



**MAHARASHTRA NATURAL GAS LTD.,  
PUNE  
(MNGL)**

**CITY GAS DISTRIBUTION PROJECT  
FOR PUNE**

**BID DOCUMENT  
FOR**

**Rate Contract for the period of 2 years for Printing and Supply  
of D-PNG Customer's Registrations Forms for Nizamabad GA  
of MNGL.**

**UNDER LIMITED DOMESTIC COMPETITIVE  
BIDDING**

Bid Document No. MNGL/CP/2022-23/127 Dt. 31.10.2022

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**PART - A  
INVITATION FOR BIDS (IFB)**

**BID DOCUMENT NO.: MNGL/CP/2022-23/127**

**Date: 31.10.2022**

M/s Maharashtra Natural Gas Ltd., Pune invites online bids (Technical & Financial) **UNDER TWO BID SYSTEM** from eligible bidders for the item(s) in complete accordance with the Bid Documents.

**1.0 TENDER INFORMATION**

Tender document number	MNGL/CP/2022-23/127 dated 31.10.2022
ITEM(S)	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>
TYPE OF BID	Open Domestic Competitive Bidding
TIME SCHEDULE	As per Scope of Work of Vol II of II of tender document
EARNEST MONEY/ BIDSECURITY	Rs. 16,000/- in the form of Demand Draft/BG to be in favor of "Maharashtra Natural Gas Ltd." payable at Pune.  Account Details for NEFT / RTGS for EMD: Name of the Beneficiary: M/s Maharashtra Natural Gas Limited Name of the Bank & Address: State Bank of India Branch: Industrial Finance Branch, "Tara Chambers", Pune-Mumbai Road, Wakadewadi, Pune-411 003  <b>A/c No.: 35310073625 IFSC Code: SBIN0008966</b>
BID SECURITY VALIDITY	6(SIX) months from bid due date
TENDER FEE ((Non-refundable)	<b>NA</b>
BID VALIDITY	4(four) months from the bid due date
Pre-bid meeting date and time	09.11.2022 at 11:00 a.m.
Bid submission due date and time	17.11.2022 till 15:00 Hrs. IST
Bid Submission at	<a href="https://etenders.gov.in">https://etenders.gov.in</a>
Techno-commercial bid opening date and time.	18.11.2022 at 16:00 Hrs. IST
Price bid opening date and time	Date and time shall be intimated later
Address for submission of EMD/Bid Security and venue for pre-bid meeting and opening of bids	Chief Manager (C&P) C&P Department, Maharashtra Natural Gas Limited, Pride Purple Coronet, 2 <sup>nd</sup> Floor, Baner Road, Baner, Pune – 411045
Contact details	Telephone: +91 (20) 25611000/1157 Email: <a href="mailto:manan.gupta@mngl.in">manan.gupta@mngl.in</a> , <a href="mailto:gasaid@mngl.in">gasaid@mngl.in</a> M- 9868070907
BIDDER ELIGIBILITY CRITERIA & BID EVALUATION CRITERIA	Annexure-I to IFB

NOTE: Bidders are advised to complete the registration with e-tender portal (<https://etenders.gov.in>) at least two working days prior to bid submission date.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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Please note that in accordance with the general conditions of tender, MNGL may amend these dates of the tender process at its sole discretion. In case any of the specified dates are declared a public holiday, the deadline shall be the next working date.

## 2.0 BIDDING PROCEDURE

Bidding will be conducted through Open Domestic Tendering. Single Stage Two Bid system is adopted for this tender. The submission and opening of bids will be through e-tendering mode at <https://etenders.gov.in/eprocure/app>. Tender document can be downloaded from the website <https://etenders.gov.in/eprocure/app> or from e-tender link given on official MNGL website [www.mngl.in](http://www.mngl.in).

Note: To participate in the e-tendering, it is mandatory for the bidders to have user ID & password. For this purpose, the bidder has to register itself on CPPP's website <https://etenders.gov.in/eprocure/app>. Please also note that the bidder has to obtain digital signature token for applying in the tender and in general, activation of registration may take 24 hours' subject to the submission of all requisite documents required in the process.

Note: MNGL in no way shall be responsible if the bidder fails to apply due to non-possession of Digital Signature & non registration.

**(The bids to be submitted online in electronic form on <https://etenders.gov.in/eprocure/app> only. No physical bids will be accepted.)**

## 3.0 DOWNLOADING OF TENDER DOCUMENT

The tender document is available for downloading from CPPP's e-tendering website <https://etenders.gov.in/eprocure/app> or from e-tender link given on official MNGL website [www.mngl.in](http://www.mngl.in) for viewing / participation of the eligible bidders. Bidders meeting the bid evaluation criteria who intend to submit their bid may download the tender for submission by the bid due date and time. Bidder shall give an undertaking on his letter-head that the contents of the bidding document have not been altered or modified. Bid evaluation criteria shall be applicable for all the bidders.

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

## 4.0 PRE-BID MEETING

The bidder(s) or their designated representatives, who have downloaded the bid document, or to whom tender document has been issued and intend to bid are invited to attend the pre-bid meeting. Bidder(s) queries if any, must reach Purchaser office 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 MNGL office at Pride Purple Coronet, 2<sup>nd</sup> Floor, Baner Road, Baner, Pune – 411045.

Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder. Corrigendum / addendum, if any, to the tender document, shall be hosted on the website subsequent to the pre-bid meeting.

Bidders may also note that the registration process for new bidders on e-tender portal shall take a minimum of 24 hrs. Hence, bidders are advised to kindly complete their registration on e-tender portal well in advance of the pre-bid meeting.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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In case of pre-bid meeting through video conferencing, Link shall be sent to all the interested bidders by the purchaser.

Instructions to bidders for Pre-bid meeting through video conferencing: All bidders intending to attend pre-bid meeting must send their interest through email (at least 2 hours prior to the scheduled time of pre-bid meeting) to the purchaser. E-mail received from bidders within specified timeline shall be invited through email to attend the meeting.

Advisories for the bidders attending the pre-bid meeting:

(1) All the Bidders who have submitted their registration details and interest to attend the pre-bid meeting will be invited to join as guests through the link shared in mail.

(2) All bidders/participants mandatorily have to pin MNGL screen on their computer screens during the pre-bid meeting.

(3) Bidders shall be allowed to discuss their queries in sequence of their responses received.

(4) Time slot shall be allotted to each bidder to ask his queries.

(5) Recording of the pre-bid meeting by the bidders is strictly prohibited. Subsequent to pre-bid meeting, corrigendum shall be issued by the purchaser regarding clarifications or queries raised during meeting.

**5.0 OTHERS:**

5.1 Bid Document is non-transferable.

5.2 Bids complete in all respects should reach on or before the BID DUE DATE AND TIME. Bids through Fax/ E-mail shall not be considered.

5.3 The Bid Document calls for offers on single point "Sole Bidder" responsibility basis.

Order will be placed on the "Sole Bidder" alone (in whose name the bid document has been issued) who will be responsible for all contractual purposes.

Further the bidders are advised to ensure that their offer is on single bidder responsibility basis and in total compliance of scope of supply as specified in Bid Document.

5.4 The bid should be prepared by the "Sole Bidder" and should be sent to MNGL directly. MNGL reserve the right to reject offers made by intermediaries' representatives.

5.5 Bidder shall ensure that Bid Security having a validity of 6(SIX) months from the bid due date, must accompany the offer in the format made available in the Bid Document.

5.6 This Invitation for Bids (IFB) is an integral and inseparable part of the enclosed Bid Document.

5.7 MNGL reserves the right to accept or reject any or all offers without assigning any reason, whatsoever.

5.8 ZERO DEVIATION TENDER

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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Bidder shall note that if any deviations are taken to the under mentioned provisions of Bid Documents by the Bidder the bid is liable to be rejected: -

- i) Do not meet BEC Criteria
- ii) Bid Security
- iii) Performance Security (Contract Performance Bank Guarantee), 3% of annualized Contract/Order value
- iv) Delivery Period
- v) Terms of Payment
- vi) Force Majeure
- vii) Resolution of Dispute/Arbitration
- viii) Termination of Contract,
- ix) Warranty and Guarantee
- x) Offer not submitted for complete scope of work
- xi) Firm prices
- xii) Prices not quoted as per Schedule of Rates formats.
- xiii) Bidder have been banned by Government of India or any its Agency/ Undertaking/ Department of Government of India.
- xiv) Bidder is under liquidation.
- xv) Bids not conforming to technical specification/requirements.
- xvi) Any other such provisions if specifically stipulated elsewhere in the Bid Document.
- xvii) Price Reduction Schedule.

**However, MNGL reserve the right to request the bidder to withdraw the deviations against above-mentioned provisions of Bid Documents.**

THIS IS NOT AN ORDER

Yours faithfully,  
for Maharashtra Natural Gas Limited, Pune

Ganesh Said  
Chief Manager (C&P)

Encl. 1. Vol.-I of the Bid Document.

Note:

**Please confirm your intention to quote or not within 5(Five) days. In case not intending to quote then please give your valuable feedback to us.**

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**ANNEXURE-I to IFB**

**BIDDER'S ELIGIBILITY CRITERIA (BEC)**

**1. Name of Work:**

**“Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.”**

**2. BIDDER'S ELIGIBILITY CRITERIA**

Keeping in view the Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL ordering to L1 bidder on **item-wise least cost basis**, the following BEC is proposed:

**TECHNICAL:**

The Bidder must have executed a job of printing work in a single order or two work orders, in the preceding 5 years prior to the final due date of bid opening as per below:

Item No.	Name of GA	Min. executed value of Printing Work Incl. Taxes in (Rs.)
1	Nizamabad-Kamareddy- Nirmal-Adilabad-Mancherial- Asifabad	4,00,000

**Documents Required:**

**In support of this, bidder has to submit a copy of Work Order / Letter of Award/Letter of Acceptance along with completion certificate from Client in support of his claim.**

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

**3. Evaluation & award of contract:**

Evaluation shall be done on item-wise least cost basis to the Purchaser.

In case of tie for L1 bidder, the order shall be placed on the bidder having highest turnover during the preceding 3 Financial Years i.e., 2019-20, 2020-21 and 2021-22.

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**Annexure- II to IFB  
FORMAT-A**

**ANNUAL TURNOVER**

Applicant's Legal Name :

Date:

Tender No.:

Page ..... of .....

**Each bidder must fill in this form (Single Entity)**

Annual Turnover data for the last 3 audited financial years.

Year	Currency	Amount	Exchange Rate (*)	Amount (INR) (*)
Year 1:				
Year 2:				
Year 3:				

1. The information supplied should be the – Annual Turnover of the applicant.
2. A brief note should be appended describing details as per audited results.
3. Indicate Financial year if it is different from April to March.

Signature of Bidder

(\*) To filled by Owner



 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**Annexure- II to IFB  
FORMAT-B**

**FINANCIAL SITUATION**

Applicant's Legal Name :

Date:

Tender No.:

Page ..... of .....

**Each bidder must fill in this form**

**FINANCIAL DATA FOR LAST AUDITED FINANCIAL YEAR**

Sl. No.	Description	Year		
		Amount	Exchange Rate (*)	Amount (INR) (*)
1.	Current Assets			
2.	Current Liabilities			
3.	Working Capital (1-2)			
4.	Net Worth Owners funds (Paid up share capital and Free Reserves & Surplus)			
5.	Profits before taxes			
6.	Return on Equity (5/4) x 100			

- Attached are copies of the audited balance sheets, including all related notes, and income statement for the last Audited Financial year, as indicated above, complying with the following conditions:

- All such documents reflect the financial situation of the bidder and not sister or parent companies.
- Historic financial statements must be audited by a certified accountant
- Historic financial statements must be complete, including all notes to the financial statements
- Historic financial statements must correspond to accounting periods already completed and audited (no statement for partial period shall be requested or accepted).

Signature of Bidder

(\*) Applicable for foreign bidders to be filled by Owner.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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## **2.0 ACKNOWLEDGEMENT CUM CONSENT LETTER**

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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**ACKNOWLEDGEMENT CUM CONSENT LETTER**

To,  
**M/s. Maharashtra Natural Gas Limited**  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner,  
Pune – 411045  
Ph.No. : 91-20-25611000  
E-mail : gasaid@mngl.in

**Kind Attn: Sh. Ganesh Said, Chief Manager (C&P)**

**Sub:**

Dear Sir,

We hereby acknowledge receipt of complete set of Bid Document along with enclosures for the subject works. We understand that documents received remain property of M/s Maharashtra Natural Gas Limited and further undertake that the contents of the above bid documents shall be kept confidential and shall not be transferred. We indicate below our intentions with respect to the Invitation for Bid.

a) We intend to bid as requested and furnish following details with respect to our quoting office:

- I) POSTAL ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- II) TELEPHONE NO. : \_\_\_\_\_
- III) TELEFAX NO. : \_\_\_\_\_
- IV) E-MAIL : \_\_\_\_\_
- V) CONTACT PERSON : \_\_\_\_\_

b) Contact Person at Pune, if any: -

- I) POSTAL ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- II) TELEPHONE NO. : \_\_\_\_\_
- III) TELEFAX NO. : \_\_\_\_\_
- IV) E-MAIL : \_\_\_\_\_
- V) CONTACT PERSON : \_\_\_\_\_

c) We are hereby returning the bid document as we are unable to bid for the reasons given below.

Reasons for non-submission of Bid:

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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COMPANY'S NAME : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

NAME : \_\_\_\_\_

DESIGNATION : \_\_\_\_\_

DATE : \_\_\_\_\_

Note: Bidder is requested to furnish the details mentioned at (a), (b) & (c) above as applicable, immediately after receipt of Bid Document.

\_\_\_\_\_  
(SIGNATURE OF BIDDER)

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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### **3.0 SUBMISSION OF BID**

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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### SUBMISSION OF BID

From:

M/s

To:

**M/s Maharashtra Natural Gas Limited**

Pride Purple Coronet, 2<sup>nd</sup> Floor,

Baner Road, Baner,

Pune – 411045

Ph.No. : 91-20-25611000

1. I/We hereby tender for execution of the SERVICES of **Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL** 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 SERVICES 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 SERVICE 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 Completion of SERVICE 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..... in the form \_\_\_\_\_  
(Rupees) \_\_\_\_\_

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNG.</b></p> <p><b>Bid No.: MNG/CP/2022-23/127</b></p>
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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 3% of the annualized CONTRACT amount which will be paid Guarantee (CPBG) 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 \_\_\_\_\_ (Rupees \_\_\_\_\_) in Bank Demand Draft/Bank Guarantee No. \_\_\_\_\_ issued by \_\_\_\_\_ (name and office of the State Bank of India or any Nationalized Bank) in favor 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 (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 \_\_\_\_\_ 2022

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).

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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## **PART – B**

### **1.0 INSTRUCTION TO BIDDERS (ITB)**



 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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## **INSTRUCTIONS TO BIDDERS**

### **INSTRUCTION FOR ONLINE BID SUBMISSION**

The bidders are required to submit soft copies of their bids electronically on the Central Public Procurement (CPP) Portal i.e. <http://etenders.gov.in/eprocure/app>, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

### **REGISTRATION**

- (i) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://etenders.gov.in/eprocure/app>) by clicking on the link "Online Bidder Enrolment" option available on the home page. **Enrolment on the CPP Portal is free of charge.**
- (ii) During enrolment/ registration, the bidders should provide the correct / true information including valid email-id & mobile no. All the correspondence shall be made directly with the contractors / bidders through email-id provided.
- (iii) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- (iv) For e-tendering, possession of valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) is mandatory which can be obtained from SIFY /nCode/eMudra or any Certifying Authority recognized by CCA India on eToken/ SmartCard.
- (v) Upon enrolment on CPP Portal for e-tendering, the bidders shall register their valid Digital Signature Certificate with their profile.
- (vi) Only one valid DSC should be registered by a bidder. Bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse and should ensure safety of the same.
- (vii) Bidders can then log into the site through the secured login by entering their user ID/ password and the password of the DSC/ eToken.

### **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords, etc., to search for a tender published on the CPP Portal.

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- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS:**

- (i) For preparation of bid, Bidders shall search the tender from published tender list available on site and download the complete tender document and should take into account corrigendum if any published before submitting their bids.

After selecting the tender document same shall be moved to the 'My favorite' folder of bidders account from where bidder can view all the details of the tender document.

- (ii) Bidder shall go through the tender document carefully to understand the documents required to be submitted as part of the bid. Bidders shall note the number of covers in which the bid documents have to be submitted, the number of documents – including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- (iii) Any pre-bid clarifications if required, then same may be obtained online through the tender site, or through the contact details given in the tender document.
- (iv) Bidders should get ready in advance the bid documents in the required format (PDF/xls/rar/dwf/jpg formats) to be submitted as indicated in the tender document/schedule. **Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.**
- (v) Bidders can update well in advance, the documents such as experience certificates, annual report, PAN, EPF & other details etc., under "My Space/ Other Important Document" option, which can be submitted as per tender requirements. This will facilitate the bid submission process faster by reducing upload time of bids.

#### **SUBMISSION OF BIDS:**

- (i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay.

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- (ii) Bidder should prepare the EMD as per the instructions specified in the NIT/ tender document. The details of the DD/BG/others physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- (iii) While submitting the bids online, the bidder shall read the terms & conditions (of CPP portal) and accepts the same in order to proceed further to submit their bid.
- (iv) Bidders shall select the payment option as offline to pay the EMD and enter details of the DD/BG/others.
- (v) Bidder shall digitally sign and upload the required bid documents one by one as indicated in the tender document.
- (vi) Bidders shall note that the very act of using DSC for downloading the tender document and uploading their offers is deemed to be a confirmation that they have read all sections and pages of the tender document without any exception and have understood the complete tender document and are clear about the requirements of the tender document.
- (vii) Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. For the file size of less than 1 MB, the transaction uploading time will be very fast.
- (viii) **If price quotes are required in XLS format, utmost care shall be taken for uploading Schedule of quantities & Prices and any change/ modification of the price schedule shall render it unfit for bidding.**

**Bidders shall download the Schedule of Quantities & Prices i.e. Schedule of Rates, in XLS format and save it without changing the name of the file. Bidder shall quote their rate in figures in the appropriate cells, thereafter save and upload the file in financial bid cover (Price bid) only.**

**If the template of Schedule of Quantities & Prices file is found to be modified/corrupted in the eventuality by the bidder, the bid will be rejected and further dealt as per provision of clause no 17.0 of ITB including forfeiture of EMD.**

**The bidders are cautioned that uploading of financial bid elsewhere i.e. other than in cover 2 will result in rejection of the tender.**

- (ix) Bidders shall submit their bids through online e-tendering system to the Tender Inviting Authority (TIA) well before the bid submission end date & time (as per Server System Clock). **The TIA will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the**

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**bidders at the eleventh hour.**

- (x) After the bid submission (i.e. after Clicking “Freeze Bid Submission” in the portal), the bidders shall **take print out of system generated acknowledgement** number and keep it as a record of evidence for online submission of bid, which will also act as an entry pass to participate in the bid opening.
- (xi) Bidders should follow the server time being displayed on bidder’s dashboard at the top of the tender site, which shall be considered valid for all actions of requesting, bid submission, bid opening etc., in the e-tender system.
- (xii) All the documents being submitted by the bidders would be encrypted using PKI (Public Key Infrastructure) encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology.

#### **ASSISTANCE TO BIDDERS:**

- (i) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contract person indicated in the tender.
- (ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24X7 CPP Portal Helpdesk. The 24 x 7 Help Desk Number 0120-4001002, 0120-6277787 and 0120-4001005. The helpdesk email id is [support-eproc@nic.in](mailto:support-eproc@nic.in)

#### **A. GENERAL**

##### **1. Scope of Bid**

- 1.1 The Employer, as defined in the General Conditions of Contract, hereinafter “the Employer”, wishes to receive bids for the Work as described in bidding document.
- 1.2 The successful bidder will be expected to complete the Works within the period stated in Special Conditions of Contract.
- 1.3 Throughout these bidding documents, the terms “bid” and “tender” and their derivatives (“bidder/ tenderer”, “bid tendered”, “bidding/ tendering”, etc.) are synonymous, and day means calendar day. Singular also means plural.

##### **2. Eligible Bidders**

- 2.1 Bidders shall, as part of their bid, submit duly executed power of attorney authorizing the signatory of the bid to bind the bidder.
- 2.2 This invitation for bid is open to any bidder.

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- 2.3 A bidder shall not be affiliated with a firm or entity
- (i) that has provided consulting services related-to the Works to the Employer during the preparatory stages of the Works or of the Project of which the Works form a part, or
  - (ii) that has been hired (or is proposed to be hired) by the Employer as Engineer/ Service Provider for the contract.
- 2.4 The bidder shall not be under a declaration of ineligibility by Employer for corrupt or fraudulent practices as defined in ITB.
- 2.5 While evaluating the bids, pursuant to bid evaluation criteria in Global Notice of IFB, bidders and / or his sub-contractors past performance shall be assessed for ascertaining the responsiveness of the bid. In such case the decision of employer shall be final and binding on the bidder.
- 2.6 The bidder is not put on holiday by MNGL or black listed by any Government Department Public Sector.
- 3. Bid Evaluation Criteria:**
- 3.1 Technical**
- 3.1.1 Experience Criteria - As per Annexure – I of IFB.**
- 3.1.2 Equipment Deployment Criteria**  
The bidder shall meet the requirement regarding deployment and ownership of minimum critical construction equipment as specified in SCC Technical of the bidding document.
- 3.2 Financial - As per Annexure – I of IFB**
- 3.3 Bidder shall not be affiliated with a firm or entity, (i) that has provided consulting services related to Works to Employer during preparatory stages of Works or of the Project of which the Works form a part, or (ii) that has been hired (or is proposed to be hired) by Employer as Engineer / Service Provider for the contract.
- 3.4 Bidder shall meet the technical, as well as, commercial qualification criteria as stated above. Bidder shall furnish necessary documentary evidence such as LOA Copy/ Audited Financial Statement along with the bid, to justify meeting the stipulated qualification criteria. In absence of requisite documents, MNGL reserve the right to reject the bid without making any reference to the bidder.
- 4. Bids from Consortium – Not applicable**
- 5. One Bid per Bidder**
- 5.1 A firm shall submit only one bid in the same bidding process. No firm can be a subcontractor while submitting a bid individually in the same bidding process. A firm, if acting in the capacity of subcontractor in any bid, may participate in more than one bid, but only in that capacity. A bidder who submits or participates in more than one bid will cause all the proposals in which the bidder has participated to be disqualified.
- 6. Cost of Bidding**
- 6.1 The bidder shall bear all costs associated with the preparation and submission of the bid, and MNGL will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

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**7. Site Visit**

7.1 The bidder is advised to visit and examine the Site of Works and its surroundings and obtain for itself on its own responsibility all information that may be necessary for preparing the bid and entering into a contract for construction of the Works. The costs of visiting the Site shall be at the bidder's own expense.

7.2 The bidder and any of its personnel or agents will be granted permission by the Employer to enter upon its premises and lands for the purpose of such visit, but only upon the express condition that the bidder, its personnel, and agents will release and indemnify the Employer and its personnel and agents from and against all liability in respect thereof, and will be responsible for death or personal injury, loss of or damage to property, and any other loss, damage, costs, and expenses incurred as a result of the inspection.

7.3 The Employer may conduct a Site visit concurrently with the pre-bid meeting.

**B. BIDDING DOCUMENTS**

**8. Content of Bidding Document**

8.1 The Bidding Documents/ Tender Documents should be read in conjunction with any addenda issued in accordance with ITB Clause 10.

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8.2 The bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. The Invitation for Bids (IFB) 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.

**9. Clarification of Bidding Documents**

9.1 A prospective bidder requiring any clarification(s) of the Bidding Documents may notify MNGL in writing or by fax or e-mail at MNGL's mailing address indicated in the Invitation for Bids not later than 7 days prior to the deadline. MNGL may, if deem appropriate, respond in writing to the request for clarification. Written copies of MNGL's response (including an explanation of the query but without identifying the source of the query) will be sent to all prospective bidders who have received the bidding documents. Any Clarification or information required by the bidder but same not received by the Employer, seven days prior to the bid due date, the same is liable to be considered as no clarification/information required.

[In pre-bid meeting conference, all questions/ queries should be referred to MNGL on or before scheduled date of pre-bid conference. The question/ queries received by MNGL prior to pre-bid conference will be addressed in the pre-bid conference & no separate communication will be sent to bidders]

**10. Amendment of Bidding Documents**

10.1 At any time prior to the bid due date, MNGL may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents.

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10.2 The amendment will be notified in writing or by fax or e-mail to all prospective bidders, at the address, fax numbers, e-mail id provided by the bidder, who have received the Bidding Documents and will be binding on them.

10.3 In order to afford prospective bidders, reasonable time in which to take the amendment into account in preparing their bids, MNGL may, at its discretion, extend the bid due date.

**C. PREPARATION OF BIDS:**

**11. Language of Bid**

11.1 The bid prepared by the bidder and all-correspondence/drawings and documents relating to the bid exchanged by bidder and MNGL shall be written in English language. Any printed literature furnished by the bidder may be written in another language so long as 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. Metric measurement system shall be applied.

**12. Documents Comprising the Bid**

12.1 The bid prepared by the bidder shall comprise the following components:

12.2 Envelope -1: Super scribing Techno-Commercial Un-priced Bids (PART-A)

Part-A: Techno-commercial un-priced Bid (to be furnished in one original) and shall contain the following:

- i) Covering Letter as per format "Submission of Tender" / "Submission of Bid" enclosed with Part- A.
- ii) Bidder's general/ details information as per format F-1.
- iii) Power of Attorney in favor of person(s) signing the bid that such person (s) is/are authorized to sign the bid on behalf of the bidder and any consequence resulting due to such signing shall be binding on the bidder.
- iv) Specific experience, annual turnover and equipment deployment details as called for in qualifying requirements.
- v) A Bid Form as per format F-2.
- vi) Copies of documents as required in list of enclosure.
- vii) A confirmation that prices in requisite formats, strictly complying with the requirement, with prices blanked out, are in envelope number II "Price Bid".
- viii) Documents establishing the eligibility and conformity to the Bid Documents of all Goods and services, which the bidder proposes to supply under the award. Such document may be, literature, drawing or data and shall also include (a) the detailed description of the Good's essential technical and performance characteristics; (b) a clause by clause commentary on Employer's technical specification and demonstrating supplies substantial responsiveness to the specifications.
- ix) Copy of Bid security in accordance with Clause 5A of IFB & Clause 16 of ITB to be furnished either in the form of Cashier's / Banker's cheque / Bank Draft payable to MNGL at Pune/ Bank Guarantee as per format F-4.
- x) Letter of authority in favor of any one or two of bidder's executives having authority to attend the un-priced and price bid opening on specified dates and venue as per format F-5.
- xi) Confirmation of no deviation as per Format F-6.
- xii) Present commitments strictly as per form F-9.



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- xiii) **Indian Bidders are required to submit Employees Provident Fund registration certificate, ESIC registration certificate, Professional Tax Registration certificate, Labor welfare registration under Maharashtra Labor Welfare Fund Act and Shop Act Registration certificate.**
- xiv) Bidder's declaration that they are not under liquidation, court receivership or similar proceedings.
- xv) Any other information/details required as per bid document.

Note: All pages of the bid to be signed and sealed by authorized person of the bidder.

- 12.3 Envelope-II: Super scribing "Price Bid- Not to Open with Techno-Commercial Un-priced Bid" - PART-B

Part-B Price Bid

- i) Part-B shall contain one original of Schedule of Rates duly filled in, in separate sealed envelopes duly signed and stamped on each page super scribing on the sealed envelope "Price — Do Not Open". In case of any correction, the bidders shall put his signature and his stamp.

- 12.4 Envelope-III: Super scribing "Bid Security" - PART-C  
Part-C shall contain original Bid security in separate sealed envelope.

### 13. **Bid Prices**

- 13.1 Unless stated otherwise in the Bidding Documents, the Contract shall be for the whole works as described in Bidding Document, based on the unit rates and prices submitted by the Bidder and accepted by the EMPLOYER.

- 13.2 Prices must be filled in format for 'Schedule of Rates' enclosed as part of Bidding 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.

- 13.3 Bidder shall quote for all the items of Schedule of Rates 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 'Schedule of Rates' but is required to complete the works as per Scope of Work, Scope of supply, Specifications, Standards, Drawings, General Conditions of Contract, Special Condition of Contract or any other part of Bidding Document, the prices quoted shall deemed to be inclusive of cost incurred for such activity. Items against which no rate or price is entered by the bidder will not be paid for by the Employer when executed and shall be deemed covered by the rates for other items and prices in the SOR.

- 13.4 All duties and taxes including applicable Custom duty, Works Contract tax and other levies payable by the Contractor under the Contract, or for any other cause, shall be included in the rates and prices and the total bid price submitted by the bidder.

- 13.5 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 except statutory variations in Goods & Service Tax as mentioned below.

Statutory variations in Goods & Service Tax on finished product during the contractual completion period, shall be to the Employer's account for which the Contractor will furnish documentary evidence(s) in support of their claims to MNGL. However, any increase in the rate of these taxes and duties beyond the contractual completion period shall be to Contractor's account and any decrease shall be passed on to MNGL.




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- 13.6 The Bidder shall quote the prices both in figures as well as in words. There should not be any discrepancies between the price indicated in figures and the price indicated in words. In case of any discrepancy, the price indicated in words shall prevail over the price indicated in figure.
- 13.7 Alternative bids shall not be considered.
- 13.8 Conditional discount, if offered, shall not be considered for evaluation.
- 13.9 The bidder shall have to raise the Cenvatable invoice in the name of Director (Commercial), MNGL, Pune
14. **Bid Currencies – VOID**
15. **Bid Validity**
- 15.1 Bids shall be kept valid for 4 (four) month from the final bid due date.
- 15.2 In exceptional circumstances, prior to expiry of the original bid validity period, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the responses thereto shall be made in writing or by fax / e-mail. 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 Clause 16 in all respects.
16. **Bid Security**
- 16.1 Pursuant to Clause-5A, the bidder shall furnish, as part of his bid, bid security in the amount specified in the Invitation for Bids (IFB).
- 16.2 The bid security is required to protect MNGL against the risk of bidder's conduct which would warrant the security's forfeiture, pursuant to Clause-16.7
- 16.3 The bid security in Indian Rupees for bidders quoting in Indian currency shall be in the form of a Bank Draft/ Banker's Cheque/ Bank Guarantee.
- MNGL shall not be liable to pay any bank charges, commission or interest on the amount of Bid Security.
- In case Bid Security is in the form of a Bank Guarantee or irrevocable Letter of Credit, 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 in case of Indian bidder and from any reputed International bank or Indian scheduled bank in case of foreign bidder. Bid Security shall be valid for 2 months beyond the validity of the Bid.
- 16.4 Any bid not secured in accordance with Clause-16.1 and 16.3 may be rejected by MNGL as non-responsive.
- 16.5 Unsuccessful bidder's bid security will be discharged/ returned as promptly as possible after award of contract and signing of agreement.
- 16.6 The successful bidder's bid security will be discharged upon the bidder's accepting the award & signing the Agreement, pursuant to Clause-39 and furnishing the Contract Performance Security pursuant to Clause-40.

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- 16.7 The bid security may be forfeited:
- If a bidder withdraws his bid during the period of bid validity.
  - in the case of a successful bidder, if the bidder fails:
    - to accept the Notification of Award/Service Order (SO) or
    - to furnish Contract Performance Security in accordance with Clause-40.
    - to accept arithmetical corrections,
- 16.8 Bid Security should be in favour of Maharashtra Natural Gas Limited and addressed to MNGL. In case Bid Security is in the form of Bank Guarantee or Letter of Credit, the same must indicate the Bid Document and the work for which the bidder is quoting. This is essential to have proper co-relation at a later date. The Bid Security shall be in the form provided at F-4 (Bank Guarantee).
- 16.9 **The Indian / Domestic firms registered with NSIC/MSME, under its single point 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.**
17. **Pre-Bid Meeting – As per Clause VI of IFB**
- 17.1 The bidder(s) or his designated representative, who have purchased bid document, are invited to attend a pre-bid meeting which will take place as indicated in IFB
- 17.2 The purpose of the meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 17.3 Text of the questions raised and the responses given, together with any responses prepared after the meeting, will be transmitted without delay (without identifying the sources of the question) to all purchasers of the bidding documents. Any modification of the bidding documents listed in ITB Sub-Clause 8.1 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 pursuant to Clause 10 and not through the minutes of the pre-bid meeting.
- 17.4 Non-attendance of the pre-bid meeting will not be a cause for disqualification of a bidder.
18. **Format and Signing of Bid**
- 18.1 The original of 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. The name and position held by each person signing, must be typed or printed below the signature. All pages of the bid except for unamended printed literature where entries or amendments have been made shall be initialed by the person or persons signing the bid.
- 18.2 The bid shall contain no alterations, omissions, or additions, unless such corrections are initialed by the person or persons signing the bid.
19. **Zero Deviation**
- 19.1 Bidders shall note that if any deviation are taken to the under mentioned provisions of Bid Document by the Bidder the bid is liable to be rejection.
- Do not meet BEC Criteria
  - Bid Security

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- iii) Performance Security (Contract Performance Bank Guarantee), 3% of Contract/Order value
- iv) Delivery Period
- v) Terms of Payment
- vi) Force Majeure
- vii) Resolution of Dispute/Arbitration
- viii) Termination of Contract,
- ix) Warranty and Guarantee
- x) Offer not submitted for complete scope of work
- xi) Firm prices
- xii) Prices not quoted as per Schedule of Rates formats.
- xiii) Bidder have been banned by Government of India or any Agency/ Undertaking/ Department of Government of India.
- xiv) Bidder is under liquidation.
- xv) Bidder is under litigation which owner considers a disqualification.
- xvi) Bids not conforming to technical specification/requirements.
- xvii) Any other such provisions if specifically stipulated elsewhere in the Bid Document.
- xviii) Price Reduction Schedule.

**However, MNGL reserve the right to request the bidder to withdraw the deviations against above mentioned provisions of Bid Documents.**

- 20. **Mode of Payment**  
Maharashtra Natural Gas Limited will issue A/C payee cheque for payment payable at par, in case work is awarded to bidder.

- 21. **Agent/ Service Provider/ Representative/ Retainer/ Associate - VOID**

**D. SUBMISSION OF BIDS**

**22. Sealing and Marking of Bids**

- 22.1 Bid shall be submitted in the following manner in separately sealed envelopes duly super scribed as below:
  - Part-I - Techno-commercial / Unpriced Bid
  - Part-II - Priced Bid
  - Part III - Original Bid Security
- 22.2 Part-I shall contain original of UNPRICED BID complete with all technical and commercial details other than price (with prices blanked out and copies of bid security). The envelope shall also indicate the name of the bidder.
- 22.3 Part-II - PRICED BID shall be submitted in one original with duly filled in Price schedule sealed in a separate envelope duly marked and addressed to the Employer.
- 22.4 Part-III - BID SECURITY/Tender Fees in original shall be submitted sealed in a separate envelope duly marked and addressed to the Employer.
- 22.5 The three envelopes containing PART-I, PART-II and PART-III should be enclosed in a larger envelope duly sealed and marked and also bear the name and address of the Bidder and Tender No.
- 22.6 If the outer envelope is not sealed and marked properly, MNGL will assume no responsibility for the Bid's misplacement or premature opening.

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22.7 Each bidder shall submit only one bid. A bidder who submits more than one bid will be rejected.

**23. Deadline for Submission of Bids**

23.1 Bids must be received by MNGL at the address specified in the Invitation for Bids (IFB) not later than the date and time stipulated in the IFB.

23.2 MNGL may, in exceptional circumstances and at its discretion, on giving reasonable notice by fax or any written communication to all prospective bidders who have been issued the bid documents, extend the deadline for submission of bids, in which case all rights and obligations of MNGL and the bidders, previously subject to the original deadline will thereafter be subject to the deadline as extended.

**24. Late Bids**

24.1 Any bid received by MNGL after the deadline for submission of bids prescribed on main body of IFB will be rejected and returned unopened to the bidder. However MNGL reserve the right to consider late bid under special conditions.

**25. Modification and Withdrawal of Bids**

25.1 The bidder may modify or withdraw his bid after the bid submission but before the due date for submission, provided that written notice of the modification / withdrawal is received by MNGL prior to the deadline for submission of bids.

25.2 The modification shall also be prepared, sealed, marked and dispatched in accordance with the provisions of Clause 22, with the outer and inner envelopes additionally marked "modification" or "withdrawal", as appropriate. A withdrawal notice may also be sent by telex or cable, but followed by a signed confirmation copy post marked not later than the deadline for submission of bids.

25.3 No bid shall be modified after the deadline for submission of bids.

25.4 No bid shall be allowed to be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the Bid Form. Withdrawal of a bid during this interval shall result in the bidder's forfeiture of his bid security pursuant to Sub-Clause 16.7.

**E. BID OPENING AND EVALUATION**

**26. Bid Opening**

**26.1 Unpriced Bid Opening (Part –I & Part – III)**

MNGL will open bids, including withdrawals and modifications made pursuant to Clause 25, in the presence of bidders' designated representatives who choose to attend, at date, time and location stipulated in the IFB. The bidders' representatives, who are present, shall sign a bid opening register evidencing their attendance. **(Applicable in case of Open Competitive Bidding)**

**26.2 Priced Bid Opening (Part –II)**

26.2.1 MNGL will open the price bids of those bidders who meet the qualification requirement and whose bids are determined to be technically and commercially responsive. Bidders selected for opening of their price bids shall be informed about the date of price bid opening. Bidders may depute their authorized representative to attend the opening. The bidders' representatives, who are present, shall sign a register evidencing their attendance.

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- 26.2.2 The price bids of those bidders who were not found to be techno-commercially responsive shall be returned unopened after opening of the price bids of techno-commercially responsive bidders.
27. **Process to be Confidential**
- 27.1 Information relating to the examination, clarification, evaluation and comparison of bids, and recommendations for the award of a contract, shall not be disclosed to bidders or any other persons officially concerned with such process. Any effort by a bidder to influence the Employer's processing of bids or award decisions may result in the rejection of the bidder's bid.
28. **Contacting the Employer**
- 28.1 From the time of bid opening to the time of Contract award, if any bidder wishes to contact the Employer on any matter related to the bid, it should do so in writing.
- 28.2 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.
29. **Examination of bids and Determination of Responsiveness**
- 29.1 Prior to the detailed evaluation of bids, the Employer will determine whether each bid
- meets the Bid Evaluation Criteria;
  - has been properly signed;
  - is accompanied by the required securities;
  - is substantially responsive to the requirements of the bidding documents; and
  - provides any clarification and/ or substantiation that the Employer may require to determine responsiveness pursuant to Sub-Clause 29.2.
- 29.2 A substantially responsive bid is one which conforms to all the terms, conditions and specifications of the bidding documents without material deviations or reservations. A material deviation or reservation is one
- that affects in any substantial way the scope, quality, or performance of the Works;
  - that limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the bidder's obligations under the contract; or
  - Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 29.3 If a bid is not substantially responsive, it will be rejected by the Employer and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
30. **Correction of Errors**
- 30.1 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:
- where there is a discrepancy between the amounts in words and in figures, the amount in words will govern; and
  - where there is a discrepancy between the unit rate and the total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- 30.2 The amount stated in the bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the bid security shall be forfeited.
31. **Conversion to Single Currency for Comparison of Bids - NOT APPLICABLE**

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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32. **Evaluation and Comparison of Bids**
- 32.1 The evaluation and comparison of bids will be done as per the provisions of the bid evaluation criteria as per Annexure – I to ITB (to be separately enclosed along with bidding document against individual tenders).
33. **Preference for Domestic Bidders - VOID**
34. **Purchase Preference - VOID**
35. **Compensation for extended stay - VOID**
- F. AWARD OF CONTRACT**
36. **Award**
- 36.1 Subject to Clause 29, MNGL will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest, is determined to be qualified to satisfactorily perform the contract.
37. **Employer's Right to Accept Any Bid and to Reject Any or all Bids**
- 37.1 MNGL 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 MNGL'S ACTION.
38. **Notification of Award**
- 38.1 Prior to the expiration of period of bid validity MNGL will notify the successful bidder in writing by fax, cable or telex to be confirmed in writing, that his bid has been accepted. The notification of award/ Fax of Intent / Service Order will constitute the formation of the Contract.
- 38.2 Delivery/ completion period shall be counted from the date of notification of award / Fax of Intent / Service Order.
- The notification of award will constitute the formation of a Contract, until the Contract has been effected pursuant to signing of Contract as per Clause 39 of ITB.
- Upon the successful bidder's furnishing of contract performance security, pursuant to Clause 40 of ITB, MNGL will promptly notify each unsuccessful bidder and will discharge his bid security, pursuant to Clause 16 of ITB.
39. **Signing of Agreement**
- 39.1 MNGL will award the Contract to the successful bidder, who, within 15 days of receipt of the same, shall sign and return the acceptance copy to MNGL.
- 39.2 The successful bidder shall be required to execute an AGREEMENT in the proforma given in of this standard bidding document on non-judicial paper of appropriate value (the cost of stamp paper shall be borne by the Contractor), within 15 days of the receipt by him of the Notification of Acceptance of Tender. In the event of failure on the part of the successful bidder to sign the AGREEMENT within the above stipulated period, the Bid Security shall be forfeited and the acceptance of the tender shall be considered as cancelled.
40. **Contract Performance Security**

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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- 40.1 Within 15 days of the receipt of the notification of award/ Service Order from MNGL, the successful bidder shall furnish the contract performance security in accordance with Article 24 of General Conditions of The Contract in the form provided in the bidding documents. The Contract Performance Security shall be in the form of either Banker's Cheque or Demand Draft or Bank Guarantee or Letter of Credit and shall be in the currency of the Contract.
- 40.2 The contract performance security shall be for an amount equal to 3% of the value of the contract towards faithful performance of the contractual obligations and performance of equipment. This Bank Guarantee/ DD/ Letter of Credit 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. This Bank Guarantee shall be valid for a period as stated in Article-24 of General Conditions of The Contract.
- 40.3 Failure of the successful bidder to comply with the requirements of this article shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event MNGL may award the order to the next lowest evaluated bidder or call for new bids.
41. **Corrupt or Fraudulent Practices**
- 41.1 MNGL requires that bidders/ contractors observe the highest standard of ethics during the execution of contracts. In pursuance of this policy, the Employer:
- a) defines, for the purposes of this provision, the terms set forth below as follows:
    - i) "corrupt practice" means the offering, giving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
    - ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Employer, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Employer of the benefits of free and open competition;
  - b) will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
  - c) will declare a firm ineligible and put on holiday, either indefinitely or for a stated period of time if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing a contract.

**42: PROCUREMENT FROM A BIDDER WHICH SHARES A LAND BORDER WITH INDIA.**

- I. Order (Public Procurement No. 1) dated 23.07.2020, Order (Public Procurement No. 2) dated 23.07.2020 and Order (Public Procurement No. 3) dated 24.07.2020, Department of Expenditure, Ministry of Finance, Govt. of India refers. The same are available at website <https://doe.gov.in/procurement-policy-divisions>.
- II. Any bidder from a country which shares a land border with India will be eligible to bid in this tender only if the bidder is registered with the Competent Authority. For details of competent authority refer to Annexure I of Order (Public Procurement No. 1) dated 23.07.2020. Further the above will not apply to bidders from those countries (even if



 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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sharing a land border with India) to which the Government of India has extended lines of credit or in which the Government of India is engaged in development projects. Updated lists of countries to which lines of credit have been extended or in which development projects are undertaken are given in the website of the Ministry of External Affairs, Govt. of India

- III. "Bidder" (including the term 'tenderer', 'consultant' 'vendor' or 'service provider' in certain contexts) for purpose of this provision means any person or firm or company, including any member of a consortium or joint venture (that is an association of several persons, or firms or companies), every artificial juridical person not falling in any of the descriptions of bidders stated hereinbefore, including any agency, branch or office controlled by such person, participating in a procurement process.
- IV. "Bidder from a country which shares a land border with India" for the purpose of this:
  - a. An entity incorporated, established or registered in such a country;
  - or
  - b. A subsidiary of an entity incorporated, established or registered in such a country; or
  - c. An entity substantially controlled through entities incorporated, established or registered in such a country; or
  - d. An entity whose beneficial owner is situated in such a country; or
  - e. An Indian (or other) agent of such an entity; or
  - f. A natural person who is a citizen of such a country; or
  - g. A consortium or joint venture where any member of the consortium or joint venture falls under any of the above
- V. "Beneficial owner" for the purpose of above (4) will be as under:
  - i) In case of a company or Limited Liability Partnership, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person(s), has a controlling ownership interest or who exercises control through other means.  
Explanation—
    - a) "Controlling ownership interest" means ownership of, or entitlement to, more than twenty-five per cent of shares or capital or profits of the company.
    - b) "Control" shall include the right to appoint the majority of the directors or to control the management or policy decisions, including by virtue of their shareholding or management rights or shareholder's agreements or voting agreements.
  - ii) In case of a partnership firm, the beneficial owner is the natural person(s) who, whether acting alone or together, or through one or more juridical person, has ownership of entitlement to more than fifteen percent of capital or profits of the partnership.



 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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iii) In case of an unincorporated association or body of individuals, the beneficial owner is the natural person(s), who, whether acting alone or together, or through one or more juridical person, has ownership of or entitlement to more than fifteen percent of the property or capital or profits of such association or body of individuals.

iv) Where no natural person is identified under (i) or (ii) or (iii) above, the beneficial owner is the relevant natural person who holds the position of senior managing official.

v) In case of a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with fifteen percent or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

VI. "Agent" for the purpose of this Order is a person employed to do any act for another, or to represent another in dealings with third persons

VII. SUBMISSION OF CERTIFICATE IN BIDS: Bidder shall submit a certificate in this regard as Form-I to Section-II. If such certificate given by a bidder whose bid is accepted is found to be false, this would be a ground for immediate rejection of the bid/termination and further action as per "Procedure for Action in case of Corrupt/Fraudulent/ Collusive / Coercive Practices" of tender document.

VIII. The registration, wherever applicable, should be valid at the time of submission of bids and at the time of acceptance of bids. In respect of supply otherwise than by tender, registration should be valid at the time of placement of order. If the bidder was validly registered at the time of acceptance / placement of order, registration shall not be a relevant consideration during contract execution.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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**Attachment 1**

**UNDERTAKING ON LETTERHEAD**

To,  
M/s Maharashtra Natural Gas Limited,  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner,  
Pune – 411045

Sub:

Tender No:

Dear Sir,

We have read the clause regarding Provisions for Procurement from a Bidder which shares a land border with India, 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 to tick appropriate option above)***

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

Place:

Date:

Seal:

{Signature of Authorised Signatory of Bidder}

Name:

Designation:

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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## 2.0 ANNEXURE TO INSTRUCTIONS TO BIDDERS (ITB)

Sl. No.	Description
1)	Annexure-I : Bid Evaluation Criteria
2)	Annexure-II : List of Formats
3)	Annexure-III : Commercial Questionnaire
4)	Annexure-IV : Check List

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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## BID EVALUATION CRITERIA

### {Annexure – I TO Instruction to Bidder (ITB)}

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNG.</b></p> <p><b>Bid No.: MNG/CP/2022-23/127</b></p>
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### **EVALUATION / COMPARISON OF BIDS**

- 1.0 The Employer will examine the bids to determine whether the bids are complete as per Check List and are in order.

2.0 **EARNEST MONEY DEPOSIT**

The bids without requisite EMD and / or EMD not in the prescribed proforma will not be considered and bids of such bidders shall be rejected.

**Note:**

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

3.0 **DEVIATION TO STIPULATIONS**

“It may be noted that since this is zero deviation tender the bidder is advised to quote strictly as per terms & conditions of tender document & not to stipulate any deviation/ exception. Offers requesting deviation may be liable for rejection”.

4.0 **CONFORMANCE TO SCOPE OF WORK**

Bidder will be required to confirm to the Scope of Work as given at Vol. II of II, Schedule of Rates and Job Specification / Technical Specifications and in line with terms & conditions as per GCC & SCC

5.0 **EVALUATION OF PRICE BIDS**

- i) The price part of only those bidders will be evaluated whose bid is technically and commercially acceptable to Owner.
- ii) Quoted price for the complete scope of work and supply as per SOR shall be considered for arriving at the lowest evaluated price.

6.0 **BIDDERS MUST CHECK THAT THEIR BID IS COMPLETE IN ALL RESPECTS WITH ALL DETAILS AS PER VARIOUS FORMATS ENCLOSED IN INSTRUCTIONS TO BIDDERS, CHECK LIST AND COMMERCIAL QUESTIONNAIRE REPLIED**

Issue of any technical/ commercial questionnaire or having any classificatory discussions, in general, is not envisaged. Bidders in their own interest must ensure that their bid is complete in all respects complying with the requirement of Instructions to Bidders and have furnished all details/ clarifications/ confirmations. Also note that all details/ documents shall be submitted in relevant SECTIONS and mentioned in CHECK LIST.

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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## **LIST OF FORMATS**

{Annexure – II TO Instruction to Bidder (ITB)}

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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### **CONTENT**

<b>Sl. No.</b>	<b>Description</b>
1)	F-1 : Bidder's General Information
2)	F-2 : Bid Form
3)	F-3 : List of Enclosures
4)	F-3A : Financial Detail
5)	F-4 : Proforma for Bank Guarantee for EMD/ Bid Security Instruction for Furnishing Bid Guarantee/ Bank Guarantee
6)	F-5 : Letter of Authority
7)	F-6 : No Deviation Confirmation
8)	F-7 : Certificate
9)	F-8 : Details of Similar Work done during past five years
10)	F-9 : Present commitments of the Bidder
11)	F-10 : Proforma of Bank Guarantee for Contract Performance Security

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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**F-1  
BIDDER'S GENERAL INFORMATION**

To  
M/s Maharashtra Natural Gas Limited  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner,  
Pune - 411045

- 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)



 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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**F-2  
BID FORM**

To  
M/s Maharashtra Natural Gas Limited  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner,  
Pune - 411045

Dear Sir,

After examining/ reviewing the Bidding Documents for \_\_\_\_\_,  
including  
technical specifications, drawings, General and Special Conditions of Contract and schedule of  
rates etc. The receipt of which is hereby duly acknowledged, we, the undersigned, pleased to  
offer to execute the whole of the Job of \_\_\_\_\_ and in  
conformity with, the said Bid Document, including Addenda Nos. (if any).

We confirm that this bid is valid for a period of four (4) months from the date of opening of  
Techno-commercial Bid, and it shall remain binding upon us and may be accepted by any time  
before the expiration of that period.

If our bid is accepted, we will provide the performance security equal to 3% (Three percent) of  
the Annualized Contract Price, for the due performance with in fifteen days of such award.

Until a final Agreement is prepared and executed, the bid together with your written acceptance  
thereof in your notification of award shall constitute a binding Agreement between us.

We understand that Bid Document is not exhaustive, and any action and activity not mentioned  
in Bid Documents but may be inferred to be included to meet the intend of the Bid Documents  
shall be deemed to be mentioned in Bid Documents unless otherwise specifically excluded and  
we confirm to perform for fulfillment of Agreement and completeness of the Work in all respects  
within the time frame and agreed price.

We understand that you are not bound to accept the lowest priced or any bid that you may  
receive.

SEAL AND SIGNATURE  
DATE:

\_\_\_\_\_

Duly authorized to sign bid for and on behalf of \_\_\_\_\_

(SIGNATURE OF WITNESS)  
WITNESS NAME:  
ADDRESS:

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**F-3  
LIST OF ENCLOSURES**

To,  
Maharashtra Natural Gas Limited  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner,  
Pune - 411045

Dear Sir,

We are enclosing the following documents as part of the bid:

1. Power of Attorney of the signatory to the Bidding Document.
2. Document showing annual turnover for the last three years such as annual reports, profit and loss account, net worth etc. along with information as sought in enclosed format F-3A.
3. Organization chart of the bidder and the structure assigned for execution of the work under this bid.
4. Methodology of execution of work.
5. Execution schedule with interlinking of various activities.
6. Copy of Bidding Documents along with addendum/ corrigendum no. duly signed and sealed on each page, in token of confirmation that Bid Documents are considered in full while preparing the bid and in case of award, work will be executed in accordance with the provisions detailed in Bid Documents.

(SEAL AND SIGNATURE OF BIDDER)

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**F-3A  
FINANCIAL DETAIL**

**EACH BIDDER MUST FILL IN THIS FORM**

a) Annual Turnover data for the last 3 years.

Year	Currency	Amount	Ex. Rate (*)	Amount (INR) (*)
Year 1				
Year 2				
Year 3				

1. The information supplied should be the Annual Turnover of the Bidder.
2. A brief note should be appended describing thereby details of turnover along with audited balance sheet with profit & loss account statement for the last 3 years.

b) Annual Net-worth data for the last 3 years.

Year	Currency	Amount	Ex. Rate (*)	Amount (INR) (*)
Year 1				
Year 2				
Year 3				

1. Net Worth = Reserves + Capitals – Accumulated Loss

(SEAL AND SIGNATURE OF BIDDER)

(\*) To be filled by Employer

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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Sheet 1 of 2

**F-4  
PROFORMA FOR BANK GUARANTEE FOR EARNEST MONEY DEPOSIT/ BID  
SECURITY**

(To be stamped in accordance with the Stamp Act)

	Bank	Guarantee	No.
	.....		
Ref: .....	Date .....		

To  
Maharashtra Natural Gas Limited,  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner,  
Pune - 411045

Dear Sir(s),

In accordance with Letter Inviting Tender under your reference No. \_\_\_\_\_  
M/s

\_\_\_\_\_ having their Registered/ Head Office at \_\_\_\_\_  
\_\_\_\_\_ (hereinafter called the Tenderer) wish to participate in the said  
tender for

As an irrevocable Bank Guarantee against Earnest Money for the amount of \_\_\_\_\_  
is required to be submitted by the Tenderer as a condition precedent for participation in the said  
tender which amount is liable to be forfeited on the happening of any contingencies mentioned  
in the Tender Document.

We, the \_\_\_\_\_ Bank at \_\_\_\_\_  
having our Head Office \_\_\_\_\_ (Local  
Address) guarantee and undertake to pay immediately on demand without any recourse to the  
tenderers by  
Maharashtra Natural Gas Limited the amount \_\_\_\_\_ without any  
reservation, protest, demur and recourse. Any such demand made by MNGL, shall be  
conclusive and binding on us irrespective of any dispute or difference raised by the Tenderer.

This guarantee shall be irrevocable and shall remain valid up to \_\_\_\_\_ [this date  
should be 6 months after the date finally set out for closing of tender]. If any further extension  
of this guarantee is required, the same shall be extended to such required period on receiving  
instructions from M/s \_\_\_\_\_ whose behalf this guarantee is  
issued.

In witness whereof the Bank, through its authorized officer, has set its hand and stamp on this  
\_\_\_\_\_ day of \_\_\_\_\_ 2022 at \_\_\_\_\_.

WITNESS:

(SIGNATURE)  
(NAME)

(OFFICIAL ADDRESS)

(SIGNATURE)  
(NAME)  
Designation with Bank Stamp  
Attorney as per  
Power of Attorney No. \_\_\_\_\_  
Date: \_\_\_\_\_

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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Sheet 2 of 2

**INSTRUCTIONS FOR FURNISHING BID-GUARANTEE/  
BANK GUARANTEE**

1. The Bank Guarantee by bidders will be given on non-judicial stamp paper as per stamp duty applicable. The non-judicial stamp paper should be in the name of the issuing bank. In case of foreign bank, the said banks guarantee to be issued by its correspondent bank in India on requisite non-judicial stamp paper.
2. The expiry date as mentioned in bid document should be arrived at by adding 2 months to the date of expiry of the bid validity unless otherwise specified in the Bid Documents.
3. The bank guarantee by bidders will be given from bank as specified in ITB
4. A letter from the issuing bank of the requisite Bank Guarantee confirming that said bank guarantee/ all future communication relating to the Bank Guarantee shall be forwarded to the Employer at its address as mentioned at ITB.
5. Bidders must indicate the full postal address of the bank along with the bank's E-mail/ Fax. from where the earnest money bond has been issued.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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**F-5**

**LETTER OF AUTHORITY  
PROFORMA FOR LETTER OF AUTHORITY FOR ATTENDING AND SUBSEQUENT  
NEGOTIATIONS/CONFERENCES**

No.:

Date:

To,  
Maharashtra Natural Gas Limited,  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner,  
Pune - 411045

Dear Sir,

We \_\_\_\_\_ hereby authorize following representative(s) to attend un-priced bid opening and price bid opening and for any other correspondence and communication against above Bidding Document:

1) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

2) Name & Designation \_\_\_\_\_ Signature \_\_\_\_\_

We confirm that we shall be bound by all commitments made by aforementioned authorized representatives.

Yours faithfully,

Signature

Name & Designation

For and on behalf of

**Note:** This letter of authority should be on the letterhead of the bidder and should be signed by a person competent and having the power of attorney to bind the bidder.

Not more than two persons are permitted to attend techno-commercial un-priced and price bid opening.

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**F-6  
NO DEVIATION CONFIRMATION**

(Tender/ Bid Document No. \_\_\_\_\_)

**EXCEPTION AND DEVIATION STATEMENT**

NAME OF WORK:

BID DOCUMENT NO.:

Bidder may stipulate exceptions and deviations to Bid Document, if considered unavoidable as per the following format:

SL. NO.	CLAUSE NO.	PAGE NO. OF TENDER DOCUMENT	DEVIATION	REASONS FOR DEVIATION

Any exceptions / deviations brought out by us elsewhere in our Offer shall not be considered as valid and should be ignored by the Owner.

NAME OF BIDDER: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_  
& SEAL

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**F-7  
CERTIFICATE**

To,  
Maharashtra Natural Gas Limited,  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner,  
Pune - 411045

Dear Sir,

If, we become a successful bidder and pursuant to the provisions of the Bidding Documents and contract is awarded to us the following certificate shall be automatically enforceable:

"We agree and acknowledge that the Employer is entering into the Agreement solely on its own behalf and not on behalf of any other person or entity. In particular, it is expressly understood and agreed that the Government of India is not a party to the Agreement and has no liabilities, obligations or rights there under. It is expressly understood and agreed that the Employer is authorized to enter into Agreement, solely on its own behalf under the applicable laws of India. We expressly agree, acknowledge and understand that the Employer is not an agent, representative or delegate of the Government of India. It is further understood and agreed that the Government of India is not and shall not be liable for any acts, omissions, commissions, breaches or other wrongs arising out of the Agreement. Accordingly, we hereby expressly waive, release and forego any and all actions or claims, including cross claims, VIP claims or counterclaims against the Government of India arising out of the Agreement and covenants not to sue to Government of India as to any manner, claim, cause of action or things whatsoever arising of or under the Agreement."

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**(SEAL AND SIGNATURE OF BIDDER)**



 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**F-8**

**DETAILS OF SIMILAR WORK DONE DURING PAST FIVE YEARS**

Description of the work	Location of the work	Full Post Address and Phone nos. of Client & Name of Officer-in charge	Value of Contract	Date of Commencement of work	Scheduled Completion Time (Months)	Date of Actual Completion	Reasons for delay in project completion, if any

Note: Please refer Proforma at Section – III of Vol. II of II

Copies of letter of award and completion certificate for the above works to be enclosed.

The work completed earlier than three years need not be indicated here.

The list of work, not of similar nature need not be indicated here.

Failing to comply aforementioned instructions may lead to rejection of bid.

\_\_\_\_\_  
(SEAL AND SIGNATURE OF BIDDER)

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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**F-9  
PRESENT COMMITMENTS OF THE BIDDER**

Full Postal Address and phone nos. of Client & Name of Officer-in- charge	Descriptio n of Work	Date of Commencement of Work	Scheduled Completion Period	%Age Completion as on Date	Expected Date of Completion	Remarks

Note: Please refer Proforma at Section – III of Vol. II of II

This list must be a full list of all type of works in hand

\_\_\_\_\_  
(SEAL AND SIGNATURE OF BIDDER)

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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Sheet 1 of 2

F-10

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

To:  
M/s Maharashtra Natural Gas Limited  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Road, Baner,  
Pune - 411045

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.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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**Sheet 2 of 2**

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 favor under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney dated \_\_\_\_\_ granted to him by the Bank.

Yours faithfully,

\_\_\_\_\_ Bank

By its Constituted Attorney

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

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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**FORMAT FOR TENDER ACCEPTANCE LETTER**

(To be given on Company Letter Head)

Date:

To,  
M/s Maharashtra Natural Gas Limited  
Pride Purple Coronet, 2<sup>nd</sup> Floor,  
Baner Raod, Baner,  
Pune – 411045

**Sub: Acceptance of Terms & Conditions of Tender.**

**Tender Reference No:** \_\_\_\_\_

Name \_\_\_\_\_ of \_\_\_\_\_ Tender \_\_\_\_\_ / \_\_\_\_\_ Work: \_\_\_\_\_ -

Dear Sir / Madam,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

\_\_\_\_\_ as per your advertisement, given in the above-mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/ terminated/ banned by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by our Firm is true & correct and if the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully  
(Signature of the Bidder, with Official Seal)

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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## **COMMERCIAL QUESTIONNAIRE**

{Annexure – III : Instruction to Bidder (ITB)}

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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### COMMERCIAL QUESTIONNAIRE

Note:

- 1) The Bidder shall submit reply to each query.
- 2) The bidder's reply/ confirmation as furnished in the Commercial Questionnaire (CQ) shall supersede the stipulation mentioned elsewhere in the Bid.

Sl. No.	MNGL's Query	Bidder's Reply/ Confirmation
1.	Confirm that your Bid is valid for 4(four) month from the last date of submission of Bid.	
2.	Confirm that the following documents are submitted with Part-I:	
i)	All documents in relevant Section as per CHECK LIST	
ii)	Schedule of Rates/ Prices without specifying the rates/ prices are submitted in unpriced part, exactly as per the priced portion submitted in Part-II. In case some of items have not been quoted, such items should be identified in blank price format.	
iii)	Addendum duly signed and stamped on each page as a token of acceptance (applicable if issued).	
3.	Rates/ amount must be filled in format for 'Schedule of Rates' enclosed as part of Bidding 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. In any case, Bidder shall be presumed to have quoted against the tendered description of work and the same shall be binding on the Bidder. Please confirm.	
4.	Confirm that deviation/ terms & conditions are not mentioned in the price part. In case any terms and condition is mentioned in the price part, the same shall be treated as null and void.	
5.	Confirm that you have studied complete Bidding Document including Technical and commercial part and your Bid is in accordance with the requirements of the Bidding Document.	
6.	Confirm your compliance to total Scope of Work mentioned in the Bidding Document.	
7.	Confirm your acceptance for 'Scope of Supply' as mentioned in Bidding Document.	
8.	Confirm your compliance to critical stipulations of tender document as mentioned below	
i	Defect Liability Period	
ii	Contract Performance Security	
iii	Schedule of Rates	
iv	Arbitration	
v	Termination	
vi	Terms of Payment – as per tender document	
vii	Price Reduction Schedule – As per SCC & GCC	
9.	Confirm your acceptance for 'Time Schedule' as mentioned in Bidding Document.	
10.	Confirm that your quoted price includes following taxes/ duties, insurance etc.	
i)	All taxes, charges and duties assessed or levied in respect of profits earned or income receivable by the Contractor by reason of this Contract.	
ii)	All taxes, duties as per applicable for this WORK in accordance with the provision of General Conditions of Contract and Special Conditions of Contract.	

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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iii)	All types of insurance as per the provisions of General Conditions of Contract and Special Conditions of Contract.	
11.	Confirm that you have proposed adequate project/ site organization with qualified supervisory personnel having requisite experience including personnel responsible for safety, planning stores, QA/ QC etc.	
12.	Confirm that all costs resulting from safe execution of WORK, such as safety induction, use of protective clothing, safety glasses and helmet, safety precaution taken during monsoon, or any other safety measures to be undertaken by the Contractor for execution of work are included in the quoted rates.	

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(STAMP & SIGNATURE OF BIDDER)



 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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## **CHECK LIST**

{Annexure – IV to Instruction to Bidder (ITB)}

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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### CHECK LIST FOR SUBMISSION OF BID

Bidder is requested to fill this check list and ensure that all details/ documents have been furnished as called for in the Bidding Document along with duly filled in, signed & stamped **check list with each copy of the "Unpriced Part"** of his bid.

**(A) EMD/ BG DETAILS ETC.**

(A.1) Letter of Submission (i.e. F-2: Bid Form)  
Submitted ☐

(A.2) EMD/ BID GUARANTEE/ BID SECURITY  
Bidder to confirm that EMD/  
Bid Guarantee/ Bid Security has  
Been submitted by them as  
per Tender Proforma (i.e. F4)  
Submitted ☐

(1) By Bank Guarantee  
BG No. \_\_\_\_\_ date. \_\_\_\_\_ from  
Bank \_\_\_\_\_ Branch \_\_\_\_\_  
For Rs. \_\_\_\_\_  
Valid till \_\_\_\_\_

OR

(2) By Demand Draft  
DD No. \_\_\_\_\_ date. \_\_\_\_\_  
Drawn on \_\_\_\_\_  
For Rs. \_\_\_\_\_  
Original shall be submitted in original copy and its Xerox copy in other copies.

(A.3) CHECK LIST  
This check list duly filled in  
Submitted ☐

**(B) CONFIRMATION OF VARIOUS FORMATS**

(B.1) Past Similar work done during  
five years as per Format: F-8  
Submitted ☐

(B.2) Present Commitments as per Format: F-9  
Submitted ☐

(B.3) Financial Details as per Format: F-3A  
Submitted ☐

(B.4) Audited Balance Sheet including  
profit and loss account statement  
for the last three years  
Submitted ☐

Submitted for the years:

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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(B.5)	PF Registration Certificate Submitted	<input type="checkbox"/>	PF Registration No. _____
(B.6)	Goods & Service Tax Registration Certificate Submitted	<input type="checkbox"/>	GST Registration No. _____
(B.7)	Power of Attorney in favor of the person who has signed the bid on stamp paper of appropriate value Submitted	<input type="checkbox"/>	
(B.8)	Partnership Deed in case of partnership firm and Article of Association in case of limited company Submitted	<input type="checkbox"/>	
(B.9)	Deployment List of Supervisory personnel: Submitted	<input type="checkbox"/>	
(B.10)	A copy of SOR (without prices) duly signed, & stamped as per SOR Format Submitted	<input type="checkbox"/>	
(C)	<b><u>DEVIATION (IF ANY)</u></b>		
(C.1)	Deviation (if any) as per Format - F-6: Submitted	<input type="checkbox"/>	
(D)	<b><u>REGARDING TECHNICAL DETAILS</u></b>		
(D.1)	Technical Details/ Documents specified in Technical Part Submitted	<input type="checkbox"/>	Not Applicable <input type="checkbox"/>

(STAMP & SIGNATURE OF BIDDER)

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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# PART-C

## GENERAL CONDITIONS OF CONTRACT (GCC)

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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### **ARTICLE 3.1: DEFINITIONS AND INTERPRETATIONS**

In this Document, as hereunder defined, the following terms and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:

**AGREEMENT** means the agreement concluded on non-judicial stamp paper between Maharashtra Natural Gas Ltd. and Consultant for Services as per this Bid document.

**Maharashtra Natural Gas Ltd./OWNER** shall mean MNGL.

**MNGL REPRESENTATIVE** means the person appointed or authorized from time to time by MNGL for execution of the contract.

**CONSULTANT'S REPRESENTATIVE** means the person appointed from time to time by CONSULTANT for execution of the Contract.

**ENGINEER-IN-CHARGE/EXECUTIVE-IN-CHARGE** shall mean the person designated from time to time by the MNGL and shall include those who are expressly authorized by him to act for and on his behalf for operation of this CONTRACT.

**SIGN OFF** means a recorded statement for completion of a milestone/major activity by Consultant as envisaged in this document and accepted by MNGL.

**CONTRACT** shall mean Letter of Acceptance / Service Order and all attached exhibits and document referred to therein and all terms and conditions thereof together with any subsequent modifications thereto.

**SERVICES** mean the duties to be performed and the services to be rendered by Consultant according to the terms and conditions of the Contract.

**HEADINGS** the headings appearing herein are for convenience only and shall not be taken in consideration in the interpretation or construction of the Contract.

**SINGULAR AND PLURAL WORDS** importing the singular only also include the plural and vice-versa where the context requires.

### **ARTICLE 3.2: PERFORMANCE OF DUTIES AND SERVICES BY CONSULTANT**

3.2.1 Consultant shall perform its Services in full accordance with the terms and conditions of the Contract and any applicable local laws and regulations and shall exercise all reasonable professional skill, care and diligence in the discharge of said Project work. Consultant shall in all professional matters act as a faithful advisor to MNGL, and will provide all the expert commercial/technical advice and skills which are normally required for the class of Services for which it is engaged.

Consultant, its staff, employees shall carry out all its responsibilities in accordance with the best professional standards.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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Consultant shall prepare and submit documents /reports etc. in due time and in accordance with the Tender Conditions.

- 3.2.2 Consultant will maintain for the performance of the Contract, personnel as determined to be responsible for carrying out this job and such persons shall not be replaced or substituted without written approval of MNGL.

**ARTICLE 3.3: MNGL REPRESENTATIVE**

- 3.3.1 MNGL shall nominate its Representative(s) who shall be entitled to act on behalf of Maharashtra Natural Gas Ltd. with respect to any decision it is empowered to make. The bill / invoice of Consultant will be certified for payment by such representatives.

**ARTICLE 3.4: CONSULTANT'S REPRESENTATIVE**

- 3.4.1 Consultant shall nominate a qualified and experienced person as its Representative who will be the contact person between MNGL and Consultant for the performance of the Contract. This nomination shall be done within ten (10) days after the coming into force of the Contract. Consultant shall notify MNGL in writing prior to the appointment of a new representative. Consultant's Representative may be replaced only with MNGL consent after getting approved his CV's from MNGL.

MNGL shall be at liberty to object to any nomination and to require Consultant to remove Consultant's representative for good causes. Consultant shall replace immediately such person by competent substitute at no extra cost to MNGL.

- 3.4.2 Consultant's Representative shall be entitled to act on behalf of Consultant with respect to any decisions to be made under the Contract.

**ARTICLE 3.5: PAYMENT TERMS**

- 3.5.1 MNGL shall pay for the services rendered as per stipulation in the tender through at par cheque only. All Bank charges of consultant's Bankers shall be to the consultant's account.
- 3.5.2 Consultant will invoice MNGL according to the terms and conditions provided in the tender. **Consultant has to submit the declaration for authorized signatory for signing the invoices as well as other correspondence documents before raising the bills to concern Engineer-in-charge.**
- 3.5.3 Payment terms will be as per Section – 2 of Vol. II of II.
- 3.5.4 In case of disputes concerning invoice(s), MNGL shall return said invoice(s) to Consultant within fifteen (15) days from its/their receipt specifying in writing the reasons for its / their rejection.

- ☐ MNGL shall pay the undisputed amount of the invoice(s) according to Article - 3.5.3 hereof.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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- ☐ The disputed amount, if any, shall be paid after mutual settlement between MNGL and Consultant.
- ☐ Total or partial rejection of the invoice(s) shall not release Consultant from any of its obligations under the Contract.

**ARTICLE 3.6: PERFORMANCE GUARANTEE**

- 3.6.1 Consultant shall submit to MNGL an unconditional, irrevocable and on first demand guarantee 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, other than the Nationalized Indian Banks, the banks whose BGs are furnished, must be commercial banks having net worth in excess of Rs.100 Crores and a declaration to this effect should be made by such commercial bank either in the bank guarantee itself or separately on a letter head.

The value of Contract Performance Guarantee shall be 3% of the annualized contract value for the due performance of the Contract. The Contract Performance Guarantee shall be valid for a period of three months beyond the guarantee/warranty period of the contract. The format of performance guarantee is annexed hereto (**Annexure-C**). All expenses incurred in obtaining of such guarantee shall be borne by Consultant.

- 3.6.2 In case of extension of completion period, Consultant shall be required to extend the performance guarantee for an appropriate period of time as per contractual requirements.

**ARTICLE 3.7: CONFIDENTIALITY**

- 3.7.1 Consultant/MNGL shall treat all matters in connection with the Contract as strictly confidential and undertakes not to disclose, in any way, information, documents, technical data, experience and know-how given to him by MNGL/Consultant without the prior written consent of the latter.
- 3.7.2 Consultant further undertakes to limit the access to confidential information to those of its employees, Implementation Partners who reasonably require the same for the proper performance of the Contract provided however that Consultant shall ensure that each of them has been informed of the confidential nature of the confidentiality and non-disclosure provided for hereof.

**ARTICLE 3.8: TAXES AND DUTIES**

- 3.8.1 Consultant shall pay any and all taxes including goods & service tax, duties, levies etc. which are payable in relation to the performance of the Contract. The quoted price shall be inclusive of all such taxes and duties.
- 3.8.2 Statutory variation in taxes (Goods & service tax) and duties, if any, within the contractual completion period shall be borne by MNGL. No variation in taxes duties or levies other than statutory taxes & duties shall be payable.
- 3.8.3 Consultant will not claim from MNGL any taxes paid by him.

 <p><b>MAHARASHTRA NATURAL GAS LIMITED</b></p>	<p><b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b></p> <p><b>Bid No.: MNGL/CP/2022-23/127</b></p>
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3.8.4 MNGL shall deduct Income tax at source at applicable rates.

**ARTICLE 3.9: RESOLUTION OF DISPUTES / ARBITRATION**

3.9.1 MNGL and Consultant shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the Contract.

3.9.2 All disputes, controversies, or claims between the parties (except in matters where the decision of the Executive/Engineer-in-Charge is deemed to be final and binding) which cannot be mutually resolved within a reasonable time shall be referred to Arbitration by sole arbitrator.

MNGL shall suggest a panel of three independent and distinguished persons to the other party (Consultant) to select any one among them to act as the sole Arbitrator.

In the event of failure of the other party to select the Sole Arbitrator within 30 days from the receipt of the communication suggesting the panel of arbitrators, the right of selection of sole Arbitrator by the other party shall stand forfeited and MNGL shall have discretion to proceed with the appointment of the sole Arbitrator. The decision of the MNGL on the appointment of Sole Arbitrator shall be final and binding on the parties.

The award of the Sole Arbitrator shall be final and binding on the parties and unless directed/awarded otherwise by the Sole Arbitrator, the cost of arbitration proceedings shall be shared equally by the PARTIES. The arbitration proceeding shall be in English language and the venue shall be at Pune, Maharashtra, India.

Subject to the above, the provisions of (Indian) Arbitration & Conciliation Act, 1996 and the rules framed there-under shall be applicable. All matters relating to this contract are subject to the exclusive jurisdiction of the Courts situated in the Pune in Maharashtra (India).

3.9.3 Consultant may please note that the Arbitration & Conciliation Act 1996 was enacted by the Indian Parliament and is based on United Nations Commission on International Trade Law (UNCITRAL model law), which were prepared after extensive consultation with Arbitral Institutions and centers of International Commercial Arbitration. The United Nations General Assembly vide resolution 31/98 adopted the UNCITRAL Arbitration rules on 15 December 1976.

**ARTICLE 3.10: LEGAL CONSTRUCTION**

3.10.1 Subject to the provisions of this Article, the Contract shall be, in all respects, constructed and operated as an Indian Contract and in accordance with Indian Laws as in force for the time being and is subject to and referred to the Court of Law situated at Pune.



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**ARTICLE 3.11: SUSPENSION OF THE PREFORMANCE OF DUTIES AND SERVICES**

- 3.11.1 MNGL may suspend in whole or in part – the performance of services of Consultants any time upon giving not less than fifteen (15) days' notice.
- 3.11.2 Upon notice of suspension, Consultant shall suspend immediately the services and reduce expenditure to a minimum to be agreed upon by both the parties.
- 3.11.3 Upon suspension of the performance of services, Consultant shall be entitled to reimbursement of the costs which shall have been actually incurred prior to the date of such suspension. However, the total reimbursement shall be restricted to contract price.
- 3.11.4 By fifteen days' prior notice, MNGL may request Consultant to resume the performance of the services, without any additional cost to MNGL.
- 3.11.5 In case of suspension of work by consultant on MNGL request for more than 10 days, demobilization and remobilization charges will be paid to consultant as per Schedule of Rates.
- 3.11.6 If the suspension of the duties and services exceeds six months, either party shall be entitled to terminate contract according to Article 3.16 hereunder.

**ARTICLE 3.12: PRICE REDUCTION SCHEDULE (PRS)**

- 3.12.1 In case Consultant fails to complete the services within stipulated period then unless such failure is due to force majeure as defined in Article 3.19 hereinafter or due to MNGL's default, there will be a reduction in contract price @ 1/2% for each week of delay or part thereof subject to maximum of 5 % of contract price.
- 3.12.2 MNGL may without prejudice to any methods of recovery, deduct the amount of such PRS from any money due or which may at any time become due to Consultant from its obligations and liabilities under the contract or by recovery against the Performance Bank Guarantee. Both Consultant and MNGL agree that the above percentage of price reduction are genuine pre-estimates of the loss/damage which MNGL would have suffered on account of delay/ breach on the part of Consultant and the said amount will be payable on demand without there being any proof of the actual loss/or damage caused by such breach/delay. A decision of MNGL in the matter of applicability of price reduction shall be final and binding.
- 3.12.3 Please refer penalties in Scope of Work.

**ARTICLE 3.13: ASSIGNMENT**

Consultant shall not have the right to assign or transfer the benefit and obligations of the contract or any part thereof to the third party without the prior express approval in writing of MNGL which it shall do at its discretion. However, in event of that all legal/contractual obligations shall be binding on Consultant only.

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**ARTICLE 3.14: INDUSTRIAL AND INTELLECTUAL PROPERTY**

- 3.14.1 In order to perform the services, Consultant must obtain at its sole account, the necessary assignments, permits and authorizations from the titleholder of the corresponding patents, models, trademarks, names or other protected rights and shall keep MNGL harmless and indemnify MNGL from and against claims, proceedings, damages, costs and expenses (including but not limited to legal costs) for and/or on account of infringements of said patents, models, trademarks names or other protected rights.
- 3.14.2 All documents, report, information, data etc. collected and prepared by Consultant in connection with the scope of work submitted to MNGL will be property of MNGL.
- 3.14.3 Consultant shall not be entitled either directly or indirectly to make use of the documents, reports given by MNGL for carrying out of any services with any third parties.
- 3.14.4 Consultant shall not without the prior written consent of MNGL be entitled to publish studies or descriptive article with or without illustrations or data in respect of or in connection with the performance of services.

**ARTICLE 3.15: LIABILITIES**

- 3.15.1 Without prejudice to any express provision in the contract, Consultant shall be solely responsible for any delay, lack of performance, breach of agreement and/or any default under this contract.
- 3.15.2 Consultant shall remain liable for any damages due to its gross negligence within the next 12 months after the issuance of the provisional acceptance certificate of the contract.
- 3.15.3 The amount of liability will be limited to 10% of the contract value.

**ARTICLE 3.16: TERMINATION OF CONTRACT**

- 3.16.1 Termination for Default  
MNGL reserves its right to terminate / short close the contract, without prejudice to any other remedy for breach of CONTRACT, by giving one-month notice if Consultant fails to perform any obligation(s) under the CONTRACT and if Consultant, does not cure his failure within a period of 30 days (or such longer period as MNGL may authorize in writing) after receipt of the default notice from MNGL.
- 3.16.2 Termination for Insolvency  
MNGL may at any time terminate the CONTRACT by giving written notice without compensation to Consultant, if Consultant 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 MNGL.
- 3.16.3 Termination for convenience

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MNGL may by written notice sent to consultant, terminate the contract, in whole or part, at any time for its convenience. However, the payment shall be released to the extent to which performance of work executed as determined by MNGL till the date upon which such termination becomes effective.

**ARTICLE 3.17: MODIFICATION**

Any modification of or addition to the contract shall not be binding unless made in writing and agreed by both the parties.

**ARTICLE 3.18: CONTRACT/AGREEMENT**

The notification of award along with agreement on non-judicial stamp paper of appropriate value as per proforma (**Annexure – B**) within 10 days from the date of receipt of SO, the cost of stamp paper is to be borne by Consultant, and its enclosures shall constitute the contract between the parties and supersedes all other prior agreements, arrangements and communications, whether oral or written, between the parties relating to the subject matter hereof.

**ARTICLE 3.19: FORCE MAJEURE**

Shall mean and be limited to the following:

- a) War/hostilities
- b) Riot or Civil commotion
- c) Earthquake, flood, tempest, lightening or other natural physical disaster.
- d) Restrictions imposed by the Government or other statutory bodies which prevents or delays the execution of the Contract by Consultant.

CONSULTANT shall advise MNGL by a registered letter duly certified by the local Chamber 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, MNGL reserves the right to cancel the Contract and the provisions governing termination stated under Article 3.16 shall apply.

For delays arising out of Force Majeure, Consultant shall not claim extension in completion date for a period exceeding the period of delay attributable to the causes of Force Majeure and neither MNGL nor Consultant shall be liable to pay extra costs provided it is mutually established that Force Majeure Conditions did actually exist.

Consultant 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, Consultant or the MNGL shall not be liable for delays in performing their obligations under this order and the completion dates will be extended to Consultant without being subject to price reduction for delayed completion, as stated elsewhere.

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**ARTICLE – 3.20: Rectification Period**

All services shall be rendered strictly in accordance with the terms and conditions stated in the Contract.

No deviation from such conditions shall be made without MNGL agreement in writing which must be obtained before any work against the order is commenced. All services rendered by Consultant pursuant to the Contract (irrespective of whether engineering, design data or other information has been furnished, reviewed or approved by MNGL) are guaranteed to be of the best quality of their respective kinds.

Consultant shall rectify at his own cost any mistake in assumption of any data in the study or use of wrong data or faulty study observed within twelve months of the acceptance of his report and will submit the rectified report incorporating the changes wherever applicable within 30 days of observance of mistake.

**ARTICLE – 3.21: Sub Contract**

Any sub contract to be made by the CONSULTANT relating to the services shall be made only to such extent and with such duly qualified specialists and entities as shall be approved in writing in advance by MNGL. Upon the request of MNGL, the consultant shall submit for MNGL prior approval, the terms of reference or any amendment thereof for such sub contractor's SERVICES. Notwithstanding such approval, the consultant shall remain fully responsible for the performance of services under the CONTRACT.

**ARTICLE – 3.22: Notices**

3.22.1 Any notice given by one party to the other pursuant to the CONTRACT shall be sent in writing or by telegram or fax, telex/cable confirmed in writing.

3.22.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

**ARTICLE – 3.23: Acquisition of Data**

**If required, CONSULTANT shall be responsible for carrying out any surveys and acquisition of all data from necessary sources. MNGL, if requested in writing by CONSULTANT, may assist the consultant in the said acquisition by way of issue of recommendatory letters only. All requisite clearances, co-ordination, fees, charges, etc. and compliance to the local laws required for completion of the job shall be the responsibility of the CONSULTANT.**

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## **VOLUME II OF II**

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Section-II	Special Condition of Contract (SCC)
Section-III	Schedule of Rates (SOR)

 <b>MAHARASHTRA NATURAL GAS LIMITED</b>	<b>Tender for Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.</b>  <b>Bid No.: MNGL/CP/2022-23/127</b>
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## SECTION-I SCOPE OF WORK

The objective of the subject contract is Rate Contract for the period of 2 years for Printing and Supply of D-PNG Customer's Registrations Forms for Nizamabad GA of MNGL.

### **Scope of the Work:**

- 1.1 Scope of Work Printing and supplying of the Carbonless Registration Forms as per the specifications in the tender documents on FOT site as per the schedules provided / intimated.

The contract shall be valid for 2 years from the date of Purchase Order (PO) and the completion schedule for the work shall be as per the time schedule.

- 1.2 Specifications:

#### **Specification for printing of carbonless forms as mentioned below-**

##### **A) MNGL CARBONLESS FORM:**

- PRINTING on 75 gsm white Paper, will be called as outer paper size A4 (After folding)
- Printing on Front & Back Side
- Front Side Four Color Printing, Back Side Single Color Printing
- Folding of Forms, Numbering the forms & Pinning.

##### **B) Supplement –**

- PRINTING on 55 gsm white Paper, will be called as inner paper, Size A4
- Printing on Front & Back Sides
- Front Side Four Color Printing, Back Side Single Color Printing
- Perforations of the supplement

**Note: Inner paper (Size A4), shall be pinned inside the outer paper after folding. Language of Printing will be as per guidelines by Officer in Charge.**

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## TIME SCHEDULE SPECIAL CONDITIONS OF CONTRACT (SCC) - Technical

MNGL will intimate contractor by a written communication (mail or by Letter of intent). The contractor shall supply the quantity mentioned in the delivery order within 7 days from the date of intimation by Officer-In-charge (OIC) or his representative.

**Min. Delivery quantity will be 20,000 registrations forms for Nizamabad-Kamareddy-Nirmal-Adilabad-Mancherial-Asifabad GA.**

Note:

- 1) The time of completion shall be reckoned from the date of award of contract / LOI, which shall be the date of issue of letter of intimation / Service Order.
- 2) The time indicated is for completing all the works in all respects as per specifications, codes, drawings, and instructions of **Officer-in-charge**.
- 3) **Delivery Location-**

**For particular GA requirement, any MNGL office in above mentioned GA of MNGL or as per instructions of Officer-In-charge (OIC) or his representative.**

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(STAMP & SIGNATURE OF BIDDER)

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## SECTION-II SPECIAL CONDITIONS OF CONTRACT

### ARTICLE - 1: DEFINITIONS

In this document, Conditions of Contract, the following terms shall have the following respective meanings:

1.1 OWNER shall mean M/s Maharashtra Natural Gas Limited (MNGL), having its registered office at Plot No. 27, A-Block, 1<sup>st</sup> Floor, Narveer Tanajiwadi PMPML Bus Depot Commercial Building, Shivajinagar, Pune – 411005. The term Owner includes successors, assigns of MNGL.

1.2 CONTRACT shall mean Contract and all attached exhibits and documents referred to therein and all terms and conditions thereof together with any subsequent modifications thereto.

1.3 CO-ORDINATOR shall mean the Executive/Engineer-in-Charge of the Project nominated by OWNER.

1.4 FINAL ACCEPTANCE shall mean the OWNER's written acceptance of the work performed under the Contract

1.5 CONSULTANT shall mean the person, firm or company with whom CONTRACT is placed / entered into by OWNER for conducting the study defined in the tender document. The term Consultant includes its successors and assigns. The term PMC consultant & consultant have been used interchangeably & mean consultant.

1.6 MATERIALS shall mean articles, supplies, drawings, data etc. and other property and services required to complete scope of work defined in the tender documents.

1.7 SERVICES means the duties to be performed and the services to be rendered by the Consultant according to the items and conditions of the Contract.

1.8 FINAL DOCUMENTATION means the last revision of any and all documents to be delivered by the Consultant to MNGL under the contract.

1.9 The terms Bid and Tender have been used interchangeably and refer to the same document.

1.10 All material/services to be provided and work to be carried out under the CONTRACT by the Consultant shall conform to and comply with the provisions of relevant regulations/Acts (State Government or Central Government) as may be applicable to the type of work carried out.

### ARTICLE - 2: SCOPE OF WORK

Consultant's Scope of work is defined in **section 1 of Vol II of II** in this tender document.



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### **ARTICLE - 3: CONTRACT PRICE**

The contract price for the duties and service to be performed and rendered by the Consultant under this agreement comprises price for carrying out the scope of work given in this and other sections of the bid document.

The contract price agreed above between MNGL and the Consultant, is inclusive of the costs to be incurred by the Consultant such as, but not limited to, expenses involved in travel, boarding, lodging, transportation of the Consultant's personnel, incidental expenses, computer time, software and hardware used, fees paid to any agency, company, organization, consultant/specialist, Income Tax, any other taxes payable and these shall be borne by the Consultant. The fee for additional activities behind the defined scope of work if required by MNGL shall be agreed upon by both parties and be paid for by MNGL. The basis for such additional fee shall be furnished by the Consultant.

### **ARTICLE - 4: PAYMENT TERMS**

The terms of payment shall be as follows:

-100 % (Hundred percent) payment within 15 (Fifteen) days after completion of individual assignment and receipt of Invoices certified by Officer in Charge, on pro rata basis.

### **ARTICLE - 5: INFRINGEMENT OF PATENTS, ETC**

Consultant shall warrant that the sale or use of report prepared under this contract : whether designed and developed so as to comply with OWNER'S specifications or otherwise of any person, by way of infringement or any patent copyright, trademark or industrial design, or the like and shall hold of infringement or any patent copyright, trademark or industrial design, or the like and shall hold OWNER harmless and indemnify OWNER and his authorized representative at its own cost from any and all such claims and legal proceedings.

### **ARTICLE - 6: COMPLIANCE OF REGULATIONS**

Consultant shall warrant that all material and services covered by these conditions shall have been produced, sold, supplied, dispatched, delivered and furnished in strict compliance with all applicable laws, regulations, labor agreements, working conditions and technical codes and requirements as applicable from time to time. Consultant shall execute and deliver such documents as may be required to effect or to evidence such compliance. All law and regulations required to be incorporated in contracts of this character are hereby deemed to be incorporated by this reference. OWNER and his authorized representatives will not own any responsibility for any irregularity, contravention of infringement of any statutory regulations on the services or supply of materials covered by this order.

### **ARTICLE - 7: PERMITS & CERTIFICATES**

Consultant shall procure, at his expense, all necessary permits, certificates and licenses required by virtue of all applicable laws, regulations, ordinances and other rules in effect at the place where any of the work is to be performed, and Consultant further agrees to hold OWNER harmless from liability or penalty which might be imposed by reason of any asserted or established violation of such laws, regulations, ordinances or other rules. OWNER will provide necessary permits for Consultant's personnel to undertake any work in India in connection with Contract.

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#### **ARTICLE - 8: CONTRACT PERIOD**

The period of contract will be for 2 (TWO) years from the date of Purchase Order (PO). The contract may be extended for further period of 6 months at the same rates, terms and conditions at the sole discretion of MNGL, Pune.

#### **ARTICLE - 7: PRICE REDUCTION SCHEDULE**

Time is the essence of the CONTRACT. In case the CONTRACTOR fails to complete the WORK within the stipulated period, then, unless such failure is due to Force Majeure as defined in contract here above or due to EMPLOYER's defaults, the total value of each assignment placed by OIC shall be reduced by ½% of the total value of each assignment placed by EIC per complete week of delay or part thereof subject to a maximum of 5% of each assignment value, by way of reduction in price for delay and not as penalty. The said amount will be recovered from amount due to the Contractor/ Contractor's Contract Performance Security payable on demand.

The decision of the ENGINEER-IN-CHARGE in regard to applicability of Price Reduction Schedule shall be final and binding on the CONTRACTOR.

All sums payable under this clause is the reduction in price due to delay in completion period at the above agreed rate.

#### **General Information relating to Consignee address, Banker's Name, Paying Authority, Insurance Agent etc.:**

- **Location & Address of project Consignee & Stores**  
**Address & Location for Nizamabad GA shall be shared later.**
- **Name & Address of the Bankers**  
State Bank of India,  
Industrial Finance Branch,  
Tara Chambers, Pune Mumbai Road,  
Wakdewadi,  
Shivajinagar, Pune-411003
- **GST Number:** 27AAECM5536G1ZF
- **Paying Authority (Indigenous/ Imported):**  
General Manager (F&A)  
Maharashtra Natural Gas Ltd.  
Pride Purple Coronet, 3rd Floor,  
Baner Road, Baner,  
Pune – 411045
- **Name of Address of insurance agency:** To be intimated at the time of placement of PO.
- **Mode of Payment:** A/C Payee Cheque
- **Preferred mode of despatch:**  
Imports: Sea  
Domestic: By Road
- **Inspection agency for indigenous and imported items:** MNGL / Third party inspection agency appointed by MNGL

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## SECTION – III

### SCHEDULE OF RATES (SOR)

Schedule of Rates (SOR) / BOQ is enclosed on e-tendering portal.

Evaluation Formula: Evaluation shall be done as per Clause No. 3 of Annexure – I to IFB.

\_\_\_\_\_  
Signature of Bidder

Stamp: