




MAHARASHTRA NATURAL GAS LTD
(A joint venture of GAIL (India) Ltd & BPCL)
'A' Block, Plot No.27, Narveer Tanajiwadi PMPML Bus
Depot, Commercial Building, 1st Floor,
Shivajinagar,
PUNE - 411 005.

**BID DOCUMENT FOR CARPENTRY WORK (SUPPLY &
INSTALLATION) AT VARIOUS OFFICES OF MNGL, PUNE.**

BID DOCUMENT NO. MNGL/C&P/2016-17/120 DATED 22.03.2017

 MAHARASHTRA NATURAL GAS LTD., PUNE	BID DOCUMENT FOR CARPENTRY WORK (SUPPLY & INSTALLATION) AT VARIOUS OFFICES OF MNGL, PUNE.
	Bid No.: MNGL/C&P/2016-17/120

REQUEST FOR QUOTATION (RFQ)

RFQ No.: MNGL/C&P/2016-17/120


Date: 22.03.2017

To,

Dear Sir(s),

Maharashtra Natural Gas Ltd., Pune here-in-after called OWNER/COMPANY/MNGL invites you to submit bid under single bid system for procurement of Printers for MNGL, Pune, as detailed below:

Sr. No.	Item	Description
1	Tender No.	MNGL/C&P/2016-17/120
2	Description	Carpentry Work at various offices of MNGL, Pune.
3	Quantity	As per Schedule of rates
4	Completion Period	2 weeks from the date intimation by Officer In Charge
5	Tender Fee	NA
6	Type of Tender	Single Bid System
7	Earnest Money Deposit (EMD)	Rs. 7,000/- in the form of DD or Bank Guarantee in the name of Maharashtra Natural Gas Limited.
8	Closing Date & Time	29.03.2017 upto 15.00 Hrs
9	Opening Date & Time	29.03.2017 at 16.00 Hrs.
10	Performance Bank Guarantee	10% of the Order Value to be submitted in the form of DD/BG from scheduled /multinational bank after placement of order (for PO value more than RS 2.00 Lacs)
11	Correspondence address	Shekhar D. Kankrej Dy. Manager (C&P) Maharashtra Natural Gas Ltd., Plot No. 27, 1 st Floor, A-Block, Narveer Tanajiwadi PMPML Bus Depot Commercial Building, Shivajinagar, Pune – 411 005 Tel : 020-25611000, Fax No. 020-25511522 Email : skankrej@mngl.in

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Offers should be submitted in sealed envelopes superscribed with the tender no., due date & item. Fax / Telex / e-mail offer shall not be considered.

Price Basis:

FOT site (Shivajinagar, Kothrud & CRM Office)

Delivery/Completion Schedule:

All the activates shall completed within 02 weeks from the date of intimation by Officer IN Charge.

Validity period of Offer:

The period of **validity of the quotations** should **not be less than 30 days** from the bid due date. Quotation with less validity is likely to be ignored.

VAT / CST No.:

Bidder must have valid sales tax registration no. and same should be indicated in the quotation.

Terms of payment:

100% payments shall be made within 15 days after receipt of material & Invoice at site.

Price Reduction Schedule (PRS):

Price reduction @0.5% of the total order value per week for delay in supplies subject to a maximum (ceiling) of 5% of total order value will be applicable.

Fixed Price:

Prices quoted by the bidder shall be firm & fixed during the bidder's performance of the contract. A bid submitted with an adjustable price quotation will be treated as non responsive and rejected.


Late Bids:

Any bid received by the OWNER after the bid due date and time prescribed in the Tender Document shall be rejected.

Telegraphic / Tele Fax / E -Mail offers whether sent directly or submitted by local agent in India will not be considered and shall be rejected.

Award Criteria:

The OWNER will award the contract to the successful bidder whose bid has been determined to be the technical responsive and lowest evaluated bid.

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Owner's Right to vary quantities at the time of award:

The OWNWR reserves the right at the time of award of contract to increase or decrease the quantity specified in the scope (in respect of each item of scope), without any change in unit price and other terms & conditions.

Owner's right to accept any bid and to reject any or all bids:

OWNER 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 the OWNER'S action.

Jurisdiction of court:

The purchase order shall be governed by and constructed according to the laws in force in India. The Supplier hereby submits to the jurisdiction of the courts situated at Pune (Maharashtra) for the purpose of disputes, actions and proceedings arising out of the contract, the courts at Pune (Maharashtra) only will have the jurisdiction to hear and decide such disputes, actions and proceedings.

Arbitration:

All matters of difference whatsoever which shall at any time arise between the parties hereto relating to execution of ORDER / CONTRACT or to the rights or liabilities or any claims thereof (other than those in respect of which the decision of any person is by the contract expressed to be final and binding) shall be resolved as per Arbitration and Reconciliation Act, 1996 and the venue of such arbitration shall be Pune, Maharashtra.


Force Majeure:

Shall mean and be limited to the following:

- (a) War/Hostilities
- (b) Riot or Civil Commotion
- (c) Earthquake, flood, tempest, lightning or other natural physical disaster.
- (d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the order by the SELLER.

The SELLER shall advise OWNER by a registered letter duly certified by the local Chambers of Commerce or Statutory Authorities, the beginning and end of the above causes of delay within seven (7) days of the occurrence and cessation of such Force Majeure Conditions. In the event of delay lasting over one month, if arising out of causes of Force majeure, OWNER reserves the right to cancel the order and provisions governing termination shall apply.

For delays arising out of Force majeure, the SELLER shall not claim extension in completion date for a period exceeding the period of delay attributable to the

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causes of Force Majeure and neither OWNER nor SELLER shall be liable to pay extra costs provided it is mutually established that Force Majeure conditions did actually exist.

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

WARRANTY /GUARANTEE :

Minimum 1 year warranty from the date of installation at site.

Services:

Services shall be provided by the supplier free of cost on material or software's up to warranty / Guarantee period.

Termination of Contract


1) Termination for Default

The PURCHASER may, without prejudice to any other remedy for breach of CONTRACT, by written notice of default sent to the SELLER, terminate the CONTRACT in whole or in part:

- A) If the SELLER fails to deliver any or all of the GOODS within the time period(s) specified in the CONTRACT; or
- B) If the SELLER fails to perform any other obligation(s) under the CONTRACT, and
- C) If the SELLER, in either of the above circumstances, does not cure his failure within a period of 30 days (or such longer period as the PURCHASER may authorize in writing) after receipt of the default notice from the PURCHASER.

2 In the event the PURCHASER terminates the CONTRACT in whole or in part, pursuant to Article 1, the PURCHASER may procure, upon such terms and in such manner as it deems appropriate, goods similar to those undelivered and the SELLER shall be liable to the PURCHASER for any excess costs for such similar GOODS. However, the SELLER shall continue performance of the CONTRACT to the extent not terminated.

3 In case of termination of CONTRACT herein set forth (under clause 1) except under conditions of Force Majeure and termination after expiry of contract, the VENDOR shall be put under holiday [i.e. neither any enquiry will be issued to the party by MAHARSHRATRA NATURAL GAS LIMITED Against any type of

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tender nor their offer will be considered by MNGL against any ongoing tender (s) where contract between MNGL and that particular VENDOR (as a bidder) has not been finalized] for three years from the date of termination by MAHARSHRATRA NATURAL GAS LIMITED to such VENDOR.

4 Termination for Insolvency

The PURCHASER, may at any time, terminate the CONTRACT by giving written notice to the SELLER, without compensation to the SELLER, if the SELLER becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the PURCHASER.

5 Termination for Convenience

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


5.2 The GOODS that are complete and ready for shipment within 30 days after the SELLER's receipt of notice of termination shall be purchased by the PURCHASER at the CONTRACT terms and prices. For the remaining GOODS, the PURCHASER may opt:

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


6.0 Performance Bank Guarantee / Security Deposit: The contractor shall submit Bank Guarantee in our prescribed format, for a value of 10% of Total Contract value, in favour of MNGL, valid for a period adequate to cover upto 90 days beyond contract period from Nationalized / Scheduled bank except Co-operative bank within 15 days from the date of issue of this work order. The bidder shall furnish the PBG strictly as per Format (F-8) of tender document. The Security Deposit will not bear any interest. Any amount due to MNGL, as per contractual terms & conditions shall be deducted from Security Deposit. In case Security Deposit is not sufficient to recover the outstanding amount, then MNGL reserves the right to recover the same from any other means available to MNGL.

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

7.0 The Indian / Domestic firms registered with NSIC / MSME, under its single point

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registration scheme are exempted from furnishing Tender Fee & Bid Security, provided they are registered for the items / work they intend to quote and subject to their enclosing with their bid a copy of latest and current registration certificate.


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General Conditions of Contract: GENERAL PURCHASE CONDITIONS

1. Your quotation should be submitted in a **sealed cover duly superscribing the tender no. and due date** and should reach at MNGL, Shivajinagar Office before 15:00 hrs. on or before the due date of opening, failing which your offer will not be considered.
2. Your rates should clearly specify whether ED, VAT, Central Sales Tax, Service Tax etc. is applicable and if so, the rate must be specified. If this information is not given, your rates will be taken as inclusive of all taxes. Implication of packing and forwarding charges, freight charges if any should be specified clearly.
3. Rate should be given accordingly to our description. No other alternative description and unit will be considered.
4. The period of **validity of the quotations** should be mentioned and it should **not be less than 30 days** from the opening date. Quotations with less validity are likely to be ignored.
5. The required quantities are liable to change.
6. Quotation received late by post or other means are liable to be rejected.
7. When stores are rejected by the consignee will intimate to the supplier with the details of such rejected stores as well as the reason for their rejections and that the stores will be lying at the consignee's premises at the risk and cost of the supplier. He will also call upon either to remove the stores or to give instructions as to their disposal within 14 days and in the case of dangerous / infested and perishable stores within 18 hrs failing which the consignee will either return the stores to the supplier on freight to pay or otherwise dispose of them at the suppliers risk and cost. The consignee will also intimate the concerned person of Finance Dept., quantity or the stores so rejected to enable him to recover the freight due, at the full public tariff rates from the supplier. The purchaser shall also be entitled to recover handling and stores charges for the period during which the rejected stores are not removed @5% of the stores for each month or part of a month till the rejected stores are finally disposed off.
8. Offer or modifications of offer after the opening date will not be considered and in normal case, no price negotiations will be held with tenderers.
9. Transit insurance shall be arranged by Seller. The material shall be suitably packed so that no transit damage occurs.

Yours truly,
For and on behalf of
Maharashtra Natural Gas Ltd., Pune
(Shekhar D. Kankrej)
Dy. Manager (C&P)

Enclosures: ANNEXURE – I (Schedule of Rates)

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BIDDER'S GENERAL INFORMATION

To
M/s Maharashtra Natural Gas Limited
Plot No. 27, 1st Floor,
Narveer Tanajiwadi PMPML Bus Depot Commercial Building,
Shivajinagar, Pune - 411005

- 1.1 Bidder Name : _____
- 1.2 Number of Years in Operation : _____
- 1.3 Registered Address : _____

- 1.4 Operation Address if different from above : _____

- 1.5 Telephone Number : _____
(Country Code) (Area Code) (Telephone No.)
- 1.6 E-mail address & Web Site : _____
- 1.7 Telefax Number : _____
(Country Code) (Area Code) (Telephone No.)
- 1.8 ISO Certification, if any : {If yes, please furnish details}

(SIGNATURE OF BIDDER WITH SEAL)



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**PROFORMA OF BANK GUARANTEE FOR CONTRACT PERFORMANCE SECURITY
(ON NON-JUDICIAL PAPER OF APPROPRIATE VALUE)**

TO:

M/s Maharashtra Natural Gas Limited
Plot No. 27, 1st Floor,
Narveer Tanajiwadi PMPML Bus Depot Commercial Building,
Shivajinagar, Pune - 411005

Dear Sir,

M/s _____ have been awarded the work of
_____ for Maharashtra Natural Gas Limited, PUNE vide
SO No. _____ dated _____.

The Contracts conditions provide that the CONTRACTOR shall pay a sum of Rs. _____
(Rupees _____) as
full Contract Performance Guarantee in the form therein mentioned. The form of payment of
Contract Performance Guarantee includes guarantee executed by Nationalized Bank,
undertaking full responsibility to indemnify Maharashtra Natural Gas Limited, in case of default.

The said _____ has approached us
and at their request and in consideration of the premises we _____ having our office at
_____ have agreed to give such guarantee as hereinafter
mentioned.

1. We _____ hereby undertake and agree with
you that if default shall be made by M/s _____
in performing any of the terms and conditions of the tender or in payment of any money
payable to Maharashtra Natural Gas Limited we shall on demand pay without any
recourse to the contractor to you in such manner as you may direct the said amount of
Rupees _____ only or such portion thereof not exceeding
the said sum as you may from time to time require.
2. You will have the full liberty without reference to us and without affecting this guarantee,
postpone for any time or from time to time the exercise of any of the powers and rights
conferred on you under the contract with the said _____
_____ and to enforce or to forbear from endorsing any
powers or rights or by reason of time being given to the said
_____ which under law relating to the sureties would but for
provision have the effect of releasing us.
3. Your right to recover the said sum of Rs. _____
(Rupees _____) from us in manner aforesaid will not
be affected or suspended by reason of the fact that any dispute or disputes have been
raised by the said M/s _____ and/ or that any dispute or
disputes are pending before any officer, tribunal or court.



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4. The guarantee herein contained shall not be determined or affected by the liquidation or winding up dissolution or changes of constitution or insolvency of the said but shall in all respects and for all purposes be binding and operative until payment of all money due to you in respect of such liabilities is paid.
5. This guarantee shall be irrevocable and shall remain valid up to _____ If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instruction from M/s _____ on whose behalf this guarantee is issued.
6. The Bank Guarantee's payment of an amount is payable on demand and in any case within 48 hours of the presentation of the letter of invocation of Bank Guarantee. Any dispute arising out of or in relation to the said Bank Guarantee shall be subject to the jurisdiction of Pune or High Court of Mumbai.
7. We have power to issue this guarantee in your favour under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney dated _____ granted to him by the Bank.

Yours faithfully,

_____ Bank

By its Constituted Attorney

Signature of a person duly
authorized to sign on behalf of
the Bank.

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SUBMISSION OF BID

From:


M/s

To,
Dy. Manager (C&P),
M/s Maharashtra Natural Gas Limited
Plot No. 27, A-Block, 1st Floor,
Narveer Tanajiwadi PMPML Bus Depot,
Commercial Building, Shivajinagar,
Pune – 411005
Ph.No.: 91-020- 25611000
Fax No.: 91-020-25511522
E-mail: skankrej@mngl.in

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Item : Tender for Carpentry Work (supply & installation) at various office of MNGL, Pune.

1. I/We hereby tender for execution of the WORKS of **Tender for Carpentry Work (supply & installation) at various office of MNGL, Pune** as per TENDER DOCUMENT within the Time Schedule of completion of work for jobs, as separately signed and accepted by me/us, at the Schedule of Rates quoted by me / us for the whole work in accordance with Notice/Letter Inviting Tender, General Conditions of Contract, Special Conditions of Contract, Schedule of Rates of Completion of Job, and other documents and papers, all as detailed in the Tender documents.
2. It has been explained to me/us that the time stipulated for jobs and completion of WORKS in all respects and in different stages mentioned in the "Time Schedule" of completion of jobs and signed and accepted by me/us in the essence of the CONTRACT. I/We agree that in the case of failure on my/our part to strictly observe the Time of Completion mentioned for jobs or any of them and to the Final Completion of WORK in all respects according to the schedule set out in the said "Time Schedule" of completion of jobs. I/We shall pay compensation to the OWNER as per provisions and stipulations contained in General Conditions of Contract and I/We agree to recovery being made as specified therein. In exceptional circumstances, extension of time which shall always be in writing may, however, be granted by the Engineer-in-Charge at his entire discretion for some items of work, and I/We agree that such extension of time will not be counted for the extension of completion dates stipulated for job and for the Final

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Completion of WORK as stipulated in the said "Time Schedule" of completion of jobs.

3. I/We agree to pay the Earnest Money and Contract Performance Bank Guarantee (CPBG) and accept the terms and conditions laid down in the memorandum below in this respect.

MEMORANDUM

(a) General Description of Work _____

(b) Earnest Money Rs. _____
 (Rupees) _____

The Earnest Money is payable in the manner set out in para 5 below.


The Earnest Money, if the tender is accepted, will be adjusted against the Contract Performance Bank Guarantee (CPBG), when Earnest Money is paid by demand draft only.

(c) Contract Performance Bank Guarantee (CPBG) 10% of the CONTRACT amount which will be paid in the manner set out in the General Conditions of Contract.

4. Should this tender be accepted, I/We hereby agree to abide by and fulfill all terms and conditions referred to above and in default thereof, to forfeit and pay to the OWNER or its successors or its authorized nominees such sums of money as are stipulated in conditions contained in General Tender Notice and other Tender Documents.

5. I/We hereby pay the Earnest Money of Rs. _____ (Rupees _____) in Bank Demand Draft/Bank Guarantee No. _____ issued by _____ (name and office of the State Bank of India or any Nationalized Bank) in favour of Maharashtra Natural Gas Limited, Pune.

6. If I/We fail to commence the work specified in the Memorandum in Para (3) above, or I/We to deposit the amount of Contract Performance Bank Guarantee (CPBG) specified in the Memorandum in (3) above, I/We agree that the said OWNER or its successors without prejudice to any other right or remedy be at liberty to forfeit the said Earnest Money in full, otherwise the said Earnest Money shall be retained by OWNER towards the Contract Performance Bank Guarantee

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(CPBG) specified in (3) above. The said OWNER shall also be at liberty to cancel the Notice of Acceptance of Tender if I/We fail to deposit the Contract Performance Bank Guarantee (CPBG) as aforesaid or to execute an Agreement or to start WORK as stipulated in the Tender Documents.

I/We enclose herewith evidence of my/our experiment of execution of works of similar nature and magnitude carried out by me/us in the prescribed proforma and also the Income- Tax Clearance Certificates.

Dated the _____ day of _____ 2017

Witness:

Name in Block Letters:

Address:

Yours faithfully,
Signature of Tenderer(s) with the
seal of the Firm.

Name and Designation of authorized person signing the
Tender on behalf of the Tenderer(s).

Annexure – I

Maharashtra Natural Gas Ltd., Pune
Schedule of Rate (SOR)

Item: Tender for Carpentry Work (supply & installation) at various office of MNGL, Pune.

Tender No. MNGL/C&P/2016-17/120 Dated 22.03.2017

Sr.No.	Description	Location	Qty.	UOM	Unit Rate in rs.	Unit Sales Tax in Rs.	Unit Service Tax in Rs.	Unit Rate including Taxes in Rs.	Total Amount in Rs.
1	Fixed Shelf 12X 33 Inches (app. Area 6 Sq. ft)	KOTHRUD OFFICE	2	Activity					
2	Drawer Locks – Godrej		5	Nos					
3	12 mm Glass 23 3/4 X 17'18 Inches (12 mm 'D' bracket) (Partition)		1	Activity					
4	Cupboard auto Hingis		24	Nos					
5	Shelf + cupboard cutting & fitting charges		1	Activity					
6	Bathroom Door panel & hold-drop (app. 2 Sq. Ft)		1	Activity					
7	Water tank shelf 12 X 20 1/2 inches		1	Nos					
8	Window lock		1	Nos					
9	Door metal hold drop		1	Nos					
10	Door closers		5	Nos					
11	Metal Sliding grill 5 X 8.50 Inches		1	Activity					



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12	Drawer Locks - Godrej	SHIVAJI NAGAR OFFICE	80	Nos					
13	Cupboard Lock - Brass		65	Nos					
14	Storage Cupboard 64 X 53 Inches (App. 27.5 Sq. Ft)		1	Activity					
15	Storage Cupboard 64 X 44 Inches (App. 22 Sq. Ft)		1	Activity					
16	Storage Cupboard 32 X 48 Inches (App. 12 Sq. Ft)		1	Activity					
17	Wall paneling 7 X 5 Inches (App. 24 Sq. Ft)		1	Activity					
18	Wall paneling 5 X 2 Inches (App. 10 Sq. Ft)		1	Activity					
19	Wall paneling 4 X 6 Inches (App. 35Sq. Ft)		1	Activity					
20	Shelf 16 1/2 X 23 3/4 Inches		1	Activity					
21	Doors repairing charges		14	Nos					
22	Installation of new Wooden Door	Hadapsar	1	Activity					
Total Amount in Rs.									

Note:

1. Unit Rate shall be inclusive of freight charges.
2. Taxes & Duties if any shall be indicated clearly in your quotation and total amount should be inclusive of all taxes etc. on FOT Site Basis.
3. LBT if applicable shall be extra as per actual.
4. Bid evaluation criteria – OVERALL BASIS LEAST COST TO THE MNGL.

Seal & Signature of the Bidder