank details. (KAMRUP, ASSAM)
Postal Address		
Telephone no / Fax No		
Contact person		
Email ID		

7. *These present shall be governed by and construed in accordance to Indian law.*

Bank Guarantee No.....

Date.....

**OTHER FORMS APPLICABLE AFTER  
AWARD**



*Notwithstanding anything contained herein above:-*

1. *Our liability under this Bank Guarantee shall not exceed Rs. ----- (amount in word).*
2. *This Bank Guarantee shall be valid up to ----- (i.e. Contract period + 90 days + guarantee / warranty / defect liability period of the contract)).*
3. *We are liable to pay the guaranteed amount or any part thereof under this Guarantee only and only if you serve upon written claim or demand on or before -----.”(1 month beyond expiry date.)*

*WITNESS  
(Signature)*

*(Name)  
(Official Address)*

*(Signature Bank Signatory)*

*Bank Rubber Stamp  
(Name)*

*Designation with Bank  
Stamp plus Attorney as  
Per Power of Attorney*

*No.....  
Dated.....*

### TECHNO-COMMERCIAL INFORMATION

(To be filled serial-wise on the e-tendering portal bid floor in the provided format)

Wherever remarks are required, bidders are advised to ensure that sufficient information has been provided and remarks such as “attached”, “enclosed”, “submitted” or other such terms alone should be avoided.

<b>Bidder Organization Name:</b>		
Sr.	Requirement	Response
<b>General Information</b>		
1	Bid reference No. & Date	
2	Date of incorporation of company	
3	Company Address(es) in India	
4	No. of years in business	
5	Type of Firm (Proprietary / Partnership / Private Ltd. / Public Ltd.)	
6	Details of Directors / Proprietors / Partners	
7	Phone no. of contact person	
8	Email ID of contact person	
9	GST registration number	
<b>Technical BEC</b>		
1	As per clause no. 8.1 of IFB	Agree
<b>Details in support of Technical BEC</b>		
1	As per clause no. 8.3 of IFB	Agree
<b>Financial BEC</b>		
1	Bidder's turnover for preceding financial year (mention in INR along with FY).	
2	Bidder's turnover for second to last preceding financial year (mention in INR along with FY).	
3	Bidder's turnover for third to last preceding financial year (mention in INR along with FY).	
4	Bidder's net worth for preceding financial year should be positive.	
5	Bidder's working capital for preceding financial year (mention in	

INR along with FY).

**Commercial Terms and Conditions**

1	Bidder accepts to keep the bid valid for a period of 90 days from the date of opening of techno-commercial bid	Agree
2	Details of EMD submitted against the tender (Ref. no. and date of BG/ Online transaction)	_____
3	Bidder accepts to quote the prices as per SOR enclosed with this tender document	Agree
4	Price quoted by the bidder shall remain firm, fixed and valid for entire contractual period	Agree
5	Bidder understands and accepts the complete scope of work as defined in the tender document	Agree
6	Bidder accepts the contractual validity period as per tender	Agree
7	Bidder accepts the terms of payment as per tender	Agree
8	Bidder accepts the Price Reduction Schedule and other penalties as mentioned in the tender document	Agree
9	Bidder accepts the General / Special / Technical Terms & Conditions of the tender	Agree
10	Bidder accepts all statutory compliances against tender	Agree
11	Bidder has read and accepts the tender document in toto	Agree
12	Any deviation from the tender document sought by the bidder is listed separately in Form- 2 only	Agree
13	All the bidders must ensure adequacy and sufficiency of their document while submitting bid in all respects. Bid shall include all documents confirming to the tender terms and conditions, BEC and the tender specifications in toto failing which their bids are liable to be rejected.	Agree

**DOCUMENTS TO BE CHECKED AGAINST BEC**

Criteria	Verification Document
<b>Technical BEC</b>	
As per clause no. 8.1 of IFB	As per clause no. 8.3 IFB
<b>Financial BEC</b>	
As per clause no. 8.2 of IFB	As per clause no. 8.3 IFB

### DOCUMENTS TO BE UPLOADED ON E-TENDER PORTAL

Sr. No.	Document Header Name	Document Description
1.	Bid Signatory PoA / Board Resolution	Power of attorney of the signatory to the bid offer on non-judicial stamp paper / Board resolution of company for authorized signatory.
2.	Form 1 General Info with Supporting Docs	Bidder's General Information as per appended format along with PAN card copy, GST registration certificate and copy of cancelled cheque in support.
3.	Form 2 Deviation Form	Deviation Form as per appended format
4.	Form 3 Work Experience Certificates	Certificates for details of similar goods / work / services supplied / done during past 7 years as per appended format
5.	Form 4	Certificate Engineer Regarding Supply of Goods/Works/Services
6.	Form 5 Annual Turnover for last 3 year & Financial Data for last Financial Year	Certificate for financial capability of the bidder Format for statutory auditor's / chartered accountant with UDIN.
7.	Annexure-1	Format For Certificate From Bank If Bidder's Working Capital Is Inadequate, if applicable
8.	Form 6	Bidder to Confirm (declaration) that bidder is not been put on Holiday by NEGDC, AGCL, Oil India or banned / blacklisted by Govt. Department on due date of submission of Bid. Further, neither bidder nor their allied agency/ies are on banning list of NEGDC, AGCL, OIL India or MOPNG.
9.	Form 7	Declaration of Tender Document Purchased/ Downloaded
10.	Form 8	Details of litigation, if any
11.	Form 9	Bid Bond Proforma / Proforma for EMD
12.	Form 11	Bank Mandate Form
13.	Form 12	Policy To Provide Purchase Preference As Per Public Procurement (Preference To Make In India), Order 2017
14.	Form 13	Undertaking on Letterhead Regarding Bidder Sharing Border With India
15.	Audited Annual Financial Statements	Annual audited reports complete in all respect of last three financial years in support of Form 5 with UDIN.
16.	Corrigendum and Other documents	Copy of all addenda / corrigenda, if any, along with required documents as stated therein, duly signed and stamped. (In case no addendum / corrigendum has been issued against this tender document, then the bidder may upload a letter stating that "No addendum / corrigendum has been issued against this tender document")

**Note:** Bidder may attach any other docs, not in above list but relevant to this tender, at the specified link "other documents" on the e-tendering portal.

**SECTION 3:**  
**SCHEDULE OF WORK, UNIT AND QUANTITY (SOQ)**  
**&**  
**SPECIAL CONDITIONS OF CONTRACT (SCC)**

**SCHEDULE OF WORK, UNIT AND QUANTITY (SOQ)**

**1.0 DESCRIPTION OF WORK/SERVICE:**

HIRING OF SERVICES FOR FORECOURT MANAGEMENT AND OPERATIONS AND MAINTENANCE SERVICES OF CNG STATIONS IN GA 11.03.

<b>Sl. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>UOM</b>
<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>
<b>GA 11.03</b>			
1	Station Manager / Supervisor	144	Man Month
2	Dispenser	216	Man Month
3	Housekeeping	252	Man Month
4	Security Service	864	Man Month
5	Technician (Mechanical / Electrical)	252	Man Month
6	Helper	252	Man Month
7	Stationary Items	36	Per Month
8	Hiring of Hydra / Crane	480	Per Month
9	Charges as per SOW (including fixed charges for 1 no GPS fitted vehicle, DG Set, Tools & Tackles for O&M Activities; Provision for Cycles, Telephone sim charges etc.)	36	Man Month
10	Running Cost of vehicle for 5 nos. of O&M Activities as per SOW	500000	km
11	Lodging / Control Room Facility	36	Per Month

**NOTE:**

- a) The estimate quantities under this SOR are envisaged to be consumed in 36 months period. The monthly running charges are to be claimed in RA Bills.
- b) Payment will be done on actual job done.
- c) For item no 22, i.e., Total Consumables during the Contract as per attached list of *consumables -Annexure-A (attached in point no 10 of SoW & SCC of this tender)* the quantity mentioned are purely for evaluation purpose. Actual consumption of the items may increase or decrease as per actual requirement during the execution of the contract.

**NO PRICE IS TO BE GIVEN / INDICATED IN TECHNO-COMMERCIAL BID. IF PRICES/RATES ARE DISCLOSED/INDICATED IN TECHNO COMMERCIAL/TECHNICAL BID THEN THAT OFFER WILL BE REJECTED.**

## **2.0 BRIEF SCOPE OF WORK:**

The scope includes Hiring an operation & maintenance contractor for CNG installations, including functional checks along with O&M support services for the existing & upcoming CNG stations in GA 11.03 of NEGDCCL. The contractor will ensure smooth functioning of NEGDCCL operation of CNG installations and also to respond to emergency situation like third party damage to NEGDCCL assets, to maintain safety of man, machine & property around the place of incident etc., customer complaints, equipment breakdown, leakages etc. It is proposed to engage a service provider who shall be competent enough to execute repairs & maintenance of the network and the installations of CGD Networks of NEGDCCL including CNG Stations, Stationary/Mobile Cascades, City Gate Station (CGS) etc. of the installations.

## **3.0 DETAIL SCOPE OF WORK:**

### **i. Services for Station Management (SOR item no. 1):**

This SOR is for station management and supervision jobs like sales accounting, record-keeping, overall station management of both Mother station and CGS & related jobs, which also includes the minor jobs associated with the LCV filling point and cascade area. The rate for this SOR item will be considered as Rs. /man-month for each station. No. and shift deployment pattern shall be intimated by NEGDCCL for station manager(s) required to be deployed in this SOR for the station. The rate in this SOR is inclusive of the cost of deploying reliever for providing weekly off as per statutory guidelines. Non-deployment of reliever shall attract penalty(ies) as per applicable clause.

### **ii. Services for dispensing of CNG to Automobiles/ Mobile cascades (SOR item no. 2):**

This SOR is mainly for dispensing of CNG from the dispensers. However, the workforce for this service may be used for other associated services. The rates for this SOR will be considered as Rs. /man-month for each station. Shift-wise no. of DSMs required to be deployed in this SOR shall be intimated by NEGDCCL for the station. The deployed DSM (Driveway Salesmen) against SOR A.2, in emergency cases, shall be required to carry out Operations of CNG Compressor. No separate payment shall be made on this account. However, total duration of such services will not exceed 02 weeks for each CNG Station, during the entire contract period. The rate in this SOR is inclusive of the cost of deploying reliever for providing weekly off as per statutory guidelines. Non-deployment of reliever shall attract penalty(ies) as per applicable clause.

- ### **iii. CNG Station complex up keeping & general maintenance including Supply of Material / Consumable for Housekeeping including supply of Stationary Items (SOR item no. 3). -**
- Supply of Material / Consumable for Housekeeping including supply of Stationary Items shall be paid as per applicable SOR item given elsewhere in SOR. The rates for deployment of Housekeeper will be considered as Rs. /Month for each housekeeper. One housekeeper may require to be deployed for complex up keeping & general maintenance of both the CNG Mother station and CGS as per intimation given by NEGDCCL. The rate in this SOR is inclusive of the cost of deploying reliever for providing weekly off as per statutory guidelines. Non-deployment of reliever shall attract penalty(ies) as per applicable clause.

Minimum 1 no. manpower shall be deployed per day including Sundays and public holidays for above services.

**iv. Security Service at CNG station and CGS (SOR item no. 4):**

Bidder shall provide the services for deployment of security guard with arms and without arms as intimated by the EIC. The rate for this SOR item will be considered as Rs. /man-month for each station. No. and shift deployment pattern shall be intimated by NEGDCL for station technician(s) required to be deployed in this SOR for the station. The rate in this SOR is inclusive of the cost of deploying reliever for providing weekly off as per statutory guidelines. Non-deployment of reliever shall attract penalty(ies) as per applicable clause.

**v. Services for Station Technician (mechanical) (SOR item no. 5):**

This SOR is mainly for looking after all the mechanical related servicing, checking & rectification works at both CGS and Mother station; as and when required and as the case may be. The rate for this SOR item will be considered as Rs. /man-month for each station. No. and shift deployment pattern shall be intimated by NEGDCL for station technician(s) required to be deployed in this SOR for the station. The rate in this SOR is inclusive of the cost of deploying reliever for providing weekly off as per statutory guidelines. Non-deployment of reliever shall attract penalty(ies) as per applicable clause

**vi. Services for Station Technician (Electrical) (SOR item no. 5):**

This SOR is mainly for looking after all the electrical related upkeeping & maintenance of all the electrical panels, feeders, equipment at both CGS and Mother station; as and when required and as the case may be. The rate for this SOR item will be considered as Rs. /man-month for each station. No. and shift deployment pattern shall be intimated by NEGDCL for station technician(s) required to be deployed in this SOR for the station. The rate in this SOR is inclusive of the cost of deploying reliever for providing weekly off as per statutory guidelines. Non-deployment of reliever shall attract penalty(ies) as per applicable clause.

**vii. Helper (SOR item no. 6):**

This SOR is mainly for assisting the above personnels and to ensure smooth daily operations and maintain inventories. They are required for restocking shelves, handling heavy inventory (loading/unloading), maintaining store cleanliness, and assisting with customer inquiries. The rate for this SOR item will be considered as Rs. /man-month for each station. No. and shift deployment pattern shall be intimated by NEGDCL for station technician(s) required to be deployed in this SOR for the station. The rate in this SOR is inclusive of the cost of deploying reliever for providing weekly off as per statutory guidelines. Non-deployment of reliever shall attract penalty(ies) as per applicable clause.

**3.2 Site Information**

Location Details of CNG station(s) and City Gate Station are as below:

- CGS cum Mother Station, Tezpur
- CGS Dhekiajuli
- CGS Mangaldoi
- CGS Biswanath Chariali
- CGS Udalguri
- Mother Station, Mangaldoi
- Storage Yard – Tezpur

The above locations are tentative. However, owner decides the right to mobilise manpower and equipments as per site requirements.

The operation of above Stations shall be on continuous day-basis i.e. on all days of the month including Sundays and public holidays.

The number of shifts (08 hours per shift) of operation in a day shall be at sole discretion of NEGDCL. It is estimated that the operation period shall be 16 hours per

day (2 shifts/day). However, this may change depending upon actual situation. Further, the timings of the 08-hour shifts shall be decided by NEGDCCL at its sole discretion.

Contractor shall in no case lease/ transfer/ sublet the job awarded to the contractor except for SOR item no.

### **3.3 SCOPE OF WORK of RESPECTIVE SOR ITEMS:**

Contractor shall supply the services of supplying qualified & experienced Manpower for Operation & maintenance of services for the upcoming/existing CNG stations in GA 11.03 of NEGDCCL in order to ensure smooth functioning and to respond to emergency situation like third party damage to NEGDCCL assets, to maintain safety of man, machine & property around the place of incident etc., customer complaints, equipment breakdown, leakages etc. It is proposed to engage a service provider who shall be competent enough to execute repairs & maintenance of the network and of the

installations of CGD Networks of NEGDCCL including CNG Stations, City Gate Stations, mounting & dismounting of Cascades in CNG stations, Maintaining of Cascades at CNG stations, maintenance of Stationary/Mobile Cascades etc. of the installations as defined

Contractor's scope of work for subject services shall include but shall not be limited to the following. The work described herein shall be carried for the operation and maintenance as per applicable technical specifications and the tender conditions. NEGDCCL may, on its own discretion add or delete the activities in the scope of work for the sake of better operational efficiency and results.

- A) **Services for CNG station management:** These services are required for smooth operation of CNG station. These jobs are minor in nature, and services for these jobs are not of continuous nature. Hence, the station manager shall be responsible for executing these jobs from time to time, taking help of the available resources under the station manager.

The associated jobs shall include the service for cascade operation, LCV filling point operation, Genset operation, and its related activities. No separate payment shall be made for these associated jobs. The expenses towards these services shall be deemed to have been included in quoted prices. The details of the associated jobs as mentioned at above are as below:

**i. LCV filling Area:**

- a) In case a CNG station has the facility of LCV (Light Commercial Vehicle) filling point for dispensing to mobile CNG cascades, proper and smooth operation of the same to be ensured.
- b) Responsible for all activities related to filling of mobile Cascades including connection/removal of hose with LCV.
- c) Responsible for ensuring filling CNG into mobile cascades - Noting initial and final pressure and quantity of CNG filled in each mobile cascade, maintaining LCV filling log book and reporting the same to the NEGDCCL.
- d) Responsible to maintain the Logbooks of Mobile Cascade, Compressor readings, etc. as per the guidelines of NEGDCCL.
- e) Responsible for preparing excise invoice for LCV dispatch.
- f) Responsible for getting attended minor maintenance jobs such as gas leaks from tubing/fittings of the LCV filling point.
- g) Responsible for ensuring proper cleanliness in & around the LCV filling point.
- h) Responsible for informing Maintenance team with intimation to NEGDCCL about any problem/ non-performing of equipment immediately.
- i) Responsible for undertaking any other activity as directed by NEGDCCL Officials from time to time for smooth operation of the LCV filling point.

**ii. Cascade area:**

- a) Noting of pressure from gauges of low, high & medium banks in the cascade if required
- b) Operating of cascade valves.
- c) Responsible for getting attended minor maintenance jobs such as gas leaks from tubing/fittings of the cascades.
- d) Responsible for undertaking any other activity as directed by NEGDCCL Officials from time to time for smooth operation of the CNG cascades.

**B) Cash Handling / Transportation / Deposition of Money**

- i. The Agency / Contractor shall deposit the aggregate of retail amount collected (i.e. amount collected through currency notes & coins, POS, e-wallet, Card Payments or any other mode of collection of Sale Proceeds) from consumers for the product sold on the previous date in his own account and then remit to the designated Bank account of North East Gas Distribution Company Limited, through RTGS fund transfer from his own account, on the same day.
- ii. Preferably, a single RTGS fund transfer shall be made by the contractor from his own account to NEGDCCL designated bank account, towards the sale proceeds from all modes of transactions (viz. Cash, E-Wallets, Card Payments / POS sale etc.).
- iii. If NEGDCCL decides, it can instruct the agency / contractor to deposit the aggregate of retail amount as detailed above, directly to NEGDCCL designated bank account. In such case, upon receipt of instruction from NEGDCCL, the agency / contractor, shall directly deposit the aggregate of retail amount collected (currency notes & coins) from consumers for the product sold on the previous date in the designated Bank account of NEGDCCL, on the next bank working day (excluding Bank holidays and days lost due to Force Majeure) and submit receipt to NEGDCCL.
- iv. All arrangements for safe handling, transportation and deposition of money shall be in the scope of the contractor, cost of which shall be deemed to have been included in the Service Charges and nothing extra on this account shall be payable.
- v. The liability of Mutilated/ Counterfeit currency notes, if any, found by the Cash Collecting Agency / Bank in the Cash deposit / handover, shall be of the Contractor. He may take all necessary steps including provision of currency verification machine at each station, if requirement is felt any is in the scope, for ensuring the same. At any stage, if found that the currency notes collected by contractor are counterfeit/ mutilated, the equivalent amount shall be deposited by the Contractor/Agency.
- vi. The Agency / Contractor shall arrange all security cover required for cash. Any theft and / or mis appropriation of funds shall be the responsibility of the contractor and the contractor shall make up the short cash and deposit to the bank account designated by NEGDCCL.
- vii. Any shortage of cash (including towards fake and counterfeit currency) will be the responsibility of the agency/contractor. The same should be made good to the NEGDCCL account within 24 hours.
- viii. In case of delay in deposit the aggregate of retail amount collected from consumers for the product sold on the previous date in a Bank account of NEGDCCL within the stipulated time, Delayed Payment Charges (DPC) at the minimum rate of 16% per annum as prescribed rate of NEGDCCL (at the time of incident) shall be chargeable. Any breach of such clauses gives right to NEGDCCL to set off such dues together with interest from the amount payable to agency/contractor under this agreement.
- ix. In case Agency / Contractor does not deposit the aggregate of retail amount collected from consumers for the product sold on the previous date(s) in a Bank account of NEGDCCL for a significant period of time (excluding Bank holidays and days lost due to Force Majeure) as decided by NEGDCCL, then the company shall encash the BG equivalent to no. of days sales of product for which the amount is not deposited on proportionate basis and the same shall be replenished within 15 days' time else NEGDCCL shall have the right to terminate the contract after giving an advance notice

for same.

- x. The Agency/ Contractor shall be responsible for the reconciliation of amount collected through cash, POS machines and e-wallet / smart card / EDC or any other mode / facility.
- xi. The Agency / Contractor shall maintain the daily sale register / MIS for sale proceeds of product sales as per format provided by NEGDCL which may be checked by L as and when required. Format for maintaining the same is given in Annexure. This report shall be jointly signed by NEGDCL site representative and contractor's representative. Same shall be annexed with RA bills to submit to Finance Department every month.
- xii. The agency / Contractor to provide & maintain the Paytm & POS machines & e-wallet facilities at the station at his cost. The contractor to transfer the amount so collected to the bank account of NEGDCL. The contractor shall be responsible for the reconciliation of amount collected through cash, POS machines and e-wallet facility (e.g. PayTM).
- xiii. During contract period, qualified bidder or his staff / crew cannot resort to strike or other means of agitation on any ground, which affects the operations. Any absence of crew / staff shall be viewed seriously, and contract is liable to be terminated by NEGDCL withholding all balance dues of contract and deposits and including encashment of performance bond.
- xiv. In case any unwanted incident happens at the CNG station, resulting in the loss of cash, property etc.; then the bidder shall be responsible for reimbursement to the company in case it is not paid by the contractor to NEGDCL.

C) **PREVENTIVE / ROUTINE MAINTENANCE of CNG station:**

- a) Execute the Routine / Preventive Maintenance of SS Tubing & Fittings, Storage Cascade, LCV Unloading Post, Copper tubing for air supply to Dispensers of Daughter Booster CNG Station at Guwahati on Monthly basis.
- b) The spares required for carrying out preventive maintenance shall be in the scope of the Contractor.
- c) The contractor shall maintain the record of the Spares consumed during the maintenance job which shall be duly certified by EIC.
- d) All preventive / routine maintenance shall be performed in consultation with NEGDCL's EIC and to ensure that, forecourt is not suffered.
- e) The contractor shall ensure availability of required consumables such as Teflon tape, clothes etc. & other required tools such as debarring tools, pneumatic machine, etc. on-site during attending activities.
- f) Carrying out maintenance of all stationary Cascades, all laid SS Tubing & fittings, and LCV unloading & loading Post at DBS.
- g) The scope of supply of SS tubes, SS fittings, SS Ball Vales etc. lies on Contractor.
- h) The Contractor shall ensure that all the valves of the stationary and mobile cascade are in open condition.
- i) The contractor shall check the health of the air tubing installed for operation of instruments at CNG Station.
- j) The contractor to rectify the rupture disc of any cylinder.
- k) Increase of vent height (upto 3 mtr) of LCV unloading Point.

D) **BREAKDOWN MAINTENANCE of CNG station:**

- a) BIDDER shall attend the leakages or any breakdown related SS tubing's & fittings, BIDDER shall come into alert mode and carry out the activities accordingly.
- b) Identify the Leakage, dismantling tubing's, Rectification/Replacing, Laying, testing and commissioning of SS tubes along with all fittings i.e., Ball Valves (2 way/3 way/new design), Quick Connector, Unions, Reducers, Elbows, Tees, Front Ferrule, Back Ferrule, NRV if required complete with all supports for CNG Station and Burst Disc, Manifold etc. required in Mobile & Stationary Cascade whereas the tubes & fittings, PVC heavy duty clamps, Burst Discs shall be arranged by the BIDDER
- c) BIDDER shall provide all tools, tackles, instruments, manpower and other related accessories for carrying out the testing of SS tubing. If observe leakages while leak test, vendor shall rectify the leakage immediately. Testing procedure shall be provided by the vendor to EIC for approval.
- d) If required, SS tubing of any section is to be done. Tubes shall be properly bend using tube benders only without any distortion and damage to material strength. Any hot bending will be totally rejected.
- e) Tubes shall be cut using pipe cutting device only. Hot cutting is not allowed. The tube bender should be capable to making maximum 180 deg bend. For thin wall SS Tubes, Tube bender should be used with mandrel for giving proper shape to the SS Tubes.
- f) Any other work not specifically mentioned herein, but required for the smooth operation & maintenance of the CNG Station shall also be covered

under the scope of work and has to be completed by the Contractor at no extra cost to NEGDCL.

- g) Bidder shall provide all required materials and/or labor of every description and all tools, tackles, measuring instruments, storage, and transport necessary for execution and completion of the work to the satisfaction of NEGDCL.

E) **PLANNED MAINTENANCE SCHEDULE OF CNG STATION:**

Sr. No	Description	Frequency
1	Carry out leak check of Stationary Cascades tubing and fittings connections, tightness, cleanliness, burst disc, grouting and any other joint connected to the cylinder. Checking to be done with soap and water solution.	monthly
2	Carry out leak check of LCV filling & unloading post of SS tubing & fittings, housekeeping of the LCV Post, Quick Connector, Cascade base connection with LCV, tightness of cascade frame. Checking to be done with soap and water solution.	Bi-monthly
3	Check the tightness of all SS fittings and Clamps. Checking to be done with soap and water solution.	Bi-monthly
4	Carry out leak test for CNG Stations equipment's-Cascades, Dispensers, Air Compressor pipeline, LCV points, SS Tubing and fittings etc. Checking to be done with soap and water solution.	Bi-monthly
5	Ensure good house-keeping of Tube trench	Bi-monthly

- F) Removal of obstacles, grass, and other potentially hazardous materials, in and around of equipment and inside enclosures of all CGS, CNG station, DRS, industrial skids, valve chambers, TLPs, etc. as per NEGDCL directive.
- G) Compliance of statutory and safety requirements.
- H) Reporting Management Information System (MIS) and communication system / training to O&M team.
- I) Inventory management, procurement and supply of spares, consumables, tools & Tackles. Bidder shall identify, procure and hold the needs for all equipment tools & tackles for O&M of Network and assets. Bidder will review the list of spares provided by owner and shall reconcile all spares / consumables / equipment / tools & tackles after completion of work or as directed by owner.

- J) Emergency & security management as and when required as per direction of EIC.
- K) Providing the Human Resources in O&M Vehicle being supplied / deployed by the Contractor.
- L) All the maintenance activities covered under this contract shall be carried out at site. The contractor shall be responsible for providing transportation/ conveyance facilities for all his personnel for attending duty. However, the contractor shall provide 1 no. O&M Vehicle for 24x7 for Routine and Break down maintenance works at site for each GA. The fixed charges for vehicle deployment together with other associated charges like driver salary and toll charges etc. are to be included in SOR. In case of requirement of additional Vehicle, the vendor will have to provide the additional vehicle at same rates during the contract period.
- M) Contractor shall co-ordinate and assists for the services related to the operations, e.g., electricity, telephone, water supply, testing & calibration, statutory issues etc. from time to time.
- N) The contractor shall take all the necessary pre-cautions to prevent fire hazards during the execution of the work.
- O) Manning of the Control Rooms on Round the Clock Basis. Contractor shall establish O&M (24x7 days) control room at the designated places advised by NEGDCL. The control room shall be located in the areas of CGD functioning and shall be manned accordingly for day-to-day operations, emergency handling of complaints, planned maintenance as per schedule, breakdown maintenance and other O&M functions as required for complete to-and-fro information regarding CNG Stations. It shall be responsible for coordination of entire O&M activities of GA such as Industrial, Commercial, Domestic customers, CNG business, Patrolling Activities etc. In addition to this contractor has to establish site office at different locations(as per the requirement) in case the areas are far located in a specific GA, to function & monitor day-to-day operations and handling emergencies. The control room should be having a permanent phone connection which will be handed over to NEGDCL after the expiry of the contract.
- P) In case of any additional control room is required in other areas, the vendor will have to provide the additional control room at same rates during the contract period.
- Q) **Manned facilities:** Emergency control room will be manned on 24x7 basis by team operating in shifts, to coordinate all the activities of O&M, emergency handling for an uninterrupted gas supply to all CNG Stations. Initially the control room will be established at GA 11.03 only and will be manned round the clock 24 Hrs. all the towns will be managed from this control room only as the infrastructure will be less in initial years.

- R) The work includes attending pipeline leak repair by sleeves at designated location/ sites including transportation of Sleeve, supply of resources & machinery, excavation & backfilling, cutting, welding, grinding, bevelling, surface preparation, leak testing, coating, holiday checking etc. to complete the work in all aspect as per NEGDCL Laid Down procedure/SOPs & directions of EIC. This includes all machinery, material (Sleeves to be supplied by NEGDCL), consumables, and other resources required to complete the job in all respect. (Standard Sleeve length of 80 Cm has been assumed).
- S) Obtaining data from various sources and preparing DPR as per the format approved by NEGDCL (CNG Stations / CNG equipment/ LCVs etc.)
- T) Helping in Maintain validity of Statutory permissions.
- U) Helping in Conditions of Statutory approvals
- V) Helping in Compliance of various audit observations
- W) Hiring of Vehicle for Operation & maintenance:
- i. Four-Wheeler/LCV: One no of Four Wheelers/LCV are considered for maintenance crew to shift material for each GA's.
  - ii. Two-Wheeler: Two-wheeler is considered for each maintenance crew to travel from one location to other location. The same shall be in the scope of Contractor and no additional payment shall be made to the contractor.
- X) **Minimum Resource Deployment:**
- The contractor has to deploy sufficient Human Resources not less than that provided in Table given below. Deployment of resources would be decided by

EIC / its representative, as per prescribed qualifications and experience. Proof of qualification has to be submitted by the contractor.

Y) **Minimum Human Resources to be Deployed for GA 11.03 in:**

GA 11.03-for 36 months			
Sl. No.	Description	Wage Category	TOTAL
1	Station Manager / Supervisor	Skilled	4
2	Dispenser handler / operator	Semi-Skilled	6
3	Technician (Mech / Electrical)	Semi-Skilled	7
4	Helper	Un-skilled	7
5	Security	Semi-Skilled	24
6	House Keeping staff	Un-skilled	7
7	Vehicle for O&M	1 No with driver for the vehicle	5

The contractor has to provide the required manpower within 15 days after issue of mobilization notice.

**Note: Prior Approval has to be taken from Engineer-in-charge for each person to be deployed by the contractor during the contract.**

Human resources (as detailed in the Two GA's as given in Tables above) should have a valid applicable driving license and shall be deployed with a Two-Wheeler (along with valid Registration certificate, insurance policy, PUC as per requirement of the location). The operation and maintenance charges of the two-wheeler, including the fuel charges, may be built up in the SOR Item for supplying of the manpower. No separate payment shall be payable to contractor for deployment of two-wheeler.

The estimates of manpower are kept with respect to minimum Wages of Assam Notification No. E-238621/696dated 12-01-2025. The bidder has to strictly comply with the minimum wages, Assam or otherwise the bid / contract shall be liable to be rejected / terminated.

In case, any upward revision in minimum wages is notified by the appropriate government during the period of contract, NEGDC shall reimburse only the additional financial implication arising out of such upward revision in minimum wages including implication of associated wage components to the Contractor. The Contractor is required to submit documentary proof for reimbursement of such additional financial implication. The arrears (if any) due to time gap between the date of notification and actual date of claim by the contractor shall also be paid.

However, there will be no reimbursement in such case towards (i) the overheads towards minimum infrastructure to be maintained by the bidder for execution of the contract, running office expenses, coordination with Statutory Authorities, charges towards Bank Guarantees (BG), interest on working capital, documentation charge and reasonable profit margin and (ii) quoted "Service Charge" amount in % (in percentage).

Z) **Deficiency:**

"Deficiency" shall mean a deficiency in the performance of service(s) as mentioned in the Scope of Work including deployment of minimum resources / average monthly resources (whichever is applicable), poor quality of service, quantity and quality of material, efficiency of any service(s), non-compliance of statutory provision(s) or noncompliance of any of the tender condition(s).

NEGDCL/ Engineer in Charge (EIC) on observing any deficiency may inform/advise the supervisor / representative of the Contractor to rectify the same. If the deficiency(ies) still persists even after repeated advice /information, the Contractor will be issued show-cause notice, setting out the deficiency(ies) observed, to give the Contractor an opportunity to make a representation within 7 (seven) days from the date of receipt of such notice. If any such representation is made by the Contractor, NEGDCL shall take cognizance of the same before taking a final decision to impose penalty(ies) in respect of deficiency(ies). The decision of the EIC with regard to any deficiency in service and penalty(ies) for such deficiency(ies) shall be final and binding on the contractor(s).

- a) It is recognized that there may be deficiencies in the performance by the Contractor with regards to one or more of the services required to be performed under the Scope of Work. With a view to discourage deficiency(ies) in the performance of any service(s) by the Contractor, it is agreed that for each Deficiency as determined by EIC/ NEGDCL in any service(s) to be performed by the Contractor, NEGDCL shall be entitled to levy **a token penalty, if not specified elsewhere, of Rs. 1,000/- (Rupees One Thousand only) per day per deficiency.**
- b) The Contractor shall maintain all the Reports, Returns, Forms, proforma(s) and other prescribed documents under the applicable Labour Legislations (including those mentioned above) and NEGDCL shall have the right to satisfy itself in this regard at any point of time. Each deficiency by the Contractor shall entitle the NEGDCL to levy a token penalty on the Contractor by deduction in the invoice(s) of the Contractor or from the Security Deposit @ Rs. 1,000/- per instance.

c) List of deficiencies and penalties thereof:

Sl. No	Nature of Deficiency in Services	Rate of Penalty in Rs. / Incident Excl. GST / Taxes
1	Non-Deployment / Short Deployment of Resource(s)	Rs. 1000 per resource per instance
2	Inefficiency/Complaints / Misbehavior or negligence on part of the resource	Rs. 1000 per instance
3	Improper housekeeping / general maintenance of the stations	Rs. 500 per instance
4	Non-Wearing of Uniform or PPEs / wearing untidy uniform by the resource on duty	Rs. 500/- per day per resource
5	Non-Submission of running / final bill beyond 30 days of stipulated time for the applicable date of bill submission. Applicable date is 10th for monthly and within 10 days for Final bill.	Rs. 1000/- per instance and Rs. 100/- per day beyond that
6	Reporting of non-compliance of any applicable statutory labour laws by contractor, including nonpayment / late payment/ short payment of wages	Rs. 1000/- per resource per wage period
7	For Sl. No. 7 for Part-II - In case of delay in supply of item(s) or providing facilities, NEGDCL shall be having full rights to provide the said item(s) / facilities at subject station(s) at the risk and cost of the contractor with applicable overhead @ 15%. In addition, penalty @	Rs. 1000/- per incident

	1000/- per incident (plus applicable GST @ 18% presently) shall be levied for not supplying of item(s) / facilities at any station.	
8	Non-providing of Training from "Fire Service Department" or it's recommended academy / institute as per the schedule provided by the academy / department	Rs. 1000/- per resource per day
9	Manipulation of the dispenser leading to wrong reading and financial losses to NEGDCCL & customers	Rs. 5000/- along with a provision for termination of contract
10	Indulgence of destructive activities of NEGDCCL's property or public property or third-party property	2 times the value of the damaged property. The same shall be deducted from the RA bill or The BG.

- d) In case, the deficiency continues for such period or in such manner as determined by NEGDCCL that affects the services as mentioned in the Scope of Work, NEGDCCL's decision in this regard shall be final and binding on the contractor. The contractor shall be liable to pay compensation at the rate of 1% (one percent) of the estimated cost of the service for every week limited to a maximum of 10% (ten percent) of the value of the service. In the event of his failure to do so, the EIC may, on expiry of notice period, rectify / re-execute the service as the case may be at the risk and expense in all respects of the contractor or may terminate the contract due to non-performance.
- e) The decision of the EIC, as to any issue arising under this clause, shall be final and conclusive without prejudice to its the right to terminate the Contract thereof / terminate the service(s) on the basis of repeated occurrence of identified deficiency(ies) / instance of persisting poor performance. In the event of such termination of services / contract, NEGDCCL reserves the right to get such service(s) performed at the risks and costs of the Contractor for a period equivalent to the unexpired period of the Contract thereof.
- f) NEGDCCL has full right to award the work in full or in parts.

**AA. Accommodation/ Transportation:**

The contractor shall make his own arrangement for the accommodation of his personal at respective locations and subsequent transportation arrangement for them from their place of residence to work place or any other place as required and company shall have no obligation in this respect.

**AB. Medical:** As per factory Rules, all the workers working therein shall be subjected to pre-employment medical checkup and periodical examination once in a year. Hence Deployed manpower must be medically fit and shall have a certificate issued from registered doctor. The certificate shall be revalidated at least on annual basis or as per doctor's advice. No additional payment shall be made to contractor. The company shall not be responsible for providing any medical assistance to the contractor personnel.

**AC. Training of Manpower to Be Deployed:** As a pre-condition for operation of CNG stations, the manpower/employees deployed at CNG stations shall be trained in basic firefighting course in a reputed Institute. This is to be strictly complied and bidder to apply for training of all the workmen within 7 days of deployment. The

bidder shall submit the Certificate of Training within 7 days of completion of training. Bidder has to ensure the training of employee on schedule given by academy; Noncompliance shall attract penalty of Rs.1000 per employee per day till compliance. If the same is not complied within 7 days, the employee shall not be allowed to work in the CNG station till he submits the certificate of training. All the expenditure towards this training shall be in the scope of Contractor and no additional payment shall be paid by NEGDCCL.

### **Required Qualification and Experience**

<b>CATEGORY</b>	<b>MINIMUM QUALIFICATION</b>	<b>MINIMUM EXPERIENCE</b>
Station Manager / Supervisor	Diploma in Engineering Discipline. Computer knowledge is compulsory along with working expertise in MS Excel/ Word	3-years' experience in CNG Station / OMC Retail Outlets / LPG Dispensing station.
CNG Dispensing Service	12th (Intermediate) pass in any discipline, or ITI in any discipline.	1-year experience in LPG Dispensing Station/CNG Station/ OMC Retail Outlet for fuel dispensing
Technician	Regular ITI (Mechanical / Electrical)	1 year experience in Natural Gas/ Hydrocarbon Sector/CNG Station/ OMC retail outlet
Security	10thStd. Pass	
Helper / Housekeeping	8thStd.	

The frequency of activity may be changed by NEGDCCL, whenever, required based on the asset requirement / Statutory Bodies Requirement etc. However, Contractor shall follow detailed annual operation & maintenance plan of NEGDCCL for every activity which shall be provided by EIC.

AA) In case there is an additional requirement or reduction of man resources at any of the GA site, the same can be increased or decreased as per site requirement by EIC. Vendor has to deploy or remove suitable man-resource as required by EIC within reasonable time. Payment for deployed additional man resource or reducing the resource shall be worked out considering the weightage average of each category (Highly-skilled, skilled, semi- skilled & un-skilled) in the quoted rate by vendor as per tender condition.

II) **SUPPLY OF HYDRA / CRANE (UPTO 15 TON CAPACITY):** The Hydra / Crane is to be deployed by contractor, as and when required as per instruction of EIC. Necessary Work permit system to be followed for HYDRA / CRANE operation.

**J)) TRANSPORTATION OF COMPRESSORS, CASCADES AND OTHER EQUIPMENTS WITHIN THE GA'S:** The vendor has to arrange for transportation of Compressors, Cascades and Other Equipment within the respective GA's. Required numbers of 40 ft. Semi Low Bed Tractor (20 MT Capacity)/HCV/LCV/MCV/SCV of are to be provided for transportation of materials as and when requirement basis. The deployed vehicles must be in good conditions. The driver must have all necessary documents to drive a heavy vehicle. Any loss of materials during transit will be recovered from the Vendor. Details of driver with Contact No. to be provided to us before starting of transportation. Loading and Un-loading of materials is in the in the scope of the contractor. Proper care must be taken during loading/unloading of the machinery equipment and also proper fixing arrangement on board the vehicle must be made to protect the materials from any physical damage during transit.

**Transit Insurance:** - Transit Insurance Coverage must be done before starting of the journey, adequately covering the risk of the materials transported. The payment for the Transit Insurance to be billed to us on actual with adequate documents to justify along with your invoice. The payment for the same will be made on per trip basis and the trip details will be provided by Engineer-In-charge to the vendor

**KK) Distribution of one set PPE/Uniform:** Uniform and PPEs (1pair of safety shoes,1pair of gumboot, 2nos. trousers, 2nos. shirts, 1no. raincoat & helmet) has to be provided by the contractor for their employees every year.

**MM)Material Charges as per the provisions of Tender Document:**

- i. Materials/Consumables required in execution the contract (Teflon tape, grease, PVC tape, O rings & rubber washer for meter and regulators, dowel plug & screw, hexa blade etc.)including fixed charges for GPS fitted O&M vehicles and system for its tracking (Mahindra Pick-up / TATA Pick-up / Equivalent to Mahindra Pick-up Camper (Double cab) / TATA Pick-up Camper (Double cab) / Equivalent)(fixed charges cover all charges such as driver wages, vehicle maintenance, insurance, toll etc.),
- ii. Contractor shall ensure proper upkeep of utility system / services such as O&M Vehicles; owner's supplied tools/tackles/materials, other accessories, etc.
- iii. GPS fitted O&M Vehicles, with system for its tracking, are to be provided as per the table given above against SOR item year wise for each GA with one set of tool & tackles, Consumables with each vehicle for O&M Activities.

- iv. Materials charges as per SOW (including fixed charges for 1 no. of GPS fitted vehicle, DG Set, Consumables Tools & Tackles for O&M Activities; Provision for Cycles, Telephones charges for Patrolling Activity).
- v. The contractor shall provide O&M Vehicles against SOR items for each GA (Mahindra Pick-up / TATA Pick-up / Equivalent to Mahindra Pick-up Camper (Double cab) / TATA Pick-up Camper (Double cab) / Equivalent) for 24x7 for Routine and Break down maintenance works at site. (Latest Model 2025) make with necessary provision to store tools & tackles. The rate for running the vehicle per km charges to be quoted in the SOR.
- vi. The fuel charges on per km running basis shall be payable extra under SOR item no. 10 & 20. All other fixed charges cover all charges such as driver wages, vehicle maintenance, insurance, toll etc shall be payable under SOR no. 9 & 19.
- vii. The estimate quantities under this SOR are envisaged to be consumed in 36 months period. The monthly running charges are to be claimed in RA Bills.
- viii. The contractor shall maintain a log book for vehicle usage, the log book readings to be counter signed by NEGDCCL Personnel. The monthly consolidated statement together with log book is to be enclosed with RA Bills for certification of EIC.
- ix. Supply of material (SOR Item No. 1.07): Contractor has to arrange the following the CNG cum mother station for which the Forecourt Management Services & O&M services are being given by the contractor under SOR item no. 1 to 7. The consumable items related to housekeeping services and station management are indicative but not limited to the mentioned below items.
  - The Contractor has to arrange all tools and tackles for sweeping. Contractor shall also provide required number of rubber hand gloves, brushes and tools and tackles for protective sanitary and general cleaning, sanitary material consumables in the toilet/urinals i.e. Toilet soap, liquid soap, toilet fresheners, naphthalene, perfumed disinfectant spray etc. of branded make on recoupable basis.
  - All stationery including printed material such as LCV Logbook, complaint logbook, housekeeping cards, Dispenser seal register, reconciliation report for dispenser totalizers, visitor register, display boards or any other new / revised format(s) introduced / provided by NEGDCCL for maintaining at station from time to time etc. on recoupable basis. The format for each register shall be provided by NEGDCCL.
  - Consumables such as waste cloth (Strictly cotton waste), lint free clothes or any cleaning agents, Teflon tape etc. are in the scope of the contractor.
  - Bidder to provide 24X7 availability of **water for domestic use** i.e. Housekeeping, Toilets, for the use / necessity of Station Staff, Passengers, Customers, Public etc. or for horticulture etc. at MOTHER station(s) for which the Services are being awarded to the contractor(s) under SOR item no. 1 to 7 respectively. Bidder may consider requirement of about 20 KL of water per month at each station for this purpose.
  - Bidder has to provide one no. Computer / Laptop (Latest Model) having internet connectivity along with UPS, printer & Scanner and required furniture (Office, Table (H 30 x W 48 x D 24 all dimensions in inches), with 4 nos. of executive chair and storage cabinet with minimum 5 Racks (1.8(L)\*1.0(W)\*0.5(D) Meter dimension.) electronic safe Locker for keeping Cash, Water Dispenser / Water Cooler at each CNG CUM MOTHER Station. No extra Payment shall be paid for these items and deemed to have been quoted / included in other SOR item(s).

- In addition, Contractor shall maintain inventory of following Tools/Tackles & Materials of reputed make at all the times. No separate payment will be made on account of these tools' tackles etc. at each site. If any of the material is found to be of sub-standard /inferior quality, the same to be replaced immediately. The contractor shall provide the required non-sparking tools as per the instruction of the EIC/NEGDCL.

- x. **TOOLS / TACKLES / EQUIPMENTS / CONSUMABLES FOR EACHSITE:**  
Contractor shall maintain inventory of following Tools/Tackles & Materials of reputed make at all the times. No separate payment will be made on account of these tools' tackles etc. at each site. If any of the material is found to be of sub-standard /inferior quality, the same to be replaced immediately.

Sl. No.	DESCRIPTION	SPECIFICATION	QUANTITY
1.	Adjustable Spanners	110mm,205mm,305mm, 445 mm, 606 mm	2Set
2.	Combination pliers	165 mm,210 mm	2Set
3.	Long Nose pliers	165 mm	2No.
4.	Bent Nose pliers	165 mm	2No.
5.	Side cutting pliers	165 mm	2No.
6.	Mini Pliers (Long)	125 mm	2No.
7.	Mini Pliers (Bent)	125 mm	2No.
8.	Mini Pliers (Side)	125 mm	2No.
9.	Mini Pliers (Combination)	125 mm	2No.
10.	Screw Driver (Flat)	150mmX3.5mm,200mmX4mm ,200mmX6mm,250 mmX8mm,300 mmX10mm	2Set
11.	Screw Driver (Insulated)	300mmX8mm,250mm X10 mm,150 mmX4mm	2Set
12.	Screw Driver (Two In One)	75mmX5mm1Phillips& 5.0mmX0.8mm	2Set
13.	Screw Driver (Two in	200mmX6mm,2Phillips&6.0	2Set

Sl. No.	DESCRIPTION	SPECIFICATION	QUANTITY
	One)	mm X 0.8 mm	
14.	Screw Driver Set	Taparia 831	2 No.
15.	Tester	130 mm	2No each to the Tech (Elect) / Tech (Inst)
16.	Universal Set	Taparia 1005	2 No.
17.	Socket Set	Taparia S-11H	2 No.
18.	Torque Wrench (Standard)	Taparia TW250	2 No.
19.	Heavy Duty Pipe Wrench	200 mm X 33 mm,300 mm X 60 mm,450 mm X 73 mm,600 mm X 95 mm	4 Set
20.	Hammer with handle (Ball and Cross)	200 Grams	2 No.
21.	Hammer with handle (Club)	1000 Grams	2 No.
22.	Hammer with handle (Sledge)	1800 Grams	2 No.
23.	Hammer with handle (Soft Faced)	30 mm	2 No.
24.	Tubular Spanner Set	Taparia TS08	2 No.
25.	Double Ended Spanner Set	6x7,8x9,10x11,12x13,14x15,16x17,18x19,20x22,24x27,25x28,30x32,32x36,36x41mm	2 Set
26.	Double Ended Spanners	5/16 x 3/8, 5/16 x 7/16, 7/16 x 9/16, 9/16 x 5/8, 5/8 x 3/4	2 Set
27.	Ring Spanner Set	6x7,8x9,10x11,12x13,14x15,16x17,18x19,20x22,21x23,24x27,25x28,30x32,32x36,36x41mm	2 Set
28.	Ring Spanners	18 5/16 x 3/8 ,18 5/16 x 7/16, 18 7/16 x 9/16, 18 5/8 x 3/4	2 Set
29.	Octagonal Chisel	150 mm x 6mm	2 No.
30.	Center Punch	125 mm x 10mm	2 No.
31.	Cable Cutter	Taparia CC10	2 No.
32.	Utility Knife	19mm	2 No.
33.	Hack Saw Blades	carbon steel hard 24 TPI	2 No.
34.	Allen Key Set	Taparia KM 9V	2 Set
35.	Allen Key Set	Taparia KI 10V	2 Set
36.	T Handle Hexagonal Key	Taparia TAK6	2 No.
37.	T Handle Hexagonal Key	Taparia TAK8	2 No.
38.	Hack Saw Frame		2 No.
39.	Junior Hack Saw Frame		2 No.
40.	Junior Hack Saw Blades		2 No.
41.	Flat File	10"	2 No.
42.	Round File	10"	2 No.
43.	Triangular File	4" needle	2 No.

Sl. No.	DESCRIPTION	SPECIFICATION	QUANTITY
44.	Circlip Plier (Internal)	6"	2 No.
45.	Circlip Plier (External)	6"	2 No.
46.	Baby Files set		2 No.
47.	Mallet		2 No.
48.	Crimping Tool	Up to 35 Sq mm	2 No.
49.	Hand Blower		2 No.
50.	Drilling Machine (Impact) with drill bits	All Sizes	2 No.
51.	Measuring Tape	3 meters	4 No.
52.	Measuring tape	30 meters	4 No.
53.	Grease Gun	Specs as per the site requirement	4 No.
54.	Sealant Gun	Specs as per the site requirement	4 No.
55.	NEGDCL Can for lubrication		4 No.
56.	Tool Box	Folding type in 20 Gauge MS sheet	4 No.
57.	Dies with NPT threads	All Sizes	2 No.
58.	Blow Lamp		2 No.
59.	Vice	Medium and Large	2 No
60.	Foot Pump with calibrated pressure gauge	0-5 Kg/Sq.cm	2 No
61.	Pickaxe		6 No.
62.	Shovel		6 No.
63.	Rake		6 No.
64.	Saw		6 No.
65.	Spade		6 No.
66.	Crowbar		6 No.
67.	Trowel		6 No.
68.	Garden Hoe		6 No.
69.	Multimeter		4 Nos.
70.	Fusion machine	For pipe size 20mm OD to 125 mm OD	1Nos. (Min)
71.	Hydraulic MDPE pipe Squeezer	For pipe size 63 mm to 180 mm	1Nos. (Min)
72.	Manual MDPE pipe Squeezer	For size 20 mm to 63 mm	1Nos. (Min)
73.	Couplers & other Associated fittings	For size 20 mm to 125 mm	2sets
<b>Non-Sparking Tools &amp; others</b>			
74.	D-spanner set in mm		2set
75.	Ring Spanner Set in mm		2set
76.	Adjustable Spanner	8-in and 10-in	2each
77.	Hammer	450 gm	2 no.
78.	SS tube cutter (manual)	¼" to 1"	2 no.

Sl. No.	DESCRIPTION	SPECIFICATION	QUANTITY
79	Hydraulic SS tube bender	¼" to 1"	2 no.
80	Hand Held Gas detector	Honeywell or equivalent	2 nos.

**The above list of materials is indicative in nature. However, during the course of the contract, any extra requirement in tools & tackles will be under the scope of the contractor without any cost to NEGDCL.**

**1. TERMS AND CONDITIONS:**

- a) The contractor shall demonstrate the successful working of the system in totality to NEGDCL's representative at site.
- b) SIM required in the device with required DATA/SMS plan will be provided by vendor along with the device. SIM will be in the name of contractor which shall be taken back at the end of the contract.
- c) In case any device mal-functions repeatedly, after 3 incidents of mal-functioning, the device must be replaced with new one.
- d) **Inspection and Supervision of Work:** All Work under or in course of execution or executed in pursuance of the contract shall at all times be opened and accessible to the inspection and supervision of engineer-in-charge, his authorized subordinates in charge of the works and all officers, of the NEGDCL Ltd. and shall at all times, during the usual working hours and at all other times at which reasonable notice of the visit of such officers has been given to the service provider, either himself be present to receive orders and instructions or have a responsible, agent duly accredited in writing, present for that purpose. Orders given to the service provider's agent shall be considered to have the same force as if they had been given to the service provider himself.
- e) **Rectification or Defects:** If it shall appear to the engineer-in-charge or his authorized subordinates in-charge of the work that any work has been executed with unsound, imperfect, or unskillful workmanship or with materials or articles provided by him for the execution of work which are unsound or of a quality inferior to that contracted or otherwise not in accordance with the contract, the service provider shall, on demand in writing shall be made correct/rectified immediately. In the event of the failing to do so, within a period specified by the engineer-in-charge in his demand aforesaid, the service provider shall be liable to pay compensation at the rate decided by EIC for this default.

**2. MOBILIZATION:**

**Separate Mobilization notice will be issued for each of the line items for Respective GA's as per the requirement of the company.**

Mobilization has to be completed within 15 days from date of issue of Mobilization Notice. Mobilization shall be deemed to be complete when the contractor is ready in all respects to commence the work. The contractor shall intimate the Company in writing of their readiness to commence work. The Prerequisites viz. Labour Clearance, IME/PME, Manpower Credentials, Optimum Tools for carrying out the operation, PPE's, Standby vehicle, Insurance etc.

For Hiring of Vehicle for Operation & maintenance: For completion of mobilization Vendor has to provide necessary documents along with valid Registration certificate, insurance policy, PUC etc. as per requirement of the location along with Driver details and his valid Driving license.

### 3. CONTRACT PERIOD:

The contract period shall commence from date of LOI of Each GA's. The period of contract shall be three years from the date of LOI. NEGDCL reserves the right to extend the contract for a period of 12 months at the same rate and on the same terms and conditions.

The contractor has to provide the required manpower within 15 days from the date of issue of mobilization notice. Mobilization Notice will be issued by NEGDCL from time to time as per requirement. Prior Approval has to be taken from Engineer-in-charge for each person to be deployed by the contractor during the contract.

### 4. LIQUIDATED DAMAGES FOR DELAY IN MOBILIZATION OF WORKS AND SERVICES:

- a) Mobilization shall be completed within 15 (Fifteen) days from the Date of issue of Mobilization Notice issued by NEGDCL.
- b) For default in timely mobilization, the Contractor shall pay to the Company liquidated damages at the rate of @ 0.5% of contract value, per week or part thereof of delay subject to maximum ceiling of 5 % of contract value. Liquidated Damages will be reckoned from the date after expiry of the scheduled mobilization period till the date of actual completion of the mobilization.
- c) If the Contractor fails to mobilize within 15 days from the issue of Mobilization Notice issued by NEGDCL., the Company reserves the right to cancel the Contract without any compensation whatsoever.
- d) In case of inordinate delays attributable to the Contractor in any stage of contract period the Company also reserves the right to discontinue the contract in which case no charge shall be payable to Contractor. Company's decision in such matters shall be final and binding on the Contractor.

### 5. CONTRACTOR'S PERSONNEL:

- a) Except as otherwise hereinafter provided the selection, replacement, and engagement; Contractor shall determine remuneration of contractor's personnel. Such employees shall be solely of Contractor's employees. Contractor shall ensure that its personnel will be competent and efficient. However, the contractor shall provide details of experience, qualification and other relevant data of the personnel to be deployed for scrutiny and clearance by the company before the actual deployment. The contractor shall not deploy its personnel unless cleared by the company.
- b) Contractor shall provide all **manpower** for necessary supervision and execution of all work under this contract to company's satisfaction except where otherwise stated. The minimum number of key personnel to be deployed is mentioned in this document.
- c) Replacement of Contractor's Personnel: Contractor will immediately remove and replace any Contractor's personnel, who in the opinion of company, is incompetent, or negligent or of unacceptable behavior or whose employment is otherwise considered by company to be undesirable
- d) Contractor shall deploy on regular basis, all category of their employee required for economic and efficient work servicing operations.
- e) Contractor shall provide food & services for its own & personnel. Transportation of Contractor's personnel from base camp to work place and back will be arranged by Contractor at his cost.

- f) Wherever applicable, the CONTRACTOR (including those engaging 'International Workers') shall have itself registered under Employees' Provident Fund and Miscellaneous Provisions Act, 1952 and Employees' State Insurance Act, 1948 and follow the relevant statutory provisions including Rules made there-under concerning contractual workers.
- g) The CONTRACTOR agrees and undertakes to indemnify NEGDCCL for any liabilities arising out of declarations made by him in future on violation or provisions of the EPF Act 1952 and ESI Act 1948.
- h) The contractor has to submit Aadhar details, Police verification certificate of the personnel's deployed under this contract.
- i) Before starting the job, the Contractor will have to submit the list of competent skilled persons with valid certificate wherever necessary who will carry out the job. If Company desires, the competent persons of the Contractor will have to pass necessary tests conducted by the Company.
- j) The contractor will be responsible for the camp site required for his/her employees for execution of the job.

#### **6. ENGINEER INCHARGE**

- a) Issue the instructions to Contractor from time to time during the running of the contract for the purpose of proper and adequate execution of the contract and the Contractor shall carry out and bound by the same.
- b) During the currency of this contract, EIC can increase and/or decrease the number of the services / Support to meet the work requirements.
- c) Order the Contractor by EIC to remove or replace any workman whom the company considers incompetent or unsuitable and opinion of the company representative as to the competence of any workman engaged by the Contractor shall be final and binding on the contractor.

#### **7. CONTRACTOR'S SPECIAL OBLIGATIONS:**

- a) It is expressly understood that Contractor is an independent party/Contractor and that neither it nor its employees are employees or agents of company provided, however, company is authorized to designate its representative, who shall at all times have access to the equipment and materials and all records, for the purposes of observing, inspecting and designating the work to be performed hereunder by Contractor. The Contractor may treat company's representative as being in charge of company's designated personnel. The company's representative may, amongst other duties, observe, test, check and control implementation of equipment and inspect works performed by contractor or examine records kept by Contractor.
- b) Compliance with Company's Instructions: Contractor shall comply with all instructions of Company consistent with the provision of this Contract, but not limited to work program, safety instructions, confidential nature of information, etc. Such instructions shall, if Contractor request, be confirmed in writing by company's representative.
- c) Confidentiality of Information: All information obtained by Contractor in the conduct of operations hereunder shall be considered confidential and shall not be divulged by Contractor or its employees to anyone other than company's representative. This obligation of Contractor shall be in force even after the termination of the Contract.
- d) Contractor shall arrange for inland transportation of all equipment, etc. from the port to the place of work and back at the end of the work at their own expense. Arrangement of Road Permits and payment of Assam Entry Tax for bringing equipment/material to Work place shall be Contractor's responsibility.
- e) In case the Contractor imports the equipment etc. on re-export basis, the Contractor shall ensure for re-export of the equipment and all consumables and spares (except those consumed during the contract period) and complete all

documentation required. Company will issue necessary certificates etc. as required. The Contractor should arrange for re-export of equipment within 60 days of notice of demobilization issued by the Company. If the re-export is not completed within the specified period, the company shall in no way be responsible for the additional custom duty/ penalty etc. imposed by Indian government. The company reserves the right to withhold the payment till all such equipment's are exported back and the site/base camp cleared off. Customs duty, penalty etc. levied by customs authorities for such delay shall be to Contractor's account and same will be deducted by the Company from Contractor's bills and security deposit.

- f) Contractor must observe all safety and statutory norms applicable to the Company to prevent surface pollution and injury to contractor's personnel working in the area and provide medical facilities to contractor's injured persons if any due to accident / take corrective measures in case of pollution as per the company's instructions.
- g) **LOSS OR DAMAGE OF CONTRACTOR'S EQUIPMENT:** Except as otherwise specifically provided in the contract, any damage to or loss, of tools/equipment regardless of the cause or reason for said loss, shall be the loss of the Contractor, its underwriters or insurers. Contractor indemnifies NEGDCL, its Co-licensees and its and their affiliates Companies, Agents, employees, invitees, servants, their underwriters or insurers (other than Contractor's) and their employees, agent any claim whatsoever or responsibility for any damage to or loss the equipment or property of Contractor furnished or intended for use in the operations herein undertaken.
- h) **LOSS OR DAMAGE OF NEGDCL'S EQUIPMENT:** Contractor shall assume the risk of and shall be solely responsible for, damage to and loss or destruction of materials and equipment or supplies furnished by NEGDCL. In case there is a loss or damage to NEGDCL's equipment for causes attributable to Contractor, the Contractor shall compensate NEGDCL adequately.
- i) **POLLUTION AND CONTAMINATION:** Notwithstanding anything to the contrary contained herein, it is agreed that the responsibility and liability for pollution or contamination shall be on contractor. Contractor shall assume all responsibility and liability for cleaning up and removal of pollution or contamination which originates above the surface.
- j) **DISCIPLINE:** The Contractor shall maintain strict discipline and good order among their employees and shall abide by and conform to all rules and regulations promulgated by the Company. Should the Company feel with just cause that the conduct of any of the Contractor's personnel is detrimental to Company's interests; the Company shall notify Contractor in writing the reasons for requesting removal of such personnel. The Contractor shall remove and replace such employees at their expense within 7 days from the time of such instruction given by the Company.
- k) **INSURANCE:**
- i. **COMPREHENSIVE GENERAL LIABILITY INSURANCE:** The contractor shall submit the copy of Insurance policy for his personnel to be engaged for jobs under the contract at the time of mobilization of contract.
  - ii. This insurance shall protect the Contractor against all claims arising from injuries, disabilities, disease or death of member of public or damage to property of others due to any act or omission on the part of the Contractor, his agents, his employees, his representatives and Sub-Contractor's or from riots, strikes and civil commotion.
  - iii. Contractor shall take suitable Group Personal Accident Insurance Cover for taking care of injury, damage or any other risks in respect of his worker.
  - iv. The policy shall cover third party liability. The third party (liability shall cover the loss/disablement of human life (person not belonging to the Contractor) and also cover the risk of damage to other materials/equipment/properties during construction, erection and commissioning at site. The value of third-party liability for compensation for loss of human life or partial/full disablement shall be of required statutory value but not less than Rs. 2 lakhs per death, Rs. 1.5 lakhs per full disablement and Rs. 1 lakh per partial disablement and shall nevertheless cover such compensation as may be awarded by Court by Law in India and

cover for damage to others equipment/property as approved by the Purchaser. However, third party risk shall be maximum to Rs. 10 (ten) lakhs to death.

- v. The Contractor shall also arrange suitable insurance to cover damage, loss, accidents, risks etc., in respect of all his plant, equipment and machinery, erection tools & tackles and all other temporary attachments brought by him at site to execute the work.
- vi. The Contractor shall take out insurance policy from one or more nationalized insurance company from any branch office near Project site
- vii. Any such insurance requirements as are hereby established as the minimum policies and coverages which Contractor must secure and keep in force must be complied with, Contractor shall at all times be ready to obtain additional or increased coverages at Contractor's sole expenses.
- viii. ANY OTHER INSURANCE REQUIRED UNDER LAW OR REGULATIONS: CONTRACTOR shall also carry and maintain any and all other insurance(s) which he/ she may be required under any law or regulation from time to time without any extra cost to the Company. He shall also carry and maintain any other insurance which may be required by the Company.
- ix. The premium/levies of insurance for his/her personnel for any kind of insurance scheme shall be borne by the Contractor only and at no cost to the Company.
- x. The contractor is also responsible for renewal of such insurance policies (as applicable) at the end of the validity at no cost to the company.

**8 RE-IMBURSEMENT FITTINGS CHARGES, IF REQUIRED IN CASE OF DAMAGE OF ANY FITTINGS DUE TO SABOTAGE ETC.: -**

- a) Spares provision for CNG O&M: The List of the spare list is being highlighted in the below mentioned table, it is mandatory to quote against each spare which is to remain valid for thought the tenure of contract

Sl. No.	Description	Make	Unit	Qty
1	Cylinder Valve (wp 255-260 kg/cm2)	Vanaz	Nos.	15
2	SS-3/4" Ferrule Set	Swagelok/Parker	Nos.	30
3	Bull Nose (with 3/4" NPTF)	Vanaz.	Nos.	30
4	Pressure Gauge Adopter	Swagelok/Parker	Nos.	10
5	Burst Disc	Vanaz	Nos.	30

Sl. No.	Description	Make	Unit	Qty
6	3/4" OD SS Tube	Sandvik	mt	5
7	1/4" OD SS Tube	Sandvik	mt	2
8	1/2" OD SS tube	Sandvik	mt	5
9	Relief Valve RH4 Series, Inlet/outlet: 1/4" OD, working Pressure: 6000 PSIG. Body: SS 316.	Swagelok/Parker	Nos.	4
10	Stainless Steel 3-Piece High Pressure Alternative Fuel Service Ball Valve, 7.1 Cv, 3/4 in tube fittings.	Swagelok/Parker	Nos.	5
11	Cylinder Valve Knob	Vanaz	Nos.	15
12	3/4" SS Nut	Swagelok/Parker	Nos.	15
13	ss-3/4" Union Cross	Swagelok/Parker	Nos.	5
14	ss-3/4" Union Tee	Swagelok/Parker	Nos.	5
15	ss-3/4" od x 1/4" NPT(M) Male Connector	Swagelok/Parker	Nos.	10
16	ss -3/4" male stud X 1/4" ferrule	Swagelok/Parker	Nos.	5
17	3/4" NRV Check Valve, Crack pressure-1 PSIG, Pressure Rating: 6000 PSIG, Body Material: SS	Swagelok/Parker	Nos.	5
18	ss-3/4" x 3/8" NPT(M) Male Connector	Swagelok/Parker	Nos.	5
19	ss-3/4" Branch Tee (Branch Male NPT)	Swagelok/Parker	Nos.	2
20	ss-3/4" ferrule x 1/2" reducer male	Swagelok/Parker	Nos.	5
21	ss-3/4" ss OD tube x 3/8" Ferrule	Swagelok/Parker	Nos.	5
22	SS-3/4" Male Elbow (Male NPT X 3/4" OD)	Swagelok/Parker	Nos.	5
	ss-3/4" Union elbow ss 316	Swagelok/Parker	Nos.	5
23	3/4" OD Stub x 1/4" ferrule Brass	Swagelok/Parker	Nos.	2
24	3/4" Union Cross-Brass	Swagelok/Parker	Nos.	5
25	1/4"OD tube x 1/4" NPT(M) Male Connector	Swagelok/Parker	Nos.	5
26	ss-1/4" Bleed Valve, Pressure rating: 10,000 PSIG.	Swagelok/Parker	Nos.	5
27	ss 1/4" Union Tee	Swagelok/Parker	Nos.	2
28	ss-1/4 " Union cross	Swagelok/Parker	Nos.	2
29	1/4" SS Ferrule Set	Swagelok/Parker	Nos.	10
30	1/4" SS Nut	Swagelok/Parker	Nos.	10
31	ss-1/4"OD x 1/2" Ferrule connector	Swagelok/Parker	Nos.	2
32	ss- 3/8" Elbow (3/8" maleX 3/8 "OD)	Swagelok/Parker	Nos.	2
37	ss- 1/2" Nut	Swagelok/Parker	Nos.	10
38	ss- 1/2"Ferrule Set	Swagelok/Parker	Nos.	10
39	ss-316, 4" Dial Glycer in filled (0-400kg) Pressure Gauge, 1/2 " NTPM bottom connection.	Wika/Baumer	Nos.	5
40	Cylinder Round Clamp & packing with nut bolt and rubber belt	N/a	set	10
41	ss-1/2" NTPM x 1/4" Ferrule	Swagelok/Parker	Nos.	2
42	1/2" 2-way valve Manifold, Inlet/Outlet:1/2" NPTF, Bleed /Test: 1/4" NPTF, Body: ss 316	Swagelok/Parker	Nos.	2
43	ss-1/2" NPT (M) x 1/2" Ferrule	Swagelok/Parker	Nos.	2
44	Bending of SS Tube	N/a	Bend	10

The price of the quoted spares remains fixed during the tenure of contract. If NEGDCL decides to buy additional spares apart from spares as listed above, the contractor is bound to provide the same and the cost of the particular spare/spares will be paid as

per the quoted price only. The quoted price will be on FOR basis till Assam as the case may be.

**Notes:**

The payment against paid once the all the listed spares as mentioned in the above table reaches the control room/storage yard at GA 11.03, after inspection and certification by the EIC. The vendor has to keep minimum 20% of the above spares at their custody and should be readily available for use as and when requirement basis.

- a.A ll the spares to be supplied must match with the corresponding make/model/part nos. etc
- b.T he rates shall be quoted per unit as specified in the "PRICE BIDDING FORMAT" otherwise the bid will be rejected.
- c.T he quantity mentioned is purely for evaluation purposes only. However, payment shall be made as per actual.

**9.C COMPLIANCE OF VARIOUS LABOUR & INDUSTRIAL LAWS:**

- a.T he contractor's firm/concern should be an independent establishment having its own registration for Provident Fund Account Numbers with the Regional Provident Fund Commissioner (RPFC) under the Employee's Provident Funds & Misc. Provisions Act 1952. The contractor will submit the proof of depositing the employees as well as employer's PF contribution periodically. All incidental expenses such as Administrative Charges etc shall be the contractor's liability.
- b.I t shall be the sole liability of the Contractor (including the firm/company) to obtain and to abide by all necessary licenses/ permissions from the concerned authorities as provided under the various labour legislation including the labour license obtained as per the provisions of the Contract Labour (Regulation & Abolition) Act, 1970 from the offices of respective Labour Commissioners. No work shall be allowed without a proper Labour License, if applicable, License should be obtained for maximum number of persons to be deployed on any one day. The contractor shall be responsible for required contributions towards P.F., Pension, ESI or any other statutory payments to make in respect of the Contract and the personnel employed for rendering services to NEGDC Limited and shall deposit these amounts on or before the prescribed dates.
- c.T he Contractor shall discharge obligations as provided under various applicable statutory enactment including the Employees Provident Fund & Miscellaneous Provisions Act, 1952, the Employees State Insurance (ESI) Act, 1948, the Contract Labour (Regulation and Abolition) Act, 1970, the Inter-state Migrant workmen (Regulation of employment & conditions of Service) Act, 1979, the Minimum Wages Act, 1948, the Payment of Wages Act, 1936, the Workmen's Compensation act, 1923 and other relevant Acts, Rules and Regulations enforced from time to time. The contractor should maintain proper records, etc as required under the legislature and produce the same for inspection whenever asked for.
- d.T he Contractor shall indemnify the Company against all losses or damages, if any, caused to it on account of acts of the personnel deployed by him.
- e.T he contractor should have separate ESI code allotted under the employees State Insurance Act 1948. In case ESI is not applicable, contractor before commencement of work shall submit insurance policy under workmen's compensation Act, 1923 covering all his employees to be deployed for execution of the Contract.

- f. The Contractor shall ensure regular and effective supervision and control of the personnel deployed by him and gives suitable direction for undertaking the contractual obligations.

**10. TERMS OF PAYMENTS:**

Monthly running account bills to be submitted by the Agency/Contractor for certification by Engineer-in-Charge. The bills will be duly certified by Engineer-in-charge.

For Supply Items from SOR (1.12-1.51), the payment terms are:

- 70% on completion of supply.
- 20% on installation.
- 10% on commissioning.

**11. EXTRA ITEM:**

Any other work not included in SOR, but is necessary to carry out for ensuring smooth Operation and Maintenance, the contract shall execute the same as an extra item and the payment in such cases, shall be made as per relevant clauses in GCC.

**12. HEALTH, SAFETY AND ENVIRONMENT (HSE):**

- a) All the safety rules and regulations prevailing and applicable from time to time at the installations as directed by EMPLOYER will be strictly adhered to by the Contractor.
- b) Contractor has to ensure the safety of man and machine all the times. Damages to equipment due to bad workmanship/negligence will be recovered as per the decision of Engineer-in-Charge, which will be final and binding upon the contractor.
- c) Carrying / striking of matches, open flames, lighters or smoking or other such acts, which may cause fire hazards at the work site/ in the terminals / installations, is strictly prohibited.
- d) Drinking of alcohol/Tobacco/ Gutkha chewing or other such acts, are strictly prohibited at the site.
- e) In addition to the PRS clause defined in GCC, the penalty will be imposed as per instructions of the EIC, in case Contractor fails to follow safety norms and barricading as defined in the tender document under penalty clause.
- f) Safety is of paramount importance while carrying out the maintenance activities.
- g) Contractor shall obtain the necessary work permits while working at all sites from NEGDCCL & observe all the terms & conditions mentioned thereof. Contractor shall educate/instruct his labours for strictly obeying of "NO SMOKING" at all sites.
- h) The contractor shall take all the necessary pre-cautions to prevent fire hazards during the execution of the work, necessary safety measures should be taken while venting the gas.
- i) Contractor shall provide all required Personal Protective Equipment during performing the entire job.
- j) Contractor shall ensure all prevailing norms for preserving the environmental aspects especially no throwing of NEGDCCL, grease & other chemicals. Also, to ensure the cleaning of site after completion of job.
- k) Contractor shall ensure that existing installations at sites like cables, copper tubing's, electrical installation, etc. are not damaged during the job.
- l) All personnel of the contractor entering on work premises shall be properly and neatly dressed and shall wear uniform, badges while working on premises of the company including work sites.
- m) Every person deployed by the contractor for work must wear safety gadgets to be provided by the contractor. The Contractor shall provide proper Personnel Protective Equipment as per the hazard identified and risk assessed for the job and conforming to statutory requirement and company PPE schedule. Safety appliances like protective footwear, Safety Helmet, Full Body harness and

Breathing apparatus. Necessary supportive document shall have to be submitted as proof. If the Contractor fails to provide the safety items as mentioned above to the working personnel, the Contractor may apply to the Company (NEGDCL) for providing the same. NEGDCL will provide the safety items, if available. But in turn, NEGDCL will recover the actual cost of the items by deducting from Contractor's Bill. However, it will be the Contractor's sole responsibility to ensure that the persons engaged by him, use the proper PPE while at work.

- n) All the safety gears mentioned above are to be provided to the working personnel before commencement of the work.
- o) The Contractor shall prepare written Safe Operating Procedure (SOP) for the work to be carried out, including an assessment of risk, wherever possible and safe methods to deal with it/them. The SOP should clearly state the risk arising to men, machineries & material from the operations to be done by the contractor and how it is to be managed. However, whenever there is a contradiction the Company's Safe Operating Procedure shall be referred by the contractor which shall be applicable during execution of all works.
- p) Contractor has to ensure that all work is carried out in accordance with the Statute and SOP and for the purpose he may deploy adequate qualified and competent personnel for the purpose of carrying out the job in a safe manner. For work of a specified scope/nature, he should develop and provide to the Company a site-specific code of practice in line.
- q) It will be entirely the responsibility of the Contractor/his supervisor/ representative to ensure strict adherence to all HSE measures and statutory rules during operation and safety of workers engaged by him. The crew members will not refuse to follow any instruction given by Engineer-in charge.

### **13. PENALTY:**

In case, agency fails to provide the services during contract period or does not follow the tender conditions, penalty may be imposed as below:

- a) If there is any shortfall in deployment of resources (Man, Machine, Tool & Material ) as per tender provisions or not able to provide any requisite service or found being involved in malpractice / misconduct, NEGDCL shall impose a penalty which shall be worked out by EIC based on the specific site requirements / the expenditure incurred by NEGDCL to get the work done by making alternate arrangement / hiring other agency / Resources / amount worked out based on minimum wage of the related wage category of resources / etc. required for safe & timely completion of the particular job. The decision of the EIC shall be final in this regard.
- b) The contractor has to disburse wages/salary (inclusive of all statutory components) to their employees deployed under this contract on or before 07th date of each month through e-banking to bank accounts of individual employee through any reputed bank. The agency must submit Proof of e-payment of wages along with RA bills. If salary is not disbursed to employees by 7th of every month, NEGDCL may impose a penalty of Rs. 1000/- per day per employee from the contractor's corresponding month's RA bill / any subsequent RA bill. Similarly, the contractor has to deposit PF Contribution (Employee plus Employer's Share) by 15th of successive month, else NEGDCL may impose a penalty of Rs. 1000/- per day per employee from the contractor's corresponding month's RA bill/ any subsequent bill month's RA bill. Also, the contractor has to deposit ESI subscription by 15th of successive month, else NEGDCL may impose a penalty of Rs. 1000/- per day per employee from the contractor's corresponding month's RA bill/ any subsequent month's RA bill.
- c) In case of ccomplaints from consumers/other persons for any issues that could be related to improper communication, poor quality of service, misbehaving

with customers, false publicity etc. that could lead to negative impression to the company, Penalty will be imposed to the contractor of ₹ 1,000.00 per case subjected to the verification by the EIC of the complaint received.

- d) It may be noted by the bidders that NEGDCCL shall be free to deduct penalty even from the Performance Bank Guarantee.
- e) All of the contractor's deployed human resources must wear prescribed uniform provided by the contractor, all the time. The design of uniform and logo shall be approved by NEGDCCL. In case of non-compliance, a penalty of Rs. 500/- per incident per employee may be deducted from the RA Bills
- f) The contractor shall ensure that deployed human resources shall not indulge in any type of destructive activities. Any loss of NEGDCCL property shall be recovered from the RA Bill and / or CPBG at the rate of 2 times the value of the damaged property.
- g) In case of any penalty is to be levied for any other reason whatsoever, not mentioned in the contract, a lumpsum of Rs 1000.00/- per case will be charged to the Vendor.
- h) O&M vehicles as defined in SOW & SOR items must be available round the clock for 1st & 2nd year for maintenance activities of NEGDCCL. In case of any vehicle going for preventive or break down maintenance, suitable replacement shall be provided. Penalty @ Rs. 2400/- per day per vehicle may be imposed in case of vehicle not reporting, on pro rata basis. Vehicle not mobilized will be considered as absent.
- i) The O&M vehicles should be equipped with GPS Devices. The charges for this GPS device are to be included in Vehicle Fixed Charges No separate payment should be made for this device.
- j) The Diesel/Petrol Generator Set must be available round the clock, to handle emergency situations. The Generator Set provided should not be more than two-year-old from the date of mobilization. If at any time, it is found or observed that the Generator set is not available or is not working, a penalty of Rs 2000/- per incident may be imposed and deducted from RA bills / CPBG. Generator Set not mobilized will be considered absent.
- k) Penalty of Rs. 100/- per incident against non-observation and non-compliance of statutory requirements and HSE during execution of O&M work.
- l) Penalty of Rs. 100/- per incident against non-availability of any tool / tackles may be levied.
- m) In case any GPS device mal-functions, the same has to be repaired / replaced within 10 days of dispatch date, else, a penalty of Rs.100 per day shall be levied until the same is received at site in good working condition. The penalty amount shall be deducted from RA bills. The penalty must not be more than 5% of total contract value.
- n) In case same incident appear to have occurred in a particular month, then a penalty of Rs 2000.00/- per incident will be charged.

#### **14. PREAMBLE TO SCHEDULE OF RATES (SOR):**

- a) The schedule of rate shall be read with all other sections with this bidding document.
- b) The contractor is deemed to have studied drawings/specifications and details of works to be done within the time schedule and should have acquainted himself of the condition prevailing at site.
- c) The quantities given in the Schedule of Rates are indicative, tentative and approximate. Actual quantities may vary during execution of works against various items, as per final approval of the Engineer in-charge.
- d) All costs and expenses for mobilization, equipment, transport and personnel to start the work within the stipulated time schedule shall be included in the item

rate.

- e) No claims whatsoever, except other than quantities actually executed due to any changes in the extent/ Scope of work, shall be admissible.
- f) The payments of works shall be made against quantities actually executed. Contractor shall get all quantities executed duly certified by the Engineer-in-charge during the course of execution of works. Certified copies of measurements shall form the part of the invoice.
- g) Bidders are required to quote for all items of Schedule of Rates for Particular Site where he is quoting failing which his offer will be rejected.
- h) Schedule of Rates is being forwarded separately along with this tender.
- i) The bidder shall submit the following:
  - A. PAN, GST Regd. No.
  - B. Bank Account number
  - C. Provident Fund Code number (Direct Code)/ or a declaration by the applicant that provisions of Provident Fund Act is not applicable to them (with documentary evidence). In case the P.F. is required to be deposited later on, the same will be deposited by the bidder (applicant).
- j) SPECIFIC NOTE: Bidder(s) are advised to note and consider the following while quoting:
  - a) ESI benefits as per "THE EMPLOYEES' STATE INSURANCE ACT, 1948", "THE EMPLOYEES' STATE INSURANCE (CENTRAL) RULES, 1950" & "THE EMPLOYEES' STATE INSURANCE (GENERAL) REGULATIONS, 1950".
  - b) 12% Provident Fund (PF) on the wage component is to be included in the total quoted cost.
  - c) The quoted rate should be capable enough to disburse the Minimum Wages (and any revision of minimum wages during the tenure of the contract), P.F., bonus to the deployed personnel along with PPE items, and materials/equipment.
  - d) The Bidder/Contractor understands that minimum wages may increase from time to time as notified by statutory authority and undertakes that Contractor shall not make Company liable to reimburse Contractor for such statutory increase in wage rates of the labours/workers appointed by the Contractor during the entire period of the contract, including extension if any, Currently, such increase in the wage rates is twice in a year. Bidder shall bid after considering this increase in wage rates for the entire period of Contract including extension provision.
  - k) The Contractor shall submit undertaking along with the bid that he/she/they will pay his/her/their workers the increased wages as notified under the Minimum Wages Act from time to time and such statutory or any other increase in the wages rates of contract labour appointed by the Contractor shall be borne solely by the Contractor during the entire period of the contract, including extension if any, without any cost implication whatsoever upon the Company.
  - l) Subcontracting of Petty Support Services against this Tender/Contract can be done subjected to prior approval from Engineer-in charge.

**PRICE BID FORMAT**  
**(PROFORMA-A)**

**North East Gas Distribution Company Limited**

**SCHEDULE OF RATES [SOR]**

**Tender No. NEGDCL/TENDER/O&M/11.03/10**

**Hiring of Services for O&M Services of CGD Networks for 3 years in GA 11.03**

<b>Sl. No.</b>	<b>Description</b>	<b>Quantity</b>	<b>UOM</b>	<b>Unit Rate (In RS.) without GST</b>	<b>GST rate (%)</b>	<b>Unit Rate (In RS.) with GST</b>	<b>Total Amount without GST (In RS.)</b>	<b>Total Amount with GST (In RS.)</b>
<b>a</b>	<b>b</b>	<b>c</b>	<b>d</b>	<b>e</b>	<b>f</b>	<b>g= (e x f%) +e</b>	<b>h = cx e</b>	<b>I = cx g</b>
<b>Supplying of Manpower</b>								
1	Station Supervisor	144	Per Month per person					
2	CNG Dispensing	216	Per Month per person					
3	Housekeeping	252	Per Month per person					
4	Security Service	864	Per Month per person					
5	Technician (Mechanical / Electrical)	252	Per Month per person					
6	Helper	108	Per Month per person					

**North East Gas Distribution Company Limited**

**SCHEDULE OF RATES [SOR]**

**Tender No. NEGDCL/TENDER/O&M/11.03/10**

**Hiring of Services for O&M Services of CGD Networks for 2 years at GA 11.03**

Sl. No.	Description	Quantity	UOM	Unit Rate (In RS.) without GST	GST rate (%)	Unit Rate (In RS.) with GST	Total Amount without GST (In RS.)	Total Amount with GST (In RS.)
a	b	c	d	e	f	g= (e x f%) +e	h = cx e	I = cx g
1	Supply of required stationary items, printing material / registers etc. as per formats / bill books provided by EIC from time to time, all consumables as required for cleaning & housekeeping on monthly basis, providing water (domestic / potable) on daily basis for meeting station operation requirement etc. as per Scope of Work	36	Per Month					
2	HIRING OF HYDRA/CRANE (upto 15 Ton capacity): Providing Hydra/Crane (As per detailed Scope of Work)	480	Per Month					
3	Charges as per SOW (including fixed charges for 1 no GPS fitted vehicle, DG Set, Tools & Tackles for O&M activities etc. as per contract etc.)	36	Per Month					
4	Lodging/control Room Facility	36	Per Month					
5	Running Cost of vehicle for 5 nos. of O&M Activities as per Contract	500000	km					
6	Transportation of Equipments within GA 11.03	4000	Ton km					

Schedule of Rates for Total Consumables during the Contract as per attached list of consumables

Sl. No.	Particulars				Amount (Rs)	Total Amount (Rs)
	Item list	MAKE/MODEL	QTY	UoM	Unit Rate without GST	Total without GST
					(₹)	(₹)
<b>FOR CNG O&amp;M</b>						
1	Cylinder Valve (wp 255-260 kg/cm2)	Vanaz	15	Nos.		
2	SS-3/4" Ferrule Set	Swagelok/Parker	30	Nos.		
3	Bull Nose (with 3/4" NPTF)	Vanaz.	30	Nos.		
4	Pressure Gauge Adopter	Swagelok/Parker	10	Nos.		

**Schedule of Rates for Total Consumables during the Contract as per attached list of consumables**

Sl. No.	Particulars				Amount (Rs)	Total Amount (Rs)
	Item list	MAKE/MODEL	QTY	UoM	Unit Rate without GST	Total without GST
					(₹)	(₹)
5	Burst Disc	Vanaz	30	Nos.		
6	3/4" OD SS Tube	Sandvik	5	mt		
7	1/4" OD SS Tube	Sandvik	2	mt		
8	1/2" OD SS tube	Sandvik	5	mt		
9	Relief Valve RH4 Series, Inlet/outlet: 1/4" OD, working Pressure: 6000 PSIG. Body: SS 316.	Swagelok/Parker	4	Nos.		
10	Stainless Steel 3-Piece High Pressure Alternative Fuel Service Ball Valve, 7.1 Cv, 3/4 in tube fittings.	Swagelok/Parker	5	Nos.		
11	Cylinder Valve Knob	Vanaz	15	Nos.		
12	3/4" SS Nut	Swagelok/Parker	15	Nos.		
13	ss-3/4" Union Cross	Swagelok/Parker	5	Nos.		
14	ss-3/4" Union Tee	Swagelok/Parker	5	Nos.		
15	ss-3/4" od x 1/4" NPT(M) Male Connector	Swagelok/Parker	10	Nos.		
16	ss -3/4" male stud X 1/4" ferrule	Swagelok/Parker	5	Nos.		
17	3/4" NRV Check Valve, Crack pressure-1 PSIG, Pressure Rating: 6000 PSIG, Body Material: SS	Swagelok/Parker	5	Nos.		
18	ss-3/4" x 3/8" NPT(M) Male Connector	Swagelok/Parker	5	Nos.		
19	ss-3/4" Branch Tee (Branch Male NPT)	Swagelok/Parker	2	Nos.		
20	ss-3/4" ferrule x 1/2" reducer male	Swagelok/Parker	5	Nos.		
21	ss-3/4" ss OD tube x 3/8" Ferrule	Swagelok/Parker	5	Nos.		
22	SS-3/4" Male Elbow (Male NPT X 3/4" OD)	Swagelok/Parker	5	Nos.		
23	ss-3/4" Union elbow ss 316	Swagelok/Parker	5	Nos.		
24	3/4" OD Stub x 1/4" ferrule Brass	Swagelok/Parker	2	Nos.		
25	3/4" Union Cross-Brass	Swagelok/Parker	5	Nos.		

## Schedule of Rates for Total Consumables during the Contract as per attached list of consumables

Sl. No.	Particulars				Amount (Rs)	Total Amount (Rs)
	Item list	MAKE/MODEL	QTY	UoM	Unit Rate without GST	Total without GST
					(₹)	(₹)
26	1/4"OD tube x 1/4" NPT(M) Male Connector	Swagelok/Parker	5	Nos.		
27	ss-1/4" Bleed Valve, Pressure rating: 10,000 PSIG.	Swagelok/Parker	5	Nos.		
28	ss 1/4" Union Tee	Swagelok/Parker	2	Nos.		
29	ss-1/4 " Union cross	Swagelok/Parker	2	Nos.		
30	1/4" SS Ferrule Set	Swagelok/Parker	10	Nos.		
31	1/4" SS Nut	Swagelok/Parker	10	Nos.		
32	ss-1/4"OD x 1/2" Ferrule connector	Swagelok/Parker	2	Nos.		
33	ss- 3/8" Elbow (3/8" male X 3/8 "OD)	Swagelok/Parker	2	Nos.		
34	ss- 1/2" Nut	Swagelok/Parker	10	Nos.		
35	ss- 1/2"Ferrule Set	Swagelok/Parker	10	Nos.		
36	ss-316, 4" Dial Glycerin filled (0-400kg) Pressure Gauge, 1/2 " NTPM bottom connection.	Wika/Baumer	5	Nos.		
37	Cylinder Round Clamp & packing with nut bolt and rubber belt	N/a	10	set		
38	ss-1/2" NTPM x 1/4" Ferrule	Swagelok/Parker	2	Nos.		
39	1/2" 2-way valve Manifold, Inlet/Outlet:1/2" NPTF, Bleed /Test: 1/4" NPTF, Body: ss 316	Swagelok/Parker	2	Nos.		
40	ss-1/2" NPT (M) x 1/2" Ferrule	Swagelok/Parker	2	Nos.		
41	Bending of SS Tube	N/a	10	Bend		
<b>Total amount</b>						