



MAHARASHTRA NATURAL GAS LTD.

(A Joint Venture of GAIL (INDIA) LTD & BPCL)

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**NOTICE NO. : MNGL/EMPANELMENT FOR
PE/GI CONTRACTOR/2015**

LAST DATE FOR SUBMISSION OF FORM : 22.06.2015



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INVITATION FOR EMPANELMENT OF CONTRACTORS

JOB CATEGORY:

- **Laying of Poly Ethylene (PE) Pipeline for Medium/ low pressure network**
- **Erection of GI pipe and associated activities required for Piped gas Connection like installation of Gas Meter, Copper Tube, Meter Regulator, Brass Valves and providing connection up to Gas Appliances inside Kitchen.**

Interested contractors shall submit duly filled Empanelment form and relevant documents as sought along with **Demand Draft of Rs.2,000/- (Non Refundable)** favoring Maharashtra Natural Gas Limited, payable at Pune. The application should be submitted in a **Sealed Envelope** Superscribing it as "**Application for Empanelment for PE, GI Work - 2015**" to Manager (C&P) at above mentioned address **latest by 22.06.2015.**

The empanelment of a contractor at MNG shall only entitle him to be considered for issue of relevant tenders. It shall not confer any right on him either to be necessarily issued the tender or for award of work. MNG has sole discretion to accept or reject any or all the applications at any stage of the process and/ or modify the process without assigning any reason whatsoever. Applications submitted through Agents / Intermediaries will not be considered.

Note : The contractors who are currently working with MNG may also participate in the empanelment process in order to have their latest details related to execution capabilities & financial details or any other information like certifications, accreditations in the recent past which have not been furnished to MNG in past.



Experience Criteria required for Empanelment

1. The contractor shall have experience in any one of the following categories:

- a) **For CGD work experience bidders :** Must have executed 15 kms of MDPE Gas Pipeline & 1000 HH conversions/connections at any of the CGD's in 2 nos of work orders during last 5 years.
- b) **For OFC Cable, Drainage/Water Pipeline System or any other underground utility laying of Municipal Corporations, PWD, MIDC & Railways work experience bidders:** Must have executed 15 kms of OFC Cable, Drainage/Water Pipeline System or any other underground utility laying at Municipal Corporations in 3 nos of work orders during last 5 years.
- c) **For LPG reticulated work experience bidders:** Must have executed 500 HH conversions/connections for any private society/builder in 3 nos of work orders during last 5 years.

In addition to the documents sought in the Empanelment form, the following documents shall mandatorily be submitted along with application form:

- a) Copy of Work Orders for Jobs mentioned at Point (1) above.
- b) Copy of Work Completion Certificate from client or any other equivalent documents.
- c) Experience Certificate from client if available.
- d) Applicants who have experience as a Subcontractor shall submit work experience certificate signed by the client for whom the work has been carried out. The certificate issued by the main contractor without endorsement by client will not be considered.
- e) PF & ESIC Registration Certificate
- f) Service Tax and VAT Details.
- g) Details of Manpower along with Organogram
- h) Copy of Balance Sheet and Profit and Loss account of last three Financial years.
- i) Demand draft of Rs.2,000/- in favor of Maharashtra Natural Gas Ltd payable at Pune.



Contractors who do not possess experience as indicated above but have experience in the any other related field and are willing to work with MNGL for these jobs may also apply. However MNGL reserves the right to accept or reject the applications depending upon merits /credentials of the applicant.

MNGL also reserves the right to relax the above criteria in its own Business Interest without assigning any reason. Merely meeting the above criteria shall not entitle applicant for empanelment with MNGL. MNGL shall consider all other requirement as stipulated under terms and condition & Empanelment form for considering applicant for empanelment.

MNGL shall do the evaluation of applicants based on the documents submitted by the applicants and may categorize them based upon execution capability, financial credentials, Safety and Performance track record, feedback from clients etc. Once the empanelment process is completed, the applicants who will be empaneled shall be intimated.

Note: The Applicant's who are meeting following Financial Criteria are only eligible to apply against this empanelment notice.

- a. The minimum annual turnover achieved by the Contractor as per their audited financial results during any one of the last three financial years i.e. 2012-13, 2013-14 and 2014-15 shall be Rs. 25 Lacs.**
- b. Contractor's net worth as per last audited financial statement i.e. for the financial year 2013-14 / 2014 – 15 shall be positive.**
- c. The Contractor shall have minimum working capital of Rs. 5 Lacs as per latest audited financial statement, i.e. for the year 2013-14 / 2014-15.**

Applicants shall submit audited financial statements for FY2012-13, FY2013-14 and FY2014-15. In case applicants have not completed their annual account auditing for FY2014-15, then the applicant should furnish details of their annual turnover for FY 2011-12, FY 2012-13 and FY 2013-14.



Brief Scope of Work

The brief scope of work is given below for the purpose of understanding. The detailed scope of work shall be provided at the time of Tender.

Scope of work shall be but not limited to :

Laying of Medium pressure PE pipeline on Municipal corporation/Private Roads, Road crossings, Permanent reinstatement of Private road, Protection of PE pipeline through RCC tiles, U Block & Bottom slabs. Construction of valve chambers & Installation of PE stop off valves and Laying of PE pipe below the drains/culverts/Nallahs. Installation of regulators, obtaining necessary statutory permissions, installation at premises of customer as per MNGL safety standards.

Laying of Low pressure PE pipeline, Erection of threaded and welded GI pipes in residential complexes, erection of GI online connections from gasified risers in residential & commercial buildings using work at height safety rope access system, installation of domestic gas meter, meter regulator, erection of copper tube inside kitchen & conversion of Gas burners, Installation of Commercial gas meter, regulator in accordance with MNGL safe working practice & safety standards.



FORM FOR EMPANELMENT

We _____ are desirous of being enrolled for PE/ GI work and hereby apply for the same. We give the following details for your consideration:

Sl. No.	Description	Applicant's Confirmation
1.	Name of the Company / Firm	
2.	Full Address of Registered Office / Corporate Office	
	Telephone No.	
	Fax No.	
	Contact person	
	Mobile No.	
	E-mail	
	Website	
3.	Company's Organizational Structure (Attach Organogram)	
4.	Nature of Company / Firm i.e. Proprietorship / Partnership / Private Limited / Government / Public Sector / Contractors / Others	
5.	In case of Proprietorship firm, attach relevant document showing name of Proprietor	
6.	In case of Partnership firm, specify names of the Partners and attach copy of Partnership Deed	
7.	In case of a Company, attach copy of Article of Association and Memorandum of Association	



Sl. No.	Description	Applicant's Confirmation
8.	Year of Establishment & Starting of Production / Shop & Establishment Certificate (Attach copies) OR Registration No. of the Company (Attach copy)	
9.	Authorization letter from the concerned	
10.	Confirm following:	
A	Whether registered under SSI / NSIC (Attach copy)	
B	Whether PSU or Govt. Dept.	
11.	Registration Nos. (whichever is applicable) 1) PAN 2) Sales Tax Registration No. (Central / State) 3) Service Tax 4) TIN No. 5) PF No. 6) ESIC No. 7) Works Contract Tax Registration No. Please attach copies of documents for above.	
12.	Audited Balance Sheets of immediately preceding three Financial Year including Profit & Loss Account Statement (to be enclosed)	
13	If you are already existing contractor with MNGL, please indicate the same.	
14.	Whether ISO 9001:2008 / 14001 / OSHAS 18001 or equivalent Certified Company (Attach photo copy, also indicate if under process of certification)	



Sl. No.	Description	Applicant's Confirmation
15.	<p>a) List of Clients (Attach list preferably indicating services involving underground and aboveground pipeline laying or any other relevant job.)</p> <p>b) Work Order of Clients (Attach photo copies for the same.)</p> <p>c) Single largest value of order executed in the last three years (Attach copy of WO / Completion certificate) as stated in eligibility criteria (Point No. 1)</p>	
16.	Details of empanelment with other Organization, Govt., Quasi Govt. Organization (preferably for similar work). Please attach copies.	
17.	Any other special / relevant information.	
18.	Whether the Company / Firm is under litigation / arbitration cases during last five years. If yes, furnish details.	
19.	Whether the Company / Firm / Director / Partner / Proprietor has been de-listed / debarred / kept on holiday / blacklisted in India. If so, the reason for the same.	
20.	Applicant confirms that the document / information furnished are true and valid for the duration of the empanelment and in case there are any changes / variation, the same shall be immediately brought to the notice of MNGL. Applicant also confirms that in case of conflicting version, MNGL may consider any version as convenient to MNGL.	



Sl. No.	Description	Applicant's Confirmation
21.	Please provide the details of the manpower engaged by your company like technicians, plumbers, fitters etc.	
22	Please provide Safety Policy of your Company as an attachment (if exists).	
23.	Please ensure that you submit duly filled in Safety Questionnaire (Annexure – I) & HSE Assessment Sheet (Annexure – II) along with other details as stipulated in above documents.	
24.	Please ensure that you have attached copy of PF / NSIC/Shops & Establishment Certificates.	
25.	We understand and agree that mere empanelment does not entitle us for award of work.	

Note: It is mandatory to fill in all the columns by the company and submit the same along with all necessary documents / credentials / copies of the certificates etc. Any other relevant information in support of empanelment may be volunteered by the applicant. All pages may be signed in ink with stamp by the authorized signatory of the Company.

Place:

Signature:

Name & Designation:

Date:

Company Seal:



Annexure – I

HSE Questionnaire

Sl. No.	HSE Requirement	Status		Clarification / Answer
		Yes	No.	
1.	Kindly attach your ESIC policy or Workmen Compensation Policy.			
2.	Do you have a Safety Policy / intent to have one.			
3.	Are you committed to Safety in terms of avoidance of work related injury to your employees, reporting of hazards & safety suggestions on site and attending Safety trainings.			
4.	Kindly submit the organization structure for your company. (Please give a detailed list of the employee with their certifications and Experience).			
5.	Kindly provide a detailed list of tools and equipments owned by your organization for this contract.			
6.	Give your legal compliance status? eg. ESI returns, PF returns etc.			
7.	Do your supervisors carry out safety inspections on site?			
8.	Does the contractor hold meeting on safety with staff?			
9.	Provide PPE (Personal Protective Equipment) list used in your last contract of similar job.			
10.	Is your firm having qualified safety officers? Give Details.			
11.	Who is responsible for safety of all your work force in your firm & have your site HSE contacts in place?			

Declaration: The information provided herewith is true & correct to the best of my knowledge & belief and if found incorrect during any phase of the contracted job the client is authorized to cancel the work order allotted to me with out any financial obligations arising out of such act.

Authorized Signatory: _____

Seal:



Annexure – II

CONTRACTORS HEALTH, SAFETY & ENVIRONMENT ASSESSMENT

Contractor’s Name: _____ Telephone : _____

Address: _____ Fax : _____

_____ Number of Employees : _____

Completed by	Position	Date	Signature
_____	_____	_____	_____
_____	_____	_____	_____

Having made all possible enquires to the best of my knowledge, information and belief

1. Provide at least 3 examples of work carried out by your company in the last two years of a similar nature to that being carried out. Please state the nature, value, duration and who the work was carried out for, Examples enclosed.

YES NO

2. Does your company have a Health, Safety and Environment policy. If yes, please provide copies. If No, please indicate your intentions.

YES NO

3. Who in your company has day-to-day responsibility for the management of health, safety and environment protection.

Name	Position	Tel.
_____	_____	_____

4. Who will be responsible for on-site health, safety and environmental protection for work carried out on behalf of MNGL.

Name	Position	Tel.
_____	_____	_____

5. Provide details of relevant experience and qualification of the person named in 4 above. Details enclosed.

YES NO

6. Provide details of the Health, Safety & Environment training provided to your employees. Details enclosed.

YES NO



7. a) Provide details of the system in place to monitor your health, safety and environment performance and record accidents, incidents and near misses.
Details enclosed.
YES NO
- b) Provide details of your company safety record over the last 2 years eg. No. of accidents, injuries etc.
Details enclosed.
YES NO
8. Has your company or any individual employee been prosecuted by or reported to any enforcing authorities in relation to Health, Safety or Environmental issues.
YES NO
9. Provide details of Employers Liability Insurance and Public Liability Insurance held by your company. Please give the value of Insurance cover held and the renewal dates
Details enclosed.
YES NO
10. Provide examples of Risk Assessments and/or method statements for the activities you carry out.
Details enclosed.
YES NO

Please attach the completed questionnaire together with copies of all relevant documentation in duly signed by authorized signatory in technical bid of tender.



(To be submitted on the Contractors Letter Head)

DECLARATION

1. I / We have read the instructions appended to the proforma and I / We understand that if any false information is detected at a later date, any future contract made between ourselves and MNGL, on the basis of the information given by me / us can be treated as invalid by MNGL and I / We will be solely responsible for the consequences.
2. I / We agree that the decision of Maharashtra Natural Gas Limited in selection of contractors will be final and binding to me / us.
3. All the information furnished by me hereunder is correct to the best of my knowledge and belief.
4. I / We agree that I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets.
5. I / We agree that I / We have not applied in the name of sister concern for the subject empanelment process.
6. The empanelment of a contractor shall not confer any right on him either to be necessarily issued the tender or for award of work. MNGL has sole discretion to accept or reject any or all the applications at any stage of the process and/ or modify the process without assigning any reason whatsoever. Applications submitted through Agents / Intermediaries will not be considered.

PLACE:
DATE:

SIGNATURE
NAME & DESIGNATION
SEAL OF ORGANIZATION



TERMS AND CONDITIONS

1. For empanelment the applications will be evaluated based on experience criteria, financial credentials i.e. Annual Turnover of 3 years. MNGL may further classify/categorize the contractor based on their experience, execution and financial capability. The details of plant & machinery, manpower employed, pending litigation, performance on earlier projects with MNGL etc. shall also be evaluated for empanelment of the contractors. The applications received will be evaluated on the basis of information & documents provided by the applicant and in case the applicant is found to be suitable for MNGL, the applicant shall be empanelled for the category of works i.e. PE/GI laying depending upon their experience. **The applications shall be accompanied by the required documents indicated in the Empanelment forms such as:**
 - i. **Brief about your company.**
 - ii. **Health, Safety and Environment Policy of the company.**
 - iii. **Copies of Certificates (if certified) like ISO 9001, OSHAS 18001, ISO 14001 or equivalent.**
 - iv. **Power of attorney / partnership deed for authorized Signatory.**
 - v. **List of Clients to whom similar services are provided.**
 - vi. **List of Current Work Orders of similar nature**
 - vii. **Audited Balance Sheet and Profit & Loss statement for last 3 years.**
 - viii. **Copy of Work Orders & Completion certificates from clients as stated in experience criteria.**
 - ix. **List of Plant & Machinery.**
 - x. **Manpower details.**
 - xi. **Details of pending litigation etc.**
 - xii. **Other details asked in the Application forms.**
 - xiii. **Organogram.**
 - xiv. **HSE questionnaire and Assessment Sheet (refer Annexure I &II) duly filled.**
2. MNGL at any time reserves the right to modify the eligibility criteria, to accept or reject any application, to annual the empanelment or to reject any or all the applications or accept new application at any time without assigning any reason or incurring any liability to the applicants.
3. The contractors who are under arbitration/litigation with MNGL shall not be considered for empanelment, however, request from the contractor may be considered for empanelment upon resolution of dispute.



4. The empanelment of contractor shall be cancelled by MNGL in case of poor performance of the contractor, abnormal delay in completion of work, abandoning of the allotted work, bankruptcy, for activities detrimental to the interest of MNGL and in case empanelment is secured based on false information/documents. In case of cancellation of empanelment, the contractor shall be debarred from tendering/taking up works of MNGL for the period as decided by MNGL. The decision of MNGL in this regard shall be final and binding on the party.
5. MNGL reserves the right to call open/limited tenders in which the contractors not empanelled in this process but meeting the minimum criteria for the tender can also participate. For such tenders, the empanelled contractors under this process meeting the stipulated criteria of tender can also participate.
6. The empanelled contractors shall be required to submit EMD and follow tender terms for each tender separately as per the details given in the Tender Documents.
7. MNGL reserves the right to reject any application without assigning any reasons thereof and does not bind itself to accept any of the applications.
8. MNGL takes no responsibility of applications lost/delayed in postal transit. MNGL reserves the right to postpone the date of submissions or issue any amendments.
9. Empanelment does not guarantee for issue of tenders to the contractor for a particular job. MNGL reserves the right to assess the performance & capabilities of contractor before issuing the invitation to tender and limit the number of bidders for a particular job. The empanelled contractors shall have no claim on MNGL if any invitation for any job is not issued to them.
10. The contractors shall submit all the documents as asked in empanelment form. The contractors may be asked to produce original documents for verification. The contractors may also be called for discussions/clarifications and the contractors shall depute their authorized representative for the same.
11. MNGL may make inspection at the works/work sites/offices of the applicants as and when required and as deemed fit.
12. Contractors selected for empanelment shall be empanelled for a period of 3 years. This period can be reduced or increased or the empanelment is scrapped at any time, at the sole discretion of MNGL without assigning any reasons. In case of empanelment, the contractors shall be required to submit every year the latest Balance sheet, up to date list of work done, works in hand etc. failing which their empanelment is liable to be cancelled.
13. The application / documents submitted to MNGL are non-returnable.



14. The applications shall be signed by a duly authorized person of the contractors:
- In case of Sole Proprietorship, an affidavit of Sole Proprietorship and if the application is signed by any other person, Power of Attorney issued by the Sole Proprietor, in favour of the signatory.
 - In case of partnership, if document is not signed by all the partners, Power of Attorney in favour of the Partner/person signing the documents, authorizing him to sign the documents.
 - In case of a Company, a copy of the Board resolution, authorizing the signatory to sign on behalf of the Company.
 - Applications from Joint Ventures/ Consortium may be considered by MNGL at its sole discretion.
15. Applications with following discrepancies are liable to be rejected:
- Applications, which are incomplete, ambiguous and not accompanied by the documents asked for and the processing fee.
 - Even though an applicant may satisfy the stated criteria for empanelment, his application is liable for rejection, if he has record of poor performance such as abandoning work, not properly completing the work, delay in completion of work, poor quality of work, financial failure/weakness etc.
 - Application in respect of which canvassing in any form is resorted to by the applicants.
 - If the applicant made misleading or false representation or deliberately suppressed the information in the application form and documents etc. or resorts to unfair methods in creating circumstances for the acceptance of his application.
16. The completed applications along with required documents shall be submitted in an envelope marked "**Application for Empanelment for PE, GI Work - 2015**". The applications shall be submitted along with non-refundable processing fees of Rs.2,000/- (Rupees Two Thousand only) in the form of Demand Draft/ Pay Order in favour of Maharashtra Natural Gas Limited payable at Pune at following address **latest by 22.06.2015**

**Manager (Contracts & Procurement)
Plot No. 27, A-Block, 1st Floor,
Narveer Tanajiwadi PMPML Bus Depot Commercial Building,
Shivajinagar,
Pune - 411005**